



BUSINESS & CAREER INSTITUTE

SPRING 2015 TRAINING SCHEDULE



ROOFING CO.LLC.

Schaumburg, Il.

847-519-0698

PARTNERING FOR SUCCESS

Cannon Roofing was awarded work on Tollway project RR 13-9145 with an assist from South Suburban College. The work under this contract consists of, but is not limited to: roof repairs, replace metal roof edges, install flute fillers, install new roof trim and replace gutters, replace roof top HVAC units, supplementing structural roofing truss supports, and upgrading electrical infrastructure at various electrical subpanels.

In assisting Cannon to submit this bid, our Construction Business Development Center (CBDC) staff walked them through the Tollway procurement process. This included making sure they met all pre-qualification requirements and registering them for the small business set aside program. See page 19 for more information about the CBDC. Pictured: Mark Cannon, Owner, Cannon Roofing LLC

The Business & Career Institute can help your business achieve its goals through a variety of programs. Just ask our partners...



Partnership: Customized Training

"We have utilized the Business & Career Institute for many different training functions and always consider their contribution to be spot-on in meeting our specific needs. We encourage the businesses of the community to find out what BCI has to offer your business."

Virginia Yaksic, C.E.O.,
GRIER Abrasive Co., Inc



Partnership: Training & Procurement

"Free-Flow Packaging believes in investing in our most important resource: our employees. The Business & Career Institute has helped us to secure funding and to customize training programs to make our company grow while also providing personal growth for each and every employee."

Tom Anzur, Thornton Plant Manager,
Free-Flow Packaging



Partnership: Employer Training Investment Program (ETIP)

"As Gelita works to continually improve our products, we look forward to an ongoing relationship with South Suburban College and their Business and Career Institute."

Jim Boguslawski, Chicago Plant Manager,
Gelita-USA



Partnership: Customized Training

"We have partnered with BCI to provide employee training and testing to improve production and standards."

Brian Pelke, President,
Kay Manufacturing Co.

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Need To Train Your Staff?

The Business & Career Institute at South Suburban College provides customized business solutions for manufacturers, businesses and organizations in our area. This includes: Lean Business processes, technology training, management and professional skills development, basic skills and English as a Second Language (ESL).

Looking To Upgrade Your Skills?

In today's economy, it is important to keep your skills updated. Staying on top of new trends and technology can mean the difference between advancing in your career and stagnating. And if you do happen to lose your job, refreshing your skill set can make you more marketable, help you transfer into a new line of work or make your resume stand out from the stack.

Upgrading your skills doesn't have to require a long term commitment. It could mean taking an online course, completing a noncredit program or earning some other credential. BCI provides affordable, professional workshops and seminars and a fully authorized testing center for a variety of nationally recognized career certifications. Now is the time to invest in you.

BCI Can Make Your Training Dollars Go Further!

Call for more details! (708) 596-2000, ext. 2322



Registration Information

Don't wait, high demand courses fill up early! Reserve your spot by registering now. Students are registered on a first-come, first served basis.

Here are four easy ways to register for South Suburban College non-credit courses. For more information, call (708) 596-2000, ext. 2522 or email bci@ssc.edu. We also accept Purchase Orders.

1 BY FAX

Complete the registration form available at <http://www.ssc.edu/pdf/BCI/noncreditapp.pdf>. Use a separate form for each person. Fax it to us at (708) 210-5703.

2 BY PHONE

Call us Monday - Thursday, 8:00 am - 6:00 pm, Friday 8:00 am - 5:00 pm at (708) 596-2000, ext. 2522. Be sure to have your credit card information or company purchase order ready.

3 ONLINE

Register online using the "My SSC" portal and have your Discover, MasterCard or Visa ready for payment. All new students receive an SSC email account and a My SSC Username and Password via email. In order to access your My SSC portal, please visit <http://www.ssc.edu/myssc>. From here, login using your Username and Password including student\ and password in the box (remember to type in student\ using the BACKSLASH key). You are now logged in and your name should appear in the upper right corner after "Welcome." If you need further assistance, please contact our Admissions Office at (708) 210-5718.

4 IN PERSON

Register in person at either location:

South Suburban College Main Campus
15800 S. State Street, 2nd Floor
South Holland, IL 60473
Monday-Thursday 8:00 am-7:00 pm
Friday 8:00 am-4:00 pm

Oak Forest Center
16333 S. Kilbourn Avenue
Oak Forest, IL 60452
Monday-Thursday 8:00 am-7:00 pm
Friday 8:00 am-4:00 pm

Cancellation and Schedule Adjustments

South Suburban College provides quality education at a reasonable price. All forms of payment are accepted except American Express. Fees are subject to change without notice. All non-credit fees must be paid at the time of registration. Not paying the course fees does not constitute automatic withdrawal from the course. Cancellation for a full refund must be completed with a withdrawal form at least three business days before the start date. No-shows do not constitute withdrawal from class. In the event that a class is cancelled, you will be notified and all fees paid will be refunded in full.

Leadership Classes

Inspiring Leadership

Developing leadership, service and communication skills are essential to encouraging productivity and to providing a foundation for successful hiring, training and growth. BCI's Leadership series teaches essential leadership skills to new or experienced managers, supervisors and workers.

ESSENTIALS OF LEADERSHIP-FEE \$99

Leaders who know their leadership style can apply their strengths to accomplish more with staff. In this workshop, evaluate your leadership style using a personality profile, which helps identify your ability to be flexible and create awareness of your strengths and weaknesses. The essence of being an effective leader lies in establishing good interpersonal work relationships and having the ability to spark action in others. This foundational course teaches leaders how to get results through others.

TQM E12 720 **8:00-12:00n** **Tuesday, January 13** **OFC-5140**

ADAPTIVE LEADERSHIP-FEE \$99

Leaders can't take a cookie-cutter approach to managing people. This workshop will raise leaders' awareness of the differences among people and situations, leading to higher levels of engagement and organizational results.

TQM E12 721 **8:00-12:00n** **Thursday, January 22** **OFC-5140**

BUILDING SUCCESSFUL TEAMS-FEE \$99

Leaders "lead" people. In this workshop, you will identify the benefits of working in teams, examine the characteristics of the most effective teams, team leaders, and team members. You will also assess your team-leading skills and develop guidelines for getting the most out of team meetings.

TQM E68 720 **8:00-12:00n** **Tuesday, February 3** **OFC-5140**

BASIC PLANNING SKILLS-FEE \$99

A good plan is much more than a daily "to do" list. It takes conscious focus, thought and effort. Review techniques for brainstorming, formulating, analyzing, and implementing your ideas. Whatever your goals are at work or at home, your results will be better if you have a plan.

TQM E39 720 **8:00-12:00n** **Tuesday, February 17** **OFC-5140**

BUILDING AN ENVIRONMENT OF TRUST-FEE \$99

Learn to recognize trust as an essential business tool. Create a high trust environment in which people can take risks, and identify and solve problems.

TQM E69 720 **8:00-12:00n** **Thursday, March 5** **OFC-5140**

LEADERSHIP COMMUNICATION SKILLS-FEE \$99

Effective communication skills allow leaders to be successful in their daily operations. In this workshop, learn about active listening and powerful speaking. Discover techniques for communicating with tact and giving constructive feedback. You will also find out how to identify communication barriers and deal with hostile people.

TQM E06 720 **8:00-12:00n** **Tuesday, March 17** **OFC-5140**

BUSINESS ETHICS-FEE \$99

Business Ethics can create decision dilemmas for leaders. Learn to recognize the difference between ethics and morals, and why the difference matters in business. Examine your own ethical fitness and develop a framework to help make decisions when faced with a business dilemma.

TQM E01 720 **8:00-12:00n** **Thursday, April 2** **OFC-5140**

RESOLVING CONFLICT-FEE \$99

Leaders must be able to recognize the signs of conflict and quickly choose the most appropriate resolution technique. Learn the true cost of conflict to an organization and techniques to handle the most challenging situations effectively.

TQM E47 720 **8:00-12:00n** **Tuesday, April 14** **OFC-5140**

Leadership Classes

ACCOUNTABILITY THAT WORKS-FEE \$99

Learn how to avoid blame, finger pointing, missed deadlines and low morale. With accountability, you get better results, improved teamwork and clarity. This program reveals an approach to accountability that improves individual and organizational performance. Benefits include: building an accountability culture, improving results and morale, and teaching the importance of keeping agreements.

TQM E49 720 **8:00-12:00n** **Thursday, April 30** **OFC-5140**

Skills for Success

BUSINESS WRITING-FEE \$109

This workshop teaches participants how to write in a business environment. After a review of basic writing skills, students will learn how to write business letters and reports as well as several types of proposals.

ENG E22 720 **8:30-10:30a** **Tuesdays, Feb 10-Mar 10** **OFC-5140**

IMPROVING PERSONAL PRODUCTIVITY-FEE \$99

Do you react to one crisis situation after another instead of working on important tasks? Are you organized and have a plan to keep track of ongoing projects? The workshop gives participants the skills needed to increase productivity while decreasing non-productive behaviors, thus eliminating stress.

TQM E50 720 **8:00-12:00n** **Wednesday, February 18** **OFC-5140**

CUSTOMER SERVICE-FEE \$99

Build the skills and knowledge you need to provide truly exceptional customer service, leading to customers who exhibit the three R's of loyalty: return, refer and relate.

TQM E03 720 **8:00-12:00n** **Wednesday, February 25** **OFC-5140**

GETTING STARTED AS A NEW LEADER-FEE \$99

Whether you are considering applying for a leadership position or just want to perform better in your current job, this workshop will arm new leaders with the knowledge and skills needed to confront the challenges in a new leadership role and get better results more quickly.

TQM E35 720 **8:00-12:00n** **Wednesday, March 18** **OFC-5140**

PRESENTING WITH POWER-FEE \$99

Sharpen your speaking skills using PowerPoint as a key presentation tool. Learn what to put on your speaker notes and handouts to enhance your speaking presentation. Learn where to stand during a presentation, how to use audio and how to effectively use an assistant or a remote. The focus of this workshop is you... not your slides.

TQM E04 720 **8:00-12:00n** **Wednesday, April 1** **OFC-5140**

GENERATIONS X & Y-FEE \$69

Today's workforce is comprised of individuals from a wide variety of age groups. Trying to meld multiple generations into a cohesive workforce is extremely complicated. There are many issues between Generation X and Y, including differing motivation factors, their view on the work environment, and how they see themselves in the organization. Learn how to identify the characteristics of the generations; their values, work ethics, communication styles, and motivators. Learn to recognize workplace issues and develop strategies for merging the generations effectively.

TQM E42 720 **9:00-11:00a** **Wednesday, April 15** **OFC-5140**

LOGISTICS

Logistics is the management of the flow of any resource between the point of origin and the point of destination in order to meet the requirements of customers. In most businesses, parts are purchased from suppliers and then either made into another product or used in a service that is sold to customers, and a supply chain is created. As a consumer, employee or employer you experience smooth or disruptive supply chains, which affect your being able to carry out your day to day operations. Some supply chains are simple while others are rather complicated. The complexity of the supply chain will vary with the size of the business and the intricacy and numbers of items that are manufactured. **Understanding logistics and supply chains is critical to smooth business operations.**

Any business that deals with shipping and receiving needs employees who understand the workings of supply chains and logistics. Jobs in this field are increasing and include warehouse, shipping and receiving, manufacturing, retail trucking and more.

The following hybrid courses are designed to align with Manufacturing Skills Standards Council (MSSC) Standards for the Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT) credential exams. MSSC is the only national certifying body in manufacturing and logistics whose certifications (CPT and CLT) have been accredited by the American National Standards Institute (ANSI) under ISO 17024. CPT and CLT credentials help you show employers that you are serious about employment and that you have developed your skills in their industry. **For employers these credentials validate skilled, frontline material handling workers across all supply chain facilities: factories, warehouses, distribution centers and transporters.**

It is strongly recommended that participants be proficient at minimum of 8th grade level of math and 9th grade level of English.

SUPPLY CHAIN LOGISTICS (FOUNDATION)

(40 Hours) Total Cost \$679 (includes all books, materials, and MSSC CLA exam)

This course covers the basics of supply chain logistics, which includes global supply chain logistics life cycle, logistics environment, material handling equipment, safety principles, safe material handling and equipment operation, quality control principles, workplace communications, teamwork and workplace behavior to solve problems, computer usage. Upon completion, participants will take the MSSC CLA (Certified Logistics Associate) exam.

TWL E01 720	6:00-8:30p	TTH	1/20-3/12	OFC-TBA
TWL E01 721	6:00-8:30p	TTH	3/24-5/14	OFC-TBA



SUPPLY CHAIN LOGISTICS (MID-LEVEL TECHNICAL)

(40 Hours) Total Cost \$679 (includes all books, materials, and MSSC CLT exam)

Prerequisite: CLA Certification

This course provides students with the mid-level technical knowledge needed to understand the world of supply chain logistics, which includes product receiving, production storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, dispatch and tracking, measurement and metric conversions. Upon completion, participants will take the MSSC CLT (Certified Logistics Technician) exam.

TWL E01 721	6:00-8:30p	TTH	3/24-5/14	OFC-TBA
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This innovative hybrid program combines being in the classroom and online modules to bring you the most up-to-date information on logistics and supply chain management. While a large part of the time will be spent face-to-face in the classroom, set aside at least 4 hours a week to work on online modules and other classwork. Because South Suburban College is in the middle of a great manufacturing hub, a tour will be set up at a plant to see how logistics work, hands on. If the times and dates in the schedule don't work with your schedule, contact us to see if alternative dates are available.

Call or email for more information or to register: (708) 596-2000, ext. 2522, email: bci@ssc.edu



**SOUTH
SUBURBAN
COLLEGE**
BUSINESS & CAREER
INSTITUTE

On the shop floor, skilled workers who perform specialized tasks must be competent in more than simple arithmetic. Check out our new customized training:

INDUSTRIAL MATH

In today's workforce there is a continuing demand for more and better trained skilled tradespersons. Never has this become more apparent than now, as the south suburbs see great growth in transportation, warehouse and logistics (TWL) and manufacturing.

The following Industrial Math courses were designed with input from local manufacturers to directly relate to the types of mathematical situations encountered every day in the workplace, and focus on typical shop floor applications so workers can quickly use their new skills on the job:

Industrial Math – Level 1

(15 Hours) Fee \$99.00 (Includes all books and materials)

MTH E20 720 2:00-5:00p TTH 2/10-2/24

A review of basic arithmetic is important to understanding the math relationships involved with production. The simplest mistakes in arithmetic can cause quality issues later.

What You Will Learn:

- ✓ Addition, Subtraction, Multiplication and Division of Whole Numbers
- ✓ Fractions And Decimals
- ✓ Reading A Ruler (U.S. and Metric Units) & Other Measuring Devices
- ✓ Ratios, Proportions And Percents
- ✓ Directed Numbers
- ✓ Algebra And Geometry

Industrial Math – Level 2

(15 Hours) Fee \$99.00 (Includes all books and materials)

MTH E25 720 2:00-5:00p TTH 3/10-3/24

Level 2 Industrial Math will cover more complex areas of study than Level 1.

What You Will Learn:

- ✓ Graphic Math (Area, Perimeter, Volume)
- ✓ Spatial Skills (Blueprints)
- ✓ Basic Electricity (as it relates to math: Direct Current, Series Circuits, etc.)
- ✓ Mechanical Comprehension (Force, Motion, Speed, Gravity)
- ✓ Technical Reading (Diagrams, Charts, Schematics, Tables and Graphs)

**This program can also be customized to be part of your company's business solution.
Please call (708) 596-2000, ext. 2322 for more program details!**

Certified Production Technician

CERTIFIED PRODUCTION TECHNICIAN



The manufacturing sector needs skilled workers. As the nation recovers from the Great Recession, manufacturers are leading the way in job growth. The Manufacturing Skill Standards Council (MSSC) developed the Certified Production Technician (CPT) as the industry standard for production workers. CPT is the national certification supported by the National Association of Manufacturers.

Whether you are an incumbent worker, a career changer, new to the workforce or a student, MSSC credentials will help you document your skills with a national certificate recognized by industry. MSSC is the only national certifying body in manufacturing whose certifications have been accredited by the American National Standards Institute (ANSI) under ISO 17024. CPT credentials help you show employers that you are serious about employment and that you have developed your skills in their industry. The training will enable you to build and validate the core knowledge and skills required in modern advanced manufacturing. Class time includes lecture and Q&A discussion. The four modules comprising the course are:

1. Safety
2. Maintenance Awareness
3. Quality and Continuous Improvement
4. Manufacturing Process and Production



The Certified Production Technician certification is awarded to those that successfully pass each of the four component examinations.

The following hybrid courses are designed to align with Manufacturing Skills Standards Council (MSSC) credentials and to help individuals enhance their core knowledge and skills for production work from entry-level to front-line supervisory level. It is strongly recommended that participants be at the 9th grade level of math and 10th grade level of reading.

SAFETY

(40 Hours) Total Cost \$679 (includes all books and materials & MSSC exam)

This course covers the basics of safety in a manufacturing environment. Key activities include: perform safety and environmental inspections; perform emergency drills and participate in emergency teams; identify unsafe conditions and take corrective action; provide safety orientation for all employees; suggest processes and procedures that support safety of work environment; monitor safe equipment and operator performance. Upon completion, participants will take the MSSC Safety exam.

BLD E36 720

8:00-12:00n

M-F

2/2-2/13

Certified Production Technician

QUALITY PRACTICES AND MEASUREMENT

(40 Hours) Total Cost \$679 (includes all books and materials & MSSC exam)

This course covers the basics of quality in a manufacturing environment. Key activities include: participate in periodic internal quality audit activities; check calibration of gages and other data collection equipment; suggest continuous improvements; document results of quality tests; communicate quality problems; use common measurement systems and precision measurement tools. Upon completion, participants will take the MSSC Quality exam.

TQM E17 720 **8:00-12:00n** **M-F** **2/17-3/2**

MANUFACTURING PROCESSES AND PRODUCTION

(40 Hours) Total Cost \$679 (includes all books and materials & MSSC exam)

This course covers the basics of production in a manufacturing environment. Key activities include: set up equipment for production process; set team production goals; make job assignments; coordinate work flow with team members and other work groups; communicate production and materials requirements and product specifications; perform and monitor the process to make the product; document product and process compliance with customer requirements; prepare final product for shipping or distribution. Upon completion, participants will take the MSSC Production exam.

MGA E01 720 **8:00-12:00n** **M-F** **3/9-3/20**

MAINTENANCE AWARENESS

(40 Hours) Total Cost \$679 (includes all books and materials & MSSC exam)

This course covers the basics of preventive maintenance in a manufacturing environment. Key activities include: perform preventive maintenance and routine repair; recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with electrical, pneumatic, hydraulic, machine automation systems, and lubrication processes, bearings and couplings, belts and chain drives. Upon completion, participants will take the MSSC Maintenance exam.

MAW E12 720 **8:00-4:30p** **M-F** **3/23-4/3**

Participants earn a "Certificate" if they pass one or more above assessments.

However, you must pass all four assessments to earn the full "CPT" (Certified Production Technician) certification.

In October 2011, MSSC introduced a fifth module in the CPT program for Green Production. MSSC defines Green Production as "workplace activities across all industries within the manufacturing sector that require the use of equipment, technologies, and processes that will improve the environmental performance of manufacturing companies." Thus it is not limited to the manufacturing of green products but includes the "greening" of all manufacturing processes.

GREEN PRODUCTION

(40 Hours) Total Cost \$679 (includes all books and materials & MSSC Exam)

This course covers the basics of "greening" of all manufacturing processes. Key activities include: implement and promote environmental programs, projects, policies and procedures; monitor environmental aspects at each stage of production; use advanced material in production to reduce waste; reprocess materials by recycling and reuse. Upon completion, participants will take the MSSC Green Production exam.

MGA E01 722 **8:00-4:30p** **S** **4/11-5/9**



***These MSSC classes and exams can be taken in any order. Call or email for more information or to register:
(708) 596-2000, ext. 2522, bci@ssc.edu***

COMPUTER TRAINING AND APPLICATIONS

DOWN & DIRTY: TUESDAY MORNINGS WITH MICROSOFT OFFICE

It is recommended that attendees have prior experience navigating a Windows computer environment and some experience in the software.

SAVE TIME! LEARN HOW TO WORK WITH TABLES IN WORD

(4 Hours) Total Cost \$49

Learn to organize data in tables and insert, modify, format and convert text to a table. In this down-and-dirty workshop, you will also learn how to make the most of tables in documents.

CMP E98 725	Tuesday, January 13	8:00-12:00n	OFC-5690
CMP E98 728	Tuesday, March 24	8:00-12:00n	OFC-5690

SPEED UP YOUR PROCESS! LEARN HOW TO USE TEMPLATES AND MAIL MERGES IN WORD

(4 Hours) Total Cost \$49

Learn how to create a template as well as how to create a document based on a template. In this down-and-dirty workshop, you will also learn to use the mail merge feature, merge envelopes and labels and create a data source using Word.

CMP E98 726	Tuesday, January 20	8:00-12:00n	OFC-5690
CMP E98 729	Tuesday, March 31	8:00-12:00n	OFC-5690

COLLABORATION IS THE KEY IN BUSINESS TODAY! LEARN HOW TO REVIEW DOCUMENTS IN WORD

(4 Hours) Total Cost \$49

If you are looking to manage a lengthy document or collaborate with others, this down-and-dirty workshop is for you! Learn how modify user information, send a document for review, review a document, compare document changes, merge document changes, review track changes and comments and coauthor a document.

CMP E98 727	Tuesday, January 27	8:00-12:00n	OFC-5690
CMP E98 730	Tuesday, April 7	8:00-12:00n	OFC-5690

MAKE WORKING WITH NUMBERS EASY! LEARN HOW TO WORK WITH FORMULAS/FUNCTIONS/ CALCULATIONS IN EXCEL

(4 Hours) Total Cost \$49

If you are looking to make the most of your spreadsheets, this down-and-dirty workshop is for you. Learn how to calculate data with formulas by applying cell and range names, calculate data across worksheets, use specialized functions and analyze data with logical and lookup functions.

CMP E19 725	Tuesday, February 3	8:00-12:00n	OFC-5690
CMP E19 728	Tuesday, April 14	8:00-12:00n	OFC-5690

PROJECTS IN SIX SIGMA OR LEAN? LEARN HOW TO CREATE GRAPHS AND CHARTS IN EXCEL

(4 Hours) Total Cost \$49

Learn to take your spreadsheet data and turn it into a graph or chart. If you have assignments in your Six Sigma project and need graphs or charts, this down-and-dirty workshop is for you.

CMP E19 726	Tuesday, February 10	8:00-12:00n	OFC-5690
CMP E19 729	Tuesday, April 21	8:00-12:00n	OFC-5690

Computer Training and Applications

TRICKS OF THE TRADE! LEARN HOW TO USE EXCEL IN WAYS YOU NEVER THOUGHT OF

(4 Hours) Total Cost \$49

Many people use Excel in unexpected ways! Learn about tricks and other uses for spreadsheets in this down-and-dirty workshop.

CMP E19 727 Tuesday, February 17 8:00-12:00n OFC-5690

CMP E19 730 Tuesday, April 28 8:00-12:00n OFC-5690

QUERY WHAT? FUNDAMENTALS OF BUILDING A DATABASE IN ACCESS

(4 Hours) Total Cost \$49

Learn to build the structure of a database in Access. In this down-and-dirty workshop, you will create a new database and learn to work with queries in a database.

CMP E94 725 Tuesday, February 24 8:00-12:00n OFC-5690

CMP E94 727 Tuesday, May 5 8:00-12:00n OFC-5690

REPORTING IN ACCESS

(4 Hours) Total Cost \$49

In this down-and-dirty workshop you will learn to organize report information, format reports, control report pagination, add a calculated field to a report, add a sub report to an existing report and create a mailing label report.

CMP E94 726 Tuesday, March 3 8:00-12:00n OFC-5690

CMP E94 728 Tuesday, May 12 8:00-12:00n OFC-5690

GO BEYOND JUST TEXT! LEARN HOW TO SPRUCE UP YOUR PRESENTATIONS WITH GRAPHICS IN POWERPOINT

(4 Hours) Total Cost \$49

Have fun with PowerPoint! In this down-and-dirty workshop, you will learn to add graphical objects and images to a presentation. Also, learn how to add shapes and visual styles to the text in a presentation.

CMP E95 725 Tuesday, March 10 8:00-12:00n OFC-5690

THE DEVIL IS IN THE DETAILS! CREATE A WOW BUT SIMPLE PRESENTATION IN POWERPOINT

(4 Hours) Total Cost \$49

Enhance your PowerPoint presentation by learning these techniques. In this down-and-dirty workshop, you will learn to customize a slide show, annotate a presentation, and create a presenter-independent slide show. Make PowerPoint work for you in your presentation.

CMP E95 726 Tuesday, March 17 8:00-12:00n OFC-5690

EVERYDAY ADVANTAGE – TECHNOLOGY TOOLS AND TIPS

GET GOING WITH GOOGLE

(6 Hours) Total Cost \$69

Google began in January 1996 as a research project by Larry Page and Sergey Brin when they were both PhD students at Stanford University. [Google has become one of the most commonly used technology terms in the world due to its amazing capabilities through its numerous tools. This Everyday Advantage workshop will examine these free tools and discuss ways to utilize them in everyday life.

Saturday, January 17 9:00-4:00p OFC-5180

YOUTUBE AND YOU

(3 Hours) Total Cost \$39

YouTube is the extremely popular video sharing website. Participants will learn about the following: the history of YouTube, how this popular social media is being used, how to search for specific videos, how to share video links, how to upload videos, and a variety of techniques that can be used to get the most of YouTube.

Saturday, February 7 9:00-12:00n OFC-5180

SOCIAL NETWORKING

(3 Hours) Total Cost \$39

Participants will get an overview of effective social networking sites and specific tools used to increase visibility and strengthen responses by learning to sign up, create a page, update settings, set securities, join friends and groups.

Saturday, February 28 9:00-12:00n OFC-5180

MAKE THE MOST OF AN IPAD

(3 Hours) Total Cost \$39

In this Everyday Advantage session, participants will learn useful tips to help better utilize and enjoy an iPad in the classroom, office or at home.

Saturday, March 21 9:00-12:00n OFC-5180

UNDERSTANDING CLOUD STORAGE

(3 Hours) Total Cost \$39

The concept of storing your information in the "cloud" has become very popular. But what does that mean? Why would you put information in the "cloud"? Are there risks? How do you do it? What are some great "cloud" services? These questions and many others will be answered in this Everyday Advantage workshop.

Saturday, April 4 9:00-12:00n OFC-5180

Computer Training and Applications

MICROSOFT OFFICE

A Microsoft Office Training course can help you to get the most out of this powerful suite of applications. Microsoft Office is full of tools and features designed to improve office productivity. From Word and Excel, to Access and PowerPoint, learning how to use these applications effectively often means spending hours of trial and error. Microsoft Office Training classes offer a systematic approach to learning that can help you to become proficient in Microsoft's flagship office product without wasting precious time experimenting.

Microsoft Word is the standard for Word Processing. Learn to write letters, mail merge labels, use graphics, create tables and more!

Microsoft Excel is a powerful tool for developing spreadsheets. Learn to create financial spreadsheets, utilize formulas, organize your data in charts and more!

Microsoft PowerPoint is used to develop on-screen presentations. Learn to create a presentation with colors, graphics, animation and more!

Microsoft Access allows for the creation of complex databases. Learn how to create tables, reports, queries, forms and more!

Microsoft Outlook is a powerful email client. Learn how to send emails, organize emails, store contacts, set appointments and more!

Microsoft Project is used to manage projects and tasks of any size. Learn how to create tasks, set deadlines, assign resources and more!

Microsoft Publisher is a desktop publishing program used for page layout and design. Learn how to create and edit publications, design, arrange text and pictures, work with master pages, create and format tables and more.

TRANSITIONING TO THE LATEST MICROSOFT OFFICE

(12 Hours) Total Cost \$195 (includes all books and materials)

This course introduces you to the basic commands, function, and capabilities of the latest Microsoft Office. Programs covered include Word, Excel, PowerPoint and Access.

CMP E93 790	6:00-9:00p	MW	OFC-5180	2/9-2/18
CMP E93 791	9:00-4:00p	TTH	MA-3228	3/3-3/5

WORD BASIC

(12 Hours) Total Cost \$195 (includes books and materials)

Learn to create, edit, and enhance standard business documents using Microsoft® Office Word. Upon successful completion of this course, students will be able to:

- Identify and work with basic Word 2010 tools and features.
- Edit text in a Word document.
- Modify the appearance of text in a Word document.
- Insert special characters and graphical objects.
- Organize data in tables.
- Proof a Word document.
- Control the appearance of pages in a Word document.
- Print a Word document.

CMP E98 720	6:00-9:00p	TTH	OFC-5180	2/3-2/12
CMP E98 721	9:00-4:00p	MW	MA-3228	2/23-2/25

WORD INTERMEDIATE

(12 Hours) Total cost \$195 (including books and materials)

Prerequisite: Word Basic skills

Learn to create complex documents and build personalized efficiency tools using Microsoft Office Word. Upon successful completion of this course, students will be able to:

- Manage lists.
- Customize tables and charts.
- Customize the formatting of a document using styles and themes.
- Modify pictures in a document.
- Create customized graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates to automate document creation.
- Use the mail merge function.
- Use macros to automate common tasks.

CMP E41 720	6:00-9:00p	MW	OFC-5180	2/23-3/4
CMP E41 721	9:00-4:00p	TTH	MA-3228	3/24-3/26

WORD, ADVANCED

(12 Hours) Total Cost \$195 (including books and materials)

Prerequisite: Word Intermediate skills

Learn to create, manage, revise, and distribute documents. Upon successful completion of this course, students will be able to:

- Use Word with other programs.
- Collaborate on documents.
- Manage document versions.
- Add reference marks and notes.
- Simplify the use of long documents.
- Secure a document.
- Create forms.

CMP E10 720	9:00-4:00p	TTH	MA-3228	3/30-4/2
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Computer Training and Applications

EXCEL BASIC

(12 Hours) Total Cost \$195 (includes books and materials)

Learn to create and edit basic Microsoft Office Excel worksheets and workbooks. Upon successful completion of this course, students will be able to:

- Create a basic worksheet by using Microsoft Excel 2010.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the content of an Excel worksheet.

CMP E19 720	6:00-9:00p	TTH	OFC-5180	2/17-2/26
CMP E19 721	9:00-4:00p	MW	MA-3228	3/2-3/4

EXCEL INTERMEDIATE

(12 Hours) Total Cost \$195 (includes books and materials)

Prerequisites: Excel Basic skills.

Learn to use advanced formulas and work with various tools to analyze data in spreadsheets, and will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. Upon successful completion of this course, students will be able to:

- Use advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Analyze data using PivotTables, Slicers, and PivotCharts.
- Insert and modify graphic objects in a worksheet.
- Customize and enhance workbooks and the Microsoft Office Excel environment.

CMP E39 720	6:00-9:00p	MW	OFC-5180	3/16-3/25
CMP E39 721	9:00-4:00p	TTH	MA-3228	4/7-4/9

EXCEL ADVANCED

(12 Hours) Total Cost \$195 (includes all books and materials)

Prerequisite: Excel Intermediate skills

Learn to automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications. Upon successful completion of this course, students will be able to:

- Enhance productivity and efficiency by streamlining the workflow.
- Collaborate with other workbook users.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Integrate Excel data with the web.
- Structure workbooks with XML.

CMP E24 720	9:00-4:00p	TTH	MA-3228	4/14-4/16
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ACCESS BASIC

(12 Hours) Total Cost \$195 (including all books and materials)

Learn to create and modify new databases and their various objects. Upon successful completion of this course, students will be able to:

- Identify the basic components of an Access database.
- Build the structure of a database.
- Manage data in tables.
- Query a database.
- Design forms.
- Generate reports.

CMP E94 720	9:00-4:00p	MW	MA-3228	2/9-2/11
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ACCESS INTERMEDIATE

(12 Hours) Total Cost \$195 (including all books & materials)

Prerequisite: Access Basic skills

Learn how to improve and customize tables, queries, forms and reports, and share Access data with other applications. Upon successful completion of this course, students will be able to:

- Streamline data entry and maintain data integrity.
- Join tables to retrieve data from unrelated tables.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- Improve forms.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share data between Access and other applications.

CMP E87 720	9:00-4:00p	TTH	MA-3228	2/24-2/26
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POWERPOINT BASIC

(12 Hours) Total Cost \$195

You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it. Upon successful completion of this course, students will be able to:

- Identify the components of the PowerPoint interface.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify graphical objects in a presentation.
- Work with tables in a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

CMP E95 720	9:00-4:00p	MW	MA-3228	3/9-3/11
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Computer Training and Applications

OUTLOOK BASIC

(12 Hours) Total Cost \$195

Learn to use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes. Upon successful completion of this course, students will be able to:

- Explore the Outlook interface, send mail, and respond to messages.
- Compose email messages.
- Organize email messages into folders.
- Manage contacts and contact information.
- Schedule appointments.
- Schedule a meeting.
- Manage tasks and notes.

CMP E13 720 9:00-4:00p F MA-3228 2/20-2/27

MICROSOFT PROJECT, BASIC

(12 Hours) Total Cost \$195 (includes all books and materials)

Learn to create and manage a project schedule using Microsoft® Project. Upon successful completion of this course, students will be able to:

- Identify the basic features and components of the Microsoft Project environment.
- Create a new project plan file and enter project information.
- Manage tasks by organizing tasks and setting task relationships.
- Manage resources for a project.
- Finalize a project plan.

CMP E58 720 9:00-4:00p TTH OFC-5690 2/17-2/19

MICROSOFT PUBLISHER, BASIC

(12 Hours) Total Cost \$195 (includes all books and materials)

Learn to create, format, edit, and distribute publications. Upon successful completion of this course, students will be able to:

- Get familiar with the Publisher environment and start working on a publication.
- Modify the layout and structure of a publication.
- Format text in a publication.
- Edit the contents in a publication.
- Format graphics in a publication.
- Prepare a publication for distribution.

CMP E42 720 9:00-4:00p MW MA-3228 3/16-3/18

COMPUTER PROFICIENCY

INTRODUCTION TO THE PERSONAL COMPUTER

(6 Hours) Total Cost \$115 (includes all books and materials)

This course covers business applications of the personal computer for the beginner who does not want to feel intimidated by the computer. Participants will learn the fundamentals of home and business applications by being introduced to several popular software packages.

CMP E56 720 9:00-4:00p F MA-3228 2/6
 CMP E56 721 6:00-9:00p TTH OFC-5180 3/3-3/5

INTRODUCTION TO WINDOWS 8

(12 Hours) Total Cost \$195 (including books and materials)

Prerequisite: Working knowledge of Windows

Learn to log on to Windows 8, explore its interface, identify the different components in the interface, customize the Windows 8 desktop, manage files and folders, use the common tools and programs available in Windows 8, and browse the Internet. Upon successful completion of this course, students will be able to:

- Log on to Windows 8, explore its interface, and identify the different components present in the interface.
- Customize the Windows 8 desktop.
- Manage files and folders.
- Use the common tools and programs available in Windows 8.
- Browse the Internet.

CMP E15 720 9:00-4:00p MW MA-3228 1/26-1/28
 CMP E15 721 6:00-9:00p TTH OFC-5180 3/10-3/19

ACCOUNTING

QUICKBOOKS

(12 Hours) Total Cost \$195 (includes all books and materials)

In our QuickBooks class students will learn how to invoice, receive payments and make deposits. You will also learn to enter bills, print checks, void checks and do manual checks, do journal entries, enter credit card charges, set up a petty cash account, set up a loan, customize your chart of accounts, and reconcile your checking account. We'll also customize and filter reports.

CMP E89 720 9:00-4:00p F OFC-5690 1/23-1/30
 CMP E89 721 9:00-4:00p TTH OFC-5690 2/10-2/12
 CMP E89 722 9:00-4:00p MW OFC-5690 3/23-3/25
 CMP E89 723 9:00-4:00p TTH OFC-5690 4/21-4/23
 CMP E89 724 9:00-4:00p F OFC-5690 5/1-5/8



Computer Training and Applications

WEBSITE DESIGNER SERIES

EFFECTIVE WEB DESIGN

(12 Hours) Total Cost \$350 (includes all books and materials)

Learn the essential steps of website design from deciding design strategies to incorporating interactive elements. Students will have instruction and hands-on computer lab exercises to learn site navigation, layout, type, Web graphics, animation, and interactive elements. This course includes case studies to help students solidify the design concepts with practical application.

CMP E38 720 6:00-9:00p TTH OFC-5180 3/24-4/2

MACROMEDIA ADOBE DREAMWEAVER

(15 Hours) Total Cost \$350 (includes all books and materials)

In the Macromedia Adobe Dreamweaver course you will learn to create pages, insert objects, format pages, frames, tables, hyperlink pages, Email hyperlinks, cascading style sheets, rollovers, response forms, publish site, pop-up menus, HTML, JavaScript and much more. Students will use Macromedia Dreamweaver to make their own website, and they will put it on the Internet by uploading to our server.

CIS E32 720 6:00-9:00p MW OFC-5180 4/6-4/20

ADOBE PHOTOSHOP

(15 Hours) Total Cost \$279 (includes all books and materials)

Seen any cool Web pages lately, a fascinating photograph, a slick interactive CD-ROM? Chances are, the images were produced using Adobe PhotoShop software which is used to create, retouch, and enhance images for virtually every medium—from print to the web. Learn web image preparation, choosing colors, web graphics, file formats and batch processing in this introductory class.

**CMP E28 720 9:00-4:00p MW MA-3228 3/30-4/1
9:00-12:00p F MA-3236 4/3**

MOS EXAM REVIEW COURSES

Classes for each Office application will include 4 hours of application review, 1 hour practice exam and 1 hour Official MOS Certification examination. Participants will know immediately upon conclusion of the official test whether they have passed or failed. Microsoft will send an official certificate by mail to successful candidates. PLEASE CALL OUR OFFICE TO SCHEDULE A DAY AND TIME (708) 596-2000, ext. 2522.

WORD REVIEW

(6 Hours) Total Cost \$415 (includes all books and materials)

EXCEL REVIEW

(6 Hours) Total Cost \$415 (includes all books and materials)

ACCESS REVIEW

(6 Hours) Total Cost \$415 (includes all books and materials)

POWERPOINT REVIEW

(6 Hours) Total Cost \$415 (includes all books and materials)

SAVE THE DATE!

THE 7TH ANNUAL
CHICAGO WOMEN'S
CONFERENCE & EXPO

MARCH 13, 2015

GETTING IT ALL TOGETHER



THE CHICAGO WOMEN'S CONFERENCE 2015

BREAKFAST WITH BCI - SPRING 2015

EFFECTIVE COMMUNICATION SERIES

Competent Communication: Keys to Building and Sustaining Professional Relationships

Part One: Communicating Effectively in the Workplace

Facilitator: Alexandra Glumac, Client Solutions Specialist, South Suburban College

In any line of business, effective communication is paramount. Effective communication is twofold: it requires clear, concise and non-defensive verbal communication as well as active listening skills. Through discussion and hands-on activities, this training will provide participants with a list of essential qualities of oral communication, numerous examples of what to say/what not to say in various workplace situations and specific steps to become a more proficient listener.

Wednesday, February 25

SSC Oak Forest Campus

Room 5230

Part Two: Managing Difficult Conversations Using Emotional Intelligence

Facilitator: Alexandra Glumac, Client Solutions Specialist, South Suburban College

Success in business depends on our ability to understand and effectively manage emotions, in others and ourselves. It is not enough to have the technical skills to do our jobs well, it is just as important to possess the necessary interpersonal skills in order to be effective. Emotional Intelligence (EI), loosely defined, is one's ability to use emotions intelligently and appropriately in different situations. In this workshop, you will learn the Four Functions of EI, the Five Competencies of EI and several proven strategies to promote and strengthen EI.

Wednesday, March 25

SSC Oak Forest Campus

Room 5230

Part Three: Communicating with the Five Generations

Facilitator: Mary Erlain, President, Peak Development Strategies

Currently there are five generations employed in the American workforce, each with a set of differing experiences and styles that at times, can be in conflict. The objective of this workshop is to move people away from a "one size fits all" mentality when working with employees, vendors and customers. Focusing on the following areas: modes of communication, management, work ethic, technology, buying styles and advertising, this workshop encourages employees to explore ways to improve their communication by taking into account our generational diversity that exists in business today.

Wednesday, April 29

SSC Oak Forest Campus

Room 5230

8:30 – 9:00 am: Registration, Continental Breakfast & Networking

9:00 am – 12:00 pm: Program

Cost: \$129 for all three workshops (prior RSVP and payment required)

\$49 for each individual workshop; \$59 at the door

Discount available for groups of 3 or more from the same company

For additional information or to RSVP, contact Alexandra Glumac at aglumac@ssc.edu or call (708) 596-2000, ext. 2346.

Certificates of Completion available upon request.

Manufacturing Programs



SOUTH SUBURBAN COLLEGE

BE THE NEED:

- ✓ INDUSTRIAL MAINTENANCE
- ✓ MANUFACTURING BASICS

THIS GROWING INDUSTRY IS IN NEED OF SKILLED TECHNICIANS TO KEEP PRODUCTION MOVING.

CHOOSE A CAREER IN DEMAND.

- Hands-on state of the art training.
- Internship opportunities for qualified candidates.
- Certification for entry level candidates in under two years.
- Join the first class of these new, rewarding programs.

For more information about SSC's new Manufacturing Programs, please contact Gabrielle Sappenfield, program coordinator, at (708) 596-2000, ext. 2563 or email GSappenfield@ssc.edu.

Human Resource Services

SOUTH SUBURBAN COLLEGE/ BUSINESS & CAREER INSTITUTE (BCI) OFFERS HUMAN RESOURCE SERVICES TO LOCAL BUSINESSES & MUNICIPALITIES

BCI understands the challenges that small businesses and municipalities face in managing essential human resource functions. Lack of time and available personnel are often the culprits in neglecting to update important HR documents and train employees on critical matters. BCI, your partner for business success, has the resources you need to stay on top of those essential HR functions.

**For further information,
please contact:**

**Alexandra Glumac,
Client Solutions Specialist
(708) 596-2000, ext. 2346
aglumac@ssc.edu**

**SSC Oak Forest Center
16333 S. Kilbourn
Oak Forest, Illinois 60452**

Trainings can be facilitated at your site or at either South Suburban College location.

Training fees determined by the number of participants and the length of training.

Project fees determined by the type of project and number of hours.

All training and projects are customized to fit your needs.

BCI will assist you with:

- ✓ Creating a comprehensive employee and management performance evaluation system
- ✓ Revising or designing an up-to-date employee handbook
- ✓ Creating comprehensive employee job descriptions
- ✓ Revising or developing a comprehensive Policy and Procedure Manual
- ✓ Organizing a complete wellness program for employees
- ✓ Creating other important human resource or administrative forms or policies

BCI also provides workshops vital to any company or municipality. Topics include but are not limited to:

- ✓ Customer service
- ✓ Team building
- ✓ Conflict management
- ✓ Verbal and non-verbal communication skills
- ✓ Ethics and accountability
- ✓ Essential leadership and management skills
- ✓ Effective time-management strategies
- ✓ Harassment & discrimination
- ✓ Diversity

**ALSO AVAILABLE: WORD * EXCEL* POWERPOINT * OUTLOOK * QUICKBOOKS *
and much, much more!**

Construction Business Development Center

What is the Construction Business Development Center?



The Construction Business Development Center (CBDC) is focused on developing flexible, customized training and technical assistance to provide small, minority- and women-owned firms in the construction industry with the skills and knowledge to help them grow and succeed.

The CBDC provides one-on-one support to assist your company to compete for and win opportunities to participate as subcontractors and prime contractors as part of the Illinois Tollway's 15-year, \$12 billion capital program, Move Illinois: The Illinois Tollway Driving the Future.

Move Illinois will address the remaining needs of the existing Tollway system; rebuild and widen the Jane Addams Memorial Tollway (I-90) as a state-of-the-art 21st century corridor; construct a new interchange to connect the Tri-State Tollway (I-294) to I-57; build a new, all-electronic Elgin O'Hare Western Access and fund planning studies for the Illinois Route 53/120 Extension and the Illiana Expressway.

How it works

1. Work directly with a Construction Business Specialist who will help create a business profile and action plan
2. Create an individualized Technical Assistance Plan:
 - Outline technical assistance components of your needs
 - Map individual progress toward your goals
 - Get to the point of submitting bid packets to the Tollway
3. Provide customized technical assistance via one or a combination of:
 - **Personalized assistance** – typically done with a consultant or other entity that has a particular expertise
 - **Seminars/workshops** – could be individual or group offering with both classroom and online availability
 - Access to entities with particular expertise

Technical assistance may include:

- Finance and accounting
- Insurance
- Bonding
- Estimating and bidding
- Doing business with the Illinois Tollway
- How to be successful as a subcontractor
- Tools for technology
- Project management
- Safety and field operations
- Business and marketing plan development

Depending on your needs, the above includes a variety of services such as one-on-one counseling, workshops, seminars, networking events, and post-training assistance.



**SOUTH
SUBURBAN
COLLEGE**
BUSINESS & CAREER
INSTITUTE

**MOVE
ILLINOIS**



**Illinois
Tollway**

www.illinoistollway.com

Please call (708) 596-2000, ext. 5896 for more information.

Workkeys® Job Profiling



DEFINE YOUR WORKFORCE

WorkKeys Job Profiling and Assessment Services

WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. Measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation – skilled or professional – and at any level of education.

Job Analysis

The WorkKeys job profiling component offers a concrete way for organizations to analyze the skills needed for their specific jobs. For each position, job profiling identifies the skills and WorkKeys skill levels an individual must have to perform successfully. By comparing job profile information with individuals’ scores on the WorkKeys tests, organizations can make reliable decisions about hiring, training, and program development. Job profiling meets the validity and fairness requirements of EEOC guidelines.

Assessment

The abilities to learn, listen, communicate, work in teams, and solve problems are important assets for any worker, regardless of career choice. WorkKeys assessments measure these abilities in three key areas:

- Communication – Business Writing, Listening, Reading for Information, Writing
- Problem Solving – Applied Mathematics, Applied Technology, Locating Information, Observation
- Interpersonal Skills – Teamwork

Any of the nine WorkKeys assessments can be completed in less than an hour.

Benefits for Business

Increase your bottom line through your employees

- Reduce turnover, overtime, and waste while increasing morale
- Take the guesswork out of your selection decisions
- Establish legal defensibility in your selection process
- Use WorkKeys to meet ISO 9000 standards and ensure quality business practices
- Get the most efficiency from your training practices
- Improve the effectiveness of your training dollars



**SOUTH
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COLLEGE**
BUSINESS & CAREER
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*For more information or to schedule a free consultation,
call (708) 596-2000 ext. 2564 or email dneedles@ssc.edu.*

Job Training Department

The Job Training Department at South Suburban College offers Employment Training Programs and services based upon the needs of the individual to obtain or retain employment for self-sufficiency. Services for local and regional employers include: identifying skilled workers and provision of On-the-Job Training Programs.

Rebound Program

This tuition-free program is for residents of College District 510 who have become unemployed. Qualified Rebound Students do not pay tuition costs or fees, only their books. The Rebound courses are offered in 19 academic areas ranging from healthcare to technology, within class sections that have the capacity for growth. Some of the programs may require prerequisites or other provisions for entry.

Workforce Investment Act (WIA) Programs

WIA is intended to be customer-focused, to assist individuals to access the tools needed to manage their careers through information and high quality services. Individuals must meet eligibility and suitability criteria.

There are three levels of service:

- Core services - Outreach, job search and placement assistance, and labor market information are available for all job seekers;
- Intensive services - Includes more comprehensive assessments, development of individual employment plans and counseling and career planning; and
- Training services - Customers unable to obtain other grant assistance, including federal Pell grants may receive funds for Occupational Training, On-the-Job Training, Customized Training and training in basic skills.

The following are the WIA Programs available:

Dislocated Worker Program (ages 18+)

Individuals who:

- Are eligible for or have exhausted unemployment insurance;
- Have demonstrated an appropriate attachment to the workforce, and unlikely to return to a previous industry or occupation;
- Have been terminated or laid off or received notification of termination or layoff from employment as a result of a permanent closure or substantial layoff;
- Were self-employed but are unemployed as a result of general economic conditions or a natural disaster;
- Are displaced homemakers who are no longer supported by another family member.

Adult Program (ages 18+)

- All adult participants are eligible to receive core services
- Priority for intensive and training services is given to public assistance recipients or other low-income individuals
- Individuals receive job search assistance to obtain employment that allows for self-sufficiency
- Transportation assistance and support services are available based on need and funding

Youth Program (ages 17-21)

Low income individuals who meet at least one barrier to employment will be provided with:

- Paid and unpaid work experiences including internships and job shadowing;
- Tutoring, study skills training and instruction leading to the completion of post-secondary schooling;
- Occupational skill training, adult mentoring and leadership development opportunities;
- Transportation assistance;
- Follow up services for not less than 12 months after the participant completes the program;
- Assistance in obtaining viable permanent employment.



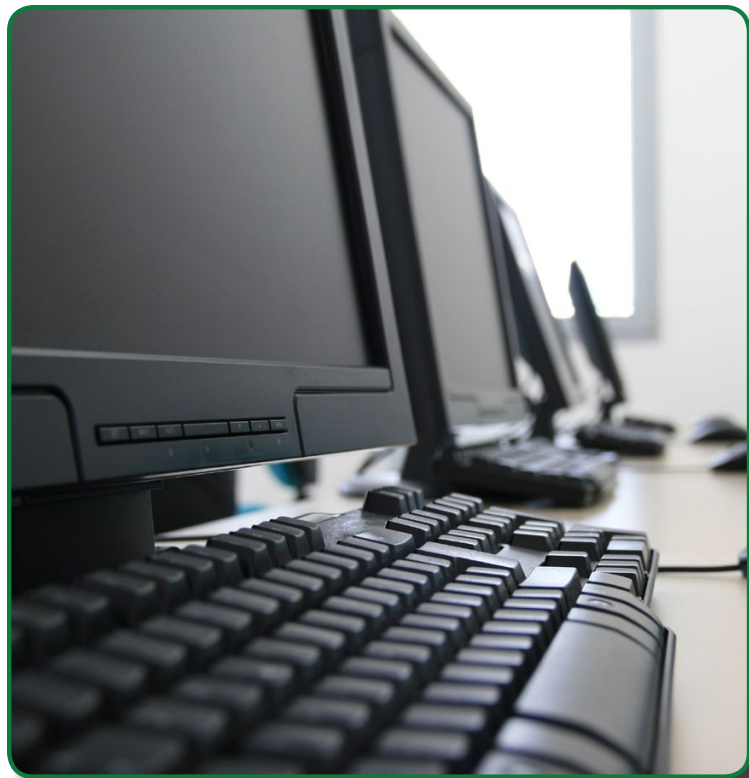
CHICAGO COOK
WORKFORCE
PARTNERSHIP

<http://www.workforceboard.org/>

**For more information on any Job Training Program, call (708) 596-2000, ext. 2530.
Office: Room 4461 Email: jobtraining@ssc.edu**

Certification & Licensure Examinations

Certification & Licensure Examinations At BCI



As an authorized Testing Center, **Business & Career Institute (BCI)** located in the *Oak Forest Center* of South Suburban College, delivers state-of-the-art computerized testing for certification, licensure tests for trades and professions, ensuring that individuals bring the necessary skills to their work.

WorkKeys® - ACT's comprehensive assessment system bridges the gap between your actual skill levels and the documented skill levels you need to succeed in specific jobs in the workplace. The WorkKeys® system is a proven success tool for students, employees and employers to choose, change or boost their careers. Seven assessments – Applied Mathematics, Applied Technology, Business Writing, Locating Information, Reading for Information, Workplace Observation, and Listening For Understanding – are available in computer-based form.

Pearson VUE provides innovative electronic testing solutions that enhance the performance, reliability and security of some of the leading high-stakes testing programs throughout the world. South Suburban College Business & Career Institute is an authorized Pearson VUE Test Center and administers certification

exams for clients such as CompTIA, Cisco and The American College. Recent additions to Pearson VUE testing are the ILTS Test of Academic Proficiency (TAP) and the Computer based GED @ Test. Pearson VUE is a leader in testing in Health & Medicine, Information Technology, Academic Admissions, Driving, Employment & Human Resources, and Financial Services Testing. For more information and registration please call (708) 225-5880 or visit us online at www.ssc.edu.

South Suburban College Business & Career Institute as a Certiport test site administers the **Microsoft Office Specialist 2010 (MOS)** exams. The Microsoft credential is a globally recognized standard for demonstrating desktop skills. The Microsoft Office Specialist program is helping meet the demand for qualified and knowledgeable people for today's competitive workplace. The Microsoft Office Specialist certification includes the entire Microsoft Office Suite, encompassing: Word, PowerPoint®, Excel®, Outlook® and Access®. For more information, registration or to schedule an exam please call (708) 225-5880 or visit us online at www.ssc.edu.

BCI now administers exams as a **COMIRA** test site. Test sponsors include (ACF) American Culinary Federation, (BCE) Board of Chiropractic Examinees, Environmental Protection Agency, McCann Associates, (AEE) Association of Energy Engineers, (CCHI) Certification Commission for Healthcare Interpreters, (NAED) National Association of Electrical Distributors. and (NCATI) National Center for Aerospace and Transportation Technologies. Register through www.comira.com. For information, please call (708) 225-5880 or visit us online at www.ssc.edu.

SCORE Counseling

(Service Corps of Retired Executives)

SCORE provides **free** business consulting between 9:00 am and 12:00 noon, by appointment only. Trained and experienced volunteer counselors apply decades of collective experience in all areas of American enterprise, including finance and accounting, law, manufacturing, marketing, sales, retailing, advertising, promotion, purchasing, franchising, international trade and more.

If you are interested in going into business, are already in business and want to expand or are encountering difficulties, you need to register online at www.scorechicago.org and select South Suburban College as your counseling site.

Your employees are your greatest resource.

The Business & Career Institute at South Suburban College can enhance and develop their skills to meet the changing needs of your business.

BCI offers customized on-site and online training options.

- Offerings are designed to help individuals in need of focused learning.
- A skilled workforce leads to improved performance, morale, and revenue.
- BCI trainers have real-world experience and expertise with adult learners.
- BCI classes are competitively priced.

For more information, contact BCI at (708) 596-2000, ext. 2522 or email bci@ssc.edu

IN-DISTRICT EMPLOYEE TUITION RATE PROGRAM

Employees of businesses located within District 510, but who reside outside of the district, may enroll in credit courses at the \$120 per credit hour in-district tuition rate.

For more information contact the Office of Admissions at (708) 210-5718.



Continuing Education

Classes for Seniors, Personal and Professional Development, and much more!

AMERICAN HEART ASSOCIATION (CPR AND FIRST AID COURSES)

All Courses are taught by Pete Czernik, Certified Instructor

CPR/AED INSTRUCTOR COURSE

Fee \$299 (Course Materials Included)

Prerequisites: Participants must have a current "BLS for Healthcare Providers" card and completed the "BLS Instructor Essentials" Course online

The purpose of this course is to train participants how to teach CPR and Automated Defibrillation (AED). Upon successful completion of this course and being monitored, participants will be recognized as American Heart Association CPR Instructors for 2 years. Classes will be held at the *Oak Forest Center* in Oak Forest, IL.

CSA E25 731	8:00-4:00p	THS	OFC-5150	3/5-3/7
CSA E25 733	8:00-4:00p	THS	OFC-5150	4/30-5/2

CPR/AED FOR HEALTHCARE PROVIDERS

Fee \$68 (Course materials included)

This course is designed for Healthcare Providers such as Nurses, Nursing Assistants, and other Healthcare Providers as well as the general public. Upon successful completion, participants will receive a "CPR for Healthcare Providers" card, which is valid for two (2) years. Classes will be held at the *Oak Forest Center* in Oak Forest, IL.

CSA E29 701	1:00-5:30p	TH	OFC-5150	1/15
CSA E29 703	9:00-1:30p	S	OFC-5150	1/17
CSA E29 705	1:00-5:30p	TH	OFC-5150	1/22
CSA E29 707	9:00-1:30p	S	OFC-5150	1/31
CSA E29 709	1:00-5:30p	TH	OFC-5150	2/5
CSA E29 711	9:00-1:30p	S	OFC-5150	2/14
CSA E29 713	1:00-5:30p	TH	OFC-5150	2/19
CSA E29 715	9:00-1:30p	S	OFC-5150	2/28
CSA E29 717	9:00-1:30p	S	OFC-5150	3/7
CSA E29 719	1:00-5:30p	TH	OFC-5150	3/19
CSA E29 721	1:00-5:30p	TH	OFC-5150	4/2
CSA E29 723	9:00-1:30p	F	OFC-5150	4/17
CSA E29 725	9:00-1:30p	S	OFC-5150	5/2
CSA E29 727	1:00-5:30p	TH	OFC-5150	5/7

Continuing Education Classes

CPR/AED RENEWAL

Fee \$42 (Course materials included)

Prerequisite: Participants must have a current CPR Card to enroll in this course

Healthcare Providers may renew their CPR cards by taking this course. Upon successful completion, participants will receive a "CPR for Healthcare Providers" card, which is valid for two (2) years. Classes will be held at the *Oak Forest Center* in Oak Forest, IL.

CSA E30 701	1:00-5:30p	TH	OFC-5150	1/15
CSA E30 703	9:00-1:30p	S	OFC-5150	1/17
CSA E30 705	1:00-5:30p	TH	OFC-5150	1/22
CSA E30 707	9:00-1:30p	S	OFC-5150	1/31
CSA E30 709	1:00-5:30p	TH	OFC-5150	2/5
CSA E30 711	9:00-1:30p	S	OFC-5150	2/14
CSA E30 713	1:00-5:30p	TH	OFC-5150	2/19
CSA E30 715	9:00-1:30p	S	OFC-5150	2/28
CSA E30 717	9:00-1:30p	S	OFC-5150	3/7
CSA E30 719	1:00-5:30p	TH	OFC-5150	3/19
CSA E30 721	1:00-5:30p	TH	OFC-5150	4/2
CSA E30 723	9:00-1:30p	F	OFC-5150	4/17
CSA E30 725	9:00-1:30p	S	OFC-5150	5/2
CSA E30 727	1:00-5:30p	TH	OFC-5150	5/7

FIRST AID

Fee \$59 (Course materials included)

This course is designed for the health professional, as well as, the general public. Participants will learn the basic skills in treating cuts, scrapes, bruises and burns, controlling bleeding, and caring for sudden illnesses. Upon successful completion, participants will receive an American Heart Association "First Aid" card, which is valid for two (2) years. Classes will be held at the *Oak Forest Center* in Oak Forest, IL.

FAD C01 701	1:00-5:00p	F	OFC-5150	1/16
FAD C01 703	1:00-5:00p	F	OFC-5150	2/27
FAD C01 731	9:00-1:00p	S	OFC-5150	4/18
FAD C01 733s	9:00-1:00p	F	OFC-5150	5/8

BASIC NURSE ASSISTANCE TRAINING PROGRAM (CNA)

BASIC NURSE ASSISTANT TRAINING PROGRAM

Fee \$1299 (Books and supplies included)

This course is designed to prepare students to assist in caring for patients and to be effective members of the nursing team under the supervision of the registered nurse and licensed practical nurse. This course provides instruction in basic nursing skills through lecture, campus laboratory and supervised clinical experiences in a long term care facility. By the end of this course the student will demonstrate 21 Critical Basis Nursing Skills through a combination of lecture, lab and supervised clinical experiences at a long-term healthcare facility. After successful completion of the program, students are eligible to take the State of Illinois Nursing Assistant Certification Examination. Each individual who successfully passes this exam will then be placed on the State Registry for Healthcare Workers. Theory & Lab classes held at the *Oak Forest Center* in Oak Forest, IL. Clinical will be held at designated sites.

BNATP Course Schedule:

NAS E01 701	8:00-12:30p	MT	OFC-5740	1/12-3/3-Theory
	8:00-1:30p	WTH	OFC-5770	1/14-2/5-Lab
	7:00-2:30p	WTH	OF-TBD	2/11-3/5-Clinical
NAS E01 703	4:45-9:00p	MT	OFC-5740	1/12-3/3-Theory
	4:45-9:45p	WTH	OFC-5770	1/14-2/5-Lab
	3:00-10:30p	WTH	OF-TBD	2/11-3/5-Clinical
NAS E01 731	8:00-12:30p	MT	OFC-5740	3/23-5/12-Theory
	8:00-1:30p	WTH	OFC-5770	3/25-4/22-Lab
	7:00-2:30p	WTH	OF-TBD	4/23-5/14-Clinical
NAS E01 733	4:45-9:00p	MT	OFC-5740	3/23-5/12-Theory
	4:45-9:45p	WTH	OFC-5770	3/25-4/22-Lab
	3:00-10:30p	WTH	OF-TBD	4/23-5/14-Clinical

EMERGENCY MEDICAL TRAINING

EMERGENCY MEDICAL TRAINING

Tuition \$ Fee \$

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Course provides pre-hospital emergency care under medical appropriate emergency vehicle, training in emergency care skills, including management of bleeding, fractures, airway obstruction, cardiac arrest and emergency childbirth. Students will also complete clinical rotation hours in the field. Completion of this course with a grade of B or better qualifies students to sit for the state or national exam.

EMT E15 701	5:30-10:00p	MW	MA-3442	1/12-5/13
EMT E15 703	3:30-8:00p	TTH	MA-3442	1/13-5/14
EMT E15 731	8:00-4:35p	S	OFC-5820	1/17-5/16
EMT E15 733	3:30-8:00p	MW	OFC-5820	1/13-5/14

BUILDING CODES

PROPERTY MAINTENANCE INSPECTIONS

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course will help the student learn how to perform property maintenance inspection tasks and sub-tasks in order to determine code compliance for the maintenance of a residential single-family home, multi-family home and commercial properties. Covers the principles of construction code enforcement with an emphasis on light commercial and residential inspection.

BCD E01 701	6:30-9:15p	TH	MA-3344	1/15-5/14
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Continuing Education Classes

INTRODUCTION TO CODES ENFORCEMENT

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course covers the principles of construction codes enforcement including legal authority, codes format, code fundamentals, plan review, permit processing and inspection procedures. Lab work is also included.

BCD E09 731 8:00-8:50a M MA-L270 2/9-5/11

RESIDENTIAL CONCRETE & FRAMING INSPECTIONS

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course covers the principles of construction code enforcement with an emphasis on single family concrete and framing inspections.

BCD E11 701 6:30-9:15p T MA-3442 1/13-5/12

RESIDENTIAL PLUMBING INSPECTIONS

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course covers the principles of construction code enforcement with an emphasis on single family plumbing inspections.

BCD E21 701 6:30-9:15p W MA-L266 1/14-5/13

BUSINESS & MANAGEMENT EXPERTISE

HUMAN RELATIONS IN ORGANIZATIONS

Tuition \$104 Fee \$99

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course is designed to provide students with a wide range of interpersonal skills needed in today's workplace. The foundation for contemporary human relations will include seven themes: Communication, Self-Awareness, Self-Acceptance, Motivation, Trust, Self-Disclosure, and Conflict Management.

BUS E02 701 7:00-9:45p W MA-3351 1/14-5/13

HOW TO START YOUR OWN SMALL BUSINESS

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

The fundamentals of organization and operation of a small business with special attention given to goal setting, market identification and financial planning. Class will be held at the Oak Forest Center in Oak Forest, IL.

BUS E46 731 8:00-12:00p S OFC-5680 1/17-2/7

ORGANIZATION FOR SMALL BUSINESS

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course is designed to provide the small business owner with the managerial principles of planning, organizing, influencing, and controlling. Included is building a business plan with an organizational plan for combining and allocating resources. Class will be held at the Oak Forest Center in Oak Forest, IL.

BUS E14 731 8:00-12:00p S OFC-5680 2/14-3/7

MARKETING FOR SMALL BUSINESS

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course is designed to introduce the small business owner or proprietor to the Principles of Marketing. Included is a marketing plan that will detail marketing strategy, pricing, sales tactics, service and warranty policies, promotion, distribution, desirability of product, market research and an ongoing market evaluation. Class will be held at the Oak Forest Center in Oak Forest, IL.

BUS E47 731 8:00-12:00p S OFC-5680 3/21-4/11

ACCOUNTING AND FINANCE FOR SMALL BUSINESS

Tuition \$53 Fee \$49

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course is intended to introduce the small business owner or proprietor to the basic records necessary for small business accounting and finance. How to establish and interpret small business accounting by utilizing budgets, aging receivables and payables, and preparing financial statements will be covered. Class will be held at the Oak Forest Center in Oak Forest, IL.

BUS E97 731 8:00-12:00p S OFC-5680 4/18-5/9

COMPUTER AIDED DESIGN

INTRODUCTION TO CADD

Tuition \$70 Fee \$55

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Students will analyze the field of Computer Aided Design and Drafting (CADD). Discussions will include uses and advantages/disadvantages of CADD. Midterm project includes a pro/con debate, or CADD reporting teams. Students are introduced to the AutoCAD 2013 package on PCS during lab portion of course and are also introduced to the World Wide Web. Students will complete a series of structured exercises, followed by a student project.

CAD E01 701 7:00-8:40p W MA-3345 1/14-5/13

Continuing Education Classes

BASIC DRAWING AND DESIGN

Tuition \$70 Fee \$55

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Students will learn basic drawing and design techniques using Computer-Aided Design and Drafting software (AutoCAD 2013). Discussions will include graphics as a language, applied geometry, views, and basic dimensioning. Students will become familiar with the new user interface and gain proficiency in the use of CAD as a problem-solving tool. A student project will complete the course.

CAD E02 701 4:00-5:50p MW MA-3345 1/12-5/13

COMPUTER INFORMATION SCIENCES

CISCO IT ESSENTIALS V5 A+ CERTIFICATION

Fee \$522

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course covers the fundamentals of computer hardware and software as well as advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a network environment. New topics included in this version include the Microsoft Windows 7 operating system and mobile devices, while the networking and troubleshooting topics have been expanded. Hands-on lab activities will continue to be an essential element of the course. In support of this, virtual learning tools are integrated into this course. The Virtual Laptop and Virtual Desktop are stand-alone tools designed to supplement classroom learning and provide an interactive "hands-on" experience in learning environments with limited physical equipment. Packet Tracer activities will be designed for use with Packet Tracer 5.3.x. The inclusion of Packet Tracer will allow alignment to new CompTIA networking certification objectives without requiring academies to purchase extra networking equipment. *Italicized class will be held at the Oak Forest Center in Oak Forest, IL.*

CIS E18 701 9:00-11:50a TTH MA-3345 1/13-5/14

CIS E18 731 8:30-3:20p S OFC-5800 1/17-5/16

CISCO CCNA EXPLORATION - NETWORK FUNDAMENTALS

Fee \$348

Prerequisite: CIS E88 or equivalent

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

The Cisco CCNA Exploration curriculum helps students prepare for entry-level career opportunities, continuing education, and the globally recognized CCNA certification. CCNA Exploration teaches networking. This is the first of a 4 module series. The following classes are CIS E51, CIS E52, and CIS E53. At the completion of CIS 120 students have the option of taking the Cisco CCENT Certification exam. Class will be held at the *Oak Forest Center* in Oak Forest, IL.

CIS E50 701 6:00-10:00p TW OFC-5810 1/13-3/4

CISCO CCNA EXPLORATION - ROUTING PROTOCOLS & CONCEPTS

Fee \$348

Prerequisite: CIS E50

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

The course will provide a hands-on learning experience in support, optimizing, managing, and troubleshooting and organization's website. Students will be introduced to advanced website design and integration. Multiple web servers using different operating systems will be used. Students will learn to integrate various Web applications across multiple servers into a single point of access. This course prepares the student for the second Cisco certification test. Class will be held at the *Oak Forest Center* in Oak Forest, IL.

CIS E51 731 6:00-10:00p TW OFC-5810 3/17-5/13

CISCO CCNA EXPLORATION - LAN SWITCHING & WIRELESS

Fee \$348

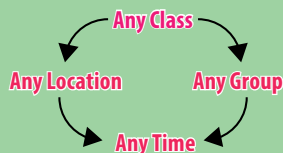
Prerequisite: CIS E51

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

The course is designed to provide a hands-on experience in implementing and configuring complex Cisco multi-protocol routers and switches. The class will include an introduction to switched Ethernet networks, Virtual LAN technology, spanning-tree protocols and configuration of Cisco switching devices. The class will also include advanced router concepts including access list management, IPX and IP filtering, traffic management, and IGRP implementation. Students will demonstrate the use of the Cisco IOS to configure network switching and routing devices. This course prepares the student for the third Cisco certification test. Class will be held at the *Oak Forest Center* in Oak Forest, IL.

CIS E52 701 6:00-10:00p TW OFC-5690 1/13-3/13

**Let South Suburban College's Business & Career Institute
customize a class to meet your business needs.**



Call (708) 596-2000 ext. 2556 for more information.

Continuing Education Classes

CISCO CCNA EXPLORATION - ACCESS THE WAN

Fee \$348

Prerequisite: CIS E52

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

This course is a project in WAN design. The class will include an overview of WAN technologies and WAN configurations on a Cisco router. The second part of the class involves the design, implementation, configuration, and demonstration of a fully functional enterprise Intranet including HTTP, FTP, NNTP and email services. This course prepares the student for the Cisco certification test. Class will be held at the *Oak Forest Center* in Oak Forest, IL.

CIS E53 731 6:00-10:00p TW OFC-5690 3/17-5/13

VOICE, DATA, VIDEO, FIBER CABLING

Fee \$379

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

The Cisco Voice, Data, Fiber Optics and Entertainment Cabling class is designed to give students hands-on experience for the physical aspects of voice and data network cabling. The course will focus on industry standards for types of media and cabling, physical and logical networks and signal transmission. Students will develop skills in pulling cable, mounting and wire management, identifying wiring closets, patch panel installation and termination, installation of jacks and testing cables.

CIS E66 701 1:00-3:00p TTH MA-L268 1/13-5/14

NET+ CERTIFICATION

Fee \$895

Prerequisite: MIS E04 or equivalent

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

The Network+ certification ensures that the successful candidate has the important knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools. Although not a prerequisite, it is recommended that CompTIA Network+ candidates have experience in network support or administration or adequate academic training, along with a CompTIA A+ certification. The Network+ certification is an internationally recognized validation of the technical knowledge required of foundation-level IT network practitioners. The CompTIA Network+ and A+ exams can be applied together toward both the Microsoft Certified Systems Administrator (MCSA) and Cisco CCNA Certified programs.

CIS E88 701 6:15-9:50p M MA-3349 1/12-5/11

DRAFTING

ARCHITECTURAL DRAFTING

Tuition \$137 Fee \$137

This is a college credit class with limited seating for non-credit students. Minimum age recommended for class is 18.

Graphic language of architecture and building construction. Basic drawing techniques, orthographic projection applied to plans, elevation, freehand sketching, auxiliary projection, sections of construction details, pictorial drawing, sketching, dimensioning, interpretation of design standards, construction systems and residence specifications.

DRF E04 731 6:00-9:15p MW MA-2369 2/9-5/13

FOOD SERVICE SANITATION

FOOD SERVICE CERTIFICATION

Fee \$119

This course is designed to assist the manager or potential manager of any food service operation to apply food service sanitation. Topics to be included are sanitation and health, sanitary food and food handling, safe food environment, sanitation and the customer, and sanitation management. Students MUST attend all class sessions to be eligible to take exam, no exceptions. A refresher course option is no longer available. Once you are licensed, you will have to take this course every five years as part of the license renewal process. Required textbook is available in the College bookstore and must be purchased before first class meeting. Classes will be held at the *Oak Forest Center* in Oak Forest, IL.

FDS E10 701 5:00-9:00p W OFC-TBD 2/4-2/18

HUMAN SERVICES

HSA E02-SIGN LANGUAGE OF THE DEAF I FOR ADULTS

Fee \$99

This class is an introduction to the language used by the adult deaf population in the United States. Students will get an overview of the culture of deafness and deaf education along with the career possibilities in this field. In addition, students will learn a sign vocabulary of approximately 400 signs with their meaning and concepts. Emphasis is on vocabulary building and expressive and receptive skill building. Students will be using the language of sign to express their own thoughts.

HSA E02 701 6:00-8:00p M MA-3135 Worley 2/16-4/20

Lean Problem Solving Overview Workshop

Many major quality problems, significant unplanned downtime, and lost productivity issues can be solved by getting to the root cause of these problems using Lean Problem Solving Methodology.

Come to our Lean Problem Solving Overview Workshop to see how Lean provides a roadmap for solving your most challenging problems. We will demonstrate via case study the use of the Lean problem-solving tools and introduce you to how these tools are used and the framework required to develop and sustain improvements.

Who Should Attend:

This workshop is ideal for improvement champions, managers, team leaders, six-sigma black belts/ green belts, operations and engineering managers, process owners, design engineers, and all others with responsibilities for improving the customer experience..

Learning Objectives:

- You will learn how to energize your current problem solving process through an event-driven solution
- Learn a powerful tool for driving a culture of Change and Continuous Improvement.
- Help you solve problems that enhance your customer experience..

How to Run a Kaizen Event

Studying the theory of Lean is one thing; actually implementing it is key to being successful. In this workshop, we will lead you through the steps of how to prepare for and lead successful Kaizen Events—from selection of high potential projects, including preparation before and during the event through follow-up on improvement activities after the event. We will include the different roles from team leader to Team Facilitator to participant. Whatever business you are in, implementing successful Kaizen Events is an important step to running your business more effectively and efficiently to help you serve satisfied customers.

At the end of the day, participants will be able to:

- Understand what an event will and will not accomplish
- Identify who should be part of the event team and the roles of the leader and participants
- Understand the wastes targeted by the event
- Prepare the facility and the work site for the event.

Interested in getting started? Either bring your team to this one day classroom workshop or let us bring the training to you! Then, consider following up with a one day event to practice the techniques you have learned and gain the skills to use Kaizen Events at your own place of work.

About our presenter:

Albert Lettman has over 20 years of experience in Lean principles, ISO 9000/Malcolm Baldrige assessment, Six Sigma and Shainin. He has personally conducted over 75 Kaizen events and has overseen more than 300 events in his role as a manager/director/consultant. You may remember him as an expert panel member and breakout session presenter in South Suburban College Manufacturing Conferences.

Lettman has proven success in developing and implementing all aspects of Lean principles in a variety of industry sectors, including manufacturing, healthcare, and government, on the worksite floor and administrative offices, as well as in the classroom.

To register or for information, contact: nburrows@ssc.edu or by phone (708) 596-2000, ext. 2556

Tuition Waivers & Scholarships

Tuition Waivers

Tuition Waivers are available in Admissions, Registration, and Counseling Centers of the college. For more detailed waiver information, please visit www.ssc.edu.

Waivers are for one tuition-free credit class and may not be used in conjunction with any state or federal financial aid. Students must pay all fees and book costs; some restrictions apply in addition to what is noted below:

25 and Over Tuition Waiver

Waiver for students over 25 and have not previously enrolled at SSC.

Academic Achievement Tuition Waiver

Second waiver for those who received a "B" or better on a previous related waiver.

GED and ESL Tuition Waivers

Waiver for SSC's ESL or GED students who wish to take a college level course.

High School Tuition Waiver

Waiver for in-district high school seniors before, during, or after their senior year.

Human Success Waiver

Waiver for approved "Human Success Project" participants.

Lake County, IN, High School Senior 50% Waiver

50% Discount for Lake County seniors before, during, or after their senior year.

School Personnel Tuition Waiver

Waiver for elementary and high school personnel who work in-district or Lake County.

Veterans Tuition Waiver

Waiver for Veterans; DD214 required.

Tuition Waivers & Scholarships

Scholarships & Special Tuition Rates

SSC provides one of the most comprehensive programs of student financial assistance you will find, consisting of special tuition rates, scholarships, grants, and work study. These programs may be offered singly or in various combinations to assist qualified full-time or half-time students (taking at least six credit hours). Some restrictions apply in addition to what is noted below:

Board of Trustees Scholarships for High School Graduates

Full Tuition Waiver up to 12 hours per semesters for four consecutive semesters for high school seniors who are in the top 15 percent of their high school graduating class or have a grade point average of at least 3.5 on a 4.0 grading scale. Recipients must attend a high school within District 510 or reside in-district while attending another high school.

SSC Foundation Scholarships

The SSC Foundation offers a wide range of scholarship opportunities for high school graduates, returning adults, and students of all ages and interests. Visit www.ssc.edu/foundation or email Foundation@ssc.edu for more information.

Chicago Southland Chamber of Commerce Tuition Program

Employees of businesses that are members of the Chicago Southland Chamber of Commerce, but who reside outside of the District, may enroll in courses at the \$120 per credit hour in-district tuition rate.

In-District Employee Tuition Program

Employees of businesses located within District 510, but who reside outside of the district, may enroll in credit courses at the \$120 per credit hour in-district tuition rate.

Lake County Indiana & Chicago Regional Tuition Program

Residents of Lake County, Indiana and designated south Chicago areas may qualify for a special tuition rate of \$155 per credit hour, less than half of the out-of-district cost.

Rebound Program

Tuition-free program for unemployed residents of District 510 who have lost their jobs for reasons other than performance. Available only in 16 specific academic areas at SSC.

Senior Citizen Free Classes

All in-district residents ages 62 and up are entitled to unlimited tuition-free credit courses (fees excluded).

Highway Construction Careers Program

HIGHWAY CONSTRUCTION CAREERS TRAINING PROGRAM



The Highway Construction Careers Training Program has been implemented to increase the number of minorities, women, and disadvantaged individuals working on IDOT highway construction projects. The training consists of an intensive 12-week program to learn the skills necessary for acceptance into the highway construction trades and gives the opportunity for a career with high wage potential.

START DATE:

March 2nd, 2015

ORIENTATION AND

ASSESSMENT TESTING:

February 3, 4, & 5, 2015

9am, first come first serve to the first 40 people each day.

CAREER OPPORTUNITIES:

- Cement Mason
- Electrician
- Pipefitter
- Carpenter
- Laborer
- Equipment Operator

REQUIREMENTS:

- Valid driver's license
- 18 years or older
- High School diploma/GED
- Interest working in the Construction Trades

12 Week Free Program!

All orientation and assessment testing will be held at the Oak Forest Center. NOT the main campus. Please see the address below.

**South Suburban College
Highway Construction Careers Training Program
16333 South Kilbourn Avenue
Oak Forest, Illinois 60452**

Please visit our website to download a copy of the study guide for the assessment test. *All candidates MUST have a valid driver's license with them to attend orientation!*

Interested?

For more information please contact: **(708) 225-5822** or **hcctp@ssc.edu**



**SOUTH
SUBURBAN
COLLEGE**
BUSINESS & CAREER
INSTITUTE

The Illinois Department of Transportation, the Illinois Community College Board, and the participating community colleges do not guarantee employment upon trainees' graduation from the Highway Construction Careers Training Program.

Funded by the Illinois Department of Transportation Administered by the Illinois Community College Board.

Hot Topics on the Go

This spring, The Business & Career Institute will offer **Hot Topics on the Go** to address hot topics for various industry sectors.

For information about upcoming hot topics on the go, contact Nancy Burrows at (708) 596-2000, ext. 2556 or nburrows@ssc.edu



SOUTH SUBURBAN SMALL BUSINESS ASSOCIATION

Save the Date for the 13th Annual Summit Awards Breakfast

Wednesday, February 11, 2015 7:30 a.m.

Idlewild Country Club, Flossmoor

The Annual Summit Awards honors leading business people and organizations who have contributed to the economic and cultural growth of the region. Each of the awardees is carefully selected from the many businesses and organizations in the region for their outstanding performance and excellence in their qualifying category.

For more information, contact info@sssba.org

Microsoft Office Specialist Certification

Are you ready to demonstrate that you have mastered the skills needed to become certified in the Microsoft Office applications?

By earning the *Microsoft Office Specialist* credentials it shows that you can effectively and productively use the applications such as Word, Excel, Access, PowerPoint and Outlook. The *Microsoft Office Specialist* Certification is recognized and respected as a standard for validating expertise with Microsoft Office products.

The Business & Career Institute (BCI) is a Certiport Testing site and administers the Microsoft Office exams that could result in a *Microsoft Office Specialist* credential.

The cost of each exam is \$115 which includes a retake at no charge and all associated fees. For more information, call (708) 225-5880 or email lfuentes@ssc.edu.

For available courses in Microsoft Office applications to prepare for the exam, contact Business Programs department of South Suburban College at (708) 596-2000 ext. 2288.

Certification for Teacher Assistants



Certification for Teacher Assistants

BCI as an authorized ACT Workforce Solutions Provider administers the ACT WorkKeys® assessments to provide current and potential **Paraprofessionals** (teacher assistants) an easy process to meet Federal and State of Illinois paraprofessional certification requirements. The paraprofessional candidate should always verify the latest requirements with the regional district office.

For the latest information on the above Illinois State Board of Education requirements: <http://www.isbe.net/nclb/htmls/paraprof.htm>

Paraprofessional WorkKeys® sessions are offered each month throughout the year. Testing includes:

1. ACT WorkKeys® Reading for Information assessment
2. ACT WorkKeys® Applied Mathematics assessment
3. ACT WorkKeys® Writing assessment

For additional information, assessment dates and review materials please contact (708) 596-2000, ext. 2663

The Business and Career Institute of South Suburban College has provided just in time training for regional employers since 1992.

Our staff consists of expert trainers with real world industry experience. Whether you need technical, organization development, continuous improvement, problem solving, or computer application training, BCI is your local solution!

For more information, call (708) 596-2000, ext. 2556 or email bci@ssc.edu.

Customized Training Solutions • Performance • Success

We can work together to create training that meets your specific needs.

All programs in this publication can be customized to:

- *Impact employee job performance*
- *Focus on priority business challenges*
- *Reinforce processes, procedures and best practices*
- *Maximize learning convenience through flexible scheduling*

Contact BCI at bci@ssc.edu or call (708) 596-2000, ext. 2556

National Career Readiness Certification

South Suburban College Business & Career Institute now offers the National Career Readiness Certificate (NCRC). This certificate is designed to complement other traditional credentials, such as a high school diploma or community college degree, and confirms the person's competence in specific workplace skills in Applied Mathematics, Reading for Information, and Locating Information.



NATIONAL
CAREER READINESS
CERTIFICATE™

What Employers Want

As jobs in the United States continue to become more complex, employers are requiring their employees to have command of increasingly higher skills. Every organization wants to attract the most qualified employees and match them to jobs for which they are best suited. The National Career Readiness Certificate, through the ACT WorkKeys® system, provides a national standardized measurement to compare employees and job applicants with established profiles. The NCRC can help take the guesswork out of your selection decisions.

Work and College Readiness

If new employees and students are going to be adequately prepared for the workforce, they need to understand the requirements for jobs they are considering. WorkKeys® helps determine the skill levels and education required for various jobs. The WorkKeys® database contains over 16,000 job profiles outlining the Math, Reading, and Locating Information skill levels utilized in each occupation. After taking the ACT WorkKeys® tests you will know where your skills rank in being able to perform effectively in a specific job.

National Career Readiness Certificate Skill Levels

The National Career Readiness Certificate uses test results from three WorkKeys® assessments to award certificates in four categories:

Bronze Level

Signifies an individual has scored at least a level 3 in each of the three core areas (Reading for Information, Applied Mathematics, and Locating Information) and has the necessary skills for 35 percent of the jobs in the WorkKeys® database.

Silver Level

Signifies an individual has scored at least a level 4 in each of the three core areas and has the necessary skills for 65 percent of the jobs in the WorkKeys® database.

Gold Level

Signifies an individual has scored at least a level 5 in each of the three core areas and has the necessary skills for 90 percent of the jobs in the WorkKeys® database.

Platinum Level

Signifies an individual has scored at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys® database.

**Contact the Business & Career Institute – (708) 225-5880 for information and schedule.
WorkKeys and the National Career Readiness Certificate are registered trademarks of ACT, Inc.**

Discover Superior Training



How do you stay competitive? How do you train with results?

Today's manufacturers face a unique challenge. No matter what your company makes, you need people, and you need knowledge. You tackle this by training, but routine training can't overcome increased competition, a retiring workforce, and difficulty finding the right people.

BCI Offers a Diverse Catalog for Training

The diversity of roles in manufacturing demands a diverse and comprehensive training catalog. The Business & Career Institute of South Suburban College provides concrete, practical training for the people closest to your production. With hundreds of training titles, we provide web-based and "blended" training that addresses both the fundamentals and the specifics of manufacturing.

Shop math, print reading, quality, and safety classes address essential needs for a diverse range of manufacturing positions. Targeted series of classes focus in on the specific and unique training needs of key industrial jobs.

This is a listing by department:

- | | |
|---------------------------------------|-----------------------|
| Abrasives | PLCs |
| Adhesives | Press Brake |
| CNC (Controls: GE Fanuc, Haas, Mazak) | Quality |
| Composites | Rigging |
| Electrical Systems | Robotics |
| Fasteners | Safety |
| Hydraulics and Pneumatics | Shop Essentials |
| Inspection | Soldering |
| Manual Machining | Stamping |
| Materials | Supervisor Essentials |
| Mechanical Systems | Welding |
| Metal Cutting | Workholding |
| Motor Controls | |



Some courses are offered in Spanish and Chinese.

If your company is interested in additional information and to set up a free demo, please contact (708) 596-2000, ext. 5880 or email lfuentes@ssc.edu

Build Your Future

Several new green construction & entrepreneur classes are coming to SSC starting NOW!

SSC Provides:

- College Credits
- Accessible and affordable training in high-demand industries
- Certifications that stack and build on each other for the growing green economy
- Accelerated completion time
- Adult transition skills and services
- Hybrid courses with online and hands-on training
- Training and retraining for TAA eligible workers and US Veterans
- Job Development
- Job Placement Assistance

Green Entrepreneur Certificate

- Intro to Sustainability in Business
- How to Start Your Own Small Green Business
- Technology for Running a Small Business
- Business Financial Fundamentals
- Organization in a Small Green Business
- Enacting your Green Business Plan

Industrial/Brownfield Safety, Land Reuse, and Public Health Certificate

- Introduction to Environmental Health
- Introduction to Brownfields Remediation, Land Re-use, and Public Health
- Basic Site Assessment
- Basic Safety Training for Construction and Brownfield Workers
- Strategies for Safe Handling of Hazardous Substances
- Hazardous Waste Operations and Emergency Response
- General Welding

Green Building Construction Certificate: Sustainable Design and Construction (Residential)

- Pre-Apprenticeship
- How to General Contract a Green Home
- Intro to Green Building Science
- Mechanical Inspection
- IECC (International Energy Conservation Code)
- Residential Energy Auditing
- Green Construction Career Planning

**REGISTER NOW
TO RESERVE YOUR
SEAT IN CLASS!**



**SOUTH
SUBURBAN
COLLEGE**
BUSINESS & CAREER
INSTITUTE

For more information contact:

Stephanie Wiedeman - IGEN Coordinator
Phone: (708) 225-6004
Email: swiedeman@ssc.edu

Consumer Wellness Advocate Certification

Consumer Wellness Advocate Certification Training (CWA)

facilitated by:

Alexandra Glumac, MS, NCC, LCPC, RDDP, CWA
Consumer Wellness Advocate & Client Solutions Specialist

Business & Career Institute/South Suburban College

Wednesday, May 6, 2015 • 8:00am - 12:00pm

South Suburban College
Mi-Jack Room (1st floor)
15800 S. State Street, South Holland, IL

**Registration &
Continental Breakfast -
8:00am**

Training - 8:15am - 12:00pm

***Space is limited so
register soon!***

**Reservations and
payment required by
5:00pm on April 24th**

**For more information or to
register, Call 596-2000, ext.
2346 or e-mail
aglumac@ssc.edu**

**Cost: \$299 if you register
and pay before April 20th**

After April 20th: \$349

**Check, Visa, Mastercard
and Discover accepted**

Training Description:

The Consumer Wellness Advocate (CWA) certification program includes the following:

- Half-day comprehensive wellness workshop led by a Registered CWA Instructor
- Interactive program workbook
- Innovative personal well-being profile, the Rating of Perceived Wellness
- Office status as a certified CWA on the Wellness Registry
- Certificate of completion and certification
- Membership in the online CWA Network

Who Should Get Certified?

- Anyone age 18 or older (college degree not required)
- Those who work in the fields of health and fitness, human resources, corporate wellness or education; or anyone who has a desire to make a difference in the community

Benefits of Certification

- Membership to the nation's first and only national registry for professionals dedicated to delivering the CWA Certification Program
- Increased income through trainings & workshops
- Have a "product" that you can introduce to clients

SOUTH SUBURBAN COLLEGE & SCORE WORKSHOPS TO HELP SMALL BUSINESSES SUCCEED

This Spring, SCORE and The Business & Career Institute join forces to provide a series of FREE business workshops. A light breakfast will be served. You may attend the full series or any of the individual workshops to help your business grow and provide networking opportunities.

All workshops will be held at the Oak Forest Campus of South Suburban College, 16333 S. Kilbourn Ave., Oak Forest, Illinois.

In the fall, we offered the following workshop and had so many registrations, we had to put many of you on a waiting list, so back by popular demand...

Taking Your Business Idea from Concept to Reality Wednesdays, Jan 21 & 28 8:45am-10:30am

How do I take an idea to a realistic business concept? Coming up with ideas is the easy part; executing the idea is the hard part! Most entrepreneurs focus more on the ideas and less on how to organize for action. This two part series workshop includes two sessions on consecutive weeks. The first session is intended to stimulate your ideas into business actions.

Learn to take a "good idea" and look at it as a "business thinker," going through an orderly step-by-step process. Some homework questions will be provided for you to begin the process.

The second part, the following week, is an open panel discussion, where participants present their answers (or sit in the audience). Whether you are a presenter or an audience member, the workshop will stimulate your business thinking. You will learn to sell your idea professionally, enthusiastically and concisely. This workshop will lead you to the next step: making an appointment with our SCORE experts to help you move toward your business reality.

How Do I Estimate Start-up Costs? Wednesday, March 4 8:00am-11:00am

Before you ever open your doors and then when you do, you will be spending money on your business! Startup expenses (those expenses incurred before the business is running) need to be calculated, planned and spent very carefully, but many people underestimate them and can lead to additional stress and even business failure. Learn how to describe "real" start-up costs with a breakeven point. Sample examples will be provided.

- Understand start-up cost components and terms.
- Be comfortable with estimating and uncertainty.
- Determine market potential.
- Use google for one hour analyses.
- Forecast sales and capacity.
- Manage cash flow.
- How to make efficient use of SCORE resources.

**Registration: Call Carmen Garcia (708) 596-2000 ext. 2663;
Information: Email Nancy Burrows: NBurrows@ssc.edu**

Start Your Truck Driving Career at South Suburban College

In just 4-6 weeks, you can acquire the skills to work as a professional truck driver - a job that gives you the money and freedom you've always wanted. With the need for qualified truck drivers at an all-time high, trucking companies are offering new employees higher starting salaries and improved benefits packages.



O.T.R. PRO DRIVER COURSE – CDL CLASS A 160 HOURS \$3,495****

Designed for individuals with little or no commercial driving experience, the O.T.R. Pro Driver course provides a thorough education in tractor trailer driving. Safe driving techniques and hands on training in the vehicle form the basis of this program. Completion of this program qualifies successful graduates to gain entry into the trucking industry as over-the-road drivers.

LOCAL PRO DRIVER COURSE – CDL CLASS A 200 HOURS \$4,095****

Designed for individuals with little or no commercial driving experience, the Local Pro Driver course provides an emphasis on local pickup and delivery operations and is designed to provide comprehensive training in all facets of safe, defensive driving in demanding local traffic conditions. Students train in a wide variety of local traffic environments with an emphasis on attaining superior backing skills.

REGIONAL PRO DRIVER COURSE – CDL CLASS A 240 HOURS \$4,795****

Designed for individuals with little or no commercial driving experience, the Regional Pro Driver course combines the best features of the O.T.R. and Local courses into one program. It is designed for those individuals seeking employment opportunities as regional drivers for either truckload or less-than-truckload companies.

CLASS B CDL COURSE 160 HOURS \$3,495****

Designed for individuals with little or no commercial driving experience, the Class B CDL course provides complete training and licensing opportunities for those individuals seeking to drive straight trucks or other single commercial vehicles.

**** List Price. Please ask us about our paid-in-full discounts.

All classes meet Monday-Friday, 7:00 am - 3:30pm

DRV E01-740	1/5-1/30/2015	DRV E01-752	3/2-3/27/2015
DRV E01-743	1/20-2/13/2015	DRV E01-755	3/16-4/10/2015
DRV E01-746	2/2-2/27/2015	DRV E01-758	3/30-4/24/2015
DRV E01-749	2/17-3/13/2015	DRV E01-761	4/27-5/22/2015

Classes must have sufficient enrollment. Dates are subject to change.



SSC and Star
celebrating 5 years!

Phone: (708) 225-5884
Fax: (708) 225-5835
Email: BCI@ssc.edu



**SOUTH
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COLLEGE**
BUSINESS & CAREER
INSTITUTE

Visit Star at the Oak Forest Center by appointment only.

SAVE THE DATE!

FRIDAY, MARCH 13, 2015

OUR 7TH ANNUAL EVENT

SPEAKERS, EXHIBITORS AND MUCH MORE!

\$15 in advance, \$25 at the door

MAIN CAMPUS

15800 S. State Street
South Holland IL 60473

DON'T MISS OUR 2015 KEYNOTE!

"A born and raised Chicago girl with a desire to inspire. My delivery is 100% rich in content, so get your notepad out, I don't mess around. Expect to laugh, perhaps some dancing, rap or spoken word, and a healthy dose of spirituality. I will teach you how to get UNSTUCK in any area of life and take back your power to achieve unstoppable success."

—*Gia Claire, Author,
Leader, Motivational
Comedienne*



GETTING IT ALL TOGETHER



THE CHICAGO WOMEN'S CONFERENCE 2015

BUSINESS & CAREER INSTITUTE

Oak Forest Center
16333 Kilbourn Ave
Oak Forest, IL 60452
(708) 596-2000, ext. 2522
bci@ssc.edu

SOUTH SUBURBAN COLLEGE

Weigh More Options.



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BUSINESS & CAREER INSTITUTE

Join us for these special events in 2015!

JANUARY

Essentials of Leadership

Tuesday, January 13th

OFC, TBA

FEBRUARY

Highway Construction Careers Training Program Orientation & Assessment

Mon-Wed, February 2-4th

OFC, Room 5250

Effective Communication Series

Part 1: Communicating Effectively in the Workplace

Wednesday, February 25th

OFC, Room 5230

MARCH

How Do I Estimate Start-up Costs?

Wednesday, March 4th

OFC, TBA

7th Annual Women's Conference & Expo

Friday, March 13th

Performing Arts Center

Effective Communication Series

Part 2: Managing Difficult Conversations

Wednesday, Mar 25th

OFC, Room 5230

APRIL

SSC Foundation Showcase Gala

Friday, April 24th

Glenwoodie Golf Club

Effective Communication Series

Part 3: Communicating with the Five Generations

Wednesday, April 29th

OFC, Room 5230

MAY

Consumer Wellness Advocate Certification Training

Wednesday, May 6th

SSC, MiJack Room

For more information, call (708) 596-2000 ext. 2627.

Our Mission is to Serve our Students and the Community through Lifelong Learning.