

# ABE/ASE (GED)

## Adult Basic Education (ABE)

These courses provide instruction up to the eighth grade reading level. Subject areas include reading, writing, science, social studies, mathematics, and the Constitution. Instruction in life skill areas such as employment, community resources, and consumer education is also included.

## Adult Secondary Education (ASE/GED)

Kishwaukee College offers GED (General Educational Development) preparation classes for those 16 years and older who are not attending high school. GED classes prepare the adult for the high school equivalency tests. They provide instruction in writing, social studies, science, literature, math, and the Constitution with emphasis on their practical applications and the total development of the learner. Individualized instruction, cooperative learning, and computer-assisted instruction enhance the learning experience. Registrations are accepted any time during the school year for GED preparation classes.

## FREE CLASSES

### ABE/ASE (GED)

It's never too late. Register now for classes that will help you get your high school equivalency diploma. For information, call 825-2086, ext. 318. For a volunteer tutor, call 825-2086, ext. 320.

#### DEKALB

(Childcare available for 0-7 years at St. Mary only)  
 M, W 9:00-11:05 a.m. St. Mary Ministry Center  
 321 Pine Street  
 (Enter through parking lot entrance.)  
 M, W 6:00-8:05 p.m. First Lutheran Church  
 324 N. 3rd Street  
 (Use rear entrance.)  
 T, Th 9:00-11:05 a.m. Hope Haven  
 1145 Rushmore

#### GENOA

(Childcare available for 0-7 years)  
 M, W 5:30-7:35 p.m. St. Catherine of Genoa  
 340 S. Stott (Use rear entrance.)

#### ROCHELLE

(Childcare available for 0-7 years)  
 M, Th 9:00-11:05 a.m. St. Patrick Learning Center  
 M, Th 5:30-7:35 p.m. 903 Caron Road

#### SYCAMORE

M, W 1:00-3:05 p.m. DeKalb County Public  
 (Restricted enrollment)  
 Safety Building  
 T, Th 5:45-7:50 p.m. Sycamore Public Library  
 103 State Street

#### WATERMAN

M, W 6:00-8:05 p.m. Presbyterian Church of Waterman  
 250 North Cedar

### ABE/ASE/GED YOUNG ADULT CLASS (16-21 YRS.)

This on-campus class provides educational and support services for students 16-21 years old who have dropped out of school. Please call the **Right to Succeed** counselor for information at 825-2086, ext. 520.

#### ON CAMPUS

(Childcare available for 0-7 years for morning "Our Place" class, Monday and Wednesday only.)

M, W, F	9:00-11:30 a.m.	U-139, U-142
W	6:00-8:40 p.m.	U-139, U-142

#### FAMILY LITERACY/Childcare

- Parents must be enrolled in an adult education class.
- While the parents are enrolled, their children (0-7 years old) will attend a C.A.R.E. Center, which is childcare that provides creative activities to help in the literacy development of the child.
- Activities and presentations will be provided for both parent and child that will promote family literacy.

#### COUNSELING SERVICES

The GED Counselor (825-2086, ext. 319) provides services in the following areas:

1. retention - assists students in ways to improve their class attendance;
2. support services - provides referrals to area service agencies for special needs of students;
3. transition - assists GED and ESL students and graduates in making decisions about college courses, registering for classes, and applying for financial aid; and
4. career counseling - provides and interprets career interest inventories and helps in developing an Individualized Career Plan.

A Bilingual Counselor is available to provide counseling for ESL and GED students in Spanish (825-2086, ext. 313).

*All classes begin the week of January 17, 2006 unless specified otherwise.*

# ENGLISH AS A SECOND LANGUAGE (ESL)

ESL classes are offered to help those whose native language is not English.

Free Beginning and Intermediate classes cover language training in listening comprehension, oral communication, reading, writing, and critical thinking.

Classes in Advanced ESL, Academic Advanced ESL, and Pronunciation are offered to help students improve language skills for employment and academic needs. Tuition is charged for these classes. Some employers will reimburse employees for these classes.

## FREE CLASSES

*Childcare available for 0-7 years, except for the Saturday class and evening intermediate ESL.*

### BEGINNING ESL

#### DEKALB

**St. Mary Ministry Center**, 321 Pine St. (Enter through parking lot entrance.)

M, W 9:00-11:05 a.m.

T, Th 6:30-8:35 p.m.

Saturday 10:00 a.m.-12:40 p.m.

**Conexion Comunidad**, 637 Eleventh St.

T, F 9:15-11:20 a.m.

#### GENOA

M, W 5:30-7:35 p.m. St. Catherine of Genoa Church  
(Use rear entrance.) 340 S. Stott

#### ROCHELLE

M, Th 9:00-11:05 a.m. St. Patrick Learning Center  
5:30-7:35 p.m. 903 Caron Road

#### SYCAMORE

T, Th 5:00-7:05 p.m. West School, 240 Fair St

### INTERMEDIATE ESL

#### KISHWAUKEE COLLEGE

M, W 9:00-11:05 a.m. A-110

T, Th 6:30-8:35 p.m. A-110

#### DEKALB

**Huntley Middle School**, 821 S. Seventh St.  
(Corner of Taylor and 7th)

W 6:00-8:40 p.m.

## ESL Computer Literacy

St. Patrick Learning Center  
903 Caron Road, Rochelle

Call 825-2086, ext. 318 for information.

## 8-WEEK ESL MASTERY CLASSES

### ON CAMPUS

(Preregistration is advised. Textbooks may be purchased in the bookstore.)

#### ADVANCED ESL (ESL 099)

A-110

- Strengthen your listening, speaking, reading, and writing skills.
- Prepare for employment and academic advancement.
- Learn through classroom interaction, individualized practice, and computer programs.
- Call 825-2086, x313 for placement testing.

M 6:00-8:40 p.m.

1/23/06-3/20/06 (No class March 13)

3/27/06-5/15/06

Cost-\$111.00

Ref. #1101

Ref. #1105

#### ACADEMIC ADVANCED (ESL 099)

Class focuses on transitioning to college.

- Strengthen your note-taking and writing skills.
- Practice "college English" through verbal exercises.
- Build your academic vocabulary.
- Learn through classroom interaction, individualized practice, and computer programs.

Th 9:00-11:40 a.m.

1/26/06-3/23/06 (No class March 16)

3/30/06-5/18/06

Cost-\$111.00

Ref. #1108

Ref. #1109

### PRONUNCIATION/COMMUNICATION STRATEGIES (ESL 080) A-110

- Improve your pronunciation for communication at home, school, work, and the community.
- Enlarge your vocabulary and knowledge of idioms.
- Gain confidence as you refine your intonation, rhythm, stress, and phrasing.

M, W 11:30 a.m.-12:45 p.m.

1/23/06-3/22/06 (No class March 13 & 15)

3/27/06-5/17/06

Cost-\$111.00

Ref. #1102

Ref. #1106

### DEKALB

#### St. Mary Ministry Center, 321 Pine St., DeKalb

(Preregistration is advised. Textbooks may be purchased in the Kishwaukee College bookstore.)

(Enter through the parking lot entrance.)

#### ADVANCED ESL (ESL 099)

T 9:00-11:40 a.m.

1/24/06-3/21/06 (No class March 14)

3/27/06-5/16/06

Cost-\$111.00

Ref. #1100

Ref. #1104

### PRONUNCIATION/COMMUNICATION STRATEGIES (ESL 080) A-110

M 6:00-8:40 p.m.

1/23/06-3/20/06 (No class March 13)

3/27/06-5/15/06

Cost-\$111.00

Ref. #1103

Ref. #1107

*Ask your employer if you qualify for reimbursement for the above transitional tuition classes.*

## IETC

Illinois Employment and Training Center  
1701 East Lincoln Highway  
DeKalb, IL 60115  
(815) 756-4893, ext. 226

The Kishwaukee College office at the IETC provides:

- catalogs and schedules
- financial aid forms
- computer lab
- registration assistance

## FREE CLASSES

### BASIC COMPUTER LITERACY

DEKALB

M 1:30-3:05 p.m. Illinois Employment  
T 4:30-6:05 p.m. and Training Center  
1701 E. Lincoln Highway,  
DeKalb

### MATH FOR EMPLOYMENT

T/TH 9:00-11:00 a.m.

For information on IETC classes, call 756-4893 ext. 226.

## KISHWAUKEE COLLEGE ADULT EDUCATION LEARNING LAB

Get extra help with basic reading and math, GED preparation, and English as a Second Language. Free tutoring available with the use of computers and other learning aids.

Kishwaukee College A-109 Hours: Tuesday 5-8 p.m.

## ARE THESE YOUR DREAMS?

- making more money
- getting a better job
- being able to help your children with their school work
- preparing for a career

IS YOUR LIMITED ENGLISH KEEPING YOU  
FROM ACHIEVING YOUR DREAMS?

TAKE A CLASS AT KISHWAUKEE COLLEGE.

CALL 825-2086, ext. 318 FOR FREE PLACEMENT  
TESTS AND INFORMATION.

## GED

(General Educational Development)

Eligibility Requirements for taking the GED Tests:

- Applicants who are 18 years of age or older, maintained residence in the State of Illinois for at least 30 days, and are not high school graduates, but whose high school class has graduated.
- A member of the Armed Forces of the United States on active duty, who is 17 years of age or older, and who is stationed in Illinois or is a legal resident of Illinois.
- A ward of the Department of Corrections who is 17 years of age or older, or an inmate confined in any branch of the Illinois State Penitentiary or in a county correctional facility who is 17 years of age or older.
- A female who is 17 years of age or older who is unable to attend school because she is either pregnant or the mother of one or more children.
- A male 17 years of age or older who is unable to attend school because he is the father of one or more children.
- A person who is 17 years of age or older who has been a dropout for a period of at least one year.
- A person who is successfully completing an alternative education program under section 2-3.81 or Article 13A of The School Code of Illinois.
- A person who is enrolled in the youth education program sponsored by the Illinois National Guard (Lincoln's Challenge).

## GED TESTING CENTER

**Where:** Group Testing Room, A-200

**When:** Wednesday a.m. (first, second, and third weeks of the month)

**How:** By appointment with GED Testing Center at least 24 hours in advance.

**Call:** 825-2086, ext. 311 for information or appointment.

*Now is the time to get your GED!  
Call 825-2086, ext. 318 for information  
about our free classes.*

# ESL/GED EN ESPAÑOL

## CLASES DE INGLÉS

Las clases de inglés de nivel principiante e intermedio se ofrecen a todas las personas que su idioma nativo no es inglés. La enseñanza se enfoca en el desarrollo de habilidades para hablar, escuchar, leer y escribir con aplicaciones prácticas para la vida diaria y el trabajo.

Estas clases son impartidas en DeKalb, Genoa, Malta, Rochelle, y Sycamore.

Algunas de las clases tienen cuidado de niños de 0 a 7 años de edad (consulte el horario de clases).

Estas clases son gratis, aproveche esta gran oportunidad que el Kishwaukee College le ofrece para aprender inglés.

### INGLES - NIVEL PRINCIPIANTE

*Hay cuidado de niños, excepto los sábados.*

**DEKALB** Iglesia St. Mary, 321 Pine Street.

(Entre por la entrada del estacionamiento.)

Lunes y miércoles 9:00-11:05 a.m.

Martes y jueves 6:30-8:35 p.m.

Sábado 10:00 a.m.-12:40 p.m.

**Conexión Comunidad**, 637 Eleventh St.

Martes y viernes 9:15 a 11:20 a.m.

**Huntley Middle School**, 821 S. Seventh St.

(En la esquina de Taylor y calle 7)

Miércoles 6:00-8:40 p.m.

**GENOA** Iglesia St. Catherine de Genoa,  
340 S. Stott.

(Use la entrada de atrás.)

Lunes y miércoles 5:30-7:35 p.m.

**ROCHELLE** St. Patrick Learning Center,  
903 Caron Road.

Lunes y jueves 9:00-11:05 a.m.

5:30-7:35 p.m.

**SYCAMORE** West School, 240 Fair St

Martes y jueves 5:00-7:05 p.m.

### CLASE BÁSICA DE COMPUTACIÓN EN INGLÉS

St. Patrick Learning Center  
903 Caron Road, Rochelle

Para más información, llame al 825-2086, ext. 313.

### INGLES - NIVEL INTERMEDIO

*Hay cuidado de niños sólo en la mañana.*

**KISHWAUKEE COLLEGE**

Lunes y miércoles 9:00-11:05 a.m. Cuarto A-110

Martes y jueves 6:30-8:35 p.m. Cuarto A-110

## CLASES PARA DOMINAR EL INGLÉS

Inglés Avanzado

Inglés Avanzado con nivel Académico

Pronunciación/Estrategias de la Comunicación

La clase de inglés avanzado le ayudará con su aprendizaje oral, verbal, escritura y lectura. Le preparará para su empleo y avance académico. La clase de inglés avanzado con nivel académico le ayudará a mejorar su habilidad en tomar notas, aprenderá estructuras gramaticales, practicará ejercicios verbales y enriquecerá su vocabulario académico. Se requiere un examen de admisión para las clases de inglés avanzado. La clase de pronunciación abarca vocabulario, entonación, rima, frases, etc. Esta clase la pueden tomar los estudiantes de nivel intermedio y avanzado.

El costo por 8 semanas de clases es de \$111.00. También se exige un libro que puede ser comprado en la librería del college.

Para más información, llame al 825-2086, ext. 313.

**\*Pregúntele a su empleador si usted califica para que le reembolsen el costo de las clases mencionadas arriba.**

## CLASES DE GED EN ESPAÑOL

Invitamos a todas las personas que por algún motivo no tuvieron la oportunidad de terminar sus estudios secundarios (o preparatoria) en su lengua materna (español), a participar en las clases que el Kishwaukee College ofrece gratuitamente.

Las clases son impartidas en español. Puede inscribirse cualquier día durante el año escolar. Al completar con todos los requisitos, recibirá un diploma equivalente a la escuela secundaria estadounidense.

**KISHWAUKEE COLLEGE** - U-139-142

Lunes: 6:00 p.m. - 8:40 p.m.

Jueves: 9:00 a.m. - 11:40 a.m.

### LABORATORIO DE APRENDIZAJE PARA EDUCACION DE ADULTOS

Los estudiantes que se registran en las clases de inglés y GED en español pueden usar este laboratorio. Hay tutoría gratis para usar las computadoras y otras ayudas de aprendizaje.

**KISHWAUKEE COLLEGE** Cuarto A-109

Martes - 5 p.m.- 8 p.m.

## CONSEJERA BILINGÜE

Asiste a los estudiantes con la información necesaria para lograr sus metas educacionales.

Suministra los exámenes para colocar a las personas en el nivel apropiado de las clases de inglés, y también para las personas que desean estudiar el GED en español.

Ayuda a los estudiantes a adaptarse a la vida en los Estados Unidos.

Informa a los estudiantes sobre los diferentes niveles de las clases de inglés y les motiva en el proceso de transición.

Para más información, llame al 825-2086, ext. 313.

# SPECIAL PROGRAMS

## FAMILY LITERACY

**Carla Raynor, Coordinator (ext. 291), Rm. U-114**

The Family Literacy Program offers on-site childcare activities for children, ages birth to seven, whose parents are attending ABE/GED/ESL classes. Parents participate in parent-child learning activities and parent education workshops.

## LITERACY PROGRAM

**Pat Olson, Coordinator (ext. 320), Rm. U-125**

The program's goal is to improve the reading, math and/or communication skills of adults (17 years and older) whose reading and math levels are below the ninth grade or who are learning English as a second language. The program provides the following services to meet the literacy needs of its participants:

- 1) Tutoring - One-to-one or small group tutoring is available through volunteer tutors. Free tutoring is done in local libraries and churches as well as at community and Kishwaukee College class sites.
- 2) Tutor training - Free training is available on a flexible schedule for individuals interested in being volunteer tutors. Teaching materials, support, and additional learning opportunities are provided.
- 3) ABE Learning Lab - The lab provides free Internet access and programs in typing, reading, writing, and pronunciation skills and is staffed by volunteer tutors.

## TANF JOB PLACEMENT PROGRAM

**Elaine Cozort, Coordinator (ext. 314), Rm. U-137**

The TANF Job Placement with Retention Program focuses on employment for individuals who are receiving a cash grant for Temporary Assistance for Needy Families (TANF). Participants in the program must be referred by their case worker at the Department of Human Services (DHS). Services and activities of the program include instruction in job hunting and job retention skills, basic computer skills, and math skills; referral to appropriate vocational training, GED, or ESL; an orientation to the Illinois Employment and Training Center; and job development. Support services include assistance with transportation costs, temporary child care, special clothing such as uniforms or safety equipment needed for work, tools, and other employment or training-related expenses.

## EMPLOYABILITY DEVELOPMENT SERVICES

Periodic short-term training is available through funding from the Department of Human Services (DHS). It primarily targets individuals receiving DHS assistance but may be available to other low-income individuals. Training includes tuition/fees and textbooks, with the possibility of assistance with transportation and child care. The training options include:

- Nursing Assistance Course
- Food Sanitation
- Fork Lift Training

Call ext. 343 for eligibility information and training dates.

## ADULT STUDENT CONNECTIONS

**Joanne Kantner (ext. 343), Rm. U-119**

This program offers personal and practical support to both men and women who are single parents, displaced homemakers or are pursuing nontraditional training in a career/occupational program. Nontraditional occupations are those with less than 25% made up of one gender. Assistance is provided with career planning and some scheduling. Financial assistance may include tuition and fees, textbook loan, child care, and/or mileage reimbursement. Counseling and referral to social service agencies for additional support services and assistance is available as needed. There is an income eligibility guideline for participation in Adult Student Connections. Funding may vary based on grant availability.

## PROGRAMS FOR YOUTH

### RIGHT TO SUCCEED

**Nancy West, Instructor/Counselor (ext. 520), Rm. U-122**

This program focuses on educational and support services for students 16-21 years old who have dropped from school. The program provides classes in basic skills improvement, GED preparation, life skills, and career exploration. Students are encouraged to further their education after GED completion. Counseling and referrals to other programs and services are available to students.

### TEEN PARENT SERVICES

**Julie Male, Coordinator (ext. 312), Rm. U-122**

This program assists teen parents who receive public assistance and have not obtained their high school diploma. Teen parents are enrolled in GED classes or encouraged to continue high school. Additional workshops and activities are provided to help teen parents develop parenting skills and achieve self-sufficiency.

### WIA YOUTH PROGRAM

**Michelle Pease, Coordinator (ext. 238), Rm. U-122**

The WIA Youth Program offers out-of-school youth 16 to 21 years old an opportunity to participate in short-term training that will assist them in obtaining employment. This program is funded through the Workforce Investment Act, and participants must be residents of DeKalb County and meet income guidelines to be eligible for services.

Do you need help in reading?

Call (815) 825-2086, ext. 320 for a  
volunteer tutor.

# B.I.D. CENTER

KISHWAUKEE COLLEGE BUSINESS & INDUSTRIAL DEVELOPMENT (B.I.D.) CENTER

## YOUR LOCAL TRAINING PROVIDER

### CUSTOMIZED TRAINING ON-LOCATION OR AT OUR TRAINING CENTER

Business Assessment • AMA Management Training • OSHA/Health & Safety • OSHA On-Site Assessments  
• Communications • Lean Manufacturing • Computer Software • Spanish for the Workplace • Supervisory Training

### 160-HOUR TRACTOR/ TRAILER DRIVER TRAINING

Day Classes - 8am-4:30pm Mon-Fri for 4 weeks

Night Classes - 6-10pm Mon-Fri for 8 weeks

*Classes run continuously-call for dates*

Designed for individuals with little or no commercial driving experience, the program includes commercial driver's license learner's permit and endorsement preparation. Course work includes Department of Transportation rules and regulations, log books, map reading, and trip planning. Complete vehicle training prepares the individual for an entry-level position in the trucking industry. Secretary of State Class **A road test is administered.** We work with numerous trucking companies to assist with job placement. A certificate is awarded upon completion.

Contact Rebekah Casner at 815-825-2086 Ext. 548 or  
[rcasner@kishwaukeecollege.edu](mailto:rcasner@kishwaukeecollege.edu) for class dates and  
other information.

### COUNSELING SUPERVISION

#### Evaluation & Assessment in Counseling Supervision

3rd in Counseling Supervision series. Designed for LCPCs, School & Marriage Counselors and Social Workers. Lunch provided. CEU: 6.0 (additional \$9 application fee)

Jan. 27 9am-4pm Ref # 0518 BID 021 ZA

Dr. Toni Tollerud Room A-225

\$12 (not-for-profit providers) \$60 (for-profit providers)

Call 815-825-2086 Ext. 205 or

Email [jlandis@kishwaukeecollege.edu](mailto:jlandis@kishwaukeecollege.edu)

to register for or inquire about our classes and services

Kishwaukee College Business & Industrial Development Center

21193 Malta Road, Malta, IL 60150-9699

Phone: 815-825-2086, Ext. 205 ♦ FAX: 815-825-2305

E-mail: [jlandis@kishwaukeecollege.edu](mailto:jlandis@kishwaukeecollege.edu)

Web site: [www.kishwaukeecollege.edu/bid](http://www.kishwaukeecollege.edu/bid)

### HEALTH AND SAFETY CLASSES

#### 10-Hr OSHA for the Construction Industry

Course covers safety and health topics related to the Construction industry. Participants will receive 10-Hour Construction card upon completion of the class.

Feb. 6 8am-3pm Ref # 0511 BID 004 ZA

Feb. 7 8am-12pm  
Jeff Clark Room A-220 \$225

#### OSHA Forklift Safety

Course covers OSHA Powered Industrial Truck standard. Topics include mechanics, inspection, and maintenance of forklifts, ANSI driving procedures, special operating rules, stacking and tiering, and refueling procedures. Driving is not included. Meets requirements for OSHA 29 CFR 1910.178.

Feb. 7 1-3pm Ref # 0512 BID 015 ZA

Mar. 21 1-3pm Ref # 0513 BID 015 ZB  
Jeff Clark Room A-220 \$75

#### OSHA Forklift Safety (Train-the-Trainer)

Prerequisite: Forklift Safety class. One-hour class for supervisors: learn the training requirements that pertain to various types of powered industrial trucks, procedures following an employee incident or accident, and how to conduct driving skills audits.

Feb. 7 3-4pm Ref # 0514 BID 016 ZA

Mar. 21 3-4pm Ref # 0515 BID 016 ZB  
Jeff Clark Room A-220 \$45

#### OSHA Recordkeeping

Designed for employers required to maintain OSHA's Illness and Injury documentation. Topics include Forms 300, 301,301A; required postings and employee training; and other documentation issues.

Apr 11 9am-12pm Ref # 0516 BID 017 ZA

Jeff Clark Room A-220 \$75

#### Developing a Company Safety Manual

Assistance in developing and/or upgrading a safety and health manual with basic topics. Learn to word policies specifically for your company, methods of conducting a chemical inventory, how to obtain/manage material safety data sheets, employee training requirements and conducting on-site audits.

Apr 11 12:30-3:30pm Ref # 0517 BID 018 ZA

Jeff Clark Room A-220 \$75

## REAL ESTATE BROKER'S CLASSES

*Series of 5 classes prepares student to take the Illinois Real Estate Broker's licensing exam.*

### Real Estate Appraisal

A study of the functions and purposes of appraisal, including the nature of real property and value, site evaluations, building cost estimates, and depreciation. Techniques of the cost approach, the market data approach, and the income approach are analyzed as steps involved in any real estate appraisal. Oriented for the real estate broker's licensing examination under Illinois law.

Apr 6 & 11 5-8:45pm Ref # 0500 RE 193 ZA  
 Apr 8 8am-3pm (15 attendance hours)  
 Wayne Paprocki Room A-228 \$135 1 credit hour

### Brokerage Administration

A study of the real estate brokerage industry to include types of brokerage, records, and account management, Illinois agency law and Article 4, disclosure, fiduciary rights and obligations, real estate licensing, and the License Act.

Apr 13 & 18 5-8:45pm Ref # 0501 RE 196 ZA  
 Apr 15 8am-3pm (15 attendance hours)  
 Wayne Paprocki Room A-228 \$135 1 credit hour

### Advanced Principles 2000

Advanced course in real estate sales and brokerage principles emphasizing the knowledge needed to progress from a salesperson's license to a broker's license in real estate. Also includes property management and property insurance. Oriented for the real estate broker's licensing examination under Illinois law.

Apr 20 & 25 5-8:45pm Ref # 0502 RE 195 ZA  
 Apr 22 8am-3pm (15 attendance hours)  
 Wayne Paprocki Room A-228 \$135 1 credit hour

### Real Estate Financing

Designed to provide a working knowledge of the varied approaches to solving problems in financial real estate sales. Includes basic sources of real estate financing. Oriented for the real estate broker's licensing examination under Illinois law.

Apr 27 & May 2 5-8:45pm Ref # 0503 RE 194 ZA  
 Apr 29 8am-3pm (15 attendance hours)  
 Wayne Paprocki Room A-228 \$135 1 credit hour

### Real Estate Contracts & Conveyances

A study of ownership, contracts, title transfer deeds, mortgage instruments, and leasing of real estate. Oriented for the real estate broker's licensing examination under Illinois law.

May 4 & 9 5-8:45pm Ref # 0504 RE 192 ZA  
 May 6 8am-3pm (15 attendance hours)  
 Wayne Paprocki Room A-228 \$135 1 credit hour

# NEW OFFERINGS!

## ON-LINE SUPERVISION SERIES

Earn a "Supervision Certificate" following the successful completion of this online series of 12 self-paced modules. Each course includes pre and post assessment video and audio interactive exercises, and takes about 2-3 hours to complete. Students may take any individual course or the series of 12. Fee: \$60 per course. Visit [www.learnagent.com](http://www.learnagent.com) to learn more about the series. Begin anytime, just call us at 815-825-2086 Ext. 205 to start!

### Courses available:

Essential Skills of Leadership	Job Coaching Skills
Essential Skills of Communication	Delegating
Developing Performance Goals	Managing Complaints
Providing Performance Feedback	Resolving Conflict
Improving Work Habits	Supporting Change
Communicating Up	Effective Discipline

## AMA TRAINING FOR MANAGERS!

### AMERICAN MANAGEMENT ASSOCIATION (AMA) CERTIFICATE IN MANAGEMENT

The BID Center is bringing American Management Association courses right to your doorstep. Employees may take a course to improve a particular skill or earn an AMA Certificate in Management by completing six of the eight AMA courses offered.

The benefits in taking a course or enrolling in the AMA Certificate in Management Program are numerous:

**Saves Time.** Each course lasts only six weeks. Course may be given in any order and there is no time limit for completing the certificate program.

**Convenience.** Courses are held at your site or our training center.

**Flexible.** You decide which courses are most beneficial for your professional development needs and goals.

**Tangible Recognition.** When you complete the program you will have a record of your professional development efforts to acknowledge your accomplishment.

#### Certificate Curriculum (choose six of the following)

- A Manager's Guide to Human Behavior
- Communication Skills for Managers
- What Managers Do
- Managing & Achieving Organization Goals
- Fundamentals of Finance and Accounting for Non-financial Managers
- Fundamentals of Human Resources
- How to Manage Conflict in the Organization
- Leadership Skills for Managers

Contact Linda Crouch, Coordinator of Business and Professional Services, to find out more about improving management skills through AMA courses and ask about training grants. Call 815-825-2086 Ext. 395 or Email [lcrouch@kishwaukeecollege.edu](mailto:lcrouch@kishwaukeecollege.edu)

**SPRING SEMESTER 2006**

On Campus Registration for ON or OFF Campus Classes .....	Nov. 16-Jan. 14
Community Education Class Schedule Brochure Available After .....	January 19
Delayed Payment Option Deadline .....	January 5
Martin Luther King's Birthday (College Closed) .....	January 16
Classes Begin (Day and Evening) .....	January 17
Refunds for Course Drops.....	100% before class meets
.....	80 % through end of first week of class
.....	60 % through end of second week of class
.....	40 % through end of third week of class
.....	No refunds after third week of class
Late Registration.....	January 17 - 20
Deadline for May Graduation Applications.....	January 27
Last Day to Withdraw from First 8 Wk. Classes.....	February 28
Mid-Term .....	March 10
Spring Break (No Classes).....	March 13 - 19
Degree Portfolio Deadline for May Graduates .....	April 13
Spring Friday (No Classes).....	April 14
Last Day to Withdraw from 16 Wk. Classes .....	April 26
Last Day to Withdraw from Second 8 Wk. Classes .....	May 8
FINAL EXAMINATIONS (See Below).....	Wed. evening May 10; May 11-17

REGULAR CLASS MEETS	EXAM DAY	EXAM TIME
8 M,W,F 9 M,W,F 10 M,W,F 11 M,W,F	MAY 11 MAY 12 MAY 15 MAY 16	8 - 9:50 am
Noon M,W,F 1 M,W/M,W,F 2 M,W/M,W,F 3/3:30 M,W/M,W,F	MAY 11 MAY 12 MAY 12 MAY 15	10-11:50 am 12-1:50pm 2-3:50 pm 2-3:50 pm
4/5:00 M,W Eve.Class M	MAY 15 MAY 15	4-5:50 pm 6:30-8:20 pm
Eve.Class W	MAY 10	6:30-8:20 pm

REGULAR CLASS MEETS	EXAM DAY	EXAM TIME
8 T,TH 9:30 T,TH 11:00 T,TH 12:30 T,TH	MAY 12 MAY 15 MAY 16 MAY 11	10-11:50 am 10-11:50 am 10-11:50 am 12-1:50 pm
2 T,TH 3/3:30 T,TH 4/5:00 T,TH Eve.Class T	MAY 11 MAY 16 MAY 11 MAY 16	2-3:50 pm 2-3:50 pm 4-5:50 pm 6:30-8:20 pm
Eve.Class TH Saturdays Conflicts	MAY 11 MAY 13 MAY 17	6:30-8:20 pm Class Time 10-11:50 am
Make-up Finals are May 17 by Instructor Consent Only: 12-1:50 pm or 2-3:50 pm.		

NOTE: Those classes with both lecture and lab will normally schedule their final exams to correspond with the lecture of the class.

Last Day of Classes .....	May 17
Last Day of Semester.....	May 19
Commencement .....	May 20
Summer Term 2006 Begins .....	May 22

The above dates may not apply to the Community Education classes. Refer to the Community Education Class Schedule Brochure available after January 19 for additional information.

Kishwaukee College  
21193 Malta Road  
Malta, IL 60150-9699  
815-825-2086  
TTY 815-825-2457  
[www.kishwaukeecollege.edu](http://www.kishwaukeecollege.edu)

NONPROFIT ORGANIZATION U.S. POSTAGE PAID PERMIT NO. 102 DEKALB, IL 60115
---

POSTAL CUSTOMER LOCAL