



Continuing Education Center

Fall 2012 Schedule | www.ivcc.edu/cec

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Soar
above the rest

No Place So Close Can Take You So Far

Soar

above the rest

Now you can go far without your car!

Check out IVCC's online courses and take them from the comfort of your home or office and at times that are most convenient for you. IVCC, in partnership with several online providers, offers over 300 courses online. We have complete career programs, classes to meet your continuing professional education needs, personal interest classes, and much more.

Your friends and coworkers may be taking classes online *right now!* Check out some of our hot topics...

- Accounting Basics
- Creating Web Pages
- Speed Spanish
- Microsoft Office
- Project Management Basics
- Introduction to SQL
- Grammar Refresher
- Creating WordPress Websites
- Fundamentals of Supervision and Management
- Secrets of Better Photography
- Solving Classroom Discipline Problems

And many more...check out our website and those of our partners.

www.ivcc.edu/cec

www.ed2go.com/ivcc

www.gatlineducation.com

www.flexclassroom.com/ivcc

Remember!
no place so close can take you so far,
make a commitment to lifelong learning.

Call IVCC's Continuing Education Center
...helping you continue to SOAR!
(815) 224-0427

Visit us on the Web! www.ivcc.edu/cec



Student Testimonials

See what students have said about our classes...

OSHA 10-Hour Course: Jeff Clark

"Very insightful class. Brought up a lot of issues that our company can improve upon or fix."

Internet and Email : Kathy Baker

"So happy I took this class. I think when Kathy Baker said "give yourself a chance," that did it for me."

Healthcare: Barb Bancroft

"Always enjoyable lectures even on not so "exciting" topics. I learn so much & love the lecture/student interaction."

Understanding Medicare & Medicaid: Richard Volker

"This was a very informative course, well thought out and well presented."

Beginning Yoga: Dan Retoff

"Tremendous instructor! Will take again."

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 AutoCad Update, SolidWorks & Online Marketplace
- 5 OSHA, Safety & Water Treatment
- 6 AMA Self Study Certificates
- 7 Business Development
- 8 Online Business & Non-Profit
- 9 Home Inspection & Online Fashion Design
- 10 Online Career Programs & Sleep Technician
- 11 Certified Medical Administrative Assistant, Pharmacy Technician, & EKG Technician
- 12 Healthcare
- 13 Massage Therapists
- 14-15 Teachers
- 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 Music
- 18-19 Trips
- 20 Dance
- 21 Theatre & Stage
- 22-23 Creative Arts
- 24 Knitting & Jewelry
- 25 Glass Art
- 26-27 Culinary Arts & Holiday
- 28 Senior Matters
- 29 Dollars & Sense
- 30 Gardening & Green Technology
- 31 Outdoor Education & Wellness
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Look for this icon throughout for classes at the IVCC Ottawa Campus.

[CONTINUING PROFESSIONAL EDUCATION]



Computers

■ Online Class: Keyboarding

Learn how to touch-type (type text without looking at your keyboard) with Keyboarding, Pro 5, a typing tutorial designed for personal computers. In addition to touch typing, you'll learn computer and word processing basics and useful keyboard shortcuts. Classes start monthly. *Go to page 15 for instructions on how to register or call (815) 224-0427 for more information.*

U Computer Basics [Intro to Windows]

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

Wed	6-9 p.m.	Sep 12-Oct 3	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4408-309	\$99

Tue	3-5:30 p.m.	Sep 25-Oct 23	5 Sessions
Kathy Baker	Rm 112 Ottawa Center	CEX-4408-609	\$99

■ Microsoft Access 2010 [Level 1]

Gain basic skills in the newest version of this database program. You will learn how to create databases and tables, enter data, create forms and reports, lookup fields, write and review queries.

***Textbook and a 2GB flash drive required.**

Wed	6-9 p.m.	Oct 10-31	4 Sessions
Doreen Balzarini	A-209, IVCC	CEX-4211-310	\$99

■ Microsoft Access 2010 [Level 2]

Introduction to designing a relational database, creating split forms, creating and modifying reports, creating and running parameter and crosstab queries, customizing input forms, modifying form controls and form layouts, creating custom reports, and more. ***Textbook and a 2GB flash drive required. No class: November 21.**

Wed	6-9 p.m.	Nov 7-Dec 5	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4212-311	\$99

U Microsoft Word 2010 [Level 1]

This class covers beginning level skills and is ideal for the newer computer user who wants to become well versed in Word. You will be introduced to the Ribbon interface, work with text, print, use proofreading tools, create bulleted and numbered lists, tables and forms, and more. ***Textbook and 2GB flash drive required.**

Mon/Wed	3-5:30 p.m.	Sep 24-Oct 8	5 Sessions
Kathy Baker	Rm 112 Ottawa Center	CEX-4021-609	\$99

U Microsoft Word 2010 [Level 2]

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

Mon/Wed	3-5:30 p.m.	Oct 10-24	5 Sessions
Kathy Baker	Rm 112 Ottawa Center	CEX-4022-610	\$99

U Microsoft Word 2010 [Level 3]

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

No class: November 12.

Mon/Wed	3-5:30 p.m.	Oct 29-Nov 14	5 Sessions
Kathy Baker	Rm 112 Ottawa Center	CEX-4023-610	\$99

Computers

■ Microsoft Excel 2010 [Level 1]

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.**

Tue	6-9 p.m.	Sep 18-Oct 9	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4115-309	\$99

■ Microsoft Excel 2010 [Level 2]

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

Tue	6-9 p.m.	Oct 16-Nov 6	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4116-310	\$99

■ Microsoft Excel 2010 [Level 3]

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.**

Tue	6-9 p.m.	Nov 13-Dec 4	4 Sessions
Doreen Balzarini	A-323, IVCC	CEX-4117-311	\$99

■ Quickbooks Pro 2011 [Part 1]

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

Mon	6:30-9:30 p.m.	Sep 24-Oct 15	4 Sessions
Kathy Baker	A-323, IVCC	CEX-4708-309	\$99

■ Quickbooks Pro 2011 [Part 2]

NEW Students should be familiar with the basics of Quickbooks to enroll in this course. Students will perform advanced functions including job costing, tracking, creating estimates, working with balance sheets, sales tax, payroll and paying expenses. ***Textbook and a 2GB flash drive required. No class: November 12.**

Mon	6:30-9:30 p.m.	Oct 22-Nov 19	4 Sessions
Kathy Baker	A-323, IVCC	CEX-4709-310	\$99

■ Microsoft PowerPoint 2010 [Level 1]

This class covers beginning-level skills, and is ideal for the professional who wants to become well versed in PowerPoint. Topics introduced include the Ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, and more. Learn about the changes introduced in 2010 including artistic effects with photos and background removal. ***Textbook and 2GB flash drive required.**

No class: November 21.

Mon/Wed	3-5:30 p.m.	Nov 19-Dec 5	5 Sessions
Kathy Baker	Rm 112 Ottawa Center	CEX-4309-611	\$99

■ Learn to Use Your iPad

Class description is on page 33.

NEW Tue	6-9 p.m.	Oct 9	1 Session
Pamela Klarup	A-331, IVCC	CEX-1207-310	\$39

■ Which Tablet Meets Your Needs?

Class description is on page 33.

Thu	6-9 p.m.	Nov 1	1 Session
Doreen Balzarini	Rm 100 Princeton High School	CEX-1205-411	\$29

Thu	6-9 p.m.	Nov 8	1 Session
Doreen Balzarini	Rm 105 Ottawa Center	CEX-1205-641	\$29



DON'T FORGET YOUR TEXTBOOKS!

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

PLEASE NOTE:

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

Continuing Professional Education

Computer Aided Design

■ What's New in AutoCAD Release 13

NEW Thinking about upgrading your old version of AutoCAD? Come see what is new in release 13. Maximize your productivity by using powerful tools for design. Learn about AutoCAD apps and file management along with a few tips and tricks for old and new commands.

Sat 8 a.m.-12 p.m. Oct 20 1 Session
Dorene Perez D-102, IVCC CEX-5026-10 \$35

■ Introduction to Solid Modeling using SolidWorks

NEW Solid Modeling is a powerful design tool for your company or yourself. Don't know if you should make the move? Come test drive SolidWorks. Learn how to model parts and assemblies and create production level drawings. See how you can test your products as well as prototype.

Sat 8 a.m.-12 p.m. Nov 17 1 Session
Dorene Perez D-102, IVCC CEX-5025-11 \$35

On-line Marketplace

■ Sell Your Treasures on ETSY

NEW Attention all artists and vintage lovers! The hottest way to sell your artwork or vintage items is online at ETSY.com. Learn what to do, what not to do, and how to open an ETSY shop. Pick-up tips on photographing your items, writing effective item descriptions, how to integrate with other social media sites, and simple ways to optimize search engine results. The holidays are coming—so set up your shop now and get your treasures out there!

Tue 6-9 p.m. Sep 18 1 Session
Pamela Klarup B-213, IVCC CEX-4611-309 \$39

■ Advanced eBay & eBay Stores

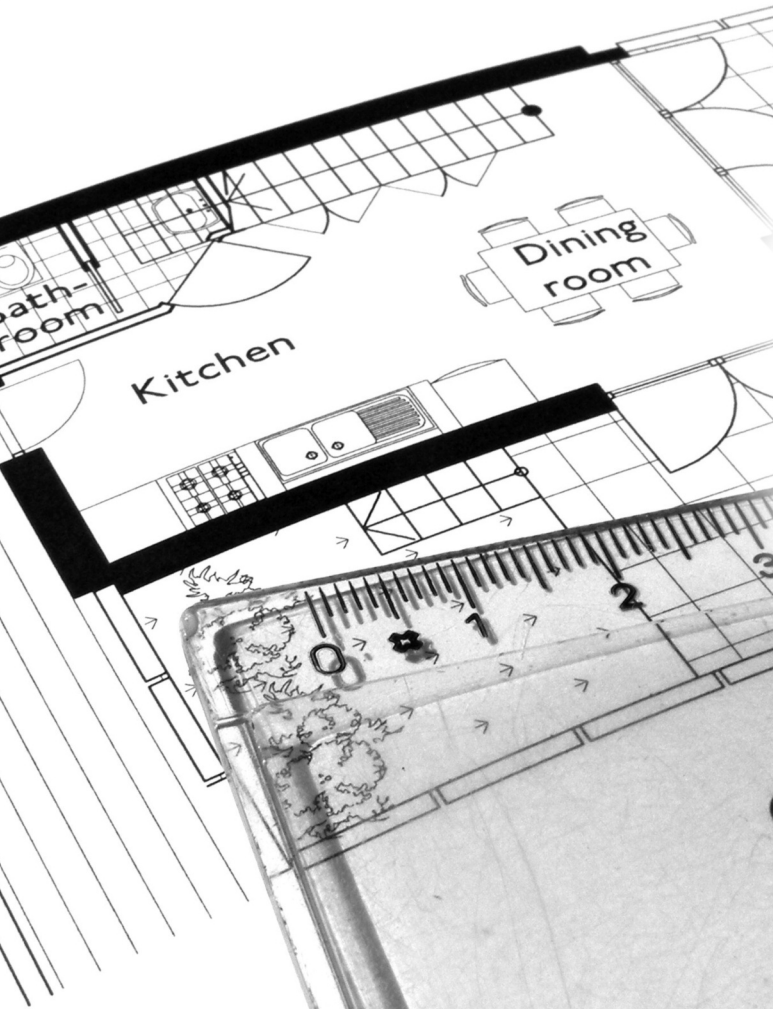
NEW If you know the basics of selling on eBay, and now you're ready to increase your sales and really market your eBay business, then this class is for you. You will learn advanced techniques for greater selling success and techniques for quicker listing. Choosing the right subscription and using all the exclusive marketing and merchandising tools that eBay offers for store owners is essential. eBay Stores give you powerful tools to help build, manage, promote, and track your eBay presence for greater selling success.

Mon 6-8:30 p.m. Oct 15 1 Session
Gayle Treend A-209, IVCC CEX-4612-310 \$89

■ Amazing Amazon Profits

NEW Harness the power of the #1 online shopping site! When you sell in the Amazon Marketplace, you place your items in front of millions of customers and there aren't any fees unless you sell! Learn how to sell on Amazon, different types of seller accounts, and where to source products. Choose the products that will sell and how to ship them. Learn what it takes to become a top seller on Amazon! You can hit the ground running after taking this class.

Mon 6-8 p.m. Oct 22 1 Session
Gayle Treend A-331, IVCC CEX-4612-310 \$89



Safety & Water Treatment

■ OSHA for the HR Director

NEW Are you an HR Director who also has the title of Safety Coordinator? Is your company lacking a structured safety and health program? If so, this class is for you. Participants will gain knowledge of the relationship between OSHA and other government agencies and learn to read and understand the OSHA 29 CFR. During this class, look at samples of various required written procedures such as lockout tagout, job safety analysis, confined space, and the importance of developing a company safety manual. Learn injury and illness recordkeeping along with required safety training. **CEU: .4**

Fri	8 a.m.-12 p.m.	Sep 14	1 Session
Jeff Clark	C-325, IVCC	CEU-7232-09	\$99

■ Workplace Accident Investigation

This course is designed to cover accident investigation and prevention from the investigators and/or investigative team's point of view. Investigators will become familiar with effective investigative procedures of finding the root cause and implementing corrective actions. **CEU: .3**

Wed	1-4 p.m.	Oct 10	1 Session
Jeff Clark	C-325, IVCC	CEU-7102-10	\$99

■ Residential Roofing-Fall Protection

NEW Participants will learn the major provisions of OSHA regulations for fall prevention as it applies to residential roofing. Primary topics include: the inspection and citation process, working and walking surfaces including ladders, scaffolds, and fall protection criteria. **CEU: .3**

Mon	1-4 p.m.	Oct 15	1 Session
Jeff Clark	C-325, IVCC	CEU-7214-10	\$99

■ 10 Hour General Industry

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

Thu/Fri	Thu: 8 a.m.-3 p.m.	Fri: 8 a.m.-12 p.m.	
Oct 25-26	C-325, IVCC		2 Sessions
Jeff Clark	CEU-7203-11		\$269

"Course was very helpful and will set the stage for my workplace to become fully OSHA compliant and a safe place to work."

■ Fork Lift Train-the-Trainer

This class will cover the classroom requirements of the new 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. In addition, students will review the Powered Industrial Truck Training Standard and review requirements for an in-house training program. **CEU: .3**

Mon	9 a.m.-12 p.m.	Dec 10	1 Session
Jeff Clark	C-325, IVCC	CEU-7214-12	\$99



■ Water Supply Operation I

This introductory course on water supply operations prepares operators for the Class C & Class D operator license examinations, which are administered by the Illinois Environmental Protection Agency. The topics include operation and maintenance of water distribution systems, chlorination, fluoridation, and water math. Learn about demineralization, reservoir management and intake structures. Drinking water regulations will be discussed. **Additional requirements: One year of water treatment operator experience for the Class C and six months experience for the Class D.** Textbook is available at the IVCC store.

Tue	6-9 p.m.	Aug 28-Dec 11	16 Sessions
Eric Thompson	A-321, IVCC	PWS-1200-349	\$499

Continuing Professional Education

Online Business Management Certificates

■ AMA Online Self Study

IVCC's Continuing Education Center offers quality self-study online courses written and designed by the American Management Association. Fine-tune your present professional skills, learn new ones, and enrich your career with a flexible learning plan that fits your schedule, strengths, budget and career goals...all with just the click of a mouse from your home or office. 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 5 or 6 courses totaling 10 CEUs.

VISIT the following website: www.flexclassroom.com/ivcc

■ AMA Individual Self Study Courses

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

You will have three months to complete your course.

Course Code: WWW-3101-108 \$149



■ AMA Self Study Certificate Programs

Each certificate will allow you to choose 5 or 6 individual courses totaling 10 CEU's. You will have one year to complete the certificate. Certificates can be earned in the following areas:

Administrative Professional
Business Communication
Customer Satisfaction
Finance and Accounting
General Management
Human Resources

Manufacturing
Quality Improvement
Sales and Marketing
Strategic Leadership
Success Skills in the Workplace
Supervision

To register for an individual course or certificate program:

1. Go to www.flexclassroom.com/ivcc website.
2. Choose your course/certificate program.
3. Complete online registration & make payment with a credit card.
4. Call IVCC at 815-224-0427 to register.
5. Begin your course!
6. Upon successful completion of all the testing components within your course, you will receive a CEU certificate.

Call Gail Divan at 815-224-0427 for more information about the AMA Self-Study Program.

AMA American Management Association®

Let IVCC Bring Business Training to You!

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

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

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

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

Jennifer Scheri, Business Training Center | 815.224.0390 | Jennifer_scheri@ivcc.edu | www.ivcc.edu/btc

Business

■ Link Up with LinkedIn

NEW LinkedIn is an online networking site that allows you to make connections with other professionals in the work force and has become a cyberspace "must" for everyone currently working or looking for work. Join us for a laid-back hands-on introduction to the basics of LinkedIn. Learn how to set up and personalize your account, how to complete a profile, and how to invite others you know to join your network.

Tue 6-9 p.m. Sep 4 1 Session
Pamela Klarup A-323, IVCC CEX-4614-309 \$39

■ Guerilla Marketing

Tough times need tough solutions for your business or nonprofit organization. When the going gets tough, GO GUERRILLA! It's the surest track toward getting the public attention your organization is thirsty for. Get that bang for your buck and learn special marketing tactics that are low-cost and highly effective: Take Guerilla Marketing! Students will have opportunity to brainstorm marketing techniques in class. A required textbook "Guerilla Marketing, 4th edition" is available at the IVCC bookstore. CEU: .2

Wed 6:30-8:30 p.m. Oct 10 1 Session
Todd Volker Rm 101 CEU-1612-640 \$29
 Ottawa Center

■ Facebook for Business Marketing

Discover how to use this social media giant as a FREE tool to market and enhance your business presence. You'll learn about creating and naming your Facebook business page, tips on ways to build your fan base and engage your audience. Use Facebook insights and ads and maximize the social networking effect with social plugins. We'll cover how real life businesses are using Facebook and tips you can use with your business. CEU: .2

Fri 1-3 p.m. Nov 2 1 Session
Gayle Treend C-325, IVCC CEU-4609-11 \$89

Small Business Development

"This was a great spring board for starting my business."

■ Starting a Business in Illinois

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

Thu 6-8 p.m. Oct 11 1 Session
Bev Malooley C-325, IVCC CEX-9508-310 \$35

Tue 6:30-8:30 p.m. Nov 6 1 Session
Bev Malooley C-325, IVCC CEX-9508-311 \$35

■ Marketing for Your Business

One of the biggest mistakes made by small business owners when trying to market their company's products and services is never hitting their target market. Going after everyone in the world who you think will be interested in your services is a recipe for disaster. This will be a training camp for marketing to help you understand your company's market potential. **This class meets for two sessions.**

Part I: New Marketing Tools for 2012

Part II: The Marketing Connection

Tue 6-8 p.m. Oct 16 & 23 2 Sessions
Gina Czubachowski C-326, IVCC CEX-9521-310 \$90

■ Writing a Business Plan

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

Thu 6-8 p.m. Oct 25 1 Session
Bev Malooley C-325, IVCC CEX-9501-310 \$65

Illinois Small Business Development Center

The leader in providing small business owners and entrepreneurs with the tools and guidance needed to become successful in today's challenging economic climate. **Questions?** Please Call: 815.224.0212

www.ivcc.edu/sbdc   

Continuing Professional Education

Non-Profit

■ Non-Profit All Day Seminar

Sign up for both the morning and afternoon sessions for the all day seminar price of \$89. CEU: .6

Thu	9:30 a.m.-4 p.m.	Nov 15	1 Session
Corinne Pierog	C-316, IVCC	CEU-8415-11	\$89

■ 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 15	1 Session
Corinne Pierog	C-316, IVCC	CEU-8406-11	\$55

■ Grant Writing That Gets Results [Afternoon Only]

Increase your chances of 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:

- 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 15	1 Session
Corinne Pierog	C-316, IVCC	CEU-8401-11	\$55

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.



BIO

Online Business

Ed2Go for Business

Take it Online!

www.ed2go.com/ivcc

See Page 15 for registration directions.
Classes begin monthly

■ Starting a Non-Profit

Do you dream of starting and running your very own nonprofit? This unique course carefully details the many aspects of taking a nonprofit start-up from vision to reality. Filled with savvy advice and plenty of assistance from an industry veteran, this is the perfect how-to course for anyone interested in building a thriving nonprofit organization up from the grassroots.

Course Number: WWW-1000 \$99

■ Marketing Your Non-Profit

Discover marketing practices that will help you further the ideals and goals of your nonprofit organization. In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight, and fewer funding opportunities, you need to work smarter-not longer. This course, packed with practical strategies that you can put to immediate use, will help you compete more effectively for members, media attention, donors, clients, and volunteers.

Course Number: WWW-1000 \$99

■ Computer Skills for the Workplace

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market.

Course Number: WWW-1000 \$99

■ Mastering Public Speaking

In these lessons, you'll learn how to talk confidently and persuasively to both large audiences and small groups. Master the art of verbal and nonverbal communication, find out how to overcome your fear of public speaking, learn how to organize and deliver a short or long speech effectively, and practice techniques for communicating with ease and skill in any setting from a meeting to a job interview.

Course Number: WWW-1000 \$99

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 15	1 Session
Charles Bellefontaine	U-304	CEX-9951-409	Free
Kishwaukee College			

■ Home Inspection Pre-Licensing Program

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

Cost of exam is NOT included in the course fee. E-mail access and an internet connection are required for this course.

The first five sessions of classroom instruction will be held at Kishwaukee College in Malta, Illinois, in computer lab A-350, on the following Saturdays: Oct 6 & 20; Nov 3 & 17 and Dec 1. In-field inspections and instruction will be held at Rock Valley College in Rockford on the following Saturday: Dec 15

Sat	8 a.m.-4 p.m.	Oct 6-Dec 15	6 Sessions
		CCE-1500-150	\$899

Locations: Kishwaukee College & Rock Valley College

Instructors: Charles Bellefontaine & Corey Friedman

A payment plan option is available for students registered by Sept 19, 2012. Call 815-224-0490 for more information.

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.

Online Fashion Design

NEW Online Fashion Design

For more information visit: www.ivcc.edu/cec

IVCC announces a partnership with EWS Academy. Achieve your sewing and design goals with Eric W. Stiles, Sr.; a Master Tailor & Designer with 35 years of experience at Giorgio Armani, Polo-Ralph Lauren, and others.

STEP 1 - It is recommended to take the Sewing/Tailoring and Pattern Drafting classes together. No sewing experience is required. A material list will be provided on the first day of class. *Supplies are not included in the price of the courses. You will need a sewing machine at home and high speed internet connection.*

Basic Sewing/Tailoring [Class 1]

Learn how to sew; and techniques that top European and Domestic designers use in their clothing construction, fitting, and pressing.

Mon	Online	Sep 17-Oct 8	4 Sessions
Eric Stiles	WWW-1363-109		\$48

Pattern Drafting [Class 1]

Draft professional pattern formulas from beginning to end for ready-to-wear and custom garments

Mon	Online	Sep 17-Oct 8	4 Sessions
Eric Stiles	WWW-1364-109		\$48

STEP 2 Alteration and Draping Classes: It is advisable to complete Basic Sewing/Construction I and Pattern Drafting I prior to enrolling in these alteration classes; or have intermediate sewing skills.

Expert Techniques of Taking the Waist in on a Skirt & Pants

Mon/Thu	Online	Sep 17 & 20	2 Sessions
Eric Stiles	WWW-1365-109		\$24

Professional Ways of Taking in the Sides on a Jacket or Coat

Mon/Thu	Online	Sep 24 & 27	2 Sessions
Eric Stiles	WWW-1366-109		\$24

Master Tailor's Technique for Shortening Pant & Skirt Hems by Hand and Machine

Mon/Thu	Online	Oct 1 & 4	2 Sessions
Eric Stiles	WWW-1367-110		\$24

Expert Techniques of Draping a Straight Skirt

Mon/Thu	Online	Oct 15 & 18	2 Sessions
Eric Stiles	WWW-1368-110		\$24

Professional Way to Drape a Semi Circular Skirt

Mon/Thu	Online	Oct 29 & Nov 1	2 Sessions
Eric Stiles	WWW-1369-110		\$24

Master Tailor's Technique for Draping a Skirt with a Yoke

Mon/Thu	Online	Nov 12 & 15	2 Sessions
Eric Stiles	WWW-1370-111		\$24

Continuing Professional Education

Career Programs

Online Learning with GATLIN Education Services

Gatlin Education Services (GES) 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, all within a three-month delivery window. 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.gatlineducation.com. Cost of books and materials are included in the tuition fee

To register, contact the Continuing Education Center at (815) 224-0427. **REFUND POLICY for GES Online Classes: There will be NO refunds granted once Gatlin Education Service provides the student with an access code. There will be NO exceptions.**

■ 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: \$1,795

■ Payroll Practice and Management [80 hours]

The objective of this online program is to instruct the payroll professional in all facets of payroll from the basics to the intricate complexity of fringe benefits, taxation, and garnishments. The primary objective new online program is to teach the skills and knowledge of payroll rules and regulations to the beginner and to refresh the skills of the more experienced student. This program is a good overall review for the Certified Payroll Professional test given by the American Payroll Association. **Cost of national exam NOT included in course fee.**

Course Number: CPD-5102

Course Fee: \$1,595

■ Certified Bookkeeper - Certification Preparation Program [140 hours]

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

Course Number: CPD-5103

Course Fee: \$1,795

Sleep Technician Certification

■ Sleep Technician *NEW Blended Learning Format*

IVCC's four week Sleep Technician Basic Training course is an A-STEP (Accredited Sleep Technology Education Program) program which is accredited by the American Academy of Sleep Medicine. The A-STEP 80 hour introductory course includes online lecture segments that are to be completed prior to your first day in the classroom and will take approximately 30 hours to complete. This program is designed to provide a solid foundation for the sleep technician as recommended by the American Academy of Sleep Medicine [AASM], plus 16 hours of clinical experience in an accredited sleep lab. Whether new to the field or arriving with experience, the tools gained from this program will help cultivate an understanding and appreciation for the importance of sleep data collection and the analysis process. Participants will develop the skills to collect a quality sleep study with an introduction to polysomnography scoring procedures. They will achieve the essentials necessary, as set forth by the AASM's 29 standards of achievement, to promote an understanding of basic principles of polysomnography and the role of the sleep technician. Topics include abnormal sleep patterns, collecting an EEG signal, sleep staging, respiratory events, and medications. Participants will emerge highly prepared for a professional position as a trainee in a sleep disorder center.

Students will attend a clinical observation at the sleep center prior to beginning the classroom portion of the course. This first clinical is observation only and three subsequent clinical sessions will include hands-on participation.

REGISTRATION DEADLINE: Friday, August 31, 2012

A payment plan option is available for students registered by August 15. Call 815-224-0490 for more information.

There is a YouTube video available at www.ivcc.edu/cec that prospective students are encouraged to view.

Online Self Learning [30 Hours]

Sep 10-23

IVCC Classroom Instruction [7 Sessions]

Sep 24-Oct 2

Week 1: Mon-Fri

8:30 a.m.-5:30 p.m.

Week 2: Mon-Tue

8:30 a.m.-5:30 p.m.

Four clinical sessions at Provena Saint Joseph Medical Center will be scheduled once class begins.

Mary Kay Hobby A-323, IVCC

CCE-1730-09

\$2,695

IVCC's Sleep Technician Basic Training course is accredited by the American Academy of Sleep Medicine. In order to meet the AASM's requirements, the clinical training portion of the course will be at Provena Saint Joseph Medical Center in Joliet, an AASM-accredited sleep center. Prerequisites for the clinical portion include: background check, vaccination titres, TB skin tests, and drug test. For more information, call: 815-224-0490.

Healthcare Career Programs

■ Exploring Careers in Healthcare

[CMAA, Pharmacy Technician, EKG Technician]

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

Wed	6-7:30 p.m.	Sep 5	1 Session
Staff	C-325, IVCC	CEX-9952-309	Free

Find out more about payment plan options by calling 815-224-0490. Payment options are available for students registered by Sept 19, 2012.

■ 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 healthcare industry. This program covers important background information on the medical administrative profession and interpersonal skills, medical ethics and law, medical office terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the healthcare 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. There is no job assistance for this program. No class: November 22.**

Tue/Thu	6-9:30 p.m.	Oct 9-Nov 29	15 Sessions
TBA	E-324, IVCC	CCE-1740-300	\$999

■ Pharmacy Technician Certification

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 healthcare settings under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names, dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. **Prerequisite: A high school diploma or GED plus a solid background in math. Textbook and materials are included in the course fee. Cost of PTCB exam is NOT included in the course fee. There is no job assistance for this program. No class: November 12 and 21.**

Mon/Wed	6-9:30 p.m.	Oct 8-Dec 3	15 Sessions
TBA	C-325, IVCC	CCE-1720-300	\$999

■ EKG Technician Certification

This comprehensive 50-hour course prepares students to function as an EKG Technician and to take the Electrocardiograph Technician Certification Exam. This course will include practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology and ethics, legal aspects of patient contact, electrocardiography and stress testing. Students will practice with EKG equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement and other clinical practices. **All textbooks and materials are included in the course fee. The EKG Certification Exam is administered by the instructor at the end of the training program; cost of the exam is NOT included. There is no job assistance for this program.**

No class: November 22.

Tue/Thu	6-9:30 p.m.	Oct 9-Nov 29	15 Sessions
TBA	D-318, IVCC	CCE-1710-300	\$999



Healthcare

"Barb Bancroft is phenomenal! She is able to make a generally boring topic exciting and interesting. I thought I'd doze off during the "lab interpretation" presentation but instead I learned so much. She is great; have her back yearly."

■ Interpretation of Laboratory Values

Barb Bancroft's approach to interpreting lab tests is a "must hear" for nurses in all areas and nurses at all levels. You will leave the seminar with a plethora of practical pearls that can be applied to your patients in the hospital, in the primary care facility, or in the ICU. The WBC and differential is discussed as it relates to viral infections, bacterial infections, and parasitic infections. Iron deficiency anemias will be differentiated from B12 and folic acid anemias, and the lipid profile will be discussed as will liver function tests and clinical correlations. Barb will also correlate various drugs with their effects on lab tests, including chemotherapy, antibiotics, statins, and other lipid-lowering agents. She will discuss the hemoglobin A1C, antibody tests for various diseases and serum enzymes for liver function tests, gall bladder, and pancreatic function. [5 CE Hours]

Fri 8:30 a.m.-3 p.m. Dec 14 1 Session
 Barb Bancroft C-316, IVCC CPD-3205-12 \$99

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 15 for registration directions.

Certificate of Complementary and Alternative Medicine [28 Contact hours]
 Course Number: CPD-3504 \$189

Certificate in Pain Assessment and Management [24 Contact hours]
 Course Number: CPD-3505 \$159

Certificate in Gerontology [44 Contact hours]
 Course Number: CPD-3506 \$199

Certificate in Growth and Development Through the Lifespan [15 Contact hours]
 Course Number: CPD-3507 \$199

Certificate in Legal and Ethical Issues in Nursing [23 Contact hours]
 Course Number: CPD-3508 \$159

Certificate in Perinatal Issues [14 Contact hours]
 Course Number: CPD-3509 \$109

Certificate in Spirituality, Health, and Healing [25 Contact hours]
 Course Number: CPD-3510 \$159

Certificate in Integrative Health [67 Contact hours]
 Course Number: CPD-3511 \$475

Certificate in Integrative Mental Health [19 Contact hours]
 Course Number: CPD-3512 \$135

BIO



Barb Bancroft

Barb Bancroft is a fascinating and highly informative national speaker whose dynamic presentation style makes learning complex health topics easily understandable. Many can write books on health and conduct seminars, but very few can make them thoroughly informative and entertaining.

■ Emergency Chemical Spill Response For Nursing Professionals

NEW This course is specific to the medical professions that may respond to or be involved in treating victims of an industrial chemical release or assist in providing medical attention to responders to a chemical release. Topics will include basic industrial chemical exposure and toxicology, emergency personal protective equipment, site control and decontamination. Focus will be on pre-hospital, emergency room and critical care medical response. [4 CE Hours]

Tue 8 a.m.-12 p.m. Oct 16 1 Session
 Jeff Clark C-325, IVCC CPD-3229-10 \$99

Massage

■ Healing Stone Therapy

NEW Healing stones is an integrative service in massage therapy practice. Your time will include increasing knowledge of stone therapy, benefits/contraindications and integrative opportunities to your current practice. After review of benefits and contraindications, Saturday will be all day in the lab with hands on using both hot and cold stones. Please wear comfortable clothing, bring sheets, lunch, snacks. If you have healing stones, you are welcomed to bring them to the seminar. Class size is limited to 10. *Jane has completed two certificate programs in hot stone therapy. She has practiced for the past ten years in massage therapy using stones as an adjunct therapy.* **This class has been submitted to the**

NCBTMB for 10 CE hours for massage therapists and bodyworkers.

Fri/Sat		Oct 26-27	2 Sessions
Fri	5 p.m.-8 p.m.	Oct 26	
Sat	9 a.m.-5 p.m.	Oct 27	
Jane Battles	G-202H, IVCC	CPD-3134-10	\$149

■ Tuning Fork Class for Massage Therapist

NEW There are places in the heart and soul only sound can touch. Sound therapy uses both sound and sound vibration to help the organs, tissues and even the cells of the body heal. The knowledge of sound and vibrational therapy is implemented in a tuning fork session. Tuning forks help bring balance to one's life, relieve unwanted stress and tension, and even reduce pain from arthritic joints and other common ailments. Tuning forks are simple and safe enough to use on children and pets. This will be both an instructional and experiential class. Class size is limited to 10. Dress comfortably, bring sheets for table work and bring lunch and snacks. *Pam Booras has played the cello since 1965 and was brought up in a musical family. She has always known the importance of music and sound for balancing the body, mind and spirit.* **This class has been submitted for 7 CE hours for massage therapists and bodyworkers.**

Fri	9 a.m.-5 p.m.	Oct 19	1 Session
Pam Booras	G-202H, IVCC	CPD-3133-10	\$99

■ Introduction to Trigger Point Therapy

NEW At some point in their career, all practitioners will encounter a client suffering from pain caused by one or more active trigger points. Participants will learn how to identify referred pain, and how to use the resource: *Myofascial Pain and Dysfunction: The Trigger Point Manuals* (Janet Travell and David Simons) as a guide. Learn common factors that cause chronic pain and dysfunction as well as solutions to address these issues. Focus on developing skills in assessing, locating, and treating trigger points and the importance of self care for the client and the therapist. Wear comfortable clothing, bring lunch, sheets for the massage table, 2 bed pillows and the Travell and Simons books if possible. This course will be a prerequisite for future, more advanced, trigger point courses. Class size is limited to 12 students. **This class has been submitted to the NCBTMB for 12 CE hours for massage therapists and bodyworkers.**

Sat/Sun	9 a.m.-4 p.m.	Nov 17-18	2 Sessions
Susan Krischel	G-202H, IVCC	CPD-3135-11	\$169

■ Massage Cupping Bodywork Therapy

Massage Cupping is a beneficial therapy for bringing blood flow to stagnated muscles and skin, loosening adhesions, and releasing rigid soft tissue. The history and theory of massage cupping will be covered in addition to instruction on getting started. Equipment will be demonstrated and each participant will have time to experience working with the equipment on others and on themselves. Glass fire cups, manual vacuum cups, micro cup sets and several other specific aspects of cupping will be demonstrated. Explore advanced cupping techniques, with focus on specific treatment methods. This is an experiential workshop. Wear comfortable clothing; bring lunch; and sheets for the massage table. If you have a set of cups, please bring them. There will be cups available to use if needed. Class size is limited to 10. **This class has been approved by NCBTMB for 7 CE hours for massage therapists and bodyworkers.**

Fri	9 a.m.-5 p.m.	Nov 2	1 Session
Pam Booras	G-202H, IVCC	CPD-3132-11	\$99

■ Reiki I

Learn about Reiki energy and how it helps you to relax, reduce stress, and clear your emotional and physical anxiety throughout your day. Anyone can learn Reiki meditation and Reiki hand positions. Learn how Reiki was founded and spread throughout the world, the five precepts and ethics, hand positions 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. Bring a sack lunch and a twin sheet set to class. **Textbook provided. This course has been approved for 7 CE hours by the NCBTMB.** 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.	Sep 15	1 Session
Kristina Dittle	G-202H, IVCC	CPD-3101-09	\$139

■ Ethics for Bodyworkers: Sexual Ethics & Issues

NEW This three-hour class is devoted to roles and boundaries in addition to the sexual issues that affect the therapeutic relationship established during a massage session. This class satisfies the two-hour ethics requirement for the State of Illinois. Discussion encompasses the therapeutic relationship of Massage Therapists, public and media misperception of services provided to customers, transference and counter-transference, and rights of refusal. Legal considerations will be addressed, along with a sharing of participants' actual experiences in their practices. **This class has been submitted to the NCBTMB for 3 CE hours for massage therapists and bodyworkers.**

Wed	6-9 p.m.	Nov 7	1 Session
Marlene Moshage	G-202A, IVCC	CPD-3136-311	\$59

The Massage classroom and lab has been moved from building 11 to its new location in Building G/Gym in the upper section. Lab classes will be held in G 202H and classroom will be in G 202A

Continuing Professional Education

Teachers [Graduate]

"Wonderful class-I looked forward to attending it every day."

Teaching Students Higher Order Thinking Skills For the New Common Core State Standards

NEW MSE 5 CI 148

Susan and Del Goodale bring an all-new graduate course that addresses a complex, but important aspect of learning: the skills of higher order thinking. Whether it be through the requirements of Common Core College and Career Readiness or the mastery of subject-level content, students must learn how to problem-solve and think: creatively, meta-cognitively, critically, and analytically. In this course, educators will learn and practice more than two dozen easy-to-use models, teaching strategies, techniques, and applications that can be quickly adapted to their respective classrooms. Their students, likewise, will become proficient in the thinking skills needed for success both in school and in life beyond the classroom. **Three hours of graduate credit will be received from Quincy University. A required textbook is available at the IVCC Bookstore.**

Beverages and meals will be on your own.

Course meets on the following dates:

Friday, Sep 28	5-9 p.m.	Saturday, Sep 29	8 a.m.-4 p.m.
Friday, Oct 26	5-9 p.m.	Saturday, Oct 27	8 a.m.-4 p.m.
Friday, Nov 16	5-9 p.m.	Saturday, Nov 17	8 a.m.-4 p.m.
Susan Goodale	A-321, IVCC	CPD-1622-309	\$445

Teachers [CPDUs]

Unpacking Common Core Standards

[The New Learning Targets]

NEW Many schools did curriculum mapping with the Illinois Learning Standards. These maps will need to be revisited and in many cases revised to address the new Common Core Learning Standards. But what are these new standards asking students to know and be able to do? How can teachers be sure they are addressing these standards in their daily lesson plans with students? This workshop will attempt to answer these questions and provide participants with a framework to develop powerful learning activities to address these learning targets. **Teachers will receive 3 CPDUs for successful completion of this class.**

Tue	5:30-8:30 p.m.	Oct 16	1 Session
Susan Goodale	A-208, IVCC	CPD-1620-310	\$59

Professional Learning Communities

[What Are They & How Can They Help Your School?]

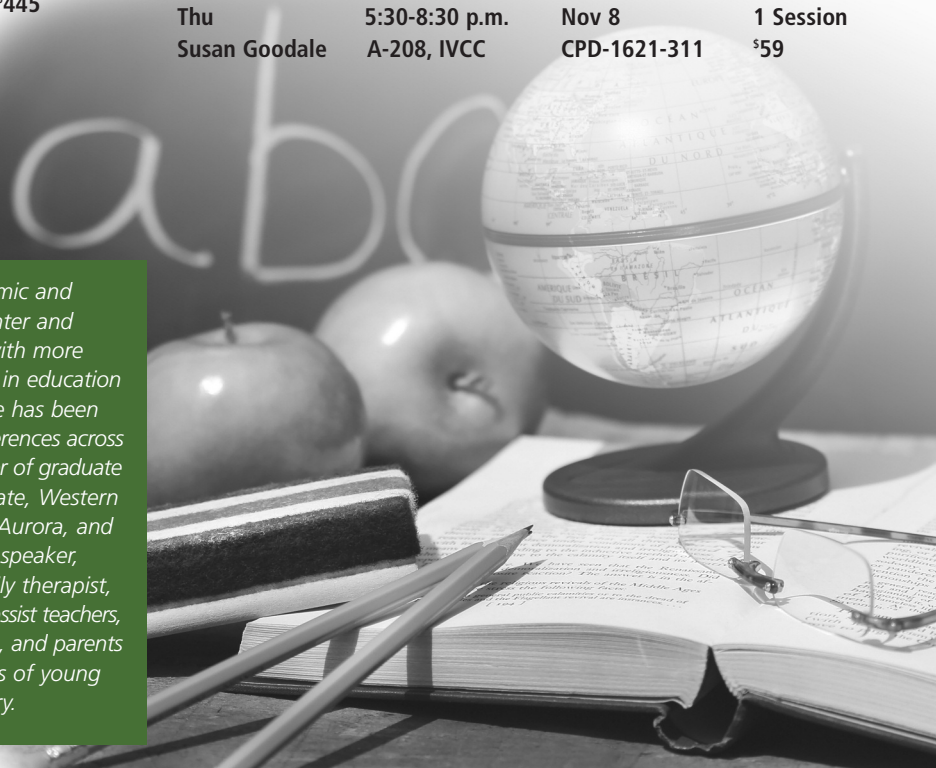
NEW As schools struggle with RTI, common core standards, and meeting the needs of differential learners, more and more are turning to the concept of Professional Learning Communities. PLC's offer a format for teachers to work together, plan together, and assess together to help all students learn more effectively. In this workshop, participants will learn the value of a PLC, how to set them up, and how to use them for the maximum benefit. **Teachers will receive 3 CPDUs for successful completion of this class.**

Thu	5:30-8:30 p.m.	Nov 8	1 Session
Susan Goodale	A-208, IVCC	CPD-1621-311	\$59

BIO



Susan Goodale is a dynamic and engaging national presenter and educational consultant with more than 36 years experience in education and human behavior. She has been keynote speaker for conferences across the country, and a provider of graduate coursework for Illinois State, Western Illinois, Drake University, Aurora, and Quincy Universities. As a speaker, teacher, trainer, and family therapist, she travels the country to assist teachers, counselors, administrators, and parents in maximizing the success of young people in the 21st century.



Online Classes for Teachers



Convenient, Affordable, and Effective

Take IVCC ed2go courses anywhere
and when it's most convenient for you.

Classes are 6 weeks long. New classes begin monthly.
Teachers will earn 24 CPDUs for completion of each course.

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 32. 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 course begins return to www.ed2go.com/ivcc and click "Classroom" link. Log in with the name and password your provided during orientation.

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

Solving Classroom Discipline Problems - A veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Course Number: CPD-2208 \$99

Solving Classroom Discipline Problems II - In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.

Course Number: CPD-2213 \$99

Survival Kit for New Teachers - A veteran instructor shares the secrets for success in your first years of teaching.

Course Number: CPD-2205 \$99

Integrating Technology in the K-5 Classroom - Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Course Number: CPD-2103 \$99

Spanish in the Classroom - Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Course Number: CPD-2305 \$99

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

Course Number: CPD-2204 \$99

Creating K-12 Learning Materials - Increase student performance and earn extra income by converting your ideas for instructional aids into reality.

Course Number: CPD-2311 \$99

Guided Reading: Strategies for the Differentiated Classroom - Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Course Number: CPD-2207 \$99

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

Course Number: CPD-2201 \$99

Working Successfully with Learning Disabled Students - Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

Course Number: CPD-2206 \$99

An Introduction to Teaching ESL/EFL - Learn how to be an effective English language teacher from an expert in the field.

Course Number: CPD-2402 \$99

Microsoft PowerPoint 2010 in the Classroom - Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Course Number: CPD-2109 \$99

Microsoft Word 2010 in the Classroom - Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Course Number: CPD-2110 \$99

Microsoft Excel 2010 in the Classroom - Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Course Number: CPD-2111 \$99

Continuing Professional Education

Food Service Sanitation



Food Service Sanitation [15 hour course]

Applied Food Service Sanitation is designed to assist the manager or potential manager apply sanitation principles in the operation of a food service establishment. Students will learn to identify the causes of food-borne illness, identify and apply correct procedures for cleaning and sanitizing, recognize problems and potential solutions associated with facility, equipment, and layout. The Illinois code related to food service establishments will be discussed. During the last session students will take the Illinois Food Service Certification exam. This class is required for certification as a food service manager. Students receive 1 hour of college credit for successful completion of this course. **Two textbooks are required for this class:** *ServSafe Essentials, 6th Edition* and the *Illinois Food Sanitation Code Handbook*. Textbooks are available at the **IVCC Bookstore**.

Mon/Thu Jan Schuster	5:30-8:30 p.m. D-319, IVCC	Aug 20-Sep 10 FSS-1200-300	6 Sessions \$96.77
Mon/Thu Mary Krasnican	5-8 p.m. Rm 101 Ottawa Center	Sep 10-27 FSS-1200-630	6 Sessions \$96.77
Mon/Thu Sara Smith	5-8 p.m. Rm 101 Ottawa Center	Oct 22-Nov 8 FSS-1200-631	6 Sessions \$96.77
Mon/Thu Jan Schuster	5:30-8:30 p.m. D-319, IVCC	Oct 29-Nov 19 FSS-1200-301	6 Sessions \$96.77

Food Service Sanitation Refresher [5 hour course]

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

Mon/Thu Mary Krasnican	5-7:30 p.m. Rm 101 Ottawa Center	Aug 20 & 23 CEU-1501-638	2 Sessions \$49
Sat Jan Schuster	9 a.m.-3 p.m. D-319, IVCC	Sep 29 CEU-1501-09	1 Session \$49
<i>*This instructor requires students to bring a copy of the IL Food and Sanitation Code Book to class</i>			
Mon/Thu Jan Schuster	5:30-8 p.m. D-319, IVCC	Oct 15 & 18 CEU-1501-310	2 Sessions \$49
<i>*This instructor requires students to bring a copy of the IL Food and Sanitation Code Book to class</i>			
Mon/Thu Sara Smith	5-7:30 p.m. Rm 101 Ottawa Center	Nov 26 & 29 CEU-1501-641	2 Sessions \$49

PLEASE NOTE: Ottawa Center is located at 321 W. Main Street, Ottawa, IL

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. Order your books online at www.ivccbookstore.com or call the bookstore at 815-224-0311 for more information.



[COMMUNITY EDUCATION]

Music

■ IVCC Jazz Ensemble

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

Students must own their own instrument. Late enrollments accepted.

Tue	6:30-9 p.m.	Aug 21-Dec 18	18 Sessions
Tim Karth	D-223, IVCC	HLR-5116-308	\$25

"Great class! Recommend for everyone to do."

U You Can "Uke"

Catch the ukulele wave. It's a simple instrument to play, sweet to hear, and always a kick, a wonderful way to relax with friends on a porch or in your backyard. The ukulele's popularity comes from its ease to learn and play. This course is designed to get you up and strumming. The course instruction covers basic chords and strums, along with open jamming. *Please trim long finger nails before class.*

Course fee includes materials valued at \$35 including a ukulele, pitch pipe, and song book. Registration deadline for this class is:

October 1.

Sat	9-11 a.m.	Oct 20	1 Session
Todd Volker	Rm 104 Ottawa Center	HLR-5114-610	\$55

Sat	1-3 p.m.	Oct 20	1 Session
Todd Volker	C-325, IVCC	HLR-5114-10	\$55

■ Instant Piano for Hopelessly Busy People

If you're like most adults, you don't have the time to take piano lessons once a week. It's time consuming and what you really want to do is sit down at the piano and "play a tune". It is possible to learn the secrets of the trade and all the chords you need for years of musical enjoyment in just one morning! In class you will learn how to play several songs and then practice your technique at home using an exclusive audio CD designed by your instructor. If you can find middle C and know the meaning of "Every Good Boy Does Fine", you already know enough to register for this class with confidence. **There is a \$28 lab fee payable to the instructor in class for your spiral textbook and audio CD for practice at home.**

Tue	6:30-9:30 p.m.	Nov 13	1 Session
Craig Coffman	A-331, IVCC	HLR-5107-311	\$45

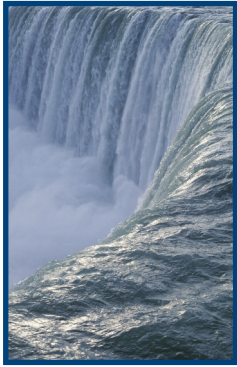
■ Instant Guitar for Hopelessly Busy People

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. The best part – you don't need to take private lessons to do it! 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.**

Tue	6:30-9 p.m.	Nov 20	1 Session
Craig Coffman	C-326, IVCC	HLR-5110-311	\$45

Trips

Niagara & Beyond



Limited Seat Availability Remaining

August 26-30

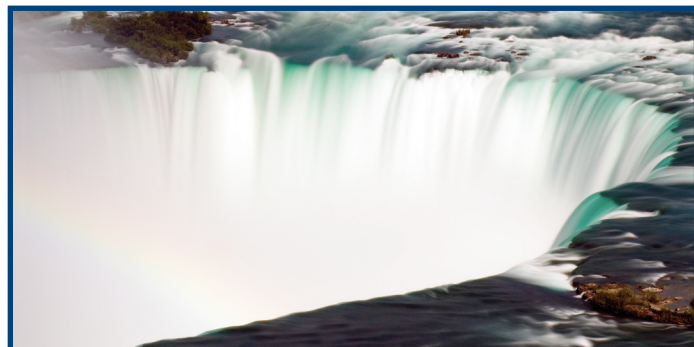
4 Nights/5 Days

What's included: motorcoach transportation, all meals, four night's hotel accommodations, all entrance/tour fees, all tips/gratuities, luggage handling, and professional tour guides.

Join IVCC's Continuing Education Staff on this 4 night, 5 day trip as we visit Niagara Falls, Ontario. Highlights of this trip include a visit to the Henry Ford Museum in Dearborn, Michigan. Known as America's

Greatest History Attraction, the museum is home to the Rosa Parks bus among many other exhibits. Overnight in Detroit, Michigan. Cross the border into Ontario, Canada and visit Kittling Ridge Winery known for its Ice Wine, created from hand-picked grapes that have frozen on the vine. Meet a Mountie, Anne of Green Gables, and a Hockey Player at the Oh Canada, Eh Dinner Theatre. View Niagara Falls up close and personal with a ride on the Maid of the Mist and take a "Journey Behind the Falls" themselves to an observation deck located at the foot of the falls. Enjoy free time to visit Niagara-on-the-Lake, an upscale boutique shopping area and that is known for its beautiful garden landscapes and floral clock. Have dinner 775 feet above the falls at the Skylon Tower and experience the evening lights. Cross the border back to the U.S. and experience a tour, demonstration and luncheon at the renowned New York Wine and Culinary Center. Overnight in Cleveland, Ohio and feast on a delicious southern style dinner at the House of Blues Cleveland. Before we make our way home, we will stop at the Toledo Glass Pavilion, and visit Middlebury, Indiana where we'll dine during an Amish luncheon and have time to view some of the Quilt Gardens that are well known in Northern Indiana. Room rates start at \$1,199/person for a double room. Additional rates available.

A U.S. passport or passport card is required for this trip. For more information about this program, please contact the IVCC Continuing Education Office at 815-224-0427.



Looking for Fall Colors

Tuesday, October 16

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

Take a trip back in time and join the Captain and crew on Illinois' only authentic paddle wheeler, the Spirit of Peoria. Enjoy panoramic views, marvel at the fall colors, hear river stories from the boat's riverlorian, Brian "Fox" Ellis, listen to tunes on the calliope, and sing along with banjo player, Barry Cloyd. Feast on sumptuous food and just RELAX as you gain a unique perspective of life on the Illinois River. Learn the history and lore of the Illinois River, and view the wildlife as you hear the calliope ring through the valley. Course fee includes bus transportation from IVCC to the paddleboat, cruise to Peoria, continental breakfast, buffet lunch, hors de vours, entertainment, snacks, and bus transportation from Peoria to IVCC.

Note: You may want to bring binoculars, a camera, and a jacket, as it is always windy on the river.

Date: Tuesday, Oct 16
Time: 8:45 a.m.-7 p.m.
Where: IVCC Parking Lot #4
Course: HLR-8251-410
Fee: \$129



Eagle Ed'venture Frequent Flyer

Become a frequent flyer with IVCC Trips & Tours program!

After your 5th trip, you will receive a \$25 certificate to use on your next Eagle Ed'venture.

Trips

Victorian House Tour & Progressive Dinner



**Dubuque, IA
Wednesday, November 28**

Course fee includes transportation, visit to the National Mississippi River Museum & Aquarium, guide services, progressive dinner, entertainment, holiday light display and refreshments.

Start your day in Dubuque, Iowa with a visit to the National Mississippi River Museum & Aquarium. Next, indulge in 19th Century elegance while you experience a culinary and visual feast. Step back in time to capture the flavor of life along the Mississippi as you dine at two Victorian mansions, and a winery elegantly decorated for the Christmas season. We'll start with soup and homemade bread at the elegant Redstone Inn, which was built in 1894 by A.A. Cooper, a prominent early industrialist, as a wedding present for his daughter. This 15 room historic inn was restored to its contemporary elegance in 1985 by the Dubuque Historic Improvement Company and is now a popular bed & breakfast. Discover the charm of Dubuque's historic downtown, by visiting Stone Cliff Winery at the Star Brewery Building, where you'll be served your entrée. The red brick landmark, nestled along the Mississippi River, was built in 1898 at the beginning of Prohibition. Stone Cliff Winery established their vineyard in 1995 and moved their production and tasting room into the Star Brewery Building in 2006. Cathy Goodman, founder of the critically acclaimed Mistletoes, will help you celebrate the spirit of the season with a merry mix of Christmas carols from traditional to jazz. For dessert, you'll treat your sweet tooth as well as your architectural palate at the Mandolin Inn. This richly detailed and beautifully crafted mansion features fabulous woodwork, Tiffany-style windows, and splendid antiques. Built in 1908, today the property is operating as a bed and breakfast, with eight meticulously appointed guest rooms. A tour guide will meet our bus at the Dubuque Welcome Center and interpreters will relate the history of each home on our tour. Before we depart – we will visit "Reflections in the Park" a holiday light extravaganza featuring thousands of lights and animated displays. Join us as we celebrate the holidays with the sights and sounds of Christmas past.

**Date: Wednesday, Nov 28
Time: 7:30 a.m.-9 p.m.
Where: IVCC Parking Lot #4
Course: HLR-8216-411
Fee: \$119**



ROCKIN' WITH THE ROCKETTES®

Saturday, December 15

Course fee includes transportation, visit to Lizzadro Museum of Lapidary Art, hands-on workshop with Chicago lapidary artist, lunch, rear main floor tickets to the Radio City Christmas Spectacular and refreshments

The holidays are in the air! Spend the morning learning about lapidary art, at the Lizzadro Museum of Lapidary Art located in Elmhurst. This truly one-of-a-kind attraction is dedicated to lapidary - the engraving, cutting, and polishing of stones and gems. Established in 1962 by Joseph Lizzadro, the museum features a vast collection including cameo, gemstone, and jade collections; as well as an ivory carving of Leonardo Da Vinci's Last Supper. The building is uniquely designed to resemble a jewelry box, nestled in a park setting. You will have an opportunity to try your hand at this hobby with the assistance of a Chicago lapidary artist. Participate in a hands-on workshop to create a tree out of wire and gemstones that you will take home at the end of our visit. Enjoy a delicious Italian lunch at Café Zalute & Retro Bar, located in Rosemont, before we take our seats for the afternoon matinee of the Radio City Christmas Spectacular at the Akoo Theatre. Since 1933, the Rockettes® have been performing this holiday favorite. The beautiful and inspiring story of the first Christmas is told reverently in pageantry and music. The Living Nativity, along with the famous Parade of The Wooden Soldiers, are two scenes from the very first performance of The Radio City Christmas Spectacular. Featuring several brand new scenes and costumes, the Rockettes® perform showcasing their signature eye-high kicks and incredible precision dance style in some of the most challenging numbers ever conceived. Don't miss the most spectacular Christmas show ever imagined!

**Date: Saturday, Dec 15
Time: 8 a.m.-8 p.m.
Where: IVCC Parking Lot #4
Course: HLR-8301-412
Fee: \$159**



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 11-Oct 16	6 Sessions
Jane &	Small Gym	HLR-5108-409	\$56
Rodney Schomas	Oglesby Lincoln School		

"We are ready for our daughter's wedding in February. Had a great time, really good instructors-made sure we were 'getting it'".

■ Cha Cha Intensive

NEW This class features basic ballroom Cha Cha. Learn footwork and turns for this Latin classic. Pre-requisite: students must have taken wedding reception survival skills previously. ***Please sign up with a partner and both persons must register.**

Tue	8:15-9:30 p.m.	Sep 11-Oct 16	6 Sessions
Jane &	Small Gym	HLR-5119-409	\$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: November 6 or 20.

Tue	7-8:15 p.m.	Oct 23-Dec 11	6 Sessions
Jane &	Small Gym	HLR-5102-410	\$56
Rodney Schomas	Oglesby Lincoln School		

■ West Coast Swing Dance

NEW 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: November 6 or 20.*

Tue	8:15-9:30 p.m.	Oct 23-Dec 11	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 class. **Must have at least one Beginning Swing class completed.**

***Please sign up with a dance partner and both persons must register.**
No Class: November 22.

Thu	7-8:15 p.m.	Oct 25-Dec 13	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 – turns, advanced footwork, the Lindy Hop and Charleston moves.

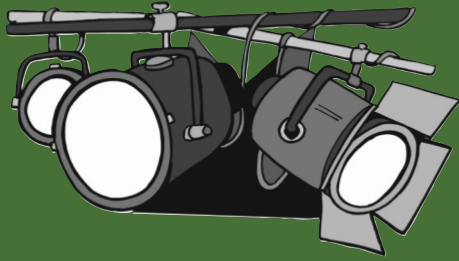
***Please sign up with a partner and both persons must register.**
No Class: November 22.

Thu	8:15-9:30 p.m.	Oct 25-Dec 13	7 Sessions
Jane &	Small Gym	HLR-5103-410	\$65
Rodney Schomas	Oglesby Lincoln School		

PLEASE NOTE:

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

Theatre & Stage



Illinois Valley Community College in partnership with the Illinois Theatre Conservatory in Princeton, Illinois, is excited to offer a variety of theatre classes designed to inspire your love of the arts.

■ Do It Yourself Shakespeare

NEW In this three-session class, students will explore, in depth, selected scenes and soliloquies from some of Shakespeare’s most important plays through interpretative readings. This class will consider their thoughts and emotions as they take roles such as Othello, Lady Macbeth and other beloved characters, and respond to the parts being read by others. Plot summaries will be provided for those whose schedules don’t allow them to read the plays in their entirety. No auditions or costumes required. *No Class: October 8.*

Mon	6:30-9 p.m.	Oct 1-22	3 Sessions
Dexter Brigham	Auditorium	HLR-5159-410	\$59
	Grace Performing Arts Center		

■ Out of the Kitchen and onto the Stage
[Food As Theatre]

NEW When did cooks become TV stars, food become the basis of movie plots, and whole meals start to be cooked onstage? This survey course will trace the performance history of cooks and cooking, from the early television cooking shows to a recent dinner theatre production in which a celebrity chef prepares, in a starring role, the same multi-course meal that is being served to the audience. The class will consider the impact of food as entertainment from two different angles: its impact upon modern cooks and cooking, and what it says about today’s audiences and the evolution of the performing arts.

Mon	6:30-9 p.m.	Oct 29	1 Session
Marina Carrott	Auditorium	HLR-5158-410	\$29
	Grace Performing Arts Center		

Classes will be held at the Grace Performing Arts Center, 316 S. Main, Princeton

■ Long Form Improvisation

NEW Learn basic principles of long form improvisation as practiced by Chicago’s iO, Second City and Annoyance Theatre. Delve into basic fundamentals with an emphasis on scene work, integration of games and connections. *A book “Truth in Comedy” is required for class and is available at the IVCC Bookstore.*

Tue	6-9 p.m.	Sep 18-Dec 4	12 Sessions
Kim "Howard" Johnson	C-316	HLR-5160-309	\$169
	IVCC		



Kim "Howard" Johnson

Kim is the author of several books on Monty Python, including The First 280 Years of Monty Python; co-author of the improvisational classic Truth in Comedy; and the author of The Funniest One in the Room: The Lives and Legends of Del Close. A writer and comedy performer, he has also served as personal assistant to John Cleese. He has extensive experience teaching and directing in Chicago and San Francisco.

BIO

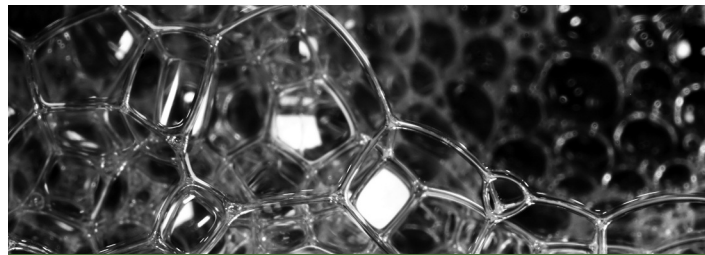


Creative Arts

■ Fabulous Faux [Classic - Tuscan - Metallic]

Save money and learn a faster, easier way to use paint to replicate Old World, stone-like walls, and classic looks for a traditional theme. Learn how to add "bling" from metallics. Linda Coffman, professional decorative painter with 15 years experience, shows beginners some tricks of the trade such as 'how to have perfect edges', as well as money saving tips to help you rescue your walls. *Please bring a paint shirt. A required material fee of \$29 is payable to the instructor the night of class. The student will receive a kit containing a custom roller, pan and DVD to accomplish these looks.*

Tue	6-8:30 p.m.	Nov 13	1 Session
Linda Coffman	B-101, IVCC Art Room	HLR-5506-311	\$45



Soapy Suds Adventures Part 1

NEW Learn the basics of soap making in small, controlled batches; and a brief history of different methods. Customize your own skincare formula by choosing natural ingredients and plant based essential oils. You will make a one-of-a-kind glycerin soap with skin loving ingredients as well as a sugar scrub or lip balm to take home. Instructions and recipes will also be offered for use at home. Join us on a Soapy Suds Adventure and experience every step of this fun & interesting craft! Great for sensitive and problem-prone skin! **There is a \$11 material fee payable to the instructor the first night of class.**

Dawn Rorem has been creating handmade, natural-herbal skincare formulas for the last five years. She is an avid gardener and uses herbs and botanicals from her own garden in the products she creates. Dawn began making her own skincare products after she experienced an intolerance to commercially made, chemical laden products.

Wed	6-8:30 p.m.	Sep 19	1 Session
Dawn Rorem	Rm 100, Bldg. 11 IVCC-East Campus	HLR-2766-309	\$29

Wed	6-8:30 p.m.	Oct 24	1 Session
Dawn Rorem	Rm 100, Bldg. 11 IVCC-East Campus	HLR-2766-310	\$29

Wed	6-8:30 p.m.	Nov 28	1 Session
Dawn Rorem	Rm 100, Bldg. 11 IVCC-East Campus	HLR-2766-311	\$29

■ Fabulous Faux [Suede - Rustic - Modern]

Want to achieve a soft blend of colors on your wall? There is an easier faster way than ragging, but using a special wool roller and glaze. Come and learn from a professional faux painter, who shows beginners "ulcer free" ways to have an office look like leather, how to have Western or Southwestern walls, and contemporary children's rooms. Learn how metallic, stripes and dry brushing can change ordinary looks to great looks. *Please bring a paint shirt. A required material fee of \$29 is payable to the instructor the night of class. The student will receive a painting kit containing a custom roller and DVD. This kit is different from the kit provided in the Classic-Tuscan-Metallic class.*

Tue	6-8:30 p.m.	Nov 20	1 Session
Linda Coffman	B-101, IVCC Art Room	HLR-5528-311	\$45

■ Garden Mosaics I [Garden Stepping Stone]

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.*

Mon/Wed	6-8 p.m.	Sep 17-26	4 Sessions
JoEllen Fiorentini	B-101, IVCC Art Room	HLR-2742-309	\$34

■ Garden Mosaics II [Bowling Ball]

Advance your mosaic skills. This class is an advanced class for students that have taken the "Garden Stepping Stone I" class. The techniques you learned in the first class will be applied to mosaic a bowling ball. The student must supply their own bowling ball and prep the ball prior to attending class. These instructions will be sent to you prior to attending class. Students will also be able to design and supply pieces of stone items for mosaic. This class is a six session class to develop, design and advance your techniques. **Please bring a \$12 material fee to the first class.**

Tue/Thu	6-9 p.m.	Sep 25-Oct 11	6 Sessions
JoEllen Fiorentini	B-101, IVCC Art Room	HLR-2750-309	\$75

Creative Arts

Creative Gourd Art

There are 23 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 use 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 \$20 material fee payable to the instructor on the first night of class. Registration deadline is October 1.** *Bill Ferguson is a member of the Illinois Gourd Society and American Gourd Society. He has been working with gourds for many years. Bill has a background in Art Education and Art History from Southern Illinois University.*

Tue	6-8 p.m.	Oct 9-Nov 13	6 Sessions
Bill Ferguson	Rm 101	HLR-2301-640	\$75
	Ottawa Center		

■ Indian Market Basket

NEW Great basket for beginner weavers. Students will weave this basket with a filled base. Over-under technique will be taught along with turning and adding rim, and inserting a carved wooden handle. Various color choices of reed to choose from. Finished basket measures 12" x 9½" x 8 ½". **Wear comfortable clothes and bring a sack lunch. There is a \$34 material fee payable to the instructor on the day of class. Registration deadline is September 14.**

Sat	9 a.m.-2 p.m.	Sep 22	1 Session
Pat Duffy	B-101, IVCC	HLR-2110-09	\$39
	Art Room		

■ Harvest Tote

NEW This is a beautiful and practical basket tote with leather handles. It has a filled base. Variegated reed will be used as spokes using the start-stop technique. This is beginner level weaving. Students will also learn how to insert two 16" leather handles. Finished basket measures 5" x 11 ½" x 12". **Wear comfortable clothes and bring a sack lunch. There is a \$35 material fee payable to the instructor on the day of class. Registration deadline is October 11.**

Sat	9 a.m.-2 p.m.	Oct 20	1 Session
Pat Duffy	B-101, IVCC	HLR-2120-10	\$39
	Art Room		

■ Two Pie Basket

NEW Make this large, practical basket to use for transporting your Thanksgiving pies or just to show off in your home filled with magazines. It has a filled base. Shaping will be emphasized. Students will learn how to weave with a wooden "D" handle which can be wrapped for added embellishment. Finished basket measures 10" x 20" x 7 ½". **Wear comfortable clothes and bring a sack lunch. There is a \$40 material fee payable to the instructor on the day of class. Registration deadline is November 9.**

Sat	9 a.m.-2 p.m.	Nov 17	1 Session
Pat Duffy	B-101, IVCC	HLR-2155-11	\$39
	Art Room		

■ Potluck Basket

NEW This is a practical, yet beautiful oval shaped basket. It has a wood base with attached handle. Students will learn to weave by inserting spokes into the wood base. Shaping techniques will be learned to achieve form around the handle. Students will have color choices of weaves to select from. Finished basket measures 14" x 10" x 7". **Wear comfortable clothes and bring a sack lunch. There is a \$35 material fee payable to the instructor on the day of class. Registration deadline is November 30.**

Sat	9 a.m.-2 p.m.	Dec 8	1 Session
Pat Duffy	B-101, IVCC	HLR-2156-12	\$39
	Art Room		

■ Sell Your Treasures on ETSY

NEW Attention all artists and vintage lovers! The hottest way to sell your artwork or vintage items is online at ETSY.com. Learn what to do, what not to do, and how to open an ETSY shop. Pick-up tips on photographing your items, writing effective item descriptions, how to integrate with other social media sites, and simple ways to optimize search engine results. The holidays are coming—so set up your shop now and get your treasures out there!

Tue	6-9 p.m.	Sep 18	1 Session
Pamela Klarup	B-213, IVCC	CEX-4611-309	\$39

Check Out Online Fashion Design
page 9

Knitting & Jewelry

■ Learn Double Knitting [Hot Pad Project]

NEW Double-knitting is a form of knitting in which two fabrics are knit simultaneously with two yarns while using one pair of needles: giving you a double thick fabric, with stockinette stitch shown on both sides. Double-knitting allows you to make reversible items. The alternate knit stitch with purl stitch will be the method taught in class. The first class will be a practice class. **Bring two contrasting yarns and appropriate size straight needles for your yarn. Practice the double-knitting method. The hot pad pattern and supply list needed for the remaining two sessions will be handed out at the first class.** Learn to read a double-knitting chart so you know when to change colors for each side. The pattern used in this class is a floral design. *This class is for advanced beginners.*

Tue	6-8 p.m.	Oct 16-30	3 Sessions
Doris Streit	Rm 103	HLR-2764-410	\$35
	Princeton High School		

■ Entrelac Knitting

Entrelac is one of the hottest trends in knitting. The technique is worked in small sections that are joined as they are worked. When completed, entrelac looks like strips of knitting woven together. Composed of triangles and rectangles; entrelac is not much more complicated than knits, purls, picked up stitches, increases and decreases and the resulting fabric looks complex! An entrelac scarf is a good use of left over yarn. You can also use two colors or any number of colors. The choice is yours. This class is for intermediate knitters. Basics of entrelac will be taught and a scarf will be started in class. **A supply list will be sent to students prior to class.**

Tue	6-8 p.m.	Nov 6-13	2 Sessions
Doris Streit	Rm 103	HLR-2713-411	\$35
	Princeton High School		

Broomstick Lace Cuff Bracelet

NEW Learn to create Broomstick Lace and go home with a fun fashion cuff bracelet. Broomstick Lace is a crochet stitch that looks complicated but is really quite simple with some knowledge of basic crochet stitches. This class is perfect for all ages and all experience levels. Knowledge of crochet is a plus but even beginners will be able to complete this fantastic fashion accessory during class. All supplies are provided by instructor. **There is a \$10 material fee payable to instructor at class.**

Wed	6-8:30 p.m.	Sep 19	1 Session
Theresa Smith	Rm 101	HLR-2765-649	\$25
	Ottawa Center		

Wed	6-8:30 p.m.	Oct 3	1 Session
Theresa Smith	C-326, IVCC	HLR-2765-310	\$25

■ Autumn Colors Braided Bracelet

NEW Use a simple braiding technique with nylon-coated wire to make a sparkling crystal bracelet in autumn colors. Bring jewelry-making tools including wire cutters and needle nose or round nose pliers. Previous jewelry making experience is a plus but not required. **There is a \$15 material fee payable to the instructor the night of class.**

Tue	6-8 p.m.	Sep 25	1 Session
Carey Burns	C-326, IVCC	HLR-2757-309	\$25

E-Z Peyote Cuff Bracelet

Using off-loom techniques and large cube beads to exaggerate the pattern, you can easily learn even count peyote seed bead stitch to make a beautiful cuff bracelet. With the knowledge learned in class you'll be able move on to more delicate and intricate work using smaller seed beads. Choice of gold, silver or black beads will be available. Information booklet will be included. Bring a pair of sharp scissors to class. **There is a \$12 material fee payable to the instructor at class to complete one bracelet. Additional supplies may be purchased from the instructor.**

Wed	6-8:30 p.m.	Oct 17	1 Session
Theresa Smith	Rm 101	HLR-2746-640	\$25
	Ottawa Center		

Wed	6-8:30 p.m.	Oct 24	1 Session
Theresa Smith	C-326, IVCC	HLR-2746-310	\$25

■ Creating Jewelry with Silver Clay

Get creative while learning the basics of working with PMC, real silver that is in clay form, to create your own custom jewelry. The clay may be molded, stamped, cut, torn, carved, folded, textured, and shaped by hand. On the first evening, create your jewelry then return the following week to finish your fired pieces. Finished pieces will be unique and can be worn as charms, earrings, or pendants that you can keep for yourself or give as a one of a kind gift. Different firing and finishing techniques will be discussed. **A material fee of \$33 will be payable the first night of class for the silver PMC you will use in class. Registration deadline is October 15 so that the sterling silver clay can be ordered.**

Mon	6-8:30 p.m.	Oct 29 & Nov 5	2 Sessions
Theresa Smith	B-101, IVCC	HLR-2710-310	\$39
	Art Room		

■ Holiday Mixed Media Charm Bracelet

NEW See page 27 for class description.

Tue	6-9 p.m.	Dec 4	1 Session
Carey Burns	B-216, IVCC	HLR-2756-312	\$25
	Fireplace Lounge		

Glass Art

"Instructions were very clear and easy to understand. Very good class, really enjoyed class. Good job!"

Hot Glass Experience I

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

Sat Laura Johnson	1-4 p.m. Starved Rock Hot Glass, Ottawa	Oct 6 HLR-2748-410	1 Session \$59
Tue Laura Johnson	5-8 p.m. Starved Rock Hot Glass, Ottawa	Oct 9 HLR-2748-420	1 Session \$59
Tue Laura Johnson	5-8 p.m. Starved Rock Hot Glass, Ottawa	Oct 23 HLR-2748-430	1 Session \$59
Sat Laura Johnson	1-4 p.m. Starved Rock Hot Glass, Ottawa	Nov 3 HLR-2748-411	1 Session \$59

Hot Glass Experience II

In this second level class, students will learn the actual blowing process in working with hot glass. Each student will complete two blown glass vessels, picking their own colors and choosing from a cup, jar, or candleholder. Completed projects must cool in an annealing oven at the studio overnight before they can be taken home.

Pre-Requisite: All students registered for Hot Glass Experience II must have completed Hot Glass Experience I prior to taking this course.

Class will be held at the Starved Rock Hot Glass Studio in Ottawa.

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

Tue Laura Johnson	5-8 p.m. Starved Rock Hot Glass, Ottawa	Nov 6 HLR-2751-411	1 Session \$69
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Sat Laura Johnson	1-4 p.m. Starved Rock Hot Glass, Ottawa	Nov 17 HLR-2751-421	1 Session \$69
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Hot Glass Experience classes will be held at:

Starved Rock Hot Glass Studio, 700 W Main St, Ottawa, IL

Your instructor, Laura Johnson, first became interested in the art of glass blowing on a school field trip to the Sofa Show in Chicago. She graduated from the University of Illinois with a Bachelor Degree in Liberal Arts and Sciences. During her time in Champaign, she began taking classes from a glass blower in Farmer City; where she learned the art. In 2009, Laura opened Starved Rock Hot Glass in her hometown of Ottawa.

BIO

Glass Art

Stained Glass for Beginners

NEW Learn to assemble two stained glass projects, one with lead and one with copper foil method. This class will show the techniques of cutting, grinding, and soldering. Upon completion of the course, students will take home both of their works of art. Note: Because you are working with real glass there is a possibility of injury from glass fragments. You may be exposed to a small amount of lead from the lead strips used in one project and from the soldering process. Some chemicals will be used to patina your finished project. If you have any health issues concerning lead, chemicals or small cuts, you may want to consult your physician before enrolling in this class. Please wear old clothes to class, bring a pair of safety glasses, and work gloves. **There is a \$65 material fee payable to the instructor on the first night of class. Registration deadline is September 24. No class: October 31.** Tammy Schrowang has operated a stained glass studio since 2000. She first experienced stained glass as a continuing education student at IVCC.

Wed Tammy Schrowang	6:30-9 p.m. B-101, IVCC Art Room	Oct 3-Nov 14 HLR-1301-310	6 Sessions \$89
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Culinary Arts



Tim Freed has worked as a chef for the past ten years. He has previously worked in banquets, catering and restaurants. His great love for cooking goes back to his childhood, which he gives credit to his two grandmothers, who taught him how to cook and bake. It was their love for food that inspired him to become a chef. He enjoys sharing his passion and teaching others that fabulous cooking doesn't have to be complicated. While having been trained as a chef, Tim believes that hands on experience in the kitchen with family and friends is the best way to learn and have fun.

"Great knowledge, excellent interaction with class, brilliant as always"

■ Spice It Up

Learn how to use herbs and spices and how to pair them with food. We'll examine how to cook spices, how to prep spices, make spice mixtures, marinades and rubs. This session will teach you how to properly season your food and give up using all that salt! This is more of a classroom style seminar with a small amount of cooking. **Please bring a \$10 material fee payable to the instructor at class.**

Mon	6-9 p.m.	Sep 10	1 Session
Chef Tim Freed	Rm 100, Bldg. 11	HLR-3918-309	\$29
IVCC-East Campus			

■ Cooking With Wine

NEW Wine is one of the most complex and flavorful ingredients that can be used in cooking and a little scary for the home cook to use for the first time. Fear not, Chef Tim will help you understand how to properly cook with wine. We will go over different varieties of wine used in cooking, what wines are best cooked with which foods, and how to properly buy wines for cooking. Recipes will include red wine braised chicken thighs, Sunday gravy, sweet wine cake and a few other wine inspired recipes! **Please bring a \$15 material fee payable to the instructor at class.**

Mon	6-9 p.m.	Sep 24	1 Session
Chef Tim Freed	Rm 100, Bldg. 11	HLR-3417-309	\$29
IVCC-East Campus			

■ Home Classics [Like Grandma Use to Make]

NEW Remember when you were a little kid, and your favorite part of going to Grandma's house (aside from sneaking a few pieces of candy from the candy jar) was her honest to goodness down home comfort food made from scratch? Join Chef Tim as he prepares some of those comfort food classics. Recipes will include meatloaf, breaded pork chops, peach cobbler and a few additional home classics! **There is a \$15 material fee payable to the instructor at class.**

Mon	6-9 p.m.	Oct 22	1 Session
Chef Tim Freed	Rm 100, Bldg. 11	HLR-3415-310	\$29
IVCC-East Campus			

■ Easy Baking

NEW While Chef Tim is not a pastry chef, he does have a few recipes that are true stand-bys and easy to make. Some of our recipes will include apple pie, biscuits made from scratch, chocolate chip cookies, and chocolate caramel brownies. Join Chef Tim for a night of easy baking recipes that will sure to become staples in your kitchen.

Please bring a \$10 material fee payable to the instructor at class.

Mon	6-9 p.m.	Nov 5	1 Session
Chef Tim Freed	Rm 100, Bldg. 11	HLR-3207-311	\$29
IVCC-East Campus			

IVCC culinary classes are taught in demonstration format unless otherwise indicated in the course description.

Culinary classes are taught on IVCC's East Campus in Building 11; unless otherwise indicated in the course description. If you are not sure where the classroom is located, please call 815-224-0427 for more information.

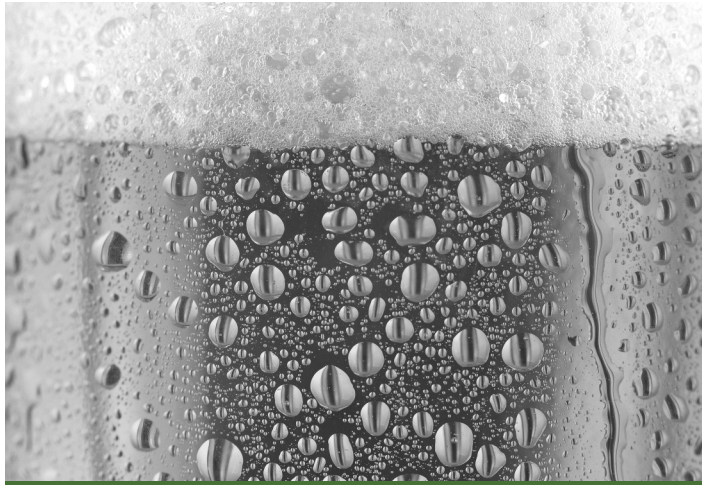
Culinary Arts

■ Out of the Kitchen and onto the Stage

[Food As Theatre]

NEW When did cooks become TV stars, food become the basis of movie plots, and whole meals start to be cooked on-stage? This survey course will trace the performance history of cooks and cooking, from the early television cooking shows to a recent dinner theatre production in which a celebrity chef prepares, in a starring role, the same multi-course meal that is being served to the audience. The class will consider the impact of food as entertainment from two different angles: its impact upon modern cooks and cooking, and what it says about today's audiences and the evolution of the performing arts.

Mon	6:30-9 p.m.	Oct 8	1 Session
Marina Carrott	Stage	HLR-5158-410	\$29
	Grace Performing Arts Center, Princeton		



■ Cooking With Beer

NEW Join Chef Tim as we examine beer as a culinary ingredient. While the history of beer stretches back to the Middle Ages, beer as a cooking ingredient is a relatively new idea in culinary history. We will examine different types of beer, their basic flavor profiles, and how we can best utilize those flavors with food. A couple of our recipes will include beer bread, beer cheese soup, beer braised sausage and peppers, and more. We will also discuss how to pair beer with food.

There is a \$15 material fee payable to the instructor at class.

Mon	6-9 p.m.	Oct 8	1 Session
Chef Tim Freed	Bldg 11, Rm 100,	HLR-3416-310	\$29
	IVCC-East Campus		

Holiday

■ Art of Tree Decorating

Be creative – 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 Bergners. Topics include: types of trees, theme and color schemes, lighting ideas, garland, ribbon, & floral picks, placement of ornaments, tree topper ideas, take down, and storage. Using ideas and decorating tips from this class, you too can personalize your Christmas tree for the holidays. Class size is limited so register early to reserve your space. Participants are asked to bring 3 yards of wide wired ribbon to practice bow making.

Tue	6-9 p.m.	Nov 13	1 Session
JoEllen Fiorentini	C-325, IVCC	HLR-4401-311	\$25

Tue	6-9 p.m.	Nov 27	1 Session
JoEllen Fiorentini	Rm 101	HLR-4401-641	\$25
	Ottawa Center		

■ A German Christmas *Culinary Class*

Back by popular demand! Join Chef Tim for a German Christmas! We will take a look at traditions, food and history of Christmas in Germany. Sample some of Germany's traditional Christmas foods. Froliche Weihnachten! Please bring a \$20 material fee payable to the instructor at class.

Mon	6-9 p.m.	Dec 3	1 Session
Chef Tim Freed	Rm 100, Bldg. 11	HLR-3922-312	\$29
	IVCC-East Campus		

■ Holiday Mixed Media Charm Bracelet

NEW Create a holiday bracelet with charms made using decorative papers, metal pendants, and additional embellishments. You'll use basic stringing techniques for this bracelet so previous jewelry making experience is a plus, but not required. **Students should bring jewelry-making tools including wire cutters and needle or round nose pliers to class.** There is a \$15 material fee payable to the instructor at class.

Tue	6-9 p.m.	Dec 4	1 Session
Carey Burns	B-216, IVCC	HLR-2756-312	\$25
	Fireplace Lounge		



Senior Matters



■ Don't Put Off the Inevitable

[Talking to Your Aging Parents]

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

Wed	6-9 p.m.	Oct 24	1 Session
Susan Hayward	C-316, IVCC	HLR-7506-310	\$35

■ Caregivers Thriving!

[Caring For Yourself to Better Care for Others]

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

Thu	6-9 p.m.	Sep 20	1 Session
Susan Hayward	C-316, IVCC	HLR-7507-309	\$35

■ Advocate Successfully with Professionals and Family Members

NEW As the primary caregiver for your ill or aging loved one (parents, spouse, sibling, or child) you will often need to advocate for the quality of life and care your loved one needs and deserves. Learn to speak powerfully and without preconceived ideas about what it is you are able to get with improved advocacy skills. What you learn in this workshop can be used with family and friends as well as with professionals and organizations that provide care for your loved one. As you hone your prioritizing skills, you will see results that change the quality of life for you as the primary caregiver and for those who receive your care.

Thu	6-9 p.m.	Nov 8	1 Session
Susan Hayward	C-325, IVCC	HLR-7508-311	\$35

BIO



Susan Hayward, PCC

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

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 2-16	3 Sessions
Richard Volker	C-325, IVCC	HLR-1113-310	\$29

■ Focus on Fixed Income

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

Wed	6-7:30 p.m.	Oct 10-24	3 Sessions
Clint O'Brien	B-313, IVCC	CDV-5012-310	\$29

U Retirement Reality Check

This class will focus on guiding you for retirement planning. See where you are in regards to meeting your retirement financial goals whether you are close to retirement age or already retired. Class will cover basic understanding of different common investments used before and during retirement such as mutual funds, CDs, stocks, bonds and annuities. Common concerns before and during retirement will also be discussed such as the need for long term care, rising medical costs and inflation.

Mon/Thu	6-7:30 p.m.	Oct 1-18	6 Sessions
Helio Ruvalcaba	Rm 101	CDV-5011-640	\$29
	Ottawa Center		

■ Family Matters with Long Term Care

For most people, discussing long-term care is often an uncomfortable topic. However, creating a long-term strategy now may help to protect your family from financial burden in the future. In class, we will learn about common funding options to provide high-quality long-term care, how insurance can play a significant role in helping to preserve your assets, and how you can take control of where and how you receive long-term care services.

Wed	6-8 p.m.	Nov 7	1 Session
Clint O'Brien	C-326, IVCC	CDV-5016-311	\$29

■ AARP Driver Safety 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. *Attendance is required both days to receive the certificate at the end of class. There is a \$12 fee for AARP members (with AARP membership card); and a \$14 fee for non-members payable at class. Please arrive a half-hour early for the first day of class.*

Wed/Thu	12-4 p.m.	Oct 3-4	2 Sessions
Robert Borla	C-316, IVCC	SRS-1112-10	

U Appealing Your Property Taxes

You will learn about the property tax appeal process and the steps required to appeal a tax bill. Learn to read and understand a property tax bill and how it is calculated. Find out about property tax exemptions and how to apply for them.

Tue/Thu	6-8 p.m.	Sep 11 & 13	2 Sessions
Sep 11	Rm 103		
Sep 13	Rm 105		
Robert Perez	Ottawa Center	CDV-5014-649	\$25

Sat	9 a.m.-12 p.m.	Sep 15	1 Session
Robert Perez	Rm 101	CDV-5014-609	\$25
	Ottawa Center		

Sat	9 a.m.-12 p.m.	Sep 29	1 Session
Robert Perez	C-325, IVCC	CDV-5014-09	\$25

U So You're Buying Your First Home

Five easy steps to owning a home! All the important steps to home ownership will be covered: the loan process, knowing the housing market, home selection, appraisals, home inspection and the closing. *This session is free, but you must register at IVCC.*

Tue	6:30-7:30 p.m.	Sep 25	1 Session
Tracy Tunnell	Rm 101, Ottawa Center	CDV-5008-649	Free

Thu	6:30-7:30 p.m.	Oct 18	1 Session
Tracy Tunnell	C-325, IVCC	CDV-5008-310	Free

Green Technology

■ Small Wind Generators for Homeowners

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, and how to choose a site for the tower, as well as current legislation and zoning of wind towers. **Bring one of your electric bills, a notepad, and a calculator to determine the savings on a typical month's performance of a wind tower versus your current source of electricity.**

Sat 9:30-11:30 a.m. Oct 6 1 Session
 Dr. Robert Vogl E-213, IVCC HLR-5521-10 \$35

■ Basics of Solar Electricity

Due to the growing demand for clean sources of energy, the use of solar cells to convert sunlight into electricity has expanded dramatically in recent years. Come learn the basics of Photovoltaics [PV] also known as solar energy, as Dr. Vogl explains 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 20 1 Session
 Dr. Robert Vogl E-213, IVCC HLR-5522-10 \$35



Drs. Robert & Sonia Vogl

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

BIO

Gardening

U Fall Magic in the Garden

NEW Bright oranges, crisp autumn reds, harvest yellows...add a little fall magic to your garden with the right plants. Learn which plants put on their best show in the fall and how you can incorporate them into your existing landscape. Find out how to transition from the end of summer to fall by adding seasonal color and visual excitement to your yard. *Your instructor Stephanie Stacy is the owner of Garden's Gate Garden Center and Landscape Company located in Ottawa. She holds two horticulture degrees and has extensive experience in landscape design and greenhouse growing. She has been in the green industry since 1998.*

Tue 6-8:30 p.m. Oct 2 1 Session
 Stephanie Stacy Rm 101 HLR-5201-640 \$29
 Ottawa Center

U Put Your Garden To Bed For Winter

Learn time and labor saving shortcuts, how to prepare your garden for winter and how to ease into a spectacular spring. Garden smarter, not harder! Go easy on your back and have time to enjoy fall's splendor. Learn what, when and how to mulch, dig up, divide, fertilize, bring indoors, plant, protect, prune and plan for next spring. *Your instructor Darlene Ray has been gardening since she was 10 years old – she is a Master Gardener and a member of the Garden Writer's Association.*

Sat 9 a.m.-12 p.m. Oct 20 1 Session
 Darlene Ray Rm 101 HLR-5208-610 \$27
 Ottawa Center

U Winter Interest in the Garden

NEW Utilize perennials and shrubs to create winter interest and attract birds to your yard. From ornamental grasses to evergreen trees to deciduous plants with unusual branching structure, winter interest plants should be part of your garden or landscape plans. The winter garden adds a rare magic unavailable in any other season.

Thu 6-8:30 p.m. Nov 1 1 Session
 Stephanie Stacy Rm 105 HLR-5217-641 \$29
 Ottawa Center

U Creating a Winter Container Arrangement

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

Sat 9-11:30 a.m. Dec 1 1 Session
 Stephanie Stacy Rm 101 HLR-5218-612 \$29
 Ottawa Center

Outdoor Education

■ Native Skills I

NEW Want to improve your survival skills? Learn advanced techniques natives used to be comfortable living in the wilderness. Discover tracking techniques that show why people get lost in the woods as well as learning how to lost-proof yourself. See how to read above-ground signs to follow trails. Practice primitive throwing stick hunting skills, make a figure-4 deadfall trap, and see how a rolling snare works. Understand how to naturally find, filter, and purify water in the wild, as well as how to make a coal-burnt bowl and utensils. Learn how to make fire by friction with the hand drill method. Experience firsthand the wilderness skills of awareness, tracking, and survival at Illinois Valley Community College. **All classes are held outdoors and require a knife with a 3" blade. You may also want to bring note-taking materials, lunch, snacks, and drinks. Class is limited to 10 students, must be 18 years of age or older.**

Sat	10 a.m.-3 p.m.	Sep 22	1 Session
Jason Thompson	C-325, IVCC	HLR-5307-09	\$39

■ Native Skills II

Pre-requisite: Native Skills I

NEW So you want to be a survivalist? This hands-on, experiential class will teach you the survival skills natives used to live in the wild. Learn awareness techniques to blend and flow with your environment. See how to read tracks in difficult soils and follow trails others simply cannot see! Discover how to make rope from natural materials. Try making a fire by the native bow drill friction method. Understand how to make a teepee fire structure and how to find natural tinder. **All classes are held outdoors and require a knife with a 3" blade. You may also want to bring note-taking materials, lunch, snacks, and drinks. Class is limited to 10 students, must be 18 years of age or older.**

Sat	10 a.m.-3 p.m.	Oct 6	1 Session
Jason Thompson	C-325, IVCC	HLR-5306-10	\$39



Looking for the perfect gift?

Give the gift of learning.

Continuing Education gift certificates available in any amount. Call 224-0427 to request yours!

Wellness

■ Breathing for Life

Body, breath and mind are interrelated and breathing properly is conducive to health and well-being. Proper breathing alleviates anxiety, improves sleep, circulation and immune system functioning and calms and relaxes the mind. **Bring a blanket, and dress comfortably for an exploration of the mechanics and benefits of natural breathing.** This is a great opportunity for an introduction to breathing techniques used in yoga. Learn how to breathe for life!

Wed	6:30-7:30 p.m.	Sept 12-26	3 Sessions
Dan Retoff	B-216, IVCC Fireplace Lounge	HLR-6108-309	\$29

■ 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 clothes, and athletic shoes. Bring a towel or yoga mat and a sweater.**

Wed	6:30-7:45 p.m.	Oct 10-Nov 14	6 Sessions
Dan Retoff	B-216, IVCC Fireplace Lounge	HLR-6101-310	\$45

■ Food, Mood, Behavior, and Emotional Health

Can what you eat affect your emotions? Scientific research says "YES!" Learn how the ingredients in some of the most popular foods influence how you think, feel, act, and sleep. Explore what school districts across the country are discovering: that they can affect real changes in students by altering the foods that they eat. Research connects food and aggression, poor study habits and school performance, ADD/ADHD, and more. Learn how to make changes in your child's diet to improve his/her behavior. Examine your own diet to understand the mind-body connection to cravings, depression, stress, and emotions to help you cope with the everyday challenges of life. *Kaye Norlin has a M.A. in Behavioral Medicine/Health Psychology. She is also a certified health and wellness coach and has a professional certification in stress management. She was first introduced to yoga, meditation, and breathing techniques at IVCC.*

Thu	6-8:30 p.m.	Sep 13	1 Session
Kaye Norlin	C-325, IVCC	HLR-6302-309	\$29

■ Mind-Body Skills for Stress Management

Stress is everywhere in today's world... Do you know how it is affecting you? Explore the nature of stress and the effects on your health; including causing sleep problems, accelerating aging, and contributing to chronic illness. Minimize stress using relaxation skills; including visualization and guided imagery, diaphragmatic breathing, and a variety of coping strategies that can be used anywhere. Discover the benefits of meditation, diet, exercise, and yoga on enhancing well-being.

Thu	6-8:30 p.m.	Oct 4	1 Session
Kaye Norlin	C-325, IVCC	HLR-6305-310	\$29

FYI

■ 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. Sessions are free of charge, but you must register with IVCC prior to attending class. You are welcome to attend any and all sessions. **If you are unsure of classroom location please stop at the information desk on your way to class.**

September 20	Firearm statutes: how Illinois differs from other states		
September 27	Internet privacy and identity fraud		
October 4	Interstate custody cases: what you need to know living here in Illinois		
October 11	Legal and ethical issues in workmen's comp litigation		
October 18	Aviation law: how private pilots are regulated		
Thu	7-9 p.m.	Sep 20-Oct 18	5 Sessions
Judge Cynthia Raccuglia	E-325, IVCC	CDV-5101-304	Free

■ Coca-Cola History

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

Wed	7-8:30 p.m.	Sep 26	1 Session
Richard Volker	C-325, IVCC	HLR-7601-309	\$19

■ Learn to Use Your iPad

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

Tue	6-9 p.m.	Oct 9	1 Session
Pamela Klarup	A-331, IVCC	CEX-1207-310	\$39

■ Reading Strategies that Work

NEW Get your child off to a great start this year. This is the perfect class to attend if your child does not like to read, may be held back in school because of reading skills, or simply can't get the idea of reading. You will leave with many fun ideas about what to do at home to ensure that your child becomes a better reader and loves it. The class will include discussion and helpful activities for your family to do together. Reading is fun and fundamental. **This class is for parents of students in grades K-3.**

Wed	5:30-7:30 p.m.	Oct 10	1 Session
Cathi Nelson	C-326, IVCC	HLR-5434-310	\$19

U Catholicism for Non-Catholics

NEW Mystery, confusion, and propaganda make it hard to know what the Catholic Church is teaching. This course gives an elementary look at the history of the church and its main teachings. We also look at religious demographics across the U.S. and world scene, as well as a review of current topics in religion and science.

Wed	6-8 p.m.	Oct 24	1 Session
Todd Volker	Rm 101	HLR-6703-640	\$19
	Ottawa Center		

U Which Tablet Meets Your Needs?

Participants will learn the difference between a laptop and a tablet. Compare and contrast the different tablets on the market that will include the iPad. Explore wireless costs and available plans. Also, explore the world of "apps" for these devices. Please bring a 2GB flash drive to class.

Thu	6-9 p.m.	Nov 1	1 Session
Doreen Balzarini	Rm 100	CEX-1205-411	\$29
	Princeton High School		

Thu	6-9 p.m.	Nov 8	1 Session
Doreen Balzarini	Room 105	CEX-1205-641	\$29
	Ottawa Center		

Pre-registration is required for all classes.

Payment is due at the time of registration.

Continuing Education Registration Form

Fall 2012 | Visit our website - www.ivcc.edu/cec



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[By Mail]
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Please call (815) 224-0447

[By Fax]
(815) 224-6091

[In Person]
IVCC – Admissions & Records
Room C-210
815 N. Orlando Smith Road
Oglesby, IL 61348

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

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

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

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 _____

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