

CORPORATE & COMMUNITY EDUCATION

**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

Attention Caregivers! Coming to DACC for Spring 2011

Danville Area Community College and CRIS Healthy Aging Center introduce workshops and discussion groups designed for caregivers of older adults. Gather information about resources.

Topics for the 60-minute workshops will include:

- Meeting caregiver personal needs
- Juggling family responsibilities and other commitments
- Legal considerations
- Financial resources
- Finding qualified aides
- Reducing falls
- Social and other services available
- Security and safety

For more information or request a schedule, call DACC at 217-443-8777 and ask for Dr. Gingold or Ms. Brain, or visit <http://www.surveymonkey.com/s/SXW9D2K>

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.



Stocks, Sauces, and Soups

Mondays, January 24-May 2, 2011 5:30-9:30 p.m.
Course Fee: \$388.00; Credit Hours: 3

Serving the Customer

Tuesdays, January 25-May 3, 2011 7:00-9:30 p.m.
Course Fee: \$257.00; Credit Hours: 2

Meats, Poultry, Fish and Eggs

Wednesdays, January 26-April 20, 2011 5:30-9:30 p.m.
Course Fee: \$388.00; Credit Hours: 3

Bakeshop II

Thursdays, January 27-April 21, 2011 5:30p-9:30p
Course Fee: \$388.00; Credit Hours: 3

*All Classes held at Bremer Conference Center,
Room 136*

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



DANVILLE AREA COMMUNITY COLLEGE

SERVICES

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

PHLEBOTOMY TECHNIQUES

One-week registration: January 18-21, 2011
 February 8-May 5, 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

One-week registration: January 18-21, 2011
 February 10-May 12, 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

March 28-May 11, 2011
 Mondays & Wednesdays, 6:00 p.m.-9:30 p.m.
 Technology Center, Room #140
 Course Fee: \$395.00 Credit Hours: 3

MEDICAL INSURANCE BILLING

March 1-April 21, 2011
 Tuesdays & Thursdays, 6:00 p.m.-9:30 p.m.
 Technology Center, Room #140
 Course Fee: \$395.00 Credit Hours: 3

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



PROVENA REGIONAL EMS SYSTEM AND DACC COURSES

EMT-BASIC COURSE **January 19-May 11, 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

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

March 7-31, 2011	July 25-August 18, 2011
April 11-May 5, 2011	August 29-Sept. 22, 2011
May 16-June 9, 2011	October 3-27, 2011
June 20-July 14, 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

SPRING 2011 OPEN ENROLLMENT CORPORATE EDUCATION TRAINING

EPA/OSHA

FORKLIFT OPERATOR

This program is designed to provide your employees with the equipment-specific training needed to comply with OSHA's powered industrial truck standard. Forklift Safety Training will educate your employees on the most common type of equipment - the sit down, counter balanced forklift. Topics covered are:

- Importance of a pre-trip inspection
- How to insure operator safety
- Load limitations and load balancing
- Proper driving techniques
- Maintaining forklift stability during operation

March 17, 2010 and June 14, 2011

\$95.00

Location: Technology Center

Instructor: Grey & Associates

OSHA 511: OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR GENERAL INDUSTRY

This course covers OSHA policies, procedure and standards, as well as general industry safety and health principles. Topics include the scope and application of OSHA General Industry Standards with special emphasis on areas that are the most hazardous. Participants who successfully complete this course earn an OSHA course completion certificate. Participants will learn:

- OSHA safety and health standards, policies and procedures
- How to identify and recommend abatement for safety and health hazards
- Utilizing OSHA standards and regulations to supplement an ongoing safety and health program.

January 24, 25, 26 & 27, 2011

8:00A-5:00P

\$695.00 (materials included)

Location: Bremer Conference Center 110

Sponsor: National Safety Education Center

OSHA 501: TRAINER COURSE IN OSHA STANDARDS FOR GENERAL INDUSTRY

It is your responsibility to ensure you meet all course prerequisites prior to enrolling in the course. Please bring copies of all necessary documentation for prerequisite course with you on the first day of class. We will need to keep these copies for our records. Prerequisite Verification Form for General Industry 501 must be completed prior to class.

OSHA 501 Prerequisites: Course #511 and five years of general industry safety experience. A college degree in occupational safety and health, a Certified Safety Professional, or Certified Industrial Hygienist designation, in the applicable training area may be substituted for two years of experience.

This course is designed for personnel interested in teaching 10 and 30 Hour General Industry Safety and Health Outreach Programs. Emphasis is placed on topics required in the 10 and 30 hour programs and those that are most hazardous. Successful completion allows participants to become OSHA Outreach Program trainers, conduct 10 and 30 Hour General Industry Safety and Health courses and issue completion cards to their students.

Participants will learn:

- How to identify hazards and abatement methods according to OSHA 29 CFR 1910;
- Training techniques
- Hazard identification and communication.

February 21, 22, 23, & 24, 2011 8:00A-4:30P
\$ 725.00 (materials included)

Location: Bremer Conference Center 110

Sponsor: National Safety Education Center

OSHA 30 HOUR GENERAL INDUSTRY

The 30-hour program is intended to provide a variety of training on general industry safety and health to entry-level workers. This class is designed to be presented to workers; therefore it emphasizes hazard identification, avoidance, control, and prevention. Students will receive a 30-hour OSHA General Industry Outreach card upon course completion

Dates: April 11, 12, 13 & 14, 2011 from 8:00 am - 4:30 pm **Fee: \$475.00 (materials included)**

Location: Bremer Conference Center 110

Instructor: Grey & Associates

ASBESTOS ABATEMENT WORKER REFRESHER CERTIFICATION

Audience: *Professionals holding Asbestos Abatement Worker License needing annual license recertification*

February, 2011 8:00A-4:00P

Call after January 1, 2011 for dates and pricing

Location: DACC

Instructor: Hygieneering - Dave Zeller

ASBESTOS ABATEMENT CONTRACTOR/SUPERVISOR REFRESHER CERTIFICATION

Audience: *Professionals holding Asbestos Abatement Contractor/Supervisor License needing annual license recertification*

February, 2011 8:00A-4:00P

Call after January 1, 2011 for dates and pricing

Location: DACC

Instructor: Hygieneering - Dave Zeller

QUALITY

SIX SIGMA – GREEN and/or BLACK BELT CERTIFICATION

Six Sigma is a data driven and disciplined approach to cost reduction and problem solving that has revolutionized the way manufacturing companies attack the cost

drivers and chronic problems in their businesses. Six Sigma methodology focuses on the processes within a business to seek out true problem analysis and root cause solutions through DMAIC (Define, Measure, Analyze, Improve, Control). Black Belt delivery consists of 4 weeks (one week per month) of training. Upon completion, the Black Belts are specialists in the application of Six Sigma and Six Sigma project management. Green Belt training consists of three weeks (one week per month) of training. Green Belts can come from any area within the organization. Upon completion, The Green Belts will be proven practitioners of the Six Sigma methodology and typically would manage Six Sigma projects as part of their normal job responsibilities. During the training, both Black Belts and Green Belts will manage actual projects identified by their organization targeting substantial process improvements and associated cost reductions.

Green Belt/Black Belt:

January 24, 25, 26, 27, & 28, 2011 8:00A-5:00P

February 28, March 1, 2, 3, & 4, 2011 8:00A-5:00P

March 28, 29, 30, 31, & April 1, 2011 8:00A-5:00P

Fee: \$5,500.00 + \$250.00 instructional materials

Black Belt: May 2, 3, 4, 5, & 6, 2011 8:00A-5:00P

Location: Bremer Conference Center 141

Instructor: Sygma Dynamics - Rob Clodfelder

Fee: \$7,000.00 + \$300.00 instructional materials

ONLINE

ONLINE SAFETY TRAINING

Corporate Education Division at Danville Area Community College also offers online courses in OSHA Recognized Outreach Training for construction and general industry at <http://www.dacc.edu/cce/>. Click on Online Occupational Safety Training. Self-paced online courses for OSHA 10 & 30 hour Outreach training, HAZWOPER, HAZMAT, NFPA, and much more can be accessed by you or your entire team 24/7. Meet all of your compliance training needs at your convenience. All courses will come with a printable certificate upon successful completion.

Registration, Course catalog, Fees available at website: <http://www.dacc.edu/cce>

Click on Online Occupational Safety Training

FOR REGISTRATION DETAILS CONTACT:

**Diane Hall, Coordinator, Customized Training
Corporate Education**

Danville Area Community College

2000 East Main Street, Danville. IL 61832

Office: 217.443.8779

Cell: 217.260.6575

Fax: 217.554.1625

dhall@dacc.edu

www.dacc.edu



COMMUNITY EDUCATION

Spring 2011

Registration

Online: www.dacc.edu/cce

Click on Register Online

By Person: stop by the Village Mall Location

DACC Policies Books & Materials

Information on books and supplies required for a class will be provided in the class listing or at the first class meeting.

Payment

Payments can be made by cash, check, or charge (VISA, MASTERCARD or DISCOVER accepted). Payments must be received at the time of registration.

Refund Policy

Refunds of tuition and course fees will be granted if the course is cancelled or if the student withdraws PRIOR TO 2ND CLASS MEETING. Students are responsible for fees if they fail to attend or attend more than 10% of class.

Cancellation Policy

If the class has insufficient enrollment, the class will be cancelled. Cancellations of classes will be decided three working days before the first class meeting.

Information or Questions

For more information or if you have any questions, contact our office at (217) 477-0603, Monday through Friday, 8:00 a.m.-5:00 p.m.

COMPUTER CLASSES

Keyboarding

\$96	Village Mall	Larry Jahn
Thursdays, February 1-22		5:30P-8:30P
Fridays, April 1-22		1:00P-4:00P

For Beginners Only

\$96	Village Mall	Larry Jahn
Mon.-Fri., January 17-21		9:00A-11:30A
Tuesdays, March 1-22		5:30P-8:30P
Mondays, May 2-23		9:00A-12:00P

Word—Level I

\$96	Village Mall	Larry Jahn
Fridays, January 7-28		9:00A-12:00P
Tuesdays, April 5-26		5:30P-8:30P
Mon.-Fri., June 6-10		9:00A-11:30A

Word—Level II

\$96	Village Mall	Larry Jahn
Wednesdays, March 2-23		5:30P-8:30P
Mondays, May 2-23		1:00P-4:00P

Excel—Level I

\$96	Village Mall	Larry Jahn
Tuesdays, February 1-22		9:00A-12:00P
Wednesdays, April 6-27		5:30P-8:30P
Mon.-Fri., June 6-10		1:00P-3:30P

Excel—Level II

\$96	Village Mall	Larry Jahn
Mondays, March 7-28		5:30P-8:30P

Access

\$96	Village Mall	Larry Jahn
Tuesdays, March 1-22		1:00P-4:00P
Wednesdays, May 4-25		5:30P-8:30P

PowerPoint

\$96	Village Mall	Larry Jahn
Fridays, February 4-25		9:00A-12:00P
Tuesdays, May 3-24		5:30P-8:30P

Introduction to Dreamweaver

\$64	TBA	Les Woodrum
TH, Jan 20-Feb 10		6:00P-8:00P

CAKE DECORATING

You must take Cake Decorating Basics before you take Flowers and Cake Designs, and Gumpaste and Fondant. In addition to the cake kit, you will also be asked to bring additional supplies such as icing, cookies, cake, apron, etc.

Cake Decorating Basics

\$40+\$25 kit	Village Mall	Sue Schwaderer
Mondays, January 3-24		6:00P-8:00P
Tuesdays, February 1-22		6:00P-8:00P
Fridays, April 1-29		6:00P-8:00P
Thursdays, May 5-26		6:00P-8:00P
Wednesdays, June 1-22		6:00P-8:00P
Thursdays, July 7-28		6:00P-8:00P

Flowers and Cake Designs

\$40+\$25 kit	Village Mall	Sue Schwaderer
Wednesdays, January 5-26		6:00P-8:00P
Mondays, March 7-28		6:00P-8:00P
Fridays, May 6-27		6:00P-8:00P
Thursdays, June 2-23		6:00P-8:00P
Fridays, July 8-29		6:00P-8:00P

To register or for more information,

Call: 217-477-0603 or 443-9114

commed@dacc.edu

www.dacc.edu/cce



Gumpaste and Fondant

Participants will also be required to purchase a decorating kit and book for \$25.

\$40	Village Mall	Sue Schwaderer
Wednesdays, January 5-26		6:00P-8:00P
Thursdays, February 3-24		6:00P-8:00P
Wednesdays, March 2-23		6:00P-8:00P
Mondays, April 4-25		6:00P-8:00P

Wedding Cake Projects

\$20	Village Mall	Sue Schwaderer
Saturdays, January 15-22		1:00P-3:00P
Saturdays, February 19-26		1:00P-3:00P

FOOD SERVICE

Food Service License

This course is designed to prepare food service employees to meet the Illinois certification requirement. Topics include: food-borne disease, facilities, equipment, personal hygiene, & inspection techniques. The exam will be given at the last class meeting. Attendance is a must! Supplies needed: Code book & ServeSafe Book by the National Restaurant Association—may be purchased at the Village Mall for \$82.92.

\$96	Village Mall	Carolyn Daniel
Wednesdays, Jan. 19-Feb. 16		5:30P-9:30P
Wednesdays, April 13-May 18		5:30P-9:30P

Food Service Renewal

State guidelines require 5 hours of continuing education credit to renew licenses prior to expiration. A copy of your current license MUST be brought to class with you.

\$30	Village Mall	Carolyn Daniel
Wednesdays, Jan 19-26		5:30P-9:30P
Wednesdays, April 13-20		5:30P-9:30P

INTERNET BUYING AND SELLING

eBay

\$25	Village Mall	TBA
Monday, February 14		6:00P-9:00P
Thursday, July 21		6:00P-9:00P

Amazon

\$25	Village Mall	Quan Chen
Tuesday, March 29		6:00P-9:00P
Friday, May 6		6:00P-9:00P

HEALTH AND FITNESS

Tai Chi—Level I

\$35	MM Dance Studio	Vic Vanesse
Tuesdays, April 5-May 24		6:00P-7:00P

Tai Chi—Level II

Prerequisite: Completion of Tai Chi for Health - I.

\$35	MM Dance Studio	Vic Vanesse
Tuesdays, April 5-May 24		6:15P-7:15P

Beginner Golf

\$75	Turtle Run	Lyle Hicks
Mondays, April 4-May 9		6:00P-7:30P

Qigong for Health and Longevity

\$35	Bremer, Rm. 110	Vic Vanesse
Tuesdays, Feb. 1-March 22		6:00P-7:00P

Self Defense for Women

\$25		Jennifer Kruger
Location: Kruger Martial Arts Facility		
Thursdays, February 17-24		2:00P-4:00P
Saturdays, March 12-19		9:00A-11:00A
Saturdays, June 11-18		9:00A-11:00A

Self Defense for Teens

\$25		Jennifer Kruger
Location: Kruger Martial Arts Facility		
Saturdays, February 5-12		9:00A-11:00A
Saturdays, April 9-16		9:00A-11:00A
Thursdays, June 2-9		2:00P-4:00P

Whole Food Preparation

\$30	Bremer Kitchen	Dr. Andrew Peters
Thursday, June 9		6:00P-9:00P

SEWING

For ages 12 and up—limited to 8 students per class. Students must provide sewing machine. A list of supplies will be provided after registration.

Basic Sewing

\$75	Village Mall	Mary Grutzius
Tuesdays, January 4-25		6:00P-9:00P
Saturdays, January 8-29		9:30A-12:20P
Wednesdays, February 2-23		6:00P-9:00P
Saturdays, February 5-26		9:30A-12:20P
Tuesdays, May 3-24		6:00P-9:00P
Saturdays, May 7-28		9:30A-12:20P

Intermediate Sewing

\$75	Village Mall	Mary Grutzius
Tuesdays, March 8-29		6:00P-9:00P
Saturdays, March 5-26		9:30A-12:20P
Wednesdays, April 6-27		6:00P-9:00P
Saturdays, April 9-30		9:30A-12:20P
Wednesdays, June 8-29		6:00P-9:00P
Saturday, June 11-July 2		9:30A-12:20P

CORP. & COMM. ED.

To register or for more information, Call: 217-477-0603 or 217-443-9114 or email commed@dacc.edu

ARTS AND CRAFTS

Pottery

\$115 - 8 weeks CT-117 Lily Siu
 Thursdays, Jan. 27-March 17 6:00P-9:00P
 Thursdays, March 31-May 26 6:00P-9:00P

Pottery

\$75 - 5 weeks CT-117 Lily Siu
 Thursdays, June 2-July 30 6:00P-9:00P
 Thursdays, July 14-August 11 6:00P-9:00P

Basic Upholstery

\$75+\$40 kit Village Mall Bill Baker
 Mondays, Jan 17-Feb 21 6:00P-8:00P

Crocheting for Beginners

\$35 Village Mall Zaiba Ahmed
 Tuesdays, March 1-April 5 5:30P-7:00P

Intermediate Crocheting

\$35 Village Mall Zaiba Ahmed
 Tuesdays, March 1-April 5 7:00P-8:30P

Knitting for Beginners

\$35 Village Mall Zaiba Ahmed
 Thursdays, March 3-April 7 5:30P-7:00P

Beading Basics: Necklace and Earrings

\$30 Village Mall Lily Siu
 Monday, February 7 6:00P-9:00P
 Monday, April 4 6:00P-9:00P

DANCING

Ballroom Basics (*Partner required.*)

\$75/couple MM Dance Studio Nancy Brain
 Mondays, April 4-May 23 5:45P-6:45P

Advanced Ballroom Dancing

Must have completed Ballroom Basics to enroll.
 \$75/couple MM Dance Studio Nancy Brain
 Mondays, April 4-May 23 7:00P-8:00P

FLORAL DESIGN

Gift Basket Tips and Ideas

\$35 Village Mall Chris Fitzsimmons
 Wednesday, January 20 6:00P-9:00P

Basic Vase Arrangement and Color Theory

\$25 Village Mall Chris Fitzsimmons
 Wednesday, March 16 6:00P-9:00P

The Color of Spring

\$25 Village Mall Chris Fitzsimmons
 Tuesday, May 10 6:00P-9:00P

LANGUAGE

American Sign Language I (ASL)

Textbooks are required for the class.
 \$250 Village Mall Anne Phillips
 Thursdays, Feb. 17-May 19 5:45P-8:45P

PHOTOGRAPHY

Photography the Basics

A camera either digital or film is required.
 \$128 CT-101 Les Woodrum
 Wednesdays, March 2-April 27 6:00P-8:00P

Digital Photography

\$64 TBA Les Woodrum
 Tuesdays, Jan. 18-Feb. 8 6:00P-8:00P

Photo II – Intro. to Professional Photography

*A camera, either digital or film is required. Prerequisite
 Photography 1 "The Basics" or permission of the
 instructor.*
 \$128 Village Mall Les Woodrum
 Thursdays, March 10-May 5 6:00P-8:00P

Introduction to Photoshop

\$64 TBA Les Woodrum
 Tuesdays, Feb. 22-March 15 6:00P-8:00P

Adobe Photoshop Elements

\$64 Village Mall Les Woodrum
 Tuesdays, April 5-26 6:00P-8:00P

DOG OBEDIENCE

Dog Obedience—beginners six months and up

Please bring water, a drinking dish and up to date shot records. Dogs must have bortella shot. You will need preferably a 6 foot leather leash and a chain choke collar or nylon training collar.
 \$65 Village Mall Carolyn Daniels
 Mondays, April 4-May 23 6:00P-7:15P
 Mondays, April 4-May 23 7:25P-8:40P

SELF HELP

Power of The Words You Speak

\$25 Village Mall Leslie Sconce
 Thursdays, March 10-17 6:00P-8:00P
 Thursdays, May 5-12 6:00P-8:00P
(dates subject to change)

The Things We Carry

\$25 Village Mall Leslie Sconce
 Thursdays, April 7-14 6:00P-8:00P
 Thursdays, June 2 & 9 6:00P-8:00P

GRANT WRITING

Grant Writing 101 - Proposal and Grant Writing Basics

\$50 Amber Floyd
 Saturday, February 5 9:00A-5:00P
 Saturday, April 2 9:00A-5:00P

Grant Writing - Grants.gov

\$20 Amber Floyd
 Thursday, February 17 5:30P-8:30P

LUNCH AND LEARNS

Join us for soup and salad at informative lunch and learn programs. All programs are location in Vermilion Hall 306—third floor Cost: \$10

Lunch and Learn Bahá'í Faith

Presenter: Nora Green
 Thursday, February 17 Noon

Natural Therapies

Presenter: Dr. Andrew Peters
 Thursday, March 10 Noon

What Should I Eat to be Healthy

Presenter: Dr. Andrew Peters
 Thursday, April 14 Noon

Garden Attractions

Presenter: U of I Master Gardener, Gloria Young
 Thursday, May 12 Noon

Social Media What?

Presenter: Laura Hensgen
 Thursday, June 23 Noon

JUST FOR KIDS

These classes are an extension of our yearly Summer Enrichment College for Kids program.

Lego Robotics

\$20 Village Mall
 Saturday, January 15 9:00A-12:00P
 Saturday, February 26 9:00A-12:00P
 Saturday, April 16 9:00A-12:00P
Spring Break Sessions:
 Wednesday, March 23 9:00A-12:00P
 Thursday, March 24 9:00A-12:00P
 Friday, March 25 9:00A-12:00P

Successful Study Skills (Grades 5-8)

\$15 Village Mall Joanne Bibb
 Saturdays, January 15-22 9:00A-11:30A
 Saturdays, Feb. 26-March 5 9:00A-11:30A

Sweet Treat Cupcakes

Supply list for class will be mailed upon registering.
 \$15+ Village Mall Sue Schwaderer
 Saturday, January 8 1:00P-3:00P
 Saturday, April 2 1:00P-3:00P

Cake Decorating

Supply list for class will be mailed upon registering.
 \$15+ Village Mall Sue Schwaderer
 Saturday, May 14 1:00P-3:00P

Easter Gingerbread House

\$15+kit Village Mall Sue Schwaderer
 Saturday, April 16 1:00P-3:00P

To register or for more information,
 Call: 217-477-0603 or 443-9114
 commed@dacc.edu
 www.dacc.edu/cce



Corporate & Community Education
 DANVILLE AREA COMMUNITY COLLEGE

SUMMER ENRICHMENT PROGRAM

COLLEGE FOR KIDS

Save the Date!

Summer Enrichment - College for Kids 2011

June 13-17, 2011 & July 11-15, 2011

Schedules will be posted online by April 1, 2011.

www.dacc.edu/cce



CORP. & COMM. ED.



BOOMERS & SENIORS

Computer Understanding

\$80	Village Mall	Larry Jahn
Wednesdays, February 2-23		9:00A-12:00P
Mon.-Fri., April 4-8		9:00A-11:30A
Tuesdays, July 5-12		9:00A-12:00P

Social Networking

\$15	Village Mall	Laura Hensgen
Thursday, February 10		9:00A-11:30A
Friday, May 13		9:00A-11:30A

Email and Attachments

\$15	Village Mall	Leslie Sconce
Monday, January 10		9:00A-11:30A
Thursday, April 14		9:00A-11:30A

Creating Cards and Newsletters

\$20	Village Mall	Leslie Sconce
Friday, March 11		9:00A-12:00P
Tuesday, June 28		9:00A-12:00P

Tai Chi—Level I

\$35	MM Dance Studio	Vic Vanesse
Tuesdays, April 5-May 24		6:00P-7:00P

Qigong for Health and Longevity

\$35	Bremer, 110	Vic Vanesse
Tuesdays, Feb. 1-March 22		6:00P-7:00P

The Art of Journaling

\$15	Village Mall	David Nolan
Tuesdays, March 8-15		6:00P-7:30P
Thursdays, June 2-9		1:00P-2:30P

Bridge for Beginners

\$25	Village Mall	Jo Holleman
Tues. & Thurs., Jan. 18-Feb. 17		9:00A-10:30A

Euchre for Beginners

\$25	Village Mall	Bert Jurgeson
Mon. & Thurs., Jan. 10-Feb. 4		10:00A-11:30A

To register or for more information,

Call: 217-477-0603 or 443-9114

commed@dacc.edu

www.dacc.edu/cce



TRIPS AND TOURS

Indiana State Museum: Titanic: The Artifact Exhibition

Thursday, January 6 \$25

Russian National Ballet Theatre: Romeo and Juliet

Wednesday, January 19 at 7 p.m.

Cost, Youth: \$15 Cost, Adult: \$40

Lincoln Presidential Museum

Friday, February 11 \$25

Hairspray - Beef and Boards Dinner Theatre

Thursday, February 24 \$50

Flower and Patio Show

Friday, March 18 \$25

Museum of Science and Industry

Tuesday, March 22 \$45

CANDLES Holocaust Museum

Friday, April 8 \$15

Fair Oaks Dairy Farm

Tuesday, April 29 \$25

Museums of Crawfordsville, IN

Friday, May 6 \$20

Clabber Girl Museum

Wednesday, May 18 \$35

God Bless America Mestas Musicals

Tuesday, June 21 \$45

Shedd Aquarium Chicago

Tuesday, July 26 \$45

COLLETTE VACATIONS THROUGH DACC

Pacific Northwest and California - Featuring Washing, Oregon, and California - June 13-20, 2011

California New Year's Getaway - Featuring the Tournament of Roses Parade - December 30, 2011-January 3, 2012

Italia Classica - featuring Rome, Vatican Museum, Venice, Florence, St. Mark's Square, Milan - March 19-27, 2012

To receive a detailed brochure on any of the vacations, please call 217-477-0604.

A small deposit will reserve a spot for you. Monthly payments can be made.

SMALL BUSINESS DEVELOPMENT CENTER

The Illinois Small Business Development Center (SBDC) at Danville Area Community College is part of a statewide network of small business resource providers sponsored in part through state (Illinois Department of Commerce and Economic Opportunity) and federal (U.S. Small Business Administration) grants.

Training, counseling and consulting services are offered to Illinois businesses at little to no cost. Our clients range from start-up through existing businesses that seek ways to improve, develop or finance their organizations.

Drawing on in-house expertise, government and academic resources, and the commitment of many business service providers in the private sector, the SBDC is the preferred source for small business support in the state.

Starting Your Own Business

Know more about owning a business. Topics include requirements, myths, business plan outline, funding, registrations, and more.

Tuesday, January 11	11:30A-1:00P	\$10
Tuesday, April 5	11:30A-1:00P	\$10

Hiring Your First Employee

Know when the right time is to hire, scope your need, understand laws, payroll, and the right people.

Thursday, February 17	11:30A-1:00P	\$10
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BMGT100 Basics of Business Set-Up

Judge the viability of a business proposal and/or idea for a business. Through an overview of significant issues to be examined before business startup, students will begin to equip themselves with necessary skills for entrepreneurial success. 2 credit-hour course
Tues. & Thurs., Feb. 22-Apr. 21 6:00P-8:00P

Government Contracting

Learn the special requirements that government agencies establish for the bidding process.

Thursday, March 10
11:30A-1:00P
FREE

Green Your Business

Learn fiscally sound Green business practices.

Thursday, April 21
11:30A-1:00P
\$10

Basic QuickBooks

Learn to load your company's information, the correct first steps, and organization.

Wednesday, May 4 7:30A-9:30A \$25

Intermediate QuickBooks

Learn to reconcile bank statements, track inventory, and work through common issues.

Thursday, June 16 7:30A-9:30A \$25

Starting Your Own Business

Know more about owning a business. Topics include requirements, myths, business plan outline, funding, registrations, and more.

Tuesday, June 28 11:30A-1:00P \$10

Advanced QuickBooks

Learn to set up payroll, calculate payroll, prepare payroll tax forms, and W-2 preparation.

Wednesday, July 20 7:30A-9:30A \$25

Call the SBDC today to schedule an appointment, to enquire about services or to register for a workshop.

All workshops are held at the SBDC offices located at the Village Mall in Danville



Danville Area Community College



CORP. & COMM. ED.

**For more information contact the
Small Business Development Center at the DACC Village Mall Location, 2917 N. Vermilion,
Danville or call Mike O'Brien, Director at (217) 442-7232 or sbdc@dacc.edu**