



Continuing Education Center

Fall 2013 Schedule | www.ivcc.edu/cec

No Place So Close Can Take You So Far

[For Work]

How to Use Google+ 5

Personal Strategies for Success 5

Medical Billing & Coding 8

[For Play]

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[For a Get-a-Way]

German Milwaukee 14

Looking for Fall Colors 14

The Nutcracker 15

Christmas in Geneva 15



Scan for
additional information.

Dream
and you will achieve.

“Always walk through life as if you have something new to learn and you will.” – Vernon Howard

Continuing Education Instructors – ONE OF OUR MOST VALUABLE ASSETS

A continuing education instructor is a unique individual. They start with a personal **passion** in a subject area and end with a **desire** to share their acquired expertise and help train others in their skill and knowledge. **What is your passion?**



Ted Parisot | Technology



Chef Tim Freed | Culinary



Barb Bancroft | Nursing

IVCC's Continuing Education Center continues to search for competent instructors wanting to teach short-term professional courses & community education courses, day or evening. Here are some areas we are looking at right now!

Management/Leadership
Professional Development for Teachers
Professional Development in Healthcare

Culinary
Health and Well-Being
Personal Interest

Check out our course offerings inside and see where you might make a difference in helping to fulfill the lifelong learning needs of our business and community members.

Visit our web-site to download a Continuing Education Instructor Application Form:
www.ivcc.edu/cec or email Jamie_Gahm@ivcc.edu

Student Testimonials

See what students have said about our classes...

Certified Medical Admin. Assistant

"This class was very interesting and our instructor did a wonderful job. I am leaving with a lot of valuable information."

Classes for Nurses: Barb Bancroft

"Barb was outstanding as always. Love her expertise and presentation style. Wonderful class very informing and engaging can't wait to come back."

Hot Glass I: Laura Johnson

"Exceptional presenter! Very motivating, reassuring and very knowledgeable."

Native Skills: Jason Thompson

"Excellent experience! I'm ready for more."

Gardening: Stephanie Stacy

"Stephanie had great suggestions and so many beautiful materials to choose from and work with. Everyone was successful in making a beautiful arrangement. Looking forward to another class."

Managing Your Digital Photos

: Dixie Schroeder

"This was cool. It was fun for my brain."

Garden Stepping Stone Mosaic

: JoEllen Fiorentini

"Instructor was very patient and had a positive nature. She was very encouraging."

Continuing & Professional Education

For busy professionals and career seekers to acquire skills needed to improve work performance or prepare for a new career.

2-3	Computers
4	Non-Profit
4-5	Business
6	OSHA & Safety
7	Online Career Programs
8	Home Inspection
9	Healthcare Career Programs
10	Nursing
11	Massage
12	Teacher

Unless otherwise stated, these courses are designed for adults 18 and over.



For people in our community wanting courses, activities and cultural experiences to enrich their lives and continue their learning adventure.

Community Education

13	Food Service Sanitation	26	Wellness
14-15	Trips	27	People's Law
16	Personal Technology	27	History
17	Dollars & Sense	28	Registration Form
17	Green Technology	29	Online Courses
18	Gardening		
19	Outdoor Education & Youth		
20	Senior Matters		
20	Music		
21	Dance		
22	Culinary Arts		
23-24	Creative Arts		
25	Hot Glass		
25	Holiday		



Look for this icon throughout for classes at the IVCC Ottawa Campus.

[Continuing Professional Education]



Computers

■ Computer Basics [Introduction to Windows]

Learn basic skills for using Windows 7 in this hands-on workshop. If you're new to computers, we'll start with turning the computer on and proceed at a comfortable pace. You will learn the features of My Computer, Recycle Bin, customize your desktop, run multiple programs and use shortcuts. Learn to install programs, check your hard disk drive, delete and restore files, and change your mouse settings. Your instructor will use plain language and use hands-on demonstrations, practice and individual help. **Textbook and a 2GB flash drive required.*

Tue	6-9 p.m.	Sep 10-Oct 1	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4408-309	\$99

■ Introduction to the Internet & Email

Learn the basic skills to navigate the internet and email. Learn basic and advanced web searches, job search, online shopping, and online banking. This class will also include internet security, scam avoidance, and identity theft warnings. Students will also be introduced to webmail, instant messaging, and photo sharing websites. **Textbook and a 2GB flash drive required.*

Tue	6-9 p.m.	Oct 8-29	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4607-310	\$99

■ Beginning Excel 2010

Designed for beginners, you will gain basic skills in this spreadsheet program. At the completion of class you will be able to create and edit worksheets, enter formulas, format cells and entries, manipulate data, use various automated tools and create charts. **Textbook and a 2GB flash drive required.* **CEU: 1.2**

Wed	6-9 p.m.	Sep 11-Oct 2	4 Sessions
Doreen Balzarini	A-323, IVCC	CEU-4115-309	\$99

■ Intermediate Excel 2010

Learn to work with multi-sheet workbooks, use financial functions and analysis tools, work pivot tables, styles and outlines, use illustrations, and create an Excel database. **Textbook and a 2GB flash drive required.* **CEU: 1.2**

Wed	6-9 p.m.	Oct 9-30	4 Sessions
Doreen Balzarini	A-323, IVCC	CEU-4116-310	\$99

■ Advanced Excel 2010

Learn to work with spark lines, pivot tables and macros, pivot charts, financial functions, data analysis tools, auditing functions, collaboration and more. **Textbook and a 2GB flash drive required.*

CEU: 1.2 No class Nov 27.

Wed	6-9 p.m.	Nov 6-Dec 4	4 Sessions
Doreen Balzarini	A-323, IVCC	CEU-4117-311	\$99

■ Quickbooks Pro 2013 [Part 1]

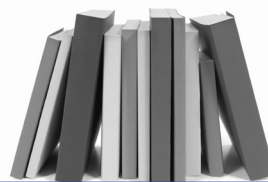
NEW Utilize Quickbooks to pay bills to outside vendors, record customer payments and analyze financial data. Navigate the menus, record expenses and pay bills, invoice customers and track receivables, and generate reports and graphs. **Textbook and a 2GB flash drive required.* Same textbook used for Quickbooks 1 and 2. **CEU: 1.2**

Mon	6-9 p.m.	Sep 9-30	4 Sessions
Kathy Baker	A-323, IVCC	CEU-4708-309	\$119

■ Quickbooks Pro 2013 [Part 2]

NEW Students should be familiar with the basics of Quickbooks to enroll in this course. Students will perform advanced functions including job costing, tracking, creating estimates, working with balance sheets, sales tax, payroll and paying expenses. **Textbook and a 2GB flash drive required.* Same textbook used for Quickbooks 1 and 2. **CEU: 1.2**

Mon	6-9 p.m.	Oct 7-28	4 Sessions
Kathy Baker	A-323, IVCC	CEU-4709-310	\$119



DON'T FORGET YOUR TEXTBOOKS!

If you are taking courses at the Ottawa Center, you can have your textbooks delivered to the center at no charge. Have your course number ready. Order books online at www.ivccbookstore.com or call the bookstore at 815-224-0311 for more information.

Computers



OTTAWA CENTER COMPUTER CLASSES • • • • •

• Beginning Word 2010

This class covers beginning level skills and is ideal for the newer computer user who wants to become well versed in Word. You will be introduced to the ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. **Textbook and 2GB flash drive required.* **CEU: 1.2**

Mon/Wed	3-5 p.m.	Sep 9-25	6 Sessions
Kathy Baker	Rm 112,	CEU-4021-609	\$99
	Ottawa Center		

• Intermediate Word 2010

Explore a variety of features: newsletter columns, WordArt and clip art, document themes, styles, picture editing, using mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, inserting SmartArt graphics, formatting page backgrounds, and more. Each student will create a research paper and a promotional brochure. **Textbook and 2GB flash drive required.* **CEU: 1.2**

Mon/Wed	3-5 p.m.	Sep 30-Oct 16	6 Sessions
Kathy Baker	Rm 112,	CEU-4022-609	\$99
	Ottawa Center		

• Advanced Word 2010

Take your knowledge of Microsoft Word a step farther. This class will teach you to create a table of contents, track changes in documents, and protect documents. Learn how to integrate other programs with word including using mail merge features in conjunction with Excel, and creating word documents for use in PowerPoint. Create forms, set passwords, prepare documents for sharing and control document access. **Textbook and 2GB flash drive required.* **CEU: 1.2**

Mon/Wed	3-5 p.m.	Oct 21-Nov 6	6 Sessions
Kathy Baker	Rm 112,	CEU-4023-610	\$99
	Ottawa Center		

• Beginning Excel 2010

Designed for beginners, you will gain basic skills in this spreadsheet program. At the completion of class you will be able to create and edit worksheets, enter formulas, format cells and entries, manipulate data, use various automated tools and create charts. **Textbook and a 2GB flash drive required.* **CEU: 1.2**

Fri	12:30-3:30 p.m.	Sep 13-Oct 4	4 Sessions
Kathy Baker	Rm 103,	CEU-4115-609	\$99
	Ottawa Center		

• Microsoft Publisher 2010

Students will be introduced to the Publisher ribbon, plan and design publications, use various tools to enhance publications, explore templates, add and edit graphic images, and modify building blocks. Bring your creative side to class to prepare attractive personal, business, and promotional documents. **Textbook and 2GB flash drive required.* **CEU: 1.2**

Fri	12:30-3:30 p.m.	Oct 18-Nov 8	4 Sessions
Kathy Baker	Rm 103,	CEU-1203-610	\$99
	Ottawa Center		

PLEASE NOTE:

Ottawa Center is located at 321 W. Main Street • Ottawa, IL

Continuing Professional Education

Non-Profit & Business

■ Tax and Financial Management for Non-Profits

NEW This introductory workshop is for administrators or volunteers responsible for a non-profit organization's tax compliance and financial oversight. Students will have the opportunity to learn budget management, how to dissect a 990, and manage the delicate fiscal balance between staff and program costs. Students will also learn the steps to control risk reduction, compliance with human resource laws, and the necessary steps a board should take to govern in a fiscally prudent manner. Bring in your organization's annual budget and a copy of the 2012 990 if available. CEU: .6

Thu 9:30 a.m.-4 p.m. Nov 14 1 Session
Corinne M. Pierog C-325, IVCC CEU-8416-11 \$119



Corinne M. Pierog

has 15 years experience in managing not-for-profit and community organizations. Her credentials include an extensive background in systems and personnel management, strategic planning, marketing, public relations, budget supervision, fund raising, grant writing, with a specialization in corporate sponsorship and community outreach. Ms. Pierog holds an M.A. from San Francisco State University in theater administration and an MBA from Roosevelt University in non-profit management.

■ Sell Your Treasures on ETSY

Attention all artists and vintage lovers, the hottest way to sell your artwork or vintage items is online at Etsy.com. Learn what to do and what not to do to open an Etsy shop. Pick up tips on photographing your items, writing effective item descriptions, integrating with social media sites, and simple ways to optimize search engine results.

Tue 6-9 p.m. Sep 17 1 Session
Pamela Klarup C-325, IVCC CEU-4611-309 \$39

■ Personal Strategies for Business Success

NEW One of life's greatest satisfactions is discovering and developing our personal abilities to the fullest extent. But first we must determine exactly where we stand in order to learn how far we have to go. CEU: 1.2

This program will benefit you by guiding you to:

- Acquire more self confidence
- Enhance your human relations & leadership ability
- Develop your ability to speak effectively in groups
- Learn how to sell yourself & your ideas to others
- Pursue executive abilities
- Become more enthusiastic
- Improve your memory
- Kick the worry habit
- Increase your potential

Thu 6-9 p.m. Oct 3-24 4 Sessions
Jerry Reynolds C-326, IVCC CEU-8031-310 \$199

■ Facebook for Business Marketing

NEW This course will help you use Facebook and content marketing to drive traffic to your website and generate awareness for your business. CEU: .3

Wed 6-9 p.m. Oct 9 1 Session
Ted Parisot A-213, IVCC CEU-4609-310 \$89

■ Facebook for Event Marketing

NEW The class will teach you how to utilize the free Facebook "Event" feature. Increase visibility and maximize pre-event buzz. Let the power of Facebook make your next event a success. CEU: .3

Wed 6-9 p.m. Oct 23 1 Session
Ted Parisot C-316, IVCC CEU-4615-310 \$89

■ How to Use Google+ for Business

NEW This class will show you how to best utilize Google+ for business. From "Hangouts" to "Circles", this course will teach you how to maximize your online presence and grow your network. CEU: .3

Wed 6-9 p.m. Nov 6 1 Session
Ted Parisot E-325, IVCC CEU-4616-311 \$89

Let IVCC Bring ■ ■ ■ ■ ■ Business Training to You!

The IVCC Business Training Center provides a full-range of cost-effective employee training programs and consulting services designed to develop and enhance employee skills and knowledge that drives business results. Our training specialist together with our expert team of instructors and consultants can assess employee skill level and customize and implement results-oriented training programs to give your company the competitive edge.

Collaborating with IVCC's Business Training Center offers many advantages:

- ☑ **Customization:** Training programs customized to meet your specific business needs.
- ☑ **Value:** Affordable courses and programs that stretch your training dollars. Grant funds may be available.
- ☑ **Flexibility:** Training can be delivered day or night, at the college, on-site or another location of your choice.
- ☑ **Quality:** Instructors and consultants with work-place experience bring professional programs that produce desired outcomes.

Contact us with your needs; we can provide a solution.

Jennifer Scheri, Business Training Center | 815.224.0390

Jennifer_scheri@ivcc.edu | www.ivcc.edu/btc

Business

Starting a Business In Illinois

Starting a new business is both exciting and frightening. This workshop covers registering a business name, obtaining a tax ID number, choosing appropriate forms of insurance, keeping records, choosing a legal form of ownership and other start-up issues. This seminar is intended for those not yet in business.

Tue	6-8 p.m.	Sep 17	1 Session
Bev Malooley	Rm 101, Bldg. H, IVCC-East Campus	CEX-9508-309	\$35

Wed	6-8 p.m.	Oct 30	1 Session
Bev Malooley	Rm 101, Ottawa Center	CEX-9508-630	\$35

Great Customer Service

Learn how to find, attract and keep customers. Great customer service is not only low cost marketing, but it can set your business apart from larger competitors. In this course, you will learn what inhibits good customer service and how to prevent it, how to handle and learn from complaints, how to transform an unhappy customer into a loyal one and how to empower employees to become marketing experts.

Tue	6-8 p.m.	Sep 24	1 Session
Bev Malooley	Rm 101, Ottawa Center	CEX-9531-639	\$35

Managing Social Media for Small Business

Enhance your understanding of the internet as a critical marketing tool and learn how to utilize this tool to maximize your business goals. Learn how to create an internet presence that gets your business found.

Tue	6-8 p.m.	Oct 22	1 Session
Gina Czubachowski	Rm 101, Bldg. H, IVCC-East Campus	CEX-9530-310	\$35

Writing a Business Plan

A business plan is a necessity for any business, especially if you want to reduce your risk. In this seminar, you will begin to develop the basic foundation for organizing and writing a comprehensive business plan as well as preparing revenue and expense projections. Learn why it is an important tool for long-range planning, submitting financial proposals, and developing strategies.

Tue	6-8 p.m.	Nov 12	1 Session
Bev Malooley	C-316, IVCC	CEX-9501-311	\$35

Illinois Small Business Development Center

The leader in providing small business owners and entrepreneurs with the tools and guidance needed to become successful in today's challenging economic climate.

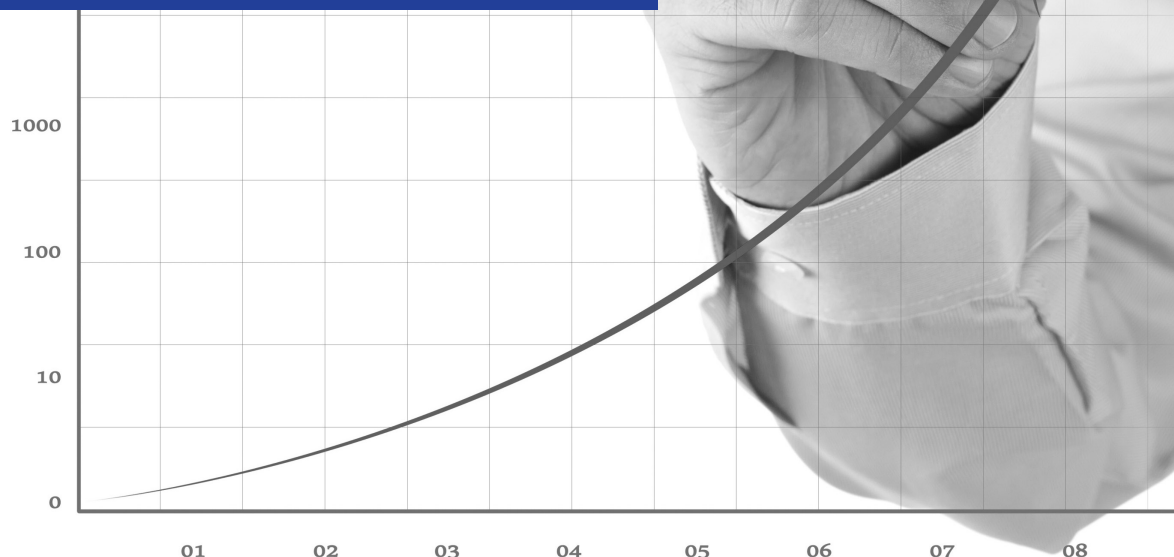
Questions? Please Call: 815.224.0212

www.ivcc.edu/sbdc

LinkedIn



twitter



OSHA & Safety



■ Fork Lift Train-the-Trainer

This class will cover the classroom requirements of the Powered Industrial Truck Standard. OSHA defines a powered industrial truck as a "mobile, power propelled truck used to carry, push, lift, stack, or tier material." Manual operated pallet movers, earth moving and agricultural equipment is not covered by this regulation. This class will review the Powered Industrial Truck Training Standard and include the requirements for an in-house training program. CEU: .3

Fri	9 a.m.-12 p.m.	Sep 13	1 Session
Jeff Clark	C-325, IVCC	CEU-7214-09	\$129

Tue	9 a.m.-12 p.m.	Dec 10	1 Session
Jeff Clark	C-325, IVCC	CEU-7214-12	\$129

■ Department of Transportation Required Hazardous Material Training

The Department of Transportation requires training for employees receiving or shipping hazardous materials. This training includes 49 CFR hazardous materials table, packaging of materials, shipping papers and other documentation, and recognizing potential hazardous conditions when receiving packages. Participants are encouraged to bring a list of products they ship or receive and samples of shipping papers. DOT Homeland security training is included in the course. CEU: .4

Wed	1-5 p.m.	Sep 18	1 Session
Jeff Clark	C-325, IVCC	CEU-7304-09	\$149

■ 10 Hour General Industry Training

Participants will learn the major provisions of the Occupational Safety and Health Act. Primary topics include: the inspection and citation process, working and walking surfaces, emergency plans and exit routes, material safety data sheets and labeling, electrical safety, machine guarding and record keeping. OSHA's 10 Hour General Industry card will be earned upon completion of this class. CEU: 1.0

Thu/Fri	Thu: 8 a.m.-3 p.m.	Sep 19-20	2 Sessions
Jeff Clark	Fri: 8 a.m.-12 p.m.	CEU-7203-09	\$269
	C-325, IVCC		

■ Global Harmonized System Training

NEW The Hazard Communication Standard (HCS) is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This training will provide updated information on the new changes to the Hazard Communication Standard (HCS) and provides a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. Employers are required to train employees on the new label elements and SDS format by December 1, 2013, while manufacturers must be compliant in 2015, full compliance with enforcement of the final rule will begin in 2015. The three major areas of change are in hazard classification, labels, and safety data sheets. CEU: .15

Mon	1-2:30 p.m.	Oct 7	1 Session
Jeff Clark	C-325, IVCC	CEU-7312-10	\$89

Mon	1-2:30 p.m.	Dec 9	1 Session
Jeff Clark	C-325, IVCC	CEU-7312-12	\$89

■ Chemical Spill Refresher

NEW This refresher course is for individuals who respond to the release or potential release of hazardous substances with the intent of stopping or controlling the release. This course includes hands on training with respirators and protective clothing. This course meets the requirements in 29 CFR 1910.120 (q) refresher training, technician level. CEU: .6

Thu	9 a.m.-4 p.m.	Oct 10	1 Session
Jeff Clark	C-325, IVCC	CEU-7252-10	\$269



Online Career Programs

Illinois Valley Community College has partnered with Gatlin Education Services (GES), the country's largest and most successful provider of online career training programs. These open enrollment, instructor-led programs are designed to provide the skills necessary to acquire entry-level positions for many occupations. Instructors are involved in the student's online learning experience. Each program has a set of lessons and tests; grades are a combination of computer-graded tests and the instructor's evaluation of the student's work. Additional information, course objectives, instructor biographies, and demo lessons are available at www.gatlineducation.com/ivcc.

Cost of books and materials are included in the tuition fee.

■ Human Resource Professional [120 Hours]

NEW Are you seeking a career in a high-demand field with great opportunities for advancement? In this program, you'll master all the skills you need to gain an entry-level position in the popular field of human resources. In addition, this program will prepare you to take the PHR (Professional in Human Resources) certification exam, with HRCI as the certifying body. Explore everything from the basics of HR to specific areas such as planning and strategy, human resource laws, hiring disciplines, and labor relations. You'll also obtain a manual of HR documents you'll be able to use for years to come. By the time you're done, you'll be fully prepared to begin your career in this exciting and challenging field. You will receive instruction and insight on how to obtain an internship or externship upon the completion of the course. **Note: To take this certification exam, you must have a bachelor's or master's degree in a business related field or have at least four years of experience in the HR field. Course fee does NOT include National Exam.**

Course Number: CPD-5109

Course fee: \$1,795

■ Paralegal [300 Hours]

This course prepares students for an entry-level paralegal position. Course includes free access to Westlaw, an online legal research service, and official NALA prep courses. **Note: In order to meet the eligibility requirements to sit for the CP/CLA credentialing exam using this course, you must also hold a Bachelor's Degree in any field, or you must have seven years of experience as a legal assistant. Course fee does NOT include National Exam.**

Course Number: CPD-5101

Course fee: \$1,995

■ Payroll Practice and Management [80 Hours]

Payroll is one of the fastest-changing career fields in the business world today. Constant fluctuation in government rules and regulations make it difficult to keep up. The Payroll Practice and Management Online Training Program will teach you all facets of payroll, from the basics to the complexity of fringe benefits, taxation, and garnishments. If you're new to the field, you'll acquire solid skills and knowledge of payroll rules and regulations. If you have payroll experience, this program will refresh your skills, keep you up-to-date with regulations, and provide a thorough review for the Certified Payroll Professional test given by the American Payroll Association.

Course fee does NOT include National Exam.

Course Number: CPD-5102

Course fee: \$1,795

To register, contact the Continuing Education Center at (815) 224-0490.

REFUND POLICY for GES Online Classes:

There will be NO refunds granted once GES provides the student with an access code. There will be NO exceptions.

■ iPhone/iPad (iOS) Application Developer

[200 Hours]

NEW Companies and organizations, both small and large, are looking for new ways to attract current and prospective users of their products, services, and information. These businesses are using iPhone and iPad applications to increase their customer interaction. Additionally, iOS applications bring media and entertainment into the hands of iPhone users who enjoy listening to music, watching videos, and participating in invigorating gaming experiences. Create compelling iPhone and iPad apps with this course, and gain the credentials that will expand your opportunities for employment and set you apart from others competing in the industry. You will build your own application that you can showcase in your portfolio and demonstrate to potential employers. Learn the essentials you need to create iOS apps, and build marketable experience.

Course Number: CPD-5306

Course fee: \$1,995

■ Certified Bookkeeper [140 hours]

This online course for experienced professional bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. Becoming a Certified Bookkeeper (CB) can increase earning potential, enhance professional status, and offer a decisive edge in any job market. This course was created by the AIPB to prepare experienced bookkeepers for the three-part national certification exam given at any Prometric Test Center [nearest center in Peoria]. **Textbooks, AIPB certification exam, and all materials provided.**

Course Number: CPD-5103

Course fee: \$1,995

Additional Online Career Training Opportunities in the Following Fields:

- Sustainable Energy
- Hospitality & Service Industry
- Management & Corporate
- Healthcare & Fitness
- Business & Professional
- IT & Software Development
- Media & Design
- Skilled Trade & Industrial

Home Inspection

■ Home Inspection Information Session

Do you have the desire to run a small business? Are you interested in construction and how things work? Are you a detail-oriented person? Do you enjoy meeting and helping people? Whether you are seeking part-time or full-time employment, home inspection may be the career choice for you. Gain insight into the profession from a practicing home inspector. Find out about the income potential. Learn the steps to take to become a licensed home inspector.

This session is free, but you must pre-register at IVCC by calling 815-224-0447.

Sat	9-11 a.m.	Sep 21	1 Session
Charles	B-2304,	CEX-9951-402	Free
Bellefontaine	Kishwaukee College		

■ Home Inspection Pre-Licensing Program

Prepare for the Illinois Home Inspection State Licensing Exam with this state-approved course consisting of classroom, online, and two days of in-field instruction with live home inspections. Topics include the physical components of a home, communication skills, knowledge of professional practices, and insight into 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 exam is NOT included in the course fee.] E-mail access and an internet connection are required for this course.

The first five sessions of classroom instruction will be held at Kishwaukee College in Malta, Illinois, in computer lab A-1350, on the following Saturdays: Oct 12, Oct 26, Nov 9, Nov 23, and Dec 7 from 8 a.m.-4 p.m. Field inspections and instruction will be held at Rock Valley College in Rockford on the following Saturday: Dec 14.

Locations: Kishwaukee College & Rock Valley College
Instructors: Charles Bellefontaine & Corey Friedman

A payment plan is available for students registered by September 18, 2013.
Call 815-224-0490 for more information.

Sat	8 a.m.-4 p.m.	Oct 12-Dec 14	6 Sessions
		CCE-1500-150	\$899

Note: Once registered, you will be mailed textbooks, syllabus, and instructions for the online portion of the class. Please REGISTER early as there is homework which must be completed prior to the first full day of instruction. IVCC is offering this program in cooperation with Kishwaukee College and Rock Valley College. For more information about program delivery and to register call IVCC's Continuing Education Center at (815) 224-0427.

Healthcare Careers

■ Exploring Careers in Healthcare Information Session

[Certified Medical Administrative Assistant, Medical Billing and Coding, Pharmacy Technician]

These programs are offered in partnership with Condensed Curriculum International, Inc. (CCI). Available to both working adults interested in a new career and current professionals, these short term training programs will help you prepare for entry level jobs in healthcare. The free information session will give prospective students information on job outlook, certification requirements and the course content for the Certified Medical Administrative Assistant, Pharmacy Technician, and Medical Billing and Coding programs, as well as payment plan options. It is recommended that you check out the local market and attend this session BEFORE registering for the programs. This session is free, but you must pre-register by calling IVCC at 815-224-0447.

Wed	6-7:30 p.m.	Sep 11	1 Session
	C-316, IVCC	CEX-9952-309	Free

■ Medical Billing & Coding

NEW This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Student tuition includes textbooks but does NOT include the fee for the certification exam. There is no job assistance for this program. CEU: 8.0

Tue/Thu/Sat	*see times below	Oct 8-Dec 10	21 Sessions
	G-103, IVCC,	CEU-3234-10	\$1,799
	Gym		

*Class meets: Tuesday and Thursday: from 6-9:30 p.m.
Saturdays: Oct 26, Nov 16, Dec 7 from 9 a.m.-3 p.m.
No class: Nov 28.



Find out more about payment plan options by calling 815-224-0490. Payment options are available for students registered by September 18, 2013.

■ Pharmacy Technician

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names, dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. **Prerequisite: A high school diploma or GED plus a solid background in math. Textbook and materials are included in the course fee. Cost of PTCB exam is NOT included in the course fee.**

There is no job assistance for this program. No Class: Nov 11, 27.

Mon/Wed	6-9:30 p.m.	Oct 7-Dec 2	15 Sessions
	C-325, IVCC	CCE-1720-300	\$999

■ Certified Medical Administrative Assistant

[CMAA]

This comprehensive 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. This program covers important background information on the medical administrative profession and interpersonal skills, medical ethics and law, medical office terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. Textbooks and materials are included in the course fee. The Certified Medical Administrative Assistant Exam (CMAA) will be administered by the instructor at the end of the training program for those students interested in securing national certification.

Cost of CMAA exam is NOT included in course fee. Upon successful completion of the course an 80 hour optional externship is available. There is no job assistance for this program.

Tue/Thu	6-9:30 p.m.	Oct 8-Nov 26	15 Sessions
	C-325, IVCC	CCE-1740-300	\$999

Nursing



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CEU's for Nurses through Allegra Learning Solutions, LLC.
Allegra Learning Solutions is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission of Accreditation.

Courses Begin Monthly.

See page 29 for registration directions.

Certificate in Complementary and Alternative Medicine

[22 Contact hours]

Course Number: CPD-3504 \$189

Certificate in Pain Assessment and Management [24 Contact hours]

Course Number: CPD-3505 \$159

Certificate in Gerontology [44 Contact hours]

Course Number: CPD-3506 \$199

Certificate in Growth and Development through the Lifespan

[15 Contact hours]

Course Number: CPD-3507 \$149

Certificate in Legal and Ethical Issues in Nursing [23 Contact hours]

Course Number: CPD-3508 \$159

Certificate in Perinatal Issues [20 Contact hours]

Course Number: CPD-3509 \$109

Certificate in Spirituality, Health, and Healing [25 Contact hours]

Course Number: CPD-3510 \$159

Certificate in Integrative Health [50 Contact hours]

Course Number: CPD-3511 \$475

Certificate in Integrative Mental Health [19 Contact hours]

Course Number: CPD-3512 \$135

■ Reclaim Your Health through Nutrition & Healthy Living

NEW There is so much you can do to improve your health and quality of life. Stop dieting and learn how to make healthier choices. This course will de-mystify vitamins, minerals, popular supplements and herbs, foods that heal, what to eat, and what not to eat. You will learn how to make your own kitchen crop, healthful sprouts, chock-full of nutrition and vibrant life force. We will discuss proper food combining to help minimize digestive disturbances. Every little bit helps in empowering you to nourish your body, minimize stress, and increase vitality.

Light breakfast and lunch is included in tuition fee.

[6.5 CE Hours]

Thu	9 a.m.-4:30 p.m.	Oct 3	1 Session
Candice Chaffee	C-316, IVCC	CPD-3233-10	\$99

■ Diabetes Update & Overview

Everything you have always wanted to know about diabetes, and then some! Join Barb Bancroft for an exciting day on Type 1 and Type 2 diabetes. Barb will give you the current thinking on the pathophysiology of both Type 1 and Type 2 as well as latent autoimmune diabetes of adults (LADA) and maturity onset diabetes of the young (MODY). The clinical manifestations will be correlated with the pathophysiology, as will the various classes of drugs used to treat the underlying insulin deficiency and/or insulin resistance. Barb will also discuss the complications of this disease; including microvascular and macrovascular complications involving all body systems. Lab tests will also be described; when to do them and how to interpret the results. Therapeutic lifestyle changes will be emphasized for both the prevention and the treatment of the disease.

Light breakfast and lunch is included in tuition fee. [5 CE Hours]

Thu	8:30 a.m.-3:30 p.m.	Dec 5	1 Session
Barb Bancroft	C-316, IVCC	CPD-3211-12	\$99

Massage

■ Facial Massage Techniques to Fight Age Lines, Wrinkles, and Premature Aging

NEW In this class we will learn several different anti-aging techniques for the face, neck, and chest. These new techniques will stimulate blood circulation assisting with improved muscle tone which prevents sagging and wrinkles resulting in healthier looking skin. We will explore different lotions and oils and how to affect the areas mentioned above to bring awareness to the skin itself, underlying tissues, lymphatics, and muscles. Facial cupping and all massage techniques will be demonstrated and practiced. This is a lecture and experiential workshop. *Please bring your lunch, snacks, a clean set of sheets for the table, and dress comfortably.* **This course has been approved by the State of IL for 7 CE hours and has been submitted to the NCBTMB.**

Fri	8:30 a.m.-4:30 p.m.	Oct 11	1 Session
Pam Booras	G-106B, IVCC,	CPD-3138-10	\$99
	Gym		

■ Sports Massage

NEW This course will focus on several areas of sports massage. Initially, students will be introduced to the benefits of sports massage, common injuries associated with athletes and how to recognize the specific type of injury, and then various techniques to assist the athlete in recovery. A strong emphasis will be placed on body mechanics for the therapist's own health and safe application of techniques; pre-event massage (preparing the athlete for competition); and post-event massage (application of techniques to assist the athlete in recovering from the competition). Techniques that will be covered will include several types of trigger point therapy, stretching, joint mobilization, and cramp relief. *Please bring your lunch, snacks, a clean set of sheets for the table, and dress comfortably.* **This course has been approved by the State of IL for 8 CE hours and has been submitted to the NCBTMB.**

Sat	8 a.m.-4:30 p.m.	Nov 2	1 Session
Michael Hovi	G-106B, IVCC,	CPD-3140-11	\$139
	Gym		

■ Your Massage Toolbox: Individual Techniques for the Back and Sacral Area

NEW Have you ever felt like you just needed more individual techniques in order to become a better and more effective therapist? Are you tired of going to workshops that teach long drawn out protocols that work great in class, but you cannot remember the protocol by the next day? Are you interested in learning individual techniques that can be safely applied and understand WHY they work? Then it is time to increase the number of "Tools in you Massage Toolbox". Learn the How, When, and Why's of a multitude of individual techniques and then practice these individual techniques in a hands-on setting. *Please bring your lunch, snacks, a clean set of sheets for the table, and dress comfortably.* **This course has been approved by the State of IL for 8 CE hours and has been submitted to the NCBTMB.**

Sun	8 a.m.-4:30 p.m.	Nov 3	1 Session
Michael Hovi	G-106B, IVCC,	CPD-3139-11	\$139
	Gym		



Illinois Valley Community College is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider #295825-00

NOTE:

The Massage classroom and lab has been moved to its new location in Building G/Gym in the upper level. Lab classes will be held in G-106B and the classroom will be G-105.

Teachers

■ Introduction to the Danielson Framework For Teaching

NEW What does it mean to be a “distinguished” or “excellent” teacher? What does it look like? What traits would be observable in a distinguished classroom? Administrators across the state have spent hours training on the answers to these questions through teacher evaluations this past summer. In fact, your evaluation tool may be changing based on what your administrators have learned. Learn about Charlotte Danielson’s Framework for Teaching, and about the differences between teaching that needs improvement, is proficient, and teaching that is distinguished. Teachers will receive 2 CPDUs for successful completion of this class.

Thu 5-7 p.m. Sep 19 1 Session
Christina C-325, IVCC CPD-1927-309 \$29
Dougherty

Christina Dougherty

is currently the Assistant Superintendent of Schools for LaSalle County Regional Office of Education 35. Chris’ career in education has included a variety of roles impacting educators and students. She served as a Central Office Administrator for Streator ESD #44 directing school improvement. Prior to serving as an administrator, she taught elementary, Jr. High reading and coached a variety of sports. Chris is currently a doctoral student at Western Illinois University Department of Educational Leadership. She has earned Superintendent Certification from Illinois State University, an MS in Educational Administration from Aurora University and a BS in Education from Eastern Illinois University.

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2. Register and Pay at IVCC via phone, online, fax or mail.
We accept online registration and payment for courses at www.ivcc.edu/onlinecec. You can phone your registration to 815-224-0447. Mail or fax registrations using the form on page 28. Be sure you are registered at IVCC and have paid no later than the day before your class starts.
3. Begin the Course on the day your class begins. Return to www.ed2go.com/ivcc and click “Classroom” link. Log in with the name and password you provided during orientation.

Complete course descriptions, syllabus and demos available at www.ed2go.com/ivcc

Classes are 6 weeks long. New classes begin monthly.

Creating the Inclusive Classroom: Strategies for Success - Reach the diverse mix of students that you face every day by learning proven strategies for inclusion that turn diversity into opportunity. With a mix of students who have learning disabilities, neurobiological disorders, and physical challenges, the modern classroom requires an efficient and effective teacher who can prioritize under tight deadlines and be creative on demand.

Course Number: CPD-2215

\$99

Differentiated Instruction in the Classroom - Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

Course Number: CPD-2204

\$99

Creating Classroom Centers - Learn what centers are (and aren’t), what benefits they offer, and how to make the most of them. Explore common mistakes teachers make with centers and gain tips for keeping your planning time to a minimum. Find out how to use centers for multiple subjects not just Language Arts and Reading!

Course Number: CPD-2406

\$99

Response to Intervention: Reading Strategies that Work - Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Course Number: CPD-2201

\$99



Food Service

Applied Food Service Sanitation [15 hour course]

Applied Food Service Sanitation is designed to assist the manager or potential manager apply sanitation principles in the operation of a food service establishment. Students will learn to identify the causes of food-borne illness, identify and apply correct procedures for cleaning and sanitizing, recognize problems and potential solutions associated with facility, equipment, and layout. The Illinois code related to food service establishments will be discussed. During the last session students will take the Illinois Food Service Certification exam. This class is required for certification as a food service manager. Students receive 1 hour of college credit for successful completion of this course. **Two textbooks are required for this class:**

ServSafe Manager, 6th Edition and the *Illinois Food Sanitation Code Handbook*. Textbooks are available at the IVCC Bookstore.

Mon/Thu Sara Smith	5-8 p.m. Rm 101, Ottawa Center	Sep 9-26 FSS-1200-630	6 Sessions \$106
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Tue/Thu Ida Boyle-Bruch	5:30-8:30 p.m. D-326, IVCC	Sep 10-26 FSS-1200-300	6 Sessions \$106
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Mon/Thu Sara Smith	5-8 p.m. Rm 101, Ottawa Center	Oct 21-Nov 7 FSS-1200-631	6 Sessions \$106
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Tue/Wed Ida Boyle-Bruch	5:30-8:30 p.m. D-326, IVCC	Oct 22-Nov 6 FSS-1200-301	6 Sessions \$106
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Food Service Sanitation Refresher [5 hour course]

This refresher course fulfills the Food Sanitation Recertification requirements as adopted by the Illinois Department of Public Health. Any person currently holding a Food Service Sanitation Manager's License **MUST** take an approved recertification course in order to renew his/her license. This class must be taken before the license expires. *Please bring your Food Sanitation Certificate Card and a photo I.D. to the first class.* **CEU: .5**

Mon/Thu Sara Smith	5-7:30 p.m. Rm 101, Ottawa Center	Aug 19 & 22 CEU-1501-638	2 Sessions \$49
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Tue/Thu Ida Boyle-Bruch	5:30-8 p.m. E-213, IVCC	Oct 1 & 3 CEU-1501-310	2 Sessions \$49
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Mon/Thu Sara Smith	5-7:30 p.m. Rm 101, Ottawa Center	Oct 7 & 10 CEU-1501-640	2 Sessions \$49
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Mon/Thu Sara Smith	5-7:30 p.m. Rm 101, Ottawa Center	Nov 18 & 21 CEU-1501-641	2 Sessions \$49
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Tue/Thu Ida Boyle-Bruch	5:30-8 p.m. D-318, IVCC	Dec 3 & 5 CEU-1501-312	2 Sessions \$49
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DON'T FORGET YOUR TEXTBOOKS!

If you are taking courses at the Ottawa Center, you can have your textbooks delivered to the center at no charge. Have your course number ready. Order your books online at www.ivccbookstore.com or call the bookstore at 815-224-0311 for more information.

PLEASE NOTE:

Ottawa Center is located at 321 W. Main Street • Ottawa, IL

Trips

Explore German Milwaukee!

Thursday, September 26

What's Included: Visit a German church, Old World Third Street, lunch at Mader's Restaurant, tour of Pabst Mansion and tour of Miller Brewing Company.

September is the traditional time of year to celebrate German heritage ...and Milwaukee, Wisconsin exemplifies this season! We will experience rich German history, culture and food! Start the morning with a visit to a landmark German church that dates back to the 1870's. Let your eyes wander along the ornamental brick designs and rich woodwork made by hand of oak and ash. Browse along Old World Third Street where you can visit Usinger's Sausage, along with spice, cheese and other specialty shops that are nestled in Milwaukee's foremost German neighborhood. Enjoy a hearty and delicious lunch at Mader's Restaurant, open since 1902. Dine on traditional German fare and complete your meal with a traditional dessert of apple strudel! Following lunch, we will tour the historic Pabst Mansion built by Captain Frederick Pabst in 1893; elegantly restored, and considered a jewel along Milwaukee's Avenue of Mansions. Our final stop of the day includes a tour of one of the oldest breweries in continuous production, Miller Brewing Company. Go behind the scenes and learn the old time traditions before we end the day with a visit to the "rathskeller." *There is moderate walking on this trip.*

Date: Thursday, September 26

Time: 7 a.m.-7:30 p.m.

Where: IVCC Parking Lot, #4

Course: HLR-8215-409

Fee: \$139

Looking for Fall Colors

Tuesday, October 15

Spirit of Peoria Paddleboat cruise from Starved Rock to Peoria, motorcoach transportation home.

Take a trip back in time and join the Captain and crew on Illinois' only authentic paddle wheeler, the Spirit of Peoria. Enjoy panoramic views, marvel at the fall colors, hear river stories from the boat's riverlorian, listen to tunes on the calliope and ragtime piano, sing along with the banjo player, feast on sumptuous food and just RELAX as you gain a unique perspective of life on the Illinois River. Learn the history of the Illinois River, and view the wildlife as you hear the calliope ring through the valley. The Spirit has three passenger decks, with a pilot house on top. The captain steers the "floating wedding cake" with a seven foot maple wheel located in the pilot house. With a calliope and a cruising speed of 7 mph, the Spirit of Peoria travels at a leisurely pace. Enjoy a day of fun and relaxation on the Illinois River. Course fee includes bus transportation from IVCC to the paddleboat, cruise to Peoria, continental breakfast, buffet lunch, hors d'oeuvres, entertainment, snacks, and motorcoach transportation from Peoria to IVCC. **Note: You may want to bring binoculars, a camera, and a jacket, as it is always windy on the river.**

Date: Tuesday, October 15

Time: 8:45 a.m.-7 p.m.

Where: IVCC Parking Lot, #4

Course: HLR- 8251-410

Fee: \$129



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Trips

Holiday Magic...

*The Nutcracker***Saturday, December 7**

What's included: private opening for the Art and Faith of the Creche exhibit at LUMA, family style luncheon at Russian Tea Time, dress circle seating for The Nutcracker.

Start our day with a visit to LUMA (Loyola University Museum of Art) for a private early opening of the Art and Faith of the Creche: The Collection of James and Emilia Govan. From Armenia to Zimbabwe, learn how artists recreate the nativity scene with clothing, architecture, and figures from their native lands. The exhibition features more than 500 uniquely crafted nativity sets. Following our visit, lunch will be served at the Chicago Landmark Restaurant, Russian Tea Time. Delicious food and friendly service are enhanced by mahogany birch wood, brass samovars, and the heart-warming balalaika music in the dining rooms that have been part of the experience at Russian Tea Time for the last twenty years. Enjoy classic and contemporary dishes from the diverse regions and republics of the former Soviet Union before we take our seats in the dress circle for Tchaikovsky's *The Nutcracker*. This is a Chicago holiday tradition for children and adults of all ages performed by the renowned Joffrey Ballet. Premiering in 1987, Joffrey's production has become America's #1 *Nutcracker* performance; touring coast to coast more than any other. The magical ballet has been captivating audiences for 26 years with brilliant costumes, larger than life scenery, entrancing storytelling and Tchaikovsky's famous score performed by a live orchestra. Revel in the awe-inspiring *Nutcracker* performed by the incomparable dancers of The Joffrey Ballet at the Auditorium Theatre.

Date: Saturday, December 7
Time: 7:30 a.m.-7 p.m.
Where: IVCC Parking Lot, #4
Course: HLR-8306-412
Fee: \$189



Christmas in Geneva

Thursday, December 12

What's included: guided bus tour of historic Geneva, buffet lunch at Oscar Swan Country Inn, free time in downtown Geneva, tour and tasting at Aquaviva Winery.

Spend the day in beautiful Geneva, Illinois. Your day begins with a guided bus tour led by a local expert of some of Geneva's historic neighborhoods and landmarks dating back 150 years. The homes of Geneva tell a tale of its long history from 19th century stone cottages to beautiful painted ladies. Enjoy a sumptuous holiday luncheon at the quaint Oscar Swan Country Inn, a Colonial Williamsburg Revival. The Oscar Swan Country Inn is situated on eight acres, with the home dating back to 1902 and the estate to 1836. Decorated for the holidays you will feel you have gone back in time. Following lunch you will have free time to discover over 140 specialty shops in downtown Geneva. The holiday decorated shopping district features the Great Tree located on the Courthouse lawn. Complete your day with a grape to bottle tour at Aquaviva Winery. We will go behind the scenes, to learn about this family-owned 40-acre estate vineyard in Maple Park. The 20,000 sq. ft. facility includes a visible winemaking production center. Along with the award-winning wines, the Acquaviva winery boasts amazing architecture and hand-painted fine art by world renowned artist Andre Zabela. You will have free time at the end of our tour to visit the gift and wine shop. Treat yourself at the holiday, or find that something special you have been looking for as we tour, shop, and taste Geneva! *Walking distance will vary based on how you choose to use your free time in downtown Geneva.*

Date: Thursday, December 12
Time: 8:30 a.m.-7 p.m.
Where: IVCC Parking Lot, #4
Course: HLR-8307-412
Fee: \$122



[Community Education]

Personal Technology

Learn to Use Your iPad

Join us for a relaxed look at the iPad and all the fun things you can do with it. Navigate your way through the built in features including photos, calendar, and video. Learn what an app is and how to get them. You will also learn how to organize and customize your device to suit your lifestyle. There's a lot to love about the iPad.


Tue Pamela Klarup	6-9 p.m. G-103, IVCC, Gym	Sep 24 CEX-1207-309	1 Session \$39
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Tue Pamela Klarup	6-9 p.m. Rm 101, Ottawa Center	Oct 1 CEX-1207-630	1 Session \$39
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Tue Pamela Klarup	6-9 p.m. Rm 103, Ottawa Center	Oct 15 CEX-1207-640	1 Session \$39
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Wed Pamela Klarup	2-5 p.m. E-324, IVCC	Oct 23 CEX-1207-10	1 Session \$39
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■ Make an iMovie with Your iPad

 Use your iPad with the iMovie app to take, edit and make movies and movie trailers. This class will cover basic movie making techniques including creating footage, editing clips, assembling clips, adding transitions, and music. *Students will need to bring their own iPad with the iMovie app installed. Must have the iPad2 or more recent generation, or iPad Mini.*

Thu Dawn Lockwood	7-9 p.m. E-324, IVCC	Oct 10 & 17 CEX-1209-310	2 Sessions \$49
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■ Managing Your Digital Photos

Do you have pictures on your memory card and don't know what to do with them after you have printed a few? Learn what to do with all those digital photos you have taken over the years. Students will learn how to transfer photos from cameras to computers, how to store, organize, retrieve, resize and email photos. Students will learn basic resizing/photo editing. Students will learn about online services for storing photos, sharing and printing photos, free photo editing software, storage programs, photo album programs and more. This class will be taught in a Mac Lab, however, software and online programs used are compatible to PC use. *Students will need a digital camera, memory card, camera cords/or a card reader to put pictures on the computer, and a CD-R.*

Sat Ken Schroeder	9-11:30 a.m. B-118, IVCC	Nov 2-16 HLR-2504-11	3 Sessions \$59
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■ Facebook for Beginners

Are you interested in social networking, but do not know where to begin? Are you ready to take the plunge? In this class, students will learn what Facebook is and how it works. Create a Facebook profile and get hands-on experience. A discussion on the pros and cons of Facebook use will be covered along with exploring security and privacy issues.

Tue Doreen Balzarini	6-9 p.m. A-323, IVCC	Nov 5 CEX-4605-311	1 Session \$39
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Dollars & Sense

■ So You're Buying Your First Home

Five easy steps to owning a home! All the important steps to home ownership will be covered: the loan process, knowing the housing market, home selection, appraisals, home inspection and the closing.

This session is free, but you must pre-register by calling IVCC at

815-224-0447.

Wed	6:30-7:30 p.m.	Sep 25	1 Session
Tracy Tunnell	C-325, IVCC	CDV-5008-309	Free

Mon	6:30-7:30 p.m.	Oct 14	1 Session
Tracy Tunnell	Rm 101, Ottawa Center	CDV-5008-630	Free

■ It's Decision Time

[Understanding Medicare & Medicaid]

Join in an informative and interactive program that will provide you with a better understanding of Medicare and Medicaid. 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 in addition to Medicaid spend-down requirements. 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.

Wed	6:30-8 p.m.	Oct 2-16	3 Sessions
Dick Volker	E-232, IVCC	SRS-1113-310	\$35

■ Focus on Fixed Income

Whether you are currently working or enjoying retirement, being able to generate income for yourself is becoming more and more important. This course will educate you on how you can utilize your savings and investments to produce an income stream. A variety of investments will be covered including cd's, government bonds, annuities, and dividend paying stocks/mutual funds. *Clint O'Brien has a finance degree from Illinois State University and has earned the Certified Financial Planner designation. He works as a financial advisor in Mendota. Clint is an active board member at the Mendota Golf Course and Mendota Area Chamber of Commerce.*

Wed	6-7:30 p.m.	Oct 9-23	3 Sessions
Clint O'Brien	B-313, IVCC	CDV-5012-310	\$35

Green Technology

■ Small Wind Generators

Have you ever wondered if you could save money on electricity by installing a small wind generator at your home? Learn what wind energy is, how it works, and what it can do for you. In addition, Dr. Vogl will discuss components of wind generators, tower height, how to choose a site for the tower, as well as current legislation and zoning of wind towers. **Bring one of your electric bills, a notepad, and a calculator to determine the savings on a typical month's performance of a wind tower versus your current source of electricity.**

Sat	9:30-11 a.m.	Oct 12	1 Session
Robert Vogl	E-213, IVCC	HLR-5521-10	\$35

■ Basics of Solar Electricity

Due to the growing demand for clean sources of energy, the use of solar cells to convert sunlight into electricity has expanded dramatically in recent years. Learn the basics of Photovoltaics, also known as solar energy. Dr. Vogl will explain what it is, how it works, and the advantages of a solar system. The cost of installation of a PV system as well as sources of financial assistance will also be discussed. If you are thinking about using the sun's energy as a source of electricity in your home, this class is a great place to get started.

Sat	9:30-11 a.m.	Oct 26	1 Session
Robert Vogl	E-213, IVCC	HLR-5522-10	\$35

Meet Your Instructors: Drs. Robert and Sonia Vogl, both retired professors from Northern Illinois University, have presented programs on alternative energy and solar electricity in over a dozen countries. They have installed a 3.2 kilowatt grid-connected photovoltaic system and a one kilowatt wind generator which provides 70% of their home electrical power. They are active in preserving natural areas and have dedicated 60 acres of their 180 acre home farm to prairie and woodland restoration projects. Robert and Sonia are founders and officers of the Illinois Renewable Energy Association.



Gardening



Fall Container Arrangement

NEW Bright oranges, crisp autumn reds, harvest yellows....add a little fall magic to your entry way with the right combinations. Find out how to transition your containers from the end of summer to fall by adding seasonal color and visual excitement to your yard. **Optional:** Students interested in creating their own outdoor container to bring home after class should bring an outdoor container to class. A material fee is payable to the instructor at class and will be based on supplies used in your container. Prices will vary based on materials selected.

Sat	9:30 a.m.-12 p.m.	Oct 5	1 Session
Stephanie Stacy	Rm 101, Ottawa Center	HLR-5228-630	\$29

Planning and Planting a Spring Garden

NEW Discover how to have a beautiful, early spring garden by learning what and how to plant. Focus will be applied to bulbs, early spring flowering shrubs and perennials, and when to plant them.

Thu	6-8 p.m.	Oct 10	1 Session
Stephanie Stacy	Rm 105, Ottawa Center	HLR-5226-630	\$29

Pruning: The What, When, and How

NEW To prune or not to prune and when? ... That is the question! We will discuss pruning of trees and shrubs, and cutting back gardens. Bring your questions; time will be allowed for open forum discussion.

Thu	6-8 p.m.	Oct 17	1 Session
Stephanie Stacy	Rm 101, Ottawa Center	HLR-5227-630	\$29

Creating an Outdoor Winter Arrangement

Learn how to create show stopping outdoor winter container arrangements for your home. Use of greenery and other natural plant materials will be highlighted. **Optional:** Students interested in creating their own outdoor container to bring home after class should bring an outdoor container to class. A material fee is payable to the instructor at class and will be based on supplies used in your container. Prices will vary based on materials selected.

Sat	9:30 a.m.-12 p.m.	Nov 16	1 Session
Stephanie Stacy	Rm 101, Ottawa Center	HLR-5218-611	\$29

Sat	9:30 a.m.-12 p.m.	Dec 7	1 Session
Stephanie Stacy	Rm 101, Ottawa Center	HLR-5218-612	\$29

BIO



Your instructor Stephanie Stacy is the owner of Garden's Gate Garden Center and Landscape Company located in Ottawa. She holds two horticulture degrees and has extensive experience in landscape design and greenhouse growing. She has been in the green industry since 1998.

PLEASE NOTE:

Ottawa Center is located at 321 W. Main Street • Ottawa, IL

Outdoor Education & Youth

■ Frisbee Golf

NEW Come experience the growing sport of frisbee golf at the IVCC Disc Golf Course. IVCC has one of the top disc golf courses in the Illinois Valley. You will learn all of the basics of this lifetime sport such as the drive, the approach, and the putt. You will learn to throw a disc, similar to a frisbee, farther than you thought possible. There are discs made to go left, right, and straight depending on the hole. Your goal is to get the disc into a big metal basket in as few shots as possible. This sport is appropriate for all ages. If you enjoy the competitive aspect of golf, you will love disc golf. Find out about more courses available in the local area. **Various discs will be provided by the instructor for use during the class. Discs are also available for purchase in the IVCC Bookstore, ranging in price from \$6-\$13.**

Tue	5-7 p.m.	Sep 10	1 Session
Wes Black	Disc Golf Course, IVCC	HLR-5309-309	\$21

■ Native Tools

Human beings are toolmakers by nature and native people used what they gathered in the wild to survive; this class will show you how. Make cordage from nettle. Practice small game hunting with throwing sticks and craft a figure-four deadfall trap. Create a bow drill set and try your hand at making fire! Learn seasonal native plants. See other native tools demonstrations. **This class is held outdoors and requires a knife with a 3" fixed, non-serrated blade; you may also want to bring note-taking materials, camera, lunch, snacks, and water. Please dress appropriately for outdoor conditions. Class limited to 10 students, must be 18 years of age or older.**

Jason Thompson is a teacher with over 15 years of experience training in and teaching native skills, tools, and philosophy. Formerly independently contracted as a tracker for the DeKalb County Forest Preserve, Thompson is also an active volunteer in local environmental education, and a caretaker of area forests.

Sat	10 a.m.-3 p.m.	Nov 2	1 Session
Jason Thompson	C-326, IVCC	HLR-5308-11	\$39

■ Native Skills

Human survival depends upon awareness; native scouts learned to be invisible and aware in the wilderness. This class will show you how they did it. Practice stalking and nature observation techniques. Interpret tracks and know what the tracked was doing, and thinking, without having seen them! Know why people get lost in the woods. Track and sign track where others cannot see trails! Learn seasonal native plants. **This class is held outdoors. Please dress appropriately for outdoor conditions. You may also want to bring note-taking materials, camera, lunch, snacks, and water. Class limited to 10 students, must be 18 years of age or older.**

Sat	10 a.m.-3 p.m.	Nov 16	1 Session
Jason Thompson	C-326, IVCC	HLR-5306-11	\$39



■ Survival for Kids! (Grades 4-8)

NEW Learn basic Native American hunting skills, compass and orienteering, and survival skills including fire building, shelters, and the basics of survival. This class will take place both in the classroom and outdoors. **Students registered for this class should be currently enrolled in grades 4-8. Please come dressed for the weather; appropriate for being outdoors. Students should bring bottled water.**

Sat	Sep 14	1-4 p.m.	1 Session
Natalie & Joe Martin	G-103, IVCC Gym	YOU-2315-09	\$39

■ Birding for Beginners

NEW Do you enjoy watching the feathered friends who visit your backyard? Learn about the different types of feeders and the birds they attract. Review equipment, seed, as well as common birds you will see at feeders in the Illinois Valley. **Students under the age of 18 may register with a parent or legal guardian who is also registered for and participating in the class. Participants should come dressed for the weather; appropriate for being outdoors. Students should bring bottled water, note-taking materials, and a sack lunch.**

Sat	Oct 5	10 a.m.-2:30 p.m.	1 Session
Natalie Martin	G-103, IVCC Gym	HLR-5309-10	\$39

Community Education

Senior Matters

■ It's Decision Time
[Understanding Medicare & Medicaid]

See pg. 15 for more information.
Wed 6:30-8 p.m. Oct 2-16 3 Sessions
Dick Volker E-232, IVCC SRS-1113-310 \$35

■ Don't Put Off the Inevitable
[Talking to Your Aging Parents]

Are you currently, or will you become, the primary caregiver for your parents as they age? Do you know where your parents want to live when they can no longer safely live where they are now living? Will they move in with you? Are there any health issues that will determine where they can or cannot live? What can they afford?and the questions continue! Talking to your parents about their health, where they will live and how they will pay for it can reduce the stress of making quality of life decisions in the midst of crisis without being prepared. These conversations can help avoid several crises and will provide you with many more options. This class will give you tools and strategies to talk with your parents about these "tough topics". It will help you identify which of the 4 biggest mistakes people make in having these conversations and what you can do about it to save time, energy, and money as your parents age and their needs change.

Tue 6-9 p.m. Oct 29 1 Session
Susan Hayward C-316, IVCC HLR-7506-310 \$35

BIO



Susan Hayward, PCC, has a passion for eldercare coaching that came after her own family struggled with the care of her aging parents and she realized that simply by being prepared, the experience can be so much different. Susan is a graduate of Falling Awake Life Coaching School and is a certified Professional Life Coach. Susan has an extensive background in social service programming.

■ Caregivers Thriving!
[How to Care for Yourself to Better Care for Others]
You may be a primary caregiver by choice or by default. Whatever the reason, caring for a loved one is time consuming, energy draining, overwhelming, isolating, emotional and exhausting. Learning to care for yourself is essential to the success of your role as a primary caregiver and your own physical, mental, and emotional health. Take this interactive workshop to identify, prioritize, and create your own self-care plan to re-gain the energy and vibrant health needed to effectively "care give" and live your own life with clarity, focus, and increased ease.

Thu 6-9 p.m. Nov 14 1 Session
Susan Hayward E-325, IVCC HLR-7509-311 \$35

Music

■ IVCC Jazz Ensemble
Have you ever wanted to participate in a jazz ensemble? This course provides a study of style and techniques in the jazz idiom. The course is open to all wind instrument players as well as piano, guitar, bass and drum set players. Students will also participate in public performances throughout the semester. Prerequisite: Performance ability on a wind instrument, piano, guitar, bass or drum set. **Students must bring their own instrument. Late enrollments accepted.**

Tue 6:30-9 p.m. Aug 20-Dec 17 18 Sessions
Tim Karth D-223, IVCC HLR-5116-308 \$25

■ You Can Uke
Catch the ukulele wave. It's a simple instrument to play, sweet to hear, always a kick and a wonderful way to relax with friends on a porch or in your backyard. The ukulele's popularity comes from its ease to learn and play. This course is designed to get you up and strumming. The course instruction covers basic chords and strums, along with open jamming. *Please trim long finger nails before class. Course fee includes materials valued at \$47 including a ukulele, pitch pipe, and song book.*

Registration deadline for this class is: September 20.

Sat 9-11 a.m. Oct 5 1 Session
Todd Volker Rm 103, HLR-5114-610 \$79
Ottawa Center

Sat 1-3 p.m. Oct 5 1 Session
Todd Volker C-325, IVCC HLR-5114-10 \$79



Dance

■ Wedding Reception Survival Skills

Tired of making small talk at the table while everyone else is having fun on the dance floor? Learn to survive most social occasions by mastering the reception basics: Electric Slide, Cha Cha Slide, Swing, Waltz as well as some great slow dance moves. ***Please sign up with a dance partner and both persons must register.**

Tue	7-8:15 p.m.	Sep 10-Oct 22	7 Sessions
Jane & Rodney Schomas	Small Gym,	HLR-5108-409	\$65
	Oglesby Lincoln School		

■ Advanced Swing Dance

Now that you have the 6-count mastered, let's take on some fancier footwork! Learn some of the more intricate parts of swing dance including turns, advanced footwork, the Lindy Hop and Charleston moves. ***Please sign up with a dance partner and both persons must register.** *No Class: Nov 28.*

Thu	8:15-9:30 p.m.	Oct 24-Dec 12	7 Sessions
Jane & Rodney Schomas	Small Gym,	HLR-5103-410	\$65
	Oglesby Lincoln School		

■ Beginning Foxtrot

Introduction to Foxtrot is a beginner's level dance class. Learn basics and some bronze level turns. The Foxtrot is a smooth progressive dance characterized by long, continuous flowing movements across the dance floor. It is danced to big band music, and the feeling is one of elegance and sophistication. ***Please sign up with a dance partner and both persons must register.**

Tue	8:15-9:30 p.m.	Sep 10-Oct 22	7 Sessions
Jane & Rodney Schomas	Small Gym,	HLR-5121-409	\$65
	Oglesby Lincoln School		

■ Beginning Swing Dance

Big band, rock, oldies or country? No matter what kind of music you like you can dance swing to it. Learn the moves to take you a step ahead. You'll learn basic patterns, turns and some fancy footwork too. Look like Fred & Ginger on the dance floor, not Fred & Ethel! ***Please sign up with a dance partner and both persons must register.**

No Class: Nov 26.

Tue	7-8:15 p.m.	Oct 29-Dec 10	6 Sessions
Jane & Rodney Schomas	Small Gym,	HLR-5102-410	\$56
	Oglesby Lincoln School		

■ West Coast Swing Dance

Learn basic West Coast Swing and footwork to take you up a level. The dance allows for both partners to improvise steps while dancing together, putting West Coast Swing in a short list of dances that put a premium on improvisation. ***Prior dance experience is a must!**

***Please sign up with a dance partner and both persons must register.**

No Class: Nov 26.

Tue	8:15-9:30 p.m.	Oct 29-Dec 10	6 Sessions
Jane & Rodney Schomas	Small Gym,	HLR-5120-410	\$56
	Oglesby Lincoln School		

■ Intermediate Swing Dance

You've taken beginning swing and want more, but don't feel ready for the advanced class. This is the class for you! Learn intro to Charleston, more turns, and intro to closed dance position among others. This class is a great follow up to the Beginning Swing Dance class. Must have at least one beginning swing class completed.

***Please sign up with a dance partner and both persons must register.**

No Class: Nov 28.

Thu	7-8:15 p.m.	Oct 24-Dec 12	7 Sessions
Jane & Rodney Schomas	Small Gym,	HLR-5118-410	\$65
	Oglesby Lincoln School		

Culinary Arts



■ Squash & Fall Vegetables

NEW It's that time of year again. Your garden is overgrowing with a bountiful harvest and now you have got more than you know what to do with. Chef Tim will demonstrate some great recipes for zucchini, squash varieties, cabbage, broccoli, and those misunderstood brussel sprouts. We will also have a short discussion on different preservation methods for all your overabundant fall produce. There is a \$15 material fee payable to the instructor on the night of class.

Mon	6-9 p.m.	Sep 16	1 Session
Tim Freed	Rm 100, Bldg. 11,	HLR-3420-309	\$29
	IVCC-East Campus		

■ German Fest: German I

Join Chef Tim Freed on a journey through traditional German cuisine, we'll examine the reasons behind Germany's love for pork and beer. Germany's heritage and culture is reflected greatly in its love for food and drink. Learn some amazing recipes such as rouladen, spaetzle, and curry wurst. There is a \$15 material fee payable to the instructor the night of class.

Mon	6-9 p.m.	Sep 30	1 Session
Tim Freed	Rm 100, Bldg. 11,	HLR-3917-309	\$29
	IVCC-East Campus		

■ Oktoberfest: German II

Back by popular demand! Learn about the history of Oktoberfest as we delve into our second class on traditional German food with Chef Tim. Learn how to prepare wiener schnitzel, German casserole, and an apple strudel, just to name a few. There is a \$15 material fee payable to the instructor the night of class.

Mon	6-9 p.m.	Oct 7	1 Session
Tim Freed	Rm 100, Bldg. 11,	HLR-3932-310	\$29
	IVCC-East Campus		

■ Greek Cuisine

NEW Join Chef Tim on a culinary adventure through Greece. Greece, the founding country of Mediterranean cuisine holds a dear place in the hearts of many foodies as being not only flavorful cuisine, but healthy and adventurous. Examine Greek cooking methods and food varieties. Recipes will include saganaki, traditional Greek salad with vinaigrette, lamb, octopus and more! There is a \$15 material fee payable to the instructor on the night of class.

Mon	6-9 p.m.	Nov 4	1 Session
Tim Freed	Rm 100, Bldg. 11,	HLR-3931-311	\$29
	IVCC-East Campus		

■ Soup: A Great Winter Meal

NEW After many requests, it's finally here...soup class. Join Chef Tim for a two part class featuring soup recipes. On the first night we will discuss broths, stocks, and some simple soup recipes. Recipes in the first class will include, but are not limited to: chicken stock, beef stock, vegetable stock, tomato basil soup, chicken noodle, cream of chicken and rice, and a broth based vegetable medley. Our second class will include, but is not limited to the following recipes: Thai chicken, loaded baked potato, corn chowder, reuben and a chilled dessert soup. This class will fill up quickly, register early! There is a \$30 material fee payable to the instructor the first night of class.

Wed	6-9 p.m.	Dec 4 & 11	2 Sessions
Tim Freed	Rm 100, Bldg. 11,	HLR-3705-312	\$59
	IVCC-East Campus		



Creative Arts



■ Sell Your Treasures on ETSY

Attention all artists and vintage lovers! The hottest way to sell your artwork or vintage items is online at Etsy.com. Learn what to do and what not to do to open an Etsy shop. Pick up tips on photographing your items, writing effective item descriptions, integrating with social media sites, and simple ways to optimize search engine results.

Tue	6-9 p.m.	Sep 17	1 Session
Pamela Klarup	C-325, IVCC	CEX-4611-309	\$39

■ Garden Mosaic II “You Pick the Project”

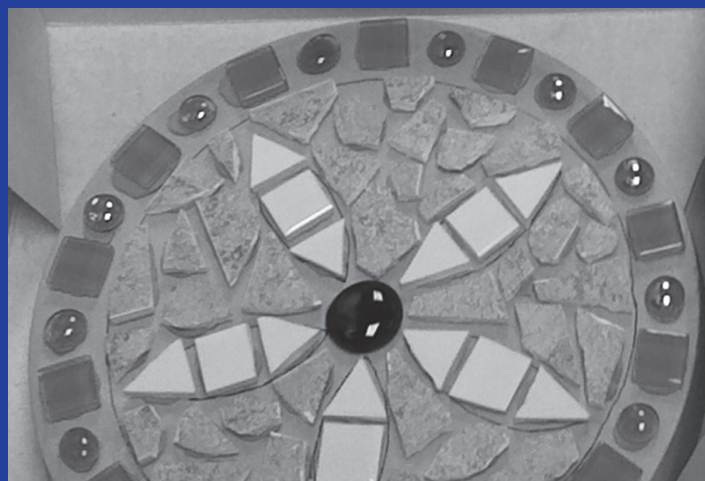
Advance your mosaic skills. This class is for students who have taken the Garden Mosaics I: Garden Stepping Stone class. The techniques learned in the first class will be applied to a mosaic project of your choice. The student must supply their own project piece (ie. birdhouses, fairy house, bowling ball or pin, flower pots, etc..) with prior arrangements discussed with your instructor one week prior to the start of class. Students will also be able to design and supply pieces of tesserae for their mosaic project. **Please bring a \$15 material fee to the first class.**

Tue/Thu	6-9 p.m.	Sep 24-Oct 10	6 Sessions
JoEllen Fiorentini	B-101, IVCC Art Room	HLR-2767-309	\$92

■ Garden Stepping Stone: Mosaic I

Discover the art of mosaics as you complete a beautiful stepping stone for your garden. For beginners, you'll learn the basic techniques to make a stone that will weather and decorate your garden. This is a first step to mosaics and once you complete this piece you will see endless possibilities to be transformed by mosaics. **Please bring a \$16 material fee to the first class.** *JoEllen Fiorentini has created numerous garden mosaics from bowling balls to birdbaths. With a degree in Art from Illinois State University, she has been decorating Bergners for over 30 years. As a member of the Utica Garden Club, she has been inspired to bring art to her garden.*

Tue/Thu	6-8 p.m.	Sep 24-Oct 3	4 Sessions
JoEllen Fiorentini	B-101, IVCC Art Room	HLR-2742-309	\$59



Creative Arts

Learn To Knit

Knitting is popular among all ages for creating unique, one-of-a-kind projects. From basic scarves and pot holders to colorful socks and intricate lace shawls, knitting is being seen everywhere and done by almost everyone. In this class you will learn how to cast on, knit, purl, bind off, increase, decrease, garter stitch, stockinette stitch, ribbing, seed stitch and most important of all, how to read a pattern. At the end of this class, you will have a firm foundation upon which to build.

There is a \$10 material fee payable to instructor at class.

Tue	6-9 p.m.	Sep 24-Oct 8	3 Sessions
Jane Vogt	Rm 103, Ottawa Center	HLR-2712-639	\$59

Thu	6-9 p.m.	Nov 7-21	3 Sessions
Jane Vogt	C-326, IVCC	HLR-2712-311	\$59

Learn To Crochet

NEW Crocheting is popular in creating unique, one-of-a-kind projects from crocheted wire jewelry to afghans, sweaters, and more. In this class you will learn how to chain stitch, slip stitch, single crochet, double crochet and half double crochet, and how to read a pattern. At the end of this class you will have a firm foundation upon which to build. *There is a \$10 material fee payable to instructor at class.*

Wed	6-9 p.m.	Oct 2-16	3 Sessions
Jane Vogt	C-326, IVCC	HLR-2769-310	\$59

Mon	6-9 p.m.	Oct 21-Nov 4	3 Sessions
Jane Vogt	Rm 104, Ottawa Center	HLR-2769-630	\$59

■ Pumpkin Bean Pot Basket

NEW Create this fun basket for Halloween with your own two hands.

Woven over a round wood base, students will then weave and shape into a bean pot utilizing beautiful colored reed in various tones of orange. The basket will be finished with the addition of a wire bean pot handle and floral embellishments along the rim. Finished basket measures 8" x 8" x 10". Students will learn how to make a base entirely from twining technique. Shaping will be very important in this class! *Wear comfortable clothes and bring a sack lunch. There is a \$35 material fee payable to the instructor on the day of class. Registration deadline is October 10.*

Sat	9 a.m.-3 p.m.	Oct 19	1 Session
Patricia Duffy	B-101, IVCC Art Room	HLR-2115-10	\$45

■ Harvest Tote Basket

This is a beautiful and practical basket tote with leather handles. It has a filled base. Variegated reed will be used as spokes using the start-stop technique. This is beginner level weaving class. Students will also learn how to insert two 16" leather handles. Finished basket measures 5" x 11 1/2" x 12". *Wear comfortable clothes and bring a sack lunch. There is a \$35 material fee payable to the instructor on the day of class. Registration deadline is November 1.*

Sat	9 a.m.-3 p.m.	Nov 9	1 Session
Patricia Duffy	B-101, IVCC Art Room	HLR-2120-11	\$45



■ Changing Gears Necklace

NEW Create a simple steam punk-inspired necklace out of chain, gears and Swarovski crystals that will be the envy of all your friends. Students must bring two pairs of jewelers pliers (round nosed are best) and a pair of jeweler's flush cutters. *There is a \$15 material fee payable to the instructor on the night of class.*

Tue	6-7:30 p.m.	Nov 19	1 Session
Carey Burns	C-326, IVCC	HLR-2768-311	\$25



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Hot Glass Experience

Hot Glass Experience I

Glassblowing is a technique that was invented by the Phoenicians around 3500 years ago; now you will have the opportunity to learn the art of working with studio glass! Students will learn about the history of hot glass, introduction to equipment, and safety precautions. This is an introductory level class. Each student will complete two paperweights during this class; a standard paperweight and a jellyfish paperweight. Students will learn a shaping technique rather than a blowing technique. Paperweights must cool in an annealing oven at the studio overnight before they can be taken home. **Class will be held at the Starved Rock Hot Glass Studio in Ottawa.** *There is a \$10 material fee payable to the instructor at class.*

Sat Laura Johnson	1-4 p.m. Starved Rock Hot Glass, Ottawa	Sep 21 HLR-2748-409	1 Session \$59
Tue Laura Johnson	5-8 p.m. Starved Rock Hot Glass, Ottawa	Sep 24 HLR-2748-419	1 Session \$59
Sat Laura Johnson	1-4 p.m. Starved Rock Hot Glass, Ottawa	Oct 5 HLR-2748-410	1 Session \$59

Hot Glass Experience II

In this second level class, students will learn the actual blowing process in working with hot glass. Each student will complete two blown glass vessels, picking their own colors and choosing from a cup, jar, or candleholder. Completed projects must cool in an annealing oven at the studio overnight before they can be taken home. **Pre-Requisite: All students registered for Hot Glass Experience II must have completed Hot Glass Experience I prior to taking this course.** **Class will be held at the Starved Rock Hot Glass Studio in Ottawa.** *There is a \$10 material fee payable to the instructor of the class.*

Tue Laura Johnson	5-8 p.m. Starved Rock Hot Glass, Ottawa	Oct 22 HLR-2751-410	1 Session \$69
Sat Laura Johnson	1-4 p.m. Starved Rock Hot Glass, Ottawa	Nov 16 HLR-2751-411	1 Session \$69



■ Hot Glass Experience classes will be held at:
Starved Rock Hot Glass Studio, 700 W. Main St., Ottawa, IL. ■

Holiday

Creative Gourd Art for the Holidays

NEW You don't have to be an artist, just have a little imagination. Learn about the many types of gourds and work with several different kinds as you learn to create a work of art that you can be proud of. Prepare your gourds inside and out for carving, painting, staining, cutting, and sculpturing using the proper tools. Make holiday bowls, ornaments, and more; a real fun time for all. *There is a \$20 material fee payable to the instructor on the first night of class.* **Registration deadline is October 1.** *Bill Ferguson is a member of the Illinois Gourd Society and American Gourd Society. He has been working with gourds for many years. Bill has a background in Art Education and Art History from Southern Illinois University.*

Tue Bill Ferguson	6-8 p.m. Rm 101, Ottawa Center	Oct 15-Nov 19 HLR-2303-630	6 Sessions \$75
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Beaded Christmas Ornament

NEW Create one-of-a-kind Christmas ornaments using needle, thread, medium size beads and the peyote bead weaving technique. Larger beads make this a fairly quick process, yet creates an ornament you will be proud to put on your tree. You'll even want to make some for friends and family as Christmas presents. **Materials for one ornament will be provided.** *There is a \$5 material fee payable to the instructor the night of class.*

Sat Jane Vogt	9 a.m.-12 p.m. Rm 103, Ottawa Center	Nov 16 HLR-4106-611	1 Session \$29
Tue Jane Vogt	6-9 p.m. B-101, IVCC Art Room	Dec 3 HLR-4106-312	1 Session \$29

Art of Tree Decorating

Be creative and try something new with your Christmas tree this year! Learn tree decorating from a professional visual merchandising manager who decorates the beautiful trees you see in Bergner's. Topics include: types of trees, theme and color schemes, lighting ideas, garland, ribbon, floral picks, placement of ornaments, tree topper ideas, taking down, and storage. Using ideas and decorating tips from this class, you too can personalize your Christmas tree for the holidays. **Participants are asked to bring 3 yards of wide wired ribbon to practice bow making.** **Class size is limited so register early to reserve your space.**

Mon JoEllen Fiorentini	6-9 p.m. C-316, IVCC	Nov 18 HLR-4401-311	1 Session \$29
Tue JoEllen Fiorentini	6-9 p.m. Rm 104, Ottawa Center	Nov 19 HLR-4401-641	1 Session \$29

Wellness

■ Reclaim Your Health through Nutrition & Healthy Living

NEW There is so much you can do to improve your health and quality of life. Stop dieting and learn how to make healthier choices. This course will de-mystify vitamins, minerals, popular supplements and herbs, foods that heal, what to eat, and what not to eat. You will learn how to make your own kitchen crop, healthful sprouts that are chock-full of nutrition and vibrant life force. We will discuss proper food combining to help minimize digestive disturbances. Every little bit helps in empowering you to nourish your body, minimize stress, and increase vitality. *Light breakfast and lunch is included in tuition fee.* Nurses see pg. 10 for information on earning CE Hours for this course.

Thu 9 a.m.-4:30 p.m. Oct 3 1 Session
Candice Chaffee C-316, IVCC HLR-6308-10 \$99



Candice Chaffee is a certified master herbalist and natural health professional who has studied and practiced holistic health for 25 years. She divides her time between teaching, public speaking and working as a natural health consultant. Chaffee has been a guest lecturer at numerous conferences as well as the Medical College of Virginia, the School of Pharmacy at Virginia Commonwealth University, Wesleyan University, KCC and Lewis Ginter Botanical Gardens.

■ Rise and Shine Yoga

NEW Yoga challenges body and mind while building core power and improving stability. Ignite internal heat and cleansing sweat. All levels of experience welcome, beginners through advanced. This class will include sun salutations, standing postures, seated postures and vinyasa. Emphasis will be placed on correct body alignment, holding postures, and meditative flow from one posture to the next. The coordination of breath (pranayama) and movement is also emphasized. **This class meets twice a week for 12 sessions. Please bring a yoga mat to class. Class will be held in Rm G-106B on Sep 19 and 26.** Tracie Klieber is a Certified Personal Trainer. She has practiced and instructed gentle yoga, intermediate yoga and Ashtanga Yoga for 13 years.

Tue/Thu 6:45-7:45 a.m. Sep 10-Oct 17 12 Sessions
Tracie Klieber Gym, IVCC HLR-6216-09 \$59

■ Strength, Cardio and Core

NEW This is a functional fitness class that will encourage coordination skills, strengthen and tone your body, zap calories and metabolize fat. Plus work towards building a strong core: abs, hips and back, to support and improve what you do every day. Come ready to sweat, have fun, and improve your health. The instructor will start at a beginner's level and gradually increase to a more advanced level as improvement is shown. **This class meets twice a week for 12 sessions. Please bring a sweat towel and an exercise or yoga mat.**

No class: Nov 11.

Mon/Wed 6:45-7:45 a.m. Nov 4-Dec 16 12 Sessions
Tracie Klieber Gym, IVCC HLR-6217-11 \$59



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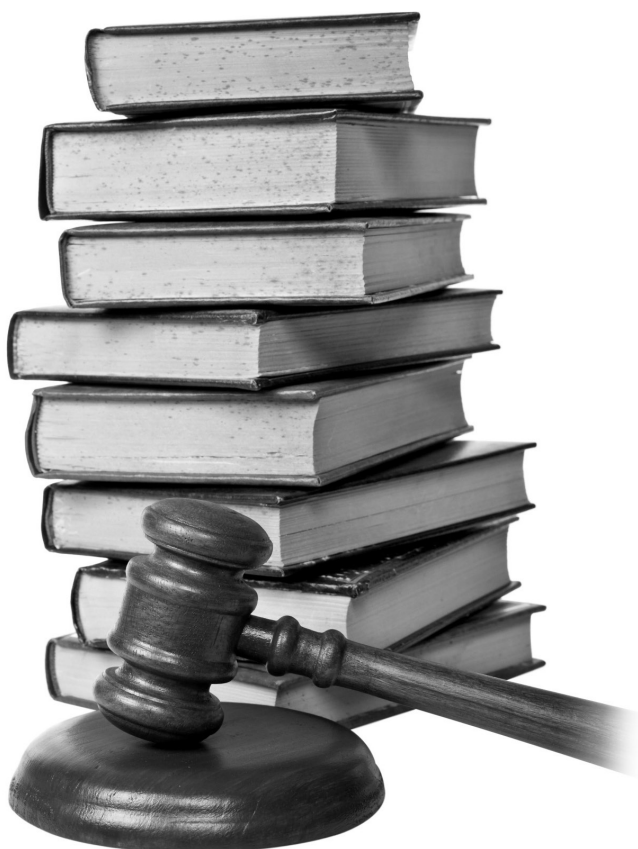
People's Law School

■ People's Law School

Join area lawyers who will explain in a language you can understand, how America's legal system works and how it can help you in your daily life. You are welcome to attend any and all sessions. **This session is free, but you must pre-register by calling IVCC at 815-224-0447.** Classes will meet in Room D-318. If you are unsure of classroom location stop at the information desk on your way to class or call 815-224-0427 to request a map.

- September 12** The status of driving under the influence laws in Illinois: The consequences of a conviction and the road to recovery of driving
- September 19** Important issues in Family Law
- September 26** "One Free Bite" – Domestic pets and owners responsibilities
- October 3** What hiring a lawyer means and the lawyers duties and responsibilities to a client
- October 10** Domestic violence convictions and their relationship to the right to bear arms and gun legislation

Thu 7-9 p.m. Sep 12-Oct 10 5 Sessions
Cynthia Raccuglia D-318, IVCC CDV-5101-309 Free



History



■ *Coca-Cola* History

Are you thirsty...for the history of the world's most famous soft drink...Coca-Cola? Would you like to know how a formula concocted by a pharmacist for baby colic, baseball and World War II were instrumental in the creation and expansion of the most readily recognized and successful corporation in the world? Enjoy an evening of delicious and refreshing nostalgia while learning the history of America's favorite beverage.

Wed 7-9 p.m. Sep 11 1 Session
Dick Volker C-325, IVCC HLR-7601-309 \$19

Pre-registration is required for all classes.

Payment is due at the time of registration.

REGISTER NOW:

[Online] 

www.ivcc.edu/onlinecec

[By Mail] 

IVCC Cashier

815 N. Orlando Smith Road
Oglesby, IL 61348

[By Phone] 

Please call (815) 224-0447

[By Fax] 

(815) 224-6091

[In Person] 

IVCC – Admissions & Records
Room C-210

815 N. Orlando Smith Road
Oglesby, IL 61348

REGISTRATION CONFIRMATION

You will receive a confirmation of your registration in the mail. Confirmation will include a schedule, receipt, and information specific to your classes.

REFUND/CANCELLATION POLICY

Registrants who cancel up to seven days prior to the start of a course receive a full refund. No refund will be given after that time, although a substitution of individuals is allowed. Registrants who do not attend and do not withdraw from the class will not receive a refund. Cancellations can be made by calling the Continuing Education Center (815) 224-0427.

The Continuing Education Center reserves the right to cancel classes due to low enrollment. If a class must be cancelled by the Continuing Education Center, you will receive a full refund.

Continuing Education Registration Form

Fall 2013 | Visit our website - www.ivcc.edu/cec



Gender: ☐ Male ☐ Female

Admission Status: ☐ First time college ☐ Re-admit

Social Security Number (must be included) _____

Last Name _____ First Name _____ MI _____

Home Mailing Address _____

City _____ State _____ Zip _____ County _____

Phone: Home () _____ Business () _____ Cell () _____

Date of Birth _____ E-Mail Address _____

Emergency Contact Name _____ Phone () _____

Employer _____

Ethnic/Ethnicity:

1. Are you Hispanic or Latino? ☐ Yes ☐ No

2. Are you from one of the following racial groups? (select all that apply)

☐ American Indian/Alaskan Native ☐ Asian ☐ White ☐ Choose not to respond

☐ Black or African American ☐ Native Hawaiian or other Pacific Islander

3. Please identify your primary racial/ethnic group. (select one)

☐ American Indian/Alaskan Native ☐ Asian ☐ Hispanic ☐ Choose not to respond

☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White

4. Are you in the US on a Visa – Nonresident Alien? ☐ Yes ☐ No

List type of visa _____ Country of Origin _____

Employment Status: (please select one)

☐ Full-time (FT) ☐ Part-time over 15 hours (PO) ☐ Part-time 15 hours or less (PL)

☐ Homemaker (HO) ☐ Unemployed (UN) ☐ Retired (RE)

COURSE NUMBER	COURSE NAME	FEES

TOTAL _____

Student Signature: _____ Date: _____

PAYMENT INFORMATION

☐ Check enclosed, payable to Illinois Valley Community College

☐ Please charge my credit card for the fees indicated above.

☐ Master Card ☐ Visa ☐ Discover ☐ American Express 3-Digit SecurityCode _____

Card Number _____ Expiration Date _____

Cardholder's signature _____ ☐ Per Phone

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Grammar Refresher
Introduction to Microsoft Project 2010
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Achieving Success with Difficult People
How to Get Started in Game Development
Real Estate Investing

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Solving Classroom Discipline Problems
Differentiating K-12 Assessments
Singapore Math: Number Sense & Computational Strategies

For Nurses [Earn CE Hours]

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Certificate in Gerontology
Certificate in Perinatal Issues

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Discover Digital Photography
Write Your Life Story
Introduction to Natural Health & Healing
Understanding Adolescents
Managing Life as a Single Parent
Lose Weight and Keep it Off
How to Buy and Sell on eBay
Introduction to Photoshop

HOW TO GET STARTED:

1. Select Your Course from our web-site: www.ed2go.com/ivcc. Click on "Enroll Now" and complete the on-line orientation program. Note: You cannot pay at the ed2go site and are not officially registered with IVCC until you complete Step 2.
2. Register and Pay at IVCC via phone, online, fax or mail. We accept online registration and payment for courses at www.ivcc.edu/onlinecec. You can phone your registration to 815-224-0447. Mail or fax registrations using the form on page 28. Be sure you are registered at IVCC and have paid no later than the day before your class starts.
3. Begin the Course on the day your class begins. Return to www.ed2go.com/ivcc and click "Classroom" link. Log in with the name and password you provided during orientation.

View our on-line course catalog at www.ed2go.com/ivcc



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For more information, call the IVCC Continuing Education Center: 815-224-0427
Visit our website: www.ivcc.edu/cec

Pre-registration is required for all classes.

Payment is due at the time of registration.

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(815) 224-6091

[In Person] 

IVCC – Admissions & Records
Room C-210

815 N. Orlando Smith Road
Oglesby, IL 61348

REGISTRATION CONFIRMATION

You will receive a confirmation of your registration in the mail. Confirmation will include a schedule, receipt, and information specific to your classes.

REFUND/CANCELLATION POLICY

Registrants who cancel up to seven days prior to the start of a course receive a full refund. No refund will be given after that time, although a substitution of individuals is allowed. Registrants who do not attend and do not withdraw from the class will not receive a refund. Cancellations can be made by calling the Continuing Education Center (815) 224-0427.

The Continuing Education Center reserves the right to cancel classes due to low enrollment. If a class must be cancelled by the Continuing Education Center, you will receive a full refund.

Continuing Education Registration Form

Fall 2013 | Visit our website - www.ivcc.edu/cec



Gender: ☐ Male ☐ Female

Admission Status: ☐ First time college ☐ Re-admit

Social Security Number (must be included) _____

Last Name _____ First Name _____ MI _____

Home Mailing Address _____

City _____ State _____ Zip _____ County _____

Phone: Home () _____ Business () _____ Cell () _____

Date of Birth _____ E-Mail Address _____

Emergency Contact Name _____ Phone () _____

Employer _____

Ethnic/Ethnicity:

1. Are you Hispanic or Latino? ☐ Yes ☐ No

2. Are you from one of the following racial groups? (select all that apply)

☐ American Indian/Alaskan Native ☐ Asian ☐ White ☐ Choose not to respond

☐ Black or African American ☐ Native Hawaiian or other Pacific Islander

3. Please identify your primary racial/ethnic group. (select one)

☐ American Indian/Alaskan Native ☐ Asian ☐ Hispanic ☐ Choose not to respond

☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White

4. Are you in the US on a Visa – Nonresident Alien? ☐ Yes ☐ No

List type of visa _____ Country of Origin _____

Employment Status: (please select one)

☐ Full-time (FT) ☐ Part-time over 15 hours (PO) ☐ Part-time 15 hours or less (PL)

☐ Homemaker (HO) ☐ Unemployed (UN) ☐ Retired (RE)

COURSE NUMBER	COURSE NAME	FEES

TOTAL _____

Student Signature: _____ Date: _____

PAYMENT INFORMATION

☐ Check enclosed, payable to Illinois Valley Community College

☐ Please charge my credit card for the fees indicated above.

☐ Master Card ☐ Visa ☐ Discover ☐ American Express 3-Digit SecurityCode _____

Card Number _____ Expiration Date _____

Cardholder's signature _____ ☐ Per Phone

IVCC does not discriminate on the basis of race, national origin, disability, age, religion, sexual orientation or any legally protected classification.