CONTINUING EDUCATION (CE)

The City Colleges of Chicago, Continuing Education Division, offers short-term certificate programs and individual courses for students who want to improve their skills or start a new career. Programs and classes are designed for students with varying educational backgrounds and academic goals. Short-term programs and classes are available days, evenings, and on weekends. Continuing Education attracts part-time students who seek lifelong learning opportunities that include personal development, career advancement, job readiness, customized training for businesses, community organizations, public agencies and certificate training. Continuing Education can also work as a service provider at off-site locations.

Continuing Education short-term occupational certificates are approved by the Illinois Community College Board (ICCB). The related courses are applicable to the certificate program award but cannot be applied towards an Associate degree. Continuing Education also offers a series of “Special Interest” classes that do not carry ICCB approval. Special Interest classes are customized to meet emerging community trends and needs of the City of Chicago constituents. Classes include financial planning, fine arts, computer training, developmental courses, music, photography, sign language, foreign language, aerobics, dance, mathematics and reading. Special Interest classes are also designed to meet the needs of children, in which “Summer Camps” and “College for Kids” programs are offered at some colleges.

Students should consult with the Continuing Education department and/or obtain the course schedule published each academic term for the College where the student will take her/his courses. The CE course schedule can also be downloaded at http://www.ccc.edu.

Listed below are the Continuing Education ICCB approved short-term occupational certificate programs:

A+ CERTIFIED COMPUTER TECHNICIAN 806
6 Credit Hours (CH) <NON-TRANSFERABLE>

The A+ Certified Computer Technician certificate program is an internationally recognized credential backed by major computer hardware and software companies. As a CompTIA Certified A+ Technician, graduates will be able to: analyze computer problems; disassemble any computer for rebuild or upgrade; design and operate a company’s computer maintenance; recommend compatible hardware and software; and limit downtime and expensive repairs by providing immediate in- house action.

For college offerings, see Program/Plan Cluster Grid, page 28 under “Information Technology”.

BANK TELLER (PROFESSIONAL) 861
17 Credit Hours (CH) <NON-TRANSFERABLE>

The Professional Bank Teller certificate program provides instruction in the fundamentals of check cashing, savings and loans, withdrawals, and specialized duties, such as accepting loan, credit, utility, and other payments. Tellers are responsible for maintaining accurate records of all transactions and for preparing daily settlements of teller cash and proof transactions.

For college offerings, see Program/Plan Cluster Grid, page 25 under “Business, Management, Administration & Finance”.

COMPUTER LITERACY 852
7 Credit Hours (CH) <NON-TRANSFERABLE>

The Computer Literacy certificate program is a comprehensive hands-on introduction to personal computing, hardware, operating systems, general business and an overview of the Internet.

For college offerings, see Program/Plan Cluster Grid, page 28 under “Information Technology”.

COMPUTER NUMERIC CONTROL (CNC) TECHNICIAN 826
15 Credit Hours (CH) <NON-TRANSFERABLE>

The instructor certified CNC certificate program is for students interested in manufacturing in the area of Computer Numeric Control. By enrolling in 200 hours of training to become a machinist CNC set-up or operator, students will learn the safety and maintenance procedures of manufacturing; operate machinery such as drill press, lathes and mills; learn CNC machining such as writing G/M code, and run simulations of writing and running programs on the CNC machinery.

For college offerings, see Program/Plan Cluster Grid, page 29 under “Manufacturing”.

COMMERCIAL DRIVER TRAINING 876
12 Credit Hours (CH) <NON-TRANSFERABLE>

The Commercial Driver Training certificate program is designed for individuals with little or no commercial driving experience. The Commercial Driver Training program trains students for entry level employment as commercial motor vehicle operators. In partnership with the Illinois Department of Transportation, this program prepares students to obtain a Commercial Driver’s License in the State of Illinois.

Basic Requirements to enter the program:

- Must be at least 21 years of age
- Have a valid Illinois Driver’s License
- Have a good driving record
- Provide a current Court-Purpose Motor Vehicle Report (MVR) can be obtained from Secretary of State – cost $12.00
- Be able to pass a DOT Physical and Drug Screen
- Must be able to read, write & understand English

For college offerings, see Program/Plan Cluster Grid, page 29 “Transportation, Distribution & Logistics”.
COMMERCIAL PASSENGER DRIVER-CLASS/B 875
9 Credit Hours (CH) <NON-TRANSFERABLE>

The Commercial Passenger Driver Class B certificate program is designed for students with minimum experience who are trained to operate Class B passenger and non-passerger motor vehicles. In partnership with the Illinois Department of Transportation, the program prepares students for a Class B Commercial Driver’s License in the State of Illinois.

Basic Requirements to enter the program:
- Must be at least 21 years of age
- Have a valid Illinois Driver’s License
- Have a good driving record
- Provide a current Court-Purpose Motor Vehicle Report (MVR) can be obtained from Secretary of State – cost $12.00
- Be able to pass a DOT Physical and Drug Screen
- Must be able to read, write & understand English

For college offerings, see Program/Plan Cluster Grid, page 29 “Transportation, Distribution & Logistics”.

DEFENSIVE DRIVING/ATTITUDINAL 890
1 Credit Hour (CH) <NON-TRANSFERABLE>

The Defensive Driving Attitudinal certificate program comprises an eight-hour workshop which addresses the needs of those individuals who are repeat violators of traffic rules and regulations and newly licensed chauffeurs who have driven in the United States for at least three years. This training component is certified by the National Safety Council. Topics include the violation of rules and regulations, cultural sensitivity, anger management and conflict resolution as well as behavior modification approaches for effective customer service. Additionally, the training also reviews the Illinois Rules of the Road Handbook and prepares the inexperienced chauffeur driver for the road. Students will receive National Safety Council certificates of completion once they successfully complete the workshop program.

For college offerings, see Program/Plan Cluster Grid, page 29 “Transportation, Distribution & Logistics”.

DENTAL ASSISTANT 868
4 Credit Hours (CH) <NON-TRANSFERABLE>

In the Dental Assistant certificate program, students learn the comprehensive and varied duties of a dental assistant. This career choice will enable students to become part of the dental healthcare team. Students will learn office procedures, inventory, dental charting, and the basics of assisting the dentist. Topics will include the introduction to definition, cavity classification, instruments, oral surgery, procedures, and techniques, as well as basic tray setups, aseptic practices, and restoration methods.

For college offerings, see Program/Plan Cluster Grid, page 26-27 under “Health Science”.

DIALYSIS TECHNICIAN 808
3 Credit Hours (CH) <NON-TRANSFERABLE>

The Dialysis Technician certificate program provides students with 50 hours of training to gain the knowledge and skills needed to perform the duties required of dialysis technicians, also called “hemodialysis” or “renal dialysis technicians”. The functions of these technicians is to operate kidney dialysis machines which filter normal waste products and excess fluids from the blood of patients whose kidneys can no longer perform this function. They also perform a vital role as part of the dialysis team because they initiate, monitor, and discontinue dialysis treatments for the renal failure patient. Dialysis technicians are employed in hospitals, outpatient clinics, and other medical facilities and provide direct patient care within the dialysis unit under the direction of senior technicians, nurses, and doctors.

For college offerings, see Program/Plan Cluster Grid, page 26-27 under “Health Science”.

EKG TECHNICIAN 830
2 Credit Hours (CH) <NON-TRANSFERABLE>

This comprehensive 33-hour EKG Technician certificate program provides, hands-on training experience using an EKG arm. Students will also learn to take and interpret EKG readings. Topics cover anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contacts, and the use of the EKG monitor.

For college offerings, see Program/Plan Cluster Grid, page 26-27 under “Health Science”.

EMERGENCY MEDICAL TECHNICIAN (EMT) 867
9 Credit Hours (CH) <NON-TRANSFERABLE>

The EMT certificate program provides training to recognize the nature or extent of patients’ condition, administer appropriate emergency medical care to stabilize their condition, and transport them safely to the proper medical facility. The curriculum follows the United States Department of Transportation (DOT) guidelines for EMT-B Training. Students receive appropriate in-class clinical, lecture, CPR training/ certification and ten (10) hours of hands-on in a hospital clinical setting.

For college offerings, see Program/Plan Cluster Grid, page 26-27 under “Health Science”.

EMERGENCY 911 DISPATCH 897
2.5 Credit Hours (CH) <NON-TRANSFERABLE>

The Emergency 911 Dispatch certificate program provides basic tools to help students seek and maintain an “Emergency Services Telecommunication” position with any public safety agency in the country (Police, Fire, EMS or Stand-alone Dispatch Center). Students will be exposed to samples of state-of-the-art computer equipment commonly used in many dispatch centers nationwide and will also learn call taking and dispatch skills as well as hear 911 calls.

For college offerings, see Program/Plan Cluster Grid, page 28 under “Law, Public Safety, Corrections & Security”.

144
The Family Child Care Business certificate program trains, advises, and prepares potential providers of the process involved in opening a quality home child care center. State licensing requirements, programming, staffing, health/nutrition, and child safety are covered.

For college offerings, see Program/Plan Cluster Grid, page 25-26 under “Education & Training”.

The Food Service Sanitation Recertification certificate program offers training in food service sanitation in three languages (English, Spanish, Chinese/Cantonese/Mandarin) and prepares personnel from food establishments for “Certification” and “Re-Certification” by the City of Chicago and the State of Illinois. This program also trains and certifies food vendors participating in outdoor summer festivals.

For college offerings, see Program/Plan Cluster Grid, page 27 under “Hospitality & Culinary”.

The Fork Lift Operation and Safety certificate program prepares students to become safe and effective forklift operators. Upon completion of the program, students will have working knowledge of the basic use of lift truck as well as the ability to safely inspect and operate lift trucks. The curriculum includes theory and practical training.

For college offerings, see Program/Plan Cluster Grid, page 29 “Transportation, Distribution & Logistics”.

The Homemaker/Home Health Aide certificate program is a nationally accredited program through the National Homecare Council and the Foundation for Hospice and Home Care which prepares individuals to work as Certified Home Health Aides. This program provides students with the knowledge and skills in personal care to evaluate and address the psychological, emotional, and physical needs of the older patient. The curriculum includes 17 skills mandated by The National Homecare Council, including all elements of personal care, vital signs, body mechanics, safety measures, resident’s rights, infection control, communication, and observation. This program is ideal for students interested in employability in the home healthcare field, individuals in career transition, and selected high school students interested in the healthcare field.

For college offerings, see Program/Plan Cluster Grid, page 27 “Human Services”.

The Sustainable Urban Horticulture certificate program is designed to provide students with cutting edge opportunities in the area of green technologies. Topics will include green roofs, xeriscaping, rain gardens, and other new emerging technologies in the green industry.

For college offerings, see Program/Plan Cluster Grid, page 24 under “Agriculture, Food & Natural Resources”.

The Limousine Restricted Chauffeur Training certificate program is an intensive one-day training that prepares individuals to become restricted public chauffeurs. Students participating in this training are eligible to become licensed to drive a livery/limousine. The training is offered four times each month and is intended to serve as a preparatory course to assist individuals with the successful completion of the restricted public chauffeur’s license exam. Students learn current chauffeur rules and regulations as well as information on new cultural attractions, buildings, hospitals and hotels.

For college offerings, see Program/Plan Cluster Grid, page 29 “Transportation, Distribution & Logistics”.

In the Basic Manufacturing certificate program students learn to use machine tools to produce precision metal parts. In order to gain employment, students use their knowledge of the working properties of metals and their skill with machine tools to plan and carry out the operations needed to make machined products that meet precise specifications.

For college offerings, see Program/Plan Cluster Grid, page 29 under “Manufacturing”.

For college offerings, see Program/Plan Cluster Grid, page 27 “Agriculture, Food & Natural Resources”.

For college offerings, see Program/Plan Cluster Grid, page 29 “Transportation, Distribution & Logistics”.

For college offerings, see Program/Plan Cluster Grid, page 29 “Manufacturing”.

For college offerings, see Program/Plan Cluster Grid, page 29 under “Human Services”.

For college offerings, see Program/Plan Cluster Grid, page 27 “Hospitality & Culinary”.

For college offerings, see Program/Plan Cluster Grid, page 29 “Agriculture, Food & Natural Resources”.

For college offerings, see Program/Plan Cluster Grid, page 29 “Transportation, Distribution & Logistics”.

For college offerings, see Program/Plan Cluster Grid, page 29 under “Human Services”.

For college offerings, see Program/Plan Cluster Grid, page 27 “Agriculture, Food & Natural Resources”.

For college offerings, see Program/Plan Cluster Grid, page 29 “Transportation, Distribution & Logistics”.

For college offerings, see Program/Plan Cluster Grid, page 29 under “Human Services”.
Programs of Study
Continuing Education

MEDICAL ADMINISTRATIVE ASSISTANT 809
3 Credit Hours (CH) <NON-TRANSFERABLE>

The Medical Administrative Assistant certificate program prepares students to function effectively in many administrative and clerical positions in the health care industry. Topics covered include keeping medical records, greeting patients, billing and clerical duties, scheduling appointments, arranging for admission to the hospital, laboratory services, checking supplies, documenting vital signs (e.g. blood pressures, pulse, respirations, and temperature), performing simple lab tests, preparing patients for examination, arranging equipment and instruments before an exam, assisting physicians during patient exams, explaining treatment, medications, diet schedules, and procedures to the patient.

For college offerings, see Program/Plan Cluster Grid, page 26-27 “Health Science”.

MEDICAL BILLING & CODING (COMPUTERIZED) 862
15 Credit Hours (CH) <NON-TRANSFERABLE>

The Computerized Medical Billing & Coding certificate program curriculum includes courses in computer concepts, medical terminology, anatomy and physiology, and computerized medical billing and coding.

For college offerings, see Program/Plan Cluster Grid, page 26-27 under “Health Science”.

NURSING ASSISTANT (BASIC) 801
10 Credit Hours (CH) <NON-TRANSFERABLE>

This Illinois Department of Public Health approved certificate program for Basic Nursing Assistant (BNA) prepares students to work in the health care industry as a Certified Nursing Assistant (CNA). Students will be introduced to the discipline of nursing and the basic approaches to patient care. The role of the CNA as an assistant to the licensed nurse and member of the health care team is studied and practiced in the classroom, laboratory and clinical setting. Upon successful completion of all components of the program, the graduate must pass the State competency exam to become certified as a Nursing Assistant in the State of Illinois.

For college offerings, see Program/Plan Cluster Grid, page 26-27 under “Health Science”.

PARALEGAL 829
11.5 Credit Hours (CH) <NON-TRANSFERABLE>

The Paralegal certificate program is designed to prepare students for immediate employment. Students learn the necessary skills required to assist attorneys and law firms in need of paralegals or legal secretaries. Note: Students must successfully complete Part I and Part II to receive a basic certificate for Paralegal. Part I will provide students with an in-depth theoretical exploration of the legal field and basic tools to become a successful legal secretary or a paralegal. Students will also learn how to prepare standard legal documents and to understand standard legal processes, such as establishing contracts, the criminal law process, and courtroom behavior and procedures. Part II will provide students with the legal knowledge and writing skills to be successful in the world of corporate and family law. Students will also gain essential information to assist attorneys in document review and the preparation process.

For college offerings, see Program/Plan Cluster Grid, page 28 “Law, Public Safety, Corrections & Security”.

PERSONAL TRAINER PREPARATION 896
1.5 Credit Hours (CH) <NON-TRANSFERABLE>

The Personal Trainer Preparation certificate program provides the theoretical knowledge and practical skills required to prepare for the “American Council on Exercise” national certification exam on personal training. Topics include the guidelines for instructing safe, effective and purposeful exercises, conducting health and fitness assessments, and designing and implementing appropriate exercise programs.

For college offerings, see Program/Plan Cluster Grid, page 27 “Human Services”.

PHARMACY TECHNICIAN 802
8.5 Credit Hours (CH) <NON-TRANSFERABLE>

The Pharmacy Technician certificate program provides comprehensive training that prepares students to enter the pharmacy field to work in hospitals, community, and retail pharmacies. Emphasis is placed on definitions of drugs by name and the reading and interpretation of medical prescriptions. Students will also learn I.V. flow rate, dosage calculations, drug compounding and dose conversions, inventory control and much more. Clinical experience will be included. The program is designed to prepare students for the national certification examinations.

For college offerings, see Program/Plan Cluster Grid, page 26-27 “Health Science”.

PHLEBOTOMY (ACCELERATED) 866
15 Credit Hours* (CH) <NON-TRANSFERABLE>

The Accelerated Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis in a seven month timeframe. Course work includes proper specimen collection and handling, communication skills, health and safety, anatomy and physiology and medical terminology. Students successfully completing the program may qualify for employment in hospitals, clinics, physician’s offices, and other healthcare settings. Successful completers will be eligible for national certification as Phlebotomy Technicians through the American Society of Clinical Pathologists (ASCP).

For college offerings, see Program/Plan Cluster Grid, page 26-27 “Health Science”.

146
PHLEBOTOMY TECHNICIAN 803
12 Credit Hours* (CH) <NON-TRANSFERABLE>

The Phlebotomy Technician 90-hour program prepares professionals to collect blood specimens for laboratory analysis. Students will become familiar with all aspects of blood collection and will develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. As part of the learning objectives for the coursework, students will take on the role of patient and technician. Also, the coursework includes extensive hands-on laboratory and preparation for the national certification.

For college offerings, see Program/Plan Cluster Grid, page 26-27 “Health Science”.

PRECISION SHEET METAL TECHNICIAN (BASIC) 835
(18 Credit Hours) <NON-TRANSFERABLE>

The Precision Sheet Metal Technician program trains students how to function as mechanics who provide maintenance, repair, and overhaul (MRO) on operational aircraft. Students learn to be responsible for the removal, inspection, repair/fabrication, and replacement of aircraft skin and structural components that make up the fuselage, engine cowlings/nacelles, and aircraft control surfaces. Program completion requires mastery of three courses: Aircraft Structural Mechanics I (Basic Sheet Metal), Aircraft Structural Mechanics II (Advanced Sheet Metal) and Essential Skills for the Workplace.

For college offerings, see Program/Plan Cluster Grid, page 29 under “Manufacturing”.

PHLEBOTOMY TECHNICIAN 807 Training
12 Credit Hours (CH) <NON-TRANSFERABLE>

The Phlebotomy Technician Training certificate program prepares students to collect blood specimens from clients for the purpose of laboratory analysis. The program will prepare students to become familiar with all aspects related to blood collection by developing comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.

For college offerings, see Program/Plan Cluster Grid, page 26-27 “Health Science”.

REAL ESTATE BROKER PRE-LICENSE 833*
7.0 Credit Hours (CH) <NON-TRANSFERABLE>

The Real Estate program meets the required course content and hours for the Illinois Department of Financial and Professional Regulations (IDFPR). Students who successfully complete the Real Estate Broker’s course work and hours are eligible to apply for the state licensure exam. The program is for individuals without any prior IDFPR Real Estate license.

- Real Estate Broker Pre-License Topics (75 classroom hours)
- Real Estate Broker Pre-License Applied Real Estate Principles (15 classroom hours)

For college offerings, see Program/Plan Cluster Grid, page 25 under “Business, Management, Administration & Finance”.

PHARMACY TECHNICIAN 802
8.5 Credit Hours (CH) <NON-TRANSFERABLE>

A phlebotomist obtains blood specimens from clients for the purpose of laboratory analysis. Become familiar with all aspects of blood collection. Develop the comprehensive skills to perform venipunctures completely and safely. Classroom work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and clinical training in skills and techniques to perform puncture methods. This course includes extensive hands-on laboratory and preparation for the certification exam. Strongly suggested: Three Hepatitis B vaccine (Merck) shots (Shot #1 ASAP, shot #2 one month, Shot #3 in 3-6 months. Books and uniforms required. This program is WIA certified.

For college offerings, see Program/Plan Cluster Grid, page 26-27 “Health Science”.

SUPPLY CHAIN MANAGEMENT (SCM) 832 (FUNDAMENTALS OF)
4 Credit Hours (CH) <NON-TRANSFERABLE>

In the Supply Chain Management certificate program, students will gain the skills and knowledge needed to “green” an organization’s supply chain through a preparation online training program. The curriculum is designed to provide specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, material management, procurement/buying, transportation and logistics, and new product development. Although there are no specific prerequisites for this program, students should have basic keyboarding and computer skills and be comfortable navigating the Internet; must also have an understanding of a word processing computer program (Microsoft Word recommended) as well as e-mailing capabilities.

For college offerings, see Program/Plan Cluster Grid, page 29 Transportation, Distribution & Logistics
UNARMED SECURITY GUARD 898
2 Credit Hours (CH) <NON-TRANSFERABLE>

In this comprehensive 20-hour Unarmed Security Guard certificate program, students will cover officer training as an introduction to public security and basic patrol tactics.

*For college offerings, see Program/Plan Cluster Grid, page 28 Law, Public Safety, Corrections & Security.*

WEB DESIGN 811
5 Credit Hours (CH) <NON-TRANSFERABLE>

In the Web Design certificate program, students explore the essential elements of web design and utilize practical activities and step-by-step procedures to design, build, and post a website. Students will create templates for page layout and learn techniques for fine-tuning and modifying prepackaged Web page development software. They will learn how to convert and scale artwork and photographs for Web publication and use tables and templates to organize layouts.

*For college offerings, see Program/Plan Cluster Grid, page 28 Information Technology.*

WELDING (INDUSTRIAL TECHNOLOGY) 827
13 Credit Hours (CH) <NON-TRANSFERABLE>

The Industrial Welding Technology certificate program provides students with welding skills in a shop setting. Students are taught ARC, MIG, and TIG welding and all welding positions. Plasma and oxy-gas cutting are also taught. In addition, students examine job safety, ethics, and metallurgy. Graduates find entry-level employment as welders, solderers, and braziers. Upon program completion, students will receive Scaffold Safety Certification and the 10-Hour OSHA Construction Certification.

*For college offerings, see Program/Plan Cluster Grid, page 24-25 “Architecture & Construction”.*