

Personal Success Program

The **Personal Success Program (PSP)** offers a variety of vocational courses to meet the needs of students with mild to moderate cognitive impairment. Students 18 years and older who are not able to meet entrance requirements for traditional college level courses are eligible. The program's focus is gaining vocational skills to acquire entry-level employment. Each class has a content expert and a special education teacher. Classes meet at the Grayslake Campus. Students are required to provide documentation showing they have a minimum of a third grade reading comprehension level to attend.

All students must register through the Continuing Professional Development Department. Call the Customer Service Center for information – (847) 543-2615.

All classes are taught at the Grayslake Campus

FOOD SERVICE/ CULINARY ARTS

Learn the basic skills required for entry-level food service occupations. Participate in a hands-on learning environment in the following areas: basic sanitation, safe food handling, safety issues, and basic food preparation. Culinary arts class will focus on food preparation and is held in the CLC kitchen.

KEYBOARDING – ALL LEVELS

Explore the basics of keyboarding plus the parts of a computer. Discover the keyboard and begin to touch type the alphabet and special characters. Using the Micro-type keyboarding program, you will progress at your own pace.

COMPUTER SKILLS-ALL LEVELS

Build confidence using computers. You will learn basic workplace computer skills including how to create and save folders and files, send and receive emails, create basic documents, memos and spreadsheets. You can work at your own pace and may repeat this class to build on skills.

Prerequisite: Keyboarding Skills class a minimum of 2 times or consent of teacher.

CHILDCARE SKILLS

You will learn the basic skills of Childcare and safety rules when dealing with infants to 5 year old children. Learn the types of personality and character traits that are important in caring for children. Topics included are nutrition, sanitation, behavior and reinforcements.

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