

# USW Cleveland Cliffs /Career Development Burns Harbor



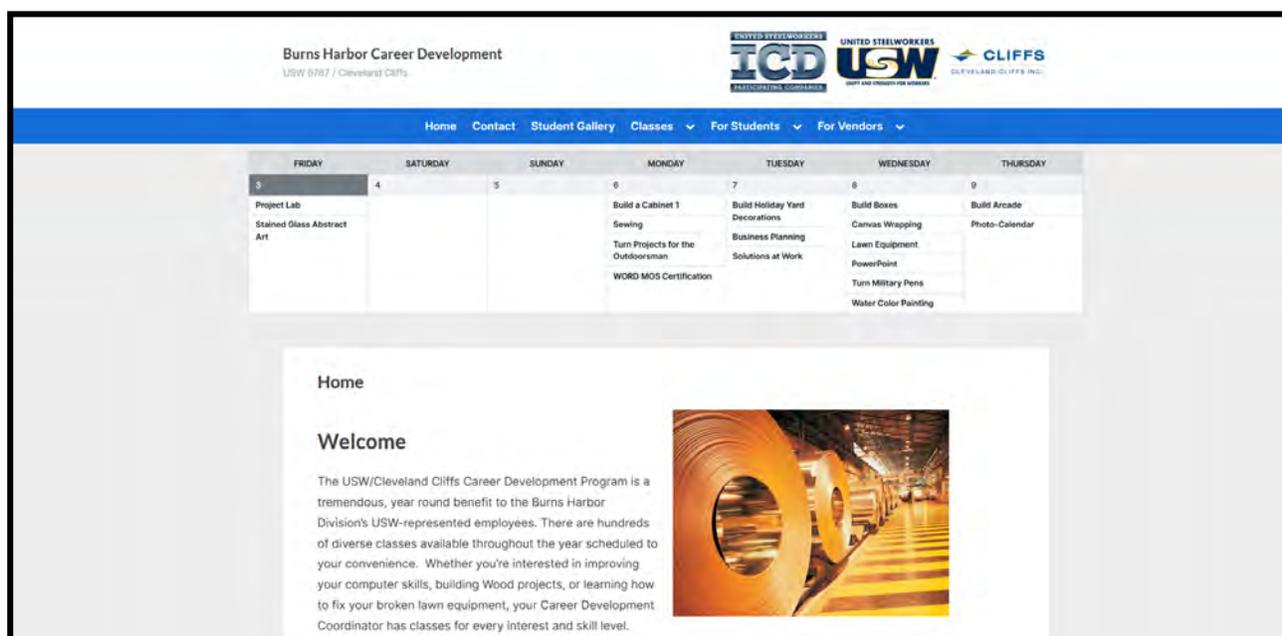
**January—June 2026**

**All Classes, unless otherwise noted, will be held at  
 Your Career Development Learning Center  
 1275 1/2 McCool Road, Burns Harbor  
 8:00am until 4:00pm Monday through Friday  
 Laura: (219) 841-9848  
 Sarah: (219) 787-3101**



**GET CONNECTED!  
 With USW/Cleveland Cliffs Burns Harbor Career Development**

**Take a look at our NEW Website  
[www.clevelandcliffscareer.org](http://www.clevelandcliffscareer.org)  
 View our electronic version of the catalog, sign up for classes &  
 more!**



## **CUSTOMIZED CLASSES GUIDELINES**

- Classes are open to active Union Steelworkers
- Classes will be taken on the employee's own time
- Customized course limit is \$2,000 per participant per year
- If you have active employees that are interested in a class call Career Development and let us know. If it falls within our class guidelines we will try to put it together for you.

### **TUITION ASSISTANCE**

In addition to customized classes USW members are eligible for Tuition Assistance up to a maximum of \$2,500/calendar year (Jan-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. ***The Tuition Assistance Funds are separate from the \$2,000 Customized Classes fund.***

***Per the Institute for Career Development Issuance 14.*** An active Local 6787 member can expend up to \$4500 of program funding for combining TAP (tuition assistance) and customized courses under the following circumstances:

- ◇ Tuition Assistance (TAP) If seeking a degree from a school listed in the current "Accredited Institutions of Post Secondary Education" or by private occupational/vocational schools recognized by State boards of vocational education. This will also extend to schools approved by the ICD as "An exception to Policy Provider".
- ◇ Customized classes: If courses lead to certification from a nationally accredited body. Candidates must get approval prior to registering for classes and their expenditures MAY NOT exceed \$4,500.

***To apply for Tuition Assistance please contact your Career Development Office.***

**Active members are eligible to take approved classes at any of the learning centers on Page 51. To find out what classes are available, check out their listed web-sites. To take an *approved* class at any of these centers you MUST register at YOUR Learning center.**

**PLEASE NOTE: Each participant's account will have a full deduction for a course that is NOT dropped BEFORE the start date. So, please make sure you contact your Career Development Office before the start date of your class if you are not able to attend.**

To register for a class you can:

- Register on-line at our web-site [www.clevelandcliffscareer.org](http://www.clevelandcliffscareer.org)
- Register by phone (219) 787-3101 or (219) 841-9848
- Email [sarahcareer@d@gmail.com](mailto:sarahcareer@d@gmail.com)
- Or fill out this form and drop it off at the learning center

1275 1/2 McCool Road, Burns Harbor  
8:00am until 4:00pm Monday thru Friday

Career Development  
CLASS REGISTRATION FORM

NAME: \_\_\_\_\_

Address: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

BADGE#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**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: \_\_\_\_\_

<b>NAME</b>	<b>PAGE</b>
APPLIANCE TROUBLESHOOTING	38
ARE YOU READY / PC CRASHES	19
AUTO MECHANICS	36
AUTO REPAIR FOR BEGINNERS	36
BACKING UP PHOTOS	17
BASIC PEST CONTROL COURSE	39
BASICS OF CHESS	31
BOOST YOUR RETIREMENT SAVINGS – 401K WORKSHOP	45
BUILD A BEEHIVE	12
BUILD A GARDEN TRELLIS	14
BUILD A HAND HELD GAMING SYSTEM	20
BUILD A PLANTER BOX	12
BUILD A TABLE TOP ARCADE	15
BUILD AN ADIRONDACK CHAIR	13
BUILD HANDHELD GAMING SYSTEM	18
BUILD STACKING TABLES	12
BUILD YARD DECORATIONS	13
BUILD YOUR OWN GUITAR OR STRING INSTRUMENT	15
BUILD YOUR OWN PC	25
BUSINESS PLANNING 2	44
CAKE DECORATING WITH YOUR KIDS	28
CANVA - DIGITAL DESIGN	18
CANVAS WRAPPING	19
CDL TRACTOR TRAILER CLASS	39
CHILD SAFETY – NEW CLASS	41
CREATE YOUR OWN WILL	18
CREATING NOT YOUR TYPICAL CHARCUTERIE BOARDS	29
DABBLING IN GLASS	32
DESIGN A WEBSITE- WORDPRESS	24
DESIGN YOUR OWN CUSTOM WRAPPING PAPER	20
DIGITAL CAMERAS	24
EMBROIDERY	30
EPOXY FLOORS	38
ESSENTIAL LESSONS FOR STOCK MARKET SUCCESS	42
EXCEL MOS CERTIFICATION	20
FINANCIAL MARKETS AND THE ECONOMY	45
FINISH PROJECTS ON TIME - LAB	16
FITNESS THROUGH SELF DEFENSE	41
FREEZER MEALS	28
FURNITURE REFINISHING	31
FUSED GLASS LANTERNS	32

GARAGE DOORS – INSTALLATION, MTCE AND REPAIR	38
GLASS ETCHING	21
GRAPHIC DESIGN FOR BEGINNERS	20
GREETING CARDS WITH YOUR KIDS	30
HEALTHY SMOOTHIE BOWLS	28
HOW TO BECOME A NOTARY	26
HOW TO KEEP RECORDS USING QUICKBOOKS	42
HOW TO SHARPEN MOWER BLADES/CHAINSAWS	35
HOW TO START & RUN A SMALL BUSINESS	44
HVAC	34
IPAD BASICS	21
IPTV	21
KNIFE MAKING	34
KYDEX – HOLSTER MAKING	34
LASER ENGRAVING	19
LAWN EQUIPMENT MAINTENANCE AND REPAIR	35
MOS EXCEL	20
MOS WORD CERTIFICATION	22
MOSAIC GLASS EPOXY WINDOW	32
MOTORCYCLE MAINTENANCE	36
MTE-PRE LEARNER PROGRAM	37
MTM-PRE LEARNER PROGRAM	37
NOTARY	26
PERSONALIZED WOOD HOME DÉCOR	31
POWERPOINT – THE BASICS	26
PRE-LICENSE HOME INSPECTION	39
PRIVATE PILOT GROUND SCHOOL	40
RESIDENTIAL HOME INSPECTION	40
SEASONAL HOME DÉCOR	31
SEWING CLASS	30
SHARPEN MOWER BLADES / CHAINSAWS	35
SILHOUETTE MACHINE	26
SOLUTIONS AT WORK	41
STAINED GLASS SPRING BUGS AND BIRDS	32
START AND SUSTAIN YOUR NON-PROFIT ORGANIZATION	43
SUBLIMATION	25
SUBLIMATION – TRAVEL GLASSES	22
TABLETS AND CHROMEBOOKS	25
TEAMS – MICROSOFT	23
TECHNICAL LAB	17
THE 50 AND 200 DAY MOVING AVERAGES	43
TURN ALL SPORTS PENS	13

TURN GARDENING TOOLS	14
TURN UNIQUE GIFT	14
TURNING WOOD – BEGINNERS CLASS	12
UNDERSTANDING YOUR FIDELITY 401K	42
WALL STREET AND GOVERNMENT POLICIES	43
WHAT AN INVESTOR LOOKS FOR IN A COMPANY	45
WILLMAKER – CREATE YOUR OWN WILL	18
WIRELESS SECURITY CAMERAS	22
WOOD BURNING	13
WOOD BURNING – MAKING SIGNS	14
WORD MOS CERTIFICATION	22
WORD PRESS	24
WORD- THE BASICS	17

# CLASSES BY TOPIC

## COMPUTERS

BUILD A TABLE TOP ARCADE .....	15
FINISH PROJECTS ON TIME - LAB .....	16
TECHNICAL LAB .....	17
BACKING UP PHOTOS .....	17
WORD- THE BASICS .....	17
WILL MAKER.....	18
CANVA - DIGITAL DESIGN.....	18
BUILD HANDHELD GAMING SYSTEM ...	20
ARE YOU READY / PC CRASHES .....	19
LASER ENGRAVING .....	19
CANVAS WRAPPING .....	19
DESIGN WRAPPING PAPER.....	20
EXCEL MOS CERTIFICATION.....	20
GRAPHIC DESIGNERS FOR BEG.....	20
IPAD BASICS.....	21
GLASS ETCHING .....	21
IPTV - NEW CLASS.....	21
SUBLIMATION - GLASSES .....	22
WIRELESS SECURITY CAMERAS.....	22
WORD MOS.....	22
TEAMS .....	23
DIGITAL CAMERAS .....	24
DESIGN A WEBSITE - WORDPRESS.....	24
TABLETS AND CHROMEBOOKS.....	25
SUBLIMATION.....	25
BUILD YOUR OWN PC .....	25
POWERPOINT .....	26
NOTARY .....	26
SILHOUETTE MACHINE .....	26

## KIDS CLASSES

CAKE DECORATING .....	28
GREETING CARDS - SILHOUETTE .....	30

## CREATIVE

LASER ENGRAVING .....	19
CANVAS WRAPPING.....	19
DESIGN WRAPPING PAPER.....	20
GLASS ETCHING .....	21
SUBLIMATION - GLASSES .....	22
SUBLIMATION.....	25
SILHOUETTE MACHINE .....	26
SEWING .....	30
EMBROIDERY.....	30
GREETING CARDS - SILHOUETTE .....	30
FURNITURE REFINISHING.....	31
BASICS OF CHESS .....	31
SEASONAL HOME DÉCOR.....	31
PERSONALIZED WOOD HOME DÉCOR..	31
DABBLING IN GLASS.....	32
FUSED GLASS LANTERNS.....	32
STAINED GLASS SPRING BUGS.....	32
MOSAIC GLASS EPOXY WINDOW .....	32

## OTHER

KNIFE MAKING.....	34
KYDEX—HOLSTER MAKING.....	34

## COOKING

FREEZER MEALS - NEW .....	28
HEALTHY SMOOTHIE BOWLS .....	28
CAKE DECORATING WITH KIDS.....	28
CHARCUTERIE BOARDS.....	29

# CLASSES BY TOPIC

## MISC/ TRADES

BUILD STACKING TABLES.....	12
BUILD A BEE HIVE .....	12
BUILD A PLANTER BOX.....	12
TURNING WOOD - BEGINNERS .....	12
WOOD BURNING .....	13
TURN ALL SPORTS PENS.....	13
BUILD ADIRONDACK CHAIR .....	13
BUILD YARD DECORATIONS.....	13
BUILD A GARDEN TRELIS .....	14
TURN UNIQUE GIFTS .....	14
TURN GARDENING TOOLS .....	14
WOOD BURNING - MAKING SIGNS .....	14
BUILD A TABLE TOP ARCADE.....	15
BUILD STRING INSTRUMENT.....	15
BUILD HANDHELD GAMING SYSTEM ...	20
HVAC .....	34
LAWN MAINTENANCE .....	35
HOW TO SHARPEN BLADES.....	35
AUTO REPAIR FOR BEGINNERS.....	36
AUTO MECHANICS.....	36
MOTORCYCLE MAINTENANCE .....	36
MTE .....	37
MTM.....	37
RESIDENTIAL HOME INSPECTION.....	40
PRE-LICENSE HOME INSPECTION .....	39
EPOXY FLOORS.....	38
GARAGE DOORS - INSTALLATION .....	38
APPLIANCE TROUBLESHOOTING .....	38
BASIC PEST CONTROL .....	39
CDL TRACTOR TRAILER.....	39
PRIVATE PILOT GROUND SCHOOL .....	40

## HEALTH

SOLUTIONS AT WORK .....	41
CHILD SAFETY .....	41
FITNESS THROUGH SELF DEFENSE .....	41

## BUSINESS

UNDERSTANDING FIDELITY 401K .....	42
ESSENTIAL LESSONS STOCK MKT.....	42
HOW TO KEEP RECORDS QUICKBOOKS	42
START & SUSTAIN NON-PROFIT .....	43
THE 50 & 200 DAY MOVING AVG .....	43
WALL STREET & GVT POLICIES .....	43
BUSINESS PLAN 2 - FINE TUNE PLAN....	44
HOW TO START A SMALL BUSINESS .....	44
BOOST YOUR RETIREMENT SAVINGS ...	45
FINANCIAL MARKETS & ECONOMY.....	45
WHAT AN INVESTOR LOOKS FOR .....	45
BUSINESS PLAN 3 - FINALIZE PLAN.....	46
HOW TO START & RUN BUSINESS .....	47

# NetTutor.com

## ***WHERE STUDENTS GET THE HELP THEY NEED***

Expert tutors are waiting to help you in the following subject areas:

- Mathematics
- Accounting
- Finance
- English Composition
- Chemistry
- Biology

**NetTutor makes it easy to get help with a live tutor anytime.  
To sign-up for NetTutor call Sarah at the USW Career Development  
Learning Center at 219-787-3101 or 219-841-9848**

---

## **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, giving you the opportunity to try again with a similar problem, and ultimately better prepares you to get better grades on assignments or exams.

**To sign-up for NetTutor call Sarah at the USW Career  
Development Learning Center at 219-787-3101 or (219) 841-9848**

**Please remember  
that our policy  
states that if you  
do not cancel a  
class the week  
before it starts,  
you will be  
charged.**

# WOOD SHOP CLASSES

## BUILD STACKING TABLES

Stacking tables can conveniently be stored in a small area, and are very useful when extra tables are needed.

**DATES:** Mondays, January 5—March 9  
**TIMES:** 8-Noon or 1:30-5:30pm  
**INSTRUCTOR:** Trinco LLC  
**LOCATION:** Cleveland Cliffs Burns Harbor



## BUILD A BEEHIVE

The hive is crucial to a bee's colony survival. It provides shelter, protection, and a place to store food and rear brood. Building materials can be pine or cedar.

**DATES:** Tuesdays, January 6—March 10  
**TIMES:** 8-Noon or 1:30-5:30pm  
**INSTRUCTOR:** Trinco LLC  
**LOCATION:** Cleveland Cliffs Burns Harbor



## BUILD A PLANTER BOX

Planter boxes are perfect for urban gardening. They let you grow produce even in small spaces. They also offer many other benefits.

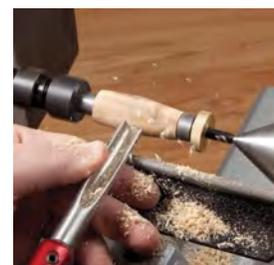
**DATES:** Wednesdays, January 7—March 11  
**TIMES:** 8-Noon or 1:30-5:30pm  
**INSTRUCTOR:** Trinco LLC  
**LOCATION:** Cleveland Cliffs Burns Harbor



## TURNING WOOD BEGINNER CLASS

Learn to use a wood lathe starting with small projects like slim line pens, then advance to intermediate level in just 10 weeks.

**DATES:** Mondays, January 5—March 9  
**TIMES:** 8-12am or 1:30-5:30pm  
**INSTRUCTOR:** Trinco LLC  
**LOCATION:** Cleveland Cliffs Burns Harbor



# WOOD SHOP CLASSES

## WOOD BURNING

Learn to write with fire. Create designs by burning marks in wood by controlled burning with heated instruments.

**DATES:** Tuesdays, January 6—March 10

**TIMES:** 8-12am or 1:30-5:30pm

**INSTRUCTOR:** Trinco LLC

**LOCATION:** Cleveland Cliffs Burns Harbor



## TURN ALL SPORTS PENS

Make a sports pen for the sport enthusiast friend or family member. Pick football, baseball, even pickleball. For golfers you can make a golf pen or a golf pencil with NO eraser!

**DATES:** Wednesdays, January 7—March 11

**TIMES:** 8-12am or 1:30-5:30pm

**INSTRUCTOR:** Trinco LLC

**LOCATION:** Cleveland Cliffs Burns Harbor



## BUILD AN ADIRONDACK CHAIR

An Adirondack chair can be used indoors or outdoors. They can be built and adjusted for personal comfort.

**DATES:** Mondays, April 6—June 8

**TIMES:** 8-Noon or 1:30-5:30pm

**INSTRUCTOR:** Trinco LLC

**LOCATION:** Cleveland Cliffs Burns Harbor



## BUILD YARD DECORATIONS

Yard decorations can be made to celebrate special occasions, dress up the yard, or amuse family and friends.

**DATES:** Tuesdays, April 7—June 9

**TIMES:** 8-Noon or 1:30-5:30pm

**INSTRUCTOR:** Trinco LLC

**LOCATION:** Cleveland Cliffs Burns Harbor



# WOOD SHOP CLASSES

## BUILD A GARDEN TRELLIS

Build a garden arch trellis that would work beautifully as a garden arbor.

**DATES:** Wednesdays, April 8—June 10

**TIMES:** 8-Noon or 1:30-5:30pm

**INSTRUCTOR:** Trinco LLC

**LOCATION:** Cleveland Cliffs Burns Harbor



## TURN UNIQUE GIFTS

Make handcrafted gifts for someone special including artisan rings, earrings, pendants, or wood bangle bracelets.

**DATES:** Mondays, April 6—June 8

**TIMES:** 8-Noon or 1:30-5:30pm

**INSTRUCTOR:** Trinco LLC

**LOCATION:** Cleveland Cliffs Burns Harbor



## TURN GARDENING TOOLS

Make hand gardening tools with hardwood handles that nestle in the palm of your hand. You can make garden trowels or dibbles used for planting.-

**DATES:** Tuesdays, April 7—June 9

**TIMES:** 8-Noon or 1:30-5:30pm

**INSTRUCTOR:** Trinco LLC

**LOCATION:** Cleveland Cliffs Burns Harbor



## WOOD BURNING—MAKING SIGNS

In this class, you can make signs using templates that are easy to follow. Signs for home décor, including kitchen and other areas in the home or garage.

**DATES:** Wednesdays, April 8—June 10

**TIMES:** 8-Noon or 1:30-5:30pm

**INSTRUCTOR:** Trinco LLC

**LOCATION:** Cleveland Cliffs Burns Harbor



# WOOD SHOP CLASSES

## BUILD A TABLE TOP ARCADE

A Table top arcade cabinet is one of the coolest projects you can make. If you love retro gaming, of course you'd want a table top arcade cabinet for your home. This arcade is one of the most affordable, and can run on any number of emulators, including RetroPie on the Raspberry Pi.

**DATES:** Thursdays, April 9, 16, 23 (Build the outside Cabinet in Wood Shop)

**DATES:** Thursdays, April 30, May 7, 14 (Build the PC with Sam and put it all together)

**TIMES:** 8-12 or 1:30-5:30

**INSTRUCTOR:** Trinco and CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## BUILD YOUR OWN GUITAR OR STRING INSTRUMENT

This course will teach traditional woodworking techniques using both hand and wood shop power tools to learn about the science and craft of lutherie (string musical instrument construction). We will apply knowledge about the physics of instrument design, the mathematics of fretboard scales and the mechanical properties of various woods to construct a quality acoustic guitar, ukulele, or similar string instrument. Students with prior experience can build an electric guitar as per instructor's approval. Depending on the wood/hardware choices for the instrument students may pay a materials fee.

**DATES:** Thursdays, May 21—July 23

**TIMES:** 9:30-1 or 2:30-6

**INSTRUCTOR:** David Dolak

**LOCATION:** Cleveland Cliffs Burns Harbor



# COMPUTER CLASSES

## FINISH YOUR PROJECTS ON YOUR OWN TIME

Are you struggling to complete a project? Do you need help with everything from finishing your resume to creating sublimation projects? This course is designed to provide you with the guidance and support you need to complete any project. Our experienced instructors will guide you through the process of completing your project, offering hands-on assistance and personalized feedback every step of the way. Whether you are finishing up a class project or starting something new, this course is tailored to meet your needs. You will receive individualized attention to ensure that you achieve success.

**DATES: Every other Friday**

**(January 9, 23, February 6, 20, March 6, 20, April 3, 17, May 1, 15, 29, June 12, 26)**

**TIMES: 9am—3pm**

**INSTRUCTOR: CEI**

**LOCATION: Cleveland Cliffs Burns Harbor**

# COMPUTER CLASSES

## COMPUTER LAB—TECHNICAL

Every Tuesday 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 upgraded 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. Keep in mind if you need any hardware or non-free software you will need to purchase it. (If you need to attend later than 4pm, please contact Sam to set up an appointment)

**DATES:** Tuesdays, January 6—June 30

**TIMES:** 8am—4pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## BACKING UP YOUR PHOTOS

If your PC were to crash, or if your camera's SD card stopped working, would you be ok? Of course you would if you had everything backed up. This class will teach you the best ways to back up all your PHOTOS, how often it should be done, and where the best places to back it up are. This class is a must ... do not lose everything! You will. **In this class students will be able to purchase the 1 TB External SSD disk drive used in class for \$50.**

**DATES:** Monday January 12

**TIMES:** 12-2:30 or 4 –6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## WORD—THE BASICS

Come learn the basics of Word 365. By the end of this class, you will be formatting your data, saving, printing, emailing, creating columns and bullets, plus a whole lot more. Even if you know Word, this class will teach you MANY shortcuts!

**DATES:** Wednesdays, January 14, 21, 28

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



# COMPUTER CLASSES

## WILLMAKER—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. 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:** Wednesday, January 15  
**TIMES:** 12-2:30pm or 4 –6:30pm  
**INSTRUCTOR:** CEI  
**LOCATION:** Cleveland Cliffs Burns Harbor



---

## CANVA - DIGITAL DESIGN

Canva is an online design and publishing tool with a mission to empower everyone in the world to design anything and publish anywhere. Come to this 2-week class and learn how to get started creating posters, flyers, brochures, Instagram Posts, Calendars and more!

**DATES:** Mondays, January 26, February 2  
**TIMES:** 12-2:30 or 4 –6:30pm  
**INSTRUCTOR:** CEI  
**LOCATION:** Cleveland Cliffs Burns Harbor



---

## BUILD A HAND HELD GAMING SYSTEM

In this class, we will take a kit computer and use Android and Linux to create a hand-held multipurpose game system that can run games from across the decades! No Knowledge of electronics is necessary! **Student cost around \$35 only!**

**DATES:** Mondays, February 19, 26  
**TIMES:** 12-2:30pm or 4 –6:30pm  
**INSTRUCTOR:** CEI  
**LOCATION:** Cleveland Cliffs Burns Harbor



# COMPUTER CLASSES

## ARE YOU READY IF YOUR PC CRASHES?

Ok, your computer will not boot into Windows and you have a presentation due tomorrow? Can you get out of this jam? Well, after taking this class you can! Learn how to prepare for a disaster and then how to recover when necessary.

**DATES:** Thursdays, February 5, 12

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor

---

## LASER ENGRAVING

This 3-week advanced laser engraving course is designed to teach students how to use the X-Tool D1 Laser Engraver. Through a combination of theory and hands-on practice, students will learn the basic skills necessary to set up files, operate the laser, and ensure safety during the engraving process. The course will conclude with each student creating personalized projects to take home. Projects may include: Cutting board, Leather coasters, Stainless Steel travel mugs, etc!



**DATES:** Mondays, March 2, 9, 16 (CC)

**DATES:** Tuesdays, June 2, 9, 16 (USS/MWS)

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

---

## CANVAS WRAPPING

I am sure you have all seen the Beautiful Canvas wrapped pictures. Now you can make your own. Bring in your photos and we will create 2 beautiful canvas masterpieces!

**DATES:** Wednesdays, March 4, 11

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



# COMPUTER CLASSES

## DESIGN YOUR OWN CUSTOM WRAPPING PAPER

Canva is an online design and publishing tool with a mission to empower everyone in the world to design anything and publish anywhere. For this class we will be designing your own wrapping paper. Imagine putting your kids' faces, dog faces, favorite Characters or sayings on rolls of wrapping paper. Buying paper online will cost you hundreds of dollars, now you can create your own!

**DATES:** Wednesdays, February 18, 25

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## EXCEL MOS CERTIFICATION

After taking this class, you will be able to take the Excel Specialist Exam and become an Excel MOS Specialist. This looks great on your resume! Topics include Creating Formulas, Formatting Cells, Save, Print, Change Layout, Charting, Inserting shapes and pictures, 3D objects and symbols. Plus much much more.

**DATES:** Wednesdays, March 4 - April 15th

**TIMES:** 10-12:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** CEI, 100 W US Highway 20, Porter IN



---

## GRAPHIC DESIGN FOR BEGINNERS

This beginner-friendly class will introduce students to the fundamentals of graphic design using Canva and other free online tools. Students will learn key design principles, how to create visually appealing graphics, and how to use different tools for various design needs. By the end of the course, participants will be able to design social media posts, marketing materials, and personal projects with confidence.

**DATES:** Thursdays, March 5, 12

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



# COMPUTER CLASSES

## IPAD BASICS

If you are new to Ipads or if you had one years ago and want to decide if you should get one again, come to this class. We will teach you the differences between an iPad, Chrome Book, Tablet and Laptop. Then we will teach you how the parts of the screen, how to charge and doc, how to use the many apps that come with it, how to download new apps, how to watch movies, plus a whole lot more. The students will be able to purchase the iPad used in class for \$250

**DATES:** Mondays, April 13, 20

**TIMES:** 12-2:30pm or 4 –6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



## GLASS ETCHING

During the class, you'll discover the secrets behind creating stunning designs on glassware, from elegant monograms to intricate patterns. Learn how to transfer your unique designs onto vinyl stencils and apply them seamlessly onto glass surfaces. Our instructors will provide step-by-step demonstrations, offering valuable tips and tricks to ensure your creations turn out beautifully.

**DATES:** Mondays, April 27, May 4, 11

**TIMES:** 12-2:30pm or 4 –6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



## IPTV - NEW CLASS \*\*\*

IPTV services replace traditional live TV with data streamed from internet providers. These services offer a cable-like experience with most or all of the same channels and movies available with a cable package, yet at a fraction of the cost. This class will discuss the services, how to get started using them as well as some of the pitfalls and drawbacks users can experience.

**DATES:** Thursdays, May 21, 28

**TIMES:** 12-2:30pm or 4 –6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** CEI—100 W US Highway 20, Porter



# COMPUTER CLASSES

## SUBLIMATION - TRAVEL GLASSES AND WINE GLASSES

Come let your creative side come out. Sublimation printing is the process of placing pictures and sayings on items. This class will concentrate on travel mugs, travel wine glasses, travel water bottles, etc. Why spend \$40+ on one at the store when you can learn how to make your own!

**DATES:** Wednesdays, June 3, 10

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## WIRELESS SECURITY CAMERAS

Security is a big concern for most people these days, and technology is all over the place. You can spend from \$100-\$10,000 for a system. We will teach you how to set up inexpensively one and use your iPad, Smartphone or Tablet to monitor your system.

**DATES:** Thursdays, June 4, 11, 18

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## WORD MOS CERTIFICATION (VOUCHER)

After taking this class, you will be able to take the Word Specialist Exam and become an Word MOS Specialist. This looks great on your resume! Topics include tables, formatting, columns, Reference items, saving, printing, macros and more!

**DATES:** Tuesdays, June 3, 10, 17, 24, July 1, 8, 15

**TIMES:** 12-2:30 or 4 -6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** CEI, 100 W US Highway 20, Porter IN



# TEAMS - MICROSOFT

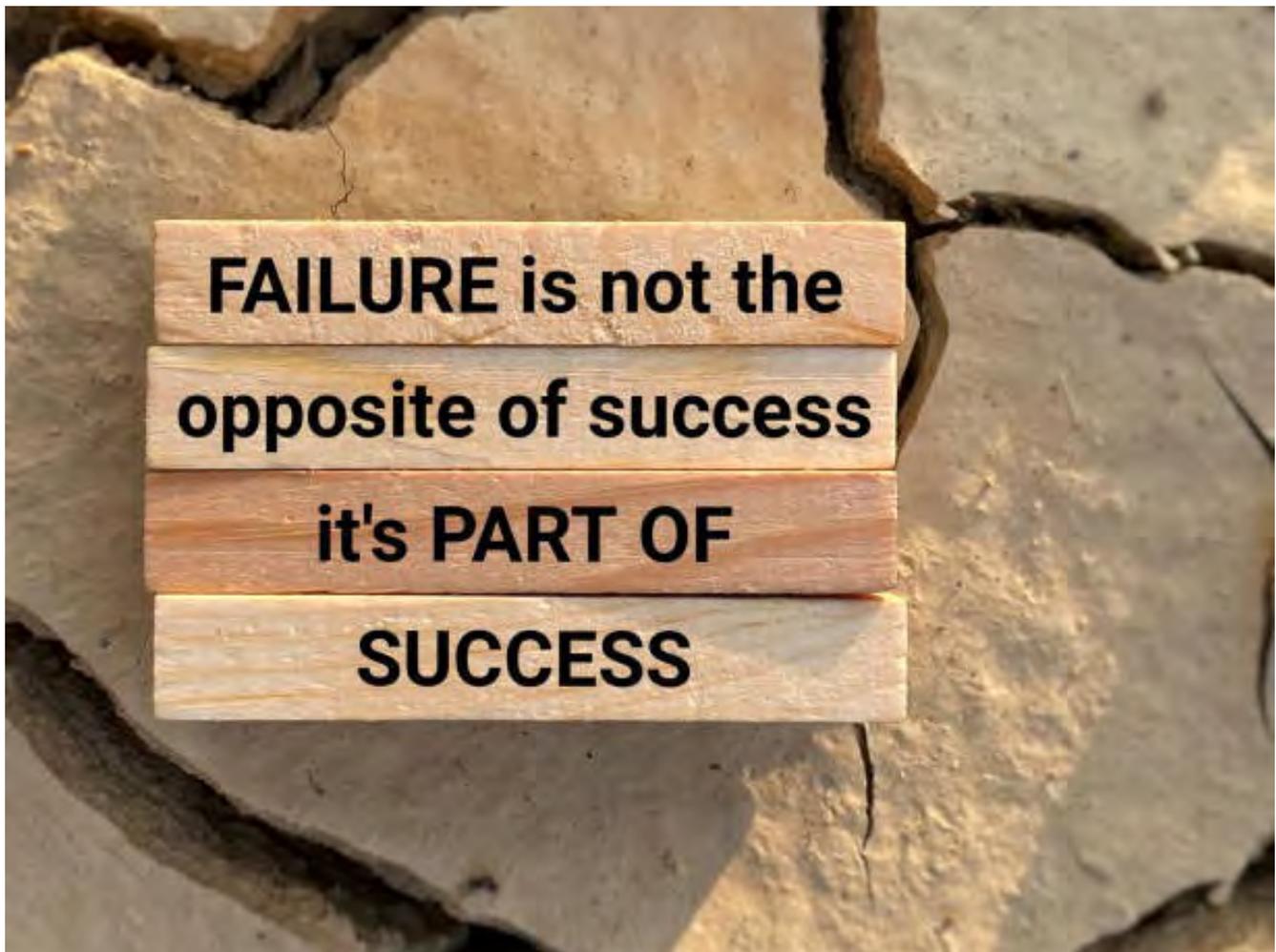
With many employees still working from home, everyone is needing to Video Conference. Whether it is to take a class, attend a meeting, or visit with family and friends, it is now a way of life. Come to this class and learn about Teams and other packages. We will talk about the pros and cons of different packages also.

**DATES:** Mondays, June 1, 8

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



# COMPUTER CLASSES

## COMPUTER LAB—TECHNICAL

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! 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. Keep in mind if you need any hardware or non-free software you will need to purchase it. (If you need to attend later than 4pm, please contact Sam)

**DATES:** Every Wednesday (January 7—June 24)

**TIMES:** 8am—4pm

**INSTRUCTOR:** CEI

**LOCATION:** USS MWS—1919 WILLOWCREEK ROAD, PORTAGE



## DIGITAL CAMERA'S

Did you buy a digital camera and are still trying to figure out how to work it? Do you want to buy a DC, but not sure which one to purchase? This class is a must. Learn all about the differences of the cameras that are out on the market, and how to use the software to get the most out of your pictures, even if they are not perfect. Learn about all the different features of your digital camera and how to get the best results.

**DATES:** Tuesdays, January 13, 20, 27

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** USS MWS—1919 WILLOWCREEK ROAD, PORTAGE



## DESIGN A WEBSITE- WORDPRESS

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 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:** Tuesdays, February 3, 10, 17

**TIMES:** 12-2:30pm or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** USS MWS—1919 WILLOWCREEK ROAD, PORTAGE



# COMPUTER CLASSES

## TABLETS AND CHROMEBOOKS

Instead of buying a laptop or computer for hundreds of dollars, have you thought about a tablet or chrome book? The kids in school are using them every day, do you know how? Do you know the difference between tablets and chrome books? Learn how to transfer music, pictures, videos from your phone onto one of these devices, plus a whole lot more. If you wish to purchase either a tablet or chrome book, students can for \$50-+150 depending on which one they want.

**DATES: Thursdays, March 5, 12, 19**

**TIMES: 12-2:30pm or 4 –6:30pm**

**INSTRUCTOR: CEI**

**LOCATION: USS MWS—1919 WILLOWCREEK ROAD, PORTAGE**



## SUBLIMATION

Come let your creative side come out. Sublimation printing is the process of placing pictures and sayings on Christmas Ornaments, Tin Boxes, Wooden Boxes, Key Chains, Coasters, 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: Tuesdays, March 17, 24, 31**

**TIMES: 12-2:30pm or 4 –6:30pm**

**INSTRUCTOR: CEI**

**LOCATION: USS MWS—1919 WILLOWCREEK ROAD, PORTAGE**



## BUILD YOUR OWN PC

This class starts off by explaining about all the different parts of a computer, why one type of memory is needed over another, why one hard drive is better/worse than the next, what different “footprints” you can choose from and about how much you can and should spend. You will also go through the actual building of the hardware and installing the necessary operating system and software. You will be able to build your own PC to purchase or simply build one for the experience. Students will be able to purchase their computer for \$250+

**DATES: Thursdays, April 9, 16, 23**

**TIMES: 12-2:30pm or 4-6:30pm**

**INSTRUCTOR: CEI**

**LOCATION: USS MWS—1919 WILLOWCREEK ROAD, PORTAGE**



# COMPUTER CLASSES

## POWERPOINT - THE BASICS

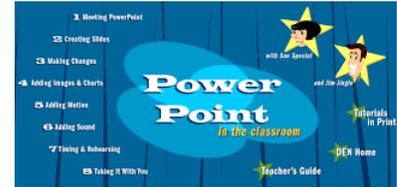
Create dazzling presentations! This class begins with the basics of PowerPoint from using the auto-content wizard, adding new slides, using the slide layouts and using the different views. Learn how to give your presentation dimension by adding shapes with text from the drawing toolbar, adding clipart & pictures and adding a design template to bring it all together

**DATES: Tuesdays, May 5, 12, 19**

**TIMES: 12-2:30pm or 4-6:30pm**

**INSTRUCTOR: CEI**

**LOCATION: USS MWS—1919 WILLOWCREEK ROAD, PORTAGE**



## HOW TO BECOME A NOTARY

Have you ever needed to get a notary to notarize your paper, was it expensive? Come to this class and learn what it takes to become one. You can earn good money as a notary!

**DATES: Thursday, June 4**

**TIMES: 12-2:30pm or 4-6:30pm**

**INSTRUCTOR: CEI**

**LOCATION: USS MWS—1919 WILLOWCREEK ROAD, PORTAGE**



## SILHOUETTE MACHINE

Unlock the endless possibilities of paper crafting, vinyl decals, custom fabric designs with the Silhouette Cameo in this creative workshop. Participants will learn how to use the cutting machine to create intricate designs. This class will inspire students to elevate their crafting skills to new heights. You can make “silhouetting” a side job, earning extra money.

**DATES: Thursdays, June 11, 18, 25**

**TIMES: 12-2:30pm or 4-6:30pm**

**INSTRUCTOR: CEI**

**LOCATION: USS MWS—1919 WILLOWCREEK ROAD, PORTAGE**



Never stop  
learning, because  
life never stops  
teaching.

© LIN PERNILLE

# COOKING CLASSES

## FREEZER MEALS \*\*NEW

Looking at social media, you will see that there are hundreds of places that offer Pre-made meals, but they are so expensive. Why not learn how to make your own freezer meals, this will save you time, effort and then if you want, you can go into business on your own!

**DATES:** Saturday, January 17 or May 23

**TIMES:** 9-Noon

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



## HEALTHY SMOOTHIE BOWLS

Now that the holidays are over, we are all trying to get HEALTHY! With the Ninja Creami, you can transform everyday ingredients into ice cream, gelato, smoothie bowls, milk shakes, and more. We will concentrate on teaching you how to make both healthy and delicious smoothie bowls, and we might even throw in a healthy ice-cream! Come to this class and make and enjoy your creations! You will be able to purchase a Ninja Creami for \$160. Money will be due before the beginning of class, or the machine can be delivered after class.

**DATES:** Thursday, January 29

**TIMES:** 12-2:30 or 4-6:30pm

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



## CAKE DECORATING WITH YOUR KIDS

Professional cakes look so incredible, but now you can make yours look professional too! Bring your kids to this class (if you want) and learn how to decorate cakes using Fondant, cut outs, piped icing, fruits and berries, candies, etc.

**DATES:** Saturday, May 30

**TIMES:** 9-Noon

**INSTRUCTOR:** CEI

**LOCATION:** Cleveland Cliffs Burns Harbor



**WHEN SIGNING UP FOR CAKE DECORATING, PLEASE LET US KNOW HOW MANY KIDS YOU WILL BE BRINGING. THE FIRST CHILD IS FREE, THE SECOND ONE WILL NEED TO PURCHASE A CAKE IF THEY WANT TO MAKE THEIR OWN.**

## COOKING CLASSES

### CREATING NOT YOUR TYPICAL CHARCUTERIE BOARDS

I know you have all seen the typical cheese boards but how about a brunch board, or Chocolate Board, or Dip board, etc. Come to this class and see how easy it is to wow your family and friends. You can also make good money selling these boards.

**DATES:** Saturday, June 20

**TIMES:** 9-Noon

**INSTRUCTOR:** Sarah Watson—Life of the party

**LOCATION:** Cleveland Cliffs Burns Harbor



# CREATIVE CLASSES

## SEWING CLASS 101

Bring your creativity and learn the sewing basics to create a simple quilt, up-cycle old clothes or learn the basics while sewing smaller projects. You will walk away with sewing confidence, practical skills and one of a kind personalized pieces. Learning the basics of sewing will provide you with a lifetime skill.

**DATES: Mondays, January 5—January 26**

**DATES: Mondays, April 6—April 27**

**TIMES: 12-2:30pm or 4-6:30pm**

**INSTRUCTOR: Maria Stephan**

**LOCATION: Cleveland Cliffs Burns Harbor**



---

## EMBROIDERY

Come join us on our new Embroidery machines and make 3 great projects. We will start out with a Monogrammed Dish towel, then onto a Monogrammed Hat, and lastly a embroidered sweatshirt! No sewing experience is needed for this basic class.

**DATES: Mondays, February 9, 16 ,23**

**TIMES: 12-2:30pm or 4-6:30pm**

**INSTRUCTOR: CEI**

**LOCATION: Cleveland Cliffs Burns Harbor**



---

## GREETING CARDS WITH YOUR KIDS- SILHOUETTE

The Silhouette machine is used for many many projects. This class we will use it for creating greetings cards. Why spend \$3-10 dollars per card, when you can personalize your own. Bring your kids and they will be so excited for the next birthday party, mother's day, father's day when they hand out their own personal card!

**DATES: Saturday, March 14**

**TIMES: 9-Noon**

**INSTRUCTOR: CEI**

**LOCATION: Cleveland Cliffs Burns Harbor**

# CREATIVE CLASSES

## FURNITURE REFINISHING

First you will learn how to prepare the piece of furniture by removing hardware and cleaning it and remove the old finish. You will learn how to repair damaged areas and then apply a new stain or paint. Finally, you will learn about protective topcoats and reattaching hardware.

**DATES:** Wednesday, May 6, 13, 20

**TIMES:** 8-11am or 4-7pm

**INSTRUCTOR:** The Vanler group

**LOCATION:** Cleveland Cliffs Burns Harbor



## BASICS OF CHESS

This is an interactive course for all skill levels. Key topics covered are basic rules, tactics, openings and end game with a focus on practical play and strategy. Come to class to learn to play chess or improve your skills. Boards will be provided for the class.

**DATES:** Wednesday, March 18, 25

**TIMES:** 8-11am or 4-7pm

**INSTRUCTOR:** The Vanler group

**LOCATION:** Cleveland Cliffs Burns Harbor



## SEASONAL HOME DECOR

The class will work on 4 home decor projects. Class will assemble, paint, stain stencil, these items for spring/easter, summer/welcome fall lighted pumpkins and a winter project.

**DATES:** Wednesdays, February 4—February 25

**TIMES:** 8-Noon or 4-8pm

**INSTRUCTOR:** Kim Woods

**LOCATION:** Cleveland Cliffs Burns Harbor



## PERSONALIZED WOOD HOME DECOR

Class will paint, stain, stencil, with their Personalized theme.

**DATES:** Wednesdays, March 4—March 25

**TIMES:** 8-Noon

**INSTRUCTOR:** Kim Woods

**LOCATION:** Cleveland Cliffs Burns Harbor

# CREATIVE CLASSES

## DABBLING IN GLASS

Students will make three heart decorations using each type of glass art I teach. Stained glass, Fused glass, and mosaic.

**DATES:** Fridays, January 30—February 13

**TIMES:** 9:00-Noon or 3-5pm

**INSTRUCTOR:** Beth Harrigan

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## FUSED GLASS LANTERNS

Students will make two Lanterns 10' and 6" replacing the glass with their personally designed fused glass panels

**DATES:** Saturdays, March 6—March 27

**TIMES:** 9:00-Noon or 3-5pm

**INSTRUCTOR:** Beth Harrigan

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## STAINED GLASS SPRING BUGS & BIRDS

Students will make Birds and Bugs using the copper foil stained glass method, adding wire, beads, nuggets and other embellishments.

**DATES:** Fridays, April 10—May 1

**TIMES:** 9:00-Noon or 3-5pm

**INSTRUCTOR:** Beth Harrigan

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## MOSAIC GLASS EPOXY WINDOW

Students will choose a vintage window and decide on a pattern to mosaic on it and it will be sealed with epoxy or grouted

**DATES:** Saturdays, May 29—June 19

**TIMES:** 9:00-Noon or 3-5pm

**INSTRUCTOR:** Beth Harrigan

**LOCATION:** Cleveland Cliffs Burns Harbor



**If you see a class you are interested in, please call and sign up right away. We will cancel a class the week before if there are not enough students (5) to run a class.**

**DON'T WAIT, IT MIGHT BE TOO LATE!!!!**

**SIGN UP TODAY!**

# TRADES CLASSES

## KNIFE MAKING

Join us for a hands-on Knife Making Class where you'll craft your own custom knife using a high-quality kit! Perfect for beginners and enthusiasts alike, this class will guide you through the process of assembling, shaping, and finishing a functional and beautiful knife.

**DATES:** Wednesdays, February 4 and February 18

**DATES:** Wednesdays, April 15 and April 29

**TIMES:** 4-6:30pm

**INSTRUCTOR:** Jon Watson and Jerame Simpson

**LOCATION:** CEI, 100 W US Highway 20, Porter



---

## KYDEX—HOLSTER MAKING

This class offers a comprehensive exploration into the art of crafting Kydex holsters, providing participants with the knowledge and hands-on experience necessary to create custom-fit holsters for a variety of firearms. Kydex, a durable thermoplastic material, has become increasingly popular in the realm of holster making due to its moldability, durability, and versatility.

**DATES:** Wednesdays, March 4 and March 18

**DATES:** Wednesdays, May 13 and May 27

**TIMES:** 4-6:30pm

**INSTRUCTOR:** Jon Watson and Jerame Simpson

**LOCATION:** CEI, 100 W US Highway 20, Porter



---

## HVAC

This 32-week course meets once a week. This course focuses on the basics for troubleshooting and maintaining residential HVAC systems. Heavy emphasis is placed on a student preparing for and passing the 608 EPA Exam, as well as the HVAC electrical exam, and the L GWP exam.

**DATES:** Tuesdays, January 6 for 32 weeks and then Thursdays, April 9 for 32 weeks

**TIMES:** 7:30am or 11:30am or 3:30pm

**INSTRUCTOR:** Colin Cutter

**LOCATION:** Cleveland Cliffs, Burns Harbor

## LAWN EQUIPMENT MAINTENANCE AND REPAIR

A foot of fresh snow has just fallen and when attempting to start your snowblower, the starter cord snapped. When conditions were a little greener outside, your lawnmower was becoming increasingly hard to get started. Is your lawn equipment letting you down? Why not familiarize yourself with the equipment you own by taking this class and learning how to repair it. Students may bring in mowers, snowblowers, chain saws, and other machines for tune-ups, simple repairs or complete overhauls.

**DATES:** Wednesdays, January 7—March 25  
**TIMES:** 8-11:00am or 3-6:00pm  
**INSTRUCTOR:** Mike Daly



---

## LAWN EQUIPMENT MAINTENANCE AND REPAIR

Spring is here and the harsh winter is just a memory. The trouble your snowblower gave you is not. Here is your opportunity to save big by bringing your equipment to class for tune-ups, minor repairs, or complete overhauls. Mowers, tractors, tillers, chain saws, trimmers, blowers, that snowblower you struggled with last winter. A good time to prepare or repair all of these machines.

**DATES:** Wednesdays, April 1—June 17  
**TIMES:** 8-11:00am or 3-6:00pm  
**INSTRUCTOR:** Mike Daly  
**LOCATION:** Cleveland Cliffs Burns Harbor

---

## HOW TO SHARPEN MOWER BLADES/CHAINSaws

The chainsaw you borrowed from your neighbor last month is now completely dull. Are you going to Return it to him that way? Also, your lawn doesn't have that clean cut look after mowing it yesterday. Learn how to sharpen these machines yourself and save time and money in the process. In this two week class, you'll learn about grinding techniques (mowers) and filing and grinding techniques for chainsaws. Also, professional sharpening equipment Will be shown in class with instruction regarding setup and operation.

**DATES:** Fridays, March 6, 13 or May 1,8  
**TIMES:** 8-11:00am or 3-6:00pm  
**INSTRUCTOR:** Mike Daly  
**LOCATION:** Cleveland Cliffs Burns Harbor



# TRADE CLASSES

## AUTO REPAIR FOR BEGINNERS

Learn about how your automobile functions. Learn Brakes, Shocks, Check Engine Codes, Etc.

**DATES:** Mondays, January 5 - January 26

**DATES:** Mondays, February 16—March 9

**DATES:** Mondays, March 23—April 13

**TIMES:** 8-11am or 3-6pm

**INSTRUCTOR:** David York

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## AUTO MECHANICS

This class will cover the ASE factors A1 thru A8 for the Automobile. Also training on safe usage of 2 post lifts, Tire Changing machines and Tire Balancing machines.

**DATES:** Tuesdays, January 6—March 24

**DATES:** Tuesdays, April 14—June 30

**TIMES:** 8-11am or 4-7pm

**INSTRUCTOR:** David York

**LOCATION:** Cleveland Cliffs Burns Harbor



---

## MOTORCYCLE MAINTENANCE

This class will be on how to keep your motorcycle ready to hit the road. Free Oil Change.

**DATES:** Thursdays, February 26—March 19

**DATES:** Thursdays, April 2—April 23

**TIMES:** 8-11am or 3-6pm

**INSTRUCTOR:** David York

**LOCATION:** Cleveland Cliffs Burns Harbor



# **TRADES CLASSES**

## **MTE-PRE LEARNER PROGRAM**

Want to be an electrician? This 8-week course was created to help students gain a basic understanding of electrical principals. There will be both lecture and hands on applications on the subjects of: AC/DC electricity, power systems, wiring, conduit, conductors, and disconnects, and basic general electrical knowledge. Lessons learned will help prepare students for the written electrical test, which is required to enter the US Steel Learner Program. This class should be a great learning experience for anyone looking to enter the electrical learner program or anyone wanting basic electrical knowledge.

**DATES: Wednesdays, March 4—April 22**

**TIMES: 8-11 am or 3:30-6:30pm**

**INSTRUCTOR: Rick Rayner**

**LOCATION: USS MWS—1919 WILLOWCREEK ROAD, PORTAGE**

---

## **MTM-PRE LEARNER PROGRAM**

Want to be a mechanic? This 8-week course was created to help students gain a basic understanding of mechanical principals. There will be both lecture and hands on applications on the subjects of: hydraulics, pneumatics, the principles of mechanical machinery and how to service these items and what forces they receive to make them function. This course will also introduce power tools, stationary power tools, gears, belts & welding principals. Lessons learned will help prepare students for the written mechanical test, which is required to enter the US Steel Learner Program. This class should be a great learning experience for anyone looking to enter the mechanical learner program or anyone wanting basic mechanical and general maintenance.

**DATES: Mondays, March 2—April 20**

**TIMES: 8-11 am or 4-7pm**

**INSTRUCTOR: Roland Alvarez**

**LOCATION: USS MWS—1919 WILLOWCREEK ROAD, PORTAGE**

# TRADE CLASSES

## EPOXY FLOORS

Come to this class and learn how to apply epoxy on basement, garage or high traffic floors. You will learn from prepping floors all the way to final finish. Learn everything you need to know to create one of a kind floors.



**DATES:** Thursdays, February 12—February 26

**TIMES:** 8-11 am or 4-7pm

**INSTRUCTOR:** The Vanler Group

**LOCATION:** Cleveland Cliffs Burns Harbor

---

## GARAGE DOORS—INSTALLATION, MTCE & REPAIR

The garage door is probably the door to your home that gets used most frequently. It also has more moving parts than a standard door, so you need to keep an eye on it to ensure that it works well and keeps your home secure. Topics covered: Broken springs, cables & openers, damaged rollers, tracks, and brackets, unhinged panels, remote problems and general maintenance.



**DATES:** Mondays, June 1—June 8

**TIMES:** 8-11 am or 4-7pm

**INSTRUCTOR:** The Vanler Group

**LOCATION:** Cleveland Cliffs Burns Harbor

---

## APPLIANCE TROUBLESHOOTING

This class is for everyone! Bring in your appliances for this hands-on class for the beginner to the advanced student. The new technology in major appliances has changed dramatically. Learn updated knowledge of how to troubleshoot, diagnose, and then repair a variety of major appliances with an understanding of this new technology.

**DATES:** Tuesdays, January 6—March 31 or

**DATES:** Tuesdays, April 7—June 30

**TIMES:** 8am-11m or 4-7pm

**INSTRUCTOR:** Roland Alvarez

**LOCATION:** USS MWS—1919 WILLOWCREEK ROAD, PORTAGE



# TRADE CLASSES

## PRE-LICENSE HOME INSPECTION

This course teaches individuals how to inspect a residential property and provide a professional inspection report to real estate agents and mortgage professionals. The course covers structure, exteriors, roofing, HVAC, electrical, plumbing, insulation/ventilation systems, report writing, and business development/marketing. **Attendance at these 4 class sessions is mandatory. There will be an out-of-pocket expense of \$225 to take the exam. Career Development will not cover this cost.**

**DATES:** Thursdays, March 5—March 26

**TIMES:** 8-11 or 4-7pm

**INSTRUCTOR:** ICA

**LOCATION:** USW/USS/Local 1066

---

## CDL TRACTOR TRAILER CLASS

This class a CDL classroom Training Program is designed to provide you with the first 40 hours of the full training program as required by the FMCSA. Included in this training is the written material and instruction to help you obtain your Class A CDL Permit, along with D.O.T. Rules and Regulations. Safety, Pre-Trip Inspection and more. You will then have the opportunity to enroll with Driveco CDL Learning Center to complete the driving portion of the Class A CDL Training leading to the state CDL skills exam. For more information, contact Karen Orosz, Driveco School Director at 219-887-3880.

**DATES:** Mondays, February 16—April 20

**TIMES:** 8-12pm or 4-8pm

**INSTRUCTOR:** Driveco

**LOCATION:** 3333 N. Michigan Avenue, East Chicago



## BASIC PEST CONTROL COURSE

In this 4 week course we will be discussing pests and the problems they can cause. We will show you how to correctly perform the right service for the customer. We will go over identifying pests, product usage and different methods to be used to correct the problem, as well as regulations for safety and product usage. Demonstrations will include using spraying mechanisms and pest control product samples to explain pest control methods.

**DATES:** Thursdays, February 5 - February 26

**TIMES:** 8-10am or 3-5pm

**INSTRUCTOR:** Terry Peek

**LOCATION:** USS/MWS 1919 WillowCreek Road, Portage

# TRADE CLASSES

## PRIVATE PILOT GROUND SCHOOL

Eagle Aircraft will prepare the student to pass the FAA Private Pilot written exam and give students all the knowledge needed to begin flight training. Topics include aerodynamics, weather, weight and balance, systems and malfunctions, airports, airspace, & ATC, human factors cross country planning and more.

**DATES: Tuesdays & Thursdays, March 10 - June 18**

**TIMES: 6-8:00pm**

**INSTRUCTOR: Region Flyers**

**LOCATION: 4205 Murvihill Rd. Valparaiso**

---



## RESIDENTIAL HOME INSPECTION

This course teaches individuals how to inspect a residential property and provide a professional inspection report to Real Estate agents and Mortgage professionals. The course covers Structure, Exteriors, Roofing, HVAC, Electrical, Plumbing, Insulation/Ventilation systems, Report Writing, and Business Development/Marketing. **ATTENDANCE of these 4 class sessions is mandatory. There will be an out-of-pocket expenses of \$225 to take the exam. Career Development will not cover this cost.**

**DATES: Monday, April 6 and Thursday April 9 and Friday April 10**

**TIMES: 8-11 am or 4-7pm, Saturday April 11 Field Training 9am-4pm**

**INSTRUCTOR: Jim Huebner**

**LOCATION: Cleveland Cliffs Burns Harbor**

# HEALTH CLASSES

## SOLUTIONS AT WORK

This 3-month program consists of 12-weight management sessions and 12-fitness training sessions held at Franciscan Health Fitness Centers Chesterton. Each week participants will meet with a nutrition instructor to discuss different topics such as Proteins, Fats, Carbs, Portion Control, etc.... In addition to nutrition education, participants will also meet with a Certified Personal Trainer to learn and discuss different elements of physical activity.

**DATES:** Tuesdays & Thursdays, January 27—April 16

**TIMES:** 3:30-5:30

**LOCATION:** Franciscan Health Fitness Center 810 Michael Drive, Chesterton

---

## FITNESS THROUGH SELF DEFENSE

Tired of the same boring gym routine? Do you want to learn something new and exciting? Our class is a mixture of self-defense and traditional martial arts. This is not Tae-Bo. Our certified instructors can help you become more physically fit, improve your strength, muscle tone, and flexibility while teaching you basic self-defense skills.

**DATES:** Mondays, January 5—February 23

**DATES:** Mondays, April 6—June 1

**TIMES:** 6:30-7:30pm

**INSTRUCTOR:** Amy Messmer

**LOCATION:** Rising Stars Martial Arts, 2548 Portage Mall

---

## CHILD SAFETY \*\*NEW

The world around us just isn't the same like it was 35 years ago. Bring your children to this class taught by police officers to learn how to be safe, what to look out for, how to speak up, and how to help others.

**DATES:** Wednesday, April 1

**TIMES:** 4-6:30pm

**INSTRUCTOR:** Jon Watson / Jerame Simpson

**LOCATION:** Cleveland Cliffs Burns Harbor



# FINANCE CLASSES

## UNDERSTANDING YOUR FIDELITY 401K

Learn how to use your Fidelity 401K to make better investment decisions. Learn how to execute stock, bond, and mutual fund trades correctly. Use the Fidelity tools to create your own bond Ladder. Set up a trading Account Within your Fidelity 401 (k). Learn all the Fidelity tools available to monitor your 401 (k) and mitigate portfolio risk.

**DATES:** Tuesday, March 17  
**TIMES:** 8:30-11:30 or 4-7pm  
**INSTRUCTOR:** David Wozniak  
**LOCATION:** Cleveland Cliffs Burns Harbor



---

## ESSENTIAL LESSONS FOR STOCK MARKET SUCCESS

Gain confidence in stock market investing. Learn how to identify winning stocks before they move higher. And sell stocks before they decline. Apply this knowledge to your self-directed 401k.

**DATES:** Tuesdays, April 7—April 21  
**TIMES:** 8:30-11:30 or 4-7pm  
**INSTRUCTOR:** David Wozniak  
**LOCATION:** Cleveland Cliffs Burns Harbor



---

## HOW TO KEEP RECORDS USING QUICKBOOKS

Keeping good and accurate records in a small business is a must. The business owner must know his/her financial status at all times. This course is designed to teach a simple method of tracking money coming in and going out of a business. This information is critical in maintaining accurate tax records. The course will provide the ability to develop a customer/vendor database, record expenses, write checks, create sales receipts, pay bills and create invoices. Do not loose sleep over whether or not your financial records are in order. Spouses may attend at no charge.

**DATES:** Tuesdays, January 6—February 10  
**TIMES:** 8-10am or 4-6pm  
**INSTRUCTOR:** Scott Williams  
**LOCATION:** Cleveland Cliffs Burns Harbor

## **FINANCE CLASSES**

### **START AND SUSTAIN YOUR NONPROFIT ORG**

Taking the proper steps to establish and sustain a nonprofit organization is necessary. Avoiding to do so can prevent individuals from receiving their incorporation status. In this course, participants will learn to develop critical documentation like Articles of Incorporation, Form 1023, and a conflict of interest policy. Students will learn the difference between various forms and the steps needed to incorporate in Indiana and Illinois. Participants will also be introduced to how to create a fundraising plan and the documentation required to ensure annual sustainability.

**DATES:** First Tue. of every month (Local 1066), First Wed. of every month (USS/MWS)

**TIMES:** 5-7pm

**INSTRUCTOR:** Dr. Janell Harvey

**LOCATION:** USS/USW/Local 1066 / USS /MWS

---

### **THE 50 AND 200 DAY MOVING AVERAGES**

The indicators, the 50 and 200 day moving averages, have withstood the test of time for profit-minded investors. Why is this so? Come to this class and learn. Many scenarios will be discussed.

**DATES:** Fridays, March 13—April 17

**TIMES:** 8-10am or 4-6pm

**INSTRUCTOR:** Ed Guldenzopf

**LOCATION:** USS/USW/Local 1066

---

### **WALL STREET AND GOVERNMENT POLICIES**

The effect on Wall Street of government policies can be huge. Witness the housing boom of the 1970's to 2007. The clean air push of the 2010's. The growth of AI and nuclear power of the 2020's. This class is concerned with how to profit from such policies.

**DATES:** Fridays, January 30—March 6

**TIMES:** 8-10am or 4-6pm

**INSTRUCTOR:** Ed Guldenzopf

**LOCATION:** USS/USW/Local 1066

# **FINANCE CLASSES**

## **HOW TO START AND RUN A SMALL BUSINESS**

Planning before starting is an important step toward operating a successful business. Many students have said to me that they wish they would have taken this course before starting a business. This is an introductory course that teaches the basics of starting any type of small business. This course will focus on licenses/permits, location decisions, deductible expenses, insurance, record keeping and legal decisions. After you have taken this class, you will clearly understand what is required to launch a business.

**DATES: Mondays, January 12 - February 23**

**TIMES: 8-10am or 4-6pm**

**INSTRUCTOR: Scott Williams**

**LOCATION: Cleveland Cliffs Burns Harbor**

---

## **BUSINESS PLANNING II**

This course allows the participant the opportunity to complete an initial draft of a business plan. The initial draft will include an operational plan, a management plan, a marketing plan, and a financial plan. The financial plan will include a comprehensive sales forecast, a profit and loss projection and a cash flow projection.

**DATES: Wednesdays, March 11 - April 29**

**TIMES: 8-10am or 4-6pm**

**INSTRUCTOR: Scott Williams**

**LOCATION: Cleveland Cliffs Burns Harbor**

---

# **FINANCE CLASSES**

## **FINANCIAL MARKETS AND THE ECONOMY**

To be successful on Wall Street, you have to keep an eye on the economy. But what do you look for? This class will consider such matters as inventory, industrial and commodity production, and innovation.

**DATES:** Fridays, April 24—May 29

**TIMES:** 8-10am or 4-6pm

**INSTRUCTOR:** Ed Guldenzopf

**LOCATION:** USS/USW/Local 1066

---

## **WHAT AN INVESTOR LOOKS FOR IN A COMPANY**

Investors want a company to be profitable. It's that simple. But how can you tell? That is, what do you look for? To that end, this class considers such matters as financial statements, market demand and market share.

**DATES:** Fridays, June 5—July 17

**TIMES:** 8-10am or 4-6pm

**INSTRUCTOR:** Ed Guldenzopf

**LOCATION:** USS/USW/Local 1066

---

## **BOOST YOUR RETIREMENT SAVINGS— 401K WORKSHOP**

Ready to take control of your retirement future? This hands-on two day workshop will explain the Fidelity 401K and teach practical skills to help you grow your savings through smart investing. The course will cover everything from understanding the basics to making your money work harder.

**DATES:** Tuesday AND Wednesday, March 24—March 25

**TIMES:** 8-11am or 4-7pm

**INSTRUCTOR:** David Wozniak

**LOCATION:** USS/USW/Local 1066

**Are there classes that you would like to take that you do not see offered in the catalog?**

**In order to add a “new class” you need to have 5 active employees. Contact Sarah at 787-3101 to discuss these classes that you are looking for.**



# ***Tino Fulimeni***

## ***Scholarship Fund***

### **ANNOUNCEMENT**

**from the Institute for Career Development (ICD)**

**In 2024, ICD will award seven \$1000 scholarships to various 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 2023 or the spring semester of 2024 or a college student returning to school in the fall semester of 2023 or spring semester of 2024
- 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 deadline of October 31, 2024.

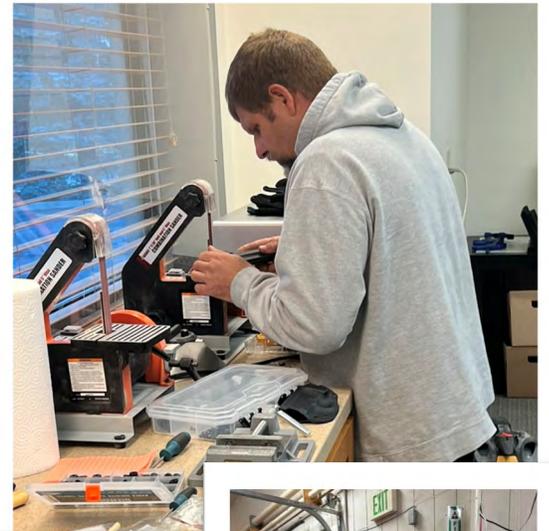
Please submit applications to your local Career Development Program or mail to:

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

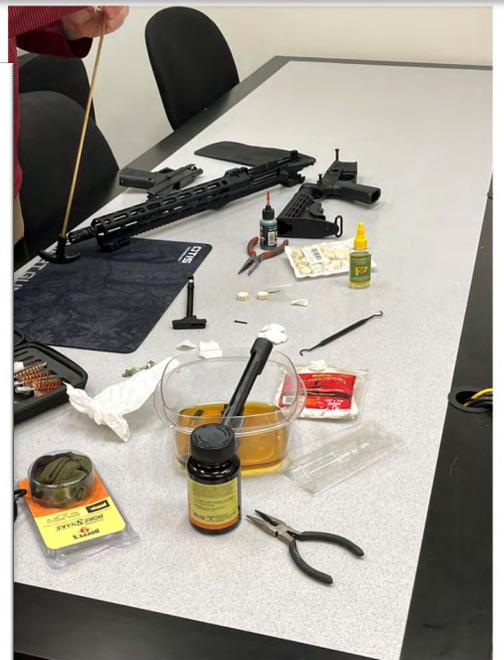
# Some of the wonderful students in class or their projects



# Some more of the wonderful students in class or their projects



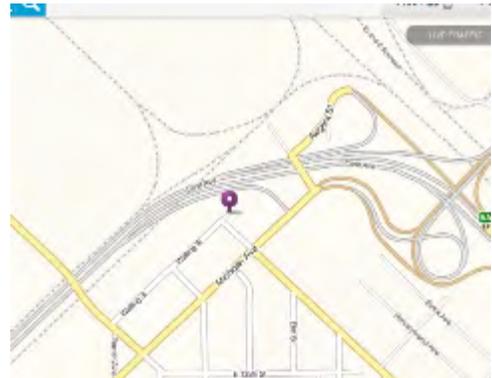
# Some more of the wonderful students in class or their projects



# LEARNING CENTER LOCATIONS



USWA/Cleveland Cliffs Burns Harbor  
1275 1/2 McCool Road  
Burns Harbor, Indiana  
[www.clevelandcliffscareer.org](http://www.clevelandcliffscareer.org)



Bernard Kleiman Joblink Learning Center  
3210 Watling Street (MC7-200)  
East Chicago, Indiana  
[www.bkjoblink.org](http://www.bkjoblink.org)



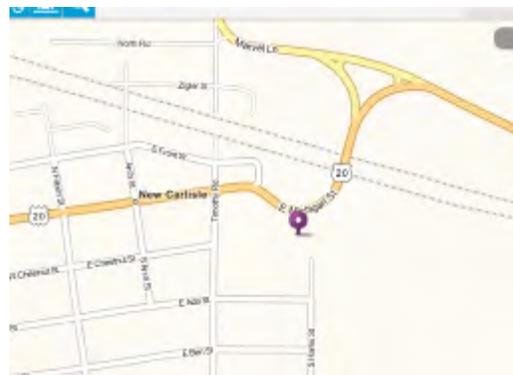
US Steel / Midwest  
1919 Willowcreek  
Portage, IN 46368  
[www.usmidwestcareer.com](http://www.usmidwestcareer.com)



Leon Lynch Learning Center  
1410 Broadway Ave  
East Chicago, Indiana  
[www.ihlearningcenter.org](http://www.ihlearningcenter.org)



US Steel –Gary Works  
1221 E Ridge Road  
Gary, Indiana  
[www.uscareer.com](http://www.uscareer.com)



I/N Tek & I/N Kote ICD Learning Center  
7071 E SR 2, New Carlisle IN  
[www.usw9231.com/icd/](http://www.usw9231.com/icd/)

Cleveland Cliffs  
Burns Harbor Career Development  
1275 1/2 McCool Road  
Burns Harbor, IN 46304

PRESORT STD  
U.S. PORTAGE  
**PAID**  
GRIFFITH, IN  
PERMIT #24

Current resident or



[www.usw.org](http://www.usw.org)

[www.clevelandcliffs.com](http://www.clevelandcliffs.com)

# Your Career Development Learning Center

1275 1/2 McCool Road, Burns Harbor  
8:00am until 4:00pm Monday through Friday

Laura — (219) 841-9848

Website: [www.clevelandcliffscareer.org](http://www.clevelandcliffscareer.org)