City Colleges of Chicago offers non-credit Continuing Education & PPD courses across a number of topics to meet the lifelong learning needs of our communities. These courses are offered in the evenings and weekends and include topics in both professional skill-building as well as personal enrichment.

REGISTER EARLY, CLASSES MUST MEET A MINIMUM STANDARD OF ENROLLMENT IN ORDER TO RUN.

OFFICE HOURS:
Monday-Thursday: 8:30AM-5:00PM  •  Friday: 8:30AM-1:00PM

WWW.CCC.EDU/OLIVEHARVEY
**NEW STUDENTS:**
Please visit the Olive-Harvey College TDL Building to register. Adult classes are open to students 16 years of age and older unless otherwise specified. (Online registration at my.ccc.edu is for returning students only.)

**RETURNING STUDENTS: ADDING/ENROLLING IN A CLASS**
To add a class:
1. Login to my.ccc.edu.
2. From the Student Services page, click on the “Academics” section.
3. Click Enroll in “Class/Drop a Class”.
4. Select your Enrollment Term.
5. Scroll to the bottom of the page and select “Add Classes” to add classes to your schedule.
6. Enter the 5-digit Class Number in the Class Number field. This is the number listed below each course description in the printed schedule.
7. When you have selected your classes, click “Submit”. Failing to click on the Submit button will result in the loss of your registration request.
8. Carefully review the “Add Status” message for each class.

Note: You are responsible for all tuition and fees for your classes. You are expected to pay at the time of registration either online by clicking “Home> Finances> Make a Payment” or in person at the cashier window.

**PAYMENTS**
All tuition and/or fees are due and payable at the time of registration. Payments may be made in person via cash only.

**CONFIRMATIONS**
Confirmations will not be mailed to students. Please make a note of the class date and location and go directly to the first class session. If the Administration cancels a class we will attempt to contact you by phone.

**REFUNDS AND WITHDRAWALS**
Students who wish to withdraw from a class must do so in person 24 hours before the first class meeting. There are no refunds once a class begins. NO REFUNDS WILL BE GIVEN FOR WITHDRAWALS AFTER THE FIRST CLASS MEETING. This policy will be strictly enforced. Credit card accounts will be refunded. Cash or check payments will be refunded by check issued in the student’s name and mailed to the address of record.

**CANCELLATIONS**
If a class is canceled a full refund is given. Refunds are mailed to the student. Allow three to four weeks for refunds. Students are notified by phone when possible. Refunds will not be given for classes where the instructor was unavailable and the class can be made up. A full refund of all tuition and fees will be sent to the student if the College cancels a class. Credit cards will be credited. Please allow four to six weeks for processing. A student who withdraws from one or more courses must do so in person or in writing to the CE program at their respective college. You will be notified of class cancellations by phone and email.

**SCHEDULE CHANGES**
Scheduling and pricing changes may occur without notice, before and during a session, effecting locations, schedules and instructors. Instructor missed classes; rain-outs for outdoor activities and holidays will be made-up. Prices may change without notice.

**NON-DISCRIMINATION**
City Colleges of Chicago does not discriminate on the basis of race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state, or federal law with respect to hire, terms and conditions of employment, continued employment, admissions, or participation in Board programs, services, or activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 and the Amendments Act, Section 504 of the Rehabilitation Act of 1973, Title VI or Title VII of the Civil Rights Act of 1964, and other applicable statutes and City Colleges of Chicago policies. The EEO Office is responsible for investigating and responding to equal opportunity concerns, including sexual harassment, of CCC employees, applicants for employment, students or applicants for admission or any other person.
CONVERSATIONAL SPANISH
As the official language of Spain and most Latin American nations, Spanish is spoken as a first language by 330 million persons and as a second language by perhaps another 50 million. This course is designed for beginners who want to be introduced to Spanish and start learning as soon as possible. Learn conversational Spanish through simple lessons, basic vocabulary, grammar explanations, videos, and cultural information; and develop a working vocabulary for travel, business, and pleasure.

67806  ADLTLANG 1401
06:00 PM-08:00 PM
02/24/20 - 03/30/20  M
TUITION: $75.00
Class Notes: Text required: Practice Makes Perfect Spanish Vocabulary, 2nd Edition / Edition 2 by Dorothy Richmond | 9780071804127

ZUMBA
Dance your way into fitness! This Latin based dance is fun and provides great health benefits. You will be guided through a series of dance steps such as salsa, meringue, and reggae while incorporating exercises such as knee lifts, squats, and bicep curls. You'll have so much fun doing Zumba you'll forget the fitness benefit.

68079  ADLTFIT 1304
06:00 PM-07:00 PM
03/23/20 - 05/04/20  M
TUITION: $65.00
Class Notes: No class on Monday, April 6th.

COMPUTER BASICS
Do the terms software, hardware, megabytes, gigabytes, and modems make any sense to you? If not, this is the place for you. Conquer your fear of computers in this beginner's class. You will learn the components of the systems and how to boot up and shut down the computer, develop mouse skills, understand the use of media storage, files, folders, icons, software, accessory programs, operating systems, and sizing and moving windows. You'll also create an e-mail account and learn how to use and search the internet.

67803  PROFDEV 4008
06:00 PM-09:00 PM
02/05/20 - 03/11/20  W
TUITION: $99.00

BEGINNING YOGA
You will learn breathing techniques along with gentle stretches and some basic classic yoga poses that will invigorate, strengthen, increase flexibility, and improve your posture. Learn to relax and release stress through these movements, breath awareness and some basic meditation techniques. Bring a firm blanket or large towel and wear loose clothing. No eating or drinking 2 hours before class. (Also recommended for seniors, those who are recovering from injuries, surgery or are pregnant)

68078  ADLTFIT 1309
06:00 PM-07:25 PM
02/19/20 - 04/01/20  W
TUITION: $65.00

QUICKBOOKS PRO
Simplify the business of running your business. Learn how to organize and streamline your company's everyday tasks with this popular accounting software. You'll set up a company; create a chart of accounts; build customer, employee, and vendor lists; learn how to invoice, receive payments, and make deposits. You'll enter bills, print checks, void checks, and process manual checks; prepare journal entries; enter credit card charges; set up a petty cash account; set up a loan; customize a chart of accounts; and reconcile your checking account. We'll also customize and filter reports that track your revenue and expenses. Prerequisites: A basic understanding of bookkeeping and a knowledge of computers is recommended.

67802  PROFDEV 4051
12:00 PM-02:30 PM
4/18/2020-5/30/2020  SA
TUITION: $139.00

INTRODUCTION TO THE MICROSOFT OFFICE SUITE (WORD, EXCEL AND POWERPOINT)
The Microsoft Office suite of applications (Word, Excel and PowerPoint) are commonly used programs the workplace, and many employers expect their staff to be comfortable using them. You will become comfortable using all of the Microsoft applications, you will learn basic functions for creating documents, spreadsheets and presentations, and you will learn basic file management for work and personal use.

67805  PROFDEV 4186
06:00 PM-09:00 PM
01/30/20 - 03/12/20  TH
TUITION: $110.00

MS OFFICE SUITE II
Advance your knowledge of the Microsoft Office Suite Applications! The Microsoft Office Suite II course will expand upon your experience with Microsoft Word, Excel, and Power Point. Increase your comfort level and progress your skills using these applications. Learn how to create documents such as business letters and memos, extend your knowledge of creating spreadsheets and charts, and build on your experience to design presentations that pop. You will also understand how to develop a file management system for storing documents for each program, as well as for personal use.

68077  PROFDEV 4250
06:00 PM-09:00 PM
03/26/20 - 05/07/20  TH
TUITION: $99.00

GRANT WRITING FOR BEGINNERS
Learn how to get started writing successful grant proposals. This workshop includes such topics as identifying potential grants, and various grant requirements, including objectives and budgets. This is a hands-on approach to the grant writing process.

67804  PROFDEV 4210
09:00 AM-12:00 PM
03/07/20 - 03/21/20  SA
TUITION: $59.00
# Department of Continuing Education Registration Form

*Please provide all requested information in print.*

Student ID #: __________________________

Term: __________________________ Year: __________________________

* Last Name: __________________________ *First Name: __________________________

*Middle Initial: ________ * Last 4 digits of Social Security #: __________________________

*Date of Birth: __________________________ * Gender: Male Female

*Address: __________________________ *City: __________________________ *State: ________

*Zip: ________ *Home Phone #: __________________________ *Mobile Phone #: __________________________

E-mail Address: __________________________________________________________________________

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Student Signature: __________________________ Date: __________________________

Registered By: __________________________ Date: __________________________