

**CONTINUING EDUCATION  
PROFESSIONAL & PERSONAL DEVELOPMENT  
COURSES AT MALCOLM X COLLEGE**

# SUMMER 2017



Malcolm X College | 1900 W. Jackson Boulevard, Chicago, IL 60612 | (312) 850-7136 | Room 0203

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, as classes must meet a minimum standard of enrollment in order to run.**



For more information on Continuing Education & PPD courses, please visit <http://www.ccc.edu/PPD>.

## REGISTRATION, TRANSPORTATION, AND POLICY INFORMATION

### New Students:

Please call, email, or visit the college to register. Adult classes are open to students 16 years of age and older unless otherwise specified. (Online registration at [my.ccc.edu](http://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](http://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. The first time you register online (each term) you will see the CCC Health and Voter Registration Acknowledgment page. Click on the links to read more about these services. The links will open a new browser window.
6. After you have reviewed the web pages, click "Continue".
7. Scroll to the bottom of the page and select "Add Classes" to add classes to your schedule.
8. Enter the 5-digit Class Number in the Class Number field. This is the number listed below each course description in the printed schedule.
9. When you have selected your classes, click "Submit". Failing to click on the Submit button will result in the loss of your registration request.
10. 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.

### Paying for a Class

To pay your account balance online with a credit card:

1. Login to [my.ccc.edu](http://my.ccc.edu).
2. From the Student Services page, click on the "Finances" section.
3. Under the Account section, click Make a Payment.
4. Select the credit card type (required).
5. Enter the credit card number as directed (required).
6. Select the expiration date of the credit card (required).
7. Review the Billing Address information. If the address listed differs from the address of the credit card (the address at which you receive your bill), enter the correct address (required).
8. Enter your phone number (required).
9. Click Next. You will be able to review this information on the next screen, before your credit card is charged.
10. Verify that the information on this page is accurate.
11. Your credit card will be charged when you click Submit. To edit this information, scroll down and click "Return to Payment Information." Make the payment, click Submit. If your payment was successful, this page will display a Reference Number. You may want to print this page for your records.

### Payments

You are responsible for all tuition and fees for the class(es) you register for unless you officially withdraw before classes begin. Student must officially withdraw from classes before the first class meeting. If payment is not received, you will not be automatically dropped and you will be responsible for the tuition.

All tuition and/or fees are due and payable at the time of registration. Payments may be made in person via cash, check, or money order. Make checks payable to the college offering the course. Please put your driver's license or State of Illinois ID card number and phone number on the front of your check or money order. Credit card payments (VISA or MasterCard) are only accepted online at [my.ccc.edu](http://my.ccc.edu).

**Note:** Checks returned for Non-Sufficient Funds (NSF), or stopped payment, will incur a charge to the student of \$50. Students who have once given City Colleges of Chicago one of the preceding checks will not be allowed to make subsequent payments by check.

### 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.

### Textbooks

City Colleges of Chicago has partnered with Akademos/TextbookX to provide low-cost options for the purchase and rental of textbooks. Visit [www.ccc.edu/textbookx](http://www.ccc.edu/textbookx) for more information on CCC's online bookstore.

### 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.

# CONTINUING EDUCATION & PPD COURSES—SUMMER 2017

## PROFESSIONAL DEVELOPMENT

### PROFDEV 4034 Summer-Fest Sanitation Certification

**\$40.00**

The 3-hour class is for individuals seeking summer employment opportunities to work at the various summer festivals held around the Chicago area.

11551	PROFDEV 4034 SF1	5:00 PM–8:00 PM	T	06/06/17	3200	Plunkett
11552	PROFDEV 4034 SF2	5:00 PM–8:00 PM	T	06/27/17	3200	Plunkett
11554	PROFDEV 4034 SF3	5:00 PM–8:00 PM	T	08/08/17	3200	Plunkett

### PROFDEV 4072 CPR for Healthcare Providers

**\$45.00**

This course designed for healthcare providers teaches Cardiopulmonary Resuscitation (CPR) and relief of foreign body airway obstruction for adults, children and infants. It is intended for participants who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital settings. The course is also designed for anyone who is required to take a healthcare provider course for employment or as a prerequisite for ACLS, PALS, and BLS instructor courses. On successful completion of the course, you will receive a course completion card issued through the American Heart Association. You must register in advance. We cannot permit registrations the day of the class.

11459	PROFDEV 4072 CPR1	9:00 AM–2:30 PM	S	06/10/17–06/10/17	7006	Berkowitz, B
11469	PROFDEV 4072 CPR2	9:00 AM–2:30 PM	S	06/24/17–06/24/17	7006	Berkowitz, B
11470	PROFDEV 4072 CPR3	9:00 AM–2:30 PM	S	07/08/17–07/08/17	7006	Berkowitz, B
11471	PROFDEV 4072 CPR4	9:00 AM–2:30 PM	S	07/29/17–07/29/17	7006	Berkowitz, B
11472	PROFDEV 4072 CPR5	9:00 AM–2:30 PM	S	08/05/17–08/05/17	7006	Berkowitz, B

### PROFDEV 4088 Food Service Sanitation Manager Course (FSSMC)

**\$175.00**

National Restaurant Association ServSafe® Training and certification is appropriate for anyone seeking first-time certification or to renew an expired license. State and local governments require that food service establishments be under the direction of a person with a valid State of Illinois Food Service Sanitation Manager's Certification. On successful completion of a State-approved exam, you will be eligible to apply for the State of Illinois certification (\$35 fee). City of Chicago certificates are available for an additional \$40 fee. A textbook is required. Allow approximately 6 to 8 weeks to receive your certifications. Contact Illinois Dept. of Public Health at 217-785-2439 for information about certifications. All students are required to purchase textbook and read Chapters 1-5 before the first class. ServSafe® Manager Book 6th Edition with Exam Answer Sheet ISBN: 9781582802992.

11547	PROFDEV 4088 FSS1	10:00 AM–4:00 PM	FS	06/16/17–06/17/17	3200	Perrucci, M
11555	PROFDEV 4088 FSS2	5:00 PM–10:00 PM	T	07/18/17–07/25/17	3200	Plunkett, M

### PROFDEV 4091 CNA Refresher

**\$175.00**

This program is designed for those who were a Certified Nurse Assistant in Illinois but have not worked for pay for 24 consecutive months or longer since your last competency exam. This course helps to students prepare to take the re-certification exam. This recertification process allows individuals to take steps to regain approved certification by following a step by step process provided by Illinois Department of Public Health.

12033	PROFDEV 4091 CNAR	10:00 AM–2:00 PM	FS	07/28/17–07/29/17	7004	Staff
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### PROFDEV 4095 Microsoft Word

**\$149.00**

Expose yourself to this powerful word processing software through an exciting hands-on experience. Learn how to create, edit, and save documents; use the spell checker and thesaurus; construct tables and columns; prepare envelopes and labels; and choose fonts.

12030	PROFDEV 4095 WORD	10:00 AM–1:00 PM	S	06/10/17–07/29/17	TBD	Hits
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### PROFDEV 4096 Microsoft Excel

**\$149.00**

Learn the dominant spreadsheet program used by accountants, managers, and business owners today. You will learn how to construct a spreadsheet, calculate with formulas, set up the page, print, and chart.

12186	PROFDEV 4096 EX	5:30 PM–8:30 PM	W	06/07/17–07/26/17	TBD	Hits
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### PROFDEV 4134 Introduction to Massage Therapy

**\$79.00**

This course is for layperson interested in massage therapy, but is not sure if he/she wants to pursue it as a profession. Students will learn the basics of massage techniques, body mechanics, basic anatomy and physiology. There are no prerequisites for this course. NOTE: This course will not grant you the right for licensing and/or becoming a licensed professional in this field of bodywork. This is strictly an introduction to massage therapy in which the student can practice on family and friends only.

12095	PROFDEV 4134 ITM	10:00 AM–12:00 PM	F	06/16/17–07/21/17	2207	Trager, J
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## CONTINUING EDUCATION & PPD COURSES—SUMMER 2017

### PERSONAL DEVELOPMENT

#### PERDEV 3000 Buying A Home

**FREE**

This FREE seminar offered by Bethel New Life's Family Economic Success. Get expert advice from a credit counselor, Realtor, mortgage lender, real estate attorney, and a home inspector. Call for further information (773) 826-8121.

11548	PERDEV 3000 BH	9:00 AM–4:00 PM	S	06/10/17–08/12/17	3207	TBA
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### ADULT LANGUAGE

#### ADLTLANG 1400 Introduction To Sign Language

**\$119.00**

In this course students will be introduced to the joy of American Sign Language (ASL). Students will learn Manual Alphabet, ASL numbers, Deaf culture, Deaf Awareness, History of Deaf Americans, and the correct way to conduct themselves in the presence of Deaf and HOH people. In addition, students will engage in ASL activities that will promote diversity and awesome communications. Book required: Humphries T., Padden C, A Basic Course in American Sign Language ISBN 978093266420. This class is designed for those 12 years of age or older.

12038	ADLTLANG 1400 ASL	6:30 PM–8:30 PM	TH	06/15/17–07/27/17	3200	Mason
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### SENIORS PERSONAL DEVELOPMENT

#### SENIORS 5010 Introduction to Microsoft Excel

**\$49.00**

Microsoft Excel is a spreadsheet program that allows you to organize your data into lists and then summarize, compare, manipulate, and present your data in a graph. In this course, you will learn about the power of a spreadsheet, including how to avoid major mistakes in creating spreadsheets, inputting data, saving, and opening spreadsheets.

12031	SENIORS 5010 EX	9:00 AM–11:00 AM	S	07/15/17–07/22/17	TBD	TBA
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#### SENIORS 5011 Introduction to Microsoft Word

**\$49.00**

The class introduce newcomers to word processing using Word. Learn to create basic documents, save options, use of templates, and how to move around the document. Auto correct, selecting text using both the keyboard and the mouse, basic formatting, and editing.

12032	SENIORS 5011 WRD	9:00 AM–11:00 AM	S	06/17/17–06/24/17	TBD	TBA
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