



Adult Education and ESL Division
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AED StudentSuccess@clcollinois.edu

Contents: "Introducing CLC's Adult Education STEP UP Program"

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CLC and Adult Education Step Up Program

The Adult Education and ESL Division offers many opportunities for Adult Education students through CLC's Step Up Program. If you are interested in going to college and obtaining a certificate in a high demand career in Lake County, the Step-Up Program can help you achieve your goals!

Step Up Programs for Spring 2021

Do you qualify for Step Up Programs?

As an Adult Education student...

You can enroll in Step 1 (the Bridge to Careers program) if you:

- Meet the requirements based on scores from the Tests of Adult Basic Education (TABE)
- The TABE requirement does not apply if you're enrolled in the Bridge to Early Childhood and Education (ECE).(Enrollment in the ECE program is based on test scores or teacher recommendation.)

You can qualify for Step 2 (ICAPS) if you:

- Are registered in Adult Basic Education/Adult Secondary Education, ESL, and Bridge to Careers at CLC.
- Meet with a Student Success Coordinator in the Adult Education and ESL Division.
- Meet specific career certificate program requirements.
- If you qualify, you must submit an ICAPS application and interview with Adult Education administrators.
- Attend a New Student Orientation for ICAPS students.



Step 1: Bridge to Career Programs

- Healthcare
- Manufacturing
- Computer Information Technology
- Administrative Management and Technology
- Early Childhood Education
- Transportation, Distribution, and Logistics
- Criminal Justice

Step 3: Find a job

- Work with a Student Success Coordinator to connect with job resources in Lake County

Step 2: ICAPS Programs

Healthcare Certificates

- Certified Nurse Assisting (CNA)
- Healthcare Office Assistant

(Non-Credit)

Manufacturing Certificates

- HVAC/Refrigeration Installation Technician
- Automotive Brakes and Suspension Specialist
- Automotive Oil Change Specialist
- Automotive Service Specialist
- Automotive Collision Repair Assistant
- Automotive Damage Analyst
- Forklift Technician Business Certificates
- General Office
- Desktop Support Technician
- CISCO Networking Criminal Justice
- Private Security and Loss Prevention



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Words to Know...

Earn(s): /ɜrn/s

Verb – (of a person) obtain (money) in return for labor or services. “**He now earns his living as a truck driver**”. – “**They earn \$35 per hour**”.

Budget: bud-jet /bəjət/

Noun – an estimate of income and expenses for a set period or time. “**We need to budget our money for household expenses**”.

Feedback: /fēd.bak/

Noun—say your thoughts or what can be done to improve something. “**We appreciate all the feedback from our customers**”.

Vacancy - ve-can-si /veɪkənsi/

Noun – a job that is available for someone to do. “**We have a vacancy to fill in the sales department**”.

Common Business English Idioms!

#1 - Big Picture

Everything that is involved with a particular situation.

Working on all these details, we have lost sight of the **big picture**.

#2 - By the book

To do things exactly according to the rules or the law.

We told our clients that we do **everything by the book**.

#3 - Corner the market

To dominate a particular market.

Amazon (more or less) **corners the** online retailing **market**.

Common Phrasal Verbs Used in Business Situations!

#1 - Zero In On

To zero in on something means to focus closely on it.

We've tried a lot of strategies, but we need **to zero in on** what's actually working.

#2 - Lay Off

If an employee is laid off, he/she loses their job: the company terminates their employment.

The R&D department had to **lay off** a couple of people..

#3 - Pencil In

To pencil in an appointment means to set the appointment, but not confirm it as final.

Let's **pencil in** a lunch meeting next Wednesday – but I'll call you later to confirm it.



Link for the current job postings for the month of October:
<https://www.lakecountyiil.gov/Jobs>



Current Workshops

Link for current workshops
<https://www.lakecountyiil.gov/393/Calendars>

A TEACHER Takes A Hand, Opens a Mind & Touches a HEART



Meet The Teachers!

Jeff Jennett has been the Citizenship Instructor for our Highland Park night program for the past 22 years. This year he teaches Citizenship on Tuesday and Thursday evenings. He grew up in Chicago and went to Northern Illinois University. He currently lives in South Elgin. When he isn't busy teaching, he enjoys Numismatics, which is the study of coins. One of the simple pleasures he has enjoyed during Covid-19 has been *re*-learning to cook.

He loves teaching Citizenship because it is a combination of his favorite passions—language, history, government and politics. He is very proud when his students become U.S. citizens. His best piece of advice for his students is this: "You know a lot more than you think. Self-confidence is 50% of passing the Citizenship interview". A great piece of advice that he received early on is that it's the small things in life that really count.



Quote: "Plus ca change, plus c'est la meme chose". The more things change, the more they stay the same.

Jean-Baptiste Alphonse Karr

Levia Loftus has been teaching ESL for the past 22 years. This year, she is teaching intermediate and advanced students in our North Chicago program on Tuesday and Thursday evenings. She was born in Georgia, but currently lives in McHenry. She attended SIU, NIU and Roosevelt University in Illinois. She has a son, Brendan, (and daughter-in-law, Andrea), along with her daughter, Charlotte, (and son-in-law, Will). When she isn't teaching, she enjoys walking, gardening and music. She's enjoyed fostering her little, blind, 15-year-old rescue dog during Covid-19.

She loves teaching ESL because of her wonderful students! She learns as much from them as they learn from her. One of her former students is now teaching Robotics at College of Lake County. She remembers attending the GED graduation of one of her current students. She treasures all the pictures and memories she has from all the end of year graduation ceremonies. She describes her students as being intelligent, kind, loving and diverse. She feels very lucky to have the opportunity to work with them. It makes her very proud when her students start achieving their goals, which can be writing a good paragraph, getting a job, getting training or attending a parent-teacher conference, among others. She believes her job is to help them do whatever it is they want to do.

The advice she gives students on learning English is to try your best and practice a little every day. She promises that you will see improvement. As with all good things, they take time. A great piece of advice she received is that you can't control other people's actions, but you can control your reaction to them.



Quote: "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel".
Maya Angelou

***** For more information or if you have any questions, please contact one of the District 113 Adult Guidance/Transition Coordinators *****

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