

CLC CLASSES

SPRING 2018

NONCREDIT COURSES



CONNECT TO YOUR FUTURE

INNOVATION FOR BUSINESS | CAREER | LIFE

Professional Development Courses

Training for Professionals and Businesses

Personal Enrichment: Youth to Adult and Discovery for 50+



INNOVATION FOR BUSINESS | CAREER | LIFE

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

Improve your business

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

Our 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 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. Learn from noted experts in a relaxed atmosphere. Lifelong learning for all ages.

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.

Like us on Facebook
and follow us on Twitter!





Explore the College of Lake County and connect to your future

Community Programming

Judicial Services

Personal Enrichment

Workforce and Professional Development Institute

Client Solutions

Illinois Small Business Development and
International Trade Center

Professional Development

For more information:

Call: (847) 543-2615

Email: wpdi@clcollinois.edu

Visit: www.clcollinois.edu

Courses start at various dates throughout the term; some courses begin as late as May. Keep this schedule handy and refer to it through May 2018. The information contained within is accurate as of November 2017, but is subject to change.



Grayslake Campus

19351 W. Washington St., Grayslake, IL 60030

Lakeshore Campus

33 N. Genesee St., Waukegan, IL 60085

Southlake Campus

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

Workforce and Professional Development Institute offices

University Center of Lake County

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

Board of Trustees

Richard A. Anderson, *Chair*

Catherine M. Finger, Ed.D., *Vice Chair*

William M. Griffin, Ed.D.

Amanda D. Howland

Barbara D. Oilschlager, *Secretary*

Julie B. Shroka

Matthew J. Stanton

Hansel Lopez, *Student Trustee*

Dr. Rich Haney, *Interim President*

Table of Contents – Spring 2018 Noncredit Schedule

Professional Development

| | |
|---|----|
| Administrative Assistant | 1 |
| BASSET | 24 |
| Business Skills | 3 |
| Business Writing | 5 |
| Computer Skills-Beginning | 9 |
| Computer Skills-Graphic Design | 9 |
| Computer Skills- Microsoft Office 2016 | 10 |
| Concealed Carry Licensing | 16 |
| Customer Service | 4 |
| Forklift Operator Training | 25 |
| Google Tools | 6 |
| Home Inspection | 19 |
| Hospitality | 24 |
| Leadership Development | 7 |
| Lean Sigma | 6 |
| Negotiation Skills | 3 |
| Personal Success Program | 22 |
| Productivity | 8 |
| Project Management | 2 |
| Protective Services | 17 |
| Real Estate | 18 |
| ServSafe Food Protection Manager Certification | 24 |
| Social Media for Business | 9 |
| Social Worker CEs | 20 |
| Supervisory Training | 4 |
| Teacher Education PDs | 21 |
| Time Management | 3 |
| Truck Driver Training | 25 |

Healthcare

| | |
|----------------------------|----|
| CNA Re-Certification | 13 |
| CPR | 12 |
| Healthcare-Online | 13 |
| NLN Pre-Entrance Exam Prep | 13 |
| Pharmacy Technician | 14 |
| Veterinary Assistant | 15 |

Small Business Workshops

| | |
|------------------------|----|
| Accounting and Finance | 27 |
| Government Contracting | 28 |
| Marketing and Sales | 29 |
| Online Classes | 27 |
| Start-up and Planning | 27 |
| Video Marketing | 30 |

Personal Enrichment

| | |
|-----------------------------|----|
| Computer Skills-Beginning | 9 |
| CPR | 37 |
| Creative Arts | 31 |
| Dance | 33 |
| Financial Management | 33 |
| Fitness | 34 |
| Fitness-Circus Arts | 34 |
| Gardening | 33 |
| Language | 35 |
| Music-Instrumental | 36 |
| Music-Vocal | 36 |
| Natural Health and Wellness | 38 |
| Personal Interest | 39 |
| Photography | 39 |

| | |
|--------------------------|----|
| Sign Language | 35 |
| Video Game Making-Online | 12 |
| Writing | 39 |

Explore Program-Youth Classes

| | |
|--------------------|----|
| Circus Arts | 41 |
| Engineering | 40 |
| Fast-Paced Program | 41 |
| Inventions | 40 |
| Test Prep | 41 |

Discovery Program for 50+

| | |
|--|----|
| Current Events | 44 |
| Field Trips and Tours | 43 |
| Film | 44 |
| History | 44 |
| Judaic Studies | 46 |
| Literature | 46 |
| World Religions | 46 |
| Steps to Apply, Register and Pay | 47 |
| Youth Registration Form | 42 |
| Client Solutions | 49 |
| Judicial Services | 48 |
| Small Business Development and International Trade Center | 26 |



SUMMER EXPLORE CAMPS – Registration opens March 1

www.clcillinois.edu/youth

CPEinfo@clcillinois.edu

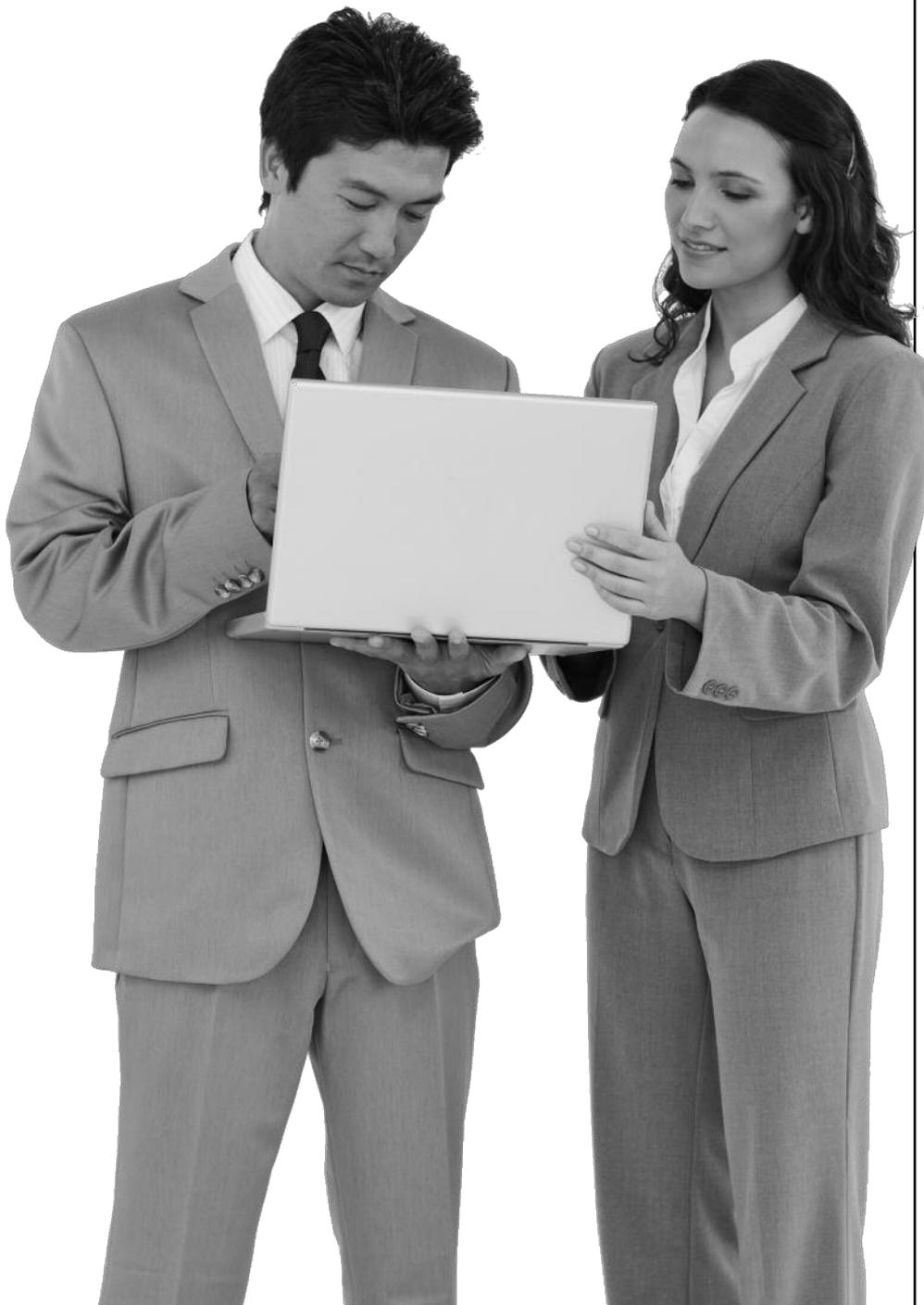
(847) 543-2615

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.



THE EFFECTIVE ADMINISTRATIVE ASSISTANT

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

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

You will learn:

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

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

Please contact (847) 543-2615 for information on how to access this online course

7376 PPRO 29-800

Friday, March 23, Thursday, March 29 and Friday, April 6-20

1:30-3:30 p.m.

5 Sessions

Online Webinar

\$299 A. Kaufman

Continuing Education Vocational Credits

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

Project Management

PROJECT MANAGEMENT PROFESSIONAL SERIES

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

TAKE THE SERIES AND SAVE!

7377 PPRO 88-001
Thursday, February 1 to March 1
8:30 a.m. to 5 p.m.
5 Sessions
Grayslake Campus, TBA
\$1,349 A. Kaufman



SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

ESSENTIALS OF PROJECT MANAGEMENT

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

7378 PPRO 85-001
Thursday, February 1-8
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.

7379 PPRO 86-001
Thursday, February 15-22
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.

7380 PPRO 87-001
Thursday, March 1
8:30 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$425 A. Kaufman

Business Skills

Are you a licensed PMP?

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



TIME MANAGEMENT

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

7473 PPRO 11-001
Wednesday, April 11-25
6:30-9 p.m.
3 Sessions
Grayslake Campus, TBA
\$99 J. Mason

NEW! NEGOTIATION SKILLS

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

7375 PPRO 33-001
Saturday, March 10, 17 and 31
9 a.m. to 1 p.m.
3 Sessions
Grayslake Campus, TBA
\$99 J. Berkowitz

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

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

Customer Service

CUSTOMER SERVICE CERTIFICATE

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

TAKE THE CERTIFICATE AND SAVE!

7446 PPRO 19-800
February 5 to March 30
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.

7447 PPRO 17-800
February 5 to March 2
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.

7448 PPRO 18-800
March 5-30
Online 24/7
\$145 F. Bayley

Supervisory

Save \$25

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

NEW! UNDERSTANDING BEHAVIORS IN THE WORKPLACE

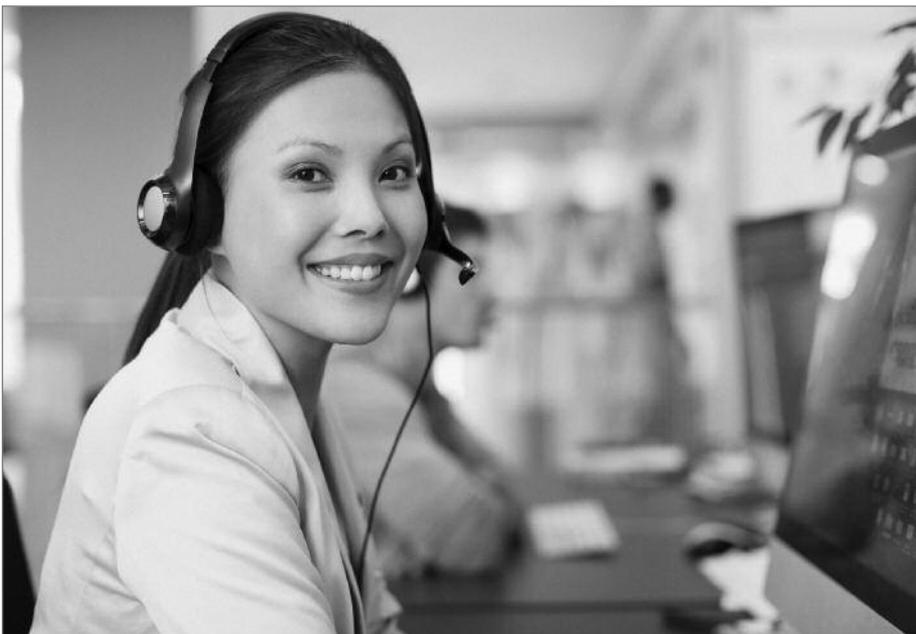
This is a core workshop for all people who work with people. Just as all of us use a preferred hand, we all have a preferred behavior style when interacting with others. This workshop draws upon the 16 classical styles as identified in the DiSC® Profile to help participants understand their preferred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

7471 PPRO 24-001
Friday, April 13
9 a.m. to 1 p.m.
1 Session
Grayslake Campus, TBA
\$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.

7472 PPRO 25-001
Friday, April 27
9 a.m. to 4:30 p.m.
1 Session
Grayslake Campus, TBA
\$195 C. Johnson



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!

7434 PGOT 35-800
February 5 to April 27
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.

7435 PGOT 33-800
February 5 to March 2
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.

7436 PGOT 10-800
March 5-30
Online 24/7
\$195 K. Lynch

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.

7437 PGOT 34-800
April 2-27
Online 24/7
\$195 W. Draves

How to Register for Online Business Skills Classes

Please contact our office at (847) 543-2615 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard. For a complete list of online business skills classes visit www.clcillinois.edu/professional/onlineclasses.

Google Tools

GOOGLE ANALYTICS

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

7449 PGOT 22-800
February 5 to March 2
Online 24/7
\$195 D. Belhassen

GOOGLE APPS FOR BUSINESS

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

7450 PGOT 23-800
March 5-30
Online 24/7
\$195 J. Selke

Lean Sigma

APPLYING LEAN SIGMA TO HR FUNCTIONS

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

7432 PGOT 17-800
March 5-30
Online 24/7
\$245 S. Schmall

LEAN SIX SIGMA

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

7433 PGOT 29-800
April 2-27
Online 24/7
\$245 S. Follett



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

Leadership

BUSINESS MANAGEMENT CERTIFICATE

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

TAKE THE CERTIFICATE AND SAVE!

7442 PPRO 4-800
February 5 to April 27
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.

7443 PPRO 1-800
February 5 to March 2
Online 24/7
\$295 S. Klaus

NEW! COLLABORATIVE MANAGEMENT

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

7444 PGOT 40-800
March 5-30
Online 24/7
\$245 J. Odidison

MANAGING GENERATIONS IN THE WORKPLACE

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

7445 PPRO 3-800
April 2-27
Online 24/7
\$175 K. Dellabough

How to Register for Online Business Skills Classes

Please contact our office at (847) 543-2615 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard. For a complete list of online business skills classes visit www.clcillinois.edu/professional/onlineclasses.

Productivity

NEW! PRODUCTIVITY AND TIME MANAGEMENT CERTIFICATE

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

TAKE THE CERTIFICATE AND SAVE!

7438 PGOT 43-800
February 5 to April 27
Online 24/7
\$595 W. Draves



How to Register for Online Business Skills Classes

Please contact our office at (847) 543-2615 or professionalworkshops@clcollinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard. For a complete list of online business skills classes visit www.clcollinois.edu/professional/onlineclasses.

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.

7439 PPRO 2-800
February 5 to March 2
Online 24/7
\$195 W. Draves

NEW! PRODUCTIVITY eTOOLS

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

7440 PGOT 41-800
March 5-30
Online 24/7
\$245 J. Selke

NEW! MANAGING PRODUCTIVITY

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

7441 PGOT 42-800
April 2-27
Online 24/7
\$245 W. Draves

Social Media for Business

FACEBOOK FOR BUSINESS

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

7469 PGOT 32-800
March 5-30
Online 24/7
\$245 N. Siscaretti

CREATING CELL PHONE APPS FOR YOUR BUSINESS

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

7470 PPRO 51-800
March 5-30
Online 24/7
\$245 D. Belhassen

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.

Beginning Computer Skills

BEGINNING COMPUTER 1

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

7024 CDIS 39-001
Thursday, February 1 to March 1
4-6 p.m.
5 Sessions
Grayslake Campus, L032
\$119 S. Freeman

BEGINNING COMPUTER 2

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

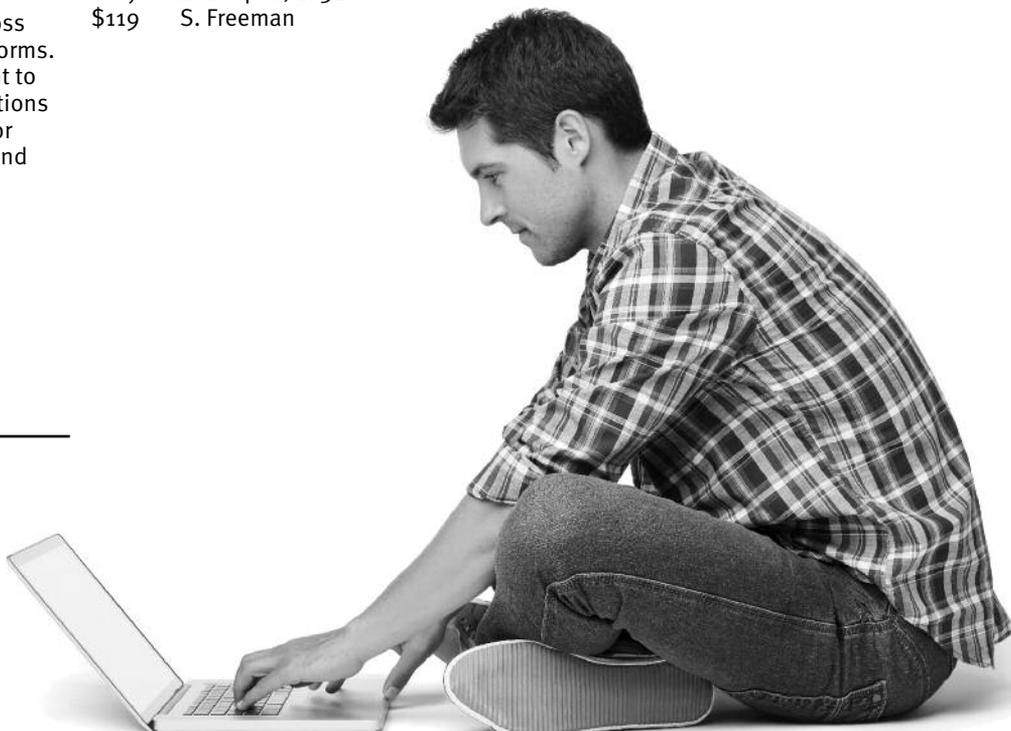
7025 CDIS 40-001
Thursday, March 29 to April 26
4-6 p.m.
5 Sessions
Grayslake Campus, L032
\$119 S. Freeman

Computers-Graphic Design

PHOTOSHOP CREATIVE CLOUD: LEVEL 1

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

7359 PCTR 40-001
Tuesday, April 24
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 J. Berek



Computers - Microsoft Office 2016

NEW! 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.

7480 PCTR 36-001
Wednesday, April 18, 10 a.m. to 12 p.m.
1 Session
Grayslake Campus, L032
\$45 C. Horwitz

INTENSIFY YOUR PRODUCTIVITY WITH HALF-DAY WORKSHOPS.

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.

7307 PCTR 27-001
Thursday, March 1
8 a.m. to 12 p.m.
1 Session
Southlake Campus, V234
\$115 C. Horwitz

7308 PCTR 27-002
Wednesday, April 18
1-5 p.m.
1 Session
Grayslake Campus, L032
\$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.

7309 PCTR 28-001
Thursday, March 1
1-5 p.m.
1 Session
Southlake Campus, V102
\$115 C. Horwitz

7310 PCTR 28-002
Wednesday, April 11
1-5 p.m.
1 Session
Southlake Campus, V102
\$115 C. Horwitz

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.

7306 PCTR 24-001
Wednesday, April 11, 8 a.m. to 12 p.m.
1 Session
Southlake Campus, V102
\$115 C. Horwitz

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.

7272 PCTR 10-001
Wednesday, April 25
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 S. Bajt

MICROSOFT EXCEL: LEVEL 1

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

7276 PCTR 15-001
Tuesday, February 13
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 C. Horwitz

7284 PCTR 15-002
Wednesday, March 7
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V102
\$225 J. Besser

7300 PCTR 15-003
Monday, April 16
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 S. Bajt

**Looking for Quickbooks Training?
Go to page 27.**

MICROSOFT EXCEL: LEVEL 2

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

7301 PCTR 16-001
Wednesday, March 28
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V102
\$225 J. Besser

7302 PCTR 16-002
Monday, April 23
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 S. Bajt

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.

7303 PCTR 17-001
Monday and Wednesday
April 30 and May 2
9 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, L032
\$225 S. Bajt

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.

7304 PCTR 20-001
Tuesday, March 13
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V104
\$225 J. Besser

MICROSOFT ACCESS: LEVEL 2

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

7305 PCTR 21-001
Tuesday, April 10
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V104
\$225 J. Besser

MICROSOFT POWERPOINT: LEVEL 1

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

7311 PCTR 30-001
Monday, March 26
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$225 S. Bajt

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.

7312 PCTR 70-001
Friday, April 20
8:30 a.m. to 4:30 p.m.
1 Session
Grayslake Campus, L032
\$225 J. Besser

NEW! 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. Users of all levels can benefit from the class, also designed to 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.

7478 PCTR 29-001
Monday and Wednesday, February 5 and 7
9 a.m. to 5 p.m.
2 Sessions
Southlake Campus, V102
\$425 C. Horwitz

7479 PCTR 29-002
Monday and Wednesday, March 5 and 7
1-9 p.m.
2 Sessions
Grayslake Campus, L032
\$425 C. Horwitz

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

Computers - Video Game Making

ONLINE VIDEO GAME MAKER 101: PERILOUS PYRAMID

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

7053 CCMP 92-001
February 19 to April 8
Online 24/7
\$179 All About Learning

ONLINE VIDEO GAME MAKER 2: INVADER!

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

7054 CCMP 93-801
March 19 to May 6
Online 24/7
\$179 All About Learning

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

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

7258 PALH 8-001
Saturday, January 20
9 a.m. to 12 p.m.
Grayslake Campus, E125

7259 PALH 8-002
Friday, January 26
2:30-5:30 p.m.
Grayslake Campus, E125

7260 PALH 8-003
Saturday, February 10
9 a.m. to 12 p.m.
Grayslake Campus, E125

7261 PALH 8-004
Friday, February 23
2:30-5:30 p.m.
Grayslake Campus, E125

7262 PALH 8-005
Thursday, March 15
5:30-8:30 p.m.
Grayslake Campus, E125

7263 PALH 8-006
Friday, April 13
2:30-5:30 p.m.
Grayslake Campus, TBA

7264 PALH 8-007
Saturday, May 5
9 a.m. to 12 p.m.
Grayslake Campus, TBA

CPR REFRESHER: BLS HEALTHCARE PROVIDER

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

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

7253 PALH 7-001
Saturday, January 20
1-4 p.m.
Grayslake Campus, E125

7254 PALH 7-002
Thursday, February 22
5:30-8:30 p.m.
Grayslake Campus, E125

7255 PALH 7-003
Friday, March 9
2:30-5:30 p.m.
Grayslake Campus, E125

7256 PALH 7-004
Saturday, May 5
1-4 p.m.
Grayslake Campus, TBA

Looking for HeartSaver CPR with Adult, Child, Infant? See page 37.

Healthcare

CNA RE-CERTIFICATION

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

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

Background Check and Fingerprinting Process

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

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

7391 VALH 10-001
Monday and Tuesday, April 2-3
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) 543-2615 or professionalworkshops@clcillinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard.

Healthcare - Online

NEW! SPANISH FOR MEDICAL PROFESSIONALS-ONLINE

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

7257 PALH 4-800
February 5 to March 30
Online 24/7
\$290 C. Sempe

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. Students will need to purchase online study resources through the National League for Nursing Testing Center website for \$75. Call (847) 543-2615 for information on how to purchase these resources.

7520 VALH 25-001
Tuesday and Thursday
February 6 to March 8
12:30-3:30 p.m.
10 Sessions
Grayslake Campus, Room TBA
\$199 J. Jacobs

7521 VALH 25-002
Tuesday and Thursday
February 6 to March 8
6-9 p.m.
10 Sessions
Grayslake Campus, Room TBA
\$199 J. Jacobs



Pharmacy Technician

Learn more about Pharmacy Technician Training by attending a FREE information session at 6 p.m. on Monday, January 8 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 84 classroom hours and 21 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.

7038 VALH 95-600
Monday and Wednesday
January 17 to May 7
6-9 p.m.
28 Sessions
Grayslake Campus, T323
\$1499 V. Vojvodic

Veterinary Assistant

Learn more about Veterinary Assistant Training by attending a FREE information session at 6 p.m. on Tuesday, January 9 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.

7477 PVET 1-001
Tuesday and Thursday
January 16 to May 3
5-10 p.m.
30 Sessions
Grayslake Campus, T323
\$2499 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) 543-2615 for more information. For participants with prior training, please refer to chart at www.clcillinois.edu/professional/concealedcarry. All documentation or certificates proving completed prior training must be submitted to CLC via email at cpeinfo@clcillinois.edu or delivered in person to Room T317 at the Grayslake Campus no less than five business days prior to the start date of any class.

CONCEALED CARRY LICENSE TRAINING - 16 HOURS

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

7409 CPER 40-001
Saturday, March 3, 9 a.m. to 5 p.m.
AND Sunday, March 4, 9 a.m. to to 1 p.m.
Grayslake Campus, T335
AND
Sunday, March 4, 3-7 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.

7413 CPER 41-001
Sunday, March 4
9 a.m. to 1 p.m.
Grayslake Campus, T335
AND 3-7 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.

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.

7367 PPSI 5-001
Monday to Friday, February 19-23
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.

7368 PPSI 6-001
Monday to Friday, April 9-13
5:30-9:30 p.m.
Last night at the range
5 Sessions
Grayslake Campus, T335
\$249 J. Jonak



Real Estate

Prepare to be a real estate broker!

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

Broker Requirements

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

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

BROKER PRE-LICENSING TOPICS

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

7313 PRLE 2-001
Tuesday and Thursday, February 20 to March 29
5:30-10 p.m.
10 Sessions
AND
Saturday, February 17 to March 17
8 a.m. to 2 p.m.
5 Sessions
Southlake Campus, V328
\$699 W. Paprocki

NEW! BROKER PRE-LICENSING INTERNET BASED ONLINE CLASS

To assist online learners, this internet-based class (PRLE 2-981) is offered as an option for completing the 75 hours of the broker pre-licensing curriculum without having to attend class meetings. Students can access the internet learning portal 24 hours a day and reach out to the instructor Monday through Friday. A visit to the Grayslake Campus is required for orientation on Monday, February 12 from 5:15-16:15 p.m. and students will be required to take their final exam on campus. A textbook is required and may be purchased in the CLC Bookstore prior to class. To sit for the state licensing exam, you must be 21 years of age and have a GED or be a high school graduate.

7373 PRLE 2-981
February 12 to March 29
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.

7314 PRLE 3-001
Tuesday and Thursday, February 8 and 13
5:30- 10 p.m.
2 Sessions
AND
Saturday, February 10
8 a.m. to 2 p.m.
1 Session
Southlake Campus, V328
\$199 W. Paprocki

7315 PRLE 3-002
Tuesday and Thursday, April 12 and 17
5:30-10 p.m.
2 Sessions
AND
Saturday, April 14
8 a.m. to 2 p.m.
1 Session
Southlake Campus, V328
\$199 W. Paprocki

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

**REGISTER FOR BOTH PRLE 4
AND PRLE 5 AND SAVE!**

COMBINED CLASS

7481 PRLE 6-001

Tuesday and Thursday, January 18-30
5:30-10 p.m.

4 sessions

Southlake Campus, V328

AND

Saturday, January 20 and 27

8 a.m. to 2 p.m.

2 Sessions

Southlake Campus, V328

\$249

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

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

7316 PRLE 4-001

Tuesday and Thursday

January 18 and 23

5:30-10 p.m.

2 Sessions

AND

Saturday, January 20

8 a.m. to 2 p.m.

1 Session

Southlake Campus, V328

\$135 W. Paprocki

**ILLINOIS BROKER APPLIED REAL ESTATE
PRACTICES**

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

7317 PRLE 5-001

Tuesday and Thursday

January 25 and 30

5:30-10 p.m.

2 Sessions

AND

Saturday, January 27

8 a.m. to 2 p.m.

1 Session

Southlake Campus, V328

\$135 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.

7423 PRLE 41-001

Wednesday, March 14

1-4 p.m.

1 Session

Grayslake Campus, T335

\$59 J. Delacluysse

Home Inspection

Learn more about Home Inspection by attending a **FREE** information session at 6:30 p.m. on **Wednesday, January 24** at the **Grayslake Campus, Room T335**. 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.

7374 PRLE 40-001

Tuesday and Thursday

February 20 to May 10

6-9:30 p.m.

25 Sessions

Grayslake Campus, TBA

\$799 K. Fulara

Room Assignment:

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

Social Worker CEs

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.

GENDER-BASED VIOLENCE

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

7460 PSWC 14-001
Wednesday, January 17-May 2
6-9:45 p.m.
15 Sessions
Grayslake Campus
\$396 Staff



NEW! SPECIAL TOPICS IN HUMAN SERVICES-SUICIDE AND SUBSTANCE USE

Students will address the following topics: identifying suicidal thoughts and behaviors, including risk factors and warning signs for suicide; best practices for counseling clients with suicidal thoughts and behaviors; and administrative considerations such as implementing program guides, including legal and ethical issues involved in managing and providing treatment to clients. Substance use disorders magnify the risk of suicide—hence the need to concurrently treat SUDs while addressing the specific needs of those who have warning signs of suicide. Clinical vignettes and diverse classroom instruction will enhance student learning and skill building. Eligible for 15 CEs.

7487 PSWC 15-001
Saturday, February 3 and 10
9 a.m. to 4 p.m.
2 Sessions
Grayslake Campus, T227
\$99

Room Assignment:

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

NEW! PRINCIPLES OF FOSTER CARE

This course is for people who have received basic orientation for foster care from the agency for which they are fostering children as well as for those who want to learn more about the foster care system. It seeks to acquaint new and experienced foster parents with basic concepts in fostering through formal presentations and learning from other class members. Eligible for 15 CEs.

7488 PSWC 16-001
Tuesday, April 10-May 1
6-9:45 p.m.
4 Sessions
Grayslake Campus, C222
\$99

NEW! ETHICS IN HUMAN SERVICES

Ethics in Human Services: This online course provides the student with an introduction to multiple ethical considerations in the counselor-client relationship. Topics considered will include personal values of professional staff, confidentiality, sexual and social contact with clients, self-determination, conflicts of interest, dual relationships and more. Students will also consider application of agency policies, professional ethics and the law. Blackboard will be incorporated into this class. A textbook is required and may be purchased at the CLC Bookstore prior to class. Eligible for 15 CEs.

7486 PSWC 17-800
January 22 to March 16
Online 24/7
\$99

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.

7424 PTCH 25-800

March 5-30

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.

7425 PTCH 41-800

March 5-30

Online 24/7

\$145 D. Torrez

STUDENTS WITH ASD (AUTISM SPECTRUM DISORDER)

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

7426 PTCH 42-800

March 5-30

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.

7427 PTCH 43-800

April 2-27

Online 24/7

\$145 R. Moore

NEW! 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.

7428 PTCH 44-800

April 2-27

Online 24/7

\$195 J. Meyer

How to Register for Online Teacher Education Classes

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



Personal Success Program

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

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

All new students must be interviewed by the program coordinator to determine eligibility prior to enrolling in classes. For a new student interview, please call (847) 543-2615. Visit www.clcillinois.edu/professional/personalsuccess for course information and a Spring 2018 registration form.

PSP Classes offered at the Grayslake Campus

RETAIL SKILLS: CASHIER TRAINING

This course is designed to provide cashier training that recognizes the individual needs and learning pace of each student. The skills will be taught through a combination of instructor-led lecture, hands-on group activities and computer-based cashier training that provides thorough practice in the customer and payment scenarios encountered on the job. The training is designed to familiarize

students with point-of-sale (POS) technology, payment methods and current processes they will be expected to know as a cashier in the modern world of retail.

7372 PPSP 26-001
Thursday, February 8 to May 3
12:45-2:45 p.m.
12 Sessions
Grayslake Campus, L032
\$399 G. Johnson



PERSONAL CARE AIDE - PSP

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

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

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

7459 PPSP 40-001
Friday, March 2 to April 27
12:45-3:45 p.m.
8 Sessions
Grayslake Campus, TBA
\$425 G. Johnson

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



PSP Classes offered at the Southlake Campus in Vernon Hills

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.

7369 PPSP 10-001
Tuesday, February 6 to May 1
12:30-2:30 p.m.
12 Sessions
Southlake Campus, V102
\$399 C. Kurtzhaltz

PET CARE I

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

7371 PPSP 20-001
Friday, February 9 to May 4
12:30-2:30 p.m.
12 Sessions
Southlake Campus, Roo4
\$399 B. Heidner

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.

7370 PPSP 16-001
Tuesday, February 20 to April 17
10 a.m. to 12 p.m.
8 Sessions
Off Campus, Youthage Culinary
\$425 R. Collins

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.

7420 PHOS 1-001
Monday, February 12
6-10 p.m.
1 Session
Grayslake Campus, TBA
\$29 A. DeMarco

7421 PHOS 1-002
Saturday, March 10
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, TBA
\$29 A. DeMarco

7422 PHOS 1-003
Monday, April 23
6-10 p.m.
1 Session
Grayslake Campus, TBA
\$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.

7356 PHOS 5-001
Monday and Wednesday
February 26-28
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, TBA
\$99 J. Keyes

7358 PHOS 5-002
Tuesday and Thursday, April 17-19
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, TBA
\$99 J. Keyes

CERTIFICACIÓN DE SERVSAFE FOOD PROTECTION MANAGER

Este curso lo preparará para certificarse o volver a certificarse a través de la Asociación Nacional de Restaurantes - Fundación ServSafe. Cubrirá todos los principales puntos de saneamiento, incluida la forma en que los alimentos se vuelven inseguros, las precauciones adecuadas, la higiene personal, la contaminación de los alimentos, las reglamentaciones y los estándares de inspección. El examen ServSafe reconocido a nivel nacional se ofrece como parte de este curso. Al completar con éxito el examen ServSafe, recibirá una copia de su certificado ServSafe Food Protection Manager, que es reconocido a nivel nacional. Nota: A partir del 1 de enero de 2018, el Departamento de Salud Pública de Illinois ya no requerirá un certificado estatal de FSSMC. Se requiere un libro de texto y se puede comprar en la librería de CLC antes de la clase. Nota: Se recomienda encarecidamente que los estudiantes lean el libro de texto y revisen los cuestionarios de los capítulos antes de la clase para prepararse para la prueba de certificación al final del curso.

7475 PHOS 6-001
Tuesday and Thursday, February 6 and 8
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, TBA
\$99 B. Trejo

7476 PHOS 6-001
Tuesday and Thursday, April 10 and 12
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, TBA
\$99 B. Trejo

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

Are you responsible for employee training?



If you're seeking an affordable, high quality solution for training top talent at your organization, College of Lake County can help you get the job done. Our training solutions are custom designed to make an immediate impact on productivity.



Call: (847) 543-2615

Email: wpdi@clcollinois.edu

Visit: www.clcollinois.edu/wpdi



Bring out the best in your people

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

Innovative learning solutions that deliver results

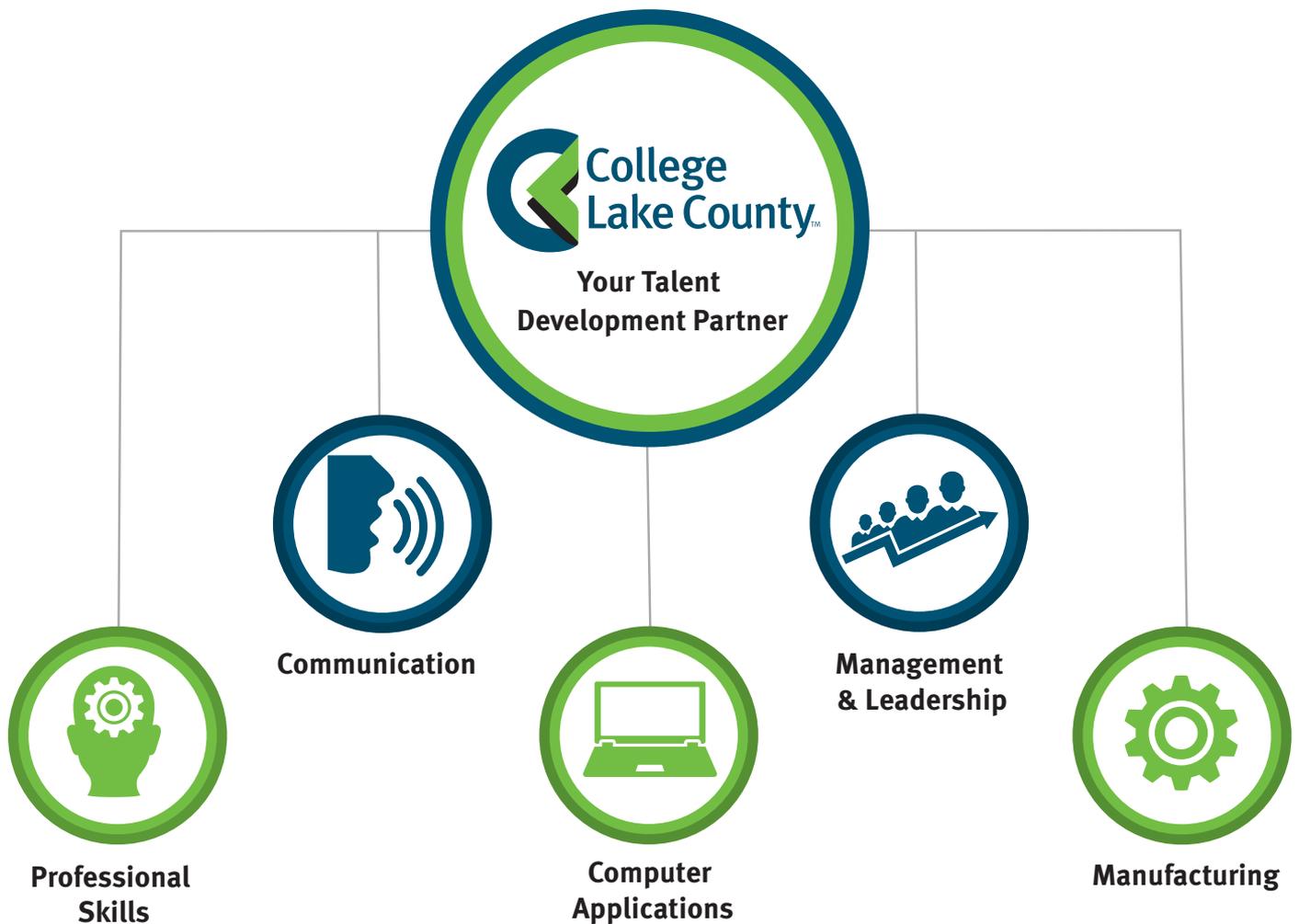


Bring out the best in yourself

Everyone at any level in any organization can benefit from training and continuous improvement. One-on-one or small group business coaching is another option to help you reach your fullest potential. CLC's team of experienced business coaches can guide you to the next level of success.

Stand out in today's competitive market

We want to be your talent development partner



With the continually changing work environment, preparing your organization with proficiencies is a smart strategy.

Multiple training options are available:

- Instructor-led classes
- Online classes
- Coaching: one-on-one or small groups

Crafted to meet your organization's specific needs, delivered onsite, online or at one of our three campuses.

For more information:

Call: (847) 543-2615

Email: wpdi@clcillinois.edu

Visit: www.clcillinois.edu/wpdi

College Lake County
Workforce and Professional
Development Institute

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) 543-2615.

Learn more about Truck Driver Training by attending a FREE information session at 6 p.m. on Tuesdays January 16, February 13, March 13 or May 1 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.

7429 PCDL 1-001
Monday to Friday
January 22 to February 23
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, T335
\$4100 J. Clark

7430 PCDL 1-002
Monday to Friday, February 26 to March 30
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, T335
\$4100 J. Clark

7431 PCDL 1-003
Monday to Friday, April 2 to May 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) 543-2615 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

7265 PSFT 30-001
Tuesday, January 16

7266 PSFT 30-002
Tuesday, February 20

7267 PSFT 30-003
Tuesday, March 20

7268 PSFT 30-004
Tuesday, April 17

Illinois Small Business Development and International Trade Center

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

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



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

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

(847) 543-2033

IllinoisSBDC@clcillinois.edu

www.clcillinois.edu/sbdc-itc



“My business advisor at the Small Business Development Center at the College of Lake County has been invaluable in helping me start my business. She worked with me on a business plan, which now becomes my road map to success going forward. She also helped me to find the right attorney and CPA to assist me with tax and legal issues. I would recommend the Small Business Development Center to anyone who is thinking about starting their own business.”

– Colleen Berg

Owner of Pawberry Lane Pet Café

www.PawberryLane.com

Pawberry Lane Pet Café specializes in healthy foods and all natural products for dogs, cats and horses.

The Illinois Small Business Development & International Trade Center is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA), the Illinois Department of Commerce and Economic Opportunity, and the College of Lake County. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Please contact the center at (847) 543-2033 or TDD: (847) 223-0134.

Accounting and Finance

INTRODUCTION TO QUICKBOOKS

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

7208 TBSM 20-001
Tuesday, February 20
8 a.m. to 5 p.m.
1 Session
Grayslake Campus, L032
\$150 R. Ritzwoller

INTERMEDIATE QUICKBOOKS

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

7209 TBSM 21-001
Wednesday, May 8
5-8:45 p.m.
1 Session
Grayslake Campus, L032
\$100 R. Ritzwoller

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.

7331 TBSM 2-001
Tuesdays, April 17 to May 8
6:30-8:30 p.m.
5 Sessions
Grayslake Campus, TBA
\$100 J. Osmond

Sponsored by  **First Midwest Bank**

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.

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!

7330 TBSM 10-001
Tuesday, February 20
6:30-8:30 p.m.
1 Session
Grayslake Campus, E125
FREE J. Osmond

7347 TBSM 10-002
Thursday, May 10
6:30-8:30 p.m.
1 Session
Grayslake Campus, T335
FREE J. Osmond

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.

This free workshop is also available online.

Government Contracting

NAVIGATING THE MAZE OF GOVERNMENT CONTRACTING

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

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

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



GOVERNMENT CONTRACTING 101

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

7348 TBSM 61-001
Thursday, March 15
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V328
FREE R. Haake

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.

7349 TBSM 63-001
Thursday, April 12
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.

7350 TBSM 64-001
Thursday, May 10
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V328
FREE R. Haake

Marketing and Sales

BROWN BAG MARKETING SERIES

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

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

TAKE THE SERIES AND SAVE!

BRING YOUR LUNCH AND JOIN US!

7457 TBSM 52-001
Wednesdays, February 7, March 14, April 4 and May 2
12-1:30 p.m.
4 Sessions
Southlake Campus, V328
\$75 N. Barszczewski



SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

NEW! 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.

7458 TBSM 53-001
Wednesday, February 7
12-1:30 p.m.
1 Session
Southlake Campus, V328
\$25 N. Barszczewski

EMAIL MARKETING FOR SMALL BUSINESSES

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

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

7410 TBSM 55-001
Wednesday, March 14
12-1:30 p.m.
1 Session
Southlake Campus, V328
\$25 N. Barszczewski

GOOGLE EXPLAINED

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

7411 TBSM 56-001
Wednesday, April 4
12-1:30 p.m.
1 Session
Southlake Campus, V328
\$25 N. Barszczewski

SOCIAL MEDIA 101: THE BASICS

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

7412 TBSM 54-001
Wednesday, May 2
12-1:30 p.m.
1 Session
Southlake Campus, V328
\$25 B. Himmelblau

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.

7351 TBSM 57-001
Wednesdays, March 7, April 4 and May 2
6-7:30 p.m.
3 Sessions
Southlake Campus
\$60 B. Himmelblau



TAKE THE SERIES AND SAVE!

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.

7352 TBSM 58-001
Wednesday, March 7
6-7:30 p.m.
1 Session
Southlake Campus, V328
\$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!

7353 TBSM 59-001
Wednesday, April 4
6-7:30 p.m.
1 Session
Southlake Campus, V324
\$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.

7354 TBSM 60-001
Wednesday, May 2
6-7:30 p.m.
1 Session
Southlake Campus, V324
\$25 B. Himmelblau

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.



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) 543-2615 for more information.

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

BEGINNING GLASSBLOWING

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

7052 CCRF 4-031
Monday and Tuesday, April 23-24
6-9 p.m.
2 Sessions
\$400

GLASSBLOWING PAPERWEIGHT

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

7055 CCRF 2-031
Monday, March 12
6-10 p.m.
1 Session
\$125

**Browse our listings
to find something
perfect for you!**

BEGINNER SEWING:**SEW HAPPY TOGETHER**

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

7212 CCRF 31-001
 Tuesday, January 23 to February 27
 6:30-8:30 p.m.
 6 Sessions
 Grayslake Campus, H107
 \$175 M. Wagner-Webb

SEWING PROJECT OF YOUR CHOICE

Reluctant to begin a sewing project you have always wanted to tackle? Get the helpful support and guidance you need to start and finish your project. Our seasoned instructor will answer questions, offer suggestions and give direction that will keep you motivated. Learn and create in a fun environment with fellow project conquerors.

7211 CCRF 47-001
 Tuesday, March 6 to May 8
 (No class March 20 & 27)
 6:30-8:30 p.m.
 8 Sessions
 Grayslake Campus, H107
 \$175 M. Wagner-Webb

**NEW! BEGINNER QUILTING:
RIPPED LOG CABIN QUILT**

Learn these quilting basics in a fun, introductory class: quilt terminology, fabric selection, color coordination, fabric tearing (grain straightening), log cabin squares, quilt seam allowances, log cabin patterns, batting and backing, tie through and stitch-in-the-ditch. Make a nine-square baby quilt or wall hanging as your final project. A supply list will be provided prior to the first 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.

7403 CCRF 53-001
 Thursday, April 5 to May 10
 6:30-8:30 p.m.
 6 Sessions
 Grayslake Campus, C106
 \$175 M. Wagner-Webb

**INTRODUCTION TO MOSAICS WORKSHOP**

Want to try your hand at basic mosaic? Here is your opportunity to dip your toe into an easy art project. Get an introduction to mosaic tools, techniques and materials, then make your own 4" x 4" mosaic to take home. Design templates are provided, but individual creativity is encouraged! All materials and supplies are included in the class fee.

7238 CCRF 29-001
 Wednesday, February 21
 6-8 p.m.
 1 Session
 Grayslake Campus, C218
 \$25 J. Matthews

NEW! MOSAICS II

Would you like to continue exploring the art form of mosaic? Then Mosaics II is for you! Start with a refresher in mosaic tools, techniques and materials before making a stepping stone and bird bath to take home. Design templates are provided, but individual art creativity is encouraged. Prerequisite: Introduction to Mosaics class or previous experience working with glass.

7239 CCRF 52-001
 Tuesday and Wednesday
 March 13-14
 6-8 p.m.
 2 Sessions
 Grayslake Campus, D106
 \$49 J. Matthews

Looking for Beginning Computer Classes? See page 9.

Dance

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." Eight weeks of professional dance instruction includes fox trot, waltz, cha cha and tango. Couples encouraged; class fee is charged per individual. Enjoy lots of personal attention at an incredible price. Register early; class size is limited.

7213 CDAN 2-031

Friday, February 9 to April 13
(No class March 23 & 30)

7-9 p.m.

8 Sessions

Lake County High Schools Technology
Campus, 143-145

\$139 R. & B. Sealander

NEW! INTERMEDIATE BALLROOM DANCING

Take your ballroom dancing to the next level. Continue to enjoy professional dance instruction with lots of personal attention in this shorter, four-session class. Build on what you mastered so far and learn advanced fox trot, waltz, swing and Latin dance steps. Couples encouraged; class fee is charged per individual. Spaces are limited! Prerequisite: CLC Beginning Ballroom Dancing class.

7240 CDAN 3-001

Friday, April 20 to May 11

7-9 p.m.

4 Sessions

LC High Schools Tech Campus, 143-145

\$69 R. & B. 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.

7026 CFIN 2-001

Thursday, February 1-15

7-9:15 p.m.

3 Sessions

Grayslake Campus, TBA

\$65 R. Babjak

7027 CFIN 2-002

Tuesday, February 6-20

7-9:15 p.m.

3 Sessions

Grayslake Campus, TBA

\$65 R. Babjak

REJUVENATE YOUR RETIREMENT

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

7028 CFIN 6-001

Wednesday, March 7-14

9-11:30 a.m.

2 Sessions

Grayslake Campus, TBA

\$59 R. Babjak

Gardening



SPRING GARDEN CLEANUP

It's time to get ready for the growing season. With the arrival of spring, the thought of garden work can be overwhelming. It can be tempting to dive into your projects with a piecemeal approach. Come to discuss how to plan ahead and get organized. We will talk about ways to prepare your garden beds, tools and machines that will make your season easier!

7325 CGAR 11-001

Tuesday, April 3

4-6 p.m.

1 Session

Grayslake Campus, TBA

\$38 D. Husemoller

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 January 22 unless noted. Classes fill quickly; please register early to get the schedule you want.

AEROBIC DANCE

7043 CFIT 16-001
Monday and Wednesday
6-6:50 p.m. Staff

AIKIDO SKILLS – BEGINNING

7415 CFIT 7-001
Wednesday
8-9:50 p.m.
C. Tseng

AIKIDO SKILLS – ADVANCED

7243 CFIT 9-001
Friday
8-9:50 p.m. C. Tseng

BODY TONING - WOMEN

7044 CFIT 21-001
Monday and Wednesday
7-7:50 p.m. Staff

INTRODUCTION TO RUNNING

7045 CFIT 25-001
Saturday, March 17 to May 5
8-9:50 a.m. Staff

PILATES

7041 CFIT 1-001
Monday and Wednesday
5-5:50 p.m. Staff

7042 CFIT 1-002
Tuesday and Thursday
11-11:50 a.m. Staff

T'AI CHI CHIH – BEGINNING

7467 CFIT 53-001
Wednesday
7-8:50 p.m.
Grayslake Campus, A166
D. McElhose

SPINNING

7046 CFIT 29-001
Tuesday and Thursday
5-5:50 p.m. Staff

7517 CFIT 29-002
Monday and Wednesday
12-12:50 p.m. Staff

STRENGTH TRAINING

7050 CFIT 55-001
Tuesday and Thursday
8-8:50 a.m. Staff

7518 CFIT 55-001
Monday and Wednesday
1-1:50 p.m. Staff

YOGA

7048 CFIT 51-001
Tuesday and Thursday
6-6:50 p.m. Staff

7049 CFIT 51-002
Tuesday and Thursday
12-12:50 p.m. Staff

ZUMBA

7047 CFIT 50-001
Monday and
Wednesday
11-11:50 a.m.
Staff

Fitness - Circus Arts

Welcome to the world of circus arts. Try this exciting world of fitness, creativity and community. Classes also offered for kids.

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

INTRODUCTION TO CIRCUS ARTS

Run away to join the circus and be home in time for dinner! Circus arts are exploding in popularity from hit TV shows and movies ("Glee," "America's Got Talent," "Pitch Perfect"), to pop singers like Pink, to Cirque Du Soleil. Explore balance (wire walking, stilts, unicycle, German wheel and more), juggling, acrobatics, physical theatre/improv and character building. Grow your skills in flexibility, communication, grit and creativity. Shake up your fitness routine and have some fun while getting circus strong!

7251 CFIT 58-031
Tuesday, February 6 to March 13
6-7 p.m.
6 Sessions
\$99 Circus Kazoo



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.

7059 CLNG 2-021
Wednesday, January 31 to March 7
6:30-9 p.m.
6 Sessions
Southlake Campus, Ro24
\$125 L. Nelson

7058 CLNG 2-001
Thursday, February 1 to March 8
6:30-9 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 L. Nelson

SPANISH 2

Eager to learn and practice expressing your ideas, wishes and desires in Spanish in the present, past and future tenses? This course will help you acquire a 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.

7061 CLNG 3-021
Wednesday, March 28 to May 2
6:30-9 p.m.
6 Sessions
Southlake Campus, Ro24
\$125 L. Nelson

7060 CLNG 3-001
Thursday, March 29 to May 3
6:30-9 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 L. Nelson

GERMAN 1

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

7219 CLNG 11-021
Tuesday, January 16 to February 20
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, Roo4
\$125 A. Burbach

GERMAN 2

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

7220 CLNG 12-021
Tuesday, March 6 to April 24
(No class March 20 and 27)
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, Roo4
\$125 A. Burbach

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.

7401 CLNG 15-001
Wednesday, February 7 to March 14
6-8 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 M. Ianni

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.

7414 CLNG 20-001
Monday, February 5 to March 12
6-8 p.m.
6 Sessions
Southlake Campus, Ro24
\$125 Staff

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.

7326 CLNG 30-021
Wednesday, January 31 to April 11
(No class March 21)
6:30-8:30 p.m.
10 Sessions
Southlake Campus, Roo4
\$189 L. Perez

FOR ALL LANGUAGE CLASSES

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

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

Music - Instrumental and Vocal

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.

7404 CMSC 64-031
Saturday, February 10 to March 3
9-9:45 a.m.
4 Sessions
\$115 Songbird Studio, Inc.



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.

7034 CMSC 6-001
Wednesday, January 17 to May 9
7:30-9 p.m.
Grayslake Campus, P101
\$50 J. Mojziszek

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.

7033 CMSC 5-001
Monday, January 22 to May 7
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.

7035 CMSC 7-001
Tuesday, January 16 to May 8
7:30-9 p.m.
Grayslake Campus, P101
\$50 D. Hibbard

WIND ENSEMBLE

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

7032 CMSC 4-001
Thursday, January 18 to May 10
7:30-9 p.m.
Grayslake Campus, P101
\$50 M. Flack

GOSPEL CHOIR

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

7029 CMSC 1-001
Monday, January 22 to May 7
7-9 p.m.
Grayslake Campus, D100
\$50 M. Hunter

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.

7036 CMSC 9-001
Wednesday, January 17 to May 9
6-8 p.m.
Grayslake Campus, D100
\$50 I. Mikolajczyk

CPR

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.

7031 CMSC 3-001
Tuesday, January 16 to May 8
7-9 p.m.
Grayslake Campus, D100
\$50 I. Mikolajczyk

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.

7030 CMSC 2-001
Tuesday and Thursday
January 16 to May 10
1-2:15 p.m.
Grayslake Campus, D100
\$50 I. Mikolajczyk

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.

7328 CWEL 30-001
Wednesday, February 7
5:30-8:30 p.m.
1 Session
Grayslake Campus, TBA
\$65 S. Frankson

7329 CWEL 30-002
Thursday, April 12
5:30-8:30 p.m.
1 Session
Grayslake Campus, TBA
\$65 S. Frankson



Natural Health and Wellness

REIKI 1: REIKI CHANNEL

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

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

7023 CBOD 7-001
Friday, March 9
10 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$150 H. McCutcheon

REIKI 2: REIKI PRACTITIONER

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

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

7022 CBOD 24-001
Friday, April 6
10 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$250 H. McCutcheon

THE POWER THAT LIES BETWEEN THE SKIN AND THE MUSCLE

Learn about the fascia and connective tissue that surrounds everything in our bodies, and how it influences and adapts to our every movement. Find out how it can restrict movement and what we can do to initiate changes.

7327 CWEL 6-001
Monday, April 30
6-8 p.m.
1 Session
Grayslake Campus, TBA
\$38 J. Johnsen



Personal Interest

VOICE-OVERS...NOW IS YOUR TIME

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

7056 CPER 22-021
Thursday, February 22
7-9 p.m.
1 Session
Southlake Campus, Ro24
\$75 Such A Voice

NEW! INTRODUCTION TO RADIO AND PRODUCTION

Always wanted to be on the radio? Interested in podcasting or voiceovers? Enjoy an engaging introduction to the field of broadcast communications, complete with hands-on experience. Topics include on-air execution, production/creative services, voiceover work and radio promotion. Gain valuable insight from Chicago broadcast professionals.

7252 CPER 23-001
Tuesday, April 3 to May 1
7-8:30 p.m.
5 Sessions
Grayslake Campus, Lo32
\$139 J. Hemmer

Photography

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

PHOTOGRAPHY BASICS FOR BEGINNERS

Just beginning to explore photography? Get the most out of your digital camera by learning how it works and discovering how to use some of its basic functions. Learn to compose your shots and begin to understand the difference between a so-so picture and a good photograph. Part of the course will be driven by your input: what you want to learn or discuss. Plan to provide your own transportation to one class, which will meet at an outdoor location (TBD). Bring your DSLR to class each week.

7244 CPTO 8-001
Saturday, March 3 to April 21
(No class March 24 and March 31)
9-11:30 a.m.
6 Sessions
Grayslake Campus, TBA
\$195 J. Harold

NEW! INTRODUCTION TO PHOTOSHOP

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

7245 CPTO 54-001
Wednesday, February 7 to March 14
6:30-9 p.m.
6 Sessions
Grayslake Campus, T335
\$150 J. Harold

NEW! SMARTPHONE PHOTOGRAPHY

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 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.

7246 CPTO 2-001
Monday, April 2-23
7-9:30 p.m.
4 Sessions
Grayslake Campus, TBA
\$125 M. Caplan & J. Petrovic

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.

7057 CWRT 28-001
Tuesday, February 13, March 13,
April 10, May 8
6-8 p.m.
4 Sessions
Grayslake Campus, C122
\$99 S. Engstrom

Personal Enrichment

Explore: WHERE KIDS GO TO COLLEGE

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



Explore: Engineering

INTRODUCTION TO AUTOCAD (GRADES 6-9)

Join licensed civil engineer and CLC credit instructor Karen Schweiss for an introduction to the fundamental features and commands of AutoCAD, an electronic drafting software. Use this electronic design tool to draw new objects. Topics include: basic drawing and editing commands, understanding and creating layers, dimensioning and plotting. Bring your own flash drive to class. Taken Introduction to AutoCAD before? You are welcome to register again for more independent work and exploration.

7247 CSCC 3-001
Saturday, April 7-28
9-11 a.m.
4 Sessions
Grayslake Campus, TBA
\$99 K. Schweiss

Explore: Inventions

NEW! INTRODUCTION TO DESIGN THINKING: INVENTIONS (GRADES 3-5)

Learn how designers use creative ideas to solve problems for other people. Work through the process of design thinking, from defining a problem to creating a prototype solution. Practice teamwork and collaborative skills as you brainstorm ideas, solutions and possible modifications throughout the design process.

7419 CSCC 6-001
Saturday, April 7-28
9-11 a.m.
4 Sessions
Grayslake Campus, TBA
\$99 B. Atlee

Looking for online video making classes? See Video Game Maker 101: Perilous Pyramid and Online Video Game Maker 2: Invader! on page 12.

Explore: Circus Arts

INTRODUCTION TO CIRCUS ARTS

Run away to join the circus and be home in time for dinner! Circus arts are exploding in popularity. Explore balance (wire walking, stilts, unicycle, German wheel and more), juggling, acrobatics and physical theatre/improv as a new form of exercise. Shake up your fitness routine and have some fun while getting circus strong! Classes meet at Circus Kazoo, 100 S. Atkinson Road, Suite 102, Grayslake.

AGES 7-13

7249 CSCC 8-031

Tuesday, February 6 to March 13

5-6 p.m.

6 Sessions

\$99 Circus Kazoo

AGES 14-17

7250 CSCC 9-031

Wednesday, February 7 to March 14

4-5 p.m.

6 Sessions

\$99 Circus Kazoo

Explore: Test Prep

SAT PREP (GRADES 10-12)

Looking to prepare for and achieve your best on the SAT? Engage in algebra, geometry and basic mathematics refreshers to polish your math skills. Discover helpful ways to remember grammatical rules and effective strategies to help you approach reading passages and questions. Prepare now for SAT success! The upcoming SAT test dates are May 5 and June 2, 2018.

7405 CEXP 94-002

Wednesday, January 24 to March 14

5-7:15 p.m.

8 Sessions

Grayslake Campus, E124

\$250 J. Thompson

7242 CEXP 94-001

Saturday, March 3 to April 21

(No class March 24 & 31)

9 a.m. to 12 p.m.

6 Sessions

Grayslake Campus, T335

\$250 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, designed to engage and equip your bright student for academic success. Participation is by invitation for students who meet the prerequisite test scores on the SAT in sixth grade. Homeschool, private and parochial school parents may visit www.collegeboard.com to get information and register their sixth grade student to take the SAT at a local test center.

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

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

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

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

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

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

STEM DAY FOR GIRLS (Grade 7-12)

This annual free event is for girls who are interested in STEM (Science, Technology, Engineering, Math). Engage in a series of hands-on activities and inspiring presentations designed to motivate you to become an innovative and creative thinker and to pursue a STEM career. Enjoy a welcoming introduction to college life at CLC.

This free event is on Saturday, February 24 at the Grayslake Campus and is open to school groups, scout groups, youth groups and individual girls. Visit www.clcillinois.edu/stem to register. Watch for the STEM Innovation Fair in late spring.

SUMMER 2018 EXPLORE CAMPS

What are you doing this summer? Summer camps begin June 11.

New this summer: cooking, fire science, creative writing

Returning favorites: NASA Astronomy, Academic Acceleration, STEAM

Registration opens March 1, 2018. Camps sell out fast!

www.clcillinois.edu/youth

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: Field Trips and Tours

FIELD TRIP TO PENWERN: A FRANK LLOYD WRIGHT ESTATE

Enjoy a rare opportunity to visit Penwern, a privately owned estate on Lake Delevan. Author and photographer Mark Hertzberg will present an illustrated talk from 9-10 a.m. at the Southlake Campus and then lead the field trip to southern Wisconsin. Food and beverages are on your own.

7402 CTRP 13-001
Wednesday, April 11
9 a.m. to 4 p.m.
1 Session
Southlake Campus, V138
\$129 M. Hertzberg

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.

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

Discovery: Current Events

GREAT DECISIONS DISCUSSION GROUP

Great Decisions is an opportunity to study, discuss and share opinions about some of today's complex foreign policy issues using articles provided by the Foreign Policy Association, an independent nonpartisan and non-governmental organization that has worked to educate the public about foreign policy issues since 1918. The eight topics for discussion in 2018 are: The Waning of Pan Americana?; Russia's Foreign Policy; China and America: The New Geopolitical Equation; Media and Foreign Policy; Turkey: A Partner in crisis; U.S. Global Engagement and the Military; South Africa's Fragile Democracy; and Global Health: Progress and Challenges. Please order your Great Decisions 2018 Briefing Book online at <http://fpa.org> and read the first topic before the first session.

PART 1: FIRST FOUR TOPICS

7214 CDIS 13-001
Tuesday, January 23 to March 6
(meets every other week)
9:30-11:30 a.m.
4 Sessions
Southlake Campus, Ro24
\$76 G. Midkiff

PART 2: LAST FOUR TOPICS

7215 CDIS 13-002
Tuesday, March 27 to May 8
(meets every other week)
9:30-11:30 a.m.
4 Sessions
Southlake Campus, Ro24
\$76

Discovery: Film

TRUE CRIME, CINEMATICALLY SPEAKING

Whoever thinks crime never pays has never seen the box office returns or the critical acclaim when a good film tells the true story of a felony. This series will look at four cinematic recreations of real crimes. The lineup includes Jack Black as a Sunday school teacher with something in his freezer and Jeremy Irons showing us how the 1 percent live – and die. The series also will recall how Arthur Penn changed movies and how Martin Sheen knows how to do a crime spree, especially if Sissy Spacek watches him.

7318 CDIS 5-001
Monday, February 19 to March 12
1-3:30 p.m.
4 Sessions
Southlake Campus, Ro22
\$76 J. Kupetz

WOMEN WITH A PURPOSE

This series looks at four films with female protagonists and lets participants decide whether the endings are happy. First, Dorothy Mackaill makes her existential choice in a pre-code film by William Wellman, and then Jane Fonda steps up for an existential Depression-era dance. If that's not enough to convince participants that these women mean it, Whoopi Goldberg will take a subversive walk and help Sissy Spacek see the light before a Coen brothers remake shows viewers that women with a purpose start young.

7319 CDIS 7-001
Monday, April 2-23
1-3:30 p.m.
4 Sessions
Southlake Campus, Ro22
\$76 J. Kupetz

Discovery: History

FASCINATING AMERICAN BIOGRAPHIES

By popular request, historian Barry Bradford returns with an all-new class consisting of multimedia biographies of important and interesting Americans. Topics may include Orson Welles, Jackie Robinson, Herbert Hoover and Sidney Poitier.

7322 CDIS 62-001
Monday, January 22 to February 12
9:30-11 a.m.
4 Sessions
Southlake Campus, Ro24
\$95 B. Bradford

RECONSTRUCTION

The U.S. Civil War ended in 1865, but fighting in various forms continued in the south until 1877. Constitutional amendments. Presidential vetoes. A presidential impeachment. White supremacists. The Freedman's Bureau. Military occupation. Carpetbaggers. Scalawags. Redeemers. Andrew Johnson. Ulysses S. Grant. Rutherford B. Hayes. The Panic of 1873. Join historian Gary Midkiff for a review of this tumultuous period.

7217 CDIS 85-001
Wednesday, January 24-31
1-3 p.m.
2 Sessions
Southlake Campus, Ro24
\$38 G. Midkiff

OVERLOOKED AMERICANS

Join historian Gary Midkiff for a fascinating look at 12 Americans who you may not recognize but should know, including: the hero of the Flint, Michigan, contaminated water crisis, the driving force behind the Prohibition amendment, the two men who made medical history saving "blue babies" and the female Chicago playwright whose first production changed American theater.

7216 CDIS 84-001
Saturday, February 17-24
10 a.m. to 12 p.m.
2 Sessions
Southlake Campus, Ro24
\$38 G. Midkiff

THE REFUGEE CRISIS IN GERMANY THREE YEARS LATER

The world looked at Germany incredulously when in the summer of 2015, Chancellor Angela Merkel opened up the borders and let over one million refugees and asylum seekers, mostly from war-torn Syria, Afghanistan and Iraq, into the country. Equipped with a sturdy social net and a pressing moral obligation to help those in need, Germany seemed to be a new promised land for many of the refugees. But what has happened since? How has the refugee crisis been dealt with during these past three years? Join German historian and political scientist Anette Isaacs for a fascinating update on the successes and challenges that evolved from Chancellor Merkel's fateful decision.

7364 CDIS 72-001
Thursday, February 22
1-3 p.m.
1 Session
Southlake Campus, Ro24
\$19 A. Isaacs

THE CIVIL WAR: YEAR BY YEAR

As America faces serious questions about its Civil War history, we proudly present presidential award-winning historian Barry Bradford for a timely class looking at the roots, personalities, events and significance of the Civil War.

7321 CDIS 61-001
Monday, February 26 to March 26
(No class March 19)
9:30-11 a.m.
4 Sessions
Grayslake Campus, TBA
\$76 B. Bradford

PRESIDENTIAL POWER: TYRANNY OR CRISIS MANAGEMENT?

Explore the extent and limits of presidential power along with a historical overview of circumstances that required presidential intervention.

7398 CDIS 74-001
Wednesday, March 7-14
1-3 p.m.
2 Sessions
Southlake Campus, Ro24
\$38 H. Olson



OUR LEAST COMPETENT PRESIDENTS

Historians and political scientists enjoy debating who was our best president, or who had the best foreign policy or domestic agenda. But historian Gary Midkiff will guide you on a tour of the other end of the spectrum to analyze and explain why men such as James Buchanan, Andrew Johnson and Franklin Pierce are always rated at the bottom. Each was a competent person with a solid political background who failed as president. We will look at the 12 (of our past 43) presidents rated lowest by C-Span and try to understand their mistakes.

7218 CDIS 86-001
Wednesday, March 28 to April 4
9:30-11:30 a.m.
2 Sessions
Southlake Campus, Ro24
\$38 G. Midkiff

THE AMAZING ADVENTURE OF BERTHA BENZ AND THE HISTORY OF THE GERMAN AUTOMOBILE

The superb reputation of German cars is legendary: Porsche, BMW, AUDI and Mercedes Benz have millions of fans all over the world and are synonymous with the quality and success of German engineering. But hardly anyone knows

that the history of the automobile's origin is, to a great extent, due to Bertha Benz, a young mother of five, who 130 years ago, in a secret attempt to visit her mother, became the first human being ever to drive an automobile over a long distance.

7323 CDIS 65-001
Thursday, April 5
1-3 p.m.
1 Session
Southlake Campus, Ro24
\$19 A. Isaacs

GREAT BROADWAY COMPOSERS

Broadway maven and award winning cultural historian Barry Bradford returns with a new class on the greatest Broadway composers of all time. Each week will focus on the work of a different composer. Bradford will offer insights, biographical material and numerous examples of each composer's work. Topics may include George Gershwin, Irving Berlin, Cole Porter and Rogers and Hammerstein.

7320 CDIS 60-001
Monday, April 9-30
9:30-11 a.m.
4 Sessions
Southlake Campus, Ro24
\$76 B. Bradford

Discovery: Literature

THE ADAMS FAMILY

Once upon a time two extraordinary people, John Adams and Abigail Smith, fell in love, married and founded an American political dynasty, one marked with both great success and tragedy. That dynasty also tells the national story of struggle and transformation in America's first 100 years. The class examines four generations of Adamses including volcanic John Adams; flinty Abigail Adams; brilliant but belittled John Quincy; his wife, beleaguered Louisa Catherine Adams, who found life as an Adams no easy thing; adept and diplomatic Charles Francis; and languid historian Henry Adams, winner of a Pulitzer for his autobiography.

7363 CDIS 68-001
Tuesday, April 10 to May 1
1-3 p.m.
4 Sessions
Southlake Campus, Ro24
\$76 J. Haworth

DRAINING CHICAGO: THE EARLY CITY AND THE NORTH AREA

The flow of the Chicago River was turned away from Lake Michigan in 1900, and the time had come to redirect the sewers that had been discharging directly to the lake in Lake View, Edgewater, Rogers Park, Evanston and Wilmette, a massive undertaking. The Metropolitan Water Reclamation District improved the sluggish North Branch and constructed the North Shore Channel for a new outlet for sewage. Population growth caused sewage and industrial waste to overwhelm the rivers and canals, and a network of intercepting sewers and a treatment plant was built. As the urban landscape was paved over, flooding became the new and growing problem. Deep tunnels and surface reservoirs became integral to the drainage responsibilities of the District. This is the complicated, ever-changing and surprising story of draining Chicago.

7365 CDIS 88-001
Wednesday, April 18
9:30-11:30 a.m.
1 Session
Southlake Campus, Ro24
\$19 R. Lanyon

OPERATION FREEDOM: 70TH ANNIVERSARY OF THE BERLIN AIRLIFT

It was perhaps one of the greatest adventures in American military history: the Berlin airlift of 1948-49. When Soviet troops closed all access routes to West Berlin by land, sea and rail 70 years ago, thus threatening the lives of 2.5 million people and provoking the first major international crisis of the Cold War, American General Lucius D. Clay did not hesitate and proceeded to build a bold and fantastic bridge across the sky, involving 700 planes and 250,000 flights over a period of 14 months.

7324 CDIS 66-001
Thursday, May 10
1-3 p.m.
1 Session
Southlake Campus, Ro24
\$19 A. Isaacs

Discovery: Judaic Studies

WHO WROTE THE BIBLE?

Modern discoveries in archaeology, linguistics and literary studies have transformed how we understand the Bible. For both religious and non-religious readers, the real historical context for the Bible's creation offers new insights into ancient texts.

7366 CDIS 90-001
Thursday, February 8-15
1-3 p.m.
2 Sessions
Southlake Campus, Ro24
\$38 A. Chalom

THE AMAZING AGATHA

Uncover the many aspects of Agatha Christie. In sales, she has eclipsed everyone but Shakespeare and the Bible. She wrote about 80 mysteries, many in exotic locales, which she spent time in as the wife of a British archeologist. Lesser known is that she also wrote romantic fiction under another name. But the biggest mystery of all was what happened in her own life. Christie's life will intrigue you almost as much as her mysteries.

7400 CDIS 79-001
Friday, January 19-26
1-3 p.m.
2 Sessions
Southlake Campus, Ro24
\$38 S. Stephens

Discovery: World Religions

ADAM, EVE AND US

Genesis 2-3 tells the story of a god, a man, a woman, a snake and a prohibition. Over time, this simple origin myth becomes a driving force behind the West's view of male/female relationships, human sinfulness, humanity's control over nature, sexuality and the ceaseless desire to regain Paradise lost. This talk examines how the story of Adam and Eve deeply affects Western culture and shapes the way we think about ourselves.

7399 CDIS 76-001
Tuesday, February 6-13
1-3 p.m.
2 Sessions
Southlake Campus, Ro24
\$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.





Innovative Learning Solutions

that deliver results

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

For more information:

Call: (847) 543-2615

Email: corporatetraining@clcillinois.edu

Visit: www.clcillinois.edu/solutions

College  **Lake County**[™]
Workforce and Professional
Development Institute

FEATURED SPRING COURSES

Introduction to Radio and Production

Are you interested in podcasting? This course examines broadcast communications. Gain valuable insight from Chicago broadcast professionals. Details on page 39.

Explore: Introduction to AutoCAD (Grades 6-9)

Get an introduction to the fundamental features and commands of AutoCAD software from a licensed civil engineer. Turn to page 40 to learn more.

Discovery: Field Trip to Penwern, A Frank Lloyd Wright Estate

Enjoy a rare opportunity to visit Penwern on Lake Delevan in Wisconsin. Author and photographer Mark Hertzberg will present and lead the trip. Trip details on page 43.

Half-Day Computer Workshops

Master your computer skills with focused computer training classes in Excel and Outlook. Turn to page 10 for details.

Time Management

Boost your productivity by managing your time better. Online time management classes are found on page 8.

The Flipped Classroom

This new online teacher education course explores the flipped classroom concept. Learn how to change routine, boring education into a vibrant exchange of ideas and group learning. Course details are on page 21.

Starting Your Business in Illinois

Starting a business is exciting, but also challenging. This workshop is a wise first step. Turn to page 27 for workshops designed for the small business owner.





TRAINING

Customized Solutions

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

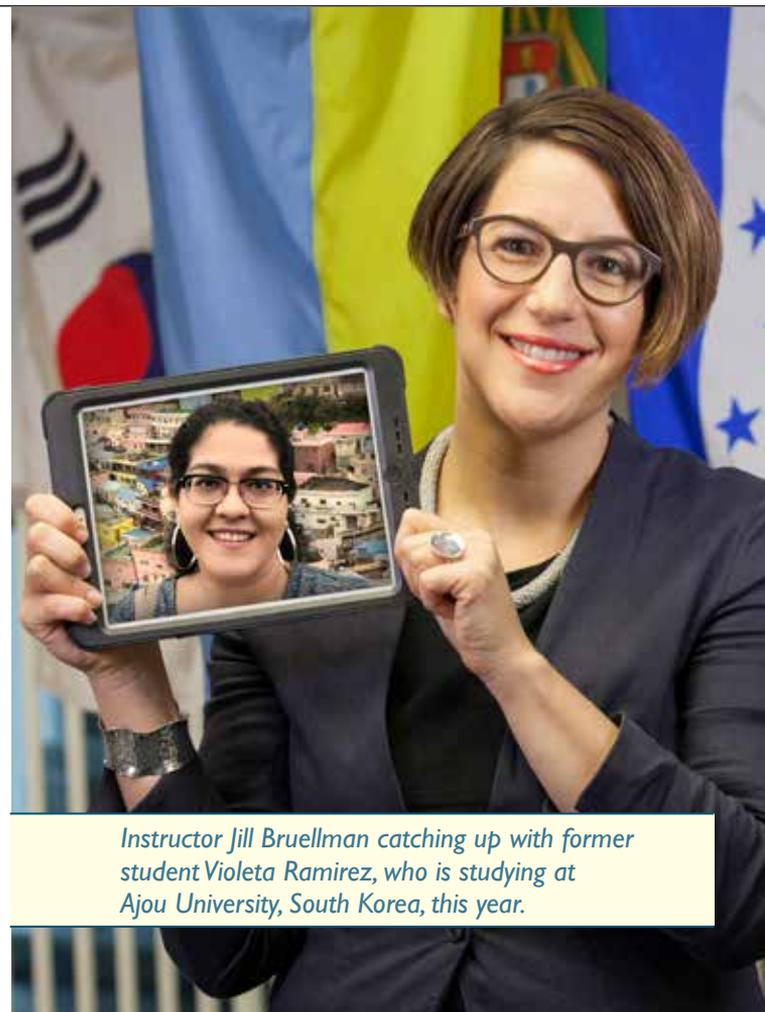
TOP TEN EXTRAORDINARY FACTS ABOUT COLLEGE OF LAKE COUNTY

[#3]

WE'RE THE LOCAL COLLEGE WITH A GLOBAL REACH

With over 1,200 students from 50 countries who have studied at CLC over nearly two decades, it is easy to see that diversity is one of our core values. Not only do we enjoy welcoming students from around the world, we offer a robust international education program as well.

Visit www.clcillinois.edu/TopTen and learn more facts about CLC and the opportunities waiting for you. #CLCTopTen



Instructor Jill Bruellman catching up with former student Violeta Ramirez, who is studying at Ajou University, South Korea, this year.

ECRWSS

RESIDENTIAL CUSTOMER

GRAYSLAKE CAMPUS

19351 W. Washington St., Grayslake, IL 60030

WAUKEGAN CAMPUS (LAKESHORE)

33 N. Genesee St., Waukegan, IL 60085

VERNON HILLS CAMPUS (SOUTHLAKE)

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

ONLINE

www.clcillinois.edu/wpdi

(847) 543-2615

