

CLC CLASSES

FALL 2017

NONCREDIT COURSES

CONNECT TO YOUR FUTURE



INNOVATION FOR BUSINESS | CAREER | LIFE

Professional Development Courses

Training for Professionals and Businesses

Personal Enrichment: Youth to Adult and Discovery for 50+



INNOVATION FOR BUSINESS | CAREER | LIFE

The College of Lake County offers you countless opportunities to **improve**, **innovate** and **reinvent** your business, career or life.

Improve your business

Do you manage a department, provide training for your organization, own a small business or lead a company? Your employees are your greatest resource. Invest in your talent to reach your desired outcomes.

College of Lake County provides powerful, outcome-based training tailored to fit your organization's specific need. Our customized training solutions can be delivered at your location, a CLC campus or an off-site location locally, nationally or globally.

The Illinois Small Business Development and International Trade Center at the College of Lake County provides free, confidential, one-on-one counseling to small business owners. Whether you are growing your existing business, starting a new venture or seeking global opportunities, the SBDC/ITC can assist.

Innovate your career

With the continually changing work environment, preparing yourself with new abilities or an alternate career is a smart strategy. Build your current job skills or start a new career. Enroll in a Professional Development workshop or course to hone your existing skills or to explore new fields. Course topics range from project management to computer skills and to specific industries, such as healthcare or real estate.

Reinvent your life

Make time to enjoy life and pursue your passions. CLC's Personal Enrichment offers noncredit classes for youth to adult including the Discovery Program for 50+ in a variety of topics. Learn from noted experts in a relaxed atmosphere.

If you want to pursue your associate degree or career certificate, College of Lake County offers nearly 200 degree programs and career options.

CLC continually updates its workshops, courses and training programs to offer what you want no matter your age. There are countless opportunities to connect to your future with affordable and local programming.

Like us on Facebook
and follow us on Twitter!





Explore the College of Lake County
and **connect** to your future.

Community Programming

Judicial Services

Personal Enrichment

Workforce & Professional Development Institute

Client Solutions

Illinois Small Business Development and
International Trade Center

Professional Development

For more information:

Call: (847) 543-2615

Email: wpdi@clcillinois.edu

Visit: www.clcillinois.edu

Courses start at various dates throughout the term; some courses begin as late as December. Keep this schedule handy and refer to it through December 2017. The information contained within is accurate as of July 2017, but is subject to change.



Grayslake Campus

19351 W. Washington St., Grayslake, IL 60030

Lakeshore Campus

33 N. Genesee St., Waukegan, IL 60085

Southlake Campus

1120 S. Milwaukee Ave., Vernon Hills, IL 60061

Online

www.clcillinois.edu

Workforce and Professional Development Institute offices

University Center of Lake County

1200 University Center Dr., Suite 302, Grayslake, IL 60030

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Plan. Protect. Prevail.

The unexpected will happen...is your business prepared?

Wednesday, October 11, 2017, 8 a.m. to 12 p.m.



This year's event focuses on helping you protect, grow and ensure the success of your business.

- Interactive panel discussions with noted experts
- Valuable Resources
- Networking
- Breakfast included

Presented by:



For more information:

Call: (847) 543-2615

email: IllinoisSBDC@clcillinois.edu

Visit: www.clcillinois.edu/events/sbdc

Turn to page 33 for more information.

Professional Development

Prepare yourself with new abilities for today's changing work environment.

CLC's Professional Development classes are affordable, convenient and taught by industry experts.

Advance your career.



NEW! NEGOTIATION SKILLS

Learn the strategies and tactics needed to conduct successful negotiations through a combination of lectures and real-world exercises. Navigate complex business and life situations and be the most talented person at every negotiating table. Students will be equipped to assess the interests of their opponent, make offers and counter offers, react to unforeseen negotiating obstacles and effectively prepare for any negotiation in their career or personal lives. To enhance your learning experience, read "Getting to Yes" by William Ury before the first class.

3964 PPRO 33-001
Saturday, September 16-30
9 a.m. to 1 p.m.
3 Sessions
Grayslake Campus, TBA
\$99 J. Berkowitz

IT'S ABOUT TIME

Does time seem to manage you rather than the other way around? Do you wish for more time in a day to accomplish all of the things you must do without even contemplating what you want to do? Using a variety of resources from time management and productivity experts, this course will guide you to understand time, culture, systems, technology and strategies. You will develop a personal overall system that incorporates individual style and preferences with proven techniques for bringing order to today's 24/7 wired world.

3885 PPRO 11-001
Wednesday, October 11 to November 8
7-9:30 p.m.
3 Sessions
Grayslake Campus, TBA
\$99 J. Mason

Continuing Education Vocational Credits

Note: Continuing Education Vocational Credits do not apply to any degree or certificate program offered at the college in the academic divisions. Vocational credits will not be added to a student's academic credit hours or included in the GPA. Students receive a grade of P (Pass) or N (No Pass). Call (847) 543-2615 for more information.

Project Management

PROJECT MANAGEMENT PROFESSIONAL SERIES

Interested in getting your Project Management Professional (PMP®) certification? Completing these three classes will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification and prepare you for the PMP exam. With these dynamic courses, taught by Andy Kaufman, a certified PMP trainer and author, you can make this the year that you become a certified PMP.

TAKE THE SERIES AND SAVE!

3855 PPRO 88-001
Tuesday and Wednesday, November 28-29
Monday and Tuesday, December 11-12
Thursday, December 14
8:30 a.m. to 4:30 p.m.
5 Sessions
Grayslake Campus, TBA
\$1,349 A. Kaufman

NEW! PROJECT MANAGEMENT SIMULATION

This one-day simulation is for project managers preparing for certification, certified project managers seeking PDUs or professionals responsible for managing projects who want to refresh their skills. This learning event provides a bridge from typical classroom teaching to the application of learning and is a great follow-up to our project management series.

This course provides a case study-based project simulation that allows you to experience real-world application of project management techniques taught during our Essentials of Project Management and Advanced Project Management courses. Using case study and team-based simulation techniques, we emphasize the real-world application of project management techniques, from project kick-off to close out.

Add this class to the end of any of our other project management workshops to further develop your project management skills. Register for Project Management Simulation and the Project Management Series at the same time and receive a \$25 discount. Call (847) 543-2615 for information.

3859 PPRO 94-001
Wednesday, December 13, 8:30 a.m. to 4:30 p.m.
1 Session
Grayslake Campus, TBA
\$425 A. Kaufman

SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

ESSENTIALS OF PROJECT MANAGEMENT

Does your organization struggle with delivering projects on-time and on-budget? Would you like to help your teams work together to deliver projects more reliably? Perhaps you're interested in pursuing certification as a Project Management Professional (PMP)? Join us for our Essentials of Project Management Workshop. This two-day, hands-on session, led by a certified PMP, will give you practical insights on how to deliver your projects more reliably. In addition, you will qualify for 14 PDUs toward your project management certification.

3856 PPRO 85-001
Tuesday and Wednesday, November 28-29
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, TBA
\$525 A. Kaufman

ADVANCED PROJECT MANAGEMENT

Seasoned project managers are asked to successfully deliver despite increasing complexity. Our Advanced Project Management workshop is designed to go beyond the essentials of basic project planning. Based on the Project Management Institute's (PMI®) PMBOK® Guide, you will get in-depth instruction on advanced topics such as earned value, procurement management, stakeholder relationship management, quality management and team leadership. Taught by a certified Project Management Professional (PMP®), you will get practical insights on advanced topics that will help experienced project managers improve project outcomes.

3857 PPRO 86-001
Monday and Tuesday
December 11 and 12
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, TBA
\$525 A. Kaufman

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREP

Join us for this intensive, one-day session designed to get you on the path to achieving your goal of becoming PMP certified. What should you focus on? What are some tips to keep in mind to help answer the tough questions? You will leave this session with everything you need to prepare for passing the exam.

Comprehensive study material is provided, including a hard copy of the Project Management Body of Knowledge (PMBOK® Guide), a top-rated exam preparation book, and a CD that provides a simulated exam testing experience. The session is facilitated by a certified PMP with experience helping people prepare and pass the certification exam worldwide.

3858 PPRO 87-001
Thursday, December 14
8:30 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$425 A. Kaufman

Business Skills - Online

Are you a licensed PMP?

PMP holders need to earn 60 professional development units (PDUs) over three years to maintain the credential. If you are looking for a convenient way to refresh your skills and earn PDUs, sign up for Essentials of Project Management and Advanced Project Management and earn 14 PDUs for each section. Call (847) 543-2615 for more information.



NEW! INTRODUCTION TO 3D PRINTING

Learn how to understand the workflow for a consumer-level 3D printer, become familiar with some typical online databases of objects available to print and get a bit of experience with free or open-source software for all stages of the process. This class will focus on introducing you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

3861 PGOT 38-800
September 5-29
Online 24/7
\$195 J. Horvath

NEW! PROTOTYPING WITH MAKER ELECTRONICS

Get started in learning how to create electronics projects for your makerspace, home or classroom. The course will include electronics such as those in the Arduino ecosystem of microprocessors: sensors, LEDs and other components. We will also cover the sewable circuits that are the underpinning of interactive fashion garments. You will also learn how to find and sort through the many free resources online.

3862 PGOT 39-800
November 6 to December 1
Online 24/7
\$245 R. Cameron

How to Register for Online Business Skills Classes

Please contact our office at (847) 543-2615 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard.

Note: Experience, education and exam requirements are needed to obtain PMP certification in addition to the project management education fulfilled by the three courses offered here. For more information, visit www.clcillinois.edu/professional/projmgmt

Check out PCTR 70, Microsoft Project: Level 1, on page 11!

Customer Service

CUSTOMER SERVICE CERTIFICATE

The customer service series combines the two classes Keys to Customer Service and Extraordinary Customer Service at a discounted price. Learn to improve your customer service skills to enhance your career skill set, improve productivity and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

3819 PPRO 19-800
September 5 to October 27
Online 24/7
\$245 N. Sanders-Cobb

TAKE THE CERTIFICATE AND SAVE!

CLASSES CAN BE TAKEN INDIVIDUALLY:

KEYS TO CUSTOMER SERVICE

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Discover the direct relationship between service skills and career achievement as you become skilled at being an exceptional service provider.

3820 PPRO 17-800
September 5-29
Online 24/7
\$145 N. Sanders-Cobb

EXTRAORDINARY CUSTOMER SERVICE

Transform your customer service into something extraordinary, gain more repeat business and improve your bottom line. Extraordinary customer service comes from focusing on the few essential elements that yield big results. You'll take away a customer service plan that will help you focus on the key elements to get you started on your pathway to success

3821 PPRO 18-800
October 2-27
Online 24/7
\$145 F. Bayley

Supervisory

Register for Understanding Behaviors in the Workplace and Fundamentals of Supervision at the same time and save \$25! Call (847) 543-2615 for details.

NEW! UNDERSTANDING BEHAVIORS IN THE WORKPLACE

This is a core workshop for all people who work with people. Just as all of us use a preferred hand, we all have a preferred behavior style when interacting with others. This workshop draws upon the 16 classical styles as identified in the DiSC® Profile to help participants understand their preferred behavior style and the styles of others. This understanding enables participants to adapt their behavior to improve their working relationships. After completing the course, participants will be able to describe the strengths and limitations of their preferred behavior styles, identify styles of co-workers and customers and identify how and when to adapt to other people's behavior styles.

3962 PPRO 24-001
Friday, October 6
9 a.m. to 1 p.m.
1 Session
Grayslake Campus, TBA
\$125 C. Johnson

NEW! FUNDAMENTALS OF SUPERVISION

Supervision is not a responsibility to be taken lightly, and yet many people find themselves in the position with little or no advance preparation. In this workshop, participants will be provided with an overview of the "people" skills required of successful supervisors. This course is for current supervisors who received little or no training, those who are new to a supervisory role or for those about to be promoted to a supervisory position. Topics include motivation, problem solving, performance management, successful meetings, harassment in the workplace and legal/organizational concerns.

3963 PPRO 25-001
Friday, October 20
9 a.m. to 4:30 p.m.
1 Session
Grayslake Campus, TBA
\$195 C. Johnson



Business Writing

CERTIFICATE IN BUSINESS WRITING

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organization stand out with your new skills in business writing. This certificate will take you to the next level, where business writing is a skill for personal and organizational success.

TAKE THE CERTIFICATE AND SAVE!

3811 PGOT 35-800
September 5 to December 1
Online 24/7
\$495 D. Felix



CLASSES CAN BE TAKEN INDIVIDUALLY:

BUSINESS WRITING

Take away the key practices you need to develop and hone your business writing communication effectively and successfully. Get the best practices for crafting effective, professional business documents. Find out how to avoid grammatical pitfalls and acquire business writing principles that will be good for years to come.

3812 PGOT 33-800
September 5-29
Online 24/7
\$195 D. Felix

EFFECTIVE COPYWRITING

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back.

3813 PGOT 10-800
October 2-27
Online 24/7
\$195 K. Will

WRITING NEWS AND PRESS RELEASES

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention.

3814 PGOT 34-800
November 6 to December 1
Online 24/7
\$195 W. Draves

How to Register for Online Business Skills Classes

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Google Tools

GOOGLE ANALYTICS

If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics, a free online tool. You'll understand your visitor traffic better, learn how to calculate return on investment (ROI) for your online advertising and find out how to get more conversions and sales from your website visitors – a must for anyone serious about leveraging more success from their website.

3807 PGOT 22-800
September 5-29
Online 24/7
\$195 D. Belhassen

GOOGLE APPS FOR BUSINESS

Google has variety of web-based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations and more. Move beyond the basic features you figured out on your own. Be able to use them to work collaboratively and increase productivity. Learn how to run online meetings and webinars. Learn the ins and outs of all the tools Google has to help you become more productive and improve your work communication skills. You will learn time-saving tips and strategies to get more done in your work and personal life.

3808 PGOT 23-800
October 2-27
Online 24/7
\$195 J. Selke

Lean Sigma

APPLYING LEAN SIGMA TO HR FUNCTIONS

Lean principles can be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. Find out about Lean concepts, tools and methods to benchmark and assess problems and lead continuous improvement efforts to resolve them.

3809 PGOT 17-800
October 2-27
Online 24/7
\$245 S. Schmall

LEAN SIX SIGMA

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries.

3810 PGOT 29-800
November 6 to December 1
Online 24/7
\$245 S. Follett



Does your organization need customized training? We can help. Call (847) 543-2615 for a solution.

Leadership

BUSINESS MANAGEMENT CERTIFICATE

Enhance your management skills through this program for supervisors, managers and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees and increase your effectiveness. Learn collaborative skills that are essential to help harness the energy of groups and teams for maximum performance and productivity. Get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to and what messages they value. The certificate includes the following courses: Management Boot Camp, Collaborative Management and Managing Generations in the Workplace.

TAKE THE CERTIFICATE AND SAVE!

3815 PPRO 4-800
September 5 to December 1
Online 24/7
\$595 S. Klaus



CLASSES CAN BE TAKEN INDIVIDUALLY:

MANAGEMENT BOOT CAMP

Enhance your management skills through this course for supervisors, managers and emerging leaders. Discover the keys for effectively managing your employees, how to create clear expectations, engage and motivate employees and increase your effectiveness through use of the DiSC® personality profile (included). By the end of the course we will have you managing like a pro – quickly and with confidence.

3816 PPRO 1-800
September 5-29
Online 24/7
\$295 S. Krauss

NEW! COLLABORATIVE MANAGEMENT

Explore the principles of collaborative management and gain insight on how to expand your collaborative skills for your team or organization's success. Collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Learn to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed.

3817 PGOT 40-800
October 2-27
Online 24/7
\$245 J. Odidison

MANAGING GENERATIONS IN THE WORKPLACE

Get an understanding of managing workers from different generations in the workplace, what motivates each generation at work, what incentives they respond to and what messages they value. Explore these unique generational characteristics then identify practical, how-to tips and techniques for managing Boomers, Gen Xers and Gen Yers in the workplace.

3818 PPRO 3-800
November 6 to December 1
Online 24/7
\$175 K. Dellabough

How to Register for Online Business Skills Classes

Please contact our office at (847) 543-2615 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard.

Productivity

NEW! PRODUCTIVITY AND TIME MANAGEMENT CERTIFICATE

Boost your productivity by managing your time better. Discover the Top Ten most effective time management techniques to increase your work outcomes without spending more time. Take home new 21st century techniques and strategies, find out about the exciting Productivity eTools available, use technology to boost your productivity and get the latest best information on documenting your own productivity and managing the productivity of others.

TAKE THE CERTIFICATE AND SAVE!

3803 PGOT 43-800
September 5 to December 1
Online 24/7
\$595 W. Draves



CLASSES CAN BE TAKEN INDIVIDUALLY:

TIME AND PRODUCTIVITY MANAGEMENT

How effectively you manage your time and productivity can affect your business and personal life in many ways. Get tips and techniques you won't get anywhere else for managing time and increasing productivity. Whether you are managing your own or others' time, come away with proven tips to put into practice on Monday morning.

3804 PPRO 2-800
September 5-29
Online 24/7
\$195 W. Draves

NEW! PRODUCTIVITY eTOOLS

Work more efficiently and uncover more time in your day to become a more productive worker. Learn the latest eTools, sites, iPhone and iPad applications to turbo-charge your work and simplify your life. Discover how to select the right tools for your needs, evaluate your productivity system and develop a framework that gets things done. Explore new productivity tools each week, while also evaluating your own productivity needs.

3805 PGOT 41-800
October 2-27
Online 24/7
\$245 J. Selke

NEW! MANAGING PRODUCTIVITY

Acquire the four new management systems and procedures to maximize productivity in your work organization and successfully manage both on-site workers and those working remotely. Move your skill set from the last century's system of managing time to this century's managing of productivity. After completing this course, you will have a new set of management skills to manage both your own productivity and that of others in this century's new work environment.

3806 PGOT 42-800
November 6 to December 1
Online 24/7
\$245 W. Draves

How to Register for Online Business Skills Classes

Please contact our office at (847) 543-2615 or professionalworkshops@clcollinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard.

Social Media for Business

FACEBOOK FOR BUSINESS

Find out what goes on behind the scenes on Facebook Pages and how to increase the chances that your message is seen and acted on. Discover new tools and proven techniques to increase business and expand your reach. Discuss how to adapt your marketing message for the Facebook platform and how to integrate Facebook across all marketing areas. This is an advanced class and assumes you have started a Page on Facebook and have some basic knowledge of the platform. It includes the most current updates Facebook has made to Pages.

3801 PGOT 32-800
October 2-27
Online 24/7
\$245 N. Siscaretti

CREATING CELL PHONE APPS FOR YOUR BUSINESS

Cell phone apps are the latest way smart businesses are reaching their customers. Smart organizations are investing in building cell phone apps for their businesses. We will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. The course is ideal for those who want to understand how smartphone applications can be inexpensively built and also for technical users who want to understand how to quickly deploy smartphone applications.

3802 PPRO 51-800
October 2-27
Online 24/7
\$245 D. Belhassen

Beginning Computer Skills

BEGINNING COMPUTER 1

This course is designed for the individual who is afraid of the computer and has never taken a computer class. Class will cover terminology, mouse control, file management, beginning word processing and web browsing using a Windows operating system.

3699 CDIS 39-001
Friday, September 22 to October 20
2-4 p.m.
5 Sessions
Grayslake Campus, L032
\$119 S. Freeman

BEGINNING COMPUTER 2

This course is for those who have completed Beginning Computer 1 and would like to continue learning. Topics covered: email (including attachments, adding contacts, organizing inboxes, etc.) and advanced internet skills (including cloud computing, sharing files, etc.).

3700 CDIS 40-001
Friday, October 27 to December 1
2-4 p.m.
5 Sessions
Grayslake Campus, L032
\$119 S. Freeman

Computers-Graphic Design

PHOTOSHOP CREATIVE CLOUD: LEVEL 1

If you are a professional who wants to prepare photos for print or web or enhance graphics for marketing materials, newsletters, blogs and websites, this class will help get you started. Learn key techniques for working in Photoshop such as how to correct, enhance and distort digital images and create image composites. You should be familiar with the basic functions of your computer's operating system such as creating folders, launching programs and have basic skills such as copying and pasting objects, formatting text and saving files. A textbook is not required, but the following book is recommended: "Adobe Photoshop CC Classroom in a Book" (2017 release) 1st Edition by Andrew Faulkner and Conrad Chavez ISBN: 978-0134663456.

3781 PCTR 40-001
Monday, October 23
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 J. Berek

Room Assignment:

Please check your schedule for any updates to room assignments by logging in to MyCLC and checking MyStudentCenter **prior** to the class start date.

Computers - Microsoft Office 2016

MICROSOFT WORD: LEVEL 1

Effectively create, edit, format, save and print letters, business documents and other professional documents using Microsoft Word. Modify the appearance of text, insert special characters and graphical objects, organize data in tables, proof and print a Word document. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3764 PCTR 10-001
Wednesday, October 25
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V306
\$225 S. Bajt

MICROSOFT EXCEL: LEVEL 1

Learn to create a basic worksheet and modify the contents and appearance. You will perform calculations, modify the appearance of data within a worksheet, manage Excel workbooks and print the contents. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3765 PCTR 15-001
Wednesday, September 13
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V306
\$225 S. Bajt

3766 PCTR 15-002
Monday and Wednesday, October 16-18
5-9 p.m.
2 Sessions
Grayslake Campus, L032
\$225 C. Horwitz

3767 PCTR 15-003
Wednesday, October 25
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 A. Sarrazine

MICROSOFT EXCEL: LEVEL 2

Learn how to work faster and more productively by using many of Excel's powerful features. Organize worksheet and table data using various techniques. Create and modify charts, work with graphic objects, calculate with advanced formulas, sort and filter data and analyze data using PivotTables, Slicers and PivotCharts. A textbook is required and may be purchased in the CLC Bookstore prior to class. **Prerequisite:** Microsoft Excel Level 1 or equivalent knowledge and use of advanced formulas.

3769 PCTR 16-001
Wednesday, September 27
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V306
\$225 S. Bajt

3842 PCTR 16-002
Wednesday, November 1
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 A. Sarrazine

3843 PCTR 16-003
Wednesday, November 15
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 C. Horwitz

Does your organization need customized training? We can help. Call (847) 543-2615 for a solution.

MICROSOFT EXCEL: LEVEL 3

Upon successful completion of this course, students will be able to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions and use those functions to perform rigorous analysis of extensive, complex datasets using conditional logic to construct and apply elaborate formulas. A textbook is required and may be purchased in the CLC Bookstore prior to class. **Prerequisite:** Microsoft Excel Level 2 or equivalent knowledge.

3772 PCTR 17-001
Monday and Wednesday, October 9-11
9 a.m. to 1 p.m.
2 Sessions
Southlake Campus, V306
\$225 S. Bajt

3773 PCTR 17-002
Monday and Wednesday, November 27-29
9 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, L032
\$225 A. Sarrazine

MICROSOFT ACCESS: LEVEL 1

Use this powerful database as you learn the purpose of and terminology associated with a relational database and Access objects. Learn to store, locate, print and automate access to any type of important information. Explore how to design a database and how to create, view and edit relational tables. Create and modify queries, forms and reports. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3775 PCTR 20-001
Tuesday, October 24
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V104
\$225 J. Besser

Check out our new advanced MS Excel half-day workshop option.

MICROSOFT ACCESS: LEVEL 2

Increase efficiency by sharing Access-stored data with other applications. Improve and customize tables, queries, filter records and create custom and advanced forms and reports. Modify the design of a table to streamline data entry and maintain data integrity. A textbook is required and may be purchased in the CLC Bookstore prior to class. **Prerequisite:** Microsoft Access Level 1 or equivalent knowledge

3777 PCTR 21-001
Tuesday, November 14
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V104
\$225 J. Besser

NEW! HOW TO EFFICIENTLY USE MICROSOFT OUTLOOK EMAIL AND CALENDAR

In this half-day class, students will learn the basics of creating, sending and responding to email. An emphasis will be placed on creating filing systems for saving emails and keeping the inbox content to a minimum. Students will also learn to create appointments, recurring appointments and meetings. Email and calendar options will be shown as well. Supplemental materials will be provided in class.

3863 PCTR 24-001
Tuesday, September 19
8 a.m. to 12 p.m.
1 Session
Southlake Campus, V104
\$115 C. Horwitz

3864 PCTR 24-002
Monday, October 16
12-4 p.m.
1 Session
Grayslake Campus, L032
\$115 C. Horwitz

NEW! SPECIALIZED TRAINING IN MICROSOFT EXCEL PIVOTTABLES

In this half-day class, learn how to use PivotTables to selectively summarize and analyze large amounts of data. Learn how to interact with the PivotTable data by filtering, sorting and manipulating report formats and how to use sophisticated slicers to further analyze data. Discover how to create a chart from a PivotTable, modify the PivotTable and use a variety of options to adapt to their information needs. This analysis allows users to answer common business questions about their data. Supplemental materials will be provided in class.

3865 PCTR 27-001
Wednesday, October 18
12-4 p.m.
1 Session
Grayslake Campus, L032
\$115 C. Horwitz

3866 PCTR 27-002
Monday, December 4
8 a.m. to 12 p.m.
1 Session
Southlake Campus, V102
\$115 C. Horwitz

NEW! SPECIALIZED TRAINING IN MICROSOFT EXCEL CHARTING AND GRAPHING

In this half-day class, learn how to create a variety of charts and graphs to be able to visually see and analyze data. Learn how to modify, format and present charts to graphically display data. Supplemental materials will be provided in class.

3867 PCTR 28-001
Tuesday, September 19
1-5 p.m.
1 Session
Southlake Campus, V104
\$115 C. Horwitz

3868 PCTR 28-002
Monday, December 4
1-5 p.m.
1 Session
Southlake Campus, V104
\$115 C. Horwitz

MICROSOFT POWERPOINT: LEVEL 1

PowerPoint is an intuitive, powerful presentation graphics program that enables you to create dynamic, multimedia presentations for a variety of functions. You will create, design and deliver a presentation by learning to insert and modify a chart, inset tables and graphs, use clip art and animation to enhance your presentation. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3780 PCTR 30-001
Monday, November 6
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 A. Sarrazine

MICROSOFT PROJECT: LEVEL 1

Create a project plan file and enter project information. Learn to create a work breakdown structure by organizing and setting task relationships, assign project resources and finalize the project plan file. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3782 PCTR 70-001
Wednesday, November 8
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 J. Besser

Need to buy a textbook? Visit www.clcillinois.edu/bookstore for bookstore hours and information.

Information Technology Professional



Learn more about Information Technology Professional Training by attending a **FREE** information session at 6:30-8 p.m. on Tuesday, August 1 at the Grayslake Campus, Room TBA. Check out www.clcinfosessions.eventbrite.com for more information.

COMPTIA® A+® CERTIFICATION

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, the CompTIA® A+® Certification course is the first step in your preparation. This fast-paced course will build on your existing user-level knowledge and experience with personal computer software and hardware to provide fundamental skills and concepts you will use on the job. Acquire the essential skills and information you need to install, upgrade, repair, configure, troubleshoot, optimize and perform preventative maintenance of basic personal computer hardware and operating systems. Network connections and technologies, as well as security will be introduced. Course fee includes all materials and certification exam. Students should have a computer capable of running Windows XP or higher to use computer-based training aids and study materials outside of class.

3597 PTEC 1-101
Tuesday and Thursday
October 3 to November 30
6-10 p.m.
16 Sessions
Grayslake Campus, T226
\$1,999 Michael Grzesik

CISCO CCNA® CERTIFICATION

Market research and global employers have consistently indicated that the skills gap for general networking skills is shrinking, while the skills gap for essential networking technologies such as security, voice, wireless and emerging technologies such as data center, cloud and video is growing. As a global leader in technology and networking, Cisco developed the new CCENT and CCNA Routing and Switching certifications and curriculum to remain aligned with the rapidly changing global job market and trends.

The Cisco CCNA® Routing and Switching curriculum provides an integrated and comprehensive coverage of networking topics, from fundamentals to advanced applications and services, while providing opportunities for hands-on practical experience and career skills development. Course participants will be prepared to take the Cisco CCENT® certification exam and the CCNA Routing and Switching certification exam. All materials and exam certification included in the course fee. Students should have an understanding of computers and computer operating systems such as Windows.

3598 PTEC 2-101
Tuesday and Thursday
August 17 to December 7
6-10 p.m.
31 Sessions
Southlake Campus, V234
\$3,495 S. Barkat

COMPTIA SECURITY+ CERTIFICATION

CompTIA® Security+® (Exam SY0-401) is the primary course you will need to take if your job responsibilities include securing network services, devices and traffic in your organization. Build on your knowledge of and professional experience with security fundamentals, networks, and organizational security. Acquire the specific skills required to implement basic security services on any type of computer network.

Today's job market demands individuals with demonstrable skills, and this course can help you build your computer security skill set so that you can confidently perform your duties in any security-related role. If you intend to pass the CompTIA Security+ (Exam SY0-401) certification examination, this course can be a significant part of your preparation.

Recommended: Basic Windows skills and fundamental understanding of computer and networking concepts are required. Students can obtain this level of skill and knowledge by taking courses such as: Windows® 7: Level 1 and Level 2 offered at HyperLearning Technologies. CompTIA A+ and Network+ certifications, or equivalent knowledge, and six to nine months experience in networking, including configuring security parameters, are strongly recommended. Students can obtain this level of skill and knowledge by taking the following courses: CompTIA A+ Certification and CompTIA Network+ Certification offered at HyperLearning Technologies. Additional introductory courses in operating system administration for Windows Server 2008R2 or 2012 R2, UNIX, Linux or NetWare are helpful but not required.

3599 PTEC 3-101
Tuesday and Thursday
August 17 to September 28
6-10 p.m.
12 Sessions
Grayslake Campus, T226
\$1,999 Michael Grzesik

Computers - Video Game Making

ONLINE VIDEO GAME MAKER 101: PERILOUS PYRAMID

Learn how to design and modify your own exciting arcade-style video games. Learn how to control characters, objects and outcomes in your game, then increase the difficulty level and add more features. Graphics design and graphics animation topics will also be covered. The self-paced class is available online for 49 consecutive days from your first login. Check system requirements at <http://tinyurl.com/a9cy8tq>. Call (847) 543-2615 or email CPEInfo@clcillinois.edu to confirm your contact information so we can email your voucher number for class access. Contact us to find out how students age 10-17 may register through the Explore program.

3778 CCMP 92-801
September 11 to October 29
Online 24/7
\$179 All About Learning

ONLINE VIDEO GAME MAKER 2: INVADER!

Learn how to design and modify exciting arcade-style games including soccer, a Breakout-style game, Alien Invader and a secret game at the end of the class! Control characters and outcomes, increase the difficulty level and add more features. Graphic design and animation, sprites, objects, room creation, instances and bonus levels will be covered. This self-paced class is available online for 49 consecutive days from your first login. Call (847) 543-2615 or email CPEInfo@clcillinois.edu to confirm your contact information so we can email your voucher number for class access. Contact us to find out how students age 10-17 may register through the Explore program.

3779 CCMP 93-801
October 23 to December 10
Online 24/7
\$179 All About Learning

CPR

CPR BASIC: BLS HEALTHCARE PROVIDER

This basic course is for healthcare providers who have never had an AHA BLS Healthcare Provider card or for healthcare providers with an expired card. The BLS Healthcare Provider course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or nonlicensed healthcare professionals. A textbook is required and may be purchased at the CLC Bookstore.

Each section is one session, costs \$75 and is taught by S. Frankson

3754 PALH 8-001
Saturday, August 19
1-4 p.m.
Grayslake Campus, TBA

3755 PALH 8-002
Saturday, August 26
9 a.m. to 12 p.m.
Grayslake Campus, TBA

3756 PALH 8-003
Friday, September 15
2:30-5:30 p.m.
Grayslake Campus, TBA

3757 PALH 8-004
Saturday, October 7
1-4 p.m.
Grayslake Campus, TBA

3758 PALH 8-005
Thursday, October 19
5:30-8:30 p.m.
Grayslake Campus, TBA

3759 PALH 8-006
Friday, November 10
2:30-5:30 p.m.
Grayslake Campus, TBA

3760 PALH 8-007
Saturday, December 2
1-4 p.m.
Grayslake Campus, TBA

CPR REFRESHER: BLS HEALTHCARE PROVIDER

This refresher course is for healthcare professionals who already have a current AHA BLS Healthcare Provider card and need to renew their certification. The BLS Healthcare Provider course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. The course is intended for certified or noncertified, licensed or nonlicensed healthcare professionals. A textbook is required and may be purchased at the CLC Bookstore.

Each section is one session, costs \$65 and is taught by S. Frankson

3749 PALH 7-001
Saturday, August 26
1-4 p.m.
Grayslake Campus, TBA

3750 PALH 7-002
Friday, September 22
2:30-5:30 p.m.
Grayslake Campus, TBA

3751 PALH 7-003
Wednesday, October 18
5:30-8:30 p.m.
Grayslake Campus, TBA

3752 PALH 7-004
Thursday, November 9
5:30-8:30 p.m.
Grayslake Campus, TBA

3753 PALH 7-005
Saturday, December 2
9 a.m. to 12 p.m.
Grayslake Campus, TBA

Looking for HeartSaver CPR with Adult, Child, Infant? See page 41.

Need to buy a textbook? Visit www.clcillinois.edu/bookstore for bookstore hours and information.

Healthcare

CNA RE-CERTIFICATION

Designed for those who have already completed the Certified Nurse Assistant course and who have successfully completed the Illinois Nurse Aide Examination, but who no longer are listed on the Illinois Nurse Aide Registry. You must first contact the Illinois Department of Public Health (IDPH) at (217) 785-5133 to request a recertification packet. Students have two weeks after the last class session to complete the clinical portion of the course.

Health requirements: You must have a current 1-Step TB test prior to the first day of class. The course will provide recertification of the 21 skills and offer a review for the State Examination.

Background Check and Fingerprinting Process

To participate, you must undergo a UCIA criminal background check. Fingerprints need to be done yearly. If your fingerprints on the registry are older than one year, fingerprinting will be required prior to the first day of class. For detailed course information visit www.clcillinois.edu/professional/nursing CEs Please call our office for an information packet at (847) 543-2615.

Note: Due to the process involved in offering this class, students will not be allowed to withdraw seven business days prior to the first day of class and receive a refund unless they are found to be ineligible to take the class. It is scheduled as “drop by department consent” seven business days prior to the start date.

3969 VALH 10-001
Monday and Tuesday, November 13 and 14
9 a.m. to 2 p.m.
2 Sessions
Grayslake Campus, D228
AND
1 Session at a Clinical Site
\$379 S. Kadera

Need to buy a textbook? Visit www.clcillinois.edu/bookstore for bookstore hours and information.



NLN PRE-ENTRANCE EXAM PREPARATION

Prepare for the National League for Nursing (NLN) pre-entrance exam in this comprehensive review course. The NLN pre-entrance exam is required if you are seeking admission to most Health Career programs at the College of Lake County. This preparation course is taught by content experts who will review verbal areas in reading comprehension and word knowledge, math, biology, anatomy, chemistry and basic test taking strategies. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3795 VALH 25-001
Tuesday and Thursday
September 19 to October 19
1-4 p.m.
10 Sessions
Grayslake Campus, TBA
\$199 R. Patel

3796 VALH 25-002
Tuesday and Thursday
September 19 to October 19
6-9 p.m.
10 Sessions
Grayslake Campus, TBA
\$199 R. Patel

Healthcare - Online

NEW! SPANISH FOR MEDICAL PROFESSIONALS-ONLINE

This two-month long Spanish class, designed specifically for healthcare professionals, will help you bridge the communication gap that can occur between you and your Spanish-speaking patients. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. Learn the basics of the language, gain an understanding of the culture and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you need to effectively communicate with your Spanish-speaking patients. Students will need to purchase McGraw Hill's Complete Medical Spanish eBook or paperback.

3748 PALH 4-800
September 5 to October 27
Online 24/7
\$290 C. Sempe

DEMENCIA CARE-ONLINE

Gain essential knowledge and understanding about neurological diseases that affect cognition and memory and practical application of effective skills for supporting persons with dementia. You will come away with increased knowledge in how to care for persons with dementia.

3794 VALH 15-800
September 5 to October 27
Online 24/7
\$495 P. Atwood

How to Access Your Online Classes

Please contact our office at (847) 543-2615 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard.

Pharmacy Technician

Learn more about Pharmacy Technician Training by attending a FREE information session at 6 p.m. on Monday, August 14 at the Grayslake Campus, Room T323. Visit www.clcinfosessions.eventbrite.com for more information.



PHARMACY TECHNICIAN TRAINING

You can begin your career in healthcare as a Pharmacy Technician. Pharmacy Technicians are in demand, and job growth will continue to increase 32 percent by 2020. Technicians work in a variety of settings, including pharmacies, hospitals, clinics, assisted living facilities, retail stores and mail-order pharmacies. They are responsible for receiving and filling prescriptions under the supervision of licensed pharmacists as well as performing duties such as maintaining patient profiles, answering phones and working the register. This program will

provide you with the knowledge and skills for an entry-level position and prepare you to pass the national certification exam required of all pharmacy technicians in the State of Illinois. Textbooks are required and may be purchased in the CLC Bookstore prior to class. This is a hybrid course that requires using Blackboard. Course meets for 87 classroom hours and 18 online hours.

Program requirements: High school diploma or G.E.D, basic ninth and tenth grade math (algebra), proficiency in English (verbal and written communication

skills), no prior criminal record, 18 years old (some exceptions), hand to eye coordination and finger agility.

3797 VALH 95-600
Monday and Wednesday
August 28 to December 13
6-9 p.m.
29 Sessions
Grayslake Campus, T323
\$1,499 V. Vojvodic

Veterinary Assistant

Learn more about Veterinary Assistant Training by attending a FREE information session at 6 p.m. on Tuesday, August 15 at the Grayslake Campus, Room TBA. Visit www.clcinfosessions.eventbrite.com for more information

VETERINARY ASSISTANT TRAINING

If you have a nurturing spirit and a desire to help animals, consider a career in the veterinary field! This course trains students to assist veterinarians and veterinary technicians in providing medical care to sick and injured animals. Students will also learn how to help in the office and with customer relations in addition to examinations, hospital procedures, surgical preparation and laboratory tests.

The 150-hour course includes a 60-hour clinical externship experience. Please note that the clinical externship will most likely take place during normal business hours. Successful completion of the externship is required to complete the course. Externship dates will be given in the first

month of class to ensure ample time to inform current employers of your training, if needed, as time off from work may be required depending on your schedule. Students must complete a background check at an approved provider in order to participate in the clinical externship portion. Prior felony convictions may prevent participation in the program. The fee for background checks is NOT included in the course fee. Textbooks are required and may be purchased in the CLC Bookstore prior to class.

Course Prerequisites and Special Notes:

A high school diploma or GED is required. In addition, students must have the following minimum abilities: psychomotor skills (eye-hand coordination and finger dexterity), visual acuity (normal

or corrected) and the ability to lift 30 pounds in the clinical setting. Students may be required to meet specific health requirements and drug testing prior to placement in the clinical portion of the course. This is based on the requirements of the externship site and will be determined at placement. Any fees to meet health requirements are NOT included in the course fee.

3793 PVET 1-001
Tuesday and Thursday
August 22 to December 12
6-9:45 p.m.
24 Sessions
Grayslake Campus, T323
\$2,199 H. DeWitt



Hospitality



BEVERAGE AND ALCOHOL SELLERS AND SERVERS EDUCATIONAL TRAINING

Protect your liquor license and reduce your risk as an alcohol server. Liquor license owners, alcohol sellers and servers learn how to determine servability of patrons, the physical and psychological effects of alcohol, local ordinances of alcohol consumption and driving, Blood Alcohol Concentration and determination of proper IDs. BASSET is certified by the Illinois Liquor Control Commission and is required by the Lake County Commission and various other municipalities for facilities licensed to serve and sell alcohol. The course does NOT prepare individuals to be bartenders. Requests from past and current students to replace a BASSET "Certificates of Completion" will be honored for up to three years from the class date.

3844 PHOS 1-001
Saturday, September 30
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, TBA
\$49 A. DeMarco

3845 PHOS 1-002
Monday, October 16
6-10 p.m.
1 Session
Grayslake Campus, TBA
\$49 A. DeMarco

3846 PHOS 1-003
Saturday, December 2
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, TBA
\$49 A. DeMarco

FOOD SAFETY MANAGER CERTIFICATION

Based on the most recent food safety regulations, this course will prepare you to be certified or re-certified through the Illinois Department of Public Health. You will cover all major sanitation points, including how food becomes unsafe, proper precautions, personal hygiene, food contamination, regulations and inspection standards. The nationally recognized ServSafe exam is given at the end of the class and upon successful completion, you are eligible to apply for the Food Service Sanitation Manager Certification license. A textbook is required and may be purchased in the CLC Bookstore prior to class.

It is highly recommended that students read the entire textbook and review chapter quizzes prior to class in order to prepare for the certification test at the end of the course.

3847 PHOS 5-001
Tuesday and Thursday
September 19-21
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, TBA
\$99 J. Keyes

3848 PHOS 5-002
Monday and Wednesday, November 6-8
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, TBA
\$99 J. Keyes

**Does your organization need customized training? We can help.
Call (847) 543-2615 for a solution.**

Professional Interpreter

PROFESSIONAL INTERPRETER: EQUAL FOOTING TRAINING

Begin your career or enhance your skills as a professional interpreter. The focus of the Equal Footing training is to provide students with the tools needed to place the Limited English Proficient (LEP) person on the same level as an English-speaking consumer when interacting with providers. Course participants will be empowered with a guide to professionally approach each communicative event by observing established strategies, standards and protocols.

Specific topics addressed will include the fundamentals and modes of interpreting, the role of the interpreter and the Codes of Ethics proposed by the International Medical Interpreters Association (IMIA) and the National Council on Interpreting in Health Care (NCIHC). Participants will practice and implement interpreting techniques in small groups, listen to and critique recordings of interpreting scripts and record and critique their own renditions.

Program requirements require proof of language proficiency in English and a second language. Please contact (847) 543-2615 to receive a list of acceptable proofs. The required \$60 textbook can be purchased from the instructor on the first day of class.

3852 PLNG 20-001
Tuesday, August 22 to December 12
5-9 p.m.
16 Sessions
Grayslake Campus, TBA
\$749 S. Arteaga

**Need to buy a textbook? Visit
www.clcillinois.edu/bookstore for
bookstore hours and information.**

Concealed Carry Licensing

On July 9, 2013, Public Act 98-63, the Firearm Concealed Carry Act, became Illinois state law. This course will satisfy the legal training requirements for eligible residents who wish to apply for permission to carry a concealed firearm. All participants will be required to qualify on the range and will attend classroom topics covering state and federal laws relating to the ownership, storage, carry and transportation of a firearm as well as weapons handling as defined in the statute and administrative rules.

Requirements and Course Information: Participants must be at least 21 years of age and if a resident of the State of Illinois, be eligible to possess a valid FOID card.

Those who own a 9 mm or a 38 special will use their personal weapon and provide their own ammunition as part of their range exercises. Based on availability, participants who do NOT own a handgun may be able to rent a weapon at a small additional fee in order to complete the range qualification. Students interested in this option should discuss availability with the instructor on the first night of class.

The College of Lake County is a weapons-free location.

Students are prohibited by law from bringing firearms to campus. This includes all buildings and parking lots. Students should not bring their firearms on campus or to class. Weapons should only be brought to the final class meeting, which is held at a shooting range.

Prior Training: The 12- and 8-hour training classes are listed as department consent. Prior proof of training MUST be received before a student can register for either section. Call (847) 543-2615 for more information. For participants with prior training, please refer to chart at www.clcillinois.edu/professional/concealedcarry. All documentation or certificates proving completed prior training must be submitted to CLC via email at cpeinfo@clcillinois.edu or delivered in person to Room T317 at the Grayslake Campus no less than five business days prior to the start date of any class.

CONCEALED CARRY LICENSE TRAINING - 16 HOURS

This course will satisfy the legal training requirements for eligible residents who wish to apply for permission to carry a concealed firearm. In this course, firearm knowledge, safety and personal protection will be emphasized in order to gain the appropriate mindset and skills needed for responsibly exercising the right to carry. This training program includes live fire range qualification as well as the required classroom hours which will thoroughly cover the directives and restrictions outlined in the new law. Participants in this class must be at least 21 years of age and if a resident of the state of Illinois, be eligible to possess a valid FOID card. All participants will be required to qualify on the range and will attend classroom topics covering State and Federal Laws relating to the ownership, storage, carry and transportation of a firearm as well as weapons handling as defined in the statute and administrative rules. Students are prohibited by law from bringing firearms to campus. This includes all buildings and parking lots. Students should NOT bring their firearms to class. Weapons should only be brought to the final class meeting, which takes place at a shooting range. Range time is subject to change.

3837 CPER 40-001
Saturday, September 23 9 a.m. to 5 p.m.
Grayslake Campus, T335
AND
Sunday, September 24 11 a.m. to 3 p.m., T335
AND 5-9 p.m. at range
3 Sessions
\$299 J. Jonak

CONCEALED CARRY LICENSE TRAINING – 8 HOURS

This class is only for those students who have completed eight hours of previous training approved by the Illinois State Police. Any previously completed training must be authenticated by the College of Lake County prior to a student attending class. All documentation or certificates proving completed prior training must be submitted to CLC via email at CPEInfo@clcillinois.edu or delivered in person to the Personal Enrichment office T317 at the Grayslake Campus no less than five business days prior to the start date of any class. Range time is subject to change.

3838 CPER 41-001
Sunday, September 24
11 a.m. to 3 p.m.
Grayslake Campus, T335
AND
5-9 p.m. at range
2 Sessions
\$199 J. Jonak

CONCEALED CARRY LICENSE TRAINING – 12 HOURS

A 12-hour training option is also available for students with four hours of qualified previous training.

Find a career in the security field!



Protective Services

SECURITY OFFICER BASIC TRAINING

Are you interested in finding a career in the security field as an unarmed security guard or would you like to enhance your present job skills and earn state certification? Security officer basic training will prepare new security officers and experienced employees for employment with a certified agency under the Illinois Private Detective, Private Security and Private Alarm Act. This course covers the security code of ethics, public and human relations, Illinois Criminal code, fire and accident prevention, patrol procedures, liabilities, report writing, use of force, fire and safety equipment and search and seizure procedures.

3783 PPSI 5-001
Monday to Friday, October 2-6
5:30-9:30 p.m.
5 Sessions
Grayslake Campus, T335
\$199 J. Jonak

SECURITY OFFICER FIREARM TRAINING

This course is for individuals who have completed the 20-hour security officer basic training course as mandated by the Illinois Private Detective, Private Security and Private Alarm Act. Course topics include legal use of firearms, liability while armed, firearms safety and maintenance, range procedures and range qualifying. A written test, firing range practice and final qualification follow classroom instruction. A current Illinois Firearm Identification Card (FOID) is mandatory to receive firearms training. **Prerequisite:** Security Officer Basic Training course or proof of equivalent training.

3784 PPSI 6-001
Monday to Friday, November 6-10
5:30-9:30 p.m. (last night at the range)
5 Sessions
Grayslake Campus, T335
\$249 J. Jonak

Real Estate

Prepare to be a real estate broker!

The College of Lake County is an approved Real Estate School by the Division of Real Estate, part of the Illinois Department of Financial and Professional Regulation. A student must meet all the requirements to be able to take the Broker's or Managing Broker's Examination given by the State of Illinois.

Broker Requirements

PRLE 2 and PRLE 3 fulfill the required broker pre-licensing exam course requirements. Attendance for all class hours and a passing score of 75 percent or better on the final exams are required, as mandated by the Illinois Department of Financial and Professional Regulation. In addition to meeting the course requirements, an applicant for the State of Illinois licensing examination must be a high school graduate (or GED recipient) and 21 years of age, or 18 years of age and have two years of college course work. For more information on state requirements, please review www.idfpr.com/profs/REALEST.asp

Learn more about real estate by attending a FREE information session on Thursday, August 10 from 6:30-8:30 p.m. at the Southlake Campus in Vernon Hills. Visit www.clcinfosessions.eventbrite.com for more information.

BROKER PRE-LICENSING TOPICS

This 75-hour course, with the Broker Pre-Licensing Applied Principles 15-hour course (PRLE 3), fulfills the new education requirements for obtaining an Illinois Real Estate Broker license. You are required to attend all sessions, which include: introduction to the license law and real property; basics of agency, seller and buyer relationships and counseling; local, state and federal laws effecting real estate; brokerage, marketing and advertising; market analysis and appraisal; financing, contracts, independent contractor and employee status, occupational disciplines and business planning. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3798 PRLE 2-001
Tuesday and Thursday, September 14 to October 24, 5:30-10 p.m.
10 Sessions
AND
Saturday, September 16 to October 21
8 a.m. to 2 p.m.
5 Sessions
Southlake Campus, V328
\$699 W. Paprocki

NEW! BROKER PRE-LICENSING INTERNET BASED ONLINE CLASS

To assist online learners, this internet-based class (PRLE 2-981) is offered as an option for completing the 75 hours of the broker pre-licensing curriculum without having to attend class meetings. Students can access the internet learning portal 24 hours a day and reach out to the instructor Monday through Friday. A visit to the Grayslake Campus is required for orientation on Monday, September 11 from 5:15-16:15 p.m. and students will be required to take their final exam on campus. A textbook is required and may be purchased in the CLC Bookstore prior to class. To sit for the state licensing exam, you must be 21 years of age and have a GED or be a high school graduate.

3799 PRLE 2-981
September 11 to October 27
ONLINE
\$699 D. Sarrett

BROKER PRE-LICENSING

APPLIED PRINCIPLES

This 15-hour course, with the Broker Pre-Licensing Topics course (PRLE 2), fulfills the new education requirements for obtaining an Illinois Real Estate Broker license. This interactive course includes role play, situations, case studies and demonstration examples. You are required to attend all sessions, which include: listing presentations, buyer representations, agency disclosures, purchase agreements, handling offers, negotiating, market analysis, closing costs, escrow money, fair housing and anti-trust. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3649 PRLE 3-001
Tuesday and Thursday, August 24 and 29
5:30-10 p.m.
2 Sessions
Southlake Campus, V328
AND
Saturday, August 26
8 a.m. to 2 p.m.
1 Session
Southlake Campus, V328
\$199 W. Paprocki

3789 PRLE 3-002
Tuesday and Thursday, October 26 and 31
5:30-10 p.m.
2 Sessions
Southlake Campus, V328
AND
Saturday, October 28
8 a.m. to 2 p.m.
1 Session
Southlake Campus, V328
\$199 W. Paprocki

Need to buy a textbook? Visit www.clcillinois.edu/bookstore for bookstore hours and information.

BROKER POST LICENSE RENEWAL ILLINOIS REAL ESTATE BROKER POST- LICENSE TOPICS

Are you a broker needing to renew your license? This course, along with PRLE 05, satisfies 15 of the required 30 hours and is IDFPR approved. With wisdom from an experienced professional and instructor, core topics such as license law, local, state and federal laws, agency and real estate transactions will be reviewed. The course focuses on real property, risk management, agency issues, seller counseling, buyer counseling, market analysis, financing, contracts and conveyances and closing transactions.

3790 PRLE 4-001
Tuesday and Thursday, November 9 and 14
5:30-10 p.m.
2 Sessions
Southlake Campus, V328
AND
Saturday, November 11
8 a.m. to 2 p.m.
1 Session
Southlake Campus, V328
\$179 W. Paprocki

ILLINOIS BROKER APPLIED REAL ESTATE PRACTICES

Are you a broker needing to renew your license? This course, along with PRLE 4, satisfies 15 of the required 30 hours and is IDFPR approved. You will participate in interactive sessions with a seasoned instructor to apply the knowledge learned in the Illinois Real Estate Broker Post-License Topics (PRLE 04) course. Each interactive session begins with a review of principles, concepts, requirements for compliance and violations, summary of best practices and applicable laws/licensee requirements. By participating in a variety of interactive activities, you will apply your knowledge to a variety of scenarios designed to provide real-world experience.

3791 PRLE 5-001
Tuesday and Thursday
November 16 and 21, 5:30-10 p.m.
2 Sessions
Southlake Campus, V328
AND
Saturday, November 18, 8 a.m. to 2 p.m.
1 Session
Southlake Campus, V328
\$179 W. Paprocki



REAL ESTATE HOME STAGING

First impressions matter, especially when it comes to selling real estate property. Through this home staging class, you will learn techniques to prepare your property to be the most desirable listing on the market. Learn what catches a buyer's eye and what will set you apart from the competition. Realtors, homeowners, investors and builders will benefit from our instructor, who has helped homes sell quickly with her unique ideas and strategies.

3882 PRLE 41-001
Tuesday, September 12
6-9 p.m.
1 Session
Grayslake Campus, T335
\$59 J. Delacluise

3883 PRLE 41-002
Thursday, October 19
1-4 p.m.
1 Session
Grayslake Campus, T335
\$59 J. Delacluise

Home Inspection

Learn more about Home Inspection by attending a FREE information session at 6:30 p.m. on Wednesday, August 23 at the Grayslake Campus, Room TBA. Visit www.clcinfosessions.eventbrite.com for more information.

HOME INSPECTION

This pre-licensing course, approved by the State of Illinois, prepares future home inspectors for the state licensing examination. Illinois home inspectors must be licensed to comply with state law. All major areas of home inspection will be covered in the 60-hour course, including exteriors, roofing, insulation, interiors, electric, HVAC, structure and plumbing with 5 inspection events. Students will be required to participate in inspection events. These hands-on trips may be scheduled outside of class, based on the availability of students, instructor and sites. Other aspects of the home inspection business, including marketing and business start-up, are also covered. Students should be aware that to open their own home inspection business there are additional costs to consider such as insurance and equipment. Prerequisite: This course is intended for people who have some working knowledge of the building trades. Textbooks are required and may be purchased in the CLC Bookstore prior to class.

3792 PRLE 40-001
Monday and Wednesday
September 11 to December 6
6-9:30 p.m.
25 Sessions
Grayslake Campus, TBA
\$799 K. Fulara

Room Assignment:

Please check your schedule for any updates to room assignments by logging in to MyCLC and checking MyStudentCenter *prior* to the class start date.

Social Worker CEs

GENDER-BASED VIOLENCE

This course will provide an understanding and knowledge of the specialized areas of domestic violence and sexual assault for those who wish to understand, work or volunteer in these fields. Topics include rape trauma syndrome, post-traumatic stress disorder, cycle of violence, the impact to victims and their families, same-sex violence, confidentiality, mandated reporting to the Department of Children and Family Services and interventions to support the healing process. The course consists of the equivalent of the two mandatory 40-hour trainings combined into one 60-hour training. Mandatory trainings are required prior to working directly with victims of either sexual assault or domestic violence. Upon course completion, students will earn certifications for volunteering or working in the sexual assault and domestic violence fields. Intended for students in any field and community members who want to learn to help others. Eligible for 60 CEs.

3965 PSWC 14-001
Wednesday, August 23 to December 6
7-9:45 p.m.
15 Sessions
Grayslake Campus, T124
\$396 Staff

Room Assignment:

Please check your schedule for any updates to room assignments by logging in to MyCLC and checking MyStudentCenter **prior** to the class start date.

NEW! CULTURAL COMPETENCY TRAINING FOR SCHOOL SOCIAL WORKERS, COUNSELORS AND TEACHERS

Join us for an exceptional opportunity to gain a better understanding and appreciation of diverse cultures while becoming an accomplished ambassador for cultural competency. This three-hour training will focus on exploring the different facets of culture and identity in order to increase awareness and understanding of diverse student populations and in turn will aid in strengthening relationships between school counselors, social workers, teachers and the students they serve.

As the United States continues to grow increasingly diverse, it is imperative for school social workers, counselors and teachers to approach the students they serve with heightened levels of cultural competency and a sense of social justice in order to successfully help students navigate their academic and personal lives. This interactive training has been designed to encourage a deeper understanding of the complexities of culture and diversity in today's globalized world. Participants will be better prepared to be agents of change within their school setting and be more aware of how to better serve today's diverse student population.

Participants will also explore the importance of recognizing cultural differences, study the identity development of students from diverse backgrounds, examine the barriers to effective intercultural relationships, learn how to be more effective in a multicultural education environment and create a sense of belonging. Eligible for 3 PDs for teachers, counselors and social workers or 3 CEs for licensed counselors and social workers.

Wednesday, September 27
3-6 p.m.
1 Session
Grayslake Campus, A013
\$55 C. Thomas-George and F. Gifford

Register at: <https://culturalcompetencyworkshop2017a.eventbrite.com>

OR

Friday, November 3
12:30-3:30 p.m.
1 Session
Grayslake Campus, A013
\$55 C. Thomas-George and F. Gifford

Register at: <https://culturalcompetencyworkshop2017b.eventbrite.com>

Teacher Education PDs

SUBSTITUTE TEACHING PREPARATION

To be a substitute teacher takes student respect, skills and a portfolio of ideas and workable presentations. Understand what is expected of a substitute and how to maximize your value to a school. Learn to develop a sub notebook, understand classroom management, develop lesson plans, use your own portfolio to assist in teaching and much more. Eligible for 16 PDs for teacher continuing education.

3851 PTCH 25-800
October 2-27
Online 24/7
\$145 D. Reilly

SOCIAL MEDIA AND ONLINE TOOLS FOR K-12 TEACHERS

Facebook, Twitter, YouTube – everyone talks about ways the internet lets them stay in touch and see what others are doing, especially your students. GoogleDocs, Adobe ConnectNow, iGoogle, Flickr, animoto, earth album, Teacher Tube, blogs and virtual labs. Discover tips to use a variety of social media and online tools to help your students. This course is for any teacher interested in social media, from beginners to advanced social networkers. Eligible for 16 PDs for teacher continuing education.

3853 PTCH 41-800
November 6 to December 1
Online 24/7
\$145 D. Torrez

How to Register for Online Teacher Education Classes

Please contact our office at (847) 543-2615 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard.

STUDENTS WITH ASD (AUTISM SPECTRUM DISORDER)

Today, every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder), a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate Asperger's Syndrome. You will take away strategies for working effectively with Asperger's students and parents to create the most positive learning environments for children and teens with this disorder. Eligible for 16 PDs for teacher continuing education.

3860 PTCH 42-800
October 2-27
Online 24/7
\$145 J. Coates

USING CELL PHONES IN THE CLASSROOM

Class, turn your cell phones – on! Most of your students have cell phones, and now you can use this valuable tool in your classroom to engage and involve your students more in their learning. Discover how to implement cell phones in your classroom from a teacher who has done it successfully. Come away with a step-by-step how-to plan on enhancing your students' learning and your teaching. Eligible for 16 PDs for teacher continuing education.

3854 PTCH 43-800
November 6 to December 1
Online 24/7
\$145 R. Moore



Personal Success Program

The Personal Success Program (PSP) offers a variety of vocational courses to meet the needs of students 18 years and older with mild to moderate cognitive impairment. The program's focus is on gaining vocational skills to acquire entry-level employment.

Each class is led by a content expert who has experience teaching people with disabilities. A special education teacher is present in most classes to provide additional supports. The curriculum is designed to be delivered at a level and pace appropriate to each student's needs.

All new students must be interviewed by the program coordinator to determine eligibility prior to enrolling in classes. For a new student interview, please call (847) 543-2615. Visit www.clcillinois.edu/professional/personalsuccess for course information and a Fall 2017 registration form.

PSP Classes offered at the Grayslake Campus

CAREER EXPLORATION

Explore the world of work with such topics as getting and keeping a job, employment readiness, time management skills, getting along with co-workers and supervisors, team building, career exploration, job searching techniques, completing an application, resume and interviewing skills. This program is the core of the Personal Success Program and is recommended for first-time participants.

3849 PPSP 1-001

Thursday, September 14 to December 7
10 a.m. to 12 p.m.

12 Sessions

Grayslake Campus, L032

\$399 G. Johnson

FINANCIAL LITERACY FOR YOUNG ADULTS

While making money is important, independent adults must also know how to spend, borrow and save money as well. Students will learn basic money management and financial literacy skills needed to complete important life tasks. Topics covered include the basics of banking, using a debit or credit card responsibly, balancing a monthly budget, paying bills, understanding your paycheck and preventing identity theft. Students will practice these skills through interactive lectures and hands-on activities, including work with Excel spreadsheets and calculators.

3787 PPSP 33-001

Thursday, September 14 to December 7
12:45-2:45 p.m.

12 Sessions

Grayslake Campus, L032

\$399 P. Palmersheim

PERSONAL CARE AIDE - PSP

This course is specially designed to provide students with cognitive or learning disabilities an opportunity to gain the basic skills needed to begin a new career or to confidently provide companionship or care for an elderly or disabled family member or friend. These skills include:

- Person-centered communication techniques
- Basic hygiene and infection control
- Assistance with personal care tasks
- Housekeeping, cooking and nutrition
- Use of adaptive equipment such as lifts, wheelchairs, walkers and grab bars
- Recognizing and responding to an emergency
- Understanding legal requirements and limitations
- HeartSaver CPR and awareness of blood-borne pathogens

This course exceeds the home service worker training requirements of the Illinois Department of Public Health. Classes will be held in a hands-on skills lab, and skills will be assessed by a competency evaluation. Upon completion, students will receive a vocational certificate and an American Heart Association CPR card good for two years. Course materials included in the course fee.

3788 PPSP 40-001

Friday, September 22 to November 17
12:45-3:45 p.m.

9 sessions

Grayslake Campus, D228

\$425 D. Prouty

Need to buy a textbook? Visit www.clcillinois.edu/bookstore for bookstore hours and information.



PSP Classes offered at the Southlake Campus in Vernon Hills

COMPUTER SKILLS I

This course is designed to introduce students to the essential computer skills needed to successfully secure and keep a job in the contemporary workplace. Students in this hands-on class will learn basic workplace computer skills, including how to create and save folders and files; printing, sending and receiving emails; and creating basic documents, letters, memos and spreadsheets using Microsoft software. Students will also learn internet safety and security and identification of internal and external personal computer components.

3785 PPSP 10-001
Tuesday, September 12 to November 28
12:30-2:30 p.m.
12 Sessions
Southlake Campus, V234
\$399 C. Kurtzhaltz

PET CARE I

Are you a cat or dog lover? By taking the Pet Care 1 course, you will learn how your ability in caring for animals can turn into a successful career. Gain a better understanding of pet health, development and nutritional needs. Learn training techniques to promote good behavior and obedience and fun activities you can enjoy with pets. Discover the job opportunities that exist in the pet care industry. This class is designed to prepare students for entry-level employment in pet care. Some of the jobs that students might consider upon completion include: dog bather/groomer assistant, dog walker, pet sitter or employee at a pet store or animal shelter.

3850 PPSP 20-001
Tuesday, September 12 to December 5
10 a.m. to 12 p.m.
12 Sessions
Southlake Campus, Roo4
\$399 G. Johnson

Class held off campus at Youthage Culinary, Mundelein

NEW! INTRODUCTION TO CULINARY ARTS

This Culinary Arts PSP Program is designed to give young adults an opportunity to experience hands-on training while preparing them for real life experiences involving culinary arts. Students will learn leadership skills, organizational skills and how to live healthier lifestyles. The program will provide trainees the opportunity to practice and develop the technical and delicate skills required to enter the work world, while also promoting confidence building.

3786 PPSP 16-001
Tuesday, September 12 to October 31
10 a.m. to 12 p.m.
8 Sessions
Off Campus, Youthage Culinary
Mundelein
\$425 R. Collins

Transportation

Work Safety



Get on the Road to a Better Career!

Gain the knowledge and skills to prepare for and pass the State of Illinois issued Commercial Drivers License (CDL-A) exams.

Training provided by Eagle Training Services and Job Placement Assistance is provided!

For more information, visit www.clcillinois.edu/professional/truckdriver or call (847) 543-2615.

Learn more about Truck Driver Training by attending a FREE information session at 6 p.m. on Tuesday August 8, September 26 or October 24 in Room T335 at the Grayslake Campus. Visit www.clcinfosessions.eventbrite.com for more information.

TRUCK DRIVER TRAINING (CDL)

This 160-hour basic training course will prepare students for a career as a commercial truck driver. It provides students with the knowledge and skills to prepare for the state-issued Commercial Drivers License (CDL) exams, including the permit test, pre-trip inspection test, skills tests and road tests. Students will learn CDL laws, use of controls, safe driving techniques and defensive driving. The course includes classroom instruction and behind-the-wheel training. Students will take practice tests designed to prepare them for the CDL permit exam.

Prerequisites: Students must have a valid Illinois Drivers License Class “D” or above. They may not have committed a serious traffic violation in a commercial motor vehicle within the past 12 months. Students must provide a copy of their Motor Vehicle Report (MVR) from the Secretary of State’s office prior to enrollment. Students must not have any physical limitation that affects their driving ability. Students currently on bond or parole are not eligible. Because all CDL testing is conducted in English, students must be able to speak, read, write and understand English.

3761 PCDL 1-001
Monday to Friday
August 21 to September 25
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, T335
\$4,100 J. Clark

3763 PCDL 1-003
Monday to Friday
November 6 to December 8
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, T335
\$4,100 J. Clark

3762 PCDL 1-002
Monday to Friday
October 2 to November 3
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, T335
\$4,100 J. Clark

Does your organization need customized training? We can help.
Call (847) 543-2615 for a solution.

FORKLIFT OPERATOR TRAINING

Forklift Operator training provides participants with knowledge and skills to operate a powered industrial truck (forklift) in a safe and professional manner. This training on sit-down forklift is OSHA compliant and is taught by an OSHA recognized trainer. Training combines formal classroom instruction, practical hands-on training and evaluation of workplace performance. Training is held at Equipment Depot, 1014 Progress Drive, Grayslake.

Each session is 8 a.m. to 12 p.m.
\$149 J. Colangelo

3645 PSFT 30-001
Tuesday, August 15

3727 PSFT 30-002
Tuesday, September 19

3728 PSFT 30-003
Tuesday, October 17

3729 PSFT 30-004
Tuesday, November 21

Be a Leader



Whether you are advancing your career, leading an organization or seeking the competitive edge for your business, the College of Lake County has the resources you need to succeed. High quality, affordable training and education to help you realize your goal – whatever it may be.



Professional Development

Call: (847) 543-2615

Email: professionalworkshops@clcollinois.edu

Visit: www.clcollinois.edu/professional



It's not a job. It's your career.

Stand out in today's competitive market by improving your skillset.

Convenient online business skills classes in topics from Lean Six Sigma to supervisory/management to technical training such as Google analytics and 3D printing will help you stay relevant and competitive. Gain the needed skills to advance your career.

Do you need specialized training in a particular field or industry? No matter which career you choose – healthcare, real estate, information technology, social work – CLC offers training delivered by experienced industry leaders.

Online or in person, there is an option that is right for you.



Bring out the best in your people.

Preparing your organization for a continually changing work environment is a smart strategy. Investing in your talent can help you achieve your organization's desired goals. CLC provides powerful, outcome-based training tailored to fit your specific needs. Instructor-led or online classes delivered onsite, at one of CLC's three campuses or other locations designed specifically for your team.

Innovative learning solutions that deliver results.

Opportunities for your business to start, to grow and to succeed.

Explore solutions and find new opportunities for your business. Whether you are starting a new venture, growing your existing business or seeking to expand globally, we can help. The Illinois Small Business Development and International Trade Center offers free, confidential advising as well as interactive, low-cost workshops to address your specific business need.

Your business partner to success.

A well-educated workforce = increased profits and increased productivity.

The College of Lake County is part of Lake County's Workforce Ecosystem. In partnership with Lake County Partners, Lake County Workforce Development Department, Lake County High Schools Technology Campus and others, CLC is committed to the shared goal: ensuring that Lake County employers have access to a continuous pipeline of qualified talent.

Two New Programs beginning this Fall:

Supply Chain Management Program and Retail Management Certificate



Grainger: Founding Partner of the New Supply Chain Management Program

The needs of the supply chain industry have changed, and there is currently a shortage of trained, front-line supply chain management workers in the Lake County area.

This program is designed for those already in the field looking to update their skills, high school graduates or career changers. Jobs include positions in procurement, inventory management, warehousing, distribution, logistics and transportation.

New Retail Management Certificate Program

This program is designed to prepare students for career opportunities and upward mobility in the retail industry. It is endorsed by the Western Association of Food Chains and Food Marketing Institute; and it is relevant in any retail sector as its course content and learning outcomes mirror those advocated by the National Retail Federation.

Whether you are new to retail or a seasoned professional, the Retail Management Certificate can be the difference that gets you the position or promotion you are seeking.



Illinois Small Business Development and International Trade Center

Explore business solutions and training and find new opportunities for your business to start, grow and succeed. Whether you're starting a new business, positioning your company for growth or seeking to expand globally, we can help. Our business services include:

- Free, confidential, one-on-one business advising in English or Spanish with noted experts
- Assistance in developing business plans and financial statements
- Guidance in forming strategic marketing plans
- Support in securing loans with local lenders and service providers
- One-on-one strategic export counseling
- Customized global market research
- Foreign market access and matchmaking programs
- Export transaction and regulatory assistance
- Export grants available (ISTEP, MCE)
- Interactive, low-cost workshops

Connect with us. We are your business partner to success.

Schedule a free, one-on-one counseling session with one of our small business advisors or with our International Trade Specialist.

(847) 543-2033

IllinoisSBDC@clcillinois.edu

www.clcillinois.edu/sbdc-itc



WeOrbit is an indoor play space dedicated to providing a strong foundation for early learning through active play, educational activities and engaging classes for both parents and children.

“My advisor helped me fine-tune my business plan with a clear vision and strong focus. This allowed me to remain attentive to my goals and refer to my business plan whenever I felt lost or at odds. I thank him for keeping me on track and for the advice along the way!”

– Audrey Niazi, Owner of WeOrbit
www.WeOrbit.com

Accounting and Finance

FINANCING YOUR SMALL BUSINESS

Learn what lenders are really looking for when it comes to financing small businesses and understand the Five “Cs” of Credit and what they mean to your small business loan. Discover available funding sources to include SBA financing, the Advantage Illinois loan program, leasing and other types of loan programs, which source is right for you and what the application process entails. Get all of your questions answered!

3709 TBSM 15-001
Monday, October 2
6:30-8:30 p.m.
1 Session
Grayslake Campus, TBA
\$30 A. Martin



INTRODUCTION TO QUICKBOOKS

This class is designed for users with less than six months' experience working with QuickBooks. Topics include setup of new files, processing banking, accounts receivable and accounts payable transactions, reconciliation of bank and credit card accounts and running basic financial reports. Does not cover the cloud/online version of QuickBooks. **Prerequisite:** Ability to use Microsoft Windows products.

3670 TBSM 20-001
Wednesday, September 20
8 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$150 R. Ritzwoller

3671 TBSM 20-002
Thursdays, October 19 to November 2
6-8:45 p.m.
3 Sessions
Grayslake Campus, L032
\$150 R. Ritzwoller

INTERMEDIATE QUICKBOOKS

Learn how to analyze financial data to better understand your business; create and customize reports; track and pay sales tax. Learn payroll functions such as setting up payroll information and schedules, payroll tracking and processing payment of payroll taxes. **Prerequisite:** Introduction to QuickBooks or working knowledge of QuickBooks software.

3672 TBSM 21-001
Thursday, November 16
5:30-8:45 p.m.
1 Session
Grayslake Campus, L032
\$100 R. Ritzwoller

Room Assignment:

Please check your schedule for any updates to room assignments by logging in to MyCLC and checking MyStudentCenter **prior** to the class start date.

Start-up and Planning

START STRONG BUSINESS BOOT CAMP

This accelerated small business boot camp will explore business fundamentals needed to start and run a new business. Evaluate your business idea including personal objectives, business feasibility, market potential and financial strength. This class will provide the resources, support and motivation to prove that a dream of business success is within reach. Individualized counseling by a certified business advisor is included.

3660 TBSM 2-001
Wednesdays, October 18 to November 8
6:30-8:30 p.m.
4 Sessions
Grayslake Campus, TBA
\$100 J. Osmond

Sponsored by  **First Midwest Bank**

STARTING YOUR BUSINESS IN ILLINOIS

Starting a business in Illinois is exciting, but also challenging. This free workshop gives the entrepreneur a realistic view of the requirements to start a business and the resources available to support a new venture. Learn the basic elements of starting a successful business and get answers to the most frequently asked questions!

3658 TBSM 10-001
Wednesday, September 20
6:30-8:30 p.m.
1 Session
Grayslake Campus, T335
FREE J. Osmond

3659 TBSM 10-002
Tuesday, November 28
6:30-8:30 p.m.
1 Session
Grayslake Campus, T335
FREE J. Osmond

This free workshop is also available online. See page 33 for details.

Business Growth and Development

TECHNOLOGY TUESDAYS SERIES

This valuable educational series is designed to help you protect and grow your business. This series is for budding entrepreneurs and established business owners who want simple straightforward information that not only answers questions in plain, non-technical terms, but also provides actionable tools, strategies and tactics to implement in your business. In this four-part series, our industry expert will focus on cybersecurity, identity theft, cloud computing and the essential technologies for your business.

Series presented by Karla Zehnder, CEO of Hodgson Consulting and Solutions, a Buffalo Grove IT consulting firm founded in 2000.

3665 TBSM 35-001
Tuesdays, September 12, October 10,
November 14 and December 12
6-7:30 p.m.
4 Sessions
Southlake Campus, V232
\$75 K. Zehnder

TAKE THE SERIES AND SAVE!



SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

ESSENTIAL TECHNOLOGIES LEVERAGED BY SUCCESSFUL BUSINESSES

This session, designed to help business owners cut through the flood of technology decisions a small company has to make, focuses on simple, cost effective technologies that make your life easier and business run more smoothly. Learn what your business' most valuable asset is, how to streamline communications allowing you to communicate with your customers from anywhere, solutions to recover data after a disaster and inexpensive cybersecurity protection options.

3666 TBSM 37-001
Tuesday, September 12
6-7:30 p.m.
1 Session
Southlake Campus, V232
\$25 K. Zehnder

CLOUD 101

You've heard about "cloud computing." Do you know what it is and how it can benefit your small business? Join instructor and IT expert Karla Zehnder and hear a non-technical explanation of cloud computing and its benefits to small business owners. Learn types of cloud, what cloud computing means and

how to determine if it's right for you. Get all of your questions answered about moving to the cloud!

3667 TBSM 36-001
Tuesday, October 10
6-7:30 p.m.
1 Session
Southlake Campus, V232
\$25 K. Zehnder

CYBER SECURITY

Learn critical IT security protections every business must have in place now to avoid cyber attacks, data breach lawsuits, bank fraud and compliance penalties. Discover the scary risks of mobile and cloud computing, the #1 security threat to your business, the shocking truth about bank fraud and why firewalls and antivirus software give you a false sense of security. Learn what it really takes to protect your business against new threats and about today's sophisticated cyber crime rings.

3668 TBSM 38-001
Tuesday, November 14
6-7:30 p.m.
1 Session
Southlake Campus, V232
\$25 K. Zehnder

PROTECT YOUR IDENTITY

Discover what every business owner must know to protect against online identity theft. Presented in plain, non-technical terms, this session examines the common mistakes many small business owners make with their computers and network security that puts their personal information and identity at risk of theft. Learn what identity theft is and how you can prevent it from happening to you and your business!

3669 TBSM 39-001
Tuesday, December 12
6-7:30 p.m.
1 Session
Southlake Campus, V232
\$25 K. Zehnder

Government Contracting

NAVIGATING THE MAZE OF GOVERNMENT CONTRACTING

Attend these workshops to understand federal contracting rules and expectations and learn how to compete in the government-contracting marketplace!

According to the Small Business Administration, the federal government buys nearly \$100 billion worth of goods and services from small businesses each year! U.S. federal government contracts represent a tremendous sales and revenue opportunity for small businesses because the U.S. government is the world's largest customer, buys all types of products and services in both large and small quantities and is required by law to provide opportunities for small businesses. Selling to the government requires a very different approach than selling to the private sector.

These workshops are presented by Rita Haake, Center Manager, Illinois Procurement Technical Assistance Center (PTAC) at College of DuPage.



GOVERNMENT CONTRACTING 101

This workshop is great for small business owners new to contracting with government agencies, or business owners in need of a refresher on what their business should be doing. Learn the basics of government contracting to compete in the government-contracting marketplace. Topics include PTAC's free bid lead/bid matching system, vendor registration at all governmental levels (SAM, IPG, etc.), small business certifications and sub-contracting opportunities.

3696 TBSM 61-001
Tuesday, September 19
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V336
FREE R. Haake

NEW! BID TO WIN GOVERNMENT CONTRACTS

Are you interested in winning a government contract but aren't sure how to write a good proposal to respond to a bid? Bid match is only the beginning! Learn the basics of writing a proposal to ensure you are responding to everything requested in a solicitation. Gain a better understanding of what government contracting officers expect to see when you submit your proposal. Federal, state and commercial proposals are covered, with time for Q & A.

3710 TBSM 63-001
Tuesday, October 10
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V336
FREE R. Haake

NEW! MARKET TO THE FEDS (AND LEVERAGE THEIR DATA)

The Federal Acquisition Regulation, (FAR) requires federal agencies to perform in specific ways in order to follow the rules they must abide by, in order to ensure purchasing procedures are standard, consistent and conducted in a fair and impartial manner. Learn how to use the government's own data to help you make offers to the government that are closer to their expectations and preferences. Understand what rules federal contracting officers must follow and use their data to tailor your bids, demonstrating that your company truly understands their needs and will better provide the goods and services they need to purchase.

3726 TBSM 64-001
Tuesday, November 7
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V336
FREE R. Haake

Marketing and Sales

BROWN BAG MARKETING SERIES

The prospect of marketing your business can be overwhelming, especially when you are a small business with an even smaller budget. The good news is that there are marketing tools that won't break the bank. Learn how to get found online, attract new customers and grow your business.

Series presented by Norbert Barszczewski, president of JP NetQuest, Inc., the company he founded in 2007. His areas of expertise include web development and online marketing (email, social media, pay per click and search engine optimization).

TAKE THE SERIES AND SAVE!

BRING YOUR LUNCH AND JOIN US!

3652 TBSM 52-001
Wednesdays, September 6, October 4, November 1 and December 6
12-1:30 p.m.
4 Sessions
Southlake Campus, V328
\$75 N. Barszczewski



SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

MASTERING INTERNET MARKETING

Internet marketing is more than creating a website. You need to convert visitors to customers, move your company website to the top of Google, Yahoo and Bing search engines and put Facebook, LinkedIn and Twitter to work for your business. Learn how to create and execute an effective professional email marketing campaign and which social media platform is best for your business. Learn how to stand out and stay on top of the latest online marketing techniques!

3653 TBSM 53-001
Wednesday, September 6
12-1:30 p.m.
1 Session
Southlake Campus, V328
\$25 N. Barszczewski

EMAIL MARKETING FOR SMALL BUSINESSES

Email is the most cost-effective, targeted, trackable and efficient way to build and maintain relationships in all types of business. Discover how communicating with customers regularly can help a small business stay connected, generate increased referrals, repeat sales and nurture customer loyalty. Learn about

different types of newsletters, permission-based email marketing and how to become a trusted sender, increasing deliverability and open rates.

3654 TBSM 55-001
Wednesday, October 4
12-1:30 p.m.
1 Session
Southlake Campus, V328
\$25 N. Barszczewski

GOOGLE EXPLAINED

What can Google do for your business? How is the whole platform of Google suite of products changing? What's free and what's paid? Understanding the benefits of using Google products helps business owners make better decisions. Discussion will focus heavily on Google's advertising platform called Google AdWords and Google Analytics. Analyze Google+, other Google family products and the whole concept of placing your business on a map of local services, ratings, reviews, etc.

3655 TBSM 56-001
Wednesday, November 1
12-1:30 p.m.
1 Session
Southlake Campus, V328
\$25 N. Barszczewski

SOCIAL MEDIA 101: THE BASICS

Discover strategies and best practices to get the most out of your social media marketing activities. Learn why social media marketing is important, how to evaluate the channels that are right for your business and how to use these low-cost tools to gain visibility, develop relationships and drive sales and response. Learn how to create good content and an integrated marketing plan with social media, email marketing and other marketing efforts. Discover how to incorporate social media marketing into your business life without losing productivity! This workshop primarily focuses on Facebook, LinkedIn, Twitter, Google+ and Pinterest.

3656 TBSM 54-001
Wednesday, December 6
12-1:30 p.m.
1 Session
Southlake Campus, V328
\$25 N. Barszczewski

NEW! VIDEO MARKETING FOR SMALL BUSINESS

Are you struggling to stand out from your competition in a crowded marketplace and finding your existing marketing isn't working as well as you'd like? Do you want to convert more prospects into customers? If any of these concerns apply to you, video marketing might be the answer.

The goal of this series is to help professionals and small business owners sort through the hype and confusion of online videos. Learn how video marketing can improve the way you do business and develop a relevant strategic plan to take advantage of the ever-changing tools available. Get in front of more prospects and convert them into customers!

Presented by Bruce Himmelblau, Producer/YouTube Strategist with Blue Sky Video Productions in Lake Forest.

TAKE THE SERIES AND SAVE!

3691 TBSM 57-001
Wednesdays, September 13, October 11
and November 8
6-7:30 p.m.
3 Sessions
Southlake Campus, V122
\$60 B. Himmelblau



SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

NEW! VIDEO PRODUCTION AND CONTENT MARKETING

Learn the basics of video production and editing. Although the content discussed and produced will be targeted towards small business owners, it will cover general skills needed to make anything from home movies to feature films. Whether you're a beginner or experienced videographer, you will leave this workshop with valuable takeaways that you can put to use to grow your business.

3692 TBSM 58-001
Wednesday, September 13
6-7:30 p.m.
1 Session
Southlake Campus, V122
\$25 B. Himmelblau

NEW! YOUTUBE MARKETING FOR SMALL BUSINESSES

Creating and posting video content on YouTube is a great way to boost the visibility and credibility of your business. YouTube has become a more influential platform and videos have been proven to increase search engine placement in Google search and effective at converting customers and generating sales. Attend this workshop and explore the basics and hidden secrets of YouTube. Learn how to create your YouTube channel, optimize your videos and reach your target audience!

3693 TBSM 59-001
Wednesday, October 11
6-7:30 p.m.
1 Session
Southlake Campus, V122
\$25 B. Himmelblau

NEW! CONNECT WITH YOUR BUSINESS PROSPECTS THROUGH LIVE VIDEO

Looking for ways to boost engagement and connect with your audience? This workshop will outline the opportunities of using live video to reach new clients, support current clients and improve customer engagement. Platforms covered include Facebook, Instagram, Twitter, Periscope, YouTube, Snapchat and more. Bring a laptop or smartphone to maximize your value from this workshop.

3694 TBSM 60-001
Wednesday, November 8
6-7:30 p.m.
1 Session
Southlake Campus, V122
\$25 B. Himmelblau

Plan. Protect. Prevail.

The unexpected will happen...
is your business prepared?

Wednesday, October 11

8 a.m. to 12 p.m.

University Center of Lake County

1200 University Center Drive, Grayslake

Cost \$35

Registration includes valuable resources,
networking opportunities and breakfast.

A dynamic half-day seminar focused on providing entrepreneurs and established businesses with the most current strategic business intelligence, tools and resources to mitigate risk and provide insights to make your business more successful and secure.

As a business owner, you are so focused on running your day-to-day business that you don't have time to think about potential disruptions. It's a good idea to make sure that you're prepared, as the unexpected can lead to serious consequences for your business. Attend this seminar to find out what you should be doing today to protect your assets!



Interactive Panel Discussions:

OVERCOMING CHALLENGES OF SMALL BUSINESS OWNERSHIP

Experience real-life challenges faced by small business owners and the best practices they used to overcome them. Take these successful ideas and apply them to your business to achieve better results and increased revenues!

MITIGATING RISK WITH SUBJECT MATTER EXPERTS

Learn from subject matter experts the key issues facing small business owners today and the strategies used to mitigate them. Topics include cybersecurity, finance, insurance and legal.

To register or for more information,
call (847) 543-2033 or visit
www.clcillinois.edu/events/sbdc



Online Learning for the Small Business Owner

The Illinois Small Business Development and International Trade Center, in partnership with Global Classroom and Small Business Spoken Here, offers a variety of online classes for the new to the experienced business owner. Global Classroom provides Illinois' largest online learning network for entrepreneurs and small business owners.

Our most popular class, Starting Your Business in Illinois, is offered in both English and Spanish and takes only one hour to complete. This FREE workshop gives entrepreneurs a realistic view of the requirements to start a business and the resources available to support a new venture. Learn the basic elements of starting a successful business and get answers to the most frequently asked questions! This workshop is provided by Small Business Spoken Here in partnership with Global Classroom.

To register or for more information, visit www.clcillinois.edu/sbdconline or call (847) 543-2033.

Personal Enrichment

Make the time to enjoy life and pursue your passions.

CLC's Personal Enrichment classes are affordable, fun and taught by local experts.

Browse our listings
to find something
perfect for you!



Creative Arts

Students age 14-17 may register through the Explore program for Glassblowing Classes and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information. (Parent must sign a waiver with Patterson Glassworks).

Class meets at Peter Patterson Glassworks, 888 Tower Road, Unit E, Mundelein.

BEGINNING GLASSBLOWING

Learn the secrets of the ancient art of glassblowing in this class intended for beginners with little or no hot shop experience. We will work our way up to blowing a glass vessel, exploring different techniques in shaping, forming and coloration of the glass and experimenting with specialty glass, such as Dichroic or "Glo Glass." Expect to complete eight to 12 pieces. Class fee covers materials. Proper attire is mandatory: long-sleeved cotton shirt, long pants, socks, closed-toed shoes and sunglasses.

3826 CCRF 4-031
Monday and Tuesday, October 2-3
6-9 p.m.
2 Sessions
\$400

GLASSBLOWING PAPERWEIGHT

Intended for beginners with little or no hot shop experience, this hands-on class will concentrate on making three different round paperweights using various processes and colors: Glo-ball, Shard-ball and Cane-ball. Leave with three of your own paperweight creations and a better appreciation for working with hot glass. Proper attire is mandatory: long-sleeved cotton shirt, long pants, socks, closed-toed shoes and sunglasses. Course fee covers all materials. .

3827 CCRF 2-031
Thursday, October 12
6-10 p.m.
1 Session
\$125

3828 CCRF 2-032
Thursday, November 30
6-10 p.m.
1 Session
\$125

BEGINNER SEWING:

SEW HAPPY TOGETHER

Here's a fun class to show you and your sewing machine how to "sew happy together." Get acquainted with your machine: needles, threading and troubleshooting. Learn how to read a pattern and choose fabric. Enjoy cutting, assembling and completing your own sewing project. Bring your own sewing machine, sharp scissors and a box of pins to the first class. The instructor will discuss additional supplies in class. Class size is limited. Return students are welcome. Students age 14-17 may register through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

3873 CCRF 31-001

Tuesday, September 19 to October 24
6:30-8:30 p.m.
6 Sessions
Grayslake Campus, TBA
\$175 M. Wagner-Webb

BUTTONHOLES, ZIPPERS AND HEMS...OH, MY!

Let us help you tackle the more challenging sewing processes. Learn how to make basic buttonholes, sew on buttons with a sewing machine and three different ways to insert zippers. Discover multiple hem types and which one is appropriate for garments and which suits home decor. Find out how to determine the best hem for the type of fabric. Both beginning and experienced sewers are welcome. Alteration, mending and other sewing challenges will be addressed as time allows. Bring your own sewing machine and accessories to class.

3874 CCRF 51-001

Tuesday, October 31 to December 12
6:30-8:30 p.m.
6 Sessions
Grayslake Campus, TBA
\$175 M. Wagner-Webb

NEW! PATTERN DRAFTING

Fashionistas: get ready to rock the runway! Learn basic pattern drafting techniques to create a customized pattern that you can alter to make different styles. Begin by creating a paper pattern and a fitted muslin sloper, the building block for all other pattern making. Learn and execute the steps necessary to complete your own pattern. Basic math and fraction skills are required. Bring your own sewing machine. A supply list will be provided prior to class. Students age 14-17 may register through the Explore program and attend with a registered adult. Call (847) 543-2615 for more information or visit www.clcillinois.edu/youth.

3875 CCRF 50-001

Thursday, September 2 to November 16
6:30-8:30 p.m.
8 Sessions
Grayslake Campus, TBA
\$225 M. Wagner-Webb



Culinary Interests

NEW! TASTE OF ILLINOIS WINEMAKING

Illinois is wine country. Tour Antioch's boutique winery, Vigneto del Bino Vineyard & Winery, and learn wine basics from vintner and viticulturist, Deb Trombino. Experience winemaking as you learn how grapes are grown, discover what varieties are cultivated in Illinois and see how vines are cared for. Visit the wine-making facilities and understand how grapes are harvested, prepared, fermented, bottled, stored and shipped. Enjoy a satisfying finish to the evening with a wine tasting. Your gift is a bottle of wine from their select wine list. You must be 21 to register.

3876 COOK 32-031

Thursday, September 14
6-8 p.m.
1 Session
Vigneto del Bino Vineyard & Winery
\$125 D. Trombino

Dance

BALLROOM DANCING

Do you love "Dancing with the Stars"? Experience the fun of learning classic dance moves and enjoy lots of personal attention in this fun beginner's class. Feel confident on the dance floor, whether on a cruise, at a wedding or just out on the town. Ten weeks of professional dance instruction includes fox trot, waltz, swing and Latin dances. Couples encouraged; class fee is charged per individual. Register early, as space is limited!

3776 CDAN 2-001

Friday, September 8 to November 17
(No class October 13)
7-9 p.m.
10 Sessions
Grayslake Campus, TBA
\$139 R. & B. Sealander

Looking for Beginning Computer Classes? See page 9.

Financial Management

RETIREMENT PLANNING TODAY

Living a rich life takes more than money. Because of tax law changes and the uncertain future of Social Security, a sound financial plan has never been more vital. Learn five strategies to manage investment risks, 11 ways to save money on taxes, questions to ask before buying insurance, how to handle your company retirement plan and how to calculate savings needed to retire. Couples may attend for a single registration fee. A \$25 fee for the 235-page textbook is payable to the instructor at the first class.

3702 CFIN 2-001
Thursday, September 7-21
7-9:15 p.m.
3 Sessions
Grayslake Campus, TBA
\$65 R. Babjak

3703 CFIN 2-002
Tuesday, September 12-26
7-9:15 p.m.
3 Sessions
Grayslake Campus, TBA
\$65 R. Babjak

REJUVENATE YOUR RETIREMENT

You worked hard to manage funds for a comfortable retirement. But current economic conditions require a second look at them. This comprehensive course focuses on issues and financial concepts important to retirees. In straightforward language, it explains financial strategies such as tax-efficient income planning, lifestyle preservation, inflation protection and providing a legacy. Since money is only one aspect of post-retirement planning, the course introduces fulfilling activities such as travel, hobbies, sports, crafts, business ventures and lifelong learning to help make the most of your retirement years. Couples may attend for a single registration fee. A 143-page illustrated workbook per couple is included with your tuition.

3704 CFIN 6-001
Thursday, October 12-19
9-11:30 a.m.
2 Sessions
Grayslake Campus, TBA
\$59 R. Babjak

Fitness

Stay active! Stay fit! Stay healthy! From cardio to strength, flexibility to sports-focused classes, Personal Enrichment offers a variety of fitness classes to meet your needs. These competitively priced, NON-CREDIT classes should not be taken for a grade or credit hours. Join our highly trained and experienced instructors and exceed your goals.

Visit www.clcillinois.edu/personalenrichment/fitness for complete class descriptions. All classes are held in the Physical Education Center, Building 7, Grayslake Campus.

All classes are \$135 each, are 16 weeks in length and begin the week of August 21 unless noted. Classes fill quickly; please register early to get the schedule you want.

AEROBIC DANCE

3915 CFIT 16-001
Monday and Wednesday
6-6:50 p.m. Staff

AIKIDO SKILLS INTERMEDIATE

3835 CFIT 8-001
Monday, August 28-December 11
8-9:50 p.m. C. Tseng

AIKIDO SKILLS ADVANCED

3836 CFIT 9-001
Friday, September 1-December 15
8-9:50 p.m. C. Tseng

BEGINNING AIKIDO SKILLS

3869 CFIT 7-001
Wednesday
8-9:50 p.m. C. Tseng

BODY TONING - WOMEN

3916 CFIT 21-001
Monday and Wednesday
7-7:50 p.m. Staff

INTRODUCTION TO RUNNING

3888 CFIT 25-001
Saturday
8-9:50 a.m. Staff

KICKBOXING

3887 CFIT 6-001
Wednesday
9-10:50 a.m. Staff

PILATES

3884 CFIT 1-001
Tuesday and Thursday
11-11:50 a.m. Staff

3886 CFIT 1-002
Monday and Wednesday
5-5:50 p.m. Staff

SPINNING

3889 CFIT 29-001
Tuesday and Thursday
5-5:50 p.m. Staff

3890 CFIT 29-002
Monday and Wednesday
12-12:50 p.m. Staff

STRENGTH TRAINING

3894 CFIT 55-001
Tuesday and Thursday
8-8:50 a.m. Staff

3895 CFIT 55-002
Monday and Wednesday
1-1:50 p.m. Staff

BEGINNING T'AI CHI CHIH

3834 CFIT 53-001
Wednesday
7-8:50 p.m. D. McElhose

YOGA

3892 CFIT 51-001
Tuesday
8-9:50 p.m. Staff

3893 CFIT 51-002
Thursday, August 29 to December 14
12-1:50 p.m. Staff

ZUMBA

3891 CFIT 50-001
Monday and Wednesday
August 28 to December 13
11-11:50 a.m. Staff

Fitness - Circus Arts

Welcome to the world of circus arts. Try this exciting world of fitness, creativity and community.

All classes meets at Circus Kazoo, 100 S. Atkinson Road, Suite 102, Grayslake.

NEW! INTRODUCTION TO ACROYOGA

Explore playfulness, community and trust building with acroyoga, incorporating elements of acrobatics and yoga.

3913 CFIT 57-031
Wednesday, October 4 to November 8
6:30-8 p.m.
6 Sessions
Circus Kazoo
\$99 J. Richard

NEW! GERMAN WHEEL: INTRODUCTION TO WHEEL GYMNASTICS

You can do a cartwheel! Discover the sport and performing apparatus of wheel gymnastics, including inline, spiral and vaulting. Both athletic and artistic, wheel offers many benefits! Students age 14-17 may enroll through the Explore program and attend with a registered adult. Call (847) 543-2615 or visit www.clcillinois.edu/youth for more information.

3914 CFIT 56-031
Wednesday, October 3 to November 1
4-5 p.m.
6 Sessions
Circus Kazoo
\$195 J. Richard

NEW! INTRODUCTION TO CIRCUS ARTS

Run away to join the circus and be home in time for dinner! Dive into the circus arts and explore balance, juggling, acrobatics, equilibrastics, physical theatre/improv and character building.

3901 CFIT 58-031
Tuesday, October 3 to November 7
6-7 p.m.
6 Sessions
Circus Kazoo
\$99 J. Richard



Gardening

PLANTING NATIVE TREES AND SHRUBS

Fall is a great time to plant trees and shrubs. Learn about proper methods for tree planting and tree care. Find out about the benefits of planting trees and shrubs native to Lake County and the region.

3768 CGAR 11-001
Wednesday, September 13
5-6:30 p.m.
1 Session
Grayslake Campus, TBA
\$19 D. Husemoller

Language

FRENCH 2

A continuation of French 1, this class covers the fundamentals of the language necessary for reading, understanding and speaking French. Participants gain practice in pronunciation from dialogues and short situational role playing.

3825 CLNG 21-001
Monday, October 9 to November 13
6-8:30 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 I. Pavlos

GERMAN 1

Learn conversational German, focusing on communication skills and immediate use of the language. This informal, practical approach is designed to deal with everyday situations. The emphasis is on basic grammar and building a useful vocabulary so you can use the language for traveling, reading and conversation.

3743 CLNG 11-021
Tuesday
September 12
to October 17
12:30-2:30 p.m.
6 Sessions
Southlake Campus
R222
\$125
A. Burbach

GERMAN 2

Willkommen! Continue to hone your listening, speaking, reading and writing skills with applicable real-life situations. In addition, we will explore Germany's language and culture. This is an excellent foundation for personal development, business or travel. Prerequisite: German 1 or prior German language experience.

3744 CLNG 12-021
Tuesday, October 31 to December 12
12:30-2:30 p.m.
6 Sessions
Southlake Campus, R222
\$125 A. Burbach

GERMAN 5

You will continue to explore the German language and culture by honing your listening, speaking, reading and writing skills. Through exercises, conversations, small-group practices and readings, students will learn to apply vocabulary, grammar and structures to real-life situations. Prerequisite: German 4 or prior German language experience.

3774 CLNG 24-021
Tuesday, September 12 to October 17
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, R222
\$125 A. Burbach

GERMAN 6

Build on your knowledge and skills in the German language by studying more advanced grammar and vocabulary. The focus is on understanding and speaking in a more confident manner. Exercises, class discussions and readings will improve your language skills. Prerequisite: German 5 or prior German language experience.

3800 CLNG 17-021
Tuesday, October 31 to December 12
(No class November 21)
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, R222
\$125 A. Burbach

GERMAN 9

This class is designed to help students expand and refine their German language skills as well as improve and broaden the use of vocabulary and structures. Emphasis is placed on learning new vocabulary, expressions and structures as well as on reviewing and learning grammar. Prerequisite: German 8 or prior German language experience.

3770 CLNG 9-021

Thursday, September 14 to October 19
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, Ro24
\$125 A. Burbach

GERMAN 10

This class is designed to help students expand and refine their German language skills as well as improve and broaden the use of vocabulary and structures. Emphasis is placed on conversation, reading and writing. Grammar will be included both in the classroom as well as homework. Prerequisite: German 9 or prior German language experience.

3771 CLNG 10-021

Thursday, November 2 to December 14
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, Ro24
\$125 A. Burbach

ITALIAN 2

A continuation of Italian 1, this class covers the fundamentals of the language necessary for reading, understanding and speaking Italian. Participants gain practice in pronunciation from dialogues and short situational role playing.

3824 CLNG 16-001

Wednesday, October 11 to November 15
6-8:30 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 I. Pavlos

SPANISH 1

Spanish is one of the most rapidly growing languages in the United States. Immerse yourself into the Spanish-speaking world, language and culture in this fun and interactive class. The primary focus is on comprehension and production of the spoken language through the introduction of an active vocabulary, basic grammatical structures, idioms, functional and culturally authentic communicative activities and dialogues. Start using Spanish to talk about personal interests, favorite books, sports, food, your profession, current events, cultural traditions and other common topics. No prerequisite.

3705 CLNG 2-001

Wednesday, September 13 to October 18
6:30-9 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 L. Nelson

3706 CLNG 2-021

Monday, September 11 to October 16
6:30-9 p.m.
6 Sessions
Southlake Campus, Ro24
\$125 L. Nelson

SPANISH 2

Eager to learn and practice expressing your ideas, wishes and desires in Spanish in the present, past and future tenses? This course will help you acquire a good working knowledge of Spanish verb tenses, allowing you to understand and make yourself understood in everyday situations. The emphasis is on comprehension and production of the spoken language through the introduction of communicative activities and dialogues. Broaden your use of the Spanish language to talk about personal interests, favorite books, television programs, events and cultural traditions.

3707 CLNG 3-001

Wednesday, November 1 to December 13
6:30-9 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 L. Nelson

3708 CLNG 3-021

Monday, October 30 to December 4
6:30-9 p.m.
6 Sessions
Southlake Campus, Ro24
\$125 L. Nelson

SPANISH 3

Eager to learn and practice expressing your ideas, wishes and desires in Spanish in the present, past and future tenses? This course will help you acquire a good working knowledge of Spanish verb tenses, allowing you to understand and make yourself understood in everyday situations. The emphasis is on comprehension and production of the spoken language through the introduction of communicative activities and dialogues.

3840 CLNG 6-021

Tuesday, September 12 to October 17
6:30-9 p.m.
6 Sessions
Southlake Campus, Ro24
\$125 L. Nelson

AMERICAN SIGN LANGUAGE 1

If you have always wanted to learn American Sign Language, now is your chance. Sign up with a friend to learn ASL in an engaging and interactive class. Ideal for students in high school or adults who would like to begin to understand this expressive and rich language.

3841 CLNG 30-021

Wednesday, September 29 to December 6
(No class November 22)
6:30-8:30 p.m.
10 Sessions
Southlake Campus, R222
\$189 L. Perez

FOR ALL LANGUAGE CLASSES

A textbook is required and may be purchased in the CLC Bookstore prior to class. Visit www.clcillinois.edu/bookstore.

Students age 14-17 may register through the Explore Program for language classes and attend with a registered parent or authorized adult. Call (847) 543-2615 for information or help with registration.

Music - Auditioning, Instrumental and Vocal

NEW! PREPARING FOR A VOCAL AUDITION

Are you the next "Voice"? Enjoy professional instruction and coaching in preparing for your next vocal audition. Whether you are auditioning for community theatre, a school play or your church choir, this class will prepare you for a confident and impressive audition. Students age 14-17 can enroll through the Explore program. Call (847) 543-2615 or visit www.clcillinois.edu/youth for registration information. Class meets at Songbird Studio, 130 S. IL Route 83, Graylake.

3912 CMSC 63-031
Saturday, October 7 to October 21
9-10:30 a.m.
Songbird Studio
\$150 B. Cappelli



CONCERT BAND

Offered for the enjoyment and convenience of individuals who wish to play their instrument and do not want or need college credit. Also offered to provide band experience and opportunities for the college community. No audition is required. If college credit is desired, enroll in MUS 123-002.

3907 CMSC 6-001
Wednesday, August 23 to December 6
7:30-9 p.m.
Grayslake Campus, P101
\$50 J. Mojsziszek

JAZZ ENSEMBLE I

Understanding and enjoyment of instrumental music through selected examples of standard instrumental ensemble literature of all periods. Offered for individuals who do not want or need college credit. An audition is required. For audition information, please call Dr. Michael Flack at (847) 543-2566. If college credit is desired, enroll in MUS 223-001.

3908 CMSC 5-001
Monday, August 21 to December 4
7:30-9 p.m.
Grayslake Campus, P101
\$50 M. Flack

JAZZ ENSEMBLE II

Understanding and enjoyment of instrumental music through selected examples of standard instrumental ensemble literature of all periods. Offered for individuals who do not want or need college credit. No audition is required. If college credit is desired, enroll in MUS 223-002.

3909 CMSC 7-001
Tuesday, August 22 to December 5
7:30-9 p.m.
Grayslake Campus, P101
\$50 D. Hibbard

WIND ENSEMBLE

Offered for the enjoyment and convenience of individuals who wish to play their instrument and do not need college credit. Also offered to provide band experience and opportunities for the college community. An audition is required. For audition information, please call Dr. Michael Flack at (847) 543-2566. If college credit is desired, enroll in MUS 123-001.

3906 CMSC 4-001
Thursday, August 24 to December 7
7:30-9 p.m.
Grayslake Campus, P101
\$50 M. Flack

GOSPEL CHOIR

Perform diverse sacred music of the African-American tradition, including spirituals and gospel music, past to present. Techniques of correct singing are addressed. No audition required. If college credit is desired, enroll in MUS 120-004. First-time Gospel Choir students will receive information early in the semester regarding the purchase of concert attire.

3903 CMSC 1-001
Monday, August 21 to December 11
7-9 p.m.
Grayslake Campus, D100
\$50 C. Hayes

CHAMBER SINGERS

The Chamber Singers is CLC's newest vocal ensemble. The ensemble provides the opportunity to study and perform challenging repertoire at an advanced level. An audition is required. For audition information, please contact Ingrid Mikolajczyk at (847) 543-2000 ext. 33214 or Imikolajczyk@clcillinois.edu. If college credit is desired, enroll in MUS 120-002. Students registering for the first time will receive information early in the semester regarding the purchase of concert attire.

3910 CMSC 9-001
Wednesday, August 23 to December 6
6-8 p.m.
Grayslake Campus, P105
\$50 I. Mikolajczyk

Personal Interest

CHOIR OF LAKE COUNTY

Comprised of members of the community as well as students, this choir seeks to serve the artistic needs of the community. Its singers participate in the enjoyment, preparation and performance of traditional choral literature, from early Renaissance to present day. Techniques of correct singing are addressed. Open to all for credit or noncredit without audition. If college credit is desired, enroll in MUS 120-003. First-time Choir of Lake County students will receive information early in the semester regarding the purchase of concert attire.

3904 CMSC 3-001
Tuesday, August 22 to December 12
7-9 p.m.
Grayslake Campus, D100
\$50 J. DeLay

CLC SINGERS

This student-based ensemble engages in the enjoyment, study, preparation and performance of diverse choral music, including madrigals, ballads and popular modern idioms. Emphasis is given to techniques of correct singing. An audition is required. For audition information please call Jeffrey DeLay at (847) 543-2000 ext. 31168 or email JDeLay@clcillinois.edu. If college credit is desired, enroll in MUS 120-001. First-time CLC Singers will receive information early in the semester regarding the purchase of concert attire.

3905 CMSC 2-001
Tuesday and Thursday
August 22 to December 7
1-2:15 p.m.
Grayslake Campus, D100
\$50 J. DeLay

VOICE-OVERS...NOW IS YOUR TIME

In what could be one of the most enlightening classes you'll ever take, learn to begin using your speaking voice for commercials, films, videos and more! Most people go about it the wrong way. Discover a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! Handle this venture on your own terms, on your own turf, in your own time and with practically no overhead! Now is the best time to make this happen, as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for!

3833 CPER 22-001
Monday, October 16
7-9 p.m.
1 Session
Southlake Campus, V328
\$75 Such A Voice

CPR

HEARTSAVER CPR WITH ADULT, CHILD AND INFANT TRAINING

This American Heart Association course is designed for the general public and is not intended for healthcare professionals or healthcare students. This is an ideal course for day care providers, teachers and anyone interested in learning CPR. Certification is good for two years. A textbook is required and may be purchased at the CLC Bookstore.

3720 CWEL 30-001
Thursday, September 14
5:30-8:30 p.m.
1 Session
Grayslake Campus, TBA
\$65 S. Frankson

3721 CWEL 30-002
Thursday, November 16
5:30-8:30 p.m.
1 Session
Grayslake Campus, TBA
\$65 S. Frankson



Natural Health and Wellness

ARE YOU BREATHING ENOUGH?

Our first breath sends us on a journey of life in an amazing vehicle we call a body. Like many vehicles, oxygen propels us along, while working wonders inside us. This workshop will show you the power of breath, as well as give you the ability to take control of your breath through knowledge and touch.

3745 CWEL 6-001
Thursday, October 5
9 a.m. to 3 p.m.
1 Session
Grayslake Campus, TBA
\$59 J. Johnsen

REIKI 1: REIKI CHANNEL

Empower yourself in this one-day class! Reiki is an infusion of life force energy, called 'chi' or 'prana' in other cultures, which the recipient's body uses to promote healing on all levels. Everything is energy, so Reiki is able to address body, mind and spirit. Reiki can be learned quickly and easily by almost anyone and practiced on others or on the self as an invaluable means of self-healing. Join us to learn the history and philosophy behind this incredible practice and be initiated into its use. You will give and receive a session as part of the class.

Note: All materials are included in the class fee. Massage therapists and LCSWs earn 6 CEUs through the instructor. Cancellations may be made up to five business days before the class; after that, no refund is possible.

3733 CBOD 7-001
Friday, September 29
10 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$150 H. McCutcheon

REIKI 2: PRACTITIONER CERTIFICATION

Build on the skills you learned in Reiki 1: Reiki Channel, and upon successful completion of this class, you will be certified as a professional Reiki practitioner. You will receive a second attunement to increase the flow of energy and be introduced to and practice using sacred Reiki symbols to enhance all facets of Reiki work. This includes new healing techniques and protocols for distant and surrogate transmission of Reiki and a brief overview of the use of healing crystals. Practical, business-building strategies will also be discussed. **Prerequisite:** Reiki 1: Reiki Channel

Note: All materials are included in the class fee. Massage therapists and LCSWs earn 6 CEUs through the instructor. Cancellations may be made up to five business days before the class; after that, no refund is possible.

3734 CBOD 24-001
Friday, October 27
10 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$250 H. McCutcheon

Photography

NEW! ON LOCATION WITH A DSLR

Give your shiny DSLR camera a workout and come away with improved skills that will optimize your use of these powerful cameras. In this class stressing composition, finding pleasing light and technical execution of the photo, spend time in the field learning to craft images. Gain experience in choosing lenses, setting exposure and shooting a variety of images, from botanical subjects to portraits of models. Classroom time will focus on image review with a soft critique and improving composition and lighting. Required: a DSLR camera and lens(es) covering focal lengths of 24-200 mm. Plan to provide your own transportation to class meetings at shooting locations within an easy drive of the Grayslake Campus.

3872 CPTO 7-001
Saturday, September 9-16
7-9:30 a.m.
Chicago Botanic Garden
AND
Saturday, September 23-30
9-11:30 a.m.
Grayslake Campus, TBA
4 Sessions
\$150 M. Caplan & J. Petrovic



Students age 14-17 may register for photography classes through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

NEW! CREATIVE IPHONE IMAGING

Unleash the huge power of the tiny camera in your iPhone! Begin with a brief review of camera functions then dive quickly into shooting, paying careful attention to lighting and composition. After image capture, develop that file into a photograph you'll be proud to share on social media or in print. Use several IOS Apps to edit your images, ranging from easy 30-second tweaks to complex composites. Learn techniques of masking, implementing textures and making an iPhone photo look just like a painting. It's art in the palm of your hands! This class is for iPhone users only. A list of required IOS editing and imaging apps will be provided prior to class.

3870 CPTO 6-001
Monday, September 11 to October 2
7-9:30 p.m.
4 Sessions
Grayslake Campus, TBA
\$125 M. Caplan & J. Petrovic

PHOTOGRAPHING CITY LIGHTS AT NIGHT

Fascinated by the city at night? Explore the world after dark, discovering the marvelous colors hiding in plain sight, and learn the basics of photographing streets, city lights, stores and windows at night. Required: a laptop with photo editing software pre-loaded (e.g. Lightroom 6 or later, Adobe Photoshop or Coral Paintshop), your Digital SLR with interchangeable lens and a tripod. Experience interactive learning through lecture, demonstrations, critique and post-processing assignments. Discover what you have been missing after dark. Two of the nights we will shoot on location, and you need to provide your own transportation. This class is for intermediate to advanced photographers.

3871 CPTO 33-001
Tuesday, September 12 to November 7
(No class October 17)
6:30-9 p.m.
8 Sessions
Grayslake Campus, TBA
\$175 J. Harold



INTRODUCTION TO FINE ART PHOTOGRAPHY

Creativity begins with the vision of the photographer, but without knowing the full potential of the tools at hand, that vision may not be fully realized. Concentrate on a better understanding of the capabilities of your digital camera so you can realize and potentially expand your vision. Through lecture, demonstrations, critique and shooting assignments, learn how technical aspects of your camera impact the image, how to use multiple exposure and how to execute interval timer shooting. You will also receive an introduction to the potential of photo editing software. Bring your digital SLR camera with interchangeable lens to class. Students age 14-17 may register through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

3830 CPTO 31-001
Wednesday, September 13 to November 8
(No class October 18)
6:30-9 p.m.
8 Sessions
Grayslake Campus, TBA
\$195 J. Harold

NEW! PHOTOGRAPHY BASICS FOR BEGINNERS

Just beginning to explore photography? Get the most out of your digital camera by learning how it works and discovering how to use some of its basic functions. Learn to compose your shots and begin to understand the difference between a so-so picture and a good photograph. Part of the course will be driven by your input: what you want to learn or discuss. Plan to provide your own transportation to one class, which will meet at an outdoor location (TBD). Bring your DSLR to class each week. Students age 14-17 may register through the Explore Program for language classes and attend with a registered parent or authorized adult. Call (847) 543-2615 for information or help with registration.

3902 CPTO 8-001
Saturday, September 16 to November 11
9-11:30 a.m.
8 Sessions
Grayslake Campus, TBA
\$195 J. Harold

Writing

WRITERS IN PROGRESS

Join other writers for a monthly meeting. Benefit from helpful instruction on writing techniques and critiquing of the manuscripts you bring to class. Whether you are an unpublished novice or a published author with a work in progress this is a great opportunity to network, gain writing skills and get creative guidance. Each class will consist of writing technique instruction and a constructive, positive critique session, led by the instructor.

3829 CWRT 28-001
Thursdays, September 14, October 12,
November 9 and December 14
6-8 p.m.
4 Sessions
Grayslake Campus, TBA
\$99 S. Engstrom

Personal Enrichment

Explore: WHERE KIDS GO TO COLLEGE

Academic enrichment cleverly disguised
as fun for youth in grades 1-12.



Explore: Neuroscience

NEW! ADVENTURES OF THE BRAIN: NEUROSCIENCE (GRADES 4-7)

Don't be intimidated by the big words and complex concepts of neuroscience. Engage in hands-on learning to identify the major structures and functions of a neuron, understand the characteristics of a nerve cell and discover the functions of the brain. Build your own neuron and brain models. Research a brain disease or disorder and prepare a poster board presentation to share with peers.

3911 CSCC 7-001
Saturday, November 4 to December 2
9-11 a.m.
4 Sessions
Grayslake Campus, TBA
\$99 A. Jones

Explore: Test Prep

SAT PREP (GRADES 10-12)

Looking to prepare for and achieve your best on the SAT? Engage in algebra, geometry and basic mathematics refreshers to polish your math skills. Discover helpful ways to remember grammatical rules and effective strategies to help you approach reading passages and questions. Prepare now for SAT success! Upcoming SAT test dates are November 4 and December 3, 2017 and March 10, 2018.

3831 CEXP 94-001
Monday, October 16 to November 20
5-8 p.m.
6 Sessions
Grayslake Campus, TBA
\$250 J. Thompson

3832 CEXP 94-021
Tuesday, September 12 to October 17
6-9 p.m.
6 Sessions
Southlake Campus, R024
\$250 J. Thompson

Looking for online video making classes? See Video Game Maker 101: Perilous Pyramid and Online Video Game Maker 2: Invader! on page 13.

Explore: Inventions

NEW! INTRODUCTION TO DESIGN THINKING: INVENTIONS (GRADES 4-8)

Delve into the process of design thinking. Learn to examine a problem and its possible solutions. Design a tool or item to help solve a problem and collaborate with classmates on ways to improve those designs. Finally, fabricate a prototype of your design using everyday items.

3898 CSCC 6-001
Saturday, October 7-28
9-10:30 a.m.
4 Sessions
Grayslake Campus, TBA
\$99 B. Atlee

3899 CSCC 6-011
Saturday, October 7-28
12-1:30 p.m.
4 Sessions
Lakeshore Campus, TBA
\$99 B. Atlee

Explore: Circus Arts

NEW! INTRODUCTION TO CIRCUS ARTS (AGES 12-18)

Run away to join the circus and be home in time for dinner! Dive into the circus arts and explore balance, juggling, acrobatics, equilibristics, physical theatre/improv and character building. Class meets at Circus Kazoo, 100 S. Atkinson Road, Suite 102, Grayslake.

3900 CSCC 8-031
Tuesday, October 3 to November 7
5-6 p.m.
6 Sessions
Circus Kazoo
\$99 J. Richard

Explore: Fast-Paced Program for Gifted Students

Challenge your gifted seventh or eighth grade student with our exciting and thought-provoking Fast-Paced math and verbal courses, designed to engage and equip your bright student for academic success. Participation is by invitation for students who meet the prerequisite test scores on the SAT in sixth grade. Homeschool, private and parochial school parents may visit www.collegeboard.com to get information and register their sixth grade student to take the SAT at a local test center.

2017-2018 Requirements: SAT Math score of 530 or higher; SAT Verbal score of 260 or higher.

FAST-PACED 7TH AND 8TH GRADE MATH (FALL AND SPRING)

This two-year experience (7th & 8th grade) will challenge your student and build confidence. Topics covered are those not typically presented in traditional 7th and 8th grade Algebra or Geometry math classes.

FAST-PACED 7TH AND 8TH GRADE VERBAL (FALL AND SPRING)

This two-year experience (7th & 8th grade) will challenge your student and build confidence. Verbal topics include Greek and Latin stems, vocabulary, grammar, composition and literature.

Explore: Reader's Theatre

NEW! INTERPRETIVE READING FOR STORY LOVERS: READER'S THEATRE (GRADES 6-8)

Why not share what you love to read? Develop your ability to analyze a literary work – short story, poem, speech, or letter – for meaning and then prepare an oral interpretation of the text for performance. Learn methods for analyzing character, identifying character traits and motivations and understanding the theme and moral of a story. Practice speaking distinctly and using storytelling techniques to help make your vocal performance more interesting. Preparation is similar to that used for radio drama and voice acting. Enjoy historical works, both well known and lesser known, and participate in a public recital of the works you have mastered.

3896 CADV 10-001
Saturday, September 23 to November 11
12-1:30 p.m.
8 Sessions
Grayslake Campus, TBA
\$99 D. Johnson

3897 CADV 10-011
Saturday, September 23 to November 11
9-10:30 a.m.
8 Sessions
Lakeshore Campus, TBA
\$99 D. Johnson

Discovery: PROGRAMS FOR ADULTS 50+

Short-term classes, field trips and tours are offered in a variety of topics in a relaxed atmosphere with other interested adults presented by knowledgeable instructors and guides.

This program is specially designed to fit your schedule and lifestyle!



Discovery: Current Events

FOREIGN POLICY BOOK CLUB

Each month (for three consecutive months) participants will read a best-selling book about foreign policy and then meet to discuss the book's implications. Books will be selected in advance by the facilitator, and a list of study questions will be provided.

3741 CDIS 87-001
Fridays October 6
November 3 and December 1
9:30-11:30 a.m.
3 Sessions
Southlake Campus, Ro24
\$55 G. Midkiff

Discovery: Field Trips and Tours

UNION LEAGUE CLUB ART TOUR

Collecting art has been a tradition at the Union League Club since 1886. Today, the art collection is a vital part of the Club's identity and a significant part of Chicago's art history. The art collection is one of the oldest and most important private collections of American art in the Midwest, and it has one of the best collections of Illinois art. Enjoy a guided tour of the collection and lunch at the club.

3839 CTRP 13-001
Saturday, October 21
9 a.m. to 3 p.m.
1 Session
Southlake Campus, V138
\$129 G. Marcinkovich

Please note: Tours will leave from the location or locations specified under each description. Plan to arrive 15 minutes before the departure time for your tour. An effort is made to conduct all tours as described. Substitutions may be necessary when situations arise that are beyond our control. Cancellations for tours may be made up to seven business days before the tour. After that no refund is possible.

Discovery: Film

FOUR FILMS FROM BLACK DIRECTORS

This series will start with the directorial debuts of John Singleton and Allen and Albert Hughes. Then aided by a scene-stealing Don Cheadle, Denzel Washington will play a hard-boiled detective fending off corrupt police and Tom Sizemore in 1948 Los Angeles. The fourth film will switch to another genre in a new century with yet another impressive debut.

3697 CDIS 5-001
Monday, October 2-23
1-3:30 p.m.
4 Sessions
Southlake Campus, Ro24
\$75 J. Kupetz

REAL PEOPLE ON A REEL

Hollywood loves the biopic, especially when it's good at the box office. This series will screen and discuss four films that offer warts-and-all portrayals of the famous and infamous. Dustin Hoffman will do stand-up comedy and talk dirty to influence people. Meryl Streep pays the price for blowing a whistle, while Cher adds the performance of a career to Mike Nichols' film. Then Sissy Spacek proves she's a chameleon with her portrayal of the subversive Loretta Lynn. With so many lives and so many films, what can a four-week series do except ask participants to vote on the final life story?

3698 CDIS 7-001
Monday, November 13 to December 4
1-3:30 p.m.
4 Sessions
Southlake Campus, Ro24
\$75 J. Kupetz

Looking for Beginning Computer Classes? See page 9.

Discovery: History

DIANA: GLAMOROUS AND TRAGIC LIFE AND DEATH OF A PRINCESS

As we near the 20th anniversary of the death of Diana, it is time to take a look back at the life of this complex and luminous woman. She was the "People's Princess," beloved for her compassion as much as for her glamour. Diana's unexpected life, veering between glamour and tragedy, and her sudden and controversial death make for an unforgettable story.

3711 CDIS 60-001
Monday, August 21
9:30-11 a.m.
1 Session
Southlake Campus, Ro24
\$19 B. Bradford

THE AMERICAN REVOLUTION

In this fascinating presentation, Barry Bradford will make the events, personalities and importance of the American Revolution spring to life with drama, wit and insight. Working chronologically, we will examine the roots of the war, the early conflicts, the major battles and the fascinating Founding Fathers.

3712 CDIS 61-001
Monday, August 28 to September 25
9:30-11 a.m.
4 Sessions
Southlake Campus, Ro24
\$75 B. Bradford

ORIGINS OF THE FIRST AMENDMENT: FREEDOM OF EXPRESSION

Directly in the middle of the uneasy intersection between national freedom and national security, the First Amendment guarantees free speech, a free press and the freedom to assemble. Engage in a nonpartisan examination of the history of these rights, from the days of the English radicals and the French Enlightenment through the early years of the American republic, as our nation struggled to decide if freedom of expression was simply too costly.

3716 CDIS 68-001
Tuesday, September 12
1-3 p.m.
1 Session
Southlake Campus, Ro24
\$19 J. Haworth

OVERLOOKED AMERICANS

Learn about 14 fascinating people, including the female astronomer who (successfully) challenged the establishment, the astronaut who became a climate scientist, the journalist who (successfully) challenged a political demagogue, the man most responsible for Prohibition and the brilliant symphonic conductor best known for a particular popular musical.

3738 CDIS 84-001
Saturday, September 16-23
10 a.m. to 12 p.m.
2 Sessions
Southlake Campus, Ro24
\$35 G. Midkif

ORIGINS OF THE SECOND AMENDMENT: THE RIGHT TO BEAR ARMS

The Second Amendment to the U.S. Constitution protects the right of the people to keep and bear arms. Its interpretation continues to be the focus of intense debate. This (nonpartisan) class focuses on the history behind this amendment: the norms of weapon ownership and use in the 18th century, the opinions of the founders and the regulations found in the individual states.

3719 CDIS 72-001
Tuesday, September 19
1-3 p.m.
1 Session
Southlake Campus, Ro24
\$19 J. Haworth

TV BY THE DECADES

TV has been the greatest cultural game changer in American history. Each week, cultural historian Barry Bradford will talk about the growth and changes in TV during each of its first five decades. Every presentation will focus on three classic shows from that decade and include numerous video clips, background stories and intriguing insights.

3713 CDIS 62-001
Monday, October 9 to November 6
9:30-11 a.m.
5 Sessions
Southlake Campus, Ro24
\$95 B. Bradford

ORIGINS OF THE FEDERAL RESERVE

The Fed – our nation’s central banking system – was created after a century-plus of banking chaos in the young United States, all of which resulted in a series of economic booms and busts. This lively and lucid presentation will trace the history of the United States biggest bank from Alexander Hamilton’s First Bank of the United States to the vast and influential system of today. Come learn about where your money comes from – literally.

3717 CDIS 69-001
Tuesday, October 17
9:30-11:30 a.m.
1 Session
Southlake Campus, Ro24
\$19 J. Haworth

HERE I STAND: THE LIFE AND TIMES OF MARTIN LUTHER

This year’s seminal event, the 500th anniversary of the beginning of the Reformation, provides us with the perfect opportunity to take a closer look at this religious movement’s towering figure: the German monk turned rebel Martin Luther. Rather than focusing on his theological philosophy, German historian Anette Isaacs will explore Luther’s colorful and riveting life story and she provide captivating insights into daily life in the 16th century, thus painting a fascinating picture of this highly dramatic episode in the history of humankind.

3701 CDIS 65-001
Thursday, October 19
1-3 p.m.
1 Session
Southlake Campus, Ro24
\$19 A. Isaacs



THE EIGHT YEARS THAT CHANGED AMERICA

This year our country celebrated its 241st birthday. Some years have been peaceful, while others have been defined by foreign wars. Some years have been defined by economic cataclysms, while others have seen booming prosperity. But only eight of the 241 can be credited with changing the direction and character of our nation. We will examine each of them, starting with 1776 and ending with 2001.

3739 CDIS 85-001
Monday, October 30 to November 6
9:30-11:30 a.m.
2 Sessions
Southlake Campus, R222
\$35 G. Midkiff

ROOSEVELT WOMEN

Franklin Delano Roosevelt had many sources of support and advice when he was president of the United States, such as his cabinet and his close friends. But he had a group of women from whom he gained political help and emotional support. This class focuses on five of them: his mother, Sarah Delano Roosevelt; his wife, Eleanor; the woman who nearly broke up his marriage, Lucy Mercer Rutherford; his personal secretary, Missy

LeHand; and his Secretary of Labor, Frances Perkins, the first woman to hold a cabinet position. Smart, savvy and intensely loyal, these women were directly involved in guiding the country through some of its darkest years.

3722 CDIS 70-001
Monday, October 30 to November 6
1-3 p.m.
2 Sessions
Southlake Campus, Ro24
\$35 J. Haworth

THE MUCK AND MIRE OF PRESIDENTIAL CAMPAIGN POLITICS: ARE OUR ETHICS IN DECLINE?

How does today’s political scene compare with the past? An overview of American political history as we focus on three contentious political campaigns: Jefferson/Adams; Jackson/Quincy Adams and T. Roosevelt/Taft. We’ll learn about the Electoral College and discuss its viability in the past and today.

3918 CDIS 74-001
Wednesday, November 1-15
1-3 p.m.
3 Sessions
Southlake Campus, Ro24
\$19 H. Olson

GERMANY: A POST-ELECTION REVIEW

After a drawn out and turbulent election campaign, the Germans went to the polls in September and elected a new federal government. But where does Europe's most populous nation and its economic engine go from here? What do the election results mean for the European Union and for Germany's domestic policies? How will the country and its legendary social net be transformed during the next legislative period? How will the new government bond with the Trump administration? Join German historian and political scientist Anette Isaacs for an informative and enlightening post-election review.

3736 CDIS 66-001
Tuesday, November 7
1-3 p.m.
1 Session
Southlake Campus, Ro24
\$19 A. Isaacs

AMERICA'S PRESIDENTIAL ELECTIONS

The history of America's presidential elections will unfold over five fascinating weeks. Award-winning presidential historian Barry Bradford will walk us through every election from 1790 through 2016. We will learn about the candidates, the issues, the changing nature of political elections and how American history was shaped by the decisions we made.

3737 CDIS 67-001
Monday, November 13 to December 4
9:30-11 a.m.
4 Sessions
Southlake Campus, Ro24
\$75 B. Bradford

HARRIET TUBMAN

Harriet Tubman began her life in obscurity, as a slave on a Maryland plantation. She spent parts of her life in secrecy, rescuing slaves out of slavery and later scouting out invasion routes during the Civil War. In 2020 she will join a group of highly visible and highly select group of Americans: her likeness will be on the \$20 bill. Get to know one of our most remarkable Americans.

3735 CDIS 64-001
Tuesday, November 28
9:30-11:30 a.m.
1 Session
Southlake Campus, Ro24
\$19 J. Haworth

THE HISTORY OF OUR SECRETARIES

OF STATE

Sixty-nine people have been approved by the Senate to hold this position. One proposed a plan that saved a continent. One wrote a doctrine that protected a hemisphere. One negotiated a purchase that forever changed the boundaries of our country. One negotiated the creation of a foreign country. And six have gone on to become president. We will follow the evolution of the office as the United States slowly began to behave as a world power.

3740 CDIS 86-001
Friday, December 1-8
1-3 p.m.
2 Sessions
Southlake Campus, TBA
\$35 G. Midkiff

JOHN AND ABIGAIL: A LOVE STORY

Boy meets girl. As man and woman, John and Abigail Adams were swept into the American independence movement. Together they helped shape the times that they were born in and founded a political dynasty — but at a great cost to their marriage and family. This class will tell the very personal story of their marriage and family and how the nation's founding influenced it.

3742 CDIS 95-001
Tuesday, December 5
1-3 p.m.
1 Session
Southlake Campus, TBA
\$19 J. Haworth

LOOKING BACK, LOOKING AHEAD

Each December, Barry presents a recap of his choice for the top ten news stories of the previous year and then makes his predictions for what will be the top news stories of the next year. We will also look at the list of the important people we lost in 2017 and begin thinking about the challenges and the possibilities of the new year.

3714 CDIS 63-001
Monday, December 11
9:30-11 a.m.
1 Session
Southlake Campus, Ro24
\$19 B. Bradford

Discovery: Judaic Studies

EIGHT SECRETS OF JEWISH HISTORY

Jewish history is more complicated and more interesting than you ever imagined. Learn what they didn't teach you in Sunday School.

3823 CDIS 90-001
Thursday, October 26 to November 2
9:30-11:30 a.m.
2 Sessions
Southlake Campus, R222
\$35 A. Chalom

Discovery: Literature

SIR ARTHUR AND SHERLOCK

This class will explore the many sides of Sir Arthur Conan Doyle and his enduring character, Sherlock Holmes. From Basil Rathbone to the current manifestation of Holmes by Benedict Cumberbatch, the character of Sherlock Holmes has continued to capture the imagination of readers and movie goers alike. Holmes is very complex character, but not any more so than his creator. Discover the dark side of Sir Arthur.

3822 CDIS 79-001
Friday, September 22 to 29
1-3 p.m.
2 Sessions
Southlake Campus, Ro24
\$35 S. Stephens

Discovery: World Religions

THE GOSPELS

Who wrote the gospels and when? Why are Mark, Matthew and Luke similar but John so different? Why do the gospels often contradict each other? And how should the gospels' texts be interpreted? We'll discuss these and other intriguing questions as we examine four of the world's most influential writings.

3917 CDIS 76-001
Tuesday, October 24-31
1-3 p.m.
2 Sessions
Southlake Campus, Ro24
\$35 J. Leitner

Steps to Apply, Register and Pay

1. Apply for Admission

- Students who wish to take Professional Development or Personal Enrichment course need a CLC student ID prior to registering.
- To get your CLC ID, please complete the Student Admission Form at www.clcillinois.edu/apply
- When your application has been processed (usually within one business day), you will be given a CLC myLogin username and temporary password as part of the admission process. If you provided an email address on your application your username and password will be emailed to you in two separate emails. All new students will also receive an official admission letter with their login information via U.S. mail.
- Once you have your username and temporary password, you can set up myLogin.
- If you need login help, contact the ITS Service Desk at www.clcillinois.edu/helpdesk or call (847) 543-HELP (4357).

2. Steps to Register

- If you already have your CLC ID, you may register online or in person at any of our three campus locations or go to the myCLC student portal. After entering your login, select the “Student Center” option to be taken to the student registration system.
- At myCLC Student Portal click on “Search for Classes.”
- Specify the semester and then a subject to view the classes available.
- When you find the specific open class section you want click “Select Class” and add it to your shopping cart.
- Click on “Shopping Cart” check the box next to your selected class and click enroll.
- When you want to add or drop a class, check for a “Success” or “error” message.
- Register for classes at www.clcillinois.edu.
- For more information, visit www.clcillinois.edu/admission.

3. Where and when to Register In Person

On-site Registration Hours
Monday-Thursday 8 a.m. to 8 p.m., Fridays 8 a.m. to 4 p.m.
Online Registration is available 24/7

- Grayslake Campus—19351 W. Washington St., Grayslake
- Lakeshore Campus—111 N. Genesee St., Waukegan
- Southlake Campus—1120 S. Milwaukee Ave., Vernon Hills

4. Pay Tuition and Fees

- Log into myCLC to view your billing statement and class schedule.
- Paper billing statements are no longer mailed to your home. Email notifications will be sent to your student email once your statement is ready to view on myCLC.
- A billing statement will be sent only on unpaid accounts. It is the responsibility of the student to meet payment deadlines. Again, establishing a payment plan or paying for a class should occur prior to the first day of the class regardless of when the student enrolled in the class.
- Payment plans are available for non-credit classes.
- Non-credit classes are not eligible for Financial Aid.
- Visit www.clcillinois.edu/paying-for-college/how-to-pay for more information.

Withdrawals

- Students are NOT automatically dropped from continuing education classes. Students who do not plan to complete a class they have enrolled to take are responsible for officially dropping the class online.
- Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is recorded in the system at the time the student drops the class.
- Students who stop attending class, but do not officially drop, will remain responsible for all tuition/fees for the class. It is not sufficient to tell a CLC staff member that you want to drop a class; you must complete the drop/withdrawal action yourself.
- The official deadline for dropping or for withdrawing is defined individually for each class.

Refund Schedule

- To check the deadline dates, log on to myCLC and choose “My Class Schedule.” When your schedule appears, click on the calendar icon next to the class, and the deadline dates will be displayed. These dates are also displayed in the schedule of classes.
- If you are not sure of the deadlines, please check with the Office of Registrar and Records at (847) 543-2061.

Refunds for Semester-long Classes

- Withdrawal on or before start of class = 100 percent refund
- Withdrawal before 15 percent of class time passes = 100 percent refund
- Withdrawal after 15 percent of class days pass = no refund

Refunds for One-day and “Series” Classes

One Day Classes and Workshops

- Withdrawal the day before class = 100 percent refund*
- Withdrawal on or after day of class = no refund

***Exceptions:** Due to the nature of some of the one-day classes, cancellations with a full refund are only made up to seven business days before the class. After that no refund is possible.

Senior Citizens

All in-district residents who are 60 years of age or older at the time of registration may enroll in credit courses offered by the college at one-half the regular tuition rate with all other fees remaining unchanged. Vocational credit courses (1.6 vocational credit) offered by Professional Development also qualify for the one-half tuition discount with all other fees remaining unchanged. The senior citizen waiver does not apply to Personal Enrichment classes.

All residents of the college district who are 65 years of age or older at the time of registration and who qualify financially according to Illinois Statute may enroll in credit courses (Professional Development and Personal Enrichment courses are not included) offered by the college without paying tuition or activity fees. Applications for the Senior Citizen Tuition Waiver are available in the Financial Aid Office, Room B114 or online at www.clcillinois.edu/faforms.

Room assignment

Please check your schedule for any updates to room assignments by logging in to MyCLC and checking MyStudentCenter **prior** to the class start date.

CLERY ACT

The College of Lake County is committed to maintaining a safe and secure educational environment. Each year prior to October 1, the College publishes its Annual Security Report. This report contains information regarding campus security, personal safety including topics such as, crime prevention, college police law enforcement authority, crime reporting policies, crime statistics for the most recent three year period and disciplinary procedures.

This report is available on the CLC Police Department website at www.clcillinois.edu/clery. If you would like a printed booklet containing this information, please contact the CLC Police Department at 19351 W. Washington St., Room C185, Grayslake, IL 60030 or by phone at (847) 543-2081.

College of Lake County is a Smoke-Free Campus.

Save lives with defensive driving

Judicial Services offers opportunities to improve your future and the future of your community through courses, workshops and volunteer opportunities.

Partnering with the 19th Judicial Circuit Court for over 25 years, Judicial Services offers the National Safety Council's award-winning Defensive Driving Courses including the "Alive at 25" program.

Distracted driving is on the rise. Motorists of all levels can benefit from learning defensive driving skills. Register for a course today.

www.clcillinois.edu/judicial

(847) 543-2185 (courses)

(847) 543-2100 (volunteering)

judicialservices@clcillinois.edu

"I just missed being killed by about three seconds."

– Christine Burke praising CLC's defensive driving course.

Christine Burke of Lake Barrington enrolled in our Defensive Driving Course. While driving less than a week later, she used a lesson from the course to narrowly avoid getting smashed broadside by a car that ran a red light.

Burke said that she hesitated at the intersection, recalling a tip she learned in the defensive driving course called "delayed acceleration" waiting two or three seconds before entering an intersection if yours is the first car there. She credits this decision with saving her life.





Innovative Learning Solutions that deliver results

With the continually changing work environment, preparing yourself or your organization with proficiencies is a smart strategy. Whether you want to improve your skill set, or you need to train your entire team, we have the expertise to provide a solution. Multiple training options are available: instructor-led classroom, online classes or customized training crafted to meet your organization's specific needs, delivered onsite or at one of our three campuses. We want to be your training partner to help you shape your career or business' future.

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Visit: www.clcillinois.edu/solutions

College  **Lake County**
Workforce and Professional
Development Institute



COURSES

CLC's Personal Enrichment and Professional Development classes are affordable, convenient and taught by local experts. Turn to page 34 for the complete list of Personal Enrichment classes and page 1 for Professional Development.

Creative iPhone Imaging

Unleash the huge power of the tiny camera in your iPhone. Learn everything from composing a shot to editing images to enhancing your photos. It's art in the palm of your hand. Details on page 43.

Discovery: Sir Arthur and Sherlock

Explore the many sides of Sir Arthur Conan Doyle and his enduring character, Sherlock Holmes. Holmes is a very complex character, but not any more so than his creator. Class details are on page 50.

Explore: SAT Prep

Looking to achieve your best on the SAT? This class will help students in grades 10-12 prepare for SAT success. Turn to page 44 for details.

Computer Skills Training

New half-day workshops on advanced Microsoft Excel functions. Turn to page 11 for details.

Cultural Competency

Gain a better understanding and appreciation of diverse cultures while becoming an accomplished ambassador for cultural competency. Explore the different facets of culture and identity in order to increase awareness and understanding of diverse student populations for school counselors and teachers and social workers. Details on page 22.

Fundamentals of Supervision

Participants will be provided with an overview of the "people" skills required of successful supervisors. Intended for current supervisors, new supervisors and those who are about to be promoted to a supervisory position. See page 4 for details.



SAVE THE DATE



Road to Success
OFF TO A GRAND START

TRAINING

Customized Solutions

Does your company have a unique training need? CLC brings powerful, results-driven training to your organization. Visit www.clcillinois.edu/solutions or call (847) 543-2615 to learn more.

Community Awareness

Distracted driving is on the rise. Motorists of all levels can benefit from learning defensive driving skills. Judicial Services offers training in partnership with the 19th Judicial Circuit Court. Turn to page 52 for information.

SERVICES

Small Business Owners

Explore solutions for your business to start, grow and succeed. Whether you're starting a new business, positioning your company for growth or seeking to expand globally, the Illinois Small Business Development and International Trade Center can guide you to success. Turn to page 27 for information.

College of
Lake County
Foundation

2017 Scholarship Gala

Saturday, October 28, 2017

6:00 p.m.

The Drake Hotel | Chicago

Gala Highlights:

Gourmet Dining

Live Music by the Ron Harris Band

Dancing

Open Bar/Martini Bar

Live Auction, Silent Auction and Raffle

Experience the elegant Grand Ballroom and Walton Room

For more information, contact Kristen Davis
(847) 543-2400
Kristen.davis@clcillinois.edu

All net proceeds benefit the College of Lake County
Foundation Scholarships and Grants Fund.

ECRWSS

RESIDENTIAL CUSTOMER

GRAYSLAKE CAMPUS

19351 W. Washington St., Grayslake, IL 60030

WAUKEGAN CAMPUS (LAKESHORE)

33 N. Genesee St., Waukegan, IL 60085

VERNON HILLS CAMPUS (SOUTHLAKE)

1120 S. Milwaukee Ave., Vernon Hills, IL 60061

ONLINE www.clcillinois.edu/wpd

(847) 543-2615

NONCREDIT COURSES

CLC is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. Responsibility for coordination of compliance efforts and receipt of inquiries has been delegated to the Dean of Student Life, 19351 W. Washington St., Grayslake, IL 60030 (847) 543-2288.

