

# Corporate & Community Education



The DACC Corporate and Community Education Division (CCE) consists of the following departments: **American Heart Association Training Center** - providing CPR, AED, First Aid, Healthcare Provider, and Instructor courses to the community; **Community Education** - offering a variety of personal interest and enrichment classes for people ranging in age from College For Kids through Boomers & Seniors; **Corporate Education** - committed to serving the training and consulting needs of the business, industrial, labor, and professional community; **Culinary Arts** - Food Preparation courses for individuals seeking a career in the food industry or individuals wanting to advance their culinary knowledge and skills; **Driver Education** - for individuals wanting to obtain their Illinois Driver's License; **Professional Development** - dedicated to offering short-term career training for individuals that can offer Continuing Education Units (CEUs) for professionals; **Small Business Development Center** - devoted to assisting and offering training for existing and potential small business owners; and **Tractor Trailer Driver** - training for individuals seeking a Class A CDL License and related logistics courses. For more information, call 217-443-8777, Fax 217- 554-1625, or e-mail: [cce@dacc.edu](mailto: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](mailto: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; 2 classrooms; 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. 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.

### **Bakeshop II**

Mondays, January 23-May 14, 2012 2:30P-5:30P  
Bremer Conference Center, Room 111

### **Stocks, Sauces, and Soups**

Mondays, January 23-May 14, 2012 6:00P-9:00P  
Bremer Conference Center, Room 136

### **Culinary Essentials**

Tuesdays, January 17-May 15, 2012 2:30P-5:30P  
Bremer Conference Center, Room 136

### **Serving the Customer**

Tuesdays, January 17-May 15, 2012 6:00P-9:00P  
Bremer Conference Center, Room 111

### **Vegetables and Starches**

Wednesdays, January 18-May 16, 2012 2:30P-5:30P  
Bremer Conference Center, Room 111

### **Meats, Poultry, Fish and Eggs**

Wednesdays, January 18-May 16, 2012 6:00P-9:00P  
Bremer Conference Center, Room 136

### **Nutrition and Menu Planning**

Thursdays, January 19-May 17, 2012 6:00P-9:00P  
Bremer Conference Center, Room 136

**Course fee is \$406 per class and each class is 3 credit hours.**

## SERVICES

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

## PHLEBOTOMY TECHNIQUES

February 7-May 3, 2012

Tuesdays & Thursdays 2:30 p.m.-4:30 p.m. Course

Fee: \$366.00 Credit Hours: 3

Bremer Conference Center, Room #111

\*Course fee is due upon registration.

## PHARMACY TECHNICIAN

February 9-May 10, 2012

Thursdays, 6:00 p.m.-8:30 p.m.

Bremer Conference Center, Room #111

Course Fee: \$214.00 Credit Hours: 2

\*Course fee is due upon registration.

## MEDICAL CODING BASICS: ICD-9 & CPT

March 12-May 7, 2012

Mondays & Wednesdays, 6:00 p.m.-9:30 p.m.

Technology Center, Room #140

Course Fee: \$395.00 Credit Hours: 3

\*Course fee is due upon registration.

## MEDICAL INSURANCE BILLING

March 13-May 3, 2012

Tuesdays & Thursdays, 6:00 p.m.-9:30 p.m.

Technology Center, Room #140

Course Fee: \$395.00 Credit Hours: 3

\*Course fee is due upon registration.

## PROVENA REGIONAL EMS SYSTEM AND DACC COURSES

### EMT-BASIC COURSE January 18-May 9, 2012

Mondays & Wednesdays 6:00 p.m.-10:00 p.m.

Bremer Conference Center, Room 141

Course Fee: \$290.00

\*Course fee is due upon registration.

- **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.

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



## DRIVER EDUCATION/LOGISTICS

For rates and more information contact: Gary Belt  
at (217) 443-8565 or E-mail [gbelt@dacc.edu](mailto:gbelt@dacc.edu)

### TRACTOR/TRAILER DRIVER TRAINING

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



### Additional Training Offerings

- 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:

Jan. 9-Feb. 17, 2012	Feb. 13-March 23, 2012
March 19-April 27, 2012	April 23-June 1, 2012
May 29-July 6, 2012	July 2-August 10, 2012
August 6-Sept. 14, 2012	Sept. 10-Oct. 19, 2012
Oct. 15-Nov. 30, 2012	Nov. 19-Dec. 21, 2012

**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.

March 5-30, 2012	April 19-May 4, 2012
May 14-June 8, 2012	June 18-July 12, 2012
July 23-Aug. 16, 2012	Aug. 27-Sept. 20, 2012
October 1-25, 2012	November 5-29, 2012

### 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](mailto: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

***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:**

**Diane Hall, Coordinator Customized Training**

**Corporate Education**

**Fax: 217.554.1625**

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