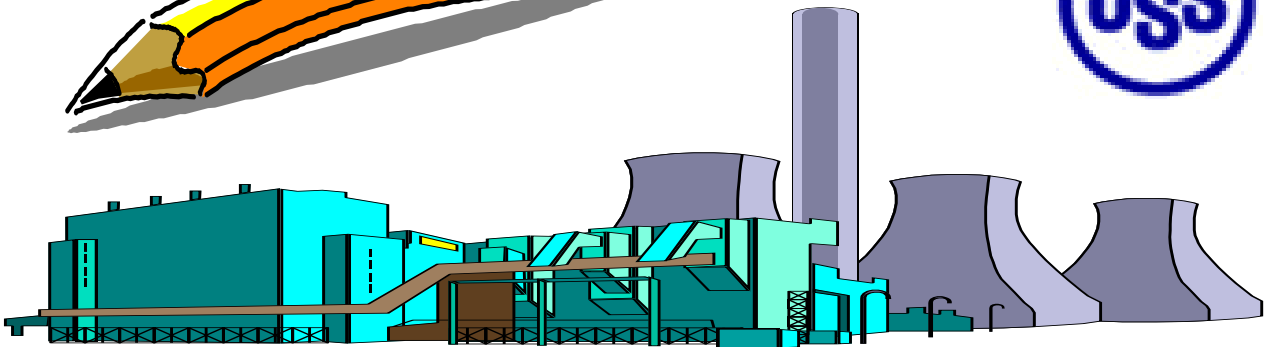

Career Development



Locals: # 1014
1066
2695
5133
6103



COURSE CATALOG SUMMER / FALL 2018

To Register, stop by or call your Career Development Office

GARY WORKS –Location

1221 E Ridge Road, Gary
USW - 1066 Union Hall
Debbie 219-884-7930
219-884-8368

MIDWEST—Location

1919 Willowcreek, Portage
USW– 6103 Union Hall
Tracy 219-762-1010
219-762-1044

NOTES...

TWO Ways to UTILIZE Your ICD Benefit

#1 Customized Courses

Course Catalogs are mailed to your home twice a year in December & June

- Classes are open to active Union Steelworkers
- Classes will be taken on the employee's own time
- Classes where spouses may attend (with employee) are noted
- If you have to drop, you MUST contact Career Development or you will get charged the class amount against your yearly limit.

******* Customized Class Limits *******

The Governing Board for ICD has a limit on customized classes of \$2,000 per participant per calendar year. This means in most cases, each participant will be able to take approximately 5 courses per year. On an average, most classes cost \$400 per person. A basic computer class runs \$350 and some one day classes are \$150. Each participant's spending is tracked in the database. Also, there is a limit of 2 Customized courses per year in some personal development courses. If you have any questions, call your career development office.

USW members are eligible for Tuition Assistance

#2 Tuition Assistance

You may use up to a maximum of \$1,800/calendar year (Jan. to Dec.) for an accredited school. Funds may be used for tuition, required textbooks and course-related fees. Funds cannot be used to pay for materials, equipment, or supplies. You must receive a passing grade for all courses taken. Tuition funds cannot be used to pay for courses you fail or drop/withdraw. IF this happens, an appeal form must be filed and you must pay up front for your next classes. You must submit a copy of your grades/certificate of completion to Career Development upon completion of the course, to be eligible for further Tuition Assistance Funds on a case-by-case basis.

To apply for Tuition Assistance Please contact your Career Development Office

**Remember...
Career Development is COMPLETELY Confidential!**



USS Site Info & Locations

Please Note: ALL Employees

Gary Works and Midwest combine ALL Career Development Classes so you may take any class listed in this book. **To register - Contact the Career Development Office at the mill where you work, NOT the class location.**

Gary Works Career Development

Offices are located at:

1221 E Ridge Road, Gary, IN 46409 — 1066 Union Hall

Program Coordinator: Debbie Bohling 219-884-7930
debbie@usscareer.com

Computer Classes are at:

McBride Hall - 1014 Union 1301 Texas Street, Gary

Midwest Career Development

1919 Willowcreek Road, Portage, IN 46368
Local 6103 Union Hall

Program Coordinator: Tracy Clark 219-762-1010
tracy@ussmidwestcareer.com

Tino Fulimeni Scholarship Fund

ANNOUNCEMENT from the Institute for Career Development (ICD)

In 2017, ICD awarded seven **\$1000** scholarships to children and grandchildren of steelworkers.

The *Tino Fulimeni Scholarship Fund* was established to honor the memory of Brother Fulimeni. Tino was a fanatic about ICD. His commitment and contribution are evident in the success of the Career Development Program. The *Fund* is administered by ICD in Merrillville, IN.

Criteria to be met for eligibility of scholarship drawing:

- ◇ Applicant must be a high school graduate enrolled in college and beginning in the fall semester of 2018 or the spring semester of 2019 or a college student returning to school in the fall semester of 2018 or spring semester of 2019.
- ◇ Applicant must have maintained, in the past, at least a cumulative 3.0 grade point average and can demonstrate this with a transcript if selected.
- ◇ Applicant must be the child/grandchild of a steelworker who is currently eligible to participate in the Career Development Program.

ICD will accept applications in their office until
the application deadline of **May 25, 2019.**

Please submit applications to your Local Career Development Program
or mail to:

Tino Fulimeni Scholarship Fund
c/o The Institute for Career Development, Inc.
1000 East 80th Place, Suite 301 South
Merrillville, IN 46410

Applications can be obtained from your local
Career Development Program or on your Programs Website
US Midwest - www.usmidwestcareer.com
US Gary – www.uscareer.com

Career Development

Local Joint Committee Members

USS Gary Works LJC Committee

Phone Number

Charva Jones, District 7, Sub District 5 Director	219-881-6211
Laura Kocel, Senior Department Manager - HR & Training	219-888-3793
Gus Atsas, President LU 1014	219-885-1014 X-101
Mark Sakon, Training Coordinator LU 1014	219-882-1391
Mark Lash, President LU 1066	219-887-0594
Ruth Bussey, Committee Member LU 1066	219-741-7492
Frank Pokrywczynski, Training Coordinator LU 1066	219-306-6882
Ercell Keil, President LU 2695	219-888-3544
Shelly Shahbaz, Committee Member LU 2695	219-888-3015
Ron St.Myers, Committee Member LU 2695	219-888-3470
Jason Hughes, President LU 5133	219-545-8386
Pete Smith, Committee Member LU 5133	219-888-6881

USS Midwest LJC Committee

Phone Number

Mike Young, President LU 6103	219-771-4758
Tom Potter, Vice President LU 6103	219-508-7001
Mike Farver, Training Coordinator LU 6103	219-763-5639
Charva Jones, District 7 Sub District 5 Director	219-881-6211
Laura Kocel, Senior Department Manager - HR & Training	219-888-3793

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COMPUTERS

Location: 1919 Willowcreek, Portage

Instructors: CEI

Times unless otherwise noted: 12 pm -2:30 pm or 4 pm - 6:30 pm (if 12+ students we will add a 8 am - 10:30 am)

Technical Lab – Every Wednesday – Every Month

Every Wednesday between the hours of 8am and 4pm we will have a technician at the Computer lab waiting for you to bring in your very slow, broken, needing upgrading PCs! Here is a brief list of things we can help with: Fixing Slow or Broken Machines, Upgrading software / Transfer data, making sure your PC is Protected, and Upgrading Computers. Just stop by or call and make an appointment. This is an incredible opportunity, don't miss it! Keep in mind if you need any hardware or non-free software you will need to purchase it. Sam will assist in getting you the necessary software and hardware. (If you need to attend later than 4pm, please contact Sam to set up an appointment)

Dates: July 11 – December 12

Times: 8 am - 4 pm

Excel – The Basics

This class covers the parts of the spreadsheet and how to navigate through the cells. You will learn how to create simple formulas, write simple functions (SUM, MAX, MIN, AVG), print, save, close and open files, and format the spreadsheet to make it look professional. This includes bold, italic, changing font sizes and font faces, changing column widths, adding dollar signs, percent signs, adding color to the text and numbers, and adding or deleting rows. We will show you how to change the page setup to print landscape, center on a page, and add headers and footers and gridlines. You will also learn how to copy/cut/paste formulas and text using the menu and autofill.

Dates: July 9 – August 6, Mondays for 5 weeks

On-Line Photo Books

This class will teach you how to go on-line and

create your own personalized photo books, there are many different sites to visit. We will show you our favorites and the ones that will save you the most money!

Dates: July 10 – August 7, Tuesdays for 5 weeks

Amazon Fire Sticks

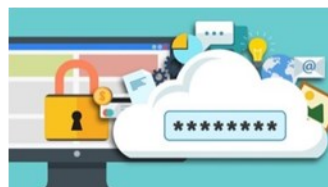
With a huge selection of movies and TV episodes, voice search that actually works, and exclusive features like ASAP and Prime Music, *Fire TV Stick* is an easy way to enjoy Netflix, *Amazon Video*, Hulu, HBO NOW, low-cost movie rentals, live and on-demand sports, music, photos, games, and more. Students should have an Amazon Account for this class. **Student cost for this class is \$30. This must be paid the first day of class.**

Dates: August 13 - August 27, Mondays for 3 weeks

Password Management

So you think “thisismypassword” is a good one? Think again! We will teach you the formulation of a good password and the reason passwords should not be re-used. Learn how to store passwords and then how to use password-management tools such as Keeppass, Lastpass and Roboform why someone might pick one over the other and from cloud services, how to add media from outside a cloud service, adding access to Google Play and how to make the device safe for use by kids.

Dates: September 13, Thursday for 1 day



COMPUTERS

Location: 1919 Willowcreek, Portage

Instructors: CEI

Times unless otherwise noted: 12 pm -2:30 pm or 4 pm - 6:30 pm (if 12+ students we will add a 8 am - 10:30 am)

Quicken

Having trouble finding out where all your money went? Could you have really spent \$5,000 on groceries? Come to this class and learn how to use the computer to keep track of all your bills, checks, deposits, etc. You will get a trial copy of Quicken with this class.

Dates: September 4 – September 25, Tuesdays for 4 weeks

Sublimation

Come let your creative side come out. Sublimation printing is the process of placing pictures and sayings on Tin Boxes, Wooden Boxes, Key Chains, Coasters, Mugs, License plates, Puzzles, etc. Come to either of these classes, pick your picture, pick your saying, pick your items of choice and make wonderful customized beautiful items! These make great presents and keepsakes!

Dates: October 2 – October 9, Tuesdays for 2 weeks

Calendar Creator

Just in time for the holidays! Come make a customized calendar for you or for gifts. Bring your photos in because you will be scanning them and making your own 12-month calendar!

Dates: October 16 – November 27, Tuesdays for 7 weeks

Tablets

In this Kindle Fire



class, we

will discuss configuring the device for your personal digital services, synchronizing data to and from cloud services, how to add media from outside a cloud service, adding access to Google Play, and how to make the device safe for use by kids. **Students cost for this class is \$30. Must be paid the first day of class.**

Dates: November 1 - November 8, Thursdays for 2 weeks

Alexa, Google Home and Other Personal Assistants

More so than any other technology company, Amazon and Google have been at the forefront of new internet-enabled devices for the home. If you have, or would consider buying an Alexa or Google device, find out about all the additional devices and technologies that are available, such as the Echo Spot or Echo Connect, Google Mini, and how to integrate those devices with cameras, lighting and other smart appliances. **Student cost for this class is \$30 for either the Google Mini or Echo Dot**

Dates: November 5, Monday for 1 day

Wireless Headphones

Do you understand how wireless head phones work? Is it worth it to buy the \$200 one's vs the \$20? Come to this class and learn the differences between many of the most popular types and brands available. **Cost of this class for the students is \$20.**

Dates: November 12, Monday for 1 week



COMPUTERS

Location: 1919 Willowcreek, Portage

Instructors: CEI

Times unless otherwise noted: 12 pm -2:30 pm or 4 pm - 6:30 pm (if 12+ students we will add a 8 am - 10:30 am)

Wireless Printers

Do you have a wireless printer or do you plan on purchasing one? Are you having problems working with it or setting it up? In this class you will set up your own wireless printer and then how to troubleshoot it if it is not working. Sam gets tons of questions on wireless printers, now come get yours answered! **The student cost for this class is \$30. This must be paid the first day of class.**

Dates: November 15, Thursday for 1 day

Paint and Print Christmas Cards

This is a 2-week class. Week 1 you will paint a picture with Kim Riley and on week 2 you will scan in that painted picture and create your own customized Christmas cards! This class was a HUGE success last year, so make sure to sign up early!

Dates: November 19 - November 26, Mondays, for 2 weeks



Fit-
ers

ness
Track-
for the

Whole Family

So, you REALLY want to get healthy in 2018. This class will help you begin. We will show you some of the best web-sites for exercises, motivation, healthy menus, keeping track of daily food intake and much much more. Make yourself a priority today! We will also talk about the different types of Fitness Trackers, showing you the pro's and con's of several different models. Fitbit has a new one for kids called the ACE! Come check it out! **The students cost for this class is \$40. This must be paid the first day of class.**

Dates: November 29 - December 13, Thursdays for 3 weeks

Chrome Books

There are many different types of Chrome Books out on the market. Come learn about the different types. Sam always gets the statement "it doesn't run Windows" . But new Chromebooks will also run Android software so they're not as limited as they were. **Students will be able to purchase a chromebook for \$75 if they want, or experience one of ours.**

Dates: December 3 – December 10, Mondays for 2 weeks

Sonos & Blue Tooth Speakers

Technology is changing every day and trying to understand all the different blue tooth speakers is hard. In this class we will break them down by type, brand and cost and let you experiment with the different ones. **The student cost for this class is \$40 and must be paid the first day of class.**

Dates: December4, Tuesday for 1 day

Will Maker – Create Your Own Will

Do you have a will? Have you been putting it off because you don't want to hire an attorney and you really don't want to think about it. Well, now is the time because it is so easy. Come to this class and learn the different packages available to use and begin creating yours today! Don't let the court decide the outcome of your estate! Don't delay the distribution of your assets to your loved ones! Take just a few minutes to write your Last Will and Testament today (CEI is not offering any legal advice in this class, we are showing you how to use pre-designed software to create a will)

Dates: December 11, Tuesday for 1 day

Visit Us On-Line

**U.S. Steel Midwest Career
Development Program**
www.ussmidwestcareer.com

COMPUTERS

**Location: 1275 1/2 McCool Road,
Burns Harbor**

Instructors: CEI

Times unless otherwise noted: 12 pm -2:30 pm or 4 pm - 6:30 pm (if 12+ students we will add a 8 am - 10:30 am)

Cut the Cable

Do you wish you could ditch your expensive cable or satellite TV services? This class will discuss the state of Internet Streaming video, including smart TVs, set top boxes and free or premium video services to obtain the kinds of content you currently enjoy with your cable TV subscription. Some options maybe NetFlix, Google, Amazon, YouTube, etc...

Dates: August 2 - August 16, Thursdays for 3 weeks

Windows – The Basics

They did it again, a new version of Windows and boy is it different from 7. This class will teach you

what you need to do if you want to upgrade, what are the differences between Window 7, 8 and 10, and then finally how to use the new Windows and get the most out of it. Learn about Tiles, Apps, The new Control Panel, The new Desktop, START button, File Explorer, History, Making and creating folders and tile groups, Login screen, Customizing 10 to fit your needs, creating a Microsoft Account, the user Portal and much, much more.

Dates: August 13 - August 27, Mondays for 3 weeks

Microsoft Word

This Level I class introduces the student to the WORD desktop and its parts, how to create and navigate through a document, save it, print it and enhance it. Enhance it by learning bold, italic, font face changes, font size changes, text color changes, underline and more. You will learn how to use the Autocorrect, spell checker, insert bullets, and insert special characters, line and page formatting features. A must class for the beginner. No more feeling like you are not in control!

Dates: September 6 – October 4, Thursdays for 5 weeks

Windows – Beyond the Basics

After you take the level 1 class, this class is next. Learn about backing up, the program Ninite, how to Zip files, more file management, snapping window and copying between them, plus a whole lot more!

Dates: September 10 – September 24, Mondays for 3 weeks

COMPUTERS

**Location: 1275 1/2 McCool Road,
Burns Harbor**

Instructors: CEI

Times unless otherwise noted: 12 pm -2:30 pm or 4 pm - 6:30 pm (if 12+ students we will add a 8 am - 10:30 am)

Wordpress – Design Your Own Website

Have you ever wanted to be a web designer? Well here is your chance. Learn all the new techniques to create a new interactive web site. We will walk you thru the proper steps in design, formatting, and linking your pages. Then when it is absolutely beautiful we will walk you thru publishing to the web. If you ever wanted to create your own website, this is the class for you.

Dates: October 3 – October 24, Wednesdays for 4 weeks

PowerPoint

Create dazzling presentations! This class begins with the basics of PowerPoint from using the auto-content wizard, adding new slides, using the slide layouts and using the different views. Learn how to give your presentation dimension by adding shapes with text from the drawing toolbar, adding clipart & pictures and adding a design template to bring it all together. Work with Graphs and Organizational charts. Add transitions and sounds then learn how to save time by making global changes to your presentation using the slide master. By the end of this class, you will be ready to take the MOS certification exam.

Dates: October 29 – November 26, Mondays for 5 weeks

Kodi & Rasp-

The Raspberry Pi computer about



Microsoft
PowerPoint

berry Pi

3 is a tiny the size of

a credit card but comes with endless possibilities for everyone from programmers looking to create fun new projects to students learning about programming in the classroom. With the additions of Bluetooth and Wi-Fi, the Raspberry Pi 3 is able to be used as a central hub to connect smart home devices and sensors. Come see what everyone is talking about. **If you wish to purchase the raspberry Pi, the student cost for class is \$40. This must be paid by the student at the first class, no exceptions.**

Dates: November 29 – December 13, Thursdays for 3 weeks

Times: 9 am – 2 pm

Open Lab – Every Tuesday

Dates: July 3 – December 11 8am – 4pm

Fitness Trackers for the Whole Family

Dates: July 2 – July 16, Mondays for 3 weeks

Password Management

Dates: July 12, Thursday for 1 class

Wireless Printers

Dates: July 19, Thursday for 1 class



Tablets

Dates: July 23 – August 6, Mondays for 3 weeks

Sonos & Blue Tooth Speakers

Dates: September 19, Wednesday for 1 week

Willmaker – Create your own Will

Dates: September 5, Wednesday for 1 week

Alexa, Google Home and Other Personal Assistants

Dates: July 26, Thursday

Wireless Headphones

Dates: August 30, Thursday for 1 week

COMPUTERS

**Location: 100 W US Highway 20,
Porter**

Sublimation With Your Kids

What a better way to spend a Saturday then with your kids learning about the sublimation process and creating awesome custom items. Come to these classes and make beautiful keepsake birthday gifts, Christmas Keepsakes, Mother's day or Father's day presents, plus a whole lot more.

Dates: August 4, Saturday for 1 day

OR

Dates: November 17, Saturday for 1 day

Fitness Trackers for the Whole Family

So, you REALLY want to get healthy in 2018. This class will help you begin. We will show you some of the best web-sites for exercises, motivation, healthy menus, keeping track of daily food intake and much much more. Make yourself a priority today! We will also talk about the different types of Fitness Trackers, showing you the pro's and con's of several different models. The students cost for this class is \$40. This must be paid the first day of class. Fitbit has a new one for kids called the ACE! Come check it out!

Dates: September 8 – September 15, Saturdays for 2 weeks

Times: 9 am - 12 pm

Troubleshoot Your PC

Come see how to troubleshoot your PC and fix it! Is it a hardware problem or software or combination of both? This class is almost entirely hands-on; students are given supervised time with actual broken equipment, are taught to work inside a computer and how to work with Windows and the Internet to fix almost any problem.

Dates: September 10 - September 24, Mondays for 3 weeks



COMPUTERS

**Location: 1221 East Ridge Rd., Gary
Local Union 1066
Instructor: George Zahariadis**

DIY Build an LED Mirror

If you have a mirror at home that you want to jazz up, this could be the perfect DIY project for you. Adding LED lights behind your mirror adds some ambiance and a hotel feeling to your bathroom, or any other room in your house for that matter. Bring your mirror to class and you will be shown how to build a frame, mount the mirror and install LED lights. Just be sure there's an outlet behind the spot you want it! Save money by doing this project yourself. This course could become an income generator selling LED mirrors.

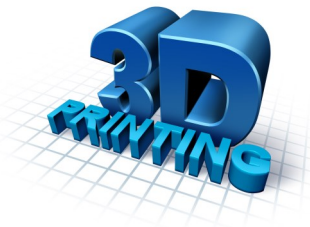
Dates: July 2 - July 3
Monday and Tuesday for 1 week
Times: 11am - 2 pm OR 3:30 pm - 6:30 pm

3D Printing 101

This class will take you through the essentials of 3D printing. We will explore 3D printer hardware and the print process and then examine the software that enables you to create, modify, and print 3D models. You will also get some insights into 3D scanning technologies and what is coming up in the world of 3D printing. We will use free software and free apps that let you create 3D objects ready to print.

Dates: August 21 – September 11
Tuesdays for 4 weeks
Times: 11:30 am - 2 pm OR 3:30 pm - 6 pm

Wire-
rity
Mini



less Secu-
Cameras -
Course

Security has become a major concern for anyone who is leaving their home unattended for extended periods of time for various reasons such as vacation. Regardless of whether you go out daily or even if you're out for longer periods of time, the questions of security is always important. This class will explain wireless security cameras selection and installation. Are you ready to experience great security camera system features for an affordable price?

Dates: August 22 – August 29
Wednesdays for 2 weeks
Times: 11am - 2 pm OR 3:30 pm - 6:30 pm

Wireless Alarm Security Systems - Mini Course



The types of Alarm Security Systems can drastically differ in price, features, and quality. In this class we will compare and setup/install different types of wireless home-security systems. This class will help you find the wireless system that best fits your household or business needs. Purchasing your own home or business security systems, allows you to bypass the monthly fees if you use a non-monitored system or we will show you how to save in monthly fees for a monitored system.

Dates: September 5 – September 12
Wednesdays for 2 weeks
Times: 11:30 am - 2 pm OR 3:30 pm - 6 pm

Raspberry Pi Computer with Raspbian and Kodi

This class will cover the latest Raspberry Pi Model. The Raspberry Pi is a low cost, credit-card sized computer that plugs into a computer monitor or TV and uses a standard keyboard and mouse. It's capable of doing everything you'd expect a desktop computer to do, from browsing the Internet and playing high-definition video, to making spreadsheets, word-processing, and playing games. This class also covers the LibreElec OS enabling you to run the popular KODI media streaming software and showing you how to stream movies, music, TV, and pictures. Attend this class to see the Raspberry Piuses. Raspberry Pi systems will be provided in classroom for those who wish to not purchase system. **If you wish to purchase the raspberry Pi, the student cost for class is \$40. This must be paid by the student at the first class, no exceptions.**

Date: September 19 - October 10
Wednesdays for 4 weeks
Times: 11:30 am - 2 pm OR 3:30 pm - 6 pm

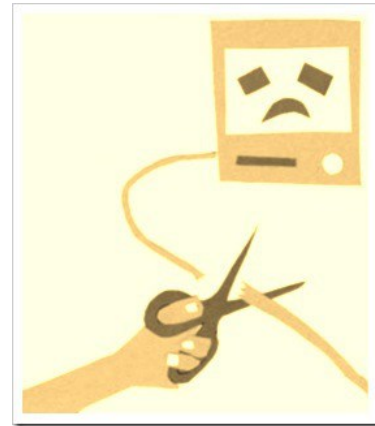
Android TV Box with Kodi

The Android TV Box 4K turns your TV into a fully featured "smart" device. Anything a modern smartphone or tablet can do, now your TV can do it too and do it better. Stream content from Netflix, YouTube, Skype, Amazon Video, and many others as well as play games, and download from the Google Play Store. This 2Ghz 64bit Quad Core Android box supports Wi-Fi has full HD 4K and 1080p output and supports multiple external devices and comes with Kodi pre-installed. This Android box puts both Apple TV and Mac Mini used to run Kodi to shame. We will learn how to update and upgrade apps and Kodi on this box. The student cost for class is \$25. This must be paid by the student at the first class, no exceptions.

Dates: October 17 - October 31
Wednesdays for 3 weeks
Times: 11:30 am - 2 OR 3:30 pm - 6 pm
Cut the Cable! Build Your Own Digital TV Antenna

Cable bills busting the budget? You may be missing out on free TV. Using scrap wire with stock lumber, build a slick homemade antenna and stay tuned. We have been able to catch over 30 channels with this antenna you can build in class. Come and build your own digital TV antenna and see what you are able to watch on TV for free rather than paying those monthly cable bills.

Dates: October 30
Tuesday for 1 day
Times: 12 pm - 2 pm OR 3:30 pm - 5:30 pm



Amazon Stick with

Fire Kodi

Fire TV Stick connects your HDTV to a world of online entertainment. You get a huge selection of movies and TV episodes, and voice search capabilities. In this class we will learn how to install the KODI app on the Fire Stick to gain access to thousands more streaming selections. The student cost for class is \$30. This must be paid by the student at the first class, no exceptions.

Dates: November 6 - November 27
Tuesdays for 3 weeks ***No Class on November 20th
Times: 11:30 am - 2 pm OR 3:30 pm - 6 pm

COMPUTERS

**Location: 1221 East Ridge Rd., Gary
Local Union 1066
Instructor: George Zahariadis**

Google Home Mini

Google announced a smaller companion to its Google Home smart speaker, called the Google Home Mini. The device is very much like Amazon's Echo Dot: it takes Google's voice-controlled Alexa competitor, Google Assistant, and packs it into a smaller, quieter, and less expensive form factor. In this class you will learn how to interact with the Google Home Mini's assistant, play music, get information, control other smart home devices and more. **The student cost for class is \$30. This must be paid by the student at the first class, no exceptions.**

Date: December 05 for 1 day
Times: 11:30 am - 2 pm OR 3:30 pm - 6 pm



Visit Us On-Line

**U.S. Steel Gary Works Career
Development Program
www.uscareer.com**

COMPUTERS

**Location: 1301 Texas Street, Gary
Local Union 1014
Instructor: George Zahariadis**

Technical Open Lab

During **most Thursdays**, we will have a technician available to discuss any class or electronic device issues you may have. We can work on your electronic devices such as your computer, laptop, cell phone, tablet, security camera, alarm systems, raspberry pi, or other streaming devices that you may have problems with. We can help if your device(s) need upgrades and/or updates. If you need any software help we can assist you. Do you have questions for George about classes you have attended or are currently attending? Call to make an appointment or stop on by. We are here to help.

Dates: **Thursdays** July 5
August 16, 23, 30
September 6, 13, 20, 27
October 4, 11, 18, 25
November 1, 8, 15, 29
December 6, 13

Times: 11:30 am - 5:30 pm

Microsoft Excel - Lookup Tables Workshop

In this workshop we will discuss and work with Excel Lookup Table features. When you need to find and extract data from a table and place it in another, we use LOOKUP functions. These functions work in any version of Excel in Windows and Mac, and also in Google Sheets. It allows you to find data in one table using some identifier it has in common with another table. The two tables can be on different sheets or even on different workbooks. Prerequisite: Microsoft Excel Level 1 or equivalent knowledge.

Dates: August 27
Monday for 1 day
Times: 11:30 am - 2 pm OR 3:30 pm - 6 pm

Is Entrepreneurship For Me?

Starting your own business can be an exciting and rewarding experience. It can offer numerous advantages such as being your own boss, setting your own schedule and making a living doing something you enjoy. But, becoming a successful entrepreneur requires thorough planning, creativity and hard work. Come to this class to learn what it takes to be a successful entrepreneur. Learn how to start up a business, understand legal and government requirements. Learn the keys to success and how to avoid failures. Do you have what it takes? Come to this class and see for yourself.

Dates: September 18 – October 16, 2018
Tuesdays for 4 weeks ***No Class on October 9th
Times: 11am - 2 pm OR 3:30 pm - 5:30 pm

Cell Phone/Tablet Photography and Storage Tips and Tricks

In this class you will learn how to improve your photography techniques to take stunning photos with your cell phone or tablet. Tips and Techniques will be covered in order to discover more about your cell phone and tablets camera features, photo editing apps and accessories available, helping you to take incredible photos. In addition we will discuss and work with photo organization and storage techniques.

Dates: October 22 – October 23
Monday and Tuesday for 1 week
Times: 11:30 am - 2 pm OR 3:30 pm - 6 pm



Mi-
crosoft Word 2016 - Introduction

This class provides an introduction to Word for Windows. The student will explore Word, use the Office Assistant, learn basic document skills, use basic text editing, check spelling and grammar, and work with document views. The student will also learn how to print documents, envelopes, and labels. This class also covers formatting documents. Tasks include character, paragraph, and document formatting; setting tabs; indenting paragraphs; and using numbers and bullets. The students will also learn how to work with headers and footers, use section breaks, and use online help.

Dates: December 4 – December 18
Tuesdays for 3 weeks
Times: 11 am - 2 pm OR 3:30 pm - 6:30 pm



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www.uscareer.com**

COMPUTERS

**Location: 1410 Broadway Avenue,
East Chicago
Leon Lynch Learning Center
Instructor: George Zahariadis
Live and On-line classes**

Microsoft Excel - Lookup Tables Workshop

In this workshop we will discuss and work with Excel Lookup Table features. When you need to find and extract data from a table and place it in another, we use LOOKUP functions. These functions work in any version of Excel in Windows and Mac, and also in Google Sheets. It allows you to find data in one table using some identifier it has in common with another table. The two tables can be on different sheets or even on different workbooks. **Prerequisite:** Microsoft Excel Level 1 or equivalent knowledge

Dates: July 5, Thursday for 1 week
Times: 8 am - 10:30 am or 7 pm - 9:30 pm

Microsoft Excel 2016 - Introduction

This class introduces the skills necessary for productive development of workbooks. It includes tasks to explore Excel, create formulas, copy and move data, and print worksheets. The student will also learn how to work with ranges and use the Office assistant, basic workbook skills, and page setup. This class covers basic skills needed to prepare worksheets for publication. It includes tasks to format numbers, text, and cells.

Dates: August 22 – September 12
Wednesdays for 4 weeks
Times: 8 am - 10:30 am or 7 pm - 9:30 pm

Microsoft Excel - Charting

A chart is a tool you can use in Excel to communicate data graphically. Charts allow your au-

dience to see the meaning behind the numbers, and they make showing comparisons and trends much easier. In this workshop, you will learn how to create different types of charts, identify the different parts of a chart type and be able to modify them so they communicate information effectively. **Prerequisite:** Microsoft Excel Level 1 or equivalent knowledge

Dates: September 19, Wednesday for 1 day
Times: 8 am - 10:30 am or 7 pm - 9:30 pm

Microsoft Excel - Pivot Tables

This class introduces the skills necessary for working with pivot tables. Tasks include creating, revising, and formatting pivot tables, and adding pivot table fields. Students will also learn how to change pivot table layout, group pivot table items, and use pivot table calculations and multiple ranges. **Prerequisite: Microsoft Excel Level 1 or equivalent knowledge**

Dates: September 26, Wednesday for 1 day
Times: 8 am - 10:30 am or 7 pm - 9:30 pm

Microsoft Excel – IF Statements

In this workshop we will discuss and work with Excel IF functions one of Excel's most popular functions. You will learn exactly how to use and apply IF functions step-by-step. You will be given class exercises so you can practice and see the many uses and variety of IF functions. You also learn how to create a nested IF and the new 'IFS' function added in Excel 2016.

Prerequisite: Microsoft Excel Level 1 or equivalent knowledge

Dates: October 3 – October 10
Wednesdays for 2 weeks
Times: 8 am - 10:30 am or 7 pm - 9:30 pm

Microsoft PowerPoint 2016 - Introduction

This class introduces the skills necessary for developing PowerPoint presentations. It includes tasks to create slides, use the editing tools, and create a simple graph. The student will also learn how to print a presentation and use online Help. This class also introduces presentation techniques. It includes tasks to format text, arrange slides, work with multiple presentations, work with clipart and graphics, and create notes pages and handouts.

Dates: October 17 - October 31

Wednesdays for 3 weeks

Times: 7:30 am - 10:30 am or 7 pm - 10 pm

Microsoft Word 2016 - Introduction

This class provides an introduction to Word for Windows. The student will explore Word, use the Office Assistant, learn basic document skills, use basic text editing, check spelling and grammar, and work with document views. The student will also learn how to print documents, envelopes, and labels. This class also covers formatting documents. Tasks include character, paragraph, and document formatting; setting tabs; indenting paragraphs; and using numbers and bullets. The students will also learn how to work with headers and footers, use section breaks, and use online help.

Dates: December 4 – December 18

Tuesdays for 3 weeks

Times: 7:30 am - 10:30 am or 7 pm - 10 pm



YouTube
Tricks

Tips and

YouTube is the third most visited page on the Internet which means you have probably visited the site in the past. This class will teach you multiple tips and tricks that will help make your YouTube experience more enjoyable and productive.

Prerequisite: Prior YouTube use preferred

Dates: November 28, Wednesday for 1 day

Times: 11 am - 1:30 pm or 3:30 pm - 6 pm



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Education Week
June 11 –15
Watch for Career Development
at various gates throughout
the Gary Works plant

Paralegal Courses

**Location: 1221 East Ridge Rd., Gary
Local Union 1066**

Instructor: Ed Guldenzopf

The Paralegal Certificate program prepares you to work directly under the supervision of an attorney or to perform general background work in the legal environment. Upon successful completion of the ten required courses, you will earn a Paralegal Certificate from the American Paralegal Institute. **Classes are taught by Attorney Ed Guldenzopf.**

Property I

Such personal property concepts as bailments and gifts, and real property concepts such as estates and future interests will be considered, as well the idea that property is a bundle rights

Dates: October 3 - December 12

***No class November 21

Wednesdays for 10 weeks

Times: 8 am - 11 am or 4 pm - 7 pm

Civil Procedure

This course exposes the participant to the matters involved in commencing and resolving a lawsuit in civil court. Examples of complaints, answers, and various litigation motions will be offered. Such legal procedures as the discovery process and establishing jurisdiction will be considered. Finally, the participant will study various legal documents, such as a complaint.

Dates: December 19 - March 6

Wednesdays for 10 weeks

***No class December 26 or January 2

Times: 8 am - 11 am or 4 pm - 7 pm

Contracts

This course emphasizes contract theory, focusing especially on the basic elements of a contract: agreement, consideration, capacity and le-

gality. The elements will be considered at length. Many applications will be provided to the participant.

Dates: October 4 - December 13

Thursdays for 10 weeks

***No class November 22

Times: 8 am - 11 am or 4 pm - 7 pm

Wills and Trusts

This course will cover the basic elements of wills and trusts. The participant will learn about the various requirements needed to effectuate a will or trust. A focus of the course may include estate planning.

Dates: December 20 – March 7

Thursdays for 10 weeks

***No class December 27 or January 3

Times: 8 am - 11 am or 4 pm - 7 pm

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Career
opment**

**Program
www.uscareer.com**

Investing

Location:

**1301 Texas Street
McBride Hall, Gary**

The Art of Investing

This series of financial investment courses will be taught by Ed Guldenzopf, a former stockbroker and securities principal.

The Legal Structure of Wall Street

One part of Wall Street, a very significant one, is that most companies that trade are corporations. Inasmuch as corporations are legal entities, this class will focus on the legal aspects of a corporation, thus giving the student a better understanding of how Wall Street works and hence the opportunity to make better profits.

Dates: September 28 – November 9
Fridays for 7 weeks

Times: 8 am - 10 am or 4 pm - 6 pm

Instructor: Ed Guldenzopf

Monetary and Fiscal Policy

Monetary and fiscal policy are regulatory mechanisms that have powerful influence on Wall Street. An examination of how this regulation works will give the student greater insight into Wall Street, and thus create the opportunity for greater profits.

Dates: November 16 – January 18
Fridays for 7 weeks

***No class November 23, December 28 and January 4

Times: 8 am - 10 am or 4 pm - 6 pm

Instructor: Ed Guldenzopf

NO INVESTMENT ADVICE WILL BE GIVEN BY THE INSTRUCTOR. THE COURSE IS SOLELY EDUCATIONAL IN NATURE.

Grants

**Location: 1221 East Ridge Rd., Gary
Instructor: Robert Smith**

Grant Workshop

Grant workshop is for anyone who wants to learn by doing. You will co-author one real grant proposal with a veteran grant writer. Together, the specialist and you will select a grant maker to approach with a letter of inquiry, phone call and full proposal. Before the class is over a grant proposal will be drafted and refined in class and then sent to one or more funding agencies. Your proposal may be submitted electronically by mail or hand delivered. If you have an idea that may be fundable, find out via this workshop. Seats are limited to eight, spouses may attend.

Dates: September 6 - October 11

Thursdays for 6 weeks

Times: 8 am -11 am or 3:30 pm - 6:30 pm

CDL Training

Location: 1221 E. Ridge Rd., Gary

Instructor: Randy Williams



Driveco-CDL

The world needs more truck drivers. Truck drivers transport goods around the country. Driveco's Tractor Trailer Driving program is designed to teach you everything you need to know to successfully maneuver a tractor trailer. You will be capable of operating a tractor trailer with a gross vehicle weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs., or a straight truck in excess of 26,001 lbs. This training will provide you with range and road skills along with in-depth classroom material to help you develop your career as a Tractor Trailer Driver.

Dates: September 17 to November 19

Mondays for 10 weeks

Times: 8 am – 12 pm or 4 pm - 8 pm

FITNESS Training/Courses Various Locations & Instructors

Fitness Thru Self-Defense

Are you tired of the same boring workout routines? Come experience physical fitness through the art of self defense. Improve strength, muscle tone, and flexibility while learning self-defense from an instructor with over 15 years of experience. Learn proper stretching methods, efficient strikes and basic self-defense tactics.

Spouses are welcome for free with employee.

Dates: July 2 - August 24

Mondays AND Fridays for 8 weeks
OR

October 1 - November 30

Mondays AND Fridays for 8 weeks

Times: 6 pm - 7:30 pm

Instructors: Brian Saule and Amy Messmer

Location: 5822 E. US HWY 6, Portage

Fitness for Life

The fitness and nutritional training program, Fitness for Life, provided by Universal fitness and Training, is designed to provide participants with the knowledge to differentiate between healthy and unhealthy lifestyle patterns. Participants will learn to classify food sources and food groups, and to interpret product labels as well as nutritional content and value.

Discussions will cover how healthy eating habits maintain a healthy weight, lower risk of disease, keep all body systems functioning properly, and create energy and well being. We will also explain how beneficial daily physical activity is and its contribution to overall wellness.

Dates: September 10 - October 15

Mondays for 6 weeks

Times: 8 am - 9 am or 4 pm - 5 pm

Instructor: Denny Finnearty

Location: 1221 E Ridge Road Gary

Solutions at Work

This program provides resources and education for employees on fitness and nutrition to improve their quality of life. Nutrition will be the first hour of class and exercise will be the second hour. Please dress in comfortable clothes and athletic shoes in order to fully participate.

Each student must complete a Fitness Assessment prior to starting class. Contact Ashlee Johnson at Omni with any questions at 219-983-9832 Ext 210.

This 3-month program consists of 12-nutrition sessions and 12-fitness training sessions. Each week participants will meet with a nutrition instructor to discuss different topics such as Proteins, Fats, Carbs, Portion Control etc... Participants also meet with a Certified Personal Trainer to learn and discuss different elements of physical activity. The program also allows participant's full access to both fitness centers (Chesterton and Schererville) throughout the 12 weeks Please check our website OMNI for a full description of classes and schedules.

Dates: **Schererville Location:**

August 27 - November 19

Times: 9 am - 11 am or 4 pm - 6 pm

Dates: **Chesterton Location:**

August 28 - November 15

Times: 8 am - 9 am or 3:45 pm - 4:45 pm

Instructors: Deb Battreall and Dina Berry

Location: Franciscan Health Fitness Centers

810 Michael Drive, Chesterton OR

221 U.S. 41, Schererville

Solutions
AT WORK

Woodworking

Location: 1221 East Ridge Rd., Gary
Instructor: Jim Balina

Build Your Own Adirondack Chair

This course will provide participants with the necessary skills to build and construct their own Adirondack lawn furniture. Students will be equipped to select tools, read and comprehend furniture diagrams, and construct various types of lawn furniture. Students will build their own Adirondack chair, table or footstool and take home to enjoy! **Student costs: \$35. for chair, \$15 for footstool or end table, \$25 for coffee table. Must be paid at first class.**

Dates: August 1 - August 29

Wednesdays for 5 weeks

Times: 8 am - 11am or 4 pm - 7pm

Build Your Own Yard Game

Come to class and make and take home an one of a kind corn hole game. You will learn project planning & safety, finish carpentry, tool identification & use, scale a pattern and finishing techniques. **Student material fee \$25. Must be paid at first class.**

Dates: July 30 - August 27

Mondays for 5 weeks

Times: 8 am - 11am or 4 pm - 7pm

Automotive

Location: 1221 East Ridge Rd., Gary
Instructor: Jim Balina

Automotive Code Reading

The automotive code reading program has been designed to teach the student proper procedures to read and understand all their codes that may come up on their vehicle. We will cover all service codes including engine, drivetrain, body and ABS codes. When the code is retrieved students will learn what that code means and how to properly diagnose the problem.

Dates: November 8 - December 6

***No class November 22

Thursdays for 4 weeks

Times: 8 am - 11am or 4 pm - 7 pm

Cooking and Grilling

Location: 1221 East Ridge Rd., Gary
Instructor: Jeff Berghoff

Sausage Making

It sure seems like it's harder to find great sausages and specialty meats nowadays. Perhaps the best way is to make them yourself. And perhaps this would be a good retirement opportunity. Our sausage making class will give you the expertise to make sausages at home using many recipes that we will provide and to be creative in developing your own. We will make several products that you will taste during class. Learn how to pick the best meats, use the right tools, and master the necessary techniques! We will make some classics like breakfast sausage, kielbasa, Italian sausage and chorizo. Additionally, we will make some wursts, southern style sausages and non-traditional types like chicken and herb or perhaps Asian sausage. Pates will be covered and we may attempt some- venison pate anyone? We will also use smoking techniques learned in our previous classes to further the flavor of our products. Besides just grilling up our sausages, we will cover some great recipes which perfectly feature our artisanal products.

Dates: August 22 - September 19

Wednesdays for 4 weeks

Times: 8 am - 11 am or 4 pm - 7 pm



How to Get Money

Location: 1919 Willowcreek, Portage
Instructor: Robert Smith

Money for College

Seeking scholarships for a child or grandchild? This seminar will give you the momentum you need to prepare for success. First the group will hear about the basics of seeking assistance for college, including the types of financial help, the typical deadlines and some search strategies for your states residents. Second we will discuss saving for college including the governments opportunities and how to jump smoothly through their hoops. Then we will get online and begin an exploration of what's currently available for you. Finally you will have access to the instructors help for six months as you pursue your search for support. Ad up-to-date handbook and other materials are included in the class. Bring family members especially students, and a laptop.

Dates: December 7, Friday 1 day class
Times: 4 pm - 7 pm



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www.ussmidwestcareer.com

Health

Location: 1919 Willowcreek, Portage
Instructor: Pat Lesniak

Living Healthy with Essential Oils

Essential oils can be the purest substance on earth. These oils can help support many systems in the body like respiratory and your immune system. The average person applies 80 chemicals a day to their body before breakfast in the form of soap, makeup, shampoo and hair products. KICK the chemicals to the curb. Ban these chemicals from your home and use products from plants.

Dates: September 4, Tuesday for 1 day
OR

November 13, Tuesday for 1 day
Times: 8 am - 10 am or 4 pm - 6 pm

Vinyl Cutting

Location: 1919 Willowcreek, Portage
Instructor: Kim Riley

Vinyl Cutting

Participants will learn how to cut, design and resize, using the Silhouette Cameo machine. With that knowledge, you can etch on glass, make stencils and cut permanent vinyl for exterior use. Each class students will learn a new technique to apply to a surface for a finished project. You can bring your own projects from home to work on. There are many places on-line that you can sell your projects. After this five week course, you should be ready to open shop.

Dates: September 10 - October 8
Mondays for 5 weeks
Times: 8 am – 12 pm or 1 pm - 5 pm

Planning Your Future

Location: 1919 Willowcreek, Portage
Instructor: Rob Engle

Health Planning

Health Care costs are on the minds of most people considering retirement. Many are asking questions, such as what does Medicare provide and how do Medicare Supplement policies work with your retiree health care coverage? What happens if you need to go to into a nursing home? How much will Medicare cover and what will happen if you end up needing Medicaid to pay for it too. Everyone's situation is unique but this class is a great place to start if you're planning for health care expenses in retirement. Learn about the ways you can insure your final wishes with respect to health care are met. Learn what the Medicaid spend down is and how a unique and exciting Indiana law can help protect your assets in the event you do require Medicaid assistance at some point in your retirement.

Dates: September 6
Thursday for 1 day
Times: 9 am - 10:30 am or 4 pm - 5:30 pm

Cooking

Location: 1919 Willowcreek, Portage
Instructor: Moe Muerh, Chef from Fire and Water

Mediterranean Cooking

So, I am sure you have all hear about how good Mediterranean food is for you. Now you can come learn how to make it for yourself. Week one will be appetizers, week 2 will be main dishes and week 3 will be desserts. Make things like Hummus, Toum, Tabouli, Grape Leaves, Baklava, plus a whole lot more!

Dates: August 14 – August 28
Tuesdays for 3 weeks
Times: 12 pm - 2:30 pm or 4 pm - 6:30 pm

Appliance Repair

Location: 1919 Willowcreek, Portage
Instructor: Roland Alvarez

Appliance Troubleshooting Basic & Advanced

This class is for the beginner to advanced student. Each week the instructor will have different appliances for you to work on and diagnose. The new technology in major appliances has changed dramatically. This 8-week hands on course will provide the student an updated knowledge of how to troubleshoot, diagnose, and then repair a variety of major appliances with an understanding of this new technology.

Dates: October 4 – November 29
Thursdays for 8 weeks
Times: 8 am - 11am or 4 pm - 7 pm

Electrical Classes **Instructor: Bill Cameon**

2017 National Electrical Code

The material covered will be proper installation of electric tasks and how the tasks are required to meet at least the minimum National Electrical Code requirements. Participants will be issued a new 2017 NEC book, a workbook and Chapter Tabs that help the student find code articles rapidly. A PowerPoint will help participants identify and clarify items that are discussed.

Dates: October 9 - November 27
Tuesdays for 8 weeks
Times: 8 am - 11 am or 3:30 pm - 6:30 pm



Retirement Planning

Location: 1919 Willowcreek, Portage
Instructor: Rob Engle

Social Security

Do you have questions regarding Social Security? Learn how it's calculated and about terms, such as PIA, and what they mean. Are you worried Social Security may not be there through your entire retirement? We'll examine the Social Security Trustees' report which looks at the next 75 years and what you can expect. Did you know that your Social Security benefits may be taxed? We'll cover when and how much of your benefit will be included in taxable income. Are you considering taking your Social Security benefit while you are still working? We'll cover what happens if you collect while still employed and how much of your benefit you'll be required to pay back into the system if you do. Do you want to get the most out of Social Security? Waiting to claim in order to get the highest monthly benefit may not be the best decision for everyone. Have you heard about changes to the Social Security rules and want to know how they will affect you? We will go over recent changes to Social Security that took place in 2016. Learn how to use the tools available to you to calculate what the best course of action may be depending on your individual situation. No two families are identical and what may be the right choice for someone else may not be the best decision for you. Learn how to navigate the Social Security options available to you so you can make the most of Social Security and have the retirement you deserve.

Dates: September 20, Thursday for 1 day

Times: 9 am - 10:30 am or 4 pm - 5:30 pm

Retire

Are you trying to make the best decisions possible regarding your retire-



Ready

ment but not sure where to start? Not sure what to do with your 401(k) when you retire? Do you know someone who manages their own money and tells you that you should just invest it yourself? Many realize the stock market is risky and they don't want to worry about running out of money because of a downturn in the market. We'll cover the retirement process including SWPT, PBGC and Social Security and the resources you have available to make the best decisions possible. Have you heard of Roth accounts but aren't sure how they play in retirement strategy? Have you considered an annuity but aren't sure if it's the best investment for you? Does Medicare leave you confused? Maybe you have experienced a parent go into a nursing home and you're not sure how to protect your children and your savings if you need to go into a nursing home. Learn how to use Roth and Traditional retirement accounts to get the most out of your retirement savings. Learn when to apply for Medicare and how it works with your other coverage in retirement. Decide for yourself if an annuity is appropriate for part of your retirement nest egg after learning the kinds of annuities and why they may not be the best investment for everyone. Learn tips regarding the best states to retire based on your sources of retirement income. Hear strategies to protect your hard earned retirement savings in the event you need Medicaid assistance. Finally, learn what retirement options are available to ensure you maximize the benefits you've earned rather than leave money on the table. Are you serious about making sure your money lasts longer than you do? This class will help you make sure you're making the right choices to get the most out of your hard-earned retirement savings.



Dates: October 4 - October 18

Thursdays for 3 weeks

Times: 9 am - 10:30 am or 4 pm - 5:30 pm

Electronics

Location: 1919 Willowcreek, Portage
Instructor: Jimmy Morson

Arduino 3/Electronics 3

Arduino 3 / Electronics 3 is a continuation of basic electronics and electronics 2 repair and theory.

Dates: September 12 - October 24

Wednesdays for 7 weeks

Times: 8 am – 11am or 3:30 pm – 6:30 pm

Arduino 4/Advanced Electronics 4

Arduino 4 / Advanced Electronics 4 is a continuation of electronics 3 repair and theory.

Dates: November 14 - December 19

Wednesdays for 7 weeks

Times: 8 am – 11 am or 3:30 pm – 6:30 pm

Small Engine

Location: 1919 Willowcreek, Portage
Instructor: Mike Daly

Lawn Equipment Maintenance and Repair – Summer

Summer is here, and besides dealing with allergies and insect bites, your lawn mower no longer starts. The chain saw you used to cut trees in April is too dull to cut bread. And how about that snow blower with the broken starter cord. You could spend a small fortune getting these things repaired. Or, you could repair them yourself. Bring your equipment to this 12 week class and learn how to make the necessary repairs. You will save the labor charge (\$60 - \$75 per hour) and usually get your equipment in working order before the repair shop can.

Dates: July 6 - September 21

Fridays for 12 weeks

Times: 8 am -11 am or 4 pm - 7 pm

Lawn Equipment Maintenance and Repair– Fall

As summer ends and cooler weather approaches, how will you prepare your lawn equipment so it will work properly next spring? Repair shops charge sixty to seventy-five dollars an hour for tuning up, repairing or prepping equipment for storage. Why not learn how to do these things for yourself and save? Bring your equipment into class for hands-on training.

Dates: September 28 - December 21

Fridays for 12 weeks

Times: 8 am -11 am or 4 pm - 7 pm

Home Improvement

Location: 1919 Willowcreek, Portage
Instructor: Jim Balena



Brick Pavers - Patio and Walkway Installation

This course is designed to teach participants how to design and build a walkway, driveway or patio with brick pavers and/or stone, as well as accent the project with outdoor lighting. This course will cover topics such as developing designs and plans, required building materials and equipment, and step-by-step hands-on construction. Participants will design a layout for their home and assist in the assembly of a brick paver walkway or patio. They will also learn how to install and repair exterior lights.

Dates: August 2 - August 30

Thursdays for 5 weeks

Times: 8 am - 11 am or 4 pm - 7 pm

Automotive Series

Location: 1919 Willowcreek, Portage
Instructor: Bradley Pikula

Auto Detailing

Simply put, getting your car detailed means a top-to-bottom thorough cleaning of your vehicle using specialized tools and products. This course includes all steps needed to produce a professional auto detail. Car detailing involves cleaning and reconditioning the interior and exterior of the car. The aim of this is to make the car look almost brand new like it did when you first drove it out of the shop.

Dates: September 4 - October 9

Tuesdays for 6 weeks

Times: 8 am - 11 am or 4 pm - 7 pm

Automotive Basic Maintenance

You don't have to be an expert to know that preventive maintenance is the best way to make sure your vehicle is running properly. Come to the class and learn how to change your own oil, replace wiper blades, check engine fuel levels, check spark plugs, tire pressure, air filters, etc.

Dates: October 16 - November 6

Tuesdays for 4 weeks

Times: 8 am - 11 am or 4 pm - 7 pm



**Care-
giving**

Location: 1919 Willowcreek, Portage
Instructor: Rhoda Jenkins

Caregivers Passage Through Dementia **Caregiving for Caregivers**

Class topics include:

- I am a Caregiver - What do I do now roles?
- What is dementia: Can it be cured?
- Managing Challenging Behaviors
- 7 Care Strategies
- Music and Dementia
- Dementia and Family Dynamics
- Caregiver: Take Care of Yourself

Date: August 11, Saturday for 1 day

Time: 9:00 am - 1:00pm

Lunch will be served



Jewelry

**Location: 1919 Wil-
lowcreek, Portage**
Instructor: Rhoda Jenkins

Bead Creation 100

Learn how to design jewelry that makes a statement! Discover the key elements behind beautiful beaded creations and find out how to successfully integrate these guiding principles in your designs. Next, learn how to strategically incorporate interesting shapes and negative space to enhance and accentuate your work. Find out how to design harmonious, well-balanced work, and add expressive movement using various techniques. for common designer challenges and gain a comprehensive, customizable approach that will improve all your future designs.

Dates: August 6 - August 27

Mondays for 4 weeks

Times: 8 am - 11 am or 4 pm - 7 pm

Bead Creation 200

Ready for your projects to shine? This is the perfect course for beaders who want to expand their skills to make lasting, professional quality pieces. You will learn how to string pearls, stones and beads in Pearl Knotting, as well as teach you about rhythm and flow in jewelry design. Watch Wire Wrapping for an up-close demonstration on how to link various elements using silver wire, then get into Chain Making - a seemingly intricate process that turns simple metal jump rings into exquisite chain maille strands. ***Lunch will be served***

Dates: September 22, Saturday for 1 day

Times: 9 am - 2 pm

Heirloom Classic Jewelry

When you pass on something special to one of your heirs, it is called an "heirloom". With that item being very special – think of how cool it will be to create designs that have precious memories! Bring beads, buttons, pendants or broken items to pass on to the next generation. ***Lunch will be served***

Dates: October 27, Saturday for 1 day

Times: 9 am - 2 pm



Woodworking

**Location: 1275 1/2 McCool Road,
Burns Harbor 219-787-3101**

Instructor: Don Trinidad

Times: 8 am - 11 am or 11:30 am - 2:30 pm or 3 pm - 6 pm

Family Game Tables

In this course the participant will have the opportunity to build Tables that can be used for family entertainment. Checkers, chess and others.

Dates: September 10 - November 12

Mondays for 10 weeks

Turning Themed Pens

Turn a very beautiful and unique themed pen. This project is more challenging than the traditional pen, but the finished product is more than worth the extra effort. You will be able to choose from a variety of projects including Nautical, Phoenix, Skeleton, Knights, Skull, Dragon, Celtic and others.

Dates: September 12 - November 14

Wednesdays for 10 weeks

TV Stand

In this course the participant will have the opportunity to build a TV Stand to fit their individual needs.

Dates: September 14 - November 16

Fridays for 10 weeks.



Stained/Fused Glass

**Location: 1777 Armstrong Street
Suite A, Portage, IN
219-730-8937**

Instructor: Beth Harrigan

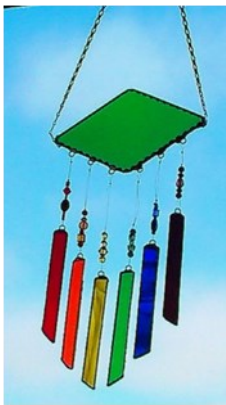
Wind Chimes and Sun Catchers

Students will create wind chimes and sun catchers using glass beads while learning the copper foil stained glass and or glass fusing technique. These are popular items at arts and craft vendor events.

Dates: July 16 - August 6

Mondays for 4 weeks

Times: 8 am – 12 pm or 2:30 pm – 6:30 pm



Mosaic accents

Mosaic plant accents are very popular additions to yards, gardens, or decks. In this class three different types of planters will be offered and students will need to choose which one they would like to learn to mosaic. 1. Wooden plant stands with three shelves to mosaic. 2. PVC pipe mosaic planters with clay pots 3. Wooden deck railing planter box.

Dates: September 5 - October 3

Wednesday for 5 weeks

Times: 8 am – 12 pm or 2:30 pm – 6:30 pm

Glass Fusing for the Holidays

Garden Ac-

Students will learn the concept of glass fusing. They will learn how to arrange fusible glass, frit, and glass noodles or rods in an attractive way to create ornaments and holiday pieces of art.

Dates: November 5 - December 3

Mondays for 5 weeks

Times: 8 am – 12 pm or 2:30 pm - 6:30 pm

Interior Design

**Location: 266 Stone Ridge Court,
Chesterton**

219 741-0382

Instructor: Kim Riley

Interior Design Projects

Do you have projects that you have always wanted to make but were not sure what to buy or how to start. Do you want to earn some income making projects like the ones you see at art shows and for sale on Etsey? Some of the projects you can learn are making chalk paint to paint on glass or furniture, stenciling, fabric painting, or using alcohol inks. just to name a few. You can bring in any project or use the supplies that are on hand.

There are Only 18 spots available, so sign up today

Dates: October 4 to November 29

Thursdays for 8 weeks

Times: 8 am – 6 pm



Heating and Air Conditioning

Location: 1275 1/2 McCool Road, Burns Harbor

Would you like to learn a new trade?
The **HVAC** industry is the place to do it!

With this knowledge you can be a **VERY** valuable asset to all of your family, friends and neighbors. You will have the ability to earn up to 7 **Nationally** recognized Certifications. With knowledge and training you can become a **HVAC** Certified Technician. Learn how to install, repair, and service **HVAC** equipment in the residential and light commercial fields. Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 14 percent from 2014 to 2024, much faster than the average for all occupations. The **HVAC** program meets 1 day a week for 64 weeks. Do **not** miss out on this incredible opportunity.

The Following Certifications are available:

- Type I, II, III Certifications for Air Conditioning & Refrigeration (Government Required)
- Electrical Certification for Heating and Air Conditioning
- Nationally recognized certifications for furnaces and air conditioners (from the Air Conditioning, Heating and Refrigeration Institute)
- R-410A Certification (for new air conditioners)
- Fiberboard Duct Design and Fabrication Certification
- Gastite Piping Certification (CSST Gas Line)

The current class is full, but call your
Career Development office to get on the waiting list today!



WELLNESS DAY

Wellness Information

Learn about health promotion, and illness prevention

Learn how to incorporate good health practice in day to day activities

Date: Wednesday, September 6, 4 pm - 7 pm

Location For BOTH classes: 1919 Willowcreek, Portage

CPR CERTIFICATION



American Heart Association Heart Saver CPR Certification

3 hour course includes certification for 2 years

Learn how to identify and respond to cardiac emergencies

Date: Tuesdays, December 4, 4 pm - 7 pm

Instructors: Lorna Marcus BS, RN, Suzanne Phelps RN, BSN

Home Improvement

Location: JOBLINK: 3333 Michigan Avenue, East Chicago
Instructor: Bill Cameon

Drywall Installation

This class will provide students with real life, hands-on experience in installing drywall. From measuring to installing to mudding, learn this useful skill in this three-week class. (Note we will meet twice a week). **This class is free to participants as we will be installing drywall in Job-Link's breezeway. Prerequisites: None**

Dates: July 24 to August 9

Tuesdays and Thursdays for 4 weeks

Times: 8 am - 11 am or 3:30 pm - 6:30 pm

This class is free to students

Travel Experience

Location: JOBLINK: 3333 Michigan Avenue, East Chicago
Instructor: Marcia L. Taylor

Ancient Peru - The Incas

The ancient Inca culture created massive cities, exquisite silver and gold jewelry, fascinating ceramics and fine textiles. We have visited the Mayans and Aztecs in previous workshops - it's time to visit Peru and the wonders of that ancient and massive empire. The presenter just visited Machu Picchu and other ancient sites, so she will be sharing photos of those places. **This class is free to students.**

Date: July 18, Wednesday for 1 day

Times: 9:30 am - 11:30 am or 3:30 pm - 5:30 pm

Woodworking

Location: JobLink, 3333 Michigan Avenue, East Chicago
Instructor: Dale Meiners

Woodshop Open Lab

Woodworking Open Lab provides access to Job-link's state-of-the-art woodshop. Take this class to complete a class from a previous semester, or to use the woodshop to build something not listed in the catalog. Our wonderful instructor is available to help you design and build your masterpiece, answer any questions, and teach you how to safely use all of the machinery.

Dates: TBD

Wednesdays for 16 weeks

Times: 9 am - 12 pm or 3 pm - 6 pm

Social Security

Location: JOBLINK: 3333 Michigan Avenue, East Chicago
Instructors: Georgiann Drake and Christel Snow

Social Security and Medicare

Learn about Social Security Benefits and Medicare benefits for 2017. Retirement choices can be difficult, but the more you know, the better your choices will be. Get updated information on Social Security Administration from a Public Affairs Specialist and Medicare information from Indiana Department of Insurance, SHIP Area Manager. This free two hour workshop includes all materials and includes time for your questions.

Date: TBD

Times: 10 am - 12 pm or 3:30 pm - 5:30 pm

Flight Instruction

Location: 4001 Murvihill Road
Valparaiso, IN
Instructor: Edward Vargas

FAA Approved Private Pilot Ground School Course



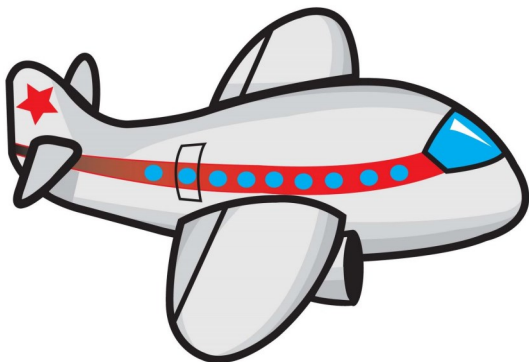
The Private Pilot Course is for students interested in getting their Private Pilot license. Each student will have a lab to complete at home with group lab discussion and lecture in class. The Instructor will present a general overview of aviation technology and terms. The class is to prepare the student for the FAA Written Knowledge Test. (to be taken at Eagle Aircraft.) This course requires dedicated home self study in addition to the classroom attendance.

Instructors: Keegan Starkey & Jay Bovy

Dates: October 2 to December 4,
Tuesdays AND Thursdays

Times: 6:00 pm - 8:30 pm

Location: Eagle Aircraft, Valparaiso



Tutoring

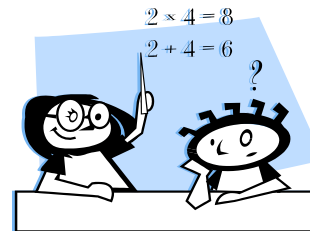
Location: Career Development
Centers
Instructor: Robert Smith

Tutoring

Tutoring is available to active steelworkers in virtually any subject area. Whether it is math, test preparation, or some other subject matter, receive the personalized assistance you need for a short-term or long-term learning experience. Meet with a veteran teacher at times and places that fit your schedule's changing demands.

Dates: As needed

Times: As arranged



**REMEMBER our websites have...
Class Information,
Forms,
Registration
and More!**

Gary Works - www.usscarer.com

Midwest - www.ussmidwestcareer.com

Scuba Classes

**You may attend any of the following scuba sites
for accredited scuba courses**

Goose's Scuba Shack
1490 US Route 30, Dyer, IN
219-322-7222

Diver's Lair
4405 N Calumet Avenue, Valparaiso, IN
219-465-3483

Lake County Divers
305 Main Street, Hobart, IN
219-942-0016

Contact the school to get their schedule and then call
your Career Development office



ON-LINE TRAINING



Rosetta Stone® Is Now Available to ICD Members!



Rosetta Stone® Catalyst™ is the newest version of Rosetta Stone®. Use it to learn a new language AND/OR improve your business communication skills
Enroll in the NEW Rosetta Stone Language Learning Program
USW UNION MEMBERS ONLY

*Rosetta Stone Catalyst™ lets you learn a new language AND/
OR Improve your Business Communication Skills!*

- ◇ Designed for beginner to advanced learners
- ◇ Unlimited online group tutoring for all languages and levels
- ◇ Advanced & Business Content
- ◇ Games & Activities to make learning fun
- ◇ Mobile Apps let you learn a new language ywhere from your smart phone or tablet

If you are interested in participating in the Rosetta Stone program contact your local Career Development Program



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De-

ON-LINE TRAINING



Lynda.com is now LINKEDIN LEARNING

We're excited to announce that you will soon have access to LinkedIn Learning, an on-demand learning solution designed to help you gain new skills and advance your career.

You will receive a customized learning experience that features instructional content relevant to your professional interests and goals. With LinkedIn Learning, you get:

- ◇ Unlimited access. Choose from more than 5,000 video tutorials covering business, creative and technology topics.
- ◇ Personalized recommendations. Explore the most in-demand skills based on your experience.
- ◇ Expert instructors. Learn from industry leaders, all in one place.
- ◇ Convenient learning. Access courses on your schedule, from any desktop or mobile device.
- ◇ Helpful resources. Reinforce new knowledge with quizzes, exercise files, and coding practice windows.

**If you are interested in this on-line learning opportunity,
contact your local Career Development Program**

Visit
www.usscareer.com/garyworks or
www.usscareer.com/midwest
To Sign Up Today!

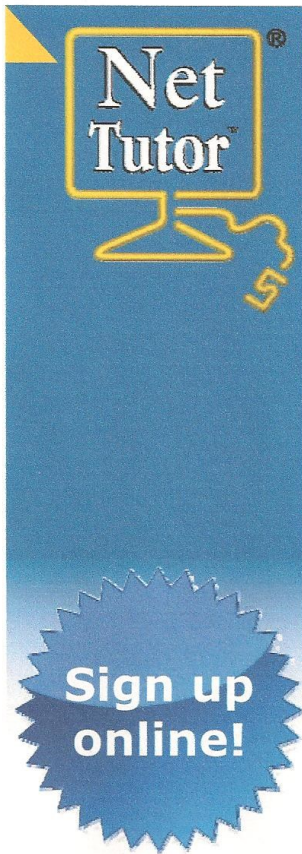
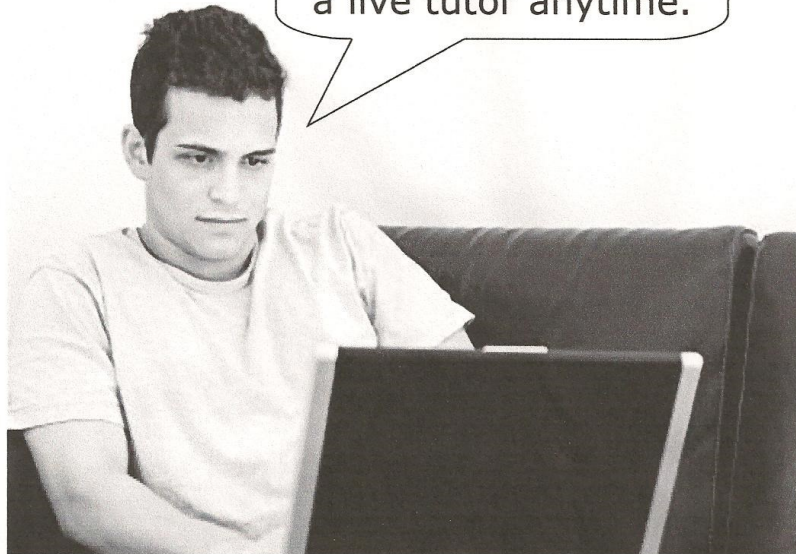
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Math en Español	Foreign Language
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Finance	Biology
Information Technology	Allied Health

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Visit your Career
Development
office at:
1221 E. Ridge Rd.
Gary, IN
Ask for Debbie at:
(219)884-7930
-or-
1919 Willowcreek
Portage, IN
Ask for Tracy at:
(219)762-1010

 Link-Systems
International, Inc.

On –Line Opportunities



MyAcademicWorkshop (MAW)

MyAcademicWorkshop is a new and unique online math assessment, homework, and placement program customized for adult workers. This program is one of the most advanced educational tools available for learning mathematics in a familiar, learning management environment. Loaded with over 7,000 questions, MyAcademicWorkshop contains math content beginning with Basic Math. Students like MyAcademicWorkshop because it shows you how to do the problems by following step by step instruction, gives you the opportunity to try again with a similar problem, and ultimately better prepares you to get better grades on assignments or exams.

Contact Your Career Development Office to Sign Up!

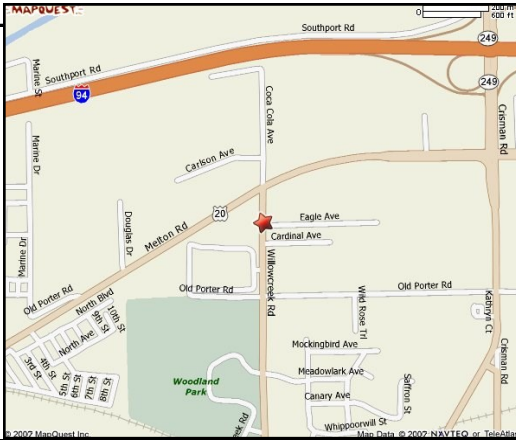
MTM or MTE Learn at Home Mechanical and Electrical Classes

Internet web-based training offered by DuPont E-Learning
(formerly Costal Online Training)
for Mechanical, Electrical, and Systems Repair modules including
Instrument Repair/Process Control Training

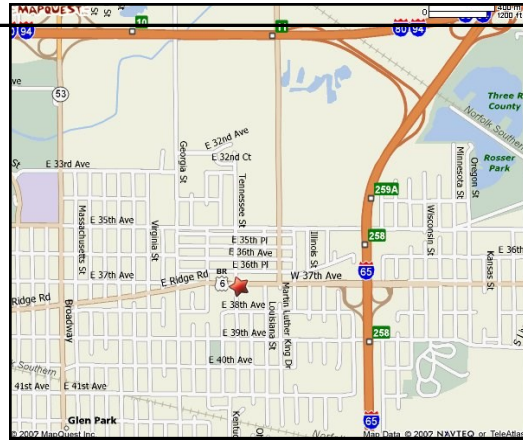
- Position yourself to successfully pass an M.T.M. or M.T.E. learner test
- Train on-line to strengthen your maintenance knowledge and skill level

Contact Your Career Development Office to Sign Up!

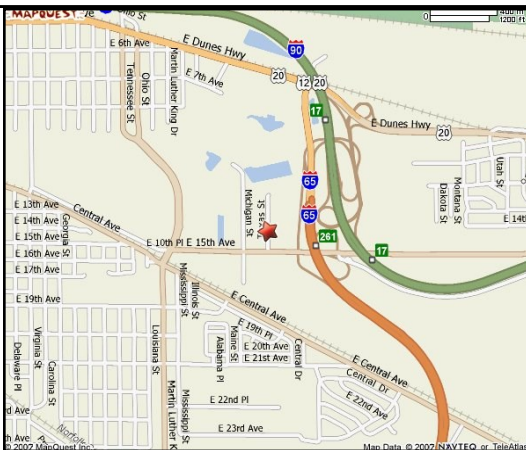
LEARNING CENTER LOCATIONS



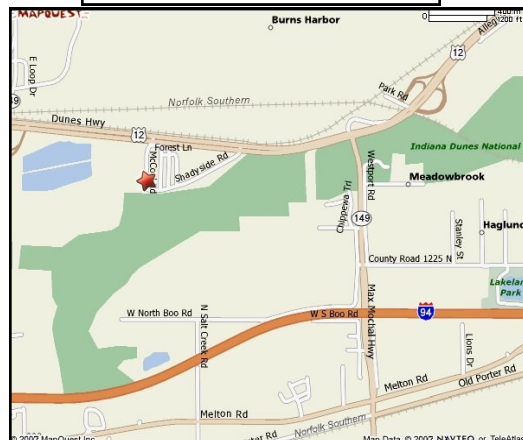
US Steel - Midwest Career Development
 1919 Willowcreek Road
 Portage, Indiana



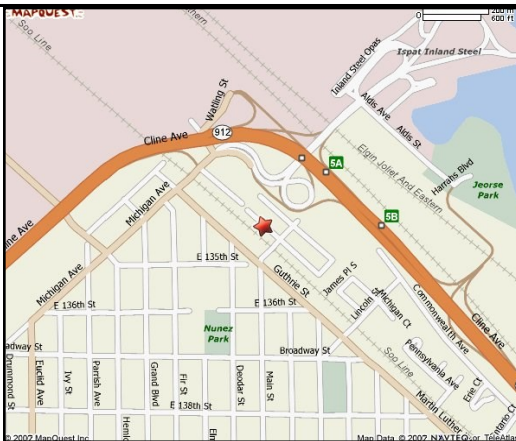
US Steel - Gary Works
 1221 E. Ridge Road
 Gary, Indiana



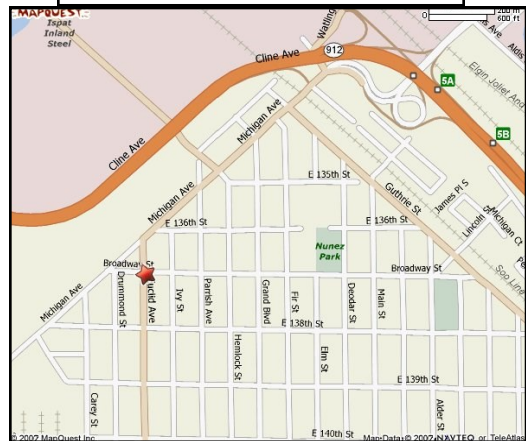
McBride Hall - Local Union 1014
 1301 Texas Street
 Gary, Indiana



USW/MITTAL-Burns Harbor
 1275 1/2 McCool Road
 Burns Harbor, Indiana



Bernard Kleiman JobLink Learning Center
 3333 N Michigan
 East Chicago, Indiana



Leon Lynch Learning Center
 1410 Broadway Ave
 East Chicago, Indiana

Career Development Class REGISTRATION FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Badge #: _____

EMAIL _____

Home Phone: _____ Cell Phone: _____

Plant? Gary OR Midwest

Do you work SHIFTS ? YES NO 12 Hours ? YES NO

I wish to enroll in the following class:

Name of Class: _____

Location of Class: _____

Class Times: _____

I wish to enroll in the following class:

Name of Class: _____

Location of Class: _____

Class Times: _____

I wish to enroll in the following class:

Name of Class: _____

Location of Class: _____

Class Times: _____

USS Gary Works & Midwest
Career Development Programs
1221 E. Ridge Road
Gary, IN 46409

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Thursday June 21st * 10 am - 4 pm**

Help Us Celebrate 25 Years!

