

LCE CPE Career Exploration

LCE 0005 Professional Meeting/Event Planning (1.5-0) 1.5 crs.

Explores roles and responsibilities, budgets, program planning, speakers, site inspection, site selection, negotiations and contracts, risk management issues, marketing, exhibits, sponsorship, registration, transportation, catering, audiovisual, technology and legal issues.

LCE 0008 Professional Wedding Consultant (1-0) 1 cr.

Provides information about negotiations, contracts, vendors, etiquette, wedding insurance, décor, destination or theme weddings, and cultural protocol. Provides marketing information for both self and business. Includes the completion of a project portfolio.

LCE 0009 Event Design (0.5-0) 0.5 crs.

Provides students with a comprehensive introduction to event design including the elements of lighting, furniture, products, landscaping and fashion.

LCE 8000 Career Exploration/Career for You? (1-0) 1 cr.

Provides a fundamental introduction to academic areas of interest. Focuses on career degrees and certificate programs. Teaches students how to better identify their career attributes through self-assessment and learn about various occupations that fit their unique career needs.

LCE 8008 Private Investigation Training (1-0.5) 1 cr.

Develops investigative and research techniques for pursuing a career as a private investigator. Includes professional surveillance, legal guidelines, missing persons and research regarding the most common encountered types of investigations. Taught by a licensed professional, this course satisfies IDPR requirements. Successful students are qualified and eligible to apply for the Permanent Employee Registration Card (PERC), the first step to becoming a licensed private investigator.

LCE 8011 Forklift Operator (1-0) 1 cr.

Provides students with the tools and resources needed to become safe and effective forklift operators with a working knowledge of the basic use of a lift truck as well as the ability to safely inspect and operate lift trucks. The curriculum includes theory and practical training. Upon successful completion, students receive a National Safety Council Forklift operator card and Certificate of Completion from Harper College.

LCE 8012 Class B Vehicle Training Test Prep (2-0) 2 crs.

Provides students with the tools and resources needed to sit for the General Knowledge, Passenger and Air Brakes written examinations as administered by the Illinois Secretary of State, Commercial Driver's License Division. Helps students gain a thorough understanding of the current laws, rules, and regulations that govern the operation of a Class B Commercial Motor Vehicle. Requires that students complete a pre-test to determine their mastery of instructions provided and their preparedness for State exams, which is required prior to sitting for the written examination.

LCE 8013 Truck Driver Training 240 (3-15) 10.5 crs.

Provides 240 hours of CDL-A Illinois license requirements. Includes pre-trip inspections, yard skills practice, highway driving and road tests, advanced skills and planning, plus endorsements.

LCE 8016 Truck Driver Training 160 (3-9) 7 crs.

Includes classroom, yard, and over-the-road experience leading to a Class A license. Includes 40 hours of classroom instruction and 120 hours of yard and road skills in a four-week program. Students must attend a mandatory orientation session prior to beginning the course. (Note: Yard and road skills are conducted at Eagle Training Services, Lake in the Hills, IL)

LCE 8019 Library Assistant (2-0)

2 crs.

Teaches library organization and operations. Provides an overview of how to order, process, catalog, locate and circulate library materials. Includes conflict resolution and customer service. Provides insight into library automation systems and how library departments interact to meet patron needs. Showcases skills with a completed portfolio. Recommended preparation: Basic keyboarding skills and familiarity with both Microsoft Word and the internet.