



# The Business & Career Institute News

August 2008 - 58 W. 162nd Street, South Holland, Illinois 60473 - 708.596.2000, ext. 2455

## BCI develops food processing certification

In March 2007, the Business and Career Institute (BCI) met with local food manufacturing company representatives to discuss the shortage of qualified entry level workers in the food processing industry and plan ways to address the shortage. The BCI team, working with these companies, provided and analyzed a needs assessment and then designed a 25 hour training program to prepare potential, incoming and current employees to take advantage of opportunities in the industry. The training will provide consistent, high quality, basic training.

Coursework includes training in topics such as employer expectations; manufacturing process safety; current Good Manufacturing Practices (cGMP); Food Sanitation; HACCP; ISO 15161; ISO 22000; FDA; USDA; warehousing methods; product quality vs. cost; work attitude and ethics; shop math and more. Up-to-date, professional training will increase company efficiency and save the companies the high costs of employee turnover and downtime caused by under-prepared workers.

Upon completion of the training, participating companies will get the first opportunity to meet and interview prospective employee participants. Companies may also contract with BCI to provide customized training for their present staff.



Participants of the Food Production Technician workshop received the proposed curriculum for the new program. Feedback was given and new ideas were placed in the curriculum. Photo by Larry Burrows.

Food manufacturing executives voiced their difficulties finding and keeping good employees, training them to perform their jobs well and getting them to understand the rigorous safety and health requirements of the industry. Moreover, they expressed concern about finding qualified staff to provide the training and the time and place to do it when faced with other job demands. Topics such as interpersonal skills and job growth potential in the food industry were rarely addressed.

"The College ought to provide this training," one executive claimed. Other executives agreed, voicing needs for employee training to teach how important food safety is, continuous improvement at each manufacturing level, and having better trained and more interested employees. When one committee member said, "How come no one offers a program in this? If you want to help us, then you should create one," BCI, the research and development arm of the college listened and did just that.

Local employers will want to hire trainees who have earned a certificate of completion in Food Manufacturing and Distribution to help reduce new employee training time. BCI feels confident the course will be a lasting example of South Suburban College's ability to respond to the needs of manufacturing in our district.

Additional introductory classes are planned, as well as Level Two and Level Three trainings for incumbent workers who need additional skills to fill vertical and horizontal gaps in their organizations.

To learn more about this program, call BCI 708.596.2000 ext.2556 or ext. 5892.



David Parrish, the consultant who helped design the program, talks to the attendees about food manufacturing. Photo by Larry Burrows.



# From the Director's desk...



South Suburban College Business & Career Institute is offering the National Career Readiness Certificate (CRC). The Career Readiness Certificate provides existing and potential job candidates with a credential that

proves their skill level to enhance employability. This certification allows employers a more efficient way to assess work skills.

The certificate is designed to complement other traditional credentials, such as a high school diploma or community college degree, and confirms the person's competence in specific workplace skills in Applied Mathematics, Reading for Information, and Locating Information. Employers use the certificate, along with other education and background information, to make employment and training decisions. Higher scores indicate an individual's readiness for a greater range of jobs.

As jobs in the United States continue to become more complex, employers are asking their employees to have command of increasingly higher skills. Every organization wants to attract the most qualified employees and match them to jobs for which they are best suited. The Career Readiness Certificate, through the ACT WorkKeys® system, provides a standardized measurement to compare employees and job applicants with established profiles. The KeyTrain® training system develops and sharpens workplace skills of students and employees.

If new employees and students are going to be adequately prepared for the workforce, they need to understand the requirements for jobs they are considering. WorkKeys® helps determine the skill levels and education required for various jobs. The WorkKeys® database contains over 13,000 job pro-

files outlining the Math, Reading, and Locating Information skill levels utilized in each occupation. After taking the ACT WorkKeys® tests you will know exactly where your skills stand in being able to perform well at a specific job.

The National Career Readiness Certificate uses test results from assessments to award certificates in three categories:



-Bronze Level signifies an individual has scored at least a level 3 in each of the three core areas (Reading for Information, Applied Mathematics, and Locating Information) and has the necessary skills for 35 percent of the jobs in the WorkKeys® database.



-Silver Level signifies an individual has scored at least a level 4 in each of the three core areas and has the necessary skills for 65 percent of the jobs in the WorkKeys® database.



-Gold Level signifies an individual has scored at least a level 5 in each of the three core areas and has the necessary skills for 90 percent of the jobs in the WorkKeys® database.

Anyone over 18 years of age is eligible to take the WorkKeys CRC assessments. Assessment test schedules are being created and will be posted on campus, in the non-credit schedule, and on the web site. Assessment tests can be taken at the Business & Career Institute. Employers may also arrange special assessment sessions for promotion purposes. The cost of WorkKeys® assessment testing is \$30 for an individual. Contact me for corporate pricing.

Your Business is Our Business!

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## *How do you stay competitive?    How do you train with results?*

Today's manufacturers face a unique challenge. No matter what your company makes, you need people and you need knowledge. You tackle this by training, but routine training can't overcome increased competition, a retiring workforce and difficulty finding the right people.

The diversity of roles in manufacturing demands a comprehensive training catalog. The Business & Career Institute of South Suburban College provides concrete, practical training for the people closest to your production. With hundreds of training titles, we provide web-based and "blended" training that addresses both the fundamentals and the specifics of manufacturing.

Shop math, print reading, quality and safety classes address essential needs for the wide range of manufacturing positions. Targeted series of classes focus in on the general and specific training needs of key industrial jobs.

MACHINISTS  
CNC  
METAL CUTTING  
GRINDING  
STAMPING & PRESS BRAKES  
HYDRAULICS & MECHANICAL SYSTEMS  
PLCs & MOTOR CONTROLS  
GRINDERS  
WELDERS  
MAINTENANCE PROFESSIONALS  
ASSEMBLERS  
FASTENERS AND SOLDERING  
INSPECTORS  
QUALITY MANAGERS  
QUALITY AND LEAN  
SAFETY  
SHOP MATH  
PRINT READING  
INSPECTION



# Upcoming courses offered through BCI

ADOBE PHOTOSHOP  
9:00-4:00p TR UC-5180 8/5-8/12

QUICKBOOKS  
9:00-4:00p TR MA-3236 8/5-8/7

MICROSOFT OFFICE QUICKSTART  
9:00-4:00p TR UC-5180 8/5-8/7

POWERPOINT, INTRODUCTION  
6:00-9:00p TR MA-3236 8/5-8/14

EXCEL 2003, INTRODUCTION  
6:00-9:00p MW MA-3236 8/18-8/27

EXCEL 2007, INTRODUCTION  
9:00-4:00p MW MA-3228 8/18-8/20

ACCESS 2007, INTRODUCTION  
6:00-9:00p MW MA-3228 8/18-8/27

EXCEL 2007, INTRODUCTION  
6:00-9:00p TR MA-3228 8/19-8/28

QUICKBOOKS  
6:00-9:00p TR MA-3236 8/19-8/28

ACCESS 2003, INTRODUCTION  
6:00-9:00p TR MA-3236 8/19-8/28

MICROSOFT OFFICE 2003, QUICKSTART  
9:00-4:00p S MA-3236 8/23-8/30

EXCEL 2003, INTRODUCTION  
9:00-4:00p MW MA-3236 8/25-8/27

ACCESS 2007, INTRODUCTION  
9:00-4:00p MW MA-3228 8/25-8/27

ACCESS 2003, INTRODUCTION  
6:00-9:00p TR MA-3236 8/26-9/4

For more information on these, and more classes, contact us at 708.596.2000, ext. 2522 or [bci@southsuburbancollege.edu](mailto:bci@southsuburbancollege.edu)



*Our mission is to Serve our Students and the Community through lifelong learning.*

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SUBURBAN  
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South Suburban  
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