Community Education Classes
Spring 2019

Business or Career Development (BUSCA)

BLS CPR for Healthcare

The BLS Instructor-led course teaches both single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on High-Quality CPR and team dynamics. Cost of course includes all materials and supplies, including the textbook.

Dates & Times:
- Section 12: Thu, Jan 17, 10a-2p
- Section 13: Thu, Jan 31, 4-8p
- Section 14: Tue, Feb 5, 10a-2p
- Section 15: Tue, Feb 19, 4-8p
- Section 16: Wed, Mar 6, 10a-2p
- Section 17: Wed, Mar 27, 4-8p
- Section 18: Mon, Apr 8, 10a-2p
- Section 19: Mon, Apr 22, 4-8p

Fee: $65

Forklift Operator Training

Do you want to drive a forklift, sometimes known as a powered industrial truck? Did you know that all operators of these vehicles must receive safety training in 22 sections covering both truck related and workplace related topics?

This class will provide all that through interactive presentations, hands-on skill evaluations and a final examination. This training meets all OSHA requirements.

Day: Tue
Time: 8:00a-12:00p
Fee: $225
- Section 02 — Jan 22
- Section 03 — Feb 26
- Section 04 — Mar 26
- Section 05 — Apr 23
- Section 06 — May 28

All sections are held at Equipment Depot, 821 Shore Drive in Burr Ridge.

More Classes Inside . . .

- Business or Career Development
- Academic and Test Preparation
- Technology
- Fitness
- Children & Family Programming
- Recreation & Personal Development

LeeAnne Krusemark, the instructor for the classes on this page, and two on the next page, is an author, speaker, business owner, Chamber of Commerce Past President, and guest instructor at more than 200 colleges from Maine to Hawaii. Her inspiration in the classroom has even been compared to Oprah!
Academic & Test Preparation (PREP)

**Accuplacer Review® for Language Arts**

*FIN 002 02*

Make money at home using typing skills and a computer. Discover how and where to find clients, ways to advertise and market these services, effective home office equipment choices, and FREE national networking information.

*Pre-requisite: FIN 002*

**Dates:**
- **Section 03** — Feb 4-Mar 25
  - **no class 2/18, 3/4 & 3/18**
- **Section 04** — May 20-Jun24
  - **no class 5/27**

**Time:**
- 9:00a-12:00p
- 1:30p-4:30p

**Fee:** $25 + $20 Materials Fee

**TST 003 02**

This class will focus on skills needed for the ACCUPLACER Mathematics test. Class reviews elementary algebra, rational numbers, absolute value, algebraic expressions, etc.

**Dates:**
- **Section 03** — Feb 20-Mar 27
  - **no class 3/20**
- **Section 04** — May 20-Jun24

**Time:** 6:30p-9:00p

**Fee:** $29 + $10 Technology Fee

**Constitution Test Review**

*FIN 003 02*

This course provides an overview of the United States and Illinois Constitutions, the Declaration of Independence, and the United States flag code. This material will prepare students to pass the Illinois Secondary Level Constitution Test, a high school graduation requirement in the state of Illinois.

**Date:** Sat, Mar 30-Apr 13
**Time:** 9:00a-12:00p
**Fee:** $15

**Technology (TECH)**

**Intro to App Development with Swift**

*FIN 002 02*

Students new to coding will build a solid foundation in programming fundamentals using Swift as the language. Throughout this course, students get practical experience with the tools, techniques, and concepts needed to build a basic iOS app from scratch.

This course builds on the concepts and skills taught in ACCUPLACER Language Arts and is intended for students without prior programming experience.

**Dates:**
- **Mon & Wed, Feb 11-May 8**
  - **no class on 2/18, 3/4, 3/18 & 3/20**

**Time:** 12-2p
**Fee:** $99

**Intermediate Computer Basics**

*FIN 004 02*

This course builds on the concepts and skills taught in “Computer Basics” and will include more advanced computer use. Students enrolling in this course should have basic knowledge of and experience with personal computers, Microsoft office functions, the internet, and social media. A flash drive is recommended.

**Date:** Sat, Feb 9-Mar 9
**Time:**
- **Section 01** — 9:00a-11:00a
  - **This section will be taught in Spanish.**
- **Section 02** — 11:30a-1:30p
  - **This section will be taught in English.**

**Fee:** $49 + $10 technology fee

**Computer Basics**

*FIN 001 02*

This course provides an overview of the United States and Illinois Constitutions, the Declaration of Independence, and the United States flag code. This material will prepare students to pass the Illinois Secondary Level Constitution Test, a high school graduation requirement in the state of Illinois.

**Date:** Mon, Apr 15
**Time:** 7-9p
**Fee:** $25 + $20 Materials Fee

**Textbook:**

*We’re Writing to You* by Apple Education & Morton College

**Objective:**

1. To build a solid foundation in the basics of word processing.
2. To become familiar with a word processing program.
3. To be able to create, edit, modify, save, print, and save files.
4. To become familiar with basic keyboarding skills.

**Materials:**

- PC or MAC computer
- Keyboard
- Mouse
- Course workbook
- Access to the internet

**Classroom Technology:**

- projection equipment
- audiovisual equipment
- internet access

**Assessment:**

- quizzes and tests
- demonstrations
- assignments

**Evaluation:**

- Participation
- homework
- assignments

**References:**

- Microsoft Word
- WordPerfect
- Apple’s iWork

**Grading:**

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: Below 60%

**Fee:**

- $29 + $10 Technology Fee

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**FIT 075 03**

This course offers several options for people who want to use the College Fitness Center for personal fitness programs.

**Dates:**
- **Section 01** — Jan 7-31
  - **Fee:** $10
- **Section 02** — Feb 1-28
  - **Fee:** $10
- **Section 03** — Mar 1-31
  - **Fee:** $10
- **Section 04** — Apr 1-30
  - **Fee:** $10
- **Section 05** — May 1-31
  - **Fee:** $10
- **Section 06** — Jun 1-30
  - **Fee:** $10
- **Section 07** — Jul 1-31
  - **Fee:** $10

**Time:** Unlimited visits during posted hours.
**STEAMers Club**

*Science, Technology, Engineering, the Arts and Mathematics for Children (ages 6-9 & 9-12)*

Integrated hands-on activities that encourage exploration and teamwork, plus develop self-confidence. The club is open to all skill levels.

Each session will have different activities, and registration is by the section, so students can attend one, two or all of the sections! Parents can choose the appropriate group for nine-year-olds.

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<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Fee per Section: $9 + $5 Materials Fee</th>
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<tr>
<td>Sat</td>
<td>9:00a-12:00p</td>
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**Auto Maintenance**  
**MEC 001 02**

**Description:** This course covers the operation of various auto systems with an emphasis on preventive maintenance. Students will have the chance to work on their own automobile in the college’s auto shop.

- **Date:** Sat, Feb 16-Apr 13  
  (no class 3/23)
- **Time:** 8:30a-11:30a
- **Fee:** $79

**Ceramics**  
**CFT 002 02**

**Description:** Create and design your own pottery using hand-built and wheel-thrown techniques. Glazing and some decorating will also be covered. For students at all levels. Come to class with an apron or smock. Supplies average $10-$20.

- **Dates:** Thu, Mar 28-May 16
- **Time:** 6:30-8:30p
- **Fee:** $79

**Skills for Daily Living**  
**SND 004**

**Description:** This course is designed to help students develop and expand life enrichment skills. The class is student driven; instructors address various academic, social and fitness skills based on those enrolled in the class.

The class has one hour of academics, one hour of fitness, and one hour for social interaction and use of campus facilities, such as the cafeteria, student union and learning resource center.

- **Dates:** Mon, Tue & Wed  
  Section 09: Jan 7-23 (no class on 1/21)  
  Section 10: Feb 11-27 (no class on 2/18)  
  Section 11: Mar 11-Apr 3 (no class 3/18-20)  
  Section 12: Apr 22-May 8  
  Section 13: May 20-Jun 5
- **Time:** 11:00a-2:00p
- **Fee:** $89

**Registration for Community Education classes is done through OAR (Office of Admissions & Records) in Building B.**