

# CONNECT TO YOUR FUTURE



CLC CLASSES  
SPRING 2019  
NONCREDIT COURSES

INNOVATION FOR

- BUSINESS
- CAREER
- LIFE

Professional Development  
Courses

Innovative Learning Solutions  
for Businesses

Illinois Small Business  
Development and  
International Trade Center

Personal Enrichment  
Learning experiences for all ages

# INNOVATION FOR BUSINESS | CAREER | LIFE

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

## IMPROVE YOUR BUSINESS

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

Small business owners can receive free, confidential, one-on-one advising from the Illinois Small Business Development and International Trade

Center. Whether you are growing your existing business, starting a new venture or seeking global opportunities, the Illinois SBDC/ITC can assist.

## INNOVATE YOUR CAREER

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

## REINVENT YOUR LIFE

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

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

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

Courses start at various dates throughout the term; some courses begin as late as May. Keep this schedule handy and refer to it through May 2019. The information contained within is accurate as of November 2018, but is subject to change.





## EXPLORE THE COLLEGE OF LAKE COUNTY AND CONNECT TO YOUR 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@clcillinois.edu](mailto:wpdi@clcillinois.edu)

Visit: [www.clcillinois.edu](http://www.clcillinois.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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For more information:

Call: (847) 543-2980

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

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## SUMMER YOUTH EXPLORE CAMPS

Summer Camp Registration Opens March 1, 2019

Explore Camps (Grades 1-8) Full STEAM ahead!

Engage Career Exploration (Grades 9-12)

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

(847) 543-2980

[CPEinfo@clcillinois.edu](mailto:CPEinfo@clcillinois.edu)



# Professional Development

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

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

**Advance your career.**



#### 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.

#### NEW! SITUATIONAL LEADERSHIP

The Situational Leadership Model is one of the most recognized, utilized and effective frameworks for leaders today. The model matches the behaviors of leaders with the development needs of the individual or group that they are attempting to influence in order to build and drive effective group performance.

Gain an awareness of your innate leadership-related strengths and areas for development while understanding which leadership styles have a high probability of success. Learn how to influence up and down the organization to develop engaged, committed employees and effectively drive behavior change and business results through a common, practical leadership process.

Recommended reading for the class is *Multipliers* by Liz Wiseman, available on Amazon.

#### 7439 PPRO 63-001

Thursday, March 7

9 a.m. to 1 p.m.

1 Session

Grayslake Campus, E118

\$139 B. Janus

#### NEW! BUILDING SUCCESSFUL TEAMS

Successful companies today perform better than their competition when employees work together as a team – with common goals and business objectives. Making a team functional and cohesive requires levels of courage and discipline that many groups struggle to master.

Learn the five key characteristics of building successful teams that create high performance success. Understand the importance of demonstrating credibility, having clear standards and dealing with conflict productively in both formal and informal team settings.

Recommended reading for the class is the 2005 edition of *Overcoming the Five Dysfunctions of a Team: A Field Guide* by Patrick Lencioni, available on Amazon.

#### 7440 PPRO 64-001

Thursday, April 11

9 a.m. to 1 p.m.

1 Session

Grayslake Campus, E118

\$139 B. Janus

# Supervisory

## NEW! DEVELOPING YOUR EMOTIONAL INTELLIGENCE

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

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

**7328 PPRO 10-001**  
Wednesday, February 27 to March 13  
6:30-8:30 p.m.  
3 Sessions  
Southlake Campus, V120  
\$199 J. Aull

## FUNDAMENTALS OF SUPERVISION

Supervision is not a responsibility to be taken lightly and yet many people find themselves in the position with little or no advance preparation. In this workshop, you will be provided with an overview of the "people" skills required of successful supervisors. Topics covered include motivation, problem solving, performance management, successful meetings, harassment in the workplace and legal/organizational concerns.

**7438 PPRO 25-001**  
Friday, April 5  
9 a.m. to 4:30 p.m.  
1 Session  
Grayslake Campus, E121  
\$199 C. Johnson

# Business Communication

## 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.

**7343 PGOT 14-800**  
February 4 to April 26  
Online 24/7  
\$595 S. Klauss

### TAKE THE SERIES AND SAVE!

### CLASSES CAN BE TAKEN INDIVIDUALLY:

#### CONFLICT MANAGEMENT

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

**7344 PGOT 11-800**  
February 4 to March 1  
Online 24/7  
\$245 S. Klauss

#### USING PERSONALITY PROFILES TO IMPROVE WORK PERFORMANCE

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

**7346 PGOT 13-800**  
April 1-26  
Online 24/7  
\$295 S. Klauss

#### NEGOTIATION: GET WHAT YOU WANT

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

**7345 PGOT 12-800**  
March 4-29  
Online 24/7  
\$195 G. Marsello

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

## Business Writing

### 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.

#### TAKE THE SERIES AND SAVE!

7339 PGOT 35-800  
February 5 to April 26  
Online 24/7  
\$495 D. Felix



#### CLASSES CAN BE TAKEN INDIVIDUALLY:

##### BUSINESS WRITING

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

7340 PGOT 33-800  
February 4 to March 1  
Online 24/7  
\$195 D. Felix

##### EFFECTIVE COPYWRITING

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

7341 PGOT 10-800  
March 4-29  
Online 24/7  
\$195 K. Will

##### WRITING NEWS AND PRESS RELEASES

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

7342 PGOT 34-800  
April 1-26  
Online 24/7  
\$195 W. Draves

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

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

# Project Management

## NEW! AGILE PROJECT MANAGEMENT SERIES

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

### 7304 PPRO 62-001

Thursday, April 18 to May 2

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

3 Sessions

Grayslake Campus, E121

\$849 A. Kaufman

### TAKE THE SERIES AND SAVE!

## CLASSES CAN BE TAKEN INDIVIDUALLY:

### NEW! FOUNDATIONS OF AGILE PROJECT MANAGEMENT

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

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

This course qualifies for 7 PDUs for certified Project Management Professionals (PMP)® and is aligned with the Agile Certified Practitioner

exam objectives developed by Project Management Institute.

### 7305 PPRO 60-001

Thursday, April 18

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

1 Session

Grayslake Campus, E121

\$425 A. Kaufman

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

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

### 7306 PPRO 61-001

Thursday, April 25 to May 2

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

2 Sessions

Grayslake Campus, E121

\$525 A. Kaufman

## Are you a licensed PMP?

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

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

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

## PROJECT MANAGEMENT PROFESSIONAL SERIES

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

### TAKE THE SERIES AND SAVE!

**7307 PPRO 88-001**  
Thursday, February 7 to March 14  
No class on February 21  
8:30 a.m. to 4:30 p.m.  
5 Sessions  
Grayslake Campus, E121  
\$1349 A. Kaufman



### CLASSES CAN BE TAKEN INDIVIDUALLY:

#### ESSENTIALS OF PROJECT MANAGEMENT

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

**7308 PPRO 85-001**  
Thursday, February 7-14  
8:30 a.m. to 4:30 p.m.  
2 Sessions  
Grayslake Campus, E121  
\$525 A. Kaufman

#### ADVANCED PROJECT MANAGEMENT

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

**7309 PPRO 86-001**  
Thursday, February 28 to March 7  
8:30 a.m. to 4:30 p.m.  
2 Sessions  
Grayslake Campus, E121  
\$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.

**7310 PPRO 87-001**  
Thursday, March 14  
8:30 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, E121  
\$425 A. Kaufman

# Customer Service

## CUSTOMER SERVICE SERIES

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

### TAKE THE SERIES AND SAVE!

**7347 PPRO 19-800**  
February 4 to March 29  
Online 24/7  
\$245 N. Sanders-Cobb

### CLASSES CAN BE TAKEN INDIVIDUALLY:

#### KEYS TO CUSTOMER SERVICE

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

**7348 PPRO 17-800**  
February 4 to March 1  
Online 24/7  
\$145 N. Sanders-Cobb

#### EXTRAORDINARY CUSTOMER SERVICE

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

**7350 PPRO 18-800**  
March 4 to 29  
Online 24/7  
\$145 F. Bayley

# Business Skills - Online

## PROJECT MANAGEMENT SKILLS FOR HR PROFESSIONALS

Project management skills and processes are critical tools in meeting your organization's strategic talent and management objectives. You will develop and demonstrate skills in leadership, organization, planning, and understanding of the essential aspects of project management. Broaden your understanding of project management principles, develop skills needed to successfully facilitate projects as well as develop an understanding of potential risks that often prevent successful project implementation.

**7337 PGOT 50-800**  
March 4-29  
Online 24/7  
\$245 S. Schmall

## YOUR WORKPLACE, YOUR EMPLOYEES AND THE LAW

Designed for non-lawyers, this course will provide business owners, managers, supervisors and HR professionals with a roadmap for effectively handling employee-related issues that affect today's legal-prone work environment. Learn guidelines, step-by-step compliance instructions and proven strategies for successfully managing employees and for complying with state and federal workplace laws.

**7338 PPRO 27-800**  
March 4-29  
Online 24/7  
\$195 L. McElroy

## THE EFFECTIVE ADMINISTRATIVE ASSISTANT

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

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

You will learn:

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

This program qualifies for 10 CAP Recertification Points for Certified Administrative Professionals. Please contact (847) 543-2990 for information on how to access this online course.

**7329 PPRO 29-800**  
Fridays, April 19-May 17  
2-4 p.m.  
5 Sessions  
Online Webinar  
\$299 A. Kaufman

## Management

### 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!

7359 PPRO 4-800  
February 4 to April 26  
Online 24/7  
\$595 S. Klausss



#### CLASSES CAN BE TAKEN INDIVIDUALLY:

##### MANAGEMENT BOOT CAMP

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

7360 PPRO 1-800  
February 4 to March 1  
Online 24/7  
\$295 S. Klausss

##### COLLABORATIVE MANAGEMENT

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

7361 PGOT 40-800  
March 4-29  
Online 24/7  
\$245 J. Odidson

##### MANAGING GENERATIONS IN THE WORKPLACE

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

7362 PPRO 3-800  
April 1-26  
Online 24/7  
\$175 K. Dellabough

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

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

# Six Sigma Green Belt

## 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!

**7371 PGOT 44-800**  
February 4 to April 26  
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.

**7372 PGOT 51-800**  
February 4 to March 1  
Online 24/7  
\$195 S. Follett

collection and analysis, probability and valid statistical conclusions, and hypothesis testing.

**7373 PGOT 52-800**  
March 4-29  
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.

**7374 PGOT 53-800**  
April 1-26  
Online 24/7  
\$195 S. Follett

#### 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

# Social Change

## NEW! MANAGING SOCIAL CHANGE SERIES

Discover proven strategies for moving your efforts, and those of others, from advocacy to managing and achieving social change within the workplace and/or community. Find out how to address change in the workplace and learn different change strategies to improve your community and society for all.

### TAKE THE SERIES AND SAVE!

**7375 PGOT 56-800**  
February 4 to April 26  
Online 24/7  
\$495 S. Schmall

### CLASSES CAN BE TAKEN INDIVIDUALLY:

#### CHANGE MANAGEMENT SKILLS

Learn how to implement change and gain technical understanding of how to apply the tools for change. Learn how to successfully plan, implement, communicate, create employee involvement and commitment, and add value during change.

**7376 PGOT 21-800**  
February 4 to March 1  
Online 24/7  
\$195 S. Schmall

#### NEW! CREATING COMMUNITY AND SOCIAL CHANGE

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

**7378 PGOT 48-800**  
April 1-26  
Online 24/7  
\$195 L. Barrow

#### NEW! CHANGE IN THE WORKPLACE

Take home strategies on how to deal with changes in your work environment and how to introduce changes to your workplace culture. The good news is that those who are willing to embrace change are much more likely to thrive under new conditions.

**7377 PGOT 57-800**  
March 4-29  
Online 24/7  
\$195 B. Rolle

## Lean Sigma

### LEAN SIX SIGMA

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non value-added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No prerequisites required!

**7334 PGOT 29-800**  
April 1-26  
Online 24/7  
\$245 S. Follett

### APPLYING LEAN SIGMA TO HR FUNCTIONS

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

**7335 PGOT 17-800**  
March 4-29  
Online 24/7  
\$245 S. Schmall

## Productivity

### 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!

**7367 PGOT 43-800**  
February 4 to April 26  
Online 24/7  
\$595 W. Draves

#### CLASSES CAN BE TAKEN INDIVIDUALLY:

#### 21ST CENTURY STRATEGIES FOR PRODUCTIVITY

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

**7368 PPRO 2-800**  
February 4 to March 1  
Online 24/7  
\$195 W. Draves

#### PRODUCTIVITY ETOOLS - BE ORGANIZED AND GET THINGS DONE

Work more efficiently and uncover more time in your day to become a more productive worker. Learn the latest eTools, sites, iPhone and iPad applications to turbo-charge your work and simplify your life. Discover how to select the right tools for your needs, evaluate your productivity

system and develop a framework that gets things done. Explore new productivity tools each week, while also evaluating your own productivity needs.

**7369 PGOT 41-800**  
March 4-29  
Online 24/7  
\$245 J. Selke

#### MANAGING PRODUCTIVITY

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

**7370 PGOT 42-800**  
April 1-26  
Online 24/7  
\$245 W. Draves

### How to Register for Online Business Skills Classes

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

# Entrepreneurship Online

## NEW! ENTREPRENEURSHIP SERIES

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

### TAKE THE SERIES AND SAVE!

7351 PGOT 55-800  
February 4 to April 26  
Online 24/7  
\$495 C. Law



### CLASSES CAN BE TAKEN INDIVIDUALLY:

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#### NEW! ENTREPRENEUR BOOT CAMP

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

7352 PGOT 45-800  
February 4 to March 1  
Online 24/7  
\$195 C. Law

#### NEW! THE BUSINESS PLAN

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

7353 PGOT 46-800  
March 4-29  
Online 24/7  
\$195 M. Izard

#### NEW! ENTREPRENEURIAL MARKETING

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

7354 PGOT 54-800  
April 1-26  
Online 24/7  
\$195 K. Nadlman

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#### How to register for online Classes

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

## Google Tools

### GOOGLE TOOLS SERIES

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

#### TAKE THE SERIES AND SAVE!

7355 PGOT 26-800  
February 4 to April 26  
Online 24/7  
\$495 D. Belhassen



#### CLASSES CAN BE TAKEN INDIVIDUALLY:

##### GOOGLE ANALYTICS

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

7356 PGOT 22-800  
February 4 to March 1  
Online 24/7  
\$195 D. Belhassen

##### GOOGLE APPS FOR BUSINESS

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

7357 PGOT 23-800  
March 4-29  
Online 24/7  
\$195 J. Selke

##### GOOGLE +

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

7358 PGOT 24-800  
April 1-26  
Online 24/7  
\$195 T. McLaurin

# Social Media for Business

## SOCIAL MEDIA FOR BUSINESS SERIES

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

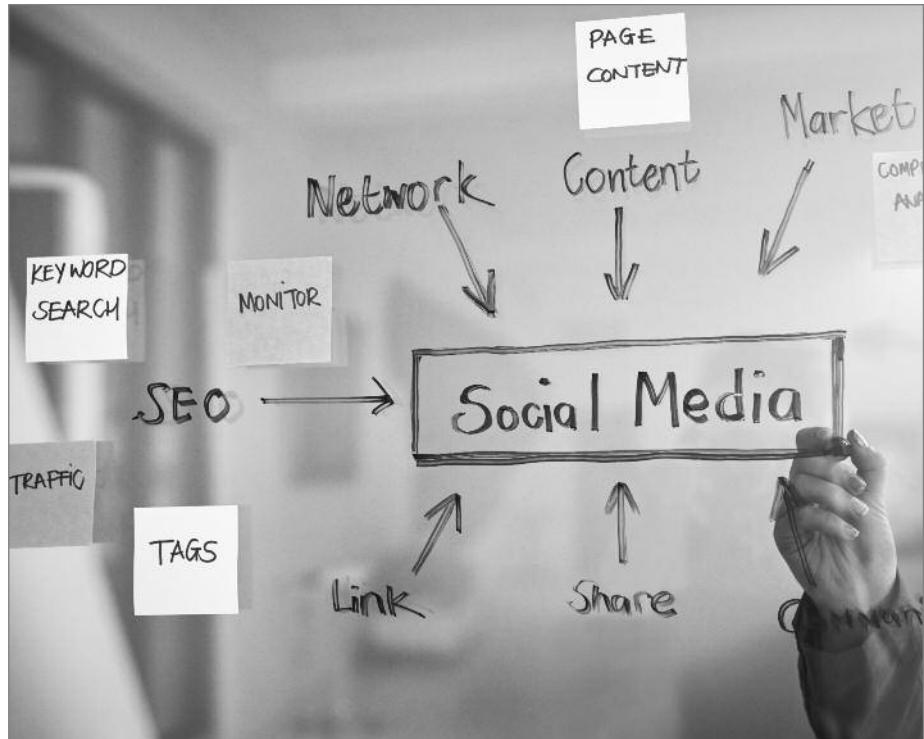
### TAKE THE SERIES AND SAVE!

7379 PPRO 40-800

February 4 to April 26

Online 24/7

\$495 N. Siscaretti-Doyle



### CLASSES CAN BE TAKEN INDIVIDUALLY:

#### INTRODUCTION TO SOCIAL MEDIA

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

7380 PPRO 37-800

February 4 to March 1

Online 24/7

\$195 N. Siscaretti-Doyle

#### MARKETING USING SOCIAL MEDIA

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

7381 PPRO 38-800

March 4-29

Online 24/7

\$195 N. Siscaretti-Doyle

#### INTEGRATING SOCIAL MEDIA IN YOUR ORGANIZATION

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

7382 PPRO 39-800

April 1-26

Online 24/7

\$195 J. Selke

### How to Register for Online Business Skills Classes

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

## Hospitality

### INSTAGRAM FOR BUSINESS

With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We'll also explore Do's and Don'ts of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An android or iOS device is needed to take full advantage of the exercises in this class.

**7331 PGOT 31-800**  
February 4 to March 1  
Online 24/7  
\$195 N. Siscaretti-Doyle

### FACEBOOK FOR BUSINESS

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

**7332 PGOT 32-800**  
March 4-29  
Online 24/7  
\$245 N. Siscaretti-Doyle

### PODCASTING

Learn how to take your business or hobby and turn it into a podcast. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear.

**7330 PGOT 7-800**  
February 4 to March 1  
Online 24/7



### BEVERAGE AND ALCOHOL SELLERS AND SERVERS EDUCATIONAL TRAINING

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

**7399 PHOS 1-001**  
Monday, February 11  
6-10 p.m.  
1 Session  
Grayslake Campus, E125  
\$29 A. DeMarco

**7400 PHOS 1-002**  
Saturday, March 9  
8 a.m. to 12 p.m.  
1 Session  
Grayslake Campus, E125  
\$29 A. DeMarco

**7401 PHOS 1-003**  
Monday, April 29  
6-10 p.m.  
1 Session  
Grayslake Campus, E125  
\$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.

**7397 PHOS 5-001**  
Tuesday and Thursday, February 19-21  
8 a.m. to 1 p.m.  
2 Sessions  
Grayslake Campus, E119  
\$99 J. Keyes

**7398 PHOS 5-002**  
Tuesday and Thursday, April 30 to May 2  
8 a.m. to 1 p.m.  
2 Sessions  
Grayslake Campus, E119  
\$99 J. Keyes

# Computers - Microsoft Office 2016

## 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.

### 7290 PCTR 29-001

Wednesday and Friday, February 20-22

9 a.m. to 5 p.m.

2 Sessions

Southlake Campus, V102

\$395 C. Horwitz

### 7291 PCTR 29-002

Monday and Wednesday, March 18-20

9 a.m. to 5 p.m.

2 Sessions

Grayslake Campus, TBA

\$395 C. Horwitz

## HOW TO EFFICIENTLY USE MICROSOFT OUTLOOK EMAIL AND CALENDAR

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

### 7285 PCTR 24-001

Friday, April 12

8 a.m. to 12 p.m.

1 Session

Southlake Campus, V102

\$115 C. Horwitz

## Word

### MICROSOFT WORD: LEVEL 1

Effectively create, edit, format, save and print letters, business documents and other professional documents using Microsoft Word. Modify the appearance of text, insert special characters and graphical objects, organize data in tables, proof and print a Word document. Textbook required.

### 7292 PCTR 10-001

Friday, March 15

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 S. Bajt

### NEW! MICROSOFT WORD SKILL ENHANCEMENT

Microsoft Word can sometimes feel daunting if you want to do anything outside of the basic form letter. When you do try to get creative, do you find that moving or adding one thing throws everything else off? If that's you, join us for this 4 hour Word Intermediate class to learn about adding graphic objects, changing styles, using AutoText, using mail merge, managing lists and creating newspaper columns. Let us help get you to the next level for Microsoft Word.

### 7422 PCTR 37-001

Friday, April 12

1-5 p.m.

1 Session

Southlake Campus, V102

\$115 C. Horwitz

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Need to buy a textbook? Visit [www.clcillinois.edu/bookstore](http://www.clcillinois.edu/bookstore) for bookstore hours and information.

## Excel

### 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.

### 7293 PCTR 15-001

Saturday, February 16

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 S. Bajt

### 7294 PCTR 15-002

Friday, March 1

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 C. Horwitz

### 7295 PCTR 15-003

Wednesday, March 13

9 a.m. to 5 p.m.

1 Session

Southlake Campus, V306

\$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.

### 7296 PCTR 16-001

Saturday, March 2

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 S. Bajt

### 7297 PCTR 16-002

Wednesday, April 3

9 a.m. to 5 p.m.

1 Session

Southlake Campus, V102

\$195 J. Besser

### 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.

#### 7298 PCTR 17-001

Saturday, March 9

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 S. Bajt

#### 7299 PCTR 17-002

Monday and Wednesday, April 15-17

9 a.m. to 1 p.m.

2 Sessions

Southlake Campus, V306

\$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.

#### 7286 PCTR 27-001

Friday, March 8

8 a.m. to 12 p.m.

1 Session

Grayslake Campus, TBA

\$115 C. Horwitz

#### 7287 PCTR 27-002

Thursday, April 18

8 a.m. to 12 p.m.

1 Session

Southlake Campus, V102

\$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.

#### 7288 PCTR 28-001

Friday, March 8

1-5 p.m.

1 Session

Grayslake Campus, TBA

\$115 C. Horwitz

#### 7289 PCTR 28-002

Thursday, April 18

1-5 p.m.

1 Session

Southlake Campus, V102

\$115 C. Horwitz

### MICROSOFT ACCESS: LEVEL 2

Increase efficiency by sharing Access-stored data with other applications. Improve and customize tables, queries, filter records and create custom and advanced forms and reports. Modify the design of a table to streamline data entry and maintain data integrity.

**Prerequisite:** Microsoft Access Level 1 or equivalent knowledge.  
Textbook required.

#### 7301 PCTR 21-001

Tuesday, March 5

9 a.m. to 5 p.m.

1 Session

Southlake Campus, V102

\$195 J. Besser

## Access

### 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.

#### 7300 PCTR 20-001

Tuesday, February 26

9 a.m. to 5 p.m.

1 Session

Southlake Campus, V102

\$195 J. Besser

## Powerpoint

### MICROSOFT POWERPOINT: LEVEL 1

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

#### 7302 PCTR 30-001

Friday, April 5

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 S. Bajt

## Project

### 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.

#### 7303 PCTR 70-001

Friday, May 3

9 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 J. Besser

# Computers – Graphic Design

## PHOTOSHOP CREATIVE CLOUD: LEVEL 1

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

### 7417 PCTR 40-001

Monday, April 29  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, TBA  
\$195 J. Berek

# Presentations

## PRESENTATION MEDIA SERIES

Presentation media are key to communication, sales, speeches and any other effective presentation today. Whether your presentation is online or in-person, presentation media not only enhance your message, but often make your message successful.

You will be exposed to a powerful, concise way to present information using Infographics. Learn the finer points of Photoshop for presentations. Then, discover the design elements to creating visual presentations for success using any media. Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media.

### TAKE THE SERIES AND SAVE!

#### 7363 PGOT 6-800

February 4 to April 26  
Online 24/7  
\$495 J. Kritzer

## CLASSES CAN BE TAKEN INDIVIDUALLY:

### INFOGRAPHICS

After taking this course in "Infographics", students will be exposed to a powerful, concise way to present information. The course begins with a history of Infographics and the types of infographics used in Business, Education and Industry. Students will be exposed to Pinterest and other web-based sources of infographics. The course proceeds to an exposure to various user-friendly infographic creation websites. Students will learn the basics of designing infographics and be able to make their own simple infographic.

#### 7364 PGOT 3-800

February 4 to March 1  
Online 24/7  
\$195 J. Kritzer

### PHOTOSHOP FOR PRESENTATIONS

Acquire the skills to navigate an extensive list of Photoshop features. You will gain both a foundational and advanced understanding of the popular software, and practice the most commonly used methods, such as managing text, working

with layers, and image file properties. You will find out the purpose of each photo-editing tool and walk away with the skills to use them. You will even learn what the pros know.

#### 7366 PGOT 5-800

March 4-29  
Online 24/7  
\$195 A. Helmi

### GRAPHIC DESIGN FOR VISUAL PRESENTATIONS

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

#### 7365 PGOT 4-800

April 1-26  
Online 24/7  
\$195 R. Lee

## How to Register for Online Business Skills Classes

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

## Veterinary Assistant

Learn more about Veterinary Assistant Training by attending a FREE information session Tuesday, January 8 at 6 p.m. at the Grayslake Campus, Room T323. Visit [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more information.

### **VETERINARY ASSISTANT TRAINING**

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

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.

**7311 PVET 1-001**

Tuesday and Thursday

January 22 to May 9

5-10 p.m.

30 Sessions

Grayslake Campus, E118

AND

100 hour externship to be completed between March 25 and April 29

\$2499 H. DeWitt



## Pharmacy Technician

Learn more about Pharmacy Technician Training by attending a FREE information session Monday, January 14 at 6 p.m. at the Grayslake Campus, Room E118. Check out [www.clcinfosessions.eventbrite.com](http://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.

**7405 VALH 95-600**  
Monday and Wednesday  
January 23 to May 13  
6-9 p.m.  
27 Sessions  
Grayslake Campus, E118  
\$1499 V. Vojvodic

## Healthcare

### CNA RE-CERTIFICATION

Designed for those who have already completed the Certified Nurse Assistant course and who have successfully completed the Illinois Nurse Aide Examination, but who no longer are listed on the Illinois Nurse Aide Registry. Before registering for this course, you must complete the Online 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. Students have two weeks after the last class session to complete the clinical portion of the course.

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

### 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/nursing/CEs](http://www.clcillinois.edu/professional/nursing/CEs). Please call our office for an information packet at (847)543-2990

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

Students should bring any CNA textbook they have to both class sessions.

**7443 VALH 10-001**  
Wednesday and Thursday, April 17-18  
1:30-6:30 p.m.  
2 Sessions  
Grayslake Campus, D228  
AND  
1 session at a clinical site  
\$379 S. Kadera



### 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.

**7444 VALH 12-001**  
Saturday, February 23 to March 16  
8 a.m. to 2 p.m.  
4 Sessions  
Grayslake Campus, D228  
\$299 A. Anderson

### NLN PRE-ENTRANCE EXAM PREPARATION

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

**7455 VALH 25-001**

Tuesday and Thursday, February 7 to March 14  
6-9 p.m.

11 Sessions  
Southlake Campus, TBA  
\$199 J. Jacobs

**7456 VALH 25-002**

Monday and Wednesday, April 3 to May 8  
1-4 p.m.

11 Sessions  
Grayslake Campus, E121  
\$199 J. Jacobs

**Looking for BLS Healthcare Provider CPR classes? See page 26.**

### SPANISH FOR MEDICAL PROFESSIONALS-ONLINE

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

**7333 PALH 4-800**

February 4 to March 29  
Online 24/7  
\$290 C. Sempe

### How to Access Your Online Class

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

# Personal Success Program

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

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

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

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## PSP Classes offered at the Grayslake Campus

### READING FOR THE WORKPLACE 2

This is a continuation class for students in the fall semester Reading for the Workplace. Unlock the keys to better reading and spelling to help you be more successful at work and in your daily life. This class will focus on "pil/grim" and "pump/kin" words, vowel teams, r-controlled vowels and homophones. 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 and spelling games and activities to practice the previously taught concepts.

Method of Instruction: Multisensory structured literacy, discussion, interactive activities, computer-based activities. Maximum 6 students per class.

Prerequisite: Completion of Reading for the Workplace or Minimum 6th grade reading decoding level. All students must be assessed by the SLANT Phonics Survey and the Johns Basic Reading Inventory Word Lists before starting the class and at the end of the class.

### 7420 PPSP 4-001

Tuesday, February 12 to May 7  
10 a.m. to 12 p.m.  
12 Sessions

Grayslake Campus, TBA  
\$399 M. Berman

### 7421 PPSP 4-002

Tuesday, February 12 to May 7  
12:30-2:30 p.m.  
12 Sessions  
Grayslake Campus, TBA  
\$399 M. Berman

### NEW! INTRODUCTION TO ENTREPRENEURSHIP PSP

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

### 7419 PPSP 11-001

Wednesday, February 13 to May 8  
9:15-11:15 a.m.  
12 Sessions  
Grayslake Campus, E118  
\$399 C. Jackson

### PET CARE I

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

### 7392 PPSP 20-001

Friday, February 15 to May 10  
9:15-11:15 a.m.  
12 Sessions  
Grayslake Campus, E118  
\$399 B. Heidner

### RETAIL SKILLS 2 - CASHIER TRAINING

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

### 7393 PPSP 26-001

Thursday, February 14 to May 9  
9:15-11:15 a.m.  
12 Sessions  
Grayslake Campus, TBA  
\$399 G. Johnson



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

### CAREER EXPLORATION

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

#### 7384 PPSP 1-001

Tuesday, February 12 to May 7

12:30-2:30 p.m.

12 Sessions

Southlake Campus, V306

\$399 G. Johnson

### FINANCIAL LITERACY FOR YOUNG ADULTS

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

#### 7386 PPSP 33-001

Thursday, February 14 to May 9

12:30-2:30 p.m.

12 Sessions

Southlake Campus, V306

\$399 P. Palmersheim

## PSP Class held off campus at Youthage Culinary, Mundelein

### INTRODUCTION TO CULINARY ARTS

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

#### 7385 PPSP 16-001

Tuesday, February 26 to April 23

9:15-11:15 a.m.

8 Sessions

Off Campus, Youthage Culinary

\$425 R. Collins

Need to buy a textbook? Visit [www.clcillinois.edu/bookstore](http://www.clcillinois.edu/bookstore) for bookstore hours and information.

# Real Estate

Learn more about real estate by attending a FREE information session on Thursday, January 10, from 6:30-8:30 p.m., Room V336 at the Southlake Campus in Vernon Hills. Visit [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more information.



Candidates must meet all of the following requirements to qualify for an Illinois Real Estate Broker's license under IDFPR 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 IDFPR and allow an individual to be eligible for the Illinois Real Estate Broker Examination. PRLE 2 (Live) and PRLE 3 (Live) classes require attendance for all class hours. The PRLE 2 (Internet Based Online) class requires a score of 75 percent or higher on the final exam to pass the course and receive a Uniform Real Estate Transcript.

## How to Access Your Online Classes

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

## 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.

#### 7383 PRLE 2-001

Tuesday and Thursday, February 21 to April 2  
5:30-10 p.m., Room V328  
AND

Saturday, February 23 to March 23  
8 a.m. to 2 p.m., Room V122

15 Sessions  
Southlake Campus  
\$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 Monday through Friday. A visit to the Grayslake Campus, Room E119 for orientation on Monday, January 28, 2019 from 5:15-6:15 p.m. is required. Students will also be required to take their final exam on campus. A textbook is required and may be purchased in the CLC Bookstore prior to class. To sit for the state licensing exam, you must be 21 years of age and have a GED or be a high school graduate.

#### 7406 PRLE 2-981

January 28 to March 22

Online

\$699 D. Sarrett

## Home Inspection

### BROKER PRE-LICENSING

#### APPLIED PRINCIPLES

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

#### 7432 PRLE 3-001

Tuesday and Thursday, April 4 and 9

5:30-10 p.m., Room V328

AND

Saturday, April 6

8 a.m. to 2 p.m., Room V122

3 Sessions

Southlake Campus

\$199 W. Paprocki

### REAL ESTATE HOME STAGING

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

#### 7407 PRLE 41-001

Thursday, March 21

6-9 p.m.

1 Session

Grayslake Campus, E125

\$69 J. Delacluyse

#### 7408 PRLE 41-002

Wednesday, April 3

1-4 p.m.

1 Session

Southlake Campus, V328

\$69 J. Delacluyse

### NEW! 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" or "what's currently trending" 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.

In this course you will learn how to:

- Select the best color for a room
- Select coordinating colors for adjacent spaces
- Combine multiple colors in a room
- Create accent walls
- Select the best whites for trim, doors, cabinets, etc.
- Select the correct paint finish
- Create the desired mood for a room

#### 7409 PRLE 42-001

Thursday, April 4

6-9 p.m.

1 Session

Grayslake Campus, E125

\$69 J. Delacluyse

#### 7410 PRLE 42-002

Wednesday, April 10

1-4 p.m.

1 Session

Southlake Campus, V328

\$69 J. Delacluyse

Learn more about home inspection by attending a FREE information session on Tuesday, January 15, 6:30-8:00 p.m. at the Grayslake Campus, Room E119. Visit [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more information.

### HOME INSPECTION

This pre-licensing course, approved by the State of Illinois, prepares future home inspectors for the state licensing examination. Illinois home inspectors must be licensed to comply with state law. All 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.

#### 7396 PRLE 40-001

Tuesday and Thursday

February 19 to May 9

6-9:30 p.m.

22 Sessions

Grayslake Campus, E119

\$799 K. Fulara

Need to buy a textbook? Visit [www.clcillinois.edu/bookstore](http://www.clcillinois.edu/bookstore) for bookstore hours and information.

### Room Assignment:

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

## Social Worker CEs

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

### PREPARING FOR THE CADC EXAM

The CADC Exam has been revised to be a more rigorous test overall with more stringent cut-offs. This course reviews the requirements for certification as a Certified Alcohol and Drug Counselor through IAODAPCA, familiarizes students with the certification process, and helps to prepare them for the written examination. The new Domain areas, test-taking strategies, examination references, anxiety and stress reduction tactics, and other approaches for increasing knowledge and test-taking confidence will be covered. Eligible for 15 CEs.

**7445 PSWC 11-001**  
Saturday, February 9 and 16  
9 a.m. to 4 p.m.  
2 Sessions  
Grayslake Campus, C243  
\$99 Staff



### RETHINKING THE WAR ON DRUGS

This book discussion course will study The War on Drugs and address issues of justice and equity. Every person's life is affected directly or indirectly by the war on drugs. Join the conversation as we read *Chasing the Scream* and follow the author, Johann Hari, on his epic and fascinating three-year, thirty-thousand-mile journey into the war on drugs—you will be riveted as you challenge most everything you think about this consequential subject. Students will acknowledge the history of our drug policies, address the impact on world situations and individual lives, and discuss and assess alternative solutions. This is your opportunity to discover ways to make sense of our current world situation while pursuing ways to make a difference in our communities and clients' lives. This course is appropriate for counselors, social workers, administrators, students, community members, and leaders. Eligible for 15 CEs.

**7495 PSWC 16-001**  
Monday, February 18 to March 11  
6-8:50 p.m.  
4 Sessions  
Grayslake Campus, T342  
\$99 J. Mason

## 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.

**7411 PTCH 25-800**  
March 4-29  
Online 24/7  
\$145 D. Reilly

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

Facebook, Twitter, YouTube, it's seems everyone, including your students, talk about ways the Internet lets them stay in touch and see what others are doing. Since many of your students are already there, have you been curious if any of these tools might keep them engaged in your class? Do you ever wonder if there might be some time effective ways to communicate with their parents? GoogleDocs, Adobe ConnectNow, iGoogle, Flickr, animoto, earth album, Teacher Tube, blogs, virtual labs and yes, even Facebook and Twitter can help you add dimension and interest to your class. Discover tips to use a variety of social media and online tools to help your students. You will also spend some time discussing ways to overcome resistance you might encounter in using these programs. For any teacher interested in social media, from beginners to advanced social networkers.

**7412 PTCH 41-800**  
March 4-29  
Online 24/7  
\$145 D. Torrez

## **STUDENTS WITH ASD (AUTISM SPECTRUM DISORDER)**

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

### **7413 PTCH 42-800**

March 4-29  
Online 24/7  
\$145 J. Coates

## **USING CELL PHONES IN THE CLASSROOM**

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

### **7414 PTCH 43-800**

April 1-26  
Online 24/7  
\$145 R. Moore

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## **How to Register for Online Teacher Education 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.

## **NEW! GENDER IN THE CLASSROOM**

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

### **7415 PTCH 45-800**

March 4-29  
Online 24/7  
\$145 J. Coates

## **NEW! GENERATIONAL LEARNING STYLES**

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

### **7416 PTCH 46-800**

April 1-26  
Online 24/7  
\$145 K. Dellabough

## **NEW! TEACHER EDUCATION**

### **LIVE WEBINARS**

Earn PDs or CEs when you enroll and complete a Webinar offered through Intentional Synergy.

Intentional Synergy is owned and operated by Christene Jackson. Christene has worked in education for almost 20 years. She was a special education teacher, assistant principal, and special education district level administrator. In addition, she is the parent of an adult child with autism and cerebral palsy. She has worked with countless teams and teachers and enjoys sharing her experiences and knowledge to help other educators grow in their craft.

Workshops will be provided live via an online platform (Zoom). You can participate on your laptop, iPad, or phone. Participants will receive a link to sign in at the time of the workshop to this very user-friendly platform. Our workshops are interactive and participants will engage and share ideas throughout the session. You can ask questions and participate just like you would if we were sitting in a classroom! Each is eligible for 2 PDs for teacher continuing education or 2 CEs for Illinois licensed counselors and social workers. Visit: <https://clcprofessionaldevelopment.eventbrite.com> for a complete list of offerings and to register.

# CPR

## **CPR BASIC: BLS HEALTHCARE PROVIDER**

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

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

**7320 PALH 8-001**

Saturday, January 19  
9 a.m. to 12 p.m.  
Grayslake Campus, E124

**7321 PALH 8-002**

Thursday, February 21  
5:30-8:30 p.m.  
Grayslake Campus, E124

**7322 PALH 8-003**

Friday, March 8  
2:30-5:30 p.m.  
Grayslake Campus, E118

**7323 PALH 8-004**

Saturday, April 6  
1-4 p.m.  
Grayslake Campus, E124

**7324 PALH 8-005**

Saturday, May 4  
9 a.m. to 12 p.m.  
Grayslake Campus, E124

## **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**

**7315 PALH 7-001**

Saturday, January 19  
1-4 p.m.  
Grayslake Campus, E124

**7316 PALH 7-002**

Saturday, February 16  
9 a.m. to 12 p.m.  
Grayslake Campus, E124

**7317 PALH 7-003**

Thursday, March 14  
5:30-8:30 p.m.  
Grayslake Campus, E124

**7318 PALH 7-004**

Friday, April 12  
2:30-5:30 p.m.  
Grayslake Campus, E124

**7319 PALH 7-005**

Saturday, May 4  
1-4 p.m.  
Grayslake Campus, E124

# Protective Services

## **SECURITY OFFICER BASIC TRAINING**

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

**7394 PPSI 5-001**

Monday to Friday, April 8-12  
5:30-9:30 p.m.  
5 Sessions  
Grayslake Campus, E121  
\$199 J. Jonak

## **SECURITY OFFICER FIREARM TRAINING**

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

**7395 PPSI 6-001**

Monday to Friday, April 29 to May 3  
Last night at the range  
5:30-9:30 p.m.  
5 Sessions  
Grayslake Campus, E121  
\$249 J. Jonak

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Looking for Heartsaver CPR with Adult, Child and Infant Training?  
See page 35.

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Need to buy a textbook? Visit [www.clcillinois.edu/bookstore](http://www.clcillinois.edu/bookstore) for bookstore hours and information.



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

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

### The Workforce Ecosystem

- Drives innovation
- Supports business growth
- Provides new talent



# WORKFORCE

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

The primary members of the Workforce Ecosystem are the College of Lake County, the Lake County Workforce Development Department and Lake County Partners.

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

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



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

**(847) 597-1126**

**[www.lakecountypartners.com](http://www.lakecountypartners.com)**

# ECOSYSTEM



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

(847) 986-1511

[www.lakecountylil.gov/167/  
Job-Center-of-Lake-County](http://www.lakecountylil.gov/167/Job-Center-of-Lake-County)

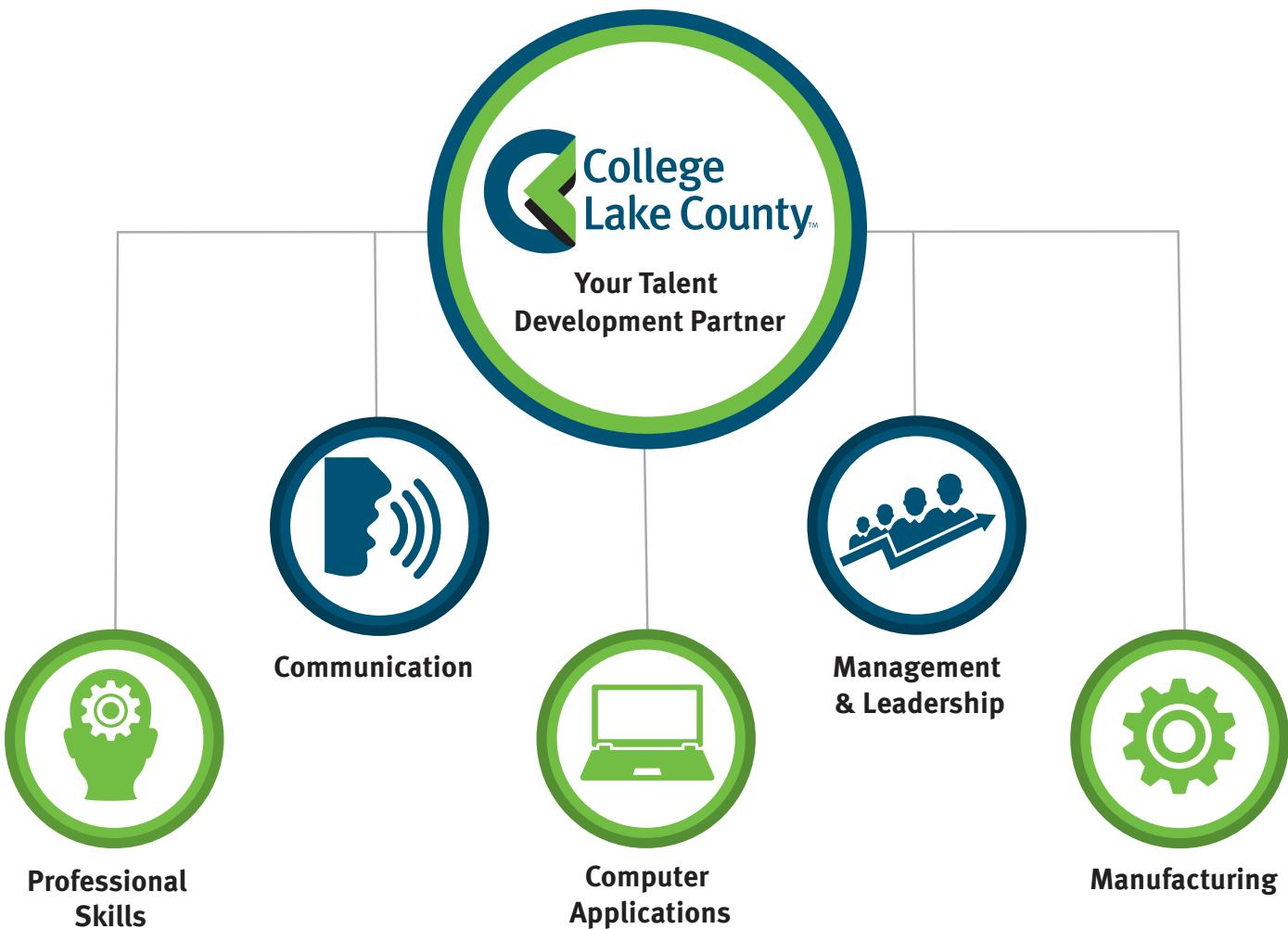


- Certificates and degrees
- Job skill development
- Onsite training
- International trade
- Small business development
- Employee candidates

(847) 543-2990

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

# Training and Development Solutions for Organizations, Employees and Individuals



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

Multiple training options are available:

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

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

For more information:

Call: (847) 543-2990

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

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

## Concealed Carry Licensing

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

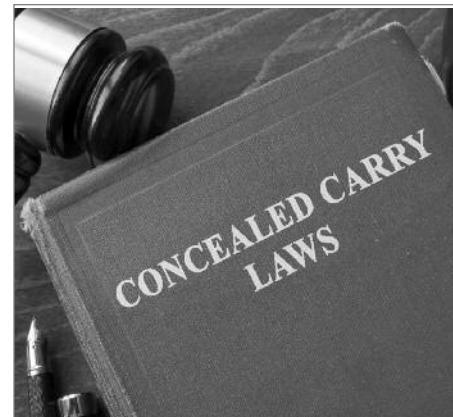
**Requirements and Course Information:** Participants must be at least 21 years of age and if a resident of the State of Illinois, be eligible to possess a valid FOID card.

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

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

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

**Prior Training:** The 12- and 8-hour training classes are listed as department consent. Prior proof of training MUST be received before a student can register for either section. Call (847) 543-2980 for more information. For participants with prior training, please refer to chart at [www.clcillinois.edu/professional/concealedcarry](http://www.clcillinois.edu/professional/concealedcarry). All documentation or certificates proving completed prior training must be submitted to CLC via email at [cpeinfo@clcillinois.edu](mailto:cpeinfo@clcillinois.edu) or delivered in person to Room T317 at the Grayslake Campus no less than five business days prior to the start date of any class.



### CONCEALED CARRY LICENSE TRAINING – 8 HOURS

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

#### 7168 CPER 41-001

AND Sunday, March 3, 9 a.m. to 1 p.m.  
Grayslake Campus, E121

AND

Sunday, March 3, 3-7 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.

#### 7167 CPER 40-001

Saturday, March 2, 9 a.m. to 5 p.m.

AND Sunday, March 3, 9 a.m. to 1 p.m.

Grayslake Campus, E121

AND

Sunday, March 3, 3-7 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.

# Transportation



## Get on the Road to a Better Career!

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

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

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

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Learn more about Truck Driver Training by attending a FREE information session at 6 p.m. on Thursday evenings January 17, February 21 or March 21 at the Grayslake campus, Room E121. Check out [www.clcinfosessions.eventbrite.com](http://www.clcinfosessions.eventbrite.com) for more information.

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### 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.

#### 7312 PCDL 1-001

Monday to Friday, January 28 to March 1

7:30 a.m. to 4 p.m.

25 Sessions

Grayslake Campus, E119

\$4100 J. Clark

#### 7314 PCDL 1-003

Monday to Friday, April 8 to May 10

7:30 a.m. to 4 p.m.

25 Sessions

Grayslake Campus, E119

\$4100 J. Clark

#### 7313 PCDL 1-002

Monday to Friday, March 4 to April 5

7:30 a.m. to 4 p.m.

25 Sessions

Grayslake Campus, E119

\$4100 J. Clark

# Work Safety

### FORKLIFT OPERATOR TRAINING

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

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

This course meets for one session

8 a.m. to 12 p.m.

\$149 J. Colangelo

#### 7325 PSFT 30-001

Tuesday, February 19

#### 7326 PSFT 30-002

Tuesday, March 19

#### 7327 PSFT 30-003

Tuesday, April 16

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

# Illinois Small Business Development and International Trade Center

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

- FREE, confidential, one-on-one business advising in English or Spanish with noted experts
- Assistance in developing business and financial plans
- Guidance in forming strategic marketing and product plans
- Support in securing loans
- Strategic export advising that includes market and trade research, market access and matchmaking programs
- Export transaction and regulatory assistance
- Interactive, low-cost workshops



INTERNATIONAL TRADE CENTER

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

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

(847) 543-2033

[IllinoisSBDC@clcillinois.edu](mailto:IllinoisSBDC@clcillinois.edu)

[www.clcillinois.edu/sbdc-itc](http://www.clcillinois.edu/sbdc-itc)



"The Illinois SBDC International Trade Center assisted me with expanding our international presence in Europe and establishing channels of distribution. The Center's international trade specialist provided valuable insight and quickly connected us to the right people overseas."

– Dan Livingston, Owner  
Livingston Innovations

[www.FreedomTrax.com](http://www.FreedomTrax.com)

Livingston Innovations manufactures all terrain, electric wheelchairs for individuals with adaptive equipment needs.

# 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.

### 7069 TBSM 20-001

Thursday, February 7

8 a.m. to 5 p.m.

1 Session

Grayslake Campus, TBA

\$195 B. Ritzwoller

### 7070 TBSM 20-002

Wednesday, May 1

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.

### 7071 TBSM 21-001

Wednesday, May 15

8:30 a.m. to 12 p.m.

1 Session

Grayslake Campus, TBA

\$115 B. Ritzwoller

## NEW! 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.

### 7260 TBSM 15-001

Monday, March 4

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E118

\$25 S. Stang

## NEW! 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.

### 7261 TBSM 40-001

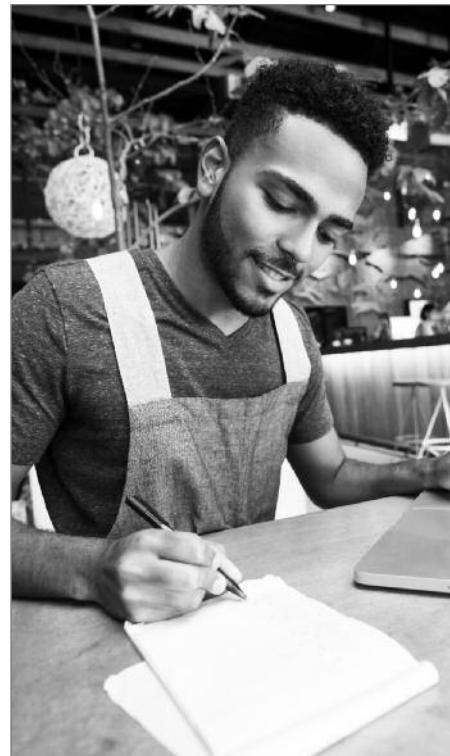
Monday, April 8

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E118

\$25 B. Kornit



## NEW! 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.

### 7262 TBSM 42-001

Wednesday, April 24

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E119

\$25 A. Murcia & A. Christacos

## Business Growth and Development

### NEW! THE POWER OF SWOT

When building your business, whether new or existing, having the right tools can be the difference between failure and success. Understanding your business's SWOT (Strengths, Weaknesses, Opportunities and Threats) will make all the difference. During this workshop, you will analyze internal and external forces that influence business success and use that information to strengthen your position and manage risk. Topics include business indicators, your unique SWOT, courses of action to strengthen your business, competitive SWOT and employee SWOT.

#### 7259 TBSM 8-001

Wednesday, February 13

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E124

\$25 M. Thompson

### NEW! 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.

#### 7256 TBSM 38-001

Wednesday, February 20

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E124

\$25 B. Sosa

## International Trade

### NEW! EXPORT CONTROLS AND ENFORCEMENT

All parties to U.S. export transactions must ensure their exports fully comply with all statutory and regulatory requirements to avoid any violations. Learn first-hand from a subject matter expert about export control policies, regulations and procedures to help your company minimize the risk of noncompliance. Special Agent Peter Zube will discuss export enforcement including the export control and enforcement community, identifying red flags, best practices for export compliance, and reporting and disclosing potential violations of the Export Administration Regulations (EAR). Active Q & A is encouraged!

**Peter Zube** is a Special Agent in the Chicago Field Office of the Office of Export Enforcement (OEE), Bureau of Industry and Security (BIS), U.S. Department of Commerce.

#### 7163 TBSM 87-001

Thursday, February 21

11 a.m. to 1:30 p.m.

1 Session

Southlake Campus, V328

\$30 P. Zube

### NEW! NAFTA-USMCA UPDATES

Illinois exports more of its products and services to Mexico and Canada than to any other country, but understanding export documentation and the shipping process can be challenging. Learn the rules to qualify and classify products under the NAFTA Agreement. Understand the NAFTA Certificate of Origin Document, its uses, how to complete it and the difference between an annual vs. single use form. This workshop will help you analyze your current practices and maintain proper export documentation and shipping processes to Mexico and Canada. Expect to hear updates on USMCA with a comparison/contrast to NAFTA.

**Lisa Victoria Waller** is Vice President and Co-owner of BDG International, Inc. (BDG), located in Elgin, Illinois. BDG has been in business since 1983 and is an international freight forwarder, U.S. Customs Broker and Letters of Credit Specialist.

#### 7437 TBSM 96-001

Thursday, March 14

11 a.m. to 12:30 p.m.

1 Session

Southlake Campus, V328

\$30 L. Waller

### NEW! EXPORTING 101

Are you looking to grow your business through exporting? This workshop provides an entry-level overview of the requirements, procedures and best practices for a successful exporting program. Learn how to determine if exporting is right for your company, the different export models used and the resources available to assist you. We will discuss export readiness, product classification, market research and prioritization, export compliance, methods of payment, finding the right partners, documentation, insurance and overseas transportation.

**Kevin Kim, MBA, CGBP**, is a client-focused and result-driven international trade specialist at the Illinois SBDC International Trade Center. Kevin supports clients' efforts to enter, succeed and expand in international trade markets.

#### 7264 TBSM 32-001

Tuesday, April 2

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E118

\$20 K. Kim

# Marketing and Sales

## NEW! 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. 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.

### 7266 TBSM 13-001

Thursday, March 14

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E118

\$25 R. Poirot

## NEW! CONDUCTING SALES PRESENTATIONS

Discover how to turn prospective clients into paying clients. During this workshop you will learn how to read your customers, assess their needs and goals and ensure they understand their WIIFM - What is In It for Me! You will discover innate sales skills and put them to use in sales presentation formats that compel customers to make purchase decisions. Topics include selling yourself, selling your product and selling your company.

### 7263 TBSM 16-001

Wednesday, March 27

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E118

\$25 P. Herbert

## NEW! PROMOTING YOUR BUSINESS WITH YOUTUBE

By 2020, 80% of Internet traffic will be video based. Video content has exploded across all the major social media platforms and YouTube has staked its claim as the 2nd largest search engine, Google being #1.

Our three-part series will teach you how to take advantage of this powerful phenomenon and leverage YouTube to drive customers to your business.

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

### Creating Your Business YouTube Channel

Learn how to set up a YouTube channel that will help grow your business. You will be provided step-by-step instruction on how to create your YouTube account and optimize your channel for better search and discovery. You'll also learn essential strategies for channel creation, how to design artwork and share tips for using YouTube cards and captions.

### Producing Exciting YouTube Content

Discover business and technical aspects of posting YouTube content. The workshop will help define your target audience and set goals for your channel. We will also cover basic video production techniques for pre-recorded and live video, introduce editing platforms and encode, and upload videos to YouTube.

### Reaching Your Audience

Learn how to build up your subscriber base and convert clicks into action or commerce. Discover how to define key performance indicators that matter to your business and use channel analytics to gain insights into your channel and individual videos to reach your goals and get results.

### 7450 TBSM 57-001

Tuesdays, April 2, 16 and 30

11:30 a.m. to 1 p.m.

3 Sessions

Southlake Campus, V328

\$59 B. Himmelblau



## NEW! 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.

### 7267 TBSM 14-001

Tuesday, April 9

11:30 a.m. to 1 p.m.

1 Session

Grayslake Campus, E118

\$25 A. Jackson

## Start-up and Planning

### 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).

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

##### 7273 TBSM 52-001

Individual classes meet on: February 12, February 18, March 12, March 20

12-1:30 p.m.

4 Sessions

Southlake Campus, V328

\$75 N. Barszczewski

#### CLASSES CAN BE TAKEN INDIVIDUALLY:

##### GROW YOUR BUSINESS WITH GOOGLE

Understanding the benefits of using Google products helps business owners make better decisions. Discussion will focus heavily on Google's advertising platform (Google Ads), Google Analytics, and Google My Business. We will analyze the concept of placing your business on a map of local services, and the importance of online reviews and star ratings.

##### 7072 TBSM 56-001

Tuesday, February 12

12-1:30 p.m.

1 Session

Southlake Campus, V328

\$25 N. Barszczewski

##### 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.

##### 7073 TBSM 53-001

Monday, February 18

12-1:30 p.m.

1 Session

Southlake Campus, V324

\$25 N. Barszczewski

##### HARNESS THE POWER OF LINKEDIN

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. Discover strategies for quality content that drives engagement and integrate LinkedIn into your marketing mix.

##### 7074 TBSM 29-001

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

##### 7075 TBSM 55-001

Wednesday, March 20

12-1:30 p.m.

1 Session

Southlake Campus, V328

\$25 N. Barszczewski

##### 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!

##### 7092 TBSM 10-001

Tuesday, February 5

6-8 p.m.

Grayslake Campus, E121

\$20 M. Bienvenue

##### 7093 TBSM 10-002

Wednesday, March 6

9-11 a.m.

Southlake Campus, V328

\$20 M. Bienvenue

##### 7094 TBSM 10-003

Thursday, April 4

9-11 a.m.

Grayslake Campus, E118

\$20 M. Bienvenue

##### 7151 TBSM 10-004

Tuesday, May 7

6-8 p.m.

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.**



Browse our  
listings  
to find  
something  
perfect  
for you!

## 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"!

#### 7166 CPER 22-001

Saturday, March 2

9-11 a.m.

1 Session

Grayslake Campus, TBA

\$75 Such A Voice

### INTRODUCTION TO RADIO AND PRODUCTION: USING YOUR VOICE FOR PODCASTING, VOICE-OVERS AND MORE

Interested in podcasting or voice-overs? Always wanted to be on the radio? Enjoy an engaging introduction to the field of broadcast communications and learn from Chicago radio veteran Jon Hemmer's 20+ years of experience. Topics will include on-air execution, production and creative services, voice-over Work and radio promotion and gain hands-on experience in CLC's Lancers radio station. Class content will be tailored to your interests and those of fellow students.

#### 7429 CPER 23-001

Monday, February 18 to March 18

7-8:30 p.m.

5 Sessions

Grayslake Campus, TBA and Lancer Radio

\$125 J. Hemmer

*Looking to develop your singing voice?*

*See page 41 for Beginning Group Voice (Crash Course)*

## Computers - Video Game Making

### ONLINE VIDEO GAME MAKER 101:

#### PERILOUS PYRAMID

Learn how to design and modify your own exciting arcade-style video games. Learn how to control characters, objects and outcomes in your game, then increase the difficulty level and add more features. Graphics design and graphics animation topics will also be covered. The self-paced class is available online for 49 consecutive days from your first login. Check system requirements at <http://tinyurl.com/a9cy8tq>. Call (847) 543-2980 or email CPEInfo@clcillinois.edu to confirm your contact information so we can email your voucher number for class access. Contact us to find out how students age 10-17 may register through the Explore program.

**7169 CCMP 92-801**

February 18 to April 7

Online 24/7

\$179 All About Learning

### ONLINE VIDEO GAME MAKER 2: INVADER!

Learn how to design and modify exciting arcade-style games including soccer, a Breakout-style game, Alien Invader and a secret game at the end of the class! Control characters and outcomes, increase the difficulty level and add more features. Graphic design and animation, sprites, objects, room creation, instances and bonus levels will be covered. This self-paced class is available online for 49 consecutive days from your first login. Call (847) 543-2980 or email CPEInfo@clcillinois.edu to confirm your contact information so we can email your voucher number for class access. Contact us to find out how students age 10-17 may register through the Explore program.

**7170 CCMP 93-801**

March 18 to May 5

Online 24/7

\$179 All About Learning

## CPR



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

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

**7181 CWEL 30-001**

Thursday, February 7

5:30-8:30 p.m.

1 Session

Grayslake Campus, TBA

\$65 S. Frankson

**7182 CWEL 30-002**

Thursday, April 11

5:30-8:30 p.m.

1 Session

Grayslake Campus, TBA

\$65 S. Frankson

***Coming in Fall 2019!***

### 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 with short-term classes in:

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

# Creative Arts

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

## Glass Blowing

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

### GLASSBLOWING PAPERWEIGHTS

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

**7424 CCRF 2-031**

Monday, March 11

6-10 p.m.

1 Session

\$150

### BEGINNING GLASSBLOWING

Beginning Glassblowing

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

**7425 CCRF 4-031**

Monday and Tuesday, April 22-23

6-9 p.m.

2 Sessions

\$450

## Mosaics

### INTRODUCTION TO MOSAICS WORKSHOP

Share creative friend or family time in a fun, relaxed and inviting atmosphere while learning basic mosaic techniques, methods and applications. Fashion a 4" x 4" mosaic or use your own design to create a one-of-a-kind masterpiece to take home. All materials and supplies are included in the class fee. Design templates are provided but individual creativity is encouraged! Register early. Space is limited.

**7275 CCRF 29-001**

Wednesday, February 20

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.

**7244 CCRF 31-001**

Tuesday, January 22 to February 26

6:30-8:30 p.m.

6 Sessions

Grayslake Campus, H107

\$175 M. Wagner-Webb

### SEWING PROJECT OF YOUR CHOICE

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

**7245 CCRF 47-001**

Tuesday, March 5 to April 30

(No class March 19 & 26)

6:30-8:30 p.m.

8 Sessions

Grayslake Campus, H107

\$195 M. Wagner-Webb

### BEGINNER QUILTING: RIPPED LOG CABIN QUILT

Learn these quilting basics in a fun, introductory class: quilt terminology, fabric selection, color coordination, fabric tearing (grain straightening), log cabin squares, quilt seam allowances, log cabin patterns, batting and backing, tie through and stitch-in-the-ditch. Make a nine-square baby quilt or wall hanging (approximately 47" x 47") as your final project. A supply list will be provided prior to the first class. Bring your own sewing machine, sharp scissors and a box of pins to the first class. The instructor will discuss additional supplies in class. Register with a friend!

**7246 CCRF 53-001**

Thursday, April 4 to May 9

6:30-8:30 p.m.

6 Sessions

Grayslake Campus, TBA

\$175 M. Wagner-Webb

## Drawing

### CREATIVE DRAWING WITH ZENTANGLE®

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

**7278 CCRF 55-001**

Thursday, March 14

6:30-8:30 p.m.

1 Session

Grayslake Campus, L113

\$49 C. Freitas

### MORE CREATIVE DRAWING

#### WITH ZENTANGLE® 1

Learn new stand-alone patterns in this followup to the introductory Zentangle® class. Anyone can draw easily using this technique – no artistic talent needed to be successful! Leave class with your own beautiful creation, a quiet mind and relaxed body and all the materials you need to practice at home. All materials are included in the class fee. Prerequisite recommended: Creative Drawing with Zentangle.

**7402 CCRF 56-001**

Thursday, April 11

6:30-8:30 p.m.

1 Session

Grayslake Campus, A132

\$49 C. Freitas



### DESIGN. INNOVATE. MAKE.

#### **Baxter Innovation Lab Introduction Series – Family Friendly!**

Bring your creativity to light using state-of-the art technology and tools in CLC's new Baxter Innovation Lab. Our Introductory Series provides a great introduction to the various projects and equipment available. Experience the world of 3D modeling software, 3D printing, laser cutting and shop tools as you complete three creative and useful projects over three weeks and acquire new skills in design and technology. March 2: Beautify your home or office with a constellation box. March 16: Simplify media viewing with a combination phone stand/key chain. April 6: Declutter and simplify your desktop space with a customized storage box. Little or no experience necessary. Register with your teen and inspire each other as you design, innovate and make together. Students ages 13-17 can register through the Explore program and attend with a parent. View project details and featured technology at [www.clcillinois.edu/innovationlab](http://www.clcillinois.edu/innovationlab).

**7453 CCRF 57-001**

Saturday, March 2 - Constellation box (lab orientation and shop tool safety)

Saturday, March 16 - Combination phone stand/key chain (3D printing)

Saturday, April 6 - Customized wooden box (laser cutting)

9 a.m. to 1 p.m.

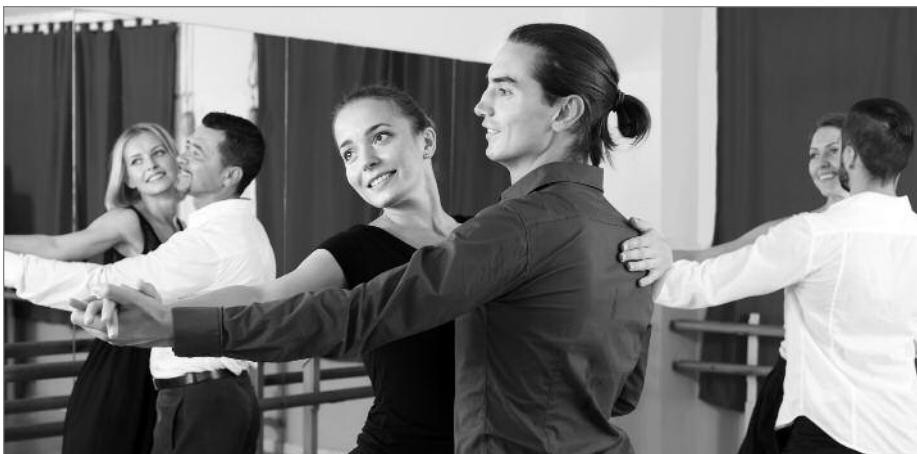
Grayslake Campus, T120/121

\$195 Staff

### ABOUT THE CLC BAXTER INNOVATION LAB

A non-profit, student-run instructional makerspace/fablab serving the CLC and Lake County communities, the lab is also a member of the United States Fab Lab Network (USFLN). One of the primary goals of the lab is to help users learn and foster practical design skills through hands-on fabrication, testing, and collaboration. Read more at <http://www.clcillinois.edu/baxter-innovation-lab/use/who>.

## Dance - Ballroom



### 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.

**7276 CDAN 2-001**

Friday, February 1 to April 12  
(No class March 22 & 29)

7-9 p.m.

9 Sessions

Grayslake Campus, TBA

\$195 R. & C. Sealander

### INTERMEDIATE BALLROOM DANCING

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

Prerequisite: CLC Beginning Ballroom Dancing class. Couples only, please.

**7277 CDAN 3-001**

Friday, April 26 to May 24

7-9 p.m.

5 Sessions

Grayslake Campus, TBA

\$115 R. & C. Sealander

## Dance - Swing



### LINDY HOP 1 - THE ORIGINAL SWING DANCE

Spring time is swing time! Swing dancing is alive and kicking in venues all around Chicago and Milwaukee. Dive into Lindy Hop, the original swing dance. A fast-paced dance that offers lots of opportunities for creativity and playfulness, it's also a great way to let off steam, burn calories and meet new people. Build on what you learned in Swing 1 and Swing 2 or begin without any experience. Lindy 1 will work on basics. Wear comfortable, work-out type clothes and sporty, soft-soled shoes. No dance experience or partner required.

**7403 CDAN 31-001**

Wednesday, February 20 to March 13

7-9 p.m.

4 Sessions

Grayslake Campus, TBA

\$79 V. Pabedinskas

### LINDY HOP 2 - THE ORIGINAL SWING DANCE

Continue to build your Lindy Hop skills and work on embellishments to the basic moves you learned in Lindy Hop 1. Wear comfortable, work-out type clothes and sporty, soft-soled shoes. No partner required. Prerequisite: Lindy Hop 1.

**7404 CDAN 32-001**

Wednesday, April 3-24

7-9 p.m.

4 Sessions

Grayslake Campus, TBA

\$79 V. Pabedinskas

## 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.

**7177 CFIN 2-001**

Thursday, January 24 to February 7

7-9:15 p.m.

3 Sessions

Grayslake Campus, TBA

\$33 R. Babjak

### REJUVENATE YOUR RETIREMENT

You worked hard to manage funds for a comfortable retirement. This comprehensive course focuses on issues and financial concepts important to retirees. However, money is only one aspect of post-retirement planning. The course introduces fulfilling activities such as travel and lifelong learning to help make the most of your retirement years. A 143-page illustrated workbook per couple is included with your tuition.

**7178 CFIN 6-001**

Tuesday, January 29 to February 5

9-11:30 a.m.

2 Sessions

Grayslake Campus, TBA

\$30 R. Babjak

## 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.clcillinois.edu/personalenrichment/fitness](http://www.clcillinois.edu/personalenrichment/fitness) for complete class descriptions.

**All classes are held in the Physical Education Center, Building 7, Grayslake Campus and are \$135 each. Classes begin the week of January 28 and fill quickly. Please register early to get the schedule you want.**

### AEROBIC DANCE

7192 CFIT 16-001  
Monday and Wednesday  
6-6:50 p.m. D. Paul

### BEGINNING AIKIDO SKILLS

7195 CFIT 7-001  
Wednesday  
8-9:50 p.m. C. Tseng

### ADVANCED AIKIDO SKILLS

7435 CFIT 9-001  
Friday  
8-9:50 p.m. C. Tseng

### BEGINNING T'AI CHI CHIH

7205 CFIT 53-001  
Wednesday  
7-8:50 p.m. D. McElhose

### BODY TONING - WOMEN

7196 CFIT 21-001  
Monday and Wednesday  
7-7:50 p.m. D. Paul

### INTRODUCTION TO RUNNING

7197 CFIT 25-001  
Saturday  
8-9:50 a.m. T. Skarbalus

### KICKBOXING

7198 CFIT 6-001  
Tuesday and Thursday  
7-7:50 p.m. Staff

### PILATES

7199 CFIT 1-001  
Tuesday and Thursday  
11-11:50 a.m. T. Wheeler

7200 CFIT 1-002  
Monday and Wednesday  
5-5:50 p.m. T. Wheeler

### SPINNING

7201 CFIT 29-001  
Tuesday and Thursday  
5-5:50 p.m. R. Atkinson

### STRENGTH TRAINING

7204 CFIT 55-001  
Tuesday and Thursday  
8-8:50 a.m. T. Wheeler

7203 CFIT 55-002  
Monday and Wednesday  
1-1:50 p.m. T. Wheeler

### YOGA

7207 CFIT 51-001  
Tuesday and Thursday  
6-6:50 p.m. T. Skarbalus

7208 CFIT 51-002  
Tuesday and Thursday  
12-12:50 p.m. S. Fullington

### ZUMBA

7206 CFIT 50-001  
Monday and Wednesday  
11-11:50 a.m. L. Lancaster



# Language

## SPANISH 1

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

### 7155 CLNG 2-001

Tuesday, February 5 to March 12  
6:30-9 p.m.  
6 Sessions  
Grayslake Campus, TBA  
\$125 L. Nelson

### 7156 CLNG 2-021

Monday, February 4 to March 11  
6:30-9 p.m.  
6 Sessions  
Southlake Campus, R024  
\$125 L. Nelson

## SPANISH 2

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

### 7157 CLNG 3-001

Tuesday, April 2 to May 7  
6:30-9 p.m.  
6 Sessions  
Grayslake Campus, TBA  
\$125 L. Nelson

### 7158 CLNG 3-021

Monday, April 1 to May 6  
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? This course will help you acquire a good working knowledge of Spanish verb tenses, allowing you to understand and make yourself understood in everyday situations. The emphasis will be on comprehension and production of the spoken language through the introduction of communicative activities and dialogues. **Prerequisite:** Spanish 1 and 2 or previous Spanish language experience.

### 7159 CLNG 6-021

Wednesday, February 13 to March 20  
6:30-9 p.m.  
6 Sessions  
Southlake Campus, R024  
\$125 L. Nelson

## ITALIAN 1

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

### 7179 CLNG 15-001

Wednesday, February 6 to March 13  
6-8 p.m.  
6 Sessions  
Grayslake Campus, TBA  
\$125 S. Sette

## ITALIAN 2

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

### 7180 CLNG 16-001

Wednesday, April 3 to May 8  
6-8 p.m.  
6 Sessions  
Grayslake Campus, TBA  
\$125 S. Sette

## FRENCH 1

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

### 7211 CLNG 20-001

Thursday, February 7 to March 14  
4-6 p.m.  
6 Sessions  
Grayslake Campus, TBA  
\$125 A. Meny

## AMERICAN SIGN LANGUAGE 1

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

### 7161 CLNG 30-021

Wednesday, January 30 to April 10  
(No class on March 27)  
6:30-8:30 p.m.  
10 Sessions  
Southlake Campus, R022  
\$189 A. Gentile

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## FOR ALL LANGUAGE CLASSES

A textbook is required and may be purchased in the CLC Bookstore prior to class. Visit [www.clcillinois.edu/bookstore](http://www.clcillinois.edu/bookstore).

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

## Music - Group Piano / Voice

### 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.

**7247 CMSC 64-031**  
Saturday, January 26 to February 16  
11-11:45 a.m.  
4 Sessions  
Songbird Studio, Inc.  
\$115 B. Cappelli

### NEW! 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.

**7248 CMSC 67-031**  
Saturday, March 2-23  
11-11:45 a.m.  
4 Sessions  
Songbird Studio, Inc.  
\$115 B. Cappelli

### NEW! BEGINNER GROUP VOICE (CRASH COURSE)

Have you always wanted to try out singing? Have you been curious about taking voice lessons but hesitated, not knowing what it would be like? Join this short, fun, recreational opportunity to try out your singing voice. Gain basic vocal knowledge about voice techniques, proper breathing and articulation and experience basic voice exercise in a safe, warm, inviting, environment with others just like you. Register with a friend or family member and start singing. This class gives a peek into what voice lessons are like. Class is held at Songbird Studio, Inc., 130 S. IL Route 83, Grayslake.

**7249 CMSC 65-031**  
Saturday, February 9 to March 2  
8:30-9:15 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. First-time Gospel Choir students will receive information early in the semester regarding the purchase of concert attire.

**7184 CMSC 1-001**  
Monday, January 22 to May 6  
7-9 p.m.  
Grayslake Campus, D101  
\$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 Jeffrey Delay at (847) 543-2000 ext. 31168 or email JDelay@clcillinois.edu. If college credit is desired, enroll in MUS 120-001. First-time CLC Singers will receive information early in the semester regarding the purchase of concert attire.

**7185 CMSC 2-001**  
Tuesday, January 22 to May 14  
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.

**7186 CMSC 3-001**  
Tuesday, January 22 to May 14  
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.

**7187 CMSC 9-001**  
Wednesday, January 23 to May 15  
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.

#### 7189 CMSC 4-001

Thursday, January 24 to May 16  
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.

#### 7190 CMSC 5-001

Tuesday, January 22 to May 14  
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.

#### 7191 CMSC 7-001

Monday, January 28 to May 13  
7:30-9 p.m.  
Grayslake Campus, P101  
\$50 D. Hibbard

### CONCERT BAND

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

#### 7188 CMSC 6-001

Wednesday, January 23 to May 15  
7:30-9 p.m.  
Grayslake Campus, P101  
\$50 J. Mojziszek

## Photography

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

### PHOTOGRAPHY BASICS FOR BEGINNERS

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

#### 7171 CPTO 8-001

Saturday, March 9 to May 4  
(No class Saturday, March 30)  
9-11:30 a.m.  
8 Sessions  
Grayslake Campus, T345  
\$225 J. Harold

### INTRODUCTION TO PHOTOSHOP

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

#### 7172 CPTO 54-001

Wednesday, February 13 to April 10  
6:30-9 p.m.  
8 Sessions  
Grayslake Campus, T345  
\$195 J. Harold

## Writing

### **SMArtPHONE PHOTOGRAPHY**

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

#### **7274 CPTO 2-001**

Monday, March 4 to April 8  
(No class Monday, March 25)

7:30 p.m.

5 Sessions

Grayslake Campus, T345

\$159 M. Caplan & J. Petrovic

### **WRITERS IN PROGRESS WORKSHOP**

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

#### **7250 CWRT 28-001**

Tuesday, February 12, February 26,  
March 12 and April 2

6-8 p.m.

4 Sessions

Grayslake Campus, TBA

\$99 S. Engstrom

### **ADVANCED CREATIVE WRITING**

Experience the joy of writing in a safe, supportive group of fellow writers. Start your first piece or reconnect with your personal writing. Explore techniques to unleash your creativity and help you establish the habit of writing on a regular basis. Be inspired. Examine other creative works and discuss the art of writing. Improve your writing. Give and receive helpful feedback through supportive group critique. Have fun creating and sharing your own writing. Learn to release your inner voice, quiet the critical voices and embrace the freedom to write. Class will incorporate lecture, discussion and a multitude of valuable writing activities.

#### **7448 CWRT 63-001**

Saturday, February 23 to March 9  
9:30 a.m. to 12 p.m.

3 Sessions

Grayslake Campus, TBA

\$99 S. Clark

### **WRITE YOUR STORY: GENERATE, FORMAT AND CREATE YOUR DRAMATIC SCRIPT OR SCREENPLAY**

You have a story. Bring it to the stage or big screen. Begin and complete an original short screenplay/script (or work on the draft you've already started) in this eight-week class. Study examples of popular plays and movies to discover what makes a script work. Practice skills associated with dramatic writing, including special techniques for generating ideas and formatting scripts. Emphasis will be placed on dramatic structure, plot, character development, writing dialogue, creating visual metaphors and revision. Explore ways to promote your finished product.

#### **7447 CWRT 23-001**

Monday, March 4 to April 29  
(No class March 25)

6:30-9 p.m.

8 Sessions

Grayslake Campus, TBA

\$195 D. Cavanaugh





## Explore: WHERE KIDS GO TO COLLEGE



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

**Explore your  
inner genius.**

Looking for online  
video making classes?  
See page 35.

### Explore: Creative Writing

#### **ADVANCED CREATIVE WRITING (GRADE 7-9)**

Experience the joy of writing in a supportive group of kindred spirits who love to write. Explore techniques to unleash your creativity and help you establish the habit of writing on a regular basis. Be inspired. Examine other creative works and discuss the art of writing. Improve your writing. Give and receive helpful feedback through supportive group critique. Have fun creating and sharing your own writing. Learn to release your inner voice, quiet the critical voices and embrace the freedom to write. Class will incorporate lecture, discussion and a multitude of valuable writing activities.

**7449 CEXP 27-001**  
Saturday, April 27 to May 11  
12:30-3 p.m.  
3 Sessions  
Grayslake Campus, TBA  
\$99 S. Clark

### Explore: Lasers, Photonics, Optics

#### **BRINGING PHYSICS TO LIGHT:**

#### **PHOTONICS/LASERS/OPTICS (GRADES 7-9)**

Familiarize yourself with some of the basic concepts of physics, such as gravity and light, as well as related math concepts. Learn the relationship of space and matter; the properties of mass, velocity and time; and the effects of energy. Learn basics to help solve practical math/optics problems. This preparatory class lays the groundwork to help you better understand high school physics. Class meets in CLC's phenomenal Laser, Photonics and Optics lab. Class fee covers all materials.

**7430 CSCC 1-001**  
Saturday, April 6-13  
9 a.m. to 1 p.m.  
2 Sessions  
Grayslake Campus, A101  
\$99 B. Kellerhals

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To enroll in Explore classes visit [www.clcillinois.edu/youth](http://www.clcillinois.edu/youth) and complete a registration form. Contact Personal Enrichment at (847) 543-2980 or [CPEInfo@clcillinois.edu](mailto: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](http://www.clcillinois.edu/fastpaced) for more program details.

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

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

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

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



## Explore: Test Prep

### SAT PREP (GRADES 10-12)

Looking to prepare for and achieve your best on the SAT? Engage in algebra, geometry and basic mathematics refreshers to polish your math skills. Discover helpful ways to remember grammatical rules and effective strategies to help you approach reading passages and questions confidently. The Official SAT Guide (2018 Edition) is the required textbook. Be prepared for the upcoming SAT test dates of March 9, May 4 and June 1, 2019.

#### 7251 CEXP 94-001

Saturday, February 9 to March 16  
9 a.m. to 12 p.m.

8 Sessions

Grayslake Campus, TBA

\$250 S. Pantelic & R. Boyd

## STEM Day for Girls

### STEM DAY FOR GIRLS (GRADES 7-12)

This annual free event is for girls who are interested in STEM (Science, Technology, Engineering, Math). Engage in a series of hands-on activities and inspiring presentations designed to motivate you to become an innovative and creative thinker and to pursue a STEM career. Enjoy a welcoming introduction to college life at CLC. ***This free event is on Saturday, February 23 at the Grayslake Campus*** and is open to school groups, scout groups, youth groups and individual girls.

Visit [www.clcillinois.edu/stem](http://www.clcillinois.edu/stem) to register.

## SUMMER 2019 CAMPS

### SUMMER 2019 YOUTH OPPORTUNITIES BEGIN JUNE 10.

Plan for a STEAM-y summer! Watch your mail and check online for our camp brochure. Registration opens March 1. Potential for your child's fun and education is limitless but space is not. Register early!

#### EXPLORE CAMPS (GRADES 1-8)

All New STEAM Fun With:

- Space
- Cooking
- Engineering
- Film Making
- Lights and Lasers

#### ENGAGE CAREER EXPLORATION (GRADES 9-12)

Partner with us for a few weeks this summer to:

- Sample Careers
- Prepare for College
- Flex Your Entrepreneurship Muscles
- Prepare for Life

Watch the mail in March for our brochure and registration materials

Registration opens March 1, 2019. Programs fill quickly! [www.clcillinois.edu/youth](http://www.clcillinois.edu/youth)

## BAXTER INNOVATION LAB

***Design. Innovate. Make.***

***Baxter Innovation Lab Introduction Series***

Parents and teens! Inspire each other as you design, innovate and make together. Experience CLC's new Baxter Innovation Lab and enjoy access to state-of-the-art technology and equipment. Learn new fabrication and prototyping skills as you complete three STEM-tastically fun projects: a constellation box, a combination phone stand/key chain and a customized storage box. Get hands-on experience with shop tools, 3D printing and laser technology. Family friendly workshops are designed for newbies with little or no experience. Students ages 13-17 register through the Explore program to attend with a parent. See page 37 for more information.





## Discovery:

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



### Discovery: Broadway

#### **BARRY'S BEST OF OFFBEAT BROADWAY**

Some Broadway musicals that are not big hits still produce unforgettable music, delightful characters and fascinating plots. After all, who would have guessed a musical about singing cats in a London alley would be a hit. Join Barry Bradford for a fun and insightful look at shows like Finian's Rainbow, Call Me Madam, Xanadu and Babes in Arms, none of which was a huge smash, yet each of which is delightful and important in its own way.

**7231 CDIS 62-001**

Monday, April 1-8

9:30-11 a.m.

2 Sessions

Southlake Campus, R024

\$38 B. Bradford

### Discovery: Culture

#### **MEDIA REPRESENTATIONS AND NEGATIVE STEREOTYPES OF ISLAM, MUSLIMS AND THE MIDDLE EAST**

Alex Barna's presentation introduces a framework for understanding, interpreting and assessing anti-Islamic images and texts. First, we will explore how Europeans and Americans, past and present, have tended to perceive and depict Islam and Muslims. Second, we will consider how negative stereotypes might play a role in reconfiguring speech, actions and public policy in contemporary society.

**7236 CDIS 72-001**

Tuesday, March 12

6-8 p.m.

1 Session

Southlake Campus, V120

\$19 A. Barna

**Classes designed to fit your schedule and lifestyle!**

## Discovery: Current Events



### GREAT DECISIONS DISCUSSION GROUP

Great Decisions is an opportunity to study, discuss and share opinions about some of today's complex foreign policy issues using articles provided by the Foreign Policy Association, an independent nonpartisan and non-governmental organization that has worked to educate the public about foreign policy issues since 1918. The eight topics for discussion in 2019 are Refugees and Global Migration; The Middle East: Regional Disorder; Nuclear negotiations: Back to the Future?; The Rise of Populism in Europe; Decoding U.S.-China Trade; Cyber Conflicts and Geopolitics; The United States and Mexico: Partnership Tested and State of the State Department and Diplomacy. Please order your Great Decisions 2019 Briefing Book online at <http://fpa.org> and read the first topic before the first session.

#### PART 1: FIRST FOUR TOPICS

**7253 CDIS 13-001**  
Tuesday, February 5 to March 19  
(Meets every other week)  
9:30-11:30 a.m.  
4 Sessions  
Southlake Campus, R024  
\$76 G. Midkiff

#### PART 2: LAST FOUR TOPICS

**7254 CDIS 13-002**  
Tuesday, April 2 to May 14  
(Meets every other week)  
9:30-11:30 a.m.  
4 Sessions  
Southlake Campus, R024  
\$76 G. Midkiff

### THE AGENDA OF THE NEW CONGRESS

The mid-term elections led to some significant changes in Congress. We will explore the impact this new Congress is having on policy issues as well as relations with the White House. We will discuss what changes, if any, to expect going forward with the 116th Congress. Don't miss this talk about the latest developments on Capitol Hill with Julie Strauss, Ph.D.

**7173 CDIS 67-001**  
Thursday, May 2  
9:30-11:30 a.m.  
1 Session  
Southlake Campus, R024  
\$19 J. Strauss

### PRESIDENTIAL AND MID-TERM ELECTION SECURITY

This class will examine which countries have most aggressively targeted our recent elections. We also will examine what methods have been the most prevalent; what steps the state and federal government are taking to guard against these attacks and whether the attacks were successful. Please join Julie Strauss, Ph.D. for a stimulating discussion of this topic.

**7175 CDIS 70-001**  
Thursday, May 2  
1-3 p.m.  
1 Session  
Southlake Campus, R024  
\$19 J. Strauss

## Discovery: History

### AMERICAN ROYALTY

Historian Barry Bradford offers a fascinating new class about Americans who have married into royalty. From the Queen of Jordan to Rita Hayworth, Grace Kelly to Wallis Simpson, all of these stories are unexpected and unique.

**7232 CDIS 63-001**  
Monday, January 28 to February 18  
9:30-11 a.m.  
4 Sessions  
Southlake Campus, R024  
\$76 B. Bradford

### THE PRESIDENCY OF LYNDON JOHNSON

Johnson's presidency will always be remembered for the contrast between his domestic successes and his international failures. A forceful leader of the U.S. Senate who was always able to compromise, he changed as President and began to surround himself with people who would neither disagree with him nor even challenge his proposed policies. He stood up for civil rights within our country but turned his back on the population of a small Asian country that wanted the right of self-determination.

**7235 CDIS 68-001**  
Thursday, January 24-31  
9:30-11:30 a.m.  
2 Sessions  
Southlake Campus, R024  
\$38 G. Midkiff

### THE PRESIDENCY OF HARRY TRUMAN

A compromise choice for Vice President, Truman was pulled onto the international stage with little experience and no preparation. And yet during his nearly two full terms in office he faced every problem head on, made momentous decisions in a collegial manner, acted both tactically and strategically, and when faced with a constitutional crisis made the correct decision in the correct way. Truman faced more significant challenges while President than any other President (except Lincoln).

**7237 CDIS 84-001**  
Thursday, February 21-28  
1-3 p.m.  
2 Sessions  
Southlake Campus, R024  
\$38 G. Midkiff

### THE HISTORICAL ORIGINS AND EVOLUTION OF ISLAM AND ISLAMIC CIVILIZATION

As both a religious and a cultural orientation, Islam finds expression through the lives of countless individuals who speak hundreds of languages and constitute a complex matrix of cultures and communities. To assist the audience in building a basic vocabulary of Islam, Alex Barna will focus on the origins of Islam and the development of Islamic societies and civilization across North Africa and West, Central, and South Asia.

#### 7239 CDIS 66-001

Tuesday, March 5

6-8 p.m.

1 Session

Southlake Campus, V120

\$19 A. Barna

### FEMALE LEADERSHIP: THE HISTORY OF FEMALE LEADERSHIP FROM JOAN OF ARC TO HILLARY CLINTON

What are their track records of governance, success, and challenges in the political world? Catherine the Great, Elizabeth I and II, Bloody Mary, Mary Queen of Scots and others will be studied with an eye to the American political scene.

#### 7174 CDIS 69-001

Thursday, April 4-25

6-8 p.m.

4 Sessions

Southlake Campus, R228

\$76 H. Olson

### GERMANS AND JEWS – LOOKING AT AN UNEASY RELATIONSHIP THROUGH THE LENS OF A DOCUMENTARY MOVIE

In this 80th anniversary year of the beginning of World War II, it is particularly poignant to look at the rather uneasy current relationship between the mostly Christian Germans and their Jewish compatriots. Participants will watch and discuss the fascinating German-American documentary from 2016.

#### 7234 CDIS 65-001

Thursday, April 11

9:30-11:30 a.m.

1 Session

Southlake Campus, R024

\$19 A. Isaacs

### THE HIDDEN HISTORY AND THE LOST HISTORY OF THE WORLD'S FAIR

Andrew Call, author of Chicago: A Civic, Industrial and Familial History, will speak about two important construction companies in Chicago history, both of which were founded and owned by his family. Subjects will include the 1893 Chicago World's Fair, technological innovations at the fair and important buildings.

#### 7176 CDIS 88-001

Thursday, April 18

9:30-11:30 a.m.

1 Session

Southlake Campus, R024

\$19 A. Call

### HISTORY IN PERSPECTIVE

Historian and master storyteller Barry Bradford returns for a sequel to last year's class. Each week will examine a different year in American history - 1919, 1944 and 1969 - the USA 100 years ago, 75 years ago and 50 years ago. Each multimedia presentation will include stories about the top news stories of the year, culture, sports, famous births and deaths and more.

#### 7233 CDIS 64-001

Monday, April 22 to May 6

9:30-11 a.m.

3 Sessions

Southlake Campus, R024

\$57 B. Bradford



### 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, we have responded to social pressure, we have clarified delicate situations and in one case reversed a mistake (canceling prohibition). We all know the first ten as "The Bill of Rights" but the stories behind all 27 are fascinating and important.

#### 7238 CDIS 85-001

Saturday, March 9-16

10 a.m. to 12 p.m.

2 Sessions

Southlake Campus, R024

\$38 G. Midkiff

## Discovery: Field Trips and Tours

### HOWARD VAN DOREN SHAW'S MARKET SQUARE AND SUMMER HOME IN LAKE FOREST

Enjoy a rare opportunity to visit Howard Van Doren Shaw's Market Square and Ragdale in Lake Forest with Stuart Cohen, author of *Inventing the New American House: Howard Van Doren Shaw, Architect*. Stuart Cohen will do a presentation at the Southlake Campus from 12-1 p.m. and then lead the field trip to Lake Forest.

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

7255 CTRP 13-001

Tuesday, April 23

12-5 p.m.

1 Session

Southlake Campus, R024

\$129 S. Cohen

## Discovery: World Religions

### MARTIN LUTHER: PROTEST AND RENEWAL

On October 31, 1517, legend says, Martin Luther marched to the Wittenberg church and nailed 95 theses to its door. With this list of criticisms Luther lit the fuse that exploded into the Protestant Reformation. We will examine Luther the man, his message and his lasting influence.

7154 CDIS 76-001

Tuesday, February 12-19

1-3 p.m.

2 Sessions

Southlake Campus, R024

\$38 J. Leitner

## Discovery: Film

### HEELS ON REELS

This series will look at films whose protagonists are people viewers love to hate. Participants will watch Michael Douglas make a case for a deadly sin, and then Richard Dreyfuss will never stop hustling to achieve whatever he thinks success is. Burt Lancaster will then lie his way through a newspaper career before the series ends with a dubious look at a young woman making her corrupt way in a corrupt world. No one is spared in this series guaranteed to make participants mad at the world while loving how the films inspire their rage.

7152 CDIS 5-001

Monday, February 18 to March 11

1-3:30 p.m.

4 Sessions

Southlake Campus, TBA

\$79 J. Kupetz

### DOCUMENTARY FILMS WITH A VIEW

The truth gets strange in this series, which will examine documentary films that make no effort to be objective. The series will start with a murder case about brotherly love down on the farm and then look at another family in a loftier social class. The series would not be complete without a look at the Oscar-winning "Hearts and Minds," and then participants will pick a Michael Moore film to screen and discuss. These filmmakers have been accused of twisting reality, but this series should have participants wondering whether reality is already twisted.

7153 CDIS 7-001

Monday, April 1-22

1-3:30 p.m.

4 Sessions

Southlake Campus, TBA

\$79 J. Kupetz



### GREAT FILM DIRECTORS

The class will look at the careers of four of the greatest film directors of all time. The multimedia presentations will offer a unique opportunity to examine not just the lives and the films of these brilliant artists, but an opportunity to understand how each reflected and shaped their time. Directors may include John Ford, Alfred Hitchcock, Martin Scorsese and Steven Spielberg.

7230 CDIS 60-001

Monday, March 4-18

9:30-11 a.m.

3 Sessions

Southlake Campus, R024

\$57 B. Bradford

## Discovery: Math

### EVERYDAY MATH MADE EASY

Don't let math intimidate you. Review and refresh your memory. Learn quick and easy ways to tackle everyday math.

7457 CDIS 38-001

Tuesday, March 5-12

6-7:30 p.m.

2 Sessions

Grayslake Campus, TBA

\$38 K. Krocza

# Steps to Apply, Register and Pay

## 1. Apply for Admission

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

## 2. Steps to Register

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

## 3. Where and when to Register In Person

### On-site Registration Hours

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

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

## 4. Pay Tuition and Fees

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

## Withdrawals

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

## Refund Schedule

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

## Refunds for Semester-long Classes

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

## Refunds for One-day and “Series” Classes

### One Day Classes and Workshops

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

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

## Senior Citizens

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

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

## Clergy 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](http://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 19<sup>th</sup> Judicial Circuit Court for over 25 years, Judicial Services offers the National Safety Council's award-winning Defensive Driving Courses including the "Alive at 25" program.

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

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

(847) 543-2185 (courses)

(847) 543-2100 (volunteering)

[judicialservices@clcillinois.edu](mailto:judicialservices@clcillinois.edu)



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

– Christine Burke praising CLC's defensive driving course.

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

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

*Put the phone away – be safe!*



# Innovative Learning Solutions

## that deliver results

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

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

**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](mailto:corporatetraining@clcillinois.edu)

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





## FEATURED SPRING COURSES

### **Design. Innovate. Make. Baxter Innovation Lab Introductory Series**

High tech meets creative arts. Learn to use state-of-the-art technology and tools. Experience the world of 3D modeling software, 3D printing, laser cutting and shop tools as you complete three creative and useful projects. No experience required. Tech support included. Family friendly! Adults and teens can register together. Turn to page 37 for details.

### **Advanced Creative Writing (Grades 7-9)**

Experience the joy of writing in a supportive group of kindred spirits who love to write. Unleash your creativity. Establish a consistent habit of writing. Be inspired as you create and share

your own writing, give and receive helpful feedback in a safe, supportive setting and have fun embracing writing freedom. Details on page 44.

### **Howard Van Doren Shaw's Market Square and Summer Home in Lake Forest**

Enjoy a rare opportunity to visit Howard Van Doren Shaw's Market Square and Ragdale in Lake Forest with Stuart Cohen, author of inventing the New American House: Howard Van Doren Shaw, Architect. Presentation and tour information on page 50.

### **Developing Your Emotional Intelligence**

Explore and understand the importance of Emotional Intelligence in the workplace, and how having high

Emotional Intelligence can make you a more effective leader. Turn to page 2 for complete course description.

### **Microsoft Word Skill Enhancement**

Microsoft Word can sometimes feel daunting if you want anything outside of the basic form letter. This half-day workshop will help you take it to the next level. See page 14 for details.

### **Starting Your Business in Illinois**

Starting your own business is exciting, but also challenging. This workshop offered by the Illinois Small Business Development Center will give you a realistic view of what it takes to start your own business. Turn to page 33 for details.



## Exporting 101

Are you looking to grow your business through exporting? This workshop offered by the Illinois SBDC/International Trade Center will give you an overview of the requirements, procedures and best practices to start a successful export business. Workshop details are on page 31.

# TRAINING

## Innovative Learning Solutions

Does your company have a unique training need? CLC brings powerful, results-driven training to your organization. Visit [www.clcillinois.edu/solutions](http://www.clcillinois.edu/solutions) or call (847) 543-2990 to learn more.



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

CLC Classes (USPS 014-085) is published by the College of Lake County monthly except March, April, September and November. Periodicals postage paid at Grayslake, IL with additional entries.

**POSTMASTER:** Send change of address to CLC Classes, College of Lake County 19351 West Washington Street, Grayslake, IL 60030-1198

DECEMBER 2018 - Volume 24, No. 4

## NEW! CAMP SCRUBS SUMMER 2019

- Sample medical careers
- Grades 9-12
- Watch mail for early registration in March

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

## GRAYSLAKE CAMPUS

19351 W. Washington St.

## LAKESHORE CAMPUS (WAUKEGAN)

33 N. Genesee St.

## SOUTHLAKE CAMPUS (VERNON HILLS)

1120 S. Milwaukee Ave.

## ONLINE

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

(847) 543-2615

## ECRWSS

## RESIDENTIAL CUSTOMER



**Schedule subject to change. Online version has most current information. [www.clcillinois.edu](http://www.clcillinois.edu).**

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