



Continuing Education Center

Fall 2014 Schedule | www.ivcc.edu/cec

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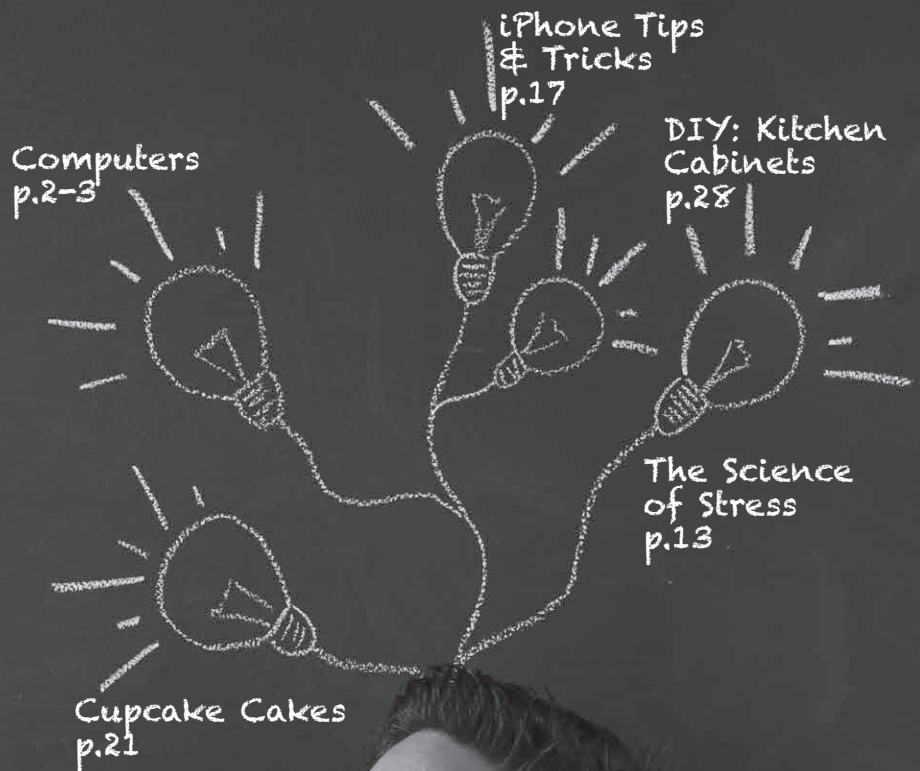
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additional information.

Let your light

Shine.

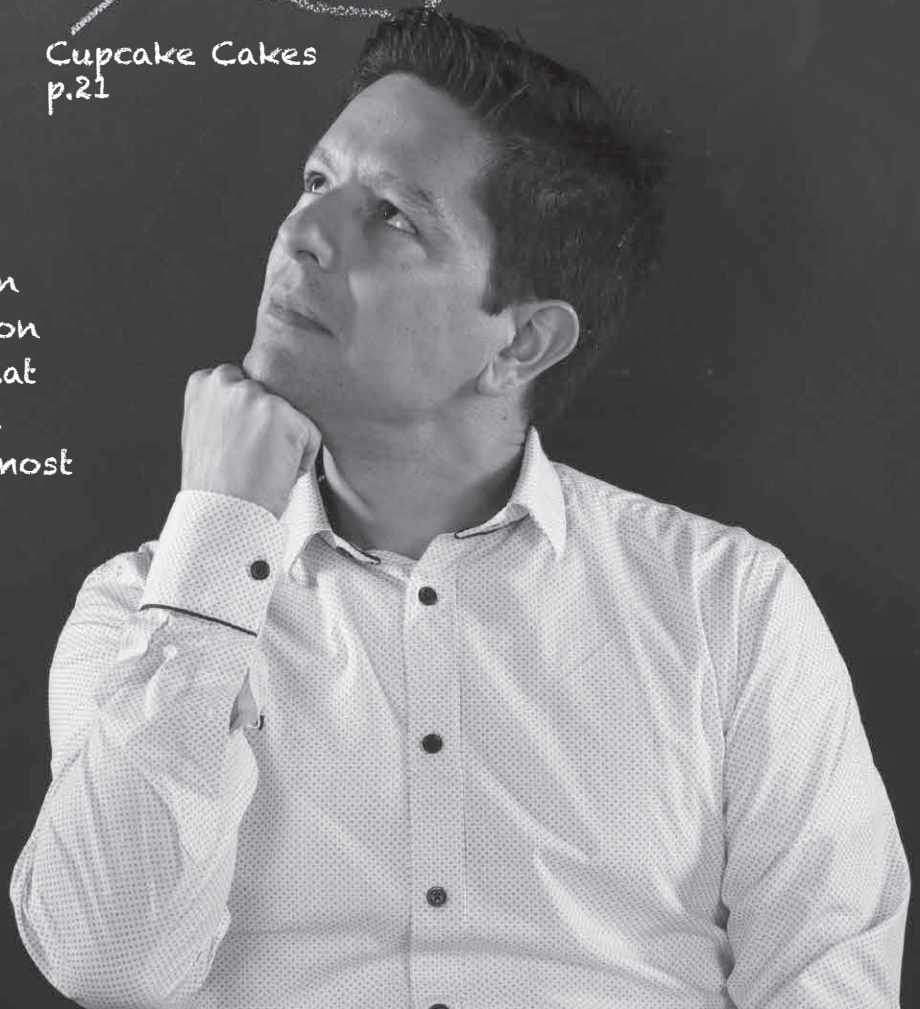
Realize Your Dreams.

Join us
this fall.



IVCC's Continuing Education and Business Services Division offers convenient classes that fit your active lifestyle. We are North Central Illinois' most comprehensive provider of non-credit professional success and personal enrichment courses.

Registration is easy!
Sign up early to ensure
your spot!



Student Testimonials

See what students have said about our classes...

Detoxifying: Candice Chaffee

"Very informative, excellent, and practical"

Classes for Nurses: Barb Bancroft

"Barb is brilliant and funny! I look forward to all her seminars!"

Computer Basics: Doreen Balzarini

"Doreen is great! She makes learning computers easier than I thought it would be."

10-HR General Industry

Training: Jeff Clark

"Great class, very informative!"

Learn to Knit: Jane Vogt

"I came because my daughter wanted to learn knitting. I really didn't think I could learn it, but I DID! and I really enjoy it."

Culinary: Tim Freed

"Fantastic facility! Great community investment. Class was super!"

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 canceled by the Continuing Education Center, you will receive a full refund.

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
4-5	Business
5	Online American Management Certificate
6	Non-Profit
7	OSHA & Safety
8	Online Manufacturing & Industrial Career Programs
9	Home Inspection
10	Online Career Programs
11	Healthcare Career Programs
12-13	Massage
14-15	Nursing
15	Teacher
16	Food Service Sanitation

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

17	Personal Technology	29	Green Technology
18-19	Trips	30-31	Mind, Body, Wellness
20-21	Culinary	32	Outdoor Education
22	Dance	32	Youth
23	Music	33	Living With Dogs
23	Glass Art	34-35	Online Classes
24-26	Creative Art	36	Registration Form
27	Gardening	37	Classes For Your Information
27	Holiday		
28	For the Home		
28	Heirloom Woodworking		
29	Dollars & Sense		



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

[Continuing Professional Education]



Ottawa Center Computer Classes

Beginning Word 2013

NEW Master the newest version Microsoft has to offer. Covering the same beginning level skills as the 2010 version, 2013 boasts new and improved features across the board, spanning document creation to reading, editing and collaboration. What's even better is that Microsoft has made these advanced features easier for everyone to use. This class will benefit new users as well as professionals upgrading from Word 2010. **Textbook and 2GB flash drive required.*

CEU: 1.2
Tue
Kathryn Baker 3-6 p.m.
Rm 103,
Ottawa Center Sep 16-Oct 7
CEU-4025-609 4 Sessions
\$99

Intermediate Word 2013

NEW Continue to explore all the new features of MS Word 2013! You will be shown similarities between 2010 and 2013 when covering topics such as newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, formatting page backgrounds and more. Each student will create a report and promotional brochure. **Textbook and 2GB flash drive required.* CEU: 1.2

Tue
Kathryn Baker 3-6 p.m.
Rm 103,
Ottawa Center Oct 14-Nov 4
CEU-4026-610 4 Sessions
\$99

Advanced Word 2013

NEW This class will assist you in mastering the most challenging level of Word. You will be shown similarities between 2010 and 2013 when creating a table of contents, setting passwords and creating forms. Learn how to prepare documents for sharing, then track changes, control access and protect documents. You will also be taught how to integrate other programs with Word including using mail merge features in conjunction with Excel and creating Word documents for use in PowerPoint. **Textbook and 2GB flash drive required.* CEU: 1.2

Tue
Kathryn Baker 3-6 p.m.
Rm 103,
Ottawa Center Nov 18-Dec 9
CEU-4027-611 4 Sessions
\$99

How to Use Windows 8

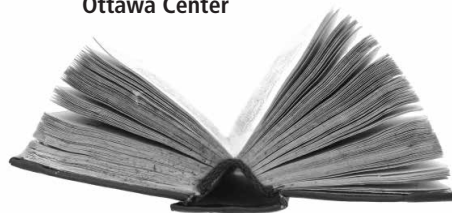
NEW Join us for a basic introduction to Microsoft's newest operating system and all its exciting new features! Discover the biggest changes in Windows 8, how to find its hidden hotspots and how to use a touchscreen device. This is the perfect class for new users to become familiar with Windows and for previous users to become comfortable with the systems' new look. **Students are required to bring their own laptops to class. Handouts will be provided.**

Fri
Kathryn Baker 12:30-3:30 p.m.
Rm 101,
Ottawa Center Sep 5-12
CEX-4410-609 2 Sessions
\$69

Beginning Excel 2013

NEW Experience the brand new look of Excel! Designed for beginners, you will gain basic skills such as how to create and edit worksheets, enter formulas, format cells and entries, manipulate data, use various automated tools and create charts. This class will benefit new users as well as professionals upgrading from 2010. This class is designed to help you get professional looking results quickly.

**Textbook and 2GB flash drive required.* CEU: 1.2
Fri
Kathryn Baker 1-4 p.m.
Rm 103,
Ottawa Center Oct 17-Nov 7
CEU-4118-610 4 Sessions
\$99



DON'T FORGET YOUR TEXTBOOKS!

Books can be purchased at the IVCC Bookstore on Main Campus. If you are taking courses at the Ottawa Center, you can have your textbooks delivered to the center at no charge. 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

IVCC Main Campus Computer Classes

■ Computer Basics [Welcome to Windows 7]

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 9-30	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4408-309	\$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

Thu	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

Thu	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.* No class: Nov 27 CEU: 1.2

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

■ Microsoft Project 2013

NEW Discover how to effectively manage and streamline your workload with MS Project. This software allows you to easily share project details with others, to explore "what-if" scenarios and to assess the impacts of project changes. Through hands-on practice, you will learn to schedule tasks, control finances, produce reports and track project status. **Textbook and 2GB flash drive required.* CEU: 1.2

Sat	9 a.m.-12 p.m.	Sep 13-Oct 4	4 Sessions
Kathryn Baker	CTC-208, IVCC	CEU-4806-09	\$99

■ Quickbooks Pro 2014

NEW *New format, lower price!*

Whether you are a first time user or upgrading your software, discover all the features QuickBooks has to offer! You will begin with basic navigations such as paying bills to outside vendors, recording customer payments and analyzing financial data. Then move on to advanced functions which include job costing, tracking, creating estimates working with balance sheets, sales tax, payroll and accounts payable. This class is the complete package! **4GB flashdrive is included with the cost of the class. Textbook required.*

CEU: 2.4

Mon	6-9 p.m.	Sep 15-Nov 3	8 Sessions
Kathryn Baker	A-323, IVCC	CEU-4710-309	\$199

■ Introduction to the Internet & Email

Learn the 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 be introduced to webmail, instant messaging, and photo sharing websites. **Textbook and a 2GB flash drive required.*

Tue	6-9 p.m.	Oct 7-28	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4607-310	\$99

■ 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

Tue	6-9 p.m.	Nov 18-Dec 9	4 Sessions
Doreen Balzarini	A-323, IVCC	CEU-1203-311	\$99

See pg. 17 for more details and a listing of additional software and technology classes including: Learn to Use Your iPad, iPhone Tips & Tricks, Introduction to Shutterfly, and Podcasting 101.



Business



Ted Parisot

Ted Parisot is a sought-after technology speaker, coach, and 15-yr digital marketing veteran. He founded Informe, Inc. back in 2009, in response to Chicagoland's need to serve specialty clients who are looking to create and build their exposure online. He utilizes cutting-edge strategy and innovative technology in order to guide the large-scale vision of business owners and industry leaders.



Digital Marketing Opportunities

NEW This class will teach you how to harness the power of digital marketing to increase visibility, grow your customer base and online authority. It will cover a number of areas; in-bound marketing, content marketing, how your website fits and how to track your success using free tools. You will be provided with a Glossary of Terms, an editorial calendar and a marketing plan template to help you get started! CEU: .3

Wed	6-9 p.m.	Sep 17	1 Session
Ted Parisot	Rm 103,	CEU-4622-639	\$69
	Ottawa Center		

■ Compensation & Workplace Safety for Your Business

NEW Join us for an informal session aimed at helping small to medium size businesses understand what is needed in a formal safety program. We will take a look at why insurance companies require safety inspections, the purpose of recommendations, and the ramifications of not complying. Review how the experience modifier or experience modification factor is determined and how you can help reduce it to your advantage. We will also review specific policies and procedures that might be required within your organization.

Mon	2-5 p.m.	Oct 6	1 Session
Pat Schuerman	CTC-124, IVCC	CEX-7104-10	\$39

■ Time Management

Do you regularly wonder what happened to all the time during your day? Let us help you figure out how to best organize your time. We'll discuss the importance of goals and the steps needed to fulfill them while also explaining the use of a calendar and a Personal Digital Assistant. We'll touch on the use of a To Do list and help you tackle your issues with time management. We will address time-wasters and time-robbars, identify what yours are and how you should avoid them. CEU: .2

Thu	3-5 p.m.	Oct 16	1 Session
Beth Randall	CTC-124, IVCC	CEU-8010-10	\$49

Google Apps for Business

NEW Get started with Gmail, Google Calendar, Google Docs, and more! If you already have a Gmail account, then you have access to all the features Google Apps has to offer. This service is a free alternative to Microsoft Office. Learn how to utilize it all. CEU: .3

Wed	6-9 p.m.	Oct 22	1 Session
Ted Parisot	Rm 103,	CEU-4621-640	\$69
	Ottawa Center		

Introduction to WordPress

NEW This free tool is popular for beginners and advanced users. Learn the basics of how to set up and edit a WordPress website. Harness the power of WordPress to grow your business online. CEU: .3

Wed	6-9 p.m.	Nov 12	1 Session
Ted Parisot	Rm 103,	CEU-4623-641	\$69
	Ottawa Center		

Business

■ Starting a Business

Starting a new business is both exciting and frightening. Receive an overview of how to write a business plan, register a business name, obtain a tax ID number, choose appropriate forms of insurance, keep records, choose 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 23 1 Session
Bev Malooley C-316, IVCC CEX-9508-309 \$35

■ Writing A Business Plan

Now that you have an idea for a business; it is time to begin putting together a business plan with financial projections. 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. Oct 7 1 Session
Bev Malooley C-316, IVCC CEX-9501-310 \$35

■ Social Media for Small Business

Enhance your understanding of the internet as a critical marketing tool and learn how to maximize your business goals. Create an internet presence that gets your business found and tools to evaluate and manage your social media platforms.

Thu 6-8 p.m. Oct 9 1 Session
Gina C-325, IVCC CEX-9530-310 \$45
Czubachowski

■ Business Research 101

Access a wealth of free industry data, market data and business plan resources. After attending this workshop, you may schedule an individual appointment to receive specific recommendations for books, periodicals and databases relevant to your business.

Thu 6-8 p.m. Nov 6 1 Session
Gina C-325, IVCC CEX-9536-311 \$45
Czubachowski

■ Great Customer Service

Great customer service can set your business apart from larger competitors. Learn how to find, attract and keep customers. Familiarize yourself with what inhibits good customer service and how to prevent it, how to handle and learn from complaints and how to transform an unhappy customer into a loyal one.

Tue 6-8 p.m. Nov 18 1 Session
Bev Malooley C-316, IVCC CEX-9518-311 \$35

AMA Online Self Study

IVCC's Continuing Education Center offers quality self-study online courses written and designed by the American Management Association (AMA). Fine tune your present professional skills, learn new ones, and enrich your career with a flexible learning plan that fits your schedule. Measure your knowledge with a variety of testing components, such as pre-test, post-test, chapter exercises, chapter review questions and case studies. You may take individual courses or receive an AMA Self-Study Certificate in an area of concentration by completing your choice of courses totaling 10 CEUs. Upon successful completion, you will receive a certificate for the total amount of CEUs earned from AMA.

AMA Individual Self Study Courses

Here are some of the topic areas covered by AMA Individual Self Study Courses:

Accounting/ Communications/ Finance for Managers/ Human Resources/ Leadership/ Management/ Manufacturing/ Quality/ Personal Development/ Time Management

You have 3 months in which to complete.

Course Code: WWW-3101-108

\$149

AMA Self Study Certificate Programs

Earn a certificate by completing a total of 10 CEUs in the following areas:

Administrative Professional/ Finance & Accounting/ General Management/ Human Resources/ Sales and Marketing/ Strategic Leadership and many more! *The cost of the certificate programs vary depending on which classes you choose. You will have one year to complete the certificate.*

Course Code: WWW-3102-108

For more information on classes and additional certificates offered visit: www.flexclassroom.com/ivcc

Or contact Jennifer Sowers at 815-224-0280.

HOW TO GET STARTED:

- Go to www.flexclassroom.com/ivcc website.
- Choose your course/certificate program.
- Complete online registration and make payment with a credit card. You will receive a confirmation email from AMA and IVCC. IVCC will assign a course number for your individual course/certificate.
- Call IVCC at 815-224-0447 to register for the course number given.
- Begin your course!

AMA American Management Association®

flexclassroom.com/ivcc

Illinois Small Business Development Center

Businesses Start Here. We provide business owners with resources and confidential consulting for startups and existing businesses at no charge. **Questions?** Please Call: 815.224.0212

or go online – www.ivcc.edu/sbdc



Continuing Professional Education

Non Profit

■ Non-Profit All Day Seminar

Sign up for both sessions and receive a discounted price of \$99 for the entire day. CEU: .6

Thu	9:30 a.m.-4 p.m.	Nov 13	1 Session
Corinne Pierog	C-325, IVCC	CEU-8415-11	\$99

■ HR & Legal Essentials for Non-Profits

[Morning Only]

Every non-profit employs people and/or uses volunteers to work at every level. The challenge is finding the right people, screening them, training them, and evaluating them so as to provide the best service possible to your clients. When dealing with people, property, and programs, legal issues and liability risks abound for non-profit organizations. Learn risk reduction steps that will enable your organization to provide services, as well as stay compliant with laws for paid and unpaid workers. This seminar will help the non-profit leader find the best people, avoid legal action and provide cost effective services. CEU: .3

Thu	9:30 a.m.-12:30 p.m.	Nov 13	1 Session
Corinne Pierog	C-325, IVCC	CEU-8406-11	\$59

■ Grant Writing that Gets Results [Afternoon Only]

Increase your chances for success in finding grant funding to serve the needs of the people you serve and discover how to write that winning proposal. From identifying potential funding sources to the follow-up steps to take after your proposal is done, this interactive course will cover the basics of grant writing for nonprofit and public agencies. CEU: .3

In this workshop, you will learn:

- about the great variety of funders and where to find them
- key requirements and emerging trends in grant making
- what your organization or agency must do to position itself for successful grant seeking
- critical thinking you must do before writing a proposal
- effective methods you can use to project and measure outcomes

Thu	1-4 p.m.	Nov 13	1 Session
Corinne Pierog	C-325, IVCC	CEU-8401-11	\$59



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.

OSHA & Safety

■ 10 Hour General Industry Training Grain Handling

Participants will learn the major provisions of the Occupational Safety and Health Act. New and updated regulations will be discussed. 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. This course will focus on requirements for the control of grain dust fires, explosions and other safety hazards related to the grain handling facilities under 29 CFR 1910.272. OSHA's 10 Hour General Industry card will be earned upon completion of this class. CEU: 1.0

Thu/Fri	8 a.m.-3 p.m.	Sep 11	
Thu:	8 a.m.-12:30 p.m.	Sep 12	2 Sessions
Fri:	C-325, IVCC	CEU-7245-09	\$269
Jeff Clark			



■ Forklift 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

Mon	1-4 p.m.	Sep 15	1 Session
Jeff Clark	C-325, IVCC	CEU-7214-09	\$129

■ Emergency Chemical Spill Refresher

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. It 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	8 a.m.-5 p.m.	Oct 2	1 Session
Jeff Clark	CTC-124, IVCC	CEU-7252-10	\$269

■ Department of Transportation Hazmat

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: .3

Mon	1-4 p.m.	Oct 20	1 Session
Jeff Clark	CTC-206, IVCC	CEU-7304-10	\$149

■ Electrical Safety Related Work Practices

This course is directed to qualified and unqualified persons, working on or near electrical energized equipment and who risk the possibility of electrical shock. This training will include the topics of: understanding the OSHA Subpart S electrical standard and NFPA's 70E Arc Flash requirements including mandatory personal protective equipment, developing energy control procedures (Lock Out 29 CFR 1910.147) and the required annual inspections. CEU: .3

Mon	12:30-3:30 p.m.	Nov 3	1 Session
Jeff Clark	CTC-206, IVCC	CEU-7237-11	\$129

■ 10 Hour General Industry Training

Participants will learn the major provisions of the Occupational Safety and Health Act. New and updated regulations will be discussed. 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. This course can be customized to meet the participants' needs. OSHA's 10 Hour General Industry card will be earned upon completion of this class. CEU: 1.0

Thu/Fri	8 a.m.-3 p.m.	Nov 6	
Thu:	8 a.m.-12:30 p.m.	Nov 7	2 Sessions
Fri:	C-325, IVCC	CEU-7203-11	\$269
Jeff Clark			

For customized training for your business contact the Business Training Center at 815-224-0547.

Continuing Professional Education

Online Manufacturing & Industrial Career Programs

CPT Fast Track [Certified Production Technician]

- Advance your career and sustain a lifelong, successful career in manufacturing.
- Re-enter the manufacturing workforce and achieve the skills that local employers are seeking.
- Validate your skills with a nationally recognized credential.

Learn skills for work success! Advanced Manufacturing offers some of the highest paying and most satisfying career opportunities available today. The Manufacturing Skill Standards Council (MSSC) developed the Certified Production Technician (CPT) as the industry standard for production workers. CPT is the national certification supported by the National Association of Manufacturers.

The **Fast Track CPT** course is an accelerated version of the Certified Production Technician Certificate Program. It is recommended primarily for individuals with at least 5 years manufacturing experience or dislocated workers who have limited time available for study. It is also recommended that individuals be at a 9th grade math and 10th grade reading level.

This program is strictly online with an online instructor. Independent study requires a computer with high-speed internet access. There are four modules which are approximately 15-18 hours/module. We recommend that you take the classes in the order they are shown. They consist of:

Manufacturing and Safety

This course provides an introduction to the manufacturing world and provides specific instructions to facilitate safe work practices in industrial environments. Learn about manufacturing specializations such as mechatronics, precision machining and welding. Covers fire safety, pressurized gases, electrical hazards and safe machine usage. *Cost includes the one-time registration fee, required by MSSC, and testing fee.*

Course Number: CEU-5317-08

\$259

Quality and Measurement

This course provides an introduction to controlling and improving quality in a manufacturing setting. Explore ways that manufacturers use data and analysis to improve quality. *Cost includes testing fee.*

Course Number: CEU-5318-08

\$199

Manufacturing Processes

This course introduces the basics of how manufacturing transforms materials into products. Students will learn about the varying types of production and will learn about the materials that are used in production and the types of processes used in manufacturing including machining, casting and assembly. *Cost includes testing fee.*

Course Number: CEU-5319-08

\$199

Maintenance Awareness

This course provides a basic understanding of tools and equipment used in manufacturing and knowledge of how to improve productivity through predictive and preventive maintenance. *Cost includes testing fee.*

Course Number: CEU-5320-08

\$199

Students are required to pass a final examination and will earn a certificate of completion after each module. Once all four component examinations are completed, the nationally recognized Certified Production Technician credential is awarded.

It is the student's responsibility to schedule examinations. Call the Assessment Center at least 1 week prior to the desired testing date at 815-224-0542.

Note: Prior manufacturing experience is highly recommended for success with this online program. There are two textbooks required and they apply to all four modules. Both can be purchased at the IVCC Bookstore.

Classes Begin August 18th and are open for enrollment throughout the semester.

This allows you to pick your start date and work at your own pace. Register at any time, up until November 21st!

HOW TO GET STARTED:

1. 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 36. Be sure you registered at IVCC and have paid no later than the day before your class starts.
2. Register with MSSC at <http://candidates.msscusa.org> to obtain your Participant ID# which is required when taking any exam.
3. Once both registrations have been completed, you will receive an email with additional information on how to begin your classes. Please allow one week from date of registration to begin your classes.

Endorsed by these local employers as a preferred credential for employment:

American Nickeloid Company
Black Bros. Co.
Carus Corporation
Eakas Corporation
Hart Electric
HCC, Inc.
James Hardie

Maze Nails
MBL (USA) Corporation
Plymouth Tube Co USA
SABIC Innovative Plastics
Transco Products
Vactor Manufacturing, Inc.
Zip-Pak

Additional Information Contact Jennifer Sowers [phone] 815.224.0280 [email] Jennifer_Sowers@ivcc.edu

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, and learn the steps to take to become a licensed home inspector.

Sat	9-11 a.m.	Sep 20	1 Session
Charles	A-1218,	CEX-9951-409	Free
Bellefontaine	Kishwaukee College		

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.

■ Home Inspection Pre-Licensing Program

Prepare for the Illinois Home Inspection State Licensing Exam with this state-approved course consisting of classroom, online, and 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.

Sat	8 a.m.-4 p.m.	Oct 11-Dec 6	7 Sessions
	Room A-1350,	CCE-1500-150	\$899
	Kishwaukee Community College		

The first six sessions of classroom instruction will be held at Kishwaukee College in Malta, Illinois, room A-1350, 8 a.m.-4 p.m. on the following Saturdays: Oct 11, 18, 25 and Nov 8, 15 & 22. In-field inspections and instruction will be held at Rock Valley College in Rockford on Saturday, Dec 6.

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

A payment plan option is available for students registered by Sep. 17th. Call 815-224-0490 for more information.



Continuing Professional Education

Online Career Programs

Ed2Go is 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 and demos are available at www.careertraining/ed2go.com/ivcc

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

■ Medical Transcription [240 hours]

Start a new career as a medical transcriptionist with this online training program. You'll gain the skills to transcribe recordings and create medical reports. Your transcription equipment and all materials are included. Students must have a working knowledge of medical terminology and be proficient at keyboarding.

Course Number: CPD-5206

Course Fee: \$1,795

■ Certified Wedding Planner [340 hours]

Prepare for a career in wedding and special event planning by mastering the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This program allows you to earn your certification as a professional wedding and event planner. In these lessons, you'll get step-by-step training and learn concise formulas for ensuring the success of any social event, from weddings and anniversaries, to birthdays and baby showers.

Course Number: CPD-5110

Course Fee: \$1,595

■ Wind Energy Professional [240 hours]

Wind energy companies are growing exponentially to meet America's demand for clean, renewable, domestic energy. This entry-level Wind Energy Professional Online Training Program prepares you for a career in the wind energy industry. In this program, you'll learn the basics of wind energy principles, including wind technology, wind energy anatomy, wind farm design, wind business, and characteristics of energy sources. This program covers the fundamentals of hydraulics and the basic theory and practice of electrical circuits, including calculations as applied to alternating and direct currents.

Course Number: CPD-5501

Course Fee: \$2,395

■ 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. 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

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

REFUND POLICY for Ed2Go Online Classes:

There will be NO refunds granted once Ed2Go provides the student
with an access code. There will be NO exceptions.

■ CompTIA™ A+ Certification Training [230 hours]

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and Ed2Go's online program makes training convenient and interactive. *Course fee does NOT include National Exam.*

Course Number: CPD-5304

Course Fee: \$1,695

■ Video Game Design and Development [500 Hours]

Video game design and development is challenging, but the rewards are worth it. With this unparalleled comprehensive training program, you'll master skills that open doors to the growing video game industry. Using a comprehensive and analytical approach to game engine architectures, this program offers you the opportunity to learn how to effectively implement game ideas. The curriculum is divided into eight modules covering five major areas of study: programming languages, mathematics skills, 3D graphics pipeline programming, real-time game engine architectures, and artificial intelligence algorithms. Developing and managing the complex environments for games and related visualization applications is a challenging task, but with the right training and professional guidance, the challenge becomes much less daunting.

Course Number: CPD-5301

Course Fee: \$1,995

Additional Online Career Training Opportunities:

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

Healthcare Career Programs

■ Exploring Careers in Healthcare Information Session [Certified Medical Administrative Assistant, Pharmacy Technician, Medical Billing and Coding]

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. This 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 job 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 10	1 Session
CCI	C-316, IVCC	CEX-9952-309	Free

■ 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, defining drugs by generic and brand names, dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, 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.**

Mon & Wed	6-9:30 p.m.	Oct 6-Nov 24	15 Sessions
CCI	E-232, IVCC	CCE-1720-300	\$1,199

■ 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; 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. **All materials and textbooks 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.**

No class: Nov 11, 27.

Tue & Thu	6-9:30 p.m.	Oct 7-Dec 2	15 Sessions
CCI	D-319, IVCC	CCE-1740-300	\$999

■ Medical Billing and Coding

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. *No class: Nov 11, 27.*

Tue & Thu	6-9:30 p.m.	Oct 7-Dec 11	21 Sessions
CCI	E-213, IVCC	CCE-1750-300	\$1,899

*Class also meets on Saturday Oct 25, Nov 8, & Nov 22
9 a.m.-3 p.m.*

Payment Plan Available! Find out more about payment plan options by calling 815-224-0490. Payment options are available for students registered by September 17, 2014

Massage

■ Ethics for Massage Therapists

This course will fulfill the 3 hours of mandatory ethics credits required for State of Illinois massage license renewal. This course will cover a range of important issues to the professional massage therapist. Learn the concepts important to ethical theory and practice in professional massage and bodywork, examine the value and function of ethical codes and professional standards of conduct, and review the boundaries that define the therapeutic relationship. **State of IL and NCBTMB 3 CE hours.**

Fri	1-4 p.m.	Sep 12	1 Session
Pam Booras	G-105, IVCC	CPD-3148-09	\$49
	Gym Building		

■ Aromatherapy for Healthcare Professionals

This workshop is designed for health professionals and will focus on the clinical and therapeutic uses of aromatherapy. Learn the pharmacological, physiological, and psychological effects of aromatherapy. Practical application for healing, emotional balancing, and stress reduction are demonstrated. Participants will learn a wide variety of techniques for utilizing essential oil preparations. **State of IL 6 CE hours.**

Wed	9 a.m.-4 p.m.	Sep 17	1 Session
Candice Chaffee	C-316, IVCC	CPD-3235-09	\$79

■ Advanced Aromatherapy for Healthcare Professionals

NEW This course is a continuation of Aromatherapy study. It will focus on an in-depth view of formula and blending for specific physical, emotional, and stress-related conditions. Individual oils will be studied and experienced. Students will learn the basics for mixing therapeutic and skin care blends. The basics of REFLEXOLOGY will be taught as a modality for enhancing the use of essential oils. Students will take home their own creative blends and samples of essential oils. **State of IL 6 CE hours.** *Registration deadline: Oct 20.*

Prerequisite: Aromatherapy for Healthcare Professionals

Material Fee: \$15.00 payable to the instructor the day of class. *Please bring notes from Beginning Aromatherapy and your collection of essential oils.*

Wed	9 a.m.-4 p.m.	Nov 5	1 Session
Candice Chaffee	C-316, IVCC	CPD-3239-11	\$79

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

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. *Please bring your lunch, snacks, a clean set of sheets for the table, and dress comfortably.* **This course is for Licensed Massage Therapists only. State of IL and NCBTMB 8 CE hours.**

Fri	8:30 a.m.-5 p.m.	Oct 10	1 Session
Pam Booras	G-106B, IVCC	CPD-3138-10	\$139
	Gym Building		

■ Detoxifying Your Body & Living Environment

Toxicity load is deteriorating our health and quality of life. Over the last hundred years, thousands of unresearched chemicals have been introduced into our food, water, medicine, and environment. The average person now carries a "body burden" of 700 or more synthetic chemicals, including Teflon residues, plastics, and dozens of pesticides. This course will examine common chemicals that are sabotaging our bodies, homes, and environment. More importantly, we will explore ways to minimize our exposure, detoxify our bodies, and replace common personal care and cleaning products with natural, non-toxic ingredients. **State of IL 6 CE hours.**

Wed	9 a.m.-4 p.m.	Oct 15	1 Session
Candice Chaffee	C-316, IVCC	CPD-3240-10	\$79

■ Reiki I [For Licensed Massage Therapists]

Learn about Reiki energy and how it helps you to relax, reduce stress, and helps you to clear your emotional and physical anxiety throughout your day. Learn Reiki meditation and hand positions. You will learn how Reiki was founded, came to the United States and spread throughout the world, the five precepts and ethics, proper hand techniques, and the color and locations of the seven chakras. Adding Reiki to your massage therapy offers your client more than just relaxation; it helps balance the energy vortexes (chakras) in the body and mind. Textbook provided. *Please bring a sack lunch and a twin sheet set to class.* **NCBTMB 7 CE hours. Prior to the workshop participants MUST undergo at least one full Reiki Session. Please call 815-252-1656 to set up an appointment and for additional information.**

Sat	9 a.m.-5 p.m.	Oct 18	1 Session
Kristina Dittle	G-106B, IVCC	CPD-3101-10	\$139
	Gym Building		



Massage



■ Sports Massage

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 is for Licensed Massage Therapists only.**

State of IL and NCBTMB 8 CE hours.

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

■ Assessing and Treating Conditions of the Neck & Shoulder

NEW This course will be broken down into two sections. The morning session will introduce students to several common cervical conditions including Degenerative Disk Disease and Facet Joint Irritation. Next, learn how to assess and determine if the condition is actually the source of the client's pain or discomfort, and then treatment options to address conditions. The afternoon session will focus on rotator cuff problems. Learn how to assess the rotator cuff muscles, and how to apply treatment options. *Please bring your lunch, snacks, a clean set of sheets for the table, and dress comfortably.* **This course is for Licensed Massage Therapists only.**

State of IL 8 CE hours. Submitted to the NCBTMB for approval.

Sun	8 a.m.-4:30 p.m.	Nov 9	1 Session
Michael Hovi	G-106B, IVCC	CPD-3147-11	\$139
	Gym Building		

■ The Science of Stress

NEW In this seminar, participants will explore the fascinating ways that chronic stress affects various systems of the body. We will explore topics such as the effect of stress on the immune system, digestion, the heart, reproduction, and also on mental functions such as memory, learning, and depression. Much of the physiological responses to stress are protective initially but devastating in the long term. This course does not promote any particular method or approach to stress reduction, but asserts that a deeper understanding of the physiology of stress will help participants to manage it more effectively. **State of IL 3 CE hours. Submitted to NCBTMB for approval.**

Mon	6-9 p.m.	Nov 17	1 Session
Doug Nelson	CTC-125, IVCC	CPD-3242-311	\$59

■ Demystifying Deep Tissue Massage

NEW Deep tissue massage is a type of massage therapy that focuses on realigning deeper layers of muscles and connective tissue. In this hands-on course you will learn how to treat deep muscle and fascia without injuring yourself or your clients. We will use a combination of techniques including myofascial release, trigger point therapy, and muscle energy. *Please bring two bed pillows, a clean set of sheets for the table, your lunch, snacks, and dress comfortably.* **This course is for licensed massage therapists only. State of IL 7 CE hours. Submitted to the NCBTMB for approval.**

Fri	9 a.m.-4:30 p.m.	Nov 21	1 Session
Susan Krischel	G-106B, IVCC	CPD-3146-11	\$139
	Gym Building		



■ Aromatherapy for Healthcare Professionals

This workshop is designed for health professionals and will focus on the clinical and therapeutic uses of aromatherapy. Learn the pharmacological, physiological, and psychological effects of aromatherapy. Practical application for healing, emotional balancing, and stress reduction are demonstrated. Participants will learn a wide variety of techniques for utilizing essential oil preparations.

[6 CE hours]

Wed	9 a.m.-4 p.m.	Sep 17	1 Session
Candice Chaffee	C-316, IVCC	CPD-3235-09	\$79

■ Advanced Aromatherapy for Healthcare Professionals

NEW This course is a continuation of aromatherapy study. It will focus on an in-depth view of formula and blending for specific physical, emotional, and stress-related conditions. Individual oils will be studied and experienced. Students will learn the basics for mixing therapeutic and skin care blends. In addition, the basics of REFLEXOLOGY will be taught as a modality for enhancing the use of essential oils. This fun-filled workshop will be experiential, and students will take home their own creative blends and samples of essential oils. [6 CE hours] Registration deadline: Oct 20.

Prerequisite: Aromatherapy for Healthcare Professionals

Material Fee: \$15.00 payable to the instructor the day of class.

(Please bring notes from Beginning Aromatherapy for review. Also, please bring your collection of essential oils).

Wed	9 a.m.-4 p.m.	Nov 5	1 Session
Candice Chaffee	C-316, IVCC	CPD-3239-11	\$79

■ Geriatric Gems: Evaluation of the Older Adult

This one-day seminar provides an in-depth discussion of essential aspects of the geriatric patient. Physiologic changes with aging are correlated with physical assessment findings as well as side effects of common drugs used in the aging population. An emphasis on the neurologic function includes peripheral neuropathies, dementia and delirium, movement disorders and the special senses. Type 2 diabetes and thyroid dysfunction are covered in the Endocrine System. Reproductive changes are gender specific and include causes of erectile dysfunction in the male and menopausal changes in the female. Cardiovascular diseases include coronary artery disease and atherosclerosis as well as hypertension and left ventricular hypertrophy. Respiratory function briefly covers COPD and other age related conditions. The effect of NSAIDS in the GI system is emphasized as are the common causes of constipation in the elderly population. The effect of a decreased glomerular filtration rate and drug excretion is correlated with side effects and drug toxicity. This lecture is a "MUST" for anyone working with Geriatric patients.

Breakfast and lunch are included in the tuition fee. [6 CE hours]

Thu	8:30 a.m.-3:30 p.m.	Oct 2	1 Session
Barb Bancroft	C-316, IVCC	CPD-3208-10	\$112

■ Detoxifying Your Body & Living Environment

Toxicity load is deteriorating our health and quality of life. Over the last hundred years, thousands of unresearched chemicals have been introduced into our food, water, medicine, and environment. The average person now carries a "body burden" of 700 or more synthetic chemicals, including Teflon residues, plastics, and dozens of pesticides. This course will examine common chemicals that are sabotaging our bodies, homes, and environment. More importantly, we will explore ways to minimize our exposure, detoxify our bodies, and replace common personal care and cleaning products with natural, non-toxic ingredients. [6 CE hours]

Wed	9 a.m.-4 p.m.	Oct 15	1 Session
Candice Chaffee	C-316, IVCC	CPD-3240-10	\$79

■ The Science of Stress

NEW In this seminar, participants will explore the fascinating ways that chronic stress affects various systems of the body. We will explore topics such as the effect of stress on the immune system, digestion, the heart, reproduction, and also on mental functions such as memory, learning, and depression. Much of the physiological responses to stress are protective initially but devastating in the long term. This course does not promote any particular method or approach to stress reduction, but asserts that a deeper understanding of the physiology of stress will help participants to manage it more effectively. [3 CE hours]

Mon	6-9 p.m.	Nov 17	1 Session
Doug Nelson	CTC-125, IVCC	CPD-3242-311	\$59



Nursing

Ed2Go Nursing Take it Online! www.ed2go.com/ivcc

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 34 for registration directions. More courses eligible for CE Hours are listed online.

Certificate in Complementary and Alternative Medicine [22 Contact hours]

Course Number: CPD-3504 \$189

Certificate in Pain Assessment and Management [12 Contact hours]

Course Number: CPD-3505 \$149

Certificate in Gerontology [44 Contact hours]

Course Number: CPD-3506 \$199

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 Holistic Integrative Health [50 Contact hours]

Course Number: CPD-3519 \$475

Certificate in Integrative Mental Health [19 Contact hours]

Course Number: CPD-3512 \$135

Certificate in End of Life Care [18 Contact hours]

Course Number: CPD-3516 \$190

NEW Certificate in Food, Nutrition, and Health [16 Contact hours]

Course Number: CPD-3520 \$96

NEW Certificate in Healing Environments [16 Contact hours]

Course Number: CPD-3521 \$96

Teacher

Earn CPDU's that are Convenient, Affordable, and Effective!

Take IVCC Ed2Go online courses anywhere and when it's most convenient for you! Classes are 6 weeks long and 24 contact hours.

New classes begin monthly.

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

For detailed information on how to get started and register see pg. 34.

Blogging and Podcasting for Beginners

Course Number: CPD-2113 \$99

Guided Reading and Writing: Strategies for Maximum Student Achievement

Course Number: CPD-2407 \$99

Response to Intervention: Reading Strategies that Work

Course Number: CPD-2201 \$99

Creating the Inclusive Classroom: Strategies for Success

Course Number: CPD-2215 \$99

Empowering Students with Disabilities

Course Number: CPD-2211 \$99

Enhancing Language Development in Childhood

Course Number: CPD-2406 \$99

Handling Medical Emergencies

Course Number: CPD-2313 \$99

Teaching Students with ADHD

Course Number: CPD-2214 \$99

Teaching Students with Autism: Strategies for Success

Course Number: CPD-2209 \$99

Many more to choose from!
Additional class offerings and topics of concentration
are listed on the website.

Continuing Professional Education

Food Service



■ Food Service Sanitation [8 Hr. Course]

NEW 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 ServSafe Protection Food Manager Certification exam. *Class attendance is required at all sessions that your class is scheduled to meet.*

This class is required in Illinois for new certification and renewal of license for food service managers and is approved by the Illinois Department of Public Health [IDPH]. Upon successful completion of the exam, students will submit their Food Service Sanitation Manager Certification Program Request Form and additional \$35 fee payable to the IDPH. Food Service Sanitation Manager licenses are valid for five years.

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.



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.

Take it at the IVCC Ottawa Center [321 W. Main, Ottawa]

Mon & Thu Sara Smith	5-7:30 p.m. Rm 101, Ottawa Center	Aug 4-14 CEU-1503-638	4 Sessions \$119
Tue & Thu Sara Smith	5-7:30 p.m. Rm 101, Ottawa Center	Sep 9-18 CEU-1503-639	4 Sessions \$119
Tue & Thu Sara Smith	5-7:30 p.m. Rm 101, Ottawa Center	Oct 28-Nov 6 CEU-1503-630	4 Sessions \$119
Tue & Thu Sara Smith	5-7:30 p.m. Rm 101, Ottawa Center	Dec 2-11 CEU-1503-642	4 Sessions \$119

Take it at the IVCC Main Campus [815 N. Orlando Smith, Oglesby]

Mon/Tue/Thu Ida Boyle-Bruch	Aug 25-28 8 a.m.-12 p.m. 8 a.m.-10 a.m. CTC-123, IVCC	August 25-26 August 28 CEU-1503-08	3 Sessions \$119
Mon/Tue/Thu Ida Boyle-Bruch	Sep 29-Oct 2 8 a.m.-12 p.m. 8 a.m.-10 a.m. CTC-123, IVCC	September 29-30 October 2 CEU-1503-09	3 Sessions \$119
Sat Ida Boyle-Bruch	Oct 18-25 8 a.m.-12 p.m. 8 a.m.-3 p.m. CTC-123, IVCC	October 18 October 25 CEU-1503-10	2 Sessions \$119
Sat Ida Boyle-Bruch	Nov 15-22 8 a.m.-12 p.m. 8 a.m.-3 p.m. CTC-123, IVCC	November 15 November 22 CEU-1503-11	2 Sessions \$119

Re-Test Availability

If you need to schedule a re-test for a ServSafe exam, please call the Continuing Education Center at 815-224-0427 for more information and a schedule of available exam dates.



Personal Technology

How to Use Windows 8

NEW See full description on pg. 2.
Fri 12:30-3:30 p.m. **Sep 5-12** **2 Sessions**
 Kathryn Baker Rm 101, CEX-4410-609 **\$69**
 Ottawa Center

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. This class is strictly for iPad users. No other tablets will be discussed.

Tue 6-9 p.m. **Sep 16** **1 Session**
 Pamela Klarup G-103, IVCC CEX-1207-309 **\$39**
 Gym Building

Tue 6-9 p.m. **Sep 23** **1 Session**
 Pamela Klarup Rm 101, CEX-1207-639 **\$39**
 Ottawa Center

Wed 2-5 p.m. **Oct 29** **1 Session**
 Pamela Klarup E-320, IVCC CEX-1207-10 **\$39**

iPhone Tips & Tricks

NEW Calling all new and current iPhone users! This class will teach you all the basic features of an iPhone, while also tackling your specific questions. Learn how to set up and retrieve email, download and print pictures stored, commonly used apps, and much more!

Please bring a USB cord to class and a flash drive if saving pictures.
Wed 6-8 p.m. **Oct 8** **1 Session**
 Nicole Wiltse A-211, IVCC CEX-1210-310 **\$29**

Podcasting 101

NEW Podcasting is a new form of online media that is sweeping the nation. Instead of tuning into a radio frequency, podcasts are sent directly to you. It is quickly becoming a popular method to directly transmit a message to your audience. From hobbyist, to small business owners, to large corporations, podcasts are being utilized more and more to convey ideas. The class will start with the podcasting basics and give you the knowledge to produce your own. We will dive right in with a simple and straightforward plan to get you up and running with your own podcast. The class will also detail the current podcast market, where it started, where it is today and the various applications that exist. More advanced topics will be covered including audio file editing, fine tuning and more.

John Spelich and Clayton Jaquins have been producing their own podcast show, called the "IV Alternative Podcast", since October 2010. These childhood friends have taken their knowledge of the Illinois Valley, and passion for podcasting, and turned it into a successful internet show! You can check out one of their shows by going to www.ivpod.com.

Thu 6-8 p.m. **Oct 23-Nov 6** **3 Sessions**
 John Spelich E-324, IVCC CEX-4620-310 **\$89**
 Clayton Jaquins

Introduction to Shutterfly

Want to do more with your digital photos? Then check out Shutterfly! Learn how to upload, organize and share your digital photos with friends, family and social media. Create digital scrapbooks and photo gifts that can be delivered to your doorstep or picked up at a local store. If you already have a Shutterfly account, please bring your login and password with you to class, otherwise you can create a new account in class. Students should have knowledge of moving photos from their camera to a computer. Sample images will be provided the first night of class.

Wed 6-8 p.m. **Nov 5-12** **2 Sessions**
 Leah Inman A-323, IVCC CEX-4617-311 **\$39**

PLEASE NOTE:

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



Wright Around Oak Park:

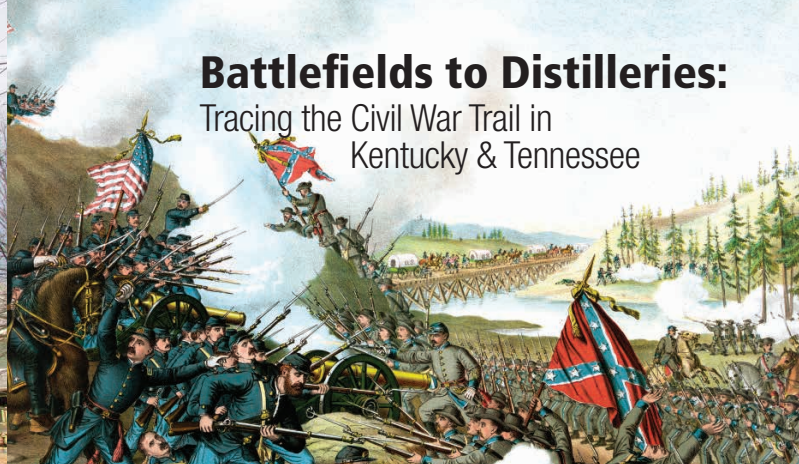
Architecture that shaped America

Trips

Includes: motor coach transportation, admission to the FLW Home & Studio, non-flash hobby photography inside the home, lunch at Café Winberie, and guided tours led by Chicago architecture expert, Bill Hinchliff, all tips, gratuities, and snacks.

Oak Park has an important claim to international fame - America's greatest architect, Frank Lloyd Wright, lived and worked here for many of his early formative years in design. Start with a tour of the FLW Home & Studio, the nerve center of a revolution in design of the American house. This complex of buildings was meticulously restored to its appearance in approximately 1910. Frank Lloyd Wright used his first home to experiment with design concepts that contain the seeds of his architectural philosophy. In his adjacent studio, Wright and his associates developed a new American architecture - the Prairie style. A special feature of this tour is a visit to the Studio Balcony, now open to the public for the first time. Next, take a guided walk led by Bill Hinchliff, through the neighborhood adjacent to the home and studio to see a number of Prairie School homes by Wright, as well as the more traditional Victorians that also call this neighborhood "home". After lunch at Café Winberie in downtown Oak Park we will continue our afternoon with a tour of Unity Temple. Declared a National Historic Landmark in 1970, Unity Temple is Frank Lloyd Wright's only surviving public building from his Prairie period. Limited by a modest budget and an urban site, Wright created a bold design and used unconventional materials to produce one of his most significant accomplishments. Continue our afternoon with Bill Hinchliff on an expert led tour of Oak Park. See many other of Wright's designs from foot and also on the motor coach. Please wear comfortable walking shoes.

Date: Tuesday, September 2
Time: 6:30 a.m.-6:30 p.m.
Where: IVCC Parking Lot, #4
Course: HLR-8205-409
Fee: \$125



Battlefields to Distilleries:

Tracing the Civil War Trail in
Kentucky & Tennessee

Trips

Includes: admission fees, guided tours, deluxe hotel accommodations, ten meals, luggage handling, professional tour directors, deluxe motor coach transportation and all gratuities. Trip cancellation insurance available for additional fee.

Day 1: Private lunch and discussion with John Nischwitz, member of the Civil War Roundtable and author of Civil War Trivia Junkie at Grant's Trail, "Behind the Glass" tour at the Missouri Civil War Museum, free time to explore historic St. Charles and dinner at the Mother-in-Law House. Overnight in Weldon Springs, MO. (L, D)

Day 2: Visit the Evan Williams Experience to learn how whiskey is made in Louisville's first urban distillery. Lunch on your own in 4th Street Live District. In the evening, explore the Jack-O-Lantern Spectacular comprised of 5,000 illuminated pumpkins on a 1,500-ft. trail with over 100 carved into veritable works of art. Overnight in Louisville, KY. (B)

Day 3: Experience the Civil War Museum & Western Theatre in Bardstown, KY ranked as one of the four most important Civil War Museums, ride through the Kentucky countryside on My Ole Kentucky Dinner Train. Visit the Barton 1792 Distillery & Visitor Center. Overnight in Franklin, TN. (B, L, Appetizers)

Day 4: Start the day with Battle of Franklin history tour. Visit the Carter House, Lotz House, and the Carnton Plantation. Attend a once in a lifetime event - Mrs. Smith's Clarksville Cotillion and candlelight dinner; learn the Virginia Reel and the Patty Cake Polka! Overnight in Clarksville. (B, D)

Day 5: Driving tour of Clarksville with author Margie Thessin. Stop at the Customs House Museum and Cultural Center. Visit Fort Defiance, remarkably well preserved; the outer earthworks, powder magazine and gun platforms are discernible. Dinner on "the Hill" at Favazza's. Overnight in downtown St. Louis across from the Arch, Busch Stadium, and the Metropolitan Square Building. (B,D)

Day 6: Visit the Campbell House Museum built in 1851, Cathedral Basilica, lunch included in the Lafayette Square District before returning to IVCC. (B, L)

For a full trip itinerary & description: please call the IVCC Continuing Education Center at 815-224-0427 or email Kim Koehler at: kim_koehler@ivcc.edu

Date: October 23-28 - 5 Nights/6 Days

Time: 7:45 a.m.-6 p.m.

Where: IVCC Parking Lot, #4

Course:

Single Occupancy	HLR-8312-410	\$1,299
Double Room Occupancy	HLR-8312-421	\$1,069
Triple Room Occupancy	HLR-8312-431	\$989
Quad Room Occupancy	HLR-8312-441	\$925



Winter Wonders

Trips

Includes: motor coach transportation, admission to the Chicago Botanic Garden Winter Wonderland Express Exhibit, holiday luncheon, Wreaths for all Seasons expert led demonstration and hands-on activity, shopping at Oak Brook Center.

Take a magical adventure to a winter wonderland of twinkling lights and holiday beauty at the Chicago Botanic Garden in Glencoe when we kick off the holiday season! Inside the Regenstein Center, a 10,000-square-foot exhibition of miniature trains winds through more than 80 miniature Chicago-area landmarks, including Navy Pier, Soldier Field, Chicago Stadium, the Chinatown Arch, the Art Institute, the South Shore Cultural Center, the Frank Lloyd Wright Robie House, made out of natural and organic winter greenery. Visit the Greenhouse Gallery and Garden Shop to see the elaborate handmade wreaths and home décor. We will enjoy a delicious holiday luncheon together before we attend an exclusive program on Wreaths for All Seasons. Wreaths have been a way of welcoming people for years, and there are several types for each season! Learn how to assemble a great wreath for your home or front door. Led by an expert instructor from Chicago Botanic Garden, our workshop will include discussions about wreath bases, styles and seasonal materials. Everyone will have the opportunity to make a small wreath to take home. Our final stop is Oakbrook Center; one of the most prestigious and striking upscale outdoor shopping destinations in the Chicago area. Browse the shops and department stores as you look for special gifts for friends and family, window shop, or have a cup of coffee and dessert. Enjoy the festive atmosphere and hustle and bustle of the holidays! *Please wear comfortable walking shoes, and dress for the weather as we will be spending time both indoors and outdoors today.*

Date: Monday, December 1
Time: 7:30 a.m.-7 p.m.
Where: IVCC Parking Lot, #4
Course: HLR-8313-412
Fee: \$136



Welcome Yule!

Trips

Includes: motor coach transportation, admission to the Glessner House Museum, visit to 4th Presbyterian Church, lunch at Riva Restaurant on Navy Pier, tickets to the 20th annual production of Chicago Yule, Chicago tour guide, all tips, gratuities and snacks.

Step back in time as we begin our day on Prairie Avenue with a tour of the Glessner House completed in 1887. The home will feature elaborate holiday decorations of the late 19th century; including the dining room table set for a holiday feast. Glessner House Museum is a National Historic Landmark and the last surviving work of H.H. Richardson known for his Richardson Romanesque architecture. Discover the unique look of this home that sets it apart from its Prairie Avenue neighbors. The home also features a decorative arts collection and was built for John Jacob Glessner; partner in a farm machinery manufacturing firm that eventually merged to form International Harvester. Next stop is Fourth Presbyterian Church. This Gothic Revival is the second oldest building on Michigan Avenue north of the Chicago River. Much of the interior and exterior of the church is "original," looking just as it has looked for almost a century. The cornerstone was laid in 1912, and the building was dedicated in May 1914. The architect of Fourth Church was Ralph Adams Cram, America's leading Gothic revival architect, best known for his work on the world's largest Gothic cathedral, the Cathedral of St. John the Divine in New York City. Experience the exquisite interior while you learn about the history of this Historic Landmark Building. Enjoy the holiday décor at Navy Pier when we stop for lunch at Riva Restaurant before we take our seats in Chicago's Orchestra Hall for a festive 20th celebration of Welcome Yule. Founded in 1891, the Chicago Symphony Orchestra is consistently hailed as one of the greatest orchestras in the world. Whether you're young or old, naughty or nice, Welcome Yule! is just the ticket for heartwarming holiday cheer. The merry musicians of the Chicago Symphony Orchestra and Chorus will provide a magical variety of arrangements, cherished carols and some musical surprises. The performance also features the Chicago Symphony Chorus, Children's Ensemble and Dance Ensemble. Join the fun with sing-alongs and rollicking traditional tunes, including "Christmas in Chicago"! *Please Note: there are approximately ten steps to enter the Glessner House and a flight of stairs to the second floor.*

Date: Saturday, December 13
Time: 7 a.m.-7 p.m.
Where: IVCC Parking Lot, #4
Course: HLR-8314-412
Fee: \$189

Culinary

■ Kitchen Essentials

Whether you are a new comer to the culinary world or just wanting to brush up on some basics, this class is for you. This class is perfect for those who are venturing away from the nest and are tired of eating frozen dinners. Chef Tim will teach you the basics of cooking meals for yourself. There is a \$15 material fee payable to the instructor at class.

Wed	6-9 p.m.	Sep 10	1 Session
Tim Freed	CTC-123, IVCC	HLR-3405-309	\$34

■ A Few Good Hens

Chicken is sometimes seen by home cooks as bland, dry, and downright intimidating to cook. Learn how to cook this tasty bird the correct way, with some awesome recipes. Learn the different varieties of chicken available in the United States, how to break down a whole chicken, the difference between a roaster, a fryer, and how to properly handle, store, and cook chicken. Some of our recipes will include: whole roasted chicken, chicken piccata, chicken cacciatore, parmesan crusted chicken breasts, garlic chicken legs, and more! There is an \$18 material fee payable to the instructor the night of class.

Wed	6-9 p.m.	Sep 24	1 Session
Tim Freed	CTC-123, IVCC	HLR-3423-309	\$34

■ Soup: A Great Winter Meal

After many requests, it's back for fall! 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 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 \$40 material fee payable to the instructor the first night of class that includes materials used for both nights of class.

Wed	6-9 p.m.	Nov 12-19	2 Sessions
Tim Freed	CTC-123, IVCC	HLR-3705-311	\$64



■ Tex Mex: South West Favorites

NEW Tex-Mex, also referred to as Mexican or Southwestern, is one of the most popular cuisines in the United States. Instead of going out to eat it every night in a restaurant, why not learn to make it at home? Briefly examine the history behind food style, recipes, and cooking techniques. Recipes will include: guacamole, fajitas, corn and black bean salad, homemade refried beans, enchiladas with red sauce and some other great traditional south west favorites. There is a \$15 material fee payable to the instructor the night of class.

Wed	6-9 p.m.	Dec 3	1 Session
Tim Freed	CTC-123, IVCC	HLR-3933-312	\$34

■ Cast Iron Cookery

NEW Cast iron cookware is arguably the most versatile piece of cookware you will ever find. It performs on the stove top, in the oven, over coals, or even on top of a grill. From frying, sautéing, searing, to baking... it's truly the Swiss Army knife of the kitchen. Join Chef Tim for an evening of education and fun as we journey through the world of cast iron cooking. We will discuss different varieties of cast iron cookware available, how to properly season cast iron, how to correctly care for cast iron, and some awesome recipes for cooking. Some of our recipes will include: honey cornbread, Louisiana style blackened fish, Steak Diane, Chef Tim's black and blue eyed cobbler, and one or two more great cast iron recipes. There is a \$20 material fee payable to the instructor the night of class.

Wed	6-9 p.m.	Dec 10	1 Session
Tim Freed	CTC-123, IVCC	HLR-3706-312	\$34



Culinary

■ **Cake Decorating For Beginners**

Have you ever wanted to make your own cakes that are not only delicious but also pleasing to the eye? This class is for beginning decorators wanting to learn basic techniques for icing cakes, making borders and variety of flowers. Learn how to make buttercream frosting and practice lettering. You will learn tips from a professional cake decorator in this hands-on class. **A supply list will be sent to you prior to the start of class. There is a \$20 material fee payable to the instructor the night of class. Registration deadline: Sep 9.**

Tue	6-8 p.m.	Sep 16-30	3 Sessions
Susan Ellis	CTC-123, IVCC	HLR-3301-309	\$59

■ **Cupcake Cakes**

NEW Looking for something new and creative for your next potluck or party? Cupcake cakes are becoming the new trend. Learn to make four different designs. **A supply list will be sent to you prior to the start of class. There is a \$15 material fee payable to the instructor the night of class. Registration deadline: Oct 7.**

Tue	6-8 p.m.	Oct 14-21	2 Sessions
Susan Ellis	CTC-123, IVCC	HLR-3308-310	\$39

■ **Advanced Gumpaste Flowers**

NEW Learn more advanced techniques to make gum paste flowers that look realistic and professionally created. Previous completion of the Intermediate Cake Decorating class is recommended. **A supply list will be sent to you prior to the start of class. There is a \$20 material fee payable to the instructor the night of class.**

Registration deadline: Nov 10.

Tue	6-9 p.m.	Nov 18-25	2 Sessions
Susan Ellis	CTC-123, IVCC	HLR-3309-311	\$39

■ **Holiday Cookie Exchange**

NEW Learn to make four to five different holiday cookies then bake and exchange among fellow students. Get ahead of the holiday hustle and bustle and have some fun too! **A supply list will be sent to you prior to the start of class. There is a \$25 material fee payable to the instructor the night of class. Registration deadline: Dec 2.**

Tue	6-8 p.m.	Dec 9	1 Session
Susan Ellis	CTC-123, IVCC	HLR-3310-312	\$29

■ **Cheesemaking 101**

We'll talk about the difference between milk from cows, goats, and sheep, as well as the history of dairy in this country. Then we'll demonstrate how to make mozzarella, queso blanco, and ricotta. We'll also talk about how to make yogurt, buttermilk, and chevre. **There is a \$5 material fee payable to the instructor the night of class.** *Deborah Niemann-Boehle has been making cheese for eight years using milk from her own herd of Nigerian dwarf dairy goats.*

Mon	6-9 p.m.	Sep 22	1 Session
Deborah Niemann-Boehle	CTC-123, IVCC	HLR-3500-309	\$34

■ **Cheesemaking 201**

NEW If you have taken Cheesemaking 101 or have made a few cheeses at home already, this is the class for you. Deborah and Mike will be making camembert and colby. The skills learned in this class can be used to make other mold-ripened cheeses, such as brie or St. Maure, or washed curd cheeses, such as gouda. We'll take you through the process from ripening the milk to pressing, draining, and waxing. We'll also talk about the aging process and what to do if you don't have a cheese cave in your basement. **There is a \$5 material fee payable to the instructor the day of class. Please bring a sack lunch.**

Sat	10 a.m.-4 p.m.	Oct 4	1 Session
Michael Boehle	CTC-123, IVCC	HLR-3508-10	\$69
Deborah Niemann-Boehle			

Dance

■ Wedding Reception Survival

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 9-Oct 14	6 Sessions
Jane	Small Gym,	HLR-5108-409	\$56
& Rodney Schomas	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 9-Oct 14	6 Sessions
Jane	Small Gym,	HLR-5121-409	\$56
& Rodney Schomas	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 4, 11.*

Tue	7-8:15 p.m.	Oct 21-Dec 9	6 Sessions
Jane	Small Gym,	HLR-5102-410	\$56
& Rodney Schomas	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 4, 11.*

Tue	8:15-9:30 p.m.	Oct 21-Dec 9	6 Sessions
Jane	Small Gym,	HLR-5120-410	\$56
& Rodney Schomas	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 27.*

Thu	7-8:15 p.m.	Oct 23-Dec 11	7 Sessions
Jane	Small Gym,	HLR-5118-410	\$65
& Rodney Schomas	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 partner and both persons must register.** *No class: Nov 27.*

Thu	8:15-9:30 p.m.	Oct 23-Dec 11	7 Sessions
Jane	Small Gym,	HLR-5103-410	\$65
& Rodney Schomas	Oglesby Lincoln School		

■ Oglesby Lincoln School is located at
755 Bennett Ave., Oglesby ■

Please register at least one week
prior to the start of class.

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 during the semester. *Prerequisite: Performance ability on a wind instrument, piano, guitar, or trap drum.* **The college owns a piano; students playing wind, guitar, or drums must bring their own instrument. Late enrollments accepted. No class: Nov 11**

Tue	6:30-9 p.m.	Aug 19-Dec 16	18 Sessions
Brandon	D-223, IVCC	HLR-5116-308	\$25
Czubachowski			

■ Instant Guitar for Hopelessly Busy People

Have you always wanted to learn the guitar, but simply can't find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment. This crash course will teach you basic chords and get you playing along with your favorite songs right away. Topics include: how chords work in a song, how to form the 3 main types of chords, learn to tune your guitar, basic strumming patterns, how to play along with simple tunes and what to look for when buying a good guitar. **Bring your acoustic guitar and a \$29 material fee to the instructor at class for an instructional book and DVD. For more information on this workshop, check out the website: www.instantguitarnow.com.**

Thu	6-8:30 p.m.	Sep 25	1 Session
David Coffman	CTC-125, IVCC	HLR-5110-309	\$45



Glass Art

U 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	1-4 p.m.	Sep 20	1 Session
Laura Johnson	Starved Rock	HLR-2748-409	\$69
Hot Glass, Ottawa			

Sat	1-4 p.m.	Sep 27	1 Session
Laura Johnson	Starved Rock	HLR-2748-419	\$69
Hot Glass, Ottawa			

U Hot Glass Experience II: Ornaments

NEW In this second level class, students will learn the actual blowing process in working with hot glass. Each student will complete two blown glass ornaments, choosing their own colors and style. Completed projects must cool in an annealing oven at the studio overnight before they can be taken home. *Prerequisite: 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 at class.**

Sat	1-4 p.m.	Oct 11	1 Session
Laura Johnson	Starved Rock	HLR-2772-410	\$79
Hot Glass, Ottawa			

Sat	1-4 p.m.	Nov 8	1 Session
Laura Johnson	Starved Rock	HLR-2772-411	\$79
Hot Glass, Ottawa			



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

Creative Arts

Landscape Oil & Acrylic Painting

NEW Do you have a secret yen to paint, but feel you have no talent? Then this class is definitely for you. Learn the techniques of painting beautiful landscapes in a very relaxed and informative environment. A material list will be sent to students prior to the start of class. Registration deadline: Sep 10. Melody Best has taught in a variety of art mediums since 1990. She is a member of the Prairie Arts Council and is certified by the New York Botanical Garden in Botanical Drawing/Painting. Melody holds a B.S. in Art from Eastern Illinois University.

Wed	6:30-8:30 p.m.	Sep 17-Nov 5	8 Sessions
Melody Best	Rm 104, Princeton High School	HLR-1111-409	\$159



Landscape Watercolor

Become a budding artist. Discover the joys and challenges of watercolor. This class offers step by step guidance in creating realistic landscapes. Do not purchase art supplies prior to class. You will receive a list of supplies at the first class. If you already have watercolor supplies from previous projects, bring them to class so the instructor can review them. Registration deadline: Oct 7.

No class: Nov 11.

Tue	6:30-8:30 p.m.	Oct 14-Dec 9	8 Sessions
Melody Best	B-101, IVCC Art Room	HLR-1110-310	\$159

Creative Arts

■ 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 23-Oct 2	4 Sessions
JoEllen Fiorentini	B-101, IVCC	HLR-2742-309	\$59
	Art Room		

■ 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. birdhouse, fairy house, bowling ball or pin, flower pot, 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 23-Oct 9	6 Sessions
JoEllen Fiorentini	B-101, IVCC	HLR-2767-309	\$92
	Art Room		

U Creative Gourd Art

There are 32 different types of gourds that you will learn about in this introduction to gourd art. You will work with two different types of gourds as you learn how to clean the inside and prepare the outside surface for using as the base for a variety of techniques including painting, sculpting, and carving. Learn how to turn the common gourd into a work of art that you can keep for years to come. Tools used in class will be provided by your instructor. **There is a \$25 material fee payable to the instructor on the first night of class.**

Registration deadline: Sep 19. *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	6-8 p.m.	Sep 30-Oct 21	4 Sessions
Bill Ferguson	Rm 101,	HLR-2301-639	\$65
	Ottawa Center		



■ Learn to Crochet

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, 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 the instructor at class.**

Mon	6-9 p.m.	Sep 15-29	3 Sessions
Jane Vogt	C-326, IVCC	HLR-2769-309	\$59

■ Crochet [Level 2]

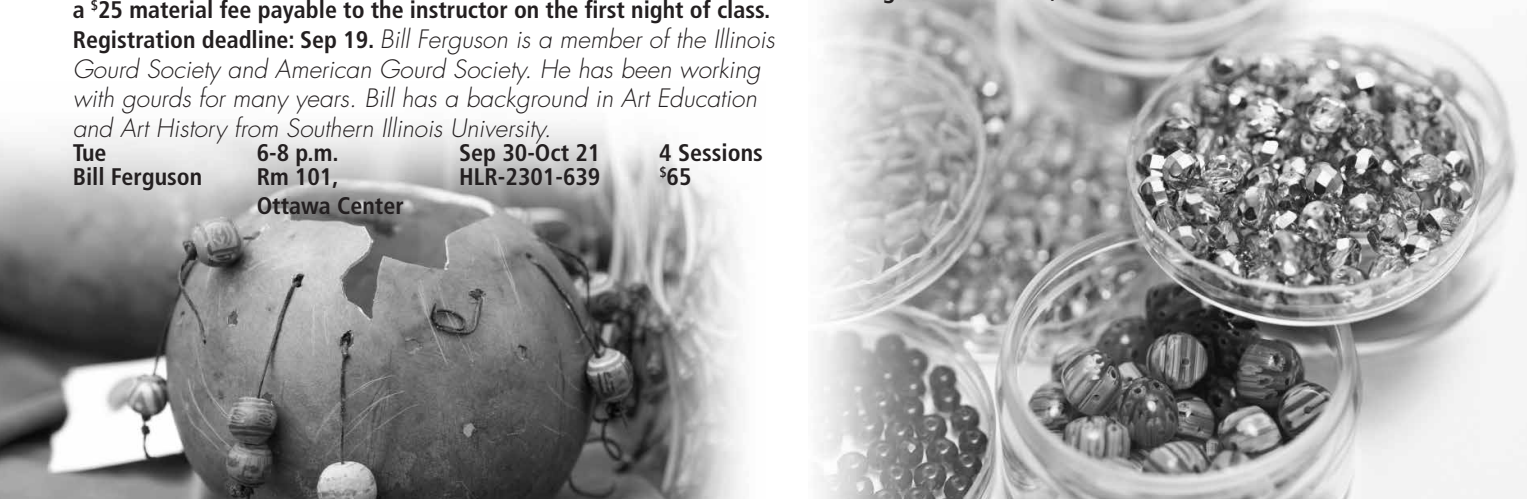
Take your crochet skills to the next level. Learn broomstick lace, entrelac, tapestry, Tunisian and filet crochet techniques. Students should have taken "Learn to Crochet" or have experience with crochet prior to taking this class. **A list of supplies will be sent to the student prior to the start of class.**

Mon	6-9 p.m.	Oct 6-20	3 Sessions
Jane Vogt	C-326, IVCC	HLR-2770-310	\$59

■ Hand Beading Techniques

NEW Learn the art of beading for a variety of applications. In this three session class you will learn loom beading, applique beading, peyote bead weaving, and square stitch bead weaving. This class is suitable for those new to beading or wanting to practice their skills. **There is a \$10 material fee payable to the instructor at class.**

Mon	6-9 p.m.	Nov 3-17	3 Sessions
Jane Vogt	C-326, IVCC	HLR-2405-311	\$59



Creative Arts

Learn to Knit

Knitting is now 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 the instructor at class.**

Jane Vogt has been doing craft work all her life and loves learning.

She is skilled in knitting, crochet, needlepoint, cross-stitch, many types of bead work, and weaving.

Wed	6-9 p.m.	Sep 24-Oct 8	3 Sessions
Jane Vogt	Rm 105,	HLR-2712-639	\$59
	Ottawa Center		

Knitting [Level 2]

Continue your handmade journey. Learn intarsia, entrelac, 3-needle, cables, and i-chord techniques. Students should have taken "Learn to Knit" or have experience with knitting prior to taking this class. **A list of supplies will be sent to the student prior to the start of class.**

Wed	6-9 p.m.	Oct 15-29	3 Sessions
Jane Vogt	Rm 105,	HLR-2713-630	\$59
	Ottawa Center		

Hand Stitching Techniques

NEW This class is suitable for those new to hand-stitching or wanting to practice their skills. Students will learn embroidery, needlepoint, and counted cross stitch techniques to use on your next project.

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

Wed	6-9 p.m.	Nov 5-19	3 Sessions
Jane Vogt	Rm 105,	HLR-2404-641	\$59
	Ottawa Center		



Gardening

Fall into Autumn: Wreath Making

NEW Learn the art of wreath making using dried floral pieces from the garden and landscape. Each student will create an autumn wreath. Instructor will provide various materials and supplies for a fee based on what you choose to use in class. Prices will vary based on materials selected. Students are also welcome to bring their own dried flowers from their home gardens.

Sat	3-4:30 p.m.	Sep 20	1 Session
Stephanie Stacy	Garden's Gate, Ottawa	HLR-5233-409	\$29

Creating a Holiday Container Arrangement

Share an enchanted afternoon among friends and enjoy the scent of fresh cut greens. Create your own holiday winter container arrangement for outdoor display. Learn how to make your entryway pop this holiday season. Refreshments and holiday cheer will also be provided! **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	2-3:30 p.m.	Nov 22	1 Session
Stephanie Stacy	Garden's Gate, Ottawa	HLR-5218-411	\$34

Fresh Cut Wreaths: Make a Little Holiday Cheer

NEW Spend an afternoon with friends among sparkling lights, the scent of fresh cut greens and bright berries. Students will create a fresh cut wreath. Refreshments and holiday cheer will also be provided! Materials will be available for purchase. Prices will vary based on materials selected.

Sat	4:30-6 p.m.	Nov 29	1 Session
Stephanie Stacy	Garden's Gate, Ottawa	HLR-5234-411	\$34

Sat	4:30-6 p.m.	Dec 6	1 Session
Stephanie Stacy	Garden's Gate, Ottawa	HLR-5234-412	\$34

Creating a Holiday Container Arrangement: Girls Night Out

Share an enchanted holiday evening among friends. Enjoy twinkling lights and the scent of fresh cut greens. Join instructor Stephanie Stacy for this hands-on class. Create your own holiday winter container arrangement for outdoor display. Learn how to make your entryway pop this holiday season. Refreshments and holiday cheer will also be provided! **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.

Fri	6-8 p.m.	Dec 5	1 Session
Stephanie Stacy	Garden's Gate, Ottawa	HLR-5218-412	\$34

Holiday

■ 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. Register early to reserve your space.

Tue	6-9 p.m.	Nov 18	1 Session
JoEllen Fiorentini	CTC-124, IVCC	HLR-4401-311	\$29

■ Holiday Cookie Exchange

NEW Learn to make four to five different holiday cookies then bake and exchange among fellow students. Get ahead of the holiday hustle and bustle and have some fun too! A supply list will be sent to you prior to the start of class. There is a \$25 material fee payable to the instructor the night of class. Registration deadline: Dec 2.

Tue	6-8 p.m.	Dec 9	1 Session
Susan Ellis	CTC-123, IVCC	HLR-3310-312	\$29

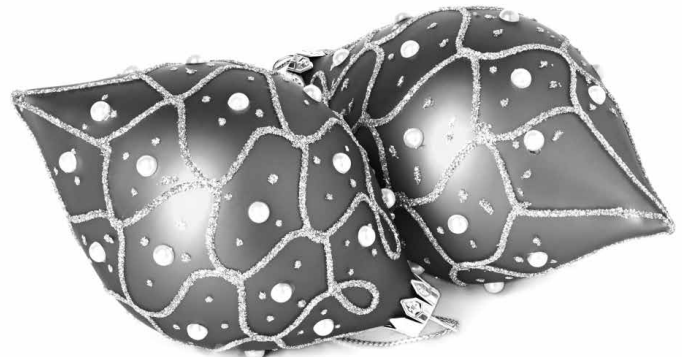
Hot Glass Experience II: Ornaments

NEW See full description on pg. 23.

Prerequisite: 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 at class.

Sat	1-4 p.m.	Oct 11	1 Session
Laura Johnson	Starved Rock Hot Glass, Ottawa	HLR-2772-410	\$79

Sat	1-4 p.m.	Nov 8	1 Session
Laura Johnson	Starved Rock Hot Glass, Ottawa	HLR-2772-411	\$79



PLEASE NOTE:

Garden's Gate is located at 611 E. Dayton Road • Ottawa

Community Education

For the Home

■ 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.**

Mon	6:30-7:30 p.m.	Oct 6	1 Session
Tracy Tunnell	CTC-124, IVCC	CDV-5008-310	Free

■ DIY: Kitchen Improvement & Cabinet Installation

NEW Is your kitchen outdated? Is it time to make a change? Gain a basic comprehension of kitchen improvement from conception to cabinet and kitchen design, budget and installation. Understand what is required for a functional kitchen concept, how to prepare the site, install counter tops and more. Identify and learn about the proper use of the necessary tools that are required. **A recommended book "Building Kitchen Cabinets Made Simple: A Book and Companion Step-by-Step Video DVD" will be available for purchase at the IVCC Bookstore.** John Pitsenbarger has spent thirty years in the construction business as a journeyman carpenter/handyman and proprietor. His mission is to assist homeowners who are not satisfied with their home or office and lack the time, tools, or talents to undertake repairs and improvements.

Wed	5-9 p.m.	Oct 15-29	3 Sessions
John Pitsenbarger	CTC-123, IVCC	HLR-5540-310	\$125

■ Organizing Your Home

Do you have too much "stuff" and not enough time to deal with it? You are not alone! In one evening you will learn tips and ideas of ways to organize your home from top to bottom. Gain practical ideas for the attic, garage, basement, kids' rooms, kitchen, family room and beyond. Take the strategies that you will learn in class and start using them immediately. Bring your own organizational challenges to the class and the instructor will give you suggestions to help you tackle any problem. Beth Randall has been a professional organizer for ten years. She is a member of the National Organization of Professional Organizers. She teaches at colleges, libraries, and for community organizations on the art of organizing both personal and professional spaces. She has been featured on CBS 2 News Chicago, and WCUI Chicago.

Thu	6-8 p.m.	Oct 16	1 Session
Beth Randall	CTC-124, IVCC	HLR-5510-310	\$49



Heirloom Woodworking

■ Windsor Stool

NEW Construct a Windsor type stool using hand and power tools. Learn to turn legs on the lathe and fabricate the seat from a solid piece of wood. Finishing techniques will be discussed; including old-fashioned milk paint and new polyurethane finishes. Expect to work hard and leave with a beautiful heirloom. This is a beginning level woodworking project, but some woodworking experience is helpful. This class may lead to additional furniture offerings. **Please bring a sack lunch that does not require refrigeration. Wear clothing appropriate for woodworking. There is a \$60 material fee payable to the instructor at class. Studio address will be sent to students in advance of class. Registration deadline: September 26.** Jim Coonan first learned chairmaking from Dana Hathaway at the John C. Campbell Folk School. Jim also studied under Joe Graham. He went on to teach woodworking at the John C. Campbell Folk Art School for 13 years. Since 1996, he has made close to 70 chairs and has taught over 300 students.

Sat/Sun	8 a.m.-5 p.m.	Oct 4-5	2 Sessions
Jim Coonan	Ransom, IL	HLR-2305-410	\$189

■ Coopering

NEW A Cooper is best known as a barrel maker, but the local 19th century cooper made household items like buckets, tubs, butter churns and other containers made of staves and hoops. This class will teach you the same hand woodworking skills as the coopers of the old world and revolutionary America. The students will learn and do all the steps of making a cedar bucket and go home with a completed bucket. No prior woodworking is necessary but it will be helpful. **Please bring a sack lunch that does not require refrigeration for classes meeting on Saturdays. Wear clothing appropriate for woodworking. There is a \$10 material fee payable to the instructor at class. Studio address will be sent to students in advance of class. Registration deadline: October 6.** Arnie Bandstra has 60 years of woodworking experience starting when his father let him use the bandsaw. This has always been a hobby as his career has been in civil engineering. He has been coopering for approximately 12 years and may be seen demonstrating at local historic festivals. He is a member of the Fox Valley Woodworking Club and the Society of American Period Furniture Makers.

Thu/Sat	Thu: 6-9 p.m. Sat: 8 a.m.-1 p.m.	Oct 16 & 23 Oct 18 & 25	4 Sessions
Arnie Bandstra	Ottawa, IL	HLR-2306-410	\$179



Dollars & Sense

■ 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.

Tue	6:30-8 p.m.	Oct 7-21	3 Sessions
Richard Volker	CTC-124, IVCC	SRS-1113-310	\$35

■ Foundations of Investing

This class will be geared towards individuals who are either new to investing or need a refresher. Learn the key features of bonds, stocks and mutual funds, the importance of asset allocation, the impact of inflation on your long terms goals and how to plan for retirement.

Wed	6-7:30 p.m.	Oct 15-29	3 Sessions
Clint O'Brien	CTC-124, IVCC	CDV-5001-310	\$35

■ Reduce Your Insurance Costs

[AARP Smart Driver Program]

The AARP Driver Safety Program is a classroom driver refresher course designed especially for drivers age 50 and over. This program aims to help community members retain their driving competency. Learn driving strategies, understand the effects of aging on driving, reduce the chance of having an accident, and know when to retire from driving. At completion of this course; students will receive a certificate that can be presented to their automobile insurance holder that may entitle them to a discount. **There is a \$15 fee for AARP members (with AARP membership card); and a \$20 fee for non-members payable at class. Please arrive fifteen minutes early for the first day of class. Time has been scheduled for a lunch break. This class is located at the IVCC Truck Driver Training Center, Building H on East Campus. Park in Lot #7.**

Tue	8 a.m.-5 p.m.	Oct 28	1 Session
Jeff Michael	Rm 101, Bldg. H, IVCC-East Campus	SRS-1112-10	AARP fee due on day of class



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.

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.

Sat	9:30-11:30 a.m.	Oct 11	1 Session
Robert Vogl	CTC-221, 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	9:30-11:30 a.m.	Oct 25	1 Session
Robert Vogl	CTC-221, IVCC	HLR-5522-10	\$35



Mind, Body, Wellness

■ Breathing For Life

Body, breath and mind are interrelated. Breathing properly is conducive to health and well being, alleviates anxiety, improves sleep, circulation and immune system functioning and calms and relaxes the mind. This is a great opportunity for an introduction to breathing techniques used in yoga. Learn how to breathe for life! **Bring a blanket and dress comfortably for an exploration of the mechanics and benefits of natural breathing.** *Dan Retoff has taught at Illinois Valley Community College since 1999. In addition to teaching yoga, breathing and t'ai chi classes through the Continuing Education Center, he also teaches Anatomy & Physiology I, Human Growth and Development, and Human Body Structure & Function.*

Wed	6:30-7:30 p.m.	Sep 10-24	3 Sessions
Dan Retoff	CTC-125, IVCC	HLR-6108-309	\$29

■ Barre Pilates

NEW Barre Pilates is a low impact fat burning workout. This workout focuses on toning and resistance exercises for the glutes, legs and torso. Small weights are used to sculpt the arm muscles while lengthening your body, improving your posture and increasing flexibility. Please bring a yoga mat and towel to class.

Tue/Thu	11:30-12:30 p.m.	Sep 16-Oct 23	12 Sessions
Alicia Bolin	CTC-121, IVCC	HLR-6108-309	\$59

Tue/Thu	11:30-12:30 p.m.	*Oct 28-Dec 11	12 Sessions
Alicia Bolin	CTC-121, IVCC	HLR-6108-309	\$59

*No class: Nov 11, 27

■ Pilates Fusion

NEW Pilates Fusion is a great way to strengthen your core muscles and align the whole body using fun exercises that challenge and balance you. Achieve total body strengthening and toning using various small equipment to challenge and engage your body even more. Equipment used includes: bands, foam rollers, weights and stability balls. Please bring a yoga mat and towel to class. Alicia Bolin was first introduced to Pilates after the birth of her daughter in 2007. She became a certified Pilates Mat Instructor in 2013 through Pilates Method Alliance. Classes focus on abdominal control, breathing, centering, precision and concentration to achieve better posture and body awareness.

Tue/Thu	10:15-11:15 a.m.	Sep 16-Oct 23	12 Sessions
Alicia Bolin	CTC-121, IVCC	HLR-6108-309	\$59

Tue/Thu	10:15-11:15 a.m.	*Oct 28-Dec 11	12 Sessions
Alicia Bolin	CTC-121, IVCC	HLR-6108-309	\$59

*No class: Nov 11, 27

■ Beginning T'ai chi

T'ai chi is a set of 19 slowly and gently completed movements and one pose which increases the accumulation, circulation and balancing of the life source. The movements are easy to learn and appropriate for people of all ages and physical abilities. People who regularly practice T'ai chi experience greater energy, awareness and creativity and an improved quality of life. This class will teach approximately one half of the movements, enough to enable the student to experience the benefits of practice.

Session 1

Fri	10-11:15 a.m.	*Sep 26-Oct 31	5 Sessions
Dan Retoff	Rm 101, Ottawa Center	HLR-6104-609	\$39

*No class: Oct 10

Session 2

Fri	10-11:15 a.m.	*Nov 7-Dec 12	5 Sessions
Dan Retoff	Rm 101, Ottawa Center	HLR-6104-611	\$39

*No class: Nov 28

■ Beginning Yoga

Yoga uses gentle stretching, relaxation and breathing techniques to help you build strength, flexibility and endurance. Come away more relaxed, limber and feeling better! Yoga philosophy and its application to everyday life will be covered. **Wear comfortable, loose fitting clothing and athletic shoes. Bring a towel, yoga mat and sweater.**

Wed	6:30-7:45 p.m.	Oct 1-Nov 5	6 Sessions
Dan Retoff	CTC-121, IVCC	HLR-6101-310	\$45

■ Intermediate Yoga

This class is intended for students who are familiar with fundamentals and basic principles of yoga and are looking for a structured class to support their yoga practice. It is recommended that students take Beginning Yoga or have experience with yoga prior to taking this class. **Wear comfortable, loose fitting clothing and athletic shoes. Bring a towel, yoga mat and sweater.**

No class: Nov 26

Wed	6:30-7:45 p.m.	Nov 12-Dec 17	5 Sessions
Dan Retoff	CTC-121, IVCC	HLR-6102-311	\$39



Mind, Body, Wellness

■ Strength, Cardio, Core

This functional fitness class will encourage coordination skills, tone your body, zap calories and metabolize fat. Build 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. **Please bring water, a sweat towel and an exercise or yoga mat. IVCC Fitness Center students will receive 1 visit per class they attend towards their Fitness Center visits.**

Mon/Wed	4:45-5:45 p.m.	Sep 15-Oct 22	12 Sessions
Tracie Klieber	CTC-121, IVCC	HLR-6217-09	\$59

■ Yoga Unique To You

Yoga challenges body and mind while building core power and improving stability. All levels of experience welcome. Learn 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. Coordination of breath (pranayama) and movement is also emphasized. **Please bring a yoga mat and towel to class. IVCC Fitness Center students will receive 1 visit per class they attend towards their Fitness Center visits.** *Tracie Klieber is a Certified Personal Trainer and works at the IVCC Fitness Center. She has practiced and instructed gentle yoga, intermediate yoga and Ashtanga Yoga for 15 years.*

Tue/Thu	6:30-7:30 p.m.	Sep 16-Oct 23	12 Sessions
Tracie Klieber	CTC-121, IVCC	HLR-6218-309	\$59

Tue/Thu	6:30-7:30 p.m.	*Oct 28-Dec 11	12 Sessions
Tracie Klieber	CTC-121, IVCC	HLR-6218-310	\$59

*No class: Nov 11, 27

Mon/Wed	4:45-5:45 p.m.	*Nov 3-Dec 15	12 Sessions
Tracie Klieber	CTC-121, IVCC	HLR-6218-11	\$59

*No class: Nov 26

■ The Gluten Free Lifestyle

Find out what it means to live a gluten free lifestyle. Learn what foods are off limits, how to handle dining out, and meals on-the-go; as well as stocking your kitchen for gluten free cooking and baking. Discuss online and local resources for support and research. Students will also have the opportunity to sample a few gluten food items in class. If you have Celiac Disease or know someone with a gluten allergy or sensitivity, or just think that you may benefit from a GF diet, you will leave with a better understanding of what gluten free really means and how to adjust to this lifestyle.

Wed	6-8 p.m.	Oct 8	1 Session
Leah Inman	CTC-123, IVCC	HLR-6309-310	\$29

■ Detoxifying Your Body & Living Environment

Toxicity load is deteriorating our health and quality of life. Over the last hundred years, thousands of unresearched chemicals have been introduced into our food, water, medicine, and environment. The average person now carries a "body burden" of 700 or more synthetic chemicals, including Teflon residues, plastics, and dozens of pesticides. Examine common chemicals that are sabotaging our bodies, homes, and environment. More importantly, we will explore ways to minimize our exposure, detoxify our bodies and replace common personal care and cleaning products with natural, non-toxic ingredients.

Wed	9 a.m.-4 p.m.	Oct 15	1 Session
Candice Chaffee	C-316, IVCC	HLR-6312-10	\$79

■ Learn to Relax with Reiki

Experience this relaxation method that is easy to learn for oneself or to share with others. Reiki is a vibrational healing art that promotes balance on every level: physical, mental, emotional, spiritual, and even our interaction with the people and places in our daily lives. Reiki can be described as a ray (REI) of sunshine giving us warmth and light giving us the key (KI) energy to relax, reflect, and respond. Anyone can learn Reiki for themselves to relax and enjoy each day, and to share with others, from a touch of the hand to the series of hand placements. In one day you will learn the history of Eastern and Western Reiki, Chakra energy vortexes, learn how to meditate to relax, the hand placements for self and others. The best part is giving and receiving Reiki during a practice session. **Bring a set of twin sheets to cover massage table and a sack lunch. There will be an optional book available for purchase from the instructor.** *Instructor Tina Dittle, is a Reiki Master-Teacher of Usui and Karuna Reiki. She is an affiliated member of the International Reiki Association and Therapeutic Massage & Reiki Professionals.*

Sat	9 a.m.-5 p.m.	Oct 25	1 Session
Kristina Dittle	G-106B, IVCC Gym Building	HLR-6419-10	\$125

■ The Science of Stress

NEW In this seminar, participants will explore the fascinating ways that chronic stress affects various systems of the body. We will explore topics such as the effect of stress on the immune system, digestion, the heart, reproduction, and also on mental functions such as memory, learning, and depression. Much of the physiological responses to stress are protective initially but devastating in the long term. This course does not promote any particular method or approach to stress reduction, but asserts that a deeper understanding of the physiology of stress will help participants to manage it more effectively.

Mon	6-9 p.m.	Nov 17	1 Session
Doug Nelson	CTC-125, IVCC	HLR-6313-311	\$59

Outdoor Education

■ Disc Golf

Experience the growing sport of disc golf at the IVCC Disc Golf Course. IVCC has one of the top disc golf courses in the Illinois Valley. Learn the basics of this lifetime sport such as the drive, the approach, and the putt. 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 competitive activities and being outdoors, 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 23	1 Session
Wes Black	Parking Lot #4, IVCC	HLR-5309-309	\$21

■ Native Skills

How did native scouts blend and flow invisibly and silently through the wild while being aware of their surroundings and able to track and trail their quarry? Our survival depends on our awareness, and this class will show you why. Practice stalking and hiding skills to become a part of nature, without camouflage. Learn observation and awareness techniques to sense what is around you. Interpret tracks and know what the tracked was doing and thinking without having seen them! Track and sign track to follow trails others simply cannot see! 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 is limited to 10 students; must be 18 years of age or older.

Sat	10 a.m.-3 p.m.	Nov 1	1 Session
Jason Thompson	G-103, IVCC Gym Building	HLR-5306-11	\$39

■ Native Tools

How did native people make survival tools from what they gathered in the wild? Human beings are toolmakers by nature. We once survived using only what we harvested and hand-crafted from the wilderness to survive. This class will show you how. Make cordage from native plants. Create a figure-four deadfall trap from sticks. Craft a bow drill set and try fire-making by friction! Learn seasonal native plants for food, drink, and medicine. See demonstrations of small game hunting using a throwing stick and how to use a coal-burned bowl for cooking and water purification. 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 is limited to 10 students; must be 18 years of age or older.

Sat	10 a.m.-3 p.m.	Nov 15	1 Session
Jason Thompson	G-103, IVCC Gym Building	HLR-5308-11	\$39

Youth

■ Survival 4 Kids: Level 1 [Grades 4-8]

Learn basic Native American hunting skills, compass and orienteering; and survival skills including fire building and shelters. 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 wearing long pants, dressed for the weather, appropriate for being outdoors. Students should bring bottled water.*

Sat	1-4 p.m.	Sep 6	1 Session
Natalie & Joe Martin	G-103, IVCC Gym Building	YOU-2315-09	\$49

■ Survival 4 Kids: Level 2 [Grades 4-8]

In this more advanced survival class, we will expand on our Native American education, which will include learning how to make a bow-drill fire and the usage of different tools; expand on our ability to build shelters; learn about tracking; and explore water purification techniques. We will finish out our day playing some games and testing out our knowledge. *Prerequisite: Students registered for this class should have completed Survival Skills for Kids [Level 1] prior to taking this class. Please come wearing long pants, dressed for the weather, appropriate for being outdoors. Students should bring bottled water.*

Sat	1-4 p.m.	Sep 20	1 Session
Natalie & Joe Martin	G-103, IVCC Gym Building	YOU-2316-09	\$49



Living with Dogs



USPEAK [Part 1] How to Better Understand the Canine Language

Have you ever wished you could understand what your dog was thinking or feeling? Why are they pacing, what are they barking at, why are they looking at me like that? Well now you can! In this fun, interactive workshop you will learn how to understand what your dog is telling you and also how to communicate with them in a way they understand. In the end, you will create a more loving and rewarding relationship with your dog. **Students do not bring dogs to class.**

Sat	10 a.m.-12 p.m.	Sep 20	1 Session
Pam Booras	Rm 101, Ottawa Center	HLR-5609-609	\$25

NEW USPEAK! [Part 2]

This will be an extension of the original SPEAK class on how to better understand the canine language. The SPEAK [Part 1] class is not a prerequisite. This fun, interactive class will focus on "marking" a behavior with the use of a clicker. This method is used to teach basic and complex behavior. PowerPoint presentation, live demonstration, and video clips will also be used. Get ready to have FUN! **Students do not bring dogs to class.**

Sat	10 a.m.-12 p.m.	Oct 4	1 Session
Pam Booras	Rm 101, Ottawa Center	HLR-5610-610	\$25

10 Step Program for Living Happily with your Canine Companion!

NEW In this fun, interactive class we will cover 10 specific steps that will lead you to a better relationship with your dog. This is positive relationship building information that is meant to build mutual understanding between owners and their dogs. Come join in the fun. You won't regret it and your dog will thank you! **Students do not bring dogs to class.**

Thu	6-8 p.m.	Oct 23	1 Session
Pam Booras	Rm 101, Ottawa Center	HLR-5611-630	\$25



Pam Booras

Pam has been working with owners and their dogs professionally for over 20 years. She is a certified Third Way Trainer, Sirius Dog Trainer, certified member of the International Association of Animal Behavior Consultants, and is a past member of many other dog related organizations. She currently offers private behavior consultations and training in your home in the surrounding Ottawa area and offers group classes through NARNIA Pet Behavior and Training (home office in Plainfield with satellite facilities in Downers Grove and Lisle) at their satellite facility in Marseilles. In addition to her training and behavior practice Pam also practices other integrative therapies for animals that include: Acupressure, Bach and Anafloa Flower Essence Therapy, Healing Touch, Reflexology, Reiki, and T Touch. All of these therapies are meant to enhance the body, mind and spirit of your companion animal and the relationship you have. These therapies are not meant to replace regular veterinary care. Pam's passion is teaching owners to speak dog!



Online Classes

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August 20 ~ September 17 ~ October 15
November 12 ~ December 10

For Business

Key to Effective Communications
Fundamentals of Supervision & Management
Grammar Refresher
Achieving Success with Difficult People
Professional Sales Skills
Introduction to InDesign CC
Introduction to Internet Writing Markets
Accounting Fundamentals
Introduction to Microsoft Word 2011 for Mac

For Teachers [Earn CPDUs]

Spanish in the Classroom
Solving Classroom Discipline Problems
Creating a Classroom Web Site
Singapore Math: Number Sense & Computational Strategies

For Nurses [Earn CE Hours]

Spanish for Medical Professionals
Certificate in Stress Management
Certificate in Healthy Aging

For Personal Enrichment

Speed Spanish I, II, and III
Secrets to Better Photography
Photographing People with Your Digital Camera
Romance Writing
Drawing for the Absolute Beginner
Protect your Money, Credit and Identity
Assisting Aging Parents
Lose Weight and Keep it Off
Introduction to Interior Design
SAT and ACT Test Prep

HOW TO GET STARTED:

1. Select your course from our web-site: www.ed2go.com/ivcc. Click on "Enroll Now" and complete the online 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 36. 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're provided during orientation.

View our online course catalog at www.ed2go.com/ivcc

View our online course catalog at
www.ed2go.com/ivcc

A black and white photograph of a woman walking four dogs on a leash along a paved path in a park. The woman is smiling and looking towards the camera. She is wearing a striped shirt and dark pants. The dogs are of various breeds: a large, shaggy dog in the center, a small dog to its left, a medium dog to its right, and another small dog further back. The background shows trees and a grassy area.

Online Classes

■ Project Management Applications

If you're organized, perceptive, detail-oriented and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. With this class, you'll be able to develop all sections of a project plan, become comfortable with the project management body of knowledge and develop a variety of powerful techniques to generate project ideas. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. Experienced project managers will also benefit from taking this class and become more valuable to employers by increasing skills and competencies.

Course Fee: \$99

■ Mac, iPhone, and iPad Programming

The fastest-growing software market today involves mobile applications (or apps). In this course, you'll learn to use the free Xcode compiler and the Objective-C programming language to program your own apps that you can sell through Apple's App Store, reaching millions of potential customers around the world! You will start with the basic steps to writing any program and then build your confidence using Xcode and Objective-C by exploring examples and perform simple coding exercises. Whether you're new to programming or have experience programming a different type of computer, this course will offer the guidance you need to build your own apps.

Course Fee: \$99

■ Assisting Aging Parents

Growing older is a part of life. Some aspects are joyful, some bittersweet, some frustrating and some frightening. Familiarize yourself with what to expect, what to watch for and how to deal with physical and emotional challenges. Understand the impact of retirement, learn how to choose a nursing home and be prepared to deal with death. Explore financial and legal considerations, become aware of health issues and master family interpersonal relationships. Find out how to handle most of the challenges you will face while coming to appreciate and cherish the privilege of the journey.

Course Fee: \$99

■ Starting a Pet Sitting Business

If you're a cat and/or dog lover, find out how you can start your own pet sitting business and translate your passion into a profitable career! You'll begin with pet care, including nutrition, exercise and identification of common diseases. You'll learn the basics of first aid, how to administer medication and how to deal with sticky situations. Explore start-up costs, accounting, fee-setting, business plans and how to obtain required insurance. This course will also help you identify many opportunities for expanding your pet sitting services. Obtain all the knowledge you need to become a professional pet sitter!

Course Fee: \$99

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 CTC-101

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 canceled by the Continuing Education Center, you will receive a full refund.

Continuing Education Registration Form

Fall 2014 | 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 Security Code _____

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.

For Your Information

■ Genealogy and the Modern Internet

NEW Have you always yearned to learn the answers to questions about your family history? Learn how to use computer technology efficiently to research and manage information you collect. Get started with setting up a personal database for storing research records. Learn about basic research steps using free vs. paid web resources, using citations accurately to enhance the value of your research and how to share family histories within your family. **Students should bring a laptop or tablet to class that can be used with public wi-fi, basic information on family members who were living in 1940 including birth year, deaths, and where they lived. Class will be held at the LaSalle County Genealogy Guild, 115 W.**

Glover, Ottawa.

Wed	7-9 p.m.	Sep 17-Oct 8	4 Sessions
Jenan Jobst	LaSalle County	HLR-7401-409	\$50
Jim Keating	Genealogy Guild		

■ How To Publish What You Write

So you like to write, but how do you get paid for writing? Marketing and selling your work is crucial to your success. Should you get an agent to represent you? Query publishers directly? Self-publish your book? Learn what it takes to get your work published in newspapers, magazines, books, and on the Internet. Learn how to market your writing effectively, how to approach publishers, and how to negotiate a contract. We will also discuss copyright issues and electronic publishing versus traditional publishing. *Since 1988, Deborah has written hundreds of articles that were published in newspapers, magazines, and the Internet, and she is the author of three traditionally published books.*

Thu	6-9 p.m.	Sep 18	1 Session
Deborah	G-103, IVCC	HLR-5426-309	\$39
Niemann-Boehle	Gym Building		

■ 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 class is free, but you must pre-register by calling IVCC at 815-224-0447. Classes will meet in CTC-123. If you are unsure of classroom location please stop at the information desk on your way to class.

September 18 Is there a remedy for every wrong? An overview of the legal system in a nutshell.

September 25 Are you at risk for mortgage foreclosure? Learn about Foreclosure Mediation as a new alternative to court action.

October 2 Have you seen the real life courtroom battles on the TV drama Divorce Court? A panel of attorneys will show clips of the drama and discuss the true reality of divorce court.

October 9 If you are arrested or convicted as a teen or young adult, are your future dreams for a professional career over? It is possible to rise above mistakes made in your youth.

October 16 Is it possible to avoid a prison sentence with a criminal past? Learn about the new alternatives to prison sentences for certain crimes and new probation alternatives.

Thu	7-9 p.m.	Sep 18-Oct 16	5 Sessions
Cynthia Raccuglia	CTC-123, IVCC	CDV-5101-309	Free

■ Hearing Loss, Tinnitus, & Hearing Aids 101

NEW Are you considering hearing aids, or have family members with hearing loss? Learn about the causes and misconceptions of hearing loss and solutions and sales pitches to be cautious of. Nearly 1 in 6 Americans have hearing loss; but fewer than 1 in 4 Americans with hearing loss own hearing aids. Why? Hearing aids are an expensive investment, have become very sophisticated, and there are several brands and companies to choose from. Obtain more information about hearing aids before purchasing and learn about new features such as Bluetooth compatibility with smart phones and tvs. *Luke Meyers is a Clinical Audiologist, with a Doctorate of Audiology from Illinois State University. Beth Wallace is an Audiologist and ENT and Facial Plastic Surgery Consultant, with an M.S. in Audiology from Illinois State University.*

Wed	6-7:30p.m.	Nov 5	1 Session
Luke Meyers	CTC-124, IVCC	SRS-1202-311	\$10
Beth Wallace			



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