

CONNECT TO YOUR FUTURE

INNOVATION FOR

- BUSINESS
- CAREER
- LIFE

CLC CLASSES FALL 2018 NONCREDIT COURSES

Professional
Development Courses

Innovative Learning Solutions
for Businesses

Illinois Small Business
Development and
International Trade Center

Personal Enrichment
Youth to Adult and
Discovery for 50+



INNOVATION FOR BUSINESS | CAREER | LIFE



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

IMPROVE YOUR BUSINESS

Do you manage a department, provide training for your organization, own a small business or lead a company? Your employees are your greatest resource. Invest in them to reach your desired outcomes. Our innovative training solutions can be delivered at your location, a CLC campus or an off-site location locally, nationally or globally.

Small business owners can receive free, confidential, one-on-one counseling from the Illinois Small Business Development and International Trade Center. Whether you are growing your existing business, starting a new venture or seeking global opportunities, the Illinois SBDC/ITC can assist.

INNOVATE YOUR CAREER

With the continually changing work environment, preparing yourself with new abilities or an alternate career is a smart strategy. Build your current job skills or start a new career. Professional Development workshops and courses are designed to hone your existing skills or explore new fields.

REINVENT YOUR LIFE

Make time to enjoy life and pursue your passions. Personal Enrichment offers noncredit classes in a variety of topics for youth to adult.

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

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

EXPLORE THE COLLEGE OF LAKE COUNTY AND CONNECT TO YOUR FUTURE



Workforce and Professional Development Institute

- Training Solutions
- Illinois Small Business Development and International Trade Center
- Professional Development

Office location:
University Center of Lake County
1200 University Center Dr., Suite 302
Grayslake, IL 60030

For more information:
Call: (847) 543-2990
Email: wpdi@clcollinois.edu
Visit: www.clcollinois.edu

Community Programming

- Judicial Services
- Personal Enrichment

For more information:
Call: (847) 543-2980
Email: CPEinfo@clcollinois.edu
Visit: www.clcollinois.edu



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

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Courses start at various dates throughout the term; some courses begin as late as December. Keep this schedule handy and refer to it through December 2018. The information contained within is accurate as of July 2018, but is subject to change.

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Reach
for the
Stars

SAVE THE DATE

College of Lake County Foundation

2018 Scholarship Gala

Saturday, October 27, 2018

Royal Melbourne Country Club, Long Grove, Illinois

www.clcillinois.edu/gala

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! DEVELOPING YOUR EMOTIONAL INTELLIGENCE

Emotional Intelligence is a different way of being smart and is key to high performance at all levels, in all types of careers. It's not about your IQ, it's how you manage yourself and your relationships. Research shows individuals with high Emotional Intelligence boost effectiveness in operational excellence, customer loyalty, financial performance and career engagement.

Explore and understand the importance of Emotional Intelligence in the workplace and how to identify it in yourself and others. Learn to develop and apply the Emotional Intelligence competencies associated with self-awareness, self-management, social awareness and relationship management. This interactive and engaging series of three two-hour sessions will equip you with the mindset and understanding of the 12 components of Emotional Intelligence and provide you with the skills and resources needed to be an effective leader and successfully relate to others.

3738 PPRO 10-001
Monday, October 1, 15 and 29
6-8 p.m.
3 Sessions
Southlake Campus, V222
\$199 J. Aull

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) 543-2990 for more information.

Project Management

NEW! AGILE PROJECT MANAGEMENT SERIES

Agile has quickly become the go-to project management approach for a wide range of industries. Completing these two courses will provide you with the classroom hours and materials you need to pass the PMI-ACP exam. This fast-paced series is taught by Andy Kaufman, author and certified PMP trainer. Make this the year that you get serious about understanding agile and demonstrating that knowledge by earning the Project Management Institute's fastest growing certification: the PMI-ACP. Course materials are included in the course fee.

3733 PPRO 62-001
Tuesday and Wednesday, November 27-28
AND
Tuesday, December 11
8:30 a.m. to 4:30 p.m.
3 Sessions
Grayslake Campus, L113
\$849 A. Kaufman

TAKE THE SERIES AND SAVE!

CLASSES CAN BE TAKEN INDIVIDUALLY:

NEW! FOUNDATIONS OF AGILE PROJECT MANAGEMENT

Do you frequently lead or participate in projects that experience frequent changes in the project requirements? This course is designed for anyone who wants to efficiently lead or participate in projects. This two day course can be taken individually or as part of the Agile Project Management Series. It is an excellent next step for those who have been trained on traditional project management approaches, including those who have already earned certifications from the Project Management Institute (PMI)®.

This foundations course will introduce you to agile project management, including the core values and principles outlined by the Agile Manifesto. Learn some common myths and misconceptions about agile development approaches, identify factors to consider when deciding whether to adopt agile practices and understand the general agile practices that a company may want to adopt. Wondering what Scrum is, or how it is used in practice? How does Scrum compare to XP and Lean? Learn the answers in this highly interactive class.

This course qualifies for 14 PDUs for certified Project Management Professionals (PMP)® and is aligned with the Agile Certified Practitioner

exam objectives developed by Project Management Institute.

3734 PPRO 60-001
Tuesday and Wednesday
November 27-28
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, L113
\$525 A. Kaufman

NEW! AGILE CERTIFIED PRACTITIONER (PMI-ACP) CERTIFICATION PREP

The Agile Certified Practitioner Certification Prep, 1 day session, is part of the Agile Project Management Series or may be taken individually to prepare for certification. As more organizations transition to agile, it is increasing the demand for professionals with agile skills and an understanding of a range of agile methodologies. Because of this demand, now is the perfect time to earn your Agile Certified Practitioner (PMI-ACP®) credential. For those who are already earned their Project Management Professional (PMP)® credential, this course qualifies for an additional 7 PDUs.

3735 PPRO 61-001
Tuesday, December 11
8:30 a.m. to 4:30 p.m.
1 Session
Grayslake Campus, L113
\$425 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) 543-2990 for more information.

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

Check out PCTR 70,
Microsoft Project: Level 1,
on page 15!

PROJECT MANAGEMENT PROFESSIONAL SERIES

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

TAKE THE SERIES AND SAVE!

3739 PPRO 88-001
Thursday, October 4 to November 1
8:30 a.m. to 4:30 p.m.
5 Sessions
Grayslake Campus, TBA
\$1,349 A. Kaufman



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 contact hours toward your project management certification or 14 PDUs if you are already certified.

3740 PPRO 85-001
Thursday, October 4-11
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, TBA
\$525 A. Kaufman

ADVANCED PROJECT MANAGEMENT

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

3741 PPRO 86-001
Thursday, October 18-25
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, TBA
\$525 A. Kaufman

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREP

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

Comprehensive study material is provided, including a hard copy of the latest edition of "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide) and two top-rated prep guides. The session is facilitated by a certified PMP with experience helping people prepare and pass the certification exam worldwide.

3742 PPRO 87-001
Thursday, November 1
8:30 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$425 A. Kaufman

Supervisory

Save \$25 Register for Understanding Behaviors in the Workplace and Fundamentals of Supervision at the same time! Call (847) 543-2990 for details.

NEW! UNDERSTANDING BEHAVIORS IN THE WORKPLACE

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

3736 PPRO 24-001
Friday, October 5
9 a.m. to 1 p.m.
1 Session
Grayslake Campus, T227
\$139 C. Johnson

NEW! FUNDAMENTALS OF SUPERVISION

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

3737 PPRO 25-001
Friday, October 19
9 a.m. to 4:30 p.m.
1 Session
Grayslake Campus, T227
\$195 C. Johnson

Business Communication

WORKPLACE COMMUNICATION CERTIFICATE

Good communication in the workplace is more important than ever and critical to your career advancement and success. Discover a workable conflict management model, along with successful and practical conflict management strategies. Then, work with a pro to learn how to improve your negotiation skills for a win-win outcome, including helping others to get what they want, so you get what you want. Finally, find out more about yourself and others using personality profiles for better work performance. You will be learning from some of our more popular instructors and taking away new how-to skills that work. The certificate includes the following courses, Conflict Management, Negotiation: Get What You Want and Using Personality Profiles to Improve Work Performance.

3763 PGOT 14-800
September 4 to November 30
Online 24/7
\$595 S. Klauss

TAKE THE CERTIFICATE AND SAVE!

CLASSES CAN BE TAKEN INDIVIDUALLY:

CONFLICT MANAGEMENT

The average manager spends more than 20 percent of their day engaged in or reacting to a conflict situation. Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace.

3764 PGOT 11-800
September 4-28
Online 24/7
\$245 S. Klauss

USING PERSONALITY PROFILES TO IMPROVE WORK PERFORMANCE

Understanding yourself and others will increase your overall effectiveness at work, home, and in all of your relationships. Learn how to improve your communication with others, convey your ideas effectively, and improve your ability to understand what is important to those who don't share your same style. Course fee includes your own DiSC Behavioral Personality Profile assessment and review.

3766 PGOT 13-800
November 5-30
Online 24/7
\$295 S. Klauss

NEGOTIATION: GET WHAT YOU WANT

Negotiation is a key skill for success in business and everyday life. Knowing strategies to clarify what you want and how to prioritize needs will help you learn how to plan, implement and win in the bargaining process. Save time, grow your business network and gain confidence when dealing with even the shrewdest of deal-makers.

3765 PGOT 12-800
October 1-26
Online 24/7
\$195 S. Klauss

Does your organization need customized training? We can help. Call (847) 543-2990 for a solution.

Business Writing

BUSINESS WRITING CERTIFICATE

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

TAKE THE CERTIFICATE AND SAVE!

3772 PGOT 35-800
September 4 to November 30
Online 24/7
\$495 D. Felix



CLASSES CAN BE TAKEN INDIVIDUALLY:

BUSINESS WRITING

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

3773 PGOT 33-800
September 4-28
Online 24/7
\$195 D. Felix

EFFECTIVE COPYWRITING

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

3774 PGOT 10-800
October 1-26
Online 24/7
\$195 K. Will

WRITING NEWS AND PRESS RELEASES

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

3775 PGOT 34-800
November 5-30
Online 24/7
\$195 W. Draves

How to Register for Online Business Skills Classes

Please contact our office at (847) 543-2990 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard. For a complete list of online business skills classes visit www.clcillinois.edu/professional/onlineclasses.

Customer Service

CUSTOMER SERVICE CERTIFICATE

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

TAKE THE CERTIFICATE AND SAVE!

3776 PPRO 19-800
September 4 to October 26
Online 24/7
\$245 N. Sanders-Cobb

CLASSES CAN BE TAKEN INDIVIDUALLY:

KEYS TO CUSTOMER SERVICE

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

3777 PPRO 17-800
September 4-28
Online 24/7
\$145 N. Sanders-Cobb

EXTRAORDINARY CUSTOMER SERVICE

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

3778 PPRO 18-800
October 1-26
Online 24/7
\$145 F. Bayley

Lean Sigma

LEAN SIX SIGMA

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

3841 PGOT 29-800
November 5-30
Online 24/7
\$245 S. Follett

Business Skills-Online

BUSINESS COACHING

Mentoring and coaching are used frequently in organizations to improve leadership competencies and provide employee support, which benefit both employer and employee. Develop skills in the development, implementation and support of coaching and mentoring programs in your workplace. You will earn a certificate and take home the much-needed toolkit you've been searching for to improve your employees' performance. Coaching will create the working environment that your employees will find truly rewarding.

3767 PPRO 48-800
September 4 to October 26
Online 24/7
\$395 S. Restauri



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Google Tools

CERTIFICATE IN GOOGLE TOOLS

Increase your online savvy and ability to position yourself and your organization for greater success. Experience the interaction and big take-aways from studying with top notch professionals. Your instructors not only work with these tools every day, but speak at national conferences and train others. Your teachers have tips you have not discovered yet. Learn more about Google Analytics, Google Apps for Business, and Google+ . Acquire new tips and techniques. Just one new tip can mean greater productivity, effectiveness and even profitability for your work. The certificate includes Google Analytics, Google Apps for Business, and Google +.

TAKE THE CERTIFICATE AND SAVE!

3782 PGOT 26-800
September 4 to November 30
Online 24/7
\$495 D. Belhassen



CLASSES CAN BE TAKEN INDIVIDUALLY:

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.

3783 PGOT 22-800
September 4-28
Online 24/7
\$195 D. Belhassen

GOOGLE +

Google+ has surpassed Twitter to become the second-largest social network next to Facebook. Discover the best ways to use this popular and emerging social media platform to raise your online profile and connect with current and potential new contacts. Learn the advantages of using Google+, how it can help your organization to engage existing users and grow your base. Discover techniques for using the platform to create relationships and expand your reach and knowledge.

3784 PGOT 23-800
October 1-26
Online 24/7
\$195 J. Selke

GOOGLE APPS FOR BUSINESS

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

3785 PGOT 24-800
November 5-30
Online 24/7
\$195 T. McLaurin

Management

BUSINESS MANAGEMENT CERTIFICATE

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

TAKE THE CERTIFICATE AND SAVE!

3743 PPRO 4-800
September 4 to November 30
Online 24/7
\$595 S. Klaus



CLASSES CAN BE TAKEN INDIVIDUALLY:

MANAGEMENT BOOT CAMP

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

3744 PPRO 1-800
September 4-28
Online 24/7
\$295 S. Klaus

COLLABORATIVE MANAGEMENT

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

3745 PGOT 40-800
October 1-26
Online 24/7
\$245 J. Odidson

MANAGING GENERATIONS IN THE WORKPLACE

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

3746 PPRO 3-800
November 5-30
Online 24/7
\$175 K. Dellabough

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Social Change

NEW! MANAGING SOCIAL CHANGE SERIES

Discover proven strategies for moving your efforts, and those of others, from advocacy to managing and achieving social change within the workplace and/or community. Learn to strategically apply various disciplines to cause organizational change as well as develop the personal skills and attitudes organizations need for implementing change. Find out how to address change in the workplace and learn different change strategies to improve your community and society for all. The series certificate includes Change Management Skills, Change in the Workplace and Creating Community and Social Change..

TAKE THE SERIES AND SAVE!

3751 PGOT 56-800
September 4 to November 30
Online 24/7
\$495 S. Schmall



CLASSES CAN BE TAKEN INDIVIDUALLY:

CHANGE MANAGEMENT SKILLS

Managers and aspiring leaders in the workplace are increasingly being asked to develop the personal skills and attitudes for implementing change as well as a technical understanding of how to apply the tools for change. Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change.

3752 PGOT 21-800
September 4-28
Online 24/7
\$195 S. Schmall

NEW! CHANGE IN THE WORKPLACE

Take home strategies on how to deal with changes in your work environment and how to introduce changes to your workplace culture. Most people perceive changes in careers to be too difficult to accomplish or they are too old, not skilled enough and may lack the funds to change their skill set. The good news is that those who are willing to embrace change are much more likely to thrive under new conditions.

3753 PGOT 57-800
October 1-26
Online 24/7
\$195 B. Rolle

NEW! CREATING COMMUNITY AND SOCIAL CHANGE

From elected officials to the CEO of Apple, leaders are urging people in the workplace and community to participate in community and social change to help improve communities and society. Discover how social change happens (or doesn't happen) and how you can influence change. Explore working within an established organization versus creating your own group for change. Learn change strategies and techniques to highlight issues and improve your community and our society.

3754 PGOT 48-800
November 5-30
Online 24/7
\$195 L. Barrow

Productivity

PRODUCTIVITY AND TIME MANAGEMENT CERTIFICATE

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

TAKE THE CERTIFICATE AND SAVE!

3747 PGOT 43-800
September 4 to November 30
Online 24/7
\$595 W. Draves



CLASSES CAN BE TAKEN INDIVIDUALLY:

TIME AND PRODUCTIVITY MANAGEMENT

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

3748 PPRO 2-800
September 4-28
Online 24/7
\$195 W. Draves

PRODUCTIVITY eTOOLS

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

3749 PGOT 41-800
October 1-26
Online 24/7
\$245 J. Selke

MANAGING PRODUCTIVITY

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

3750 PGOT 42-800
November 5-30
Online 24/7
\$245 W. Draves

Six Sigma Green Belt

NEW! SIX SIGMA GREEN BELT CERTIFICATE

Six Sigma professionals are in strong demand by organizations around the world. On the front lines of Six Sigma efforts are Green Belts. Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization.

TAKE THE CERTIFICATE AND SAVE!

3759 PGOT 44-800
September 4 to November 30
Online 24/7
\$495 S. Follett



CLASSES CAN BE TAKEN INDIVIDUALLY:

NEW! INTRODUCTION TO SIX SIGMA GREEN BELT

This challenging Introduction to Six Sigma Green Belt course teaches critical skills required for Six Sigma practitioners. This first course in the certification program explains the basic terms and proven Six Sigma problem-solving methods, team building tools, and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization. Topics covered include Lean Principles, Failure Mode Effects Analysis, Team Tools, Project Charters, and Basic Statistical Tools.

3760 PGOT 51-800
September 4-28
Online 24/7
\$195 S. Follett

NEW! INTERMEDIATE SIX SIGMA GREEN BELT

This Intermediate Six Sigma Green Belt course builds on the ideas and skills learned in the Introduction to Six Sigma Green Belt course that organizations use, specifically their Six Sigma teams, to improve. In this second course in the certification program, you will learn process analysis, data collection and analysis, probability and valid statistical conclusions, and hypothesis testing.

3761 PGOT 52-800
October 1-26
Online 24/7
\$195 S. Follett

NEW! ADVANCED SIX SIGMA GREEN BELT

The final course in the Six Sigma Green Belt program teaches you to improve and control processes while you apply the concepts learned in the Introduction and Intermediate Six Sigma Green Belt courses. Topics included in this course include hypothesis testing, design of experiments, and statistical process control. Upon successful completion of this course, participants will be awarded certification as a Six Sigma Green Belt.

3762 PGOT 53-801
November 5-30
Online 24/7
\$195 S. Follett

How to Register for Online Business Skills Classes

Please contact our office at (847) 543-2990 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard. For a complete list of online business skills classes visit www.clcillinois.edu/professional/onlineclasses.

Social Media for Business

SOCIAL MEDIA FOR BUSINESS SERIES

Get in on this exciting and growing way to communicate, market and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Whether you are new to social networks or already involved, you will come away with both an understanding of social networks and practical, how-to techniques to integrate social networks into your organization or business. This series is useful for businesses, nonprofits, government, and other organizations.

TAKE THE SERIES AND SAVE!

3755 PPRO 40-800
September 4 to November 30
Online 24/7
\$495 J. Selke



CLASSES CAN BE TAKEN INDIVIDUALLY:

INTRODUCTION TO SOCIAL MEDIA

Get involved in the move from in-person to online communication. Learn what social networks are and their role in your business. Find out the top sites and how businesses are using the sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Explore the options for your organization. Look at case studies of what other organizations are doing.

3756 PPRO 37-800
September 4-28
Online 24/7
\$195 N. Siscaretti

MARKETING USING SOCIAL MEDIA

Develop a two-way communication and marketing strategy for your organization using social networks. Let your instructor guide you in exploring major social networks, including Twitter, LinkedIn, and blogging. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You'll find out the advantages and disadvantages of each, and learn what's right for your work and kind of organization.

3757 PPRO 38-800
October 1-26
Online 24/7
\$195 N. Siscaretti

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION

Take away practical strategies and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars, and move your website to an interactive Web 2.0 site. Your instructor will help you choose which social network tools are right for your situation, and then integrate them into your website to develop a social networking strategy for your organization. Find out what you can be doing, what you should be doing, and develop a plan to integrate social networks into your communication and marketing.

3758 PPRO 39-800
November 5-30
Online 24/7
\$195 J. Selke

Mobile Marketing

MOBILE MARKETING CERTIFICATE

The way consumers are interacting with brands and connecting to the world is changing because of mobile devices. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones. Then get step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and Blackberry platforms. Finally, get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. The certificate includes Mobile Marketing, Creating Cell Phone Apps for Your Business and Advanced Mobile Marketing.

TAKE THE CERTIFICATE AND SAVE!

3819 PPRO 53-800
September 4 to November 30
Online 24/7
\$595 S. Salt



CLASSES CAN BE TAKEN INDIVIDUALLY:

MOBILE MARKETING

More than half of U.S. consumers who've made purchases on their smartphones have done so in response to mobile marketing messages. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.

3820 PPRO 50-800
September 4-28
Online 24/7
\$195 S. Salt

CREATING CELL PHONE APPS FOR YOUR BUSINESS

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

3821 PPRO 51-800
October 1-26
Online 24/7
\$245 D. Belhassen

ADVANCED MOBILE MARKETING

Come get the knowledge needed to implement a mobile marketing plan for your organization. Find out about proximity marketing, mobile marketing metrics, and developing a mobile marketing campaign. Learn how to promote your app on the web, build a landing page for your app, and advanced tracking of your application usage. Then take home a blueprint for creating guidelines and standards for your mobile marketing effort, and how to measure its success. You will leave this course with the knowledge to implement a mobile marketing plan for your organization.

3822 PPRO 52-800
November 5-30
Online 24/7
\$245 S. Salt

Computers - Microsoft Office 2016

INTRODUCTION TO THE OFFICE 365 ENVIRONMENT

In just two hours, gain an overview of Microsoft Office 365 for Business, including an introduction to cloud computing. Discover the new features added to Office 365/2016 in Excel, Word and PowerPoint. Gain knowledge of Microsoft Office 365 services including OneDrive, Office Online and sharing documents and collaborating using Skype for Business. Supplemental materials will be provided in class.

3712 PCTR 36-001
Friday, November 16
10 a.m. to 12 p.m.
1 Session
Grayslake Campus, L032
\$45 C. Horwitz

MICROSOFT OFFICE BASIC TRAINING

Are you looking to brush up on Microsoft Word, Excel, Outlook and PowerPoint? This basic training will help you to quickly enhance your skills and increase your confidence when using the popular workplace software. The comprehensive course will dedicate a half-day of training to each topic so you will have a more holistic understanding of Microsoft Office systems. Basic and intermediate users can benefit from the class, also designed for anyone entering the workforce in an office setting. Whether you are new to Microsoft Office, were self-taught or would simply like to learn more about the products, this two-day course will provide you with the knowledge and skills to effectively use these applications. Supplemental materials will be provided in the class.

3710 PCTR 29-001
Wednesday and Friday, October 3-5
9 a.m. to 5 p.m.
2 Sessions
Grayslake Campus, L032
\$395 C. Horwitz

3711 PCTR 29-002
Monday and Wednesday, November 5-7
9 a.m. to 5 p.m.
2 Sessions
Southlake Campus, TBA
\$395 C. Horwitz

How to Register for Online Business Skills Classes - See page 11.

MICROSOFT EXCEL: LEVEL 1

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

3714 PCTR 15-001
Wednesday, September 12
9 a.m. to 5 p.m.
1 Session
Southlake Campus, TBA
\$195 J. Besser

3715 PCTR 15-002
Saturday, October 6
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$195 S. Bajt

3716 PCTR 15-003
Friday, November 9
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$195 D. Anderson

MICROSOFT EXCEL: LEVEL 3

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

3720 PCTR 17-001
Monday and Wednesday, October 15-17
9 a.m. to 5 p.m.
2 Sessions
Southlake Campus, TBA
\$195 J. Besser

3721 PCTR 17-002
Saturday, November 10
9 a.m. to 5 p.m.
2 Sessions
Grayslake Campus, TBA
\$195 S. Bajt

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.

3713 PCTR 10-001
Friday, October 19
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$195 D. Anderson

MICROSOFT PROJECT: LEVEL 1

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

3726 PCTR 70-001
Wednesday, November 28
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$195 J. Besser

COMPUTER SKILLS FOR THE WORKPLACE

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook and spreadsheets in MS Excel. Microsoft Office Suite of applications is the most used software tool in the world. Stay current with this online class, as it is always current and will change as the features of MS Office change over time. Master the most common uses so you can work faster and more efficiently and can take your computer skills from plain and drab to exciting and engaging. You will leave with a set of skills required in today's fast paced, ever-changing workplace environment that will support your future career success.

3695 PCTR 90-800
September 4-28
Online 24/7
\$195 B. Flanagan

MICROSOFT ACCESS: LEVEL 1

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

3722 PCTR 20-001
Tuesday, October 23
9 a.m. to 5 p.m.
1 Session
Southlake Campus, TBA
\$195 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 may be purchased in the CLC Bookstore prior to class. **Prerequisite:** Microsoft Access Level 1 or equivalent knowledge

3723 PCTR 21-001
Tuesday, November 13
9 a.m. to 5 p.m.
1 Session
Southlake Campus, TBA
\$195 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, use clip art and animation to enhance your presentation. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3724 PCTR 30-001
Wednesday, October 24
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$195 S. Bajt

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

INTENSIFY YOUR PRODUCTIVITY WITH HALF-DAY WORKSHOPS.

HOW TO EFFICIENTLY USE MICROSOFT OUTLOOK EMAIL AND CALENDAR

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

3705 PCTR 24-001
Friday, September 14
8 a.m. to 12 p.m.
1 Session
Southlake Campus, TBA
\$115 C. Horwitz

3706 PCTR 24-002
Friday, November 16
1-5 p.m.
1 Session
Grayslake Campus, L032
\$115 C. Horwitz

SPECIALIZED TRAINING IN MICROSOFT EXCEL PIVOTTABLES

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

3707 PCTR 27-001
Friday, September 14
1-5 p.m.
1 Session
Southlake Campus, TBA
\$115 C. Horwitz

3708 PCTR 27-002
Monday, November 12
8 a.m. to 12 p.m.
1 Session
Southlake Campus, TBA
\$115 C. Horwitz

SPECIALIZED TRAINING IN MICROSOFT EXCEL CHARTING AND GRAPHING

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

3709 PCTR 28-001
Monday, November 12
1-5 p.m.
1 Session
Southlake Campus, TBA
\$115 C. Horwitz

Computers – Graphic Design

PHOTOSHOP CREATIVE CLOUD: LEVEL 1

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

3725 PCTR 40-001
Friday, October 26
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$195 J. Berek

Computers – QuickBooks Presentations

QuickBooks is the #1 Rated Accounting Solution for Small Businesses.

INTRODUCTION TO QUICKBOOKS

Gain a better understanding of QuickBooks accounting software for your own business or your employer's company with this 8-hour class, which is designed for users who have less than six months' experience working with QuickBooks. Topics include the setup of new files, processing bank transactions, accounts receivable and accounts payable entries, reconciliation of bank and credit card accounts and running basic financial reports. This class does not cover the cloud/online version of QuickBooks. Materials are included in the course fee. **Prerequisite:** Ability to use Microsoft Windows products.

3730 TBSM 20-001
Wednesday, September 19
8 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$195 R. Ritzwoller

3731 TBSM 20-002
Tuesday, October 16-30
6-8:45 p.m.
3 Sessions
Grayslake Campus, L032
\$195 R. Ritzwoller

INTERMEDIATE QUICKBOOKS

Enhance your existing knowledge of QuickBooks and learn how to analyze financial data to better understand your business; create and customize reports; as well as track and pay sales tax. Learn payroll functions such as setting up payroll information and schedules, payroll tracking and processing payment of payroll taxes in this 4 hour intensive class. Materials are included in the course fee. **Prerequisite:** Introduction to QuickBooks or working knowledge of QuickBooks software.

3729 TBSM 21-002
Wednesday, November 14
5-9 p.m.
1 Session
Grayslake Campus, L032
\$115 R. Ritzwoller

NEW! CERTIFICATE IN DESIGNING WEBINARS

Discover the power of successful webinars for your business organization and learn key strategies to make your webinars more successful. Learn the latest information about presenting webinars, as well as managing and marketing them. Acquire techniques and tips that will make your webinars winners with your audiences and acquire the webinar planning skills involved in budgeting, pricing and marketing webinar meetings.

TAKE THE CERTIFICATE AND SAVE!

3779 PGOT 58-800
October 1 to November 30
Online 24/7
\$345 W. Draves

CLASSES CAN BE TAKEN INDIVIDUALLY:

DESIGNING SUCCESSFUL WEBINARS

Webinars are a meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Learn the four key strategies to make your webinars more successful and acquire techniques to make your winning webinars for your audiences.

3780 PGOT 15-800
October 1-26
Online 24/7
\$195 W. Draves

MANAGING AND MARKETING WEBINARS

Boost your success with webinars by getting the most advanced and latest information on managing and marketing. Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails, and how to generate more leads and inquiries. Discover a unique needs assessment model, and learn important tools to create high response surveys

3781 PGOT 16-800
November 5-30
Online 24/7
\$195 W. Draves

Pharmacy Technician

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



PHARMACY TECHNICIAN TRAINING

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

provide you with the knowledge and skills for an entry-level position and prepare you to pass the national certification exam required of all pharmacy technicians in the State of Illinois. Textbooks are required and may be purchased in the CLC Bookstore prior to class. This is a hybrid course that requires using Blackboard. Course meets for 81 classroom hours and 24 online hours.

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

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

This is a hybrid course that uses Blackboard.

3639 VALH 95-600
Monday and Wednesday
August 22 to December 12
6-9 p.m.
27 Sessions
Grayslake Campus, T323
\$1499 V. Vojvodic

CPR

CPR BASIC: BLS HEALTHCARE PROVIDER

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

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

3792 PALH 8-001
Saturday, August 18
1-4 p.m.
Grayslake Campus, T335

3793 PALH 8-002
Saturday, August 25
9 a.m. to 12 p.m.
Grayslake Campus, TBA

3794 PALH 8-003
Friday, September 14
2:30-5:30 p.m.
Grayslake Campus, TBA

3795 PALH 8-004
Saturday, October 6
1-4 p.m.
Grayslake Campus, T335

3796 PALH 8-005
Wednesday, October 24
5:30-8:30 p.m.
Grayslake Campus, T335

3797 PALH 8-006
Thursday, November 8
5:30-8:30 p.m.
Grayslake Campus, T335

3798 PALH 8-007
Saturday, December 1
9 a.m. to 12 p.m.
Grayslake Campus, T335

CPR REFRESHER: BLS HEALTHCARE PROVIDER

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

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

3787 PALH 7-001
Saturday, August 25
1-4 p.m.
Grayslake Campus, T227

3788 PALH 7-002
Friday, September 21
2:30-5:30 p.m.
Grayslake Campus, T227

3789 PALH 7-003
Thursday, October 18
5:30-8:30 p.m.
Grayslake Campus, TBA

3790 PALH 7-004
Wednesday, November 7
5:30-8:30 p.m.
Grayslake Campus, T335

3791 PALH 7-005
Saturday, December 1
1-4 p.m.
Grayslake Campus, T335

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

CNA RE-CERTIFICATION

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

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

Background Check and Fingerprinting Process

To participate, you must undergo a UCIA criminal background check. Fingerprints need to be done yearly. If your fingerprints on the registry are older than one year, fingerprinting will be required prior to the first day of class. For detailed course information visit www.clcillinois.edu/professional/nursing CE's Please call our office for an information packet at (847) 543-2990.

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

3802 VALH 10-001
Monday and Tuesday, November 5 and 6
9 a.m. to 2 p.m.
2 Sessions
Grayslake Campus, D228
AND
1 session at a clinical site
\$379 S. Kadera

How to Access Your Online Classes

Please contact our office at (847) 543-2990 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard.

Looking for Heartsaver CPR with Adult, Child and Infant Training? See page 38.

Healthcare

PERSONAL CARE AIDE

Professional Development is offering the perfect opportunity to gain the basic skills needed to begin a new career or to confidently provide companionship or care for an elderly or disabled family member or friend. These skills include:

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

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

A textbook and a materials kit are required and are available in the CLC bookstore. Students will be required to pass a criminal background check prior to the first day of class. There is an additional fee for this service. Call 847-543-2990 for registration information.

3786 VALH 12-001
Saturday, October 6-27
8 a.m. to 2 p.m.
4 Sessions
Lakeshore Campus, S304
\$299 A. Anderson

NLN PRE-ENTRANCE EXAM PREPARATION

Prepare for the National League for Nursing (NLN) pre-entrance exam in this comprehensive review course. The NLN pre-entrance exam is required if you are seeking admission to most health career programs at the College of Lake County. This preparation course is taught by content experts who will review verbal areas in reading comprehension and word knowledge, math, biology, anatomy, chemistry and basic test-taking strategies. Recommended textbook is Review Guide for RN Pre-Entrance Exam, 3rd Edition and may be purchased online prior to class. Call (847) 543-2990 for more information.

3867 VALH 25-001
Monday and Wednesday
September 12 to October 15
1-4 p.m.
10 Sessions
Grayslake Campus, H110
\$199 J. Jacobs

3924 VALH 25-002
Tuesday and Thursday
October 16 to November 15
6-9 p.m.
10 Sessions
Southlake Campus, TBA
\$199 J. Jacobs

SPANISH FOR MEDICAL PROFESSIONALS-ONLINE

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

3732 PALH 4-800
September 4 to October 26
Online 24/7
\$290 C. Sempe



Veterinary Assistant

Learn more about Veterinary Assistant Training by attending a FREE information session on Tuesday, August 7 at 6 p.m. at the Grayslake Campus, Room T323. Visit www.clcinfosessions.eventbrite.com for more information.

VETERINARY ASSISTANT TRAINING

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

This 250-hour NAVTA approved course includes a 100-hour clinical externship experience. Please note that the clinical externship will most likely take place during normal business hours. Successful completion of the externship is required to complete the course. Externship dates will be given in the first month of class to ensure ample time to inform current employers of your training, if needed, as time off from work may be required depending on your schedule. Students must complete a background check at an approved provider in order to participate in the clinical externship portion. Prior felony convictions may prevent participation in the program. The fee for background checks is NOT included in the course fee. Textbooks are required and may be purchased in the CLC Bookstore prior to class.

Course Prerequisites and Special Notes:

A high school diploma or GED is required. In addition, students must have the following minimum abilities: psychomotor skills (eye-hand coordination and finger dexterity), visual acuity (normal or corrected) and the ability to lift 30 pounds in the clinical setting.

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

3640 PVET 1-001
Tuesday and Thursday
August 21 to December 6
5-10 p.m.
30 Sessions
Grayslake Campus, T323
\$2,499 H. DeWitt



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 at the first class.

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

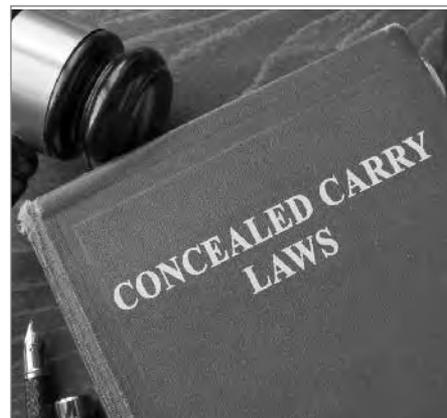
Students are prohibited by law from bringing firearms to campus. This includes all buildings and parking lots. Students should not bring their firearms on campus or to class. Weapons should only be brought to the final class meeting, which is held at a shooting range.

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) 543-2980 for more information. For participants with prior training, please refer to chart at www.clcillinois.edu/professional/concealedcarry. All documentation or certificates proving completed prior training must be submitted to CLC via email at cpeinfo@clcillinois.edu or delivered in person to Room T317 at the Grayslake Campus no less than five business days prior to the start date of any class.

CONCEALED CARRY LICENSE TRAINING - 16 HOURS

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

3922 CPER 40-001
Saturday, September 22, 9 a.m. to 5 p.m.
AND Sunday, September 23, 11 a.m. to 3 p.m.
Grayslake Campus, T335
AND
Sunday, September 23, 5-9 p.m. at range
3 Sessions
\$299 J. Jonak



CONCEALED CARRY LICENSE TRAINING – 8 HOURS

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

3923 CPER 41-001
Sunday, September 23, 11 a.m. to 3 p.m.
Grayslake Campus, T335
AND 5-9 p.m. at range
2 Sessions
\$199 J. Jonak

CONCEALED CARRY LICENSE TRAINING – 12 HOURS

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

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 of the Illinois Department of Financial and Professional Regulation.

Candidates must meet all of the following requirements to qualify for an Illinois Real Estate Broker's license under IDFPB Category A, which states that applicants must be at least 21 years old, have graduated from high school or obtained the equivalent of a high school degree (GED) and have successfully completed the required curriculum of 90 class hours of real estate courses at a real estate school approved by the Illinois Department of Financial and Professional Regulation in the following manner: Real Estate Broker Pre-License Topics (75 hours) and Real Estate Broker Pre-License Applied Principles Interactive (15 hours).

PRLE 2 and PRLE 3 satisfy the course requirements, are approved by IDFPB and allow an individual to be eligible for the Illinois Real Estate Broker Examination. PRLE 2 (Live) and PRLE 3 (Live) classes require attendance for all class hours. The PRLE 2 (Internet Based Online) class requires a score of 75 percent or higher on the final exam to pass the course and receive a Uniform Real Estate Transcript.

Learn more about real estate by attending a FREE information session on August 9, from 6:30-8:30 p.m., Room V336 at the Southlake Campus in Vernon Hills. Visit www.clcinfosessions.eventbrite.com for more information.

BROKER PRE-LICENSING TOPICS

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

3698 PRLE 2-001

Tuesday and Thursday, September 6 to October 9
5:30-10 p.m.

AND

Saturday, September 8 to October 6
8 a.m. to 1 p.m.

15 Sessions

Southlake Campus, TBA

\$699 W. Paprocki

3699 PRLE 2-002

Tuesday and Thursday, October 11 to November 13

5:30-10 p.m.

AND

Saturday, October 13 to November 10
8 a.m. to 1 p.m.

15 Sessions

Southlake Campus, TBA

\$699 W. Paprocki

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

Home Inspection

BROKER PRE-LICENSING INTERNET BASED ONLINE CLASS

To assist online learners, this internet-based class (PRLE 2-981) is offered as an option for completing the 75 hours of the broker pre-licensing curriculum without having to attend class meetings. Students can access the internet learning portal 24 hours a day and reach out to the instructor Monday through Friday. A visit to the Grayslake Campus for orientation on Monday, September 10 from 5:15-6:15 p.m. is required. Students will also be required to take their final exam on campus. A textbook is required and may be purchased in the CLC Bookstore prior to class. To sit for the state licensing exam, you must be 21 years of age and have a GED or be a high school graduate.

3700 PRLE 2-981
September 10 to November 12
ONLINE
\$699 D. Sarrett

BROKER PRE-LICENSING APPLIED PRINCIPLES

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

3605 PRLE 3-001
Thursday and Tuesday, August 23 and 28
5:30-10 p.m.
AND Saturday, August 25
8 a.m. to 2 p.m. Room V122
3 Sessions
Southlake Campus, V328
\$199 W. Paprocki

3701 PRLE 3-002
Thursday and Tuesday, November 15 and 20
5:30-10 p.m.
AND Saturday, November 17
8 a.m. to 12 p.m.
3 Sessions
Southlake Campus, TBA
\$199 W. Paprocki

REAL ESTATE HOME STAGING

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

3703 PRLE 41-001
Monday, September 17
6-9 p.m.
1 Session
Grayslake Campus, T335
\$59 J. Delacluysse

3704 PRLE 41-002
Wednesday, October 17
1-4 p.m.
1 Session
Grayslake Campus, T335
\$59 J. Delacluysse

Room Assignment:

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

Learn more about home inspection by attending a **FREE information session on August 21 at 6:30 p.m. in Room T335 at the Grayslake Campus. Visit www.clcinfosessions.eventbrite.com for more information.**

HOME INSPECTION

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

3702 PRLE 40-001
Tuesday and Thursday
September 11 to December 6
6-9:30 p.m.
25 Sessions
Grayslake Campus, TBA
\$799 K. Fulara

Social Worker CEs

The PSWC courses shown on this page are co-listed classes and originated as “For Credit Courses” that students on a degree track can take for credit. We are opening up the classes for social workers and counselors who wish to earn CE Units. While the rigor of the course is less for CE students as tests and some assignments may be optional, this is still a college-level course and some work will be required so that CE students can contribute to thoughtful and meaningful discussions with the class. Attendance is required and students will lose CE unit hours if class time has to be missed. The classes will be graded pass/no pass.

MANAGING ANGER IN THESE TIMES

Aristotle is quoted as saying, “Anybody can become angry - that is easy, but to be angry with the right person and to the right degree and at the right time and for the right purpose and in the right way - that is not within everybody’s power and is not easy.” This course will look at anger and its effects on mental health and particularly recovery from substance use disorders. Anger involves a larger concept: Hostility. Hostility includes emotional, attitudinal and behavioral components: anger, cynicism and aggression/violence. Four types of CBT interventions, theoretically unified by principles of social learning theory will be reviewed as treatments for anger and violence: relaxation and cognitive interventions, irrational beliefs and inflammatory thinking, communication skills interventions and conflict resolution skills. Eligible for 15 CEs.

3727 PSWC 18-001
Saturday, October 20-27
9 a.m. to 4 p.m.
2 Sessions
Grayslake Campus, TBA
\$99 S. Schwab



BRIEF INTERVENTIONS FOR CHANGE

Helping people to develop the psychological and mental health skills needed is challenging, but especially so when time constraints or work settings allow only brief contacts with clients. This course will provide the resources and enhance clinical skills for those who work with clients struggling with substance use disorders, adjustment issues and mental health difficulties. The student will learn brief intervention strategies that are evidence-based practices designed to motivate individuals to change their behavior. Enhance motivation for change, help clients to become unstuck, and take your knowledge and skills to a deeper level through this course. Eligible for 15 CEs.

3728 PSWC 19-001
Monday, November 5 to December 3
6-8:50 p.m.
5 Sessions
Grayslake Campus, TBA
\$99 S. Schwab

Teacher Education PDs

SUBSTITUTE TEACHING PREPARATION

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

3643 PTCH 25-800
October 1-26
Online 24/7
\$145 D. Reilly

SOCIAL MEDIA AND ONLINE TOOLS FOR K-12 TEACHERS

Facebook, Twitter, YouTube, it’s seems everyone, including your students, talk about ways the Internet lets them stay in touch and see what others are doing. Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time effective ways to communicate with their parents? 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. For any teacher interested in social media, from beginners to advanced social networkers. Eligible for 16 PDs for teacher continuing education.

3644 PTCH 41-800
November 5-30
Online 24/7
\$145 D. Torrez

How to Register for Online Teacher Education Classes

Please contact our office at (847) 543-2990 or professionalworkshops@clcollinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard.

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.

3645 PTCH 42-800
October 1-26
Online 24/7
\$145 J. Coates

USING CELL PHONES IN THE CLASSROOM

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

3646 PTCH 43-800
November 5-30
Online 24/7
\$145 R. Moore

THE FLIPPED CLASSROOM

The flipped classroom concept changes routine, boring education into a vibrant exchange of ideas and group learning that makes for a fascinating and memorable experience. In this online course, explore what defines a flipped classroom, why it is important, the advantages, how to implement and examples of how others have benefited from this process. Eligible for 16 PDs for teacher continuing education.

3642 PTCH 44-800
November 5-30
Online 24/7
\$195 J. Meyer

NEW! GENDER IN THE CLASSROOM

Discover why girls waste 30% of their study time, why boys get worse grades than girls, why boys do less homework than girls, and the five learning habits girls get in school that hurts them in the workplace. Your female students learn differently than your male students. Discover how girls learn. Take away 10 top tips for helping girls learn more, and the 5 tips to help girls succeed more. Then discover how boys learn and take away 10 top tips for helping boys learn more, and the 5 tips to help boys succeed more. Get info about research not available anywhere else. Eligible for 16 PDs for teacher continuing education.

3647 PTCH 45-800
October 1-26
Online 24/7
\$145 J. Coates

NEW! GENERATIONAL LEARNING STYLES

Regardless of your age, it is always helpful to increase your understanding of how your current students learn and what your future students might need because students learn in a variety of ways. This course will focus on the influence of generational characteristics on learning styles. We will explore fascinating information on the brain and how each generation has responded to their unique "cohort experience." You will acquire the skills and information needed to facilitate Gen Y and the emerging generation of learners. Understand how your own generational characteristics impact your learning and your teaching. Come away with our top 20 generational techniques for helping your students learn more. Eligible for 16 PDs for teacher continuing education.

3648 PTCH 46-800
November 5-30
Online 24/7
\$145 K. Dellabough

NEW! ONLINE LEARNING AND TEACHING FOR K12 TEACHERS

Discover the fascinating world of online learning and teaching. You will find out why and how your students learn online and about all the wonderful eTools being used, from drag-and-drop games to virtual labs. Explore how you can begin to use the web in your own teaching and why web-enhanced courses are being introduced in K-12 schools. Then take home online strategies for helping your students to learn more and preparing them for the workplace. Eligible for 16 PDs for teacher continuing education.

3649 PTCH 48-800
October 1-26
Online 24/7
\$145 W. Draves



Personal Success Program

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

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

All new students must be interviewed by the program coordinator to determine eligibility prior to enrolling in classes. For a new student interview, please call (847) 543-2990. Visit www.clcillinois.edu/professional/personalsuccess for course information and a Fall 2018 registration form.

PSP Classes offered at the Grayslake Campus

NEW! READING FOR THE WORKPLACE

Unlock the keys to better reading and spelling to help you be more successful at work and in your daily life. Find out why "buzz" is spelled that way, how to divide words into syllables and what happens when you add an "e" to the end of a word. You will learn by seeing, hearing and physically experiencing the concepts. The first hour of class will feature lessons based on the SLANT system for Structured Language Training. The second hour will consist of reading and spelling games and activities to practice the previously taught concepts.

3683 PPSP 2-001

Tuesday, September 11 to November 27
10 a.m. to 12 p.m.
12 Sessions
Grayslake Campus, TBA
\$399 M. Berman

3684 PPSP 2-002

Tuesday, September 11 to November 27
12:30 p.m. to 2:30 p.m.
12 Sessions
Grayslake Campus, TBA
\$399 M. Berman

NEW! INTRODUCTION TO ENTREPRENEURSHIP PSP

Have you thought about becoming an entrepreneur? You can explore your interest to start your own business in this 12-session class. Take your idea for a small business and see where it can lead you. Learn the basic business terminology, economics and other ways to start a business. Discover the resources available to small business owners and aspiring entrepreneurs with disabilities including funding sources such as grants and loans. This class is designed for students in the Personal Success Program and is by department consent.

3686 PPSP 11-001

Thursday, September 13 to December 6
10 a.m. to 12 p.m.
12 Sessions
Grayslake Campus, TBA
\$399 C. Jackson

PET CARE I

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

3688 PPSP 20-001

Friday, September 14 to December 7
10 a.m. to 12 p.m.
12 Sessions
Grayslake Campus, TBA
\$399 B. Heidner

PERSONAL CARE AIDE - PSP

Take the opportunity to gain the basic skills needed to begin a new career or to confidently provide companionship or care for an elderly or disabled family member or friend. These skills include:

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

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

3689 PPSP 40-001

Friday, September 21 to November 16
12:30-3:30 p.m.
9 Sessions
Grayslake Campus, D228
\$425 D. Prouty

PSP Classes offered at the Southlake Campus in Vernon Hills

ESSENTIAL COMPUTER WORK SKILLS

This course is designed to introduce students to the essential computer skills needed to successfully secure and keep a job in the contemporary workplace. In this hands-on class, students will learn basic workplace computer skills including manage e-mail with a Gmail account, create documents, spreadsheets, and presentations. Students will manage files in Google Drive. Students will create and manage a calendar. Students will also learn Internet safety and security.

3685 PPSP 10-001
Tuesday, September 11 to November 27
12:30-2:30 p.m.
12 Sessions
Southlake Campus, TBA
\$399 J. Erickson

CAREER EXPLORATION

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

3682 PPSP 1-001
Wednesday, September 12 to December 5
12:30-2:30 p.m.
12 Sessions
Southlake Campus, TBA
\$399 J. Erickson

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

PSP Class held off campus at Youthage Culinary, Mundelein

INTRODUCTION TO CULINARY ARTS

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

3687 PPSP 16-001
Tuesday, September 18 to November 6
10 a.m. to 12 p.m.
8 Sessions
Off Campus, Youthage Culinary
\$425 R. Collins



Protective Services

SECURITY OFFICER BASIC TRAINING

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

3693 PPSI 5-001
Monday-Friday, October 15-19
5:30-9:30 p.m.
5 Sessions
Grayslake Campus, T335
\$199 J. Jonak

SECURITY OFFICER FIREARM TRAINING

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

3694 PPSI 6-001
Monday to Thursday
October 29 to November 2
Last Night at the range
5:30-9:30 p.m.
5 Sessions
Grayslake Campus, T335
\$249 J. Jonak

**Looking for BASSET or ServSafe
Manager Certification — in Spanish?
Call (847) 543-2990.**

Hospitality



BEVERAGE AND ALCOHOL SELLERS AND SERVERS EDUCATIONAL TRAINING

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

3690 PHOS 1-001
Saturday, September 22
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, T342
\$29 A. DeMarco

3691 PHOS 1-002
Monday, October 22
6-10 p.m.
1 Session
Grayslake Campus, T227
\$29 A. DeMarco

3692 PHOS 1-003
Saturday, December 1
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, T338
\$29 A. DeMarco

SERVSAFE FOOD PROTECTION MANAGER CERTIFICATION

This course will prepare you to be certified or re-certified through the National Restaurant Association ServSafe Foundation. 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 as part of this course. Upon successful completion of the ServSafe Exam, you will receive a copy of your ServSafe Food Protection Manager certificate, which is nationally recognized. Note: As of January 1, 2018, the Illinois Department of Public Health will no longer require a state FSSMC certificate.

A textbook is required and may be purchased in the CLC Bookstore prior to class. Note: It is highly recommended that students read the textbook and review chapter quizzes prior to class in order to prepare for the certification test at the end of the course.

3696 PHOS 5-001
Tuesday and Thursday, September 18-20
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, H107
\$99 J. Keyes

3697 PHOS 5-002
Tuesday and Thursday, October 23-25
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, H107
\$99 J. Keyes



The Workforce Ecosystem is helping companies in Lake County create a leading workforce

The Workforce Ecosystem is a partnership with the College of Lake County, the Lake County Workforce Development Department, Lake County Partners and others. We understand business challenges and provide solutions that meet local needs.

The Workforce Ecosystem

- Drives innovation
- Supports business growth
- Provides new talent



WORKFORCE

The Workforce Ecosystem is a network of independent partner agencies who work together to serve the needs of Lake County employers and residents. The role of the Workforce Ecosystem is to ensure that Lake County has the right mix of skilled workers that our employers need today and is creating the leading workforce for tomorrow. The primary members of the Workforce Ecosystem are the College of Lake County, the Lake County Workforce Development Department and Lake County Partners.

The Workforce Ecosystem directly fuels the Lake County economy by driving innovation, supporting business growth and attracting new companies in search of talent. We understand business challenges and provide solutions that meet local needs. As a result, we have streamlined our processes of information sharing, shaped curriculum to equip workers with in-demand skills and invested in Lake County's next generation of workers through career and internship fairs and a targeted focus on the quality of life that Lake County can provide for young professionals.

Businesses, large or small, benefit from the knowledge and expertise of the Lake County Workforce Ecosystem partners.

The logo for Lake County Partners features the text "Lake County Partners" in a serif font. A blue wavy line graphic is positioned behind the word "County".

Lake
County Partners



- Information clearinghouse
- Site and building searches
- Financing and incentives
- Development assistance
- Infrastructure assistance
- Networking opportunities
- Business advocacy

(847) 597-1126

www.lakecountypartners.com

ECOSYSTEM



- Qualified, diverse employee candidates
- Workforce development grants
- Downsizing or reorganization assistance

(847) 986-1511

www.lakecountyil.gov/167/Job-Center-of-Lake-County



- Certificates and degrees
- Job skill development
- Onsite training
- International trade
- Small business development
- Employee candidates

(847) 543-2990

www.clcillinois.edu



Congratulations to
Hydraforce on winning
the inaugural Lake County
Workforce Ecosystem
Talent Innovator Award!

TALENT INNOVATOR AWARD: **HYDRAFORCE**

The Lake County Workforce Ecosystem Talent Innovator Award recognizes a local employer that is implementing creative strategies to attract, retain and develop its workforce. The partners of the Workforce Ecosystem have selected HydraForce, a Lincolnshire-based manufacturer of the highest quality hydraulic cartridge valves, manifolds and electro-hydraulic controls for the heavy equipment and material handling industries, as the inaugural winner of this award.

Read more about HydraForce and this award at
www.LakeCountyPartners.com

Contact us to learn how the College of Lake County and our partners in the Workforce Ecosystem can provide you with the tools you need to drive your business forward.

Call: (847) 543-2990

Email: wpdi@clcollinois.edu

Visit: www.clcollinois.edu/wpdi

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 or call (847) 543-2990.

Learn more about Truck Driver Training by attending a FREE information session at 6 p.m. on Tuesday evenings September 6 or October 11 in Room T335 at the Grayslake campus. Visit www.clcinfosessions.eventbrite.com for more information.

TRUCK DRIVER TRAINING (CDL)

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

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

3799 PCDL 1-001
Monday to Friday
August 20 to September 24
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, T335
\$4100 J. Clark

3800 PCDL 1-002
Monday to Friday
September 24 to October 26
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, T335
\$4100 J. Clark

3801 PCDL 1-003
Monday to Friday
October 29 to December 4
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, T335
\$4100 J. Clark

Does your organization need customized training? We can help.
Call (847) 543-2990 for a solution.

Work Safety

FORKLIFT OPERATOR TRAINING

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

**Training is held at Equipment Depot,
1014 Progress Drive, Grayslake.**

This course meets for one session
8 a.m. to 12 p.m.
\$149 J. Colangelo

3803 PSFT 30-001
Tuesday, August 21

3804 PSFT 30-002
Tuesday, September 18

3805 PSFT 30-003
Tuesday, October 16

3806 PSFT 30-004
Tuesday, November 20

Illinois Small Business Development and International Trade Center

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

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



“What I enjoy most about the Illinois SBDC’s advising services is their ability to continually help us see the bigger picture when we were weighted down with details of running a business. They helped us process our goals for the business and kept us accountable toward those goals.”

– Shelly Mann

Co-owner of Potty Discovery, LLC

www.PottyDuck.com

Potty Discovery, LLC launched the Potty Duck Potty Training Toy in 2016 to help children learn through play and discovery.

Start-up and Planning

START STRONG BUSINESS BOOT CAMP

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

3808 TBSM 2-001
Tuesday, September 25 to October 16
6:30-8:30 p.m.
4 Sessions
Grayslake Campus, TBA
\$99 J. Osmond

STARTING YOUR BUSINESS IN ILLINOIS

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

3681 TBSM 10-001
Tuesday, September 18
6:30-8:30 p.m.
1 Session
Grayslake Campus, C272
FREE J. Osmond

3863 TBSM 10-002
Tuesday, October 13
6:30-8:30 p.m.
1 Session
Grayslake Campus, C272
FREE E. Soto

This free workshop is also available online.

Business Growth and Development

NEW! INTELLECTUAL PROPERTY BASICS FOR SMALL BUSINESSES

If you are starting a business or already own one, you may have intellectual property assets that need legal protection! In this workshop, you will learn the basics of domestic and international intellectual property for start ups and small businesses. We will review patents, copyrights, trademarks and trade secrets and learn how each is applied to protect a business's products, brands and operations. We will also discuss non-

disclosure agreements, invention assignments as well as privacy policies relating to the General Data Protection Regulation (GDPR). Additionally, we will discuss what resources are available in the IP world to those in financial need. Active Q & A is encouraged!

3844 TBSM 45-001
Thursday, October 18
6:30-8 p.m.
Southlake Campus, TBA
FREE B. Rotman

Online Learning for the Small Business Owner

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

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

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

Room Assignment:

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

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!

3810 TBSM 52-001
Wednesday, September 5, October 3, November 7, December 5
12-1:30 p.m.
4 Sessions
Southlake Campus, TBA
\$75 N. Barszczewski



SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

DIGITAL MARKETING BLAST OFF

Digital marketing is the marketing of tomorrow, and that means providing each customer and prospect with a tailored message. Find out how to survive and thrive in a highly competitive market by learning the essentials of digital marketing, recognizing the need for a comprehensive marketing plan and implementing it successfully. Become familiar with key marketing concepts. Learn how to engage an audience that will increase sales and provide valuable metrics that you can analyze.

3811 TBSM 53-001
Wednesday, September 5
12-1:30 p.m.
1 Session
Southlake Campus, TBA
\$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.

3812 TBSM 55-001
Wednesday, October 3
12-1:30 p.m.
1 Session
Southlake Campus, TBA
\$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.

3813 TBSM 56-001
Wednesday, November 7
12-1:30 p.m.
1 Session
Southlake Campus, TBA
\$25 N. Barszczewski

NEW! LINKEDIN 101

LinkedIn is the social media place for professionals and for business and has all of the appealing flavors of a social media marketing tool, but none of the meaningless chatter that often floods other social media sites. Learn best practices for a successful LinkedIn profile and discover how your small business can use this platform to gain visibility, develop relationships and drive sales. Get a general overview and introduction to some of the key features available through LinkedIn. Discover strategies for quality content that drives engagement and integrate LinkedIn into your marketing mix.

3818 TBSM 29-001
Wednesday, December 5
12-1:30 p.m.
1 Session
Southlake Campus, TBA
\$25 N. Barszczewski

VIDEO MARKETING FOR SMALL BUSINESS

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

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

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

TAKE THE SERIES AND SAVE!

3814 TBSM 57-001
Wednesday, September 5,
October 3, November 7
6-7:30 p.m.
3 Sessions
Southlake Campus, TBA
\$59 B. Himmelblau



SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

VIDEO PRODUCTION AND CONTENT MARKETING

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

3815 TBSM 58-001
Wednesday, September 5
6-7:30 p.m.
1 Session
Southlake Campus, TBA
\$25 B. Himmelblau

YOUTUBE MARKETING FOR SMALL BUSINESSES

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

3816 TBSM 59-001
Wednesday, October 3
6-7:30 p.m.
1 Session
Southlake Campus, TBA
\$25 B. Himmelblau

CONNECT WITH YOUR BUSINESS PROSPECTS THROUGH LIVE VIDEO

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

3817 TBSM 60-001
Wednesday, November 7
6-7:30 p.m.
1 Session
Southlake Campus, TBA
\$25 B. Himmelblau

Entrepreneurship Online

NEW! ENTREPRENEURSHIP CERTIFICATE

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Learn how to create a business plan and take home a step by step approach to attract and keep customers, with an emphasis on customer-driven marketing decisions and building a strong brand. At the end of this series certificate, you will be able to identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage and market your new business.

TAKE THE SERIES AND SAVE!

3768 PGOT 55-800
September 4 to November 30
Online 24/7
\$495 C. Law



SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

NEW! ENTREPRENEUR BOOT CAMP

Gain insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. Identify the abilities required of successful entrepreneurs and how to acquire them, develop goals to help establish your business, develop an outline for your plan, and take home techniques to successfully manage your new business.

3769 PGOT 45-800
September 4-28
Online 24/7
\$195 C. Law

NEW! THE BUSINESS PLAN

Evaluate the many aspects and potential hurdles of the business and build your business plan, one step at a time. This practical, hands-on approach encourages you to immerse yourself in the vision and planning aspects of your business. Focusing on the most critical components of a business plan enables you to uncover hidden risks and assess the business from a marketing, management, and financial vantage point.

3770 PGOT 46-800
October 1-26
Online 24/7
\$195 M. Izard

NEW! ENTREPRENEURIAL MARKETING

To succeed in today's marketplace, entrepreneurs must know how to effectively market their product or service. Whether you are starting a business or growing an existing one, you will take away practical marketing tips and tools that you can use to improve your marketing efforts. This course offers you a step by step approach to attract and keep customers, all within a realistic budget. With an emphasis on customer-driven marketing decisions, you will learn how to build a strong brand, analyze which tactics to use, and implement your marketing plan.

3771 PGOT 54-800
November 5-30
Online 24/7
\$195 K. Nadlman

How to register for online Entrepreneur Classes

Please contact our office at (847) 543-2990 or professionalworkshops@clcollinois.edu for information on how to access our online courses. These are instructor led, online courses that cannot be accessed through Blackboard

International Trade

NEW! INTERNATIONAL DOCUMENTATION

Has your shipment ever been "stuck" in Customs because of lack of information or a missing document, or a document not filled out correctly? Has your company been charged for unnecessary "documentation" fees because the documents had to be corrected? If you have experienced these issues, want to be sure you are completing your documentation correctly, or simply have questions this training program is for you!

Attend this all-day seminar and learn how to avoid exposing your company unnecessarily to shipment delays, Customs audits and demurrage charges because of incomplete or inaccurate shipment documentation. Understand when and how you should be completing certain documentation. Learn what to look for in your own international documents and how to complete them accurately so you can keep your customers, distributors and company ahead of schedule. We will go through each document, step-by-step. A small sample of the topics and documents we will discuss:

- Commercial invoices, packing lists, bills of lading, dock receipts, fish, and wildlife documents
- Shipper's Export Declaration (SED)
- DCS statement on invoices
- NAFTA certificate of origin
- Meaning of legalization of documents
- Documents used to eliminate demurrage and shorten your product cycle
- Pre-shipment inspections
- Countries still requiring a wood certificate

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

About the Presenter:

Mike Allocca established Allocca Enterprises, Inc. in 2016. Today, 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.

Thursday, September 20

8:30 a.m. to 4:30 p.m.

1 Session

Grayslake Campus, TBA

\$195 M. Allocca

\$150 early bird discount through September 6

To register, visit <https://internationaldoc.eventbrite.com> or call (847) 543-2033.

Registration includes reference materials, breakfast and lunch.

NEW! EXPORT PAYMENTS, FINANCING AND FOREIGN EXCHANGE

The class will cover risks in international trade, Incoterms, and in detail, payment terms and methods such as Commercial Letters of Credit. We will also address export financing, basic concepts of foreign exchange and billing customers in U.S. dollars versus local currency. Learn how to design a foreign invoice in the buyer's currency.

3925 TBSM 93-001

Thursday, November 8

2-4 p.m.

1 Session

Southlake Campus, TBA

FREE A. Kappel

**Looking for QuickBooks
Classes? Go to Page 16.**

Government Contracting

NAVIGATING THE MAZE OF GOVERNMENT CONTRACTING

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

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

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



BID TO WIN GOVERNMENT CONTRACTS

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

3678 TBSM 63-001
Tuesday, October 30
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V328
FREE R. Haake

MARKET TO THE FEDS (AND LEVERAGE THEIR DATA)

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

3679 TBSM 64-001
Tuesday, November 20
9 a.m. to 12 p.m.
1 Session
Southlake Campus, TBA
FREE R. Haake

GOVERNMENT CONTRACTING 101

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

3677 TBSM 61-001
Tuesday, September 18
9 a.m. to 12 p.m.
1 Session
Southlake Campus, TBA
FREE R. Haake

NEW! THE CERTIFICATION PROCESS

There are several government agencies at the federal, state and local levels offering small business certification, but navigating the alphabet soup of government certifications is confusing! Attend this workshop and learn the details of the application process, documentation requirements and certification options. Discover how to market and leverage certifications for the growth of your business. Types of Certifications we will discuss include Federal 8(a), EDWOSB, HUBZone, SDB, SDVOSB, WOSB, VOSB; State DBE, FBE, FMBE, MBE, PBE, VBE; Local DBE, MBE, WBE, VBE. Learn which small business certification is the best one for you!

3680 TBSM 65-001
Tuesday, October 9
9 a.m. to 12 p.m.
1 Session
Southlake Campus, TBA
FREE R. Haake

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.



Broadcast Communication and Voice Overs

VOICE-OVERS...NOW IS YOUR TIME

You've heard Will Kamp on TV and radio! Now hear Will live as he illustrates how YOU could actually begin using your speaking voice for commercials, films, videos and more!

Discover a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! Handle this venture on your own terms, on your own turf, in your own time and with practically no overhead! NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for!

Will Kamp, a successful voice-over artist, actor, and comedy improv performer, has done voice work ranging from Honda radio commercials to on-camera work for nationally recognized TV stations, to having been nominated "Best Comedic Actor!"

3862 CPER 22-001

Thursday

October 18

7-9 p.m.

1 Session

Grayslake

Campus

TBA

\$75

Such A Voice



Browse
our listings
to find something
perfect for you!

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) 543-2980 or email CPEInfo@clcillinois.edu to confirm your contact information so we can email your voucher number for class access. Contact us to find out how students age 10-17 may register through the Explore program.

3856 CCMP 92-801
September 10 to October 28
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) 543-2980 or email CPEInfo@clcillinois.edu to confirm your contact information so we can email your voucher number for class access. Contact us to find out how students age 10-17 may register through the Explore program.

3857 CCMP 93-801
October 22 to December 9
Online 24/7
\$179 All About Learning

CPR

HEARTSAVER CPR WITH ADULT, CHILD AND INFANT TRAINING

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

3894 CWEL 30-001
Thursday, September 6
5:30-8:30 p.m.
1 Session
Grayslake Campus, TBA
\$65 S. Frankson

3895 CWEL 30-002
Monday, October 8
5:30-8:30 p.m.
1 Session
Grayslake Campus, T335
\$65 S. Frankson

Creative Arts

Students age 14-17 may register for Creative Arts classes through the Explore program and attend with a registered parent or other authorized adult. **Minimum age for Beginning Glassblowing is 16. (Parents must sign a waiver for Patterson Glassworks). Call (847) 543-2980 for more information.**

Glassblowing classes meet at Peter Patterson Glassworks, 888 Tower Road, Unit E, Mundelein.

BEGINNING GLASSBLOWING

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 we will work our 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 a pair of sunglasses.

3858 CCRF 4-031
Monday and Tuesday, October 1-2
6-9 p.m.
2 Sessions
\$450

GLASSBLOWING PAPERWEIGHTS

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

3859 CCRF 2-031
Monday, September 24
6-10 p.m.
1 Session
\$150

BEGINNER SEWING: SEW HAPPY TOGETHER

Here's a fun class to show you and your sewing machine how to "sew happy together". Get acquainted with your machine: needles, threading and troubleshooting. Learn how to read a pattern and choose fabric. Enjoy cutting, assembling and completing your own sewing project. A supply list will be provided before the first night of class. Bring your own sewing machine, sharp scissors and a box of pins to the first class. The instructor will discuss additional supplies in class. Class size is limited. Returning students are welcome.

3874 CCRF 31-001
Tuesday, September 18 to October 23
6:30-8:30 p.m.
6 Sessions
Grayslake Campus, H107
\$175 M. Wagner-Webb

PATTERN DRAFTING

Fashionistas! Get ready to rock the runway! Learn basic pattern drafting techniques to create a customized pattern which you can alter to make different styles. Begin by creating a paper pattern and a fitted muslin sloper, the building block for all other pattern making. Learn and execute the steps necessary to complete your own pattern. Basic math and fraction skills are required. Bring your own sewing machine. A supply list will be provided prior to class.

3875 CCRF 50-001
Thursday, September 27 to November 15
6:30-8:30 p.m.
8 Sessions
Grayslake Campus, C106
\$225 M. Wagner-Webb

NEW! CREATIVE DRAWING WITH ZENTANGLE®

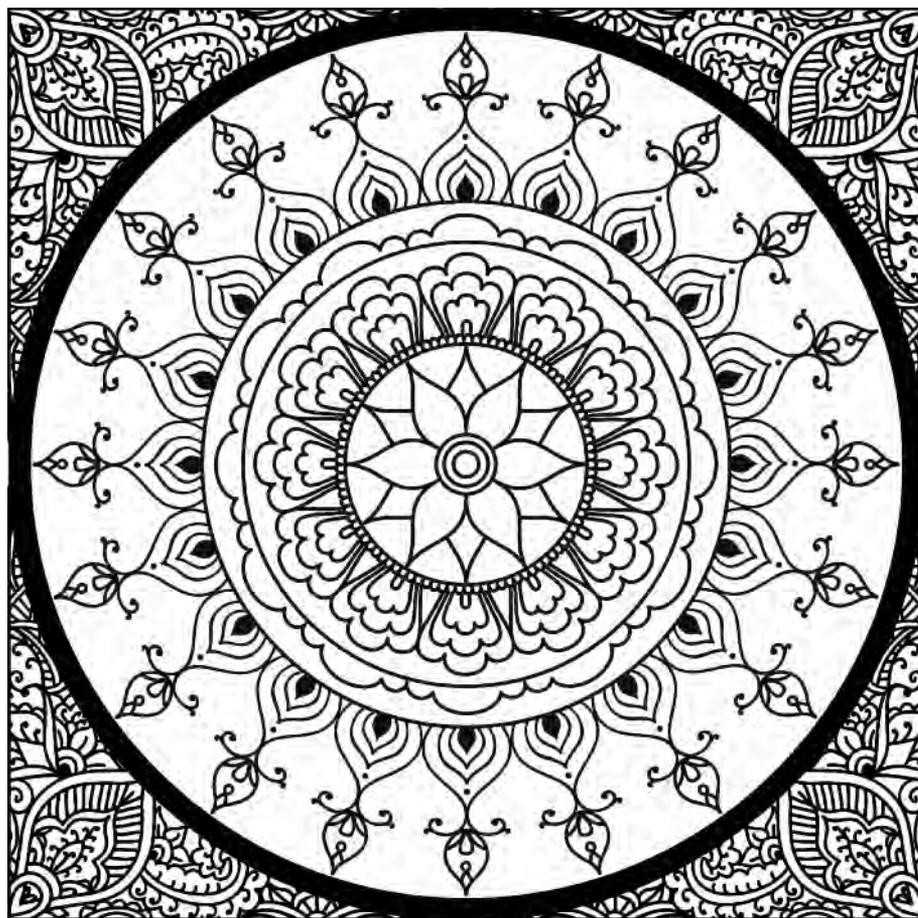
Zentangle® is a calming, contemplative drawing process that uses pen and ink and simple, repetitive patterns to create beautiful, unique pieces of artwork. Anyone can draw easily using this technique – no artistic talent needed to be successful! Leave class with your own beautiful creation, a quiet mind and relaxed body, and all the materials you need to practice at home. All materials are included in the class fee.

3921 CCRF 55-001
Thursday, October 18
6:30-8:30 p.m.
1 Session
Grayslake Campus, A135
\$45 C. Freitas

NEW! INTRODUCTION TO MOSAICS - HOLIDAY EDITION

Share creative friend or family time in a fun, relaxed and inviting atmosphere while learning basic mosaic techniques, methods and applications. Fashion a glass holiday-themed coaster using a pattern or create a one-of-a-kind masterpiece with your own design. A great gift for anyone on your list or just for yourself. All materials and supplies are included in the class fee. Register early. Space is limited.

3927 CCRF 29-001
Wednesday, December 5
6-8 p.m.
1 Session
Grayslake Campus, D106
\$29 J. Matthews



Dance

SWING DANCING 1

Class is now eight hours! Swing dancing is still alive and kicking in venues all around Chicago and Milwaukee. It's a great way to let off steam, burn calories and meet new people. In this beginning class cover the basic steps, popular moves and solid techniques that will have you looking like a veteran dancer in no time. After an introduction to East Coast, Lindy Hop and Charleston learn how to switch between the three seamlessly to give your swing dancing some flash and excitement. Wear comfortable, work-out type clothes and sporty, soft-soled shoes. No dance experience required. No partner required.

3864 CDAN 1-001
Wednesday, September 19 to October 10
7-9 p.m.
4 Sessions
Grayslake Campus, TBA
\$79 V. Pabedinskas

NEW! SWING DANCING 2

Take the basics you learned in Swing 1 and add complexity and polish. Practice with more music with varying tempos and learn to speed up, slow things down and throw in some breaks. Spice up the basic footwork and take your moves to another level. Most importantly, build mental and physical endurance on the dance floor. Wear comfortable, workout type clothes and sporty, soft-soled shoes. Prerequisite: Swing Dancing 1 with Vytas Pabedinskas. No partner necessary.

3866 CDAN 20-001
Wednesday, October 24 to November 14
7-9 p.m.
4 Sessions
Grayslake Campus, TBA
\$79 V. Pabedinskas



BEGINNING 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. Enjoy lots of personal attention with two instructors. Couples are encouraged to register together. Register early as class size is limited.

3860 CDAN 2-001
Friday, September 7 to November 16
(No class October 12)
7-9 p.m.
10 Sessions
Grayslake Campus, TBA
\$175 R. & 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 the instructor at the first class.

3888 CFIN 2-001
Thursday, September 27 to October 11
7-9:15 p.m.
3 Sessions
Grayslake Campus, C248
\$65 R. Babjak

REJUVENATE YOUR RETIREMENT

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

3900 CFIN 6-001
Tuesday, September 25 to October 2
9-11:30 a.m.
2 Sessions
Grayslake Campus, A154
\$59 R. Babjak

Fitness

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

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

All fitness classes are \$135 each, are 14-16 weeks in length and begin the week of August 27 unless noted. Classes fill quickly; please register early to get the schedule you want.

AEROBIC DANCE

3849 CFIT 16-001
Monday and Wednesday
6-6:50 p.m. D. Paul

BEGINNING AIKIDO SKILLS

3926 CFIT 7-001
Wednesday
8-9:50 p.m. C. Tseng

ADVANCED AIKIDO SKILLS

3909 CFIT 9-001
Friday
8-9:50 p.m. C. Tseng

BODY TONING - WOMEN

3848 CFIT 21-001
Monday and Wednesday
7-7:50 p.m. D. Paul

PILATES

3845 CFIT 1-001
Tuesday and Thursday
11-11:50 a.m. T. Wheeler

3836 CFIT 1-002
Monday and Wednesday
5-5:50 p.m. T. Wheeler

INTRODUCTION TO RUNNING

3832 CFIT 25-001
Saturday
8-9:50 a.m. Staff

SPINNING

3842 CFIT 29-001
Tuesday and Thursday
5-5:50 p.m. Staff

3833 CFIT 29-002
Monday and Wednesday
12-12:50 p.m. Staff

STRENGTH TRAINING

3846 CFIT 55-001
Tuesday and Thursday
8-8:50 a.m. T. Wheeler

3847 CFIT 55-002
Monday and Wednesday
1-1:50 p.m. T. Wheeler

BEGINNING T'AI CHI CHIH

3908 CFIT 53-001
Wednesday
7-8:50 a.m. D. McElhose

YOGA

3843 CFIT 51-001
Tuesday and Thursday
7-7:50 p.m. Staff

3835 CFIT 51-002
Tuesday and Thursday
12-12:50 p.m. Staff

ZUMBA

3834 CFIT 50-001
Monday and Wednesday
11-11:50 a.m. Staff



Language

SPANISH 1

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

3889 CLNG 2-001
Tuesday, September 11 to October 16
6:30-9 p.m.
6 Sessions
Grayslake Campus, C143
\$125 L. Nelson

3899 CLNG 2-021
Monday, September 10 to October 15
6:30-9 p.m.
6 Sessions
Southlake Campus, C143
\$125 L. Nelson

SPANISH 2

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

3890 CLNG 3-001
Tuesday, October 30 to December 4
6:30-9 p.m.
6 Sessions
Grayslake Campus, C143
\$125 L. Nelson

3898 CLNG 3-021
Monday, October 29 to December 3
6:30-9 p.m.
6 Sessions
Southlake Campus, C143
\$125 L. Nelson

SPANISH 3

Eager to learn and practice expressing your ideas, wishes and desires in Spanish in the present, past and future tenses? This course will help you acquire a good working knowledge of Spanish verb tenses, allowing you to understand and make yourself understood in everyday situations. The emphasis will be on comprehension and production of the spoken language through the introduction of communicative activities and dialogues. Prerequisite: Spanish 1 and 2 or previous Spanish language experience.

3892 CLNG 6-021
Wednesday, September 26 to October 31
6:30-9 p.m.
6 Sessions
Southlake Campus, A154
\$125 L. Nelson

ITALIAN 1

This is an introduction to the Italian language and culture using simple conversational patterns and phrases. Students will learn basic Italian vocabulary and phrases to deal with everyday situations. The course is designed to help a beginning Italian speaker converse comfortably.

3897 CLNG 15-001
Wednesday, September 5 to October 10
6-8 p.m.
6 Sessions
Grayslake Campus, C145
\$125 S. Sette

ITALIAN 2

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

3893 CLNG 16-001
Wednesday, October 24 to December 12
(No class on October 31 and November 21)
6-8 p.m.
6 Sessions
Grayslake Campus, C145
\$125 S. Sette

FRENCH 1

The beauty of the French language will come alive for you. This course will cover basic grammar, vocabulary, pronunciation and conversation. The course is designed for those who have never studied French or who have had limited exposure to the language.

3896 CLNG 20-001
Thursday, September 13 to October 18
4-6 p.m.
6 Sessions
Grayslake Campus, T239
\$125 A. Meny

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.

3879 CLNG 30-021
Wednesday, September 26 to December 5
(No class on November 21)
6:30-8:30 p.m.
10 Sessions
Southlake Campus, TBA
\$189 Staff

FOR ALL LANGUAGE CLASSES

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

Students age 14-17 may register through the Explore Program for language classes and attend with a registered parent or authorized adult. Call (847) 543-2980 for information or help with registration.

Music - Group Piano

NEW! BEGINNER GROUP PIANO (CRASH COURSE)

Have you always wanted to play the piano but never had time to learn? Join this quick, fun, recreational opportunity to learn some piano playing basics with others like you. This class makes a great gift to help someone accomplish their bucket list. All adults are welcome. Class is held at Songbird Studio, Inc., 130 S. Illinois Route 83, Grayslake.

3891 CMSC 64-031
Saturday, September 15 to October 6
10-10:45 a.m.
4 Sessions
\$115 Songbird Studio, Inc.

Music - Vocal

CLC SINGERS

This 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 Ingrid Mikolajczyk at (847) 543-2000 ext. 33214 or Imikolajczyk@clcillinois.edu If college credit is desired, enroll in MUS 120-001. First-time CLC Singers will receive information early in the semester regarding the purchase of concert attire.

3825 CMSC 2-001
Tuesday and Thursday, August 21 to
December 6
1-2:15 p.m.
Grayslake Campus, D100
\$50 I. Mikolajczyk

GOSPEL CHOIR

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

3824 CMSC 1-001
Monday, August 20 to December 3
7-9 p.m.
Grayslake Campus, TBA
\$50 M. Hunter

CHOIR OF LAKE COUNTY

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

3826 CMSC 3-001
Tuesday, August 21 to December 11
7-9 p.m.
Grayslake Campus, D100
\$50 I. Mikolajczyk

CHAMBER SINGERS

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

3831 CMSC 9-001
Wednesday, August 22 to December 5
6-8 p.m.
Grayslake Campus, P105
\$50 I. Mikolajczyk



Music - Instrumental

WIND ENSEMBLE

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

3827 CMSC 4-001
Thursday, August 23 to December 6
7:30-9 p.m.
Grayslake Campus, P101
\$50 M. Flack

JAZZ ENSEMBLE I

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

3828 CMSC 5-001
Monday, August 20 to December 3
7:30-9 p.m.
Grayslake Campus, P101
\$50 M. Flack

JAZZ ENSEMBLE II

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

3830 CMSC 7-001
Tuesday, August 21 to December 4
7:30-9 p.m.
Grayslake Campus, P101
\$50 D. Hibbard

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.

3829 CMSC 6-001
Wednesday, August 22 to December 5
7:30-9 p.m.
Grayslake Campus, P101
\$50 J. Mojziszek

Writing

WRITERS IN PROGRESS WORKSHOP

Whether you are a beginning writer or a published author, join other kindred spirits monthly for a great opportunity to network, gain writing skills and receive creative guidance. Each class will consist of writing technique instruction and a constructive, positive critique session led by the instructor. Bring your manuscripts and works in progress to class.

3872 CWRT 28-001
Thursday, September 20, October 4,
October 18 and November 8
6-8 p.m.
Grayslake Campus, L032
\$99 S. Engstrom



Photography

SMARTPHONE PHOTOGRAPHY

Now five sessions! The best camera you own is the one you have with you. Let's face it, even if you own a fancy schmancy DSLR with all the bells and whistles, you probably don't lug all of that gear around 24/7. But you probably DO have a smartphone camera. Though most smartphone images stink, it's not the camera's fault. Whether you take dozens of selfies or enjoy snapping hundreds of vacation shots learn to use your smartphone camera properly with professional photographers, Mike Caplan and John Petrovic. Apply helpful lighting and composition techniques to capture the best images possible and finish your images into works of art with various apps. Bring to class your fully charged iPhone or Smartphone and power cord. Students are welcome to repeat the class.

3861 CPTO 2-001

Wednesday, August 29 to September 26
7-9:30 p.m.

Grayslake Campus, T345

\$159 M. Caplan & J. Petrovic

PHOTOGRAPHING CITY LIGHTS AT NIGHT

Fascinated by the city at night? Explore the world after dark, discovering the marvelous colors hiding in plain sight, and learn the basics of photographing streets, city lights, stores and windows at night. Required for each class: a laptop with photo editing software pre-loaded (e.g. Lightroom 6 or later, Adobe Photoshop or Coral Paintshop), your Digital SLR with interchangeable lens and a tripod. Experience interactive learning through lecture, demonstrations, critique and post-processing assignments. Three of the classes will meet at different nearby locations to shoot the city lights. Plan to provide your own transportation. Prerequisite: intermediate level photographers who have a good working knowledge of their camera and experience with at least one photo editing software product.

3917 CPTO 33-001

Tuesday, September 11 to November 6
(No class October 2)

6:30-9 p.m.

8 Sessions

Grayslake Campus, T347

\$175 J. Harold



Students age 14-17 may register for photography classes through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2980 for more information.

PHOTOGRAPHY BASICS FOR BEGINNERS

Now eight weeks! Just beginning to explore photography? Get the most out of your digital camera by discovering how to use some of its basic functions. Learn to compose your shots and understand difference between a mediocre and a good photograph. Part of the course will be driven by what you and classmates want to learn and discuss. Plan to provide your own transportation to two class meetings at outdoor locations to be determined by the class. Bring your DSLR to class each week.

3910 CPTO 8-001

Saturday, September 22 to December 1
(No class September 29 and October 6)

9-11:30 a.m.

8 Sessions

Grayslake Campus, T345

\$225 J. Harold

NEW! INTERMEDIATE PHOTOGRAPHY: CREATING YOUR VISION

Move beyond simply taking nice photos. Create the images you visualize and learn to optimize your photos and develop your own style with photo editing software. Create five to ten images in class that could be part of a portfolio. Class consists of lectures, shooting assignments and working with your software. Bring to each class: your laptop with your photo editing software loaded and your digital SLR camera with interchangeable lenses. Prerequisite: Photography Basics for Beginners and Introduction to Photoshop, or the equivalent; three or more years of experience (or instructor's approval); and a strong working knowledge of your camera and photo editing software (such as Paintshop or Lightroom).

3918 CPTO 31-001

Wednesday, October 10 to December 5
(No class Wednesday, November 21)

6:30 p.m. to 9 p.m.

8 Sessions

Grayslake Campus, T345

\$195 J. Harold

Personal Enrichment

Explore: WHERE KIDS GO TO COLLEGE

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



Explore your
inner genius.

Explore: Science

NEW! PHYSICS FOUNDATIONS (GRADES 7-8)

Familiarize yourself with some of the basic concepts of physics, such as gravity and light as well as related math concepts. 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.

3919 CSCC 1-001
Saturday, November 3-10
9 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, T338
\$99 Staff

NEW! FORMULA FOR SUCCESS - MATH FOUNDATIONS FOR CHEMISTRY (GRADES 7-8)

Get a head start on high school chemistry and build confidence and competency in the essential mathematics skills necessary to thrive in a high school honors and college prep chemistry course. 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 and find out about the workings of significant digits. Focus on specific types of skills and, through models and demonstration examples, see how these math skills translate to chemistry problem solving. Engage in activities such as graphing, averages, percentages, factor labeling and algebra, which will emphasize the importance of mathematical concepts in problem solving. This preparatory class lays the groundwork that will help you better understand high school chemistry. Class fee covers all materials..

3920 CSCC 2-001
Saturday, September 22-29
9 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, T239
\$99 Staff

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. All are designed to engage and equip your bright student for academic success.

Lake County students who are identified by their school districts as scoring in the 95th percentile on an acceptable achievement test in sixth grade will be invited to participate. Homeschool, private and parochial school parents may email CPEInfo@clcillinois.edu for information about submitting their children's scores.

Visit www.clcillinois.edu/fastpaced for more program details.

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

This two-year experience will challenge and help build your student's confidence through math topics not typically included in traditional 7th and 8th grade Algebra or Geometry math classes.

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

This two-year experience will challenge and help build your student's confidence in reading, writing, speaking and listening. Verbal topics include Greek and Latin stems, grammar, literature and writing.

Looking for online video making classes? See **Video Game Maker 101: Perilous Pyramid** and **Online Video Game Maker 2: Invader!** on page 38.

Explore: Test Prep

SAT PREP (GRADES 10-12)

Looking to prepare for and achieve your best on the SAT? Engage in algebra, geometry and basic mathematics refreshers to polish your math skills. Discover helpful ways to remember grammatical rules and effective strategies to help you approach reading passages and questions confidently. The Official SAT Guide (2018 Edition) is the required textbook. Be prepared for the upcoming SAT test dates of November 3 and December 1, 2018.

3873 CEXP 94-001
Saturday, September 22 to October 27
9 a.m. to 12 p.m.
6 Sessions
Grayslake Campus, T338
\$250 Staff

To enroll in Explore classes visit www.clcillinois.edu/youth and complete a registration form. Contact Personal Enrichment at (847) 543-2980 or CPEInfo@clcillinois.edu with questions.



Great gift idea!

Our Family Friendly classes in creative arts, photography and languages offer opportunities for you and your kids to learn together. Students age 14-17 may register through the Explore program and attend with a registered parent or other authorized adult.

Call (847) 543-2980 or email CPEInfo@clcillinois.edu for more information.

Explore Classes Fall 2018 Youth Registration Form

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

Mail, email or fax the completed form to:

Email: CPEInfo@clcillinois.edu

Fax: (847) 543-3022

Mail: Personal Enrichment
Attn: Youth Program, Room T317, College of Lake County
19351 West Washington Street, 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 and communications)

Address

City State Zip

Primary Phone (_____) _____

School _____ Grade entering Fall 2018 _____

Parental Approval (Required)/Payment information

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

Cancellation Policy

I understand that to cancel my child's enrollment in class, I must notify the College of Lake County a minimum of five business days before the start of class. No refunds will be given if notification is not received within the prescribed timeframe whether payment is received or not. I understand that if my child cannot attend class, I will visit www.clcillinois.edu/youth, click on "Forms" and: (1) download the withdrawal form (2) read the cancellation policy on the withdrawal form (3) complete the withdrawal form, (4) email the withdrawal form to CPEInfo@clcillinois.edu at least five business days before the start of class.

Parent / Guardian Signature

Date

Father Mother Legal Guardian

Where did you hear about us?

Friend School
 Printed Schedule Newspaper Ad
 Flyer Email
 Past Explore Student

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

Need registration assistance?

Call Personal Enrichment (847) 543-2980 or e-mail CPEInfo@clcillinois.edu. Visit www.clcillinois.edu/youth for class listings, scholarship information and withdrawal forms.

Clery Act

The College of Lake County is committed to maintaining a safe and secure educational environment. For more information, this report is available on the CLC Police Department website at www.clcillinois.edu/clery.

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.



Discovery: Current Events

THE CURRENT STATE OF THE NEWS MEDIA

Join Julie Strauss, Ph.D., as she delves into the current news media landscape. We will discuss how people consume their news and how the Internet has affected traditional news sources. We will also explore the impact these changes have had on our body politic and the role the press plays in our democracy. Don't miss this stimulating class.

3883 CDIS 67-001
Thursday, November 15
9:30-11:30 a.m.
1 Session
Southlake Campus, TBA
\$19 J. Strauss

POST-ELECTION ANALYSIS: TSUNAMI OR WAVE? WHAT THE MID-TERMS REVEAL

We will analyze the 2018 mid-term elections. We will examine both parties' messages, the quality of the candidates recruited and whether there was the predicted enthusiasm gap. Finally, we will discuss whether the mid-terms were primarily a referendum on President Trump or on the Democratic Party. Don't miss this deep dive into the election results with Julie Strauss, Ph.D.

3884 CDIS 70-001
Thursday, November 15
1-3 p.m.
1 Session
Southlake Campus, TBA
\$19 J. Strauss

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

Discovery: Field Trips and Tours

WRIGHT IN RACINE

Enjoy a rare opportunity to visit Frank Lloyd Wright's Hardy House, followed by a tour of SC Johnson. Author and photographer Mark Hertzberg will present an illustrated talk from 9:30-11 a.m. at the Southlake Campus and then lead the field trip to Wisconsin. Participants will have from 11 a.m. to 12 p.m. to have lunch on their own before boarding the bus.

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

3880 CTRP 13-001
Thursday, September 27
9:30 a.m. to 4:30 p.m.
1 Session
Southlake Campus, TBA
\$129 M. Hertzberg

Discovery: Film

A REEL LOOK AT THE AUTHORITARIAN IMPULSE

The Washington Post says democracy dies in darkness. In this series, directors will shed light on how the authoritarian urge can sneak right up on you. Participants will view and discuss a Bob Fosse musical with plenty of divine decadence and a ghost story in which a real scare comes from the rise of fascism. They'll also look at Andy Griffith manipulating the public in 1957 and then ask whether things are better or worse now. The series will end with a tribute to the late R. Lee Ermey and the depressing duality of humankind.

3881 CDIS 5-001
Monday, October 1-22
1-3:30 p.m.
4 Sessions
Southlake Campus, TBA
\$79 J. Kupetz

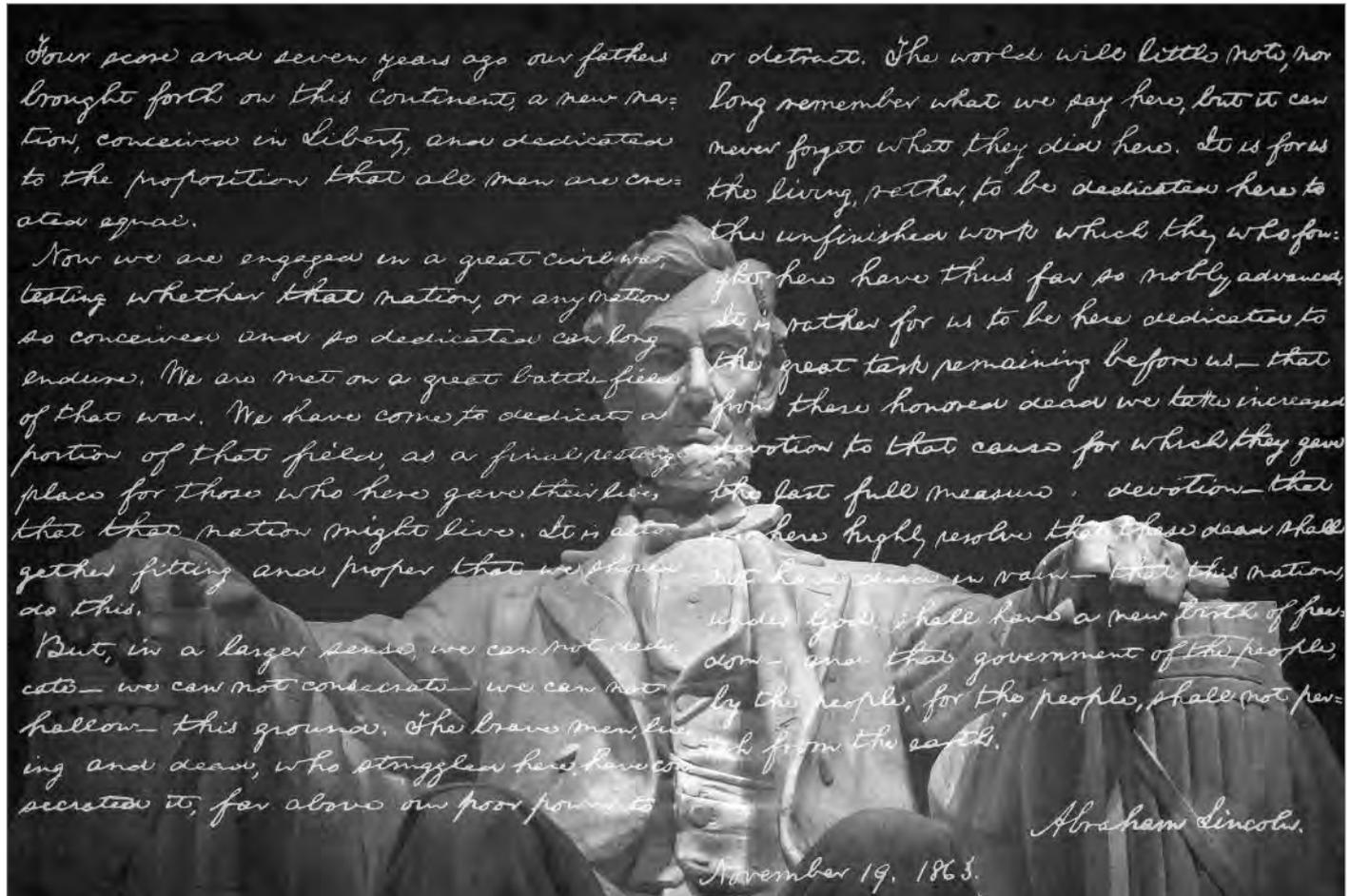
LESS HERALDED BY THE MUCH HERALDED

This series will look at four films by prominent directors whose reputations rest on bigger box offices and more awards. An early film by the Coen brothers will tell participants more than they want to know about Texas, and a Tarantino film will remind them that Pam Grier can carry a film. They'll then discuss how Steven Spielberg gave Goldie Hawn one of her best roles and they'll finish with a film in which Kathryn Bigelow celebrates the millennium in depressing fashion with Angela Bassett.

3907 CDIS 7-001
Monday, November 12 to December 3
1-3:30 p.m.
4 Sessions
Southlake Campus, TBA
\$79 J. Kupetz



Discovery: History



CONFUSING PRESIDENCIES

Gerald Ford was the object of many jokes about his clumsiness; Jimmy Carter was held responsible for the Iranian hostages; George H.W. Bush was unable to escape his false promise of “no new taxes.” And yet each of these men also made significant decisions with long lasting positive impact. Join Professor Gary Midkiff for an examination of their three confusing legacies.

3905 CDIS 68-001
Thursday, August 23-30
9:30-11:30 a.m.
2 Sessions
Southlake Campus, TBA
\$38 G. Midkiff

THE YEARS OF LINCOLN

A fascinating look at our greatest president! Historian Barry Bradford will lead us through a four-week class. Each session will focus on a different topic. You won't want to miss this multifaceted look at Lincoln's life, leadership and image.

3911 CDIS 60-001
Monday, September 10 to October 1
9:30-11 a.m.
4 Sessions
Southlake Campus, TBA
\$76 B. Bradford

WOMEN'S SUFFRAGE

In 1848 Elizabeth Cady Stanton organized and chaired the Seneca Falls Convention to discuss the unfair legal treatment of women in the United States, especially the issue that they did not have the right to vote. This convention is the starting point of a time line that stretches to the 1920 ratification of the 19th amendment to the constitution which guarantees that right. Join Professor Gary Midkiff for this 72 year journey that includes a fascinating cast of characters, high drama and a little skullduggery.

3886 CDIS 84-001
Friday, September 14-21
9:30-11:30 a.m.
2 Sessions
Southlake Campus, TBA
\$38 G. Midkiff

**THE END OF THE HAUSFRAU?
GERMAN WOMEN TODAY**

This year the Germans, and especially the German women, are celebrating the 100th anniversary of women's suffrage which was granted to them in 1918. One hundred years later one can indeed say that emancipation has reached Europe's most populous nation full force: the country is led by a female chancellor, a record number of women are working, and they are eclipsing men in terms of education and career goals. All this progress, though, does not come without its drawbacks. Join German historian Anette Isaacs, M.A. for a discussion of what it is like to be a woman in today's German society.

3882 CDIS 65-001
Tuesday, September 18
1-3 p.m.
1 Session
Southlake Campus, TBA
\$19 A. Isaacs

MEDIA AND GOVERNMENT

The Alien and Sedition Acts of 1798 declared a citizen to be a criminal if he made public statements critical of the Federal Government. In 2018 the Twittersphere is ablaze with accusations of "fake news." How is a citizen expected to navigate these types of assertions? Join Professor Gary Midkiff on a journey seeking to understand.

3878 CDIS 86-001
Tuesday, October 9-16
9:30-11:30 a.m.
2 Sessions
Southlake Campus, TBA
\$38 G. Midkiff

1968 STORIES

This class will offer a deep look at two of the most important stories of 1968. We will examine the Democratic Convention Riots of 1968 and the life and death of Robert F. Kennedy.

3912 CDIS 61-001
Monday, October 15-22
9:30-11 a.m.
2 Sessions
Southlake Campus, TBA
\$38 B. Bradford

**A FORENSIC UPDATE OF THE LIZZIE
BORDEN AND JACK THE RIPPER CASES**

A fresh look at two very old and cold cases. See how today's science has revealed new information.

3876 CDIS 69-001
Wednesday, October 24
1-3 p.m.
1 Session
Southlake Campus, TBA
\$19 H. Olson

**SILENT HEROES: AN IMPORTANT AND
LONG OVERDUE LOOK AT THE RESISTANCE
MOVEMENT IN NAZI GERMANY**

The 85th anniversary of Adolf Hitler's rise to power in Germany presents us with the perfect opportunity to look at the relatively unknown and sometimes even forgotten heroes who often gave their lives in order to fight against the Nazi regime. Join German historian Anette Isaacs, M.A. as she pays homage to Sophie and Hans Scholl, Georg Elser, Baron von Stauffenberg, the women of Rosenstrasse, and other groups who made up the German Resistance.

3906 CDIS 66-001
Thursday, October 25
1-3 p.m.
1 Session
Southlake Campus, TBA
\$19 A. Isaacs

**WEST BY SOUTHWEST TO STICKNEY,
DRAINING THE CENTRAL AREA OF
CHICAGO AND EXORCISING CLOUT**

Widespread flooding and sewage discharging to the lake, Chicago's South Side presented challenges. Where was the real Bubbly Creek and why such a large sewage treatment plant? More and bigger canals weren't enough, so the deep tunnel was built. Scandal upon scandal brought in a reformer to clean up the Sanitary District.

3887 CDIS 88-001
Thursday, November 1
1-3 p.m.
1 Session
Southlake Campus, TBA
\$19 R. Lanyon

**MIDTERM ELECTIONS -
PREDICTIONS AND ANALYSIS**

The midterm elections of 2018 will be among the most consequential of the last half-century! With Republicans clinging to a razor-thin majority in the Senate and an energized Democratic electorate threatening the GOP majority in the House, these elections will be hard fought and immensely important. During the first session, we will look at the major races across the country and hear predictions for many of them. In the second session, we will hear an in-depth analysis of why the results turned out the way they did and hear how these outcomes set up the future of the Trump presidency and the presidential election of 2020!

3913 CDIS 62-001
Monday, November 5-12
9:30-11 a.m.
2 Sessions
Southlake Campus, TBA
\$38 B. Bradford

THE EARLY FRONTIERSMAN

The likes of Daniel Boone, Simon Kenton and Davy Crockett paved the way for early Americans to move west. Their persistence, determination and grit are legendary. Learn their stories and decide if there are any equals in today's America.

3877 CDIS 74-001
Wednesday, November 7-14
1-3 p.m.
2 Sessions
Southlake Campus, TBA
\$38 H. Olson

FROM RICHARD J TO RAHM - THE MODERN MAYORS OF CHICAGO

Chicago had many Republican mayors until Richard J. Daley consolidated power for the Democrats and built a political machine that held absolute power for decades. In three class sessions, historian Barry Bradford will trace the Chicago mayors from the first Mayor Daley through today.

3915 CDIS 64-001
Monday, November 19 to December 3
9:30-11 a.m.
3 Sessions
Southlake Campus, TBA
\$57 B. Bradford

AMERICA EMERGES ONTO THE WORLD STAGE

Teddy Roosevelt, William Taft and Woodrow Wilson pushed and pulled the United States onto the world stage. Our Presidents from 1865 through 1901 were more concerned about domestic matters. However these three men understood that the United States needed to play a larger role and each made a contribution in that regard.

3902 CDIS 85-001
Wednesday, November 28 to December 5
9:30-11:30 a.m.
2 Sessions
Southlake Campus, TBA
\$38 G. Midkiff



PRUSSIA'S GLORY: THE HOHENZOLLERN DYNASTY

With the abdication of Kaiser Wilhelm II 100 years ago this fall, monarchy came to an end in Germany. This anniversary is a welcome and timely opportunity to look back at this rather infamous ruler and his illustrious dynasty that consisted of seven kings and three emperors. Join German historian Anette Isaacs and explore the colorful history of the House of Hohenzollern, a family that shaped Germany's fate like no other.

3904 CDIS 72-001
Thursday, November 29
1-3 p.m.
1 Session
Southlake Campus, TBA
\$19 A. Isaacs

LOOKING BACK, LOOKING AHEAD

Our most eagerly anticipated class of the year! Barry Bradford will offer his list of the top ten news stories, new words and top quotes of the year. Then he'll fearlessly predict the top news stories of 2019! And he will show us how well he did (or did not) correctly predict what would happen this year!

3914 CDIS 63-001
Monday, December 10
9:30-11 a.m.
1 Session
Southlake Campus, TBA
\$19 B. Bradford

Discovery: Judaic Studies

ISRAEL AT 70

The center of attention for three world religions, the land of Israel has been the scene of conflict and triumph for centuries. One hundred twenty years ago, a modern Jewish state was imagined, and then planned and brought into reality in 1948. How was the state created, and how has it developed over the last 70 years? Topics will include wars, refugees and immigrants, the Palestinian people and territories, the creation of modern Hebrew culture and future prospects.

3901 CDIS 90-001
Thursday, October 4-11
9:30-11:30 a.m.
2 Sessions
Southlake Campus, TBA
\$38 A. Chalom

Discovery: World Religion

ROBERT FROST: POETRY AS SPIRITUALITY

Robert Frost, America's favorite 20th-century poet, presented himself as an amiable grandfather, bristly but cuddly. In reality, however, his poetry searched life's dark and uncertain corners. Beneath the easy surface lay a mind questioning God, relationships, and the meaning of it all. This presentation examines Frost's life, his craft and several of his most important poems.

3885 CDIS 76-001
Monday, November 5
1-3 p.m.
1 Session
Southlake Campus, TBA
\$19 J. Leitner

ADVICE FOR SPIRITUAL REVOLUTIONARIES

Rabbi Rami Shapiro is widely recognized as one of the most creative figures in contemporary American Judaism. In his new book, "Holy Rascals: Advice for Spiritual Revolutionaries," Rabbi Rami asks two important questions about religion: are we making all this up, and if so, can we make it up in a more positive and life-affirming way? The book questions God, free will, the stories we live by, faith and doubt, the need to abandon "truth" and more. We'll question these things too—and Rabbi Rami as well.

3903 CDIS 77-001
Tuesday, November 13-20
1-3 p.m.
2 Sessions
Southlake Campus, TBA
\$38 J. Leitner



Steps to Apply, Register and Pay

1. Apply for Admission

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

2. Steps to Register

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

3. Where and when to Register In Person

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

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

4. Pay Tuition and Fees

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

Withdrawals

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

Refund Schedule

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

Refunds for Semester-long Classes

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

Refunds for One-day and “Series” Classes

One Day Classes and Workshops

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

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

Senior Citizens

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

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

Room assignment

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

Clery Act

The College of Lake County is committed to maintaining a safe and secure educational environment. This report is available on the CLC Police Department website at www.clcillinois.edu/clery.

Save lives with defensive driving

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

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

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

www.clcillinois.edu/judicial

(847) 543-2185 (courses)

(847) 543-2100 (volunteering)

judicialservices@clcillinois.edu



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

– Christine Burke praising CLC's defensive driving course.

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

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

Put the phone away – be safe!



Innovative Learning Solutions

that deliver results

We want to be your training partner to help shape your career or business' future.

With the continually changing work environment, preparing yourself or your organization with proficiencies is a smart strategy. Whether you want to improve your skill set, or you need to train your entire team, we have the expertise to provide a solution.

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- Customized training crafted to meet your organization's specific needs
- Training delivered onsite or at one of our three campuses
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For more information:

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Email: corporatetraining@clcillinois.edu

Visit: www.clcillinois.edu/solutions

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

FEATURED FALL COURSES

Swing Dancing

Spice up the basic footwork you learned in Swing Dancing I, and take your moves to another level. Turn to page 40 for class information.

Explore: SAT Prep (Grades 10-12)

Prepare now for SAT success! Discover effective strategies to help you approach the questions confidently and achieve success. Details on page 47.

Discovery: Wright in Racine

Enjoy a rare opportunity to visit Frank Lloyd Wright's Hardy House. Author and photographer Mark Hertzberg will lead the Wisconsin field trip. Lecture and tour information on page 50.

Developing Your Emotional Intelligence

Explore and understand the importance of Emotional Intelligence in the workplace, and how having high Emotional Intelligence can make you a more effective leader. Turn to page 1 for complete course description.

Computer Skills for the Workplace

Microsoft Office Suite is the most used software tool in the world. This online course will teach you the must-have skills to succeed in the workplace. See page 14 for details.

Personal Care Aide

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. Details on page 19.

International Documentation

Learn how to avoid exposing your company unnecessarily to shipment delays, Customs audits and demurrage charges because of incomplete or inaccurate shipment documentation in this all-day seminar offered through the Illinois SBDC/ITC. Turn to page 35 for details.



TRAINING

Innovative Learning Solutions

Does your company have a unique training need? CLC brings powerful, results-driven training to your organization.

Visit www.clcillinois.edu/solutions or call (847) 543-2990 to learn more.



Worrying about my future was hard.
Taking control by returning to college was easy.

"I'm a 35-year-old single mom. But I am also a dedicated college student with a talent and passion for accounting. Being back in school helped me focus on my future and motivated me to always keep working toward a better life for my small family."

It starts with you and ends with us. College of Lake County is here when you are ready to return to college and continue your education. We offer degree programs designed for adults to help balance the demands of school, work and family. Fast-track your career while saving time and money with five- and eight-week classes that start

when you're ready. Every journey begins with a first step. Call today to get started on your future.

Fall classes start August 20. Call us at (847) 543-2090 or visit www.clcillinois.edu/fall to learn more.

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33 N. Genesee St.

SOUTHLAKE CAMPUS (VERNON HILLS)

1120 S. Milwaukee Ave.

ONLINE

www.clcillinois.edu/online

(847) 543-2615

Schedule subject to change. Online version has most current information. www.clcillinois.edu.

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.