CONTINUING EDUCATION

SPRING 2022 Non-Credit Courses

• Career Development
• Personal Enrichment
• Test Preparation
• Corporate Training

EXPLORE THE POSSIBILITIES
Whether your goal is personal enrichment, professional growth, corporate training, or something else, we have a course for you.

Elgin Community College offers affordable and convenient options to help you:
- Gain the skills needed to break into a new career field.
- Reinvigorate your current career with new skills.
- Develop your workforce/organization with focused training programs.
- Explore a personal passion.
- Prepare for college with test preparation courses.

We are now offering selected courses in person. Students attending in-person classes must follow current ECC COVID-19 guidelines, including wearing a mask at all times during class, maintaining six feet of social distancing, and abiding by ECC’s COVID-19 vaccination and testing policies. For more information on the latest safety protocols and requirements, visit elgin.edu/covid19.

REGISTER FOR CLASSES AND STAY UP-TO-DATE
Visit elgin.edu/ce to register. You’ll find course descriptions and recently-added courses, and you can sign up to receive regular email updates about our offerings.
Questions? Email cemailbox@elgin.edu or call 847-622-3036.

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17836/JC/20211122

ACCOUNTING

CEB 610 Accounting Principles Using QuickBooks® Online $149 + Textbook
100 M 7 to 8 p.m. 1/24 Online
Learn to complete monthly accounting cycles applying principles of accounting. QuickBooks Online is included with your textbook, which you will purchase separately. Learn to process business transactions and generate reports and financial statements. Attend a meeting via Zoom® for instruction on navigating the online course, and then work at your own pace. The instructor is available throughout the course, which you must complete by March 18.

CEB 580 Bookkeeping/Accounting for Non-Accountants $159
100 SA 9 a.m. to 1 p.m. 1/29 to 2/5 Online
This noncredit course is designed for non-accounting personnel and QuickBooks users who must understand internal accounting/financial data without overemphasizing the mechanics and technical language of accounting. It is also appropriate for entrepreneurs and business owners who desire a greater understanding of what accounting and financial information their systems should be supplying to them.

CEC 406 Introduction to Online QuickBooks $99
100 SA 9 a.m. to 1 p.m. 2/26 Online
101 SA 9 a.m. to 1 p.m. 4/16 Online
This four-hour introductory course teaches the basics of Online QuickBooks, the web-based accounting software of choice for many small businesses because of its ease of use and accessibility. Learn to set up a new QuickBooks company, work with customer and vendor files, review banking and credit card transactions, and prepare essential reports.
### CAREER TRAINING

**CEB 301**  
*How to Become an Event Planner* $179  
100  
**TH** 6:30 to 8:30 p.m.  
1/20 to 2/10  
Live Webinar

Whether it’s a company party, wedding, or family reunion, planning an event can be a daunting task. LaVerne Mathews shares her 20 years of experience as an event professional. With four weeks of tips, ideas, and best practices, this class helps the novice planner look like a pro. Deliverables include understanding the importance of the five W’s, creating the event budget, decor, and menus. No class February 5.

**CEB 305**  
*Understanding Vendor Contracts for Special Events* $25  
100  
**T** 6:30 to 7:30 p.m.  
1/25  
Live Webinar

Event planners must understand the responsibilities and liabilities associated with a vendor’s contract and how it can impact the overall operations of the event. Join LaVerne Mathews, owner of L.V. Edwards & Associates and That Special Touch Events, to explore the key elements in a vendor’s contract. Topics include pricing, payments, and policies, boundaries and the scope of services, and insurance requirements.

**CEB 306**  
*Risk Management for Event Planners* $25  
100  
**T** 6:30 to 7:30 p.m.  
2/1  
Live Webinar

Events involve a number of risks. Event managers must be knowledgeable about financial, ethical, and legal matters as well as compliance and governmental regulations, to ensure that all scenarios are dealt with in an appropriate manner. Topics include: health, safety, and security considerations; insurance requirements, such as licenses and permits; and creating a risk management plan.

**CEB 307 100**  
*Event Planner–One-on-One Coaching* $199  
100  
**TH** 6:30 to 8:30 p.m.  
2/24 to 3/17  
Live Webinar

Learn the ins and outs of event planning. LaVerne Mathews of L.V. Edwards & Associates will work with you individually. Starting with a needs assessment, you will receive four hours of specialized coaching, which can include how to get started in the business, planning the perfect wedding, and working with corporate events. Coaching is done remotely via phone, email, and possibly using FaceTime®. Coaching is available from January 19 through May 17.

**CEB 308**  
*Fundraising in a Pandemic: Back to Basics (NEW)* $179  
100  
**TH** 6:30 to 8:30 p.m.  
2/24 to 3/17  
Live Webinar

Non-profit organizations who consistently nurture relationships with donors, communicate with transparency, and adapt to ever-changing technology, have laid a strong foundation to withstand a crisis like the pandemic. Nonprofits feel the impact of COVID-19 with canceled events, lost revenue, and disrupted programming. Topics include understanding social media strategies, fundraising events, and donor stewardship.

**CEB 025**  
*Residential Electrical Inspector* $850  
100  
**W** 6 to 9 p.m.  
2/16 to 5/4  
Rolling Meadows

**CEB 030**  
*Residential Building Inspector* $850  
100  
**T** 6 to 9 p.m.  
2/15 to 5/3  
Rolling Meadows

*CEB 025 and CEB 030 are held at CLEC Enterprises, 5105 Tollview Drive, Suite 270, Rolling Meadows, Illinois. See course description for required materials.

**CED 704**  
*Voice-Overs...Now is Your Time* $35  
100  
**W** 6:30 to 8:30 p.m.  
2/23  
Live Webinar

In what could be the one of the most enlightening two hours you’ve ever spent, this class will show you how you could actually begin using your speaking voice for commercials, films, videos, and more! Learn about a unique, outside-the-box way to cash in on one of the most lucrative full- or part-time careers out there!

Visit ed2go.com/elgincc for similar classes available online.

**Accounting Fundamentals** $119

**Project Management Fundamentals** $119

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Continuing Education—*Explore the possibilities*  •  [elgin.edu/ce](http://elgin.edu/ce)  •  847-622-3036
### COMPUTER CLASSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEC 020</td>
<td>One-on-One Word (2 Hours)</td>
<td></td>
<td>$169</td>
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<tr>
<td>CEC 021</td>
<td>One-on-One Excel® (2 Hours)</td>
<td></td>
<td>$169</td>
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<tr>
<td>CEC 408</td>
<td>One-on-One QuickBooks</td>
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<td>$169</td>
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Students can enroll in the above one-on-one classes any time during the semester. Meeting times and locations will be set following registration.

Visit ed2go.com/elgincc for similar classes available online.

### COMPUTER PROGRAMMING

Taught in collaboration with ECC faculty members, these classes are perfect for people in the IT industry who want to develop new skills. Courses require instructor permission to enroll. You must demonstrate that you have basic proficiencies. Classes are available January 18 to May 18.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Fee</th>
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<tbody>
<tr>
<td>CEB 844</td>
<td>Introduction to Computer Programming</td>
<td>$548</td>
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<tr>
<td>CEB 845</td>
<td>Cyberlaw and Ethics</td>
<td>$396</td>
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<tr>
<td>CEB 848</td>
<td>Introduction to Computers</td>
<td>$416</td>
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</tbody>
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### COMPUTER CODING BOOTCAMPS

This program is offered in collaboration with Promineo Tech to prepare participants for high-growth careers in software development. Visit promineotech.com/elgincodingbootcamps for class and financial aid information.

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Fee</th>
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<tbody>
<tr>
<td>CEB 812</td>
<td>Front End Developer</td>
<td>$3,595</td>
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<tr>
<td>CEB 810</td>
<td>Back End Developer</td>
<td>$3,595</td>
</tr>
<tr>
<td>CEB 814</td>
<td>Big Data Engineering Program</td>
<td>$4,695</td>
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### GERONTOLOGY

Caring for Your Aging Loved One Series with an Emphasis on Dementia

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Fee</th>
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<tbody>
<tr>
<td>CEA 124</td>
<td>Creating a Healthy Home and Habits</td>
<td>$49</td>
</tr>
<tr>
<td>CEA 125</td>
<td>Legal Considerations for Seniors and Their Caregivers</td>
<td>$49</td>
</tr>
<tr>
<td>CEA 126</td>
<td>Diagnosing Your Doctor through Dialogue</td>
<td>$149</td>
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</table>

Home safety is important for everyone, but special care should be given to the home with an Alzheimer’s patient present. Learn to evaluate your home and habits, focusing on physical as well as mental considerations for both you and your loved one.

The earlier that Alzheimer’s disease is diagnosed, the more time the person and family have to begin putting financial, legal, and care planning in place. This course will focus on the importance of naming a health care representative, the details of guardianship, and the different kinds of lawyers who can assist with legal matters.

As patients, we should take more action in selecting a doctor. This course will guide you through the process of researching and creating a partnership with your doctor.
FOOD SERVICE CERTIFICATION
These eight-hour courses include preparation for the ANSI-CFP accredited exam for the Illinois Food Service Sanitation Manager Certification (FSSMC). The exam is given at the end of each course. Classes are open to anyone in the food service industry.

**CEB 471 Food Safety Certification/Recertification – English** $169
101 W 9 a.m. to 6 p.m. 1/5 K128.02
102 W 9 a.m. to 6 p.m. 2/2 K128.02
103 W 9 a.m. to 6 p.m. 3/2 K128.02
104 W 9 a.m. to 6 p.m. 4/6 K128.02
105 W 9 a.m. to 6 p.m. 5/4 K128.02

**CEB 472 Food Safety Certification/Recertification – Spanish** $169
101 M 9 a.m. to 6 p.m. 1/10 K128.02
102 M 9 a.m. to 6 p.m. 2/7 K128.02
103 M 9 a.m. to 6 p.m. 3/14 K128.02
104 M 9 a.m. to 6 p.m. 4/18 K128.02
105 M 9 a.m. to 6 p.m. 5/16 K128.02

LANGUAGES

**CED 325 American Sign Language Basic** $159
100 T 6:30 to 8:30 p.m. 2/8 to 3/15 K121
Reasons for taking this six-session beginning sign language class could include the need to communicate with the deaf, a new baby, a healthcare job that requires interpreting, or your personal interest. Belinda Fitzner introduces students to sign language and helps them build their skills through interactive learning techniques.

**CED 326 American Sign Language Continuation** $169
100 T 6:30 to 8:30 p.m. 4/5 to 5/10 K121
Participants will expand upon the concepts learned in American Sign Language Basic. This course teaches students additional signs and helps them gain confidence in their knowledge of American Sign Language.

**CED 329 American Sign Language Private Consultation (3 Hours)** $225
100 Sign up anytime during the semester.
Visit ed2go.com/elgincc for similar classes available online.

Spanish for Medical Professionals $119
Spanish in the Classroom $119

MEDICAL CAREERS

**CEB 229 EKG Technician Certification** $1,299
100 1/18 to 5/18 Online and self-paced

**CEB 251 Medical Administrative Assistant Certification** $1,299
100 1/18 to 5/18 Online and self-paced

**CEB 430 Pharmacy Technician Certification** $1,299
100 TTH 6 to 9:30 p.m. 3/1 to 4/26 TBD
101 1/18 to 5/18 Online and self-paced

**CEB 415 Medical Billing and Coding Certification** $1,799
100 TTH 6 to 9:30 p.m. 3/1 to 5/26 TBD
101 1/18 to 5/18 Online and self-paced
Textbooks or e-books are included in the cost of each of the above medical career courses. No on-site classes the week of spring break, March 21 to March 27.
*Optional externship available. Additional fees apply.
Visit careertraining.ed2go.com/elgincc for similar classes available online.

Medical Interpreter (Spanish/English) $2,275
Certified Electronic Health Records Specialist (CEHRS) $1,795
Veterinary Assistant $1,875
ECC partners with CareerStep to help students train for rewarding careers in the medical field. Programs include:

- Medical Assistant
- Medical Coding and Billing
- Medical Administrative Assistant
- Medical Scribe
- Pharmacy Technician

Learn more: careerstep.com/lp/partner/ap/elgin

MUSIC

CED 139 Instant Piano for Hopelessly Busy People (NEW) $59
100 M 6:30 to 9:30 p.m. 2/28 Live Webinar
In a few hours, learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do using chords. This course includes an online book, follow up video lessons, an optional online Q&A session, and a recording of the class so you can continue your practice and study on your own. Instruction is a combination of lecture/demonstration and hands-on learning.

CED 151 Just Once Guitar for Busy People (NEW) $59
100 T 6:30 to 9 p.m. 3/1 Live Webinar
This crash course will teach you some basic chords and get you playing along with your favorite songs right away. It includes an online book and follow-up video lessons so you can continue your practice and study on your own.

CED 522 Music Theory Crash Course $229
100 TTH 6:30 to 8:30 p.m. 4/5 to 4/21 TBD
From the amateur to the professional musician, or those just seeking a better understanding, this course will add to your musical toolbox of knowledge and practice. During this interactive class you will learn about the basic building blocks of music theory. Ask questions and explore topics relevant to you.

CED 524 Music Appreciation Crash Course $229
100 TTH 6:30 to 8:30 p.m. 4/26 to 5/5 TBD
From Bach to rock, learn how music evolved from early classical composers to what people listen to now. Through listening assignments and interactive class discussions, you will learn about how the Common Practice Period, world events, and other cultural influences have shaped Western music for centuries.

NATURE/GARDENING

CED 070 Gardening with Nature $39
100 (late February)
How can you garden in harmony with the natural world on a budget? Explore the value and challenges of incorporating native and sustainable plants into formal, vegetable, and container gardens and discuss economical ways to get results. Plan for garden season now, so you’re ready to hit the ground running!

ONLINE MEDICAL CAREER PROGRAMS

Attend a free informational webinar.
Wednesday, January 19, 2022 | 6 to 7 p.m.
Email CEMailbox@elgin.edu to register.
PHOTOGRAPHY

CED 913    Digital Photography: Getting Started    $229
100        TTH    6:30 to 9:30 p.m.    2/15 to 2/24    TBD
Improve your photography skills using your digital SLR camera. Expert photographer Michael Barton assigns a series of photographic exercises that teach basic exposure, focus, depth of field, freezing and blurring motion, exposure compensation, framing and composition, use of flash, red-eye reduction, zoom, digital special effects, and more. Get familiar with formatting and printing options, internet resources, digital darkroom, and ways to use your images.

CED 917    Digital Photography II: Now What?    $229
100        TTH    6:30 to 9:30 p.m.    3/1 to 3/10    TBD
During this course, expert photographer Michael Barton immerses you in portraiture, still lifes, close-up work, creative motion techniques, and outdoor compositions. Building on the Introduction to Photography course, develop visualization skills and photographic technique by completing a series of photographic exercises. Photos are critiqued by class members.

CED 902 100    Private Tutoring Photography (2 Hours)    $199
CED 904 100    Private Tutoring Photography (4 Hours)    $399
CED 906 100    Private Tutoring Photography (6 Hours)    $599
Learn at your own pace and develop your photographic style. Lessons are available for all levels. Topics can include portrait photography, composition, lighting for photography, or how to create beautiful landscapes. Enroll any time during the semester. An instructor will contact you to arrange meeting times.

REAL ESTATE INVESTING

CEA 546    First Time Buyers with Down Payment Assistance    $19
100        W    6:30 to 8:30 p.m.    2/9    K128
101        T    6:30 to 8:30 p.m.    5/10    K128
Buying a home for the first time can be overwhelming and especially confusing. This course offers valuable insights into the process of home ownership. Educate yourself on the home buying process, from start to finish. Familiarize yourself with contracts, down payments needed, gifts for your down payment, closing costs, inspections, appraisals, credit requirements, and negotiating with sellers.

CEA 556    Buy a Second Home or Retirement Home    $19
100        T    6:30 to 8:30 p.m.    3/16    K128
Learn the guidelines that banks require to make owning your vacation/second home a reality. This class will explore the minimum down payments necessary, credit requirements, affordability, and the different rules for purchasing different types of vacation/second homes. Note: This is not a class on buying or owning timeshares.

Looking for a job, apprenticeship, or internship? ECC can help.

Our online job board, HIRE SPARTANS, is free! elgin.edu/hirespartans
• Explore 500,000 local and national opportunities.
• Find local job fairs.
• Post your resume so employers can find you.

Apprenticeship programs let you work while you train. elgin.edu/apprenticeship
• Basic Nursing Assistant
• Culinary Arts
• Fire Science/EMT
• Integrated Systems/Maintenance Technology
• Industrial Machining Technology

Questions? Contact us today at 847-214-7454 or workforce@elgin.edu.
REAL ESTATE PRE-LICENSE

CEB 467  Real Estate Broker Pre-Licensing Series  $799
100  T  6 to 9:30 p.m.  1/25 to 5/3  Live Webinar
Earn your Illinois Real Estate Sales Broker license online. Classes are taught and sponsored by McHenry County College.

RETIREMENT PLANNING

CEA 512  Planning your Second Act: A Course in Retirement Planning  $149
100  T  6:30 to 8:30 p.m.  1/25 to 2/15  Live Webinar
Retirement can be so much more than a life of leisure. Your “second act” can be the purposeful intersection of your gifts and skills with the needs of the world around you. From personal finances to the importance of staying active and engaged, you will learn how to optimize your resources to thrive.

TEST PREPARATION

CEB 909  Combined SAT®/ACT® Test Prep  $395
100  SA  1 to 4 p.m.  2/19 to 3/12  K121
This course provides a brief overview of math, reading, and English usage as well as specific tips to increase speed and accuracy in preparation for the SAT exam. Materials are included in the course fee, but students should have an account with Kahn Academy. Students should be registered one week prior to the first day of class to receive information from the instructor on taking a pre-test. SAT is a trademark registered and/or owned by the College Board, which was not involved in the production of this course.

CEB 918  Test Taking Strategies You Should Know  $99
100  SA  1 to 4 p.m.  2/12  K121
101  SA  1 to 4 p.m.  4/9  K121
This three-hour workshop will lead you to better results on standardized tests. Learn how to recognize question types, the differences between the tests and the subjects they assess, and how to pace yourself to get the most correct answers. Learn proven strategies for each section to improve your score.

CEB 932 100  One-on-One Test Prep (3 hours)  $225
CEB 933 100  One-on-One Test Prep (6 hours)  $450
CEB 934 100  One-on-One Test Prep (8 hours)  $600
Private sessions can be scheduled between January 18 and May 18 subject to instructor availability. Please call Karin Quist at 847-214-7123 for more information.

TRAVEL

CED 274  How to Travel Free & Safely  $59
100  SA  11 a.m. to 2 p.m.  2/12  Live Webinar
101  SA  11 a.m. to 2 p.m.  5/7  Live Webinar
Ready to get back to traveling? Learn where to go, how to stay safe, and how to make travel free. Benefit from deep travel discounts and get motivated to book your travel plans. Prepare for the new “travel normal,” including tips on safety, trip insurance, and what to do if you become sick. Discover how to earn free airline tickets, hotel nights, tours, and more. Learn about volunteering, fun work-vacations, paid travel, and more.

CED 275  Get Paid to Teach English in the USA and Overseas  $59
100  SA  11 a.m. to 2 p.m.  2/19  Live Webinar
101  SA  11 a.m. to 2 p.m.  5/14  Live Webinar
Learn how Gina Henry taught her way around the world and paid for travel to over 98 countries. If you speak English, you can teach conversational English! It can be a high-paying career or simply a great way to go on vacation for free. Make money from home by teaching English online. Learn the best paying jobs, qualifications, certification programs, and specific hiring organizations.
CED 276  Work Remotely and Become a Digital Nomad  $59
100  SA  11 a.m. to 2 p.m.  3/5  Live Webinar
101  SA  11 a.m. to 2 p.m.  5/21  Live Webinar

Working remotely is now the thing. Why not add travel into the mix? You can make your travels sustainable by earning a living as you go. Get the “how-tos” of living on the road including downsizing, putting your stuff in storage, getting your mail, how to have a physical address, the RV lifestyle, timeshares, international living, long-term rentals, house sitting, and more.

CED 277  The Secrets of Travel-Hacking: Free Air, Hotels, and Cash Back  $59
100  SA  11 a.m. to 2 p.m.  2/26  Live Webinar

You can earn hundreds of thousands of airline frequent flyer miles and hotel reward points without ever stepping foot on a plane or paying for a hotel, and then redeem them for high-value trips. Gina Henry, founder of Go Global, Inc., has been a professional traveler for over 26 years and earns 15 free airline tickets and dozens of free hotel nights each year.

WRITING

CEB 293  How to Self-Publish for Free  $199
100  SA  9 a.m. to 11 a.m.  4/2 to 4/30  Live Webinar

Start your journey to becoming a royalty-earning, self-published author. A successful self-published author will teach you how to produce e-books and print books to give you worldwide reach. Learn proper manuscript and book formatting, book cover design, editing tools, and publishing platforms.

CEB 294  How to Self-Publish for Free—On Demand  $129
100  2/1 to 2/28  Online
101  4/1 to 4/30  Online

In this self-paced, on-demand class, you will view recorded class sessions by the same instructor on all aspects of self-publishing that is taught in the traditional class, but you can access the sessions when it is best for you. You will have email access to the instructor for any questions. You can also access the class slides and supporting articles.

KIDS’ COLLEGE SUMMER 2022

JUNE 21 TO JULY 21
To find courses, descriptions, tuitions, and to enroll, visit blackrocket.com/online/elg.

Classes may include:
- Battle Royale
- Code Your Own Adventure!
- Interactive Storytelling
- Cyber Spies
- Esports League
- Minecraft® Designers
- Minecraft® Redstone Engineers
- ROBLOX® Makers
- Young Authors
- YouTube™ Content Creators
- YouTube FX Masters

ONLINE PERSONAL ENRICHMENT CLASSES

Explore online personal enrichment classes offered through our partner ed2go by visiting ed2go.com/elgincc.

Topics include, but are not limited to:
- Accounting
- Drawing
- Languages
- Computer Skills
- Business
- Digital Scrapbooking
- Writing & Publishing
- Leadership
- Graphic Design
- Health & Wellness
QUESTIONS? WE’RE HERE FOR YOU.
Call 847-214-7722.

Through a hands-on approach and experienced trainers, Elgin Community College offers customized on-site and online training options for your employees designed to:

• Assist individuals with focused, on-the-job training.
• Develop and sustain a skilled workforce.
• Achieve improved performance, morale, and revenues.
• Maximize resources and improve productivity.
• Increase your business’s competitive advantage.
• Additional, customized topics available upon request.

Contact ECC corporate training:
847-214-7803, corporatetraining@elgin.edu

30 Professional Development Clock Hours—$199
• Advanced Classroom Management
• Attention Deficit/Hyperactivity Disorder
• Autism & Asperger’s Disorder
• Child Abuse
• Drugs & Alcohol in School
• Educational Assessment

45 Professional Development Clock Hours—$219
• Behavior is Language
• Learning Disabilities
• Understanding Aggression
• Response to Intervention
• Teaching Secondary Math Conceptually
• Why DI?

To enroll and view complete course information: virtualeduc.com/ecc

IMPROVE YOUR SMALL BUSINESS

The Illinois Small Business Development Center (SBDC) at Elgin Community College provides no-cost, individually tailored advice for your business.

• Business Planning
• Financing
• Low-cost Workshops
• Marketing Strategy
• Start-up Services

Learn more at elgin.edu/sbdc.
Questions? Contact us at sbdc@elgin.edu or 847-214-7488.

ONLINE CONTINUING ED COURSES FOR EDUCATORS

ECC offers online continuing education courses for educators at the 30 and 45 clock-hour levels through Virtual Education Software, Inc (VESi).

30 Professional Development Clock Hours—$199
• Advanced Classroom Management
• Attention Deficit/Hyperactivity Disorder
• Autism & Asperger’s Disorder
• Child Abuse
• Drugs & Alcohol in School
• Educational Assessment

45 Professional Development Clock Hours—$219
• Behavior is Language
• Learning Disabilities
• Understanding Aggression
• Response to Intervention
• Teaching Secondary Math Conceptually
• Why DI?

To enroll and view complete course information: virtualeduc.com/ecc

CORPORATE TRAINING

Through a hands-on approach and experienced trainers, Elgin Community College offers customized on-site and online training options for your employees designed to:

• Assist individuals with focused, on-the-job training.
• Develop and sustain a skilled workforce.
• Achieve improved performance, morale, and revenues.
• Maximize resources and improve productivity.
• Increase your business’s competitive advantage.
• Additional, customized topics available upon request.

Computer Skills
Adobe®, Microsoft® Office Suite, Windows® Conversion, Software Upgrades

Environmental & Safety

Online Training with ed2go®
Business, Finance, Software, Supervision, Project Management

Leadership
High Performance Leadership Provided by DDI®-Certified Instructors

Professional Development
Project Management, Time Management, Effective Business Writing, Emotional Intelligence, Workplace Spanish

Technical
ProLean Processes, Quality, Blueprint Reading, Measurement, Six Sigma

Contact ECC corporate training:
847-214-7803, corporatetraining@elgin.edu
Elgin Community College offers free classes to help you prepare for the high school equivalency exam.

**For more information:**
847-214-6904
abecregistration@elgin.edu
elgin.edu/adulteducation

Stevens Amendment: Approximately $581,469 (36%) of the Illinois Adult Education and Literacy Program cost at ECC is federally funded under Title II, Adult Education and Family Literacy of the Workforce Innovation and Opportunity Act of 2014.
Unemployment and career transition services are available to unemployed or underemployed residents of Community College District 509 at no cost. Services include:

- Job search and computer workshops.
- One-on-one coaching and resume assistance.

Call for assistance: 847-214-6970
elgin.edu/jobsearch