



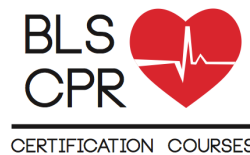
Community Education Classes Spring 2019

Business or Career Development (BUSCA)

BLS CPR for Healthcare

HCE 001

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



More Classes Inside . . .

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



Forklift Operator Training

MEC 002

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.



Business or Career Development (BUSCA)

continued

Introduction to Screenwriting

LIT 002 02

Write screenplays for television or the movies. Learn the special terms and formats for TV and the big screen, how to plot a story, develop characters, and execute it in the proper screenwriting format. Discover the difference between a Treatment, a Spec Script and a Shooting Script, and when to use them. Get an inside look into the business of selling your script to agents and producers.

Dates: Mon, Apr 15

Time: 2-3p

Fee: \$15 + \$10 Materials Fee

Writing for Blogs, Magazines & Websites

LIT 005 01

You don't need a journalism degree or previously published articles to write for online blogs, magazines, and websites. Some opportunities offer exposure, while many pay well -- \$1 a word and more!



Learn how to find opportunities that pay, story ideas, conduct interviews and find sources, create query letters, protect your copyright, and how to use your credibility to sell other articles or your self-published novel. You'll even learn how you can create your own blog and monetize it!

Dates: Mon, Apr 15

Time: 3-4p

Fee: \$15 + \$10 Materials Fee

Getting Published for Beginners

LIT 003 02

Become a published freelance writer by selling a magazine article, short story, poem or novel to a traditional publisher. Learn to submit manuscripts the correct way, find the right publisher for your work, write irresistible query letters, and determine when and how to get an agent. Discover 100 ways to make money as a freelance writer.

Date: Mon, Apr 15

Time: 4-6p

Fee: \$25 + \$20 Materials Fee



Self-Publishing Options*

LIT 004 02

Discover the pros and cons of all the self-publishing options, including print-on-demand and e-book publishing, as well as the Amazon option of *Create Space*. Materials fee includes a rated description of 50 self-publishing companies.

*Pre-requisite: LIT 003

Date: Mon, Apr 15

Time: 6-7p

Fee: \$15 + \$10 Materials Fee



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!

Business or Career Development (BUSCA) continued

Home Based Business Ideas

FIN 002 02

Turn talents and hobbies into profits by starting a home business. Discover more than 250 legitimate home business ideas, mandatory legal documentation, ways to market the product or service and how to take tax deductions (including this workshop!).

Date: Mon, Apr 15

Time: 7-9p

Fee: \$25 + \$20 Materials Fee

Word Processing Business*

FIN 003 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

Date: Mon, Apr 15

Time: 9-10p

Fee: \$15 + \$10 Materials Fee

Academic & Test Preparation (PREP)

Accuplacer Review® for Language Arts TST 002



Students will focus on skills needed for the ACCUPLACER Language Arts test, which covers reading comprehension strategies, sentence relationships, sentence structure and construction shifts.

Dates: Mon

- **Section 03** — Feb 4-Mar 25

(no class 2/18, 3/4 & 3/18)

- **Section 04** — May 20-Jun24

(no class 5/27)

Time: 6:30p-9:00p

Fee: \$29 + \$10 Technology Fee

Accuplacer Review® for Mathematics TST 003

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

Dates: Wed

- **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

TST 090 03

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

TEC 003 02

Apple Education & Morton College

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.

Students will also learn user interface design principles, which are fundamental to programming and making great apps.

Dates: Mon & Wed, Feb 11-May 8

(no class on 2/18, 3/4, 3/18 & 3/20)

Time: 12-2p

Fee: \$99

Computer Basics

TEC 001

Description: Designed for students with limited or no computer experience, starting with a brief overview of basic computer concepts, such as hardware and software; mouse and keyboard skills; navigating Windows; exploring the Internet and e-mail, plus MS Word.

Date: Sat, Mar 30-May 4

Time:

- **Section 03** — 9:00a-11:00a

This section will be taught in Spanish.

- **Section 04** — 11:30a-1:30p

This section will be taught in English.

Fee: \$49 + \$10 technology fee

Intermediate Computer Basics

TEC 002

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



Fitness & Health (FITHE)

Trim & Tone

FIT 077 03

Low impact aerobics, toning, stretching and strength training. Beginning class perfect for the older adult. Join us for the fun!

Dates: Tue & Thu, Feb 5-May 14

Time: 8:30-9:30a

Fee: \$5

Fitness Center Membership

FIT 075

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

\$10

Section 03 — Mar 1-31

\$10

Section 04 — Apr 1-30

\$10

Section 05 — May 1-31

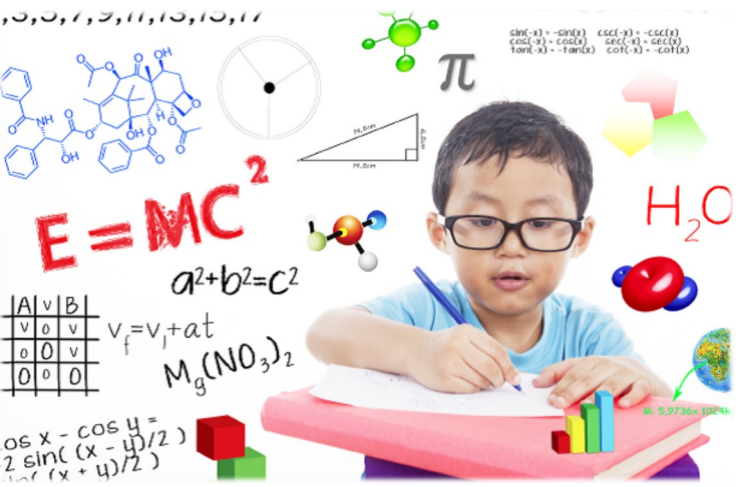
\$10

Section SP — Jan 7-May 31

\$40

Time: Unlimited visits during posted hours.

Children & Family Programming (CHFAM)



STEAMers Club CMP 002

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.

Day: Sat
Time: 9:00a-12:00p
Fee per Section: \$9 + \$5 Materials Fee

Date	Ages 6-9	Ages 9-12
Jan 19	Section 03	Section 04
Feb 2	Section 05	Section 06
Feb 16	Section 07	Section 08
Mar 2	Section 09	Section 10
Mar 16	Section 11	Section 12
Mar 30	Section 13	Section 14
Apr 13	Section 15	Section 16
Apr 27	Section 17	Section 18

Please register at least one week before the session begins.

Recreation & Personal Growth (RECPG)

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

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

Recreation & Personal Growth (RECPG) - continued



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

For more information about Community Education classes, contact Jody Davidson at 708-656-8000, Ext. 2406.

* Indicates an enrichment course for adults with mild to moderate intellectual disabilities. Student must be independent in daily living skills. There is no individual supervision before, during or after class, including competitions. Students are expected to demonstrate appropriate behavior while on and off-campus.

For more info, e-mail: maryjo.buongiorno@morton.edu.



Registration
 Register early because late registration can cause a class to be canceled due to low enrollment. Decisions about cancellation are made three days to a week before the start date of the class.

Even if the class has already started, students can still register for them. However, the fee/s remain the same.

Fees
 The cost of these courses varies from class to class, and are not related to the tuition and fee schedule for credit courses. In addition to the course fee, there may be a materials fee and/or a technology fee. These fees are listed with the course description and are subject to change.

Refund and Drop Procedures
 It is the student’s responsibility to make payment and/or drop a course. If students have not paid for the class by noon two business days after the first class session, they will be dropped from the class.

If the class is only one day, payment must be made before the class begins. Same-day registration is allowed, however, in that instance, a payment receipt may be requested by the instructor.

If students drop the class prior to the second class session, they will receive a 100% refund. Otherwise any refunds would need to be approved by the Dean. Classes canceled by the college are refunded in full.

