CLC Classes
2016 Spring noncredit courses

Connect

Career Training and Professional Development Courses

Personal Enrichment Classes for Youth to Adult

Discovery Program Adults 50+

College Lake County
Connect to Your Future

www.clcillinois.edu/wpdi
Connect to the College of Lake County: Professional Development and Personal Enrichment Classes

Learning new knowledge and skills, whether for professional development or personal enrichment, can reveal possibilities never imagined for you, your family, your career or your business. The College of Lake County offers classes, workshops, training, tours and courses for all ages, all levels and in a variety of topics and subjects.

Connect to your possibilities

Our professional development courses and training can help you, your staff or your organization gain the knowledge and skills to succeed. Our short-term courses are ideal for quick mastery to hone current skills or explore new fields. Do you need customized training to meet a specific need for your department or organization? Our Client Solutions group provides powerful, outcome-based training tailored to fit your company or industry.

Grow your business

The counselors in the Illinois Small Business Development and International Trade Center are available to provide their expertise through free one-on-one, confidential sessions. Whether you’re starting a new business, positioning your business for growth or seeking to expand globally, the IL SBDC/ITC can help.

Expand your horizons

Explore a new hobby: learn how to dance or create your own jewelry. Challenge your brainpower! Study a new language, delve into history or tackle technology. From music to fitness; from photography to wellness for adults, kids or seniors; our personal enrichment classes are engaging for everyone in our community.
The College of Lake County is always looking for ways to improve, to keep our community green and to connect you with the best educational opportunities available.

We are enhancing our communication with you by delivering one convenient schedule that contains all lifelong learning options: personal and professional.

We are committed to sustainability by reducing the number of schedules printed in order to be more environmentally conscious. And, we continually update our workshops, courses, programs and training to offer you what you want to learn no matter your age, to offer you cutting-edge professional development and to offer training to advance your career or earning potential.

Affordable and local, explore the College of Lake County and connect to your future.

Center for Personal Enrichment
Client Solutions
Continuing Professional Development
Illinois Small Business Development and International Trade Center
Judicial Services

Grayslake Campus
19351 W. Washington St., Grayslake, Illinois 60030

Lakeshore Campus
33 N. Genesee St., Waukegan, Illinois 60085

Southlake Campus
1120 S. Milwaukee Ave., Vernon Hills, Illinois 60061

Workforce and Professional Development Institute
Technology Building, Room T302
19351 West Washington Street, Grayslake, IL 60030
(847) 543-2615
wpdi@clcillinois.edu
www.clcillinois.edu/wpdi

Keep this schedule through May 2016. The information contained within is accurate as of December 2015, but is subject to change.
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**International Business Etiquette**
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.

Explore the possibilities.

Business Etiquette

NEW! INTERNATIONAL BUSINESS ETIQUETTE
Do you plan to travel internationally for business? Travel is a wonderful opportunity to better appreciate how people live and act in other parts of the world and is often a necessity if you work for a multi-national company. We will explore the career, ethical and social values expected at your destination such as appropriate appearance, behavior, language and communication norms, customs and best practices. We will also cover fun facts, provide maps and additional resources. Each night will have a different focus: North America-Canada/Mexico/Dominican Republic; Europe; and Asia (Japan, China, India).

7749 PPRO 99-001
Monday, March 28 to April 11
7-9:50 p.m.
3 Sessions
Grayslake Campus, Room B123
$179 W. Kuhlin

Professional Voice Overs

NEW! INTRODUCTION TO PROFESSIONAL VOICE-OVERS
You’ve heard Brian Thon on TV and radio commercials! Now hear Brian live as he illustrates how you could actually begin using your speaking voice for commercials, films and videos! Most people go about it the wrong way. Brian will show you a unique, outside-of-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time and with practically no overhead! And 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 have been looking for! Brian Thon’s voice can be heard on work from professional sports teams to Fortune 500 companies, from GE Healthcare to Fox News.

7750 PPRO 8-001
Saturday, April 16
9-11 a.m.
1 Session
Grayslake Campus, Room T333
$69 B. Thon
Interested in getting your Project Management Professional (PMP®) certification? Completion of these three classes will provide you with the 35 professional development units (PDUs) required to obtain your PMP Certification and prepare you for the PMP exam. With these dynamic courses, taught by Andy Kaufman, a certified PMP, trainer and author, you can make this the year that you become a certified PMP.

TAKE THE SERIES AND SAVE!

7574 PPRO 88-001
Saturdays, April 9 to May 7
8:30 a.m. to 4:30 p.m.
5 Sessions
Grayslake Campus, Room T345
$1,349    A. Kaufman

ESSENTIALS OF PROJECT MANAGEMENT
1 credit hour
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 PDUs toward your project management certification.

7575 PPRO 85-001
Saturdays, April 9-16
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, Room T345
$525    A. Kaufman

ADVANCED PROJECT MANAGEMENT
1 credit hour
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 more 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.

7576 PPRO 86-001
Saturdays, April 23-30
8:30 a.m. to 4:30 p.m.
2 Sessions
Grayslake Campus, Room T345
$525    A. Kaufman

PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAM PREP
.5 credit hour
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 Project Management Body of Knowledge (PMBOK® Guide), a top rated exam preparation book and a CD that provides a simulated exam testing experience. The session is facilitated by a certified PMP with experience helping people prepare and pass the certification exam worldwide.

7577 PPRO 87-001
Saturday, May 7
8:30 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room T345
$425    A. Kaufman

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

Check out PCTR 70, Introduction to Microsoft Project, on page 13!
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 and 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.

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.

7684 PPRO 19-800
February 1 to April 1
Online 24/7
$245 TAKE THE SERIES AND SAVE!

CERTIFICATE CLASSES CAN BE TAKEN INDIVIDUALLY:

KEYS TO CUSTOMER SERVICE
7682 PPRO 17-800
February 1-26
Online 24/7
$145 N. Sanders-Cobb

EXTRAORDINARY CUSTOMER SERVICE
7683 PPRO 18-800
March 7 to April 1
Online 24/7
$145 F. Bayley

HOW TO REGISTER FOR ONLINE BUSINESS SKILLS CLASSES

Individual course descriptions can be found online. Our Online Business Skills classes are instructor-led courses that cannot be accessed through Blackboard. Please contact our office for access information to these online courses. Call (847) 543-2615 or email professionalworkshops@clcillinois.edu.
BUSINESS MANAGEMENT CERTIFICATE

Enhance your management skills through this program for supervisors, managers and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Finally, get the keys to managing different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to and what messages they value. The certificate includes the following courses, Management Boot Camp, Time and Productivity and Managing Generations in the Workplace.

7681 PPRO 4-800
February 1 to April 29
Online 24/7
$595

SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

MANAGEMENT BOOT CAMP
7676 PPRO 1-800
February 1-26
Online 24/7
$295  S. Klauss

TIME AND PRODUCTIVITY MANAGEMENT
7679 PPRO 2-800
March 7 to April 1
Online 24/7
$195  W. Draves

MANAGING GENERATIONS IN THE WORKPLACE
7680 PPRO 3-800
April 4-29
Online 24/7
$175  K. Dellabough

WORKPLACE COMMUNICATION CERTIFICATE

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

7706 PGOT 14-800
February 1 to April 29
Online 24/7
$595

SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

CONFLICT MANAGEMENT
7703 PGOT 11-800
February 1-26
Online 24/7
$245  S. Klauss

NEGOTIATION: GET WHAT YOU WANT
7704 PGOT 12-800
March 7 to April 1
Online 24/7
$195  L. Harpine

USING PERSONALITY PROFILES TO IMPROVE WORK PERFORMANCE
7705 PGOT 13-800
April 4-29
Online 24/7
$295  S. Klauss
NEW! LEADERSHIP DEVELOPMENT CERTIFICATE FOR GEN Y

Geared for emerging leaders in the Millennial generation (born 1980-1999), this hybrid certificate series in Leadership Principles provides how-to practical information on advancing your leadership potential and making a difference both in the workplace and in society. At the end of completing the three course certificate, you will come away with a new understanding, new toolbox of leadership skills and the information to move your leadership development into high gear.

7783  PGOT 25-800
Friday, February 1 to April 29
Three Sessions and Online
Grayslake Campus, Room T333
$549    M. Garamoni

Face to Face Meetings
The class will meet face to face on three Fridays at the CLC Grayslake Campus. These sessions will be led by a millennial emerging leader and will include facilitated discussion, group activities, leadership case studies and networking with diverse young professionals and emerging leaders from throughout Lake County:

Leadership Principles: Friday, February 19, 9 a.m. to 3 p.m.
Developing Leadership Skills: Friday, April 1, 9 a.m. to 3 p.m.
Developing Professional Career Skills: Friday, April 22, 9 a.m. to 3 p.m.

SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

LEADERSHIP PRINCIPLES FOR GEN Y
Find out what it takes to become an effective leader. Discover your style of leadership. Discuss task completion, building relationships with your subordinates, becoming socially perceptive to changes in the workplace, using your emotions in a positive and effective manner and addressing challenging goals.

Face to Face Meeting
The class will meet face to face on Friday, February 19, 9 a.m. to 3 p.m. at the CLC Grayslake Campus.

7780  PGOT 18-800
February 1-26
Online 24/7
$199    C. Yates

DEVELOPING LEADERSHIP SKILLS FOR GEN Y
Discover the key concepts of being a leader and the best strategies for developing your leadership skills and influence. Learn the unspoken secrets that leaders know and the strategies they employ/exhibit in for influencing others.

Face to Face Meeting
The class will meet face to face on Friday, April 1, 9 a.m. to 3 p.m. at the Grayslake Campus.

7781  PGOT 19-800
March 7 to April 1
Online 24/7
$199    W. Draves

DEVELOPING PROFESSIONAL CAREER SKILLS FOR GEN Y
Have you ever wondered how do I get to that next level in my career? What does it take? This course will help you identify the skills that all great leaders possess, while learning new skills that will help take you to the next level. Whether you are leading a department or an organization, you will gain the knowledge to be successful. Learn how to incorporate a developed image and communication skills that will rocket you to that next level.

Face to Face Meeting
The class will meet face to face on Friday, April 22, 9 a.m. to 3 p.m. at the CLC Grayslake Campus.

7782  PGOT 20-800
April 4-29
Online 24/7
$199    T. McLaurin

HOW TO REGISTER FOR ONLINE BUSINESS SKILLS CLASSES
Individual course descriptions can be found online.
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PREZI
Bring your vision to life with Prezi and leave PowerPoint behind! Take a journey into the world of creative presentations! Learn how to use and engage your creative side for amazing presentations. Your audience will be stimulated with what you are presenting as well as the way you are presenting.

7695 PGOT 3-800
February 1-26
Online 24/7
$195    K. Green

PHOTOSHOP FOR PRESENTATIONS
Acquire the skills to navigate an extensive list of Photoshop features. Practice the most commonly used methods, such as managing text, working with layers and image file properties. You will learn the purpose of each photo editing tool and walk away with the skills to use them.

7697 PGOT 5-800
March 7 to April 1
Online 24/7
$195    D. Hood

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.

7696 PGOT 4-800
April 4-29
Online 24/7
$195    J. Soard

SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

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

7779 PGOT 26-800
February 1 to April 29
Online 24/7
$495

SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

GOOGLE ANALYTICS
7776 PGOT 22-800
February 1-26
Online 24/7
$195 Belhassen and Hurrell

GOOGLE APPS FOR BUSINESS
7777 PGOT 23-800
March 7 to April 1
Online 24/7
$195    J. Selke

GOOGLE +
7778 PGOT 24-800
April 4-29
Online 24/7
$195    J. Kart
MOBILE MARKETING CERTIFICATE

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

7688 PPRO 53-800
February 1 to April 29
Online 24/7
$595

TAKE THE SERIES AND SAVE!

SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

MOBILE MARKETING
7685 PPRO 50-800
February 1-26
Online 24/7
$195 S. Salt

CREATING CELL PHONE APPS FOR YOUR BUSINESS
7686 PPRO 51-800
March 7 to April 1
Online 24/7
$245 D. Belhassen

ADVANCED MOBILE MARKETING
7687 PPRO 52-800
April 4-29
Online 24/7
$245 S. Salt

STRESS MANAGEMENT
Stress isn’t the enemy. It is our perceptions of stress that amps our anxiety and uses up all our steam. Events happen every day, how we interpret those events can set the stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is, understanding what stress is to you and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block!

7694 PGOT 2-800
April 4-29
Online 24/7
$145 M. Brown

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ePublishing and Marketing

**SELF-PUBLISHING EBOOKS**
With the release of tablet computers, eBooks are becoming more popular than ever. Companies use eBook publishing as a way to market products, services and ideas. Learn what makes a great eBook and how you go about creating, formatting and publishing it. Learn to create your eBook with text, photos, illustrations, audio, videos and hyperlinks to websites and the options you have in self-publishing and distributing your eBook.

**7700 PGOT 8-800**
March 7 to April 1
Online 24/7
$195 T. Street

**MARKETING EBOOKS**
Having a book idea and publishing it is only half the recipe for success. Find out how to get the word out to your target market and the various marketing avenues for your book. Acquire information on which social media sites make sense for your audience and how to maximize your effort by minimizing your time online. You will create a marketing plan so you can map out your marketing steps all the steps from start to finish.

**7701 PGOT 9-800**
April 4-29
Online 24/7
$195 D. Darvis

**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.

**7702 PGOT 10-800**
March 7 to April 1
Online 24/7
$195 K. Will

**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.

**7699 PGOT 7-800**
February 1-26
Online 24/7
$245 T. Allison

**WEBINAR DESIGN**
**DESIGNING SUCCESSFUL WEBINARS**
Webinars are a meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Learn the four key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

**7707 PGOT 15-800**
March 7 to April 1
Online 24/7
$195 W. Draves

**MANAGING AND MARKETING WEBINARS**
Boost your success with webinars by getting the most advanced and latest information on managing and marketing. Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails and how to generate more leads and inquiries. Discover a unique needs assessment model and take back our five secrets to creating high response surveys.

**7708 PGOT 16-800**
April 4-29
Online 24/7
$195 S. Kart

Financial Services

**NEW! LIFE AND HEALTH INSURANCE PRE-LICENSING**
The banking, accounting, insurance and financial services industries often require licensure of management candidates and agents. This interactive course fulfills the mandatory State of Illinois study hours required to take the Life and the Accident and Health Licensing Examination.

Through in-person presentation and lecture and online self-study and review, this course includes preparation on all key topics covered in the state examination, as well as detailed case studies, use of product examples and client-scenario illustrations. Basic insurance concepts, insurance law, NAIC insurance guidelines and presentation of sales concepts to client parties are included. Other topics include: completing applications, suitability of sales, uses of various insurances and interacting with other advisory professionals. Affordable Care Act, Medicare and Medicaid, Health Insurance Exchanges and Social Security are additional covered topics.

State of Illinois rules require attendance at all classes, or make-up sessions for missing hours. At the end of the course, students will receive certificates that allow them to sit for the State of Illinois Life Examination and the Illinois State Accident and Health Examination. The course materials include an online practice examination and review system as well as supplemental audio (downloadable) and downloadable text materials. A textbook is optional and may be purchased through the CLC Bookstore prior to class. This class is recommended for Affordable Care Act Navigators and fulfills the requirements to obtain Life and Accident/Health Insurance Licensing in the State of Wisconsin. Wisconsin residents should NOT purchase the optional textbook.

An online materials package, consisting of 20-25 hours of extra work is mandatory. Instructions on accessing the online materials package will be presented at the first class.

**7773 PFIN 1-001**
Tuesday, February 23 to March 15
6-10 p.m.
Grayslake Campus, Room T331
AND
Online Portion until April 12
$99 K. Lee
Social Media

Social Media Marketing Certificate—Virtual 3 credit hours
Do you want to move to the next level in your development as a social media marketing professional? This comprehensive social media certificate will prepare you for the next step in your career. Sessions include marketing, media platforms, management and a final portfolio project designed for participants to validate and showcase their knowledge and expertise. The intended audience for this in-depth program is individuals who are or will be fully responsible for social media planning and execution including marketing and web professionals as well as those willing to invest in a new career.

Through 16 highly focused sessions, the program will cover the core competencies required for businesses to generate revenue using social media. You will acquire real-world experience as you develop a social media marketing plan for an actual business.

Course Prerequisites
Potential students should possess high level Internet and/or computer skills, have experience with multiple social media platforms, a general understanding of marketing or business and a strong commitment to learning. The certificate program is designed as an intermediate to advanced level course.

Certificate Requirements
To receive a certificate, students must attend 75 percent of classes, complete 100 percent of assignments and prepare and present a complete social media marketing plan endorsed by the course educator.

7615 PSME 14-800
Tuesday and Thursday
February 2 to May 13
8:30-9:30 a.m.
16 Sessions
Virtual
$1,495 C. Hilbert

7618 PSME 14-801
Tuesday and Thursday
February 2 to May 13
6-7 p.m.
16 Sessions
Virtual
$1,495 C. Hilbert

HR Lean Sigma

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

7709 PGOT 17-800
March 7 to April 1
Online 24/7
$245 S. Schmall

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Individual course descriptions can be found online.
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COMPUTERS/BASIC SKILLS

BEGINNING COMPUTER 1
This course is designed for the individual who is afraid of the computer and has never taken a computer class. Class will cover terminology, turning the computer on and off, mouse control, file management, beginning word processing and basic Internet searching using personal computers and a Windows operating system. Textbook recommended.

7616 CDIS 39-001
Friday, February 5 to March 4
2-4 p.m.
5 Sessions
Grayslake Campus, Room L032
$115 S. Freeman

BEGINNING COMPUTER 2
This course is for those who have completed Beginning Computer Level 1 and want to continue learning. Topics covered: email (including attachments), advanced Internet skills, MS Word editing, formatting and adding graphics to documents.

7617 CDIS 40-001
Friday, April 1-29
2-4 p.m.
5 Sessions
Grayslake Campus, T342
$115 S. Freeman

COMPUTER SKILLS FOR THE WORKPLACE - ONLINE
Gain a working knowledge of the computer skills you need to succeed in today's job market

Learn the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace, including how to implement modern office software to help you work faster and more efficiently. We'll focus on practical application for the most common software. Want to learn at home on your own? Sign up for an ed2go instructor led or self-paced online course. Turn to page 31 for more information. Or visit www.ed2go.com/clc

GOOGLE IS MORE THAN JUST A SEARCH ENGINE
Come explore all the free tools Google has to offer. Learn how to use Google’s word processing, spreadsheet, presentation, drawing and forms software. Learn to set up your calendar and blog and create a place to share photos with friends and family.

7614 CDIS 38-001
Saturday, February 13-27
9:30-11:30 a.m.
3 Session
Grayslake Campus, Room L032
$69 S. Freeman

CREATE YOUR OWN WEBSITE
Learn how to use Moonfruit to create your own website. Moonfruit offers free web hosting and provides a user-friendly interface. Bring all the information you would like to include on your website and you will leave this class with a presence on the Internet!

7613 CDIS 37-001
Saturday, April 16
9:30 a.m. to 12:30 p.m.
1 Session
Grayslake Campus, Room L032
$35 S. Freeman

INTRODUCTION TO MAC: YOSEMITE AND BEYOND
New to a Mac and need some guidance? Get expert help and practical tips at a comfortable pace with Jim Hayward. Get up to speed on the latest Mac OS X Yosemite operating system features. Topics will include: setting up your preferences, organizing your desktop, using Finder, email, Contacts, Calendars, Safari, Maps, iCloud (including Keychain) and iPhoto, syncing your devices and backing up your computer. Class will be held in a Mac lab. Bring to class your fully charged Mac updated with OS X Yosemite. Class size is limited. There is an additional fee for the required textbook/resource guide.

7529 CCMP 39-001
Saturday, April 2-30
12-2 p.m.
5 Sessions
Grayslake Campus, Room T220
$115 J. Hayward

Basic Skills with Mac
Tablets/Apple

iPad 1
Learn how to get the most out of the Apple iPad technology in this interactive class designed for new users and users new to technology. Join instructor and technology expert Jim Hayward to understand basic settings, gestures, navigation, keyboard and hidden keys use, app organization and management (including downloading and deleting apps), search tools, the control center and the multitasking feature. Learn the basics about the Apple-installed applications Safari, Notes and Mail. All iPad owners are welcome. This class will be taught at a slower pace to introduce this technology, but those comfortable with technology are invited as well. Bring your fully-charged iPad (updated with the most recent version of iOS 8), power cord, Apple ID and iTunes password to class.

7716 CCMP 41-001
Saturday, March 12
9 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T345
$35 J. Hayward

iPad 2
Continue to interact with your device in this follow-up course, designed for users who have taken a previous iPad introduction course or who are already familiar with common settings, basic use and navigating through the iPad. Explore and understand the following Apple-installed Apps: Safari, Notes, Mail, Camera, Photo Album, Photo Stream, Calendar, Contacts, Notifications and Siri. Gain an understanding of the concept of the Cloud, backing up and syncing. Bring your fully-charged iPad (updated with the most recent version of iOS 8), power cord, Apple ID and iTunes password to class. Prerequisite: familiarity with Multitasking and the Control Center, either from a previous class or independent study.

7720 CCMP 42-001
Saturday, March 19
9 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T345
$35 J. Hayward

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/a9cy8tg. Call (847) 543-2615 or email CPEInfo@clcillinois.edu to confirm your contact information so we can email your voucher number for class access. Students age 10-17 may register for this class through the Explore program.

7443 CCMP 92-801
February 22 to April 10
Online 24/7
$179 All About Learning

Online Video Game Maker 2: Invader!
Learn how to design and modify exciting arcade-style games including soccer, a Breakout-style game, Alien Invader and a secret game at the end of the class! Control characters and outcomes, increase the difficulty level and add more features. Graphic design and animation, sprites, objects, room creation, instances and bonus levels will be covered. This self-paced class is available online for 49 consecutive days from your first login. Call (847) 543-2615 or email CPEInfo@clcillinois.edu to confirm your contact information so we can email your voucher number for class access. Students age 10-17 may register for this class through the Explore program.

7444 CCMP 93-801
March 14 to May 1
Online 24/7
$179 All About Learning
Computer Skills

MICROSOFT WORD 2013: LEVEL 1
0.5 credit hour
Effectively create, edit, format, save and print letters, business documents and other professional documents using Microsoft Word. Modify the appearance of text, insert special characters and graphical objects, organize data in tables, proof and print a Word document. A textbook is required and may be purchased in the CLC Bookstore prior to class.

7659 PCTR 10-001
Monday, February 8
9 a.m. to 5 p.m.
1 Session
Southlake Campus, Room V102
$225  S. Bajt

7660 PCTR 10-002
Monday, March 7
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room L032
$225  C. Horwitz

MICROSOFT WORD 2013: LEVEL 2
0.5 credit hour
Explore some of the more sophisticated features of word processing for increased efficiency using Microsoft Word. Learn about creating and using various document styles, customizing tables and charts, modifying pictures in a document, creating customized graphic elements, inserting content using QuickParts and using the mail merge function. A textbook is required and may be purchased in the CLC Bookstore prior to class.

Prerequisite: PCTR 10, Microsoft Word Level 1 or equivalent knowledge.

7661 PCTR 11-001
Wednesday, April 13
9 a.m. to 5 p.m.
1 Session
Southlake Campus, Room V102
$225  S. Bajt

MICROSOFT EXCEL 2013: LEVEL 1
0.5 credit hour
Learn to create a basic worksheet and modify the contents and appearance. You will perform calculations, modify the appearance of data within a worksheet, manage Excel workbooks and print the contents. A textbook is required and is available for purchase in the CLC Bookstore.

7662 PCTR 15-001
Friday, February 5
9 a.m. to 5 p.m.
1 Session
Southlake Campus, Room V102
$225  B. Pistella

7663 PCTR 15-002
Thursday, February 11
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room L032
$225  A. Sarrazine

7664 PCTR 15-003
Tuesday and Thursday, February 23-25
5-9 p.m.
2 Sessions
Grayslake Campus, Room L032
$225  B. Salita

MICROSOFT EXCEL 2013: LEVEL 2
0.5 credit hour
Learn how to work faster and more productively by using many of Excel’s powerful features. Organize worksheet and table data using various techniques. Create and modify charts, work with graphic objects, calculate with advanced formulas, sort and filter data and analyze data using PivotTables, Slicers and PivotCharts. A textbook is required and is available for purchase in the CLC Bookstore. Prerequisite: Microsoft Excel Level 1 or equivalent knowledge and use of advanced formulas.

7665 PCTR 16-001
Friday, March 4
9 a.m. to 5 p.m.
1 Session
Southlake Campus, Room V102
$225  B. Pistella

7666 PCTR 16-002
Thursday, March 10
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room L032
$225  B. Salita

7667 PCTR 16-003
Monday and Wednesday, March 14-16
5-9 p.m.
2 Sessions
Grayslake Campus, Room L032
$225  A. Sarrazine

Looking for Quickbooks classes?
Go to page 34.
MICROSOFT EXCEL 2013: LEVEL 3
0.5 credit hour
Explore tools that automate some common Excel tasks. Learn to analyze, import and export data and to collaborate with others using workbooks. You will structure those workbooks using XML and integrate Excel data with the web. A textbook is required and is available for purchase in the CLC Bookstore.
Prerequisite: Microsoft Excel Level 2 or equivalent knowledge.

7668 PCTR 17-001
Friday, April 8
9 a.m. to 5 p.m.
1 Session
Southlake Campus, Room V102
$225  B. Pistella

7669 PCTR 17-002
Tuesday, April 12
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room L032
$225  A. Sarrazine

MICROSOFT ACCESS 2013: LEVEL 2
0.5 credit hour
Increase efficiency by sharing Access-stored data with other applications. Improve and customize tables, queries, filter records and create custom and advanced forms and reports. Modify the design of a table to streamline data entry and maintain data integrity. A textbook is required and is available for purchase in the CLC Bookstore. Prerequisite: Microsoft Access Level 1 or equivalent knowledge.

7672 PCTR 21-001
Monday, April 4
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room L032
$225  J. Besser

MICROSOFT POWERPOINT 2013: LEVEL 1
0.5 credit hour
PowerPoint is an intuitive, powerful presentation graphics program that enables you to create dynamic, multimedia presentations for a variety of functions. You will create, design and deliver a presentation by learning to insert and modify a chart, insert tables and graphs and use clipart and animation to enhance your presentation. A textbook is required and may be purchased in the CLC Bookstore.

7673 PCTR 30-001
Friday, April 8
9 a.m. to 5 p.m.
1 Session
Southlake Campus, Room V102
$225  C. Horwitz

MICROSOFT PROJECT 2013: LEVEL 1
0.5 credit hour
Create a project plan file and enter project information. Learn to create a work breakdown structure by organizing and setting task relationships, assigning project resources and finalizing the project plan file. A textbook is required and is available for purchase in the CLC Bookstore.

7674 PCTR 70-001
Wednesday, April 20
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room L032
$225  J. Besser

PHOTOSHOP CREATIVE CLOUD: LEVEL 1
0.5 credit hours
Create and enhance graphics for marketing materials, newsletters, blogs and websites. If you are a professional who wants to prepare photos for print or web or enhance your work for the web or print, you will benefit from the skills learned in Photoshop. You should be familiar with the basic functions of your computer’s operating system such as creating folders, launching programs and have the basic skills such as copying and pasting objects, formatting text and saving files. A textbook is required and is available for purchase in the CLC Bookstore.

7936  PCTR 40-001
Monday, February 29
9 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room T341
$225  J. Berek

Graphic Design

Computer Skills, Graphic Design

INFORMATION: (847) 543-2615
www.clcillinois.edu/professional
HEARTSAVER CPR WITH ADULT, CHILD AND INFANT TRAINING
This course is designed for the general public and is not intended for healthcare professionals or healthcare students. This American Heart Association course is ideal for day care providers, teachers and anyone interested in taking a CPR course. Certification is good for two years.

7508 PALH 6-001
Saturday, March 12
10 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T231
$65  S. Frankson

7509 PALH 6-002
Saturday, April 23
10 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T333
$65  S. Frankson

CPR REFRESHER: BLS HEALTHCARE PROVIDER
The BLS Healthcare Provider course provides healthcare professionals with the ability to recognize 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 current AHA BLS Healthcare Provider certification card is required to attend this course.

7514 PALH 7-001
Saturday, January 23
1:30 p.m.
1 Session
Grayslake Campus, Room T323
$65  S. Frankson

7516 PALH 7-002
Friday, February 19
3:00 p.m.
1 Session
Grayslake Campus, Room T333
$65  S. Frankson

7517 PALH 7-003
Wednesday, March 16
6:30-8:30 p.m.
1 Session
Grayslake Campus, Room T333
$65  S. Frankson

7519 PALH 7-004
Saturday, April 16
9:00 a.m.
1 Session
Southlake Campus, Room V302
$65  S. Frankson

7520 PALH 7-005
Thursday, May 5
6:30-8:30 p.m.
1 Session
Grayslake Campus, Room T333
$65  S. Frankson

CPR BASIC: BLS HEALTHCARE PROVIDER
The BLS Healthcare Provider course provides healthcare professionals with the ability to recognize 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.

7510 PALH 8-001
Saturday, January 23
9:00-11:30 a.m.
1 Session
Grayslake Campus, Room T333
$75  S. Frankson

7511 PALH 8-002
Friday, January 29
3:00-5:30 p.m.
1 Session
Grayslake Campus, Room T323
$75  S. Frankson

7512 PALH 8-003
Saturday, February 6
9:00-11:30 a.m.
1 Session
Grayslake Campus, Room T323
$75  S. Frankson

7513 PALH 8-004
Friday, February 26
3:00-5:30 p.m.
1 Session
Grayslake Campus, Room T323
$75  S. Frankson

7895 PALH 8-005
Friday, March 11
3:00-5:30 p.m.
1 Session
Southlake Campus, Room V122
$75  S. Frankson

7896 PALH 8-006
Thursday, April 7
6:30-9:30 p.m.
1 Session
Grayslake Campus, Room T335
$75  S. Frankson

7897 PALH 8-007
Saturday, May 7
9:00-11:30 a.m.
1 Session
Grayslake Campus, Room T335
$75  S. Frankson
Healthcare

CNA RECERTIFICATION
1 credit hour
Designed for those who have already completed the Certified Nurse Assistant course and successfully completed the Illinois Nurse Aide Examination, but who no longer are listed on the Illinois Nurse Aide Registry. Before enrolling, contact the Illinois Department of Public Health (IDPH) at (217) 785-5133 to request a recertification packet.

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

PERSONAL CARE AIDE
1.5 credit hours
Continuing Professional Development offers the perfect opportunity to gain the basic skills needed to begin a new career or to confidently provide companionship and/or care for an elderly or disabled family member or friend. These skills include:

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

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

A textbook and a materials kit are required and are available in the CLC Bookstore. Students will be required to pass a criminal background check prior to the first day of class. There is an additional fee for this service. Call (847) 543-2615 for registration information.

7611 VALH 10-001
Wednesday and Thursday
February 17 to March 5
6:10 p.m.
2 Sessions
Grayslake Campus, Room D228
$379    S. Kadera

7612 VALH 10-002
Monday and Tuesday, April 11-30
9 a.m. to 2 p.m.
2 Sessions and Clinical
Grayslake Campus, Room D228
$379    P. Zora
Healthcare - Online

SPANISH FOR MEDICAL PROFESSIONALS
Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? This Spanish class, designed specifically for healthcare professionals, will help you bridge that gap. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families.

7608 PALH 4-800
March 7 to April 1
Online 24/7
$145  C. Sempe

SPANISH FOR MEDICAL PROFESSIONALS 2
If you have successfully completed Spanish for Medical Professionals, this class will expand your Spanish language knowledge. You will learn about the near future, present progressive, the command or imperative tenses and direct objects. Increase your medical vocabulary and practice interviewing patients and taking health histories.

7609 PALH 30-800
April 4-29
Online 24/7
$145  C. Sempe

DEMENTIA CARE
Gain essential knowledge and understanding about neurological diseases that affect cognition and memory. Learn the practical application of effective skills for supporting persons with dementia.

7610 VALH 15-800
February 1 to March 25
Online 24/7
$495  P. Atwood

Massage Therapy CEs

INTRODUCTION TO AROMATHERAPY
Breathe deep, relax and enjoy aromatic scents as you are introduced to the use of aromatherapy for a healthy home and body. You will learn the history and use of aromatherapy, as well as how to use essential oils both topically and environmentally safely. Discover the ten most common and effective essential oils to use on a daily basis. This interactive workshop includes experiential learning so you can experience the benefits of aromatherapy first hand. Wear comfortable clothes. This course is not yet eligible for CEs and is open to all students.

7790 PALH 83-001
Friday, March 11
1-4 p.m.
1 Session
Grayslake Campus, Room T323
$79  E. Laskey

DEMENTIA CARE
Gain essential knowledge and understanding about neurological diseases that affect cognition and memory. Learn the practical application of effective skills for supporting persons with dementia.

7610 VALH 15-800
February 1 to March 25
Online 24/7
$495  P. Atwood

NEW! GENTLE TOUCH THERAPY
Massage therapists, nurses and medical assistants: learn a gentle approach to touch with clients and patients. Create sessions filled with positive intention that you can use to help clients focus on their breathing and encourage the relaxation process. This is a helpful approach for the elderly and those in hospice, palliative care and grief support. Learn to ground yourself in deep inner wisdom and to practice from a place of compassion. Discover breathing techniques for yourself and the client/patient, how to speak gently and how soft touch can enhance someone's life.

Eligible for 4 CEs for licensed massage therapists.

7774 PWEL 25-001
Saturday, April 30
9 a.m. to 1 p.m.
1 Session
Grayslake Campus, Room T335
$99  S. Fullington

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

Massachusetts is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as an approved continuing education provider. Our courses are intended for licensed massage therapists, certified body workers or estheticians and are eligible for CE hours towards licensure renewal. Provider #451802-11.
REIKI LEVEL 1: REIKI CHANNEL
Learn to channel life force energies as you take the first step in understanding and using the healing energy of Reiki. You will learn standardized protocols for the treatment of clients as well as the history and philosophy of working with Reiki. Reiki is being incorporated into hospital treatment plans across the country as medical and non-medical personnel have come to recognize its ability to reduce stress and expedite healing. Thanks to modern technology, scientific data now corroborates mountains of anecdotal evidence. Reiki is ideal for healthcare professionals and massage therapists and is open to all students. All materials are included in the class fee. Eligible for 6 CEs to licensed massage therapists. Class size is limited, so register early.

7518 PALH 72-001
Friday, April 8
10 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room T333
$150 H. McCutcheon

Dropping from the Reiki classes may be done up to seven business days before the class. Because of the materials involved, after that no refund is possible.

REIKI LEVEL 2: PRACTITIONER CERTIFICATION
You can build upon the skills you learned in Reiki Level 1 and after completing this class you will be certified to practice Reiki professionally. You will receive a second attunement to increase the flow of energy and be introduced to and practice using sacred Reiki symbols to enhance all facets of Reiki work. This includes new healing techniques and protocols for distant and surrogate transmission of Reiki and a brief overview of using healing crystals. Practical, business-building strategies for massage therapists and energy practitioners will be discussed. Text and other materials are included. This course is open to all students. Eligible for 6 CEs to licensed massage therapists. Prerequisite: Reiki Level 1.

7522 PALH 73-001
Friday, May 6
10 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room T333
$250 H. McCutcheon

NEW! SELF-CARE FOR THE MASSAGE THERAPIST
Learn to integrate healthy diet choices, body mechanics, meditation and yoga techniques. Empowering yourself in all aspects of your life can help you enjoy many years in the profession. Learn healthy eating choices, refresh yourself on good body mechanics and take a journey into the deep healing dimensions of mindful practice as you explore a variety of meditation and yoga techniques to enhance your massage practice. Learn some basic yoga poses to increase your strength and flexibility as you move around the table. Learn to teach and empower your clients. Meditation helps create calmness, even long after the meditation session is done. This session will be taught in a mat room at the Grayslake Campus with massage tables available. Wear comfortable clothing and bring a blanket and a towel. Eligible for 6 CEs for licensed massage therapists.

7775 PWEL 24-001
Saturday, April 16
9 a.m. to 3 p.m.
1 Session
Grayslake Campus, Room T335
$149 S. Fullington

INTRODUCTION TO NATURAL HEALTH AND HEALING - ONLINE CLASS
Learn how to promote wellness, balance and health in all aspects of your daily life. Explore naturopathy and proper breathing techniques that enhance health and the value of hydrotherapy, diet, biorhythms and fasting. We’ll also examine brain function tests, visualization and relaxation therapies, as well as vitamins, minerals, antioxidants, free radicals and the basic requirements that constitute a healthy diet. Discover herbal healing, aromatherapy, body therapies; massage techniques, osteopathy, chiropractic, T’ai Chi, reflexology, yoga, Feng Shui, therapeutic touch and natural remedies for common emergencies. Want to learn at home on your own? Sign up for an ed2go instructor led or self-paced online course. Turn to page 31 for more information. Or visit www.ed2go.com/clc.

INFORMATION: (847) 543-2615
www.clcillinois.edu/professional
Program requirements: High school diploma or GED, 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.

7740 VALH 95-001
Monday and Wednesday
January 25 to May 11
6-9:30 p.m.
30 Sessions
Grayslake Campus, Room T323
$1,499  V. Vojvodic

7741 VALH 95-002
Saturday, January 23 to May 7
8 a.m. to 3 p.m.
15 Sessions
Southlake Campus, Room V120
$1,499  A. Miller

Learn more about Pharmacy Technician Training by attending an information session on January 11, 2016 at 6 p.m. at the Southlake Campus, Room V122. Check out www.clcinfosessions.eventbrite.com for more information.
Veterinary Assistant

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

Part of the 150-hour course is a 60-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 employers of your training, if needed, as time off from work may be required depending on your schedule.

Course Prerequisites and Special Notes:
A high school diploma or GED is required. Students must be fluent English speakers and able to read, write and comprehend English at a high school level.

In addition, because of the inherent requirements of the profession, students must have the following minimum abilities sufficient for safe and successful practice of veterinary duties: 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 must complete a background check at an approved provider in order to participate in the clinical externship portion of the course. Prior felony convictions may prevent participation in the program. The fee for this service is NOT included in the course fee.

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.

7586 VET 1-001
Tuesday and Thursday
January 26 to May 12
6-9:45 p.m.
24 Sessions
Grayslake Campus, Room T323
$2,199 Staff

Learn more about Veterinary Assistant Training by attending an information session on January 13, 2016 at 6 p.m. at the Grayslake Campus, Room T208. Check out www.clcinfosessions.eventbrite.com for more information.
BEVERAGE AND ALCOHOL SELLERS AND SERVERS EDUCATIONAL TRAINING (BASSET)
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.

7557 PHOS 1-001
Monday, February 1
6-10 p.m.
1 Session
Grayslake Campus, Room T333
$49    A. DeMarco

7558 PHOS 1-002
Saturday, March 5
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T323
$49    C. Parr

7560 PHOS 1-003
Monday, April 11
6-10 p.m.
1 Session
Grayslake Campus, Room T240
$49    A. DeMarco

7562 PHOS 1-004
Saturday, May 7
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T323
$49    C. Parr

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FOOD SAFETY CERTIFICATION/RE-CERTIFICATION
Based on the most recent food safety regulations, this course will prepare you to be certified or re-certified through the Illinois Department of Public Health. 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 at the end of the class and upon successful completion, you are eligible to apply for the Food Service Sanitation Manager Certification license.

A textbook for this class is required and can be purchased at the CLC Bookstore. We highly recommended reading the entire textbook prior to class to prepare for the test at the end of the class.

7571 PHOS 5-001
Wednesday, February 17
8 a.m. to 5:30 p.m.
1 Session
Grayslake Campus, Room T331
$99    J. Keyes

7572 PHOS 5-002
Thursday, April 28
8 a.m. to 5:30 p.m.
1 Session
Grayslake Campus, Room T333
$99    J. Keyes
Human Resources

HUMAN RESOURCE SERIES (1 credit hour)

Develop your skills and knowledge in order to make yourself a well-rounded job candidate or take on additional responsibilities in your current role. If you are new to HR or need to get up to speed quickly on the basics, this series of courses will provide the information you need. It will also help you learn where you need to go when you need even more details and the “fine print” of regulations. The four courses in this certificate cover the HR life cycle from recruiting to what you need to do after someone leaves the company. Topics covered include hiring, compensation, benefits, training, performance management and HR laws.

7742 PHRS 1-001
Friday, April 15 to May 6
8 a.m. to 12 p.m.
4 Sessions
Grayslake Campus, Room T323
$625 W. Kuhlin

TAKE THE SERIES AND SAVE!

SERIES CLASSES CAN BE TAKEN INDIVIDUALLY:

FINDING AND HIRING THE RIGHT PERSON
Finding the right person for the job can be difficult. Understanding the job you need to fill, the skills needed to do the job and where to look can make it easier to find the perfect candidate. Once you find that person, you need to offer a competitive compensation and benefits package. Learn how to write job descriptions, pay the right amount, develop a benefits package, source and recruit, interview, conduct background checks and write offers.

7743 PHRS 10-001
Friday, April 15
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T323
$179 W. Kuhlin

MAINTAINING YOUR WORKFORCE:
UNDERSTANDING BENEFITS AND BEYOND
Finding the right employee is only the first step in managing the multiple employment issues you will encounter. Learn about leaves from FMLA to vacation, how to avoid discrimination and keep pay fair and key issues in offering health and retirement benefits. You’ll also learn about terminations: voluntary, involuntary and reductions in force.

7745 PHRS 12-001
Friday, April 29
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T323
$179 W. Kuhlin

GETTING THE MOST FROM YOUR EMPLOYEES
Once you’ve hired a new employee, what happens next? A good on-boarding process and solid training and performance management program will help ensure your new employee starts off on the right foot and continues to be a solid contributor. Learn how to make the first day and first week a good one, how to determine when training is needed and how to run a solid performance management program.

7744 PHRS 11-001
Friday, April 22
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T323
$179 W. Kuhlin

LEGAL REQUIREMENTS AND COMPLIANCE IN YOUR ORGANIZATION
Understanding legislation is the key to keeping your HR practices and your company in compliance with state and federal laws. Learn how to determine if your company is covered by various pieces of legislation and keep compliant with key laws and provisions not covered in other modules including FLSA, ERISA, HIPAA, ADEA and USERRA.

7746 PHRS 13-001
Friday, May 6
8 a.m. to 12 p.m.
1 Session
Grayslake Campus, Room T323
$179 W. Kuhlin

ADVANCED MEETING AND
EVENT PLANNING
1.5 credit hours
Take your skills to the next level! In this expanded advanced course, you will go behind the scenes of event planning as well as explore the tricky etiquette and ethical situations that can arise as a planner. By learning to work with vendors and volunteers, plan food and beverage operations and arrange for entertainment, you will gain the expertise required to be successful and learn to recognize potential risks while planning events. Through real life application of practical strategies on managing people, property and providing goodwill, you will master all that is needed to enhance an event.

7788 PHOS 11-001
Monday and Wednesday, April 4 to May 11
6-8 p.m.
12 Sessions
Grayslake Campus, Room T333
$249 C. Harris
Social Work

DSM 5 ADVANCED UPDATE ON DIAGNOSIS AND TREATMENT
With the publication of the DSM 5, the approach to mental health diagnosis has changed for the first time in almost 20 years. Individuals may have been trained in the basics of the DSM 5, but this course will build upon the elemental overview and delve deeper into the latest edition of the APA's diagnostic manual. The student will gain an advanced understanding of the changes in substance use disorders diagnosis and the emphasis on measurement of severity. In addition, the most frequently co-occurring disorders will be examined, including thought disorders, mood disorders, depressive disorders, anxiety disorders, trauma and stressor-related disorders and personality disorders.

Eligible for 15 CE to licensed social workers.

7747 PSWC 4-001
Saturday, February 6-13
9 a.m. to 4 p.m.
2 Sessions
Grayslake Campus, Room D129
$129    Staff

INTEGRATING 12-STEP WORK WITH ADDICTION TREATMENT
12-step programs have played a crucial role in many people's recovery efforts and managing their addictions. This course will enhance the knowledge and skills of addiction counselors, therapists, social workers, clinicians, criminal justice and other professionals in the helping fields for treating a wide variety of addictions. Students will learn new techniques and increase their knowledge of tools and resources needed to integrate self-help groups into their professional counseling programs.

Eligible for 15 CE to licensed social workers.

7748 PSWC 5-001
Monday, March 7 to April 25
7:8:50 p.m.
7 Sessions
Grayslake Campus, Room A131
$129    Staff

Protective Services

COMMUNITY SERVICE OFFICER
3 credit hours
This five-day course was designed with input from regional police departments. It prepares students for positions such as Community Service Officer (CSO), a non-sworn position that augments police departments with uniformed civilian personnel authorized to operate police vehicles. Some of the duties include issuing parking tickets, traffic control, handling motor vehicle accidents and animal complaints.

Note: To be employed as a CSO, individuals must meet department standards which may include: age 21 or older, high school diploma valid Illinois Driver license with a clean driving record, no criminal history and passing a department written exam and interview. Criteria for employment is set by individual law enforcement agencies.

Eligible for 15 CE to licensed social workers.

7542 PCJI 1-001
Monday-Friday, March 21-25
8 a.m. to 5 p.m.
5 Sessions
Grayslake Campus, Room T333
$399    C. Parr

SECURITY OFFICER FIREARM TRAINING
1.5 credit hours
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.

7594 PPSI 5-001
Monday-Thursday, February 22-25
6-10 p.m.
4 Sessions
Grayslake Campus, Room T333
$249    R. Tapkowski

SECURITY OFFICER BASIC TRAINING
1.5 credit hours
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.

Eligible for 15 CE to licensed social workers.

7595 PPSI 6-001
Monday-Thursday, March 28-31
6-10 p.m.
4 Sessions
Grayslake Campus, Room T335
$249    R. Tapkowski
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 on the first night of class.

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

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

Prior Training: The 12- and 8-hour training classes are listed as department consent. Prior proof of training MUST be received before a student can register for either section. Call (847) 543-2615 for more information. For participants with prior training, please refer to chart at www.clcillinois.edu/professional/concealedcarry. All documentation or certificates proving completed prior training must be submitted to CLC via email at professionalworkshops@clcillinois.edu or delivered in person to Room T317 at the Grayslake Campus. CLC must receive these documents no less than five business days prior to the start date of any class.

Concealed Carry Licensing - 16 Hours

This course satisfies the legal training requirements for eligible residents who wish to apply for permission to carry a concealed firearm. Firearm knowledge, safety and personal protection are 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 are 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.

**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 professionalworkshops@clcillinois.edu or delivered in person to Room T317 at the Grayslake Campus. CLC must receive these documents no less than five business days prior to the start date of any class.

**7598 PPSI 32-001**
Sunday, March 6
10 a.m. to 2 p.m. and 4-8 p.m. at range
2 Sessions
Grayslake Campus, Room T335
$199 R. Tapkowski

**7600 PPSI 32-002**
Wednesday and Thursday, April 13 and 14
6-10 p.m.
2 Sessions
Grayslake Campus, Room T335
$199 R. Tapkowski

**12-HOUR TRAINING**

A 12-hour training option is also available for students with four hours of qualified previous training.
Prepare to be a real estate agent!

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

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

Learn more about real estate by attending an information session on February 3, 2016 at 6 p.m. at the Southlake Campus, Room TBA. Visit www.clcinfosessions.eventbrite.com for more information.

BROKER PRE-LICENSING TOPICS
5 credit hours
This course, with the Broker Pre-Licensing Applied Principles 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 affecting 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 should be purchased at the CLC Bookstore prior to class.

7811 PRLE 2-001
Thursday and Tuesday
February 25 to April 5
5:30-10 p.m.
AND
Saturday, February 27 to April 2
8 a.m. to 2 p.m.
15 Sessions
Southlake Campus, Room R228
$699 W. Paprocki

BROKER PRE-LICENSING TOPICS - HOME STUDY
5 credit hours
Home study is an option for completing 75 hours of the broker pre-licensing curriculum (course code PRLE 02). Students who select this option must complete and submit assignments that fulfill the class time requirement. The course is self-paced and students correspond with the instructor through email and phone as needed. This allows students the freedom to complete the approved classes without having to attend regular class meetings. Home study students are required to come to the Grayslake Campus only to take the final exam.

7815 PRLE 2-981
February 22 to April 4
Home Study, 24/7
$699 W. Paprocki

7813 PRLE 2-982
March 28 to May 2
Home Study, 24/7
$699 W. Paprocki

BROKER PRE-LICENSING APPLIED PRINCIPLES
1 credit hour
This 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 should be purchased at the CLC Bookstore prior to class.

7812 PRLE 3-001
Thursday and Tuesday, May 5 and 10
5:30-10 p.m.
AND
Saturday, May 7
8 a.m. to 2 p.m.
3 Sessions
Southlake Campus, Room R228
$199 W. Paprocki
**ILLINOIS REAL ESTATE BROKER POST-LICENSE TOPICS**

1 credit hour
Are you a broker needing to renew your license? This course, along with PRLE 5, satisfies 15 of the required 30 hours and is IDFPR approved. An experienced professional and instructor will review core topics such as license law, local, state and federal laws, agency and real estate transactions. This course focuses on real property, risk management, agency issues, seller counseling, buyer counseling, market analysis, financing, contracts and conveyances and closing transactions.

7817 PRLE 4-001
Thursday and Tuesday, April 7 and 12
5:30-10 p.m.
AND
Saturday, April 9
8 a.m. to 2 p.m.
3 Sessions
Southlake Campus, Room R228
$179  W. Paprocki

See PRLE 4 and 5 for renewing your broker license.

**ILLINOIS BROKER APPLIED REAL ESTATE PRACTICES**

1 credit hour
Are you a broker who needs to renew your license? This course, along with PRLE 4, satisfies 15 of the required 30 hours and is IDFPR approved. Participate in interactive sessions with a seasoned instructor to apply the knowledge learned in the Illinois Real Estate Broker Post-License Topics (PRLE 4) course. Each interactive session begins with a review of principles, concepts, requirements for compliance and violations, summary of best practices and applicable laws/licensee requirements. By participating in a variety of interactive activities, students will apply their knowledge to a variety of real-world scenarios.

7820 PRLE 5-001
Thursday and Tuesday, April 14 and 19
5:30-10 p.m.
AND
Saturday, April 16
8 a.m. to 2 p.m.
3 Sessions
Southlake Campus, Room R228
$179  W. Paprocki

**HOME INSPECTION**

4 credit hours
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 areas of home inspection will be covered in the 60-hour course, including exteriors, electric, heating and code compliance. Students are required to participate in field events, hands-on trips that 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 such as insurance and equipment.

Prerequisite: This course is intended for people with some working knowledge of the building trades. Textbooks for this class are required and can be purchased at the bookstore.

7713 PRLE 40-001
Monday and Wednesday
February 22 to May 11
6-9:30 p.m.
22 Sessions
Grayslake Campus, Room T009
$799  K. Fulara

Learn more about home inspection by attending an information session on January 13, 2016 at 6 p.m. at the Grayslake Campus, Room T335. Visit www.clcinfosessions.eventbrite.com for more information.
Transportation

Get on the Road to a Better Career!

You can begin a new career as a professional truck driver. The U. S. Department of Labor predicts that there is a need for almost 200,000 new truck drivers through 2022. The median annual wage for heavy and tractor-trailer truck drivers with CDLs was $38,200 in May 2012, according to the Bureau of Labor Statistics.

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

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

For more information, visit www.clcillinois.edu/professional/truckdriver or call (847) 543-2615.

TRUCK DRIVER TRAINING (CDL-A) 10 credit hours

This 160-hour basic training course prepares students for a career as a commercial truck driver. The course 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 for the program. Because all CDL testing is conducted in English, students must be able to speak, read, write and understand English.

7524 PCDL 1-001
Monday-Friday, January 25 to February 26
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, Room T335
$4,100  J. Clark

7525 PCDL 1-002
Monday-Friday, February 29 to April 1
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, Room T335
$4,100  J. Clark

7533 PCDL 1-003
Monday-Friday, April 4 to May 6
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, Room T335
$4,100  J. Clark

8843 PCDL 1-101*
Monday-Friday, May 9 to June 10
7:30 a.m. to 4 p.m.
25 Sessions
Grayslake Campus, Room T335
*Note: To enroll in section 101 you must select the summer session.
$4,100  J. Clark

Learn more about Truck Driver Training by attending a FREE information session on Thursday evenings January 7, February 11, March 17 (1 p.m.) and April 21, 2016 at 6 p.m. in Room T335 at the Grayslake Campus. Visit www.clcinfosessions.eventbrite.com for more information.
PRIVATE PILOT GROUND SCHOOL
3 credit hours
Take the first step to begin a new career in the aviation industry! Be prepared for your first flight by learning the basics of radio communications, navigation and trip planning, emergency procedures, weather, runway and airspace logistics, flight safety and FAA regulations. You will also become acquainted with aircraft components, maintenance and aerodynamics. This course is designed to fulfill FAA regulations to meet the private pilot certification requirement CFR 61. Upon completion of this course, students will be prepared for the FAA Private Pilot knowledge test. Students who successfully pass the FAA test will be qualified to pursue a Private Pilot License.

7584 PTEC 70-001
Monday, February 1 to May 2
6:30 p.m. - 8:45 p.m.
13 Sessions
Grayslake Campus, Room T331
$499  C. Karp

FLAGGER CERTIFICATION AND WORK ZONE SAFETY
Prepare for your first day on the job by familiarizing yourself with the essential issues of worker safety and work zone traffic control. The National Safety Council’s Flagger Training Programs are nationally recognized and meet or exceed both the MUTCD (Manual on Uniform Traffic Control Devices) guidelines and the ANSI standard ISEA-107-1999 to keep your crew and motorists safe. This course is designed for the novice flagger working a one- to two-person operation seeking training and certification. Experienced flaggers should take the course for credential renewal. All certification and material fees are included.

7822 PSFT 1-001
Saturday, March 5
8 a.m. to 5:30 p.m.
1 Session
Grayslake Campus, Room T333
$135  D. Lewis

7823 PSFT 1-002
Saturday, April 16
8 a.m. to 5:30 p.m.
1 Session
Grayslake Campus, Room T323
$135  D. Lewis

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. Training combines formal classroom instruction, practical hands-on training and evaluation of workplace performance. Training is held at Equipment Depot, 1014 Progress Drive, Grayslake.

7578 PSFT 30-001
Tuesday, January 19
8 a.m. to 12 p.m.
1 Session
Equipment Depot
$139  J. Colangelo

7579 PSFT 30-002
Tuesday, February 16
8 a.m. to 12 p.m.
1 Session
Equipment Depot
$139  J. Colangelo

7580 PSFT 30-003
Tuesday, March 15
8 a.m. to 12 p.m.
1 Session
Equipment Depot
$139  J. Colangelo

7581 PSFT 30-004
Tuesday, April 19
8 a.m. to 12 p.m.
1 Session
Equipment Depot
$139  J. Colangelo

8846 PSFT 30-101 *
Tuesday, May 17
8 a.m. to 12 p.m.
1 Session
Equipment Depot
$139  J. Colangelo

*Note: To enroll in section 101, you must select the summer session.
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 will be present in most classes to provide additional supports. The curriculum is designed to be delivered at a level and pace that is appropriate to the needs of each student.

All students must register through Continuing Professional Development. Call the Customer Service Center for information at (847) 543-2615 or visit www.cclillinois.edu/professional/personalsuccess for more information and a Spring 2016 registration form.

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Personal Success Program

CAREER EXPLORATION
Explore the world of work with such topics as getting and keeping a job, employment readiness, time management skills, getting along with co-workers and supervisors, team building, career exploration, job searching techniques, completing an application, resume and interviewing skills. This program is the core of the Personal Success Program and is required for first time participants.

7589 PPSP 1-001
Thursday, February 11 to May 5
10 a.m. to 12 p.m.
13 Sessions
Grayslake Campus, Room T323
$425    G. Johnson

COMPUTER SKILLS
This course is designed to introduce students to the essential computer skills needed to successfully secure and keep a job in the contemporary workplace. In this hands-on class, you will learn basic workplace computer skills including how to create and save folders and files, printing, sending and receiving emails and creating basic documents, letters, memos and spreadsheets using Microsoft software. Students will also learn Internet safety and security and identification of internal and external personal computer components.

7590 PPSP 10-001
Friday, February 12 to May 6
10 a.m. to 12 p.m.
13 Sessions
Grayslake Campus, Room L032
$425    S. Freeman

CHILD CARE SKILLS 2 - PLANNING ACTIVITIES FOR PRESCHOOL
Make childcare fun, as well as educational, for the little ones in your care. You will develop safe and age-appropriate learning activities for preschool age children. Activities in the areas of fine and gross motor skills, music, reading, listening, math, science and self-help skills will be explored, prepared and planned.

7620 PPSP 13-001
Wednesday, February 10 to May 4
12:30-2:30 p.m.
13 Sessions
Grayslake Campus, Room T323
$425    G. Johnson

PET CARE 2 - INTRODUCTION TO ANIMAL HEALTH
Building upon the skills and concepts learned in the Pet Care 1 course, this class will introduce students to more advanced topics in health, nutrition, training and proper care of dogs and cats. Students will also learn about caring for other animals that are commonly kept as pets and found in pet stores including fish, birds, reptiles and small mammals.

7588 PPSP 21-001
Tuesday, February 9 to May 3
10 a.m. to 12 p.m.
13 Sessions
Southlake Campus, Room V310
$425    A. Wienckowski

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.

7591 PPSP 26-001
Thursday, February 11 to May 5
12:30-2:30 p.m.
13 Sessions
Grayslake Campus, Room T338
$425    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 will learn basic money management and financial literacy skills needed to complete important life tasks. Topics covered 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 practice these skills through interactive lectures and hands-on activities, including work with Excel spreadsheets and calculators.

7821 PPSP 33-001
Tuesday, February 9 to May 3
12:30-2:30 p.m.
13 Sessions
Southlake Campus, Room V102
$425    P. Palmersheim
PERSONAL CARE AIDE - PSP
This course is specially-designed to provide students with cognitive or learning disabilities with an opportunity to gain the basic skills to begin a new career or to confidently provide companionship or care for an elderly or disabled family member or friend. These skills include:

• 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
• HeartSaver CPR and awareness of blood borne pathogens

This course exceeds the home service worker training requirements of the Illinois Department of Public Health. Upon completion, students will receive a vocational certificate and an CPR card good for two years. A textbook and a materials kit are required and are available in the CLC Bookstore.

7714 PPSP 40-001
Friday, April 1 to May 6
12:30-4:15 p.m.
6 Sessions
Grayslake Campus, Room D228
$425  J. Burns

RUNNING FOR LOCAL OFFICE
Make a positive difference in your community and let your voice be heard. Raise awareness for issues that are important to you and your neighbors. Get your name on the ballot or manage a campaign to support candidates and platforms that you believe in!

This exciting, interactive course will be facilitated by CLC political science faculty members and will feature special political guest presentations offering diverse perspectives from experience in local, state, or national campaigns. The course will provide a non-partisan overview on such essential topics as understanding the elections process, assembling a campaign team, articulating your platform, raising funds, gaining voter support and responding to critics and mudslinging. Launching a campaign can be an expensive endeavor. This may be your best investment to get your campaign off and running effectively.

7738 PGBS 10-001
Wednesdays
March 2 to April 27
6:30-9 p.m.
Grayslake Campus
$199  M. Merritt

Local Government

Professional Interpreter

PROFESSIONAL INTERPRETER
BASIC TRAINING 3 credit hours
Enhance your skills or begin your career as a professional interpreter. The focus of this course is on critical concepts for interpreting in medical, legal and community settings. This training enables interpreters to meet their responsibility of placing Limited English Proficient (LEP) persons on an equal footing with those who understand English. Course participants will be empowered with a guide to professionally approach each communicative event by observing established strategies, protocols and codes of conduct.

Specific topics addressed include the fundamentals and modes of interpreting and translating, the role of the interpreter and the Codes of Ethics proposed by the National Council on Interpreting in Health Care (NCIHC) and the International Medical Interpreters Association (IMIA). Participants will practice and implement interpreting techniques in small groups, listen to and critique recordings of interpreting scripts and record and critique their own renditions.

7573 PLNG 20-001
Saturday, February 13 to March 19
8:30 a.m. to 3:30 p.m.
6 Sessions
Grayslake Campus, Room T240
$749  S. Arteaga
Teacher Education

**SUBSTITUTE TEACHING PREPARATION**

To be a substitute teacher today takes student respect, teaching skills and a portfolio of ideas with workable presentations. Understand what is expected of a substitute and how to maximize your value to a school. Learn to develop a sub notebook, classroom management, the latest techniques in developing lesson plans, how to use your own portfolio to assist in teaching and much more.

7693 PTCY 25-800  
March 7 to April 1  
Online 24/7  
$145  
D. Reilly

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

Facebook, Twitter, YouTube - everyone talks about ways the Internet lets them stay in touch and see what others are doing, especially your students. Learn about GoogleDocs, Adobe ConnectNow, iGoogle, Flicker, animoto, earth album, Teacher Tube, blogs and virtual labs. Discover tips to use a variety of social media and online tools to help your students. This course is for any teacher interested in social media, from beginners to advanced social networkers.

7689 PTCY 41-800  
April 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.

7690 PTCY 42-800  
March 7 to April 1  
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 better involve students 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.

7692 PTCY 43-800  
April 4-29  
Online 24/7  
$145  
R. Moore

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

GRE Test Preparation

**GRE TEST PREPARATION**

Gain the edge to score your best on the GRE and impress graduate school admissions committees by completing this thorough test preparation class. Students will receive face-to-face instruction and tutoring in a small group setting. The class will prepare students for the quantitative, verbal and analytic writing portions of the exam with practice questions, sample tests and guidance on effective study habits and test taking skills.

7739 PGRD 10-001  
Saturdays, April 2 to May 7  
9 a.m. to 12 p.m.  
6 Sessions  
Grayslake Campus, Room T240  
$299  
M. Garamoni

**CONTINUING EDUCATION VOCATIONAL CREDITS**

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 the department at (847) 543-2615 for additional information.
Learn more. When and where you want!

Two online options: Hundreds of engaging courses

Instructor-led

Experienced professionals lead instruction.

Learn from the comfort of your computer.

• Hundreds of engaging courses
• Most courses meet for 6 weeks (12 lessons)
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• Start as low as $115

Self-paced Tutorials

Course work is completed independently based on your schedule.

• Hundreds of self-paced courses
• Start when you want
• Self-directed courses—you set the pace
• Range from $99 – 399

Courses start every month!

College of Lake County offers a variety of online courses including:

• Computer Skills
• Web Programming
• Graphic and Multimedia Design
• Business Communications
• Management and Leadership
• Health and Wellness
• Teaching and Education
• Arts and Crafts
• Family, Home and Parenting
• Language
• Photography
• Writing

For registration details or to learn more call (847) 543-2615 or visit www.clcillinois.edu/professional/onlineclasses.
Illinois Small Business Development and International Trade Center

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

• Free, confidential, one-on-one business advising in English or Spanish with noted experts

• Assistance in developing business plans and financial statements

• Guidance in forming strategic marketing plans

• Support in securing loans with local lenders and service providers

• One-on-one strategic export counseling

• Customized international market and trade research

• Foreign market access and matchmaking programs

• Export transaction and regulatory assistance

• Interactive, low-cost workshops

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

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

(847) 543-2033
IllinoisSBDC@clcillinois.edu
www.clcillinois.edu/sbdc-itic

“The entire Illinois SBDC International Trade Center staff is an invaluable resource – always available, honest and thorough. If there is a subject outside their realm, they have a network of referrals who are experienced in that field.”

– Meg Dhamer
owner of Pigtale Twist

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

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

7434 TBSM 2-001
Tuesdays, April 5-26
6:30-8:30 p.m.
4 Sessions
Grayslake Campus, Room T333
$100  J. Osmond

**STARTING YOUR BUSINESS IN ILLINOIS**
Starting a business in Illinois isn’t as simple as pressing a button. There are laws, regulations and reports a company must abide by and produce. We will discuss important aspects of business ownership and you will receive handouts that include information on agencies to contact. Don’t be sorry, be safe. Learn what is required to start a business in Illinois.

7432 TBSM 10-001
Tuesday, March 8
6:30-8:30 p.m.
1 Session
Grayslake Campus, Room T333
FREE  J. Osmond

7433 TBSM 10-002
Tuesday, May 3
6:30-8:30 p.m.
1 Session
Grayslake Campus, Room T333
FREE  J. Osmond

This class is also offered online. turn to page 36 for details.

Social Media

**NEW! FRANCHISING 101**
This workshop will cover the basics, as well as the pros and cons of franchise ownership. Learn how the Federal Trade Commission protects franchise owners, the legal and financial aspects of franchise ownership, what questions to ask, as well as which concepts have proven to be recession resistant. There are thousands of successful franchises, in both service and retail categories, and we will outline how to choose the right one.

7587 TBSM 48-001
Wednesday, March 16
6-8 p.m.
1 Session
Southlake Campus, Room V328
$20  Staff

**WHAT YOU DON’T KNOW ABOUT SOCIAL MEDIA**
Are you using social media to reach prospects and customers? Do you know how well it is working? Is the time investment paying off? Social media platforms, like Facebook, have made it harder than ever to connect to your audience. Many pages reach only a fraction of their followers. If you want social media to achieve tangible results, you need to fully understand how these platforms (Facebook, LinkedIn and Twitter) are used and what to communicate on each to grow your business. Find out exactly what you need to do to produce and verify social media results and get the answers to your most challenging questions.

Note: This is a live virtual classroom environment where you will discover how your business can capitalize on this elusive marketing channel.

7736 TBSM 24-800
Tuesdays and Thursdays
February 16 to March 24, 12-1 p.m.
12 Sessions
Live Webinar
$175  C. Hilbert

7737 TBSM 24-801
Tuesdays and Thursdays
February 16 to March 24, 7:30-8:30 p.m.
12 Sessions
Live Webinar
$175  C. Hilbert

**NEW! A MORNING OF SOCIAL MEDIA**
Have you been thinking about marketing your business with social media, but you feel overwhelmed and not sure how to get started? We will look at the five most popular social media networks – Facebook, Twitter, LinkedIn, Google+ and Pinterest – and help you decide what is right for your business. Discover the benefits of each, how other organizations are marketing with them and some dos and don’ts of each channel. Learn the value of using social media to reach your customers, lead to new customers and drive repeat business. Receive tips on how to tell if your social media activity is working.

7592 TBSM 51-001
Thursday, March 10, 8:30-10 a.m.
1 Session
Southlake Campus, Room V328
$25  Staff
Accounting and Finance

INTRODUCTION TO QUICKBOOKS
This class is designed for users who have less than six months’ experience with QuickBooks. Topics include setup of new files, processing banking, accounts receivable and accounts payable transactions, reconciliation of bank and credit card accounts and running basic financial reports. This class does not cover the cloud/online version of QuickBooks.

Prerequisites: Able to use Microsoft Windows products.

7582 TBSM 20-001
Tuesday, February 16
8 a.m. to 5 p.m.
1 Session
Grayslake Campus, Room L032
$150 R. Ritzwoller

INTERMEDIATE QUICKBOOKS
Learn how to analyze financial data to better understand your business; create and customize reports; track and pay sales tax. Learn payroll functions such as setting up payroll information and schedules, payroll tracking and processing payment of payroll taxes.

Prerequisites: Introduction to QuickBooks or equivalent working knowledge.

7583 TBSM 20-002
Thursdays, April 21 to May 5
6:30-8:45 p.m.
3 Sessions
Grayslake Campus, Room L032
$150 R. Ritzwoller

International Trade

NEW! EXPORT COMPLIANCE
Review what every business should know to avoid the slippery slope of compliance violation. Learn about real-world scenarios, including ARC Electronics/Fishenko Russian Spy Case, re-export to Iran and counterfeit goods sold to the military. NOTE: This course simultaneously provides conventional in-person educational and a virtual learning environment.

7732 TBSM 30-600
Thursday, February 11
10 a.m. to 12 p.m.
1 Session
Southlake Campus, Room V328
$25 C. Linardakis

NEW! FOOD SAFETY MODERNIZATION ACT (FSMA)
This webinar covers what importers, transporters, distributors and producers need to know about complying with the Food Safety Modernization Act (FSMA). Learn what your overseas suppliers of food products must do in order to comply with the sale of their products into the U.S.

7734 TBSM 94-800
Thursday, April 14
10-11 a.m.
1 Session
Live Webinar
$20 C. Linardakis

NEW! INTERNATIONAL TRADE COMPLIANCE PROGRAM
Implementing a proper Trade Compliance Program can add value and bottom-line savings to your company. This webinar will provide you with the nuts and bolts of an export compliance program, which can lead to the reduction in supply-chain disruptions and an increase in savings. Real-world case studies will be discussed.

7735 TBSM 97-800
Thursday, March 24
10-11 a.m.
1 Session
Live Webinar
$20 C. Linardakis

NEW! ADVANCED EXPORTING
This webinar is for the Advanced Global Operational or Sales Professional. Learn invaluable tips on how to successfully manage key export challenges, including:
• Engage your global customers from the exclusive representative to the joint venture partner
• Vet key service providers, including logistics, financial and legal agencies
• Review common export violation requirements
• EAR and ITAR Overview and Jurisdiction

7731 TBSM 98-800
Thursday, February 25
1-2 p.m.
1 Session
Live Webinar
$30 R. Frantz

NEW! FREE TRADE AGREEMENTS
Take advantage of Preferential Trade Agreements to expand your global sales. This webinar will teach you what compliance requirements are needed to qualify your products for Foreign (FTA) and Preferential Trade Agreement (PTA) treatments and how it can help grow your exports!

7733 TBSM 34-800
Thursday, March 10,
10-11 a.m.
1 Session
Live Webinar
$20 C. Linardakis
Legal Aspects of Business Ownership

INTELLECTUAL PROPERTY (IP) MOAT BUILDING – LIVE WEBINAR SERIES

You’ve been told repeatedly that you need to protect your intellectual property. But, what exactly does that mean? This seminar series will lay out not only what “protecting your IP” means, but why you should protect your IP and what benefits (bottom line and elsewhere) can come from such protection.

NEW! IP MOAT BUILDING 1: PATENTS
The first webinar will focus on the use of patents to protect your company’s R&D, including how they can be acquired and subsequently exploited and enforced as part of an overall IP strategy, as well as how they can be used defensively and to generate revenue.

7886 TBSM 86-800
Thursday, January 14, 1-2 p.m.
1 Session
Live Webinar
$25  T. M. Morella

NEW! IP MOAT BUILDING 2: TRADE SECRETS
In the second webinar, learn to make use of trade secret law. While obviously less expensive, trade secrets are nevertheless a risky alternative, as once their secret status is breached, it is nearly impossible to recapture that status. This seminar will discuss the pros and cons of implementing trade secrets as part of your moat, including when it makes sense and, above all, how to keep the trade secret.

7887 TBSM 87-800
Thursday, January 21, 1-2 p.m.
1 Session
Live Webinar
$25  T. M. Morella

NEW! IP MOAT BUILDING 3: TRADEMARKS
In the third webinar, learn to protect something more intangible, but nevertheless just as important – your company’s brand and reputation. Trademark law allows a company to protect not only the brand names of its products, but the overall good will of the company. It is what gives certain companies (Rolex, Mercedes) an inherent advantage over others (Swatch, Yugo). However, it comes at a caution – vigilance – that can lead to “genericide” (Band-Aid). This seminar will discuss the pros and cons of trademarks as part of your moat.

7888 TBSM 88-800
Thursday, January 28, 1-2 p.m.
1 Session
Live Webinar
$25  T. M. Morella

NEW! IP MOAT BUILDING 4: INTERNATIONAL COPYRIGHTS
In the final webinar, emphasis is on protection outside the United States as well as on copyright law. If you intend to sell beyond our borders, minor differences in international IP law must be noted and some changes may have to be made in your products and in your brand. Additionally, protection of written material, like advertisements and other developments of your company, such as software, through copyright law, can be important, depending on your industry. This seminar will discuss how to use copyright law to your advantage, as well as a primer on international IP law.

7889 TBSM 89-800
Thursday, February 4, 1-2 p.m.
1 Session
Live Webinar
$25  T. M. Morella
Marketing and Sales

NEW! BUILD YOUR MARKETING TOOLKIT
Many small businesses and organizations are seeking the right strategies to make their marketing efforts effective. However, with so many different marketing platforms available, the most important marketing concepts are easy to overlook. This presentation will reveal essential core marketing concepts and show how a little bit of the right marketing knowledge can help launch more effective campaigns to help your business grow.

7593 TBSM 52-001
Wednesday, April 6, 8:30-9:30 a.m.
1 Session
Southlake Campus, Room V328
$20 Staff

Online Learning for the Small Business Owner

Illinois SBDC International Trade Center offers online classes for the new to the experienced business owner including:

- Entrepreneur Readiness
- Business Start-up
- Business Planning
- Strategic Planning
- Cash Flow
- Marketing

Connect and learn at your convenience. These online classes are self-paced online learning modules and cannot be accessed through Blackboard.

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

Classes are provided by Small Business Spoken Here.

START STRONG SERIES
This series of four workshops will identify the steps you need to take to start your business on a firm foundation.

Enroll in an individual workshop or take the series and save. Series cost $150, a $200 value.

ARE YOU READY?
Assess your entrepreneurial readiness. Estimated time to complete: two hours. $50

STARTING YOUR BUSINESS IN ILLINOIS
Learn what rules and regulations are required to start a business. Estimated time to complete: one hour. FREE

BUILDING YOUR BUSINESS TEAM
Who should be on your team? Estimated time to complete: four hours. $75

BUSINESS PLANNING MADE EASY
Build your roadmap to success. Write your own business plan. Estimated time to complete: eight hours. $75

GROW STRONG SERIES
This series of four workshops provides a plan that will take your business to the next level of success.

Enroll in an individual workshop or take the series and save. Series cost $200, a $240 value.

STRATEGIC PLANNING FOR SMALL BUSINESS
Develop a plan that can propel your business to higher levels of success. Estimated time to complete: eight hours. $100

CASH FLOW—LIFEBLOOD OF YOUR BUSINESS
It is a simple fact that cash is king! Estimated time to complete: one hour. $50

MARKETING FOR SUCCESS
Develop and implement a multi-faceted marketing plan. Estimated time to complete: three hours. $50

MAXIMIZE YOUR RELATIONSHIPS
Building successful relationships are vital to your success. Estimated time to complete: one hour. $40
Personal Enrichment

Make the time to enjoy life and pursue your passions.

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

Browse our listings to find something perfect for you!

Creative Arts

WIRE JEWELRY I
Learn the basics of jewelry making through wire bending. Using your hands, pliers, jigs and other objects, create several unique jewelry pieces made from copper, sterling silver and Swarovski crystal beads. Projects include pendants, earrings and bracelets. Learn techniques to create jewelry for special occasions. Register with friends and make your own gifts. Complete four to five pieces in the class. A required materials and tool kit fee of $70, payable directly to the instructor, is due at the first class.

7604  CCRF 34-001
Monday, February 8-29
6:30-8:30 p.m.
4 Sessions
Grayslake Campus, Room A131
$99  A. Brooks

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

7603  CCRF 31-001
Tuesday, March 29 to May 3
6:30-8:30 p.m.
6 Sessions
Grayslake Campus, Room T331
$199  M. Wagner-Webb

IF YOU’RE LOOKING FOR COMPUTER CLASSES, SEE PAGE 10.
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. Proper attire is mandatory: long-sleeved cotton shirt, long pants, socks, closed-toed shoes and a pair of sunglasses. Class time may vary depending on the number of students. Class fee covers all materials. Class is held at Peter Patterson Glassworks, 888 Tower Road, Unit E Mundelein, Ill. Students 14-17 may register for this class through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

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. Course is held at Peter Patterson Glassworks, 888 Tower Road, Unit E Mundelein, Ill. Students 16-17 may register for this class through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information. Parent must sign a waiver with Patterson Glassworks.

Financial Management

RETIREMENT PLANNING TODAY
Living a rich life takes more than money. Because of tax law changes and the uncertain future of Social Security, a sound financial plan has never been more vital. Learn five strategies to manage investment risks; 11 ways to save money on taxes; questions to ask before buying insurance; how to handle your company retirement plan; and how to calculate savings needed to retire. Couples may attend for a single registration fee. A $25 fee for the 235-page textbook is payable to instructor at the first class.

7531 CFIN 2-001
Thursday, February 4-18
7-9:15 p.m.
3 Sessions
Grayslake Campus, Room T333
$65 R. Babjak

7536 CFIN 2-002
Tuesday, February 9-23
7-9:15 p.m.
3 Sessions
Grayslake Campus, Room C132
$65 R. Babjak

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

7539 CFIN 6-001
Thursday, March 3-10
9-11:30 a.m.
2 Sessions
Grayslake Campus, Room T333
$59 R. Babjak
Dance

BALLROOM DANCING
Ballroom dancing is not just for your first dance! Feel confident whether on a cruise, at a wedding or out on the town. Learn classic dance moves and have fun while you impress the competition just like those on “Dancing with the Stars.” Ten weeks of professional dance instruction includes fox trot, waltz, cha cha and tango. Couples encouraged; class fee is charged per individual. Enjoy lots of personal attention at an incredible price. Register quickly as spaces are limited! Students 14-17 may register for this class through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

INTERMEDIATE BALLET TECHNIQUE
CDAN 7-001
Tuesday and Thursday
January 19 to May 5
9:30-10:45 a.m.
30 Sessions
Grayslake Campus, Room P106
$129 Staff

INTERMEDIATE JAZZ TECHNIQUE
CDAN 9-001
Tuesday and Thursday
January 19 to May 5
11 a.m. to 12:15 p.m.
30 Sessions
Grayslake Campus, Room P106
$129 V. Alpert

INTERMEDIATE MODERN DANCE
CDAN 12-001
Monday and Wednesday
January 20-May 4
1-2:20 p.m.
30 Sessions
Grayslake Campus, Room P103
$129 Staff

INTERMEDIATE YOGA FOR DANCE
CDAN 15-001
Monday and Wednesday
January 20 to May 4
11:30 a.m. to 12:45 p.m.
30 Sessions
Grayslake Campus, Room P106
$129 T. Crews

These classes are by department consent. Students must have previously taken the college credit dance class. Call the Customer Service Center at (847) 543-2615 for registration information. Visit www.clcillinois.edu/personalenrichment for complete class descriptions.
Fitness

Stay active! Stay fit! From cardio to strength to sports-focused classes, Personal Enrichment offers a variety of classes to keep you active. These noncredit classes are not taken for a grade, but offer reasonably priced fitness education with highly educated instructors.

Visit www.clcillinois.edu/personalenrichment/fitness for complete class descriptions.

All classes are held in the P.E.Center, Building 7, Grayslake Campus and are $129 each.

Register now! Classes start the week of January 19 and are 16 weeks long.

**PILATES**
7485 CFIT 1-001
Tuesday and Thursday, 11-11:50 a.m.
T. Wheeler

7486 CFIT 1-002
Monday and Wednesday, 5-5:50 p.m.
T. Wheeler

**KICKBOXING**
7487 CFIT 6-001
Wednesday, 9-10:50 a.m.
Staff

**BEGINNING AIKIDO SKILLS**
7488 CFIT 7-001
Wednesday, 8-9:50 p.m.
C. Tseng

**INTERMEDIATE AIKIDO SKILLS**
7451 CFIT 8-001
Monday, 8-9:50 p.m.
J. Scanlan

**ADVANCED AIKIDO SKILLS**
7452 CFIT 9-001
Friday, 7-8:50 p.m.
C. Tseng

**FENCING SKILLS**
7489 CFIT 10-001
Monday, 8-9:50 p.m.
F. Delgado

**DANCE AND TONE WITH PILATES**
7491 CFIT 19-001
Saturday, 9:30-11:20 a.m.
D. Paul

**AEROBIC DANCE**
7490 CFIT 16-001
Monday and Wednesday, 6-6:50 p.m.
D. Paul

**TABATA**
7491 CFIT 20-001
Tuesday and Thursday, 6-6:50 p.m.
K. Watanabe

**BODY TONING - WOMEN**
7492 CFIT 21-001
Monday and Wednesday, 7-7:50 p.m.
D. Paul

**INTRODUCTION TO RUNNING**
7499 CFIT 25-001
Saturday, March 19 to May 7
(8 Sessions)
8-9:50 a.m.
T. Skarbalus

**SPINNING**
7493 CFIT 29-001
Tuesday and Thursday, 5-5:50 p.m.
K. Watanabe

7494 CFIT 29-002
Monday and Wednesday, 12-12:50 p.m.
G. Edwards

**ZUMBA**
7495 CFIT 50-001
Tuesday and Thursday, 10-10:50 a.m.
L. Lancaster

**YOGA**
7496 CFIT 51-001
Tuesday and Thursday, 7-7:50 p.m.
T. Skarbalus

7497 CFIT 51-002
Tuesday and Thursday, 12-12:50 p.m.
S. Fullington

**TAI CHI CHIH® - BEGINNING**
7498 CFIT 52-001
Wednesday, 7:00-8:50 p.m.
D. McElhose

**TAI CHI CHIH INTERMEDIATE**
7602 CFIT 54-001
Tuesday, 1:30-3:20 p.m.
D. McElhose

**TAI CHI CHUAN**
7601 CFIT 53-001
Wednesday, 7-9 p.m.
R. Schwartz
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. A textbook is required.

7563 CLNG 2-001
Wednesday, February 10 to March 16
9:30 a.m. to 12 p.m.
6 Sessions
Grayslake Campus, Room T323
$125 L. Nelson

7565 CLNG 2-002
Thursday, February 11 to March 17
6:30-9 p.m.
6 Sessions
Grayslake Campus, Room A125
$125 E. Rosiles Zavala

7566 CLNG 2-021
Monday, February 8 to March 14
6:30-9 p.m.
6 Sessions
Southlake Campus, Room V232
$125 L. Nelson

SPANISH 2
Eager to learn and practice expressing your ideas, wishes and desires in Spanish? This class 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. Prerequisite: Spanish 1 or previous experience with the Spanish language. A textbook is required.

7567 CLNG 3-001
Wednesday, March 30 to May 4
9:30 a.m. to 12 p.m.
6 Sessions
Grayslake Campus, Room T323
$125 E. Rosiles Zavala

7568 CLNG 3-021
Monday, March 28 to May 2
6:30-9 p.m.
6 Sessions
Southlake Campus, Room V232
$125 L. Nelson

GERMAN 1
Learn conversational German in a course that focuses on communication skills and immediate use of the language. This informal, practical approach is designed to deal with everyday situations. The emphasis is on basic grammar and building a useful vocabulary so you can use the language for traveling, reading and conversation. A textbook is required.

7543 CLNG 11-021
Tuesday, February 2 to March 8
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, Room R024
$125 A. Burbach

7546 CLNG 12-021
Tuesday, March 29 to May 3
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, Room R024
$125 A. Burbach

GERMAN 2
Willkommen! Continue to hone your listening, speaking, reading and writing skills with applicable real-life situations. Communicate almost entirely in German while exploring Germany’s language and culture. This is an excellent foundation for personal development, business or travel. Prerequisite: German 1 or previous German language experience.

7569 CLNG 13-021
Thursday, February 4 to March 10
10 a.m. to 12 p.m.
6 Sessions
Southlake Campus, Room T323
$125 A. Burbach

7567 CLNG 15-001
Wednesday, March 30 to May 4
6-8:30 p.m.
6 Sessions
Grayslake Campus, Room T345
$125 I. Pavlos

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. A textbook is required.

7570 CLNG 20-001
Monday, March 28 to May 2
6-8:30 p.m.
6 Sessions
Grayslake Campus, Room B254
$125 I. Pavlos

FRENCH 1
The beauty of the French language will come alive for you in this course, which covers basic grammar, vocabulary, pronunciation and conversation. It is designed for those who have never studied French or who have had limited exposure to the language. A textbook is required.

7570 CLNG 20-001
Monday, March 28 to May 2
6-8:30 p.m.
6 Sessions
Grayslake Campus, Room B254
$125 I. Pavlos

Unsure which language class level is best for you? Call (847) 543-2615 for assistance and registration information. Students ages 14-17 may register for language classes and attend with a registered parent or authorized adult.

ALL LANGUAGE CLASSES ARE FAMILY-FRIENDLY
Sign Language

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 older who want to begin to understand this expressive and rich language. A textbook is required. Students 14-17 may register for this class and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

7824  CLNG 30-021
Wednesday, February 3 to April 6
6:30-8:30 p.m.
10 Sessions
Southlake Campus, Room R024
$189  L. Sviatko

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. If college credit is desired, enroll in MUS 120-004 (Grayslake – Monday evenings). Students registering for this chorus for the first time will receive information early in the semester regarding the purchase of concert attire.

7473  CMSC 1-001
Monday, January 25 to May 9
7-9 p.m.
16 Sessions
Grayslake Campus, Room D100
$50  C. Hayes

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. Students registering for this chorus for the first time will receive information early in the semester regarding the purchase of concert attire.

7475  CMSC 3-001
Tuesday, January 19 to May 10
7-9 p.m.
16 Sessions
Grayslake Campus, Room D100
$50  J. DeLay

WANT TO LEARN AT HOME ON YOUR OWN? BEGINNING CONVERSATIONAL FRENCH - ONLINE

Learn to communicate easily and comfortably with those who speak French. You'll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. By learning dialogue specific to various settings, you'll be surprised how easy it can be to speak another language!

Register for an ed2go instructor-led or self-paced online course. Turn to page 31 for more information. Or visit www.ed2go.com/clc

CHL 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. Students registering for this chorus for the first time will receive information early in the semester regarding the purchase of concert attire.

7474  CMSC 2-001
Tuesday and Thursday
January 19 to May 12
12:30-1:45 p.m.
32 Sessions
Grayslake Campus, Room D100
$50  J. DeLay

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.

7480  CMSC 9-001
Wednesday, January 20 to May 11
6-8 p.m.
16 Sessions
Grayslake Campus, Room P105
$50  I. Mikolajczyk
Music – Instrumental

WIND ENSEMBLE
Offered for the enjoyment and convenience of individuals who wish to play their instrument and do not need college credit and 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 123-002.

7476 CMSC 4-001
Thursday, January 21 to May 12
7:30-9 p.m.
16 Sessions
Grayslake Campus, Room P101
$50 M. Flack

JAZZ ENSEMBLE I
Offered for individuals who wish to perform big band jazz and who do not want or need college credit and to provide big 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 123-002.

7477 CMSC 5-001
Monday, January 25 to May 9
7:30-9 p.m.
16 Sessions
Grayslake Campus, Room P101
$50 M. Flack

JAZZ ENSEMBLE II
Offered for individuals who wish to perform big band jazz but do not want or need college credit. Also offered to provide big band experience and opportunities for the college community. No audition is required. If college credit is desired, enroll in MUS 223-002.

7479 CMSC 7-001
Tuesday, January 19 to May 10
7:30-9 p.m.
16 Sessions
Grayslake Campus, Room 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 and to provide band experience and opportunities for the college community. No audition is required. If college credit is desired, enroll in MUS 123-002.

7478 CMSC 6-001
Wednesday, January 20 to May 11
7:30-9 p.m.
16 Sessions
Grayslake Campus, Room P101
$50 J. Mojziszek

Music – Opera

NEW! ROMEO AND JULIET LYRIC OPERA AND PRESENTATION
Enjoy the Romeo and Juliet opera presentation that precedes the Romeo and Juliet Lyric Opera Tour on March 2. See page 52.

Outdoor Recreation

AMERICA’S BOATING COURSE
Get ready for safe summer water sports! Presented as a public service by the Waukegan Sail & Power Squadron, a unit of the United States Power Squadrons, the first five sessions will include boat terminology, required equipment and regulations, boat handling, navigation rules, aids to navigation, emergency conditions, marine communications, water sport safety, trailering, PWC operation and knot tying, followed by a review and examination conducted the sixth session. This module is specifically designed for those who desire to boat on inland lakes and waterways. For those interested in boating on open water such as Lake Michigan, the course continues with nautical charts, the magnetic compass, plotting and basic piloting techniques in the seventh and eighth sessions and an examination at the ninth session. A textbook fee of $30 will be collected at the first session of the class. Piloting tools will be available for purchase at a nominal fee for those who require them. For further details, contact Tenney Ford at (262) 222-3078. Students 12-17 may register for this class through the Explore program and attend with a registered parent or other authorized adult. These youth students earn an Illinois boating safety education card by completing the first six sessions and an exam. Call (847) 543-2615 for more information.

7461 CREC 23-001
Thursday, February 4 to April 7
7-9:15 p.m.
9 Sessions
Grayslake Campus, Room B122
$39 T. Ford III
Sustainable Living

**BEEKEEPING 101**
The demand to use bees for pollination is up. Keep bees as a sideline job and it can eventually be a nice source of income. Maintain hives to assist the deteriorating ecosystem and help your garden or orchard. Aspiring beekeepers will learn about bee biology, modern beekeeping techniques, hive construction and how to acquire bees. If you’ve never kept bees, this class is the place to start.

7500  CAVO 3-001  
Saturday, February 27  
9 a.m. to 5 p.m.  
1 Session  
Grayslake Campus, Room T323  
$65 L. Krengel

**SEVEN WAYS TO RAISE A QUEEN BEE**
Nothing brings a smile to a beekeeper’s lips like finding a good-looking queen surrounded by her court. And nothing provides more pride than knowing she is homebred. Today the number of small-scale beekeepers is increasing and the demand for locally raised queens is growing. Purchased queens are often raised in areas of Africanized Honeybees or come from migratory bee operations where dangerous viruses are exchanged. Learn simple methods of raising a healthy honeybee queens. With a few insights and a small amount of equipment, the backyard beekeeper can raise locally adapted queens from bee stock with a record of winter survival, good temperament and excellent honey production. Invest an evening in your honeybee future. Class requires knowledge of basic beekeeping. For more information call (847) 543-2615.

7521  CAVO 5-001  
Wednesday, March 2  
7-9:30 p.m.  
1 Session  
Grayslake Campus, Room T333  
$29 L. Krengel

**Photography**

**BEGINNING WITH A DIGITAL CAMERA**
Want to shoot without using the automatic setting? Apply simple tips from a professional photographer and learn how to set up and use your camera to capture beautiful images. See instant results through dramatically improved photos! Bring the following to each class: your digital camera, fully charged batteries and owner’s manual. You must be able to load image (jpg) files onto a USB flash drive or CD. The digital camera must be adjustable (have a manual (M) setting allowing you to change shutter speed, lens aperture/f-stop, ISO, etc. manually) and can be either a point-and-shoot or one with interchangeable lenses (DSLR). Students 14-17 may register through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

7456  CPTO 20-001  
Tuesday, February 9 to March 8  
6:30-9:30 p.m.  
5 Sessions  
Grayslake Campus, Room TBA  
$209 L. Nettelhorst

7457  CPTO 20-021  
Tuesday, February 9 to March 8  
12:15-3:15 p.m.  
5 Sessions  
Southlake Campus, Room V326  
$209 L. Nettelhorst

**LIGHTING FOR PORTRAIT PHOTOGRAPHY**
Mike Caplan and John Petrovic are back to enLIGHTen you on how to look for great light for your portraits, how to capitalize on the light that’s already there, how to modify that available light for greater effect and how to take total control of the lighting using Speedlite techniques. You’ll also learn how to pose your subjects for the most flattering effect. Students 14-17 may register through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

7454  CPTO 10-001  
Saturday, March 12 to April 9  
(No class March 26)  
9 a.m. to 12 p.m.  
4 Sessions  
Grayslake Campus, Room T232  
$175 J. Petrovic

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**WALK WITH A NATURALIST AND GREEN BUILDING TOUR OF RYERSON WOODS’ WELCOME CENTER**
Join a Lake County Forest Preserve naturalist on a guided hike of the rare northern flatwoods forest of the Edward L. Ryerson Conservation Area. After your hike, learn about the sustainability of the Welcome Center, which has earned Platinum certification in LEED, Leadership in Energy and Environmental Design.

7553  CREC 32-001  
Saturday, April 30  
7-9:30 a.m.  
1 Session  
Lake County Forest Preserves  
$19 G. Marcinkovich

**BIRD WALK AND TOUR OF INDEPENDENCE GROVE’S NATIVE GARDEN AND SOUTH BAY**
Join a Lake County Forest Preserve naturalist on a bird walk at Independence Grove Forest Preserve, where you may see migrating waterfowl and warblers. After your bird walk, take a guided tour of Independence Grove’s lovely Native Gardens and South Bay, where you will learn how a sterile gravel quarry was reclaimed to become this unique forest preserve.

7552  CREC 30-001  
Saturday, May 7  
7-9:30 a.m.  
1 Session  
Lake County Forest Preserves  
$19 G. Marcinkovich

**WANT TO LEARN AT HOME ON YOUR OWN? GARDENING**
Grow delicious, nutritious fruit and vegetables in your own backyard! Learn how to give your garden a healthy start and keep it growing strong all season. Discover which type of garden is right for you based on your time, space, climate and sunshine.

Register for an ed2go instructor-led or self-paced online course. Turn to page 49 for more information. Or visit www.ed2go.com/clc.
IPHONE/SMARTPHONE PHOTOGRAPHY
The best camera you own is the one you have with you at the time. Even if you own a fancy schmancy DSLR with all the shiny bells and whistles, you probably don’t lug all of that gear around 24/7. But you probably do have a smartphone with its built-in camera. Sadly, most smartphone images stink—and it’s not the camera’s fault. Whether you take dozens of selfies, like photographing your meals or enjoy snapping hundreds of shots on vacation, knowing how to use that smartphone camera properly will set your images above the pack. Professional photographers Mike Caplan and John Petrovic will show you how to use good techniques of lighting and composition to capture an image. They will show you how to finish that image using various apps and create a work of art every time. Students 14-17 may register through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

7458 CPTO 25-001
Tuesday, March 15 to May 10
(No class March 22 or 29 and April 5)
6:30-9:30 p.m.
6 Sessions
Grayslake Campus, Room TBA
$249  L. Nettelhorst

7459 CPTO 25-021
Tuesday, March 15 to May 10
(No class March 22 or 29 and April 5)
12:15-3:15 p.m.
6 Sessions
Southlake Campus, Room V326
$249  L. Nettelhorst

DESIGNING YOUR PHOTOGRAPHS
Don’t be satisfied just taking pictures, learn to design them! Discover seeing differently, tap into your creativity and compose beautiful photographs as you expand your awareness of subjects. Learn by doing with the understanding assistance of a professional photographer. Bring the following to class: five samples of your photos in jpg format on a USB flash drive or CD and your digital camera, either an iPhone/android phone camera, a point-and-shoot or one with interchangeable lenses (DSLR). You must be able to load image (jpg) files on to a USB flash drive or CD. Repeat students are welcome. Students 14-17 may register through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

7458 CPTO 25-001
Tuesday, March 15 to May 10
(No class March 22 or 29 and April 5)
6:30-9:30 p.m.
6 Sessions
Grayslake Campus, Room TBA
$249  L. Nettelhorst

BEGINNING LIGHTROOM FOR AMATEUR PHOTOGRAPHERS
Creativity begins with the vision of the photographer, but without knowing the full potential of the tools at hand, that vision may not be fully realized. In this beginner’s class, discover how to use Lightroom in conjunction with your camera to expand your creativity. Learn the basics of Lightroom’s organizational capabilities and concentrate on Lightroom tools for basic editing and creative options for photo enhancement. Bring to class your own fully charged laptop (and power cord) loaded with Adobe Photoshop Lightroom 6 or later and your fully charged digital SLR camera with interchangeable lenses. Learn through lecture, demonstrations, critique and post-processing assignments. Students 14-17 may register through the Explore program and attend with a registered parent or other authorized adult. Call (847) 543-2615 for more information.

7460 CPTO 30-001
Saturday, April 2 to May 7
9-11:30 a.m.
6 Sessions
Grayslake Campus, Room T223
$125  J. Harold
Trips and Tours

**CHICAGO’S LINCOLN SQUARE TOUR**
Discover old and new in Chicago’s Lincoln Square neighborhood. Visit Merz Apothecary, Gene’s Sausage Shop and enjoy sweets at a landmark Chicago bakery. Wear comfortable shoes to enjoy this fun and unique foodie/family/shopping spring break day out! It’s also a great opportunity for culinary students. Tour includes transportation, admission fees and special treats. Bring money for personal shopping. Tour will leave from the Grayslake Campus parking lot 6 at 8:30 a.m. A second pickup will leave the Southlake Campus in Vernon Hills at 9 a.m. Please arrive 15 minutes early. Return time is approximate. Students 14-17 may enroll with a registered parent. Call (847) 543-2615 or email CPEInfo@clcillinois.edu for information.

**Tour Information**
Please note: Tours will leave from the location or locations specified under each description. Some tours will have more than one pickup site and time. 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.

**7607 CTRP 9-001**
Tuesday, March 22
8:30 a.m. to 5 p.m.
1 Session
Grayslake Campus, Lot 6 and Southlake Campus, Room V138
$129 T. Johnson

See page 52 for information on the Romeo and Juliet Lyric Opera Tour.

**Writing**

**WRITING OUR LIVES: EXPLORING CONTRADICTIONS**
 Writers, in this journal-writing course, read short literary excerpts on aspects of apparent contradictions that frame our experience, such as “light/darkness,” “together/alone,” “accepting/releasing” and “ending/beginning.” Respond to various journaling prompts and share insights that your contradictions present as you write. Bring a journal, lined notebook or your laptop to capture your writing.

**7463 CWRT 13-001**
Saturday, February 27 to March 19
9:10:30 a.m.
4 Sessions
Grayslake Campus, Room T234
$49 R. Woodruff

**UNLEASH THE WRITER WITHIN**
Now four sessions! The focus of the first two weeks, relevant to all kinds of writing, will be on feeling entitled and free to write. Learn how to release your inner voice, while quieting the critical voices. In the second two weeks, learn to develop a lifelong writing habit, whether for pleasure, profit or personal growth. This class will incorporate lecture, discussion and many valuable writing activities.

**7464 CWRT 15-001**
Thursday, March 31 to April 28 (No class April 14)
6:30-8:30 p.m.
4 Sessions
Grayslake Campus, Room T117
$99 S. Engstrom

**WANT TO LEARN AT HOME ON YOUR OWN? WRITING FOR CHILDREN - ONLINE**
Join author and writing mentor Steve Alcorn and discover what you need to know to write for children. If you’re a beginning writer, this course will help you transform your book idea into a finished product that could potentially land in the hands of an editor or agent. And if you’re already a successful writer, this course will help you explore new opportunities and markets for your work.

Register for an ed2go instructor-led or self-paced online course. Turn to page 31 for more information. Or visit www.ed2go.com/clc.
Explore:
WHERE KIDS GO TO COLLEGE

Academic enrichment cleverly disguised as fun for Grades 1-12.

Year-round innovative academic enrichment programs taught by experienced instructors whose passion for education will inspire your kids.

Explore: Fast-Paced Program

FAST-PACED PROGRAM FOR GIFTED STUDENTS
Challenge your gifted seventh or eighth grade student with our exciting and thought-provoking Fast-Paced math and verbal courses designed to engage and equip your bright student for academic success. Participation is by invitation for students who meet the prerequisite test scores on the SAT in sixth grade. Homeschool, private and parochial school parents may go online to www.collegeboard.com to get information and register their sixth grade student to take the SAT at a local test center.

Requirements: Math SAT score 500 or higher; Verbal SAT score 450 or higher.

FAST-PACED 7TH AND 8TH GRADE MATH (FALL AND SPRING)
Enrich your student’s mathematical experience through special algebra/geometry topics not included in a traditional classroom.

FAST-PACED 7TH AND 8TH GRADE VERBAL (FALL AND SPRING)
Enhance your student’s enjoyment of language arts through a rich introduction to literature, composition, vocabulary and speaking.

Explore: Web Design

WEB DESIGN (GRADES 4-8)
Learn the basics of web design using Dreamweaver software to create a fully functioning website about your family, special hobby or other interest. Find out about copyright protection and basic graphics creation. Bring your own flash drive to class.

7442 CEXP 7-001
Saturday, April 9-30
9-11 a.m.
4 Sessions
Grayslake Campus, Room T236
$99  J. Hayward

Online Video Game Maker 101: Perilous Pyramid and Online Video Game Maker 2: Invader! Looking for online video game making classes? Turn to page 11.
Explore: ACT Test Prep

ACT PREP (GRADES 10-12)
Begin preparing now for that all-important ACT test. Using the new Barron’s ACT textbook by Brian Stewart as a guide, learn to identify deficiencies in your content areas in which you need further study and how to pull out critical information relevant to the test. Perform warm-up drills that will maximize the effectiveness of practice exercises and equip you to identify the basics you need to know for each test section. Complete practice exercises to help choose the best answers and avoid common mistakes. Bring a pen, a highlighter, your school planner and your new (not used) textbook to the first class. This class does not offer the actual ACT exam but will prepare you for the ACT test. Recommended for students who are entering their junior year of high school or younger students who have had high school algebra and geometry. Be prepared to be fully engaged and do at-home practice exercises in preparation for subsequent class meetings.
Upcoming ACT test dates are April 9 and June 11, 2016.

FREE! ACT MOCK EXAM (PRACTICE TEST) FOR STUDENTS IN GRADES 10-12
Take a FREE ACT mock exam at the College of Lake County in a simulated testing environment identical to the ACT examination. Receive your approximate ACT composite scores (within two or three points) before you leave. Learn about upcoming ACT Prep classes at CLC. Open to students who have never taken the ACT, those who plan to retake the ACT and past Explore ACT Prep students who want to “test drive” the testing environment. Class size is limited. Please register for one mock exam only. Be sure to get a good night’s sleep, eat a healthful breakfast, bring plenty of sharpened #2 pencils, approved calculator per act.org, and be on time. Latecomers will not be admitted. Bring a healthful snack and beverage for break, which is taken midpoint during the examination. Official 2016 ACT test dates are April 9, June 11, September 10, October 22 and December 10.

All events are on Saturday from 9 a.m. to 1 p.m. Register at www.clcexploreyouth.eventbrite.com.

• Saturday, January 23, Grayslake Campus, Room TBA
• Saturday, January 30, Southlake Campus, Room TBA
• Saturday, May 21, Grayslake Campus, Room TBA
• Saturday, May 28, Lakeshore Campus, Room TBA

Explore: Engineering

INTRODUCTION TO AUTOCAD (GRADES 6-9)
Join licensed civil engineer and CLC faculty member Karen Schweiss for an introduction to the fundamental features and commands of AutoCAD, an electronic drafting software. Use this electronic design tool to draw new objects into existence. Topics include: basic drawing and editing commands, understanding and creating layers, dimensioning and plotting. Get a little glimpse into 3D printing as well. Bring your own flash drive to class. Returning students or those familiar with the basics of AutoCAD are welcome to enroll for more independent work and exploration.

7462 CSCC 3-001
Saturday, April 9-30
9-11 a.m.
4 Sessions
Grayslake Campus, Room T114
$99 K. Schweiss

Explore: Outdoors

OUTDOOR COOKING – THE “LEAVE NO TRACE” WAY
Join CLC’s Explore Youth Program Saturday, May 14 for a “Leave No Trace” outdoor cooking class taught by Lis Christensson, longtime Manager of Adult Development in Girl Scouts and a “Leave No Trace” Master Educator since 2004. This family friendly workshop, open to adults and children ages six and up, is offered in partnership with Girl Scouts of Greater Chicago and Northwest Indiana. “Leave No Trace” principles will be discussed while we cook and enjoy the outdoors, focus on outdoor cooking methods, fuel and foods that leave the least impact on our environment, and examine recycling and managing our cooking/food waste. Register for this event at www.clcexploreyouth.eventbrite.com. A supply fee of $20 per person is payable at the event.
Explore: Science

FORENSIC INVESTIGATION: THE CASE OF THE LOST SKULL (GRADES 5-8)
With a forensic nurse/attorney as your investigative team leader, learn forensic techniques to analyze fingerprints, blood, fiber, hair, imprint and document evidence to solve “The Case of the Lost Skull.” If time permits, present your evidence in a mini mock trial!

7597 CEXP 67-001
Saturday, April 9-30
12-2 p.m.
4 Sessions
Grayslake Campus, Room T223
$99  C. Vanden Berk

Explore: STEM

BEGINNING STEM (GRADES 3-5)
Experiment and explore with other budding scientists in this hands-on course in science, technology, engineering and math. Sync your brain with your wonderful senses and learn to think and work like a scientist. Begin your STEAM (STEM + Art) career now!

7840 CEXP 66-001
Saturday, April 9-30
9-11 a.m.
4 Sessions
Grayslake Campus, Room A221
$99  J. Chang

STEM DAY FOR GIRLS
Sponsored by CLC’s Engineering, Math and Physical Sciences division, this annual event is designed to motivate girls interested in STEM careers to become innovative and creative thinkers. Participants will experience a variety of topics through a series of hands-on activities and inspiring presentations. Parents will receive details about scholarships, financial aid and career pathways. This free event is on Saturday, February 27 from 9 a.m. to 3 p.m. at the Grayslake Campus and is open to girls in grades 7 through 12. Visit www.clcillinois.edu/stem for registration information.

The Arts
• Drawing for the Absolute Beginner
• Introduction to Guitar
• Music Made Easy

Computers
• Keyboarding
• Microsoft Office Courses

Computers – Web Savvy
• Creating Web Pages
• Designing Effective Websites
• Web 2.0 Fundamentals

Math
• Introduction to Algebra
• Math Refresher

Science
• Human Anatomy and Physiology I and II
• Introduction to Biology
• Introduction to Chemistry

Test Preparation
• Prepare for the GED® Math Test
• Prepare for the GED® Test
• SAT/ACT Preparation – Part 1 and Part 2

Writing
• Beginner’s Guide to Getting Published
• Grammar Refresher and Editing Classes
• Introduction to Internet Writing Markets
• Introduction to Journaling
• Introduction to Screenwriting
• The Pleasures of Poetry
• Romance Writing

Explore Classes Spring 2016
Youth Registration Form

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

Mail or fax the completed form.
FAX to  (847) 543-3022
MAIL to Personal Enrichment - Room T317
    Attn: Youth Program, College of Lake County
    19351 West Washington Street, Grayslake, IL 60030-1198

Student Information (Required-please print clearly)

Last Name  First Name  Initial
Date of Birth _______ / _______ / _______  Gender:  Male  Female

Preferred Email Address (required for class confirmation)

Address

City  State  Zip

Primary Phone (__________) ____________ — ___________________

School ______________________________  Current Grade _______

Where did you hear about us?

___________________________________________________________

Parental Approval (Required)/Payment Information

I understand and agree that:
I am accepting financial responsibility for class fees.
I will pay fees within 10 business days of registration.
I will not include payment with this form.
I will pay in person at the CLC cashiers office or by phone (847) 543-2085.

Cancellation Policy

I understand that if my child cannot attend:
I will visit www.clcillinois.edu/youth to download the withdrawal form.
I will read the cancellation policy and complete the withdrawal form.
I will email the form to CPEinfo@clcillinois.edu at least five business days prior to the class start date.

Parent / Guardian Signature

__________________________________________________________

Where did you hear about us?

__________________________________________________________

Clery Act

The College of Lake County is committed to maintaining a safe and secure educational environment. For more information, see page 24. This report is available on the CLC Police Department website at www.clcillinois.edu/clery.

Course Number (i.e. 4886)

Course Title and Course No. (e.g. CEXP 40-001)

Cost

Please allow at least five business days to process this registration.

OFFICE USE ONLY: CLC ID___________________  Hold   ______________  Date Registered _____________  Comments: _________________________

DATE SENT TO ADMISSIONS:_________________________________ by (Initials) _________________

DIVISION: Late Registration Approved: ____________________________  Section Change from/to _________________________________
Discovery: Film

NASTY, NOIR AND NOT FOR YOU, POLLYANNA
If you like your movies dark and your protagonists doomed, you’ll enjoy a walk down these mean cinematic streets. One film ends on Corkscrew Alley and another has Richard Widmark trying to make a bundle on pro wrestling. If that’s not noir enough for you, Burt Lancaster will darken your day before a dead man tells a tale.

7530  CDIS 5-001
Monday, February 22 to March 14
1:30 p.m.
4 Sessions
Southlake Campus, Room R024
$75  J. Kupetz

SPORTS ON THE SILVER SCREEN
Sports and the silver screen can make a winning combination. We’ll watch Nick Nolte pummel pro football as a wide receiver and Stacey Keach will show what would happen to Rocky Balboa if John Huston directed. Then Mickey Rourke will wrestle with your conscience and a final surprise will race your existential despair to the finish line.

7532  CDIS 7-001
Monday, April 4-25
1:30 p.m.
4 Sessions
Southlake Campus, Room R024
$75  J. Kupetz

Looking for Beginning Computer Classes?
They are now listed on page 10
• Beginning Computer 1 and 2
• Google Is More than Just a Search Engine
• Create Your Own Website
• Introduction to MAC – Yosemite and Beyond
• iPad – Level 1 and Level 2
discovery: opera tour

Romeo and Juliet
Lyric Opera Tour

He’s a Montague and she’s a Capulet — families who have hated each other for centuries. Yet when Romeo meets Juliet, they fall instantly and rapturously in love. Secretly, they marry — but Shakespeare’s famed young couple is ultimately doomed. Everything that could have been is lost as they die tragically in each other’s arms. The world’s most famous love story finds new dimension in Gounod’s deeply romantic music. This is passion personified, from tender intimacy to ecstatic grandeur, including five iconic love duets and soaring music for the chorus and orchestra. With her “exquisite” voice of “purity and bloom” (New York Times) Susanna Phillips will be a Juliet to remember, while Joseph Calleja and Eric Cutler embody all the elegance and golden ardor that Romeo demands.

Tour Information
Please note: Tours will leave from the location or locations specified under each description. Some tours will have more than one pickup site and time. 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.

7721 CTRP 14-001
Wednesday, March 2
12-6 p.m.
1 Session
Southlake Campus, Room V138
$135 G. Marcinkovich

Romeo and Juliet Pre-Opera Presentation

Join us for a presentation that will prepare you musically for the Lyric Opera performance of “Romeo and Juliet.” Gounod’s deeply romantic music is passion personified, from tender intimacy to ecstatic grandeur, including five iconic love duets and soaring music for the chorus and orchestra. You may register for this pre-opera presentation, the opera tour or both.

7453 CMSC 32-021
Wednesday, March 2
9-11 a.m.
1 Session
Southlake Campus, Room R024
$19

Looking for other Chicago trips and tours?

Turn to page 46 for information about the Chicago’s Lincoln Square Tour on March 22. Students age 14-17 are welcome on this Family Friendly tour when they enroll with a registered parent.

7549 CDIS 61-001
Monday, January 25 to February 1
9:30-11 a.m.
2 Sessions
Southlake Campus, Room R024
$35 B. Bradford

Who Will Win This Fall?

Presidental maven and professional historian Barry Bradford leads a thought provoking class that takes a second look at the legacy of four controversial U.S. presidents. Some presidents leave office despised but look better as years go by; others see their popularity wane. Each week will offer an insightful analysis of a different presidency.

7554 CDIS 67-001
Monday, February 8-29
9:30-11 a.m.
4 Sessions
Southlake Campus, Room R024
$75 B. Bradford

History vs. the Movies

This fascinating class by award-winning historian and movie maven Barry Bradford will take a fresh, frank and fascinating look at how four historical events unfolded and how the movies told the truth or fictionalized them! Events to be covered may include Watergate, WWII, the Civil Rights Movement and more.
THE MOST IMPORTANT BATTLES OF THE CIVIL WAR
Each of the two sessions will cover the seven most important battles/campaigns in that half of the war. Although some of the material will cover battlefield strategies and tactics, the greater portion will focus on the underlying political issues and personalities that make these 14 contests memorable.

7535  CDIS 60-001
Saturday, February 27 to March 5
10 a.m. to 12 p.m.
2 Sessions
Southlake Campus, Room R024
$35  G. Midkiff

HOW DINOSAURS BECAME A PART OF OUR LIVES
Discover the origin of our relationship with dinosaurs in science and popular culture. The fascinating story of Mary Anning, Charles Marsh and other eccentric 19th century characters in the desperate search for fossils known as “the bone wars.” Learn how dinosaurs broke into the entertainment industry and made a big splash in the movies.

7537  CDIS 62-001
Tuesday, March 1
1-3 p.m.
1 Session
Southlake Campus, Room R024
$19  W. Clugston

RULE BRITANIA
For those who have been craving some European history, here is the class you requested! Each week we will delve into a different story based in England. From Winston Churchill and Queen Elizabeth to Princess Diana, this class will feature intriguing insights, rare video clips and wonderful tales presented by nationally acclaimed historian Barry Bradford.

7559  CDIS 74-001
Monday, March 7-28
(No class on March 21)
7-8:30 p.m.
3 Sessions
Southlake Campus, Room R024
$55  B. Bradford

PROFILES IN MISGUIDED PATRIOTISM - ALAN DULLES, J. EDGAR HOOVER, JOSEPH MCCARTHY AND ROBERT McNAMARA
Each of these four men were firmly convinced that their actions made our country stronger and safer. Yet looking back at each of them we can see that what they accomplished was often the opposite of what they intended.

7541  CDIS 68-001
Wednesday, March 30 to April 6
9:30-11:30 a.m.
2 Sessions
Southlake Campus, Room R024
$35  G. Midkiff

GLOBAL CHICAGO
Once known as the “Metropolis of the Midwest,” Chicago today is truly a global city. From its mosaic of ethnic neighborhoods to its international corporate headquarters, from its global acclaim in architecture and the arts to its role as a transportation, information and internet crossroads, Chicago has refreshed and re-imagined itself from a meatpacking and steel-making industrial center to a truly global city. Join us for an exploration of Chicago’s place in the new global age.

7547  CDIS 85-001
Friday, April 1
9:30-11:30 a.m.
1 Session
Southlake Campus, Room R024
$19  D. Groeninger

CIVIL WAR STORIES
The ongoing flap about displaying the Confederate Flag reminds us that Americans still remember, but do not fully understand, the Civil War. This fresh look at the people and events that shaped America’s years of decision will surprise and enlighten you. Topics may include the roots of the war, Ulysses S. Grant, Sherman’s March to the Sea, the end of the war and the murder of President Lincoln.

7561  CDIS 75-001
Monday, April 4-25
7-8:30 p.m.
4 Sessions
Southlake Campus, Room R024
$75  B. Bradford

MARGARETE STEIFF - THE AWE-INSPIRING STORY BEHIND THE WORLD’S MOST FAMOUS TOY MAKER!
For almost 140 years, every child and adult all over the world has loved Steiff toys, the wonderful array of stuffed animals from Germany, the most famous being, of course, the Teddy Bear. Hardly anyone knows, though, that they were invented by an amazing woman who overcame terrible sickness and incredible challenges and turned her tiny workshop into one of the most recognizable international brands. Join German historian Anette Isaacs as she relates the truly awe-inspiring life story of toy maker and business maven Margarete Steiff!

7538  CDIS 63-001
Tuesday, April 12
1-3 p.m.
1 Session
Southlake Campus, Room R024
$19  A. Isaac

PRESIDENTIAL DECISIONS AND ELECTIONS
The first session will review the most important decisions made by our past Presidents some good, some bad, but all important. The second session will highlight past election campaigns, many of which make the 2016 contest look tame in comparison.

7544  CDIS 72-001
Wednesday, April 27 to May 4
9:30-11:30 a.m.
2 Sessions
Southlake Campus, Room R024
$35  G. Midkiff

MargaretE stEIff - tHE aWE-INsPIrINg storY BEHINd tHE World’s Most famous toy MAker!
INtroductIoN to PHIlosoPHY:

PART 1 - BEINg

Philosophy is usually divided into three main areas of inquiry: The question of being or what is there; the question of knowledge or what can we know; and the question of ethics or how should we live? In Part 1 we will concentrate on metaphysics, the study of being and ask the most fundamental questions of all like “Why is there something rather than nothing,” “Does God exist” and “Do we have free will?”

7540 CDIS 64-001
Thursday, April 21 to May 5
1-3 p.m.
3 Sessions
Southlake Campus, Room R024
$55    W. Clugston

THE FIRST GOSPEL

About 70 CE, a writer identified as “Mark” composed the first gospel: a truncated life of Jesus recalling his message and actions, stressing his suffering and death—but curiously not mentioning events before his ministry begins, or any resurrection appearances. Using selections from the gospel, this two-part talk investigates the way Mark collected and ordered materials to craft his theological image of Jesus the Christ and his immense influence on the later gospels of Matthew and Luke.

7545 CDIS 76-001
Tuesday, February 9-16
1-3 p.m.
2 Sessions
Southlake Campus, Room R024
$35    J. Leitner

Discovery: Philosophy

Discovery: World Religions

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 2016 are Shifting Alliances in the Middle East; The Rise of ISIS; The Future of Kurdistan; International Migration; Korean Choices; The United Nations Post-2015; Climate Geopolitics; and Cuba and the U.S. Please order your Great Decisions 2016 Briefing Book online at www.fpa.org and read the first topic before the first session.

Class meets on Fridays.

Part 1: First four topics
7950    CDIS 13-001
January 22, February 5 and 19, and March 4
9:30-11:30 a.m.
4 Sessions
Southlake Campus, Room TBA
$75    G. Midkiff

Part 2: Second four topics
7951    CDIS 13-002
March 18, April 15 and 29 and May 13
9:30-11:30 a.m.
4 Sessions
Southlake Campus, Room TBA
$75    G. Midkiff
Steps to Apply, Register and Pay

1. Apply for Admission
   • New students and students who have not attended classes in several years must submit a Student Admission Form in one of two ways:
     INTERNET: www.clcillinois.edu/applyconted
     IN PERSON: At the Admissions and Records Office, Building E on the Grayslake Campus

2. Obtain CLC ID Number and Create myLogin
   • Allow two working days to process your admission form. You will receive your CLC student ID number in the mail or by email if you provided one on your admission form.
   • With your CLC ID Number go to www.clcillinois.edu/newlogin to create your login for the my CLC Student Portal. Follow the prompts to complete the process.

3. Register for Classes by Internet at www.clcillinois.edu/register
   • Click on myCLC student portal
   • Click on “Search for Classes”
   • Specify the semester and then a subject, to view the classes available
   • When you find a specific open class section you want, click “Select Class” to add to your Shopping Cart.
   • Click on “Shopping Cart” check the box next to your selected class and click “Enroll.”
   • When you add or drop a class, check for a ‘success’ or ‘error’ message.

4. 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 West Washington Street, Grayslake
   • Lakeshore Campus—111 North Genesee Street, Waukegan
   • Southlake Campus—1120 South Milwaukee Avenue, Vernon Hills

5. Pay Tuition and Fees
   • Payment of tuition and fees is required prior to the start date of your class regardless of the registration date.
   • Login to myStudentCenter select view, pay or set up an installment payment plan.
   • Students will not be dropped from continuing education classes for nonpayment.
   • It is your responsibility to formally withdraw within the refund period or you will be obligated to pay.
   Note: Financial aid is not available for continuing education classes.

6. Billing and Financial Obligation
   • Paper billing statements will no longer be mailed. Email notifications will be sent to your student email once your statement is ready to view on your myCLC Self-Service. It is the students' responsibility to meet their payment deadlines. Payment is due prior to the first day of class regardless of when the student enrolled in the class.
   • Financial Obligation: Students must officially withdraw by the refund dates listed in the class schedule to cancel their financial obligation. To locate your refund deadline(s), sign onto myCLC and click on the calendar icon next to the class within your term schedule under Academics.

Withdrawals

• Students who do not plan to complete an enrolled class 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 an instructor or counselor that you want to drop a class. You must complete the drop/withdrawal action yourself. The official deadline for dropping or for withdrawing are defined individually for each class.
• Students who withdraw from certificate programs or series offered by Continuing Professional Development prior to the first day of class will receive a 100 percent refund. Refunds for withdrawals after the first day of class will be applied by CPD minus the cost of any materials consumed or returned in less than new condition.

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.
• If you are not sure of the deadlines, please check with the Office of Admissions and Records at (847) 543-2061.
• 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
• One-day and “Series” Classes:
  Withdrawal the day before class = 100 percent refund
  Withdrawal on or after day of class = no refund

For more information about payments, call (847) 543-2085.

We're going paperless! CLC paper tuition bills are being replaced by e-bills.

Senior Citizens

The noncredit classes that are offered through Professional Development (PD) are intended for career development. All in-district residents who are 60 years of age or older at the time of registration may enroll in vocation credit courses offered by PD at one-half the regular tuition rate with all other fees remaining unchanged. The senior citizen tuition waiver does not apply to Personal Enrichment classes.

This report is available on the CLC Police Department website at www.clcillinois.edu/clery. If you would like a printed booklet containing this information, please contact the CLC Police Department at 19351 W. Washington St., Room A151, Grayslake, IL 60030 or by phone at (847) 543-2081.

College of Lake County is a Smoke-Free Campus.
Save lives with defensive driving

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

Partnering with the 19th Judicial Circuit Court for over 20 years, Judicial Services offers the National Safety Council’s award-winning Defensive Driving Courses including the “Alive at 25” program.

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

www.clcillinois.edu/judicial
(847) 543-2185 (courses)
(847) 543-2100 (volunteering)
judicialservices@clcillinois.edu

“I just missed being killed by about three seconds.”
– Christine Burke praising CLC’s defensive driving course.

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

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

Client Solutions

Bring powerful, results-driven training and consulting programs to your organization and show your employees that you’re serious about their futures and professional growth. Empower your team and achieve organizational goals and objectives through customized training delivered by Client Solutions.

Client Solutions also offers national training options through Global Corporate College (GCC). As one of the founding members of the GCC, the College of Lake County offers corporations the delivery of consistent training across multiple locations – nationwide and worldwide.

“One of the best places to invest in your career is right here, at the College of Lake County. Beyond the expert insights you’ll get from the instructors, there’s also great networking with people from some of the best companies in the area. Invest in your career for less money and minimal time away.”

— Andy Kaufman, speaker, author, executive coach and president of Institute for Leadership Excellence and Development, Inc.
Courses

Introduction to Philosophy: Part 1 – Being
The class will concentrate on metaphysics, the study of being, and ask the most fundamental questions of all. Details on page 54.

GRE Test Preparation
Gain the edge to score your best on the GRE, which will allow doors to your future to be opened. Details on page 30.

Chicago's Lincoln Square Tour
Discover old and new in Chicago's Lincoln Square. Visit Merz Apothecary, Gene's Sausage Shop and enjoy sweets at a landmark Chicago bakery. Details on page 46.

Leadership for Gen Y
Geared for emerging leaders in the Millennial Generation (born 1980-1999). In a combination of online and classroom instruction, the certificate provides practical information on advancing your potential and making a difference in the workplace and society. Details on page 5.

Training

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

Community Awareness
Distracted driving is on the rise. Motorists of all levels can benefit from learning defensive driving skills. Judicial Services offers training in partnership with the 19th Judicial Circuit Court. Turn to page 56 for information.
Classes for the Whole Family

Connect with your family while learning together. These classes are designed for youth and adults to learn side-by-side. Spring classes include:

- America’s Boating Course
- American Sign Language Level I
- Ballroom Dancing
- Beginner Sewing: Sew Happy Together
- Beginning Glassblowing
- Beginning Lightroom for Amateur Photographers
- Beginning with a Digital Camera
- Chicago’s Lincoln Square Tour
- Spanish I and II
- French
- German I, II and III
- Italian I
- Designing Your Photographs
- Glassblowing Paperweight Class
- iPhone/Smartphone Photography
- Lighting for Portrait Photography
- Photographing in Nature
- Wire Jewelry I
- Online Video Game Making

For registration information, call (847) 543-2615 email CPEInfo@clcillinois.edu or visit www.clcillinois.edu/personalenrichment/familyfriendly.

Services

Small Business Owners

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, the Illinois Small Business Development and International Trade Center can guide you to success. Turn to page 32 for information.

For registration information, call (847) 543-2615 email CPEInfo@clcillinois.edu or visit www.clcillinois.edu/personalenrichment/familyfriendly.
One Convenient Schedule

We are enhancing our communication with you by delivering one convenient schedule that contains all continuing education options in Personal Enrichment – youth to adults including Discovery (beginning on page 37) and in Professional Development – career and vocational training – (beginning on page 1). Classes are offered from January to May; be sure to keep this schedule as a reference.

Connect to your future at the College of Lake County!

Save this schedule through May 2016

Gainful employment data is available at www.clcillinois.edu/gainfulemployment.

The College of Lake County is an Equal Opportunity Employer meeting Title IX requirements.

www.clcillinois.edu/nondiscrimination.

Noncredit CLC Classes Spring 2016

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