

CORPORATE & COMMUNITY EDUCATION



DANVILLE AREA COMMUNITY COLLEGE

The DACC Corporate and Community Education Division (CCE) is committed to serving the training and consulting needs of the business, industrial, labor, and professional community. The CCE was developed to respond to these needs quickly and with a high degree of flexibility. For more information, call (217) 443-8777, Fax (217) 554-1625, or e-mail: cce@dacc.edu

Bremer Conference and Workforce Development Center

For rates and more information contact:
Sara Van De Walker or Jessica Weathers at
(217) 443-8777 or E-mail jweathers@dacc.edu

DACC is fortunate to have an exceptionally well-equipped meeting and training facility in the **Bremer Conference and Workforce Development Center**. Companies or organizations may also rent this facility. The Center features a large theater that serves as a performing arts theater or as a large conferencing facility; two large conference rooms, each capable of being further divided into 2 breakout rooms, for a total of 4 breakout rooms; a large lobby; a large classroom; and a teaching kitchen that is available to those caterers serving our clients. Each area of the facility can be arranged to accommodate both small and large groups in various setups, such as theater-style or classroom-style. The facility is fully equipped with audio, video, teleconferencing, and wireless computing capabilities. Call for fee structures.

CULINARY ARTS CERTIFICATE

With a focus on basic food preparation and production skills, nutrition, and food safety and sanitation, the Culinary Arts Certificate program prepares students for various entry-level positions in the food service industry, provide opportunities for students to master their skills.



Those individuals not pursuing a certificate program, but are very interested in increasing their culinary knowledge and skills, can select any of the courses listed below based on their own interests. Practical hands-on lab activities in a state-of-the-art commercial kitchen environment provide opportunities for students to master their skills.

SUMMER 2011

Vegetables and Starches

Mon. & Wed., June 13-July 27 5:30P-9:00P

Nutrition and Menu Planning

Tues. & Thurs., June 14-July 26 5:30P-9:00P

FALL 2011

Bakeshop I

Mondays, August 22-December 19 2:30P-5:30P

Cooking Methods and Principles

Mondays, August 22-December 19 6:00P-9:00P

Stocks, Sauces, and Soups

Tuesdays, August 30-December 13 2:30P-5:30P

Serving the Customer

Tuesdays, August 30-December 13 6:00P-9:00P

Bakeshop II

Wednesdays, August 31-December 14 2:30P-5:30P

Food Sanitation and Safety

Wednesdays, August 31-December 14 6:00P-9:00P

Meats, Poultry, Fish and Eggs

Thursdays, August 25-December 15 2:30P-5:30P

Salads, Sandwiches, Hors d'oeuvres

Thursdays, August 25-December 15 6:00P-9:00P

All Culinary Arts classes will be held in the Bremer Conference Center, Room 136. Course fee is \$388 per class and each class is 3 credit hours.

To register or for more information,
Call: (217) 443-8777 or Fax: (217) 554-1625
Email: cce@dacc.edu or
Web: www.dacc.edu/cce



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SERVICES

- Customized Training Programs
- Portable Computer Lab
- Driver Education Training
- ACT Work Keys Job Profiling
- ACT Assessment Center
- Defensive Driving
- Facility Rental

PHLEBOTOMY TECHNIQUES

September 1-November 22, 2011
 Tuesdays & Thursdays 2:30 p.m.-4:30 p.m.
 Course Fee: \$348.00 Credit Hours: 3
 Bremer Conference Center, Room #111

PHARMACY TECHNICIAN

August 25-November 17, 2011
 Thursdays, 6:00 p.m.-8:30 p.m.
 Bremer Conference Center, Room #111
 Course Fee: \$202.00 Credit Hours: 2

MEDICAL CODING BASICS: ICD-9 & CPT

October 3-November 23, 2011
 Mondays & Wednesdays, 6:00 p.m.-9:30 p.m.
 Technology Center, Room #140
 Credit Hours: 3

MEDICAL INSURANCE BILLING

October 4-November 17, 2011
 Tuesdays & Thursdays, 6:00 p.m.-9:30 p.m.
 Technology Center, Room #140
 Credit Hours: 3

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PROVENA REGIONAL EMS SYSTEM AND DACC COURSES

EMT-BASIC COURSE **August 22-Dec. 12, 2011**
 Mondays & Wednesdays 6:00 p.m.-10:00 p.m.
 Bremer Conference Center, Room 141
 Course Fee: \$290.00

- **Must be 18 or older;**
- **Must have a high school diploma or the equivalent**
- **Must have a current American Heart Association CPR for Healthcare Provider card or American Red Cross CPR for the Professional Rescuer card.**
- **Must complete all health screening requirements prior to scheduling any clinical hours.**

FIRST RESPONDER COURSE

The goal of this course is to provide students with the core knowledge, skills and attitudes to function in the capacity of a First Responder. The First Responder uses a limited amount of equipment to perform initial assessment and intervention and is trained to assist other EMS providers.

Dates to be announced.

DACC COMMUNITY TRAINING CENTER AMERICAN HEART ASSOCIATION

- ♥ **Heartsaver CPR w/AED** - Designed to teach CPR and relief of foreign-body airway obstruction (FBAO) to all lay rescuers, including use of an automated external defibrillator.
- ♥ **BLS for Healthcare Providers** – Learn the skills of CPR for victims of all ages, relief of foreign-body airway obstruction (FBAO), and use of an automated external defibrillator (AED) for Healthcare Providers.
- ♥ **Heartsaver First Aid** – Integrates training in first aid, CPR, and use of an automated external defibrillator (AED).
- ♥ **Heartsaver CPR in Schools** – Designed to teach both adult and pediatric (infant/child) lay rescuer CPR to middle or high school students.
- ♥ **Instructor Courses** – First Aid, Heartsaver, and Healthcare Provider.

DRIVER EDUCATION/LOGISTICS
 For rates and more information contact: Gary Belt at (217) 443-8565 or E-mail gbelt@dacc.edu

TRACTOR/TRAILER DRIVER TRAINING

- Day classes every 6 weeks
- Weekend/night classes available



Additional Training Offered

- Specialized training available for companies
- Refresher course for individuals with Class A CDL
- Transmission Simulator Training (Experienced drivers can enhance their driving skills on all types of transmissions.)
- National Safety Council Defensive Driving Course
- Hazmat Training & Recertification
- Hours of Service Training
- New Driver DOT Certification Course

Day Classes:

May 2-June 3, 2011	May 31-July 8, 2011
July 5-August 12, 2011	Aug. 8-Sept. 16, 2011
Sept. 12-Oct. 21, 2011	Oct. 17-Nov. 23, 2011
Nov. 21-Dec. 22, 2011	

Call 217-443-8565 for Night or Weekend Class Schedules.

DRIVER EDUCATION

This course will prepare the student for obtaining their Illinois Driver's License. It will provide both the required 30 hours of Classroom Instruction and the required 6 hours of Behind-the-Wheel Instruction.

- Required 30 hours of classroom instruction and the required 6 hours of Behind-the-Wheel. \$375.00
- Required 30 hours of classroom instruction only. \$200.00
- Required 6 hours of Behind-the-Wheel only. \$175.00.

All classes meet from 4:00-6:00 p.m. in Technology Center, Room 142. Fee: \$35.00

May 16-June 9, 2011	June 20-July 14, 2011
July 25-August 18, 2011	August 29-Sept. 22, 2011
October 3-27, 2011	Nov. 7-Dec. 1, 2011

CERTIFIED WAREHOUSING/DISTRIBUTION SPECIALIST

- Working in the Warehousing Environment
- Warehousing and Workforce Skills
- Warehousing and Distribution Process
- Warehousing Technology Skills
- Representative Warehousing Skills

For rates and more information contact Gary Belt at (217) 443-8565 or gbelt@dacc.edu

Corporate Education Customized & Flexible Training

It is essential for business and industry to recognize the need for educating and re-educating the workforce.

Corporate Education makes available the resources, facilities, expertise, and technology for successful workforce development.

MISSION

Corporate Education seeks to provide responsive, innovative, quality training and education services for Workforce Development by putting the needs of the customer first.

FACILITIES

Corporate Education has access to facilities which can accommodate training, as well as a seminar, conference, or meeting. They include:

BREMER CONFERENCE AND WORKFORCE DEVELOPMENT CENTER

- Two Conference Rooms - each can accommodate up to 80 people
- Bremer Theater: seating maximum of 253 people theater style or 156 with tables, 6 chairs per table
- Classroom can accommodate 24 people

TECHNOLOGY CENTER

- Classrooms and Labs for Electronics, Hydraulics, Pneumatics, Welding, AutoCad, Networking, and PLC's
- Classrooms
- Computer Labs
- Machine Shop
- Industrial Technology Center

INDUSTRIAL TECHNOLOGY CENTER

- 7,000 square foot addition to the Technology Center
- Incubator space for new company or a pilot project
- Accommodations for Safety Training

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Are you needing to build a culture of continual improvement for all employees? The following are examples, but not limited to, customized training programs we have created for clients:

LEADERSHIP, TEAMBUILDING, SUPERVISORY

- Communication/Listening
- Customer Service
- Leadership/Supervision
- Professional Development
- Team Leadership and Effectiveness
- Time Management
- Work Skills

SERVICES/DEVELOPMENT

- ACT Work Keys Assessments
- ACT Work Keys Job Profiler
- American Heart Training Center
- Assessment Center
- Catering Services available upon request
- Facility Rental
- Human Resource Development
- Partnership with Richland Community College- National Safety Training Center
- Provena Regional EMS System
- Source for Training Grants

SAFETY/OSHA COMPLIANCE

- Accident Investigation
- Arc Flash Analysis and Training
- Asbestos Abatement
- Behavior Based Safety
- Confined Space
- DOT Training
- Ergonomics
- Fall Protection; Scaffolding
- Forklift Operator
- Hazmat
- Incident Reporting
- Lock Out/Tag Out
- OSHA Compliance Policy Development
- OSHA 10 or 30 Hour General Industry
- Personal Protective Equipment
- Respiratory Protection
- Safety Assessments
- Safety Committee Development
- Security Assessments
- Workplace Violence Prevention

INDUSTRIAL APPLICATIONS

- Basics of Electricity
- Machine Graphics
- CNC Operations
- GD&T
- Hydraulics

- PLC's
- Pneumatics
- PRIMEed Industrial Maintenance Technician
- Robotics
- Technical Math
- Visual Procedure Maps (Process Mapping)
- Welding

CONTINUOUS IMPROVEMENT

- 5-S Visual Controls
- 6 Sigma
- 8 D
- Constraint Management
- Failure Mode and Effects Analysis
- Internal Quality Auditor
- Kaizen Blitz
- Lean - Manufacturing, Office, or Healthcare
- Measurement System Analysis
- Production Part Approval Process
- Project Management
- Root Cause Analysis
- TS16949
- Team Problem Solving
- Value Stream Mapping

OTHER TRAINING

- APICS CPIM Review Classes
- Computer Application Training
- Conversational German
- Conversational Spanish
- Defensive Driving
- English as a Second Language
- Low Ropes Course
- Tractor / Trailer Driver Training
- WIN Training for ACT Work Keys Assessments
- Workplace Spanish for Healthcare

Contact:

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