

The College of Lake County offers students a variety of educational options. Many come to CLC looking for education that will lead immediately to a satisfying career. Other students come to gain college credit so that they may transfer to a four-year college or university. Still others come to develop a specific job skill, to improve their ability to speak and write the English language, or to continue the process of life-long learning. Some students come to the College undecided about their futures. To meet the needs of all of these students, CLC offers a variety of programs of study.

Transfer Education

Students who come to the College of Lake County in order to earn credits that are transferable to a four-year college or university will find a wide range of programs designed to prepare them for work at the junior level. These programs lead either to an Associate in Arts (A.A.), an Associate in Science (A.S.), an Associate in Engineering Science (A.E.S.), an Associate in Fine Arts (A.F.A.) or an Associate in Arts in Teaching (A.A.T.) degree at CLC. Classes in these programs are comparable to those offered in the first two years at a four-year institution.

Students are urged to select the college to which they would like to transfer and to design their program to meet the requirements of that institution. For information on specific courses whose credits are transferable to a given college or university, students should consult the Counseling Center.

Requirements for the Associate in Arts, the Associate in Science, the Associate in Engineering Science, Associate in Fine Arts and the Associate in Arts in Teaching degrees are listed on pages 49-69.

Career Education

Many students at the College of Lake County are working to gain enough skills and knowledge in a field to be able to find a job in that career area when they leave CLC. Some of these students take only a few career courses to reinforce and improve skills they already possess. Other career students enroll in a two-year program which leads to an Associate in Applied Science degree (A.A.S.) or a shorter sequence which leads to a Certificate.

Many career students at CLC are recent high school graduates. Some have recently completed a high school equivalency program (GED). Many others are re-educating themselves to keep up with changes in the workplace. Trained and skilled individuals are needed to meet increasingly exacting qualifications in many fields. It is estimated that during the next 10 years, 60 percent of all job opportunities will require a level of education beyond high school but less than a four-year degree. Career programs prepare students to step directly into this fast-moving age of technological change. The College currently offers over forty specialized career programs, many of which are available both day and evening.

In addition to the career programs offered within the College of Lake County's district, there are several joint educational agreements in effect that allow students to attend programs not offered at CLC at other institutions at greatly reduced costs.

Such agreements exist with the following institutions:

- College of DuPage in Glen Ellyn, IL
- Elgin Community College in Elgin, IL
- Gateway Technical College in Kenosha/Racine/Elkhorn, WI
- McHenry County College in Crystal Lake, IL
- Oakton Community College in Des Plaines, IL
- Triton College in River Grove, IL
- William Rainey Harper College in Palatine, IL

Students attending an approved program at Gateway Technical College must pay the Gateway in-district tuition per credit hour (not including lab and materials fees).

The six Illinois institutions listed above treat CLC students as their own district residents by giving them equal consideration in admission to limited enrollment programs (within limits set forth by joint agreement) and charging them in-district tuition rates.

All programs have been planned with the assistance of citizen's advisory committees to meet local and regional employment needs. They have also been planned in conformity with the Illinois Community College Board, the Illinois Board of Higher Education, and the Illinois State Board of Education.

The programs offered through joint agreements and their respective institutions are indicated on pages 47-48. For information about transfer and career programs, as well as program listings, additional tuition information, and authorization to attend these institutions, one should contact the Office of the Assistant Vice President of Educational Affairs at (847) 543-2418.

Continuing Education

The Department of Continuing Education at the College of Lake County offers a wide variety of educational opportunities to satisfy both personal interests and professional needs of adults. To promote the ability of students to learn throughout their lives, the College provides continuing education courses which range from one-day seminars and workshops to semester-length courses.

Non-credit courses, workshops, seminars, and conferences are offered to encourage and heighten life-long learning without the constraints of credit offerings.

Continuing education credit courses provide vocational skills training to individuals who have learning goals which fall outside those of Career Education Certificates or Associate Degree Programs. Continuing Education courses do not apply toward a Career Education Certificate or Associate Degree Program.

Continuing Education also offers the following special programs:

Continuing Professional Education

The College of Lake County has been approved by various regulatory and accreditation agencies to provide continuing education units for Teachers, Real Estate Professionals, Accountants, Nurses, Social Workers, and Nursing Home

Programs of Study and Educational Options

Administrators. The Continuing Education department offers numerous professional development courses to provide participants with new knowledge, practical technical skills, and current information needed to renew their licenses or certificates.

Individuals who participate in professional development activities receive continuing education units (CEUs) or contact hours depending on their discipline. Continuing Education credits are awarded for “actual instructional time” as mandated by the regulatory and licensing bodies. Certificates of completion are provided to participants who have attended all classroom contact hours, successfully passed required assessments, and completed appropriate course evaluations.

Allied Health

Courses, seminars, and conferences are designed to fulfill licensing, certification, and career requirements for allied health care professionals. These offerings are scheduled at a variety of times and locations.

Explore!

A variety of educational and recreational programs are offered for middle school students (sixth through eighth grade). The classes are held at the Grayslake Campus one Saturday a month. Class topics include: Mad Scientist Classes, American Red Cross Certifications, Technology, and Culinary Arts. For more information on these programs or a current brochure, call (847) 543-2759.

Discovery!

The Discovery! program for adult learners provides exciting and creative courses for people fifty and older. Short-term classes are offered on weekdays and cover a wide variety of topics—for fun or personal development. College instructors or community professionals facilitate most sessions. For more information or a current brochure call (847) 543-6503.

For more information on these programs, please call the Continuing Education office at (847) 543-2022.

Adult Education

The Adult Education program is funded in part by grants from the federal government totalling \$332,662. This represents 15% of the total cost of the program. Adult education provides several specific types of educational opportunities.

1. Adult Basic Education (ABE) provides individualized instruction in reading, general language development, mathematics, and life-coping skills. Students proceed at their own pace.
2. English as a Second Language (ESL) classes are for students whose primary language is not English. Speaking, reading, and writing skills are taught. Students may enroll at the beginning, intermediate, or advanced level, or in a class emphasizing work on a particular skill.
3. General Educational Development (GED) classes prepare Lake County adults who have not completed high school to take the GED exam. Students who successfully pass the GED exam are awarded a high school equivalency certificate. This exam is offered in English and Spanish.

4. High School Completion classes are for adults 19 years or older who have separated from a secondary educational system and want to complete their high school graduation requirements to earn a regular degree.
5. Vocational Skills Training (VST) is designed to introduce various types of opportunities available in industry. Information on various vocations is presented so that students may make an informed choice about the type of work they would like to pursue.

Developmental Program

The College of Lake County is committed to helping students develop the skills that are needed for college-level courses and programs. Because of this commitment, the College requires that all new students meet the language and mathematics requirements specified as prerequisites for college-level courses.

Students who need to review or develop their language or mathematics skills are encouraged to enroll in one or more of the skills enhancement courses until they develop college-level skills in reading, writing, and/or mathematics. Students who need work in all three areas will be limited to courses that do not require college-level reading, writing, and mathematics.

Students for whom English is their second language and who have not achieved language proficiency are required to enroll in academic ESL classes such as ELI 100, 103, 104, 105, 106, 107 and 108. Placement in a specific course depends on ESL placement test scores (CELSA) and recommendations of faculty.

Testing

One way in which a student may show that he or she has attained the required skills is by taking the Academic Proficiency Test administered by the Learning Assistance Center. The Academic Proficiency Test includes a language skills test and a mathematics test. This test battery is administered at the following CLC campus centers. Please call for further information.

- 1) Grayslake Campus, Grayslake (847) 543-2076
- 2) Lakeshore Campus, Waukegan (847) 623-8686
- 3) Southlake Educational Center, Vernon Hills (847) 478-1833

Courses

Instruction in basic skills is provided by specific courses in the various divisions, by modules in the Learning Assistance Center, and by individual tutoring. Students who have questions about basic skills courses in reading, writing, or mathematics should contact a counselor, advisor, LAC staff member, or the appropriate division office:

Engineering, Math, and Physical Sciences:
Room T102, (847) 543-2044.

Communication Arts, Humanities, and Fine Arts:
Room B237, (847) 543-2040.

Counseling Center: Room C 110, (847) 543-2060.

Individual tutoring by trained professionals as well as by fellow students is available in the Learning Assistance Center.

The Writing Center offers individual support for all levels of writing ability. Peer and specialist tutors help students become more confident and more proficient writers by identifying their strengths and weaknesses.

The Math Center provides tutoring in all levels of mathematics. Tutors also assist students with math-related questions from other courses. Additional help is available through study groups, math anxiety workshops, and supplemental video tapes, audio tapes, workbooks, and software.

Business and Industry Training Center

The Business and Industry Training Center provides Lake County employers with a wide range of instructional programs for training or retraining their employees. Training features include customized curricula, on-site and off-site programs, and program development to meet special needs.

Programs include customized on-site training in manufacturing and industrial technologies, skills, managerial and supervisory skills, computer skills, basic skills development, English as a Second Language, business writing, presentation skills, workplace Spanish and a variety of other customized training programs. On-site credit programs can also be arranged to enhance employee development.

The Business and Industry Training Center provides the Lake County business community with the quality, cost-effective training programs needed to be competitive in the quality-oriented global economy. For more information, call (847) 543-2027.

Community Development Programs

Since 1991, the College of Lake County, in conjunction with the 19th Judicial Circuit of Illinois, has offered the Defensive Driving Program. The courses provided are accredited by the National Safety Council and are offered in both a four-hour and eight-hour format. Motorists who receive a minor traffic violation in Lake County may opt to take these classes under court supervision. The courses emphasize defensive driving techniques, including rules of the road, collision prevention, and other driving situations that motorists may encounter.

Community Development offers other courses for the Court, including the Family Parenting Program and Live Victim Impact Panel. The Family Parenting Program is for parents of minor children who are seeking dissolution of marriage. This three-hour class deals with the effects of divorce on minor children and how to help children through this emotionally difficult time in their lives. The Live Victim Impact Panel is designed as an effort to affect the behavior and state of mind of those convicted of DUI and related offenses. The College, along with the Alliance Against Intoxicated Motorists, provides a forum for victims of DUI offenses to relate their stories about

the impact of the crime on their lives, with participants who have been referred by the Court to attend for DUI offenses.

The Volunteer Probation Support Program, in conjunction with Court Services of Lake County, recruits, trains, and assigns volunteers to work with adults and juveniles during their probation periods, providing support, mentoring and supervision. The department provides administrative support to the 19th Judicial Family Violence Coordinating Council, working to bring community awareness to the issue of family violence through education and training.

For more information on these programs, please call (847) 623-8877

Computer Training for Business People

This training is intended for those who wish to immediately gain workplace skills. Half-day and full-day workshops are offered during weekdays, evenings, and Saturdays.

Training sessions are offered on popular business application software, including Word, Excel, PowerPoint, Access, Project, FrontPage, VISIO, Outlook, Windows, Crystal Reports, HTML, MCSE, and A+ Computer Technician.

The Business-Industry Training Center also provides on-site training in the workplace, bringing its laptop PC lab to businesses for customized training in most computer topics, including Advanced Microsoft Office Applications. Call (847) 543-2747 for more information.

Procurement Technical Assistance Center

The Procurement Technical Assistance Center (PTAC) assists local businesses that seek to sell their product or service to the government.

Our goals are to develop and maintain strong business relationships with local businesses and provide training and resources that will assist them in their development of government customers and with various government business opportunities.

Assistance is provided with initial requirements such as – registrations, web-site usage and general procedures and requirements. Assistance is also provided with the requirements for and completion of various certifications including those for woman and minority-owned businesses. Training is provided on a variety of topics related to doing business with the government. Outreach events are held to assist businesses network and meet potential government customers.

Programs of Study and Educational Options

Local businesses can also take advantage of the Small Business Resource Center and the College's Learning Resource Center to conduct research. These Centers provide access to electronic databases, software tools and business and government publications.

Meetings may be scheduled to discuss topics related to doing business with the government. Assistance is provided free of charge and is available during the College's normal business hours of 8:00 a.m. – 4:30 p.m. (Monday – Friday). The PTAC office can be reached by phone at (847) 543 – 2025 or via email at clcptac@clcillinois.edu.

The Procurement Technical Assistance Center's services are made available to the business community through a cooperative agreement between the Defense Logistics Agency, the Department of Commerce and Economic Opportunity, and the College of Lake County.

Community Education

The Community Education Department offers Security Officers Basic and Firearm Training, Private Investigative Technology, Flagger Certification and Work Zone Safety, Defensive Driving for Professional Truck Drivers, Coaching the Van Driver, Water-Wastewater Certification, Grant Writing, Bartending and the Beverage, Alcohol Sellers and Servers Educational Training course (BASSET). The BASSET program is certified by the Illinois Department of Alcohol and Substance Abuse, and is required by the Lake County Liquor Commission and various other municipalities for establishments serving and selling alcohol to the general public. For more information, call (847) 543-2026.

Public Service Institute

The Public Service Institute is part of the Community Education Department and provides Lake County with a resource for linking public service agencies with training and development resources that would otherwise be unavailable because they are cost prohibitive. The Institute was established in 1996 to coordinate resources and assist with staff development for numerous agencies that provide public and civic services to the residents of Lake County. Training options include courses offered on campus as well as custom-designed programs that can be delivered off-site. Courses can be tailored to the unique needs of public service entities. Working relationships have been established with agencies including the Lake County Fire Chiefs Association, Lake County Council Against Sexual Assault (LaCasa), Lake County Municipal League, as well as several other community organizations. For more information, call (847) 543-2026.

Criminal Justice Institute

The Criminal Justice Institute is part of the Community Education Department and offers a variety of in-service programs for the law enforcement community. Courses include Use of Force, Instructor Development, Drug Identification, Defensive and Evasive Driving, Community Service Officer and a variety of other specialized courses and seminars. This high-quality training is accessible to local law enforcement agencies at a fraction of the cost of using distant vendors. Many of the courses are certified and reimbursable through the Illinois Law Enforcement Training and Standards Board. The Criminal Justice Institute is a federal certified training center and it makes use of high-tech simulator systems for emergency vehicle operations and firearms judgment training. For more information call (847) 543-2026.

Small Business Development Center

The Small Business Development Center (SBDC) is part of a national network of over 900 centers whose mission is to help both existing businesses and potential entrepreneurs succeed by providing managerial and technical assistance. The SBDC accomplishes its mission by a number of means, including one-on-one consulting on all aspects of business operations, educational and training opportunities encompassing a variety of workshops and seminars, providing access to resources and information including SCORE (Service Corp of Retired Executives) Counseling, a Resource Center, and assistance in identifying and securing financing to start or expand a business. Workshop/seminar areas include business start-up, business planning, marketing, tax issues, record keeping and bookkeeping, buying and selling a business, computer software and hardware, and international trade and finance options.

The SBDC program, in existence at the College since 1986, is partially funded by the U.S. Small Business Administration (SBA) in partnership with the Illinois Department of Commerce and Economic Opportunity. All SBA programs are extended to the public on a nondiscriminatory basis. The SBDC office can be reached at (847) 543-2033.

Job Center of Lake County

One of the Job Centers of Lake County is located on the Grayslake Campus. The Job Center offers one-stop job/career assistance to Lake County job seekers and CLC students. The building houses the college's Career and Placement Services office, the Illinois Department of Employment Security, the Workforce Development Department of Lake County, the Regional Office of Education, and the Lake County Education to Careers Partnership. The Career and Placement Services office provides career and job search resources and individual assistance. The Illinois Department of Employment Security offers access to local, state, and national job listings and processes unemployment insurance claims for individuals. The Workforce Development Department provides career and training assistance to qualifying individuals. The Regional Office of Education provides services to elementary and secondary school districts throughout Lake County. The

Education to Careers Partnership helps create bridges between students' academic experience and the world of work. Other employment related services are available through partnerships with SER/Jobs for Progress, Inc. of Lake County Senior Employment program; Lake County Community Action Project; Office of Rehabilitation Services; Temporary Assistance to Needy Families; and Waukegan Housing Authority. To receive more information or assistance from any of these offices stop by the Job Center (Building E) or call (847) 543-7400.

Other Educational Options

Cooperative Education

The Cooperative Education (CO-OP) Program provides eligible students the opportunity to earn college credits for "new learning" in a present or new job.

The Cooperative Education department helps students seeking work experience prepare for the job search by providing workforce development training skills in a mandatory, one-credit seminar component. The seminar component is designed to meet state requirements for workforce preparation skills that include basic resume writing, mock interviewing, time management, Internet job search skills and other tangible job search techniques. The seminar component is required for those students participating in their first work experience, but may be taken separately or prior to the work experience. To earn academic credit for the work experience, each student must develop a written educational plan that includes realistic, obtainable, and measurable learning objectives. Guidance and supervision are provided regularly by faculty sponsors in cooperation with the employer.

For more information, contact the Coordinator for Service Learning and Cooperative Education at (847) 543-2058. See EWE Courses on page 187.

Prerequisites:

1. Nine credits toward the student's career or transfer program (12 credits in the specialty option if AAS in CIS).
2. CO-OP Coordinator and faculty sponsor approval.
3. A 2.5 or better grade point average.

Note: Academic credit is awarded for Educational Work Experience that is related to a student's field of study.

Dual Credit

Dual credit at the College of Lake County is designed to offer an opportunity for high school students to earn college credit prior to graduating from high school. Through formal agreements with individual high schools, College of Lake County courses that cover content not offered through a high school's Advanced Placement Program can be offered at district high schools. Students enrolled in the College of Lake County course must meet the college's academic proficiencies as identified in the college catalog. High schools should contact the Office of Educational Affairs to receive materials if they are interested in offering a College of Lake County course at their high school for dual credit or for a group of high school students from multiple institutions. For more

information contact the Assistant Vice President of Educational Affairs at (847) 543-2418.

Service Learning

Service learning integrates meaningful community service into a course in a manner that supports and enhances instructional objectives. It promotes a greater understanding of the community while reinforcing concepts learned in class. Contact the Coordinator of Service Learning and Cooperative Education at (847) 543-2058, or stop by the Placement Services Office in the Job Center building on the Grayslake Campus for more information about service learning opportunities available at CLC.

Volunteer Opportunities

CLC offers many options for those interested in volunteering. Each semester the college conducts a volunteer fair for people interested in meeting with representatives from Lake County organizations. In addition, the college participates in Make a Difference Day, which is a nation-wide day of volunteering, held annually on the last Saturday in October. Volunteer opportunities and agency contact information is available in the Career and Placement Services office in the Job Center.

International Studies

The College of Lake County provides students with a variety of courses as well as short-term international study tours which contribute to an understanding of the relationships between the cultural, economic, and political systems of other nations and our own. The college also participates in foreign study programs that give students an opportunity to reside and study in another country for an extended period.

Resident Foreign Study Program

Studying abroad can be a life-changing experience. It allows students to broaden their understanding of their academic disciplines, learn more about other countries and cultures, and gain perspective about how the United States is perceived by others.

The College of Lake County is a member of the Illinois Consortium for International Studies and Programs (ICISP), a group of Illinois community colleges and universities. The consortium has affiliations with Canterbury Christ Church University College in Canterbury, England, and Salzburg College in Salzburg, Austria. These affiliations enable CLC students to study at these institutions during the fall and spring semesters. The curriculum emphasizes courses in art, foreign language, history, humanities, literature, and music. All courses may be used to fulfill graduation requirements or as electives in transfer degree programs. Students may also seek out study abroad programs in other countries through the Council for International Educational Exchange (www.ciee.org) or the College Consortium for International Studies (www.ccisabroad.org).

Prior to enrolling in a study abroad program, students should discuss their plans with an academic advisor to ensure that their selected courses will satisfy CLC requirements.

Programs of Study and Educational Options

Requirements for admission to most international study programs include completion of 30 hours of college credit with a minimum GPA of 2.75 and two letters of reference. For more information, contact the ICISP Coordinator, Robert W. Kerr at (847) 543-2533 or via email at rwkerr@clcollinois.edu.

Certified in English Language Teaching to Adults

The College of Lake County is a center for the Certificate in English Language Teaching to Adults [CELTA] awarded by the University of Cambridge, UK. CELTA is the best known and most widely taken initial 'TESOL/TEFL' qualification of its kind in the world. CELTA has been known as CTEFLA or the RSA Certificate. The program focuses on principles of effective teaching and a range of practical skills for teaching English to adult learners. Students also have hands-on teaching practice, observe experienced teachers in the classroom and complete written assignments with practical applications.

Eligible candidates must

- be at least 20 years of age
- possess a BA/BS degree. (This requirement may sometimes be waived if the candidate is near completion of this degree.)
- have an awareness of language and a competence in both written and spoken English necessary for teaching a range of levels
- have the potential to develop the necessary skills to become effective teachers.

In addition, it is beneficial for students to have studied a foreign language. Candidates must complete an application form and a pre-interview task, which will test their language awareness. In addition, selected candidates will need to complete an interview. This is an intensive four-week course of study offered during the summer.

Interested candidates may contact Jacinta Thomas at (847) 543-2565 or by e-mail at jacath@clcollinois.edu or Joyce Gatto at (847)543-2304 or by e-mail at jgatto@clcollinois.edu. An application form and pre-interview task are available at <http://clconline.clcollinois.edu/celta>.

Field Study

In addition to providing education in the classroom, lecture hall, and laboratory, CLC faculty members also direct field study. A variety of biology, geology, history and humanities courses make the Rocky Mountains, Europe, Asia, or Latin America their classrooms. The class schedule provides information about the specific field study or travel courses which are being offered in a given semester.

Honors Program

The Honors Program is dedicated to providing students with opportunities to enrich their academic and community experiences and to reflect the diversity of the college community as a whole.

Honors work emphasizes independence and critical thinking skills. Students can anticipate challenging types of assignments, research with primary sources, increased group activity, and leadership roles inside and outside of the

classroom. The following criteria are used to determine acceptance into the Honors Program:

- Application form
- 500 word statement of interest
- Unofficial high school and/or college transcripts

To be admitted into the Honors Program, students must meet either of the following criteria. Please note that meeting the criteria is a prerequisite and not a guarantee of admission into the program.

Required:

- A high school GPA of 3.5 out of 4.0 or
- A college GPA of 3.5 out of 4.0 (with a minimum of 12 credit hours)
- Personal interview required

For questions about honors coursework or program requirements, please contact the Office of Educational Affairs at (847) 543-2982.

Telecourses

Several courses in business, social science, communication arts, physical science, humanities, and physical education can be taken by television. This delivery system allows students to work on courses at home on video tape. For more information about telecourses, call the Educational Technology Department at (847) 543-2074.

Online Options

The College of Lake County also allows students to take courses from the convenience of their own homes using the Internet. In addition to the many courses now offered on the Internet, the college also offers all the courses leading to the Associate in Applied Science degree in the Computer Information Systems Office Application Specialist option and the Office Application Specialist certificate option. Also available online are many of the courses for the Associate in Arts degree with a business concentration.

Please keep in mind that online courses are not for everyone; there are technical requirements as well as the need for self-motivation, time management skills, and the ability to work independently in some cases. However, for many students online courses have proven to be effective alternatives to on-campus courses. For more information, visit the CLC online Web page: <http://clconline.clcollinois.edu>.

Illinois Virtual Campus

CLC is one of more than 70 colleges and universities participating in the Illinois Virtual Campus (IVC), an online catalog of services and distance education opportunities by Illinois community colleges and four-year universities. This includes both a listing of courses and student support services available online.

The IVC can be accessed on the Internet at www.ivc.illinois.edu.

To learn more about IVC resources, please contact Kris Dahl in the Counseling Center at (847) 543-2353 or kdahl@clcollinois.edu.