

Corporate Education

SPRING 2011



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Career/Professional Development

American Heart Association CPR Training

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: Designed to teach both adult and pediatric (infant/child) lay rescuer CPR to middle or high school students.

Instructor Courses: First Aid, Heart-saver, and Healthcare Provider.

Basic Culinary Arts Certificate Program

With a focus on basic food preparation and production skills, nutrition, and food safety and sanitation, the Basic Culinary Arts Certificate program prepares students for various entry-level positions in the foodservice industry. Practical hands-on lab activities in a state-of-the-art commercial kitchen environment provide opportunities for students to master the skills required for employment.

Bakeshop II

Continuing with bakeshop production, this lecture/lab course covers cakes and icings, cookies and creams, custards, puddings, frozen desserts, and sauces. Topics include: basic cake mixing methods and cake formula types; icings; production and application; cookie characteristics and their causes; and panning, baking, and cooling.

Meats, Poultry, Fish and Eggs

This lecture/lab class will focus on the essential development of the student's understanding of the structure and basic quality factors; cuts/classifications; cooking methods; proper handling and storage methods for preparing meats, poultry, fish and eggs.

Stocks, Sauces, and Soups

The finest cuisine still depends on soups and sauces based on high-quality stocks, so stock-making remains an essential skill that you should learn early in your training. Stocks and sauces are almost never served by themselves but are components of many other preparations. After studying the preparation of stocks and sauces, you will have at your disposal the major techniques for the preparation of soups. As in sauce-making, basic techniques are the building blocks you can use to create a wide variety of appetizing soups.

EMT-Basic Course

This course is for those interested in becoming pre-hospital care providers with volunteer agencies, fire departments, or paid services. For anyone interested in becoming a paramedic, this is the first step. Prerequisites:

- 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.

January 19-May 11, 2011

MW 6:00p-10:00p

Bremer Conference Room 141

Fee: \$290

First Responder

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.**

Medical Coding: ICD-9 & CPT

You will learn the appropriate use of the ICD-9 diagnostic book and how to properly assign codes to verbal and written descriptions. You will also study the principles and practices of CPT coding and how to assign these procedural codes in a variety of medical settings. This is one in a number of courses that could help you qualify for the certification exams of AAPC, AHIMA, and others. March 28-May 11, 2011
MW 6:00p-9:30p
Technology Center Room 140
Fee: \$395

Medical Insurance Billing

This course is designed to teach the basic entry level skills to effectively work in physician office practices or hospital medical records/billing offices. Students will learn Medical Terminology, Patient Record Keeping, ICD9 Medical Coding, CPT Medical Coding, Medical Accounting and Medicare Billing. March 1-April 21, 2011
TTH 6:00p-9:30p
Technology Center Room 140
Fee: \$395

Pharmacy Technician

The Pharmacy Technician program provides both technical and practical training which will enable the technician to function as a competent entry-level assistant to a licensed pharmacist. The program includes: the role of a pharmacy technician; pharmacy law, standards and ethics; drugs, dosages, and delivery systems; pharmaceutical measurements and calculations; and dispensing, billing, and inventory management. Pharmacy Technicians work in hospitals, nursing homes, health care agencies, and retail outlets such as drug stores.

One-week registration:

January 18-21, 2011; must have course fee to register.

February 10-May 12, 2011

Th 6:00p-8:30p

Bremer Conference Center Room 111

Fee: \$202

Phlebotomy Techniques

This course is a non-Nursing course aimed at the technical skills and knowledge required for blood collection. Students will develop skill in performing phlebotomy procedures in various health care settings. Topics include: proper use of equipment, current safety standards, medical and legal policies and regulations, interpersonal skills, and correct transport and specimen preparation for laboratory testing.

One-week registration:

January 18-21, 2011; must have course fee to register.

February 8-May 5, 2011

TTH 2:30p-4:30p

Bremer Conference Center Room 111

Fee: \$348

Corporate/

Customized Training

To become more proactive, develop long-term relationships, and provide total solutions, please review the following list of training (customized or open enrollment) available through Corporate Education. Note, however, that if your training needs are not addressed in this document, we have developed training partnerships with the experts who will be able to deliver additional training opportunities.

- Assessments
- Computer Applications
- Customer Service
- Healthcare
- Industrial Hygiene and Environmental Services
- Human Resources Development
- Workskills Development
- Leadership Development
- Lean
- Quality
- OSHA Training/Safety Management
- Security Management
- Technical
- Other

Traffic Safety Training

Driver Education: This course will prepare students for obtaining their Illinois Driver's License. Students can choose from the following options: 1) Required 30 hours of classroom instruction and the required 6 hours of Behind-the-Wheel; 2) Required 30 hours of classroom instruction only; or 3) Required 6 hours of Behind-the-Wheel only.

Defensive Driving: This four-hour Defensive Driving course was developed by The National Safety Council and is recognized by court systems nationwide. Certificates, registered with The National Safety Council, are given to successful completers. All instructors are certified by The National Safety Council.

Whether your objective is to lower your insurance premium, adhere to court supervision requirements, or simply avoid your ticket being registered with the Secretary of State, sign-up for this one-time four-hour course.

Tractor/Trailer: 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 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 4:00p-6:00p in the Technology Center, Room 142.
Fee: \$35.00

March 7-31, 2011

April 11-May 5, 2011

May 16-June 9, 2011

June 20-July 14, 2011

July 25-August 18, 2011

August 29-September 22, 2011

October 3-27, 2011

November 7-December 1, 2011