



## CLC approved to offer CEUs

The continuing education department of the College of Lake County has been reviewed and approved as an authorized provider by the International Association for Continuing Education and Training (IACET). CLC's continuing education department will offer continuing education units (CEUs) for its professional education courses.

The continuing professional education seminars, lead by industry-experienced instructors, are designed to allow you to gain new competency and enhance your overall performance on the job.

Get the training you need for a better job, a promotion, or to increase the range of options available to you in your career. Most classes are offered at College of Lake County's Grayslake Campus, 19351 West Washington Street, Grayslake. Offerings include:

- Thought provoking, interactive workshops
- Hands-on instruction with opportunities to practice skills in scenarios
- Small class sizes (maximum 10 participants per workshop)
- Take home training materials

Featured on the list of professional development education courses with CEUs this semester are these offerings (see pages 105-106 for course descriptions):

PPRO 4 Building Relationships  
**Course Fee: \$79.00** **0.4 CEUs**

2010 PPRO 4-001 0.0 0900A-0100 S TBA GLC 07/24 07/24 SCOTT

PPRO 5 Assertive Skills  
**Course Fee: \$79.00** **0.8 CEUs**

1999 PPRO 5-001 0.0 0900A-0100 S TBA GLC 06/12 06/19 SCOTT

PPRO 7 Communicating Effectively  
**Course Fee: \$79.00** **0.4 CEUs**

1949 PPRO 7-001 0.0 0900A-0100 S TBA GLC 07/10 07/10 GLOVER

PPRO 11 Time Management  
**Course Fee: \$79.00** **0.4 CEUs**

2011 PPRO 11-001 0.0 0830A-1230 S TBA GLC 07/31 07/31 PRATT

PPRO 32 The Art of Negotiating in the 21st Century  
**Course Fee: \$79.00** **0.4 CEUs**

1948 PPRO 32-001 0.0 0900A-0100 S TBA GLC 07/17 07/17 GLOVER

PPRO 33 Personality/Influence  
**Course Fee: \$79.00** **0.4 CEUs**

2006 PPRO 33-001 0.0 0900A-0100 F TBA GLC 06/25 06/25 SCOTT

### Online Courses:

(Requirements: Internet access, E-Mail, Netscape or Internet Explorer Web browser.)

CPRO 17 Project Management Principles 1, Online  
**Course Fee: \$99.00** **2.4 CEUs**

1771 CPRO 17-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1772 CPRO 17-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

CPRO 18 Project Management Principles 2, Online  
**Course Fee: \$99.00** **2.4 CEUs**

1773 CPRO 18-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1774 CPRO 18-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

CPRO 19 Project Management Principles 3, Online  
**Course Fee: \$99.00** **2.4 CEUs**

1775 CPRO 19-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1924 CPRO 19-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

CPRO 20 Project Management Principles 4, Online  
**Course Fee: \$99.00** **2.4 CEUs**

1776 CPRO 20-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1925 CPRO 20-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

CPRO 21 Project Management Principles 5, Online  
**Course Fee: \$99.00** **2.4 CEUs**

1778 CPRO 21-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1926 CPRO 21-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

PPRO 20 High Powered Communication  
**Course Fee: \$99.00** **2.4 CEUs**

2000 PPRO 20-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
2001 PPRO 20-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

PPRO 21 Introduction to Nonprofit Management  
**Course Fee: \$99.00** **2.4 CEUs**

2002 PPRO 21-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
2003 PPRO 21-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

PPRO 22 Administrative Assistant Fundamentals  
**Course Fee: \$99.00** **2.4 CEUs**

2004 PPRO 22-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
2005 PPRO 22-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

### How to register:

- ◆ If this is your first time registering at CLC or if you have any questions about registration, call (847) 543-2022.
- ◆ If you have enrolled at CLC previously, call (847) 223-1111 to register or log onto [www.clcillinois.edu](http://www.clcillinois.edu).

# UNDERSTANDING CLASS CODE LISTINGS

<b>VALH</b>	<b>20</b>	<b>Current Nursing Practice Update</b>						<b>7 Hours</b>		
▲ COURSE PREFIX	▲ COURSE NUMBER	▲ COURSE TITLE						▲ HOURS OF CREDIT		
<b>1624</b>	<b>VALH 20-001</b>	<b>7.00</b>	<b>0630P-0930</b>	<b>TR</b>	<b>TBA</b>	<b>GLC</b>	<b>01/21</b>	<b>05/15</b>	<b>MONROE</b>	
▲ CLASS NUMBER	▲ COURSE NUMBER & SECTION NUMBER	▲ CREDIT HOURS	▲ TIME	▲ DAYS OF WEEK	▲ ROOM NUMBER	▲ CAMPUS LOCATION	▲ DATE CLASS BEGINS	▲ DATE CLASS ENDS	▲ INSTRUCTOR	

## Understanding Codes

ARR	Student makes class schedule arrangements by contacting division office offering the course.
<b>BOLD</b>	Class meets after 4:00 pm or on Saturday or Sunday
Course Fee	Additional fee for course
Hours	Credit hour value of class
INET	Internet - Online course
R	Thursday
TBA	To Be Announced
U	Sunday
URPC	<b>Your</b> personal computer

\*Campus codes are listed on page 117.

## ALLIED HEALTH

### PALH 7 CPR Re-certification (AHA Healthcare Provider)

The AHA BLS Healthcare Providers re-certification course is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies. The content of this course includes adult and pediatric CPR, foreign-body airway obstruction, automated external defibrillators, information on strokes, and use of barrier devices. To receive re-certification you must have a written test grade of 84% or higher, as well as pass the skill performance test at the end of class, and have taken an AHA Healthcare Provider CPR course in the last 2 years. The required textbook is: Fundamentals of BLS for Healthcare Providers and is available in the bookstore. Required reading: Read through the book prior to class.

**Course Fee:** \$45.00

1952	PALH 7-001	0.0	1200P-0400	U	E125	GLC	06/13	06/13	FRANKSON
1953	PALH 7-002	0.0	1200P-0400	U	E125	GLC	07/25	07/25	FRANKSON

### PALH 8 AHA BLS Healthcare Provider Course

The AHA BLS Healthcare Providers course is designed to meet the needs of healthcare professionals who respond to cardiac and respiratory emergencies. The content of this course includes adult and pediatric CPR, foreign-body airway obstruction, automated external defibrillators, information on strokes, and use of barrier devices. To receive certification you must have a written test grade of 84% or higher and pass the skill performance test at the end of class. This course is designed for people who have let their CPR certification lapse or who have never taken a CPR class in the past. The required textbook is: Fundamentals of BLS for Healthcare Providers and is

available in the bookstore. Required reading: Read through the book prior to class.

**Course Fee:** \$55.00

1954	PALH 8-001	0.0	0900A-0400	S	E125	GLC	06/19	06/19	FRANKSON
1955	PALH 8-002	0.0	0900A-0400	S	E125	GLC	07/10	07/10	FRANKSON

### PALH 21 IV Therapy Basics

This course is designed for the nurse who needs a review or introduction to IV therapy. The course will cover venipuncture techniques along with the care, maintenance, complications, and treatments of peripheral IV catheters, midline and PICC lines, short term percutaneously inserted lines, tunneled catheters, and implanted ports. Each student will be required to demonstrate the procedures that he/she is qualified to perform. Class size limited. This course is appropriate for CLC students who are enrolled in or have completed NUR 271. The program has been approved by the Illinois Nurses Association Continuing Education Unit to award 8.0 contact hours.

**Course Fee:** \$75.00

1956	PALH 21-001	0.0	0700P-0900	R	TBA	GLC	06/10	07/01	WILLIAMS
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### PALH 31 Nurse Aide Certification Exam Review

This 4 hour review class is designed for students preparing for the Illinois Certified Nursing Assistant Examination. In addition to review of the BNA class material, clinical skills and medical terminology, the class will cover study tips and test taking techniques. Sample questions will be reviewed as a class. All students will participate in a 90 minute, 85 multiple choice question practice exam that is staged to provide the student with a rehearsal experience in preparation for the state examination.

**Course Fee:** \$25.00

1957	PALH 31-001	0.0	0500P-0900	R	TBA	GLC	06/10	06/10	NELSON
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### PALH 42 Phlebotomy Review for Nurses

Designed for the nurse who has experience with blood draws but needs the latest information, techniques, skills and equipment updates. This course will review basic anatomy and physiology, blood borne pathogen safety precautions, blood collection equipment, venipuncture procedure, and legal issues.

**Course Fee:** \$59.00

1958	PALH 42-001	0.0	0600P-1000	W	E124	GLC	06/23	06/23	DEVNEY
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*Instructor assignments for specific classes as listed in this schedule are subject to change.*



## ANIMAL CARE AND TRAINING

**CPET 10** Introduction to Horseback Riding  
 Here's your opportunity to start building your skills in horseback riding. It is a "mini-lesson" for beginning riders as you take turns on a horse. This novice class is an overview on the correct methods of mounting, dismounting, starting, stopping, and turning your horse at a mark. You will start working on the ability to stay close in the saddle. Both English and western riding styles will be presented. Children 12-17 must register through the EXPLORE! Program by calling 543-2829. Class is held at Windrose Farm, 11801 12th Ave., Pleasant Prairie, WI, a half-hour drive from central Lake County.  
**Course Fee:** \$29.00

2013 CPET 10-301 0.0 0900A-1200 S TBA STBL 06/19 06/19 ATLAS

## ARTS AND CRAFTS

**VCRF 1** Beginning Stained Glass Window (1-1) 1.5 Hours  
 Course project is construction of an approximately 10" x 10" leaded stained glass window. Purchase of student supplies will be discussed at first class meeting. Approximate cost will be \$175.00-\$225.00 per student.

1486 VCRF 1-301 1.5 0630P-0930 T TBA HST 06/08 07/27 KOESLING



## BUSINESS MANAGEMENT ONLINE

**Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)**

**CBSM 4** Marketing Your Business or Organization on the Internet

Are you confused about the Internet and wondering if it might benefit your business or organization? Perhaps you're looking for ways to better draw people to your web site. This on-line course will look at how businesses and organizations are successfully using the Internet. We'll help you develop and implement a web strategy or Internet marketing plan. Ideally, much of this planning should take place before you begin to build your Web site, but the course can also help if your Web site is not performing as well as you think it could.

**Requirements:** Internet access, E-mail and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00

1421 CBSM 4-801 0.0 ARR URPC INET 06/16 08/13 NIETO  
 1628 CBSM 4-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CBSM 18** Job Search Strategies

Learn how to present yourself as a solution to a potential employer's staffing problem. Obtain an insider's view into the psychology of the resume screening process. Discover secret tricks you can use to build a resume that draws attention to the areas most beneficial to you. Find out how to conduct an investigation into your potential employer's reputation, management style, employee turnover and satisfaction. Learn how to set up an interview, dress appropriately and control an interview. Gain insight into how to reply to "common trap questions," negotiate with the interviewer, close an interview and follow-up.

**Requirements:** Internet access, E-mail and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00

1724 CBSM 18-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1725 CBSM 18-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CBSM 50** Introduction to Quickbooks

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, QuickBooks or QuickBooks Pro (versions 2001, 2002, or 2003 are all acceptable).

**Course Fee:** \$69.00

1629 CBSM 50-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1630 CBSM 50-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CBSM 52** Quicken for Windows

Get a handle on all your personal finances with Quicken! Learn how to deal with investments, loans, recurring payments, electronic transactions, budgets and more.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, Quicken Basic or Quicken Deluxe (2002, 2003, or 2004 versions are all acceptable).

**Course Fee:** \$69.00

1631 CBSM 52-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1931 CBSM 52-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CBSM 53** Performing Payroll in Quickbooks

QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper set-up and even includes troubleshooting tips and solutions for common problems and mistakes.

**Requirements:** QuickBooks Pro software versions 2000, 2001, 2002, or 2003. Although the course attempts to point out significant differences between the versions, the examples used illustrate the QuickBooks Pro 2002 version. Also, it is recommended (but not required) that you sign up for one of the Intuit Payroll Services to update the tax tables in the program. You may qualify for a free, no obligation trial subscription for one of these services. More information will be provided at the start of the course. If you do not wish to sign up for one of these services, you can still complete the course by manually calculating payroll taxes.

**Course Fee:** \$85.00

1632 CBSM 53-801 0.0 ARR ARR URPC INET 06/16 08/13 STAFF  
 1932 CBSM 53-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

### Inactive Status

*Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as inactive.*

*Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.*



Continuing Education is located in Building 4 ♦ Course Information - (847) 543-2022

New Student Registration - (847) 543-2061

Continuing Student Touch-tone Registration - (847) 223-1111



**CBSM 54 Fast Track Fund Raising**

Jump start your fund raising. Learn how to develop a plan involving staff, board and volunteers to obtain new and bigger gifts from individuals and businesses. Discover valuable tips for effectively talking to donors. Learn how to train staff and volunteers to raise funds by phone, by mail, and by face-to-face solicitation. Learn to develop fool-proof solicitation packages. You'll increase effectiveness, trim workload and raise more money than you imagined.

**Requirements:** Internet access, E-mail and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00

1935 CBSM 54-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1936 CBSM 54-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**COMPUTER SKILLS****CCMP 10 Microsoft Word, Beginning**

This course explores how to effectively create, edit, format, save, and print letters, business documents, and other professional documents, using Microsoft Word. A textbook is required.

**Course Fee:** \$95.00

1535 CCMP 10-101 0.0 0630P-0930	T	TBA	LSC	07/06	07/27	STAFF
1542 CCMP 10-201 0.0 0900A-1200	R	TBA	SLC	06/02	06/30	ANDERSON

**CCMP 11 Microsoft Word, Intermediate**

This course explores some of the more sophisticated features of word processing, such as creating and using different document styles; creating and formatting table; working with graphics; creating headers and footers; merging documents; and mail merge.

**Course Fee:** \$95.00

1543 CCMP 11-201 0.0 0900A-1200	W	TBA	SLC	07/07	08/04	ANDERSON
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**CCMP 15 Microsoft Excel, Beginning**

This course explores creating spreadsheet worksheets, modifying the contents and appearance of these worksheets, and printing them. There is an emphasis on features like the toolbar, drag and drop, shortcut menus, and automatic commands.

**Course Fee:** \$95.00

1534 CCMP 15-101 0.0 0630P-0930	W	TBA	LSC	06/07	06/28	PETERSEN
1765 CCMP 15-201 0.0 0100P-0400	W	TBA	SLC	06/02	06/30	ANDERSON

**CCMP 16 Microsoft Excel, Intermediate**

Learn how to work faster and more productively by using many of Excel's powerful features such as the PivotTable, Solver, and AutoFilter. This course explores worksheet and chart capabilities, including special toolbars, multiple worksheets, windows, title and view; formatting features including fonts and styles; use chart tools to create both embedded charts and separate chart documents. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

**Course Fee:** \$95.00

1766 CCMP 16-201 0.0 0100P-0400	W	TBA	SLC	07/07	08/04	STAFF
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**CCMP 20 Microsoft Access, Beginning**

Learn to use this powerful and award-winning database to store, locate, print, and automate access to any type of important information. This course will explore how to design a database; create, viewing, edit, and relational tables; sorting and filtering data; creating queries based on single and multiple tables; designing and using custom data entry forms; and creating/printing reports and labels.

**Course Fee:** \$95.00

1767 CCMP 20-101 0.0 0630P-0930	M	TBA	LSC	07/05	07/26	PETERSEN
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**CCMP 32 PowerPoint, Comprehensive**

In this course you will learn how to use Microsoft PowerPoint. The goal of this class is to show you all of the features this powerful presentation software has to offer. You will learn how to create a presentation from scratch, how to add sound, special effects, and timings. You will also learn how to save your presentation in different media (cd-rom, zip).

**Course Fee:** \$99.00

1997 CCMP 32-201 0.0 0900A-1200	R	TBA	SLC	06/24	07/22	ANDERSON
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**COMPUTER SKILLS ONLINE**

**Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)**

**CMSP 1 Windows File & Disk Management**

Learn how to find missing files, delete, copy and move files, work with the recycle bin, organize, maintain and troubleshoot your hard disk, add and remove items from your start button, work with the Startup group, and create desktop icons and other shortcuts to your favorite programs and documents.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, Windows 95 or 98 or ME

**Course Fee:** \$69.00

1635 CMSP 1-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1636 CMSP 1-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**CMSP 2 Introduction to PC Troubleshooting**

Are you ready to dive under the hood of your PC? Introduction to PC Troubleshooting takes you step by step through the typical hardware and operating system problems encountered by technicians, and teaches you troubleshooting techniques to decipher any problem and gives you the skills you need to solve them. Once you've mastered the basics, the course launches into some of the more advanced and nasty problems that sometimes crop up in the PC, teaching you how to diagnose and fix those problems. Finally, this course will show you how to maintain and optimize a Windows PC. So what are you waiting for? Let's troubleshoot - and fix - some PCs!

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser

**Course Fee:** \$69.00

1638 CMSP 2-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1639 CMSP 2-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**CMSP 5 Introduction to Microsoft Word**

Learn how to create and modify documents in Word, the strongest and most popular word-processing program available.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and a Windows-based PC running Microsoft Word 6.0, 95, 97, or 2000, or Microsoft Office 95, 97 or 2000.

**Course Fee:** \$69.00

1640 CMSP 5-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1641 CMSP 5-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**CMSP 6 Microsoft Word, Intermediate**

Take advantage of Word's publishing capabilities to easily create flyers, newsletters, brochures, and other heavily formatted documents.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and a Windows-based PC running Microsoft Word 6.0, 95, 97, or 2000, or Microsoft Office 95, 97, or 2000.

**Course Fee:** \$69.00

1642 CMSP 6-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1643 CMSP 6-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO



**CMSP 7 Advanced Microsoft Word**

Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, and much more.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and a Windows-based PC running Microsoft Word 95, 97, or 2000, or Microsoft Office 95, 97, or 2000.

**Course Fee:** \$69.00

1644 CMSP 7-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1918 CMSP 7-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 10 Introduction to Microsoft Excel**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and a Windows-based PC running Microsoft Excel 5.0, 95, 97, or 2000, or Microsoft Office 95, 97 or 2000.

**Course Fee:** \$69.00

1645 CMSP 10-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1646 CMSP 10-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 11 Intermediate Microsoft Excel**

Learn how to work faster and more productively by using many of Excel's powerful features such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and a Windows-based PC running Microsoft Excel 5.0, 95, 97, or 2000, or Microsoft Office 95, 97, or 2000.

**Course Fee:** \$69.00

1647 CMSP 11-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1648 CMSP 11-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 15 Introduction to Microsoft Access**

Learn how to use this powerful and award-winning database to store, locate, print, and automate access to just about any type of important information.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and a Windows-based PC running Microsoft Access 95, 97, or 2000 or Microsoft Office 95, 97, or 2000.

**Course Fee:** \$69.00

1649 CMSP 15-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1650 CMSP 15-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 16 Intermediate Microsoft Access**


Learn how to build a fully automated database management system complete with your own custom data entry forms, graphics, and more.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and a Windows-based PC running Microsoft Access 97 or 2000 or Microsoft Office 97 or 2000.

**Course Fee:** \$69.00

1651 CMSP 16-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1652 CMSP 16-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

Register EARLY because classes fill up quickly!



**CMSP 20 Introduction to Microsoft Powerpoint**

Learn how to create dazzling slide presentations with awesome multimedia slides, charts, outlines, graphs, clip art, hypertext links, and special effects.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and a Windows-based PC running Microsoft PowerPoint 97 or 2000, or Microsoft Office 97 or 2000. For Macintosh users only Microsoft Office 98 will be supported.

**Course Fee:** \$69.00

1653 CMSP 20-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1654 CMSP 20-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 24 Microsoft Publisher**

Learn the basics of Publisher 2000, plus how to create a professional brochure, a newsletter, and a web site. Whether you are creating marketing materials for print or for the web, this small but powerful program can take you to levels of design expertise you did not know you had...and without any formal graphic design experience or training.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, Microsoft Publisher 2000.

**Course Fee:** \$69.00

1655 CMSP 24-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1656 CMSP 24-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 30 Getting Organized with Outlook**

This course will help you use Outlook to get the most out of your e-mail communications and contact lists, schedule your appointments, track your tasks and projects, and organize information so it's at your fingertips.

**Requirements:** Windows and Microsoft Outlook 2000, which is included at no charge with every copy of Office 2000.

**Course Fee:** \$69.00

1657 CMSP 30-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1919 CMSP 30-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 33 Microsoft FrontPage 2000**

No time to learn HTML? Find out how FrontPage makes it easy to create and upload professional web sites without programming. You'll also learn how to select a web host, and several low-cost marketing strategies.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, Windows, Microsoft FrontPage 2000

**Course Fee:** \$69.00

1658 CMSP 33-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1659 CMSP 33-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 34 Microsoft FrontPage 2002**

No time to learn HTML? Find out how FrontPage 2002 makes it easy to create and upload professional web sites without programming.

**Requirements:** Microsoft FrontPage 2002, Internet access, E-mail, and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00

1660 CMSP 34-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1661 CMSP 34-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 60 Introduction to Windows 2000 Professional**  
Windows 2000 is Microsoft's new flagship operating system. Providing both server and end-user operating systems, this course introduces users to Windows 2000 Professional.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, Windows 2000 Professional and basic computing knowledge (i.e., the ability to operate a mouse and keyboard).

**Course Fee:** \$85.00

1668 CMSP 60-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1923 CMSP 60-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CMSP 61 Introduction to Windows XP**

Whether you're new to Windows or an experienced PC aficionado, there's a lot to learn in the all-new Windows XP. This course covers all the basic skills and concepts needed to use a computer. This course will teach you how to work with text, pictures, photos, sound, music, DVD, Interactive TV, and video; create shortcuts, customize the interface, take full advantage of the Internet, and even build your own local area network (LAN). You'll even learn how Windows XP supports the new Microsoft .NET strategy and XML - a new language that's poised to revolutionize the way we use our computers.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, Windows XP.

**Course Fee:** \$85.00  
 1669 CMSP 61-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1670 CMSP 61-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 1 Achieving Top Search Engine Positions**

With nearly 90% of web traffic coming from search engines, the most important thing you can do to increase your web site's traffic is to increase your search engine ranking. Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, Completion of the 'Creating Web Pages' course or equivalent HTML experience or an HTML editor, such as FrontPage or PageMill.

**Course Fee:** \$99.00  
 1671 CWEB 1-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1672 CWEB 1-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 5 Creating Web Pages**

Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00  
 1673 CWEB 5-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1674 CWEB 5-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 6 Intermediate Web Pages**

Learn how to create professional-quality Web pages using tables, forms, audio, video, and more from a top Web author.

**Requirements:** Completion of "Creating Web Pages" (or equivalent HTML experience), Internet access, E-mail, and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00  
 1675 CWEB 6-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1676 CWEB 6-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 7 Advanced Web Pages**

Improve your web site by learning all the HTML you'll need to organize text and graphics into columns; enhance site navigation and appearance with frames; add interactive communication capabilities to your site with order forms and comment boxes; jazz up your web pages with background music and sound effects; add scrolling text and buttons that respond to mouse movement with Javascript; and turn a graphic into an imagemap.

**Requirements:** Completion of "Intermediate Web Pages" (or equivalent HTML experience), Internet access, E-mail, and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00  
 1677 CWEB 7-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1927 CWEB 7-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 10 JavaScript Programming for the Web**

Learn how to spiff up your pages with cool effects like mouseOvers, popUps and alerts and hot links, scrolling messages, navigation enhancements, basic forms and more with JavaScript!

**Requirements:** Creating Web Pages course or equivalent HTML experience. Javascript programs run in a web browser and are executed from within HTML files, so you must have a working knowledge of HTML and the various HTML tags in order to take this course. You must also have Internet access, E-mail, and Netscape (version 4 or greater) or Internet Explorer (version 4 or greater)

**Course Fee:** \$69.00  
 1678 CWEB 10-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1679 CWEB 10-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 11 Creating Web Graphics**

Learn how to create stunning titles, logos, icons, buttons, backgrounds, animated images, drop shadows, 3-D effects, and more. Learn several exciting strategies to keep your image sizes as small as possible and how to work with interlacing, transparent backgrounds, and color palettes.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, Windows, Paint Shop Pro version 7 or 8 (you can download a free evaluation copy of version 7 or 8 from <http://www.jasc.com>). Completion of Creating Web Pages course or equivalent HTML experience is also required.

**Course Fee:** \$69.00  
 1680 CWEB 11-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1681 CWEB 11-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 12 Java for the Absolute Beginner**

If you want to learn Java but don't have any prior programming knowledge, you'll enjoy this course. A Java programmer with more than nine years of real world corporate programming experience teaches you almost every important Java topic at a leisurely pace, using clear and easy-to-understand language. Practical exercises and examples will help you feel comfortable with the most important Java concepts, including databases and Java Server Pages.

**Requirements:** Internet access, E-mail, and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00  
 1682 CWEB 12-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1683 CWEB 12-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 13 Introduction to Java 2 Programming**

If you're ready to add animated presentations, interactive tutorials, computer-based simulations, or games to your web site, then it's time to learn Sun's hot new Web language, Java. In this hands-on course, you'll learn the programming fundamentals required to help you create and integrate Java applets to your web site.

**Requirements:** Internet access; E-mail; Netscape or Internet Explorer Web browser; Microsoft Windows (95, 98, Me, 2000, or XP only), Linux, or UNIX; Java Development Kit from Sun; and completion of Creating Web Pages class or equivalent HTML experience.

**Course Fee:** \$69.00  
 1684 CWEB 13-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1685 CWEB 13-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 14 Intermediate Java 2 Programming**

Learn how to write programs in Java while also gaining a better understanding of the concept of object oriented programming. Explore the Java environment and its tools. Gain an understanding of objects, data types, and data structures. Learn how to manipulate data, work with Java methods, and manage access and logic flow. Use Swing components to develop a graphical user interface and receive user input.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, a text editor (necessary for writing programs) and Java 2.

**Course Fee:** \$69.00  
 1686 CWEB 14-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 1687 CWEB 14-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO



**CWEB 15 CGI Programming for the Web**

Learn how to make your web site fun, interactive, and informative with CGI! In this six week course, you'll learn how to use CGI and the Perl programming language to work with cookies and forms, and you'll get to build your own searchable database, bulletin board, and e-mail autoresponder.

**Requirements:** Completion of Creating Web Pages course or equivalent experience with HTML. Internet access, E-mail, Netscape or Internet Explorer Web browser. You will also be asked to set up a free web hosting account with Hypermart (<http://www.hypermart.net>), Prohosting (<http://free.prohosting.com>), Virtual Ave (<http://www.virtualave.net>), or any other hosting service that provides full Perl CGI support so that you can get experience uploading and testing your programs on the web.

**Course Fee:** \$69.00

1688 CWEB 15-801 0.0	ARR	URPC INET	06/16	08/13	STAFF
1689 CWEB 15-802 0.0	ARR	URPC INET	07/21	09/17	STAFF

**CWEB 31 Dreamweaver 4.0**

Learn how to successfully harness the broad range of capabilities Macromedia Dreamweaver brings to Web Design and development.

**Requirements:** Macromedia Dreamweaver Version 4, Internet access, E-mail, and Netscape or Internet Explorer Web browser

**Course Fee:** \$75.00

1700 CWEB 31-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
1701 CWEB 31-802 0.0	ARR	URPC INET	07/21	09/17	NIETO

**CWEB 32 Dreamweaver MX**

Master the best and most widely used Web design tool available. You'll learn the basics of document creation, and how to insert and format different types of page content (text, images, hyperlinks, tables, and different media formats). Most importantly, you'll explore page design with an emphasis on avoiding common layout errors. If you have never designed a Web page before, don't be afraid. A thorough understanding of page design is not required to use Dreamweaver effectively. In fact, using Dreamweaver is an excellent way to learn page design. You'll be surprised by the power of this fun and easy application.

**Requirements:** Macromedia Dreamweaver Version MX, Internet access, e-mail, and Netscape or Internet Explorer Web browser, and a solid understanding of their personal computer, its file system, and how to create folders and files.

**Course Fee:** \$75.00

2054 CWEB 32-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
2055 CWEB 32-802 0.0	ARR	URPC INET	07/21	09/17	NIETO

**CWEB 35 Flash 5 for the Absolute Beginner**

Learn how to create fabulous Flash animations, presentations and Web sites, even if you have no previous knowledge or experience with imaging or animation applications.

**Requirements:** Macromedia Flash 5, Macromedia Flash Player, Internet access, E-mail, and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00

1702 CWEB 35-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
1928 CWEB 35-802 0.0	ARR	URPC INET	07/21	09/17	NIETO

**CWEB 36 Flash MX for the Absolute Beginner**

Learn how to create fabulous Flash animations, presentations and Web sites, even if you have no previous knowledge or experience with imaging or animation applications.

**Requirements:** Macromedia Flash MX, Macromedia Flash Player, Internet access, E-mail, and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00

1703 CWEB 36-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
1704 CWEB 36-802 0.0	ARR	URPC INET	07/21	09/17	NIETO

**CWEB 37 Introduction to Flash MX**

Learn how to develop rich and interactive Web media from a pair of top Flash developers.

**Requirements:** Completion of Creating Web Pages (or equivalent experience). Macromedia Flash MX, Macromedia Flash Player, Internet access, E-mail, and Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00

1705 CWEB 37-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
1706 CWEB 37-802 0.0	ARR	URPC INET	07/21	09/17	NIETO

**CWEB 40 Basic A+ Certification Prep**

The Basic A+ Certification Prep course teaches you about the hardware common to virtually every personal computer - including micro-processors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives, and hard drives. You'll learn how things work, how to configure everything, and how to troubleshoot in real world environments.

**Requirements:** A solid conceptual and practical knowledge of Windows 95 or 98 and preferably some experience with DOS and Windows 3.x, Internet access, E-mail, Netscape or Internet Explorer Web browser and a PC that you can experiment on.

**Course Fee:** \$99.00

1707 CWEB 40-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
1708 CWEB 40-802 0.0	ARR	URPC INET	07/21	09/17	STAFF

**CWEB 41 Intermediate A+ Certification Prep**

The Intermediate A+ Certification Prep course teaches you how to work with the command line in Windows; how to install and configure both Windows 9x and Windows 2000, and install hardware in both operating systems; and you even learn how to work with DOS memory management within Windows.

**Requirements:** Successful completion of the Basic A+ Certification Prep course, Internet access, E-mail, Netscape or Internet Explorer Web browser and a Windows 9x PC that you can experiment on.

**Course Fee:** \$99.00

1709 CWEB 41-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
1710 CWEB 41-802 0.0	ARR	URPC INET	07/21	09/17	NIETO

**CWEB 42 Advanced A+ Certification Prep**

The Advanced A+ Certification Prep course takes you through an extensive set of technologies, including SCSI, video, modems, printers, multimedia, portable PCs, and networking. You'll study the hardware and learn the software necessary to install, configure, and troubleshoot that hardware.

**Requirements:** Internet access, E-mail, and the Netscape Navigator or Microsoft Internet Explorer web browser. Successful completion of the Basic A+ Certification Prep and Intermediate A+ Certification Prep courses. A Windows 9x PC that you can experiment on

**Course Fee:** \$99.00

1711 CWEB 42-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
1712 CWEB 42-802 0.0	ARR	URPC INET	07/21	09/17	NIETO

**CWEB 45 Introduction to Visual Basic 6.0**

Visual Basic is the most popular development tool in the world and is probably the easiest to learn. In twelve lessons, you'll learn how to maneuver through the Visual Basic environment and how to use the VB language. You'll also learn the basics of window design and how to add various controls to your user interfaces. You'll also learn about databases and Structured Query Language (SQL) and how to use these powerful tools in your own applications.

**Requirements:** Visual Basic 6.0 Professional or Enterprise Edition, Microsoft Access 97 or Microsoft Access 2000 for database lessons, Internet access, E-mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$75.00

1713 CWEB 45-801 0.0	ARR	URPC INET	06/16	08/13	NIETO
1714 CWEB 45-802 0.0	ARR	URPC INET	07/21	09/17	NIETO



Continuing Education is located in Building 4 ♦ Course Information - (847) 543-2022

New Student Registration - (847) 543-2061

Continuing Student Touch-tone Registration - (847) 223-1111



**CWEB 46 Visual Basic .NET, Introduction**  
 Visual Basic .NET is the most widely used programming language and development tool for creating Windows applications. The Visual Basic .NET programming language is very easy to learn, and the Visual Basic .NET development environment enables you to rapidly build Windows applications with little more than a few clicks of your mouse. By the end of this course, you will be writing your own sophisticated Windows applications. You'll also understand event-driven and object-oriented programming concepts that will help you master both Visual Basic .NET and other programming languages.

**Requirements:** Visual Basic .NET (Standard or Professional Edition), Internet access, e-mail, and Netscape or Internet Explorer Web browser.  
**Course Fee:** \$79.00

2056 CWEB 46-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 2057 CWEB 46-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CWEB 60 Learn to Buy and Sell on eBay**  
 Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

**Requirements:** Internet access, e-mail, and Netscape or Internet Explorer Web browser.  
**Course Fee:** \$79.00

2058 CWEB 60-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 2059 CWEB 60-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

## FINANCIAL MANAGEMENT

**CFIN 7 Investing for Beginners**  
 Confused by all the information you receive about investing? Not sure where to start? This course is designed for you! It offers a basic understanding of the principles needed to start investing. Topics include stocks, bonds, mutual funds, utilizing tax laws, protecting assets, evaluating risks and getting started. Armed with this guide to financial planning, you can take the first steps to a solid investment plan. A \$20.00 materials fee is due to the instructor at the first class.  
**Course Fee:** \$39.00

1427 CFIN 7-301 0.0 0700P-0930 W 132 HST 06/16 06/23 SANNES

**CFIN 31 How to Build Wealth By Eliminating Debt**  
 Build wealth and achieve financial freedom by eliminating debt. Learn to pay off credit cards, car loan and other installment debts in one to three years. Once these bills are eliminated, find out how to repay your mortgage in three or four years, using your current income. No second job. No living like a hermit. Discover the simple linear math that maps out your critical monetary path; it will assist to get rid of debt and operate 100 percent on cash. Learn to handle emergency money needs, pay cash for your next car and enjoy the benefits of building wealth for you, your family and your retirement. Bring your list of debts and a calculator, and we will develop a debt elimination plan tailored to your lifestyle. A \$39 fee is payable to instructor which covers the cost of the workbook and an "at cost" textbook that normally retails for \$59.  
**Course Fee:** \$35.00

1428 CFIN 31-001 0.0 0900A-1200 S TBA GLC 06/19 06/19 RIDGE

**CFIN 32 Managing Investments in a Distressed Economy**  
 Serious investors will learn a disciplined stock market approach to their investments in this distressed economy and other types of market environments. You will study an investment approach developed by successful investor, Charles Dow. He designed a unique method recording movements in prices that will enable you to recognize stock patterns. Learn to apply Dow's methods to make confident, informed investment decisions. Discover indicators to help analyze risk levels of the market. Learn how to pinpoint hot industry sectors and avoid high-risk sectors. Find out about option strategies and portfolio management.  
**Course Fee:** \$45.00

1529 CFIN 32-301 0.0 0700P-0930 S E125 ADST 06/12 06/12 LOPRESTI

## HOME DESIGN & REPAIR

**CHOM 1 Interior Design Basics**  
 Learn how to create a warm, inviting environment. Find out how to set up a decorating plan. See how different furniture styles, colors and fabrics can be blended to develop a style that is uniquely yours. Find out how blinds, soft window treatments and furniture placement change the look and feel of a room. Learn the art of selecting just the right room accessories to enhance your décor.  
**Course Fee:** \$55.00

2028 CHOM 1-001 0.0 0900A-0300 S E125 GLC 06/12 06/12 COLLADO

**CHOM 10 How To Buy Foreclosure Properties**  
 Foreclosures are escalating and buying homes in foreclosure can be a lucrative business. With the right knowledge and commitment, you can take advantage of these opportunities. This seminar will show you how to purchase foreclosure property as a residence or as an investment. It covers the foreclosure process and the laws affecting that process. Learn how to locate these properties and buy them directly from the homeowners or from a foreclosure auction. Discover the legal pitfalls in purchasing them. A \$5.00 materials fee is payable to instructor.  
**Course Fee:** \$65.00

1438 CHOM 10-001 0.0 0930A-1230 S TBA GLC 06/12 06/12 DAHL



## LANGUAGE ONLINE

**Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)**

**CLNG 7 Speed Spanish, On-line**  
 This powerful course teaches six easy recipes you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you'll be able to engage in conversational Spanish in no time. ¡Qué Bueno!

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser  
**Course Fee:** \$85.00

1633 CLNG 7-801 0.0 ARR ARR URPC INET 06/16 07/23 STAFF  
 1634 CLNG 7-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

## MIND AND BODY

### CBOD 1 Hatha Yoga

Designed for beginners, this course is a gentle and systematic introduction to basic yoga postures, relaxation and breathing exercises and is recommended for men and women of all ages. Instructor, Joni Wahrer, is board certified through the Himalayan Institute. Wear comfortable, loose clothing. Bring a soft pad, mat or blanket.

**Course Fee:** \$99.00

1940 CBOD 1-001 0.0 0700P-0830 R E124 GLC 06/10 07/29 WAHRER

### CBOD 2 Tai Chi Chuan

An introduction to Tai Chi, an ancient Chinese system of movement, meditation and Qigong, meaning "breathing exercises." Through a series of slow movements, students develop balance, form and mental calmness. Slow stretching and gentle exercises will bring increased strength, flexibility, and a deep sense of serenity. Practicing Tai Chi and Qigong helps relieve stress and promotes a sense of physical and mental well being.

**Course Fee:** \$55.00

1420 CBOD 2-301 0.0 0700P-0900 T 143 HST 06/08 07/27 SCHWARTZ

### CBOD 20 Hatha Yoga II

Designed for students with basic Yoga knowledge or good body awareness, this class offers a deeper exploration of Hatha Yoga through practice of asana (posture) variations and pranayama advancement. Relax and obtain the benefits of this exercise. Gain a richer awareness of mind, body and breath.

**Course Fee:** \$99.00

1733 CBOD 20-001 0.0 0700P-0830 T 706 GLC 06/08 07/27 WAHRER

### CBOD 27 Meditation and Relaxation Through Yoga

Discover mindfulness and relaxed concentration through yoga. This class guides you through methods to experience inner peace and focused awareness. Learn techniques to improve your physical, mental and spiritual well being.

**Course Fee:** \$29.00

1941 CBOD 27-001 0.0 1000A-1145 S E124 GLC 06/19 06/19 WAHRER

### CBOD 47 Feng Shui Decorating: the Art of Placement

Discover how to decorate your home to maximize harmony and balance. Learn to use color, scent, lighting, texture, furniture arrangement, and symbolic accessories. Tap into the elements of nature to create serenity and peaceful surroundings. Learn to direct the flow of energy to energize and stimulate creativity. Take advantage of proper placement of items you own to enhance your life in areas such as: career, abundance, relationships, personal growth and knowledge/wisdom. Find out how your senses affect how you feel in your home and at work. Create an environment to nurture you and your family by decorating in new ways.

**Course Fee:** \$65.00

2033 CBOD 47-001 0.0 1000A-0400 S TBA GLC 06/26 06/26 KASMIRA

## MUSIC

### CMSC 10 Private Instruction in Guitar - One Hour

If college credit for this course is desired, enroll in MUS 187-001. The student receives a one hour lesson per week.

**Course Fee:** \$299.00

1441 CMSC 10-001 0.0 ARR ARR TBA GLC 06/07 08/01 LOFGREN

### CMSC 12 Private Instruction in Electric Bass - One Hour

If college credit for this course is desired, enroll in MUS 188 -001. The student receives a one hour lesson per week.

**Course Fee:** \$299.00

1516 CMSC 12-001 0.0 ARR ARR TBA GLC 06/07 08/01 RAY

### CMSC 14 Private Instruction in Percussion - One Hour

If college credit for this course is desired, enroll in MUS 186 -001. The student receives a one hour lesson per week.

**Course Fee:** \$299.00

1961 CMSC 14-001 0.0 ARR ARR TBA GLC 06/07 08/01 VARHULA

### CMSC 16 Private Instruction in Piano - One Hour

The student receives a one hour lesson per week.

**Course Fee:** \$299.00

1517 CMSC 16-001 0.0 ARR ARR TBA GLC 06/07 08/01 PURNELL

### CMSC 18 Private Instruction in Jazz Piano - One Hour

If college credit for this course is desired, enroll in MUS 144 -001. The student receives a one hour lesson per week.

**Course Fee:** \$299.00

2070 CMSC 18-001 0.0 ARR ARR TBA GLC 06/07 08/01 FLIPPO

### CMSC 22 Private Instruction in Clarinet - One Hour

If college credit for this course is desired, enroll in MUS 166-001. The student receives a one hour lesson per week.

**Course Fee:** \$299.00

1769 CMSC 22-001 0.0 ARR ARR TBA GLC 06/07 08/01 STAFF

### CMSC 24 Private Instruction in Saxophone - One Hour

If college credit for this course is desired, enroll in MUS 180-001. The student receives a one hour lesson per week.

**Course Fee:** \$299.00

1770 CMSC 24-001 0.0 ARR ARR TBA GLC 06/07 08/01 CARPENTER

### CMSC 26 Private Instruction in Trumpet - One Hour

If college credit for this course is desired, enroll in MUS 181-001. The student receives a one hour lesson per week.

**Course Fee:** \$299.00

2071 CMSC 26-001 0.0 ARR ARR TBA GLC 06/07 08/01 OLEN



Continuing Education is located in Building 4 ♦ Course Information - (847) 543-2022

New Student Registration - (847) 543-2061

Continuing Student Touch-tone Registration - (847) 223-1111



CMSC 28 Private Instruction in Flute - One Hour  
 If college credit for this course is desired, enroll in MUS 164-001.  
 The student receives a one hour lesson per week.  
**Course Fee:** \$299.00

2072 CMSC 28-001 0.0 ARR ARR TBA GLC 06/07 08/01 STAFF

CMSC 30 Private Instruction in Voice - One Hour  
 The student receives a one hour lesson per week.  
**Course Fee:** \$299.00

2073 CMSC 30-001 0.0 ARR ARR TBA GLC 06/07 08/01 LUNDHOLM



## Upcoming Music Events

### Sunday, May 2

7:00 p.m. • Mainstage Theatre • Free Admission  
**CLC WIND ENSEMBLE CONCERT**  
*"THE MUSIC AND TRADITIONS OF AMERICA"*  
 The CLC Wind Ensemble, directed by Bruce Mack, will perform an entertaining program of traditional American musical favorites.

### Thursday, May 6

7:30 p.m. • Mainstage Theatre • Free Admission  
**CLC's CONCERT BAND**  
 CLC's Concert Band, directed by Paul Hefner, will perform a varied program of classical and popular selections.

## PERSONAL DEVELOPMENT

CPER 12 Creating Work/Life Balance for Moms  
 This course is for any mother that is deciding to stay-at-home, return to work (after any length of time away), seeking alternative full-time work options (job sharing, part-time, etc.), or is at home wanting to stay current in their field for any future work opportunities. Having children raises issues that cannot be planned, whether they are professional or personal. This course helps put some structure into making decisions and will provide resources for the participants in a safe atmosphere. Through personal assessments, guest speakers, career exploration exercises, personal journals, and stress reduction techniques, the course will allow participants to discuss their current situations, review their values and interests, set goals, and create a timeline that will assist in creating balance.

**Course Fee:** \$79.00

2015 CPER 12-001 0.0 0630P-0800 T TBA GLC 06/08 07/13 BARTKOWIAK



## PHOTOGRAPHY ONLINE

**Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)**

CPTO 48 Discover Digital Photography

This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$85.00

2016 CPTO 48-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 2017 CPTO 48-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

CPTO 49 Digital Photography Output

Do you love your digital camera, but can't seem to get the photos to display or print correctly? This course will help you master the art of digital image file management. You'll learn how to edit and crop out unwanted portions of your photos, resize them, adjust their colors, add special effects, print at the highest possible quality, email digital photos to friends and family, and use them to create cards or electronic photo albums.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, a digital camera, a computer, and any type of photo editing software.

**Course Fee:** \$85.00

2018 CPTO 49-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 2019 CPTO 49-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

CPTO 50 Photoshop 6 for the Absolute Beginner

Artists, photographers, designers, and hobbyists rely on Adobe Photoshop for graphic design work. If you want to work with graphics, Photoshop is the program you will most need to learn. If you've never used a computer for graphics before, this course will teach you how to use Photoshop with simple, detailed, step-by-step instructions.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser. You must also have access to a full version of Photoshop 6.0 (Note: any other versions of Photoshop, such as Photoshop LE, cannot be used) and you should be reasonably comfortable working with your computer.

**Course Fee:** \$75.00

2020 CPTO 50-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
 2021 CPTO 50-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

## Inactive Status

*Students who have not enrolled in any course listed in the CLC class schedule for at least two years will be designated as inactive.*

*Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.*



**CPTO 51 Introduction to Photoshop 6**

Take an in-depth look at Photoshop's most practical features. Learn how to use layers, filters, actions, blends, composites, seamless patterns, fill layers, and the free transform command. Learn how best to create and save images for the Web.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and completion of Photoshop 6 for the Absolute Beginner (or equivalent experience). You must also have access to a full version of Photoshop 6.0 and should be comfortable working with your computer. (Note: any other versions of Photoshop, such as Photoshop LE, cannot be used)

**Course Fee:** \$75.00

2022 CPTO 51-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
2023 CPTO 51-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CPTO 52 Photoshop 7 for the Absolute Beginner**

Artists, photographers, designers, and hobbyists rely on Adobe Photoshop for graphic design work. If you want to work with graphics, Photoshop is the program you will most need to learn. If you've never used a computer for graphics before, this course will teach you how to use Photoshop with simple, detailed, step-by-step instructions.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser. You must have access to a full version of Photoshop 7.0 and should be comfortable working with your computer. (Note: any other versions of Photoshop, such as Photoshop LE, cannot be used)

**Course Fee:** \$75.00

2024 CPTO 52-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
2025 CPTO 52-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**CPTO 53 Introduction to Photoshop 7**

Artists, photographers, designers, and hobbyists all rely on Adobe Photoshop for graphic design work. If you want to work with graphics, Photoshop is the program you will most need to learn. This course provides an in-depth look at the most practical features of Photoshop 7.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and completion of Photoshop 7 for the Absolute Beginner (or equivalent experience). You must have access to a full version of Photoshop 7.0 (Note: any other versions of Photoshop, such as Photoshop LE, cannot be used)

**Course Fee:** \$75.00

2026 CPTO 53-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
2027 CPTO 53-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

**PROFESSIONAL DEVELOPMENT**

**PPRO 4 Building Relationships**

The relationships you create and maintain with others can enrich your life far beyond material possessions. But interpersonal human dealings are complicated and fragile and are often difficult to manage. We find ourselves dealing with people who have different personality styles and values than ours that sometimes create dissension. This workshop will guide you in how to communicate effectively with people that are important to you, how to diagnose relationship breakdowns, and how to repair them so that you can once again have open and trusting interaction.

**Course Fee:** \$79.00

**0.4 CEUs**

2010 PPRO 4-001 0.0 0900A-0100 S E124 GLC 07/24 07/24 SCOTT

**PPRO 5 Assertive Skills**

We all have conversations that we dread and find unpleasant, that we avoid or face up to like bad medicine. Confronting disrespectful or hurtful behavior, apologizing, giving a performance review, asking for a raise. At work or at home, difficult conversations are attempted or avoided every day. The objective of this seminar is to be able to communicate with total honesty while treating people with decency and integrity. It will increase your odds of being more successful in interacting with others and reduce your risk of getting hurt and hurting others.

**Course Fee:** \$79.00

**0.8 CEUs**

1999 PPRO 5-001 0.0 0900A-0100 S TBA GLC 06/12 06/19 SCOTT

**PPRO 7 Communicating Effectively**

The ability to communicate in an effective manner is essential to every aspect of daily life. Effective communications improves personal and business relationships, and enhances the ability to achieve goals and aspirations. This Program provides Participants with practical tips on effective communicating, enabling them to improve their own communications style. In "hands on" scenarios, participants use the communications skills learned in the Program.

**Course Fee:** \$79.00

**0.4 CEUs**

1949 PPRO 7-001 0.0 0900A-0100 S TBA GLC 07/10 07/10 GLOVER

**PPRO 11 Time Management**

There never seems to be enough time to do all the things that need to be done. In this workshop, you will learn fifteen fundamental tips that you can use to increase your effectiveness, become more efficient and be a better manager of the time that you have.

**Course Fee:** \$79.00

**0.4 CEUs**

2011 PPRO 11-001 0.0 0830A-1230 S E124 GLC 07/31 07/31 PRATT

**PPRO 32 The Art of Negotiating in the 21st Century**

Negotiations permeate every day of our work lives. We negotiate daily with customers, vendors, unions, co-workers, superiors, and subordinates. Therefore, it is critical that we possess effective negotiating skills to help us reach mutually acceptable agreements with others in our business environment. This Program provides participants with practical negotiating tips, tricks, and traps, enabling them to improve their own negotiating style. The Program includes simulated negotiations in which participants use the negotiating techniques presented in the Program in a "hands on" setting.

**Course Fee:** \$79.00

**0.4 CEUs**

1948 PPRO 32-001 0.0 0900A-0100 S E125 GLC 07/17 07/17 GLOVER

**PPRO 33 Personality/Influence**

Influencing others is at the heart of working with people, whether you are parenting, managing, solving problems, or building relationships. Influencing demands that you know how to put your thoughts together so they are easily understood, as well as being able to lead people in the direction that you want them to go. Being able to this does not come naturally, it takes a series of skills that need to be practiced. This workshop presents a framework that will show you step-by-step what it takes to influence people more effectively as well as helping others to openly share their ideas with you.

**Course Fee:** \$79.00

**0.4 CEUs**

2006 PPRO 33-001 0.0 0900A-0100 F E125 GLC 06/25 06/25 SCOTT

*Register EARLY because classes fill up quickly!*



## PROFESSIONAL DEVELOPMENT ONLINE

**Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)**

**CPRO 17 Project Management Principles 1, Online**  
Manage projects more effectively and efficiently by learning the essentials of project management. Students begin by defining what characteristics make a project. Differences between general management and project management will be discussed, as well as project phases and the human element. The concept of deliverables to stakeholders is given attention.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$99.00 **2.4 CEUs**

1771 CPRO 17-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1772 CPRO 17-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**CPRO 18 Project Management Principles 2, Online**  
Planning and control are key ingredients in successfully managing a project and will be two of the main topics discussed. Also, the role of the project manager is thoroughly explored as related to the management of project plan execution.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$99.00 **2.4 CEUs**

1773 CPRO 18-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1774 CPRO 18-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**CPRO 19 Project Management Principles 3, Online**  
This course will focus on techniques and tools of the trade. These include the work breakdown structure (WBS), earned value, PERT/CPM/Gantt Charts, Precedence Diagram Scheduling, Scope Control, Cost Control, Change Control and Resource Planning. A review of project management software is also included.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$99.00 **2.4 CEUs**

1775 CPRO 19-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1924 CPRO 19-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**CPRO 20 Project Management Principles 4, Online**  
Many experts feel the human resources of a project are the most important. Selecting the right team members, building the team, gaining commitment, organizational structures, and power and politics in project management are discussed.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$99.00 **2.4 CEUs**

1776 CPRO 20-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1925 CPRO 20-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**CPRO 21 Project Management Principles 5, Online**  
During this course a sample project will be planned. The instructor will supply information and background for the project. Also, a sample test covering the project management field of knowledge will be given.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$99.00 **2.4 CEUs**

1778 CPRO 21-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
1926 CPRO 21-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**PPRO 20 High Powered Communication**  
This course focuses on five critical factors of highly effective communication used by all skilled communicators. Understand the fascinating ways these factors influence your interactions with others and explore your own natural communication preferences. You'll also discover how to reach your peak communication potential by learning to skillfully project power and precision, manage interpersonal conflict, and minimize stress.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$99.00 **2.4 CEUs**

2000 PPRO 20-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
2001 PPRO 20-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**PPRO 21 Introduction to Nonprofit Management**  
Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You'll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$99.00 **2.4 CEUs**

2002 PPRO 21-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
2003 PPRO 21-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

**PPRO 22 Administrative Assistant Fundamentals**  
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$99.00 **2.4 CEUs**

2004 PPRO 22-801 0.0 ARR	ARR	URPC INET	06/16	08/13	NIETO
2005 PPRO 22-802 0.0 ARR	ARR	URPC INET	07/21	09/17	NIETO

## REAL ESTATE



### Real Estate Information

The College of Lake County is certified by the Real Estate Division, Office of Banks and Real Estate under the Illinois Real Estate Brokers and Sales License Action of 2000.

A student must meet all requirements under the Act to be able to file to take the Salesperson's or the Broker's Examination given by the State of Illinois.

#### Salesperson Requirements

VVOC 1 fulfills the required salesperson pre-licensing exam course requirement. Mandatory attendance at 45 class hours and a passing score of 75 percent or better on a final exam are required.

In addition to meeting the course requirement (VVOC 1), an applicant for the State of Illinois licensing examination must be a high school graduate and 21 years of age, **OR** 18 years of age or older and have two years of college course work with a real estate minor, or be a licensed attorney in the state of Illinois.

VVOC 1 Real Estate Transactions and Math (3-0) 3 Hours

This course fulfills the pre-exam requirements for a salesperson's license, but will also serve the vocational needs of first-time buyers or investors. Topics include, but are not limited to, real property and laws relating to ownership; evaluation of real property; federal income tax laws affecting real estate; financing of real estate; settlement; real estate practice; and pertinent state laws and topics. Basic mathematics applied to situations involving real estate related situations will be presented. A textbook is required and may be purchased at the CLC bookstore prior to class.

1491 VVOC 1-001 3.0 0800A-1230 TR E125 GLC 06/15 07/15 STAFF  
2032 VVOC 1-201 3.0 0545P-0930 MW TBA SLC 06/07 07/14 SUGRUE

CVOC 35 Real Estate Investing

A basic course in real estate for the beginner or experienced investor. This course will include: how to begin investing, financing, property selection, managing the investment and developing a system to successfully invest in real estate. The student will receive updated information with hands-on experience. Includes how to use computer resources to assist in investing in real estate.

**Course Fee:** \$75.00

1779 CVOC 35-001 0.0 0600P-0930 TR TBA GLC 07/20 07/29 SUGRUE

## RECREATION AND OUTDOORS

CREC 32 Nature Hikes: Birding

Learn to recognize, enjoy and appreciate the resident and migratory birds of northeastern Illinois. Bring binoculars. All sessions are held at colorful, interesting natural areas within one hour's drive of your home. Instructor will contact you with detailed directions on the location of the first class just before the course begins. Please call our department at 543-2022 if you are not contacted with meeting place information.

**Course Fee:** \$65.00

2061 CREC 32-001 0.0 07:00A-9:30 S TBA TBA 06/12 07/24 ACKERMAN

CREC 29 Nature Hikes: Summer by Lake and Prairie  
What could be better than hiking on a summer morning along Lake Michigan or exploring a nearby restored prairie? Imagine the fascinating plants and animals. All classes meet off campus. Binoculars are helpful. Instructor will call or send instructions just before the first class begins.

**Course Fee:** \$65.00

1443 CREC 29-001 0.0 0930A-1200 S TBA TBA 06/12 07/24 ACKERMAN

### Inactive Status

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*Inactive students who register for courses will be governed by the college catalog covering the semester in which they re-enroll.*



## SPECIAL INTEREST ONLINE

**Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)**

CINT 6 Genealogy I

If you are a newcomer to this hobby or want to make a small family tree, this online course will get you off to a good start. It will help you with the research process, ways to organize your information and the use of forms to make sense of our data. You will explore many Internet sites to search for family names. The course explains in simple terms where to look, who to contact, and how to use the genealogical research tools of the computer and Internet to further your research.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$69.00

1726 CINT 6-801 0.0 ARR ARR URPC INET 06/16 08/13 NIETO  
1933 CINT 6-802 0.0 ARR ARR URPC INET 07/21 09/17 NIETO

## SPORTS AND FITNESS

CFIT 4 Golf/Beginning

Learn the game of golf or improve your golfing skills. You will receive group and individual instructions from PGA golf professional. Grip, stance, alignment and swing techniques will be covered. Golf clubs and balls provided. Enrollment is limited.

**Course Fee:** \$85.00

1434 CFIT 4-301 0.0 0900A-0950 R TBA DPGC 06/10 07/08 MARSZALEK  
1433 CFIT 4-302 0.0 0900A-0950 S TBA DPGC 06/12 07/10 MARSZALEK  
1497 CFIT 4-303 0.0 1100A-1150 S TBA HPGL 06/12 07/10 SAUNDERS  
2014 CFIT 4-304 0.0 0600P-0630 F TBA HPGL 06/11 07/09 SAUNDERS

CFIT 3 Golf/Intermediate

Intermediate golf is intended for the person who knows something about the fundamentals and wants to improve his or her techniques. You will receive group and individual instruction from a PGA professional and his assistant. Lessons are given on natural grass. Golf clubs and balls provided. Enrollment is limited.

**Course Fee:** \$85.00

1496 CFIT 3-301 0.0 1000A-1050 R TBA DPGC 06/10 07/08 MARSZALEK  
1943 CFIT 3-302 0.0 1000A-1050 S TBA DPGC 06/12 07/10 MARSZALEK  
2075 CFIT 3-303 0.0 1100A-1150 S TBA HPGL 06/12 07/10 SAUNDERS

CFIT 7 Aikido Skills/Beginning

A course in physical education with emphasis on the establishment of a strong foundation in the martial art of Aikido. Mind and body coordination, safety principles, and the elementary level of the nine basic Aikido techniques will be taught. If college credit is desired, enroll in PED 121.

**Course Fee:** \$58.00

1429 CFIT 7-001 0.0 0700P-0850 T 0204 GLC 06/08 07/27 LACHEMEIER

CFIT 8 Aikido Skills/Intermediate

Increase your skills in the martial art of Aikido. This course is co-listed with Physical Education. If college credit for this course is desired, enroll in PED 121.

**Course Fee:** \$58.00

1430 CFIT 8-001 0.0 0700P-0850 M 0204 GLC 06/07 07/26 RADOVIC



Continuing Education is located in Building 4 ♦ Course Information - (847) 543-2022

New Student Registration - (847) 543-2061

Continuing Student Touch-tone Registration - (847) 223-1111



**CFIT 9 Aikido/Advanced**  
Build advanced skill in the martial art of Aikido. This course is co-listed with Physical Education. If college credit for this course is required, enroll in PED 121.  
**Course Fee:** \$58.00

1946 CFIT 9-001 0.0 0700P-0850 W 0204 GLC 06/09 07/28 TSENG

**CFIT 30 Aikido - Weapons**  
Learn the mind and body coordination of the martial art of aikido. And learn how to use a weapon as an extension of the body without developing a dependence on the weapon. Students should bring their own ken and jo. The aiki swords and other instructional materials will be distributed in class.  
**Course Fee:** \$58.00

1730 CFIT 30-001 0.0 0700P-0850 F 0204 GLC 06/11 07/30 TSENG

**CFIT 19 Hapkido**  
If credit is desired sign up for PED 121.  
**Course Fee:** \$58.00

1945 CFIT 19-001 0.0 0700P-0830 R 0204 GLC 06/10 07/29 SIMS

**CFIT 23 Karate Skills**  
This class is co-listed with Physical Education. If credit is desired enroll for PED 123.  
**Course Fee:** \$58.00

1731 CFIT 23-001 0.0 0700P-0850 F 0706 GLC 06/11 07/30 PHILYAW

**CFIT 20 Kickboxing**  
Kickboxing is the latest fitness craze. Join us and kick your way to fitness. If college credit is desired sign up for PED 121.  
**Course Fee:** \$29.00

1436 CFIT 20-001 0.0 0530P-0620 TR 0706 GLC 06/08 07/29 WLOCH

**CFIT 31 Punch & Crunch**  
Here's your opportunity to take part in a high-energy class that combines the fun and muscle building of kickboxing with an added focus on abdominal toning. You will learn technique and self-defense while improving your body shape. Students will use kickboxing equipment such as hand and focus pads, toning bands and jump ropes. Students are required to use either hand wraps or boxing gloves which may be purchased from the instructor the first day of class.  
**Course Fee:** \$49.00

1947 CFIT 31-001 0.0 0800A-0850 TR 0706 GLC 06/08 07/29 WLOCH

**CFIT 32 Advanced Punch & Crunch**  
Do you know the basics of kickboxing? Want to continue with new moves and more toning? This class is a combination of kickboxing, cardio and strength training and lots of ab work. You will use kicking shields, focus pads, jump ropes and sparring. Take your workout to a new level and become stronger and more confident. Improve your muscle strength and tone that midsection. Boxing gloves or hand wraps are required and can be purchased at a discount from the instructor.  
**Prerequisite:** Prior completion of Kickboxing or Punch & Crunch or consent of instructor.  
**Course Fee:** \$49.00

2029 CFIT 32-001 0.0 0630P-0800 R 0706 GLC 06/10 07/29 WLOCH

**CFIT 16 Aerobic Dance**  
Dance your way to fitness with aerobics. Your heart will be pumping to the beat in this dance class. This course is co-listed with Physical Education. If college credit for this course is desired, enroll in PED 121.  
**Course Fee:** \$29.00

1432 CFIT 16-001 0.0 0600P-0650 MW 0706 GLC 06/07 07/28 STAFF

**CFIT 17 Step Aerobics**  
Step your way to fitness. Learn basic step routines geared toward all levels of students. This course is co-listed with Physical Education. If college credit for this course is desired, enroll in PED 121.  
**Course Fee:** \$29.00

1541 CFIT 17-001 0.0 0500P-0550 MW 0706 GLC 06/07 07/28 STAFF

**CFIT 21 Body Toning-Women**  
Are you plagued with plump thighs or flabby stomach? Do you find the mirror continues to reflect unwanted bulges and sags, despite your weight loss or exercise program? This body pump course will help to "sculpt" your figure by covering all muscle groups and focusing on "flab areas." It's a great workout that uses the proper procedures to obtain maximum results. Learn how to tone, stretch and strengthen muscles. Raise your metabolism rate, increase your energy and burn fat with a little cardio exercise. Wear loose-fitting clothing and gym shoes. Participants will use exercise bands and weights. A materials fee of \$12 - \$23 for three sets of weights and an exercise band is payable to instructor the first night of class. Fee depends on the size of the weights.  
**Course Fee:** \$29.00

1944 CFIT 21-001 0.0 0700P-0750 MW 0706 GLC 06/07 07/28 PAUL

**CFIT 12 Power Volleyball/Beginning**  
Learn the basic techniques of power volleyball and improve your game. This course is co-listed with Physical Education. If college credit for this course is desired, enroll in PED 123.  
**Course Fee:** \$58.00

1435 CFIT 12-001 0.0 0600P-0750 MW GYMB GLC 06/07 07/28 McCANDLESS

**CFIT 13 Power Volleyball/Intermediate**  
Improve your power volleyball skills to the next level. This course is co-listed with Physical Education. If college credit for this course is desired, please enroll in PED 123.  
**Course Fee:** \$58.00

1431 CFIT 13-001 0.0 0800P-0950 MW GYMB GLC 06/07 07/28 McCANDLESS

**CFIT 50 Fitness Center**  
Maintain your health and well being at the CLC Fitness Center located in the Physical Education Center (building 7) which offers a variety of aerobic and strength equipment, as well as a T.V. cardio theater system to make your workout more enjoyable. Towels, lockers and shower facilities are also available. The fee is \$28 per semester. Participants can continue to enroll after the semester begins.

**Fitness Center Summer 2004 Semester Hours of Operation:**

- June 7 – August 1**  
Monday – Thursday, 8:00 a.m. – 9:00 p.m.  
Fridays, 8:00 a.m. – 4:00 p.m.  
Closed Weekends
- August 2 – 22**  
Monday – Friday, 8:00 a.m. – 4:00 p.m.  
Closed Weekends

Enrollees are entitled to use the fitness center during the break between semesters, from the end of summer semester until the beginning of fall semester. Hours are Mon - Fri 8 am to 4 pm, closed weekends.

**Course Fee:** \$29.00  
1783 CFIT 50-001 0.0 ARR ARR TBA GLC 06/07 08/01 HANSON

## TEACHER EDUCATION

### Teacher Professional Development Activities

The College of Lake County is approved by the Illinois State Board of Education as a provider of CPDUs and CEUs. To obtain a complete listing of professional development activities for teachers taking place this summer, please contact Continuing Education at (847) 543-2633.

**CTCH 3 Paraprofessional Test Preparation**  
This course is designed for teacher assistants who are interested in a formal assessment to comply with the No Child Left Behind Act of 2001, Title I. Students will review previously learned basic principles in reading, math, and writing. Because this is only a review class, a test preparation course cannot teach you new principles in mathematics, reading and writing. However, you will review the basic skills and refresh these principles. In addition, you will learn test-taking strategies geared towards standardized tests, and you will be able to make an informed decision when deciding whether to take the ParaPro Assessment or the WorkKeys assessment. The course will help you to be successful on either of the state-endorsed paraprofessional exams.

**Course Fee:** Free

2007 CTCH 3-001	0.0	0900A-0330	S	D129	GLC	06/12	06/26	OWOLABI
2060 CTCH 3-002	0.0	0500P-0800	TR	E125	GLC	06/08	06/24	HUTCHINSON



## TEACHER EDUCATION ONLINE

Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)

**PTCH 4 Solving Classroom Discipline Problems**  
Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? This course reveals those secrets that will help solve discipline problems and presents a step-by-step approach to effective, positive classroom discipline. Successful completion qualifies teachers for 24 CPDUs.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$79.00

2008 PTCH 4-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
2009 PTCH 4-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO



## TEST PREPARATION ONLINE

Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)

**CCOL 1 GRE Test Preparation - Part 1**  
(Verbal and Analytical)

This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper based and computer administrations of the test.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and the following required text, which should be purchased prior to the beginning of class: Practicing to Take the GRE General Test, (tenth edition) ISBN 0886852129.

**Course Fee:** \$79.00

1823 CCOL 1-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1824 CCOL 1-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

**CCOL 2 GRE Test Preparation - Part 2**  
(Quantitative)

This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time saving techniques for both the paper-based and computer administrations of the test.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and the following required text, which should be purchased prior to the beginning of class: Practicing to Take the GRE General Test, (tenth edition) ISBN 0886852129.

**Course Fee:** \$79.00

1825 CCOL 2-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1826 CCOL 2-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

**CCOL 3 LSAT Test Preparation - Part 1**

Taking both part 1 and part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. You will practice on actual LSAT exams from previous years and also learn proven test-taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques. You will also participate in an intensive review of analytical reasoning questions, including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and the following required text, which should be purchased prior to the beginning of class: LSAT: The Official Triple Prep, (volume 2) available at [www.lsac.org](http://www.lsac.org)

**Course Fee:** \$79.00

1827 CCOL 3-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1828 CCOL 3-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO



Continuing Education is located in Building 4 ♦ Course Information - (847) 543-2022

New Student Registration - (847) 543-2061

Continuing Student Touch-tone Registration - (847) 223-1111



**CCOL 4 LSAT Test Preparation - Part 2**  
 Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. You will practice on actual LSAT exams from previous years and also learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of prelaw students around the world. LSAT Preparation - Part 2 provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and the following required text, which should be purchased prior to the beginning of class: LSAT: The Official Triple Prep, (volume 2) available at [www.lsac.org](http://www.lsac.org)

**Course Fee:** \$79.00

1829	CCOL 4-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1916	CCOL 4-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

**CCOL 5 SAT/ACT Test Preparation - Part 1 (Verbal and Science Reasoning)**  
 This course prepares you for the Verbal and Science Reasoning sections of the SAT and ACT tests. Taking both parts 1 and 2 in this two-part SAT/ACT Preparation series prepares you for question types on each test using proven test taking techniques.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and the following required texts, both of which should be purchased prior to the beginning of class: 10 Real SATs (second edition) and Getting Into the ACT: Official Guide to the ACT Assessment

**Course Fee:** \$79.00

1830	CCOL 5-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1831	CCOL 5-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

**CCOL 6 SAT/ACT Test Preparation - Part 2 (Quantitative GMAT Preparation)**  
 In this course, we will analyze each of the quantitative test question areas on the SAT and ACT. Topics include basic and advanced math concepts (including fractions, decimals, percentages, ratios, proportions) and algebraic and geometric concepts.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and the following required texts, both of which should be purchased prior to the beginning of class: 10 Real SATs (second edition) and Getting Into the ACT: Official Guide to the ACT Assessment

**Course Fee:** \$79.00

1832	CCOL 6-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1917	CCOL 6-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

**CCOL 7 GMAT Preparation**  
 Applying to graduate business and management schools usually means taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.

**Requirements:** Internet access, E-mail, Netscape or Internet Explorer Web browser, and the following required text, which should be purchased prior to the beginning of class: The Official Guide for GMAT Review (tenth edition).

**Course Fee:** \$79.00

2030	CCOL 7-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
2031	CCOL 7-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

Also see our "Day for the Writer" and "Day for the Youth Writer" features on pages 113-114.

## VOCATIONAL TRAINING

**CVOC 5 Food Safety Refresher Course**  
 Attention Certified food service sanitation managers seeking renewal of your five-year Illinois Department of Public Health (IDPH) Food Service Sanitation Manager Certification (FSSMC). This refresher course is a condensed version of the 15-hour FSSMC certification course. Certification of completion is provided. Textbook is required, and may be purchased at CLC bookstore prior to class. This course is for renewal only. You must bring your IDPH license and a #2 pencil to this class.

**Course Fee:** \$45.00

1445	CVOC 5-001	0.0	0900A-0300	F	TBA	GLC	06/18	06/18	WENER
1998	CVOC 5-101	0.0	0900A-0300	F	TBA	LSC	07/30	07/30	WENER

**CVOC 19 Flagger Certification**  
 The Illinois Department of Transportation requires flagging on Illinois roadways be state certified. This four-hour course will reduce corporate and personal liability, prepare the novice for the first day on the job and enlighten the seasoned flagger. Class will also familiarize students with aspects of worker safety. Successful completion of this course and test will meet FHWA requirements. ATSSA will issue certificate. A \$20 materials fee is payable to the instructor at the class.

**Course Fee:** \$79.00

1444	CVOC 19-101	0.0	0600P-1000	W	N117	LSC	06/02	06/02	MATSON
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## VOCATIONAL TRAINING ONLINE

Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)

**PVOC 1 Successful Construction Management, Online**  
 Your contracting business can gain a powerful and permanent advantage over the competition by practicing expert business management. This course can help you design and construct a superior business operation that serves your customers better and keeps them coming back. Topics to be discussed include expert management techniques, contract and lien law, marketing, and independent contractor issues.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$89.00

1780	PVOC 1-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1930	PVOC 1-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

## WRITING

**CWRT 28 Writers in Progress**  
 Join other writers for a meeting on the second Thursday of each month: June 10, July 8, and August 12. It includes a half-hour of instruction on writing techniques and the remaining time on critiquing the manuscripts students bring to class. Participants can range from unpublished novices to authors with works in progress. It's a great opportunity to network, gain writing skills and creative guidance. The agenda: 6-7 pm an optional critique session by other students (without the instructor) for those wanting additional evaluation; 7-7:30 pm writing technique instruction; 7:30-9 pm critique session led by the instructor.

**Course Fee:** \$21.00

1723	CWRT 28-301	0.0	0700P-0900	R	TBA	HST	06/10	08/12	DIDIER
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## WRITING ONLINE

Sections 801 and 802 are offered on the Internet. Students must register through CLC and then go to online orientation at [www.ed2go.com/clc](http://www.ed2go.com/clc)

### CWRT 17 A to Z Grantwriting

Learn how to fund a profit or non-profit organization through this invigorating and informative online seminar. Specially created for executive directors, organizers, board members, community volunteers, municipal employees, development officers and individuals who want to learn a "bird's eye" view of the grantwriting process. In the comfort of your home, you can learn the fundamentals of grant programs. The class series covers how to research and develop mutually beneficial relationships with potential funding sources, organizing a grantwriting campaign and tracking funding sources, requests and donations, preparing complete proposal packages. Find out how to submit one hundred grant proposals a year in a 10-hour-a-week time period.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$129.00

1727 CWRT 17-801 0.0 ARR      ARR      URPC INET   06/16 08/13 NIETO  
1934 CWRT 17-802 0.0 ARR      ARR      URPC INET   07/21 09/17 NIETO

### CWRT 23 Your Screenwriting Career

Here's your opportunity to learn how to write and sell professional-quality screenplays from a Hollywood veteran with experience in radio, video, television, film and the Web. In this six-week online course, you'll be provided with easy-to-follow directions on building strong characters, writing memorable dialogue and developing powerful storylines. You'll understand why the first 10 pages of the script are the most important pages you'll write, and you'll find out why rewrites can be critical to long-term success. And you will gain valuable marketing skills needed to sell your screenplay.

**Requirements:** Internet access, E-Mail, Netscape or Internet Explorer Web browser.

**Course Fee:** \$89.00

1728 CWRT 23-801 0.0 ARR      ARR      URPC INET   06/16 08/13 NIETO  
1729 CWRT 23-802 0.0 ARR      ARR      URPC INET   07/21 09/17 NIETO

## COMMUNITY EDUCATION PS SPECIALITY TRAINING

### PSST 15 Beverage and Alcohol Sellers and Servers Educational Training

This Beverage and Alcohol Sellers and Servers Educational Training course (BASSET) is certified by the Illinois Liquor Commission and is required by the Lake County Liquor Commission and various other municipalities of establishments serving and selling alcohol to the general public. This course addresses the concerns of servers and sellers of alcohol in establishments such as restaurants, bars and retail stores. The course covers the physical and psychological effects of alcohol, how to determine servability of patrons, dram shop liability, local ordinances of alcohol consumption and driving, BAC recognition and checking of and determination of proper ID's. (This course does NOT prepare individuals to be bartenders.)

**Course Fee:** \$30.00

1937 PSST 15-001 0.0 0800A-1200 S   0305S   GLC   06/05 06/05 STAFF  
1938 PSST 15-002 0.0 0600P-1000 M   0305S   GLC   07/12 07/12 STAFF

For additional information call the Community Education Department at (847) 543-2026.

## EXPLORE!

### A Program for Junior High Students

Sixth to eighth graders can enjoy participating in a variety of one-day recreational programs designed just for them at the CLC Grayslake Campus.

**Class topics include:**

**Mad Scientist Classes**

**American Red Cross Certifications**

**Photography • Culinary Arts**

New classes are being developed every semester.

**For a brochure or additional  
information call the EXPLORE!  
hotline (847) 543-2653 or visit us online at:  
[http://clcpages.clcillinois.edu/depts/  
cont/explore.htm](http://clcpages.clcillinois.edu/depts/cont/explore.htm)**

## Quest

### Reserve the Dates Quest 2004

**Session I: June 14 - 17**

**Ethics in Politics**

**Session II: July 12 - 15**

**China: The Giant Awakes**

Quest (formerly known as ElderCollege) will return for its eighth summer with two exciting programs designed for adults over 50. Both sessions will be stimulating, informative, and fun.

*A Quest brochure will be mailed at a later date.  
For more information, call 847/543-6507.*

## Cursos Ofrecidos En Español

### CCMP 7 Computación Básica

Este curso esta diseñado para introducir al principiante a las computadoras personales. En este curso aprenderá a reconocer y usar los distintos componentes de la computadora, organizar archivos, aprenderá a usar el sistema operativo de Windows, aprenderá a un nivel básico Word (tratamiento de texto) y Excel (hoja de datos); También aprenderá a usar el Internet y e-mail (correo electrónico).

**Costo:** \$119.00

1995 CCMP 7-101	0.0	0600P-0900	T	TBA	LSC	06/08	07/13	LOYOLA
1996 CCMP 7-301	0.0	0600P-0900	R	TBA	HST	06/24	07/29	LOYOLA

### CMSP 52 Introducción a Word

Aprenda a crear y modificar documentos en Word, el programa procesador de texto más poderoso y popular. Ahorre tiempo creando cartas y documentos, personalizando el uso de la barra de herramientas y las opciones del programa.

**Requisitos:** Acceso a Internet, Correo electrónico o email, Netscape o Internet Explorer Web browser, Microsoft Word 6.0, 95, 97 o 2000, Microsoft Office 95, 97 o 2000 o Microsoft Office 98 o 2001 para los usuarios de Macintosh.

**Costo:** \$79.00

1665 CMSP 52-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1920 CMSP 52-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO



## CURSOS ONLINE

**Antes de comenzar el curso, estudiantes son requeridos completar la orientacion al sitio [www.ed2go.com/clc](http://www.ed2go.com/clc)**

### CWEB 80 Introducción a Internet

Entre al espacio y al mundo de la información, a través de Internet y sus capacidades. Aprenda todo lo que hay detrás del World Wide Web, Correo electrónico (e-mail), Newsgroups, FTP, Charlas, Netmeeting, Telefonía, Telnet y mucho más.

**Requisitos:** Acceso a Internet, Correo Electrónico o E-mail, Web browser tales como Netscape Navigator o el Explorador de Internet.

**Costo:** \$79.00

1718 CWEB 80-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1719 CWEB 80-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

### CWEB 81 Creación de Páginas Web

Aprenda a diseñar, crear y publicar su propio sitio web en Internet. Descubra técnicas de publicidad de bajo costo y estrategias para motores de búsqueda que funcionarán para sus propósitos.

**Requisitos:** Acceso a Internet, Correo Electrónico, Navegador Netscape o Explorador de Internet y haber completado el curso Introducción a Internet (o experiencia equivalente).

**Costo:** \$79.00

1720 CWEB 81-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1929 CWEB 81-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

### CMSP 53 Introducción a Excel

Descubra los secretos para preparar hojas de cálculo en forma rápida y eficaz. Aprenda a escribir fórmulas poderosas, usar funciones estadísticas y financieras, ordenar y analizar datos. Cree gráficos personalizados, libros de trabajo tridimensionales y la creación de macros, así como la creación de su barra de herramientas adecuada a sus necesidades específicas.

**Requisitos:** Acceso a Internet, Correo Electrónico o E-mail, Netscape o Internet Explorer Web browser, Microsoft Excel 5.0, 95, 97 o 2000, Microsoft Office 95, 97 o 2000 o Microsoft Office 98 o 2001 para usuarios de Macintosh.

**Costo:** \$79.00

1666 CMSP 53-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1921 CMSP 53-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

### CMSP 54 Introducción a Microsoft Powerpoint

Aprenda a crear presentaciones efectivas, utilizando todos los recursos de multimedia, mapas, contornos, gráficos y efectos especiales disponibles en este programa.

**Requisitos:** Acceso a Internet, correo electrónico o email, Netscape o Internet Explorer Web browser, Microsoft PowerPoint 97 o 2000, Microsoft Office 97 o 2000 o Microsoft Office 98 o 2001 para los usuarios de Macintosh.

**Costo:** \$79.00

1667 CMSP 54-801	0.0	ARR	ARR	URPC INET	06/16	08/13	NIETO
1922 CMSP 54-802	0.0	ARR	ARR	URPC INET	07/21	09/17	NIETO

### Reembolsos y Cancelaciones de Matricula

Si acaso no puede asistir clases y desea cancelar su matricula sin obligación financiera, tiene que cancelar su matricula dentro del plazo otorgado. El plazo se determina de acuerdo a la duración del curso. El numero de días de plazo incluye fines de semana, días festivos y comienza con el primer día que comienza el curso. Para ver cuantos días de plazo tiene para cancelar su matricula vea la pagina 122.

***Si su cancelación es después de los días de plazo indicados, no recibirá reembolso y tendrá que pagar los costos del curso.***

# A DAY FOR THE YOUTH WRITER - JUNE 26, 2004

## CFSP 7 Day for the Youth Writer

Enjoy a "day for the writer," a fun-filled program for youngsters who have completed the 6th, 7th, and 8th grade. You will learn how to write your stories and get them published. Choose from five concurrent workshops in the morning and five in the afternoon. The \$69 fee also includes a box lunch. And check out the writing contest description below.

**For additional information, call (847) 543-2753.**

**Course Fee:** \$69.00

*For information  
and registration,  
call (847) 543-2759.*

### AGENDA:

- ◆ 10:05 a.m. — Present Youth Writing Contest Awards
- ◆ 10:30 a.m. — Morning Workshops
- ◆ 12:30 p.m. — Lunch
- ◆ 1:30 p.m. — Afternoon Workshops
- ◆ 3:30 p.m. — Program Conclusion

### MORNING WORKSHOPS:

- ◆ **Get Your Work in Print**
- ◆ **Focus On Fantasy**
- ◆ **Suspense!**
- ◆ **It's Show, Not tell**
- ◆ **The Plot Thickens**

### AFTERNOON WORKSHOPS:

- ◆ **Get Your Work in Print**
- ◆ **Focus On Fantasy**
- ◆ **Suspense!**
- ◆ **It's Show, Not tell**
- ◆ **The Plot Thickens**

## Topic Descriptions

### *Get Your Work in Print*

Imagine the thrill of getting your work published! Journalism is interesting and profitable. Learn the basics of writing magazine stories that can be about your friends, school, celebrities or other subjects that interest you. And learn how to design your own magazine! Freelance writer Shari Ziemann has written hundreds of stories and will share her journalistic expertise and experiences with you. Includes some enjoyable writing exercises.

### *Focus On Fantasy*

Tap into your creativity. Learn how to fashion an imaginary world that will seem real to readers. Futuristic: hurtle through dimensions of time-travel. Yesteryear: conjure up knights, dragons and unicorns. Present: disappear into the Bermuda Triangle. Writing instructor Diane Williams will show how to channel your imagination to invent colorful settings populated by awesome characters.

### *Suspense!*

Find out how to keep your readers on the edge of their chairs!! Learn how to pull them into the story and keep them spellbound. The trick is to keep them in suspense. Learn to build tension and conflict. Discover such nail-biting techniques as the ticking clock, the unknown, raising the stakes, and more. These techniques will help you write attention-grabbing suspense that you can apply to any genre: adventure, mystery, science fiction, etc.

### *It's Show, Not tell*

When you tell a story, it draws a motionless picture of the events. Not cool. When you "show" a story, it crafts an action movie that captivates the reader and unfolds the plot. It creates vivid images and makes readers want to turn the pages to find out what happened. Learn how to show your tale through dialogue that reveals a character's personality and the workings of his mind works. And show your story through action scenes that further the plot.

### *The Plot Thickens*

What are the seven key questions you should answer about your story? To craft a great plot, you must include problems, struggle and conflict. This builds the tension and suspense that develops into a gripping story. Learn how to make readers identify with your characters and root for them when they are in trouble. And find out the difference between scenes and settings. It all combines for a fantastic story.

## Youth Writing Contest

Contest limited to students enrolled in the Day for the Youth Writer program. The story theme is "The fog crept in," and should be no more than 1,500 words. The manuscript must be typed, double-spaced. Submit manuscript with a cover sheet showing your name, address, phone number and email (if you have it.) Type your phone number on each manuscript page as your identification number. Entrants must be currently attending or have just completed 6th, 7th, or 8th grade. Entry fee is \$10. Make the check out to College of

Lake County. Entry deadline is June 2. Mail your submission to Continuing Education, College of Lake County, 19351 W. Washington St., Grayslake, IL 60030, ATTN: Youth Contest or fax to 847 223 -7580. Prizes are \$75, \$50 and \$35 for first, second, and third place. Winners will be announced at 10 am at the Day for the Writer program.

1785 CFSP 8-001 0.0 ARR

ARR TBA GLC 06/07 06/07 DIPRIMA

# A DAY FOR THE ADULT WRITER - JUNE 26, 2004

## CWRT 33 A Day for the Writer

Enjoy a "day for the writer," an information-packed program for beginning and established writers. Learn how to write your story, revise your work and get it published. Choose from four concurrent workshops in the morning and four in the afternoon. The \$79 fee also includes a keynote address and a box lunch. And check out the writing contest description below.

**For more information, call (847) 543-2726.**

**Course Fee:** \$79.00

1782 CWRT 33-001 0.0 0900A-0330 S B156 GLC 06/26 06/26 DIPRIMA

### Agenda:

- ◆ 9 a.m. — Keynote Address
- ◆ 9:50 a.m.— Present Adult Writing Contest Awards
- ◆ 10:05 a.m. — Present Youth Writing Contest Awards
- ◆ 10:30 a.m. — Morning Workshops
- ◆ 12:30 p.m. — Lunch
- ◆ 1:30 p.m. — Afternoon Workshops
- ◆ 3:30 p.m. — Program ends

### Morning Workshops

- ◆ Keynote Address
- ◆ The Wonderful World of Children's Stories
- ◆ What Makes Good Writing Good?
- ◆ Writing the Novel: Part I
- ◆ Create Characters: Heroes Who Stand Tall  
& Villains Who Cast Shadows

### Afternoon Workshops

- ◆ Crafting the Short Story
- ◆ Writing the Novel: Part II
- ◆ Creating & Publishing Stories for Children
- ◆ Dialogue: Realistic Character Conversation

## CWRT 34 Writing Contest

Contest limited to students enrolled in the Day for the Writer program. The story theme is "It was left on the back porch," and should be no more than 1,500 words. The manuscript must be typed, double-spaced. Submit manuscript with a cover sheet showing your name, address, phone number and email (if you have it.) Type your phone number on each manuscript page as your identification number. Entry fee is \$10. Make the check out to College of Lake County. Entry deadline is June 2. Mail your submission to Continuing Education, College of Lake County, 19351 W. Washington St., Grayslake, IL 60030, ATTN: Adult Contest or fax to 847 223 -7580. Prizes are \$75, \$50 and \$35 for first, second and third place. Winners will be announced at 9:45 am at the Day for the Writer program

**Course Fee:** \$10.00

1784 CWRT 34-001 0.0 ARR ARR TBA GLC 06/07 06/07 DIPRIMA

## Topic Descriptions

### Keynote Address: Free Your Creativity

Author and freelance writer Smoky Trudeau will show you how to write a good story even on bad days. Find out how to overcome writer's block. Learn to tap your imagination and experiences to compose a winning manuscript.

### The Wonderful World of Children's Stories

Designed to help the aspiring writer create and publish manuscripts, this workshop covers the elements to write appealing children's stories. Author and presenter, Mary Dunn, offers an overview of award-winning models of children's literature in fiction and non-fiction. Learn the secret of generating stories that are age-appropriate for the target group. Find out how to develop a plot and create captivating characters.

### What makes Good Writing Good?

With years of experience as an author and creative writing instructor, Smoky Trudeau has the inside track on successful writing. She offers tips on improving your writing and getting published. Learn how to gain an editor's attention. With several published books to her credit and under contract to write a trilogy, Smoky will share practical advice on how to get started and what to do when you are stuck. This fun-filled workshop is packed with useful information, imaginative exercises and lots of inspiration.

### Writing the Novel: Part I

Want to write the great American novel but unsure where to begin? Have you started a book only to bog down and not finish? Author Kathy Lokken offers an overview of the basic elements that go into a novel to make it a focused page-turner. It covers outline, plot, characters, and organizing your work. Learn the techniques of a successful writer and gain the skills you'll need to develop a well-rounded manuscript. Discover the key questions you should answer about your story.

### Create Characters: Heroes Who Stand Tall & Villains Who Cast Shadows

Bring people alive on the page with compelling characters created from your experience and imagination. In this fun workshop, Lisa Hendricks helps you discover how to move inside each character's head, look through their eyes and think their thoughts. Learn techniques to build a character's profile, reveal the inner and/or outer conflicts, and disclose motivation, weaknesses and strengths.

### Crafting the Short Story

Learn how to sharpen the creative skills you'll need to craft a fascinating short story. Author and presenter, Smoky Trudeau, will offer ways to develop your unique writing voice. Hands-on writing exercises, discussion and shared experiences will help you understand the crucial elements of this genre. Walk out of this workshop with renewed energy and short stories brewing in your brain.

### Writing the Novel: Part II

What is the difference between scenes and settings? And how do you determine point of view? Learn this and more from popular writer and presenter, Kathy Lokken. She offers a wealth of information on creating appealing characters and balancing their weaknesses against the problems they face. This is the secret to building tension and drama.

### Creating & Publishing Stories for Children

Mary Dunn, professional instructor and writer, will offer writing prompts to stimulate creativity and elicit ideas for future development of stories. Gain tips on writing a well-rounded manuscript. To assist in your quest to be published, the workshop includes models for query and cover letters. You will explore Internet and published writing resources, and you will learn how to keep informed about the emerging trends in the field of children's books.

### Dialogue: Realistic Character Conversation

Good dialogue begins with listening to people speak. Novelist Lisa Hendricks shows you how to imitate dialects, create clear tag lines (who said what), define character and further the plot. Analyze when to use dialogue and how best to say it. Find out more about narrative versus dialogue: how to combine the two, how they affect pacing and their advantages and disadvantages.