Table of Contents

Table of Contents

Registration Form 4

Lifelong Learning Seminars

Aviation
Career Search 5
Communication 5
Meet the Author 6
Language6
Writing Seminars 7
Computers – Home 7
Condominium and Homeowner
Association Law
Creative Arts –
Crafts
Drawing and Painting
Crafts 10
Culinary Arts –
Baking
Bartending 11
Kitchen Skills 12
Specialty Cooking
Dance
Do-lt-Yourself 13
First Aid
Fitness Center Membership 14
Gardening 15
Produce
Genealogy
Graphic Design
Health and Wellness
Positive Living
Alternative
History
House and Home
Interior Redesign and Home Staging 21
Parenting
Personal Finance
Investing
Pets
Photography
Certificate
Real Estate - Seminars
Sign Language
Spa/Relaxation
Special Interest
Travel/Recreation
Wedding 31

Kids College

Preschool Ages 3+	32
Grades 1-2	32
Grades 3-5	33
Grades 6-8	34
High School	35
Test Preparation	35

anu	LILEI	acy	·	·	·	•	• •	÷	·	·	•	·	·	·	÷	

Career Training

Commercial Drivers License (CDL)	38
Forklift Training.	38
Healthcare	38
Home Inspection	39
Legal Field	40
Process Operator	40

Online Career Training

Business Careers 4	-1
Computer Technician 4	2
"Green"/Renewable Energy Careers 4	2
Health care 4	2
Hospitality 4	4
Non-Profit Organization 4	4

Business Training

_	
AutoCAD	45
Hands-On Computer Training	45
Accounting for Small Business	46
Computer Graphics	47
Food Sanitation	47
Purchasing and Procurement	47
Quality Control	48
Safety Compliance	48
Lean Six Sigma	48
Spanish Language	49
Supervision Training	49
Supply Chain Management	49
Transportation	50
Water/Wastewater	51
Half-Day Classes	51
ed2go	50

Entrepreneur/Small Business Training

Accounting for Small Business 53

CAMPUSES

Joliet Junior College Main Campus 1215 Houbolt Road, Joliet, IL 60431 (815) 729-9020

Joliet Junior College Romeoville Campus 1125 West Romeo Road (West 135th Street) Romeoville, IL 60446

(815) 886-3000

Joliet Junior College City Center Campus 214 North Ottawa Street, Joliet, IL 60432 (815) 727-6544

EDUCATION CENTERS

Joliet Junior College Morris Education Center 1715 North Division, Morris, IL 60450 (815) 942-1552

Joliet Junior College Weitendorf

Agricultural Education Center 17840 Laraway Road, Joliet, IL 60433 (815) 723-3645

Joliet Junior College Frankfort Education Center

Lincoln-Way East High School 201 Colorado Avenue, Frankfort, IL 60423 (815) 464-4000

LEGEND



Lunch and Learn

Suggested

- W = Wednesday R = Thursday
- F = Friday

M = Monday

T = Tuesday

- S = Saturday
- U = Sunday





BOARD OF TRUSTEES

Barbara DeLaney, *Chair* Jeff May, *Vice Chair* Andrew Mihelich, *Secretary* Susan Marie Klen, *Trustee* Daniel O'Connell, *Trustee* Michael O'Connell, *Trustee* Robert J. Wunderlich, *Trustee* Dama Calderon, *Student Trustee*





twitter.com/jjc_ccs

youtube.com/JJCCorpCommSrvcs

Cover photo credit (Bottom inset): Dennis Murphy

Registration

Phone: (815) 280-1555

- Internet: www.JJC.edu click on eResources to get started. Fax: (815) 280-1294
 - Mail: JJC, T-1007 1215 Houbolt Road Joliet, IL 60431



REFUND POLICY: Pre-registration is required. Classes have varying refund dates — please check your class schedule carefully. Students who do not drop and do not attend classes will be billed the entire amount.

Fill in course information:

Course No.

Course

Price

Name:	SS#:
Birth date://	
Company:	
Title:	
e-mail:	
Home Address:	
City/Zip:	
	t state de le transference
Home phone:	
Signature:	



Payment:

Check enclosed payable to: Joliet Junior College

Charge to: MasterCard Visa Discover
Credit Card No.:
Expiration date: C.V.V.

How to Register Through eResources

Registering online can be done in four simple steps.

- 1. Select eResources on the JJC home page
- 2. Select "Non-credit/Lifelong Learning Student Registration"
- 3. Select "Register and Pay for Continuing Education Classes"
- 4. To complete the Registration Form, start by entering the Course Code Number, for example, LLC.523. Enter the course prefix and course number with a period in between. Then hit Enter. Select the correct section in which you to enroll and continue to the payment screens. You will receive an e-mail confirmation of your registration upon completion.

Call (815) 280-1555 to register by phone or for more information.



Lifelong Learning Training

Aviation

Private Pilot Ground School Review (LLC 2212)

Are you preparing for the FAA private pilot exams or would you like a refresher on current rules and operating procedures? This short, very intense and comprehensive 10-week study session will help prepare students to pass the FAA written and oral tests for private pilot. Includes study in aerodynamics, weather, and basic VFR cross-country technique. Students of any age can take the Ground School Review class but must be 16 years of age to register for the certification exam. Text to be purchased separately at the JJC Bookstore.

T1 7-9p.m.	R	Main
Feb. 21-May 2		\$149
(No class March 28)		

Career Search

Find Your Fit (LLC 4251)

People who are happy in their work live healthier, better balanced lives. Get to know what you like to do, and how to earn a living doing it. In this class you will spend time engaging in activities that are core essentials to each of the six major business career groups and six major career personality types. You will also be given exercises that focus on the 17 basic job skills that ALL business professional must have to be successful. You will be introduced to many resources that can help you continue to move forward, long after the class has ended. Whether you are looking to start your own business, returning to work, looking to change career paths, or just entering the work force for the first time, this class will help you explore your options and focus on a goal.

T1 9a.mnoon Jan. 26 & Feb. 2	S	Main \$64
T2 9a.mnoon April 20 & 27	S	Main \$64

Organizing a Job Search (LLC 4475)

It takes planning and organization to find a new career. Join in a class that will help you take an organized approach to all of the many aspects in finding a position that is right for you. Whether currently employed and seeking career advancement or unemployed, this course will give you the tools to plan a structured approach to your career search.

T1 6-9p.m.	R	Romeoville
March 14		\$49
T1 6-9p.m.	R	Main
May 2		\$49

Job Search- Stay Motivated and Build Confidence. (LLC 4550)

Sometimes it's hard to stay motivated when you are looking for work. When your confidence gives out and you stop being positive, how do you stay motivated and focused? Learn ways to keep yourself upbeat and on track.

T1 6-9p.m.	R	Romeoville
March 21		\$49
T1 6-9p.m. May 9	R	Main \$49

Communication

An Introduction to Voiceovers (LLC 3651)

Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audio book, commercial or cartoon character and thinking, "I could do that"? This fun and empowering two-hour introductory workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. You'll be coached as you perform a real voiceover script and be recorded so that you can receive a professional voiceover evaluation later. After class you will have the knowledge necessary to help you decide if this is something you'd like to pursue. Taught by a professional voice actor from the voice acting training company, Voices For All.

T1	6-8p.m.	Μ	Main
Mar	ch 4		\$44

What John Says About You (LLC 3402)

Sign in, please. Your John Hancock says something unique about you. In handwriting analysis, your signature is a personal statement; sometimes a biography, trademark or persona. Signatures say a lot about the writer's personality and how they wish to be viewed. Enjoy an evening learning about signatures and experience the opportunity to analyze your own.

T1 6:30-8:30p.m.	W	Main
Feb. 6		\$29

Handwriting Analysis (LLC 2232)

Unlock the mysteries of personality and behavior with a fascinating five-week class that explores handwriting analysis. Using tested scientific methods, students begin to learn how graphic structures unwittingly reveal thinking styles, work habits and social skills. The personality traits discovered in different handwriting idiosyncrasies can provide dramatic insight into a person's problemsolving techniques, stress-management abilities or even compatibility in love.

T1	6:30-8:30p.m.	W	Romeoville
Feb.	20-March 20		\$69

Handwriting Analysis II: Beyond the Basics (LLC 4372)

This course will offer a more in-depth study of the principles covered in Basic Handwriting Analysis. Punctuation, embellishments, rhythm, speed and form level will also be examined in this fun, five-session class. Additionally, our study of unusual handwriting formations will provide new insights and some surprises.

T1	6:30-8:30p.m.	W	Romeoville
Apri	l 3-May 1		\$69

New!

Say "No" to Pushy People (LLC 4551)

You told them you were busy and yet, they called or stopped by anyway ... or they insisted you take on certain responsibilities ... or it was easier to just comply. This can happen at the office or at home, so what can you do to convince people to respect your wishes? Learn techniques to help you become more assertive, gain confidence and take control of your life and time.

T1	6-9p.m.	R	Main
Apri	14		\$49

Talking Across Generations (LLC 4552)

There are five active generations participating in the workplace. There can be six or seven generations in a family. So how can they communicate effectively? In the workplace, this is particularly important when the boss is younger or a bit older than the employee. Personal relationships can be greatly improved when good communication is practiced across generations. So how can we communicate more effectively? Understanding that each generation has its own history, values and communication styles is the key. This program will enable you to gain insight into getting better results.

T1 6-9p.m.	R	Main
April 11		\$49

Conflict Management: What Was I Thinking? (LLC 4553)

You acted on your first impulse, and suddenly there were fireworks. Could you have handled it differently? Learn ways to deal with your emotions, and also handle conflict. Dealing with conflict is not easy to do. Learn techniques that can enhance the possibility of managing difficult situations more effectively.

T1 6-9p.m. R Main April 18 \$49

Patch 101 (LLC 4554)

Patch.com is a great place to upload your photos, list events for your favorite organizations and even tell neighbors about your upcoming garage sale. Want to know how to make the site work best for you? This hands-on computer session lead by Joliet and Channahon-Minooka Local Editor, Dawn Aulet, will teach you all you need to know about interacting with the site. Call 815-280-1555 to register.

T1 7-8:30p.m. Feb. 28	R	Main Free
T2 7-8:30p.m. April 25	R	Main Free

Communication-Meet the Author

"Mango Rain": Meet the Author (LLC 4555)

Meet Dr. Berta Isabel Arias and receive a signed copy of her book, "Mango Rain". Dr. Arias will discuss her journey as an author writing "Mango Rain". Dr. Arias emigrated from Havana, Cuba in 1957 and has lived most of her life in the Chicago area. In 2004, while on a U.S.-licensed academic trip to Cuba with college students, she was inspired to write "Mango Rain". Although the book is fiction, much of it is based on Dr. Arias' family history with its strong Cuban and American influences.

"Mango Rain"

Cuba is 90 miles—and a lifetime away from the U.S. mainland. Mango Rain is a novel of discovery, passion, and intrigue as twin sisters separated at the beginning of the Cuban Revolution as infants find themselves as adult women. Take the journey with Anaís and Isa as they exchange places and lives and explore what it means to live on either side of the political and emotionally charged divide which has existed between the U.S. and Cuba for over half a century.

T1 6-8p.m.	R	Main
April 11		\$39



New

New

"The Ruby Tear Catcher": Meet the Author (LLC 4556)

Meet Nahid Sewell and receive a signed copy of her novel, "The Ruby Tear Catcher". Nahid will discuss her journey as an author, along with the political and cultural issues that prompted her to write her first fictional novel. She was born in Tehran, Iran, before the Islamic Revolution and immigrated to the United States obtaining a B.A. and M.B.A. from Lehigh University. While pursuing a successful career in Information Technology and raising a family, she began writing articles and speaking at conferences. After writing four non-fiction books she has now written "The Ruby Tear Catcher", a fictional novel of an Iranian woman's struggle for freedom in the face of fundamentalism.

"The Ruby Tear Catcher"

While in prison, suffering for no crime other than her father's outspoken criticism of the war and the government, we learn of Leila's life in flashback. Born into a wealthy family in Tehran, she grew up in pre-revolution Iran. She relates stories of her childhood, the colors and influences that filled her world. She tells of clashing relationships, as her desire for education and independence conflicts with her mother's vision of a submissive Iranian daughter. Leila's Western upbringing is contrasted with her cousin Mojtabah, whose strict Islamic fundamentalist background embroils him in the evolving Iran.

T1	6:30-8:30p.m.	R	Main
Mai	rch 14		\$39

Communication-Language

Italian for Travelers (LLC 4428)

Learn the essentials of the Italian language. This class is designed for travelers and will focus on the skills necessary for dining, shopping and traveling Italy. Whether your trip is booked or a dream for the future you will enjoy learning the basics of the Italian language.

T1 6:30-8:30p.m.	MW	Main
Jan. 28-March 13		\$199
(No class Feb. 18 & 20)		
T2 6:30-8:30p.m.	MW	Main
Jan. 28-March 13		\$99

(No class Feb. 18 & 20)

*For each paid registration in Section T1, one member of the same household can register for Section T2 at the reduced price of \$99. Both sections meet at the same time, in the same classroom.



Communication-Writing Seminars

Self-Publishing-Just the Facts (LLC 3962)

Are you thinking about self-publishing? Get the facts on self-publishing vs. traditional publishing during this informative class. Find out what you need to know and the questions you should be asking when working with print-on-demand publishers to avoid rip-offs and scams. Class discussion will examine the writing process from its conceptual stage to the printed page, the advantages and disadvantages of self-publishing, and the dangers of vanity and subsidy presses versus print on-demand publishers.

T1	6-9p.m.	т	Main
Mar	ch 5		\$39

The Art of Writing for the Web (LLC 3961)

If you blog, market online, or produce any text that is meant to be read on-screen, this revealing class is a must! Because screenfriendly writing differs from hardcopy text in both style and presentation, you'll learn how to maximize a reader's positive experience and minimize the lure to click away from your site all by how you structure your writing.

T1	6:30-8:30p.m.	R	Main
Mar	ch 7 & 14		\$54

Computers-Home

All About PCs (LLC 520)

Interested in taking all three class (LLC 523, 528, and 529) this is your opportunity to save! Enroll in this section and save \$50.

	-
т	Main \$220
F	Main \$220
w	Main \$220
R	Main \$220
	F

Intro to PC (LLC 523)

An introduction to computers. Create, find, and save files to basic word processing and spreadsheet documents, and create your own address book in a database. Perfect for the beginner. Includes a course book for your reference.

T1 6-9p.m. Feb. 5-19	т	Main \$90
T2 9a.mnoon Feb. 8-22	F	Main \$90
T3 6-9p.m. Feb. 20-March 6	W	Main \$90
T4 9a.mnoon Feb. 21-March 7	R	Main \$90

More about PCs (LLC 528)

If you didn't want "Intro to PCs" to end, this is the class for you: create mailing labels, documents with graphics, certificates in PowerPoint, and a budget in Excel. Lots of hands-on experience!

т	Main
	\$90
F	Main \$90
w	Main
	\$90
R	Main
	\$90
	F W

Even More About PCs (LLC 529)

If you want "Even More" about PCs, this is the class for you: customize your desktop, scan photographs and insert them into a Word document or PowerPoint Presentations, or e-mail them to friends. Download pictures from the Internet, use Word Wizards and templates to create letters, then use mail merge to send to everyone. Lots of hands-on experience!

T1 6-9p.m. March 19-April 2	т	Main \$90
T2 9a.mnoon March 22-April 12 (No class March 29)	F	Main \$90
T3 6-9p.m. April 3-17	W	Main \$90
T4 9a.mnoon April 4-18	R	Main \$90

Windows for Seniors (LLC 553)

Starts with "What's a Window?" and includes screen savers, desktops, starting programs, using "My Computer" and more.

T1	1-4p.m.	R	Main
Apri	14		\$38

Keyboarding for Computers (LLC 500)

In today's computer era, almost everyone needs to know how to type. This class is perfect for people who need to learn the computer keyboard. It is designed for the person with little or no previous typing experience.

T1	4:30-5:30p.m.	т	Main
Feb.	5-April 2		\$90

Word Processing

Microsoft Word Made Easy (LLC 517)

Introduction to Microsoft Word. Learn to write and save documents, format text, add bullets, borders, and pictures. Create letters, fliers, and newsletters that look professional.

T1 6-9p.m. March 11-25	М	Main \$90
T2 9a.mnoon April 23-May 7	т	Main \$90

Spreadsheets

Microsoft Excel Made Easy (LLC 562)

An introduction to Microsoft Excel. Use formulas to perform calculations, format our worksheets with different colors, fonts, and pictures then create a change of our worksheets.

T1 9a.mnoon Feb. 13-27	W	Main \$90
T2 6-9p.m. April 9-23	т	Main \$90

PowerPoint

Using PowerPoint for Presentations (LLC 565)

This workshop will teach you how to use Microsoft PowerPoint to create interesting presentations. The topics include: creating and editing presentations, formatting text, printing presentations, and much more.

T1 6-9p.m.	R	Main
March 28-April 4		\$60

E-Mail/Internet

Using Email: No Stamps Required (LLC 5390)

Includes downloading, sending and reviewing attachments, virus checking, and more. Perfect for the beginner who wants to correspond with family and friends.

T1	1-4p.m.	F	Main
Mar	ch 15-22		\$60

eBay

eBay 101 (LLC 580)

This course will show you the basics of buying and selling on eBay, the world's largest online marketplace. You'll get hands-on experience as you register as a new user. We'll take you through the steps of selling-including formatting your auction page, adding photos, checking out, payment methods, and using feedback.

T1 9a.mnoon Feb. 21-28	R	Main \$60
T2 6-9p.m. April 8-15	М	Main \$60

Selling on eBay (LLC 583)

Learn eBay selling from listing to feedback. Cover topics including an overview of auction types and fee(s), how to research the item you're selling, how to create a listing for your item (instructor will be creating a real listing), pricing, term and conditions, shipping, monitoring your item listing, what to do once your auction has closed and disputes. This class requires each participant to bring their email address with them to class.

T1 9a.mnoon March 14-28	R	Main \$90
T2 6-9p.m. April 29-May 13	М	Main \$90

New! **Pinterest: Get** Pinning Now! (LLC 4557)

Have you wondered what this new social media tool that's sweeping the web is all about? In this new class you'll learn about the cool "digital bulletin boards" you can create and share with your friends or the public. We'll show you how to set up an account and create your profile, how to create, organize and categorize your boards, and how to pin the pictures that express your personal style and interests. Plus, we'll show you how to search for items, how to follow people, brands or boards, and how you can use the "Pin It" button to pin from other sites. Join an e-marketing professional and Pinterest fan in this fun new class and get pinning now!

T1	6-9p.m.	W	Main
Feb.	6		\$34

Basic File Management (LLC 4558)

Whether missing on top of your desk or in your computer, nothing is as frustrating as losing an important document. The goal of computer file management is to ensure that you can find what you're looking for. Learn how to develop systems for naming and categorizing documents, creating folders and subfolders, and a schedule for backing up data.

T1	6-9p.m.	W	Main
Apri	il 3		\$34

Avoiding Internet New! Identity Theft (LLC 4559)

Learn practices that will minimize your risk and make it more difficult for Internet identity thieves to access your personal information. Topics will include, choosing "smart" passwords, avoiding tech support and phishing scams, cookie trails as you surf, spyware and malware, and securing your wireless network.

T1 6-9p.m. April 24	W	Main \$34
T2 9a.mnoon Feb. 8	F	Main \$34

Video Editing -The Do It Yourself Way (LLC 4560)

Class participates will learn how to create their own movies using free online video editing tools. Students will learn how to upload videos and combine multiple clips into a single new longer video. Students will also learn how to trim clips to custom lengths and customize clips with special tools and effects. In addition, student will learn how to add soundtracks, captions and titles to their finished videos. This class is designed for the home movie maker who has no experience editing video.

		-	-
T1	6-9p.m.	Т	Main
Feb	. 19 & 26		\$64

Adobe Acrobat (LLC 4561)



Learn how to create and manage Portable Document Files (PDF) with Adobe Acrobat. This course is designed for anyone who wants to increase document productivity by creating PDFs from a variety of native programs such as Word and InDesign. Students will learn how to create PDFs for commercial printing and for interactive uses that will include hyperlinks and animations. The course will also cover optimization, PDF conversions, and document review for easy collaboration. Some experience with Microsoft Word, Excel, and PowerPoint would be helpful.

T1 6-9p.m.	R	Main
Feb. 7-21		\$129

Making Money on the Internet (LLC 4429)

New!

Do you hear about others making money on the Internet and wonder how you could do the same? This seminar will go over a variety of ways to make money on the Internet. Topics will include websites, blogs, reviews, affiliate programs, niche markets, inbound marketing, CPC advertising, eBay, Overstock, Amazon and more. You will leave with many ideas on how to make money with hobbies and ideas you may already have and feel inspired to join this new money-making venture.

T1	6:30-9:30p.m.	W	Main
Feb.	20 & 27		\$49

Creating Websites for Seniors (LLC 3997)

Learn how to create your own website. This class is designed exclusively for seniors with limited computer experience who want to create their own space on the Internet-a place where they can share knowledge, support a cause, promote a group, or simply have fun. During this workshop seniors will create and

publish their own websites. The workshop will use the free website service, Weebly, but other web site software will be discussed during the class.

T1	6-9p.m.	т	Main
Apri	1 23		\$39

Creating Websites for Families, Non-Profits and Organizations (LLC 3998)

Learn how to create your own website. Create your own space on the Internet where you can tell your family story, share knowledge, support a cause, promote a group, or simply have fun. During this workshop you will create and publish your own website. The workshop will use the free website service, Weebly, but other website software will be discussed during the class. This class is designed for those with no experience with website design.

T1	6-9p.m.	т	Main
Feb.	5		\$39

Travel the Internet-A Guide for Seniors (LLC 4105)

Discover how to efficiently use the Web, what is available on the Internet and how to use the multimedia features offered on the Web. Learn how to use the Internet to communicate with friends and family, send and receive photos, and effectively search for information. This course provides a basic overview of the many features of the Internet in terms anyone can understand.

T1	6-9p.m.	т	Main
Mar	ch 12		\$39

Graphic Design for Non-designers (LLC 4106)

Not a graphic designer? Not a problem! Whether your project's a birthday card, a poster, or a newsletter, this class will help. Students will be introduced to the basic principles of graphic design—including the effective use of space, color, contrast and type. Students will also learn how to recognize common design mistakes and effective ways to make their work look good, whether their natural artists or not. All of this will be presented in a way that's easy for anyone to start applying right away.

		,	
T1	6-9p.m.	т	Main
Mar	rch 26		\$39

Using an E-Reader or Tablet (LLC 4477)

Need help using your new tablet or dedicated e-reader? This class will help provide you with the facts you need to help you get the most from your new purchase . Class participants will also learn about e-reader tips and tricks, and have the chance to get "hand-on" experience with different e-readers and tablets.

T1 6-9p.m. T Main Feb. 12 \$34

Digital Painting (LLC 4478)

Ever wonder what it might be like to paint with your computer? Explore the basics of digital painting in this six-week seminar. You will learn to use the Wacom pen tablet to make drawings and apply paint techniques in both Adobe Photoshop and Corel Painter. Convert sketches and photographs into lively colorful paintings that have the look and feel of watercolors, pastels, oils, and other mediums. If you are an artist who would like to learn to use the computer to express your ideas, this course is for you. Some familiarity with Adobe Photoshop is recommended.

T1 6-9p.m.	R	Main
Feb. 21-April 4		\$224
(No class March 28)		

Excel for the Small Business Owner (SBDC 2801)

Learn basics of Microsoft Excel and understand how to apply and implement Excel templates to your business. On the first day you, will be given templates that you will learn how to use and implement with many aspects of your business; payroll, accounts payable and receivable, equipment maintenance and even inventory control. Customize each of these templates to suit your business, incorporate your logo, or create your own spreadsheets using examples from the models provided. Bring examples from your business the first week and our instructor will work with you to streamline and automate custom spreadsheets to suit your business. Previous introductory Excel experience is recommended. in

T1	6-9p.m.	W	Main
Apri	1 3-24		\$99

Condominium and Homeowner Association Law

Condominium and Homeowner Association Law (LLC 1200)

This course is an excellent source of information for board members and managers of condominium, town house, and homeowner associations. A leading condominium expert will give students an in-depth look at how associations operate, what their rights are, and how to avoid legal problems.

T1 7-9p.m.	м	Main
Feb. 4-March 4		\$90
(No class Feb. 18)		



Creative Arts-Crafts

Scarf in a Day (LLC 4466)

No experience necessary! Learn how to make a Loopy Scarf. In just one evening you can learn how to make a popular fashion accessory. These easy to crochet scarves are a great project for beginners and make great gifts. Also referred to as boa scarves, you will be amazed how such a beautiful creation can be made with a limited commitment to time and supplies. Bring a skein of yarn, Red Heart brand "Light & Lofty" or Homespun® Thick & Quick® Yarn recommended, and a size 10 mm or N crochet hook to class.

T1	6-9p.m.	R	Main
Feb.	7		\$29

Getting to Know Your Sewing Machine (LLC 4185)

Are you struggling with your sewing machine? Join this introductory class that will introduce you to the basics of your sewing machine. Learn to thread the machine, make a bobbin, sew a straight line and zigzag. Please bring your sewing machine, instruction manual, scrap cotton fabric, empty bobbins and two spools of all-purpose dual-duty thread.

T1	6:30-8:30p.m.	м	Romeoville
Jan.	28		\$32

Sewing for Beginners (LLC 3525)

Never sewed before but have a desire to learn and don't know where to begin? This class is the place to start! Understanding patterns, measurements and fabric types will be covered. One simple item will be completed during the course. Attendees will need to bring their own sewing machine and need to know how to thread their machine and make a bobbin. Supply list furnished. Book included with class cost.

T1 6:30-8:30p.m.	М	Romeoville
Feb. 4-March 18		\$104
(No class Feb. 18)		

Sewing Continued (LLC 3656)

Continue where you left off in "Sewing for Beginners" or for individuals with basic sewing skills. Learn to put in zippers, make simple facings, attach collars, complete darts, and follow patterns. Attendees will need to bring their own sewing machine. Supply list furnished. Prerequisite: "Sewing for Beginners" or previous class/experience with clothing construction.

T1	6:30-8:30p.m.	М	Romeoville
Apri	l 1-May 6		\$104

Quilting (LLC 848)

Learn the art of hand quilting. Instructor provides the basic necessities to learn this vanishing skill. Additional supply list issued at the first class meeting. You will learn a process allowing you to design and create wonderful, old-fashioned items that will become family heirlooms. A relaxing and satisfying hobby for individuals of all ages. If you have enjoyed this class in the past you will enjoy a refresher in the art.

T1	6:30-8:30p.m.	R	Main
Jan.	31-March 7		\$104

Pottery (LLC 731)

Learn basic hand molding and wheel work. Individual attention is given to students while they work with their personal interests. Take your creations home. All materials are provided including clay and glazes, etc. (a \$75 value) the firing is done for you, too. This class is held at The Talent Zone, 802 Wilcox Street, Joliet. No experience necessary.

T1 6:30-8:30p.m. R SEE ABOVE May 2-June 6 \$189

Creative Arts-Drawing and Painting

Drawing for Beginners (LLC 750)

Let your artistic talents surface and learn how to draw and sketch. This class teaches basic drawing skills such as perspective, form, light and shadow, and composition for the beginning artist. Supply list mailed prior to first class. Class held at Lincoln Way Central, New Lenox.

T1 6:30-8:30p.m.	Т	Lincolnway
March 12- May 7		\$154
(No class April 2)		



Soft Pastels (LLC 4572) New

If you have dabbled in sketching with pencils and would like to try something more, consider soft pastels! This class will introduce you to the art of chalk pastels. By the end of the class, you will have completed three complete drawings AND have fallen in love with the medium! Supply list will be provided.

T1	6:30-8:30p.m.	т	Main
Feb.	5-March 12		\$109

Digital Painting (LLC 4478)

Ever wonder what it might be like to paint with your computer? Explore the basics of digital painting in this six week seminar. You will learn to use the Wacom pen tablet to make drawings and apply paint techniques in both Adobe Photoshop and Corel Painter. Convert sketches and photographs into lively colorful paintings that have the look and feel of watercolors, pastels, oils, and other mediums. If you are an artist who would like to learn to use the computer to express your ideas, this course is for you. Some familiarity with Adobe Photoshop is recommended.

T1 6-	9p.m.	R	Main
Feb. 2:	1-April 4		\$224
(No cla	ss March 28)		

Oil Painting (LLC 7190)

Learn the basics of oil painting the Alexander way. No previous experience necessary. The instructor will demonstrate a step-by-step process, and students will practice each technique, completing a painting each class session. Focus is on encouraging creativity and having fun painting. A supply list will be provided prior to the start of class; please budget approximately \$120 for supplies.

T1 6-9p.m.	М	Weitendorf
March 25-April 29		\$129

Watercolors Workshop (LLC 3639)

An introduction to watercolors, beginners will focus on the basic techniques and properties of working with watercolors. Enjoy step by step demonstrations from an experience art instructor with corresponding student work. Supply list will be mailed before class. Class held at Lincoln Way Central, New Lenox.

T1 6:30-8:30p.m.	R	Lincolnway
March 14-May 9		\$154
(No class April 4)		

Creative Arts-Crafts

Beaded Fleece Scarf (LLC 4573)



Turn an ordinary fleece scarf into a work of art with an assortment of beautiful glass beads. In this class you will learn techniques and shortcuts to bead embroidery. Bring a 12" length of a solid fleece fabric (anti-pill if possible) and one bead embroidery needle. Beads and embroidery floss will be supplied.

T1	6-9p.m.	R	Main
Mar	ch 7		\$34

Fused Glass Garden Stake (LLC 4574)



Usher in spring with a beautiful handmade piece of art for your garden or flower pot. Each student will create a fused glass and metal garden stake. Each stake will be designed with pre-cut base pieces of glass and multiple pieces of pre-cut glass components of the students' choosing. Pieces will be fired at CoGoGlass studios. In week two, the students will attach the fired glass pieces to the stake. The students will also create a small window sun catcher that will be finished off and embellished in week two.

T1	6:30-8:30p.m.	R	Main
Mai	rch 7 & 14		\$99

Fused Glass Buckle and Pendant (LLC 4575)



Have the almost perfect outfit? Accessorize it with your own handmade fused glass belt buckle and matching pendant. Each student will create a one of a kind buckle design along with a one of a kind pendant designed with a wide variety of precut glass pieces in all colors and sizes. The unfinished pieces will be fired off site in CoGoGlass studio kiln. Week two, pendants will be wired wrapped or adhered to a bail to finish off each piece.

T1 (6:30-8:30p.m.	М	Main
Feb.	4 & 11		\$99

Bold Bracelets (LLC 4576)

In this two-day workshop, learn how to make bracelets using the fold forming technique. This class will introduce you to the jeweler's saw and the fold forming technique; you will leave the class with three copper bracelets. Suitable for beginners, no experience necessary. Tools and equipment provided; supplies included in class fee. Must register for class by February 1.

T1	9a.mnoon	S	Main
Feb.	9 & 16		\$84

Elegant Earrings (LLC 4577)

In this two-day workshop, learn how to make earrings using simple cutting and forming techniques. This class will introduce you to the jeweler's saw, dapping tools, and the rolling mill. You will leave the class with three sets of silver earrings. Suitable for beginners, no experience necessary. Tools and equipment provided; supplies included in class fee. Must register for class by Feb 23.

T1 9a.mnoon	S	Main
March 9 & 16		\$129

Riveting Rings (LLC 4578)

In this three-day workshop, learn how to make rings using functional and decorative rivets. This class will introduce you to the jeweler's saw, drill press, forming hammers, and the soldering torch. You will leave the class with three silver rings. Suitable for beginners, no experience necessary. Tools and equipment provided; supplies included in class fee. Must register for class by January 22.

T1	6-9p.m.	т	Main
Feb.	5-19		\$149

Pleasing Pendants (LLC 4579)

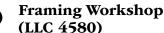
New

ew

New

In this four-day workshop, learn how to make a pendant using a bezel set cabochon stone. This class will introduce you to the jeweler's saw, soldering torch, and stone setting tools. You will leave the class with one stone pendant. Suitable for beginners, no experience necessary. Tools and equipment provided; supplies included in class fee. Participants must register for class by February 12.

T1	6-9p.m.	т	Main
Feb.	26-March 19		\$169



Bring a frame (up to 16x20), including the glass, and an item to frame to this hands-on workshop. Learn how to cut a fit and cut a matt for the picture, and how to assemble and seal the piece complete with hangers. Supply

list will be provided.		
T1 9a.m1 p.m.	S	Main
Feb. 23		\$44



Culinary Arts-Baking

Healthy Breads, Grains and Whole Wheat (LLC 3874)

Join in the first of a series of hand-on bread baking classes with a certified master pastry chef. Healthy breads, grains and whole wheat breads will be the focus of this exciting day. Enjoy learning to bake breads at home, start new family traditions as you delight in providing your family with healthy whole and multigrain breads. All supplies are included and participants will be able to take their creations home to share.

T1 9a.m3p.m.	S	Main
March 23		\$99

Old World European Style Breads (LLC 3875)

Learn the art of baking gourmet crusty French and Italian breads with a certified master pastry chef. This European-trained chef will lead you in a hands-on day of baking, from the fermentation of the yeast to the shaping and baking of these oh-so-amazing old world recipes. Your home will smell like a patisserie as you create these amazing recipes and one of kind loaves of bread for family and friends! Whether for special occasions or to enhance every day meals you enjoy the art of bread baking. All supplies are included and participants will be able to take their creations home to share.

T1 9a.m.-3p.m. S Main April 6 \$99



Breads and Rolls (LLC 3877)

Delight your family and friends with homemade traditional white breads and rolls. Tired of all the preservatives and chemicals in store bought white breads and rolls? Well, roll up your sleeves and get ready to knead your way to a healthier bread choice for your family! Whether it's for a lunch time sandwich or a savory dinner roll, you'll enjoy baking traditional breads with our Certified Master Pastry Chef who will guide you through the process. All supplies are included and participants will be able to take their creations home to share.

T1	9a.m3p.m.	S	Main
April	20		\$99

Authentic Danish and Croissants (LLC 3878)

Dare to go beyond the traditional and learn to prepare melt-in-your-mouth Danish and rich buttery croissants for special holiday baking treats. Put on your apron for this one, because this hands-on class puts you right in the middle of the action. Roll up your sleeves and enjoy baking with our Certified Master Pastry Chef who was trained in the Netherlands and will guide you through the processes, which you can repeat at home. All supplies are included and participants will be able to take their creations home to share.

T1	9a.m3p.m.	S	Main
May	4		\$129

Culinary Arts-Bartending

Bartending Certification New! (LLC 4562)

Intended for anyone who wishes to learn the skills of bartending, students 18 years and older can join this B.A.S.S.E.T certified training to become a bartender. The entire focus of this program will be to provide students with as much "hands-on" training as possible. Upon completing the 40-hour course, students will be able to work as bartenders due to the extensive simulation of on-the-job training experienced. Students will feel comfortable behind an actual bar and understand all the duties, skills, responsibilities, and obligations associated with bartending in the public or private sector. Training will take place at ABC Bartending School, 7242 Benton Dr. Frankfort, II. Class size is limited and based upon space availability. Every effort will be made to assign a time that fits the student's schedule. A free information session will be held at Joliet Junior College, Saturday, March 23, 2013 at 1 p.m. Call to register 815-280-1555.

1	T1	See Above
)	See Above	\$554

Mixology 101 (LLC 4563)



Wow your friends with your ability to create the best drinks on the block. Learn how to mix. stir and shake under the tutelage of experience instructors. During the four-hour mixology course you will learn the basics of alcoholic alchemy, blending liquors and mixers into sippable sensations. This course is intended for the home bartender. Training will take place at ABC Bartending School, 7242 Benton Dr. Frankfort, II.

T1 10a.m-2p.m. April 13	S	See Above \$154
T2 10a.m-2p.m May 18	S	See Above \$154

Culinary Arts-Kitchen Skills

Beginning Knife Skills (LLC 1510)

Wish you could chop and dice and slice like Emeril? This class will teach you basic knife skills to speed up and simplify your time in the kitchen. Learn the correct knife to use for specific cutting jobs. Bring your knives and come prepared to practice.

T1	6:30-8:30p.m.	М	Main
Feb.	25 & March 4		\$69

Culinary Arts-Specialty Cooking

Fondue for You (LLC 4564)

Discover the fun of making fondue. Learn about the culinary trend and the varieties of fondue recipes. In this class you will prepare a delicious cheese fondue as well as a dessert fondue. Course will be held in the Kitchen Lab at Plainfield South High School, 7800 W. Caton Farm Road, Plainfield, IL 60586.

T1	6-9p.m.	R	See Above
Jan.	24		\$59

Pasta for Couples (LLC 4565)

Learn the art and history of pasta making while preparing it. In this class you and your significant other will prepare flavorful fresh pasta and sauces. Discover the preparation techniques used in Italy and the different varieties pasta that can be prepared. Course will be held in the Kitchen Lab at Plainfield South High School, 7800 W. Caton Farm Road, Plainfield, IL 60586.

T1 6-9p.m. R See Above Feb. 7 \$59

New **Culinary Crossroads of** the United States (LLC 4566)

Experience the various cuisines from across the United States. Learn about the different foods prepared across the land through a cultural buffet of food prepared by you. Course will be held in the Kitchen Lab at Plainfield South High School, 7800 W. Caton Farm Road, Plainfield, IL 60586.

T1 6-9p.m. R See Above April 11 \$59

Meal Planning (LLC 4567)



New

New

Main

\$59

Are you unsure of what to plan for meals? This class will give you recipes for daily meal planning that will focus on sticking to a budget as well as providing flavorful and healthful meals. You will be given time to create and sample recipes for breakfast. lunches, and dinners. Kitchen Lab at Plainfield South High School, 7800 W. Caton Farm Road, Plainfield, IL 60586.

T1	6-9p.m.	R	See Above
Feb.	21		\$59

Fun with Food (LLC 4568)

New

Forget what mom said about playing with your food! Learn how to make neat garnishes, flowers, vases and baskets-all from food. Make beautiful appetizers and decorate them to amaze your friends. Family members will ask for your finger sandwiches to highlight their buffet tables. Bring a paring knife and melon baller-all other supplies provided.

T1 6-9p.m.	W	Main
March 20		\$59

Simple Weight Loss **Meals (LLC 4569)**

Win the Battle of the Bulge with simple, yet satisfying, meals your family will enjoy. This demonstration class will focus on healthy, lowcalorie, low-fat meals that will aid in weight reduction. This is a demonstration course with sampling and recipes that you can repeat at home.

T1 6-9p.m. W April 3



Heart Healthy Cooking (LLC 4570)



February is the month of love; join a demonstration cooking class devoted to heart health. If you want creative tips to cook low fat/low cholesterol meals for your family-this is the class for you. We will focus on using grains, vegetables, and lean cuts of meat to create elegant heart healthy meals that will satisfy and still work to trim your waist! Demonstration course with sampling for attendees, and recipes to take home.

T1	6-9p.m.	М	Main
Feb.	. 11		\$59

Comfort Foods (LLC 3671)



Old Man Winter stirs the cravings for those warm comfort foods that satisfy the cold inside. Enjoy time in the kitchen preparing culinary delights and beat those winter blues. Join our chef in a demonstration class that will provide tasty samples and plenty of recipes guaranteed to warm the soul.

T1	6-9p.m.	R	Main
Jan.	31		\$59

Creative Pizza 101 (LLC 4571)



Take family pizza night to a whole new level. Learn how to create a signature pizza from creative dough options to artistically combined toppings. Pizza ideas from appetizers to desserts will be covered. Join our chef in a demonstration class that will provide tasty samples and plenty of recipes.

T1 6-9p.m.	м	Main
March 11		\$59

Marinades, Rubs, and Grilling Techniques (LLC 1503)

This seminar is everything you always wanted to know about grilling. You will receive instruction on grilling vegetables and meats, injecting marinades, and using rubs. Each student observes the chef's cooking demonstration and receives samples of each featured item. Recipes to take home also included.

T1	6-9p.m.	W	Main
May	1		\$59

Sushi (LLC 4480)

This hands-on class will cover all of the steps in how to roll sushi from start to finish. Begin by making sticky sushi rice, learn to prepare a sushi mat for rolling and finally create sushi rolls. Learn the best products to use in sushi and where to find them. Students will even make a dessert sushi roll. Finally, learn the proper way to cut and serve the Sushi rolls. This is a beginner's class in Sushi, so no raw fish will be used.

T1	6-9p.m.	W	Main
Apri	124		\$54

Savory Soups (LLC 1504)

Soup is truly a staple of life. As a beginning to an elegant multi-course meal, or a meal in itself, soup provides an opportunity for you to express your culinary skills. Learn to prepare savory soups from scratch, including "too busy to cook" varieties. Also includes techniques in stock preparation, the basis of a great soup. Demonstration course with tasting included.

T1	6-9p.m.	R	Main
Jan.	17		\$54





Beginning Couples Dancing (LLC 3514)

Designed especially for couples who wish to dance with one specific partner, this class will teach basic patterns for the rumba, waltz, foxtrot and swing. Join in a fun, easy-to-learn environment and learn to dance to a variety of musical genres including big band, rock and roll, country and contemporary. Enjoy spending time learning a new skill as a couple and be prepared for a variety of social dance events. Enroll as a couple: price is per person.

T1 6-7:30p.m. Jan. 16-Feb. 27	W	Main \$69
T2 6-7:30p.m. March 20-May 1	W	Main \$69

Couples Dancing Continued (LLC 3626)

The fun continues for our dancing couples who can build on the ballroom basics learned in "Beginning Couples Dancing." This class will add new patterns to the foxtrot, rumba, swing, and waltz as well as introduce couples to the always popular and exciting cha cha. More focus will be placed on styling techniques and combining patterns for fluid movement. Completion of "Beginning Couples Dancing Course" recommended. Enroll as a couple: price is per person.

T1 7:30-9p.m. Jan. 16-Feb. 27	W	Main \$69
T2 7:30-9p.m. March 20-May 1	w	Main \$69

Couples Beginning (LLC 4581)

Want to have fun, impress your friends at social functions, and get a great workout while learning to dance? Here is the class for you! This six-week course will teach the fundamentals of East Coast triple and single step swing. Swing is a fun, lively upbeat couples' dance performed to faster music. Please register as a couple.

T1 7-7:45p.m. M March 4-April 8

Pre-Prom High School Dance Prep (LLC 4614)

This six-week dance class is specifically designed to help high school students feel more at ease on the dance floor at prom. The class will concentrate on dance moves for both slow and fast music. Sign up with your friends and participate in this fun, no-pressure environment then impress your classmates at any school dance. Music will range from pop, rock, country, and big band. Student input will also be encouraged. Register as a single; couples will be formed and rotation will take place in class, as necessary.

T1	6-6:50p.m.	М	Main
Mar	ch 4-April 8		\$59

Salsa Dancing (LLC 2429)

Classic Latin beats will get your pulse pounding, as we teach the cumbia and the merengue. Our clear and easy-to-follow structure will help you master the steps quickly. Price is per person: enrollment with a partner is suggested.

T1	6:30-8:30p.m.	т	Main
Feb.	12-March 19		\$74

Stepping –Chicago Style (LLC 2441)

Designed for beginners, this dance style is the jazz of the Midwest, a derivative of swing dancing that is becoming more and more popular. This energetic course will introduce you to steps that will amaze your family and friends. It's exciting and easy.

	-	-	
T1 7-8:30p.m.		F	Main
April 5-May 10			\$74

Do It Yourself

Car Maintenance for Women (LLC 3677)

This hands-on class is catered specially for women who would like to be able to perform basic car maintenance on their own. Led by a trained automotive technician from JJC's Automotive Technology program, ladies will gain hands on knowledge of basic car maintenance and safety inspections from checking the oil to changing a tire.

T1	6-9p.m.	т	Main
Mar	ch 5		\$34

Car Maintenance for the Consumer (LLC 3678)

Would you like to be able to perform basic car maintenance on your own? This handson class will guide you through the basics of car maintenance and safety inspections from checking the oil to changing a tire. Gain valuable knowledge from a trained automotive technician from Joliet Junior College's professional Auto Service Department.

T1	9a.mnoon	Т	Main
April	2		\$34



Main

\$69

First Aid

Heartsaver CPR (LLC 3637)

Learn adult, child and infant CPR. Lay rescuers are trained in CPR techniques and the use of an automated external defibrillator (AED). Successful completion of a skills test is required for a course completion card. Textbook included with course.

T1 5:30-9p.m. Feb. 21	R	Romeoville \$64
T2 5:30-9p.m.	м	Main
April 22		\$64

First Aid (LLC 3801)

The Heartsaver First Aid course uses the American Heart Association guidelines to train lay rescuers how to respond during a first aid emergency. Participants learn the steps for medical, injury and environmental emergencies, including how to assess the situation, calling for 911, and to properly protect themselves from blood-borne pathogens. First aid topics include breathing emergencies, allergic reactions and use of epinephrine pens, chest pain, heart attack, fainting, diabetes, stroke, seizures and shock. Students will learn how to deal with bleeding emergencies, fractures, burns, poisoning, and hot and cold emergencies. Upon completion of the course, a first aid card that is good for two years will be issued to the participants.

T1	5:30-9p.m.	м	Main
Mar	ch 18		\$64

How to Stay Alive in Your Home (LLC 4504)

This informative course will cover the dangers we face daily in our homes and how to avoid them. Topics will include how to conduct a home safety analysis; childproofing your home; senior proofing your home; fire prevention and evacuation plans; animals in the home and animal safety; severe weather and associated seasons; disaster planning, creating a disaster plan, and supplying a disaster kit. Course is designed for family members (mature children), babysitters, seniors, and anyone who would like to improve the safety of their home, learn what to do in home emergencies, and create a home disaster plan and kit.

T1 6-9p.m. March 7	R	Main \$34
T2* 6-9.m. March 7	R	Main \$5

*For each paid registration in Section T1, members of the same household can register for section T2 at the reduced price of \$5. Both sections meet at the same time, in the same classroom.



Fitness Center Membership

Looking for a new gym to join? Want to have access to personal trainers? Look no further. Workout at JJC with certified personal trainers available during all of the operating hours. It is a beautiful, relaxing view during your workout. A Joliet Junior College Fitness Center membership also includes the option to attend a variety of FREE FITNESS CLASSES such as: Spinning; Pilates; Yoga; Butts & Gutts; Cardio Blast; Boot Camp; and More! *Fitness class offerings as well as the days and times vary. Please check with the fitness center for a complete class schedule. You may attend as many of these classes as you like. New members are required to take an online orientation prior to using the fitness center.

Fitness Center Semester General Membership (FIT 105)

This option is open to the general public whowould like to join the fitness center for thesemester. Must be at least 16 years of age.**T1 5a.m.-8p.m.M-UMain**

T1	5a.m8p.m.	M-U	Main
Jan.	2-April 30		\$100

Fitness Center Semester Membership <u>for Seniors</u> (FIT 105S)

This option is open to any adult age 65+ who would like to join the fitness center for the semester.

TS	5a.m8p.m.	M-U	Main
Jan.	2-April 30		\$75

Fitness Center Semester Membership <u>for Students</u> (FIT 105J)

This option is open to any Joliet Junior College student who would like to join the fitness center for the semester. No grades or credits are issued for this section.

T2	5a.m8p.m.	M-U	Main
Jan.	2-April 30		\$75

Fitness Center Yearly Individual Membership (FIT 201)

This option is open to any individual who would like to join the fitness center for an entire year.

T1	5a.m8p.m.	M-U	Main
Jan.	2-Dec. 23		\$300

Fitness Center Yearly Family Membership (FIT 201F)

Each person will be enrolled at the discounted rate of \$275. To enroll in this section, there must be two family members living in the same household*. Must be at least 16 years of age.

T1	5a.m8p.m.	M-U	Main
Jan.	2-Dec. 23		\$275

*Additional family members living in the same household may enroll for in this section for an additional \$50 per person. Must be at least 16 years of age.

FIT 201D

T1A 5a.m8p.m.	M-U	Main
Jan. 2-Dec. 23		\$50

Fitness Center Yearly Memberships for Seniors (FIT 2018)

This option is open to any adult age 65+ who would like to join the fitness center for an entire year.

TS	5a.m8p.m.	M-U	Main
Jan.	. 2-Dec. 23		\$222

Gardening

Make and Take Air Plant Display (LLC 4582)



ew

Plants that grow with no soil? Discover the unique and exotic tillandsias, commonly known as air plants. This plant variety will add beauty to any home, no green thumb needed. First this hands-on seminar will cover air plant topics such as natural habitat, unique photosynthesis, plant care and some various ways to display them, including how to create a vertical garden using air plants and Spanish moss. Then students will enjoy making their own display to take home.

T1 6:30-8:30p.m. R Main Feb. 21 \$49

Fresh Cut Flowers (LLC 4583)

Learn to grow and arrange fresh cut flowers for your home. The first half of this seminar will focus on selection, growing and cutting techniques for flower varieties that provide a long season of flowers. The second half of this seminar will focus on flower arrangement and will provide a hands-on opportunity to arrange a bouquet of fresh cuts to brighten your home. All supplies will be included.

T1	6-8p.m.	W	Main
May	22		\$34

Edible Landscaping (LLC 4584)

Many people spend countless hours and dollars purely on the beauty of their yard, why not have and additional payoff? There are many attractive produce plants that are overlooked as a landscaping choice merely because they are categorized as produce. They can be added to the appeal of a landscaping design and provide a harvest bonus, too. Join in this seminar to learn combinations of ornamental and produce plants that will transform your yard into a combination of bounty and beauty.

T1	6:30-8:30p.m.	w	Main
Mar	ch 20		\$34

Wonderful Water Gardens (LLC 3101)

Express yourself with gentle accents or dramatic impact using ponds, birdbaths, waterfalls or fountains. This program unveils the secrets of planning, design and installation, revealing how some simple forethought makes maintenance quick and easy.

T1	7-9p.m.	W	Main
Feb.	6 & 13		\$42



Design Your Own Landscape (LLC 3121)

Have fun and save money by learning how to design your own landscape. Discuss plant types, garden structures, ponds, plant combinations, color schemes. Learn about design balance, installation, and maintenance tips. Class includes an at home consultation from the instructor who will give individual guidance.

T1	6:30-8:30p.m.	W	Main
Feb.	. 20 & 27		\$89

Planting a Perennial Paradise (LLC 3113)

Blast your garden with bursts of color with easycare perennials. Learn about hardy perennials, soil preparation, planting, pruning to extend bloom time, dividing and more. Get great tips about poor soil and other growing conditions. **T1 6:30-9:30p.m. W Main**

T1 6:30-9:30p.m.	W	Main
March 13		\$37

Structures in the Garden (LLC 3104)

Trellises, yard art, arbors and gazebos, can make your garden the place to be. Learn about these and more, including window boxes, fencing and edging, garden ornaments, landscape lighting, copper critters and pathways.

T1	6:30-9:30p.m.	w	Main
Apri	13		\$37

Award Winning Lawns and Landscaping (LLC 3100)

Make your property look like it was painted and sculpted by a master! Learn about plants, flowers, trees, shrubs, and more. Understand soil and plant matching, care and maintenance, pre-planning and more.

T1	6:30-8:30p.m.	W	Main
Apri	10 & 17		\$42

Gardening- Produce

The Backyard Greenhouse (LLC 4587)



Extend the life of your garden. Whether for flowers or produce, an unheated hoophouse can be a useful addition to your garden. Learn how to extend your garden a month or more at both ends, making it possible to start produce earlier in the spring and extend harvest times later in the fall. Topics covered will include simple hoophouse designs, plant selection and care techniques.

T1	9:30-11:30a.m.	S	Main
Mar	ch 2		\$29

Backyard Fruits (LLC 4585)



There is nothing like taking a bite of your own home-grown fruit. You can grow backyard fruits with less space than you may think. From plant selection to harvest, learn how to raise small fruits such as strawberries, grapes, blackberries, blueberries and more.

T1	9:30-11:30a.m.	S	Main
Apri	il 13		\$29

Small Space Gardening (LLC 4586)



A small yard does not mean you cannot enjoy the rewards of growing your own fresh produce. With creative selection and planting, you will be amazed by the variety of vegetables that can be raised in a small area. Tips and techniques will cover container and raised beds, plant pairing for maximized space and disease/ insect management.

T1	9:30-11:30a.m.	S	Main
Apri	1 27		\$29

Introduction to Organic Gardening (LLC 4463)

If you are already gardening, or thinking about starting a garden and would like to know what it takes to have an organic garden, this seminar will get you started. Learn how to raise fresh produce without the use of synthetic fertilizers. Reap the health benefits of raising and eating your own home grown food, while at the same time enriching your garden soil.

T1	6:30-9:30p.m.	R	Main
Мау	2		\$37

Organic Pest Management (LLC 4464)

Would you like to manage garden pests without the use of toxic pesticides? This seminar will give you the basics in organic weed and insect management strategies. Learn how to raise quality produce with the most environmentally friendly methods.

T1	6:30-9:30p.m.	R	Main
May	9		\$37

Plant Selection for the Produce Garden (LLC 4465)

Choosing the plants for your family garden can cause quite a dilemma. How do you know what plants are best for the space you have? What varieties will grow well for you and what about the flavors? This informative seminar will help you get started. Learn solid performing varieties and how to select the best plants to meet your family's needs and likes along with the space you have available.

T1	6:30-9:30p.m.	R	Main
May	/ 16		\$37



Beekeeping (LLC 4588)

What's all the buzz? Join this four-week seminar designed to introduce the basics of beekeeping. Whether just curious or already started, this course will introduce the honey bee, Apis mellifera, and the practice of beekeeping as it is currently done in the United States. Honey bee biology, modern equipment, acquiring bees, apiary locations, management practices for honey and pollen production, plants utilized by bees, and an introduction to integrated pest management will be covered. Texts will be provided.

T1	6:30-8:30p.m.	R	Weitendorf
Feb.	14-March 7		\$84

Genealogy

Beginning Genealogy: Discovering Your Family History (LLC 327)

This three-week seminar will help the "family historians" get started in tracing their family tree. Discuss how to do an oral history interview. Learn to use resources, such as the Newberry Library, Illinois Regional Archive Depository (IRAD), family History Center, library resources and courthouse records. Discuss research techniques, proper documentation, and organizing tips. Some computer knowledge is helpful. Class meets every other Saturday.

T1	9a.mnoon	S	Main
Feb.	2, 16 & March 2		\$149

Graphic Design

<u>Digital Design Certificate</u> <u>Program</u>

This certificate program is designed to prepare entrepreneurs who are interested in the graphic design business. Whether to enhance a current skill-based business or to follow a lifelong interest, this program guides students in developing their skills in the world of digital graphic design. This program has been divided into two options for students: <u>Web Design Certificate or Graphic Design Certificate</u>. For additional information, or a complete brochure, contact Brenda Large (815) 280-1504.

Web Design Certificate

Students must successfully complete five core and four elective classes. Upon successful completion of the core and elective courses, students will submit a portfolio and complete an interview in the final evaluation session in order to receive the Web Design Certificate.

Web Design Core Classes

Web Design with HTML (COMP 4012)

If you want to get serious about designing websites, you need a solid understanding of HTML. This course will simplify this mark-up language and show you how to create your website using text created in Word or Notepad. No special software is required. Workbook is provided. Students are required to bring a flash drive to class.

T1 6-9p.m.	R	Main
April 11 & 18		\$125

Adobe Dreamweaver (COMP 312)

Website creation is a lot easier with Adobe Dreamweaver. You will learn the basics of good Web design, how to put together a Web page, create a site map, and edit HTML. You will also learn how to create style sheets and work with tables. Dreamweaver is the most popular Web design software and is used by professional designers. Students are required to bring a flash drive to class.

T1	6-9p.m.	R	Main
Feb.	28-April 4		\$235

Fireworks (LLC 4392)

Adobe Fireworks training will teach students to design using both vector and bitmap tools and the benefit from pixel-precise control for website graphics. Students will also learn to use Adobe Fireworks to rapidly prototype websites and mobile applications. Students will discover what they need to know to create high-quality, usable and attractive websites. Students will work with layers, build buttons, components, symbols, slice images, and optimize and export graphics with CSS.

T1	6-9p.m.	F	Main
Feb.	1-22		\$235

Intro to CSS (LLC 4391)

A strong understanding of Cascading Style Sheets (CSS) is vital to producing websites that look good, load quickly, and are easy to maintain. CSS gives control over the appearance of websites by separating the visual presentation from the content. It allows designers to easily make minor changes to a site or perform a complete overhaul of the design. The class will take students through the Web page creation process, one step at a time. Students will start with a review of CSS essentials, learn to build effective navigation and page layouts, and then move on to work with typography, colors, backgrounds, and white space. Note: Students should have an intermediate knowledge of HTML or have completed the HTML Intro class.

T1	6-9p.m.	R	Main
Apri	il 25 & May 2		\$125

Internet Marketing/SEO (LLC 4393)

This course will train you on Internet marketing methods that will increase web site traffic and revenues. The main topics of this class are Google search engine optimization (SEO), payper-click (PPC) strategies in Google AdWords, and social media considerations. Establish a great foundation for Internet marketing with our high level, cross-discipline approach to learning

New!)

the basics. With comprehensive overview sections in SEO, Social Media, Web Analytics, and Paid Search, you'll have confidence when talking with contractors, vendors, or your own internal marketing group as you make intelligent and well-informed decisions about your Internet marketing strategies. Additionally, if you decide to move on to more in-depth studies, you'll do so with the confidence of having a solid foundation in the fundamentals. From Google to Yahoo to Bing, search engine results are the foundation for finding new information on the Internet. But how, exactly, do those websites get to the top of the search results? *Completed last after all core and electives.

T1	6-9p.m.	т	Main
Apri	2-23		\$199

Web Design Electives

Fundamentals of Photoshop Level One (GRAF 1006)

Add excitement to your digital photographs with Photoshop. You will learn how to use curves and levels to adjust and correct color. You'll have fun using filters to enhance the look and feel of your photographs, and you will learn how to combine images to create stunning original pictures. Students are required to bring a flash drive to class.

T1 6-9p.m. Jan. 28-Feb. 25 (No class Feb. 18)	Μ	Main \$195
T2 6-9p.m. March 4-25	Μ	Main \$195
T3 6-9p.m. March 6-27	W	Main \$195

Fundamentals of Illustrator (GRAF 1004)

This course offers a comprehensive overview of the features and commands of Adobe Illustrator. Students will gain further knowledge and proficiencies with the tools necessary to work in Adobe Illustrator. Topics covered include discussing various graphic formats, starting Illustrator, reviewing the Adobe Illustrator environment and user interface, creating and editing basic vector graphics, vector paths, use drawing tools to draw and edit geometric objects, manipulating objects, applying color, and working with type to create eye-catching type effects. Students are required to bring a flash drive to class.

T1	6-9p.m.	W	Main
Feb.	6-27		\$195

Advanced Dreamweaver (LLC 4395)

Adobe Dreamweaver Website Development provides Web designers with the knowledge and hands-on practice they need to build and manage professional Web sites using the industry standard for professional web development and design. This class introduces studentS to the more advanced Dreamweaver techniques and tools with an emphasis on best practices and current Web standards.

T1	6-9p.m.	R	Main
Jan.	31-Feb. 21		\$235

Flash (LLC 4396)

Adobe Flash is the most advanced authoring environment for rich, interactive content creation. Students will build a Flash-based website with interactivity, video, components, and animation. This class also introduces students to the fundamentals of using ActionScript for intermediate to advanced techniques. This is an introductory course and no prior knowledge of Flash is necessary.

T1 6-9p.m.	т	Main
March 5-26		\$235

JavaScript (LLC 4394)

Students will start by learning how to use JavaScript to create interactive Web pages. Students will learn about the uses and advantages of JavaScript, and will learn how to embed JavaScript code in an HTML document. They will also learn how to use variables, data types, functions, operators, and decisionmaking and iteration constructs. In addition, students will learn about objects, methods, and properties. Finally, students will learn how to handle events on a form and write scripts for form elements.

T1	6-9p.m.	т	Main
Apri	l 30-May 21		\$199

WordPress (LLC 4397)

Learn to use WordPress to manage a website. Students will learn how to setup, configure and post with WordPress. Students will also look at how to customize templates, add extensive functionality through the most-important plugins, manage content in an organized way, and much more.

T1	6-9p.m.	R	Main
Мау	9-30		\$199

Graphic Design Certificate

Students must successfully complete four core and three elective classes. Upon successful completion of the core and elective courses, students will submit a portfolio and complete an interview in the final evaluation session in order to receive the Web Design Certificate.

Graphic Design Core Classes

Fundamentals of Illustrator (GRAF 1004)

This course offers a comprehensive overview of the features and commands of Adobe Illustrator. Students will gain further knowledge and proficiencies with the tools necessary to work in Adobe Illustrator. Topics covered include discussing various graphic formats, starting Illustrator, reviewing the Adobe Illustrator environment and user interface, creating and editing basic vector graphics, vector paths, use drawing tools to draw and edit geometric objects, manipulating objects, applying color, and working with type to create eye-catching type effects. Students are required to bring a flash drive to class.

T1	6-9p.m.	W	Main
Feb.	6-27		\$195

Fundamentals of Photoshop Level One (GRAF 1006)

Add excitement to your digital photographs with Photoshop. You will learn how to use curves and levels to adjust and correct color. You'll have fun using filters to enhance the look and feel of your photographs and you will learn how to combine images to create stunning original pictures. Students are required to bring a flash drive to class.

T1 6-9p.m. Jan. 28-Feb. 25 (No class Feb. 18)	Μ	Main \$195
T2 6-9p.m. March 4-25	Μ	Main \$195
T3 6-9p.m. March 6-27	w	Main \$195

Fundamentals in InDesign (GRAF 1009)

Get a quick overview of this relatively new page design software. Learn how to use InDesign's story editor, nested style sheets and information palette. Improve your layouts with InDesign's image editing tools that let you customize graphics with features like transparency and mixed ink color controls. Students are required to bring a flash drive to class.

T1 6-9p.m.	М	Main
April 29-May 20		\$195

Tools of Marketing/Portfolio (LLC 4398)

This course is a practical guide for designers/ developers who want to present their work to potential clients/employers. Students will learn how to identify their individual strengths and weaknesses as a designer, selecting works that best highlights their talents. The course also focuses on the process for developing a portfolio to showcase their design work. *Completed last after all core and electives.

T1	6-9p.m.	F	Main
Apri	l 26-May 17		\$199

Graphic Design Electives

Advanced Photoshop Level Two (GRAF 1007)

Get past the basics and learn about layer masks, clipping paths, filters, and channels. You learn more advanced color correction techniques, too. Completion of GRAF 1006 or proficiency in basic Photoshop skills required. Students are required to bring a flash drive to class.

T1	6-9p.m.	W	Main
Apri	3-24		\$195

Advanced Photoshop Level Three — Print Production (GRAF 1055)

This course focuses on creating quality images for high-end business printers and commercial printing. Students will learn color management/ color space concepts and will explore various photographic adjustments including color correction, curves and color replacement. Students will discover how to work with the camera, raw format and HDR images. Outputting images for print and Web will be covered including CYMK separations for prepress, spot-color and duotones and Web optimization. Students are required to bring a flash drive to class.

T1	6-9p.m.	W	Main
May	1-22		\$195

Advanced Illustrator (GRAF 1052)

This course covers advanced techniques for working with paths, masks, fills and strokes. Students will learn how to use transformation tools, envelopes, filters, 3D effects and graphic styles. In addition, students will learn how to use Autotrace to convert raster images to vector art and how to manage color settings, color separations, and print specifications. Finally, students will learn how to draw in perspective and create graphs.

T1	6 -9p.m.	М	Main
April 1	L- 22		\$195

Managing Digital Photography in Lightroom 4 (LLC 4343)

This is a hands-on course designed to introduce Adobe Lightroom's powerful features. Learn how to manage photography development workflow, catalog images with ease and use development and retouching tools to enhance photographic work. Organize work into slideshows, Web presentations, and generate quality prints. Students should have completed Secrets of Digital Photography or have a base understanding of handling digital files from their digital camera. Students will be encouraged to bring digital photo files to class using a USB drive. Class will be conducted in the JJC Computer Lab, but students may bring their own laptops if they currently have an installation of Lightroom.

T1	6-9p.m.	т	Main
Feb.	5-March 5	:	\$159

Adobe Acrobat (LLC 4561)

Learn how to create and manage Portable Document Files (PDF) with Adobe Acrobat. This course is designed for anyone who wants to increase document productivity by creating PDFs from a variety of native programs such as Word and InDesign. Students will learn how to create PDFs for commercial printing and for interactive uses that will include hyperlinks and animations. The course will also cover optimization, PDF conversions, and document review for easy collaboration. Some experience with Microsoft Word, Excel, and PowerPoint would be helpful.

 T1
 6-9p.m.
 R
 Main

 Feb.
 7-21
 \$129

Health and Wellness

Turning 65: Medicare 101 (LLC 3824)

Two great classes, one great price: enroll in "Medicare 101" and stay for "Medicare Part D." Join in an informative and interactive program that will provide you with a better understanding of Medicare. Topics will include: Medicare eligibility and enrollment, the benefits of Medicare Parts A and B, the costs that Medicare leaves you to pay and an overview of the standardized Medicare Supplemental Plans. This program is appropriate for people becoming eligible for Medicare, caregivers of people who are on Medicare and current Medicare beneficiaries who would like a refresher course on their benefits. Understanding Medicare Part D The second half of this program that will provide you with a better understanding of the Medicare prescription drug program. Topics include a detailed description of the prescription drug program, eligibility, enrollment, the three phases of prescription drug coverage and tips on how to select a plan. This program is appropriate for people becoming eligible for Medicare, caregivers of people who are on Medicare and current Medicare beneficiaries who would like to learn more about this program.

Soup and sandwich lunch provided with class.

T1 10a.m2p.m. March 12	т	Main \$24
T2 10a.m2p.m. April 25	R	Romeoville \$24

Natural Solutions to Digestive Problems (LLC 3891)

Acid Reflux, Hiatal Hernias, Ulcers, Irritable Bowel Syndrome, Colitis, and Chron's Disease are just a few of the digestive disorders that affect over \$60 million Americans each year. You will learn how the digestive system works, common digestive complaints, how stress affects digestion, preventative measures and natural approaches to improve the health of the digestive system.

W

T1 6:30-8:30p.m. Feb. 20

Main \$24

Preventing Golf Injuries (LLC 4590)



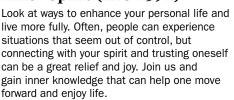
New

Nearly 50 percent of golfers will suffer a golf-related injury. Why? On average, golfers attempt 50-70 violent swings while playing 18 holes. This seminar will cover common golf injuries, prevention, treatments and the three-point golf evaluation. Learn stretches and strengthening techniques to help improve distance and accuracy, prevent golf injuries.

T1	6:30-8:30p.m.	W	Main
Mar	ch 20		\$24

Health and Wellness-Positive Living

Nurture Your Inner Spirit (LLC 4591)



T1	11 a.m1 p.m.	M	Main
Jan.	14		\$24



Mental Exercises for New Healthy Living (LLC 4592)

Learn ways to improve yourself with positive methods to focus and gain tenacity. Strengthen yourself and feel good about the present moment. Learn simple techniques for healthy living and enjoying yourself.

T1	10a.m1 p.m.	М	Main
Jan.	28		\$29

The Wellness Workout: New! Life Strategies for Healthy Living (LLC 4593)

Learn strategies to develop a wellness plan and build self-confidence. Develop your self-esteem and feel confident to move forward each day with strength.

T1	10:30a.m12:30p.m. T	Main
Feb.	5	\$24

New

1

Living Practical: A Roadmap To Success (LLC 4594)

Join us and learn ways to build success and self-confidence. Provide yourself with some easy structure and goals in order to live life to the fullest.

T1	11 a.m2p.m.	т	Main
Feb	. 12		\$29

The Psychology of Living Well (LLC 4595)

Life is full of challenging situations, which can often affect the way we see life and our current situations. Join us and learn techniques to restructure daily thinking to gain the most from challenging situations.

T1	11 a.m2p.m.	т	Main
Feb	. 26		\$29

Integrating Body, Mind and Spirit for Total Living (LLC 4489)

This workshop will provide participants with an understanding of holistic psychology and wellness. Learn ways to reduce negative mindsets and improve optimal development.

T1 6-9p.m.	М	Main
March 4		\$34

Journalizing: The Art of Life Management (LLC 4490)

Learn how journalizing can help you develop goals and set priorities. Reduce procrastination and improve time on task without being over-burdened. Learn how this tool can be very powerful and self-reflective.

T1 4-6p.m.	М	Main
April 1		\$34

Stress Management in a Troubling Economy (LLC 4439)

Learn about the negative effects of stress and what you can do to turn stressful situations into a positive experience. Build a healthy outlook for life and begin to shape your future in a positive manner.

T1 4-6p.m.	М	Main
April 8		\$24

Establishing a Sense of Order (LLC 4485)

Understand how a sense of order and serial movement can help reduce anxiety. Dealing with schedules and demands in a nonthreatening way will be addressed. Join us and put a sense of order and confidence back in your life.

T1	6:15-9:15p.m.	М	Main
Apri	il 8		\$34

The Life Enrichment Workshop (LLC 4486)

Whether you feel you're thriving or surviving, join us and learn ways to take your life to a new level of fulfillment. Learn ways to increase your self-worth and feel happier. Deal with life's ups and downs, and conquer situations that often can lead to poor feelings of self-worth. Join us, take charge of your life and move forward into the future.

T1	6-9p.m.	М	Main
Apri	il 15		\$34

Couples and Relationships (LLC 4491)

This workshop will provide couples with an opportunity to learn and enhance various skills in order to maximize their relationship. Join us and learn new skills. Price is per couple.

T1	6-9p.m.	М	Main
Apri	1 29		\$34

Reframing Your Way to Peace (LLC 4494)

We often cannot control what happens in our lives but we certainly control how we react to people and circumstances. This class will give you the tools to take a look from another point of view to reframe the events that seemed to only cause stress and heartache to glean insight and make them more manageable.

T1 7-9p.m.	R	Romeoville
April 4		\$44

Setting Healthy Boundaries (LLC 4442)

Do you have a hard time saying no? Do you feel guilty when you do manage to say no?

This class is for you! We will explore ways to set loving boundaries so as not to offend others and to help maintain your sanity. Learn to live an authentic life without guilt and resentment.

T1 7-9p.m.	R	Romeoville
April 11		\$44

The Art of Forgiveness (LLC 4001)

Unresolved anger, trauma, betrayal and painful memories keep us from living a full life. They can be a weight that we drag around unable to enjoy and accomplish what we desire. Forgiveness is a gift you give to yourself to free yourself from the bitterness of the past.

T1	7-9.m.	R	Romeoville
Apr	il 18		\$45

Health and Wellness-Alternative

Manifesting Your Heart's Desire (LLC 4493)

A Vision Board is a collage of pictures of the goals and dreams you want to attract into your life. Vision Boards are a very useful tool and can be very powerful when used with the law of attraction. We will discuss how your thought patterns and beliefs systems affect your goals and you will tap into your true heart's desires. You will also learn to create your own affirmations. Dare to dream. This class is in great demand because of the amazing results people have experienced in a short period of time. Manifest a miracle for yourself.

T1 7-9p.m.	т	Romeoville
April 2		\$44

Alternative Healing Modalities (LLC 4213)

This class will explore the many healing modalities available. We will explore therapeutic massage, acupuncture, ayuvedic medicine, nutrition, wellness coaching, Reiki and other energy modalities, hypnosis, homeopathy, crystals and more. Whether you are looking for alternative treatments or want to explore a career, this class is for you. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	7-9p.m	т	Romeoville
Apri	9 & 16		\$84

Aura Class (LLC 4002)

The aura is the energetic field that surrounds all living things and beings. In this class we will explore the auric field and our connection and interaction to others' auras. You will even learn to see the aura with the naked eye. This is an interactive and exciting class. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1 7-9p.m.	т	Romeoville
April 23		\$45

Body Communication (LLC 4212)

Our body speaks to us continually and now is the time to learn how to listen. Learn what that pain or tingling may be trying to communicate to you and how to work to resolve them. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1 7-9p.m	т	Romeoville
April 30		\$39

Past Life Regressions (LLC 4140)

Discuss if past lives are real, explore the possibilities of other explanations to this phenomenon. Discuss other people's experiences with hypnosis induced and spontaneous regressions and experience age regressions. Based on Michael Newton's work with Life Between Lives, this class will also explore what happens between past lives when one can meet their soul group, explore akashic records and more. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum. T1 7-9p.m. R Romeoville April 25 \$45

History

Quilt Styles throughout American History (LLC 4422)

Discover America through Quilt Styles. In this session you will explore many examples of quilt styles including: Baltimore Album quilts, Broderie perse quilts and Redwork quilts. Learn how the use of feedsacks and tobacco premiums in quilts made for uniquely American quilts, along with such patterns as Sunbonnet Sue, Carolina Lily and Rose of Sharon. Discuss patterns that have become associated with America, though they have roots elsewhere, such as the log cabin block and grandmother's flower garden. Lunch and Learn class; soup and sandwich lunch will be provided.

T1 11:30a.m.-1p.m. F Main Feb. 22 \$29

Have You Seen the Tully Monster? (LLC 4062)

Illinois is the site of one of the most worldfamous fossil producing regions in the world, called the Mazon Creek area. This area runs through Kankakee, Livingston, Will, Grundy and La Salle counties and has produced some the most amazing fossils ever found! The Illinois state fossil, the Tully Monster, comes from this area and is found nowhere else in the world! This session will discuss where and how to fossil hunt in the Mazon Creek area. We'll discuss finding and preparing your fossils, and how to obtain more information about them. Bring your Mazon Creek fossils and we'll identify them at the end of class. Each participant will receive a free Mazon Creek fossil and you'll get to see a real Tully Monster!

T1 6-9p.m.	М	Main
March 4		\$29



Civil War Life: Medicine (LLC 4596)



Looking into the everyday life of history makes the past come alive. Join in this seminar devoted to the medical practices and sanitary conditions of union camp life. Learn about the Army Medical Corps, discoveries and improvements, drugs and even poisons used to treat the ill and wounded. Discuss techniques that although seemingly primitive still have use in the medical field today.

T1 6:30-8:30p.m. W Feb. 6

Civil War Life: Weapons (LLC 4597)



Main

\$24

Looking into the everyday life of history makes the past come alive. Join in this seminar devoted to the weaponry of the Civil War. Starting with the old smoothbore and advancing to rifled small arms and artillery discussion topics will focus not only on the weaponry but also the effects of these advancements upon the everyday soldier. Ironclads and the little known Balloon Corps will also be included in this fascinating look at the Civil War.

T1	6:30-8:30p.m.	W	Main
Feb.	20		\$24

Civil War Life: Home Front (LLC 4598)

Looking into the everyday life of history makes the past come alive. Join this seminar devoted to the everyday life of the people of the Civil War. Topics will include politics, the economy and currency, camp life and the little-known Invalid Corps, which consisted of disabled soldiers.

T1	6:30-8:30p.m.	W	Main
Marc	ch 6		\$24

History in Your Pocket (LLC 4599)



Right in your pocket, there is a tale being told. Currency says volumes about a country and gives a picture of the historical happenings during the period of circulation. Join this seminar devoted to the history of the United States' currency from 1776 to present. Take a journey from the earliest currency such as the Spanish Dollars and the Continental Dollar, through eras of war and peace to present day currency.

T1	6:30-8:30p.m.	w	Main
Mai	rch 20		\$24

Hidden History- The Story of Marquette and Joliet (LLC 4402)

In 1673, Father Jacques Marquette, a Jesuit missionary, and Louis Joliet, a fur trader, undertook an expedition to explore the unsettled territory in North America from the Great Lakes region to the Gulf of Mexico. Learn about their historic journey and the legacies they left behind that can still be seen today in the Chicago area.

T1 6:30-8:30p.m.	т	Main
April 2		\$29

Route 66 in Illinois (LLC 4500)

Get your kicks on Route 66 during this class that explores the history of the "Mother Road." Route 66 was established in 1926 and covered a total of 2,448 miles stretching from Chicago to Los Angeles. This class looks at the history of the highway with special attention paid to its route through Illinois.

T1	6:30-8:30p.m.	т	Main
Apri	l 16		\$24

House and Home

Get Those Photos Organized (LLC 4503)

Digital cameras are a great because we can capture so many precious moments, but if we don't have a system; it can be very overwhelming to organize them. How many pictures are currently stored on your camera that haven't been uploaded to your computer, let alone printed? Too many, right? This workshop will break down this overwhelming task into doable steps that will work for anyone's schedule. We will uncover the fivestep process to organizing your electronic and printed photos. Come away with a simplified approach to making the most of your pictures.

T1	6:30-8:30p.m.	R	Main
Jan.	31		\$24

How to Stay Alive in Your Home (LLC 4504)

This informative course will cover the dangers we face daily in our homes and how to avoid them. Topics will include how to conduct a home safety analysis; childproofing your home; senior proofing your home; fire prevention and evacuation plans; animals in the home and animal safety; severe weather and associated seasons; disaster planning, creating a disaster plan, and supplying a disaster kit. Course is designed for family members (mature children), babysitters, seniors, and anyone who would like to improve the safety of their home, learn what to do in home emergencies, and create a home disaster plan and kit.

T1 6-9p.m. March 7	R	Main \$34
T2* 6-9.m. March 7	R	Main \$5

*For each paid registration in Section T1, members of the same household can register for section T2 at the reduced price of \$5. Both sections meet at the same time, in the same classroom

Organizing Financial Documents (LLC 3905)

Do you feel you are drowning in paperwork? Do you keep everything for fear you might need it someday but, you are not sure for how long or why? Join our financial expert in an evening designed to help you clear the financial clutter. Learn what to keep, why to keep it, how long to keep it and, best yet, what you can throw away.

T1 6:30-8:30p.m. т Main April 30 \$34



Garage Sale New Groundwork (LLC 3418)

Gain valuable information to have a successful garage sale. Let our expert guide you through all of the necessary steps, and share tips and tricks for making a good garage sale grand. You will also learn fair prices to mark your items and how to display items so they are more appealing to the customer.

T1 6:30-8:30p.m.	R	Main
April 25		\$44

Interior Redesign and Home Staging

Interior Redesign and Home **Staging Certificate**

This certificate program is designed to prepare entrepreneurs who are interested in the interior redesign and home staging business along with those who may want to enhance an existing real estate, interior design or home organizing business. Students must complete four core classes and three elective classes to earn a certificate. Core classes must be completed prior to beginning elective classes: core classes will begin each fall. For additional information, call Brenda Large at (815) 280-1504.

Core Classes

Business Basics for Home Staging/Redesign (LLC 4153)

Have you considered all that is required of the small business owner? This course is designed to give students the very basics of owning a home staging and redesign business. Topics included will be building a business plan, record keeping, marketing and networking.

T1	6:30-9p.m.	R	Main
Jan.	10-Feb. 7		\$374

Elective Classes

Advanced Interior Redesign (LLC 4154)

Take Interior Redesign skills to the next level with this course. Focus on how to use professional organization techniques and incorporate industry tips and resources when redesigning spaces that will please each individual customer. Learn how to decorate Green and use Green Friendly products that will provide financial and environmental benefits.

T1	6:30-9:30p.m.	R	Main
Feb.	21-March 7		\$199

Advanced Home Staging (LLC 4155)

Build skills and knowledge with advanced home staging techniques designed to highlight the strengths of a home and develop sales appeal. Topics will also include property evaluations and how to write a proposal.

T1 6:30-9:30p.m.	R	Main
March 21 & April 4		\$149



Advanced Marketing/ Networking for the Redesign/ Staging Business (LLC 4157)

Focus on specific Marketing and Networking techniques designed to promote a Redesign/ Staging business. Topics will include Branding Basics-Publicity and Promotions, The Power of Presentations, The Art of Writing for the Web / Designing Your Website, and Identifying Your Customers and Competitors.

T1	6:30-9:30p.m.	R	Main
Apri	l 11-25		\$199

Interior Redesign and Home Staging Practicum (LLC 4158)

This course will provide an opportunity to apply principles and techniques learned in previous courses. Participate in actual projects on location with an Interior Redesign & Home Staging professional. This hands-on experience will feature; room redesigns, vacant staging, occupied staging and model home staging. Class size will be limited to four students.

T1 9a.m1p.m. June 12, 19 & 26	w	SEE ABOVE \$349
T2 9a.m1p.m. July 31, Aug. 7 & 14	W	SEE ABOVE \$349
T3 9a.m1p.m. June 8, 15 & 22	S	SEE ABOVE \$349
T4 9a.m1p.m. July 13, 27 & Aug. 3	S	SEE ABOVE \$349

Parenting

ADD/ADHD: New and Improved Approaches for Healthy Living (LLC 4600)

This seminar will focus on approaches that can provide relief for students who experience ADD/ ADHD diagnosis. Learning strategies to address this condition can also help provide a healthy self-image and methods to advocate for yourself.

0		
T1 6-9p.m.	М	Main
March 18		\$29

Response to Intervention: What does it mean to a Parent? (LLC 4601)

This workshop will look at the new concept of response to intervention, which is now used in schools to provide interventions for students. What does all this mean? What am I supposed to know as a parent? How do I advocate for my child? Join us and learn to become a consumer of services for your child. Enrollment is per parenting team.

T1 4-6p.m.	м	Main
March 18		\$24

A Window into Learning Disorders (LLC 4506)

Learn strategies that will address learning disorders and improve not only learning, but self-confidence too. A portion of this workshop will address Autism and strategies to implement in order to foster learning. Price is per parenting team.

T1	6-9p.m.	М	Main
Apri	11		\$34

The IEP Process (LLC 4507)

This workshop will provide parents and guardians with an understanding of the Individualized Education Process (IEP) program and the special education maze. Join us and increase your skills. The Response to Intervention (RTI) process will also be addressed during this workshop. Price is per parenting team.

T1	6-9p.m.	М	Main
Mar	ch 11		\$34



Boost Your Child's Self Esteem (LLC 4508)

Join us and learn ways to boost your child's self-worth and esteem. Learn some basic skills and new ways to engage your child. See how mastery of self-worth can positively impact school learning and success.

T1 4-6p.m.	М	Main
April 29		\$34

What's on My Plate? (LLC 4510)

Children will learn the basics of foods in an atmosphere of educational games and interacting on learning about healthy snacks. Choose a lifestyle that supports healthy eating and moving more. This class teaches how to create a lifestyle and environment that supports nutritious eating and practical tips to promote healthy lifestyles among children and families. There will be taste testing of some fresh fruits and vegetables.

Grades K-2

TY1 4:30-5:30p.m. Feb. 4	М	Romeoville \$19
TY2* 4:30-5:30p.m. Feb. 4	М	Romeoville \$10
TY3 10-11a.m. March 16	S	Romeoville \$19
TY4* 10-11a.m. March 16	S	Romeoville \$10
Grades 3-5		
TY5 5:35-6:35p.m. Feb. 4	М	Romeoville \$19
TY6* 5:35-6:35p.m. Feb. 4	М	Romeoville \$10
TY7 11:05a.m12:05p March 16	.m. S	Romeoville \$19
TY8* 11:05a.m12:05p March 16	.m. S	Romeoville \$10

*For each paid registration in Section TY1,TY3,TY5 or TY7 members of the same household can register for section TY2, TY4, TY6 or TY8 at the reduced price of \$10. Both sections meet at the same time, in the same classroom.

Personal Finance

Turning 65: Medicare 101 (LLC 3824) *Lunch and Learn

Two great classes, one great price: enroll in "Medicare 101" and stay for "Medicare Part D." Join in an informative and interactive program that will provide you with a better understanding of Medicare. Topics will include: Medicare eligibility and enrollment, the benefits of Medicare Parts A and B, the costs that Medicare leaves you to pay and an overview of the standardized Medicare Supplemental Plans. This program is appropriate for people becoming eligible for Medicare, caregivers of people who are on Medicare and current Medicare beneficiaries who would like a refresher course on their benefits.

<u>Understanding Medicare Part D</u>

The second half of this program that will provide you with a better understanding of the Medicare prescription drug program. Topics include a detailed description of the prescription drug program, eligibility, enrollment, the three phases of prescription drug coverage and tips on how to select a plan. This program is appropriate for people becoming eligible for Medicare, caregivers of people who are on Medicare and current Medicare beneficiaries who would like to learn more about this program.

Soup and sandwich lunch provided with class.

T1 10a.m2p.m. March 12	т	Main \$24
T2 10a.m2p.m. April 25	R	Romeoville \$24

Social Security-Seven Keys to Optimizing Benefits (LLC 4511)

Are you preparing to apply for your Social Security benefits? Social Security may be the basis of all your retirement income decisions, so it is important to fully understand the implications of the decisions you make. While many know the basics of Social Security this session will focus on helping you understand your options and maximize your benefits; enabling you to make decisions affecting your 401(k), IRAs, and other retirement income. *Price is per couple

T1 10a.mnoon Feb. 6	w	Romeoville \$24
T2 6:30-8:30p.m.	R	Main
April 11		\$24

Making Money on the Internet (LLC 4429)

Do you hear about others making money on the Internet and wonder how you could do the same? This seminar will go over a variety of ways to make money on the Internet. Topics will include websites, blogs, reviews, affiliate programs, niche markets, inbound marketing, CPC advertising, eBay, Overstock, Amazon and more. You will leave with many ideas on how to make money with hobbies and ideas you may already have and feel inspired to join this new money-making venture.

T1	6:30-9:30p.m.	W	Main
Feb.	20 & 27		\$49

Money-The Great Disappearing Act (LLC 4444)

Where is your money going? Have you come to the end of the month and wondered where all of your money went? Learn how to create budgets, determine where all of your money is going and even discover extra money. Discover strategies to control spending habits and build a nest egg for the future. Discuss ways to save money such as finding deals and coupons via the Internet. Additional topics will include how to pay down existing debt and maximize your income, along with tips on how to save money on gas, groceries, insurance, utilities, mortgage, credit cards and household items. **T1 6:30-9:30p.m. M Main**

T1 6:30-9:30p.m. M Jan. 28

\$24

A Family's Guide to Finance (LLC 4445)

Fifteen lessons they don't teach you in school. Families that understand money as a team are better able to reach their goals. This introductory money class will focus on beginning lessons in personal finance such as paying yourself first, understanding compound interest, time value of money, as well as the dangers and benefits of credit. This is an introductory class that will focus on topics that are seldom covered in school, yet extremely important for all adults and children. Adults are welcome to bring their children. Price is per family.

T1	6:30-9:30p.m.	Μ	Main
Apri	22		\$24

Organizing Financial Documents (LLC 3905)

Do you feel you are drowning in paperwork? Do you keep everything for fear you might need it someday but, you are not sure for how long or why? Join our financial expert in an evening designed to help you clear the financial clutter. Learn what to keep, why to keep it, how long to keep it and, best yet, what you can throw away.

T1	6:30-8:30p.m.	т	Main
Apri	I 30		\$34

Personal Finance-Investing

Money Management: A Complete Financial Plan (LLC 4278)

Do you want to learn what goes into making sure you have a complete and solid financial plan? If so, then you cannot miss this workshop! Come find out everything you need to know about putting a financial plan in place so you can have peace of mind when it comes to your future. We will discuss cash reserves, investment planning, retirement needs, education funding, tax strategies, and much more! Get all of your questions answered in this two-hour workshop.

T1	6:30-8:30p.m.	w	Main
Mar	ch 13		\$29

Investing for the Totally Confused (LLC 2721)

Are you totally confused when it comes to investing your hard earned money? Maybe even a little apprehensive? If so, this financial seminar is for you. What is the difference between a stock and a bond? How do mutual funds work? Which is better: tax deferred or tax free? What is dollar cost averaging? Why is diversification important? How do I get started? This is a workshop for beginners.

T1	6:30-8:30p.m.	т	Main
Feb	. 26		\$29

Stock Analysis (LLC 3906)

Moving averages, volume plus 50, P/E ratios, ROE, price to book, price to sales: it can all be so confusing. This seminar will focus on the fundamental and technical analysis of stocks. Learn the tools that seasoned stock traders and professional investors use to determine when and what stocks to buy and how to sell at a profit.

T1 9a.mnoon March 16 & 23	S	Main \$69
T2 9a.mnoon May 4 & 11	S	Main \$69

Retirement Planning: ABC's of Conservative Investing (LLC 4407)

This course provides a fundamental working knowledge of the principles of conservative investing as they apply to retirement planning. The materials cover varied aspects of conservative investing, such as changes in investing paradigms, history of markets, impact of bear markets, retirement budgeting, aspects of financial decisions, and more, while highlighting the ABC Model of Investing. Students will increase their awareness of the overall risk in the markets as well as possible asset allocation models to help manage exposure to risk. This course also covers conservative investing, income planning, asset allocation, and appropriate financial decisions. It is not designed to give specific solutions to individual needs.

T1 6-8:30p.m. March 5-19	т	Main \$59
T1A 6-8:30p.m. March 5-19	т	Main \$78
T2 6-8:30p.m. March 7-21	R	Main \$59
T2A 6-8:30p.m. March 7-21	R	Main \$78

Annuities-Variable, Fixed, Indexed, and More... (LLC 4516)

As the owner of an annuity, or an individual preparing to purchase one, there is a suitability checklist you must use to make sure you have the right one for your needs. This seminar will provide examples and show you the benefits and possible drawbacks of each in order to help you choose which annuity is the best fit for your situation. Annuity decisions can sometimes be confusing; topics such as principal protection, guaranteed income for life, surrender charges, and investment risks will be covered.

T1	6:30-8:30p.m.	W	Main
Mar	rch 20		\$24

How to Choose a Financial Advisor- Understanding Investing Fees and Goals (LLC 4514)

When choosing a financial advisor, you may want to be sure you're entrusting your hard-earned savings to a professional-an experienced financial advisor who's in tune with your financial needs and goals. Should you choose a large investment company or a small boutique firm? It pays to take the time to find the right person for you. Educating yourself on your advisor's fee structure, understanding the difference between A, B, and C shares for mutual fund purchases, and knowing if your advisor offers advisory fee-based or wrap accounts are some of the first steps. Students will be provided with a checklist to guide them after this seminar.

Main

\$24

T1	6:30-8:30p.m.	w	
Mare	ch 6		

How to Complete a Direct Rollover into an IRA- 401k, 403b, 457, and Union Annuity Rollovers (LLC 4513)

This course is for individuals getting ready to retire. Many individuals have numerous questions about their pension, 401k, and health benefits when they retire. Some find their human resources department is not as helpful as needed when it pertains to an individual's 401k. Once you leave your company, you must decide what to do with your retirement plan assets. Knowing your distribution options, and how they will affect your retirement savings, can make the difference between having a comfortable retirement and not having one at all.

T1	6:30-8:30p.m.	W	Romeoville
Feb.	13		\$24
T2	6:30-8:30p.m.	R	Main
Apri	I 18		\$24

Wealth Transfer & Estate Planning Strategies (LLC 4279)

This workshop will focus on how to transfer your wealth to the next generation as efficiently as possible along with some estate planning strategies. Topics will include the stretch IRA process, Roth IRAs for potentially tax-free distributions, planning for tax-smart wealth transfers, and long-term care insurance as an asset protection tool.

T1 6:30-8:30p.m.	W	Main
April 3		\$29

Mommy and Me College Planning- Give Your Little One the Gift of Education (LLC 4512)

Juice boxes and toys are welcomed. Bring your little ones with you as you get the inside scoop on the best college plan for your little one. We will discuss Bright Start and Bright Directions, Illinois 529 college savings plans, along with the tax advantages of an in-state vs. out-of-state college account. Also get the 411 on the Gerber Life College Fund as well as EE Series Bonds. Small contributions can go a long way; learn how to have friends and family contribute for college. Give children the gift of education instead of toys; they will thank you when they're older.

T1	1-3p.m.	w	Romeoville
Feb.	6		\$24



Pets

K-9 Good Citizen Obedience (LLC 3620)

This course will provide a fun and friendly environment for basic pet obedience training (a non-military type regimen of training) and prepare for the Canine Good Citizen Certification from the American Kennel Club. Working as a team, owners and pets will learn to understand each other. The owners will train with their pets, and make corrections to comfortably gain control and instruct the pet to understand what is expected of him or her. The course starts out with simple commands such as sit, stay, down, come, walking on lead and building socializations. Then participants will progress to working in an environment with food, walkers, wheelchairs, and common noises. These activities will prepare teams for the AKC CGC testing, and also the prerequisite to a therapy dog certification. AKC CGC certificate testing will be administered by the instructor on the last day of the class. All passing participants will be given papers to register with the AKC for the Good Citizen Certificate. (AKC will charge \$8 for the processing. It is the owner's responsibility to submit the papers and fee to the AKC). This class works with beginners and more advanced dogs.

T1 5:30-7p.m.	R	Weitemdorf
Feb. 14-April 25		\$109
(No class March 7, Ap	oril 4)	



Photography

Purchasing a DSLR Camera (LLC 4517)

Are you considering purchasing a camera? What features would best fit your needs? Not sure what all of the different options mean? Join this informative session and learn about the many functions and features a DSLR camera can provide. This session will help you understand the options available and help you decide what camera will best fit your needs.

T1 6-9p.m. Jan. 29	т	Main \$34
T2 6-9p.m. April 23	т	Main \$34

Getting to Know Your Digital Camera (LLC 3618)

Learn the basics of your digital camera. Bring your digital camera and manual to this handson class and learn to access different settings and functions. This class will help you build an understanding of your camera's features such as flash settings, lens apertures and general camera basics. Class designed for more advanced SLR cameras.

T1 6-9p.m. Jan. 14 & 28	Μ	Romeoville \$64
T2 6-9p.m. Jan. 22 & 29	т	Main \$64
T3 6-9p.m. Jan. 23 & 30	W	Main \$64

iPhoneography (LLC 4604)



Learn how to get better photos with the built-in camera and other camera apps using an iPhone or iPad. Topics will also include how to edit photos right in the iPhone or iPad with the best apps and how to best share these images. All techniques are available using only iPhone or iPad, no additional computer is needed for this style of mobile photography. The instructor will also share a traveling exhibit of framed works of iPhoneography.

T1	6-8p.m.	R	Main
Apri	25		\$44

Getting to Know Your Digital Camera- Basics (LLC 3688)

Do you have a new or used digital camera. but feel overwhelmed with the new features and technology? In this relaxed but informative class, you will learn the basics of digital cameras. The class is specifically designed for people who are new to digital cameras, photography and the technology behind them. This wonderful introduction into the digital world is slow-paced and goes through every step of the photography process to allow you to take the best possible photos with your camera. Together we will explore how to hold the camera, use a tripod, and what the camera icons mean. We will also learn about how to use your camera settings to your advantage, photographic composition and basic lighting. This class is designed for point and shoot cameras only. Students with DSLR cameras should consider Getting to Know Your Digital Camera or Secrets of Great Digital Photography. in

T1 6-8:30p.m. Jan. 15 & 22	т	Main \$64
T2 6-8:30p.m. May 13 & 20	М	Main \$64

Understanding Exposure (LLC 4518)

Understand exposure using a digital camera. This course will guide you through the technical aspects of photography

with topics in exposure, aperture, shutter speed and light. This class is designed for students with DSLR cameras. Bring your camera, tripod and camera manual to class. Class cost includes a course book for student reference.

T1	6-9p.m.	W	Main
Jan.	30-Feb. 20		\$149

Photography and the Art of Seeing (LLC 4519)

Open your perception to see your surroundings in a whole new way. Break away from your rightbrained mentality and join in a fun and friendly class that features creativity and inspiration. By participating in photographic exercises, this course will help you expand your vision and creativity. Topics will include barriers to seeing, learning to observe, learning to imagine and learning to express. This class is designed for students with DSLR cameras. Bring your camera, tripod and camera manual to class for handson exercises and be prepared to develop a new perspective on the world as you see it. Class cost includes a course book for student reference.

T1 6-9p.m.	W	Main
March 6-20		\$149

Pet Photography (LLC 4342)

Have you always wanted to take great pictures of Fido the dog, Tiger the cat, or maybe the family turtle? Learn strategies to get those valued photos with your point and shoot camera or your fancy DSLR. Field trips are planned. *Course fee does not include the admission price of \$10 for field trip to Big Run Wolf Ranch.

T1	8-11a.m.	S	Weitendorf
April	13-27		\$89

Image Editing II for Photographers (LLC 4602)

This is a continuation course of Image Editing, focusing on techniques to enhance portraits, nature, landscape, and architecture photos. Use Photoshop CS 6 to learn techniques in airbrushing, adding selective light, pulling subjects into new backgrounds and enhancing images with textures, backgrounds, overlays, brush strokes, adding realistic and incredible depth of field, working with selective light, image manipulation, and creating beautiful panoramas. Additional focus will be given on the new content aware features in CS6, image production and protection. This class combines the formerly offered Image Editing II- LLC 4283 and LLC 4284 courses. Students must have completed Image Editing I or Fundamentals of Photoshop. Please bring a flash drive to class.

T1	6-9p.m.	т	Main
Mar	ch 12-April 9		\$184

Image Editing III for New Photographers (LLC 4603)

Take Image Editing in Photoshop even farther. Learn more specialized techniques to add your unique style to your images, including the use of actions and templates. Understand advanced features like puppet warp, tilt-shift blur and learn to create and customize modern templates like your favorite pros incorporating background elements like smoke and brushes. You will create both in and out of class. Focus will be added for time to work on your individual images in this class under the guidance of two instructors to ensure a good working knowledge of all techniques you have learned through the Image Editing series. Students must complete Image Editing II before enrolling in this course.

т

T1 6-9p.m. April 16-May 14

Adobe Bridge and **Photoshop Workflow** (LLC 4605)

New

Main

\$184

Join a one-day seminar designed for photographers who want to improve their workflow using Adobe Bridge and Photoshop. Learn to label, name and store files for easy identification. Create a workflow strategy for backing up critical images while weeding out and deleting those images that simply eat up hard drive space. Explore batch processing to resize files for web, rename files, and apply simple actions.

T1	9a.m1p.m.	S	Main
Feb.	23		\$64

Alphabet Art Photography Workshop (LLC 4467)

Learn to visualize the letters of the alphabet from objects that surround you every day and capture great images to create your own alphabet art. Perfect for not only documenting the special moments of your life but also using those images to spell out what is significant to you about your experience. This handson workshop is perfect for any type of digital camera; point and shoot or DSLR. Spend day one focusing on the concept with excellent examples to start you on your alphabet journey. Students will take a field trip on a quest for letters to capture while exploring photography technique. Finally students will be provided with variety of digital templates to compile images and create unique alphabet art words or phrases with Photoshop. Basic editing techniques such as crop, tone, black and white, exposure, and template use will be included. For additional information and examples of Alphabet Art contact Brenda Large at blarge@jjc.edu.

T1	6-9p.m.	W	Main
May	1-15		\$164
(A fie	eld trip is	planned for Saturday, May	4)

Great Photographic Composition (LLC 4133)

Superb photography requires more than just a basic understanding of the technical capabilities of your camera. Translating an image captured from a three-dimensional world into a two-dimensional plane requires attention to elements outside of content. Students will learn about the important roles that compositional elements-including symmetrical and asymmetrical balance, texture, and lineplay in the creation of outstanding images. Each student should bring 5 to 10 photographs for critique.

T1 6-9p.m.	т	Main
April 9		\$39



Taking Great Photos of Children (LLC 4019)

Learn how to take great photographs of children by uncovering secrets that will turn your kiddie snapshots into photos worth framing. During this class, students will learn about taking great candid and formal photos, keeping your child's attention, and getting the perfect smile. This class is geared to the beginning and intermediate digital or film photographer. Students should bring a camera to class.

T1	6-9p.m.	т	Main
Mare	ch 19		\$39

Get Those Photos Organized (LLC 4503)

Digital cameras are great because we can capture so many precious moments. But if we don't have a system, organizing photos can be overwhelming. How many pictures are currently stored on your camera that haven't been uploaded to your computer, let alone printed? Too many, right? This workshop will break down this task into doable steps that will work for anvone's schedule. We will uncover the fivestep process to organizing your digital and printed photos. Come away with a simplified approach to making the most of your pictures.

T1	6:30-8:30p.m.	R	Main
Jan.	31		\$24

Photography-Certificate

Core Classes

Secrets of Great Digital Photography (LLC 3391)

Are you looking for an intensive hands-on workshop that will overhaul your picture-taking abilities? This eight-week course will give you solid photography skills that will improve the quality of your pictures. Topics will include camera basics and exposure, composition, low-light conditions, landscapes and nature, people and family, sports and technical tips, and equipment for the serious photographer. Students will take photos between sessions and bring to class for discussion. SLR camera suggested. (This is a core class for the digital photography certificate.)

T1 6:30-9p.m.	М	Weitendorf
Feb. 4-April 1		\$199
(No class Feb. 18)		
T2 6:30-9p.m.	W	Main
Feb. 6-April 13		\$199
(No class Feb. 20)		

Secrets of Lighting (LLC 4016)

Do you own a lighting studio setup but need help with getting the best use of it? This class will cover the essentials of lighting arrangements for studio portrait lighting. You will need a SLR digital camera, a flash system and light stand with umbrella to complete the projects in this class. Secrets of Great Digital Photography is required. Topics will include how to read a hand-held light meter, corporate and illustrative photography and wedding sittings. (This is a core class for the digital photography certificate.)

T1 6-9p.m. April 8-29	М	Weitendorf \$199
T2 6-9p.m. April 10-May 1	w	Weitendorf \$199

Fundamentals of Photoshop Level One (GRAF 1006)

Add excitement to your digital photographs with Photoshop. You will learn how to use curves and levels to adjust and correct color. You'll have fun using filters to enhance the look and feel of your photographs, and you will learn how to combine images to create stunning original pictures. Students are required to bring a flash drive to class.

T1 6-9p.m. Jan. 28-Feb. 25 (No class Feb. 18)	Μ	Main \$195
T2 6-9p.m. March 4-25	Μ	Main \$195
T3 6-9p.m. March 6-27	W	Main \$195

Image Editing for Photographers (LLC 3392)

Use Photoshop to get the most out of your photographs. This five-week intensive handson workshop will include color-correcting images, raw image workflow, resampling images and resolution, and using special effects. Students will have homework assignments each week. This class is a perfect follow up to Secrets of Great Digital Photography. Photoshop CS6, Adobe Bridge and Camera Raw will be covered. Please bring a flash drive to class.*

T1 6-9p.m.	М	Main
Feb. 4-March 11		\$199
(No class Feb. 18)		

Managing Digital Photography in LightRoom 4 (LLC 4343)

Photographers, do you want to learn to manage your digital photography work more efficiently using Adobe Photoshop Lightroom? This is a hands-on course designed to introduce Adobe Lightroom's powerful features. Learn how to manage photography development workflow, catalog images with ease and use development and retouching tools to enhance photographic work. Organize work into slideshows. Web presentations, and generate quality prints. Students should have completed "Secrets of Digital Photography" or have a base understanding of handling digital files from their digital camera. Students will be encouraged to bring digital photo files to class using a USB drive. Class will be conducted in the JJC Computer Lab, but students may bring their own laptops if they currently have an installation of LightRoom.*

T1	6-9p.m.	Т	Main
Feb.	5-March 5		\$159

*Students may choose between Fundamentals of Photoshop (GRAF 1006), Image Editing for Photographers (LLC 3392) or Managing Digital Photography in LightRoom 4 (LLC 4343) to satisfy the editing core class requirement for the Digital Photography Certificate.

Elective Classes

Secrets of Lighting II (LLC 4136)

Expand upon your knowledge of lighting techniques. Get out of the studio and learn to set up lighting on location. (This is an elective class for the digital photography certificate: students need to have completed core classes before start date.)

T1	6-9p.m.	т	Weitendorf
Feb.	5-26		\$199



Advertising and Still Life Photography (LLC 4135)

Focus on photographing products and images used for advertising purposes. In this course students will choose a personal theme to develop, beginning with a pencil drawing and building to a finished advertising image. Learn presentation techniques as well as image design and lighting techniques for product photography. This is an elective class for the digital photography certificate: students need to have completed core classes before start date.

T1 6-9p.m.	Т	Weitendorf
March 12-April 9		\$199
(No class March 19)		

Illustrative Photography (LLC 4134)

Create an image that makes a statement and reflects individual personality. Emphasis of this course will focus on fine art and photography. Learn to use composition, lighting and enhancement techniques to create an image that provokes emotion, relates a story or reflects and individual statement. This is an elective class for the digital photography certificate: students need to have completed core classes and Secrets of Lighting II before start date.

T1 6-9p.m. T Weitendorf April 16-May 7 \$199

Nature, Travel and Macro Photography (LLC 4232)

This photography class will inspire and teach you the specialized techniques needed to capture artistic images of wildlife and landscapes, both large and small. We will focus on preparation, exposure, composition and critique, and learn new ways of visualizing the world around us. Each week consists of a Tuesday evening class session and a Saturday morning field session. Saturday field sessions are designed to apply classroom techniques to the real world. Attendance of field sessions is not mandatory to meet class requirements.

T1 7-9p.m. Jan. 15-Feb. 5	T,S	Main \$199
T2 7-9p.m. April 23-May 14	T,S	Main \$199

Advanced Photoshop Level Two (GRAF 1007)

Get past the basics and learn about layer masks, clipping paths, filters and channels. You learn more advanced color correction techniques, too. Completion of GRAF 1006 or proficiency in basic Photoshop skills required. Students are required to bring a flash drive to class.

T1	6-9p.m.	W	Main
April	3-24		\$195

Sports Photography (LLC 4520)

Learn to capture great sports action at any event. This course in basic sports photography techniques will focus on utilizing your camera to capture high speed motion. Whether Saturday soccer leagues or action under the Friday night lights, you will build your skills and enjoy capturing winning moments. Please bring one or two sports photographs to the first evening of class for critique.

T1 10a.mnoon	S	Main
March 9-April 6		\$199
(No class March 30)		

Posing Everyday People New (LLC 4606)

Learn how to pose normal, everyday people for portraits. This course will focus on using techniques to get the best photos for everyday people, not models, who have no experience in front of the camera. Topics will include techniques in corrective posing and understanding angles as each week provides a different everyday scenario. Work with singles, couples and families in this hands-on course. (This is an elective class for the digital photography certificate: students need to have completed core classes before start date.)

T1 6-9p.m.	R	Main
Feb. 21-March 21		\$199
(No class March 14)		

Real Estate-Seminars

Purchasing Foreclosure Property (LLC 352)

Foreclosure is a three stage process. Learn how to buy property in pre-foreclosure, at a foreclosure auction, or bank-owned real estate.

T1 9a.mnoon	S	Main
Feb. 23		\$34
T2 9a.mnoon	S	Main
April 27		\$34

Landlord Education Seminar (LLC 6620)

Considering renting out property? This seminar will give you the tools you need to stay ahead of potential pitfalls, and to operate profitably within the commercial real estate market. The knowledge you gain will be invaluable!

T1 9a.mnoon Feb. 9	S	Main \$34
T2 9a.mnoon April 20	S	Main \$34

Sign Language

Conversational Sign Language I (LLC 1056)

Learn signing through demonstration and participation. This class is for individuals with no background in sign language. Topics include the manual alphabet, basic word signs and beginning sentence work.

T1 9-11a.m. Jan. 26-March 2	S	Romeoville \$99
T2* 9-11a.m. Jan. 26-March 2	S	Romeoville \$49
T3 6:30-8:30p.m. Feb. 25-April 1	М	Main \$99
T4* 6:30-8:30p.m. Feb. 25-April 1	М	Main \$49

*For each paid registration in Section T1 or T3, one member of the same household can register for Section T2or T4 at the reduced price of \$49. Both sections meet at the same time, in the same classroom.

Conversational Sign Language II (LLC 1057)

Expand on "Conversational Sign Language I." Widen your signing vocabulary, gain higher proficiency with the manual alphabet, practice your skills and continue developing sentence work

work.		
T1 9-11a.m. March 16-April 27 (No class March 30)	S	Romeoville \$99
T2* 9-11a.m. March 16-April 27 (No class March 30)	S	Romeoville \$49
T3 6:30-8:30p.m. April 15-May 20	М	Main \$99
T4* 6:30-8:30p.m. April 15-May 20	М	Main \$49

*For each paid registration in Section T1 or T3, one member of the same household can register for Section T2or T4 at the reduced price of \$49. Both sections meet at the same time, in the same classroom.

Spa/Relaxation

Introduction to Meditation (LLC 315)

Meditation is a practical tool in learning to relax and refresh-without medications. Learn how to do it. Learn why it works. This is meditation for real people without any mumbo jumbo or unusual costumes.

T1	6-9p.m.	R	Main
Feb	. 28		\$34

Introduction to **Meditation-Part Two** (LLC 4608)

In Introduction to Meditation you learned the basics. Part Two continues this interactive workshop, in which you'll gain the how-to and know-how of meditation. Learn and practice additional meditation techniques. Build your own meditation practice to help you meet the challenges of life more effectively. Integrate the centered relaxation of meditation into the activity of your daily life.

New

\$34

T1 6-9p.m. R Main April 25



Acupressure for Couples (LLC 4607)



Acupressure is a beneficial mode of healing that relieves pain and stress by applying light to moderate pressure to acupuncture points using the fingers, palms, forearms, or elbows. In this class for couples, a licensed practitioner will teach acupressure techniques for common concerns. After an introduction to acupressure and a demonstration, most of the time will be spent practicing the techniques on your partner. Wear comfortable clothes. Price is per adult.

T1	10a.mnoon	S	Main
Feb.	2		\$29

Colors to Beauty- The Essence of Color Analysis (LLC 3504)

What is your favorite color? Blue? Red? Purple? But is your favorite color the color that looks best on you? Learn about color enhancement and what colors are best suited for your appearance. Discover that each person has a season and what makeup best compliments your season. You will have the chance to apply cosmetics in class and attain the skills to bring out your personal beauty.

T1	7-9p.m.	W	Romeoville
Feb.	13		\$34

Valentine Spa Escape (LLC 3329)

Relax and enjoy total bliss. You deserve it! Come pamper yourself at the "Spa Escape". Enjoy the experience of this relaxing evening, which includes a mini facial, foot treatment, hand and lip facials and destressing techniques to relieve tension. Learn techniques you can do at home. Please wear comfortable clothing and bring a towel and washcloth.

T1	7-8:30p.m.	R	Romeoville
Feb.	14		\$34

Dress for Less (LLC 3331)

See how to coordinate a wardrobe with 10 good pieces of clothing. Learn the importance of fashion personality, body type, and color analysis. Find out when the best time to go shopping for designer clothes is, but buy for less. This seminar will give you the keys for finding a successful wardrobe that is the right color, style, print, and texture for you.

T1	6-7:15p.m.	R	Romeoville
Apri	11		\$24

The Eyes Have It! (LLC 4236)

This class focuses on eyes. Learn how to eliminate dark circles, puffy eyes and how to apply eye makeup based on your specific features such as deep set eyes. Find out how to shape and define brows and how to prevent your shadow from creasing or fading so you won't need touch ups! Class starts promptly, so please arrive on time.

T1	7:30-9p.m.	R	Romeoville
Apri	11		\$34

Mother's Day Spa Escape (LLC 3330)

Relax and enjoy total bliss. You deserve it! Come pamper yourself at the "Spa Escape". Enjoy the experience of this relaxing evening, which includes a mini facial, foot treatment, hand and lip facials and de-stressing techniques to relieve tension. Learn techniques you can do at home. Please wear comfortable clothing and bring a towel and washcloth.

T1	6:30-8p.m.	F	Romeoville
May	10		\$34





Special Interest

Introduction to Shamanic Journeying (LLC 3847)

The journey is a powerful technique for personal growth and healing. In this workshop you will learn how to journey, and you will meet your power animal and a spirit guide. The technique and these teachings will support you after the workshop as you move forward on your spiritual path. The journey is a tool which supports all life goals. It is a way of directly accessing spiritual information. Bring a sack lunch and yoga type mat. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	9a.m3:30p.m.	S	Main
April	6		\$64

Medicine for the Earth (LLC 4521)

Mystics and sages in past times used a transformation technique for healing the environment. In this class you will be introduced to this technique, and learn why inner growth can have a profound effect on the world around us. Bring a sack lunch and a water bottle with stones in it to use as a shaker for meditation. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	9a.m3:30p.m.	S	Main
Feb.	9		\$64

Astrology I (LLC 3694)

Would you like to understand your life and what are your talents and strengths? Or understand the people you live or work with? Then come and learn astrology and the synchronicity of "as above-so below." This class will focus on the basic meanings of the Zodiac signs, the planets, and the segmented houses in the horoscope chart. Includes your personal birth chart to follow along with your study. (Exact birth time needed for an accurate chart) Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	6:30-8:30p.m.	R	Romeoville
Apri	I 4-18		\$64

Astrology II (LLC 3695)

Want to know why some things are more difficult than others or why things happen when they do? Then continue the study of this fascinating class to learn about planetary aspects, and transits to see how your life unfolds and corresponds with the cycles of your life. Also learn how to tie it all together by interpreting a chart of a wellknown celebrity (completion or proficiency of Astrology I strongly recommended). Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	6:30-8:30p.m.	R	Romeoville
Apri	il 25-May 9		\$64

Parapsychology I (LLC 2400)

Would you like to develop your personal psychic power? You know there is more to this world than meets the eye. Are you ready for a journey of exploration and fun into the unseen possibilities? Discover your natural powers. We will examine the seven main chakra energy centers, dowsing, communicating with your animal totems, and the power of your intensions as taught in "The Message in Water" and many small psychic exercises. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	6:30-8:30p.m	w	Romeoville
Feb.	. 6-27		\$79

Parapsychology II (LLC 2401)

What do you know? "Parapsychology II" continues the exploration into the unseen world of your intuitive powers. Astrology (receive a 17 page report), introduction to the Tarot, learn techniques for natural healing and how to use crystal bowls, and view your aura through an aura machine. This class will consist of a great deal of hands-on experience and fun. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1 6:30-8:30p.m.	w	Romeoville
March 6-April 3		\$79
(No class March 27)		

Parapsychology III (LLC 4238)

If you have enjoyed Parapsychology I and Parapsychology II, join us for more of the same learning and fun. Continue the journey with a continuation of more paranormal topics and hands-on experiences. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1 6:30-8:30p.m.	W	Romeoville
April 10 & 17		\$49

Introduction to Tarot (LLC 3917)

Explore the fascinating world of tarot. In this four-week introduction, you will have the chance to learn the basics of the tTarot cards and study the decks. This introductory class will focus on the suits of tarot, how they differ, and what they mean. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	7-8:30p.m.	R	Main
Feb.	7-21		\$74

Tarot Continued (LLC 3918)

Continue to explore the exciting world of tarot. Put what you have learned in tarot I to work as you read one another's cards and weight on interpretations. Previous tarot experience suggested. Bring your own deck if you have one. Limited decks will be available for use. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	7-8:30p.m.	R	Main
Mai	rch 7 & 14		\$39

Medicine for the Earth (LLC 4521)

Mystics and sages in past times used a transformation technique for healing the environment. In this class you will be introduced to this technique, and learn why inner growth can have a profound effect on the world around us. Bring a sack lunch and a water bottle with stones in it to use as a shaker for meditation. Please note this course is for personal interest and is not to be considered part of the JJC science curriculum.

T1	9a.m3:30p.m.	S	Main
Feb.	9		\$64

The Herbert F. Trackman Planetarium

THURSDAY SHOWS . 6.30n m

TUESDAY S	HOWS • 7:30p.m.	THURSDAY	SHOWS • 6:30p.m.	Planetarium shows last
Jan. 15	Seasonal Skies	Jan. 10	Mars	approximately 35 to 45 minutes and are followed
Jan. 29	Sun, Earth and Moon	Jan. 24	Seasonal Skies	by a question and
Feb. 12	All About Black Holes	Feb. 7	Are There Aliens?	answer session which lasts approximately
Feb. 26	Mars	Feb. 21	We Go to the Moon	15 minutes.
March 12	Asteroids, Meteors & Comets	March 7	The Solar System	All planetarium shows
March 26	Search for Intelligent Life	March 21	A Trip Through the Stars	are free and do not
		April 4	Mars	require a ticket.
April 9	Seasonal Skies	April 18	Seasonal Skies	For more
April 23	Wonders of the Night	May 2	A Trip Through the Stars	information, call
May 7	The Fermi Paradox	May 16	Sun, Earth and Moon	(815) 280-2601
May 21	Colliding Objects in Space	May 30	We Go to the Moon	or visit www.jjc.edu/info/
June 4	Are There Aliens?	June 13	The Solar Systems	planetarium

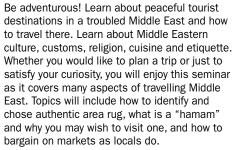


Day Trips for Southwest Suburban Residents (LLC 4609)

Learn about great opportunities for wonderful day trips right in your own backyard. Class participates will be given full details for short local trips focusing on nature, culture, history, and recreation. Most trips involve low or no costs and are within a short drive of the southwest suburbs. So get ready for spring and plan your next road trip at JJC.

T1 6:30-8:30p.m.	т	Main
April 30		\$44

Travel Middle East: Jordan (LLC 4610)



T1	6:30-8:30p.m.	М	Main
Jan.	28		\$24

Choosing a Cruise (LLC 4413)

If you've considered taking a cruise vacation only to come down with cold feet come booking time, you're not alone. There are simply a dizzying array of decisions that need to be made in regards to the cruise line, the ship's itinerary, the ship's vibe, and whether you want to splurge on that private balcony or not. Of course, repeat cruisers will tell you that what they love partly about cruising is the ease of the trip itself—so once you've made these informed decisions at the start of your planning, the actual cruise will be a breeze... and the vacation one you'll never forget!

T1	6:30-8p.m.	т	Main
Jan.	29		\$24

Travel Safety (LLC 4410)

Prevention is 90% of self-preservation in today's world. Whether venturing to the far corners of the earth or across town to visit the in-laws, we are a country of travelers. By planes, trains, automobiles and boats, we traverse the globe in search of adventure, relaxation, education or just plain fun. Safety is of paramount importance. Before embarking on any adventure, it's good to know what to expect, or at least have the means to deal with unforeseen difficulties. Learn travel strategies about crime prevention, food/drink safety, how to spot a "Travel Scam" and keeping your children safe away from home.

T1	6:30-8p.m	т
Mar	ch 5	

Packing Like a Pro (LLC 4414)

Have you ever admired the wardrobe of a fellow passenger and wondered "How many suitcases did she bring??" only to find out that she was travelling with only a carry-on and a purse? HOW you pack is as important as WHAT you pack! Learn the tips and tricks of veteran travelers for maximizing space in your suitcase and style on your trip. Leave the seminar with sample packing lists and the confidence to look fabulous without taking your whole closet with you on vacation.

T1 6:30-8p.m.	т	Main
March 19		\$24

Have You Seen the Tully Monster? (LLC 4062) **CPDU

Illinois is the site of one of the most worldfamous fossil producing regions in the world, called the Mazon Creek area. This area runs through Kankakee, Livingston, Will, Grundy and La Salle counties and has produced some the most amazing fossils ever found! The Illinois state fossil, the Tully Monster, comes from this area and is found nowhere else in the world! This session will discuss where and how to fossil hunt in the Mazon Creek area. We'll discuss finding and preparing your fossils, and how to obtain more information about them. Bring your Mazon Creek fossils and we'll identify them at the end of class. Each participant will receive a free Mazon Creek fossil and you'll get to see a real Tully Monster!

T1	6-9p.m.	М	Main
Mar	ch 4		\$29

New

Wedding

Main

\$29

Bridal Bouquet Workshop (LLC 4611)

Make a wedding bouquet that reflects your personal creative style in this hands-on class. Using a bouquet holder and fresh flowers, students design and create a wedding bouquet using techniques they can repeat later. Discussion topics will include color combinations as well as floral selections for your special day. Register your entire wedding party for a special ladies' event! All supplies included in class cost.

T1	6:30-8:30p.m.	R	Main
Apri	l 18		\$54





Pre-School Ages 3+ Grades 1-2

Princess Tea Party (LLC 4239)

Dress as your favorite princess and join us for a special tea party! Enjoy an enchanting morning with fairy tale princess themed stories, activities and more.

TY1 9:30-10:30a.m.	F	Main
Jan. 25		\$14

Lightning McQueen (LLC 4415)

Cars! Cars! Cars! Join a fun car themed morning devoted to racecars. Enjoy a story, activities and a special treat in this racethemed morning.

TY1 9:30-10:30a.m.	F	Main
Feb. 22		\$14

Trains, Trains, Trains (LLC 3390)

Steam engines, tank engines, Thomas and more. What could be more fun than a morning filled with locomotive legends? There will be plenty of stories and activities to delight young engineers.

TY1 9:30-10:30a.m.	F	Main
March 22		\$14



Grades 1-2

Shrinky Dinky Doo Workshop (LLC 4612)

Kids will have a great time designing their own Shrinky Dink[®] mobile that actually looks like glass! Design concepts will be discussed as well as color theory. All materials provided and no Shrinky Dink[®] experience is necessary!

New!

TY1 10a.mnoon	S	Main
Feb. 9		\$34

Simply Draw (LLC 4452)

Join a fun and creative camp based on using simple shapes to create imaginative pictures. Based on Author Ed Emberly's easy drawing books, students will enjoy using these simple techniques to craft their personal works of art, while learning about basic shapes.

TY1 9-11a.m.	S	Main
Feb. 9-23		\$64

Flower Power (LLC 3395)

With Spring in the air, the flowers are ready to bloom. Join us making tulips and daisies with beads. Each participant will use their creativity to make their own flowers. All supplies are included.

TY1 10-11:30a.m.	S	Main
March 16		\$19



What's on My Plate? (LLC 4510)

Children will learn the basics of foods in an atmosphere of educational games and interaction to learn about healthy snacks. This class teaches how to create a lifestyle and environment that supports nutritious eating and practical tips to promote healthy lifestyles among children and families. Students will be taste-testing of some fresh fruits and vegetables.

Grades K-2

TY1 4:30-5:30p.m. Feb. 4	М	Romeoville \$19
TY2* 4:30-5:30p.m. Feb. 4	М	Romeoville \$10
TY3 10-11a.m. March 16	S	Romeoville \$19
TY4* 10-11a.m. March 16	S	Romeoville \$10

*For each paid registration in Section TY1 or TY3, members of the same household can register for section TY2 or TY 4 at the reduced price of \$10. Both sections meet at the same time, in the same classroom.



Grades 3-5 Science of Glass (LLC 4298)

Kids will experience the world of glass and the science of fusing. One-of-a-kind projects will be completed using precut pieces of glass in a wide variety of colors and finishes. Students will complete three projects and return the next week to learn finishing techniques and apply them to their pieces.

TY1 10a.mnoon	S	Main
Jan. 19 & 26		\$84

I'm Mad and Upset: Anger Management Training for Parents and Kids (LLC 4453)

Many times, children and adolescents use anger when things don't go their way. This often leads to destructive patterns of living and creates stress for both the caregiver and the child or adolescent. In this workshop, you will learn about the psychology of anger and what you can do to control your emotions and put the brakes on anger. You will learn to restore a sense of balance and peacefulness in difficult situations.

TY1 6-9p.m.	м	Main
April 22		\$34

Junior Digital Photography (LLC 3381)

Explore a hobby that can last a lifetime and even branch into an exciting career. Join in the fun as our instructor guides young photographers through the steps to taking pictures that will become favorites in the family photo album. Students will learn about basic composition and enjoy fun exercises designed to build photography skills. Digital Cameras will be provided, please bring an empty flash drive to class.

 TY1 9-11:30a.m.
 S
 Weitendorf

 May 18
 \$64

What's on My Plate? (LLC 4510)

Children will learn the basics of foods in an atmosphere of educational games and interaction to learn about healthy snacks. This class teaches how to create a lifestyle and environment that supports nutritious eating and practical tips to promote healthy lifestyles among children and families. Students will be taste-testing of some fresh fruits and vegetables.

Grades 3-5

TY5 5:35-6:35p.m. Feb. 4	М	Romeoville \$19
TY6* 5:35-6:35p.m. Feb. 4	Μ	Romeoville \$10
TY7 11:05a.m12:05p.m. March 16	S	Romeoville \$19
TY8* 11:05a.m12:05p.m March 16	. S	Romeoville \$10

*For each paid registration in Section TY5 or TY7, members of the same household can register for section TY6 or TY8 at the reduced price of \$10. Both sections meet at the same time, in the same classroom.

Computer Drafting for Kids (LLC 3519)

Take a fascinating journey into the world of computerized design drawings. Students will enjoy more advanced activities than those offered in the 8-12 session using AutoCAD design software in a hands-on classroom environment. Perfect for any student interested in a career in the mechanical, architectural or interior design field, or for those who are intrigued by unique computer design programs; the possibilities are endless.

TY1 5:30-7:30p.m.	F	Main
Feb. 15 & 22		\$44

1

F

Photoshop for Kids (LLC 4419)

Explore the exciting world of Photoshop. Students will enjoy learning basic techniques of Photoshop in the hands-on computer class. Students need to bring a flash drive to class.

TY1 4-5:30p.m.	М	Main
Jan. 28-Feb. 25		\$74

Creative Writing (LLC 4088)

Young authors will enjoy learning techniques to express themselves through writing. Poetry, prose, fiction and non-fiction expand creative talent through writing and journaling exercises in a fun and friendly environment. Whether already writing or exploring a hidden talent, this camp is appropriate to help develop all skill levels.

TY1 9:30-11:30a.m.	S	Main
Feb. 2-23		\$89



Screenwriting/ Movie Making (LLC 4355)

Take a step into the creative world of screenwriting. Young authors will enjoy learning the basics of writing a simple script and making it into a short movie to share. The final day of class will involve watching student productions. Parents are encouraged to attend the viewing session.

TY1 9:30-11:30a.m.	S	Main
March 9-23		\$79



Students should be dropped off no earlier than 10 minutes before a class begins. Students are to be picked up immediately at class dismissal time. Please walk students directly to classrooms and pick up at classroom.

Simple Machines (LLC 4352)

Young engineers will be fascinated building simple machines using Lego's newest kits. Each session will encourage team building as students will work in teams to build a simple machine. A different project will be completed each time. Students may take any session, no prerequisites required.

TY1 9:30-11:30a.m. Feb. 2	S	Main \$29
TY2 9:30-11:30a.m.	S	Main
Feb. 9 TY3 9:30-11:30a.m.	S	\$29 Main
Feb. 16 TY4 9:30-11:30a.m.	S	\$29 Main
Feb. 23	3	\$29

Astronomy Camp (LLC 915)

Join in a special class that, weather permitting, will include a spectacular outdoor observation session with views of Jupiter, Saturn and some of the deep sky objects in the spring sky. The indoor session will consist of tours of the night sky, a recap of recent planetary explorations by NASA, and a movie and discussion of asteroids and meteors. Learn about the latest information gathered on Mars in preparation for our manned flight to the red planet in 2030. Parents are welcome to stay with enrolled student.

TY1 8-10p.m.	F	Main
April 5 & 12		\$64

New!

Grades 6-8

3D Animation Programming for Kids (LLC 4613)

Would you like to learn 3D animation programming to create your own stories, movies, simulations or video games? This course will use Alice to teach students some of the basics of programming. Alice is a 3-D programming environment that uses dragand-drop graphic titles to help students tell a story or create an interactive game or video. Alice is easy to learn, but it also prepares students for higher-level experiences because the instruction statements are in Java, a major programming language used by software developers. Alice was designed by Carnegie Mellon University to be a student's first exposure to object-oriented programming.

TY1 9a.mnoon	S	Main
Feb. 2-23		\$114

Babysitting Certificate (LLC 926)

Want to begin babysitting for extra cash, or are you ready to be in charge of siblings at home? This course will educate youth ages 11 to 16 to provide basic child care. Participants who complete this course will earn the American Red Cross Babysitting Certification. Bring a teddy bear or doll. Please bring a sack lunch. **Class held at Joliet Park District Multi**-

Purpose Center 3000 W. Jefferson, Joliet.

TY1 9a.m3p.m. March 28	R	See Above \$59
TY2 9a.m3p.m. May 11	S	See Above \$59

CPR for the Dynamic Super Sitter (LLC 3314)

So you are a certified American Red Cross Babysitter and want to become the best sitter in the neighborhood? This class is a great extension to add to and improve your First Aid/CPR skills. You will learn the proper techniques for breathing, choking, and cardiac emergencies. We will review how to reach help quickly and correctly. For ages 11-17 years old (if your current certification is about to expire, you may also register for this class to renew). Please dress comfortably and bring a lunch. **Class held at Joliet Park District Multi-Purpose Center 3000 W. Jefferson, Joliet.**

TY1 9a.m3p.m. March 29	F	See Above \$59
TY2 9a.m3p.m. May 18	S	See Above \$59

Drawing Camp (LLC 931)

Uncover a hidden talent and expand on those sketches found in notebook margins. In four sessions students will experience several different mediums such as graphite, charcoal and pastels while learning the basics in composition, perspective and shading.

TY1	6-8p.m.	Μ	Main
Feb.	25-March 18		\$99



Computer Drafting for Kids (LLC 3519)

Take a fascinating journey into the world of computerized design drawings. Students will enjoy more advanced activities than those offered in the 8-12 session using AutoCAD design software in a hands-on classroom environment. Perfect for any student interested in a career in the mechanical, architectural or interior design field, or for those who are intrigued by unique computer design programs; the possibilities are endless.

TY2 5:30-7:30p.m.	F	Main
April 26 & May 3		\$44

Robolab I (LLC 917)

Young engineers will work in teams as they design and build a robot using the Lego Mindstorm system.

TY1	9a.mnoon	S	Main
Feb.	2		\$44

Robolab II (LLC 918)

Using the Lego Mindstorm System, teams of young engineers will build and design robots increasing in complexity and function. Prerequisite: Robolab I.

TY1 9a.mnoon	S	Main
Feb. 9		\$44

Robolab III (LLC 919)

Using the Lego Mindstorm System, teams of young engineers will build and design robots increasing in complexity and function. Prerequisite: Robolab I.

TY1 9a.mnoon	S	Main
Feb. 16		\$44

Robolab IV (LLC 920)

Using the Lego Mindstorm System, teams of young engineers will build and design robots increasing in complexity and function. Prerequisite: Robolab I.

TY1 9a.mnoon	S	Main
Feb. 23		\$44

Robolab Camp/Engineering (LLC 921)

Enjoy special savings when you enroll in Robolab I through IV. See above for individual class descriptions.

TY1 9a.mnoon	S	Main
Feb. 2-23		\$149



High School

Pre-Prom High School Dance Prep (LLC 4614)

This six-week dance class is specifically designed to help high school students feel more at ease on the dance floor at prom. The class will concentrate on dance moves for both slow and fast music. Sign up with your friends and participate in this fun, no-pressure environment then impress your classmates at any school dance. Music will range from pop, rock, country, and big band. Student input will also be encouraged. Register as a single; couples will be formed and rotation will take place in class, as necessary.

T1	6-6:50 p.m.	М	Main
Mar	rch 4-April 8		\$59

Prom Flower Workshop (LLC 4589)

New!

New

Are you going to prom or another special occasion that you would like to create your own silk floral wristlet and boutonniere? This workshop will provide a hands-on opportunity to fashion your own signature style floral design. Topics will include color selection, popular floral trends and techniques using decorative wire to add bling.

TY1 6:30-8:30p.m.	R	Main
April 11		\$24

Car Maintenance for Teens (LLC 925)

This hands-on class offers students the chance to learn from a trained automotive technician from JJC's Automotive Technology program. The class provides basic car maintenance and safety inspections from checking oil to changing a tire. This class is a must for students about to leave home for college.

TY1 6-9p.m.	т	Main
Feb. 5		\$34

Teens-Starting a Business in Illinois (SBDC 2002)

Many teens have started successful business with enterprising ideas. Do you have a teen who is sincerely interested in starting a business? This seminar is designed to help future entrepreneurs and their parents understand the many steps of starting a business in Illinois, along with the unique aspects specific to teens and their families. Teens should bring at least one responsible adult with them this to this informative seminar.

T1 9a.mnoon	S	Main
March 2		Free

Test Preparation

ACT Prep Workshop (LLC 7230)

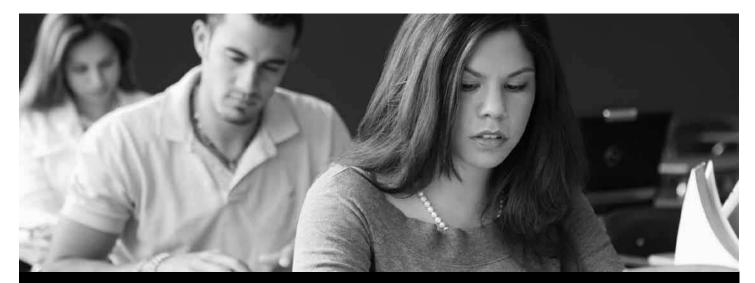
This workshop provides an overview of the ACT test and recommends success strategies for teens. Students take a pre- and postassessment test that addresses the subjects of English, mathematics, science, and reading. Included in the class materials are two complete practice tests, review sections, study cards and test-taking strategies. Text book and other class materials are included in the class fee. Students must bring a calculator and #2pencil to class.

TY1 8:30a.m12:30p.m. S Jan. 12-Feb. 2	Main \$184
TY2 8:30a.m12:30p.m. S March 9-April 6 (No class March 30)	Main \$184
TY3 8:30a.m12:30p.m. S March 23-April 20 (No class March 30)	Main \$184
TY4 8:30a.m12:30p.m. S May 4-June 1 (No class May 25)	Main \$184

Writing for the ACT (LLC 3601)

Will you be taking the ACT plus writing? All Illinois juniors will take the PSAE in April; this will include the ACT plus writing. Are you ready for the essay? Specially designed with tips and strategies to improve your ACT essay, learn how the ACT essay is scored and ways to increase your score on the writing portion.

TY1 6:30-8:30p.m. Jan. 16 & 23	W	Main \$44
TY2 6:30-8:30p.m. Feb. 19 & 26	т	Main \$44
TY2 6:30-8:30p.m. March 14 & 21	R	Main \$44



Department of Adult Education and Literacy

In keeping with the college's mission, the Department of Adult Education and Literacy (DAEL) provides the tools, resources, Instruction, and support necessary for students in the JJC community to achieve their individual, academic, and employment goals.

DAEL is the primary provider of adult education instruction, support, and transition programs and services for adults 16 years and older who have not completed high school, who need to brush up on reading, writing, or math skills for further education/training, and/or who are not native English speakers/writers. Programs and services include:

Instructional Programs

GED Preparation/Review Course - The GED test preparation course includes instruction in, and a review of each GED test subject (reading, writing, social studies, science and math) Specific test-taking strategies and connections to higher level education and career training are included, along with tips for overcoming test anxiety. Free professional tutors are available for individual and smallgroup appointments, and support services are available. Individuals who pass the GED test are invited to participate in an annual graduation ceremony.

GED Constitution Review - Prepare to pass the Illinois and U.S. Constitution test requirements for the GED. This review is available in class or online, and is recommended for adults who have registered for the GED test, and those who have previously attempted but not passed the Constitution test.

i-Pathways (GED Online) - GED-i is an Internetbased, instructor-facilitated instructional program that may be utilized as a stand-alone program or may be combined with traditional classroom instruction to help prepare students for the GED test. GED-i students must qualify for the program via reading and math assessment. GED-i students are assigned to an instructor who reviews all submitted lessons, provides comments/feedback and guidance, and monitors students throughout the program. GED-i is offered as a distance education option for students who lack transportation or child care, or whose work or other schedule prevents regular classroom attendance.

Adult High School Diploma Program/Early School Leaver Transition Program - Qualified adults over 16 years of age who have left high school prior to graduation are assisted in meeting the requirements for obtaining their high school diplomas. High school transcripts and an agreement with the high school are required. At intake, the student must provide a written letter/document indicating that he/ she does not intend to return to high school. Instruction is offered as supervised independent study. Weekly meetings are scheduled with the instructor to submit completed coursework and take quizzes and tests, etc. The Early School Leaver Transition Program is offered under the Adult High School Diploma Program, and may require additional documentation and approval from the student's high school in order to enroll.

GED en Español (Spanish GED)- El programa de GED en español provee instrucción y repaso de todos los temas que cubre el examen de GED (lectura, escritura, estudios sociales, ciencias, y matemáticas) y ofrece exámenes de práctica para preparar a los estudiantes a pasar el examen de GED en español. La clase la enseña un instructor bilingüe. Adult Basic Education and Pre-GED - The Adult Basic Education and pre-GED classes are designed for out-of-school youths and adults who are experiencing difficulties with reading, writing, math and/or problem solving, as well as students with special learning needs, including limited English proficiency. Students are individually assessed from basic literacy to the eighth grade level and monitored for progress into GED-level courses. Basic skill and adult basic education classes offer small class sizes, computer-assisted instruction, and individual or classroom tutors.

English as a Second Language - The English as a Second Language program assists individuals who need to improve their English skills for academic, employment, professional, or personal purposes. Six levels of instruction (literacy/beginning through advanced) are offered. Students are placed according to levels via standardized skills assessments. Instruction is offered four to 12 hours per week. Integrated skill modules focus on listening, speaking/pronunciation, reading/ vocabulary, and writing/grammar.

United States Citizenship - Free citizenship courses for adults prepare individuals to take the test for U.S. citizenship. The course is based on current written and oral questions provided by the USCIS and includes modules in U.S. history and government, the U.S. Constitution, customs, citizenship rights and responsibilities, and preparing for the citizenship interview and exam. Assistance with completing the citizenship application is also provided by trained staff.

Support services

Student Assessment and Accommodations Center - The Student Assessment and Accommodations Center is the entry point for adult education students. Assessment and accommodations staff members provide professional assessment, orientation and placement in appropriate adult education classes and programs. Trained professionals also provide appropriate accommodations for special needs students. Services include:

- Basic skills and English literacy assessment
- \cdot GED preparation/practice testing and assessment
- Individualized/small-group tutorial services
- · Computer-assisted instruction

• Student Achievement in Reading, a national evidence-based program designed to help struggling readers overcome barriers so they can progress to advanced levels of instruction

 $\boldsymbol{\cdot}$ Goal-setting and education and training plan development

College And Career Transitions Center

 Trained advisers assist qualified adult education students in making successful transitions to postsecondary education, career training, and/or employment. The transition process begins with career exploration and research, and continues through appropriate course/program selection, financial aid applications, registration, and/or employment readiness and job search. Careers in areas of high employment demand are highlighted, along with an appropriate career path for individuals to begin. Services also include the college's COMPASS (placement) test administration and advising, and assistance from professional tutors to prepare for the COMPASS Test and/or GED Test. Call (815) 280-1354 for more information.

ESL Advising and Transition Services -

Advanced ESL students are assisted in transitioning to basic skills and/or college preparation courses and are provided assistance with advanced course selection and program planning. Advisers work with students to plan a program of study to meet individual needs and goals beyond ESL-specific programming.

Stretch Out and Read (SOAR) Literacy

Program - Trained volunteer tutors are available to assist adults, ages 16 years and older, who need assistance with reading, writing, and/or English language skills. Tutors are available to meet with individual students, with small groups, and/or in literacy level or basic skills classes.

Volunteers who wish to conduct one-onone, small group or classroom tutoring also receive training through the SOAR program. Twelve hours of initial training are scheduled. Volunteers are placed according to their availability at hours and locations throughout the JJC district. Advanced training, professional development, and instructional and support materials are provided at no charge to volunteers. This program is funded by the Secretary of State Literacy Office.

TANF Employment With Retention Project

- This program provides TANF recipients with employment readiness and retention workshops, job search skills, work skills, community service placement, and casemanagement services. Education, career training and supportive services are available to those who qualify. The TANF employment program accepts participants by referral through the local DHS office. Interested individuals should contact the JJC TANF staff at (815) 280-1375 to determine their eligibility for this program. Funding provided by the Illinois Department of Human Services.

For the purpose of compliance with Section 111 of Public Law 101-166 (The Stevens Amendment), approximately 30% federal funds are used to offer these classes and programs.

Contact Information:	JJC City Center Campus, Room 300 214 North Ottawa Joliet, Illinois 60432
Phone:	(815) 280-1333
Fax:	(815) 727-1529
E-mail:	jjcdafs@jjc.edu
Website:	www.jjc.edu/info/dafs
Office Hours:	Monday – Thursday 8:00 a.m. – 7:30 p.m.
	Friday 8:00 a.m. – 4:30 p.m.

Registration Procedures

To register for any of the courses that the Department of Adult Education and Literacy offers, you must attend a free orientation session. The orientation, assessment and placement session will last 3 to 3 $\frac{1}{2}$ hours. You must preregister for an orientation, no walk-ins.

To register, visit our website at jjc.edu/info/dafs and click "Register Now" on the left-side column; or call (815) 280-1333, e-mail at jjcdafs@jjc.edu or visit us at 214 N. Ottawa Street, Room 300, Joliet, IL

Class locations for spring 2013 include:

Joliet Junior College Main Campus 1215 houbolt Road, Joliet

Joliet Junior College City Center Campus 214 N. Ottawa Street, Joliet

Joliet Junior College Romeoville Campus 1125 W. Romeo Road, Romeoville

Joliet Junior College Morris Education Center 1715 N. Division Street, Morris

Bolingbrook High School 365 Raider Way, Bolingbrook Joliet District 86 Sator Sanchez Elementary 1101 Harrison Avenue, Joliet

Reed Custer High School 249 S. Comet Drive, Braidwood

Santa Cruz Lutheran Church 55 W. Benton, Joliet

St. Mary Immaculate Church 15629 S. Rt. 59, Plainfield

Spanish Community Center 309 N. Eastern, Joliet



Career Training

Commercial Driver's License

Designed for individuals with little or no commercial driving experience, the program includes everything you need to receive a Commercial Driver's License. You will receive a Department of Transportation physical, Commercial Driver's License learner's permit and endorsement preparation, Department of Transportation rules and regulations, log books, instruction in map reading and trip planning, and complete vehicle training to prepare you for an entry-level position in the trucking industry. In addition, the program includes the Illinois Secretary of State administered Class A road test. The program can be completed in four weeks by attending full-time, Monday through Friday, 8 a.m. to 4:30p.m. The part-time evening program can be completed in eight weeks, Monday through Friday, 6 to 10 p.m. Each student is required to complete 30 hours of home study during the program. The cost for the program is \$4,145. This seminar cost includes the physical/drug screening test and permit fee. For more information, call (815) 727-0957 or email CDLinfo@jjc.edu.



Forklift Training

Forklift Training (FORK 201)

The Joliet Junior College district has become a distribution center for the Midwest in the last decade. Local warehouses and distribution center offer numerous job openings for trained industrial truck drivers. The powered industrial truck, commonly referred to as the forklift, is used in every distribution center, major retail store, and manufacturing facilities. Class is held at the Joliet Junior College Weitendorf facility. Individuals will receive training on the various forklifts including the sit-down, order picker, stand-up, and walkie rider. Participants will receive drive time on each machine as well as earning the National Safety Council Certification for Industrial Lift Trucks. Go to www.trainingupdate.org then click on "career training" for additional course details.

T1	8a.mnoon	MWF	Weitendorf
Feb.	25-March 8		\$1250

1

Healthcare

Medical Billing and Coding (WSST 412)

This intensive 16-week course allows the student to earn a medical billing and coding certificate. Rapid growth in the number of medical tests, treatments, and procedures that will be required by our aging population as well as increasingly complex insurance and governmental regulations will generate employment growth in this field. Job prospects are predicted in physician's offices, home health care services, and outpatient care centers. Topics include medical terminology, insurance procedures, ICD-9 coding, CPT coding, and much more. Go to www. trainingupdate.org then click on "career training" for additional course details

 T1
 8:30a.m.-12:30p.m
 MTWRF
 City

 Feb. 25-June 18
 \$2500
 \$2500

 (No class March 29 & May 27)
 \$27)
 \$270

Personal Trainer Certification (MGT 858)

Take advantage of this unique program to become certified in the expanding fitness industry. This challenging course meets for six Sundays. The morning lectures are dedicated to such topics as anatomy, exercise physiology, fitness testing, equipment usage, nutrition, and health assessment. The afternoon sessions take place at a local fitness center where students learn "hands on " techniques and approaches that prepares the student to work with clients. On the sixth week of class, students will take the Certified Personal Trainer (CPT) national certification exam. Joliet Junior College has partnered with the

Career Training

Spring 2013 Schedule

World Instructor Training Schools (WITS) in offering this program. To order the text book, go to www.witseducation.com . Certification requires passing written and practical exams, current CPR/AED certification, and a thirty hour internship with a certified personal trainer. Internship can be arranged through WITS. Go to www.trainingupdate.org then click on "career training" for additional course details.

T1	9a.m4p.m.	U	Main
Feb.	17-March 24		\$699



Pharmacy Technician Training (MGT 5170)

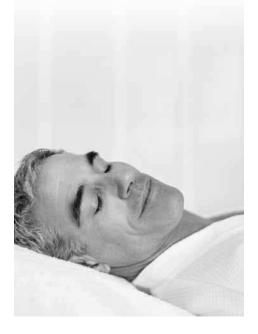
This program will prepare the student for an entry-level pharmacy technician position in a wide variety of settings such as retail, hospital, and managed health care facilities. Pharmacy technicians report directly to a licensed pharmacist and perform many pharmacy-related functions such as entering prescriptions into a computer, verifying prescriptions, ordering medication, and preparing medication inventories. Upon completion of the program, students will be prepared to take the Pharmacy Technician Certification Board examination. Go to www. trainingupdate.org then click on "career training" for additional course details.

T1 6-9p.m. Jan. 28-April 22 (No class Feb. 18)	Μ	Main \$995
T2 6-9p.m. March 12-May 28	т	Main \$995
T3 9a.mnoon Jan. 26-April 20 (No class March 30)	S	Main \$995

Fundamentals in Polysomnography (MGT 440)

Polysomnography is the study of an individual's sleep. Millions of Americans suffer from sleep disorders. Diagnosis may require an overnight stay in a sleep disorder clinic while being monitored by a polysomnography technician ("sleep technician"). The sleep technician applies sensors to the patient's scalp, face, neck, legs and body and monitors their physiologic parameters of sleep. Go to www.trainingupdate.org then click on career training to view the information video and additional course details. The program combines classroom, online, and clinical instruction. Email access and an Internet connection are required. All materials are included in the course fee. Students must register before February 22. Once registered, you will be required to complete the online portion of the course. Classroom sessions begin on March 13. They meet weekdays until March 22. Several hands-on clinical training sessions are scheduled for each student during the evening hours at the Provena-St Joseph Sleep Center. The class is certified by the American Academy of Sleep Medicine (AASM). Develop the skills to collect a quality sleep study with an introduction to polysomnography scoring procedures. Topics include abnormal sleep patterns, collecting an EEG signal, sleep staging, respiratory events, and medications. Background check, health screening tests, TB test and a drug and alcohol test are required. A laptop and flash drive are required for the class.

T1 8:30a.m5:30p.m.	W-F	Main
Feb. 22-March 22		\$3195





Home Inspection

Home Inspection Free Introductory Seminars

Interested in becoming a home inspector? Find out about potential income, the licensing process, and the steps to take to become a home inspector. A home inspector will give you insight into the profession so that you can decide if this is the career choice for you. Learn about the blended learning pre-licensing program, consisting of classroom, online, and in-field instruction. Come prepared with all your questions. Reservations required. Call (815) 280-1555 to sign-up.

T1	6-8:30p.m.	М	Main
Jan.	28		Free

Home Inspection Training (BG 650)

Prepare for the Illinois Home Inspection Licensing Exam with this state-approved course, consisting of classroom, online, and in-field instruction with two live home inspections. Topics include the physical components of a home, communication skills. knowledge of professional practices, what may go wrong as well as the cause and implications of problems that result. Participants will receive clear direction concerning what to look for during an inspection, such as signs of non-performance due to old age, deferred maintenance, weather damage, and poor workmanship. Our instructors are experienced licensed home inspectors and active members of the American Society of Home Inspectors (ASHI). Upon completion of the approved pre-

licensing course, applicants must pass the Home Inspection State Licensing Exam before they are eligible for a license in the State of Illinois. Cost of the exam is not included in the course fee. E-mail access and an Internet connection are required. All materials are included in the course fee. Students must register prior to February 11. Once registered, you will be mailed textbooks, syllabus, and instructions for the online portion of the class. Please register early, as there is homework that must be completed prior to the first full day of class. Classroom sessions are held on the following dates from 8 a.m. to 5 p.m. on Saturdays, Feb. 23 and March 2, 9, 16, and 23. April 6 and 13 are in-field instruction (home inspections). Go to www.trainingupdate.org then click on "career training" for additional course details.

T1 8a.m.–5p.m.	S	Main
Feb. 11-April 13		\$799
(No class March 30)		

Legal Field

Legal Nurse Consultant Training (CERT 600)

The Legal Nurse Consultant training program prepares RNs and physicians' assistants to work in the burgeoning LNC industry, where they can serve as an expert adviser or researcher on medical issues for law firms, health care providers, insurance companies and governmental agencies. The six-day program is held over three weekends, teaching about legal concepts related to the health care industry. Also included is the role a LNC plays in litigation, perhaps as an expert witness in medical malpractice, toxic torts, products liability, personal injury, emotional distress, wrongful death and other types of cases. The curriculum complies with educational guidelines established by the American Association of Legal Nurse Consultants, and is offered in cooperation with The Center for Legal Studies. By blending your clinical expertise with the dynamic legal profession, legal nurse consulting can be an excellent fulltime career alternative or an outstanding parttime income complement. Purchase text books from The Center for Legal Studies at www. legalstudies.com.

T1	9a.m5p.m.	SU	Main
Apri	il 13-28		\$849

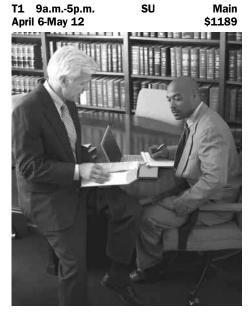
Legal Secretary Training (CERT 602)

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within a law office. Students will study such topics as: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; computers, word and data processing; legal research; memoranda preparation, and citation format. Purchase text books from The Center for Legal Studies at www.legalstudies.com.

T1	9a.m5p.m.	SU	Main
April	13-28		\$575

Paralegal Training (CERT 601)

New employment doors can swing open with the Paralegal Training Course at JJC, offered in partnership with the Center for Legal Studies. Students will learn how to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are most highly needed. This six-weekend course is ideal for administrative assistants looking to work at a law firm, current legal secretaries looking to expand their training and responsibilities, and those seeking entry-level positions. Purchase text books from The Center for Legal Studies at www.legalstudies.com. Go to www.trainingupdate.org then click on "career training" for additional course details.





Security Officer Certification Training (MGT 6440)

Are you interested in finding a career in the security field as an unarmed security guard or would you like to enhance your present job skills and earn state certification? Security officer basic training will prepare new security officers and experienced employees for employment with a certified agency under the Illinois Private Detective, Private Security and Private Alarm Act. This training meets the requirements of the Illinois state mandate for 20-hour unarmed private security training. Class fee does not include PERC card registration fee or the cost of the fingerprint background check. Go to www.trainingupdate. org then click on "career training" for additional course details.

T1 8a.m4p.m.	TWR	Main
Feb. 19-21		\$199

Process Operator

Process Operator Technician (SAF 350)

This program is designed for individuals seeking a career in Process Operations Technology. Participants learn the theories behind various chemical plant processes, green technologies as well as gain hands-on-experience in those areas. This fast-track training program is 15-20 weeks in duration. The goal of the program is to provide area process industries with a workforce trained in the technologies necessary to perform successfully and safely as an entrylevel process operations technician. Topics include plant operations, technical math, communications, pumps, valves, furnaces, water treatment, chemistry, physics, electricity, resume workshops, job seeking skills, and much more Students are required to attend an information session and testing as part of the admission in this program. For more information, call Bruce Kuzmanich for more information at (815) 280-1512 or email bkuzmani@jjc.edu.



Online Career Training

Business Careers

Bookkeeping the Easy Way with QuickBooks (MGT 859)

JJC is partnering with Gatlin Education to offer this online training course. This program will instruct students in basic bookkeeping fundamentals for managing both a personal/ service-type business and a merchandising business. Learn to use QuickBooks, a popular bookkeeping software used by many small businesses. Be able to set up an organization in QuickBooks, enter data accurately and manage the overall bookkeeping function. Go to www.gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1695.

Freight Broker/Agent Online Training (MGT 828)

JJC is partnering with Gatlin Education to offer this online training course. Learn the process of freight brokering from start to finish. Topics include broker laws, Federal Motor Carrier Safety Administration requirements, broker/ brokerage services, record keeping, rebating, and compensation. Examine transactions from the point of view of the shipper, carrier and consignee. Learn about shipping rates, rate confirmation, fuel and surcharges, building and posting a load, special shipping instructions, and insurance claims. The freight brokerage business is rated as one of the top homebased businesses to own, and a recent Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry. Go to www.

gatlineducation.com for more class details and review their financial assistance program. Call (815)280-1555 to register. All class materials are included in the class fee of \$1695.

Management Training (MGT 870)

JJC is partnering with Gatlin Education to offer this online training course. The Management Training program will provide you with an understanding of financial and accounting terms and successful negotiation strategies. Topics include the marketing process, employment law, compliance and regulatory requirements, licensing, permits and taxes. Learn skills in project management, organizational development and change and businesses best practices. Know the seven management disciplines essential to management and business success. Go to www.gatlineducation.com for more class details and review their financial assistance program. Call (815)280-1555 to register. All class materials are included in the class fee of \$2095.

Payroll Practice and Management (MGT 868)

JJC is partnering with Gatlin Education to offer this online training course. The objective of this program is to instruct the payroll professional in all facets of payroll from the basics to the intricate complexity of fringe benefits, taxation and garnishments. Learn the federal taxation regulations as it pertains to payroll preparation. Be able to process the Form W-4 and understand the basics of each type of fringe benefit covered including qualified and nonqualified deferred compensation, third party sick pay, relocation, and personal use of a company vehicle. Go to www.gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1595.

Project Management (MGT 871)

JJC is partnering with Gatlin Education to offer this online training course. The purpose of this course is to improve your knowledge and skills in project management. Learn to Initiate a new project and developing the project scope, identify work efforts and developing the schedule, and define measurable quality metrics for the project. Topics include understanding how procurement applies in the project framework, mitigate project risks, and develop a communications plan to meet the stakeholders' needs. Go to www. gatlineducation.com for more class details and review their financial assistance program. Call (815)280-1555 to register. All class materials are included in the class fee of \$1495.

Purchasing and Supply Chain Management (MGT 869)

JJC is partnering with Gatlin Education to offer this online training course. Students will learn the various aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. The relationships between purchasing, vendor selection, sources of supply and the role of technology will also be addressed. Become familiar with the integrated approach to planning, acquisition, flow and distribution, from raw materials to finished products. Topics such as developing a corporate culture, working successfully with teams, implementing successful people management strategies, and workflow and performance management will be explored in this program. The art of negotiation is covered in great detail. Go to www.gatlineducation.com for more class details and review their financial assistance program. Call (815)280-1555 to register. All class materials are included in the class fee of \$2095.

Technical Writing (MGT 872)

JJC is partnering with Gatlin Education to offer this online training course. Students will develop their technical writing abilities to a professional level. Learn research methods, audience considerations, and style, drafting and revision techniques. Discuss a variety of media and formats including websites, emails, proposals, memos, and instructions. Learn the seven principles of good writing. Go to www. gatlineducation.com for more class details and review their financial assistance program. Call (815)280-1555 to register. All class materials are included in the class fee of \$1595.

Webmaster (MGT 873)

JJC is partnering with Gatlin Education to offer this online training course. Understand the Web as it relates to both personal and business. Use solid design techniques and audience analysis to construct a webpage that fits a target purpose and audience. Formally design, compose, and structure the information to appear on a website. Be able to use HTML and DHTML to construct web pages with text, lists, links, tables, graphics, frames, forms, and other features of a dynamic webpage. Go to www.gatlineducation.com for more class details and review their financial assistance program. Call (815)280-1555 to register. All class materials are included in the class fee of \$1795.

Computer Technician

Computer Technician Certification Training (MGT 7864)



Joliet Junior College partners with Career Step LLC to offer this online course. The Computer Technician program trains students for entry-level jobs in the information technology field and specifically prepares them to earn CompTIA A+ certification. The A+ certification is recognized nationally and is a highly regarded certification in this rapidly growing field. Students will learn computer basics, system hardware and software, troubleshooting, security techniques, networking, and operational procedures. Upon graduation, students will receive exam vouchers for both of the CompTIA A+ certification exams. The online format offers 24/7 access to the curriculum, allowing students to study on a schedule that fits their individual lifestyles. Careerstep offers Interactive learning tools and student and graduate support. Computer technicians fall into the Computer Support Specialists category as defined by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). The BLS reports that this field is expected to grow by 18%, or over 110,000 new jobs, between 2010and 2020. Go to http://www.careerstep. com/ap/jjc for more details. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1650.

Green/Renewable Energy Careers

Biofuel Production Operations (MGT 878)

JJC partners with Gatlin Education to offer this online course. The term "biofuel" implies production of petroleum-like fuel from sources such as corn and other vegetation. This course prepares the student for a career as a biofuel production worker. Learn basic math, physics and chemistry knowledge necessary for a biofuel production operator. Topics include safety, technical process drawings, pump maintenance, and electrical procedures related to biofuel production. Go to www. gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$2595.

Indoor Environmentalist (MGT 879)

JJC partners with Gatlin Education to offer this online course. Be able to prevent, diagnose and resolve indoor environmental problems in homes, offices and schools. Learn to use indoor air quality instruments and equipment to measure contaminants such as mold, bacteria, VOCs, carbon monoxide, radon, particulates, triggers to asthma & allergies and more. Apply current industry guidelines to standardize assessments and reporting. Go to www.gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$895.

Performing Comprehensive Building Assessments (MGT 880)

JJC partners with Gatlin Education to offer this online course. This program introduces students to the comprehensive building assessment process. Be able to conduct visual building inspections, perform diagnostic testing, and determine residential building improvements. Perform visual observations including evaluation of envelope components. mechanical systems and base loads such as appliances and lighting. Learn how to use the blower door for building pressurization/ depressurization testing. Discuss combustion safety testing and testing appliances for CO including: furnaces, boilers, water heaters and other combustion appliances. Go to www. gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$695.

Wind Energy (MGT 881)

JJC partners with Gatlin Education to offer this online course. Wind energy companies are growing exponentially to meet America's demand for clean, renewable, and domestic energy. In the course, students will learn the basics of wind energy principles including wind technology, wind energy anatomy, wind farm design, wind business and characteristics of energy sources. Discuss the fundamentals of hydraulics and basic theory and practice of electrical circuits, including calculations as applied to alternating and direct currents. Topics include air flow characteristics and blade efficiencies, principles of magnetism, and electrical measuring instruments. Go to www.gatlineducation.com for more class details and review their financial assistance program, Call (815) 280-1555 to register, All class materials are included in the class fee of \$2195.

Health care

Administrative Dental Assistant (MGT 835)

JJC partners with Gatlin Education to offer this online course. This program teaches the essential administrative tasks for managing the business aspects of a dental practice and becoming an administrative dental assistant. Discuss dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. Go to www.gatlineducation.com for

Spring 2013 Schedule

Online Career Training

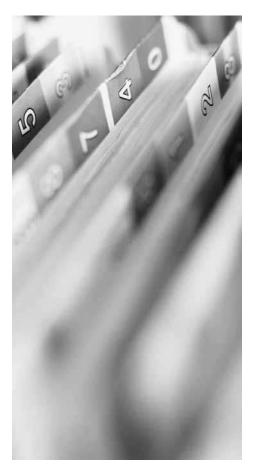
more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1595.

Medical Administrative Assistant Online Training (MGT 898)

JJC partners with Career Step LLC to offer this online course. The medical administrative assistant online training program helps students gain the specialized skills and business knowledge needed to successfully manage the front office and day-to-day administration of a medical facility. Students learn how to effectively manage front desk reception, patient scheduling, insurance and billing, practice finances, and more. Upon graduation, students will be prepared to enter the workforce and pass the Certified Medical Administrative Assistant exam (CMAA) offered by the National Health Career Association. Go to http://www.careerstep.com/ap/jjc for more details. A free information session is scheduled from 5-7 p.m. on Thursday, February 7. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1325.

Free Information Session on New Online Healthcare Administration Classes

Joliet Junior College and Career Step LLC have partnered to provide online training classes in the healthcare industry. Career Step offers industry recognized training. Their students have scored highly successful national certification exam pass rates. Receive personal on-going student support and career guidance to assist you in your job search. Plan on attending a free information session on these classes and other advanced course offered by Career Step. Learn about the exciting job opportunities. The Department of Labor projects a strong job market as the Medical Coding and Billing industry, which is projected to grow by 20 percent by 2018. The medical transcription field is projected to grow by 11 percent in the same time period. Medical transcriptionist has long been one of the fastest growing work-at-home careers. The free information session is scheduled from 5-7 p.m. on Thursday, February 7. Call (815) 280-1555 to register for the free session.



Outpatient Medical Coding and Billing Online Training (MGT 893)

Joliet Junior College partners with Career Step LLC to offer this online course. This program will provide students with the skills necessary to obtain entry-level employment as medical coders, coding specialists, and medical billing specialists. . The Career Step Medical Billing and Coding online training program consists of 19 modules. Start by learning the basics of medical terminology. Be familiar with the documentation, confidentiality and ethics requirements within the healthcare environment and medical record content. Begin coding with ICD-9and progress to CPT coding. Practice skill building with actual patient medical records. Graduates of this course are prepared to take the Certified Professional Coder (CPC) sponsored by the American Academy of Professional Coders (AAPC). Students must have a high school diploma or GED to enroll in this program. Go to http:// www.careerstep.com/ap/jjc for more details. A free information session is scheduled from 5-7p.m. on Thursday, February 7. Call (815) 280-1555 to register. All class materials are included in the class fee of \$2085.

Inpatient and Outpatient Medical Coding and Billing Online Training (MGT 895)

Joliet Junior College partners with Career Step LLC to offer this online course. This program helps students prepare for rewarding careers in medical coding, with opportunities in inpatient and outpatient coding after graduation. Students are prepared for national certification exams with curriculum on medical terminology, coding standards, and specific inpatient and outpatient medical code sets. A significant portion of time will also be spent training on 3M encoding software, used by many industry employers, preparing students for a successful transition to the workplace. The program's unique online platform provides students access to program materials whenever it is most convenient, enabling students to study at the pace that fits their lifestyles. Graduates of this course are prepared to take the Certified Coding Assistant (CCA) sponsored by the American Health Information Association or the Certified Professional Coder (CPC) sponsored by the American Academy of Professional Coders (AAPC). Students must have a high school diploma or GED to enroll in this program. Go to http://www.careerstep.com/ap/jjc for more details. A free information session is scheduled from 5-7p.m. on Thursday, February 7. Call (815) 280-1555 to register. All class materials are included in the class fee of \$2470

Medical Transcription Online Training (MGT 894)

JJC partners with Career Step LLC to offer this online course. A medical transcriptionist listens to dictated recordings made by physicians and other healthcare professionals and transcribes them to create medical reports that eventually become part of patients' permanent files. The Career Step Medical Transcription online training program consists of 21 modules. Start by learning basic keyboarding techniques, grammar, punctuation, and how technology is utilized in the healthcare environment. Discuss medical terminology, including medical word building, anatomy, disease, and pharmacology. Move on to building medical records and diagnostic reports. Improve your editing skills by proofreading and reviewing problem areas. Begin transcribing by listening to authentic clinic note dictation and acute care dictation files. Gain a working understanding of speech recognition technology. Enhance your productivity with valuable tips. Graduates of this course are prepared to take the Registered Medical Transcriptionist (RMT)

Online Career Training

exam, sponsored by the Association for Healthcare Documentation Integrity (AHDI). Go to http://www.careerstep.com/ap/jjc for more details. A free information session is scheduled from 5-7p.m. on Thursday, February 7. Call (815) 280-1555 to register. All class materials are included in the class fee of \$2100.

Medical Transcription Editor Online Training (MGT 896)

This online program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. The demand for well-trained medical transcription editors is rapidly increasing, and this program prepares students for both career paths, making them more flexible after graduation. Within the program, students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. The program also emphasizes practical experience, and by graduation, students will have transcribed hundreds of authentic dictations, preparing for a quick and successful transition to the workplace. Graduates of this course are prepared to take the Registered Medical Transcriptionist (RMT) sponsored by the Association for Healthcare Documentation Integrity (AHDI). Go to http://www.careerstep. com/ap/iic for more details. A free information session is scheduled from 5-7p.m. on Thursday, February 7. Call (815) 280-1555 to register. All class materials are included in the class fee of \$2580.

Pharmacy Technician Online Training (MGT 830)

JJC partners with Career Step LLC to offer this online course. This program will prepare the student to obtain employment as a pharmacy technician in a variety of pharmaceutical settings while under the supervision of a registered pharmacist. Some of the areas covered are: pharmacy law and ethics, drug inventory and storage, abbreviations, pharmaceutical calculations, label preparation, anatomy and physiology, insurance procedures, basic chemistry of drug molecules, and customer service skills. Graduates are prepared to sit for the national certification examination, which is administered by the Pharmacy Technician Certification Board. Go to http://www.careerstep.com/ap/jjc for more details. A free information session is scheduled from 5-7 p.m. on Thursday, February 7. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1900.



Hospitality

Online Travel Agent Training (MGT 825)

JJC is partnering with Gatlin Education to offer this online training course. This program will help prepare students for the Travel Institute (formerly ICTA) TAP certification. Learn the basic skills needed to operate a computer reservation system, whether with the airlines, travel agencies, car rental agencies, cruise lines, hotels or resorts. Learn how to make a sale, create custom vacation plans and market your skills. Go to www.gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1595.

Event Management and Design (MGT 874)

JJC is partnering with Gatlin Education to offer this online training course. This program is structured to provide both practical knowledge and a comprehensive understanding of the modern special event industry. Discuss the administration, coordination, and marketing required for a successful event. Be aware of the legal, ethical and risk management issues. Learn how to organize all types of events such as weddings, corporate meetings, fairs, parades and festivals. Go to www. gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1895.

Wedding Planner Online Training (MGT 823)

JJC is partnering with Gatlin Education to offer this online training course. Wedding planners are in demand as more brides discover they cannot be the bride and the wedding planner on the day of their wedding. This program is perfect for the individual looking to get started as a professional wedding planner right away. Topics include budgeting, vendor selection, contracts, wedding etiquette, wedding traditions, invitations, music selections, pre and post wedding parties, gown styles and veils. Go to www. gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$1395.

Non-Profit Organizations

Grant Writing (MGT 876)

JJC partners with Gatlin Education to offer this online course. Learn the essentials in writing or acquiring grants for private, public or government use. Discuss the essentials of writing, researching, obtaining and maintaining operations and strategies within the grant system. Start with the basics by learning how to research for and find available grants. Understand the fundamental elements of a grant proposal such as the objectives, problems addressed, methodology, evaluation and assessments, budget and cover letter. Examine the essential aspects of fundraising and how to maximize fundraising opportunities. Go to www. gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$2095.

Non-Profit Management (MGT 877)

JJC partners with Gatlin Education to offer this online course. This course is targeted for anyone in the non-profit field who wants a perspective on some of the unique issues facing management of a non-profit organization. Discuss the principles of nonprofit management as well as the roles and responsibilities of a nonprofit board of directors and the management team. Topics include negotiating strategies, forms of persuasive communications, and the legal aspects unique to non-profit organizations. Go to www. gatlineducation.com for more class details and review their financial assistance program. Call (815) 280-1555 to register. All class materials are included in the class fee of \$2095



Business Training

AutoCAD

Introduction to AutoCAD (GRAF 1031)

This hands-on class provides an introduction to the Computer Aided Design Drafting (CADD) industry. Learn the procedures for setting up and developing two dimensional AutoCAD drawings. Focus on coordinating input systems, basic drafting, editing and detailing methods. Discuss scaling, annotation and dimensioning. Determine the responsibilities of a CADD designer in today's industrial and architectural environments. The class is limited to 14 students. Prerequisites: Basic understanding of computers with Windows 2000/XP operating system. Knowledge of blueprints and drafting is not required but helpful.

T1 9a.m4p.m. Feb. 15 & 22	F	Main \$199
T2 9a.m4p.m. April 26 & May 3	F	Main \$199

AutoCAD Releases 2011, 2012, and 2013 (GRAF 1056)

This two-day seminar reveals the ever-growing feature changes in AutoCAD's releases 2011, 2012, and 2013. As AutoCAD continues to grow and produce annual updates, many design professionals lose touch, or never learn, the new productivity enhancements within each update. This hands-on interactive seminar will examine the new features from all three releases, allowing users to catch up to the current version. In the past three years, AutoCAD has improved on its object selection process, added transparency features at the object and layer levels, added parametric based constraint modeling at the 2D and 3D levels, improved upon its dynamic block creation methods, added new hide and isolate object features, developed a direct portal to collaboration over the Internet (cloud storage) using its new Autodesk 360 Web site services, revamped its 3D modeling features, added Point Cloud development, and greatly increased its import and export capabilities for working directly with major industry design software. This seminar is a must for design professionals and CAD Managers.

T1	9a.m4 p.m.	F	Main
Mar	ch 15 and 22		\$199

Hands-On Computer Classes

Microsoft Office 2010 Access: Level 1 (IDAY 241)

Topics include: Creating databases; sorting records; designing queries; using filters; generate reports; and database maintenance. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 5	т	Romeoville \$119
NC2 8:30a.m4p.m. April 10	w	Romeoville \$119

Microsoft Office 2010 Access: Level 2 (IDAY 243)

Topics include: controlling data entry; joining tables; creating flexible queries; sharing data across applications; and database management. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 12	т	Romeoville \$119
NC2 8:30a.m4p.m. April 17	w	Romeoville \$119

Microsoft Office 2010 Access: Level 3 (IDAY 245)

Topics include: structuring existing data; simplifying tasks with macros; writing advanced queries; making forms and reports more effective; and maintaining an Access database. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 19	т	Romeoville \$119
NC2 8:30a.m4p.m. April 24	w	Romeoville \$119

Microsoft Office 2010 Excel: Level 1 (IDAY 251)

Topics include: create a basic worksheet; performing calculations; insert and delete cells, columns and rows; format a worksheet; printing; and format worksheet tabs. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 7	R	Romeoville \$119
NC2 8:30a.m4p.m. April 9	т	Romeoville \$119

Microsoft Office 2010 Excel: Level 2 (IDAY 253)

Topics include: calculate data with advanced formulas; working with multiple worksheets; formatting graphics and diagrams; creating and editing charts; utilizing PivotTables and PivotCharts. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 14	R	Romeoville \$119
NC2 8:30a.m4p.m. April 16	т	Romeoville \$119

Microsoft Office 2010 Excel: Level 3 (IDAY 255)

Topics include: creating macros; adding data validation criteria; setting revision tracking; protecting files; merging workbooks; importing and exporting data; creating a workspace; and using Excel with the Web. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 21	R	Romeoville \$119
NC2 8:30a.m4p.m. April 23	т	Romeoville \$119

Microsoft Office 2010 PowerPoint: Level 1 (IDAY 261)

Topics include: creating presentations manually or using templates; modify presentations by rearranging, copying, and deleting slides; importing and formatting text; inserting and modifying objects, diagrams, clipart, and WordArt; and utilizing charts and tables. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. March 7	R	Romeoville \$119
NC2 8:30a.m4p.m. May 2	R	Romeoville \$119

Microsoft Office 2010 PowerPoint: Level 2 (IDAY 263)

Topics include: customizing the PowerPoint environment; formatting presentations by applying design templates and customizing slide backgrounds; comparing and merging presentations; adding multimedia elements; customizing a presentation; publishing a presentation as a Web Page. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. March 14	R	Romeoville \$119
NC2 8:30a.m4p.m. May 9	R	Romeoville \$119

Microsoft Office 2010 Word: Level 1 (IDAY 271)

Topics include: creating and saving documents; selecting, formatting, and editing text; changing font appearance; adding borders and shading; utilizing tables; inserting graphic objects; proofing spelling and grammar; and applying page borders and color. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 6	w	Romeoville \$119
NC2 8:30a.m4p.m. April 11	R	Romeoville \$119

Microsoft Office 2010 Word: Level 2 (IDAY 273)

Topics include: managing lists; customizing tables and charts; formatting with styles and themes; modifying pictures; customized graphic elements; inserting content using quick parts; text flow; mail merges; using macros to automate tasks; and templates. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 13	W	Romeoville \$119	
NC2 8:30a.m4p.m. April 18	R	Romeoville \$119	

Microsoft Office 2010 Word: Level 3 (IDAY 275)

Topics include: using Word with Excel and PowerPoint; reviewing and comparing document changes; inserting bookmarks, footnotes, captions and hyperlinks; adding indexes, tables and table of contents; hiding text; setting formatting and editing restrictions; and using passwords and digital signatures. Students are required to bring a flash drive to class.

NC1 8:30a.m4p.m. Feb. 20	w	Romeoville \$119
NC2 8:30a.m4p.m. April 25	R	Romeoville \$119

New!

New!

Microsoft Office 2010 Publisher: Level 1 (IDAY 266)

Topics include: create a basic publication, add content, import text, organize text boxes and picture placeholders in a layout, insert master pages, use building blocks, format text and paragraphs, apply paragraph styles and schemes, create tables, format graphics, prepare publication for distribution. Students are required to bring a flash drive to class.

NC1 8:30a.m.-4 p.m. R Romeoville March 21 \$119

Introduction to Visio (IDAY 295)

Visio is used to create diagrams and charts that give a pictorial representation of information. Learn to customize the program settings, create a new diagram, add 2-D and 1-D shapes, add and format text, apply page styles, create a route map, create a flowchart, create a cross-functional flowchart, create a workflow diagram, create an organization chart, and more.

NC1 8:30a.m.-4 p.m. T Romeoville March 5 \$119

Accounting for Small Business

ABCs of Accounting (MGT 882)

This concise accounting course is targeted for students with a need to understand basic accounting principles but who are not seeking an accounting career. Become familiar with the accounting equation: assets = liabilities + owner's equity. Discuss T-accounts and their uses in accounting, business transaction analysis steps, and work through the entire accounting cycle using various small business case studies. Designed for beginners, no accounting background required.

T1	9a.m4p.m.	MT	Main
Feb.	11 & 12		\$179

Introduction to QuickBooks (COMP 2400)

QuickBooks is an accounting program designed for small business. With it, you can monitor all your company's finances including accounts payable and receivable, invoicing and payroll. You will learn how to automate transactions, create budgets, and generate reports. This program is ideal for a service or product-based company. Topics include setting up a company, chart of accounts, vendor lists and bank accounts. Generate sales receipts, credit memos, checks, and invoices. Be able to record deposits, enter bills and make payments, process payroll, protect and back up data.

T1	9a.m4p.m.	МТ	Main
Mar	ch 4 & 5		\$179

Advanced QuickBooks (COMP 2401)

Expand your knowledge of QuickBooks. Learn to customize forms, create graphs, and build and modify various types of reports. Set up a payroll system that generates checks, tax files, and employee information. Be able to track sales tax and synchronize QuickBooks with other contact management software. Use QuickBooks to write various types of letters, track credit card transactions, and create job estimates and control time spent on those jobs. Prerequisite: QuickBooks 2007 (COMP 2400).

T1 9a.m4p.m.	MT	Main
April 8 & 9		\$179

Computer Graphics

Fundamentals of Photoshop Level One (GRAF 1006)

Add excitement to your digital photographs with Photoshop. You will learn how to use curves and levels to adjust and correct color. You'll have fun using filters to enhance the look and feel of your photographs and you will learn how to combine images to create stunning original pictures. Students are required to bring a flash drive to class.

T1 6-9p.m. Jan. 28-Feb. 25 (No class Feb. 18)	Μ	Main \$195
T2 6-9p.m. March 4-25	Μ	Main \$195
T3 6-9p.m. March 6-27	W	Main \$195

Advanced Photoshop Level Two (GRAF 1007)

Get past the basics and learn about layer masks, clipping paths, filters, and channels. You learn more advanced color correction techniques, too. Completion of GRAF 1006 or proficiency in basic Photoshop skills required. Students are required to bring a flash drive to class.

T1	6-9p.m.	w	Main
Apri	I 3-24		\$195

Advanced Photoshop Level Three (GRAF 1055)

This course focuses on creating quality images for high-end business printers and commercial printing. Students will learn color management/color space concepts and will explore various photographic adjustments including color correction, curves and color replacement. Students will discover how to work with the camera raw format and HDR images. Outputting images for print and web will be covered including CYMK separations for prepress, spot-color and duotones and web optimization. Students are required to bring a flash drive to class.

T1	6-9p.m.	W	Main
May	1-22		\$195

Adobe Dreamweaver (COMP 312)

Website creation is a lot easier with Adobe Dreamweaver. You will learn the basics of good web design, how to put together a web page, create a site map, and edit HTML. You will also learn how to create style sheets and work with tables. Dreamweaver is the most popular web

design software and is used by professional designers. Students are required to bring a flash drive to class.

T1	6-9p.m.	R	Main
Feb.	28-April 4		\$235

Web Design with HTML (COMP 4012)

If you want to get serious about designing websites, you need a solid understanding of HTML. This course will simplify this mark-up language and show you how to create your website using text you create in Word or Notepad. No special software is required. Workbook is provided. Students are required to bring a flash drive to class.

T1 6-9p.m.	R	Main
April 11 & 18		\$125

Fundamentals in InDesign (GRAF 1009)

Get a quick overview of this relatively new page design software. Learn how to use InDesign's story editor, nested style sheets, and information pallet. Improve your layouts with InDesign's image editing tools that let you customize graphics with features like transparency and mixed ink color controls. Students are required to bring a flash drive to class.

T1	6-9p.m.	Μ	Main
April	29-May 20		\$195

Introduction to Illustrator (GRAF 1004)

This course offers a comprehensive overview of the features and commands of Adobe Illustrator. Students will gain further knowledge and proficiencies with the tools necessary to work in Adobe Illustrator. Topics covered include discussing various graphic formats, starting Illustrator, reviewing the Adobe Illustrator environment and user interface, creating and editing basic vector graphics, vector paths, use drawing tools to draw and edit geometric objects, manipulating objects, applying color, and working with type to create eye-catching type effects. Students are required to bring a flash drive to class.

T1 6-9p.m. w Main Feb. 6-27 \$195

Food Sanitation

Food Sanitation Certification Prep (FOOD 440)

Learn to identify the causes of foodborne illness, identify and apply correct procedures for cleaning and sanitizing, recognize problems and potential solutions associated with facility, equipment and layout, and understand the Illinois code related to food service establishments. Successful completion of this course prepares you to take the state of Illinois exam for management and sanitation training. The exam is taken on the second day of class. Book is included in the class fee. Go to www.trainingupdate.org then click on "career training" for additional course details.

T1 8a.m5p.m. Jan. 26 & Feb. 2	S	Main \$185
T2 8a.m5p.m. April 6 & 13	S	Main \$185

Food Sanitation Certification Prep Online (FOOD 4401)

This is the online version of FOOD 440. State of Illinois exam is administered on second day of FOOD 440 class schedules. You must call 815-280-1555 to schedule your test. A limited number of tests are available per session. If the scheduled sessions are full, you will be directed to the next available date. Call (815) 280-1555 to register and receive your class materials. \$185

T1 Jan. 10-May 13

Food Sanitation Five-Hour Refresher (FOOD 441)

In this course, you will refresh your knowledge of food-borne illness by identifying and applying correct procedures for cleaning and sanitizing; recognize problems and potential solutions associated with facility, equipment and layout; and understand the Illinois code related to food service establishments. Successful completion of this course provides the student with a renewed license. Student must bring current Illinois license to class.

T1	8a.m2p.m.	S	Main
Feb.	23		\$49
T2	8a.m2p.m.	S	Main
April	27		\$49

Purchasing and Procurement

The Department of Labor states that the employment of purchasing agents will experience faster than average growth as more companies demand a greater number of purchased goods and services. Earn a certificate of completion from JJC after successfully completing the three classes listed below. These classes will

Business Training

also prepare the student to take the Certified Professional in Supply Chain Management examination offered by the Institute of Supply Chain Management (See the ISM website www. ism.ws for additional work experience and educational requirements). All books and class material are included in the class fee. Go to www.trainingupdate.org then click on "career training" for additional course details.

CPSM Module One: Foundation of Supply Management (NAPM 511)

This module addresses topics such as cost control, financing, contracting, negotiation, international business, social responsibility, sourcing, and supplier relationship management. Understand the process for competitive bids, quotations and proposals with specifications, terms and conditions. Conduct negotiations with suppliers. Administer a department budget and cost management program. Perform cost/benefit analyses. Identify sources of goods and services both national and international. Manage effective relationships with suppliers.

T1	9a.m4:30p.m.	TR	Main
Mar	ch 5 & 7		\$595

CPSM Module Two: Effective Supply Management Performance (NAPM 512)

Discuss subjects such as forecasting, logistics, materials and inventory management, organization and department assessment, planning, project management, product development and quality. Analyze data on current and future global/domestic market conditions. Develop supply forecasts. Implement a warehouse and inventory system. Resolve cost variances and establish performance criteria. Manage project management activities. Administer a supplier certification program.

T1	9a.m4:30p.m.	TR	Main
Mar	ch 12 & 14		\$595

CPSM Module Three: Leadership in Supply Management (NAPM 513)

The main topics of this course include leadership, risk and compliance, strategic sourcing. Learn to implement a strategic supply management plan based on market conditions, business needs and available resources. Develop a risk profile in accordance with contracts, laws, regulations and organizational policy. Standardize strategic sourcing procedures. Determine in sourcing and outsourcing decisions.

T1 9a.m4:30p.m.	TR	Main
March 19 & 21		\$595

Quality Control ISO 9001:2008 Internal Quality Auditing (CQS 941)

This two-day seminar is designed for the internal quality auditors of an ISO 9001:2008 registered organization. Emphasis will be placed on the principles of ISO 9001:2008 and auditing compliance to the ISO standard. Individuals will gain skills needed to plan, prepare, and perform internal quality audits. This training provides hands-on audit activities that simulate an actual audit environment. Topics include procedure review, checklist development, conducting interviews, audit performance, audit reporting, and closeout. Case studies and practice audit activities are used throughout the presentation.

T1	8a.m5p.m.	F	Main
Feb.	15 & 22		\$395

8D Problem Solving (CQS 1030)

A two-day seminar designed to help participants learn root cause problem solving techniques utilizing the 8D approach. This approach is common in the automotive supply chain and can be applied for improvement efforts in many businesses. Some of the topics covered include: developing a problem statement, utilizing teams and discussion on different types of problem solving tools to use. Some of the tools include brainstorming, diagramming, charting, the five whys, change analysis and mistake proofing to prevent recurrence. The class concludes with work on a case study to utilize the tools to solve a simulated problem.

T1	8a.m5p.m.	RF	Main
May	9 & 10		\$395

Safety Compliance

10 Hour OSHA Voluntary Compliance Course (SAF 841)

An overview of the basic OSHA safety standards presented in a compact two day format. This class teaches vital safety and health information to all personnel responsible for a safe working environment on the job site. Topics include personal protective equipment, fire safety, lockout-tagout, bloodborne pathogens, machine guards, and emergency action plans. Those attending will better understand OSHA's role in industry. After completing the required 10 hours, participants will receive the OSHA certification card.

T1 8a.m2p.m.	RF	Main
April 11 & 12		\$299

Lean Six Sigma

You don't need to be a black belt in statistical methods to start making big efficiency gains in your organization. Learn a few key methods and tools to solve numerous problems and achieve significant business improvements. In this one day class, you will discover the essence of Six Sigma and how to implement a crawl-walk-run approach that will maximize your benefits while minimizing your risks and costs. Understand how to laser-focus your improvement teams for breakthrough results. Discuss key tools for measurement/analysis to drive breakthrough improvement in your mission critical processes. See positive results from the very first day of implementation. These classes are industry specific to customize the presentation for your needs. Register for the class best suited for your organization.

Lean Six Sigma Simplified for the Manufacturing Organization (MGT 7861)

This takes the Six Sigma course and applies it specifically to the manufacturing organization. You will learn techniques that will keep your product moving smoothly down the assembly line and to the consumer.

T1	9a.m4:30p.m.	F	Main
Mar	ch 22		\$249

Lean Six Sigma Simplified for the Healthcare Organization (MGT 7862)

This takes the Six Sigma course and applies it specifically to the health care industry. You will learn techniques that will keep costs down and provide better care to your patients.

T1 9a.m4:30p.m.	F	Main
April 19		\$249

Lean Six Sigma Simplified for the Service Organization (MGT 7863)

Even the service organization can benefit from the ideas of Six Sigma. You will learn techniques that will keep your organization lean and operational even in tough times.

T1	9a.m4:30p.m.	F	Main
May	3		\$249

Spanish Language

Basic Spanish (MGT 7058)

Expand your language skills or grasp the basics of Spanish through conversation and listening. Discuss the basic pronunciation of vowels and consonants in Spanish. Learn vocabulary, sentence structure, and how to ask and answer basic questions. This course is designed for the student with no previous knowledge of Spanish.

T1	6-8:30p.m.	R	Main
Feb.	14-April 18		\$225

Online Occupational Spanish Course (MGT 832)

These industry-specific online occupational Spanish courses will help bridge the communication gap between English and Spanish-speaking co-workers and clients. Courses are designed for beginning Spanish learners. Students will have the opportunity to learn approximately 700 common Spanish words and phrases. Use visual imagery (photos associated with words and phrases for better retention) and interactive assessments to measure your progress. Class fee is \$99. All courses are self-paced and available 24/7 from the convenience of one's own computer. For course details go to www.prontospanish. com. Call (815)280-1555 to register. Courses are available for the following industries:

Banking
Dentists
EMTs & Paramedics
Food Service
Hospitality
Law Enforcement
Public Safety Officers
Warehouses

Construction Educators Firefighters Health Care Human Resources Manufacturing Social Service

Supervision Training

The Frontline Supervision Certificate Program is designed to help the front line supervisor develop the skills, and understanding and insights required to excel as a manager. The program is orientated towards specific skill development versus theoretical approaches to management.

Frontline Supervision Certification Training (MGT 1030)

The first seven weeks of this unit covers topics such as the supervisor's role in management, the environment of the supervisor, planning and goal setting, organizing, delegating and motivating the work force, human behavior, and leadership skills. The last seven weeks addresses the techniques, strategies, and legal aspects that should be considered when communicating with employees. Topics include interviewing, conducting performance reviews, training, administering discipline, and employee counseling. Go to www. trainingupdate.org then click on "career training" for additional course details.

T1	6-9p.m.	т	Main
Jan.	22-April 23		\$995

Leadership and Goal Setting (MGT 7856)

Successful leaders know how to set direction and keep focused on goal achievement. Participants in this daylong session will have the opportunity to assess their current leadership practices, examine qualities that make good leaders, and identify techniques to enhance individual leadership skills. Key fundamentals emphasized in this program will include tapping into the three sources of leadership power, creating and communicating a vision for success, goal setting and accountability, working together to achieve common goals and fostering teamwork, and managing change.

T1	9a.m3p.m.	F	Main
Mar	ch 8		\$125

Winning Customer Service (MGT 7855)

Knowing how customers judge quality and understanding basic customer needs can help you be more successful (and reduce stress) on the job. In this daylong program, you'll focus on developing and enhancing skills to work more effectively with customers and fellow employees in your organization: meeting and exceeding customer needs, communicating effectively with customers, handling complaints and difficult people, and keeping customers coming back.

T1	9a.m3p.m.	F	Main
Mare	ch 22		\$125

Building Effective Teams (MGT 7857)

Effective teamwork is crucial to the success of organizations of all types and sizes. In this daylong program, you'll identify the key factors that help make teams successful and learn key principles and techniques to build and maintain successful teams. Topics of discussion will include: team-centered leadership, management structure and support to build a strong foundation for effective teamwork, tapping into the strengths of team members and building a solid team, communication and problem solving, building trust, and recognizing good performance and coaching team members.

T1 9a.m3p.m.	F	Main
May 3		\$125

Supply Chain Management

JJC allows supply chain management personnel the opportunity to complete all five of the Association of Operations Management (formerly the American Production and Inventory Control Society) certification review courses in less than one year. These courses prepare the individual to successfully complete the examinations and earn the prestigious Certification of Production and Inventory Control. Go to www.trainingupdate. org then click on "career training" for additional course details.

Basics of Supply Chain Management (APIC 473)

This introductory course for production and inventory management personnel and CPIM candidates provides basic definitions and concepts for planning and controlling the flow of materials into, through and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from supplies to customers. Participants will review manufacturing systems, forecasting, master planning, materials requirements planning, capacity management, production activity control, purchasing, inventory management, distribution, quality management, and just-in-time manufacturing. Books are included in the class fee.

T1	9a.mnoon	MWF	Main
Feb	. 25-March 8		\$549

Execution and Control of Operations (APIC 482)

This course focuses on three main areas: prioritizing and sequencing work: executing work plans, implementing controls, and reporting activity results; and evaluating and providing feedback on performance. The course explains techniques for scheduling and controlling production and process operations, and the execution of quality initiatives, as well as controlling and handling inventories. Finally, the course presents techniques for evaluating performance and collecting data for effective feedback. Books are included in the class fee.

T1	9a.mnoon	MWF	Main
Mai	rch 11-22		\$549

Detailed Scheduling and Planning (APIC 481)

This course focuses on the material and capacity scheduling and planning. It includes a detailed explanation of material requirements planning, a technique suitable for use in job shops. The course also introduces another material planning technique, materialdominated scheduling, which is applicable to process industries and other mature production environments. The course explains capacity requirements planning in detail and introduces other capacity-planning techniques, including processor-dominated scheduling. Text book included.

T1 9a.mnoon	MWF	Main
Mar. 25-April 8		\$549
(No class March 29)		

Master Planning of Resources (APIC 480)

In this course, participants explore processes used to develop sales and operations plans, identify and assess internal and external demand and forecasting requirements and formulate an achievable master schedule consistent with business policies, objectives, and resource constraints. The course focuses on developing and validating a plan of supply, relating management of demand to environment, and developing and validating the master schedule. Text book included.

T1	9a.mnoon	MWF	Main
Apri	l 15-26		\$549

Strategic Management of Resources (APIC 483)

Determine the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain related functions. Address three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change. Text book included.

T1	9a.mnoon	MWF	Main
Apri	l 29-May 10		\$549

Transportation

Transportation Safety Level One (MGT 2825)

This program is intended for all levels of employees in transportation including managers, directors or new hires in areas of trucking, intermodal, rail warehousing and risk management. Advance your knowledge of the federal motor carrier safety regulations. Understand the responsibilities of all involved including shippers, corporate entities, supervisors, material handlers and drivers. Also learn how to correct deficiencies, implement a drug and alcohol program and address the Compliance Safety and Accountability (CSA). Complete this course and Transportation Safety II & III to earn Transportation Safety Certificate.

T1	6-9p.m.	М	Main
Feb.	4-11		\$195

Transportation Safety Level Two (MGT 2826)

Build skills and knowledge in the transportation industry as it relates to requirements to set up a trucking company including the development of safety systems and procedures. Develop an understanding of the differences in authorities and the Federal and state requirements which govern these authorities. Gain awareness of liability issues and mitigation strategies. Develop the basic skills and knowledge of cargo security, vehicle inspections, material handling, routing and hours of service. Topics include federal motor carrier safety administration and the regulations. Learn to conduct a self-audit.

T1	6-9p.m.	M	Main
Feb	. 25-March 4		\$195

Transportation Safety Level Three (MGT 2827)

This course includes an in-depth examination of a Compliance Safety and Accountability (CSA) program and the Safety Management System (SMS) methodology. Discuss practical application in transportation insurance including the differences in the types of insurance and a look at primary and contingent coverage. Examine the differences between self-insurance reserves, deductibles, captives and self-insurance.

T1	6-9p.m.	М	Main
Mar	ch 11-18		\$195

Online Learning is Easy, Convenient and Effective!

Education to Go courses are delivered over the Internet and run approximately six weeks following the start date. You will need an e-mail address and Internet access. The start date varies between the second and third Wednesday of each month.

Call (815) 280-1555 for more information or to register.

MOST CLASSES \$99

Cd 200	www.ed2go.com/liciet
 A to Z Grant Writing Assisting Aging Parents Basics of Quickbooks 2007 Beginning Braille Transcription Debt Elimination Techniques Drawing for a Beginner Everyday Math Getting Published Get Paid to Travel Get Funny! Goodbye to Shy Growing Plants for Fun and Profit Introduction to Algebra Luscious, Low - Fat Meals Marketing Your Nonprofit Magic of Hypnosis 	 www.ed2go.com/jjciet Microsoft Software Classes Music Made Easy Photoshop Elements Professional Sales Skills Real Estate Investing SAT/ACT Test Prep Secrets of the Caterer Speed Reading Speed Spanish I, II, and III Start Your Own Consulting Practice Start Your Home Based Business Stocks, Bonds, and Investing Wine Appreciation for Beginners Wireless Networking Write Fiction Like a Pro

Transportation Claims Management (MGT 2828)

This presentation covers the basics of transportation claims. Examine the use of policy exclusions and discuss common pitfalls between transportation contracts. Learn to reduce claim exposure by using outside adjustors. Know the key steps to take when a claim or accident occurs. Develop your own claims reporting and management process to help reduce claim exposure.

T1	6-9p.m.	М	Main
Mar	ch 25-April 1		\$195

Transportation Contract Analysis (MGT 2829)

This presentation addresses drafting and negotiating transportation contracts. Topics include domestic and international agreements for logistics services, motor carrier agreements, owner operator agreements, warehouse service agreements, and equipment leases for carriers, shippers, and transportation intermediaries. Discuss various types of contracts and identify the top 10 components of a good contract. Examine the laws governing transportation contracts, distinguish the differences between shippers and service providers, and develop key strategies for successful contract negotiations.

T1	6-9p.m.	М	Main
April	8-15		\$195

Water/Wastewater

Wastewater Treatment Operator Review Class 3 and 4 (WTR 882)

Study for the Class 3 and Class 4 wastewater operator's license examinations, which are administered by the Illinois Environmental Protection Agency. To be eligible to test at the conclusion of class, you need three years of experience for Class 3, and one year for Class 4. Contact IEPA to about test eligibility requirements or changes. Books are included in the class fee.

T1	6-8:45p.m.	R	Main
Jan.	31-May 16		\$449

Wastewater Treatment Operator Review Class 1 & 2 (WTR 883)

Study for the Class 1 and Class 2 wastewater operator's license examinations, which are administered by the Illinois Environmental Protection Agency. To be eligible to test at the conclusion of class, you need eight years of experience for Class 1, and six years for Class 2. Contact IEPA about test eligibility requirements or changes. Books are included in the class fee.

T1 6-8:45p.m.	М	Main
Jan. 28-May 27		\$449
(No class Feb. 18)		

Water Treatment Operator Review Class C & D (WTR 885)

Study for the Class C and Class D water operator's license examinations, which are administered by the Illinois Environmental Protection Agency. To be eligible to test at the conclusion of class, you need one year of experience for Class C and six months for Class D. Contact IEPA about test eligibility requirements or changes. Books are included in the class fee.

T1	6-8:45p.m.	W	Main
Jan.	30-May 15		\$449

Water Treatment Operator Review Class A & B (WTR 886)

Study for the Class A and Class B water operator's license examinations, which are administered by the Illinois Environmental Protection Agency. To be eligible to test at the conclusion of class, you need three years of experience for Class A or B. Contact IEPA about test eligibility requirements or changes. Books are included in the class fee.

T1	6-8:45p.m.	т	Main
Jan.	29-May 21		\$449

Class K Industrial Wastewater Treatment Exam Prep (WTR 888)

Quick training over five weekends allows companies to meet regulations requiring Class K-permitted staff. Send up to four people at the company rate. Books are included in the class fee.

T1 8-11a.m.	S	Main
Feb. 2-March 2	\$1200 per	r company*
*Call (815) 280-1555	5 for details.	

For Water Operators: Half-Day Classes Earn 3 IEPA-Approved RTCs!

New System Inspection (WTR 897)

This class covers new system construction, general construction methods and procedures, new construction inspecting procedures and record keeping, testing and reporting, and preconstruction meetings (three Renewal Training Credits through the Illinois EPA).

T1	8:30a.mnoon	F	Main
Mar	ch 1		\$99

Operating Reports and Applied Math (WTR 898)

This class covers all aspects of IEPA record keeping, reporting, required frequency and procedures, and more. Mathematics for chemical calculations and well pumping will also be demonstrated (three Renewal Training Credits through the Illinois EPA).

T1	8:30a.mnoon	F	Main
Mar	rch 15		\$99

Water Storage Tank Maintenance (WTR 902)

This class covers the basics of water storage tank inspection, and discusses the best methods to assess conditions, specify needed repairs, applicability of cathodic protection systems for interior corrosion prevention and more (three Renewal Training Credits through the Illinois EPA).

T1	8:30a.mnoon	F	Main
Apri	15		\$99

Meter Maintenance/ Automated Reading (WTR 905)

This class reviews basic maintenance, automated meter reading systems such as touch reading and radio frequency reading systems; causes of wear and tear, technology solutions, and much more (three Renewal Training Credits through the Illinois EPA).

T1	8:30a.mnoon	F	Main
Apri	il 12		\$99

SCADA Systems (WTR 903)

This course explains SCADA systems, demonstrating how to evaluate benefits and limitations in relation to your own water system (three Renewal Training Credits through the Illinois EPA).

T1	8:30a.mnoon	F	Main
April	26		\$99

Corrosion Control for Distribution Systems (WTR 904)

This class identifies the corrosion process and proven measures to reduce its negative impact on metallic piping and associated fittings (three Renewal Training Credits through the Illinois EPA).

T1	8:30a.mnoon	F	Main
Мау	/ 10		\$99



Entrepreneur/Small Business Training

Starting Your Business in Illinois (SBDC 2000)

This seminar helps future entrepreneurs understand many of the steps and requirements of starting a small business in the state of Illinois. This course covers a variety of topics, including creating a business plan and forms of incorporation. Sign up for one of our monthly seminars.

T1 9-11a.m. Jan. 24	R	Main Free
T2 6-8p.m. Feb. 19	т	Main Free
T3 9-11a.m. March 13	W	Main Free
T4 9-11a.m. April 16	т	Main Free
T5 6-8p.m. May 9	R	Main Free

Two Minute Branding (SBDC 2304)

Introductions make lasting impressions. Learn key techniques to incorporate your brand from the beginning. This seminar will prepare you to leave a positive impression from the start. Whether a chance meeting in an elevator or a formal networking event, be prepared to position your brand. Bring your business cards and be ready network with other local small business owners. Free Networking Event; call 815-280-1400 to register.

lew

T1	6-8p.m.	Т	Main
Jan.	22		FREE

Tax Workshop (SBDC 055)

The IRS is here to help you. This seminar, presented by a local representative from the Internal Revenue Service, will focus on the basics of federal taxes. Whether yours is a new business getting started or an established business, take this opportunity to cover important tax information that every small business owner needs to know. Topics will also include changes that will impact current business owners in 2013. Time will also be given for participant questions.

T1 9	9-11a.m.	w	Main
Jan. 3	30		\$24

Business Insurance (SBDC 2952)

Is liability insurance all you need? What about workers' compensation? Do you have enough insurance? A good insurance plan can provide peace of mind. This workshop will help you learn how to protect your business and personal assets, and how to select the right plan to manage potential risks and contract needs. It will cover property, liability, workers' compensation, vehicle, and other commercial insurance products.

T1	6-9p.m.	М	Main
Feb.	4		\$24



ew

When does a Hobby Turn into a Business? (SBDC 2010)

Have you been asking yourself, "Do I have successful hobby or a business?" Are you thinking of turning your passion into profit? Learn how to evaluate a current hobby to see if it is time to take it to a business level. Our business analyst will guide you through a critical analysis to help you determine the direction that is right for you.

Nev

T1	6-9p.m.	-	т	Main
Feb.	5			\$24

Financing Your New/Existing Business (SBDC 110)

The key to successful financing can be doing your homework. Before you meet with a financial officer, attend this seminar to gain insight into what financial officers wish all their clients knew before their first meeting. Learn from a panel of local business financers who will share the keys to obtaining financing for your business.

T1	9a.mnoon	W	Main
Feb.	13		\$34



Government Contracting 101 (SBDC 2410)

Ready to grow your business even more? Did you know that the federal government is spending more than \$500 billion a year on products and services? Did you know that 23% of those dollars are strictly set aside for small businesses? This session offers practical and basic information for understanding governmental contracting, identifying governmental opportunities and registering as a government vendor. Also, find out about the certification process for WBE, MBE, DBE, and 8(a) and how being certified could increase your revenue.

T1	9-11:30a.m.	F	Main
Feb.	22		Free
T2	1-3:30p.m.	w	Main
April	10		Free

Patch 101 (LLC 4554)

Patch.com is a great place to upload your photos, list events for your favorite organizations and even tell neighbors about your upcoming garage sale. Want to know how to make the site work best for you? This hands-on computer session lead by Joliet and Channahon-Minooka Local Editor, Dawn Aulet, will teach you all you need to know about interacting with the site. Call 815-280-1555 to register.

T1 7-8:30p.m.	R	Main
Feb. 28		Free
T2 7-8:30p.m.	R	Main
April 25		Free

Teens-Starting a Business in Illinois (SBDC 2002)

Many teens have started successful business with enterprising ideas. Do you have a teen who is sincerely interested in starting a business? This seminar is designed to help future entrepreneurs and their parents understand the many steps of starting a business in Illinois, along with the unique aspects specific to teens and their families. Teens should bring at least one responsible adult with them this to this informative seminar.

T1	9a.mnoon	S	Main
Mai	rch 2		FREE

Expert Branding (SBDC 2321)

In today's market, companies must build consumer trust and respect by educating them on why their products and services are a wise investment. Learn to use Internet tools, specifically social media, to build "authority" and make it part of your marketing strategy. Make your voice an authority on your product or service, and watch your sales grow.

T1	9a.mnoon	R	Main
Mar	rch 7		\$24

Technology and the Small **Business (SBDC 076)**

Learn how Internet technology can help your small business. This three-session seminar will help you get started making the Internet work for your business. Small business Internet tools such as websites, email, Facebook and low-cost marketing strategies will be the focus of this course, designed to bring your business into the Internet era.

T1 6:30-8:30p.m.	т	Main
March 12-26		\$99

ew

New

Cloud Computing (SBDC 2840)

New!

ew

Using "the cloud" can give a small business the same power as a large business with low costs. Learn the basics of cloud computing and how to use it as a valuable resource for your business. Topics will include using the cloud as a business server, preventing file loss, and file share abilities. Additionally learn about the cloud's capabilities for collaboration for business-to-business and business-tocustomer relationships.

T1	6:30-8:30p.m.	R	Main
Mai	rch 21		\$24

Creating a Website for Your Business (SBDC 2850)

Learn how to create a website for your business. Create an online presence to promote your products and services, and expand your clientele. During this workshop you will create and publish your own website. The workshop will use the free website service, "Weebly," but other website software will be discussed during the class. This class is designed for those with no experience with website design.

T1	6-9p.m.	R	Main
Mar	ch 28-April 11		\$99

Excel for the Small Business Owner (SBDC 2801)

Learn basics of Microsoft Excel and understand how to apply and implement Excel templates to your business. On the first day you, will be given templates that you will learn how to use and implement with many aspects of your business; payroll, accounts payable and receivable, equipment maintenance and even inventory control. Customize each of these templates to suit your business, incorporate your logo, or create your own spreadsheets using examples from the models provided. Bring examples from your business the first week and our instructor will work

with you to streamline and automate custom spreadsheets to suit your business. Previous introductory Excel experience is recommended.

T1	6-9p.m.	W	Main
Apri	I 3-24		\$99

Accounting for **Non-Accountants** (SBDC 2220)



You don't have to be an accountant to keep the financial records of your business, but you do have to understand the principles of accounting and how to use those numbers to help your business grow and prosper. Learn how to easily create an income (profit and loss) statement, a balance sheet, and a cash flow forecast. Learn to understand what all of the financial records mean and how to make business decisions directly from your financial numbers.

T1 6-9	Эр.m.	м	Main
April 22	2		\$24

The Complete Business Plan (SBDC 2120)

Writing a complete business plan takes time and strategy. Join this four-week workshop as our experts will guide you through the steps of writing a business plan for your company that will guide you to success. Topics will include financial statements, marketing strategy, projections, executive summary and structural organization.

T1	6-8p.m.	W	Main
May	1-22		\$99

Smart Marketing for Small Business (SBDC 2841)



Getting in front of your B2B audience-let alone staying top-of-mind-is tougher than ever. Your clients and prospects are inundated with messages in a myriad of forms, from social media updates to blog posts, webinars to videos, and more. Two of the most effective marketing methods for standing out from the crowd are email marketing and appreciation marketing. Studies show both consistently deliver a solid return on investment. To learn more about these powerful yet affordable tools, and whether they are appropriate for your business, you'll want to attend this informationpacked marketing seminar.

T1 9a.m.-noon Call for information



Accounting for Small Business

ABCs of Accounting (MGT 882)

This concise accounting course is targeted for students with a need to understand basic accounting principles but who are not seeking an accounting career. Become familiar with the accounting equation: assets = liabilities + owner's equity. Discuss T-accounts and their uses in accounting, business transaction analysis steps, and work through the entire accounting cycle using various small business case studies. Designed for beginners, no accounting background required.

T1	9a.m4p.m.	МТ	Mair
Feb.	b. 11 & 12		\$179

Introduction to QuickBooks (COMP 2400)

QuickBooks is an accounting program designed for small business. With it, you can monitor all your company's finances including accounts payable and receivable, invoicing and payroll. You will learn how to automate transactions, create budgets, and generate reports. This program is ideal for a service or product-based company. Topics include setting up a company, chart of accounts, vendor lists and bank accounts. Generate sales receipts, credit memos, checks, and invoices. Be able to record deposits, enter bills and make payments, process payroll, protect and back up data.

T1 9a.m4 p.m.	МТ	Main
March 4 & 5		\$179

Advanced QuickBooks (COMP 2401)

Expand your knowledge of QuickBooks. Learn to customize forms, create graphs, and build and modify various types of reports. Set up a payroll system that generates checks, tax files, and employee information. Be able to track sales tax and synchronize QuickBooks with other contact management software. Use QuickBooks to write various types of letters, track credit card transactions, and create job estimates and control time spent on those jobs. Prerequisite: QuickBooks 2007 (COMP 2400).

T1	9a.m4 p.m.	МТ	Main
April	8&9		\$179

