

What's Inside

Career & Workforce classes are organized into these sections:

PROFESSIONAL	<p>PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none">Business SkillsProject Management SkillsComputer SkillsGreen TechnologyHospitalityEvent Planning CertificationMotorcycle TechnologySafety TrainingPublic SafetyWorkplace SpanishSpanish Interpreter CertificationReal EstateFamily ViolenceTeacher EducationTeacher Education OnlinePersonal Success Program <p>wpdi.clcillinois.edu/professional</p>
SMALL BUSINESS	<p>SMALL BUSINESS WORKSHOPS</p> <ul style="list-style-type: none">Start-Up & Business Planning <p>wpdi.clcillinois.edu/sbdc</p>
HEALTH CARE	<p>ALLIED HEALTH PROFESSIONAL CLASSES</p> <ul style="list-style-type: none">Pharmacy Technician TrainingSelect Topics: Nursing CECurrent Nursing Practice UpdateSelect Topics: Dental Hygiene CEHeartsaver CPR with Adult, Child & Infant TrainingCPR Refresher: BLS Healthcare ProviderCPR Basic: BLS Healthcare ProviderTrain the Trainer for Basic Nurse Assistant Courses in IllinoisMassage Therapy Program <p>www.clcillinois.edu/noncredit/programs/alliedhealth.asp</p>
WORKFORCE SERVICES	<p>WORKFORCE PROFESSIONAL DEVELOPMENT INSTITUTE</p> <ul style="list-style-type: none">Client SolutionsContinuing Professional DevelopmentIllinois Small Business Development CenterIllinois Procurement Technical Assistance CenterJudicial Services <p>wpdi.clcillinois.edu</p>

Career & Workforce

Career and Workforce

Classes and services for individuals and employers

General Enrollment Information

(847) 543-2061

Allied Health

(847) 543-2043

www.clcillinois.edu/noncredit/programs/alliedhealth.asp

Client Solutions

(847) 543-2615

wpdi.clcillinois.edu/training

Continuing Professional Development

(847) 543-2615

wpdi.clcillinois.edu/professional

Illinois Small Business Development Center

(847) 543-2033

wpdi.clcillinois.edu/sbdc

Illinois Procurement Technical Assistance Center

(847) 543-2025

wpdi.clcillinois.edu/ptac

Judicial Services

(847) 543-2185 (courses)

(847) 543-2100 (volunteering)

wpdi.clcillinois.edu/judicial



COURSES

Professional Development.....2C

Allied Health13C

WORKFORCE & PROFESSIONAL DEVELOPMENT INSTITUTE (WPDI)

SERVICES/CUSTOMIZED CLASSES:

Client Solutions15C

Continuing Professional
Development18C

Illinois Small Business
Development Center19C

Illinois Procurement Technical
Assistance Center21C

Judicial Services22C

HOW TO APPLY, REGISTER & PAY

Registration Information.....25P

Student Information Form26P

Payment Information27P

General Information30P

Campus Maps31P

Location Codes2P

COURSE INDEX24C

Summer 2009

Classes



Continuing Professional Development

Growing Your Future One Skill at a Time

Project Management Professional Series

Set yourself apart! In these tough economic times job-hunting is a daunting task. Become a valuable job candidate, or an integral part of your company, through the Project Management Professional Series. As a certified Project Management Professional (PMP), you will deliver projects on-time and within budget. You will lead reliable, efficient teams that provide quality products or services. You will be the sought-after job candidate or the “go-to” person at your company. With our series, you will increase your value and improve your success.

Series includes: Essentials of Project Management, Advanced Project Management, and Project Management Professional (PMP) Exam Prep **Register for the series and save!**

Led by Andy Kaufman, a certified PMP, trainer, and author **See page 2C for course dates, times, and cost.**

Essentials of Project Management

This two-day, hands-on session will give you practical insights on how to deliver your projects more reliably.

Advanced Project Management

This two-day workshop goes beyond the essentials of basic project planning. You will get in-depth instruction based on the Project Management Institute’s PMBOK® Guide.

Project Management Professional (PMP) Exam Prep

Achieve your goal of becoming PMP certified! This intensive, one-day session prepares you to succeed.

Spanish Interpreter Training

Are you looking for a career that will utilize your skills in speaking both English and Spanish? This four-part certification program prepares Spanish bilingual speakers to enter the field of oral interpretation. Earn your certification in one year while learning techniques that will enable you to work in a legal, educational, or healthcare environment.

This summer, **Spanish Interpreter – Education** will be offered. Learn techniques to use in school situations including: staffing, parent/teacher conferences, and registration scenarios. Additional courses will be offered in upcoming semesters; begin your certification with any of the four courses in the program.

See page 7c for registration information, course dates and cost.



Green Technology

Whether you want to “go green” at home or at your office, this series of workshops offered in partnership with the Midwest Renewable Energy Association (MREA) will help you save money, energy, and the environment. *All classes include materials and lunch.* **See page 5C for course dates, times, and cost.**

Basic Photovoltaics

Learn the basics of photovoltaic systems that convert light directly into electrical energy. Understanding how PV works can help you determine which system is best for your home or business.

Solar Domestic Hot Water Systems

Learn how to use the sun’s energy and save 50% or more in annual energy costs by incorporating a solar hot water system for showers, sinks and clothes washers.

Coming Fall 2009

Discover how to harness the energy of the wind. MREA’s Wind System Series will be offered during the fall semester. Watch your mailbox for the Fall 2009 Schedule.

Workforce and Professional Development Institute – wpdi.clillinois.edu/professional
For more information, call 847.543.2615 or email professionalworkshops@clillinois.edu

Career and Workforce

In these pages you will find courses and services for individuals, businesses and the community.

Professional Development

Take charge of your own professional development by enrolling in these courses designed to help you develop or enhance your career skills. Classes begin on page 2C.

Allied Health

Refresh or expand your skills as a health care professional with these courses. Offerings also include courses designed to provide short-term training for individuals who wish to enter a health field. Classes begin on page 13C.

Small Business

Give your small business a competitive edge by enrolling in our workshops for small business owners. Use our services to start or grow your business. For information on services for small business owners, see page 19C.

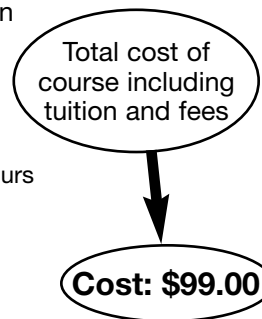
Workforce and Professional Development Institute

Whether you wish to enhance your own skills or your organization's performance, CLC's Workforce and Professional Development Institute (WPDI) can meet your needs. Courses for individuals are included under "Professional Development" and "Small Business." Details on services and other training programs begin on page 15C.

How to Read Course Coding Information

Complete Code Location Information on page 2P of the Personal Enrichment section of this class schedule.

VALH **7** **EKG Interpretation** **(2-0)** **1 Hour**
 Course Prefix Course Number Course Title Lecture-Lab Hours Semester Hours of Credit



3511	VALH 7-001	0600P-0800	W	GLC	B129	10/24	10/24	STAFF
Class Number	Course Number & Section Number	Class Meeting Time	Day of Week	Campus Code	Room Location	Date Begins	Date Ends	Instructor