



## CLC Classes: **Spring 2017 Noncredit Courses** **Innovation for Business | Career | Life**

Professional Development Courses

Training for Professionals and Businesses

Personal Enrichment: Youth to Adult and Discovery for 50+

[www.clcillinois.edu](http://www.clcillinois.edu)

College  Lake County.



## Connect to the College of Lake County: Innovation for your business, your career, your life

Continuously improving, constantly innovating and reinventing your business, career or life. The College of Lake County offers you countless opportunities.

### **Innovation for 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.

### **Innovation for 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 for quick mastery 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.

### **Innovation for life**

Make the time to enjoy life and pursue your passions. Explore a new hobby. Learn a new skill. Challenge your brainpower! Personal Enrichment offers noncredit classes in a variety of topics for youth to adult including the Discovery Program for adults 50+. Learn in a relaxed environment from noted experts. Or, if you want to pursue your associate degree or career certificate, the College of Lake County offers nearly 200 degree and career options.



The College of Lake County is always looking for ways to connect you to the best educational opportunities available.

We continually update our workshops, courses, programs and training to offer what you want to learn no matter your age. CLC offers cutting-edge professional development and training to advance your career or earning potential.

Be sure to keep this schedule through May; our classes are offered throughout the spring. Visit [www.clcillinois.edu/wpdi](http://www.clcillinois.edu/wpdi) for up-to-date class information.

**Affordable and local, explore the College of Lake County and connect to your future.**

**For more information:**

**Call: (847) 543-2615**

**Email: [wpdi@clcillinois.edu](mailto:wpdi@clcillinois.edu)**

**Visit: [www.clcillinois.edu](http://www.clcillinois.edu)**



Client Solutions  
Construction Business Development Center  
Illinois Small Business Development and  
International Trade Center  
Judicial Services  
Personal Enrichment  
Professional Development

**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

Workforce and Professional Development Institute offices  
University Center of Lake County  
1200 University Center Dr., Suite 302, Grayslake, IL 60030  
(847) 543-2615  
[wpdi@clcillinois.edu](mailto:wpdi@clcillinois.edu)  
[www.clcillinois.edu/wpdi](http://www.clcillinois.edu/wpdi)

Courses start at various dates throughout the term; some courses begin as late as April or May. Keep this schedule handy and refer to it through May 2017. The information contained within is accurate as of November 2016, but is subject to change.

Like us on Facebook  
and follow us on Twitter!



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# 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! PRESENTATION SKILLS – THE NEXT GENERATION**

This workshop combines web-based presentation skills software and classroom instruction to provide you with cutting edge techniques for delivering presentations with impact. Workshop participants will:

- Understand current social and media influences on presentations.
- Structure presentations for maximum impact in today's business climate.
- Leverage three critical presentation delivery skills to capture and maintain the audience's attention.
- Practice skills by conducting professional presentations in class.
- Gather feedback from course instructors and participants about presentation skills strengths, opportunities for development and apply a continuous improvement process.

Register today and take a step toward improving yourself personally and professionally!

Please register at least ten days before class date. This course has a pre-class assignment to record a presentation using a web platform. Participants will be contacted with details prior to the class start. Materials are included in the course fee.

**7557 PPRO 16-600**  
Monday and Wednesday  
February 27 to March 1  
8:30 a.m. to 12:30 p.m.  
2 Sessions  
Grayslake Campus, T335  
\$249 M. Bienvenue

**7558 PPRO 16-601**  
Tuesday and Thursday, April 11-13  
6-10 p.m.  
2 Sessions  
Grayslake Campus, T335  
\$249 M. Bienvenue

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**Does your organization need customized training?**

**We can help.**

**Call (847) 543-2615 for a solution.**

# Administrative Assistant

## NEW! IT'S ABOUT TIME

Does time seem to manage you rather than the other way around? Are you wishing for more time in a day in order to accomplish all of the things you must do without even contemplating what you want to do? Utilizing a variety of resources from time management and productivity experts, this course will guide the student to understand time, culture, systems, technology, and strategies. The student 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.

**7561 PPRO 11-001**

Wednesdays, March 29, April 12 and 26  
7-9:30 p.m.  
3 Sessions  
Grayslake Campus, TBA  
\$99 J. Mason

## THE EFFECTIVE ADMINISTRATIVE ASSISTANT

As a seasoned administrative assistant, are you looking for ways to revitalize your work and find a fresh perspective on all that has to be done? Or are you new to the field looking for practical ways to start at the top of your game? This program will provide the fundamental tools needed to be successful.

This instructor-led online course will help administrative assistants deliver results in the real world. You will participate in highly interactive, live online sessions with your instructor and peers once a week for two hours. By meeting online, you minimize your time away from the office but still gain the benefits of class discussion, group participation and instructor interaction. Outside of the weekly sessions, there will be a variety of ways to communicate with the instructor and the group to reinforce concepts.

## You will learn:

- Communications skills, including listening, questioning and being more assertive.
- How to increase your effectiveness in recognizing and managing conflict, as well as dealing with difficult people.
- How to influence others even when you don't have authority over them.
- How your style works to your favor (and might work against you).
- A five step model for getting things done with less stress.
- Easy-to-use templates and tools to successfully deliver projects.
- Practical approaches to juggling everything on your plate.

This program qualifies for 10 CAP Recertification Points for Certified Administrative Professionals.

**7229 PPRO 29-001**

Friday, April 21 to May 19  
1:30-3:30 p.m.  
5 Sessions  
Online Webinar  
\$299 A. Kaufman



## 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 the 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!

**7176 PPRO 88-001**  
Saturday, February 18 to April 8  
8:30 a.m. to 4:30 p.m.  
5 Sessions  
Grayslake Campus, T333  
\$1,349 A. Kaufman



### 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.

#### 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.

**7173 PPRO 85-001**  
Saturday, February 18-25  
8:30 a.m. to 4:30 p.m.  
2 Sessions  
Grayslake Campus, T333  
\$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 more 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.

**7174 PPRO 86-001**  
Saturday, March 11-18  
8:30 a.m. to 4:30 p.m.  
2 Sessions  
Grayslake Campus, T333  
\$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 to pass 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.

**7175 PPRO 87-001**  
Saturday, April 8  
8:30 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, T333  
\$425 A. Kaufman

**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](http://www.clcillinois.edu/professional/projmgmt)

Check out PCTR 70, Microsoft Project: Level 1, on page 8!

## Leadership Development

### BUSINESS MANAGEMENT CERTIFICATE

Supervisors, managers and emerging leaders: Enhance your management skills. 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 how to improve your management of time and productivity. Get tips and techniques you won't get anywhere else for managing time and increasing productivity. Learn 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, Time and Productivity and Managing Generations in the Workplace.

#### TAKE THE SERIES AND SAVE!

**7349 PPRO 4-800**  
February 6 to April 28  
Online 24/7  
\$595 S. Klauss

#### SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

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##### MANAGEMENT BOOT CAMP

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 you will be managing like a pro, quickly and with confidence.

**7346 PPRO 1-800**  
February 6 to March 3  
Online 24/7  
\$295 S. Klauss

##### 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.

**7347 PPRO 2-800**  
March 6-31  
Online 24/7  
\$195 W. Draves

##### MANAGING GENERATIONS IN THE WORKPLACE

Gain an understanding of managing workers from different generations, 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.

**7348 PPRO 3-800**  
April 3-28  
Online 24/7  
\$175 K. Dellabough

## Lean Sigma

### APPLYING LEAN SIGMA TO HR FUNCTIONS

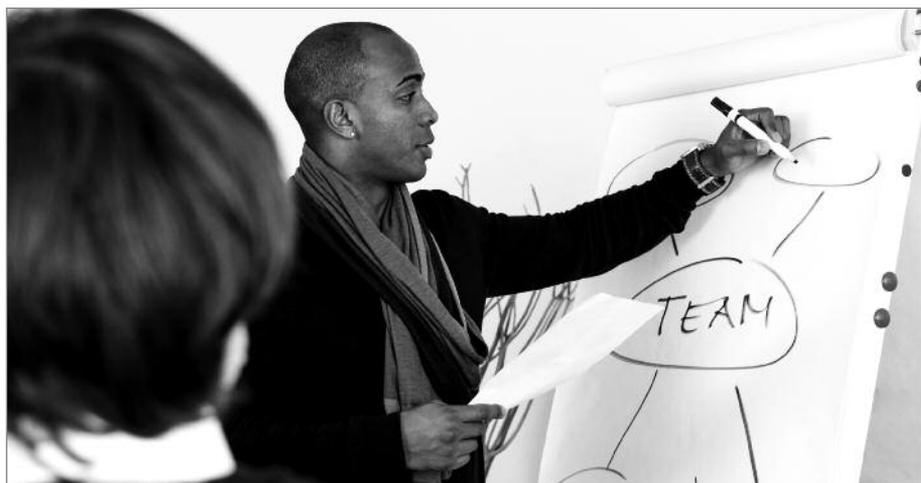
Lean principles can be used to streamline processes in the human resource functions such as recruiting, hiring, training, compensating and managing performance. Find out about Lean concepts, tools and methods with which you can benchmark and assess problems and lead continuous improvement efforts to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

**7337 PGOT 17-800**  
March 6-31  
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. Using these techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required.

**7341 PGOT 29-800**  
April 3-28  
Online 24/7  
\$245 S. Follett



## Presentations



### PREZI

Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with your presentation and how you are presenting.

**7335 PGOT 3-800**  
February 6 to March 3  
Online 24/7  
\$195 K. Green

### GRAPHIC DESIGN FOR VISUAL PRESENTATIONS

Make your visual presentations look professional and communicate effectively. Get the latest most advanced techniques on graphic design principles, including page layout, typography and basic design considerations. Take away more skills to create an effective and beautiful visual presentation on any presentation software program that you choose.

**7554 PGOT 4-800**  
April 3 to 28  
Online 24/7  
\$195 R. Lee

## 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.

**7339 PGOT 22-800**  
February 6 to March 3  
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. Learn time-saving tips and strategies to get more done in your work and personal life.

**7340 PGOT 23-800**  
March 6-31  
Online 24/7  
\$195 J. Selke

## 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 advanced class assumes you have started a Facebook page and have basic knowledge of the platform. Includes the most current updates Facebook has made to pages.

**7342 PGOT 32-800**  
March 6-31  
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, investing in building cell phone apps. We will provide 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 for technical users who want to understand how to quickly deploy smartphone applications.

**7352 PPRO 51-800**  
March 6-31  
Online 24/7  
\$245 D. Belhassen

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### How to Register for Online Business Skills Classes

These are instructor-led, online courses that cannot be accessed through Blackboard. Please contact our office for access information to your online course Call (847) 543-2615 or email [professionalworkshops@clcillinois.edu](mailto:professionalworkshops@clcillinois.edu)

# 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 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.

### TAKE THE SERIES AND SAVE!

7345 PGOT 35-800  
February 6 to April 28  
Online 24/7  
\$495 D. Felix

### SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

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#### 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.

7336 PGOT 10-800  
March 6-31  
Online 24/7  
\$195 K. Will

#### BUSINESS WRITING

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

7343 PGOT 33-800  
February 6 to March 3  
Online 24/7  
\$195 D. Felix

#### 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.

7344 PGOT 34-800  
April 3-28  
Online 24/7  
\$195 W. Draves

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#### How to Register for Online Business Skills Classes

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# 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 take away extraordinary customer service techniques you won't find anywhere else.

### TAKE THE SERIES AND SAVE!

7338 PPRO 19-800  
February 6 to March 31  
Online 24/7  
\$245 N. Sanders-Cobb

### SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

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#### 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.

7350 PPRO 17-800  
February 6 to March 3  
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 to focus on the key elements to start on your pathway to success

7351 PPRO 18-800  
March 6-31  
Online 24/7  
\$145 F. Bayley

## Beginning Computer Skills

### BEGINNING COMPUTER 1

This five-week course is designed for individuals who are unfamiliar with the computer and have never taken a computer class. Class will cover basic computer skills that allow you to practice and understand how to use and navigate a personal computer.

**7455 CDIS 39-001**  
Thursday, February 2 to March 2  
3-5 p.m.  
5 Sessions  
Grayslake Campus, Room L032  
\$119 S. Freeman

### BEGINNING COMPUTER 2 – NEW FORMAT

This five-week course will cover basic computer skills that allow you to understand how to use and navigate the internet using a personal computer. We will discuss and practice internet apps including (but not limited to) email, browsers and search engines.

**7456 CDIS 40-001**  
Thursday, March 30 to April 27  
3-5 p.m.  
5 Sessions  
Grayslake Campus, Room L032  
\$119 S. Freeman

## Computers- Microsoft Office

### 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.

**7298 PCTR 10-001**  
Monday, January 30  
9 a.m. to 5 p.m.  
1 Session  
Southlake Campus, V102  
\$225 S. Bajt

**7299 PCTR 10-002**  
Monday, February 27  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, L032  
\$225 B. Salita

### MICROSOFT WORD: LEVEL 2

Explore some of the more sophisticated features of word processing for increased efficiency using Microsoft Word. Learn about creating and using various document styles, customizing tables and charts, modifying pictures in a document, creating customized graphic elements, inserting content using QuickParts and using the mail merge function. A textbook is required and may be purchased in the CLC bookstore prior to class.

**Prerequisite:** PCTR 10, Microsoft Word Level 1 or equivalent knowledge.

**7300 PCTR 11-001**  
Monday, March 13  
9 a.m. to 5 p.m.  
1 Session  
Southlake Campus, V102  
\$225 S. Bajt

### MICROSOFT EXCEL: LEVEL 1

Learn to create a basic worksheet and modify the contents and appearance. Perform calculations, modify the appearance of data within a worksheet, manage Excel workbooks and print the contents. A textbook is required and is available for purchase in the CLC bookstore.

**7301 PCTR 15-001**  
Friday, February 3  
9 a.m. to 5 p.m.  
1 Session  
Southlake Campus, V102  
\$225 Staff

**7302 PCTR 15-002**  
Monday, February 13  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, L032  
\$225 C. Horwitz

**7303 PCTR 15-003**  
Tuesday and Thursday, March 14-16  
5-9 p.m.  
2 Sessions  
Grayslake Campus, L032  
\$225 B. Salita

**7304 PCTR 15-004**  
Monday, April 3  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, L032  
\$225 A. Sarrazine

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**Business Owners: Looking for QuickBooks Classes? Turn to page 28.**



### **MICROSOFT EXCEL: LEVEL 2**

Learn how to work faster and more productively using 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 is available for purchase in the CLC bookstore.

**Prerequisite:** Microsoft Excel Level 1 or equivalent knowledge and use of advanced formulas.

**7305 PCTR 16-001**  
Friday, February 17  
9 a.m. to 5 p.m.  
1 Session  
Southlake Campus, V102  
\$225 Staff

**7306 PCTR 16-002**  
Tuesday, March 28  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, L032  
\$225 C. Horwitz

**7307 PCTR 16-003**  
Monday, April 17  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, L032  
\$225 A. Sarrazine

### **MICROSOFT EXCEL: LEVEL 3**

After successfully completing 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 is available for purchase in the CLC bookstore. **Prerequisite:** Microsoft Excel Level 2 or equivalent knowledge

**7308 PCTR 17-001**  
Monday and Wednesday, April 24-26  
9 a.m. to 1 p.m.  
2 Sessions  
Grayslake Campus, L032  
\$225 C. Horwitz

### **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 is available for purchase in the CLC bookstore.

**7309 PCTR 20-001**  
Monday, February 20  
9 a.m. to 5 p.m.  
1 Session  
Southlake Campus, V102  
\$225 J. Besser

### **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 is available for purchase in the CLC bookstore. **Prerequisite:** Microsoft Access Level 1 or equivalent knowledge

**7310 PCTR 21-001**  
Tuesday, April 11  
9 a.m. to 5 p.m.  
1 Session  
Southlake Campus, V104  
\$225 J. Besser

### **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 and use clip art and animation to enhance your presentation. A textbook is required and may be purchased in the CLC bookstore.

**7311 PCTR 30-001**  
Wednesday, April 5  
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 is available for purchase in the CLC bookstore.

**7313 PCTR 70-001**  
Wednesday, April 19  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, L032  
\$225 J. Besser

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## **COMPUTER SKILLS FOR THE WORKPLACE - ONLINE**

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. Learn how to implement the powers of modern office software to work faster and more efficiently, focusing on practical applications for software most common to the workplace. Want to learn at home on your own? Sign up for an ed2go instructor led or self-paced online course. Turn to page 26 for more information or visit [www.ed2go.com/clc](http://www.ed2go.com/clc)

## Computers- Graphic Design

### PHOTOSHOP CREATIVE CLOUD: LEVEL 1

Create and enhance graphics for marketing materials, newsletters, blogs and websites. If you want to prepare photos for print or web or enhance your work for the web or print, you will benefit from Photoshop skills. You should be familiar with the basic functions of your computer's operating system such as creating folders, launching programs and have knowledge of the basic skills such as copying and pasting objects, formatting text and saving files.

**7312 PCTR 40-001**  
Monday, May 1  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, L032  
\$225 J. Berek

## 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](mailto: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.

**7381 CCMP 92-801**  
February 20 to April 9  
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](mailto: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.

**7382 CCMP 93-801**  
March 20 to May 7  
Online 24/7  
\$179 All About Learning



## CUSTOMIZED COURSES FOR YOUR COMPANY

Invest in your staff and organization by offering private, customized deliveries of our professional development courses at your location, a CLC campus or an offsite facility locally, nationally or globally. We can create a talent development solution that aligns with your unique goals, meets your timelines and delivers your desired outcomes. Contact us at [corporatetraining@clcillinois.edu](mailto:corporatetraining@clcillinois.edu) or (847) 543-2615 to discover a solution for you and your organization.

# Information Technology Professional

Learn more about Information Technology Professional training programs by attending a FREE information session at 6 p.m. Thursday, January 5 at the Grayslake Campus or Thursday, January 12 at the Southlake Campus. Visit [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more details and additional information session dates.

Students must attend a mandatory orientation session and take a competency assessment test (or provide written documentation of prior learning experience) prior to beginning the IT Professional Program.

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## NEW! 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 to use on the job. Acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize and perform preventive maintenance of basic personal computer hardware and operating systems. Network connections and technologies as well as security will also 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.

**7528 PTEC 1-101**  
Monday and Wednesday  
January 18 to March 15  
6-10 p.m.  
16 Sessions  
Grayslake Campus, T224  
\$1,999 M. Grzesik

**7562 PTEC 1-102**  
Monday and Wednesday  
February 15 to April 19  
6-10 p.m.  
16 Sessions  
Grayslake Campus, T224  
\$1,999 M. Grzesik

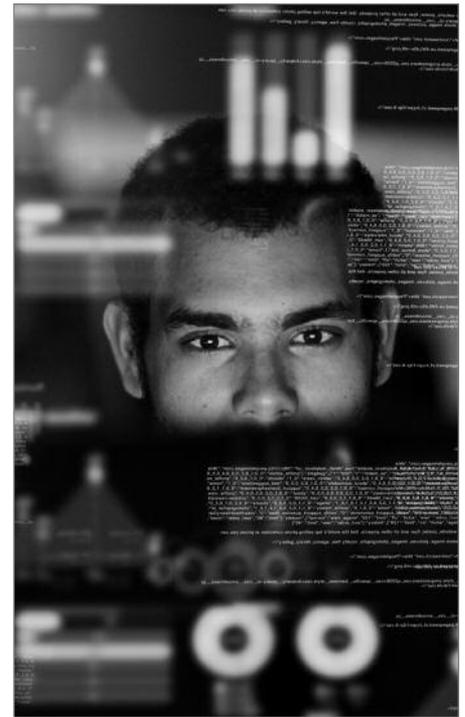
## NEW! CISCO CCENT/CCNA® CERTIFICATION

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 and wireless and for emerging technologies. 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.

**7529 PTEC 2-001**  
Tuesday and Thursday,  
January 17-May 11  
6-10 p.m.  
30 Sessions  
Southlake Campus, V234  
\$3,495 S. Barkat



## NEW! SECURITY+ CERTIFICATION

Today's job market demands individuals with demonstrable skills. CompTIA® Security+® (Exam SY0-401) is the primary course you'll need if your job responsibilities include securing network services, devices and traffic. Students build on their 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.

If you intend to pass the CompTIA Security (Exam SY0-401) certification examination, this course can be a significant part of your preparation.

**7577 PTEC 3-001**  
Monday and Wednesday  
April 24-May 31  
6-10 p.m.  
11 Sessions  
Grayslake Campus, T224  
\$1,999 M. Grzesik

## CPR

### CPR BASIC: BLS HEALTHCARE PROVIDER

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.

**7241 PALH 8-001**  
Saturday, January 21  
9 a.m. to 12 p.m.  
1 Session  
Grayslake Campus, T333  
\$75 S. Frankson

**7242 PALH 8-002**  
Friday, January 27  
2:30-5:30 p.m.  
1 Session  
Grayslake Campus, TBA  
\$75 S. Frankson

**7243 PALH 8-003**  
Saturday, February 4  
9 a.m. to 12 p.m.  
1 Session  
Grayslake Campus, T333  
\$75 S. Frankson

**7244 PALH 8-004**  
Friday, February 17  
2:30-5:30 p.m.  
1 Session  
Southlake Campus, V122  
\$75 S. Frankson

**7245 PALH 8-005**  
Friday, March 10  
2:30-5:30 p.m.  
1 Session  
Grayslake Campus, TBA  
\$75 S. Frankson

**7246 PALH 8-006**  
Thursday, April 6  
5:30-8:30 p.m.  
1 Session  
Grayslake Campus, T335  
\$75 S. Frankson

**7247 PALH 8-007**  
Saturday, May 6  
9 a.m. to 12 p.m.  
1 Session  
Grayslake Campus, T333  
\$75 S. Frankson

### CPR REFRESHER: BLS HEALTHCARE PROVIDER

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. Intended for certified or noncertified, licensed or nonlicensed healthcare professionals. Current AHA BLS Healthcare Provider certification card is required to attend. A textbook is required and may be purchased at the CLC bookstore.

**7237 PALH 7-001**  
Saturday, January 21  
1-4 p.m.  
1 Session  
Grayslake Campus, T333  
\$65 S. Frankson

**7238 PALH 7-002**  
Friday, March 31  
2:30-5:30 p.m.  
1 Session  
Grayslake Campus, T335  
\$65 S. Frankson

**7239 PALH 7-003**  
Wednesday, April 12  
5:30-8:30 p.m.  
1 Session  
Grayslake Campus, T335  
\$65 S. Frankson

**7240 PALH 7-004**  
Saturday, May 6  
1-4 p.m.  
1 Session  
Grayslake Campus, T333  
\$65 S. Frankson

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**Looking for HeartSaver CPR, with Adult, Child and Infant: See page 40.**

## Healthcare - Online

### SPANISH FOR MEDICAL PROFESSIONALS-ONLINE

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? This Spanish class, designed specifically for healthcare professionals, will help you bridge that gap. Practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families.

**7334 PALH 4-800**  
March 6-31  
Online 24/7  
\$145 C. Sempe

### DEMENTIA 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. Come away with increased knowledge of how to care for persons with dementia.

**7453 VALH 15-800**  
February 6 to March 31  
Online 24/7  
\$495 P. Atwood

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These are instructor-led, online courses that cannot be accessed through Blackboard. Please contact our office for access information to the online course. Call (847) 543-2615 or email [professionalworkshops@clcillinois.edu](mailto:professionalworkshops@clcillinois.edu).

## 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 then fingerprinting will be required } prior to the first day of class. For detailed course information, visit [www.clcillinois.edu/professional/nursing](http://www.clcillinois.edu/professional/nursing) CEs. Please call (847) 543-2615 for an information packet.

**Note:** Due to the process involved, 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.

**7516 VALH 10-001**  
Monday and Tuesday, February 6-7  
8 a.m. to 1 p.m.  
2 Sessions  
Grayslake Campus, D228  
AND  
1 Session at a Clinical Site  
\$379 J. Foley

**7517 VALH 10-002**  
Wednesday and Thursday, April 5-6  
5-10 p.m.  
2 Sessions  
Grayslake Campus, D228  
AND  
1 Session at a Clinical Site  
\$379 S. Kadera

### 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 College of Lake County health career programs. 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. The required textbook is available at the CLC bookstore.

**7353 VALH 25-001**  
Tuesday and Thursday, February 14 to March 16  
1-4 p.m.  
10 Sessions  
Grayslake Campus, TBA  
\$199 J. Jacobs

**7354 VALH 25-002**  
Tuesday and Thursday, March 30 to May 2  
6-9 p.m.  
10 Sessions  
Grayslake Campus, TBA  
\$199 J. Jacobs

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**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.

## Pharmacy Tech

Learn more about Pharmacy Technician Training by attending a FREE information session on January 11 at 6 p.m. at the Grayslake Campus, Room T323. Visit [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more information.

### PHARMACY TECHNICIAN TRAINING

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 receive and fill prescriptions under the supervision of licensed pharmacists and perform duties such as maintaining patient profiles, answering phones and working the register. Gain the knowledge and skills for an entry-level position and prepare 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.

Program requirements: High school diploma or GED, 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.

**7165 VALH 95-001**  
Monday and Wednesday  
January 18 to May 8  
6-9:30 p.m.  
30 Sessions  
Grayslake Campus, T323  
\$1,499 V. Vojvodic

**7521 VALH 95-002**  
Monday and Wednesday  
January 18 to May 8  
9 a.m. to 12:30 p.m.  
30 Sessions  
Southlake Campus, V232  
\$1,499 R. Patel



# Veterinary Assistant

Learn more about Veterinary Assistant Training by attending a FREE information session on January 10, 2017 at 6 p.m. at the Grayslake Campus, Room T323. Visit [www.clcinfosessions.eventbrite.com](http://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 since taking time off from work may be required. 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 this service is NOT included in the course fee.

## 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. 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.

The College of Lake County has completed the requirements to be designated as a NAVTA/AVA approved program. Upon successful completion, students are eligible to sit for the Approved Veterinary Assistant (AVA) examination.

After successfully completing the AVA exam, students are entitled to use the designation AVA and would receive a documenting certificate.

**7164 PVET 1-001**  
Tuesday and Thursday  
January 17 to May 9  
6-9:45 p.m.  
24 Sessions  
Grayslake Campus, T323  
\$2,199 H. DeWitt



## Hospitality

### BEVERAGE AND ALCOHOL SELLERS AND SERVERS EDUCATIONAL TRAINING (BASSET)

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.

**7291 PHOS 1-001**  
Monday, February 6  
6-10 p.m.  
1 Session  
Grayslake Campus, T335  
\$49 A. DeMarco

**7292 PHOS 1-002**  
Saturday, March 4  
8 a.m. to 12 p.m.  
1 Session  
Grayslake Campus, T333  
\$49 C. Parr

**7293 PHOS 1-003**  
Monday, April 3  
6-10 p.m.  
1 Session  
Grayslake Campus, T335  
\$49 A. DeMarco

**7294 PHOS 1-004**  
Saturday, April 29  
8 a.m. to 12 p.m.  
1 Session  
Grayslake Campus, T333  
\$49 C. Parr



### FOOD SAFETY 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. Upon successful completion, you are eligible to apply for the Food Service Sanitation Manager Certification license. A textbook is required and can be purchased at the CLC bookstore. It is highly recommended that students read the entire textbook and review the quizzes at the end of each chapter prior to class to prepare for the certification test.

**7296 PHOS 5-001**  
Monday and Wednesday, March 27-29  
8 a.m. to 1 p.m.  
2 Sessions  
Grayslake Campus, T335  
\$99 J. Keyes

**7297 PHOS 5-002**  
Tuesday and Thursday, April 25-27  
8 a.m. to 1 p.m.  
2 Sessions  
Grayslake Campus, T335  
\$99 J. Keyes

### SANIDAD EN EL SERVICIO DE ALIMENTOS

Basado en las más recientes normas de sanidad en el servicio de alimentos, este curso lo preparará para ser certificado por el Departamento de Salud Pública de Illinois. Usted cubrirá todos los puntos principales de sanidad, incluyendo cómo los alimentos se convierten peligrosos para la salud, las precauciones adecuadas, higiene personal, contaminación de los alimentos, regulaciones y estándares de inspección. Antes de la clase, es muy recomendable leer todo el libro y revisar los participes al final de cada capítulo. El examen ServSafe, reconocido nacionalmente, se da al final de la clase, y al completarlo exitosamente, usted es elegible para aplicar para la licencia "Food Service Sanitation Manager Certification." Se requiere un libro de texto para esta clase, el cual se puede adquirir en la librería de CLC.

**7295 PHOS 6-001**  
Monday and Wednesday, March 13-15  
8 a.m. to 1 p.m.  
2 Sessions  
Grayslake Campus, T335  
\$99 B. Trejo

## Protective Services - Public Safety

### COMMUNITY SERVICE OFFICER

Are you interested in a career in law enforcement? Prepare yourself for a position in a police department as a Community Service Officer (CSO). This non-sworn position augments police departments with uniformed civilian personnel authorized to operate police vehicles. Some of the duties include issuing parking tickets, traffic control, handling motor vehicle accidents and animal complaints. This five-day course is designed with input from regional police departments.

Note: To be employed as a CSO, individuals must meet department standards which may include: 21 years or older, high school diploma, have a valid Illinois drivers license with a clean driving record, have no criminal history, pass a department written exam and interview. Criteria for employment are set by individual law enforcement agencies.

**7230 PCJ 1-001**  
Monday-Friday, March 20-24  
7:30 a.m. to 4:30 p.m.  
5 Sessions  
Grayslake Campus, TBA  
\$399 C. Parr



### NEW! PRINCIPLES OF COURTROOM TESTIMONY

An in-depth study of evidence and courtroom testimony for public safety professionals, the course will cover both the practical and the ethical philosophies of courtroom and administrative hearing testimony and their application to practitioners in the field. The classroom sessions will allow you to work toward mastering an understanding of basic courtroom evidence and effective scenario-based testimony. Upon completion, you will be prepared to offer competent testimony at any trial or hearing. While this course is geared toward public safety, it may also be of interest to government and municipal staff.

**This is a co-listed class. If college credit is desired, enroll for CJI 230-600.**

**7536 PCJ 40-600**  
Classroom sessions:  
Thursday, January 19 and 26, February 16,  
March 16, April 6 and 27, May 4  
7-9:45 p.m.  
Grayslake Campus, TBA  
and  
Online Blackboard, January 19 to May 4  
\$299 J. Hulvat

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**Instructor Jennifer Hulvat has been a criminal litigator in both Illinois and Florida for more than 25 years. She received her J.D. from DePaul University College of Law. She spent six years prosecuting primarily felony matters in Miami, Fla., including several years in the career criminal/robbery unit. She returned to Chicago and resumed her prosecutorial career in DuPage County, prosecuting felony cases until 2011, at which time she left the States Attorney's office and created the Hulvat Law Firm. She has extensive litigation experience, both as a prosecutor and defense attorney.**

## 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. 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.

**7317 PPSI 5-001**  
Monday-Friday, February 20-24  
6-10 p.m.  
5 Sessions  
Grayslake Campus, T335  
\$199 R. Tapkowski

### 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. 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.

**7318 PPSI 6-001**  
Monday-Friday, March 27-31  
6-10 p.m. (last night is at shooting range)  
5 Sessions  
Grayslake Campus, T335  
\$249 R. Tapkowski

## 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](http://www.clcillinois.edu/professional/concealedcarry). All documentation or certificates proving completed prior training must be submitted to CLC via email at [cpeinfo@clcillinois.edu](mailto: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.

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### 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 to 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.

**7401 CPER 40-001**  
Saturday, March 11  
9 a.m. to 5 p.m.  
2 Sessions  
Grayslake Campus, Room T335  
AND Sunday, March 12  
9 a.m. to 1 p.m., Room T335  
AND 3-7 p.m. at range (subject to change)  
\$299 R. Tapkowski

**7405 CPER 40-002**  
Monday-Thursday, April 17-20  
6-10 p.m.  
4 Sessions (last night at range)  
Grayslake Campus, Room T335  
\$299 R. Tapkowski

### 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](mailto: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.

**7403 CPER 41-001**  
Sunday, March 12  
9 a.m. to 1 p.m.  
Grayslake Campus, Room T335  
AND 3-7 p.m. at shooting range  
(subject to change)  
2 Sessions  
\$199 R. Tapkowski

**7406 CPER 41-002**  
Wednesday, April 19  
6-10 p.m.  
Grayslake Campus, Room T335  
AND Thursday, April 20  
6-10 p.m. at shooting range  
(subject to change)  
2 Sessions  
\$199 R. Tapkowski

### CONCEALED CARRY LICENSE TRAINING – 12 HOURS

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

## Insurance Pre-Licensing



### LIFE AND HEALTH INSURANCE PRE-LICENSING

The banking, accounting, insurance and financial services industries often require licensure of management candidates and agents. This interactive course fulfills the mandatory State of Illinois study hours required to take the Life and the Accident and Health Licensing Examination.

Through in-person presentations and lecture and online self-study and review, this course includes preparation on all key topics covered in the state examination, as well as detailed case studies, use of product examples and client-scenario illustrations. Basic insurance concepts, insurance law, NAIC insurance guidelines and presentation of sales concepts to client parties are included. Other topics include: completing applications, suitability of sales, uses of various insurances, interacting with other advisory professionals, Affordable Care Act, Medicare and Medicaid, Health Insurance Exchanges and Social Security.

State of Illinois rules require attendance at all classes or make-up sessions for missing hours. At the end of the course, students will receive certificates that allow

them to sit for the State of Illinois Life Examination and the Illinois State Accident and Health examination. The course materials include an online practice examination and review system, as well as supplemental audio (downloadable) and downloadable text materials. A textbook is optional and may be purchased through the CLC bookstore prior to class.

An online materials package is mandatory. Instructions on accessing the online materials package will be presented at the first class. This class is also recommended for Affordable Care Act Navigators. This class also fulfills the requirements to obtain Life and Accident/Health Insurance Licensing in the State of Wisconsin. *Wisconsin residents should NOT purchase the optional textbook.*

**7520 PFIN 1-001**  
Tuesday, March 28 to April 18  
6-10 p.m.  
4 Sessions  
Grayslake Campus, TBA  
AND  
March 28 to May 9  
Online Portion  
\$99 K. Lee

## Professional Interpreter

Learn more about Professional Interpreter Training by attending an information session on January 5, 2017 at 6 p.m. at the Grayslake campus, Room T 323. Check out [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more information.

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### NEW! PROFESSIONAL INTERPRETER: EQUAL FOOTING TRAINING

Begin your career or enhance your skills as a professional interpreter. Learn critical concepts for interpreting in medical and community settings. Course participants will be empowered with a guide to professionally approach each communicative event by observing established strategies, standards and protocols.

Specific topics include the fundamentals and modes of interpreting, the role of the interpreter and the Code 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. "Equal Footing" training ensures that interpreters have a role of the interpreter as well as best practices.

Program requirements require proof of language proficiency in English and a second language. Please contact (847) 543-2615 for a list of acceptable proofs.

**7556 PLNG 20-001**  
Tuesday, January 17 to May 2  
5-9 p.m.  
16 Sessions  
Grayslake Campus, TBA  
\$749 S. Arteaga

## Social Worker, Teacher and Counselor CEs

### **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 strengthen relationships between school counselors, social workers, teachers and the students they serve.

As the U.S. grows 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 and will be more aware of how to better serve a 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, gain knowledge about 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.

**Friday, February 10, 2017**

1-4 p.m.

One Session

Grayslake Campus Room Coo3

Cost: \$55

Register at

<https://culturalcompetencyworkshop.eventbrite.com>.

### **NEW! TREATMENT OF ADHD AND SUBSTANCE ABUSE DISORDERS**

Are people with ADHD more likely to have substance use disorders? What is the risk and relationship between these co-occurring disorders and how does this complicate treatment? Explore the overlap and role of treatment in managing these disorders for both adolescents and adults across the lifespan. Using current research studies and literature reviews, learn the effectiveness of ADHD medications, SUD medications, evidence-based therapeutic interventions and what research says about the risks of abuse of stimulant medications used to treat ADHD. Addiction counselors, social workers, mental health therapists and students will benefit from this course. Eligible for 15 CEs upon completion.

**7539 PSWC 10-001**

Saturday, February 4-11

9 a.m. to 4 p.m.

2 Sessions

Grayslake Campus, T338

\$99 Staff

### **NEW! PREPARING FOR THE CADC EXAM**

The CADC Exam has been revised to be more rigorous with more stringent cut-offs. This course reviews the requirements for certification as a Certified Alcohol and Drug Counselor through IAODAPCA, familiarizes students with the certification process and prepares them for the written examination. Other topics: the new Domain areas, test-taking strategies, examination references, anxiety and stress reduction tactics and other approaches for increasing knowledge and test-taking confidence.

**7540 PSWC 11-001**

Monday, January 23 to March 6

6-7:50 p.m.

7 Sessions

Grayslake Campus, T221

\$99 Staff



# 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](http://www.idfpr.com/profs/REALEST.asp)

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Learn more about Real Estate by attending an information session at 6 p.m. on Thursday, February 2, 2017 at the Southlake Campus in Vernon Hills. Check out [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more information.

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### BROKER PRE-LICENSING TOPICS

This course, with the Broker Pre-Licensing Applied Principles course (PRLE 3), fulfills the new education requirements for obtaining an Illinois Real Estate Broker license. You are required to attend all sessions: introduction to the license law and real property; basics of agency, seller and buyer relationships and counseling; local, state and federal laws affecting 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 should be purchased at the CLC bookstore prior to class.

**7513 PRLE 2-001**  
Tuesday and Thursday  
February 23 to April 4  
5:30-10 p.m.  
and  
Saturday, February 25 to April 1  
8 a.m. to 2 p.m.  
5 Sessions  
Southlake Campus, V328  
\$699 W. Paprocki

### BROKER PRE-LICENSING INTERNET BASED ON-LINE 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 M-F. A visit to the Grayslake Campus is required for orientation on February 22, 2017 from 5:15-6:15 p.m. and students will be required to take their final exam on campus. A textbook is required and can be purchased through the CLC Bookstore.

To sit for the State licensing exam, you must be 21 years of age and have a GED or be a high school graduate.

**7572 PRLE 2-981**  
February 20 to April 4  
On-line 24/7  
\$699 D. Sarrett

### BROKER PRE-LICENSING APPLIED PRINCIPLES

This 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 should be purchased at the CLC bookstore prior to class.

**7514 PRLE 3-001**  
Tuesday and Thursday, April 27 to May 2  
5:30-10 p.m.  
and  
Saturday, April 29  
8 a.m. to 2 p.m.  
3 Sessions  
Southlake Campus, V328  
\$199 W. Paprocki

### NEW! HOME STAGING 101

First impressions matter, especially when it comes to selling real estate property. 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 proven instructor who has had great success in helping homes sell very quickly with her unique ideas and strategies.

**7567 PRLE 41-001**  
Thursday, March 9  
6-9 pm  
1 Session  
Grayslake Campus, Room TBA  
\$59 J. DeLacluyse

**7568 PRLE 41-002**  
Wednesday, April 19  
1-4 pm  
1 Session  
Grayslake Campus, Room TBA  
\$59 J. DeLacluyse

## Home Inspection

### NEW! REHAB AND INVESTMENT STRATEGIES FOR REAL ESTATE BROKERS

Investors flip dozens of properties a year, and they need well-informed, trustworthy real estate brokers to partner with them. This workshop prepares you for these opportunities by setting you apart from the rest. Learn the ins and outs of the investment rehab business from the construction side. Join the ranks of some of the most talented professionals in our industry who have made a conscious decision to grow their business. Topics include:

- Identifying investors, who they are, where they come from and why they need you as a qualified agent.
- Value of adding “investor bulk-buying” volume to your business.
- Property types investors target and why, as well as your role in the investment team and how you can help with the purchase and sales cycle.
- The diverse backgrounds of real estate investors and how to best serve them.
- Building your investor team with detailed plan examples and proven outlines.
- Screening contractors and learning how to find those who are best suited for your team.
- Steps in the rehab process to help make you a well-versed consultant for your investors.

This class is web based and will meet online at the time indicated. Login information will be provided after enrollment. You will participate in highly interactive, live online sessions with your instructor and peers once a week for two hours. By meeting online, you minimize your time away from the office. A Saturday field trip will be scheduled to visit a rehab site. No sessions the week of March 20-24.

**7537 PRLE 45-600**  
Monday, March 13 to May 8  
9-11 a.m.  
8 Sessions Online Webinar  
A Saturday field trip will be scheduled  
\$299 R. Garcilazo

**7538 PRLE 45-601**  
Wednesday, March 15 to May 10  
7- 9 p.m.  
8 Sessions Online Webinar  
A Saturday field trip will be scheduled  
\$299 R. Garcilazo

Learn more about Home inspection by attending an information session at 6 p.m. Wednesday, January 25, 2017 at the Grayslake Campus. Visit [www.clcinfosessions.eventbrite.com](http://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 areas of home inspection will be covered in the 60-hour course, including exteriors, electric, heating and code compliance. Students will be required to participate in field events, which 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. Opening your own home inspection business will involve additional costs such as insurance and equipment.

**Prerequisite:** This course is intended for people who have some working knowledge of the building trades. No sessions the week of March 20-24.

**7358 PRLE 40-001**  
Monday and Wednesday  
February 20 to May 10  
6-9:30 p.m.  
22 Sessions  
Grayslake Campus, TBA  
\$799 K. Fulara



## Teacher Education CEs

### SUBSTITUTE TEACHING PREPARATION

To be a substitute today 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. Find out about how to develop a sub notebook, understand classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching and much more. Eligible for 16 PDs for teacher continuing education.

**7359 PTCH 25-800**

March 6-31

Online 24/7

\$145 D. Reilly

### SOCIAL MEDIA AND ONLINE TOOLS FOR K-12 TEACHERS

Since most students are familiar with and using on-line sources such as Facebook, Twitter and YouTube why not keep them engaged in your class by using some of those same tools? GoogleDocs, Adobe ConnectNow, iGoogle, Flickr, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. You will also spend some time discussing ways to overcome resistance you might encounter in using these programs.

**7360 PTCH 41-800**

March 6-31

Online 24/7

\$145 D. Torrez

### 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.

**7361 PTCH 42-800**

March 6-March 31

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 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.

**7362 PTCH 43-800**

April 3-28

Online 24/7

\$145 R. Moore

## Work Safety

### FLAGGER CERTIFICATION AND WORK ZONE SAFETY

Prepare for your first day on the job by familiarizing yourself with the essential issues of worker safety and work zone traffic control. The National Safety Council's Flagger Training Programs are nationally recognized and meet or exceed both the MUTCD (Manual on Uniform Traffic Control Devices) guidelines and the ANSI standard ISEA-107-1999 to keep your crew and motorists safe. This course is designed for the novice flagger working a one- to two- person operation seeking training and certification. Experienced flaggers should take the course for credential renewal. All certification and material fees are included.

**Each session is 8 a.m. to 5:30 p.m.**

Grayslake Campus, TBA

\$149 D. Lewis

**7518 PSFT 1-001**

Saturday, February 25

**7519 PSFT 1-002**

Saturday, April 8

### 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. 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.**

\$139 J. Colangelo

**7166 PSFT 30-001**

Tuesday, January 17

**7167 PSFT 30-002**

Tuesday, February 21

**7168 PSFT 30-003**

Tuesday, March 21

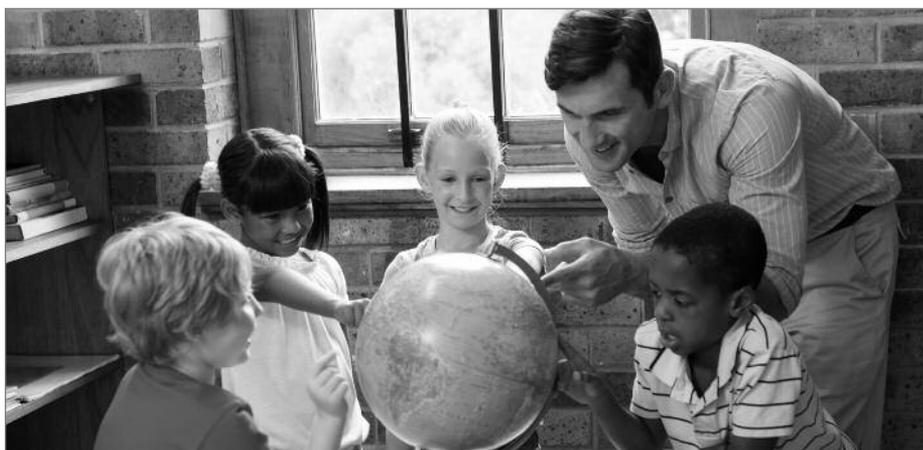
**7169 PSFT 30-004**

Tuesday, April 18

**Summer Session –  
Registration Begins March 9**

**8851 PSFT 30-001**

Tuesday, May 16



## Transportation



### 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](http://www.clcillinois.edu/professional/truckdriver) or call (847) 543-2615.

Learn more about Truck Driver Training by attending a FREE information session on Thursday evenings January 12, February 23 and March 30 at 6 p.m. in Room T335 at the Grayslake Campus. Visit [www.clcinfosessions.eventbrite.com](http://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. The course will provide 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 for the program. Because all CDL testing is conducted in English, students must be able to speak, read, write and understand English.

**7170 PCDL 1-001**  
Monday-Friday, January 23 to February 27  
7:30 a.m. to 4 p.m.  
25 Sessions  
Grayslake Campus, T335  
\$4,100 J. Clark

**7172 PCDL 1-003**  
Monday-Friday, April 10-May 12  
7:30 a.m. to 4 p.m.  
25 Sessions  
Grayslake Campus, T335  
\$4,100 J. Clark

**7171 PCDL 1-002**  
Monday-Friday, March 6 to April 7  
7:30 a.m. to 4 p.m.  
25 Sessions  
Grayslake Campus, T335  
\$4,100 J. Clark

## Aviation

### PRIVATE PILOT GROUND SCHOOL

Learn more about Private Pilot Ground School by attending an information session at 6 p.m., Wednesday, January 18, 2017 at the Grayslake Campus. Visit [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more information.

Take the first step to begin a new career in the aviation industry! Be prepared for your first flight by learning the basics of radio communications, navigation and trip planning, emergency procedures, weather, runway and airspace logistics, flight safety and FAA regulations. You will also become acquainted with aircraft components, maintenance and aerodynamics. Course is designed to fulfill FAA regulations to meet the private pilot certification requirement CFR 61. Upon course completion, students will be prepared for the FAA Private Pilot knowledge test. Students who successfully pass the FAA test will be qualified to pursue a Private Pilot License.

**7515 PTEC 70-001**  
Wednesday, February 1 to May 3  
6-8:45 p.m.  
3 Sessions  
Grayslake Campus, TBA  
\$499 S. Eanes

# 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 with experience teaching people with disabilities. A special education teacher will be present in most classes to provide additional support. The curriculum is designed to be delivered at a level and pace appropriate to the needs of each student.

All new students must be interviewed by the department and attend a student **orientation session** from 9-11 a.m. Friday, January 27 at the Grayslake Campus. Students may register for the spring orientation at [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com).

For a new student interview, call (847) 543-2615. Visit [www.clcillinois.edu/professional/personalsuccess](http://www.clcillinois.edu/professional/personalsuccess) for course information and a spring 2017 registration form. PSP classes are offered at the Southlake Campus in Vernon Hills and the Grayslake Campus.

There will be no PSP classes the week of March 20-24 due to spring break.

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## PSP Classes offered at the Southlake Campus in Vernon Hills

### 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.

**7560 PPSP 1-001**  
Tuesday, February 7 to May 2  
10 a.m. to 12 p.m.  
12 Sessions  
Southlake Campus, V102  
\$399 G. Johnson

### COMPUTER SKILLS I

This course introduces students to the essential computer skills needed to successfully secure and keep a job in today's workplace. In this hands-on class, you 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 identifying internal and external personal computer components.

**7314 PPSP 10-001**  
Tuesday, February 7 to May 2  
12:30-2:30 p.m.  
12 Sessions  
Southlake Campus, V102  
\$399 K. Kurtzhaltz

## PSP Classes offered at the Grayslake Campus

### CHILDCARE SKILLS 2 - PLANNING ACTIVITIES FOR PRESCHOOL

Make childcare fun as well as educational for the little ones in your care. Develop safe and age-appropriate learning activities for pre-school age children. Activities in fine and gross motor skills, music, reading, listening, math, science and self-help skills will be explored, prepared and planned.

**7532 PPSP 13-001**  
Wednesday, February 10-May 3  
10 a.m. to 12 p.m.  
12 Sessions  
Grayslake Campus, Room TBA  
\$399 G. Johnson

### RETAIL SKILLS 2 - CASHIER TRAINING

This cashier training course recognizes the individual needs and learning pace of each student. Skills are taught through a combination of instructor-led lecture, hands-on group activities and computer-based cashier training, which provides students with thorough practice in the customer and payment scenarios encountered on the job. The training will familiarize students with point-of-sale (POS) technology, payment methods and current processes they are expected to know as a retail cashier.

**7315 PPSP 26-001**  
Thursday, February 9 to May 4  
10 a.m. to 12 p.m.  
12 Sessions  
Grayslake Campus, L032  
\$399 G. Johnson



### PERSONAL CARE AIDE

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 is aligned with the home service worker training requirements of the Illinois Department of Public Health. Classes are 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. A textbook and a materials kit are included in the course fee.

**7535 PPSP 40-001**  
Friday, March 3 to April 28  
12:45-3:45 p.m.  
8 Sessions  
Grayslake Campus, D228  
\$425 D. Prouty

### FINANCIAL LITERACY FOR YOUNG ADULTS

While making money is important, independent adults must also know how to spend, borrow and save money. Students will learn basic money management and financial literacy skills needed to complete important life tasks. Topics: 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.

**7316 PPSP 33-001**  
Thursday, February 9 to May 4  
12:45-2:45 p.m.  
12 Sessions  
Grayslake Campus, L032  
\$399 P. Palmersheim

## Learn more. When and where you want!



## Courses start every month!

College of Lake County offers a variety of online courses including:

- Computer Skills
- Web Programming
- Graphic and Multimedia Design
- Business Communications
- Management and Leadership
- Health and Wellness
- Teaching and Education
- Arts and Crafts
- Family, Home and Parenting
- Language
- Photography
- Writing

**Two online options:** Hundreds of engaging courses

### Instructor-led

Experienced professionals lead instruction.

Learn from the comfort of your computer.

- Hundreds of engaging courses
- Most courses meet for 6 weeks (12 lessons)
- Classes start every month—January 18, February 15, March 15, April 12, May 17
- Start as low as \$115

### Self-paced Tutorials

Course work is completed independently based on your schedule.

- Hundreds of self-paced courses
- Start when you want
- Self-directed courses—you set the pace
- Range from \$99 – 399

For registration details or to learn more call (847) 543-2615 or visit [www.clcillinois.edu/professional/onlineclasses](http://www.clcillinois.edu/professional/onlineclasses).

## 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 international market and trade research
- Foreign market access and matchmaking programs
- Export transaction and regulatory assistance
- 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](http://www.clcillinois.edu/sbdc-itc)



“The Small Business Development Center helped us with the steps needed to secure a small business construction loan in order to help us expand our business and build a new facility to accommodate our growing needs. The staff is very personable, easy to work with and made us feel comfortable.”

- Joe Olsen, Owner  
Fire Guys Tinting

Fire Guys Tinting professionally installs window film and is in the process of building its new facility in Antioch with an expected completion date in 2017. [www.FireGuysTint.com](http://www.FireGuysTint.com)

## Start-up and Planning

### STARTING YOUR BUSINESS IN ILLINOIS

Starting a business in Illinois is exciting but 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!

**7157 TBSM 10-001**  
Wednesday, March 1  
6:30-8:30 p.m.  
1 Session  
Grayslake Campus, Room TBA  
FREE J. Osmond

**7158 TBSM 10-002**  
Wednesday, May 3  
6:30-8:30 p.m.  
1 Session  
Grayslake Campus, Room TBA  
FREE J. Osmond

This free workshop is also available online. See page 32 for details.

### 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 provides 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 to address specific concerns and challenges.

Sponsored by  **First Midwest Bank**

**7156 TBSM 2-001**  
Wednesdays, April 5-26  
6:30-8:30 p.m.  
4 Sessions  
Grayslake Campus, Room TBA  
\$100 J. Osmond

### GOVERNMENT CONTRACTING 101

According to the Small Business Administration, the federal government buys nearly \$100 billion worth of goods and services from small businesses each year! Government contracts can offer significant opportunities for small businesses, but selling to the government requires a very different approach than selling to the commercial sector.

This workshop is designed for small business owners new to contracting with government agencies or business owners who need a refresher on what their business should be doing. Attend this workshop and learn the basics of government contracting to compete in the government contracting marketplace!

**7378 TBSM 61-001**  
Thursday, April 6  
9 a.m. to 12 p.m.  
1 Session  
Southlake Campus, Room V328  
FREE R. Haake



## Accounting and Finance

### INTRODUCTION TO QUICKBOOKS

Designed for users who have 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.

**7226 TBSM 20-001**  
Tuesday, February 21  
8 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, Room L032  
\$150 R. Ritzwoller

**7227 TBSM 20-002**  
Thursdays, April 20 to May 4  
6-8:45 p.m.  
3 Sessions  
Grayslake Campus, Room 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.

**7228 TBSM 21-001**  
Thursday, May 11  
5:30-8:45 p.m.  
1 Session  
Grayslake Campus, Room L032  
\$100 R. Ritzwoller

### 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.

**7402 TBSM 15-001**  
Monday, May 1  
6:30-8:30 p.m.  
1 Session  
Grayslake Campus, Room T335  
\$30 A. Martin

# Become an Information Technology Professional



## Are you ready to start or advance your career in the information technology (IT) field?

College of Lake County's intensive, short-term courses can provide you with the skills you need. These courses are designed to prepare you to either begin your career in an entry-level IT position or enhance your existing IT skills to advance your career.

This program provides the technical skills you need and prepares you for valuable certifications that will set you apart from other job candidates or IT professionals. If you want to obtain the skills to become an Information Technology Professional, call our Customer Service Center to get started.



### Professional Development

Call: (847) 543-2615

Email: [professionalworkshops@clcillinois.edu](mailto:professionalworkshops@clcillinois.edu)

Visit: [www.clcillinois.edu/professional](http://www.clcillinois.edu/professional)

# Information Technology Professional Courses



## Begin Your Career with CompTIA A+ Certification

To begin your career as an entry-level Information Technology Professional, the CompTIA A+ Certification course is the first step in your preparation. This fast-paced program will build upon your existing user-level knowledge as well as your experience with personal computer software and hardware. You will gain fundamental skills and concepts needed for job success. You can seek employment after completing this course or continue with additional IT or Project Management Professional courses to further enhance your skill set.



## Specialize with CompTIA Security+ Certification

Expand your skills. CompTIA Security+ is the primary course you need to take if you are seeking a job with responsibilities in securing network services, devices and traffic in your organization. In this fast-paced course, you will build upon your knowledge of and professional experience with security fundamentals, networks and organizational security. You will acquire the specific skills required to implement basic security services on any type of computer network. Per *Forbes* (January 2, 2016), the cybersecurity market is expected to grow from \$75 billion to \$170 billion in 2020.



## Take Your Career to the Next Level: Cisco CCNA Certification

When you're ready to take your IT career to the next level, the Cisco CCNA Certification course prepares you to take the Cisco CCNA Routing and Switching Certification Exam. Market research and global employees have consistently indicated that the skills gap for general networking capabilities is shrinking, while the skills gap for essential networking technologies is growing. As a global leader in technology and networking, Cisco developed this curriculum and certifications to remain aligned with the current job market and trends. This program trains you for a job as a network engineer or network administrator.

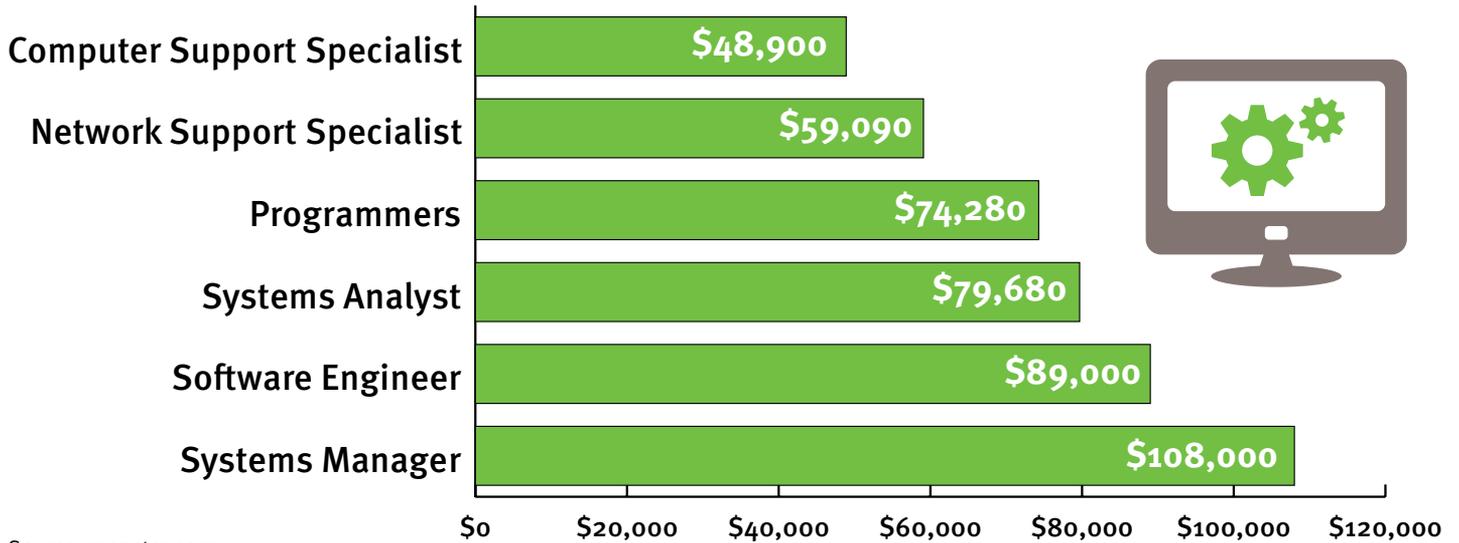


## Project Management Professional Series

Become the leader who can deliver projects on time and on budget. The Project Management Professional Series teaches you how to deliver projects reliably. The series also prepares you to earn your certification as a Project Management Professional (PMP) or a Certified Associate in Project Management (CAPM). Take one or all three: Essentials of Project Management, Advanced Project Management, Project Management Professional Exam Prep. Gain the edge as an IT Professional with certified project management skills.

# Positive Salary and Growth Outlook for IT Careers

## National Salaries



Source: monster.com

## The Growth Trend



**Demand for IT workers is expected to rise as:**

- Individuals and businesses use computers more
- The number of cyber-attacks increase

Source: www.monster.com



From 2016-21, **Network and security jobs** are expected to **increase**

**↑ 5.4%**

Source: College of Lake County research study



From 2016-21, **Desktop Support Technician jobs** are expected to **increase**

**↑ 7.3%**

Source: www.economicmodeling.com (regional data)

## Business Growth and Development

### NEW! TECHNOLOGY TUESDAYS SERIES

Technology Tuesdays is a valuable educational series 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 your 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-based IT consulting firm founded in 2000.

#### TAKE THE SERIES AND SAVE!

#### BRING YOUR LUNCH AND JOIN US!

**7434 TBSM 35-001**  
Tuesdays, February 14, March 14,  
April 11 and May 9  
11:30 a.m. to 1 p.m.  
4 Sessions  
Southlake Campus, Room V328  
\$75 K. Zehnder



#### SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

#### NEW! 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.

**7374 TBSM 37-001**  
Tuesday, February 14  
11:30 a.m. to 1 p.m.  
1 Session  
Southlake Campus, Room V328  
\$25 K. Zehnder

#### NEW! 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!

**7375 TBSM 36-001**  
Tuesday, March 14  
11:30 a.m. to 1 p.m.  
1 Session  
Southlake Campus, Room V328  
\$25 K. Zehnder

#### NEW! 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.

**7376 TBSM 38-001**  
Tuesday, April 11  
11:30 a.m. to 1 p.m.  
1 Session  
Southlake Campus, Room V328  
\$25 K. Zehnder

#### NEW! 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!

**7377 TBSM 39-001**  
Tuesday, May 9  
11:30 a.m. to 1 p.m.  
1 Session  
Southlake Campus, Room V328  
\$25 K. Zehnder

# 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!**

**7369 TBSM 52-001**  
Wednesdays, February 1, March 1, April 5 and May 3  
12-1:30 p.m.  
4 Sessions  
Southlake Campus, Room 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!

**7370 TBSM 53-001**  
Wednesday, February 1  
12-1:30 p.m.  
1 Session  
Southlake Campus, Room 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.

**7371 TBSM 55-001**  
Wednesday, March 1  
12-1:30 p.m.  
1 Session  
Southlake Campus, Room V328  
\$25 N. Barszczewski

### GOOGLE EXPLAINED: GOOGLE ADWORDS, GOOGLE ANALYTICS AND GOOGLE +

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.

**7372 TBSM 56-001**  
Wednesday, April 5  
1 Session  
Southlake Campus, Room V328  
12-1:30 p.m.  
\$25 N. Barszczewski

### NEW! SOCIAL MEDIA 101: THE BASICS OF SOCIAL MEDIA

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.

**7373 TBSM 54-001**  
Wednesday, May 3  
12-1:30 p.m.  
1 Session  
Southlake Campus, Room V328  
\$25 N. Barszczewski

## International Trade

### NEW! EXPORT COMPLIANCE 201: NEXT STEP TO REDUCE RISK, CUT COSTS AND INCREASE PROFITS

Seminar on-site in Grayslake or via live-stream webinar

#### Thursday, April 20, 2017

University Center of Lake County  
Room 241  
1200 University Center Drive  
Grayslake, IL  
8:30 a.m. to 4:30 p.m., CDT

#### REGISTRATION FEES:

##### On-site

\$150 - Early bird registration until April 5  
\$195 - April 6  
On-site registration includes reference materials, breakfast and lunch.  
Registration required; space is limited!

##### Webinar

\$125 - Early bird registration until April 5  
\$150 - April 6-10  
Webinar includes reference materials.  
No webinar registrations accepted after 11:30 p.m., CDT April 10.

Even experienced exporters miss important steps, which could inadvertently cause them to run the risk of breaking the law and face serious legal repercussions. There is a better way!

This program will help bring your international trade program into full compliance with a whole host of U.S. export/import regulations. Learn the proper protocols for export/import compliance and how they can lead to increased sales, profits and cost-cutting measures. Review how to eliminate incorrect valuation on commercial invoices, EELs and other documents used to benefit the "foreign" customer. Assess the correct way to handle valuation on drop shipments, warranties, repairs and replacements for customer purposes. Review the FCPA and Successor Liability and how these can affect you.

#### Program take-away and understandings:

- Discover six ways to export/import duty free
- Discover methods to save on duties and taxes overseas
- Assess country of origin vs. marketing the origin
- Ascertain the correct way to export samples, warranties, repairs and replacements
- Ensure proper customs valuation and transfer pricing with related parties

- Examine three drop shipment scenarios with proper customs values and documentation
- Review Foreign Corrupt Practices Act (FCPA) and risks
- Discuss Successor Liabilities and how it affects you

#### About the Presenter:

Mike Allocca established Allocca Enterprises, Inc. in 2016. He conducts hundreds of on site and public training seminars nationally and internationally. He works with importers and exporters conducting compliance audits, classifications and implementing written export and import procedures. Staying current on export/import regulations, Mike regularly attends and/or hosts programs with the U.S. Department of Commerce, U.S. Customs and Border Protection, U.S. Department of Agriculture, Bureau of Industry and Security, NAFTA - Office of Inter-American Affairs, TSA and Council of Supply Chain Management Professionals.

Hosted by Illinois SBDC International Trade Center at the College of Lake County and Industrial Council of Nearwest Chicago.

Approved NASBITE International CGBP recertification program; earn 6 CEUs towards annual recertification.

For more information and to register, visit [www.clcillinois.edu/sbdc-itc/workshops](http://www.clcillinois.edu/sbdc-itc/workshops).

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As a small business owner, you might be interested in the following classes offered by Professional Development:

- Beverage and Alcohol Sellers and Servers Educational Training (BASSET) page 15.
- Food Safety Certification/ Re-Certification page 15.
- Forklift Operator Training page 22.



## Online Learning for the Small Business Owner

The Illinois Small Business Development and International Trade Center's most popular workshop, *Starting Your Business in Illinois*, is available online and takes only one hour to complete. This FREE class, offered in both English and Spanish, 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!

To register or for more information, visit [www.clcillinois.edu/sbdc-itc/workshops](http://www.clcillinois.edu/sbdc-itc/workshops) or call (847) 543-2033. Classes are provided by Small Business Spoken Here.



# 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!



## **GLASSBLOWING PAPERWEIGHTS**

Intended for beginners with little or no hot-shop experience, this hands-on class concentrates on making three different round paperweights using various processes and colors: Glo-ball, Shard-ball and Cane-ball. Proper attire is mandatory: long-sleeved cotton shirt, long pants, socks, closed-toed shoes and sunglasses. Class time may vary depending on the number of students. Course fee covers all materials. Class held at Peter Patterson Glassworks, 888 Tower Road, Unit E, Mundelein, IL. 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. Parent must sign a waiver with Patterson Glassworks.

**7383 CCRF 2-031**  
Monday, March 13  
6-10 p.m.  
1 Session  
Peter Patterson Glassworks  
\$125 Peter Patterson Glassworks

## **BEGINNING GLASSBLOWING**

Learn the secrets of the ancient art of glassblowing in this class intended for beginners with little or no hot shop experience. Starting with a simple gather, work your way up to blowing a glass vessel, exploring different techniques in shaping, forming and coloration of the glass and even experimenting with specialty glass, such as Dichroic or "Glo Glass." Expect to complete eight to 12 pieces. Class time may vary depending on the number of students. Class fee covers materials. Proper attire is mandatory: long-sleeved cotton shirt, long pants, socks, closed-toed shoes and sunglasses. Class meets at Peter Patterson Glassworks, 888 Tower Road, Unit E, Mundelein, Ill. Students age 16-17 may register through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information. Parents must sign a waiver with Patterson Glassworks.

**7384 CCRF 4-031**  
Monday and Tuesday, April 24-25  
6-9 p.m.  
2 Sessions  
Peter Patterson Glassworks  
\$400 Peter Patterson Glassworks

## Dance

### **BEGINNER SEWING: SEW HAPPY TOGETHER**

You and your sewing machine will learn 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. 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.

**7385 CCRF 31-001**  
Tuesday, February 7 to March 14  
6:30-8:30 p.m.  
6 Sessions  
University Center of Lake County,  
Grayslake, Room TBA  
\$175 M. Wagner-Webb

### **NEW! RELUCTANT SEWER NO MORE: SEWING PROJECT OF YOUR CHOICE**

Start a sewing project you have always wanted to do, but needed guidance and support. Designed to allow students to attack sewing projects they have been reluctant to start. Receive the support and direction you need to start and finish your project. The instructor will answer questions, offer suggestions and give you directions to remove the fear of getting started. Learn with and from others as you create in a fun environment.

**7386 CCRF 47-001**  
Tuesday, March 28 to May 2  
6:30-8:30 p.m.  
6 Sessions  
University Center of Lake County,  
Grayslake, Room TBA  
\$175 M. Wagner-Webb

### **BALLROOM DANCING**

Ballroom dancing is not just for your first dance! Feel confident whether on a cruise, at a wedding or out on the town. Learn classic dance moves and have fun while you impress the competition just like those on “Dancing with the Stars.” Ten weeks of professional dance instruction includes fox trot, waltz, cha cha and tango. Couples encouraged; class fee is charged per individual. Enjoy lots of personal attention at an incredible price. Register early as class size is limited. No class March 17, March 24 and April 14.

**7394 CDAN 2-031**  
Friday, February 17 to May 12  
7-9 p.m.  
10 Sessions  
Round Lake Park District Sports  
Complex, Mezzanine  
\$129 R. and C. Sealander



## 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 instructor at the first class.

**7492 CFIN 2-001**  
Thursday, February 2-16  
7-9:15 p.m.  
3 Sessions  
Grayslake Campus, Room T335  
\$65 R. Babjak

**7494 CFIN 2-002**  
Wednesday, February 8-22  
7-9:15 p.m.  
3 Sessions  
University Center of Lake County,  
Grayslake, Room 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. However, 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. A 143-page illustrated workbook per couple is included with tuition. Couples may attend for a single registration fee.

**7495 CFIN 6-001**  
Tuesday, March 7-14  
9-11:30 a.m.  
2 Sessions  
University Center of Lake County,  
Grayslake, Room TBA  
\$59 R. Babjak

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**Looking for Beginning Computer Classes? See page 7.**  
**Interested in Video Game Making? See page 9 for classes.**

## 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](http://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 and begin the week of January 23 (with the exception of Introduction to Running, which begins March 18). Classes fill quickly, please register early to get the days and times you want.**

### PILATES

7471 CFIT 1-001  
Monday and Wednesday  
5-5:50 p.m.

7473 CFIT 1-002  
Tuesday and Thursday  
11-11:50 a.m.

### KICKBOXING

7475 CFIT 6-001  
Wednesday  
9-10:50 a.m.

### BEGINNING AIKIDO SKILLS

7477 CFIT 7-001  
Wednesday  
8-9:50 p.m.

### AEROBIC DANCE

7482 CFIT 16-001  
Monday and Wednesday  
6-6:50 p.m.

### TABATA

7478 CFIT 20-001  
Tuesday and Thursday  
9-9:50 a.m.

### BODY TONING - WOMEN

7480 CFIT 21-001  
Monday and Wednesday  
7-7:50 p.m.

### INTRODUCTION TO RUNNING

7484 CFIT 25-001  
Saturday, March 18  
8-9:50 a.m.

### SPINNING

7486 CFIT 29-001  
Tuesday and Thursday  
5-5:50 p.m.

7487 CFIT 29-002  
Monday and Wednesday  
12-12:50 p.m.

### ZUMBA

7488 CFIT 50-001  
Monday and Wednesday  
11-11:50 a.m.

### YOGA

7489 CFIT 51-001  
Tuesday and Thursday  
12-12:50 p.m.

7490 CFIT 51-002  
Tuesday and Thursday  
7-7:50 p.m.

### BEGINNING T'AI CHI CHIH

7398 CFIT 53-001  
Wednesday  
7-8:50 p.m.

### STRENGTH TRAINING

7491 CFIT 55-001  
Tuesday and Thursday  
8-8:50 a.m.

7493 CFIT 55-002  
Monday and Wednesday  
1-1:50 p.m.



## Fitness - Aikido and T'ai Chi Chih

Visit [www.clcillinois.edu/personalenrichment/fitness](http://www.clcillinois.edu/personalenrichment/fitness) for complete class descriptions. Most classes are held in the Physical Education Center, Building 7, Grayslake Campus and are \$135 each. Register now!

### INTERMEDIATE AIKIDO SKILLS

7411 CFIT 8-001  
Monday, January 23 to May 8  
8-9:50 p.m.

### ADVANCED AIKIDO SKILLS

7397 CFIT 9-001  
Friday, January 20 to May 5  
7-8:50 p.m.

### T'AI CHI CHIH INTERMEDIATE

7399 CFIT 54-001  
Tuesday, January 17 to May 9  
1:30-3:20 p.m.

## Gardening

### NEW! NATIVE PLANT PROPAGATION

Native plants are adapted to our local conditions, requiring little maintenance once they are established. They are beautiful and attract birds and butterflies. Learn how to grow seeds from your favorite native plants. Explore different methods of propagating seeds to grow them in your garden. For a hands-on experience, seeds and materials will be provided and given away.

7511 CGAR 10-001  
Monday, March 6  
4-5 p.m.  
1 Session  
Grayslake Campus, Room H107  
\$19 J. Weiss

### NEW! SPRING GARDEN CLEANUP

It's time to get ready for the growing season. With the arrival of spring, garden work can be overwhelming. Or it can be tempting to dive into your projects with a piecemeal approach. Discuss what you can do to plan ahead and get organized. Learn how to prepare your garden beds, tools and machines that will make your season easier.

7510 CGAR 11-001  
Wednesday, March 29  
4-6 p.m.  
1 Session  
University Center of Lake County,  
Grayslake, Room TBA  
\$19 D. Husemoller

## Sign Language

### 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. A textbook is required and may be purchased at the CLC bookstore.

7504 CLNG 30-021  
Wednesday, February 1 to April 12  
6-8 p.m.  
10 Sessions  
Southlake Campus, Room V310  
\$189 L. Sviatko



## Language

### FRENCH 1

The beauty of the French language will come alive for you. Course covers basic grammar, vocabulary, pronunciation and conversation and is designed for those who have never studied French or who have had limited exposure to the language. A textbook is required and may be purchased at the CLC bookstore.

#### 7503 CLNG 20-001

Monday, January 23 to February 27  
6-8:30 p.m.  
6 Sessions  
University Center of Lake County,  
Grayslake, Room TBA  
\$125 I. Pavlos

### GERMAN 1

Learn conversational German, focusing on communication skills and immediate use of the language in an informal, practical approach designed to deal with everyday situations. The emphasis is on basic grammar and building a useful vocabulary for traveling, reading and conversation. A textbook is required and may be purchased at the CLC bookstore.

#### 7500 CLNG 11-021

Tuesday, January 17 to February 21  
10 a.m. to 12 p.m.  
6 Sessions  
Southlake Campus, Room Ro24  
\$125 A. Burbach

### GERMAN 2

Willkommen! Continue to hone your listening, speaking, reading and writing skills with applicable real-life situations. Communicate almost entirely in German while exploring Germany's language and culture. This is an excellent foundation for personal development, business or travel. Prerequisite: German 1 or previous German language experience.

#### 7501 CLNG 12-021

Tuesday, March 14 to May 2  
10 a.m. to 12 p.m.  
6 Sessions  
Southlake Campus, Room Ro24  
\$125 A. Burbach

### ITALIAN 1

This introduction to Italian language and culture uses simple conversational patterns and phrases. Students will learn basic Italian vocabulary and phrases to deal with everyday situations. Course designed to help a beginning Italian speaker converse comfortably. A textbook is required and may be purchased at the CLC bookstore.

#### 7502 CLNG 15-001

Wednesday, January 18 to February 22  
6-8:30 p.m.  
6 Sessions  
University Center of Lake County,  
Grayslake, Room TBA  
\$125 I. Pavlos

### SPANISH 1

Spanish is one of the most rapidly growing languages in the U.S. 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 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. A textbook is required and may be purchased at the CLC bookstore.

#### 7497 CLNG 2-021

Wednesday, February 1 to March 8  
6:30-9 p.m.  
6 Sessions  
Southlake Campus, Room V122  
\$125 L. Nelson

#### 7496 CLNG 2-001

Thursday, February 2 to March 9  
6:30-9 p.m.  
6 Sessions  
University Center of Lake County,  
Grayslake, Room TBA  
\$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 working knowledge of Spanish verb tenses, allowing you to understand and make yourself understood in everyday situations. Emphasis 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. Prerequisite: Spanish 1 or previous Spanish language experience. A textbook is required and may be purchased at the CLC bookstore.

#### 7499 CLNG 3-021

Wednesday, March 29 to May 3  
6:30-9 p.m.  
6 Sessions  
Southlake Campus, Room TBA  
\$125 L. Nelson

#### 7498 CLNG 3-001

Thursday, March 30 to May 4  
6:30-9 p.m.  
6 Sessions  
University Center of Lake County,  
Grayslake, Room TBA  
\$125 L. Nelson

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

## Music – Instrumental

### 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.

#### 7444 CMSC 6-001

Wednesday, January 18 to May 10  
7:30-9 p.m.  
Grayslake Campus, Room P101  
\$50 J. Mojzisek

### JAZZ ENSEMBLE I

#### (MONDAY NIGHT JAZZ ENSEMBLE)

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, call Dr. Michael Flack at (847) 543-2566. If college credit is desired, enroll in MUS 223-001.

#### 7443 CMSC 5-001

Monday, January 23 to May 8  
7:30-9 p.m.  
Grayslake Campus, Room P101  
\$50 M. Flack

### JAZZ ENSEMBLE II

#### (TUESDAY NIGHT JAZZ ENSEMBLE)

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.

#### 7445 CMSC 7-001

Tuesday, January 17 to May 9  
7:30-9 p.m.  
Grayslake Campus, Room 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, call Dr. Michael Flack at (847) 543-2566. If college credit is desired, enroll in MUS 123-001.

#### 7442 CMSC 4-001

Thursday, January 19 to May 11  
7:30-9 p.m.  
Grayslake Campus, Room P101  
\$50 M. Flack

## Music – Opera

Join us for an opera presentation preceding the opera tour to see Carmen, opera's favorite femme fatale. See page 50 for tour and presentation details.



## Music – Vocal



### 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 purchase of concert attire.

**7439 CMSC 1-001**  
Monday, January 23 to May 8  
7-9 p.m.  
Grayslake Campus, Room 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 this chorus for the first time will receive information early in the semester regarding purchase of concert attire.

**7446 CMSC 9-001**  
Wednesday, January 18 to May 10  
6-8 p.m.  
Grayslake Campus, Room P105  
\$50 I. Mikolajczyk

### 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 purchase of concert attire.

**7441 CMSC 3-001**  
Tuesday, January 17 to May 9  
7-9 p.m.  
Grayslake Campus, Room 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](mailto: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 purchase of concert attire.

**7440 CMSC 2-001**  
Tuesday and Thursday  
January 17 to May 11  
12:30-1:45 p.m.  
Grayslake Campus, Room D100  
\$50 J. DeLay

## Natural Health and Wellness

### INTRODUCTION TO AROMATHERAPY

Breathe deep, relax and enjoy aromatic scents as you are introduced to using aromatherapy for a healthy home and body. Learn the history and use of aromatherapy as well as how to use essential oils both topically and in an environmentally safe manner. Discover the ten most common and effective essential oils and oil blends that can be used on a daily basis. This interactive workshop includes experiential learning so you can experience the benefits of aromatherapy first hand. Wear comfortable clothes and bring a sheet for the hands-on portion of the class.

**7447 CBOD 10-001**  
Thursday, March 2  
6-9 p.m.  
1 Session  
Grayslake Campus, Room T335  
\$79 E. Laskey

### NEW! 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 and give you the ability to take control of your breath through knowledge and touch.

**7421 CWEL 6-001**  
Thursday, March 9  
9 a.m. to 3 p.m.  
1 Session  
University Center of Lake County,  
Grayslake, Room TBA  
\$59 J. Johnsen

## CPR

### HEARTSAVER CPR WITH ADULT, CHILD AND INFANT TRAINING

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

**7507 CWEL 30-001**  
Wednesday, February 8  
6-9 p.m.  
1 Session  
University Center of Lake County,  
Grayslake, Room TBA  
\$65 S. Frankson

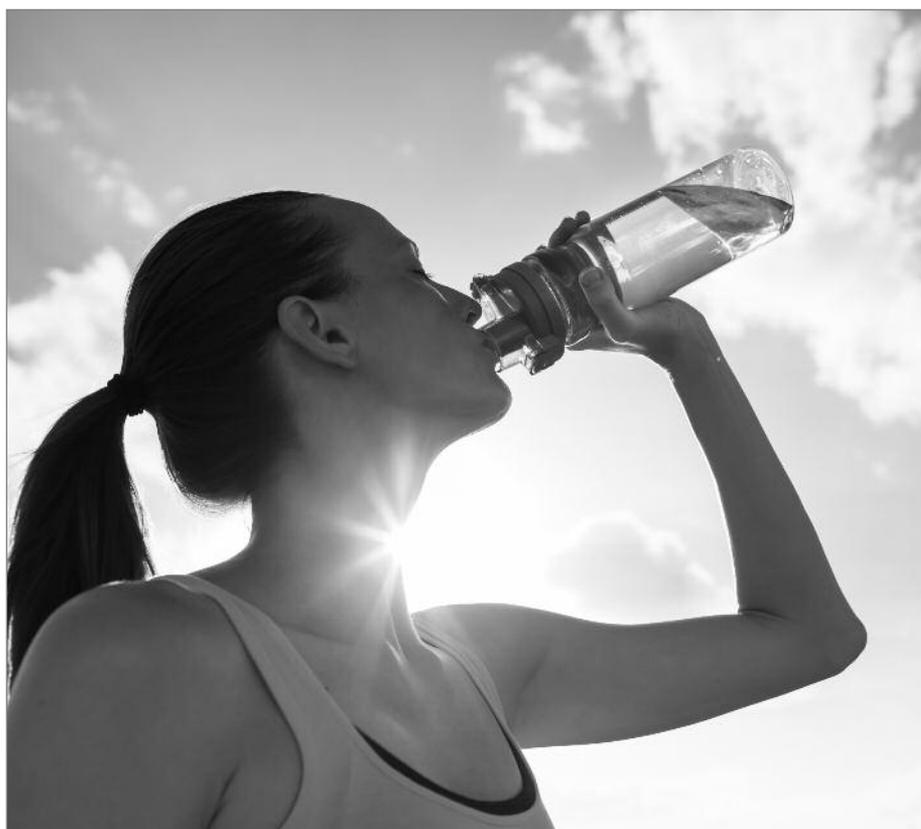
**7508 CWEL 30-002**  
Wednesday, April 12  
6-9 p.m.  
1 Session  
University Center of Lake County,  
Grayslake, Room TBA  
\$65 S. Frankson

## Personal Interest

### VOICE-OVERS... NOW IS YOUR TIME

In what could be one of the most enlightening classes you've ever take, learn how you could actually 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! 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!

**7404 CPER 22-021**  
Thursday, April 6  
7-9 p.m.  
1 Session  
Southlake Campus, Room V328  
\$75 Such A Voice



## Photography

### **NEW! THE INS AND OUTS OF WINTER PHOTOGRAPHY**

Photographing a winter wonderland is a great way to enjoy the new year. No snow, no problem. If the weather doesn't cooperate, we'll explore other subjects that can keep your picture-taking addiction satisfied and beat the winter blues, both inside and outside. Discover the basics of composition and camera techniques and use post-processing software to expand the possibilities for improving your winter scenes. You will need a laptop with photo editing software (Lightroom 6 or later, Adobe Photoshop and Corel Paintshop for example). Digital SLR with interchangeable lens and tripod are required. Class will include lecture, demonstrations, critique and post-processing assignments.

**7407 CPTO 1-001**  
Wednesday, February 8 to April 5  
(No class March 22 during spring break)  
6:30-9 p.m.  
8 Sessions  
Grayslake Campus, Room T335  
\$195 J. Harold

### **SMARTPHONE PHOTOGRAPHY**

The best camera you own is the one you have with you at the time. Even if you own a fancy DSLR with all the shiny bells and whistles, you probably don't lug all of that gear around 24/7. But you probably DO have a smartphone with its built-in camera. Sadly, most smartphone images stink – and it's not the camera's fault. Whether you take dozens of selfies, like photographing your meals or enjoy snapping hundreds of vacation shots, knowing how to use that smartphone camera properly will set your images above the pack. Professional photographers Mike Caplan and John Petrovic will show you how to use good techniques of lighting and composition to capture an image and how to finish that image using various apps and create a work of art every time. Bring to class your fully charged iPhone or Smartphone and power cord. Now four weeks!

**7409 CPTO 2-001**  
Monday, April 10 to May 1  
7-9:30 p.m.  
4 Sessions  
Grayslake Campus, Room TBA  
\$125 M. Caplan and J. Petrovic



### **NEW! INTRODUCTION TO PHOTOSHOP**

Explore the world of creativity that photo editing software opens up to the photographer. Learn to use the basics of Adobe Photoshop and how it can work with Lightroom and other independent products. Intended for photographers who have a good understanding of camera functions and have experience creating compositionally strong photos but who have little experience with Photoshop. Build a strong foundation for exploring the possibilities that Photoshop offers to improve your images. Coursework and examples are based on Windows using Photoshop CC software but Mac users should not have any issues. Bring your laptop (Mac or PC) with Adobe's Photoshop CC or later updates (2014 or newer) installed and functioning. Specific shooting assignments will provide images for practicing specific techniques.

**7410 CPTO 54-001**  
Tuesday, February 7 to March 14  
6:30-9 p.m.  
6 Sessions  
Grayslake Campus, Room T335  
\$150 J. Harold

### **NEW! ART SAUCE FOR PHOTOGRAPHERS**

Ever wonder why photos from your expensive DSLR never look as good as you'd expect? If you aren't tweaking your images after you've taken them, your images are suffering and you are missing out on half the fun, "applying the art sauce." Elevate your images from substandard to sublime. Use Lightroom to bring life to your photos and explore the benefits of On1 software to extend your creative vision. Through class exercises, make your own images, including portraits with a professional model. Under your instructors' tutelage, edit your own and existing images with Lightroom. Bring to class: digital SLR camera and Mac or PC laptop with Lightroom 6 or later installed. Open to photographers of all levels.

**7414 CPTO 55-001**  
Saturday, April 8-29  
9 a.m. to 12 p.m.  
4 Sessions  
Grayslake Campus, Room T335  
\$175 M. Caplan and J. Petrovic

## Sustainable Living



### **BEEKEEPING 101**

The price of honey is on the rise. The demand to use bees for pollination is up. Keep bees as a sideline job and it can eventually be a nice source of income. Maintain hives to assist the deteriorating ecosystem and help your garden or orchard. In this class the aspiring beekeeper will learn about bee biology, modern beekeeping techniques, hive

construction and means of acquiring bees. If you've never kept bees, this class is where to start.

**7419 CAVO 3-001**  
Saturday, February 25  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, Room TBA  
\$65 L. Kregel

## Test Preparation-GRE

### **GRE TEST PREPARATION**

Gain the edge to score your best on the GRE and impress graduate school admissions committees by completing this thorough test preparation class. Students will receive face-to-face instruction and tutoring in a small group setting. The class prepares students for the quantitative, verbal and analytic writing portions with practice questions, sample tests and guidance on effective study habits and test-taking skills.

**7408 CPER 45-021**  
Saturday, April 1 to May 6  
9 a.m. to 12 p.m.  
6 Sessions  
Southlake Campus, Room V222  
\$299 M. Garamoni and P. McNulty

## Writing

### **NEW! WRITE YOUR SHORT STORY**

Washington Irving, Ray Bradbury, O. Henry and you! Your short story is just waiting to be completed. Gather your short story ideas or manuscript-in-progress and finish a short story before summer. Explore writing techniques, share your progress and engage in critiquing other students' manuscripts. Writing students at all levels are welcome. Network with other writers, polish your writing skills and get creative guidance.

**7531 CWRT 24-021**  
Tuesday, February 21 to April 18  
(No class March 21 for spring break)  
7-9 p.m.  
8 Sessions  
Southlake Campus, Room TBA  
\$175 D. Cavanaugh

### **UNLEASH THE WRITER WITHIN**

Struggling to write? Discover how to feel entitled and free to write. Release your inner voice, while quieting the critical voices. Understand how to develop a lifelong writing habit, whether for pleasure, profit or personal growth. This captivating class will incorporate lecture, discussion and many valuable writing activities.

**7433 CWRT 15-001**  
Wednesday, March 1-8  
6-8:30 p.m.  
2 Sessions  
University Center of Lake County,  
Grayslake, Room TBA  
\$59 S. Engstrom

## Want to learn at home on your own?

### **WRITE YOUR LIFE STORY - ONLINE**

Have you thought about writing your story, sharing life-altering events? Does your family really know about their heritage? If you've ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. You may even find a lucrative market for your story, just like the authors of the bestselling "Rocket Boys" and "Angela's Ashes." This course walks you step-by-step through the process of writing your life story. It's fun. It's exciting. It's a story only you can tell.

Register for an ed2go instructor-led or self-paced online course.  
Turn to page 26 for more information. Or visit [www.ed2go.com/clc](http://www.ed2go.com/clc).



# Personal Enrichment

## Explore: WHERE KIDS GO TO COLLEGE

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



## Explore: ACT Prep

### **ACT PREP (GRADES 10-12)**

Begin preparing now for that all-important ACT test. Using the Barron's ACT second edition textbook by Brian Stewart as a guide, learn to identify deficiencies in content areas where you need further study and how to pull out critical information relevant to the test. Perform warm-up drills to maximize the effectiveness of practice exercises and equip you to identify the basics you need to know for each test section. Complete practice exercises to help choose the best answers and avoid common mistakes. Bring a pen, a highlighter, your school planner (optional) and your new (not used) textbook to the first class. This class does not offer the actual ACT exam but will prepare you for the ACT test. Recommended for students entering their junior or senior year of high school. Be prepared to be fully engaged and do at-home practice exercises in preparation for class meetings. ACT test dates are April 8 and June 10, 2017.

**7417 CEXP 50-001**  
Saturday, February 11 to March 18  
9 a.m. to 12 p.m.  
6 Sessions  
Grayslake Campus, Room T335  
\$225 S. Daugherty

## Explore: ACT Writing

### **NEW! ACT WRITING (GRADES 10-12)**

ACT essays are different from the essays you write at school. Learn practical strategies – tricks and patterns – to craft an ACT essay that may help you get a higher score. Learn more about the new ACT essay format and scoring. If you took ACT Prep please bring your Barron's ACT textbook to class. ACT test dates are April 8 and June 10, 2017.

**7413 CEXP 61-001**  
Saturday, April 1  
9 a.m. to 1 p.m.  
1 Session  
Grayslake Campus, Room TBA  
\$50 J. Thompson

## Explore: SAT Prep

### NEW! 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! SAT test dates are January 21, March 11, May 6 and June 3, 2017.

**7412 CEXP 94-001**  
 Wednesday, March 1 to May 3  
 (No class March 22 and March 29)  
 6-8:15 p.m.  
 8 Sessions  
 University Center of Lake County,  
 Grayslake, Room TBA  
 \$225 J. Thompson

## Explore: Science

### INTRODUCTION

#### TO CHEMISTRY (GRADES 7-8)

Get a head start on high school chemistry with this introduction to the basics. Learn about the factor-label method as it applies to quantities (a number and a unit). Compare and contrast the properties of solids, liquids and gases. Find out about the workings of significant digits. This preparatory class lays the groundwork to help you better understand high school chemistry. Class fee covers all materials.

**7416 CSCC 2-001**  
 Saturday, February 25 to March 4  
 9 a.m. to 1 p.m.  
 2 Sessions  
 Grayslake Campus, Room  
 \$99 R. Kapheim

### INTRODUCTION

#### TO PHYSICS (GRADES 7-8)

Familiarize yourself with some of the basic concepts of physics, such as gravity and light. Learn the relationship of space and matter; the properties of mass, velocity and time; and the effects of energy. This preparatory class lays the groundwork to help you better understand high school physics. Class fee covers all materials.

**7415 CSCC 1-001**  
 Saturday, April 22-29  
 9 a.m. to 1 p.m.  
 2 Sessions  
 Grayslake Campus, Room TBA  
 \$99 R. Kapheim

## Explore: STEM

### STEM DAY FOR GIRLS

Sponsored by CLC's Engineering, Math and Physical Sciences division, this annual event is designed to motivate girls interested in STEM careers to become innovative and creative thinkers. Participants experience a variety of topics through a series of hands-on activities and inspiring presentations. Parents receive details about scholarships, financial aid and career pathways.

This free event is on Saturday, February 25, 2017 at the Grayslake Campus and is open to girls in grades 7 through 12. Visit [www.clcillinois.edu/stem](http://www.clcillinois.edu/stem) to register. And mark your calendar for STEM Innovation Fair, May 4, 2017.

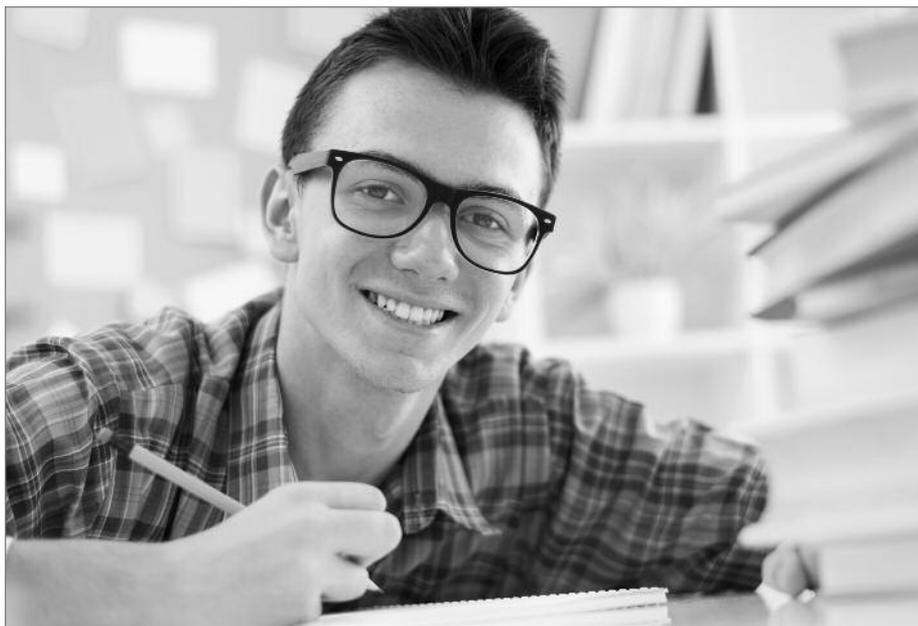


## Explore: Writing

### **NEW! YOUTH WRITERS IN PROGRESS (GRADES 9-12)**

Meet with other young writers one evening a month to experience the joy of creative and expository writing. Cultivate strategies to diminish writing anxiety, discover invention strategies, sharpen your writing skills and receive creative guidance. Each class will feature writing technique instruction followed by gentle critiquing of the manuscripts you bring to class. All writers are welcome to participate and share ideas. Class itinerary: 6:30-7 p.m. – writing technique instruction; 7-7:30 p.m. – interactive writing exercises; 7:30-8:30 – instructor-led critique session. Class dates: Mondays, February 13, March 13, April 10 and May 8.

7530 CEXP 27-021  
Monday, February 13, March 13, April 10  
and May 8  
6:30-8:30 p.m.  
4 Sessions  
Southlake Campus, Room V310  
\$99 D. Cavanaugh



## Explore: Game Making

Looking for online video making classes? See **Video Game Maker 101: Perilous Pyramid** and **Online Video Game Maker 2: Invader!** on page 9.

## 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](http://www.collegeboard.com) to get information and register their sixth grade student to take the SAT at a local test center.

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### **2016-2017 Requirements:**

- SAT Math score of 530 or higher
- SAT Verbal score of 260 or higher.

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### **FAST-PACED SEVENTH AND EIGHTH GRADE MATH** (Fall and Spring)

This two-year experience (seventh and eighth grade) will challenge your student and build confidence. Topics covered are those not typically presented in traditional seventh and eighth grade algebra or geometry math classes.

### **FAST-PACED SEVENTH AND EIGHTH GRADE VERBAL** (Fall and Spring)

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

To enroll in Explore classes visit [www.clcillinois.edu/youth](http://www.clcillinois.edu/youth) and complete a registration form. Contact Personal Enrichment at (847) 543-2615 or [CPEInfo@clcillinois.edu](mailto:CPEInfo@clcillinois.edu) with questions.

## Explore: Youth Online



### The Arts

- Drawing for the Absolute Beginner
- Introduction to Guitar
- Music Made Easy

### Computers

- Keyboarding
- Microsoft Office Courses

### Computers – Web Savvy

- Creating Web Pages
- Designing Effective Websites
- Web 2.0 Fundamentals

### Math

- Introduction to Algebra
- Math Refresher

### Science

- Human Anatomy and Physiology I and II
- Introduction to Biology
- Introduction to Chemistry

### Test Preparation

- Prepare for the GED® Math Test
- Prepare for the GED® Test
- SAT/ACT Preparation – Part 1 and Part 2

### Writing

- Beginner's Guide to Getting Published
- Grammar Refresher and Editing Classes
- Introduction to Internet Writing Markets
- Introduction to Journaling
- Introduction to Screenwriting
- The Pleasures of Poetry
- Romance Writing

Visit [www.ed2go.com/clc](http://www.ed2go.com/clc) for a complete course list. Classes begin January 18, February 15, March 15, April 12 and May 17. Classes start as low as \$115.

# Explore Classes Spring 2017 Youth Registration Form

Instructions: Register early. Complete the information below and sign the Parental Approval portion. Information is protected under FERPA and remains confidential.

Email, fax or mail the completed form

EMAIL: CPEInfo@clcillinois.edu

FAX: (847) 543-3022

MAIL: Personal Enrichment

Attn: Youth Program, Room T317, College of Lake County  
19351 W. Washington St., Grayslake, IL 60030-1198

## Student Information (Required-please print clearly)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender:  Male  Female

Preferred Email Address (required for class confirmation)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

School \_\_\_\_\_

Current Grade \_\_\_\_\_

**Need registration assistance?**  
Call Personal Enrichment (847) 543-2615 or e-mail  
CPEInfo@clcillinois.edu. Visit [www.clcillinois.edu/youth](http://www.clcillinois.edu/youth) for class listings, scholarship information and withdrawal forms.

## Parental Approval (Required)/Payment Information

I accept financial responsibility for camp/class fees. Fees are payable within 10 business days of registration. Pay in person at the CLC Cashiers office, over the phone by calling (847) 543-2085 or mail payment to CLC Attn: Cashiers Office. Please do not include payment with this form.

## Cancellation Policy

I understand that if my child cannot attend: I will visit [www.clcillinois.edu/youth](http://www.clcillinois.edu/youth) to download the withdrawal form. I will read the cancellation policy and complete the withdrawal form. I will email the form to CPEInfo@clcillinois.edu at least five business days prior to the class start date.

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Father  Mother  Legal Guardian

## Where did you hear about us?

- |   |   |
|---|---|
| <input type="checkbox"/> Friend           | <input type="checkbox"/> Email/Eblast         |
| <input type="checkbox"/> Printed Schedule | <input type="checkbox"/> Past Explore Student |
| <input type="checkbox"/> Flier            | <input type="checkbox"/> Social Media         |
| <input type="checkbox"/> School           | Other _____                                   |
| <input type="checkbox"/> Newspaper Ad     | _____   |

## Clery Act

The College of Lake County is committed to maintaining a safe and secure educational environment. For more information, see page 24. This report is available on the CLC Police Department website at [www.clcillinois.edu/clery](http://www.clcillinois.edu/clery).

Course Number (i.e. 4886)	Course Title and Course No. (e.g. TENMARKS CEXP 40-001)	Cost
Please allow at least five business days to process this registration.		<b>TOTAL</b>

OFFICE USE ONLY: CLC ID \_\_\_\_\_ Hold \_\_\_\_\_ Date Registered \_\_\_\_\_ Comments: \_\_\_\_\_

DATE SENT TO ADMISSIONS: \_\_\_\_\_ by (Initials) \_\_\_\_\_

DIVISION: Late Registration Approved: \_\_\_\_\_ Section Change from/to \_\_\_\_\_

## 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: Field Trips and Tours

### **NEW! FIELD TRIP TO PULLMAN DISTRICT**

Of all of the architectural and cultural contributions Chicago has made to the world, the Pullman District is the first and thus far only one designated as a National Monument. Join us for a fresh look at the businessman and architect who designed and built this model community as well as the residents who called it home. We will follow the story into the post-World War II era as the company and community continued to evolve. The talk will help prepare us for a visit to this historic Chicago community that is once again making headlines. Fee does not include lunch.

7505 CTRP 13-001  
Saturday, April 22  
9 a.m. to 3 p.m.  
1 Session  
Southlake Campus, Room V138  
\$119 D. Groeninger

### **NEW! PULLMAN DISTRICT PRE-FIELD TRIP CLASS**

Of all of the architectural and cultural contributions Chicago has made to the world, the Pullman District is the first and thus far only one designated as a National Monument. Join us for a fresh look at the businessman and architect who designed and built this model community as well as the residents who called it home. We will follow the story into the post-World War II era as the company and community continued to evolve. The talk will help prepare us for a visit to this historic Chicago community that is once again making headlines.

7462 CDIS 64-001  
Friday, April 7  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 D. Groeninger

### NEW! 'CARMEN' LYRIC OPERA TOUR

Opera has plenty of femmes fatales, but there's only one Carmen. Her allure proves spellbinding as she seduces a hapless corporal and then a dashing bullfighter. You'll feel the heat as you're captivated by Bizet's bewitching melodies — the smoky "Habanera," the playful "Seguidilla," the provocative "Gypsy Song." Every single melody in this ever-popular opera is a beloved hit, and each is brought to life by a cast of spectacular leading artists. Join us for this production — never before seen in Chicago — and find out why it's the perfect work to see again and again and the ideal opportunity to introduce new fans to the thrill of opera.

**7506 CTRP 14-001**  
Thursday, March 16  
12-6:30 p.m.  
1 Session  
Southlake Campus, Room V138  
\$135 G. Marcinkovich

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Please note: Tours will leave from the location or locations specified under each description. Some tours will have more than one pickup site and time. Plan to arrive 15 minutes before the departure time for your tour. We make an effort 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.

### NEW! CARMEN PRE-OPERA PRESENTATION

Join us for a presentation to musically prepare you for the Lyric Opera performance of "Carmen." You may register for this pre-opera presentation, the opera tour or both.

**7400 CMSC 32-021**  
Thursday, March 16  
9-11 a.m.  
Southlake Campus, Room Ro24  
\$19 I. Mikolajczyk

## Discovery: Current Events

### GREAT DECISIONS DISCUSSION GROUP

Great Decisions is an opportunity to study, discuss and share opinions about some of today's complex foreign policy issues using articles provided by the Foreign Policy Association, an independent nonpartisan and non-governmental organization that has worked to educate the public about foreign policy issues since 1918. The eight topics for discussion in 2017 are The Future of Europe; Trade and Politics; Conflict in the South China Sea; Saudi Arabia in Transition; U.S. Foreign Policy and Petroleum; Latin America's Political Pendulum; Prospects for Afghanistan and Pakistan; Nuclear Security. Please order your Great Decisions 2017 Briefing Book at <http://fpa.org/> and read the first topic before the first session.

#### PART 1: FIRST FOUR TOPICS

Class meets every other Friday.

**7452 CDIS 13-001**  
Friday, January 27 to March 10  
9:30-11:30 a.m.  
4 Sessions  
Southlake Campus, Room R228  
\$75 G. Midkiff

#### PART 2: LAST FOUR TOPICS.

Class meets every other Friday.

**7454 CDIS 13-002**  
Friday, March 31 to May 12  
9:30-11:30 a.m.  
4 Sessions  
Southlake Campus, Room R228  
\$75 G. Midkiff

## Discovery: Film

### NEW! LOST IN THE WEST

The Western represents one of the most popular genres in the cinema. This series will show how the best of the West saddled up some of the most morally confused heroes in cinematic history. We'll ride the unhappy trails with such cowpokes as John Wayne, Randolph Scott and James Stewart and pair them with directors whose vision showed how lost and lonesome the West and the Western hero really were.

**7448 CDIS 5-001**  
Monday, February 20 to March 13  
1-3:30 p.m.  
4 Sessions  
Southlake Campus, Room Ro24  
\$75 J. Kupetz

### NEW! WOMEN TAKING CONTROL

This series of films will put women in dire straits and then watch them try to straighten things out. You'll see female protagonists who may be scorned, scarred and scared, but they still won't suffer fools. Jennifer Lawrence will surface in her best role and if she's not woman enough for you, wait till you see Melissa Leo braving the cold and Angelina Jolie braving a Clint Eastwood film. The series will end at the Grand Canyon with Harvey Keitel waving so long.

**7449 CDIS 7-001**  
Monday, April 3-24  
1-3:30 p.m.  
4 Sessions  
Southlake Campus, Room Ro24  
\$75 J. Kupetz



## Discovery: History

### NEW! STORIES FROM THE CIVIL RIGHTS ERA

Barry Bradford won awards from the President, Congress and major civil rights groups for leading teams that helped reopen some of America's most notorious murder cases. In this thrilling class, he will take us into the heart of the movement with unique insights, fascinating stories and breathtaking retelling of some of the most important events and people of the era.

**7457 CDIS 60-001**  
Monday, January 23 to February 13  
9:30-11 a.m.  
4 Sessions  
Southlake Campus, Room Ro24  
\$75 B. Bradford

### NEW! JANE ADDAMS

Social work pioneer, author, organizer and Nobel Prize winner, Jane Addams is best remembered for founding Hull House in Chicago, a "settlement house" that addressed the needs of Chicago's poverty-stricken families. This class will trace her life, from her well-to-do upbringing in Cedarville, Ill. to her work as an activist for world peace.

**7465 CDIS 68-001**  
Thursday, January 26  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 J. Haworth

### NEW! PROHIBITION AND THE DUST BOWL

From 1920 to 1933, our country tried a grand social experiment that not only failed but led to unintended criminal consequences. There wasn't any time to celebrate the end of that experiment because both our economy (the Great Depression) and our agricultural environment (soil erosion and drought) were ravaged by forces that seemed out of our control and which caused massive internal migrations and anti-migrant confrontations. The story of these two phenomena is sobering.

**7481 CDIS 85-001**  
Saturday, January 28 to February 4  
10 a.m. to 12 p.m.  
2 Sessions  
Southlake Campus, Room Ro24  
\$35 G. Midkiff



### NEW! AARON BURR: THE AMERICAN INTRIGUE

"Fallen Founder" and "Dark Star of the Founding" – these are names that have been given to Aaron Burr in the two centuries since his tumultuous life. He was a man who seemed to ever have plots and intrigues circling around him. This lecture will recount his life after the famous duel in 1804, when he sought to overthrow a government in the Southwest and set up his own rule.

**7466 CDIS 69-001**  
Thursday, February 9  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 J. Haworth

### NEW! THE REAGAN YEARS

The Reagan presidency ended almost 30 years ago, and we now have perspective to better understand his strengths, weaknesses and legacy. We will look at domestic economic policies, foreign policy, his decision-making process, the influence on his professional life from his wife Nancy and the leverage he achieved from his superb speech-making ability. He remains the only U.S. President who was a union member.

**7483 CDIS 86-001**  
Saturday, February 18-25  
10 a.m. to 12 p.m.  
2 Sessions  
Southlake Campus, Room Ro24  
\$35 G. Midkiff

### NEW! FASCINATING AMERICANS

Master storyteller Barry Bradford brings five fascinating American biographies to life in this all-new class. Each week will feature an insightful multimedia look at the unique life of a famous 20th century American who was popular, controversial or famous.

**7459 CDIS 61-001**  
Monday, February 20 to March 27  
9:30-11 a.m.  
5 Sessions  
Southlake Campus, Room Ro24  
\$95 B. Bradford

### NEW! THE TRAIL OF TEARS

When Andrew Jackson was elected president in 1828, he was determined to end the land claims of all of the remaining Indian tribes east of the Mississippi River. The Cherokee stood against him, suing for their land rights in the Supreme Court. That battle that followed and the eviction of the tribes to Oklahoma illustrates the weaknesses of the constitutional system, the power of greed and the suffering of a people.

**7509 CDIS 70-001**  
Thursday, February 23  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 J. Haworth

**NEW! ULYSSES GRANT:  
RECONSTRUCTION PRESIDENT**

“He was the steadfast center about and on which everything else turned.” This was how a Union general described General Grant during the war. Can the same be said about his presidency? On the one hand, Grant was a steadfast advocate for African-Americans, enforcing the new freedoms that Southern governors were loath to give. But his administration was one of the most corrupt and scandal-ridden in U.S. history, and Grant was apparently unable or unwilling to do anything about it. This class will assess Grant’s presidency and his role in the troubled history of Reconstruction.

**7469 CDIS 73-001**  
Thursday, March 2  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 J. Haworth

**NEW! RECONSTRUCTION: AN UNFINISHED  
AMERICAN REVOLUTION, 1863-1870**

150 years ago this year, America was in the middle of one of its greatest social and constitutional transformations. The Civil War was over, but another battle was being waged: the battle over the political status of the former slaves. “Reconstruction” is the era in which the modern definition of American citizenship was laid down. It came out of great struggle, both on the floor of Congress and in the streets of cities. Its bittersweet story highlights both the determination of those struggling for equality and the pervasive power of racism in America.

**7467 CDIS 72-001**  
Thursday, March 9  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 J. Haworth

**NEW! THE DULLES BROTHERS**

Two of the most important jobs in the Federal government are Secretary of State and CIA Director. During most of President Dwight Eisenhower’s eight years in office, these two jobs were simultaneously held by the Dulles brothers, who shared anti-communist beliefs and pro-subversion values that shaped our foreign policy and led to the Vietnam War and our continuing problems with Iran. They served their country, but not as well as they could have.

**7479 CDIS 84-001**  
Wednesday, March 29 to April 5  
9:30-11:30 a.m.  
2 Sessions  
Southlake Campus, Room Ro24  
\$35 G. Midkiff



**NEW! THE PIONEERING PSYCHIATRISTS**

From the moment Freud began using psychoanalysis to explain human behavior, Americans have been mesmerized by psychology. In this new class, historian Barry Bradford explores the personalities and theories of early psychologists.

**7460 CDIS 62-001**  
Monday, April 3-24  
7-8:30 p.m.  
4 Sessions  
Southlake Campus, Room R228  
\$75 B. Bradford

**NEW! PULLMAN DISTRICT  
PRE-FIELD TRIP CLASS**

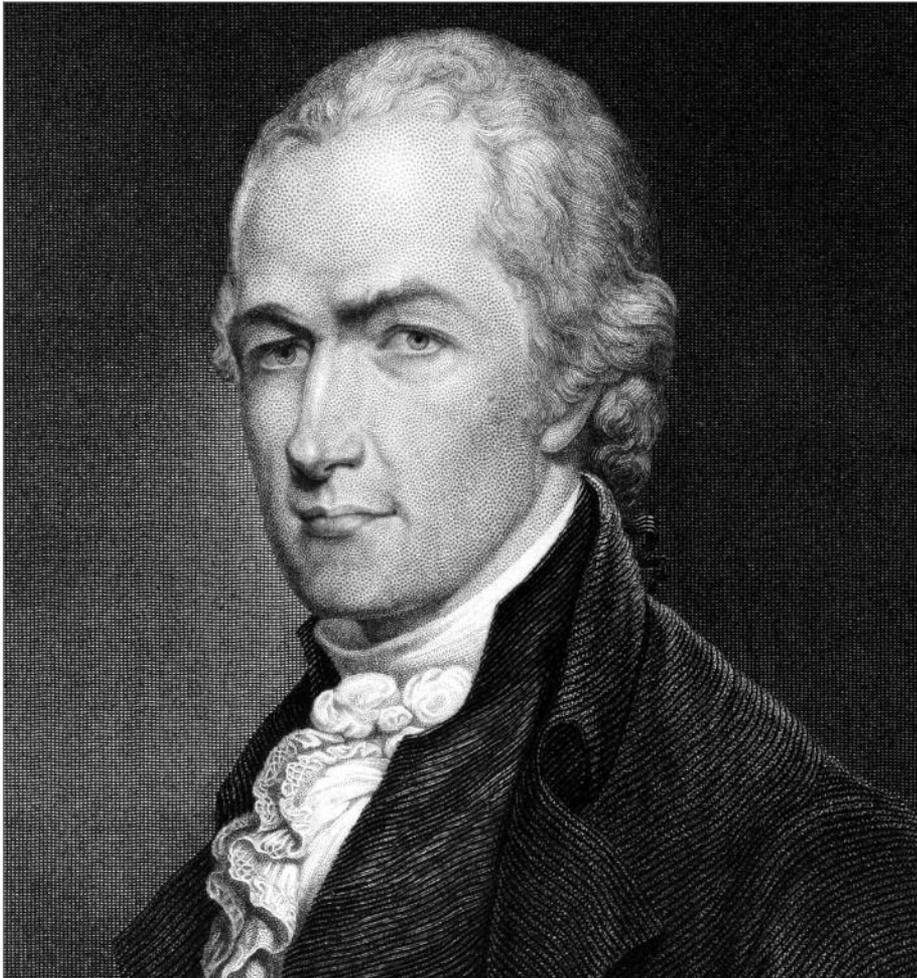
Of all of the architectural and cultural contributions Chicago has made to the world, the Pullman District is the first and thus far only one designated as a National Monument. Join us for a fresh look at the businessman and architect who designed and built this model community as well as the residents who called it home. We will follow the story into the post-World War II era as the company and community continued to evolve. The talk will prepare us for visiting this historic Chicago community that is once again making headlines.

**7462 CDIS 64-001**  
Friday, April 7  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 D. Groeninger

**NEW! BUILDING THE CANAL  
TO SAVE CHICAGO**

Chicago was the fastest-growing city in the late 1800s, but its location had one big disadvantage – poor drainage. Cholera and typhoid were rampant, and Chicago had one of the highest mortality rates among major cities. The Chicago River was a public nuisance, polluted and smelly and discharging to the source of water for the city, Lake Michigan. Floods from the Des Plaines River would occasionally roar through town, seeking an outlet to the lake. The building of a canal to reverse the flow of the Chicago River solved these problems and allowed the city to continue to grow. The mortality rate plummeted and the river became enjoyable. The building of the canal required the creation of a new government and the development of pioneering construction technology that helped build the Panama Canal. The reversal of the flow in the Chicago River remains a wonder of the world and remains critical to a sustainable future for the Chicago metropolis.

**7420 CDIS 88-001**  
Wednesday, April 12  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 R. Lanyon



**NEW! MARY TODD LINCOLN:  
INTELLIGENCE, AMBITION AND  
CONTROVERSY — A GUIDE TO  
UNDERSTANDING THIS VITRIOLIC  
FIRST LADY**

In many ways Mary Todd Lincoln was a woman way ahead of her time. Her marked intelligence and ambition are not often discussed in historical reviews that seek to discount her as crazy. You will gain an interesting perspective on the Lincoln story by discovering the many facets of her personality.

**7470 CDIS 74-001**  
Wednesday, April 12-19  
1-3 p.m.  
2 Sessions  
Southlake Campus, Room Ro24  
\$35 H. Olson

**NEW! HAMILTON THE MAN, THE MYTH,  
THE MUSICAL**

“Hamilton” has taken Broadway by storm! As the thrilling Broadway musical comes to Chicago, historian and Broadway maven Barry Bradford offers a unique multimedia look at the true story of Alexander Hamilton, a fascinating background to the production and an introduction to the musical itself.

**7461 CDIS 63-001**  
Saturday, April 15  
10 a.m. to 12 p.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 B. Bradford

**NEW! GERMANY: FEELING  
THE PULSE OF A NATION**

Germany, an European economic giant, is currently facing challenging and uncertain times. The country is still trying to absorb and integrate over 1.5 million refugees while thwarting terrorist threats and grappling with subsequent attacks. The fallout from last year’s Brexit vote also left a mark on Germany, the strongest European leader in the Union. And in September of this year an important federal election will take place to determine Chancellor Merkel’s fate. Join Germany expert Anette Isaacs, M.A. as she “feels the pulse” of her home country and presents current opinions and attitudes concerning the issues and challenges that occupy Europe’s most populous nation right now!

**7463 CDIS 65-001**  
Thursday, April 27  
1-3 p.m.  
1 Session  
Southlake Campus, Room Ro24  
\$19 A. Isaacs

**NEW! ALEXANDER HAMILTON  
AND THE PROMISE OF AMERICA**

Talented, passionate and vain, Hamilton arrived in the American colonies as a poor boy. He was like a son to George Washington and served him during the Revolutionary War and again in his administration as Secretary of the Treasury. Hamilton was one of the few revolutionaries who had a truly national perspective. He believed the new United States would one day become a global powerhouse. Yet this foresight put him on a collision course with other national leaders and led to his tragic demise.

**7464 CDIS 67-001**  
Thursday, May 4-11  
9:30-11:30 a.m.  
2 Sessions  
Southlake Campus, Room Ro24  
\$35 J. Haworth

## Discovery: Literature

### NEW! AUTHORS AND ADDICTIONS

Yes, it's true, addictions seem to run rampant in the literary community. You will sometimes smile, sometimes sigh at the habits of a handful of the world's greatest writers. Edgar Allan Poe, Dorothy Parker, Ernest Hemingway and James Frey are only a few of those featured in this "mind-blowing" presentation.

**7474 CDIS 79-001**

Friday, February 3-10

1-3 p.m.

2 Sessions

Southlake Campus, Room Ro24

\$35 S. Stephens

### NEW! SOUTHERN WRITERS

#### WITH LOTS TO SAY

This class explores the world of male and female Southern writers, each with a unique perspective. Part of the class will compare/contrast their individual styles. Jeannette Walls, Truman Capote, Margaret Mitchell and Tennessee Williams are among the selected authors.

**7476 CDIS 83-001**

Friday, March 3-10

1-3 p.m.

2 Sessions

Southlake Campus, Room Ro24

\$35 S. Stephens

## Discovery: Sociology

### NEW! THE LONE RANGER RIDES AGAIN

For more than 80 years, the Lone Ranger character has had a lasting influence on American culture. College of Lake County sociology professors John and Maria Jose Tenuto tell the fascinating story of how the Lone Ranger and Tonto were created. Journey through each of their incarnations as the characters were reinvented for new generations. Enjoy a display of collectibles and rare photographs, including pictures from the family of actor Clayton Moore, who portrayed the Lone Ranger on television.

**7485 CDIS 94-001**

Saturday, April 29

10 a.m. to 12 p.m.

1 Session

Southlake Campus, Room Ro24

\$19 J. Tenuto

## Discovery: World Religions

### NEW! GOSPEL OF MARY OF MAGDALA

According to the second century Gospel of Mary of Magdala, Mary is Jesus' confidante, his interpreter and his replacement. She supports Jesus' ministry financially and may have been "the beloved disciple" mentioned in John's Gospel. Jesus divulges to her teachings unknown to other disciples, and after the resurrection she occupies the position he leaves vacant. And yet early in Christianity, Mary of Magdala becomes a woman dishonored and discarded. This two-part class examines the woman, the myth and the Gospel that bears her name.

**7472 CDIS 76-001**

Tuesday, February 7-14

1-3 p.m.

2 Sessions

Southlake Campus, Room 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](http://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](http://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](http://www.clcillinois.edu).
- For more information, visit [www.clcillinois.edu/admission](http://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.

## 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, B Wing or online at [www.clcillinois.edu/faforms](http://www.clcillinois.edu/faforms).

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## 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](http://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 A151, 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 19<sup>th</sup> 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](http://www.clcillinois.edu/judicial)

(847) 543-2185 (courses)

(847) 543-2100 (volunteering)

[judicialservices@clcillinois.edu](mailto: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.





## Become an Information Technology Professional

Attend a free information session to learn about the Information Technology Professional Program.

**Thursday, January 5, 2017**

**6-7 p.m.**

**Grayslake Campus**

**Thursday, January 12, 2017**

**6-7 p.m.**

**Southlake Campus**

Information sessions are free, but pre-registration is recommended. Register at [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com).

Are you ready to start or advance your career in the information technology (IT) field? College of Lake County's intensive, short-term courses can provide you the skills you need. These courses are designed to prepare you to either begin your career in an entry-level IT position or enhance your existing IT skills to advance your career.

This program provides the technical skills you need and prepares you for valuable certifications that will set you apart from other job candidates or IT professionals.

If you want to obtain the skills you need to become an Information Technology Professional, contact our Customer Service Center to get started.

(847) 543-2615  
[professionalworkshops@clcillinois.edu](mailto:professionalworkshops@clcillinois.edu)



# Connect to the College of Lake County: Innovation for your business, your career, your life

## Courses

### **New! Presentation Skills – The Next Generation**

This workshop combines web-based presentation skills software and classroom instruction to provide you with cutting-edge techniques for delivering presentations with impact. Details on page 1.

### **Computer Skills Training**

Computer skills training in a variety of programs for PC and Mac users of all levels. Turn to page 7 to learn more.

### **SAT Prep (Grades 10-12)**

Learn effective strategies for SAT success. Engage in math and English refreshers that will prepare you for the test. Details on page 45.

### **Field Trips and Tours**

Remember the days when rail travel was refined and elegant and Pullman was the name? Take a step back in time to the 1800s and learn about and visit the historic Pullman community. Details on page 49.

CLC's Personal Enrichment and Professional Development classes are affordable, convenient and taught by local experts. Turn to page 33 for the complete list of Personal Enrichment classes and page 1 for Professional Development.

## 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](http://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 19<sup>th</sup> Judicial Circuit Court. Turn to page 56 for information.



## Services

### Small Business Owners

Explore business solutions and training to 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, the Illinois Small Business Development and International Trade Center can guide you to success. Turn to page 27 for information.

### Construction Business Development Center

Focused on developing flexible, customized support and technical assistance to provide small, minority, women and veteran-owned firms in the construction industry with the tools and knowledge to help them grow and succeed. Visit [www.clcillinois.edu/cbdc](http://www.clcillinois.edu/cbdc) or call (847) 543-2615 to learn more.

## Career and Job Placement Center

CLC's Career and Job Placement Center helps support a strong Lake County workforce and economy by connecting students and alumni with employers and employment opportunities.

### Services include:

- Arranging internships and other experiential learning opportunities
- Administering on-campus student employment
- Maintaining a 24/7 job database (LancerJobLink) serving students and employers
- Sponsoring industry specific Job Fairs and other on-campus recruitment events
- Connecting employers to a highly skilled job candidate pool – our students and alumni

Contact the Career and Job Placement Center for more information:

(847) 543-2059  
[careerjobplacement@clcillinois.edu](mailto:careerjobplacement@clcillinois.edu)  
[www.clcillinois.edu/cjpc](http://www.clcillinois.edu/cjpc)  
Grayslake Campus, Room B118  
Monday-Thursday 8 a.m. to 5 p.m.  
Friday 8 a.m. to 4:30 p.m.

# College of Lake County

19351 W. Washington St.  
Grayslake, Illinois 60030-1198

CLC Classes (USPS 014-085) is published by the College of Lake County monthly except January, February, March and September with an additional issue in August. Periodicals Postage paid at Grayslake, IL with additional entries.

POSTMASTER: Send change of address to Credit Class Schedule, College of Lake County 19351 W. Washington St. Grayslake, IL 60030-1198

January 2017 – Volume 22, No. 5

## ECRWSS RESIDENTIAL CUSTOMER

CLC Classes: Spring 2017 Credit Courses



College of Lake County

Register now for Spring Semester!

Work toward your degree or certificate.  
Develop your talent and start a new career or job.

**Pursue your associate degree or career certificate**

Registration is open for Spring Semester.

Spring Semester begins Jan. 17.

Visit [www.clcillinois.edu/spring](http://www.clcillinois.edu/spring).

Questions regarding noncredit classes?

Call (847) 543-2615

Gainful employment data is available at [www.clcillinois.edu/gainfulemployment](http://www.clcillinois.edu/gainfulemployment).

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.

## Noncredit CLC Classes Spring 2017

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