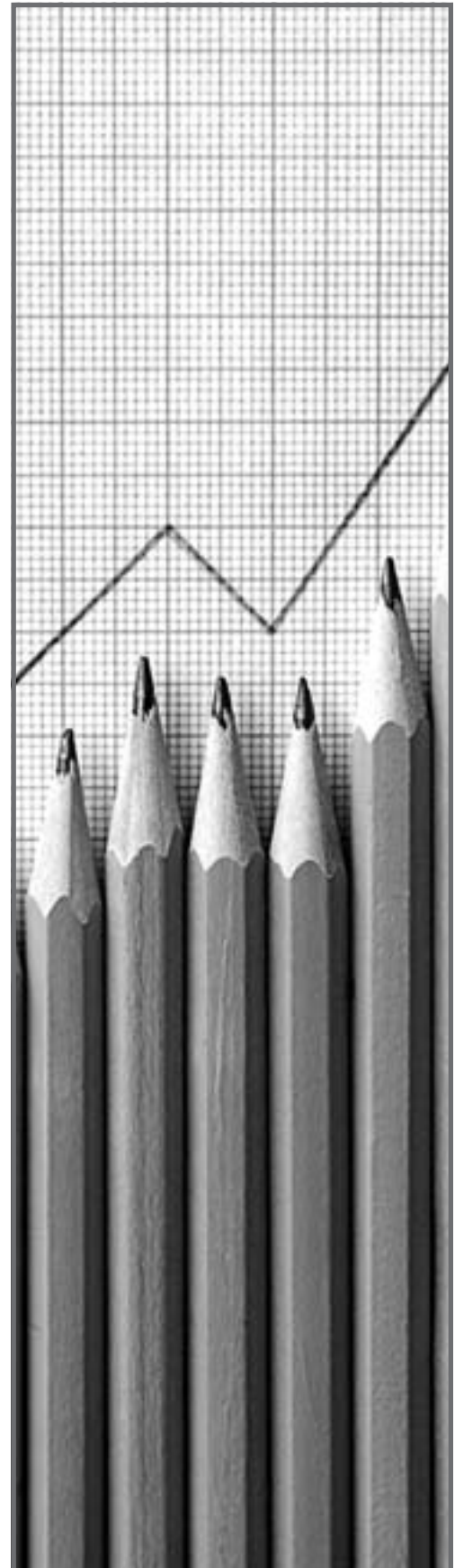


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1 BUSINESS TRAINING

Food Sanitation

Food Sanitation Certification Prep (FOOD 440)

Learn to identify the causes of food-borne illness, identify and apply correct procedures for cleaning and sanitizing, recognize problems and potential solutions associated with facility, equipment and layout, and understand the Illinois code related to food service establishments. Successful completion of this course prepares you to take the state of Illinois exam for Management and Sanitation Training. The exam is taken on the second day of class. Book is included in the class fee. Go to www.trainingupdate.org then click on "career training" for additional course details.

T1	8a.m.-5p.m.	S	Main
	Jan. 28 & Feb. 4		\$185
T2	8a.m.-5p.m.	S	Main
	March 31 & April 7		\$185

Food Sanitation Certification Prep Online (FOOD 4401)

This is the on-line version of FOOD 440. State of Illinois exam is administered on second day of FOOD 440 class schedules. You must call 815-280-1555 to schedule your test. A limited number of tests are available per session. If the scheduled sessions are full, you will be directed to the next available date. Call 815-280-1555 to register and receive your class materials.

T1	Jan. 10 - May 13	\$185
T2	May 16 - Aug. 22	\$185

Food Sanitation 5-Hour Refresher (FOOD 441)

In this course, you will refresh your knowledge of food-borne illness by identifying and applying correct procedures for cleaning and sanitizing; recognize problems and potential solutions associated with facility, equipment and layout; and understand the Illinois code related to food service establishments. Successful completion of this course provides the student with a renewed license. Student must bring current Illinois license to class.

T1	8a.m.-2p.m.	S	Main
	Feb. 25		\$49
T2	8a.m.-2p.m.	S	Main
	April 14		\$49

Purchasing and Procurement

The Department of Labor states that the employment of purchasing agents will experience faster than average growth, as more companies demand a greater number of purchased goods and services. Earn a certificate of completion from Joliet Junior College after successfully completing the three classes listed below. These classes will also prepare the student to take the Certified Professional in Supply Chain Management (CPSM) examination offered by the Institute of Supply Chain Management (ISM). (See the ISM website www.ism.ws for additional work experience and educational requirements). All books and class material are included in the class fee. Go to www.trainingupdate.org then click on "career training" for additional course details.

CPSM Module One: Foundation of Supply Management (NAPM 511)

This module addresses topics such as cost control, financing, contracting, negotiation, international business, social responsibility, sourcing, and supplier relationship management. Understand the process for competitive bids, quotations and proposals with specifications, terms and conditions. Conduct negotiations with suppliers. Administer a department budget and cost management program. Perform cost/benefit analyses. Identify sources of goods and services both national and international. Manage effective relationships with suppliers.

T1	9a.m.-4:30p.m.	T & R	Main
	March 6 & 8		\$595

CPSM Module Two: Effective Supply Management Performance (NAPM 512)

Discuss subjects such as forecasting; logistics, materials and inventory management, organization and department assessment, planning, project management, product development and quality. Analyze data on current and future global/domestic market conditions. Develop supply forecasts. Implement a warehouse and inventory system. Resolve cost variances and establish performance criteria. Manage project management activities. Administer a supplier certification program.

T1	9a.m.-4:30p.m.	T & R	Main
	March 13 & 15		\$595

Call (815) 280-1418 for more information about on-site training and grant funding.



CPSM Module Three: Leadership in Supply Management (NAPM 513)

The main topics of this course include leadership, risk and compliance, strategic sourcing. Learn to implement a strategic supply management plan based on market conditions, business needs and available resources. Develop a risk profile in accordance with contracts, laws, regulations and organizational policy. Standardize strategic sourcing procedures. Determine in sourcing and outsourcing decisions.

T1	9a.m.-4:30p.m.	T & R	Main
	March 20 & 22		\$595

Forklift

Forklift Training (FORK 201)

This two-week course consists of 64 hours of training that includes practical hands-on learning. Participants will receive 60 hours of drive time and earn a National Safety Council Certification. Classes are held at the JJC Weitendorf Facility, 17840 Laraway Rd, Joliet. For more information, call Kathy Dolosic at (815) 280-1429.

T1	8a.m.-4p.m.	MTWRF	Weitendorf
	Jan. 16 - 27		\$950
T2	8a.m.-4p.m.	MTWRF	Weitendorf
	Feb. 21 - March 2		\$950

Quality Control

ISO 9001:2008 Internal Quality Auditing (CQS 941)

This two-day seminar is designed for the internal quality auditors of an ISO 9001:2008 registered organization. Emphasis will be placed on the principles of ISO 9001:2008 and auditing compliance to the ISO standard. Individuals will gain skills needed to plan, prepare, and perform internal quality audits. This hands-on training simulates an actual audit environment. Some topics include procedure review, conducting interviews, audit performance, audit reporting, and closeout.

T1 8a.m.-5p.m. F Main
Feb. 17 - 24 \$395

8D Problem Solving (CQS 1030)

A two-day seminar designed to help participants learn root cause problem solving techniques utilizing the 8D approach. Some include: developing a problem statement, utilizing teams, and discussion on different types of problem solving tools to use. Some of the tools include Brainstorming, diagramming, charting, the 5 why's, Change Analysis & Mistake proofing to prevent recurrence. The class concludes with work on a case study to utilize the tools to solve a simulated problem.

T1 8a.m.-5p.m. R & F Main
May 10 & 11 \$395

Safety Compliance

10 Hour OSHA Voluntary Compliance Course (SAF 841)

An overview of the basic OSHA safety standards presented in a compact two-day format. This class teaches vital safety and health information to all personnel responsible for a safe working environment on the job site. Topics include Personal protective equipment, fire safety, lockout-tagout, blood borne pathogens, machine guards, and emergency action plans. After completing the required ten hours, participants will receive the OSHA Certification Card.

T1 8a.m.-2p.m. R & F Main
April 12 & 13 \$299

Construction Work Zone Flagger Training (SAF 915)

This course is for novice construction work zone flaggers in both one- and two-person flagging operations. Experienced flaggers can attend this course as a refresher. This National Safety Council's Flagger Training Course meets federal industry guidelines as outlined in the Manual on Uniform Traffic Control Devices (MUTCD) guidelines and the ANSI standard ISEA-107-1999. The course has been reviewed by the Office of Highway Safety, the Federal Highway Administration, and the Illinois Departments of Transportation. All attendees receive a certificate of course completion.

T1 8a.m.-Noon M Main
Feb. 27 \$75
T2 8a.m.-Noon M Main
May 21 \$75

Lean Six Sigma

You don't need to be a Black Belt in statistical methods to start making big efficiency gains in your organization. Learn a few key methods and tools to solve numerous problems and achieve significant business improvements. Understand how to laser-focus your improvement teams for breakthrough results. Discuss key tools for measurement/analysis to drive breakthrough improvement in your mission critical processes. Register for the class best suited for your organization.

Lean Six Sigma Simplified for the Manufacturing Organization (MGT 7861)

This takes the Six Sigma course and applies it specifically to the manufacturing organization. You will learn techniques that will keep your product moving smoothly down the assembly line and to the consumer.

T1 9a.m.-4:30p.m. F Main
March 30 \$249

Lean Six Sigma Simplified for the Healthcare Organization (MGT 7862)

This takes the Six Sigma course and applies it specifically to the health care industry. You will learn techniques that will keep costs down and provide better care to your patients.

T1 9a.m.-4:30p.m. F Main
April 20 \$249

Lean Six Sigma Simplified for the Service Organization (MGT 7863)

Even the service organization can benefit from the ideas of Six Sigma. You will learn techniques that will keep your organization lean and operational even in tough times.

T1 9a.m.-4:30p.m. F Main
May 4 \$249

Spanish Training

Basic Spanish (MGT 7058)

Expand your language skills or grasp the basics of Spanish through conversation and listening. Discuss the basic pronunciation of vowels and consonants in Spanish. Learn vocabulary, sentence structure, and how to ask and answer basic questions. This course is designed for the student with no previous knowledge of Spanish.

T1 6 - 8:30p.m. R Main
Feb. 16 - April 19 \$225

ON-LINE Occupational Spanish Course

These "industry-specific" on-line occupational Spanish courses will help bridge the communication gap between English and Spanish-speaking co-workers and clients. Courses are designed for beginning Spanish learners. Students use visual imagery for better retention and interactive assessments to measure progress. Class fee is \$99. Call 815-280-1555 to register. Courses are available for the following industries:

Banking	Construction
Educators	Food Service
Health Care	Hospitality
Human Resources	Law Enforcement
Manufacturing	Social Workers

Supervision Training

The Frontline Supervision Certificate Program is designed to help the front line supervisor develop the skills, and insights required to excel as a manager. The program is orientated towards specific skill development versus theoretical approaches to management.

Frontline Supervision Certification Training (MGT 1030)

The first seven-weeks of this unit covers topics such as the supervisor's role in management, the environment of the supervisor, planning and goal setting, organizing, delegating and motivating the work force, human behavior, and leadership skills. The last seven weeks addresses the techniques, strategies, and legal aspects that should be considered when communicating with employees. Topics include interviewing, conducting performance reviews, training, administering discipline, and employee counseling.

T1 6-9p.m. T Main
Jan. 24 - April 24 \$995

Leadership and Goal Setting (MGT 7856)

Successful leaders know how to set direction and keep focused on goal achievement. Participants in this daylong session will have the opportunity to assess their current leadership practices, examine qualities that make good leaders, and identify techniques to enhance individual leadership skills. Key topics include tapping into the three sources of leadership power, creating and communicating a vision for success, goal setting and accountability, working together to achieve common goals and fostering teamwork, and managing change.

T1 9a.m.-3p.m. F Main
March 9 \$125

Winning Customer Service (MGT 7855)

Knowing how customers judge quality and understanding basic customer needs can help you be more successful (and reduce stress) on the job. In this daylong program, you'll focus on developing and enhancing skills to work more effectively with customers and fellow employees in your organization: meeting and exceeding customer needs, communicating effectively with customers, handling complaints and difficult people, and keeping customers coming back.

T1 9a.m.-3p.m. F Main
March 23 \$125

Building Effective Teams (MGT 7857)

Effective teamwork is crucial to the success of all organizations. In this daylong program, you'll identify the key factors that help make teams successful and learn key principles and techniques to build and maintain successful teams. Topics include team-centered leadership, management structure and support to build a strong foundation for effective teamwork, communication and problem solving, building trust, and coaching team members.

T1 9a.m.-3p.m. F Main
May 4 \$125

Supply Chain Management

Joliet Junior College allows supply chain management personnel the opportunity to complete all five of the Association of Operations Management (formerly the American Production and Inventory Control Society) (APICS) certification review courses in less than one year. These courses prepare the individual to successfully complete the examinations and earn the prestigious Certification of Production and Inventory Control (CPIM). Go to www.trainingupdate.org then click on "career training" for additional course details.

Basics of Supply Chain Management (APIC 473)

This introductory course for production and inventory management personnel and CPIM candidates provides basic definitions and concepts for planning and controlling the flow of materials into, through, and out of an organization. Some topics include manufacturing systems, forecasting, master planning, materials requirements planning, capacity management, purchasing, inventory management, distribution, and Just-in-Time manufacturing. Books are included in the class fee.

T1 9a.m.-Noon M-W-F Main
Feb. 27 - March 9 \$549

Execution and Control of Operations (APIC 482)

This course focuses on three main areas: prioritizing and sequencing work: executing work plans, implementing controls, and reporting results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations, and the execution of quality initiatives, as well as controlling and handling inventories, evaluating performance, and data collection. Books are included in the class fee.

T1 9a.m.-Noon M-W-F Main
March 12 - 23 \$549

Detailed Scheduling and Planning (APIC 481)

This course focuses on the material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning (MRP), a technique suitable for use in job shops. The course also introduces another material planning technique, material-dominated scheduling, which is applicable to process industries and other mature production environments. Textbook included.

T1 9a.m.-Noon M-W-F Main
March 26 - April 9 \$549
No class April 6

Master Planning of Resources (APIC 480)

In this course, participants explore processes used to develop sales and operations plans, identify and assess internal and external demand and forecasting requirements and formulate an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule. Textbook included.

T1 9a.m.-Noon M-W-F Main
April 16 - 27

2 COMPUTER TRAINING



AutoCAD

Introduction to AutoCAD (GRAF 1031)

This hands-on class provides an introduction to the Computer Aided Design Drafting (CADD) industry. Learn the procedures for setting up and developing two-dimensional AutoCAD drawings. Focus on coordinating input systems, basic drafting, editing, and detailing methods. Discuss scaling, annotation, and dimensioning. Determine the responsibilities of a CADD designer in today's industrial and architectural environments. The class is limited to 14 students. Prerequisites: Basic understanding of computers with Windows 2000/XP operating system. Knowledge of blue prints and drafting is not required but helpful.

T1	9a.m.- 4p.m.	F	Main
	Feb. 17 & 24		\$199
T2	9a.m.- 4p.m.	F	Main
	April 27 & May 4		\$199

AutoCAD Tips and Tricks for Business (GRAF 1024)

Design draftsmen, engineers, and CAD supervisors will learn many valuable tips and shortcuts that will increase their AutoCAD productivity. Identify useful tracking features such as Polar, Object, Temporary, and Auto Tracking. Discuss the use of the extension and parallel object snaps, entity cycling, control elements, and context menus. Learn to use drafting shortcuts, auxiliary snap systems and several methods to plot design drawings unattended overnight! Examine electronic scaling techniques for multiple scale factors when used on the same drawing. Assess dimensioning commands, special text characters, and raster image proportion techniques. Develop an understanding of the AutoCAD's advanced topics such CAD Standards checking, Design Center, Publishing, and Sheet Set Manager.

T1	9a.m.- 4p.m.	F	Main
	March 9 - 16		\$199

Hands-On Computer Training

Microsoft Office 2010 Access: Level 1 (IDAY 241)

Topics include: Creating databases; sorting records; designing queries; using filters; generate reports; and database maintenance.

NC1	8:30a.m.-4p.m.	T	Romeoville
	Feb. 7		\$119
NC2	8:30a.m.-4p.m.	W	Romeoville
	April 11		\$119

Call (815) 280-1418 for more information about on-site training and grant funding.

Microsoft Office 2010 Access: Level 2 (IDAY 243)

Topics include: Controlling data entry; joining tables; creating flexible queries; sharing data across applications; and database management.

NC1	8:30a.m.-4p.m.	T	Romeoville
	Feb. 14		\$119
NC2	8:30a.m.-4p.m.	W	Romeoville
	April 18		\$119

Microsoft Office 2010 Access: Level 3 (IDAY 245)

Topics include: Structuring existing data; simplifying tasks with macros; writing advanced queries; make forms and reports more effective; and maintain an Access database.

NC1	8:30a.m.-4p.m.	T	Romeoville
	Feb. 21		\$119
NC2	8:30a.m.-4p.m.	W	Romeoville
	April 25		\$119

Microsoft Office 2010 Excel: Level 1 (IDAY 251)

Topics include: create a basic worksheet; performing calculations; insert and delete cells, columns and rows; format a worksheet; printing; and format worksheet tabs.

NC1	8:30a.m.-4p.m.	R	Romeoville
	Feb. 9		\$119
NC2	8:30a.m.-4p.m.	T	Romeoville
	April 10		\$119

Microsoft Office 2010 Excel: Level 2 (IDAY 253)

Topics include: Calculate data with advanced formulas; working with multiple worksheets; formatting graphics and diagrams; creating and editing charts; utilize PivotTables & Pivot Charts.

NC1	8:30a.m.-4p.m.	R	Romeoville
	Feb. 16		\$119
NC2	8:30a.m.-4p.m.	T	Romeoville
	April 17		\$119

Microsoft Office 2010 Excel: Level 3 (IDAY 255)

Topics include: Creating Macros; add data validation criteria; set revision tracking; protect files; merge workbooks; import and export data; create a workspace; and use Excel with the Web.

NC1	8:30a.m.-4p.m.	R	Romeoville
	Feb. 23		\$119
NC2	8:30a.m.-4p.m.	T	Romeoville
	April 24		\$119

Microsoft Office 2010 Outlook: Level 1 (IDAY 211)

Topics include: creating and sending email, organizing messages, customizing message options, setting up contacts and using address books, and scheduling appointments.

T1	8:30a.m.-4p.m.	M	MAIN
	April 9		\$119

Microsoft Office 2010 PowerPoint: Level 1 (IDAY 261)

Topics include: creating presentations manually or using templates; modify presentations by rearranging, copying, and deleting slides; import and format text; insert and modify objects, diagrams, clipart, and WordArt; and utilize charts, and tables.

NC1	8:30a.m.-4p.m.	F	Romeoville
	Feb. 17		\$119

Microsoft Office 2010 PowerPoint: Level 2 (IDAY 263)

Topics include: customizing PowerPoint environment; formatting presentations with design templates and customizing slide backgrounds; comparing and merging presentations, add multimedia elements; and publish a presentation as a Web Page.

NC1	8:30a.m.-4p.m.	F	Romeoville
	Feb. 24		\$119

Microsoft Office 2010 Word: Level 1 (IDAY 271)

Topics include: creating and saving documents; selecting, formatting, and editing text; change font appearance; add borders and shading; utilize tables; insert graphic objects; proofing spelling and grammar.

NC1	8:30a.m.-4p.m.	W	Romeoville
	Feb. 8		\$119
NC2	8:30a.m.-4p.m.	R	Romeoville
	April 12		\$119

Microsoft Office 2010 Word: Level 2 (IDAY 273)

Topics include: managing lists; customizing tables and charts; formatting with styles and themes; modifying pictures; customized graphic elements; insert content using quick parts; text flow; mail merges; using macros to automate tasks; and templates.

NC1	8:30a.m.-4p.m.	W	Romeoville
	Feb. 15		\$119
NC2	8:30a.m.-4p.m.	R	Romeoville
	April 19		\$119

Microsoft Office 2010 Word: Level 3 (IDAY 275)

Topics include: Use Word with Excel and PowerPoint; review and compare document changes; insert bookmarks, footnotes, captions and hyperlinks; add indexes, tables, and table of contents; hide text; set formatting and editing restrictions.

NC1	8:30a.m.-4p.m.	W	Romeoville
	Feb. 22		\$119
NC2	8:30a.m.-4p.m.	R	Romeoville
	April 26		\$119

Computer Graphics

Fundamentals of Photoshop Level One (GRAF 1006)

Add excitement to your digital photographs with Photoshop. Learn how to use curves and levels to adjust and correct color. Have fun using filters to enhance the look and feel of your photographs and you will learn how to combine images to create stunning composite images.

T1	6-9p.m.	M	Main
	Feb.6-27		\$195
T2	6-9p.m.	W	Main
	March 7 - 28		\$195

Register early. To register, call (815) 280-1555 or online at www.trainingupdate.org.

To receive up-to-date seminar notices, subscribe today at www.trainingupdate.org.

Advanced Photoshop Level Two (GRAF 1007)

Get past the basics and learn about layer masks, clipping paths, filters, and channels. You learn more advanced color correction techniques, too. Completion of GRAF 1006 or proficiency in basic Photoshop skills is required.

T1 6-9p.m. W Main
April 4 - 25 \$195

Advanced Photoshop Level Three (GRAF 1055)

This course focuses on creating quality images for high-end business printers and commercial printing. Students will learn color management/color space concepts and explore various photographic adjustments including color correction, curves and color replacement. Students will discover how to work with the camera raw and HDR images. Outputting images for print and web will be covered including CYMK separations, spot-color, duotones and web optimization.

T1 6-9p.m. M Main
April 30 - May 21 \$195

Adobe Dreamweaver (COMP 312)

Web site creation is a lot easier with Adobe Dreamweaver. You will learn the basics of good web design, how to put together a web page, create a site map, and edit HTML. You will also learn how to create style sheets and work with tables. Dreamweaver is a popular web design software used by professional designers.

T1 6-9p.m. R Main
March 1 - April 5 \$195

Web Design with HTML (COMP 4012)

If you want to get serious about designing Web sites, you need a solid understanding of HTML. This course will simplify this mark-up language and show you how to create your Web site using text you create in Word or Notepad. No special software is required. Workbook is provided.

T1 6-9p.m. R Main
April 12 - 19 \$125

Introduction to Illustrator (GRAF 1004)

This is a comprehensive overview of the features and commands of Adobe Illustrator. Topics covered include discussing various graphic formats, starting Illustrator, reviewing the Adobe Illustrator environment and user interface, creating and editing basic vector graphics, vector paths, use drawing tools to draw and edit geometric objects, manipulating objects, applying color, and working with type to create eye-catching type effects.

T1 6-9p.m. W Main
Feb. 1 - 22 \$195

Photoshop Elements (GRAF 1047)

Students will learn how to organize, enhance, and manipulate images using practical hands on projects. Learn how to import images, enhance photos, lighten shadows, restore faded photos, retouch photos, repair photos, remove red-eye, adjust color, organize images, and edit an image using selections and layers. Create slide shows, albums with captions, and insert artwork and effects.

T1 6-9p.m. M Main
March 5 - 26 \$195

Advanced Illustrator (GRAF 1052)

This course covers advanced techniques for working with paths, masks, fills, and strokes. Learn how to use transformation tools, envelopes, filters, 3D effects, and graphic styles. Additionally you will learn how to use Autotrace to convert raster images to vector art and how to manage color settings, color separations, and print specifications. Finally, students will learn how to draw in perspective and create graphs.

T1 6-9p.m. F Main
March 9 - 10 \$195

Premiere Elements (GRAF 1048)

This course teaches basic video editing techniques and provides users of Premiere Elements with a hands-on overview while doing practical projects. Learn to import video, assemble a project, edit footage and clips, enhance video sequences with transitions, effects, titles, and composites, work with audio, organize clips, and export a video.

T1 6-9p.m. M Main
April 2 - 23 \$195

Fundamentals in InDesign (GRAF 1009)

Get a quick overview of this relatively new page design software. Learn how to use InDesign's story editor, nested style sheets, and information pallet. Improve your layouts with InDesign's image editing tools that let you customize graphics with features like transparency and mixed ink color controls.

T1 6-9p.m. W Main
May 2 - 23 \$195



INDUSTRIAL TECHNOLOGY 3

JJC customizes AutoCAD training for manufacturer

In 1947, Ted Zidek started a metal fabrication shop in Chicago's Bridgeport neighborhood. He specialized in making lampshade rings. In time, the company expanded and moved to Bedford Park. Today, Astoria Wire and Metal Products employs about 100 people and produces a variety of metal products including medical components, store fixtures, point of purchase displays, and OEM parts. They have become a successful job shop.

Their success prompted them to purchase a new CNC lathe that would do welding and other manufacturing functions more efficiently. The lathe uses mechanical drawings made with AutoCAD software to direct how it cuts and shapes metal into a finished product. This process required Astoria to develop a custom training program for their AutoCAD operators and they called on Joliet Junior College professor Scott Boudreau to develop the program.

"Scotty Boudreau was the reason I called Joliet Junior College (JJC)," said Kevin Zidek, Ted Zidek's son and president of Astoria Wire and Metal Products. "You see, I need to have more people educated in AutoCAD so they can operate the new equipment. Scotty gave a 2-day class to four of my employees and they were so impressed with him, they asked to continue their education."

The training program developed by Boudreau involved 10 training modules that focused on the design components of the AutoCAD software. "Astoria Wire did not need to supply outside vendors with scale drawings," said Boudreau. "They are not an engineering firm. Their needs centered around in-house skills for design development that ultimately will be used to control their automatic machine tool processes."

For more information about technical programs at Joliet Junior College, call (815) 280-1418, or e-mail amurphy@jjc.edu.

Electrical/ Electronic Industrial Maintenance Technology

Basic Electrical Circuits (ELC 101)

T1 8a.m.-4p.m. F Main
Feb. 17 \$295

This seminar is for the maintenance person with no electrical experience. It is designed to give a day of hands-on training, building and testing the most common electrical circuits used in residential and industrial applications. It is also designed for maintenance personnel who are looking for some cross training in the electrical field. Theory and math are kept to a minimum, with emphasis placed on electrical safety, component usage, and the identification of circuit problems. The first part will cover standard residential circuits to allow the participant to get familiar with working around electrical circuits and taking standard measurements when testing an electrical circuit. The second part will cover standard industrial power and control circuits.

You will learn:

- 1 How to connect two-way, three-way, and four-way switches to control lamps and standard receptacles in a typical 120/240 V, single-phase residential service.
- 2 How to connect 120 V and 240 V single-phase motors typically used in residential circuits.
- 3 How to use a voltmeter in testing and troubleshooting standard lamp circuits, receptacles, and motors.
- 4 How to test fuses and circuit breakers in standard single-phase and three-phase panels and disconnect switches.
- 5 How to check for proper circuit grounding, wire size, and fusing.
- 6 How to connect and test a standard start/stop control circuit that is controlling a three-phase motor.
- 7 How to use an electrical industrial print to help identify component usage, circuit operation, and key troubleshooting points.
- 8 How to look for potential problems and test for problems in electrical circuits that include several different components and different voltage types and levels.

Electrical Principles & Practices (ELC 103)

T1 8a.m.-4p.m. F Main
Feb. 24 \$295

This seminar is for electrically inexperienced maintenance personnel who need to be trained, or cross-trained, in working with (or around) electrical circuits. Principles are taught through hands-on exercises using standard industrial components and test equipment.

You will learn:

- 1 How to test an electrical circuit to make sure it is grounded.
- 2 How to measure VAC, VDC, AC and DC current, and resistance, using several different types of meters.
- 3 How to take measured circuit values and apply Ohm's Law and the Power Formula to determine circuit-operating characteristics.
- 4 How to select the correct wire size for a given application, and proper methods of connecting conductors.
- 5 How to connect and test basic residential circuits.
- 6 The different types of commercial distribution systems including 120/240 V, single-phase, 3-wire; 120/206 V, three-phase, 4-wire; 120/240 V, three-phase, 4-wire; and 277/480 V, 4-wire services.
- 7 How to use the laws of series and parallel circuits when troubleshooting a circuit.

Electrical Diagrams and Circuits (ELC 104)

T1 8a.m.-4p.m. F Main
March 2 \$295

This seminar is for electricians (or maintenance personnel) who work with electrical/electronic drawings and circuits. Circuit requirements, logic and applications are covered. Includes converting standard ladder (line) diagrams into PLC diagrams. Troubleshooting using prints and circuit modifications is also covered.

You will learn:

- 1 How to read and understand architectural drawings, ladder diagrams, wiring diagrams and other types of electrical diagrams.
- 2 How to draw and understand electrical symbols and abbreviations.
- 3 How to connect and troubleshoot circuits that include two-way, three-way, four-way, motion sensing and other types of switches.
- 4 How to connect and troubleshoot circuits that include lamps and receptacles.
- 5 How to connect and troubleshoot the control and power circuit of basic single-phase and three-phase motor circuits.
- 6 How to convert standard line diagrams into PLC diagrams.

Digital Multimeter (ELC 105)

Certification (FLUKE® Corporation)

T1 8a.m.-4p.m. F Main
March 9 \$295

This seminar is designed for maintenance personnel who work with electrical test equipment. Fluke®'s 80 Series high performance meters will be used throughout the seminar. The Fluke® 80 Series meters are one of the most common industrial digital multimeters in the industry, with several million meters in use. In addition to measuring AC and DC voltage and current, resistance and testing diodes, the 80 Series meters include MIN/MAX/AVERAGE recording mode, relative mode, frequency/duty cycle measurement and capacity measurement. All meter functions will be covered.

You will learn:

- 1 How to safely connect and use electrical test equipment.
- 2 The meaning of symbols and abbreviations used on electrical test equipment.
- 3 How to use a voltage tester, multimeter, clamp-on ammeter, megohmmeter, tachometer and digital logic probe.
- 4 How to test for opens, shorts and grounds.
- 5 How to use special meter functions, such as the MIN/MAX, relative and hold mode when troubleshooting.
- 6 How to avoid making common measurement errors.
- 7 How to read and use bar graph displays on DMMs.
- 8 How to use meter attachments.
- 9 How to interpret meter specifications.

Power Quality (ELC 3150)

T1 8a.m.-4p.m. F Main
March 16 \$295

Make the BEST use of the power that is coming into your facility. Get your money's worth!

- Increase uptime. Avoid line shut down due to electrical spikes, damage to equipment.
- Lengthen the life of your equipment. Determine why motors, wires, conductors and machinery are overheating.
- Increase productivity. Prevent your employees from working with computers that keep losing memory, dim computer screens and dim lighting in general.

You will learn:

- 1 How to use a Power Quality Analyzer FLUKE® 43 to take voltage, current power, harmonic, transient and power factor measurements.
- 2 How to measure voltage sags and swells over time.
- 3 The difference between a true power, apparent power and reactive power measurement.
- 4 The difference between a power factor and displacement power factor measurement.
- 5 The effects that poor power quality will have on equipment and distribution systems.
- 6 The different parts (transformers, power panels, etc.) of a power distribution system, and common points for taking measurements.
- 7 The different types (Wye, Delta, etc.) of power distribution systems.

Electrical Motors and Motor Control Circuits (ELC 112)

T1 8a.m.-4p.m. F Main
April 13 & 20 \$545

This seminar is for maintenance personnel who work with (or around) electric motors. Standard motors and typical motor control circuits are covered. Hands-on exercises allow you to build and troubleshoot circuits using standard industrial components.

You will learn:

- 1 The different types of single-phase, three-phase and DC motors and how to connect and trouble shoot them.
- 2 How to understand and apply motor nameplate information.
- 3 How to connect and troubleshoot common motor control circuits.
- 4 How to connect and troubleshoot control a transformer, fused disconnects and other common components.
- 5 How to connect and apply timers to motor control circuits.
- 6 How to connect motors using forwarding and reversing circuits.
- 7 How to connect multi-speed motors using speed control circuits and variable frequency drives.
- 8 How to select and protect motors and motor control circuits.

NFPA 70E and ELECTRICAL AWARENESS

NFPA 70E: Electrical Practices: Workplace Safety (ELC 1102)

This workshop is designed to train those who are responsible for operating and maintaining 600 volts or less electrical equipment on the requirements of the Electricity Act, Regulations and Codes of Practice. The workshop simplifies the OSHA Electrical standard and criteria and specifically addresses safe work practices to be used during the operation and maintenance of electrical equipment. Compliance is met for 29 CFR 1910.269 (Electrical Power Generation, Transmission and Distribution).

T1 8a.m.-4p.m. F Main
Feb. 17 \$295
T2 8a.m.-4p.m. F Main
April 13 \$295

Electrical Practices: Workplace Safety for the Non Electrician (ELC 1101)

The workshop provides an understanding of electricity focused on increased awareness and prevention of industrial and home accidents.

T1 8a.m.-Noon F Main
March 2 \$165

Mechanical Industrial Maintenance Technology

Pneumatics Level I (INDT 111)

T1 8a.m.-4p.m. F Main
March 2 & 9 \$545

These seminars are designed for maintenance personnel who need to be trained, or cross-trained, to work with (or around) pneumatic circuits. Principles are taught through hands-on exercises using standard industrial components and circuits. Complete coverage of fluid power component symbols used with typical industrial circuits is included.

You will learn:

- 1 How area, pressure, flow, volume, force and torque are related in fluid power circuits.
- 2 How to interpret fluid power schematics.
- 3 How to connect and apply two-way, three-way and four-way directional control valves.
- 4 How to control the speed of cylinders and fluid power motors.
- 5 How to control the pressure in a fluid power system.
- 6 How to connect and troubleshoot manually operated fluid power circuits.
- 7 How to connect and troubleshoot electrically controlled fluid power circuits.

Who will benefit:

- Maintenance personnel who need to be trained or cross trained to work with (or around) pneumatic circuits
- Those familiar with the basics of fluid power but have limited experience with electrical control circuits
- Maintenance supervisors and managers

Topics for Pneumatics Level I

1. Fluid Power Principles
 - Area and volume
 - Pressure and flow
 - Force and torque
2. Component Symbols and Usage
 - Fluid pumps and conditioners
 - Linear
 - Rotary actuators
 - Directional control valves
 - Pressure control

- Flow control valves
- Motors and pumps
- Pressure relief valves
- Pilots
- Accumulators
- Air compressors
- 3. Fluid Power Circuits
 - Two-way valve circuits
 - Three-way valve circuits
 - Four-way valve circuits
 - Five-way valve circuits
 - Force control circuits
 - Speed control circuits
 - Acceleration/deceleration circuits
- 4. Troubleshooting Procedures
 - Identifying common problems
 - Testing of components

Pneumatics Level II (INDT 312)

T1 8a.m.-4p.m. F Main
 March 16 \$295

- Topics for Pneumatics Level II
1. Component Symbols and Usage
 - Motors and pumps
 - Pilots
 - Volume tanks
 - Air compressors
 2. Fluid Power Circuits
 - Two-way valve circuits
 - Three-way valve circuits
 - Four-way valve circuits
 - Five-way valve circuits
 - Two-hand control circuits
 - Sequencing with interlock circuits
 - Electrical circuits
 3. Troubleshooting Procedures
 - Identifying common problems
 - Testing of components

Mechanical Power Transmission (INDT 126)

T1 8a.m.-4p.m. F Main
 May 4 & 11 \$545

This two-day seminar provides the attendee with a crash course on mechanical power transmission systems. Topics covered include lubrication; bearings; belt, gear, and chain drive systems; couplings and brakes. Hands-on activities consist of connecting speed increaser & speed reducer gearbox assemblies, setting of belt tension, adjusting variable-pitch pulleys, and operating clutches. Students will be provided with instruction that will be relevant when they return to the workplace. Mathematics will be kept to a minimum; knowledge and skills enhancement will be maximized.

You will learn:

- 1 Which lubricants are suitable for various applications?
- 2 How to properly lubricate mechanical power transmission equipment
- 3 How to install various gearbox assemblies to include speed increasing and speed decreasing
- 4 How to determine correct belt replacement
- 5 How to properly set belt tension on equipment
- 6 How to easily attach, detach, and repair chains on chain-driven equipment
- 7 How typical mechanical clutches operate

Who will benefit:

- Maintenance mechanics
- Electrical maintenance personnel needing to cross-train
- Industrial equipment salespersons
- Operators wanting to move into maintenance positions
- Supervisors and managers responsible for maintenance personnel

Basic Pipefitting Skills (INDT 124)

T1 8a.m.-4p.m. F Main
 Feb. 10 & 17 \$545

This two-day seminar focuses on the fundamentals of pipefitting. It is an introductory seminar designed for maintenance personnel who have relatively little or no previous pipefitting experience. Topics include: reading single-line and isometric diagrams; piping types and dimensions; uses and types of fittings; thread types; and pipe length determination. Participants practice pipefitting skills by reproducing actual piping runs from an isometric drawing.

You will learn:

- 1 To read single-line and isometric diagrams.
- 2 To determine pipe length.
- 3 To use dimensional tables.
- 4 To properly cut pipe.
- 5 To construct a straight offset.
- 6 To construct a rolling offset.
- 7 To correctly thread pipe.
- 8 To apply sealants.
- 9 To assemble test and troubleshoot pipe.

Who will benefit:

- Maintenance mechanics without pipefitting experience
- Electrical maintenance personnel needing to cross-train
- Industrial supply salespersons
- Operators wanting to move into maintenance positions
- Supervisors and managers responsible for maintenance personnel

How Pumps Work (INDT 129)

(Not for Mechanics!)

T1 8a.m.-4p.m. F Main
 Feb. 24 \$295

How Pumps Work provides a simple, straightforward overview of pump purposes, types and operation. If you need a basic understanding of how pumps work but are not a maintenance mechanic who actually installs and repairs pumps, you need Joliet Junior College's How Pumps Work.

You will learn:

- 1 What the terms "suction head," "suction lift" and "net positive suction head" mean.
- 2 How centrifugal pumps work.
- 3 What each component of a centrifugal pump does.
- 4 How positive displacement pumps work.
- 5 What each component of a positive displacement pump does.
- 6 How to properly start and stop industrial pumps.

Who will benefit:

- Supervisors of maintenance personnel who repair pumps
- Maintenance managers
- Sellers of industrial equipment or supplies
- Process operators
- Anyone needing a basic understanding of pump purposes, types and operation

Low Pressure Boiler Operation (INDT 131)

T1 8a.m.-4p.m. F Main
 March 30 \$295

This seminar covers the components and operation of low pressure (15 or less psi) boiler systems used in hotels, apartment buildings, schools and other large institutions. Participants receive a 328-page manual, Low Pressure Boilers, which includes 181 well-defined illustrations plus the workbook containing questions similar to those found on a typical boiler operator's licensing exam.

You will learn:

- 1 To safely start up and shut down low-pressure boilers.
- 2 To blow down a boiler.
- 3 To react to low water conditions.
- 4 To minimize the possibility of furnace explosions.
- 5 To hydrostatically test boilers.
- 6 To repair gauge glasses.
- 7 To lay up a boiler.
- 8 To correct a steam bound pump.

High Pressure Boiler Operation (INDT 132)

T1 8a.m.-4p.m. F Main
 April 27 \$295

This seminar includes the latest information on safe and efficient operation of high-pressure boilers (above 15 psi) and related equipment. You will receive a 265-page manual, High Pressure Boilers, which includes 187 well-defined illustrations, a comprehensive, illustrated glossary and updated computer-controlled boiler operation information.

You will learn:

- 1 To safely start up and shut down high-pressure boilers.
- 2 To blow down a boiler.
- 3 To react to low water conditions.
- 4 To minimize the possibility of furnace explosions.
- 5 To hydrostatically test boilers.
- 6 To repair gauge glasses.
- 7 To lay up a boiler.
- 8 To correct a steam bound pump.

Shaft Alignment (INDT 127)

T1 8a.m.-4p.m. F Main
 April 13 & 20 \$545

This seminar teaches the skills needed to align two-shaft systems accurately (such as motors and pumps). Because there is no single way to align machinery correctly, the advantages and disadvantages of several methods will be taught. Accurate alignment of equipment will result in increased bearing life, reduced downtime and savings on maintenance costs. Additionally, correctly aligning these types of systems can save you money on electrical bills. Misalignment of just a few millimeters could cost thousands of dollars.

You will learn:

- 1 To recognize equipment not properly aligned.
- 2 To recognize and correct for pipe stress.
- 3 To check shaft run out.
- 4 To determine if soft foot is present and correct it.
- 5 To correct bar sag.
- 6 To align rotating equipment using multiple alignment methods including rim-and-face and reverse dial.

Who will benefit:

- Maintenance mechanics
- Electrical maintenance personnel needing to cross-train
- Industrial equipment salespersons
- Operators wanting to move into maintenance positions
- Supervisors and managers responsible for maintenance personnel

Programmable Controllers

Programmable Controllers Level I (ELC 181)

T1 8a.m.-4p.m. F Main
April 27 - May 18 \$945

(No class on Friday, Nov. 25)

This hands-on seminar introduces the attendee to Programmable Logic Controllers and develops skills using the PLC for basic control design, troubleshooting, and relay requirements. Attendees develop skills in reading PLC ladder logic and wiring diagrams, including numbering systems as they apply to PLCs. No PLC background is required; however, a basic understanding of industrial control circuits is essential. The pace of the seminar will be keyed to attendees' needs. Allen Bradley PLCs are used for hands-on instruction; however, the seminar format is generic.

You will learn:

- 1 To power up a computer and PLC, format a disk, choose PLC software, set up and run a PLC program, save and download a program to the PLC.
- 2 How to wire PLC discrete input and output (I/O) for electromechanical and solid-state.
- 3 To understand PLC numbering systems (Binary, Octal, Hexadecimal).
- 4 To operate the force, search and emulate functions on the PLC.
- 5 To code a hard-wire ladder logic diagram with the proper addressing for I/O, internal relays, timers and counters.
- 6 How to apply the PLC logic functions (And, Or, Not, Nand, Nor) to a given application.
- 7 To understand PLC start-up, installation and maintenance procedures.
- 8 How to apply timing and counting functions to a given application, build ladder logic to meet a given operational description for that application and incorporate all steps required for a large application.
- 9 To create and interpret a complete set of documentation for a given application.

Motors and Drives

Understanding A.C. & D.C. Motors (ELC 1130)

T1 8a.m.-4p.m. F Main
March 9 & 16 \$545

This seminar is for electricians (or maintenance personnel) who work with electric motors. If you are involved with the selection, installation, maintenance or troubleshooting of electric motors this seminar will be of use to you. The two-day seminar will consist of a series of hands-on exercises, demonstrations, and lecture designed to help the participant learn through doing and observing. There is enough theory explained that someone with a very limited electrical background will be able to master the seminar material.

You will learn:

- 1 Why different types of motors are used in different applications.
- 2 Why motor and driven load alignment is critical.
- 3 How to wire a 3-phase motor.
- 4 How to wire a single-phase motor.
- 5 How to maintain a motor.
- 6 How to use test equipment & troubleshoot a motor.
- 7 How to correct for poor motor power factor.
- 8 What motor efficiency is and how it relates to your electric bill.

Who will benefit:

- Maintenance personnel with little electrical experience
- Personnel who need to be cross-trained into the electrical field
- Experienced electricians who desire more understanding of how motors operate and help in their maintenance and troubleshooting
- Supervisors responsible for motor-related issues like purchasing, maintenance or testing

Variable Frequency Drive Set Up & Troubleshooting (ELC 1131)

T1 8a.m.-4p.m. F Main
April 20 & 27 \$545

This seminar is for electricians or personnel who work with A.C. Variable Frequency Drives. If you are involved with the set up or troubleshooting of A.C. drive systems, this seminar will be of use to you. The two-day seminar consists of a series of hands-on exercises, demonstrations, and lecture designed to help you learn through doing and observing. There is enough theory explained that someone with a very limited electrical background will be able to master the seminar material.

You will learn:

- 1 How an A.C. pulse width modulated drive works.
- 2 What the different drive parameters affect.
- 3 How to set the drive parameters.
- 4 How to troubleshoot the drive and motor system.
- 5 The difference between constant-torque and variable-torque loads.
- 6 How to save energy cost using a variable-frequency drive to control a variable-torque load.
- 7 What "reflected wave phenomenon" is and what can be done about it.

Who will benefit:

- Maintenance personnel, electricians or engineers who desire more understanding of how drives operate and knowledge of set up and troubleshooting
- Supervisors responsible for drive and motor related issues such as set up or testing

Blueprint Reading

Basics of Mechanical Blueprint Reading (INDT 114)

T1 8a.m.-4p.m. F Main
Feb. 24 \$295

Basics of Mechanical Blueprint Reading, a one-day seminar, instructs participants in the fundamental skills of mechanical print reading: types of drawings, lines, views, blueprint arrangement, print sizes, title blocks, change blocks, surface textures and symbols used, and machine terms and holes. You will learn to use the information presented in class through extensive use of hands-on activities, including working with actual prints. You are encouraged to bring prints from your organization.

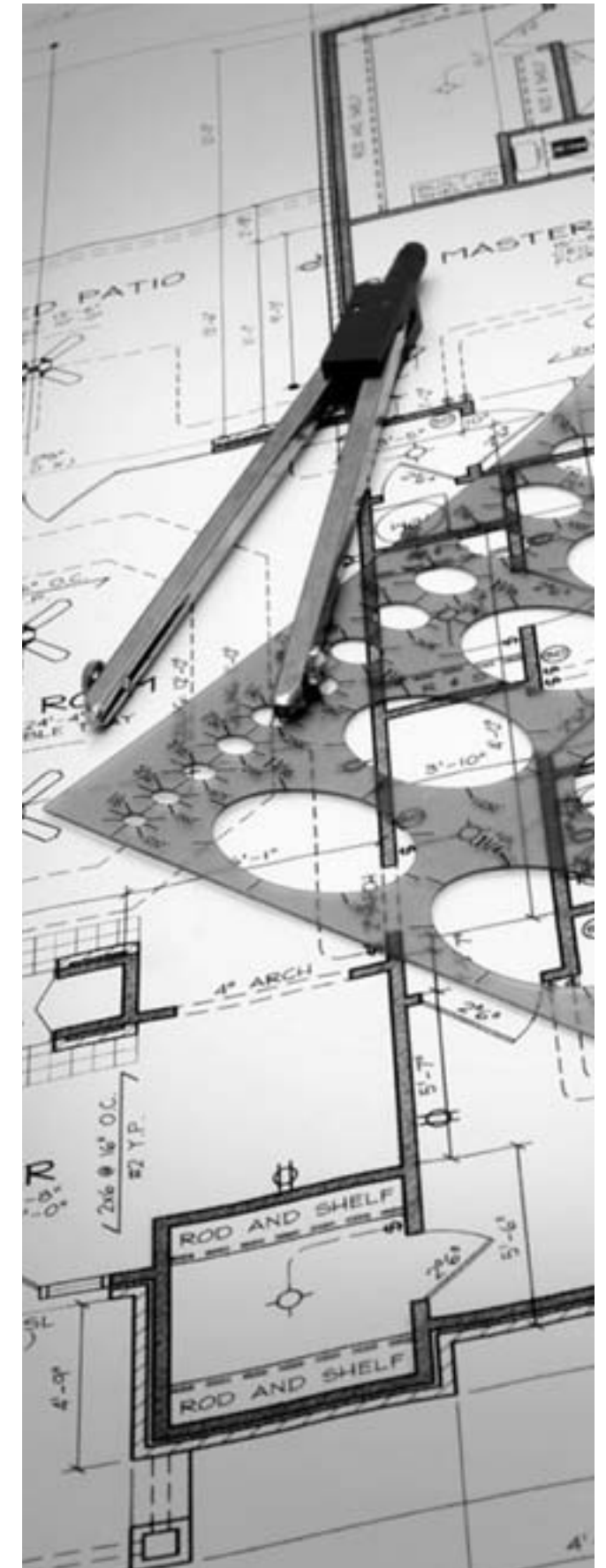
You will learn:

- 1 To identify common drafting symbols.
- 2 To identify the types of information found in the blueprint title block.
- 3 To identify the types of views shown on blueprints and interpret section views.
- 4 To identify the alphabet of lines.
- 5 To interpret blueprint lines.
- 6 To differentiate between object and hidden lines.
- 7 To locate the needed (top, front, side, etc.) views of an object.
- 8 To identify the surface texture symbols and the processes associated with them.

You will NOT learn to draft prints!

Who will benefit:

- Mechanical maintenance personnel
- Electrical maintenance personnel



- Quality assurance personnel
- Operations personnel
- Industrial salespersons
- Frontline supervisors
- Managers or business owners
- Anyone who needs a fundamental understanding of mechanical blueprints

Geometric Dimensioning and Tolerancing (INDT 116)

T1 8a.m.-4p.m. F Main
March 30 \$295

GD&T is an information packed seminar that will provide you with knowledge of tolerancing tools and techniques. Geometric dimensioning and tolerancing (GD&T) is used to express engineering configuration from the designer to the manufacturer using a mechanical drawing. When properly specified, the system provides a uniform understanding and interpretation among all persons exposed to the drawing. In 1966 the Department of Defense, industry and educational institutions adopted a common American standard dealing with geometric dimensioning and tolerancing, ANSI/ASME Y14.5M. The problem experienced with this standard is a failure to educate adequately the drawing originators, manufacturers, and quality control personnel in its correct use. You must be familiar with blueprint reading basics and the use of gauges for measurement.

You will learn:

- 1 How to insure interchangeability of mating parts.
- 2 How to make additional quality and productivity improvements.
- 3 How to bid contracts with increased confidence.
- 4 How to interpret and apply ANSI Y14.5M-1982 and ASME Y14.5M-1994 standards.

Who will benefit:

- Inspectors
- Supervisors
- Quality assurance personnel
- Engineers
- Drafting personnel
- Tool & die makers & machinists PROGRAMMABLE LOGIC CONTROLLERS

Distillation

Distillation Principles & Practices (SAF 2011)

This seminar is designed for those who work with, or need to understand, distillation practices and principles. This hands-on course covers all the major forms of distillation. The different types of distillation are covered along with the reasons why a particular type of process is used. The different types of trays used in towers are explained and examples are shown.

T1 8a.m.-4p.m. F Main
March 23 \$275
T2 8a.m.-4p.m. F Main
May 18 \$275

Course Outline:

- I. Operating Fundamentals
 - A. Material Balance Variables
 - B. Energy Balance Variables
 - C. Tower Control System
 - D. Material Balance Control Loops
 - E. Energy Balance Control Loops
- II. Tower Control Systems
 - A. Effects of an Increase in Bottom Temperature
 - B. Steady-State Operation and Process Disturbances
- III. Product Composition
 - A. Boiling Points and Component Separation
 - B. Effects of an Increase in Bottom temperature
 - C. Effects of a Decrease in Bottom Temperature
 - D. Effects of a Change in external Reflux
- IV. Product Composition
 - A. Direct and Indirect Composition Measurements
 - B. Product Giveaway
 - C. Maintaining Product Specs: Example
 - D. Process Lag
 - E. Analyzer Control of Towers
- V. Process Disturbances
 - A. Sources of Heat Input
 - B. Disturbances in Reboilers
 - C. Disturbances in Shell and Tube Reboilers
 - D. Disturbances in Fired Reboilers
 - E. Disturbances in Condensers
- VI. Principles of Distillation
 - A. Terminology
 - B. Fluid Mixtures
 - C. Fundamentals of Distillation
 - D. Types of Distillation Units
- VII. Basic Distillation Process

Solar Thermal

CALEFFI HYDRONIC Solar HOT-WATER SYSTEM (INDT 207)

This hands-on seminar introduces attendees to the latest "GREEN" technology in solar hydronic hot-water heating applications. Attendees will learn the following information: principal components of the CALEFFI SYSTEM; operation of the "active" solar thermal system; installation procedures; install hot-water collector evacuated tubes; freeze protection methods; controlling the solar collection process; and cutting copper tubing and soldering connections.

WHO WILL BENEFIT:

- Home owners
- Maintenance mechanics
- Anyone needing a basic understanding of the operation of a CALEFFI HYDRONIC SYSTEM

T1 8a.m.-Noon W Main
April 25 \$165

- A. Introduction
- B. Batch operation
- C. Continuous Operation
- D. Multi-stage Operation
- E. Vapor Pressures
- VIII. Distillation Towers
 - A. Terminology
 - B. Principles of Operation
 - C. Basic Construction
 - D. Steam Circuit
 - E. Feed Circuit
 - F. Distillate Circuit
 - G. Residue Circuit
 - H. Plate Towers
 - I. Packed Towers
- IX. Application of Distillation
 - A. H2O Purification
 - B. Chemical Products
 - C. Petroleum Product



Process Operator Training

Prepare yourself for a career in the petrochemical and process industry by enrolling in the Process Operations Technician Program. Joliet Junior College offers a 16 to 18 week program consisting of 26 courses and totaling over 240 hours of classroom and lab experience. In addition, you will earn 4 hours of college credit from our Technical Department.

The goal of this program is to prepare you to start your career as a process operator. This program is designed to provide area process industries with a workforce trained in the technologies necessary to perform successfully and safely as an entry-level process operations technician.

The topics include such things as plant operations, technical math, communications, pumps, valves, chemistry, physics, electricity, resume writing, job seeking skills, and much more.

For more information about this program contact Bruce Kuzmanich at (815) 280-1512, or by emailing to bkuzmani@jjc.edu.



4 ONLINE TRAINING



Manufacturing and Quality Online Education Program

Joliet Junior College is offering an opportunity to expand your knowledge of manufacturing and quality control processes. The online courses listed below run for six weeks. The courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office at any time. Complete all four courses and you will earn a certificate of completion in Manufacturing and Quality Processes from Joliet Junior College. The class fee for each course is \$99. Go to www.ed2go.com/jjciet to view the details of the courses. Call 815-280-1555 to register.

Manufacturing Fundamentals (EDGO 259)

Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction. Find out what makes up the physical work environment and learn how to characterize different types of production materials. Discuss master product development concepts such as the voice of the customer (VOC), quality function deployment (QFD), and failure mode and effects analysis (FMEA). Learn how performance measurements and standardization improve manufacturing operations. Learn how successful organizations use costs to communicate manufacturing progress and how to effectively develop short and long-term budgets. Also, you will discover how the application of technology turns an ordinary company into a high-performing organization. You will also find out how ISO 9000 and enterprise resource planning (ERP) make the most of a manufacturer's potential.

Call (815) 280-1418 for more information about on-site training and grant funding.

Manufacturing Applications (EDGO 2116)

Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations. Explore the nature of planning and learn how to effectively use Gantt charts and the precedence diagram method. Determine how purchasing, production and inventory control, and logistics support a manufacturing operation. Discover the basics of lean manufacturing and see how capacity management converts production plans into concrete products. Learn why manufacturing, industrial, and quality engineering are so essential to any firm. Understand the true meaning of productivity and how to improve it. Learn how successful organizations effectively use master production scheduling (MPS), production activity control (PAC), material requirements planning (MRP), and inventory management. You'll also discover how the application of Six Sigma, and statistical process control (SPC) increase customer satisfaction, and you'll learn about the elements of a logistics system, including warehousing and receiving.

Six Sigma: Total Quality Fundamentals (MGT 257)

Learn how to effectively apply the fundamentals of total quality. Understand what quality is and learn about the history of the quality movement. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of non-quality, variation, and total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the ins and outs of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award. Learn how successful organizations apply quality to their everyday activities. You will find out how to use teamwork to make the most of employees' abilities and potential. Manage the process of change, reduce customer complaints, and increase customer service. You will learn of a number of quality fallacies and how to lessen their impact.

Six Sigma: Total Quality Applications (MGT 258)

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods. Discover how to use brainstorming, Pareto charts, and critical to quality help define processes, problems, and opportunities. Master the use of other key tools such as cause and effect diagrams, check sheets, scatter diagrams, failure mode and effects analysis (FMEA), and force field analysis. Learn how to apply the DMAIC model each step of the way. You'll learn how to define, plan, implement, and close a Six Sigma project. You'll also know how to use process capability and how to apply lean thinking. Understand the basics of advanced Six Sigma tools such as sampling, design of experiments (DOE), analysis of variance (ANOVA), hypothesis testing, control charts, and probability distributions.

Supply Chain Online Education Program

Joliet Junior College is offering an opportunity to expand your knowledge of supply chain processes. The online courses listed below run for six weeks. The courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office at any time. Complete all three courses and you will earn a certificate of completion in Supply Chain Processes from Joliet Junior College. The class fee for each course is \$99. Go to www.ed2go.com/jjciet to view the details of the courses. Call 815-280-1555 to register.

Supply Chain Management Fundamentals (EDGO 268)

Supply chain management professionals play a key role in capturing customer demands, creating forecasts, developing schedules, ordering and managing inventory, controlling production orders, and maximizing customer satisfaction. This course will help you succeed in the supply chain management field. You'll understand how to represent top management's interests on the shop floor, and you'll know how to translate such initiatives as strategic planning, sales and operations planning, and new product introduction into achievable, operational plans. Master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning, and production activity control (PAC).

Purchasing Fundamentals (EDGO 265)

Discover and master the fundamentals of purchasing by understanding your strategic and tactical roles as a purchasing practitioner. Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying. Learn how to define internal customer needs, generate purchase requisitions and purchase orders, expedite, trace and receive supplier deliveries, maintain effective purchasing records and create and manage various purchasing budgets. Learn about business law, contracts, leasing, Six Sigma and total quality management (TQM). You will learn how to recruit, select and evaluate purchasing personnel, and learn the importance of business ethics.

Distribution and Logistics Management (EDGO 2122)

Distribution and logistics professionals play a key role in fulfilling customer demands, ordering and managing inventory, controlling inbound and outbound shipments, reducing costs, saving time, and meeting company objectives. All elements of distribution and logistics management will be covered, including physical distribution, warehouse selection, material handling, packaging, order fulfillment, customer service, and inventory management, to name a few. The course will also address enterprise resource planning (ERP), bar coding, electronic data interchange (EDI), electronic commerce (e-commerce), and distribution resource planning (DRP).

Grant Writing Online Education Program

Joliet Junior College is offering an opportunity to expand your knowledge of the grant writing process. The online courses listed below run for six weeks. The courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office at any time. Complete all four courses and you will earn a certificate of completion in the Grant Writing Process from Joliet Junior College. The class fee for each course is \$99. Go to www.ed2go.com/jjciet to view the details of the courses. Call 815-280-1555 to register.

A to Z Grant Writing (EDGO 021)

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! Learn how and where to look for potential funders who are a good match for your organization. Discuss how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors.

Writing Effective Grant Proposals (EDGO 056)

Preparing successful grant proposals to receive funding from corporations or foundations requires careful research, meticulous preparation, and graceful writing. Grant administrators tell us that many grant requestors have no real understanding of the proposal writing process and as a result, their worthy causes lose out. Learn how to avoid the errors that lead to the rejection of your proposal. You will learn how to become fully familiar with the institution or project for which you are requesting support. Get valuable guidance in preparing a background statement and a brief financial statement to support your request. Be able to research some charitable foundation and corporate giving sources. Learn how to put everything together so you can assemble, write, and submit complete grant proposals to foundations, corporations, and wealthy individuals for any number of your pet projects.

Advanced Grant Proposal Writing (EDGO 055)

An experienced grantwriter will show you how to research and write winning proposals that get funded. You will become proficient in the proposal format used by the vast majority of public foundations. Learn what to do--and, more importantly what not to do--on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. Discover the quickest and most efficient ways to gather the information you'll need to develop your proposal's attachments, including information on your organization's structure, administration, and finances. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. Become an expert at ferreting out corporate, foundation, and government grantmakers, and know how to tailor your responses to information found in the peer review criteria. Discuss a number of significant finishing

touches that can give your project the edge over others. Know the best type of paper to use, which buzzwords to include, which fonts work best, which types of graphics to include, and a variety of formatting techniques that will make your proposal more competitive.

Becoming a Grant Writing Consultant (EDGO 3634)

Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant consulting field. Your instructor, a national grant consulting veteran, will provide you with easy-to-follow instructions that you can use to start your own home-based business. Learn what services to offer, how to find clients, and how to set your fees. This is one field where your creative writing skills can literally touch thousands of people and make a true difference in their quality of life

Sales Online Education Program

Joliet Junior College is offering an opportunity to expand your knowledge of the sales process. The online courses listed below run for six weeks. The courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office at any time. Complete all four courses and you will earn a certificate of completion in the Sales Process from Joliet Junior College. The class fee for each course is \$99. Go to www.ed2go.com/jjciet to view the details of the courses. Call 815-280-1555 to register.

Keys to Effective Communication (EDGO 2822)

If you often find yourself at a loss for words or lack confidence in your communication abilities, you will appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you'll work step by step through the process of becoming a great conversationalist. Learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships.

Effective Selling (EDGO 3631)

The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques, and the understanding of human nature that you will gain from this course, your sales will grow as if by magic.

Professional Sales Skills (EDGO 3630)

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need. You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more.

Principles of Sales Management (EDGO 936)

Learn how to deliver superior sales-team results from a sales management veteran. Discuss a detailed examination of sales management's roles and responsibilities. Learn valuable tips, techniques and strategies for success and reinforces how critical planning is to successful sales management. You will learn how to prepare and lead better sales meetings and how to resolve team conflict. Develop sales plans and budgets, recruit and interview new sales professionals, and set team goals and objectives. Be able to effectively motivate and manage your sales teams.

Direct Supervision Online Education Program

Joliet Junior College is offering an opportunity to expand your knowledge of the supervisory process. The online courses listed below run for six weeks. The courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office at any time. Complete all four courses and you will earn a certificate of completion in Direct Supervision from Joliet Junior College. The class fee for each course is \$99. Go to www.ed2go.com/jjciet to view the details of the courses. Call 815-280-1555 to register.

Fundamentals of Supervision and Management I (EDGO 247)

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance.

Fundamentals of Supervision and Management II (EDGO 248)

Learn how to be a more effective manager or supervisor. Master the basics of communication, because effective communication is essential in your quest to be a good manager or supervisor. Discuss how you can develop your interpersonal skills, by understanding and dealing with the various people issues that arise at work. Understand various personality traits--in yourself and in others--and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, conscientiousness, agreeableness, and more. You will be able to assess your own personality, as well as the personalities of your co-workers and boss, and develop a plan of action to improve both your interpersonal skills and your work relationships.

Building Teams That Work (EDGO 2821)

Teams are becoming a staple in today's workplace. Learn the components of a successful team and the stages of its development. Master the skills you'll need to effectively manage projects, make decisions, and solve problems in a

team setting. Discuss the pitfalls of unhealthy group interaction and minimize any of its effects on your team. Follow real-life examples and scenarios to help you identify with the team-building process. Many of today's teams rotate leadership roles, so it's crucial to understand both perspectives as you learn the best ways to communicate and work together for positive change.

Employment Law Fundamentals (EDGO 280)

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. You will gain an inside view of the law with court examples, real situations, and prevention strategies that prepare you to effectively resolve workplace issues.

Business Management Online Education Program

Joliet Junior College is offering an opportunity to expand your knowledge of the management process. The online courses listed below run for six weeks. The courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office at any time. Complete all four courses and you will earn a certificate of completion in Business Management from Joliet Junior College. The class fee for each course is \$99. Go to www.ed2go.com/jjciet to view the details of the courses. Call 815-280-1555 to register.

Introduction to Business Analysis (EDGO 254)

Learn powerful techniques to improve your decision-making skills at work. Give yourself an employment advantage by developing analytical skills that are consistently in high demand. Learn powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone.

Effective Business Writing (EDGO 3632)

Don't let small gaps in your business writing skills prevent you from reaching your full potential. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. Learn to develop powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Mastery of Business Fundamentals (EDGO 255)

Understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You will learn the difference between financial and cost accounting. Discover various financial investment models. Discuss the basics of financial planning and budgeting

methods. Learn the basic principles of business law, contracts, and the principal-agency relationship. And you'll explore the forms of business organization and learn about ethics and organizational politics.

Leadership (EDGO 042)

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Contrary to popular belief, leadership skills can be learned and developed. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

Online Workforce Training Courses

Joliet Junior College is partnering with Gatlin Education to offer these online courses. These self-paced programs are designed by a team of professionals to provide the most effective web-based learning experience possible. Programs are self paced. Instructors are actively involved in the students' online learning experience by responding to any questions or concerns. Go to www.gatlineducation.com for class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee. Take these quality classes at your convenience, anytime and anywhere.

Business and Professional Development

Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)

Our Administrative Professional with MCAS training will not only provide you with Administrative Professional training but will also prepare you to become a Microsoft Certified Application Specialist (MCAS). MCAS training will teach you how to use the new Microsoft Office 2007 suite of programs (Word, Excel, Access, Outlook, and PowerPoint) as well as the new Vista operating system. Price \$1995

AutoCAD 2011 (150 Hours)

AutoCAD is an essential tool in many industries, including mechanical and civil engineering and architecture. Employers seek workers skilled in AutoCAD more than any other CAD system. This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. Price \$2395

Certified Bookkeeper (80 Hours)

This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. This course was created by the AIPB to prepare

bookkeepers for the national certification exam. All textbooks are included. Price \$1795

Certified Global Business Professional (400 Hours)

This online preparatory program for the Certified Global Business Professional Credential exam is a prestigious acknowledgement of international business expertise. The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional Credential (CGBP) provides a benchmark for competency in global commerce. Price \$2495

Grant Writing (300 hours)

This nationally recognized Grant Writing online certificate program is perfect for anyone seeking to learn the essentials in writing or acquiring grants for private, public, or government use. If you are thinking of starting a business that utilizes grants, you will want to learn the essentials of writing, researching, obtaining and maintaining operations and strategies within the grant system. The Grant Writing Certificate consists of 10 modules geared to provide the essential information in a timely manner designed to fit busy, work, and family schedules. Price \$2095

Lean Mastery (60 Hours)

Lean Mastery contains clear, concise information on transforming an enterprise to Lean. This online program is packed with examples, photographs, graphics, quizzes, progress tests, case studies and many interactive features that provide tips, "try this" exercises and in-depth information. The program covers all of the Lean Enterprise concepts and was authored by people who have successful, hands-on, practical worldwide experience. Students learn the concepts and theories needed to transform an organization to Lean. Price \$1695

Payroll Practice and Management (80 Hours)

The Payroll Practice and Management online program provides detailed instruction in all facets of payroll—from the basics to the intricate complexity of fringe benefits, taxation, and garnishments. The primary objective of this exciting new online program is to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. This program is an excellent overall review for the Certified Payroll Professional test given by the American Payroll Association. Price \$1595

Project Management (40 Hours)

This online, instructor-led program provides a comprehensive education in project management. This program teaches the basics of project management and includes preparation for the Project Management Professional national certification exam. Textbook and exam prep are included. Price \$1495

Records Management (180 Hours)

Gatlin's online record management certificate course is a power-packed online training program that teaches students how to manage electronic records and conquer the paper pile-up. Textbook is included. Price \$1395

Six Sigma Black Belt (200 Hours)

The Black Belt training program integrates online learning with hands-on data analysis. The course material provides an in-depth look at the DMAIC problem-solving methodology, as well as deployment and project development approaches. The course flow follows the DMAIC methodology, with the appropriate tools and concepts taught at each stage of project deployment. Workshops are incorporated extensively throughout the training to challenge the student's analytical and problem-solving skills. Price \$2695

Six Sigma Green Belt (100 Hours)

Six Sigma Green Belt is a Quality Improvement methodology structured to reduce product or service failure rates. This online program encompasses all aspects of a business, including management, service delivery, design, production and customer satisfaction. Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online experience provides the skills needed to affect this highly valuable skill as well as prep for the national certification. All materials are included. Price \$1895

Technical Writing (80 Hours)

Gatlin Education Service's training program is designed for anyone who wishes to develop their technical writing abilities to a professional level. Students will learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more. A variety of media and formats will be studied, including websites, emails, proposals, memos, and instructions. The need for writers who can clearly and concisely convey information is almost universal in the business world, and people who can write well are consistently hired and promoted over those with limited writing ability. Our technical writing program will give you the skills you need to get noticed. Price \$1595



Management and Corporate

Certified Alternative Dispute Resolution Specialist (240 Hours)

This online program is offered in partnership with the Institute for Advanced Dispute Resolution™. With the evolution of this new career field, states and courts are increasingly demanding that mediators be trained. This online training program will give you the educational background you need to break into this fast-growing field. Students will be required to take a Core Mediation course and will select two specialty courses from the following: Divorce and Child Custody Mediation, Workplace Mediation, Healthcare Mediation, Construction Mediation, Advanced Mediation Practice and Arbitration. Materials included. Price \$2995

Certified Mediator (120 Hours)

Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. This comprehensive course provides the core skill sets necessary for the practice of mediation. As it becomes more and more apparent that individuals, families, groups, organizations, communities and nations must begin to work together in peaceful ways for the common good, mediation and dispute resolution are poised to become increasingly popular. In mediation, a neutral third party, termed a mediator, works with both sides of a dispute to have them agree on their own terms, without someone else deciding what is best for them. All materials included. Price \$1595

Management for IT Professionals (390 Hours)

The Management for IT Professionals online training program is designed for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants a perspective on some of the unique issues facing management in the IT field. The leaders in an organization often set the tone and establish the benchmarks for success. In this program, the focus is on developing a successful leadership style that facilitates team-building, collaboration, and a corporate culture that promotes success. Different decision-making techniques will be explored in the context of successful leadership styles. Materials included. Price \$2095

Management Training (360 Hours)

The Management Training program is perfect for the business owner, entrepreneur, or anyone seeking to learn the essentials in business and management. If you are thinking of starting a business or pursuing an MBA, learn the essentials here! The Certificate in Management Essentials consists of 12 separate modules geared to providing the vital information in a timely manner designed to fit your busy work and family schedules. This program will provide you with an understanding of financial and accounting terms, successful negotiation strategies, and issues in the management of the marketing process, employment law, compliance and regulatory requirements, and more. Price \$2095

Non-Profit Management Training (300 Hours)

For those who work with or desire to work in a non-profit organization or business environment, this is the program for you. The Non-Profit Management Program is particularly well suited for anyone in who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a perspective on some of the unique issues facing management of a non-profit organization. This certificate program consists of 10 modules geared to provide the essential information in a timely manner designed to fit your busy work and family schedules. You will examine the fundamental principles of non-profit management as well as the roles and responsibilities of a nonprofit board of directors and the management team, examine the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process. Price \$2095

Purchasing & Supply Chain Management (300 Hours)

This Purchasing Management online training program is particularly well suited to anyone working in or interested in working in purchasing, supply chain management, or procurement. In this program students will be introduced to the supply chain environment, including enterprise resource planning systems and requirement systems. The relationships between purchasing, vendor selection, supply sources and technology will also be explored in this program, so that students understand the integrated approach to planning, acquisition, flow, and distribution from raw materials to finished products. Price \$2095

Understanding Earned Value Management (30 Hours)

This nationally recognized Understanding Earned Value Management online course teaches you to more objectively measure your project performance. Understanding Earned Value



Management is critical to your project success. This interactive course teaches what is necessary to plan and manage a project using Earned Value concepts. The course walks you through the process by using a case study from start to finish. Price \$1295

E-Business—Sales and Marketing

Graphic Design with Photoshop CS5 Training (200 Hours)

This online program begins with the fundamentals of design and guides the student through the terms and processes needed to turn knowledge of design into a career. The student learns the rules of graphic design, as well as useful marketing strategies and information about art in the electronic age. Price \$1795

Multimedia Arts Certificate (420 Hours)

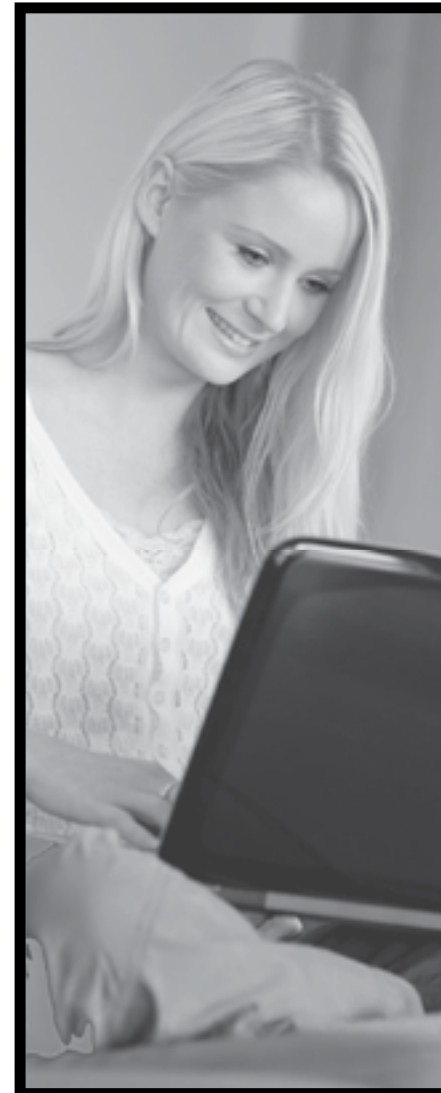
The Multimedia Certificate focuses on providing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Students learn professional applications for Adobe Photoshop, Macromedia Flash, Apple Final Cut Pro, and Adobe After Effects, or equivalent digital imaging, animation, digital video editing, and motion graphics tools. Course projects include critique, storyboarding, retouching, compositing, Flash animation and site design, basic Action-Scripting, video and sound editing principles, motion graphics production, and interface design. Price \$5595

Pay Per Click Marketing (150 Hours)

Pay Per Click Marketing (PPC) is a sub-set of Search Engine Marketing, and refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. The Pay Per Click Marketing training series has been developed in direct response to the skyrocketing growth of the paid search engine industry. This extreme demand means Search Engine Marketers can pick and choose their jobs and/or clients. The Pay Per Click Marketing series is a designed for people who want to jump-start their career path in the fast-paced search engine industry. This program will help you set-up, maintain, monitor, and improve your Pay Per Click campaign. Price \$1495

Search Engine Marketing (250 Hours)

The Search Engine Marketing training series has been developed in direct response to the skyrocketing growth of the search engine industry. Search Engine Marketers improve their company's search engine page rankings. Because of a shortage of qualified personnel in this relatively new field, many Search Engine Marketers receive multiple job offers. This comprehensive program will show students how to create, monitor and maintain successful search engine rankings, integrate technology such as dynamic content and Flash, take advantage of pay-per-click advertising, and much more. This Search Engine Marketing program combines both the Search Engine Optimizing and the Pay Per Click Marketing programs into one extended program. Price \$1895



Online Learning is Easy, Convenient and Effective!

Education to Go courses are delivered over the Internet and run approximately six weeks following the start date. You will need an e-mail address and Internet access. The start date varies between the second and third Wednesday of each month.

Call (815) 280-1555 for more information or to register.

MOST CLASSES \$99



www.ed2go.com/jjci2

- A to Z Grant Writing
- Assisting Aging Parents
- Basics of Quickbooks 2007
- Beginning Braille Transcription
- Debt Elimination Techniques
- Drawing for a Beginner
- Everyday Math
- Getting Published
- Get Paid to Travel
- Get Funny!
- Goodbye to Shy
- Growing Plants for Fun and Profit
- Introduction to Algebra
- Luscious, Low Fat Meals
- Marketing Your Nonprofit
- Microsoft Software Classes
- Music Made Easy
- Photoshop Elements
- Professional Sales Skills
- Real Estate Investing
- SAT/ACT Test Prep
- Secrets of the Caterer
- Speed Reading
- Speed Spanish I, II, and III
- Start Your Own Consulting Practice
- Start Your Home Based Business
- Stocks, Bonds, and Investing
- Wine Appreciation for Beginners
- Wireless Networking
- Write Fiction Like a Pro

Search Engine Optimization (150 Hours)

Search engine optimizers (SEOs) increase their company's Web site traffic by improving its search-engine page rankings. This is especially important in today's Internet-driven world, where customers first learn about a company's products or services through the Web. This 3-part program will teach you how to tailor your website to achieve better search engine ranking, incorporate dynamic technology such as Flash, and make the most of your website's content. Price \$1495

Web Database Developer (267 Hours)

The Web Database Developer online program will provide students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet. Students will be able to incorporate database design, development, and deployment into e-commerce sites, dynamic web sites, and business-to-business data collaboration. Students will also learn about current and emerging trends impacting high-end web site development and enterprise-class data warehousing along with resources to keep them current in this fast moving technology. Price \$2195

Webmaster (150 Hours)

This online program prepares students for a dynamic Internet-based career as a Webmaster. Webmasters design, develop, and maintain web sites. This Webmaster program begins by teaching simple webpage development and progresses by introducing new concepts by involving students in active webpage implementation using HTML and Dynamic HTML. Textbook is included. Price \$1795

Website Design Certificate (420 Hours)

Gatlin Education Service's Website Design online training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. Students learn professional applications for Adobe Photoshop, Macromedia Dreamweaver and Flash, or equivalent software tools. Course projects include critique, digital imaging, color, typography, and composition, Web page design using HTML, tables, frames, and CSS, ecommerce and gateway pages, site maps and many more. Price \$5595

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ON-SITE TRAINING

JJC partners with innovative consulting firm

Joliet Junior College and Enterprise OJT have teamed up to provide an innovative approach to on-the-job training. The relationship will bring strong Subject Matter Experts together with the Enterprise OJT Performance System to deliver customized training programs at a much lower cost.

"We're very excited about the partnership with Enterprise OJT," said Bruce Kuzmanich, training manager for the Corporate and Community Services division of Joliet Junior College (JJC). "Both JJC and Enterprise bring valuable resources to employers who need effective training for their employees."

Enterprise OJT is a Pittsford, PA based consulting firm that specializes in performance improvement in on-the-job training initiatives. Their clients include Lowe's, Kroger, Baxter, P&G, Ford, Boeing, and many others.

"Enterprise empowers teams to capitalize on opportunities that will develop immediate improvement in productivity and motivation," said Kuzmanich. "Their Performance System is a process that gives employers the tools, skills, and strategies they need to expand learning in new and profitable ways because it is tailored to their specific needs and delivered as an on-the-job program. They handle everything from training materials to training those people in the company who will be the on-the-job trainers."

Anil Saxena is the Senior Consultant for Enterprise OJT in Elgin, Illinois. He sees this relationship with Joliet Junior College as an opportunity to help many businesses. "We see this as an opportunity to help organizations contain costs and make their employees more effective in the process," said Saxena. "Enterprise OJT has developed some groundbreaking processes to drastically reduce training costs and yet make it far more effective."

Enterprise OJT consultants have a great deal of experience and believe in the on-the-job approach to training. "Bringing the Enterprise approach to our clients will give them the opportunity to customize their training needs in an on-the-job environment which is the most effective and least costly approach to training," said Kuzmanich. "This is exactly what business leaders need in this economy."

To learn more about the Enterprise OJT system and how it can help your organization, call Bruce Kuzmanich at 815-280-1512, or e-mail bkuzmani@jjc.edu.

Hazwoper

HAZWOPER TRAINING

HAZWOPER Training was developed to assist private industry employees in the emergency response to releases of hazardous substances, according to company policy, safe work procedures and applicable compliance regulations.

HAZWOPER REFRESHER TRAINING

A one day, eight hour workshop for those who must meet the HAZWOPER refresher training requirements. The workshop is designed for emergency responders who will be participating in the defensive actions at the scene of an uncontrolled release of hazardous materials.

HAZWOPER GENERAL SITE WORKER WORKSHOP

Five day (40 hour) training program designed for the company whose employees will be working at a RCRA, Superfund, or other facility with chemical hazards. Evaluations are completed during the lecture period on the job site and are based on realistic work activities using props where contact with chemicals could occur. Control activities must be implemented to minimize exposure to workers and the environment.

HAZWOPER ON-SCENE COMMANDER INCIDENT COMMAND WORKSHOP

The objective of this three-day workshop (24 hours), is to instruct your selected employees in the knowledge, skills and techniques of using the Incident Command System during unusual occurrences that can pose threats to persons and or the environment.

HAZARDOUS MATERIALS TRAINING FOR DOT 49 CFR TRANSPORTATION REGULATIONS

This four-hour course will assist employers in meeting mandatory training requirements for those employees responsible for the transportation of hazardous materials.

EIGHT HOUR HAZWOPER SUPERVISOR TRAINING

An eight-hour course designed to meet the requirements for supervisors who have taken either the 40-Hour or the 24-Hour HazMat course. Covers the OSHA standard, Site Hazard Recognition, Site Safety, Field Survey Instruments, Selection and Use of PPE, the Incident Command System, and Decontamination Procedures.

For information about OSHA Safety training, call Bruce Kuzmanich at (815) 280-1512, or e-mail bkuzmani@jjc.edu.

Call (815) 280-1418 for more information about on-site training and grant funding.



COMPETENT PERSON FOR EXCAVATION TRAINING

One day (8 hr.) training program designed to train your selected employees using lecture and demonstrations to verify their understanding of the requirements of CFR 1926.650 - .652, as a competent person for excavation.

PROCESS SAFETY AND RISK MANAGEMENT SYSTEMS

The key to implementation of effective process safety and risk management systems is to develop a common framework that includes all local regulatory requirements and all corporate standards. We have worked with numerous industry groups and companies to develop safety and risk management systems, guidelines and standards, and audit protocols. Our services include baseline and compliance audits, preparation of implementation/follow-up plans, development of guidelines and standards, and implementation of program elements and delivery of customized process and equipment specific training. We can help you comply with internal company standards; CCPS, CMA, API, and other industry guidelines; and the regulatory requirements of OSHA's Process Safety Management Standard and EPA's Risk Management Program (RMP) Rule.

Process Hazard Analysis

Effective process safety and risk management starts with understanding the hazards that are present in your process. Process hazard analysis (PHA) should be conducted throughout the life of a process from initial laboratory trials through operation, until the process is decommissioned. At different stages of a process life cycle different PHA techniques may need to be used. Our partners have pioneered many of the current techniques for conducting PHAs and understand the best use of these techniques, including preliminary or inherent hazard analysis, hazard and operability (HAZOP) studies, and failure modes and effects analyses (FMEA).

HAZARD AND RISK ASSESSMENT

Risk assessment can be accomplished both qualitatively and quantitatively and at varying levels of detail.

INCIDENT INVESTIGATION AND LITIGATION SUPPORT

Our partners have investigated and provided litigation support for accidents involving fires, explosions, and runaway reactions. We understand the critical aspects of incident investigation, including preservation of data and effective interviewing of

witnesses. Our partners have also been called as expert witnesses for litigation resulting from major incidents. The Occupational Safety and Health Administration believes that employee safety and health training helps to protect workers from injuries and illnesses. OSHA emphasizes its point through standards that require employers to train their employees in safety and health. Certain jobs are limited to employees who are "certified", "competent", or "qualified." Today, both federal and state occupational safety and health regulations are broad and far-reaching. Accordingly, more and more companies are tightening their safety and health policies, demanding that everyone, from top manager to most recently hired trainee, play an important role in maximizing workplace safety and health.

We have developed an OSHA Health & Safety Compliance on programs through which your company can meet its compliance burden without the necessity of locating and employing a full-time safety director. You get the expertise you need at a cost you can afford - with no employer taxes, health insurance or vacation days.

OSHA 10-HOUR GENERAL INDUSTRY

A two-day seminar covering 29CFR1910, the OSHA Standard for General Industry. Learn to identify potential job site hazards while increasing your knowledge of OSHA requirements. Topics include Personal Protective Equipment, Fire Protection, HazCom Standard, How to Handle OSHA Compliance Inspections, and others.

OSHA 10-HOUR CONSTRUCTION TRAINING

A two-day seminar covering 29CFR 1926, the OSHA Standard for the construction industry. Learn to identify potential job site hazards while increasing your knowledge of OSHA requirements. Topics include Trenching and Excavation, Cranes, Aerial Lifts, Motor Vehicles, Earth Moving Equipment, Personal Protective Equipment, Fire Protection, the HazCom Standard, How to Handle an OSHA Compliance Inspection, and others.

HAZARDOUS MATERIALS TRAINING FOR DOT 49 CFR TRANSPORTATION REGULATIONS

This four-hour course will assist employers in meeting mandatory training requirements for those employees responsible for the transportation of hazardous materials. Course covers the requirements of HM-215A, HM-22, HM-126, and HM-181, Hazardous Materials classifications and definitions, container selection and labeling, shipping papers, placard selection, vehicle loading and unloading, HazMat employee training requirements, and related topics.

PERSONAL PROTECTIVE EQUIPMENT

A half-day course on understanding 29CFR 1919.132-140 Subpart I. This part of the standard was revised in 1994. In the revision, OSHA addressed two of the greatest problems facing the effective use of PPE: Accurate assessment of the hazards in the workplace, and employee compliance. Learn about this standard, the documentation required, and how to effectively comply.

RESPIRATOR FITTING AND USE

A half-day course on understanding 29CFR 1910.134. In January 1998, the respiratory standard was changed. It contains requirements for program administration, worksite specific written procedures, respirator selection, annual employee training, fit testing, medical evaluation, respirator use, cleaning, maintenance, and repair. Learn to effectively comply with this standard.

CONFINED SPACE AND CONFINED SPACE RESCUE TRAINING

Train your employees for safe entry into permit-required confined spaces, emphasizing your company policies, procedures, and current regulations. Includes exercises under actual or simulated conditions. Course meets the requirements of 29CFR 1910.146. These requirements apply to employees in general industries who are exposed to the hazards of entering into permit required confined spaces. This course covers hazard identification and control, implementation of a permit program, and rescue and emergency procedures.

ELECTRICAL AWARENESS — NFPA 70E Non-Qualified

This four hour workshop provides an understanding of electricity and focuses on increased awareness and prevention of industrial and home accidents. The course is designed for all employees.

ELECTRICAL SAFETY AWARENESS — NFPA 70E Qualified

This eight to twelve-hour workshop in advanced electrical awareness is designed to provide electrical safety certification for your employees who require the skills, knowledge and attitude to work safely in an environment of energized electrical equipment. It fulfills the OSHA mandate stated in 29CFR 1910 for electrical safety training for "qualified" personnel who work on energized circuits.

FORK TRUCK OPERATOR CERTIFICATION WORKSHOP

The new OSHA ruling on fork truck operator certification is now in effect and must be implemented before new employees take the controls. This half-day course explains the revised 29CFR 1910.178 standard and what employers need to do to comply.

FIRST AID/CPR

Learn the basic principles of first aid and cardiopulmonary resuscitation. Includes required content as mandated by OSHA.



Great Changes Comes to Mokena

Donna Welter had no way of knowing that her Internet search for grant money would eventually lead her to the Illinois Small Business Development Center (SBDC) at Joliet Junior College where she would meet Business Analyst, Carol Turney, who would help her secure funding and make her entrepreneurial dream come true.

After almost ten years of dreaming about it, Donna M. Welter, MSW, LCSW finally opened Great Changes Counseling Services, P.C. on February 28, 2011. "Honestly, I wasn't quite sure what questions to ask or what exactly I was looking for when I met with Carol Turney," said Welter. "I knew I needed money to get started, and wasn't sure what options were available to secure capital for my venture. Carol asked me important questions which helped me to organize and plan and make this dream a reality."

Despite the current economic downturn, opening a counseling practice may still be a good idea. According to the Bureau of Labor Statistics, overall demand for counselors is expected to grow by 18 percent through 2018. "I think this demand could create some entrepreneurial opportunities for counselors - especially those who have their own vision for helping people," said Turney. "And Donna is a counselor with a solid vision."

According to Welter, Turney was a positive, patient, and encouraging advisor. She particularly remembers the help Turney gave her with funding options. "Carol provided information about an SBA loan that proved to be the right package for my business. That was the beginning of what made it all happen for me."

Those interested in contacting Welter can reach her at 708-248-8332 or e-mail dwelter@greatchanges.net.

To learn more about Joliet Junior College's SBDC, call (815) 280-1400, or e-mail sbdc@jjc.edu. People can also visit www.sbdccjjc.com for more information.

Entrepreneurship

Starting Your Business in Illinois (SBDC 2000)

This seminar helps future entrepreneurs understand many of the steps and requirements of starting a small business in the state of Illinois. This course covers a variety of topics, including creating a business plan and forms of incorporation. Sign up for one of our monthly seminars.

T1	9-11a.m.	R	Main
Jan. 12			\$15
T2	6-8p.m.	R	Main
Feb. 2			\$15
T3	9-11a.m.	T	Main
Mar. 6			\$15
T4	Noon-2p.m.	R	Main
Apr. 12			\$15
T5	6-8p.m.	T	Main
May 8			\$15

NEW! Developing Your Business Tax Plan (SBDC 2610)

All Business Owners are looking to keep more of what they earn. Come and get your tax and accounting questions answered by a local CPA. Find out the tax benefits that come with different corporate formations, get informed about sales tax and payroll tax issues, and how to work with your tax professional to develop a plan for paying your year-end taxes. Get your business off to a clean start in 2012.

T1	9-11a.m.	T	Main
Jan. 17			\$45

NEW! Engagement Marketing- Keys to Success (SBDC 2830)

Learn how to inform, inspire, and create long-term meaningful connections with engagement marketing. You'll discover ways to take the excellent customer experience you deliver and leverage that into connections that enable ongoing dialog. You'll identify the right technology tools to multiply your impact, track your effectiveness, and save time and effort. You'll also learn how to interpret both direct and indirect feedback about your customers, prospects, and "raving" fans, create engaging content that encourages discussions, and how to make sure that content is adaptable to a number of media devices and outlets. Additionally, you will get some tips on how to use Constant Contact effectively.

T1	9-11a.m.	T	Main
Feb. 21			\$40

ABCs of Accounting (MGT 882)

This concise accounting course is targeted for students with a need to understand basic accounting principles, but who are not seeking an accounting career. Become familiar with the accounting equation: Assets = Liabilities + Owner's Equity. Discuss T-accounts and their uses in accounting, business transaction analysis steps, and work through the entire accounting cycle using various small business case studies. Designed for beginners, no accounting background required.

T1 9a.m.-4p.m. M-T Main
March 5 & 6 \$179

NEW! How to Protect You and Your Business (SBDC 2950)

Navigating all the legal and insurance issues in today's business environment can be overwhelming. This seminar will cover issues from how to incorporate your business to what kind of insurance and coverage do you need. Get your questions answered by industry professionals on these topics and more. Whether you are a new business or an established business looking to expand, make sure you have the information you need to do it right the first time.

T1 9-11a.m. R Main
March 22 \$45

Introduction to QuickBooks (COMP 2400)

QuickBooks is an accounting program designed for small business. With it, you can monitor all your company's finances including accounts payable and receivable, invoicing, and payroll. Learn to automate transactions, create budgets, and generate reports. This program is ideal for a service or product-based company. Topics include setting up a company, chart of accounts, vendor lists, and bank accounts. Generate sales receipts, credit memos, checks, and invoices. Be able to record deposits, enter bills and make payments, process payroll, protect and back up data.

T1 9a.m.-4p.m. M-T Main
April 16 - 17 \$179

Creating a Website for Your Business (SBDC 2850)

The internet has changed the traditional landscape of the business environment from that of being a "marketplace" to one that is more of a "marketspace." Learn how to create your own "space" on the internet where you can promote your business and sell goods and services. Class participants will learn about the many options available to build a website without extensive computer "coding" skills, and discover what elements make up an effective e-commerce website. This class is designed for those with no experience in website design.

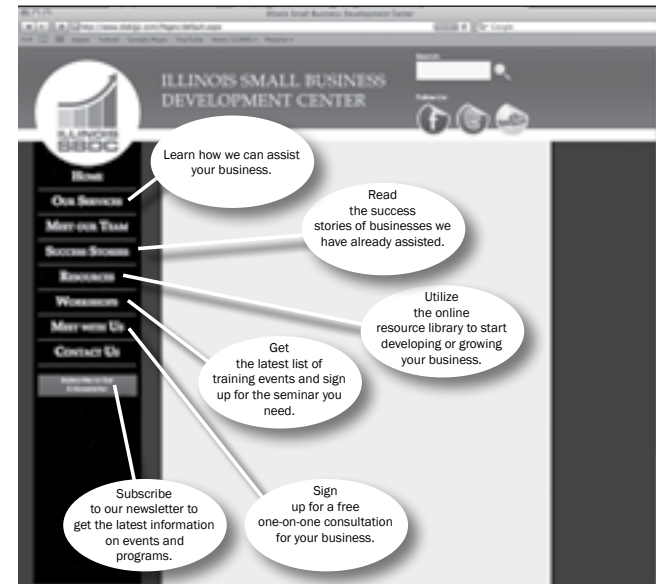
T1 6-9p.m. W Main
April 18 \$70

Advanced QuickBooks (COMP 2401)

Expand your knowledge of QuickBooks. Customize forms, create graphs, build and modify various types of reports. Set up a payroll system that generates checks, tax files, and employee information. Track sales tax and synchronize QuickBooks with other contact management software. Write letters, track credit card transactions, create job estimates and control time spent on those jobs. Prerequisite: QuickBooks 2007 (COMP 2400).

T1 9a.m.-4p.m. M-T Main
May 7 & 8 \$179

Good information is just one of the reasons to visit our website...



Go to **www.sbdccjc.com** today and take advantage of all we have to offer.

The Illinois Small Business Development Center (SBDC) at Joliet Junior College

To learn more about the Illinois SBDC at Joliet Junior College, call (815) 280-1400, or e-mail sbdc@jcc.edu. Visit www.sbdccjc.com to register for these seminars, or to learn more about other SBDC services.

The Illinois SBDC at JJC is funded in part through a cooperative agreement with the U.S. Small Business Administration, the Department of Commerce and Economic Opportunity, and Joliet Junior College.



New business helps the hurting and the local economy.

If you drive through downtown Manhattan, Illinois, you will see a sign on one of the shop windows. It says "Fall Into Good Health with Manhattan Family Chiropractic."

On the other side of that window is the only chiropractor in town: Dr. Brian D. Hillary, D.C. He is the latest business to open in Manhattan representing the optimism of a small town trying to survive a tired economy.

Dr. Hillary's dream of opening his own practice began last February when David Zang, senior vice-president of First Bank of Manhattan, referred him to Joliet Junior College's Illinois Small Business Development Center (SBDC). "We're always happy to help new businesses, which is why we referred Brian to Joliet Junior College," said Zang. "He seemed like a perfect candidate to get some insight from them."

Carol Turney, business analyst for the SBDC, helped Dr. Hillary write a business plan and complete the paperwork necessary to file for a Small Business Administration (SBA) loan. "I knew that Brian had a good business idea and the potential for success," said Turney. "He just needed a solid proposal that would address all the concerns the SBA would have about extending a loan to a new business."

The plan was a success and Dr. Hillary received an SBA loan from the First Bank of Manhattan. "They had faith in the business," said Hillary. "They knew it was viable and had a good chance of succeeding. Carol was great helping me with the business plan and filing process."

On October 4, 2011 – eight months later – Dr. Hillary opened Manhattan Family Chiropractic at 104 South State Street in Manhattan. The space has two therapy rooms, an office, a play area for children, and a pleasant reception space. The office also has a fresh coat of paint compliments of Dr. Hillary's office manager, Kristy Byers.

Dr. Hillary got interested in chiropractic medicine as a teenager when he hurt his back in high school and had to see a chiropractor himself. The doctor he saw recognized Hillary as a good candidate for chiropractic medicine and began counseling him about a chiropractic career. "I developed a good relationship with him," said Hillary. "Originally, I wanted to teach and coach, but my chiropractor kept talking to me about a career in this field and, eventually, I changed my mind."

After graduating from Eastern Illinois University with a degree in biology, Dr. Hillary attended Logan College of Chiropractic where he graduated with honors. He spent three years working for another chiropractor before opening his own practice.

To learn more about Manhattan Family Chiropractic visit their website at www.manhattanfamilychiro.com, or call 815-478-3220.

To learn more about Joliet Junior College's SBDC, call (815) 280-1400, or e-mail sbdc@jcc.edu. People can also visit www.sbdccjc.com for more information.



Successful Email Marketing & Cloud Computing 101

This three part event is brought to you by Constant Contact, Webforce1/Microsoft Partner, and the JJC Small Business Development Center

5 Keys to Email Marketing - This informative presentation teaches you to create and deliver highly branded, professional looking emails designed to wow your customers and prospects. Email marketing is an effective, affordable and easy to use way to enhance your organization or business image and build relationships that lead to profit, revenue and increased participation.

Cloud Computing 101 - Webforce1 - Microsoft Partner - It's all you hear about right now, but it can be confusing. We will have an open dialogue about how small - mid-sized business are leveraging the Cloud and becoming more productive.

Getting Started with Constant Contact - Learn the basics of how to make Constant Contact work for your business or organization. Branding, working with text and images, hints & tips and more!

For more information call 815-280-1400, or visit the website at www.sbdccjc.com.

7 MANUFACTURING TRAINING



Joliet Junior College is proud to partner with Illinois Manufacturing Extension Center (IMEC) to give our clients the most sophisticated and in-depth business programs available. Please review the opportunities below and call us for time and dates.

Inventory Management (2 HOURS)

A large percentage of small and mid-sized manufacturers are job shops with a mix of make-to-stock, make-to-order and engineer-to-order products. Scheduling is an enormous problem, as the “unknowns” outweigh the “knowns”, and the “knowns” are the basis for a good schedule. The schedule in turn drives the triggers to procure material; both make and buy, impacting the amount of anticipation inventory many companies carry. The more volatile and uncertain the schedule, the more inventory typically accumulates. This Executive Briefing will arm you with the four-step, systematic process for uncovering excess inventory and freeing up cash.

Lean Leadership/Change Management (8 HOURS)

The Lean leadership overview provides an understanding of the roles and responsibilities that each level of the organization will face in effectively implementing Lean. Focus is on leadership measuring progress, leading in a culture of Lean thinking, and engaging every worker in participating in continuous improvement.

ISO 50001/Energy Management - (2 HOURS)

ISO 50001 will provide organizations with management strategies to increase energy efficiency, reduce costs, and improve energy performance. It is intended to provide organizations with a recognized framework for integrating energy performance into management practices. As an introduction to the standard and how it can work for your company, attend the ISO 50001 executive briefing and learn the basics of the standard, including implementation principles and real-life examples from a recent IMEC-client project.

Lean Product Development (2 HOURS)

Lean Product Development can assist you in the development of a process for product development. Implementing a process can help you reduce your time to market and reduce start up and manufacturing costs. In addition, the training will explain how to equip employees with tools that will help more effectively manage projects and create cooperation and teamwork between departments.

Administrative Value Stream Mapping (8 HOURS)

The workshop illustrates the basic skills involved in administrative value stream mapping and includes many of the same key principles as a production VSM. Topics include the eight wastes in non-production processes, Lean/world class enterprise concepts for a necessary foundation, and how to follow the step-by-step process for designing a Lean system and how to apply flow concepts. Participants will be taken through the current state as a basis for redesigning various business processes and then how to create a future state map. This process is usually used as a tool to identify where batching of information occurs, excess paperwork exist and identifies opportunities for improvement.

5 Principles of Profitable Growth (2 HOURS)

Come learn from the experiences of executives who have implemented successful company growth strategies. Steve Barnhart, IMEC Business Growth Coach, will focus this workshop on strategy, attitude and the adoption of best practices in growth strategies. Steve will share the implications of production, differentiation, commitment, and people/resources in a successful strategy; the relevance of mindset and commitment to the strategy; and lead participants through an eye-opening assessment of a company's readiness for success.

MANUFACTURING TRAINING

Technology Scouting (2 HOURS)

To keep pace with global competition, small and mid-sized manufacturers are in a perpetual search for new ways to produce cost effectively with the highest levels of quality. For some, the solution may lie in acquiring or leveraging advanced technology to automate production, develop new products, or seize new business opportunities. Join IMEC for an introductory overview on how your company can search outside traditional channels to find solutions for unmet technology needs. IMEC works with you to evaluate the situation and determine potential technologies, including non-traditional techniques and aligned industry sectors to ensure the solution addresses your specific need.

E3

E3: Economy, Energy, and Environment ensures that company's machine resources, people resources, capital resources, and environmental resources are utilized as effectively as possible, with minimal impact on the earth. The E3 overview explains the process IMEC follows, including new, nationally deployed methodologies that concentrate on the root causes of waste as it applies to the economy, energy and environmental perspectives of your business. These methodologies will provide a framework for the successful implementation of “Lean and Clean” techniques. Learn about the overall benefits of the program, as well as explore a real-life case study from a recent IMEC client implementation.



Call 815-280-1418 for more information about these manufacturing programs.

Partnering with



manufacturing improvement specialists

8

WATER/WASTEWATER TRAINING



Water/Wastewater

Wastewater Treatment Operator Review Class 3 & 4 (WTR 882)

Study for the Class 3 and Class 4 wastewater operator's license examinations, which are administered by the Illinois Environmental Protection Agency. To be eligible to test at the conclusion of class, you need three years of experience for Class 3, and one year for Class 4. Contact IEPA to about test eligibility requirements or changes. Books are included in the class fee.

T1	6-8:45p.m.	R	Main
	Feb. 2 - May 17		\$449

Wastewater Treatment Operator Review Class 1 & 2 (WTR 883)

Study for the Class 1 and Class 2 wastewater operator's license examinations, which are administered by the Illinois Environmental Protection Agency. To be eligible to test at the conclusion of class, you need eight years of experience for Class 1, and six years for Class 2. Contact IEPA about test eligibility requirements or changes. Books are included in the class fee.

T1	6-8:45p.m.	M	Main
	Jan. 30 - May 14		\$449

Water Treatment Operator Review Class C & D (WTR 885)

Study for the Class C and Class D water operator's license examinations, which are administered by the Illinois Environmental Protection Agency. To be eligible to test at the conclusion of class, you need one year of experience for Class C, and six months for Class D. Contact IEPA about test eligibility requirements or changes. Books are included in the class fee.

T1	6-8:45p.m.	W	Main
	Feb. 1 - May 16		\$449

Water Treatment Operator Review Class A & B (WTR 886)

Study for the Class A and Class B water operator's license examinations, which are administered by the Illinois Environmental Protection Agency. To be eligible to test at the conclusion of class, you need three years of experience for Class A or B. Contact IEPA about test eligibility requirements or changes. Books are included in the class fee.

T1	6-8:45p.m.	T	Main
	Jan. 31 - May 15		\$449

Call (815) 280-1418 for more information about on-site training and grant funding.

Class K Industrial Wastewater Treatment Exam Prep (WTR 888)

Quick training over 5 weekends allows companies to meet regulations requiring Class K-permitted staff. Send up to 4 people at the company rate. Books are included in the class fee.

T1	8-11a.m.	S	Main
	Feb. 4 - March 3		\$1200 per company*

*Call (815) 280-1555 for details.

Storm Water and Soil Erosion Control (ERC 007)

This daylong class covers the details involved in storm water and erosion control in accordance with the National Pollutant Discharge Elimination System (NPDES) permit program as authorized by the Clean Water Act. Learn to develop and implement a storm water pollution prevention plan. Know when NPDES applies and what permits are required. Be able to identify pollutants of concern and minimize storm water pollution. Discuss inspections including what is to be inspected, when, where, by whom, and what to do with inspection results.

T1	9a.m. - 5p.m.	W	Main
	March 14		\$299

For Water Operators: Half-Day Classes Earn 3 IEPA-Approved RTCs!

Water Storage and Distribution (WTR 906)

This class provides an overview of potable water storage and distribution. Topics discussed include evaluation of storage alternatives, the use of Geographic Information Systems (GIS) for mapping and asset management, and the use of hydraulic modeling for evaluating water systems and proposed improvements. (3 Renewal Training Credits through the Illinois EPA)

T1	8:30a.m. - Noon	F	Main
	Feb. 17		\$99

New System Inspection (WTR 897)

This class covers new system construction, general construction methods and procedures, new construction inspecting procedures and record keeping, testing and reporting, and pre-construction meetings. (3 Renewal Training Credits through the Illinois EPA)

T1	8:30a.m.-Noon	F	Main
	March 2		\$99

Operating Reports & Applied Math (WTR 898)

This class covers all aspects of IEPA record keeping, reporting, required frequency and procedures, and more. Mathematics for chemical calculations and well pumping will also be demonstrated. (3 Renewal Training Credits through the Illinois EPA)

T1	8:30a.m.-Noon	F	Main
	March 16		\$99



Water Storage Tank Maintenance (WTR 902)

This class covers the basics of water storage tank inspection, and discusses the best methods to assess conditions, specify needed repairs, applicability of cathodic protection systems for interior corrosion prevention and more. (3 Renewal Training Credits through the Illinois EPA)

T1	8:30a.m.- Noon	F	Main
	March 30		\$99

Meter Maintenance/Automated Reading (WTR 905)

This class reviews basic maintenance, automated meter reading systems such as touch reading and radio frequency reading systems; causes of wear and tear, technology solutions, and much more. (3 Renewal Training Credits through the Illinois EPA)

T1	8:30a.m.- Noon	F	Main
	April 13		\$99

SCADA Systems (WTR 903)

This course explains SCADA systems, demonstrating how to evaluate benefits and limitations in relation to your own water system (3 Renewal Training Credits through the Illinois EPA)

T1	8:30a.m.- Noon	F	Main
	April 27		\$99

Corrosion Control for Distribution Systems (WTR 904)

This class identifies the corrosion process and proven measures to reduce its negative impact on metallic piping and associated fittings. (3 Renewal Training Credits through the Illinois EPA)

T1	8:30a.m.-Noon	F	Main
	May 11		\$99

Registration



Fill in course information:

Course	Course No.	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name: _____

SS#: ____ - ____ - ____ Birth date: ____ / ____ / ____

Company: _____

Title: _____

Home Address: _____

City/Zip: _____ State: _____

County: _____

Work phone: _____

Home phone: _____

Fax: _____

Are you a veteran? _____

Signature: _____

Payment:

Check enclosed payable to: Joliet Junior College

Charge to: MasterCard Visa Discover

Cardholder Name: _____

Credit Card No.: _____

Expiration date: _____ CVV: _____

Register Online

Go to www.trainingupdate.org and click on **Register Now**. It is that easy. We will invoice you for the registration fee.

Phone: (815) 280-1555

Internet: www.trainingupdate.org

Fax: (815) 280-1294

Mail: JJC, T-1007 • 1215 Houbolt Road • Joliet, IL 60431



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Call (815) 280-1555 to register by phone or for more information.