

CONNECT TO YOUR FUTURE

CLC CLASSES FALL 2019 NONCREDIT COURSES

Professional
Development Courses

Innovative Learning Solutions
for Businesses

Illinois Small Business
Development and
International Trade Center

Personal Enrichment
Learning Experiences
for All Ages

STEP BOLDLY INTO YOUR FUTURE AT THE COLLEGE OF LAKE COUNTY

The College of Lake County offers you opportunities to re-frame, re-imagine and re-engineer yourself as both a person and as a professional. No matter your age or your interests, there are workshops, training, programs and experiences designed for you.

PURSUE YOUR PASSIONS

Workshops and experiences for community members of all ages are offered this fall. Enroll in a creative arts workshop, join a choir or band to express your musicality or participate with other life-long learners in lively discussions in current events, pop culture, history and more.

KIDS CAN GO TO COLLEGE, TOO!

Explore, Engage and, new this fall, Embark programs are specifically designed for youth in grades 1-12 and young adults. Academic enrichment and life skills taught by experienced educators.

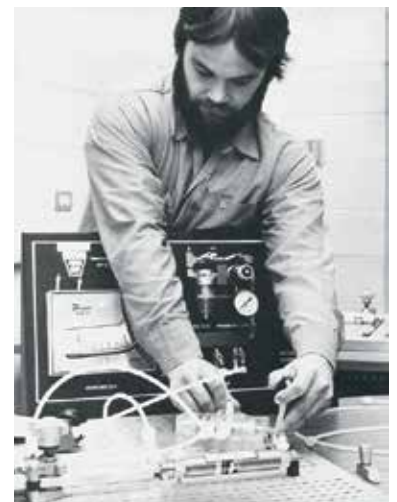
CREATE UPWARD MOBILITY IN YOUR PROFESSION

Develop a new skill or venture into a new career or new business through training and development in high-demand fields such as healthcare, manufacturing or real estate among others. Workshops and courses will enhance your current skills or develop new ones.

INVEST IN YOUR GREATEST RESOURCE – YOUR EMPLOYEES

Innovative training solutions for your department, team or company can be delivered at your location, a CLC campus or an off-site location locally, nationally or globally.

Find Yourself at CLC..... What would you like to do next?





EXPLORE THE COLLEGE OF LAKE COUNTY AND CONNECT TO YOUR FUTURE

EMBARK

Information exchanges and experiences to equip young adults to Embark successfully upon their future. Join your peers as we explore leadership, finances, life skills, decision making, career choices and many more subjects.

Stay tuned to CLC's website and social media outlets for information on our Pop-Up Events at all three campuses. You do not want to miss out!

CHOOSE YOUR PATH

Where do you want your career to go next? There are multiple learning opportunities for you. Enhance an existing skill, maintain a credential or discover a new field. To help you select your path, the College of Lake County has created fields of interest or clusters of programs that fit within a similar area. They are designed to help you choose a path based on your future goals, knowledge, skills and abilities.

Professional Development's courses and workshops are aligned with these fields of interests. Take a workshop or two or pursue a certificate or academic degree. It is now easier to navigate you unique career path.



COLLEGE OF LAKE COUNTY: PROUD PAST BOLD FUTURE

WORKFORCE AND PROFESSIONAL DEVELOPMENT INSTITUTE

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

For more information:

Call: (847) 543-2990

Email: wpdi@clcollinois.edu

Visit: www.clcollinois.edu

COMMUNITY PROGRAMMING

- Judicial Services
- Personal Enrichment

For more information:

Call: (847) 543-2980

Email: CPEinfo@clcollinois.edu

Visit: www.clcollinois.edu

Grayslake Campus

19351 W. Washington St.

Grayslake, IL 60030

Lakeshore Campus

33 N. Genesee St.

Waukegan, IL 60085

Southlake Campus

1120 S. Milwaukee Ave.

Vernon Hills, IL 60061

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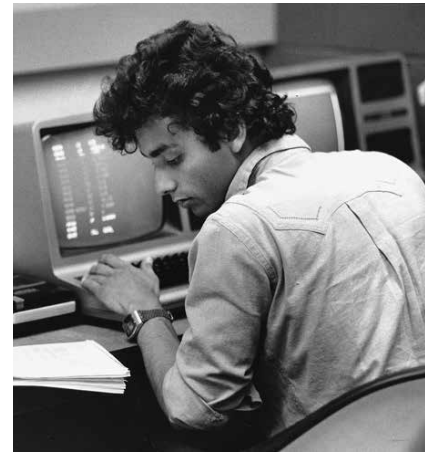
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PROOF CLC FOUNDATION AWARDED \$815,697 TO 386 STUDENTS IN 2018

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SCHOLARSHIP RECIPIENTS EARN MORE CREDITS

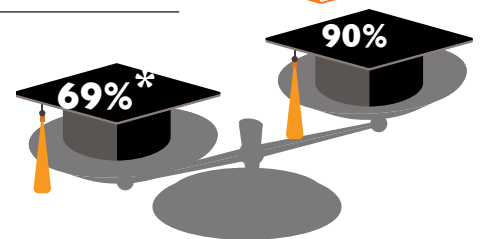
See how CLC Foundation Scholarship Recipients compare to *CLC students receiving other forms of Financial Aid



SCHOLARSHIP RECIPIENTS COMPLETE MORE COURSES

To make a gift in support of student success through scholarships and grants, donate online at

www.clcollinois.edu/foundation or contact the CLC Foundation at (847) 543-2091.





Professional Development

Affordable and conveniently scheduled courses taught by industry experts that will enhance your existing job skills, add new ones, maintain licensure or certifications or prepare you for a new career.



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Arts, Entertainment, and Hospitality

Are you the person that always knows the best restaurants and events in Lake County? Come be part of the action! Whether you dream of working at a local brewery, creating fine dining meals or anything in between, these courses may be for you.



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 "Certificate of Completion" will be honored for up to three years from the class date.

3697 PHOS 1-001

Saturday, September 21
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, E121
\$29 A. DeMarco

3698 PHOS 1-002

Saturday, November 9
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, E121
\$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.

3699 PHOS 5-001

Tuesday and Thursday, September 17-19
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, E125
\$99 J. Keyes

3700 PHOS 5-002

Tuesday and Thursday, October 15-17
8 a.m. to 1 p.m.
2 Sessions
Lakeshore Campus, TBA
\$99 J. Keyes

3701 PHOS 5-003

Tuesday and Thursday, December 3-5
8 a.m. to 1 p.m.
2 Sessions
Grayslake Campus, E125
\$99 J. Keyes

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

Fascinated by food? Made to multi-task? Check out CLC's Hospitality & Culinary Management Program at www.clcillinois.edu/programs/hcm

Business and Information Technology

The business world is always improving with new software, systems and ways to be more effective. These courses will help give you cutting edge skills to make a positive impact on your current and future organizations.

Project Management

PROJECT MANAGEMENT PROFESSIONAL SERIES

Interested in getting your Project Management Professional (PMP®) certification? Completion of 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.

Note: Due to the process involved in offering this class, students will not be allowed to withdraw 7 business days prior to the first day of class and receive a refund. It is scheduled as “drop by department consent” 7 business days prior to the start date.

TAKE THE SERIES AND SAVE!

3734 PPRO 88-001
Various Mondays and Fridays
October 4 to November 1
8:30 a.m. to 5 p.m.
5 Sessions
Grayslake Campus, TBA
\$1349 A. Kaufman

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.

3735 PPRO 85-001
Friday, October 4-11
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, TBA
\$525 A. Kaufman



PMP® is one of the most sought-after certifications in the world. The training is universal, applicable across industry and location. Just look to the Kaufman family for two prime examples.

Andy has managed and led business teams for over thirty years. He works with leaders of multinational corporations and the United Nations to improve their ability to lead and deliver. His son, Barrett, founded a film production studio and has managed projects from pre-production to distribution over the past decade.

Both Barrett and Andy bring their unique experiences to the classroom, preparing individuals for the Project Management Professional and Agile Project Management Certifications. Join them this fall to further your own ability to lead and deliver!

CLASSES CAN BE TAKEN INDIVIDUALLY:

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.

3736 PPRO 86-001
Monday, October 14-21
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.

3737 PPRO 87-001
Friday, November 1
8:30 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$425 A. Kaufman

Are you a licensed PMP?

PMP holders need to earn 60 professional development units (PDUs) over three years to maintain the credential. If you are looking for a convenient way to refresh your skills and earn PDUs, sign up for Essentials of Project Management and Advanced Project Management and earn 14 PDUs for each section. Call (847) 543-2990 for more information.

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

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

Continuing Education Vocational Credits
Note: Continuing Education Vocational Credits do not apply to any degree or certificate program offered at the college in the academic divisions. Vocational credits will not be added to a student's academic credit hours or included in the GPA. Students receive a grade of P (Pass) or N (No Pass). Call (847) 543-2990 for more information.



AGILE PROJECT MANAGEMENT SERIES

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

Note: Due to the process involved in offering this class, students will not be allowed to withdraw 7 business days prior to the first day of class and receive a refund. It is scheduled as "drop by department consent" 7 business days prior to the start date.

TAKE THE SERIES AND SAVE!

3813 PPRO 62-001

Monday, November 25 and December 2
AND
Tuesday, December 3
8:30 a.m. to 4:30 p.m.
3 Sessions
Grayslake Campus, TBA
\$849 A. Kaufman

CLASSES CAN BE TAKEN INDIVIDUALLY:

FOUNDATIONS OF AGILE PROJECT MANAGEMENT

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

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

This course qualifies for 7 PDUs for certified Project Management Professionals (PMP)® and is aligned with the Agile Certified Practitioner exam objectives developed by Project Management Institute.

3811 PPRO 60-001

Monday, November 25 to December 2
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, TBA
\$525 A. Kaufman

AGILE CERTIFIED PRACTITIONER (PMI-ACP) CERTIFICATION PREP

The Agile Certified Practitioner Certification Prep, 1 day session, is part of the Agile Project Management Series or may be taken individually to prepare for certification. As more organizations transition to agile, it is increasing the demand for professionals with agile skills and an understanding of a range of agile methodologies. Because of this demand, now is the perfect time to earn your Agile Certified Practitioner (PMI-ACP®) credential. For those who are already earned their Project Management Professional (PMP)® credential, this course qualifies for an additional 14 PDUs

3812 PPRO 61-001

Tuesday, December 3
8:30 a.m. to 4:30 p.m.
1 Session
Grayslake Campus, TBA
\$425 A. Kaufman

Would your organization benefit from onsite training? Contact CorporateTraining@clcillinois.edu to start a conversation about innovative learning solutions.

Online Business Courses

SIX SIGMA GREEN BELT SERIES

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

TAKE THE SERIES AND SAVE!

3758 PGOT 44-800

September 3 to November 29
Online 24/7
\$495 S. Follett

CLASSES CAN BE TAKEN INDIVIDUALLY:

INTRODUCTION TO SIX SIGMA GREEN BELT

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

3759 PGOT 51-800

September 3-27
Online 24/7
\$195 S. Follett

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

INTERMEDIATE SIX SIGMA GREEN BELT

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

3760 PGOT 52-800

October 7 to November 1
Online 24/7
\$195 S. Follett

ADVANCED SIX SIGMA GREEN BELT

The final course in the Six Sigma Green Belt program teaches you to improve and control processes while you apply the concepts learned in the Introduction and Intermediate Six Sigma Green Belt courses. Topics included in this course include hypothesis testing, design of experiments, and statistical process control.

3593 PGOT 53-800

August 5-30
Online 24/7
\$195 S. Follett

3794 PGOT 53-801

November 4-29
Online 24/7
\$195 S. Follett

Visit www.clcillinois.edu/professional/onlineclasses for the complete list of online courses.



BUSINESS MANAGEMENT SERIES

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 series includes the following courses: Management Boot Camp, Collaborative Management and Managing Generations in the Workplace.

TAKE THE SERIES AND SAVE!

3752 PPRO 4-800

September 3 to November 29
Online 24/7
\$595 S. Klaus

CLASSES CAN BE TAKEN INDIVIDUALLY:

MANAGEMENT BOOT CAMP

3750 PPRO 1-800

September 3-27
Online 24/7
\$295 S. Klaus

COLLABORATIVE MANAGEMENT

3751 PGOT 40-800

October 7 to November 1
Online 24/7
\$245 J. Odidison

MANAGING GENERATIONS IN THE WORKPLACE

3795 PPRO 3-801

August 5-30
Online 24/7
\$175 K. Dellabough

3592 PPRO 3-800

November 4-29
Online 24/7
\$175 K. Dellabough



PRODUCTIVITY AND TIME MANAGEMENT SERIES

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 SERIES AND SAVE!

3754 PGOT 43-800

September 3 to November 29
Online 24/7
\$595 J. Selke

CLASSES CAN BE TAKEN INDIVIDUALLY:

21ST CENTURY STRATEGIES FOR PRODUCTIVITY

3755 PPRO 2-800

September 3-27
Online 24/7
\$195 W. Draves

PRODUCTIVITY ETOOLS - BE ORGANIZED AND GET THINGS DONE

3756 PGOT 41-800

October 7 to November 1
Online 24/7
\$245 J. Selke

MANAGING PRODUCTIVITY

3757 PGOT 42-800

November 4-29
Online 24/7
\$245 W. Draves

Real Estate

Learn more about real estate by attending a FREE information session on August 15, from 6:30-8:30 p.m., Room V336 at the Southlake Campus in Vernon Hills. Visit www.clcinfosessions.eventbrite.com for more information.



Prepare To Be A Real Estate Broker!

The College of Lake County is a licensed Real Estate Education provider with the State of Illinois Department of Financial and Professional Regulation.

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

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

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

Looking to build a new career? Find the Home Inspection pre-licensing class on page 18.

BROKER PRE-LICENSING TOPICS CLASSROOM

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.

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

3702 PRLE 2-001

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

AND Saturday, September 7 to October 5
8 a.m. to 2 p.m.

15 Sessions
Southlake Campus, V328
\$699 W. Paprocki

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 M-F. A visit to the Grayslake Campus is required on Wednesday, September 4 from 5:15 -6:15 p.m. for orientation. 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.

3703 PRLE 2-981

September 4 to October 11
Online 24/7

\$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, purchase agreements, negotiating, market analysis, closing costs and escrow money. A textbook is required and may be purchased in the CLC Bookstore prior to class.

3591 PRLE 3-001

Tuesday and Thursday, August 22 and 27
5:30- 10 p.m.

AND Saturday, August 24

8 a.m. to 2 p.m.

3 sessions

Southlake Campus, V328

\$199 W. Paprocki

3704 PRLE 3-002

Tuesday and Thursday, October 17 and 22
5:30- 10 p.m.

AND Saturday, October 19

8 a.m. to 2 p.m.

3 Sessions

Southlake Campus, V328

\$199 W. Paprocki

ILLINOIS REAL ESTATE BROKER POST-LICENSE TOPICS

Are you a broker needing to renew your license? This course, along with PRLE 5, 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. Specifically, this course focuses the following critical topics: 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.

3847 PRLE 4-001

Tuesday and Thursday, November 5 and 7
5:30- 10 p.m.

AND Saturday, November 9

8 a.m. to 2 p.m.

3 Sessions

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. In this course, 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, students will apply 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.

3848 PRLE 5-001

Tuesday and Thursday, November 12-14
5:30- 10 p.m.

AND Saturday, November 16

8 a.m. to 2 p.m.

3 Sessions

Southlake Campus, V328

\$135 W. Paprocki

REAL ESTATE HOME STAGING 101

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.

3705 PRLE 41-001

Tuesday, September 24, 6- 9 p.m.

Grayslake Campus, E125

\$69 J. Delacluyse

BEAUTIFYING A HOME WITH THE RIGHT COLORS

For a home to look its best, it should have paint colors that complement the finishes in the home. Studies have shown that the wrong paint colors are one of the top five reasons that people will not be interested in a home. Many people take a "one color fits all" approach to selecting paint colors, but every home is unique and needs just the right colors to create maximum appeal. Whether you are buying or selling a home or simply redecorating, this course will help you to select paint colors that bring out the best in the home.

3852 PRLE 42-001

Thursday, October 17, 6- 9 p.m.

Grayslake Campus, E124

\$69 J. Delacluyse



"What a great experience [this] class was! Between applying the topics to real life scenarios and interesting speakers, I was completely blown away by all of it."

– Spring 2019 Student

Not only has Wayne Paprocki achieved financial success working in the real estate industry, he has been nationally recognized for sharing his talents through education and mentorship. His vast experience enables Wayne to teach students everything they could want to know about how to succeed in real estate. Learn selling strategies through Wayne's captivating tales this fall!

Information Technology

COMPUTER SKILLS FOR THE WORKPLACE

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

3748 PCTR 90-800

September 3-27

Online 24/7

\$195 B. Flanagan

MICROSOFT OFFICE BASIC TRAINING

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

3683 PCTR 29-001

Wednesday and Friday, November 6-8

9 a.m. to 5 p.m.

2 Sessions

Southlake Campus, V102

\$395 C. Horwitz



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. Textbook required.

3684 PCTR 15-001

Monday, September 9

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 C. Horwitz

3685 PCTR 15-002

Saturday, October 5

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 S. Bajt

3686 PCTR 15-003

Thursday, November 7

9 a.m. to 5 p.m.

1 Session

Southlake Campus, V102

\$195 J. Besser

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.

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

3687 PCTR 16-001

Monday, October 7

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 C. Horwitz

3688 PCTR 16-002

Saturday, October 19

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 S. Bajt

3689 PCTR 16-003

Thursday, November 21

9 a.m. to 5 p.m.

1 Session

Southlake Campus, V102

\$195 J. Besser

How to Register for Online Classes: Please contact our office at (847) 543-2990 or professionalworkshops@clcollinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard. For a complete list of Professional Development's online classes, visit www.clcollinois.edu/professional/onlineclasses.

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. Prerequisite: Microsoft Excel Level 2 or equivalent knowledge. Textbook required.

3690 PCTR 17-001

Saturday, November 2
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$195 S. Bajt

3691 PCTR 17-002

Tuesday and Thursday, December 3-5
9 a.m. to 1 p.m.
2 Sessions
Southlake Campus, V102
\$195 J. Besser

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.

3681 PCTR 27-001

Friday, October 25
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, TBA
\$115 C. Horwitz

SPECIALIZED TRAINING IN MICROSOFT EXCEL CHARTING AND GRAPHING

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

3682 PCTR 28-001

Friday, October 25
1- 5 p.m.
1 Session
Grayslake Campus, TBA
\$115 C. Horwitz

MICROSOFT ACCESS: LEVEL 1

Use this powerful database as you learn the purpose of and terminology associated with a relational database and Access objects. Learn to store, locate, print and automate access to any type of important information. Explore how to design a database and how to create, view and edit relational tables. Create and modify queries, forms and reports. Textbook required.

3692 PCTR 20-001

Tuesday, October 22
9 a.m. to 5 p.m.
1 Session
Southlake Campus, V102
\$195 J. Besser

MICROSOFT POWERPOINT: LEVEL 1

PowerPoint is an intuitive, powerful presentation graphics program that enables you to create dynamic, multimedia presentations for a variety of functions. You will create, design and deliver a presentation by learning to insert and modify a chart, insert tables and graphs, use clip art and animation to enhance your presentation. Textbook required.

3693 PCTR 30-001

Saturday, October 12
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$195 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. Textbook required.

3694 PCTR 70-001

Monday, November 25
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$195 J. Besser

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.

3753 PGOT 22-800

September 3-27
Online 24/7
\$195 D. Belhassen

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

**Combine creativity with technology in
the Digital Media and Design program!**
www.clcillinois.edu/programs/dmd

Everyone wants to advance in their career, but this is often easier said than done. Skill development and self-awareness take time, effort and expert advice. Enter Brian Janus.

Throughout his three decades in business, Brian has developed high-potential employees into leaders. A professional talent management consultant and leadership development manager, global corporations regularly use Brian's expertise. Brian has been sharing his knowledge at the College of Lake County for over 25 years. Start your path up the career ladder with Brian this fall!



NEW! IMPROVING WORKPLACE COMMUNICATION USING DISC

Are you the kind of person who jumps right into a task or do you prefer to take a calm, steady approach? How do you manage both colleagues who want to collaborate and others who want to work independently? If you've ever sought ways to understand your own behaviors – or why others act the way they do – the DiSC assessment tool can help! In this session, you will learn the basics of the DiSC assessment. This knowledge can assist you respond to conflict, improve working relationships, develop stronger sales skills and work in any team.

3827 PPRO 100-001

Friday, October 25
9 a.m. to 1 p.m.
1 Session
Grayslake Campus, TBA
\$139 B. Janus

NEW! LEADERSHIP FOR NEW LEADERS: MAKING THE TRANSITION

Managing others for the first time is an exciting professional challenge. While many take on the role, few learn and practice the techniques that lead to success. From effective communication methods and setting clear expectations to shifting one's own mindset to being "the boss", first-time managers have a lot to learn. Delivered by an expert in leadership development, this session will prepare those entering managerial roles in how to approach their new position.

3829 PPRO 101-101

Friday, December 6
9 a.m. to 1 p.m.
1 Session
Grayslake Campus, TBA
\$139 B. Janus

How to Register for Online Classes: Please contact our office at (847) 543-2990 or professionalworkshops@clcollinois.edu for information on how to access your online course. These are instructor-led, online courses that cannot be accessed through Blackboard. For a complete list of Professional Development's online classes, visit www.clcollinois.edu/professional/onlineclasses.

Communication and Humanities

Do you love to talk and connect with people? Learn different approaches and techniques to make sure that your messages are professional and effective.

TAKE THE SERIES AND SAVE! CLASSES CAN ALSO BE TAKEN INDIVIDUALLY

BUSINESS WRITING SERIES

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 series will take you to the next level, where business writing is a skill for personal and organizational success.

SERIES:

3761 PGOT 35-800
September 3 to November 29
Online 24/7
\$495 D. Felix

BUSINESS WRITING

3762 PGOT 33-800
September 3-27
Online 24/7
\$195 W. Draves

EFFECTIVE COPYWRITING

3763 PGOT 10-800
October 7 to November 1
Online 24/7
\$195 K. Will

WRITING NEWS AND PRESS RELEASES

3764 PGOT 34-800
November 4-29
Online 24/7
\$195 W. Draves

SOCIAL MEDIA FOR BUSINESS SERIES

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

SERIES:

3769 PPRO 40-800
September 3 to November 29
Online 24/7
\$495 J. Selke

INTRODUCTION TO SOCIAL MEDIA

3770 PPRO 37-800
September 3-27
Online 24/7
\$195 N. Siscaretti Doyle

MARKETING USING SOCIAL MEDIA

3771 PPRO 38-800
October 7 to November 1
Online 24/7
\$195 N. Siscaretti Doyle

INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION

3772 PPRO 39-800
November 4 to November 29
Online 24/7
\$195 J. Selke

WORKPLACE COMMUNICATION SERIES

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

SERIES:

3765 PGOT 14-800
September 3 to November 29
Online 24/7
\$595 S. Klauss

CONFLICT MANAGEMENT

3766 PGOT 11-800
September 3-27
Online 24/7
\$195 S. Klauss

NEGOTIATION: GET WHAT YOU WANT

3767 PGOT 12-800
October 7 to November 1
Online 24/7
\$195 TBD

USING PERSONALITY PROFILES TO IMPROVE WORK PERFORMANCE

3768 PGOT 13-800
November 4 to November 29
Online 24/7
\$195 S. Klauss

Use your communication skills in the manufacturing industry!
www.clcillinois.edu/programs/tec

Education and Social Sciences

Designed for those looking to keep up-to-date on current trends in teaching or build on their vocational skills, these courses are perfect for current educators and those that love to learn.

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 support. The curriculum is designed to be delivered at a level and pace appropriate to each student's needs.

All new students must be interviewed by the program coordinator to determine eligibility prior to enrolling in classes. For a new student interview, please call (847) 543-2990. Visit www.clcillinois.edu/professional/personalsuccess for course information and a fall 2019 registration form.

PSP Class held off campus at Youthage Culinary, Mundelein

INTRODUCTION TO CULINARY ARTS

This course is designed to give young adults an opportunity to receive hands-on training, as well as prepare 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 with the opportunity to practice and develop technical skills required to enter the workforce, while also promoting confidence-building.

3711 PPSP 16-001

Thursday, September 26 to November 14
9:15- 11:15 a.m.
8 Sessions
Off Campus, Youthage Culinary
\$425 R. Collins

PSP Classes offered at the Grayslake Campus

INTRODUCTION TO ENTREPRENEURSHIP PSP

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

3747 PPSP 11-001

Wednesday, September 11 to December 4
9:15- 11:15 a.m.
12 Sessions
Grayslake Campus, E118
\$399 C. Jackson

PERSONAL CARE ASSISTANT - PSP

This course is specially-designed to provide students with an opportunity to gain the basic skills needed to 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
- HeartSaver CPR and awareness of blood borne pathogens

3709 PPSP 40-001

Friday, September 27 to November 22
12:30- 3 p.m.
9 Sessions
Grayslake Campus, D228
\$425 D. Prouty

PET CARE I

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

3710 PPSP 20-001

Friday, September 13 to December 6
9:15- 11:15 a.m.
12 Sessions
Grayslake Campus, E118
\$399 B. Heidner

READING FOR THE WORKPLACE 1

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

3707 PPSP 2-001

Tuesday, September 10 to December 3
10 a.m. to 12 p.m.
12 Sessions
Grayslake Campus, TBA
\$399 M. Berman

3708 PPSP 2-002

Tuesday, September 10 to December 3
12:30- 2:30 p.m.
12 Sessions
Grayslake Campus, TBA
\$399 M. Berman

READING FOR THE WORKPLACE 2 WILL BE OFFERED IN THE SPRING

NEW! READING FOR THE WORKPLACE 3

This is a continuation class for students who have completed Reading for the Workplace 2. Unlock the keys to better reading and spelling to help you be more successful at work and in your daily life. This class will focus on vowel teams, r-controlled syllables and diphthong syllables, while also placing more emphasis on comprehension. You will learn by seeing, hearing and physically experiencing the concepts. The first part of class will feature lessons based on the SLANT System for Structured Language Training. The last portion will consist of reading, spelling and comprehension activities to practice the previously taught concepts.

3744 PPSP 8-001

Wednesday, September 11 to December 4
12:30- 2:30 p.m.
12 Sessions
Grayslake Campus, TBA
\$399 M. Berman

PSP Classes offered at the Southlake Campus in Vernon Hills

WELLNESS FOR WORK AND LIFE

The objective of this course is to help participants improve their health and fitness levels in order to secure and maintain employment. Through hands-on activities, they will learn the importance of good nutrition, what makes up a healthy diet and the benefits of physical activity. Fitness activities focus on gaining endurance in order to walk, stand and sit for longer periods of time without getting tired and increasing strength so they can bend, lift and move properly to avoid injuries and strains in the workplace. Students will also learn about the importance of mental wellness and stress reduction as a part of a healthy, balanced work and personal life.

3746 PPSP 35-001

Tuesday, September 10 to December 3
10 a.m. to 12 p.m.
12 Sessions
Southlake Campus, V328
\$399 G. Johnson

NEW! PET SITTING ENTREPRENEUR: COMPUTER APPLICATIONS

This exciting and practical course is for individuals who are interested in starting their own pet sitting business. Learn how to use computer applications for all your business needs. You will create and design:

- Pet sitting flyers
- Business cards
- Client-pet information form
- Pet report card
- Client schedule
- Service invoice template
- Sales income spreadsheet
- Promotional advertisements
- Pet sitting website
- Custom eye-catching logo and graphics

While this class is specifically geared to a pet sitting business, the concepts and skills that students are learning could be applied to other business ideas.

3745 PPSP 19-001

Tuesday, September 10 to December 3
12:30- 2:30 p.m.
12 Sessions
Southlake Campus, V306
\$399 C. Kurtzhalts

Teacher Education PDs

The following Teacher Education classes are offered online, and you can participate when you want day or evening. The online classroom is open 24 hours a day, seven days a week. There are no live real-time requirements or meetings. You decide when you participate. For the best learning, participants should log into the course on two to three different days of the week. The PTCH classes are eligible for 16 PDs for teacher continuing education.

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.

3834 PTCH 25-800
October 7 to November 1
Online 24/7
\$145 D. Reilly

SOCIAL MEDIA AND ONLINE 24/7 TOOLS FOR K-12 TEACHERS

3833 PTCH 41-800
October 7 to November 1
Online 24/7
\$145 D. Torrez

NEW! TALKING CIRCLES: A RESTORATIVE APPROACH TO STUDENT DISCIPLINE

Restore order to your classroom and establish a positive school culture with Talking Circles. This evidence-based intervention builds communities that foster social capital and creates a structure to repair the harm that impacts individuals within that community. Grounded in indigenous ways, Talking Circles have the opportunity to subvert the power structures within the punitive discipline model, and reestablish a communal approach that supports our students as 21st Century learners. Eligible for 16 PDs for teacher continuing education.

3835 PTCH 27-800
October 7 to November 1
Online 24/7
\$195 D. Torrez

GENDER IN THE CLASSROOM

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

3831 PTCH 45-800
October 7 to November 1
Online 24/7
\$145 J. Coates

USING CELL PHONES IN THE CLASSROOM

3836 PTCH 43-800
November 4-29
Online 24/7
\$145 R. Moore

GENERATIONAL LEARNING STYLES

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

3832 PTCH 46-800
November 4-29
Online 24/7
\$145 K. Dellabough

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.

3830 PTCH 42-800
October 7 to November 1
Online 24/7
\$145 J. Coates

Interested in becoming a teacher?
Check out CLC's Education program!
www.clcillinois.edu/programs/edu

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

Legal Studies and Public Safety

For those interested in Protective Services, these classes are a great place to start.



Michael Jimenez started his career as an armed security officer. His desire to serve his community spread across roles in the U.S. Army, multiple police departments, the U.S. Border Patrol and most recently the Federal Air Marshal Service in the U.S. Department of Homeland Security. Michael has spent over twenty years educating others in topics such as tactical operations, counterterrorism, and firearms. After over five million miles flown around the world protecting and teaching others, Michael has landed at the College of Lake County!

The Bureau of Labor Statistics projects that security officer positions will continue to grow over the next decade. This is the perfect time to learn from an expert on how to launch your protective services career!

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.

3695 PPSI 5-001
Monday to Friday, October 7-11
5:30- 9:30 p.m.
5 Sessions
Grayslake Campus, E121
\$199 M. Jimenez

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.

3696 PPSI 6-001
Monday to Friday, November 4-8
5:30- 9:30 p.m.
5 Sessions
Grayslake Campus, E121
\$249 M. Jimenez

Learn more about the career opportunities in Criminal Justice with the CLC program!
www.clcillinois.edu/programs/crj

Manufacturing, Engineering, and Advanced Technologies

There is a high demand in Lake County for workers ready to design, build and drive. When you're ready to use your hands-on skills to build a new career, these courses are for you!



NEW! COMMERCIAL ELECTRICAL INSPECTOR (E2)

This 12-week course, 2014 National Electrical Code – Commercial Electrical Inspector (E2) and Electrician Class, will introduce students to the fundamental code requirements for proper installation of electrical systems in commercial and industrial buildings. This test preparation class will provide students with a firm foundation of electrical equipment, materials and installation techniques that will assist the student in gaining the knowledge necessary to take the Commercial Electrical Inspector Certification Exam offered by the International Code Council (ICC). The instructor will identify and discuss general requirements of installations, services, bonding and grounding, wiring methods, hazardous locations, health care, swimming pools and more.

The class will also include an array of practice tests, and multiple timed comprehensive exams and an expanded guide of applicable code sections pertinent for the final exam. All Students will be encouraged to test for ICC Commercial Electrical Inspector Certification (E2).

Required Books: 2014 National Electrical Code (NFPA 70)

3879 PRLE 75-001

Wednesday, September 18 to December 4
6-9 p.m.
12 Sessions
Off Campus - Rolling Meadows, IL
\$850 H. Viramontes

NEW! COMMERCIAL BUILDING INSPECTOR (B2)

This 12-week course, on the 2015 International Building Code®, will cover the basic principles needed by a commercial building inspector. The topics covered include general administration, occupancy classifications, types of construction, wind and seismic provisions, height and area calculations, egress requirements, accessibility requirements, fire rated construction, special inspections, concrete construction provisions and construction document requirements.

The class will also include an array of practice tests, and multiple timed comprehensive exams. All Students will be encouraged to test for ICC Commercial Building Inspector Certification (B2).

Required Books: 2015 International Building Code, Building Codes Illustrated – A Guide to Understanding the 2015 International Building Code

3878 PRLE 76-001

Tuesday, September 17 to December 3
6-9 p.m.
12 Sessions
Off Campus - Rolling Meadows, IL
\$850 C. Riforgiate

Home Inspection

Learn more about home inspection by attending a FREE information session on August 20, from 6:30-8 p.m., Room E119 at the Grayslake Campus. Visit www.clcinfosessions.eventbrite.com for more information.

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.

3853 PRLE 40-001

Tuesday and Thursday
September 10 to December 5
6- 9:30 p.m.
25 Sessions
Grayslake Campus, E119
\$799 K. Fulara

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

3814 PSFT 30-001
Tuesday, August 20

3815 PSFT 30-002
Tuesday, September 17

3816 PSFT 30-003
Tuesday, October 15

3817 PSFT 30-004
Tuesday, November 19

3818 PSFT 30-005
Tuesday, December 10

Gain skills in Automation, Robotics and
Mechatronics to transform the future!
www.clcillinois.edu/programs/arm

Truck Driver Training (CDL)



Get on the Road to a Better Career!

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

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

For more information, visit www.clcillinois.edu/professional/truckdriver or call (847) 543-2990.

Learn more about truck driver training by attending a FREE information session at 6 p.m. on Tuesday evenings August 6, September 10 or October 15 Room E124 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.

This course meets for 25 sessions
Monday-Friday
7:30 a.m. to 4 p.m.
Grayslake Campus, TBA
\$4100 J. Clark

3808 PCDL 1-001
August 19 to September 20

3809 PCDL 1-002
September 23 to October 25

3810 PCDL 1-003
October 28 to December 3

Wellness and Health Sciences

If you are looking to combine your love of helping with a curiosity for science, and you have a desire to enter one of the fastest growing career fields, these courses may be ideal for you.

Healthcare

CNA RE-CERTIFICATION: MANUAL SKILLS PERFORMANCE TEST

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. Successful completion of this test fulfills the first step in the re-certification process. Before registering for the test, you must complete the Online 24/7 Re-certification Form with SIU Illinois Nurse Testing Aide. Please follow all instructions when submitting the form. If you are eligible for re-certification, they will send you a re-certification packet.

Health Requirements: You must have a current 1-Step TB test prior to the manual skills performance test.

Background Check and Fingerprinting

Process: To participate, the IDPH Health Care Worker Registry must show "Eligible" work status with a FEE_APP criminal background check. If the Health Care Worker Registry already shows your work eligibility with a FEE_APP, you will need to complete a new Authorization and Disclosure form, but you will not be required to fingerprint again. If you do need to fingerprint, it will be required prior to the first day of class. For detailed course information go to www.clcillinois.edu/professional/nursingCEs. Please call our office for an information packet at (847)543-2990.

Note: Registered students will be assigned a test evaluator and must complete the test within the timespan listed below. Due to the process involved in offering this test, students will not be allowed to withdraw 7 business days prior to the start date of tests and receive a refund unless they are found to be ineligible for re-certification. It is scheduled as "drop by department consent" 7 business days prior to the start date.

3821 VALH 97-001

TBA, September 2-28
1 Session
Clinic In-District, OFFCAMP
\$120 S. Kadera



CNA RE-CERTIFICATION: EXAM PREPARATION

In addition to successful completion of the Manual Skills Performance Test, individuals seeking CNA re-certification must pass a written competency test. This course will review content found on the Illinois Nurse Assistant/Aide Competency Examination. Students should bring any CNA textbook they have to both class sessions.

3820 VALH 10-001

Monday and Tuesday, October 7-8
9 a.m. to 2 p.m.
2 Sessions
Grayslake Campus, TBA
\$255 S. Kadera

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

3801 PALH 8-001

Saturday, August 17
1- 4 p.m.
Grayslake Campus, E124/E125

3802 PALH 8-002

Saturday, August 24
9 a.m. to 12 p.m.
Grayslake Campus, E121

3803 PALH 8-003

Friday, September 13
2:30- 5:30 p.m.
Grayslake Campus, E124/E125

3804 PALH 8-004

Saturday, October 5
1- 4 p.m.
Grayslake Campus, E124/E125

3805 PALH 8-005

Wednesday, October 23
5:30- 8:30 p.m.
Grayslake Campus, E119

3806 PALH 8-006

Thursday, November 7
5:30- 8:30 p.m.
Grayslake Campus, E124/E125

3807 PALH 8-007

Saturday, December 7
9 a.m. to 12 p.m.
Grayslake Campus, E124/E125

Looking for Heartsaver CPR with Adult, Child and Infant Training? See page 31.

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

3796 PALH 7-001

Saturday, August 24
1- 4 p.m.
Grayslake Campus, E118

3797 PALH 7-002

Friday, September 20
2:30- 5:30 p.m.
Grayslake Campus, E124/E125

3798 PALH 7-003

Thursday, October 17
5:30- 8:30 p.m.
Grayslake Campus, E121

3799 PALH 7-004

Wednesday, November 6
5:30- 8:30 p.m.
Grayslake Campus, E119

3800 PALH 7-005

Saturday, December 7
1- 4 p.m.
Grayslake Campus, E124/E125

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

NLN PRE-ENTRANCE EXAM PREPARATION

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

3823 VALH 25-001

Monday and Wednesday, September 9 to October 14
6- 9 p.m.
10 Sessions
Grayslake Campus, E124
\$199 V. Gupta

3824 VALH 25-002

Tuesday and Thursday, October 15 to November 19
6- 9 p.m.
10 Sessions
Grayslake Campus, TBA
\$199 V Gupta

SPANISH FOR MEDICAL PROFESSIONALS

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.

3773 PALH 4-800

September 3 to November 4
Online 24/7
\$290 C. Sempe

PERSONAL CARE AIDE

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

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

Classes will be held in a hands-on skills lab. Upon completion, students will receive a certificate of completion and an American Heart Association CPR card good for two years.

Textbooks and a gait belt are required and are available in the CLC bookstore.

This is not a certified healthcare professional or nurse aide course.

3837 VALH 12-001

Saturday, October 26 to November 16
8 a.m. to 2 p.m.
4 Sessions
Lakeshore Campus, TBA
\$299 A. Anderson

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

Pharmacy Technician Training

Learn more about pharmacy technician training by attending a FREE information session on Monday, August 19, from 6-8 p.m. at the Grayslake Campus, Room E118. 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 12 percent by 2026. Technicians work in a variety of settings, that include 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 are available for purchase in the bookstore. Course meets for 81 classroom hours and 24 online hours.

Program requirements: High school diploma or G.E.D, basic ninth and tenth grade math (algebra), proficiency in English (verbal and written communication skills), no prior criminal record, 18 years old (some exceptions), hand to eye coordination and finger agility.

This is a hybrid course that uses Blackboard.

3826 VALH 95-600
Monday and Wednesday, August 26 to
December 11
6- 9 p.m.
27 Sessions
Grayslake Campus, E118
\$1499 V. Vojvodic

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



COLLEGE OF
LAKE COUNTY

50

PROUD PAST
BOLD FUTURE

1969 - 2019



CLC HAS A PROUD PAST, BOLD FUTURE

College of Lake County started with one building in 1969 and now leads the future of education and workforce development in Lake County with three campuses and online programming to serve the diverse needs of Lake County, Illinois.

Quality academics, equity for all and a commitment to furthering student success are what CLC has strived to deliver every day for the last 50 years.

Join us in the conversation throughout our celebratory year on our social media channels using **#CLC50th**

Think you know CLC? Think again. Come out to one of our **50 Free Events for 50 Years** at one of our three campuses.

Events are free and open to the public to enjoy. Check out the schedule of events at **www.clcillinois.edu/50th**



1969

First classes held on Grayslake Campus on September 25, drawing an enrollment of 2,360 students, taking 224 courses. Tuition is \$7 per semester hour.



1981

Lakeshore Campus is opened in Waukegan.



1999

First building is dedicated at the Southlake Educational Center in Vernon Hills. Fall semester enrollment is 14,036 students.

1980

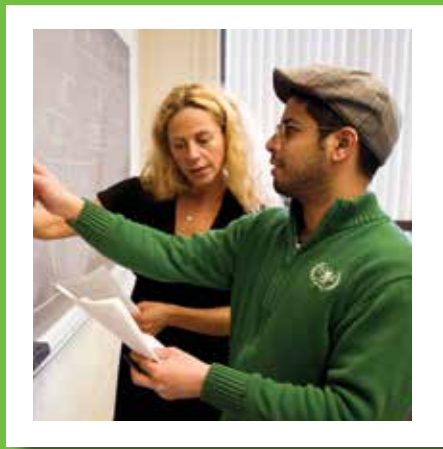
Learning Resource Center is opened on the Grayslake Campus. Fall semester enrollment is 12,441 students.



1997

Performing Arts Building is opened on Grayslake Campus. Fall semester enrollment is 13,670 students; tuition and fees are \$51 per credit.





2005

Technology Building is dedicated on the Grayslake Campus.



2012

Prairie Restaurant opens to provide a capstone class for hospitality and culinary management program.



2014

CLC receives a gold Campus Sustainability Compact Award from the Illinois Sustainable Technology Center.

2009

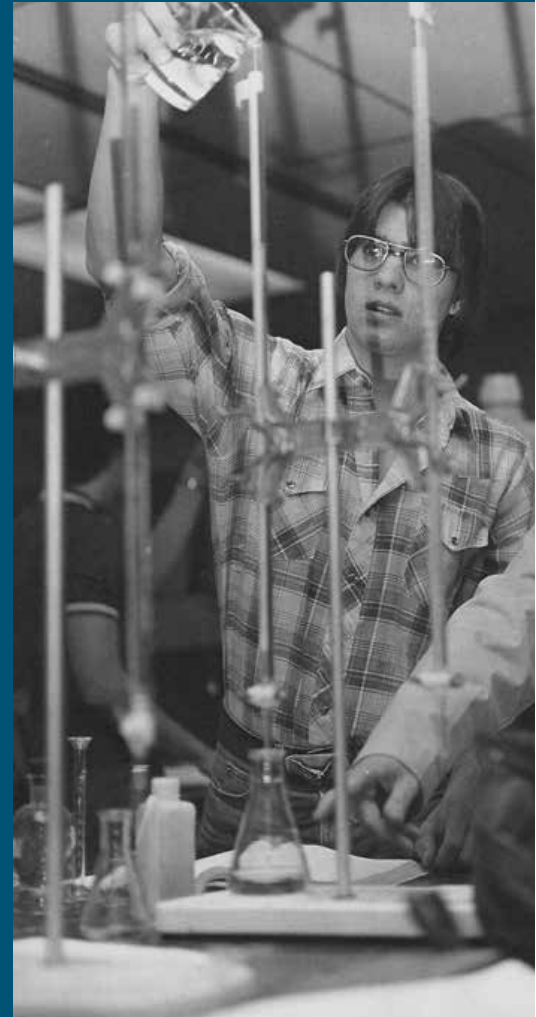
New dental hygiene clinic, the result of a nearly \$2 million remodeling project, opens at the 111 N. Genesee St. building on the Lakeshore Campus.



2019

Science & Engineering Building is certified by the nonprofit U.S. Green Building Council as LEED® Platinum, the highest level of certification achievable.





College Lake County™

Grayslake Campus
19351 W. Washington St.

Lakeshore Campus
33 N. Genesee St.
Waukegan

Southlake Campus
1120 S. Milwaukee Ave.
Vernon Hills

www.clcillinois.edu

Veterinary Assistant Training

Learn more about veterinary assistant training by attending a FREE information session on August 6, at 6 p.m., Room E119 at the Grayslake Campus. 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 and 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 of the program. Students will also be required to provide proof of current health insurance. Prior felony convictions may prevent participation in the program. The fee for this service is NOT included in the course fee.

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

Students may be required to meet specific health requirements and drug testing prior to placement in the clinical portion 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.

3819 PVET 1-001

Tuesday and Thursday, August 20 to
December 5
5- 10 p.m.
30 Sessions
Grayslake Campus, E118
\$2499 H. DeWitt

Considering advancing your
career in healthcare? Medical
Assisting is a great next step!
www.clcillinois.edu/programs/moa



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:

- No-cost, confidential, one-on-one business advising in English or Spanish with noted experts
- Assistance developing business, marketing and financial plans
- Information about federal, state and local loan programs
- Support in securing commercial loans with local providers
- No-cost one-on-one strategic export advising
- Access to vital business resources
- Interactive, low-cost workshops



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

Schedule a no-cost, one-on-one advising 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

Chris Russell, the "CR" in CR Welding, sought support from the Small Business Development & International Trade Center at the College of Lake County. Center advisors assisted Chris to create ways to capitalize on market needs, effectively run day-to-day operations and keep an eye on future opportunities.

Chris and Jennifer Russell,
Co-owners of CR Welding, LLC
<https://crweldingllc.com>

CR Welding provides custom metal fabrication, sandblasting and powder coating services.

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

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

INTRODUCTION TO QUICKBOOKS

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

3654 TBSM 20-001
Thursday, September 19
8 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$195 B. Ritzwoller

QUICKBOOKS CLOUD

This workshop will empower you to take control of the financial accounting for your business, all with the ease and convenience of an online platform. Learn how to import data, set up your company, run payroll, send invoices and reconcile accounts. Discover best practices when using QuickBooks Online and learn how to navigate its features. We will also review reporting capabilities and methods, sales/revenue, expense/purchase and other transactions. Materials are included in the course fee. **Prerequisite:** Ability to use Microsoft Windows products.

3653 TBSM 22-001
Thursday, October 24
8 a.m. to 5 p.m.
1 Session
Grayslake Campus, TBA
\$195 B. Ritzwoller

INTERMEDIATE QUICKBOOKS

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

3655 TBSM 21-001
Thursday, November 7
8:30 a.m. to 12:30 p.m.
1 Session
Grayslake Campus, TBA
\$115 B. Ritzwoller

FINANCING A BUSINESS STARTUP

Many businesses fail because of poor financing. Some never come into existence at all because financing is unavailable. Small business financing does not have to be a difficult task, but business owners must learn the basics of business finance, the types of financing generally available to startups and the different types of financing sources. Once the business owner has secured adequate money, they need to know how to manage it to ensure business success. Topics include financing basics, types of financing available, cash flow basics and understanding operating capital.

3551 TBSM 15-001
Tuesday, September 24
6-7:30 p.m.
1 Session
Grayslake Campus, E121
\$25 S. Stang

NEW! WHAT YOU NEED TO KNOW ABOUT FEDERAL TAXES & YOUR BUSINESS

Does the thought of small business taxes make you cringe? Attend this workshop to learn about your federal tax obligations and responsibilities. We will cover when to apply for an Employer Identification Number (EIN), basic recordkeeping requirements, basic bookkeeping and accounting methods and the different types of business structures. Learn how to select a paid tax preparer, identify and deduct business expenses and calculate net profit or loss. We will also review self-employment and estimated taxes, Form 1040 and Schedules C and C-EZ.

3675 TBSM 73-001
Tuesday, October 1
6-7:30 p.m.
1 Session
Southlake Campus, V310
\$25 L. Molz

FINANCING OPTIONS TO GROW A BUSINESS

You need money to make money. Savvy entrepreneurs know that growing businesses often requires additional funding. They also know what sources they can look to for growth capital. We'll review traditional and non-traditional financing solutions and identify pros and cons for each and you will gain a greater understanding of ways to finance current and future business growth needs. Topics include knowing what to ask for, friends and family financing, non-traditional financing, equipment leasing and bank financing and SBA loans.

3647 TBSM 40-001
Tuesday, October 29
6-7:30 p.m.
1 Session
Grayslake Campus, E121
\$25 B. Kornit

Online Learning for the Small Business Owner

The Small Business Administration (SBA) offers no-cost online courses focused on building skills in a variety of areas important to business owners and their employees. The SBA's Learning Center offers a variety of online courses to help you start and run your business! To learn more, visit www.clcillinois.edu/SBDCOnline.

These classes are not accessed through Blackboard. Email IllinoisSBDC@clcillinois.edu or call (847) 543-2033 for more information.

NEW! UNDERSTANDING BASIC FINANCIAL STATEMENTS

If you can read a nutrition label or baseball box score, you can learn to read basic financial statements. You do not need to be an accountant. Financial statements provide insight into the financial position and health of a company, all things that you need to understand to run your business. This workshop will walk you through the three basic financial statements: Balance Sheet, Income Statement and Statement of Cash Flows. You will learn how to use these statements to perform financial analysis and give you a solid understanding of how to make smart, strategic business decisions.

3676 TBSM 6-001
Wednesday, November 6
6-7:30 p.m.
1 Session
Grayslake Campus, E124
\$25 A. Jackson

Business Growth and Development



MANAGING CASH FLOW

Understanding how to manage cash flow, and the tools available to small business owners is vital to properly plan for growth. Some of the most important tools include managing receivables, payables and liquidity. Loan options, accounting options and developing cash flow projections are also critical to success. This workshop includes case studies and tips for avoiding pitfalls that could put your business in difficult cash flow situations. Topics include understanding revenue trends and planning for growth, avoiding a “cash crunch” and understanding options for proper cash flow management.

3631 TBSM 42-001
Wednesday, October 23
6-7:30 p.m.
1 Session
Grayslake Campus, E121
\$25 A. Murcia & A. Christacos

INTELLECTUAL PROPERTY BASICS FOR SMALL BUSINESSES

If you are starting a business or already own one, you may have intellectual property assets that need legal protection! In this workshop, you will learn the basics of domestic and international intellectual property for start-ups and small businesses. We will review patents, copyrights, trademarks and trade secrets and learn how each is applied to protect a business’s products, brands and operations. We will also discuss non-disclosure agreements, invention assignments as well as privacy policies. Additionally, we will discuss what resources are available in the IP world to those in financial need. Active Q & A is encouraged!

3632 TBSM 45-001
Thursday, September 26
6-7:30 p.m.
1 Session
Southlake Campus, R228
\$25 B. Rotman

CYBER SECURITY FUNDAMENTALS

From computer viruses to phishing attacks to ransomware, cyber security threats are everywhere and are quickly becoming a more prevalent part of our everyday lives. This workshop will provide you with techniques for protecting you, your networks, devices and home. Topics include reasons why we are targets, common threats that exist “out in the wild” and protective measures.

3552 TBSM 38-001
Tuesday, October 22
6-7:30 p.m.
1 Session
Grayslake Campus, E121
\$25 B. Sosa

NEW! HOW TO WRITE A BUSINESS PLAN

A thoughtful and well-executed business plan is the first step for every prospective entrepreneur and a must-have for those seeking funding. Good planning increases the odds of success. This workshop covers the essential elements of business plan development. Topics include setting goals and objectives, preparing marketing and financial plans and defining action steps to attain goals.

3680 TBSM 1-001
Tuesday, November 5
6-8 p.m.
1 Session
Grayslake Campus, E124
\$25 E. Soto

Government Contracting

NAVIGATING THE MAZE OF GOVERNMENT CONTRACTING

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. Attend an individual class or all three and learn how to compete in the government-contracting marketplace!

TAKE THE SERIES AND SAVE!

3677 TBSM 62-001

Individual classes meet on: Thursdays, September 5 and 19 and October 3
9 a.m. to 12 p.m.
3 Sessions
Southlake Campus, V328
\$100 R. Haake

CLASSES CAN BE TAKEN INDIVIDUALLY:

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.

3671 TBSM 61-001

Thursday, September 5
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V328
\$40 R. Haake

THE CERTIFICATION PROCESS

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

3672 TBSM 65-001
Thursday, September 19
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V328
\$40 R. Haake

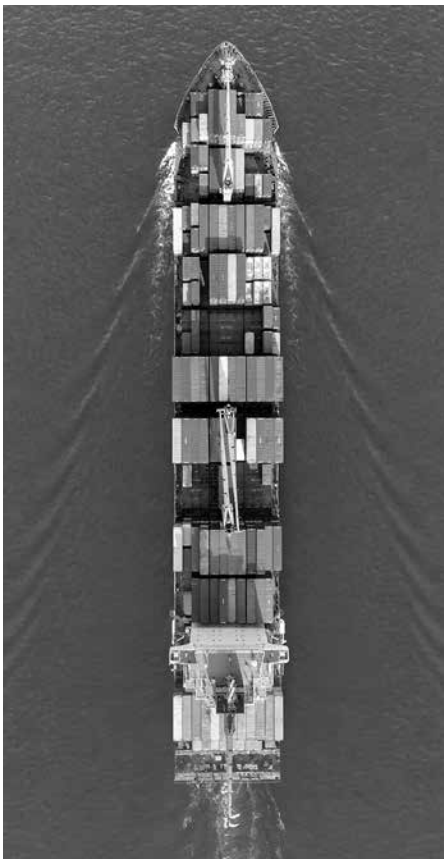
BID TO WIN GOVERNMENT CONTRACTS

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.

3673 TBSM 63-001

Thursday, October 3
9 a.m. to 12 p.m.
1 Session
Southlake Campus, V328
\$40 R. Haake





International Trade

SCHEDULE B/HTS AND EAR CLASSIFICATION

Tariff classification and valuation of imported or exported goods must be done correctly in order to achieve successful international trade transactions and avoid severe penalties or additional duties. During this workshop you will learn how to determine if goods are subject to quotas and how to apply for and use U.S. Customs classification rulings. You will understand the differences between HTSUS and Schedule B, the structure of the HTSUS, and tariff classification of products for imports and exports. The workshop also reviews the General Rules of Interpretation (GRI) and gives you the tools you need to classify your imported and exported goods properly.

3678 TBSM 89-001

Thursday, September 12
10-11:30 a.m.
1 Session
Grayslake Campus, E121
\$25 A. O'Meara

NEW! HOW TO WRITE AN EXPORT MANAGEMENT COMPLIANCE PROGRAM (EMCP)

Attend this all-day seminar to learn how to write a successful Export Management Compliance Program (EMCP) and minimize the risk of an export violation. An EMCP is an all-encompassing customized, written system that guides your company to be in full compliance on every export. Topics covered include management commitment/level of involvement, responsible personnel/record keeping, training/internal reviews, product determination/licensing screening, risk diversion screening and dual use sensitivity. Find out how to create an order-processing chart showing the flow of orders, and identify vulnerabilities where internal controls can be implemented. This seminar is well suited for those who need a comprehensive understanding of their obligations under the EAR. Presented by subject matter expert, Mike Allocca, Allocca Enterprises, Inc. Registration is required and includes reference materials, breakfast and lunch. For more information and to register, visit <https://emcp-f19.eventbrite.com>.

THURSDAY, OCTOBER 17

8:30 a.m. to 4:30 p.m.
1 Session
Grayslake Campus, E121
\$150 – Early bird registration ends October 3
\$195 – October 4 and thereafter
M. Allocca

EXPORT PAYMENTS, FINANCING AND FOREIGN EXCHANGE

Learn the fundamentals of trade finance so you can turn your export opportunities into actual sales and receive payment on time for them. We will discuss the risks in international trade, Incoterms, and in detail, payment terms and methods such as Commercial Letter of Credit. You will gain knowledge in export financing, the basic concepts of foreign exchange and billing customers in U.S. dollars versus local currency. You will also learn how to design a foreign invoice in the buyer's currency.

Light breakfast sponsored by Associated Bank.

3679 TBSM 93-001

Thursday, November 14
8:30-10 a.m.
1 Session
Grayslake Campus, E121
\$25 A. Kappel & P. Eversman

Marketing and Sales

NEW! SALES SUCCESS

Your ability to generate sales and profits is the key to your success. Most businesses and sales people use only one or two profit making strategies. In this workshop, you will learn step-by-step plans, strategies, methods and techniques to build a more profitable book of business - resulting in positioning yourself as the first-choice product or service provider.

3670 TBSM 16-001

Thursday, August 29
6-7:30 p.m.
1 Session
Grayslake Campus, E121
\$25 J. Belford

GROWING YOUR CUSTOMER BASE

Selling today is more competitive than ever before. If you plan to keep your business and make a profit, you must continually gain new customers. Period. The good news is that growing your customer base is within your control and it doesn't have to be complicated. This workshop is designed with small business owners in mind – those who may not have fancy sales tools and processes. You will gain insight into business growth strategies, new client prospecting techniques and effective sales strategies.

3656 TBSM 13-001

Tuesday, September 10
6-7:30 p.m.
1 Session
Grayslake Campus, E121
\$25 J. Belford

GETTING BUSINESS REFERRALS

Referrals are one of the top ways to grow a business and your best source for new business is referrals from happy customers. The strongest sales leads are those that have been sent your way as a result of strong referrals. The key is to get satisfied customers to promote you and your business within their social and professional networks. Learn how to ask your customers for referrals and, most importantly, teach them how to send high value sales leads your way.

3674 TBSM 14-001

Thursday, October 10
6-7:30 p.m.
1 Session
Grayslake Campus, E124
\$25 A. Jackson

DIGITAL MARKETING STRATEGIES 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).

3544 TBSM 52-001

Thursdays, September 12, October 3, October 24 & November 14
12-1:30 p.m.

4 Sessions

Southlake Campus, V328

\$75 N. Barszczewski

CLASSES CAN BE TAKEN INDIVIDUALLY:

DIGITAL MARKETING – GET READY FOR TAKEOFF!

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. Learn how to engage an audience that will increase sales and provide valuable metrics that you can analyze.

3585 TBSM 53-001

Thursday, September 12

12-1:30 p.m.

1 Session

Southlake Campus, V328

\$25 N. Barszczewski

THE POWER OF EMAIL MARKETING

Email is the most cost-effective, targeted, trackable and efficient way to build and maintain relationships in all types of business and organizations. 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. You will also learn how to integrate with social media and use images and videos.

3545 TBSM 55-001

Thursday, October 3

12-1:30 p.m.

1 Session

Southlake Campus, V328

\$25 N. Barszczewski

TAKE THE SERIES AND SAVE! BRING YOUR LUNCH AND JOIN US!

HARNESS THE POWER OF LINKEDIN

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

3543 TBSM 29-001

Thursday, October 24

12-1:30 p.m.

1 Session

Southlake Campus, V328

\$25 N. Barszczewski

NEW! ONLINE REPUTATION MANAGEMENT – REVIEWS AND STAR RATINGS

In today's world, what are your potential customers going to see first: your website or your profile on one of the many online customer review and star rating portals? If you haven't asked yourself that question yet, you are far behind your competition. Online reviews influence decisions about who we do business with, and where we spend our money. Learn the process of managing your customer reviews, analyze best practices and discover ways to maximize your online ratings. Star ratings follow you everywhere online. Bottom line...stars matter!

3542 TBSM 51-001

Thursday, November 14

12-1:30 p.m.

1 Session

Southlake Campus, V328

\$25 N. Barszczewski

Start Up and Planning

STARTING YOUR BUSINESS IN ILLINOIS

Starting a business in Illinois is exciting, but also challenging. This 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!

3525 TBSM 10-001

Wednesday, August 21

5-7 p.m.

1 Session

Grayslake Campus, E121

\$20 M. Bienvenue

3526 TBSM 10-002

Wednesday, September 18

6-8 p.m.

1 Session

Southlake Campus, V328

\$20 M. Bienvenue

3527 TBSM 10-003

Wednesday, October 16

6-8 p.m.

1 Session

Lakeshore Campus, TBA

\$20 M. Bienvenue

3528 TBSM 10-004

Wednesday, November 13

6-8 p.m.

1 Session

Grayslake Campus, E119

\$20 M. Bienvenue

3529 TBSM 10-005

Wednesday, December 4

5-7 p.m.

1 Session

Southlake Campus, V328

\$20 M. Bienvenue

Personal Enrichment

Enjoy life.

Engage your passions.

Experience new endeavors.

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



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Broadcast Communication and Voice-overs



VOICE-OVERS...NOW IS YOUR TIME

You've heard Will Kamp on TV and radio. Now hear Will live as he illustrates how YOU could actually begin using your speaking voice for commercials, films and videos. In this enlightening class learn how you could actually begin using your speaking voice for commercials, films, videos and more. Discover a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there. Handle this venture on your own terms, on your own turf, in your own time and with practically no overhead. NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for.

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

3777 CPER 22-001

Thursday, October 24
7-9 p.m.
1 Session
Grayslake Campus, TBA
\$75 Such A Voice

CPR

HEARTSAVER CPR WITH ADULT, CHILD AND INFANT TRAINING

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

3661 CWEL 30-001

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

3662 CWEL 30-002

Thursday, November 7
5:30-8:30 p.m.
1 Session
Grayslake Campus, TBA
\$65 S. Frankson

Looking for BLS Healthcare Provider CPR classes? See page 20.

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

Concealed Carry Licensing

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

Requirements and Course Information: Participants must be at least 21 years of age and if a resident of the State of Illinois, be eligible to possess a valid FOID card. Basic weapon handling knowledge and experience is recommended but not required.

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

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

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

Prior Training: The 12- and 8-hour training classes are listed as department consent. Prior proof of training **MUST** be received before a student can register for either section. Call (847) 543-2980 for more information. For participants with prior training, please refer to chart at www.clcillinois.edu/personalenrichment/CCL. 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 – 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.

3783 CPER 41-001

Sunday, September 29, 11 a.m. to 3 p.m.
Grayslake Campus, E121
AND
Sunday, September 29, 5-9 p.m. at range
2 Sessions
\$199 J. Jonak

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.

3784 CPER 40-001

Saturday, September 28, 9 a.m. to 5 p.m.
AND Sunday, September 29, 11 a.m. to 3 p.m.
Grayslake Campus, E121
AND Sunday, September 29, 5-9 p.m. at range
3 Sessions
\$299 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. Call (847) 543-2980 for information.

Creative Arts

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

Glassblowing

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

CREATIVE ARTS: HOLIDAY CREATIONS

NEW! BEAUTIFUL BLOWN GLASS CREATIONS

Choose from three project classes: create a personalized pendant/magnet/pin, beautiful pumpkin, or one-of-a-kind ornament/window sparkler/ icicles. Intended for beginners with little or no hot shop experience, this hands-on class will concentrate on making a beautiful project of your choice using various processes and colors. Pieces need to cool , so you will be able to pick them up in 3 days. You will leave with a better appreciation for working with Hot Glass. Proper attire is mandatory: long-sleeved cotton shirt, long pants, socks, close-toed shoes, a pair of sunglasses. Class time may vary depending on the number of students. Course fee covers all materials.

CREATE A BLOWN GLASS PENDANT, MAGNET OR PIN

3840 CCRF 1-031
Wednesday, September 25
6-9 p.m.
1 Session
\$35 P. Patterson

CREATE A BLOWN GLASS PUMPKIN

3841 CCRF 1-032
Friday, October 25
5-8 p.m.
1 Session
\$35 P. Patterson

CREATE A BLOWN GLASS ORNAMENT, WINDOW SPARKLER OR ICICLES

3842 CCRF 1-033
Friday, December 6
5-8 p.m.
1 Session
\$35 P. Patterson

NEW! TASTE OF GLASS: GLASSBLOWING PAPERWEIGHTS

Intended for beginners with little or no hot shop experience, this hands-on class will concentrate on making four different round paperweights using various processes and colors: Urchin, pen/ring/note holder, flower and window sparkler. Pieces need to cool so you will be able to pick them up in three days. Leave with a better appreciation for working with Hot Glass. Proper attire is mandatory: long-sleeved cotton shirt, long pants, socks, close-toed shoes and a pair of sunglasses. Class time may vary depending on the number of students. Course fee covers all materials.

3843 CCRF 2-031
Wednesday, September 11
6-9 p.m.
1 Session
\$125 P. Patterson

BEGINNING GLASSBLOWING

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

3844 CCRF 4-031
Tuesday and Wednesday, December 3-4
6-9 p.m.
2 Sessions
\$475 P. Patterson



Technology in Creative Arts

NEW! TECH OR TREAT: ELECTRIFYING HALLOWEEN

Upgrade your Halloween costume with a little technology. Weave some circuitry or custom 3D printed accents on to your costumes. Learn the basics of sewing LED circuits, computer modeling and 3D printing. Attend this family friendly course for ages 12 and up. Students ages 12-15 need to register through the Explore program and attend with a registered adult. Visit www.clcillinois.edu/youth, call (847) 543-2980 or email CPEInfo@clcillinois.edu for assistance. A great class for girls' night out or for parent and teen.

3845 CCRF 7-001

Friday, October 11
6-9 p.m.
1 Session
Grayslake Campus, T121
\$39 J. Edwards

NEW! LADIES NIGHT IN THE LAB: HI-TECH HOLIDAY ORNAMENTS

Create a beautiful laser engraved ornament with a hi-tech interior. Use graphic arts software to design your custom ornament. Learn how a laser can transfer the design to wood and then mill a printed circuit board. Complete the project by soldering on the components. Minimum age is 16. No experience necessary. Step by step assistance along the way. Class is held in our state of the art Baxter Innovation Lab.

3846 CCRF 10-001

Friday, November 22
6-9 p.m.
1 Session
Grayslake Campus, T121
\$39 J. Edwards

Mosaics



INTRODUCTION TO MOSAICS - HOLIDAY EDITION

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

3849 CCRF 29-001
Wednesday, December 4
6-8 p.m.
1 Session
Grayslake Campus, TBA
\$29 J. Matthews

Textile Arts

BEGINNER SEWING: SEW HAPPY TOGETHER

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

3793 CCRF 31-001

Tuesday, September 17 to October 22
6:30-8:30 p.m.
6 Sessions
Grayslake Campus, TBA
\$175 M. Wagner Webb

PATTERN DRAFTING

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

3792 CCRF 50-001

Thursday, September 26 to November 14
6:30-8:30 p.m.
8 Sessions
Grayslake Campus, TBA
\$225 M. Wagner Webb

Dance

SWING DANCING 1

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

3838 CDAN 1-001

Wednesday, September 18 to November 13
7-8 p.m.
8 Sessions
Grayslake Campus, TBA
\$125 V. Pabedinskas

SWING DANCING 2

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

3839 CDAN 20-001

Wednesday, September 18 to November 13
8-9 p.m.
8 Sessions
Grayslake Campus, TBA
\$125 V. Pabedinskas

BEGINNING BALLROOM DANCING

Ballroom dancing is not just for your first dance! Feel confident whether on a cruise, at a wedding or out on the town. Learn classic dance moves and have fun while you impress the competition just like those on "Dancing with the Stars." Ten weeks of professional dance instruction includes fox trot, waltz, cha cha and tango. Enjoy lots of personal attention with two instructors. Couples are encouraged to register together. Register early as class size is limited.

3776 CDAN 2-001

Friday, September 20 to November 22
7-9 p.m.
10 Sessions
Grayslake Campus, TBA
\$195 R. & C. Sealander

Financial Management

RETIREMENT PLANNING TODAY

Living a rich retirement 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. A \$25 fee for the 235-page textbook is payable to the instructor at the first class.

3721 CFIN 2-001

Thursday, September 19 to October 3
6:30-8:45 p.m.
3 Sessions
Grayslake Campus, TBA
\$33 R. Babjak

Embark: Life Skills for Young Adults



If it matters to you, it matters to us. Embark on a smooth voyage to the isle of adulthood. Short-term pop-up classes in:

- Communication
- Basic sewing/Meal planning/
Cooking on a budget
- Home maintenance
- Money Matters
- Career Prep
- Auto repair

Check www.clcillinois.edu and CLC's social media beginning in September for exciting events across Lake County.

Fitness

Stay active! Stay fit! Stay healthy! From cardio to strength training, 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.clillinois.edu/personalenrichment/fitness for complete class descriptions.

All classes (except T'ai Chi Chih) are held in the Physical Education Center, Building 7, Grayslake Campus and are \$135 each.

Classes begin the week of August 26 and fill quickly. Please register early to get the schedule you want.

AEROBIC DANCE

3635 CFIT 16-001
Monday and Wednesday
6-6:50 p.m. D. Paul

BEGINNING AIKIDO SKILLS

3646 CFIT 7-001
Wednesday
8-9:50 p.m. C. Tseng

ADVANCED AIKIDO SKILLS

3850 CFIT 9-001
Monday
8-9:50 p.m. C. Tseng

BODY TONING - WOMEN

3636 CFIT 21-001
Monday and Wednesday
7-7:50 p.m. D. Paul

INTRODUCTION TO RUNNING

3637 CFIT 25-001
Saturday
8-9:50 a.m. T. Skarbalus

PILATES

3633 CFIT 1-001
Tuesday and Thursday
11-11:50 a.m. T. Wheeler

3634 CFIT 1-002
Monday and Wednesday
5-5:50 p.m. T. Wheeler

SPINNING AND STRENGTH

3638 CFIT 29-001
Tuesday and Thursday
5-5:50 p.m. R. Atkinson

3639 CFIT 29-002
Monday and Wednesday
12-12:50 p.m. R. Atkinson

STRENGTH TRAINING

3644 CFIT 55-001
Tuesday and Thursday
8-8:50 a.m. T. Wheeler

3645 CFIT 55-002
Monday and Wednesday
1-1:50 p.m. T. Wheeler

BEGINNING T'AI CHI CHIH

3643 CFIT 53-001
Wednesday
7-8:50 p.m.
Room T332 D. McElhose

YOGA

3641 CFIT 51-001
Tuesday and Thursday
6-6:50 p.m. T. Skarbalus

3642 CFIT 51-002
Tuesday and Thursday
12-12:50 p.m. S. Fullington

ZUMBA

3640 CFIT 50-001
Monday and Wednesday
11-11:50 a.m. L. Lancaster



Language

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 or Engage Programs for language classes and attend with a registered parent or authorized adult. Call (847) 543-2980 for information or help with registration.

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. Textbook required.

3733 CLNG 30-021

Thursday, September 26 to November 14
6-8:30 p.m.
8 Sessions
Southlake Campus, R024
\$189 A. Gentile

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. Textbook required.

3722 CLNG 20-001

Wednesday, September 18 to October 23
4-6 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 A. Meny

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. Textbook required.

3717 CLNG 15-001

Wednesday, October 16 to November 20
6-8 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 S. Sette

CONVERSATIONAL ITALIAN

This course is for anyone who has had some Italian in the past. Students will work on pronunciation, vocabulary and comprehension of the spoken language and conversation through group work and role playing. Students will learn essential phrases to use when traveling making it easier to communicate when abroad.

3743 CLNG 17-001

Wednesday, September 4 to October 9
6-8 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 S. Sette

SPANISH 1

This is a fun and interactive class. The primary focus will be 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. Textbook required.

3712 CLNG 2-001

Tuesday, September 10 to October 15
6:30-9 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 L. Nelson

3713 CLNG 2-021

Monday, September 9 to October 14
6:30-9 p.m.
6 Sessions
Southlake Campus, R024
\$125 L. Nelson

SPANISH 2

This course will help you acquire a good working knowledge of the present indicative Spanish verb tense allowing you to understand and make yourself understood in everyday situations. The emphasis will be on comprehension and production of the spoken language through the introduction of communicative activities and dialogues. Textbook required. **Prerequisite:** Spanish 1 or previous Spanish language experience.

3714 CLNG 3-001

Tuesday, October 29 to December 3
6:30-9 p.m.
6 Sessions
Grayslake Campus, TBA
\$125 L. Nelson

3715 CLNG 3-021

Monday, October 28 to December 2
6:30-9 p.m.
6 Sessions
Southlake Campus, R024
\$125 L. Nelson

SPANISH 3

Eager to learn and practice expressing your ideas, wishes and desires in Spanish in the present, past and future tenses? Broaden your use of the Spanish language to talk about personal interests, favorite books, television programs, events and cultural traditions. **Prerequisite:** Spanish 1 and 2 or previous Spanish language experience.

3716 CLNG 6-021

Wednesday, September 25 to November 13
6:30-9 p.m.
8 Sessions
Southlake Campus, R024
\$170 L. Nelson

Music - Group Piano

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.

3774 CMSC 64-031

Saturday, September 7 to October 5
(No class Saturday, September 14)
11-11:45 a.m.

4 Sessions

Songbird Studio, Inc.
\$115 B. Cappelli

BEGINNER GROUP PIANO (CRASH COURSE) PART 2

Continue to build your piano playing skills in this fun, supportive part two class. Class is held at Songbird Studio, Inc., 130 S. IL Route 83, Grayslake.

3775 CMSC 67-031

Saturday, October 12 to November 2
11-11:45 a.m.

4 Sessions

Songbird Studio, Inc.
\$115 B. Cappelli

Music - Vocal



GOSPEL CHOIR

Perform diverse sacred music of the African-American tradition, including spirituals and gospel music, past to present. Techniques of correct singing are addressed. No audition required. Firsttime Gospel Choir students will receive information early in the semester regarding the purchase of concert attire.

3663 CMSC 1-001

Monday, August 19 to December 2
7-9 p.m.

Grayslake Campus, TBA
\$50 M. Hunter

CLC SINGERS

This student-based ensemble engages in the enjoyment, study, preparation and performance of diverse choral music, including madrigals, ballads and popular modern idioms. Emphasis is given to techniques of correct singing. An audition is required. For audition information please call Ingrid Mikolajczyk at (847) 543-2000 ext. 33214 or email 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.

3664 CMSC 2-001

Tuesday, August 20 to December 3
1-3 p.m.

Grayslake Campus, D100
\$50 I. Mikolajczyk

CHOIR OF LAKE COUNTY

Comprised of members of the community at large, 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.

3665 CMSC 3-001

Tuesday, August 20 to December 10
7-9 p.m.

Grayslake Campus, D100
\$50 I. Mikolajczyk

CHAMBER SINGERS

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

3851 CMSC 9-001

Wednesday, August 21 to December 4
6-8 p.m.

Grayslake Campus, D100
\$50 I. Mikolajczyk

Music - Instrumental

WIND ENSEMBLE

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

3666 CMSC 4-001

Thursday, August 22 to December 4
7:30-9 p.m.
Grayslake Campus, P101
\$50 M. Flack

JAZZ ENSEMBLE I

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

3667 CMSC 5-001

Monday, August 19 to December 2
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.

3669 CMSC 7-001

Tuesday, August 20 to December 3
7:30-9 p.m.
Grayslake Campus, P101
\$50 J. Mojziszek

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.

3668 CMSC 6-001

Wednesday, August 21 to December 4
7:30-9 p.m.
Grayslake Campus, P101
\$50 J. Mojziszek



Photography

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

SMARTPHONE PHOTOGRAPHY

Now five sessions! The best camera you own is the one you have with you. Let's face it, even if you own a fancy schmancy DSLR with all the bells and whistles, you probably don't lug all of that gear around 24/7. But you probably DO have a smartphone camera. Though most smartphone images stink, it's not the camera's fault. 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. The third class will feature a special off-campus pre-sunrise photo shoot at a scenic location within 30 minutes of CLC. Put your new-found skills to the test in a target-rich environment! From technical execution to creative compositions, you will likely come away with your best smartphone photos ever with Mike and John coaching alongside. Bring to class your fully charged iPhone or Smartphone and power cord. Students are welcome to repeat the class. Class meets four Wednesday evenings and one Saturday morning.

3778 CPTO 2-001

Wednesday, August 28 to September 4
AND

Wednesday, September 18-25
7-9:30 p.m.

Grayslake Campus, TBA
AND

Saturday, September 14
8-10:30 a.m.

Off campus location TBA
5 Sessions

\$159 M. Caplan & J. Petrovic



PHOTOGRAPHY BASICS FOR BEGINNERS

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

3780 CPTO 8-001

Saturday, September 21 to November 16
(No class October 19)
9-11:30 a.m.
Grayslake Campus, TBA
8 Sessions
\$225 J. Harold

PHOTOGRAPHING IN NATURE - FIELD COURSE

Eager to improve your nature photography images? Learn to create your best scenic or close-up nature images through two sessions of classroom instruction and image review followed by fun hands-on field experience at a local field location where you can practice what you have learned. The third session is devoted to personalized instructor feedback of your field trip images. Prerequisite: working familiarity with your equipment and basic camera settings such as f-stop, ISO, shutter speed, etc. and ability to load your images to a flash drive. To the first class, please bring up to five sample images in jpg format on a USB flash drive, an adjustable digital SLR camera with a manual setting (or smartphone), your camera manual and a tripod. You are responsible for your own transportation to the field locations. Bring your own sack lunch and beverage.

3782 CPTO 11-001

Saturday, September 21
AND
Saturday, October 12
10 a.m. to 5 p.m.
AND
Saturday, October 26
10 a.m. to 12 p.m.
Grayslake Campus, TBA
3 Sessions
\$195 L. Nettelhorst & D. Simpson

INTERMEDIATE PHOTOSHOP

Continue to build your Photoshop skills. Explore more advanced Photoshop techniques and functions as you practice incorporating photo editing software into your photographic vision. Practice outdoor shooting and modify your photos with the same Photoshop process to develop a portfolio of five seasonal images. Prerequisite: Introduction to Photoshop or a good understanding of basic Photoshop functions, such as layers, selections, masks, and basic editing tools. Coursework and examples are based on Windows using Photoshop CC software but Mac users should not have any issues. Bring your laptop (Mac or PC) with Adobe's Photoshop CC or later updates (2014 or newer) installed and functioning.

3781 CPTO 50-001

Tuesday, September 17 to November 12
(No class October 15)
6:30-9 p.m.
8 Sessions
Grayslake Campus, TBA
\$195 J. Harold

Take your photography to the next level with our youth online courses! See page 44.

Writing

LEAP WRITE IN! ADVENTURES IN CREATIVE WRITING TO STRETCH YOUR MIND

Goodbye, writer's block. Hello, creativity and inspiration. Using a variety of prompts stretch and surprise your mind and write seven-line stories, short-winded poems, mini-memoirs and untie-your-mind word lists, along with a variety of other exercises that will unleash what you most need to say. Create your own portfolio to be shared, or not, with friends and family at the end of the six week session. So take a breath, relax, reset and leap write in!

3854 CWRT 15-001

Saturday, October 5 to November 9
10 a.m. to 12 p.m.
6 Sessions
Grayslake, TBA
\$125 D. Di Verde

Engage: Test Prep

SAT PREP (GRADES 10-12)

Looking to prepare for and achieve your best on the SAT? Engage in algebra, geometry and basic mathematics refreshers to polish your math skills. Discover helpful ways to remember grammatical rules and effective strategies to help you approach reading passages and questions confidently. The Official SAT Guide (2020 Edition) is the required textbook. Be prepared for the upcoming SAT test dates of November 2 and December 7, 2019.

3791 CEXP 94-001

Saturday, September 21 to October 26
9 a.m. to 12 p.m.
6 Sessions
Grayslake Campus, TBA
\$250 S. Pantelic

To enroll in Explore or Engage classes see the registration form on page 46 or visit www.clcillinois.edu/youth. Contact Personal Enrichment at (847) 543-2980 or CPEInfo@clcillinois.edu with questions.

Explore: Fast-Paced Program for Gifted Students

Challenge your gifted seventh or eighth grade student with our exciting and thought-provoking Fast-Paced math and verbal courses. All are designed to engage and equip your bright student for academic success.

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

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

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

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

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

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

Explore: Family Friendly Fall Fun in the Baxter Innovation Lab



TECH OR TREAT (AGES 12 AND UP)

Friday, October 11, 6-9 p.m.
3845 \$39

Parents and teens, explore the Baxter Innovation Lab together. Upgrade your Halloween costume with a little technology. Weave some circuitry or custom 3D printed accents on to your costumes. Learn the basics of sewing LED circuits, computer modeling and 3D printing. See page xx for class details.

Students ages 12-15 must register through the Explore and attend with a registered adult. Students ages 16-17 must register through the Engage program and may attend alone.

Engineering Night - October 3

Explore careers in engineering and computer science and meet with representatives from area engineering schools. Mingle with professional engineers to learn about engineering careers such as civil, electrical, mechanical, chemical computer science, aerospace and more. CLC engineering professors will explain the engineering college search process. Three, 25-minute breakout sessions cover participating college and university engineering programs, and visitors will be able to tour the Baxter Innovation Lab. For details, visit www.clcillinois.edu/stem.



Online Courses for Youth and Adults

Our instructor-led online courses offered through ed2go are informative, fun, convenient and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website for start dates. Complete any of these courses entirely from your home or anywhere, any time.

Learn from the comfort of your home!

- 24-hour access
- Discussion areas
- 6-week format
- Expert instructors

Prices start as low as \$115

DRAWING FOR THE ABSOLUTE BEGINNER

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

INTRODUCTION TO MICROSOFT WORD

Learn how to create and modify documents with the world's most popular word processor.

INTRODUCTION TO MICROSOFT POWERPOINT

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

INTRODUCTION TO MICROSOFT PUBLISHER

Find out how to use this software to design, develop, and publish newsletters, Web sites, and brochures.

CREATING WEB PAGES

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

BLOGGING AND PODCASTING FOR BEGINNERS

Learn how to create your very own blog and add a podcast, too, using the tools you already have on your computer.

INTRODUCTION TO PHOTOSHOP

Learn how to use Photoshop, the world's best graphics program, to edit and process photos and create original images.

PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER

Master the secrets of correcting digital photos, and bring out the best in all your photographs!

SECRETS OF BETTER PHOTOGRAPHY

Discover strategies and tricks for taking excellent pictures no matter what or where you're shooting.

DISCOVER DIGITAL PHOTOGRAPHY

Explore the fascinating world of digital photography equipment.

MATH REFRESHER

Gain confidence in your basic math skills and start using math to your advantage.

INTRODUCTION TO ALGEBRA

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Complete course selection available at www.ed2go.com/clcPEonline

ENGAGE IN STEM CAREER EXPLORATION GRADES 9-12

*SUMMER 2019 PROGRAMS FILLED QUICKLY
LOOK FOR EXPANDED PROGRAMS IN SUMMER 2020*



AUTOMOTIVE TECHNOLOGY



BROADCASTING/RADIO



CRIMINAL JUSTICE



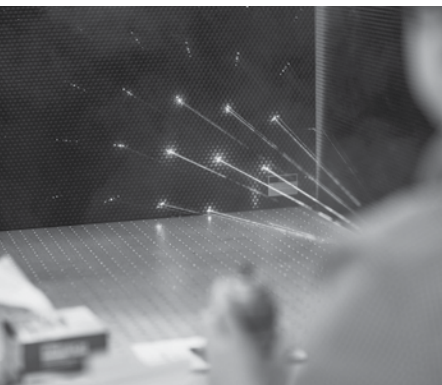
CULINARY



ENGINEERING



INNOVATION



LASERS/PHOTONICS/OPTICS



NURSING AND HEALTHCARE



PHOTOGRAPHY

Fall 2019 Youth Registration Form for Explore & Engage Classes

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

Mail, email or fax the completed form to:

Email: CPEInfo@clcillinois.edu

Fax: (847) 543-3022

Mail: Personal Enrichment
Attn: Youth Program, Room T317, College of Lake County
19351 West Washington Street, Grayslake, IL 60030-1198

Student Information (Required-please print clearly)

Last Name _____ First Name _____ Initial _____

Date of Birth ____/____/____ Gender: Male Female

Preferred Email Address (required for class confirmation and communications)

Address _____

City _____ State _____ Zip _____

Preferred Phone (_____) _____

School _____ Grade entering Fall 2019 _____

Parent Approval (Required) / Payment Information/Withdrawal/ Cancellation Policy

My signature below indicates that I have read, understood and accepted the following:

- I accept financial responsibility for class cost and fees (students will not automatically be dropped for non-payment or non-attendance)
- The Personal Enrichment office will confirm by email the receipt of my student's registration form as well as confirmation of their enrollment. Payment information will be included.
- I will not include payment with this form. Payment options will be included in the confirmation email.
- Youth program registrations and withdrawals cannot be done online. All youth registrations and withdrawals are processed through the Personal Enrichment office.
- I will receive an informational email with class details within the week prior to the class start date. I understand I am required to escort my student to and from the check-in table each day to sign them in and out.

I understand that if my child must withdraw, I will:

- Visit www.clcillinois.edu/programs-and-classes/personal-enrichment/explore/forms to download and complete the Personal Enrichment Explore Program Cancellation form.
- Email the completed withdrawal form to CPEInfo@clcillinois.edu at least five business days prior to the start date of the camp or class. No refunds or credits after this deadline.

I have read and I understand the Parental Approval/Payment Information/Withdrawal and Cancellation Policy information above.

Parent/Guardian Signature _____

Date: _____

Father Mother Legal Guardian

Where did you hear about us?			
<input type="checkbox"/> Friend/Past Student	<input type="checkbox"/> Printed Schedule	<input type="checkbox"/> Flyer	<input type="checkbox"/> Other <input type="checkbox"/> School _____
<input type="checkbox"/> Daily Herald Camp Guide	<input type="checkbox"/> Patch.com	<input type="checkbox"/> Email	

4-digit Course # (i.e. 4886)	Course Title and Location	Cost
TOTAL		

Need registration assistance?

Call Personal Enrichment (847) 543-2980 or e-mail CPEInfo@clcillinois.edu.

Visit www.clcillinois.edu/youth for class listings, instructor bios and withdrawal forms.

Clery Act

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

OFFICE USE ONLY: CLC ID _____	Date Received _____	Saved to T Drive _____
Registration Received Email _____	Confirmation Enrolled Email _____	Scholarship Sent _____

Personal Enrichment

Discovery: Programs for Adults

- Short-term classes, field trips and tours
- Variety of interesting topics
- Relaxed atmosphere with other life-long learners
- Knowledgeable, engaging instructors



Discovery: Current Events

AMERICAN FOREIGN POLICY: 2020 TO 2030

Regardless of who wins the 2020 U.S. Presidential election, our country will face the same set of international challenges. Professor Gary Midkiff will describe each of those challenges, outline our potential responses and suggest which responses might be in our best interests.

3718 CDIS 68-001

Tuesday, September 17 to September 24
9:30-11:30 a.m.

2 Sessions

Southlake Campus, R024

\$40 G. Midkiff

EVERYDAY LIFE IN EAST GERMANY: A LOOK ACROSS THE BORDER

Since the fall of the Berlin Wall three decades ago, historians have dedicated themselves mostly to East Germany's political system and its oppressive instruments such as the secret police STASI. But although East Germany was a totalitarian state, there were still 16 million people who were living a more or less normal life. Join German Historian Anette Isaacs for a compelling exploration of daily life in East Germany, its food and culture, education, consumerism (or the lack thereof) and everyday items that were giving the GDR its identity and made it so different from its big capitalist sister, the Federal Republic (West Germany).

3729 CDIS 65-001

Thursday, October 10

1-3 p.m.

1 Session

Southlake Campus, R024

\$20 A. Isaacs

Discovery: Film



THE U.S. CENSUS: WHY COUNTING EVERYONE MATTERS

The Constitution decrees that a count must be made every ten years of the inhabitants of the United States. The 2020 census has generated particular controversy over a proposed question that has been added concerning citizenship which is before the Supreme Court. Join Julie Strauss, Ph.D., to explore the mechanics of census-taking, how the results are used for political and fiscal purposes and the impact the citizenship question will have on the results.

3731 CDIS 67-001

Wednesday, October 23
9:30-11:30 a.m.

1 Session
Southlake Campus, R024
\$20 J. Strauss

2020 PRESIDENTIAL FIELD: A ROAD MAP

The 2020 Democratic presidential candidates field has attracted numerous candidates, each hoping to present the most appealing mix of policies, life story and character traits to a very diverse set of democratic primary voters. We will explore what each candidate brings to the race. We will also discuss any possible challenger to President Trump on the Republican side. Join Julie Strauss, Ph.D., for this stimulating discussion.

3732 CDIS 70-001

Wednesday, October 23
1-3 p.m.

1 Session
Southlake Campus, R024
\$20 J. Strauss

THE DEMOCRATS IN 2020

This brand-new class will present a biographical sketch of all the Democrats seeking the Presidential nomination in 2020. With over 20 candidates announced, you will be hearing a lot of names in the news. Historian Barry Bradford will introduce you to each!

3727 CDIS 62-001

Monday, November 25 to December 2
9:30-11 a.m.

2 Sessions
Southlake Campus, R024
\$40 B. Bradford

LOOKING BACK 2019, LOOKING AHEAD 2020

This is one of our most eagerly anticipated programs of the year! Each December, historian Barry Bradford presents a recap of the top ten news stories of the previous year and then makes his predictions for what will be the top news stories of the next year. And just to keep him honest, he'll show you his list of predictions to see how well he did in the predictions he had made for this year. We will also look at the list of the important people we lost in 2019 and begin thinking about the challenges and the possibilities of the new year. And, as always, Barry will offer predictions about 2020, including the upcoming Presidential election.

3728 CDIS 63-001

Monday, December 9
9:30-11 a.m.

1 Session
Southlake Campus, R024
\$20 B. Bradford

FRAUDS ON REELS

The four films in this series will prove that filmmakers do not need to make anything up when it comes to frauds and hoaxes. There are plenty of hucksters and scores of gullible saps who serve as real characters in films with Mary Steenburgen, Howard Hughes and Robert Redford. We will end with a film that proves truth is no stranger to fiction.

3660 CDIS 5-021

Monday, September 30 to October 21
1-3:30 p.m.

4 Sessions
Southlake Campus, TBA
\$80 J. Kupetz

POLICE ON THE CINEMATIC BEAT

When filmmakers need good box office, they call up a police story. Participants will view and discuss four films that show how Hollywood always finds a cop when it needs one. Participants will debate who plays good cop or bad cop while viewing the likes of Brendan Gleeson, Jeff Bridges, Russell Crowe and Denzel Washington fighting - or committing - crime.

3659 CDIS 7-021

Monday, November 11 to December 2
1-3:30 p.m.

4 Sessions
Southlake Campus, TBA
\$80 J. Kupetz

Discovery: History

THE PATIENT IS THE PRESIDENT: DEATHS AND NEAR DEATHS OF THE PRESIDENTS

Most Americans are familiar with the murders of Presidents Kennedy and Lincoln, and the death of FDR. However, we had two other Presidents murdered (Garfield and McKinley) and numerous others were nearly murdered, including Presidents Jackson, Reagan and Bush. This mesmerizing multimedia will tell the stories of the Presidents who died in office and those who nearly did.

3725 CDIS 61-001

Monday, September 16 to September 23
9:30-11 a.m.
2 Sessions
Southlake Campus, R024
\$40 B. Bradford

THE YEARS OF EISENHOWER

Historian Barry Bradford returns with an in-depth look at the life, career, presidency and legacy of Dwight Eisenhower. From Ike's early years through WWII, his campaigns and elections through the challenges of Civil Rights, The Cold War and Joseph McCarthy, this class will be an eye-opening look at a great man.

3726 CDIS 60-001

Monday, October 14 to November 4
9:30-11 a.m.
4 Sessions
Southlake Campus, R024
\$80 B. Bradford

BERLIN AT 30: CELEBRATING THE FALL OF THE WALL

This year's seminal event - the 30th anniversary of the fall of the Berlin Wall - presents us with the perfect opportunity to not only look back at the amazing story of the Peaceful Revolution of 1989 but to also examine how Germany's capital, Berlin, has evolved over the last three decades. Join German Historian and Ex-Berliner Anette Isaacs, for a fascinating discussion that celebrates this breathless metropolis in its 30th year without its seemingly insurmountable Wall that unexpectedly fell on November 9th, 1989.

3730 CDIS 66-001

Thursday, October 17
1-3 p.m.
1 Session
Southlake Campus, R024
\$20 A. Isaacs

THE 27 AMENDMENTS TO THE CONSTITUTION OF THE UNITED STATES

Over 11,700 proposed amendments have been introduced in the U.S. Congress. Only 27 have been adopted. We have corrected oversights and omissions (e.g. how many terms a president may serve), we have responded to social pressure (e.g. granting women's suffrage), we have clarified delicate situations (e.g. how do we determine if a president is unable to serve) and in one case reversed a mistake (cancelling prohibition). We all know the first 10 as "The Bill of Rights" but the stories behind all 27 are fascinating and important. Join Professor Gary Midkiff for a study of our constitutional amendments.

3719 CDIS 85-001

Thursday, October 24 to October 31
1-3 p.m.
2 Sessions
Southlake Campus, R024
\$40 G. Midkiff



A piece of history:
The Berlin Wall

Discovery: Literature

GREATEST AMERICAN SPEECHES

The evening news informs us - one sound bite at a time. The media often seems intent on selecting the fewest possible words that can illuminate a concept. And yet the body politic remembers speeches - those prepared remarks designed to explain, clarify, teach, inspire and lead the audience. We are a literate nation. The words of our leaders are important for they often reveal more about the speaker than the topic they are speaking about. And to understand our history we must understand those words. Professor Gary Midkiff has selected 15 speeches to examine - the context, the motivation, the impact and the legacy. And we will hear from Abraham Lincoln - twice.

3720 CDIS 84-001

Thursday, November 7 to November 21
9:30-11:30 a.m.
3 Sessions
Southlake Campus, R024
\$60 G. Midkiff

MARY OLIVER: A LIFE IN POETRY

Mary Oliver, who spent a lifetime "making a world out of words", died on January 17, 2019, at age 83. Her critics claim that her poetry is a little too sweet, a little too easy. But her admirers made her one of America's most popular poets, and she continues to inspire millions. In this talk we'll examine her life, her poetry and her insights into the life of the spirit.

3723 CDIS 77-001

Tuesday, October 15
1-3 p.m.
1 Session
Southlake Campus, R024
\$20 J. Leitner

Discovery: World Religions

HINDUISM: SANATANA DHARMA

"Atman is Brahman", says Hinduism: in each of us is the Divine, and our life's task is to uncover and live that divinity. Hinduism, the world's oldest religion, offers teachings such as our oneness with the universe, 300 million gods, karma, reincarnation and moksha - ultimate liberation.

3724 CDIS 76-001

Tuesday, November 12-19
1-3 p.m.
2 Sessions
Southlake Campus, R024
\$40 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

- 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

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

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

Multiple training options are available:

- Customized training crafted to meet your organization's specific needs
- Training delivered onsite or at one of our three campuses
- Instructor-led, online or hybrid training

Proud partner in the Lake County Workforce Ecosystem

For more information:

Call: (847) 543-2990

Email: corporatetraining@clcillinois.edu

Visit: www.clcillinois.edu/solutions

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



FEATURED THIS FALL

Pharmacy Technician Training

Begin your healthcare career as a Pharmacy Technician. Technicians are in demand and job growth continues to increase. Turn to page 22 for the complete course description.

Commercial Inspection

Learn the fundamental code requirements and learn how to best prepare for the ICC Commercial Electrical Inspector or Commercial Builder Inspector Certification. Turn to page 18 for more details.

Pet Sitting Entrepreneur: Computer Applications

Geared for students interested in starting a pet sitting business, these skills are applicable to many business endeavors. Learn more about the Personal Success Program on page 14.

Tech or Treat

Upgrade your Halloween costume with a little “wearable” technology. Join other ghouls and goblins in the Baxter Innovation Lab and create a one-of-a-kind costume that will WOW the trick-or-treaters. See page 43.

Ladies Night Out in the Lab

Create holiday ornaments that will become your family’s favorites. In the Baxter Innovation Lab you will make a beautiful, laser engraved ornament with a “high tech” interior. Details on page 34.

2020 Presidential Field – A Road Map

Join other members of the community as we review and discuss the 2020 presidential candidates, their impact, their platforms, their chances and decision points. It will be lively and informative. Turn to page 48 for details.



Financing a Business Startup

Getting money to start a business can be challenging. Learn about funding types and sources so you can start your business. See page 25 for workshop details.

Innovative Learning Solutions

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LAKESHORE CAMPUS (WAUKEGAN)

33 N. Genesee St.

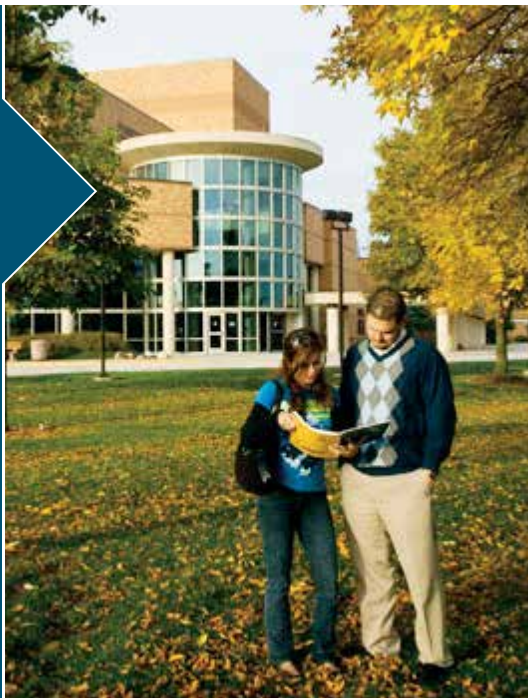
SOUTHLAKE CAMPUS (VERNON HILLS)

1120 S. Milwaukee Ave.

ONLINE

www.clcillinois.edu/online

(847) 543-2615



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

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