Kennedy-King College
One of the City Colleges of Chicago

Continuing Education
Class Schedule

Fall 2013
Fall I starts August 26
Fall II starts October 28

Register Today

City Colleges of Chicago
Kennedy-King
Education that Works
6301 South Halsted St. Chicago, IL 60621
773.602.5043 or 773.451.2149
www.ccc.edu/kennedyking/continuinged
TABLE OF CONTENTS

IMPORTANT DATES ...................................... 2-3

REGISTRATION/PAYMENT INFORMATION..... 4
(Mail-in registration card) ............... Page 19

COLLEGE TO CAREERS ............................. 5

Basic Nurse Assistant (BNA)
Pharmacy Technician
Medical Terminology for Healthcare
Medical Coding ICD—10
Medical Transcription *Online*
Phlebotomy Technician
Food Service Sanitation

SKILLS ...................................................... 8

Computer Literacy I/II and III/IV (For Seniors)
Creating Web pages *Online*
Food Service Sanitation
PC Repair & Troubleshooting
Introduction to Computer Networking
Keyboarding / Beginning Typing
Microsoft Excel 2010 *In person and online*
Microsoft Word 2010 *In Person and *Online*
Wireless Networking
Substance Abuse Counseling Certificate
Building Maintenance for Home Owners

ACT Prep
Grammar Refresher *Online*
Math, Everyday *Online*
Math, Improving Your (Great COMPASS Exam Prep!)
Reading, Improving Your (Great COMPASS Exam Prep!)
Project Management Professional Certification Prep

*Online Programs*

Biofuel Production Operations Certificate
Building Analyst Quick Start Program (BPI BA Certification)
Certified Green Supply Chain Professional Certificate
Principles of Green Buildings Certificate
Creating a Successful Business Plan *Online*
Starting a Nonprofit *Online*
Starting Your Own Business *Online*

PERSONAL INTEREST ............................... 10

Dance Exercise
Early Morning Workout
Luscious, Low-Fat, Lightning Quick Meals *Online*
Aqua Aerobics
Family Swim
Lifeguard Training
Scuba Diving Certification

SPECIAL INTEREST - Cont’d ....................

Beginning Swim (Adults)
Boy Scouts of America Merit Badge Program
Early Bird Swim
French, Conversational *Online*
Japanese, Conversational *Online*
Spanish, Conversational
Beginning Sewing
Craft of Magazine Writing, *Online*
Jazzy Jewelry
Making Movies with Windows 7
Photographing People with Your Digital Camera
Graphic Arts for Seniors
Write and Publish Your Own Book
Assisting Aging Parents *Online*
Get Paid to Travel! *Online*
Grant Proposal Writing *Online*
Real Estate Investing *Online*
Retirement Planning
Money Matters
Loan to Own
Charge It Right

REGISTRATION CARD ............................... 17

Message from the Dean, Mr. Selom Assignon

On behalf of the faculty and staff of the Continuing Education Department of Kennedy-King College, I would like to welcome you to a new and exciting semester.

The Continuing Education Department continues to offer programs and courses that directly benefit you and the community. This is the time to take that bold step and pursue your academic dream by enrolling in career programs such as Basic Nursing Certificate, Computerized Medical Billing and Coding, or improve your skills by taking Building Maintenance or computer courses.

For more information about programs and courses, email us at kkc-ContinuingEducation@ccc.edu or call at 773-451-2149 or 773-602-5043.
FALL I Session

IMPORTANT DATES

First Day of Fall Classes: August 26, 2013
Last Day of Fall Classes: October 12, 2013
Registration Opens: Monday, August 5, 2013
Registration Hours:
- Mon-Thurs: 10:00 AM—4:00 PM
- Fridays: 10:00 AM—12:00 PM
- 6343 S. Halsted, Room W110
  - Mon-Thurs: 10:00 AM—4:00 PM
  - Fridays: 10:00 AM—4:00 PM
  - 3901 S. State Street., Room 201N

Holiday: No class will be held on Monday, September 2, 2013 (Labor Day)

If your class begins on.... *
Monday, August 26, 2013
Tuesday, August 27, 2013
Wednesday, August 28, 2013
Thursday, August 29, 2013
Friday, August 30, 2013
Saturday, August 31, 2013

Your class will end on.... *
Monday, October 7, 2013
Tuesday, October 8, 2013
Wednesday, October 9, 2013
Thursday, October 10, 2013
Friday, October 11, 2013
Saturday, October 12, 2013

*Some classes will start or end off-cycle, please review the class description for exact dates.

Registration for Fall II classes will begin on Monday, October 7, 2013
FALL II Session

IMPORTANT DATES

First Day of Fall II, 2013 classes: Monday, October 28, 2013
Last Day of Fall II, 2013 classes: Saturday, December 14, 2013
Registration Begins: Monday, October 7, 2013
Registration Hours:
   Mon-Thurs: 10:00 AM—4:00 PM
   Fridays: 10:00 AM—12:00 PM
   6343 S. Halsted, Room W110
   Mon-Thurs: 10:00 AM - 4:00 PM
   Fridays: 10:00 AM—4:00 PM
   3901 S. State Street, Room 201N

Holidays: No classes will be held on Thursday and Friday, November 28th and 29th (Thanksgiving Holiday)

If your class begins on...*  Your class will end on ...**
Monday, October 28, 2013  Monday, December 9, 2013
Tuesday, October 29, 2013  Tuesday, December 10, 2013
Wednesday, October 30, 2013  Wednesday, December 11, 2013
Thursday, October 31, 2013  Thursday, December 12, 2013
Friday, November 1, 2013  Friday, December 13, 2013
Saturday, November 2, 2013  Saturday, December 14, 2013

* Some classes will start or end off-cycle. Please review the class description for exact dates.

Have any questions about these exciting career, personal, interest and skill courses and programs? Call us at 773-451-2149 / 773-602-5043.
### Registration & Payment Information

Kennedy-King College is accredited by:

The Higher Learning Commission of the North Central Association of Colleges and Schools

### Registration

Continuing Education has an open registration policy. Individual may register for a course **ANYTIME** prior to the first day of class. **PLEASE NOTE:** classes without sufficient enrollment will be canceled two days prior to the start of the class, so REGISTER EARLY! **Register in person** by visiting our registration office located at 6343 S. Halsted, Room W220 or 3901 S. State Street, Room 201N. **Registration by mail** is accepted for most courses. Complete the registration card and remit it with a check or money order. **Telephone registration** is only accepted for free classes. Proof of residency is required.

### Payment

All tuition and/or fees are due and payable at the time of registration. Payments may be made via cash, check, money order, VISA or Mastercard. Personal checks should be made payable to Kennedy-King College. Please put your driver’s license or State of Illinois I.D. card number and phone number on the front of your check or money order. **Warning:** The fee assessed for a returned check due to non-sufficient funds (NSF) or a stop payment is $40.00. All returned checks will be noted on the student’s account with City Colleges of Chicago. It is your responsibility to check your receipt for accuracy of courses, tuition and fee charges.

### Refunds & Withdrawals

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 Division of Continuing Education. **NO FUNDS WILL BE GIVEN FOR WITHDRAWALS AFTER THE FIRST CLASS MEETING.** This policy will be strictly enforced. The $30.00 registration fee is non-refundable.

### Class Cancellations

If a class is cancelled, the student can request that tuition be credited to another course for the same session. Classes that do not meet minimum enrollment requirements will be cancelled. The Continuing Education Department reserves the right to schedule or cancel courses based on program demands, facility capacity, and/or other departmental considerations. **You will be notified of class cancellations by telephone and email.**

---

**Find the electronic copy of all City Colleges of Chicago Fall 2013 schedules online at**

**www.ccc.edu**

---

Questions? Call us at 773-602-5043 or 773-451-2149 Email: KKC-ContinuingEducation@ccc.edu
BASIC NURSE ASSISTANT (BNA)

Certificate Program

*WIA Approved*

This Illinois state-approved program will prepare students to perform competent assistance in Basic Nursing Care to patients in health care employment settings, such as hospitals, nursing homes, and private homes. The program will meet for 8 weeks and include a clinical experience that provides students with experience in a health care facility. Upon successful completion, students will be eligible to take the certification examination offered by the Illinois Department of Public Health. Program requirements: Placement test, background check, and physical exam.

Total Program Cost: $1,283

Days: 9AM—3:30PM

- Tues, Wed, Thurs, Aug. 20-October 10
- Class Nbrs.: 38492, 38497, 38498
- Tues, Wed, Thurs, Oct. 22-December 12
- Class Nbrs.: 38499, 38500, 38501

Evenings: 4 PM—9:30 PM

- Mon. through Thurs, Oct. 29-Dec.20
- Class Nbrs.: 38008, 38010, 38026

This cost includes tuition, books, and uniforms. Chicago residents meeting certain income and other requirements may be eligible for special financial assistance through the WIA Program. See page 3 for details.

PHARMACY TECHNICIAN

This 16 week certificate program trains students to provide technical and clerical support to pharmacists in hospitals, clinics, or retail pharmacies. The pharmacy technician training includes medical terminology, reading and interpretation of prescriptions, inventory management and control, drug compounding, dosage calculations and dose conversions. Course content also includes the dispensing of prescriptions, billing and reimbursement. Program completers are prepared to become nationally Certified Pharmacy Technicians (CPhT)

Saturdays 9:00 AM—4:10 PM

- August 24—October 12
- August 24—October 12
- Clinicals—Nov. 2-Dec. 15
- Clinicals—Nov. 2-Dec. 15

MEDICAL TERMINOLOGY FOR HEALTHCARE PROFESSIONALS

Medical Terminology is the universal communication language of the healthcare profession. Terminology for common pathologies (diseases) and diagnostic tests is also covered. Medical terminology is used in healthcare in direct patient care and in support services such as coding and medical billing. This course focuses on proper pronunciation, usage and spelling of medical terms.

9:00 AM – 10:30 AM on Saturdays

- August 31-October 12

- November 2—December 14

Course Tuition: $105

Total Program Cost: $1,595

Payment plan is available.

Offered online at: http://www.gatlineducation.com/kkc/

ICD-10 -MEDICAL CODING

200-Hour Online

Certificate Program

This nationally recognized ICD-10 Medical Coding online course and training program covers the recently upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement, and statistical data gathering. This online medical coding program will teach students how to prepare for and implement the massive changes to the existing coding system. This online certificate program presents a comprehensive overview of the changes in store for both diagnostic and procedural medical coding along with detailed information on the impact of the medical coding changes to coders, healthcare staff, physicians, software systems, documentation, and information technology. Textbook included.

Prerequisites/Audience: Knowledge of medical terminology as well as some understanding of accounts receivable management, coding, billing, revenue cycles and reimbursement is recommended, but not required. The intended audience for this program is anyone in the healthcare industry who needs (or wants) to know what changes are in store for ICD and the impacts to providers of care and healthcare facilities. This course presents a comprehensive overview of the significant changes in both diagnostic and procedural coding and detailed information on the impacts of the coding changes to medical coders, healthcare staff, physicians, software systems, documentation, and information technology.

Total Program Cost: $1,283

Payment plan is available.

Offered online at: http://www.gatlineducation.com/kkc/

MEDICAL TRANSCRIPTION

300-Hour Online

Certificate Program

The Medical Transcription + Medical Terminology program will give you the necessary knowledge and skills to start a new career as a medical transcriptionist. To work in this field, you need to understand and correctly spell medical terms. This program includes complete medical terminology.

Upon successful completion of this
program, you'll be able to:

- Display a working knowledge of medical terminology
- Describe the importance of the confidential nature of medical reports
- Transcribe medical reports using correct report format and correct capitalization, punctuation, abbreviations, symbols, and metric measurements
- Correctly spell the English and medical terms in addition to the abbreviations, either by memory or by using a dictionary or reference book
- Identify the knowledge, skills, abilities, and responsibilities required of medical transcriptionists

To take this program, you'll need the following prerequisite skills:

- The ability to create documents using Microsoft Word (any version). All reports submitted to the instructor for grading must be created using Microsoft Word.
- Proficiency in keyboarding. Accuracy is most important at first, but some jobs pay based on production, so speed will become a factor.
- E-mail capabilities.
- Internet-browsing capabilities.
- Knowledge of English grammar, punctuation, and sentence structure. When changing the spoken word to the written word, all these aspects of language become even more vital.
- The ability to discern what is being said, and more importantly, what is meant, even if the person dictating has accented speech.
- The ability to comply with the student-led, self-motivated aspects of this program.

Your transcription equipment and all materials are included.

**Total Program Cost: $1,895**

**Payment plan is available.**

---

**PHLEBOTOMY TECHNICIAN**

Phlebotomists obtain blood specimens from clients for the purpose of laboratory analysis. This certificate program teaches students the comprehensive skills needed to be able to perform vein puncture competently and safely. Lecture will include Medical Terminology, Anatomy & Physiology, blood collection procedures, communication skills and professionalism. Students will have hands-on laboratory practice sessions as well as clinical training to acquire the skills necessary to perform the required puncture methods. Student must take an Entrance Exam. This course consists of 90 classroom hours and 70 clinical hours.

Mon. & Fri. 4:30—9:30PM
38243—Aug. 26-December 13
Tuition: $ 1,358

**FOOD SERVICE SANITATION**

This class will give you instruction on the proper preparation of food for those wanting to become licensed by the city of Chicago and state of Illinois.

9:00 AM—12:00 noon
38244—Tuesdays, August 27-Sept. 24
38245—Tuesdays, October 1-Oct. 29
38246—Tuesdays, Nov. 12-Dec. 10
38250—Mondays **(Class is in Spanish)**
4:30 PM—7:30 PM Aug.26-Sept.23
38307—Mondays **(Class is in Spanish)**
4:30—7:30 PM Oct 28-Nov. 25
Course Tuition: $200

**FOOD SERVICE SANITATION RECERTIFICATION**

At the time of registration, please bring a photo id and a copy of your License.

38295—Wednesday, Aug. 14-Aug.14
38296 Wednesday, Aug. 28-Aug. 28

---

**Important Information:**

You must be on time and stay for the entire **three hours** for the Sanitation class and **eight hours** for the Recertification class. Certificates will be issued at the end of the class.

The college reserves the right to cancel any class in which enrollment is insufficient.

No refund will be issue for missed seminar or tardiness

---

**NOTE:**

You **MUST** bring a copy of your license, and state ID when coming to register for the recertification program.
**Skills**

**COMPUTER LITERACY I AND II (For Seniors)**

This computer sequence is a “hands-on” introduction to personal computing, hardware, operating systems, general business software, and a glimpse of the Internet. Enrollment is limited. This course is taught in two (2) course sequence. Textbook is required and must be purchased separately.

9:30 AM -11:30 PM on Saturdays  
38417—August 31-October 12  
9:30 AM -11:30 PM on Saturdays  
38418—November 2-December 14  
Instructor: Frank Morrison  
Course Tuition: $50

**COMPUTER LITERACY III and IV (For Seniors)**

This is a continuation of Computer Literacy I & II. Students will learn mail merges with a glimpse of Windows. Certificate issued after completion of Computer Literacy I-IV. Required text purchased in class.

11:45 AM —1:45 PM on Saturdays  
38419— August 31–October 12  
11:45 AM—1:45 PM on Saturdays  
38424—November 2-December 14  
Instructor: Frank Morrison  
Course Tuition: $50

**CREATING WEB PAGES**

*Six Week Online Course*

Create and post your very own Web site on the Internet in this hands-on, six week workshop. First, you’ll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor’s patient guidance, you’ll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You’ll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Classes begin on: Aug. 21 & Sep. 18  
Register at www.ed2go.com/KenKing  
Course Tuition: $89

**PC REPAIRS & TROUBLESHOOTING**

The course takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, **Intro to PC Troubleshooting** shows you how to maintain and optimize a Windows PC.

9:30 AM -12 noon on Saturdays  
38430— August 31-October 12  
9:30 AM -12 noon on Saturdays  
38437—November 2-December 14  
Instructor: TBA  
Course Tuition: $60

**COMPUTER WIRELESS NETWORKING**

Wireless networking is a hot topic. More and more people want to roam unplugged, so demand for wireless connectivity in homes, offices, and gathering spaces is soaring. In this fascinating and timely course, an industry expert will help you understand how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself.  

(Textbook not included in tuition)  
9:00 – 11:00 AM on Saturdays  
38446—August 31–October 12  
38450–November 2-December 14  
Instructor: Kin Yee  
Course Tuition: $80

**BEGINNING KEYBOARDING**

*Six Week Online Course*

A beginner and refresher class for those typing less than 20 words per minute. Designed for the student to learn typing for basic business correspondence with emphasis on developing accuracy, speed, tabulation, and control. Textbook and typing paper required and must be purchased separately.

Classes begin on: Aug. 21 & Sep. 18  
Register at www.ed2go.com/KenKing  
Course Tuition: $99

**MICROSOFT EXCEL 2010 (Classroom)**

This course, Excel for Windows, is designed for busy people who need to be accomplished PC users, but who don’t have a lot of time. This is for people who need to upgrade or convert to Excel, who have marginal PC skills and want to improve them, and is perfect for novices.

6:00 -7:30 PM on Wednesdays  
38471—August 28-October 9  
6:00 -7:30 PM on Wednesdays  
38472—October 30—December 11  
Instructor: TBD  
Course Tuition: $89

**INTRODUCTION TO MICROSOFT EXCEL 2010**

*Six Week Online Course*

Work with numbers? Then you need to learn Excel 2010. In this six-week workshop, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You’ll
also learn to sort and analyze data, create custom charts and graphs, create 3-D workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $109

**INTRODUCTION TO MICROSOFT WORD 2010**

*Six Week Online Course* Learn to use the word processor PC Magazine ranked as one of the “strongest and most intelligent programs ever written.” In this hands-on workshop, you’ll learn to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the appearance of text, change margins and tab settings, automatically center and more!

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $109

**SUBSTANCE ABUSE COUNSELING**

This class equips the student with the tools and knowledge needed to provide appropriate assessment and treatment for all levels of substance abuse, and to support clients in short or long-term treatment. The lecturer will provide the student with a understanding of the addiction process, and how to counsel clients with this problem. All material will assist the student in preparation to pass the IAODAPCA certification examination.

5—8:00 PM on Thursdays:
38286—August 29—October 10
38288—October 31 —December 12
1—4PM on Saturdays:
38287—August 31—October 12
38289—October 27—November 2

December 14
Instructor: Roland Grant
Course Tuition: $125

**BUILDING MAINTENANCE FOR HOME OWNERS**

If you are planning your own home repairs, investing in real estate, or focusing on a career in the home remodeling business or maintenance, this class is for you. Students receive hands-on-instruction in basic carpentry maintenance, plumbing maintenance, electrical maintenance or flooring.

9:00 am-2:00 PM on Saturdays
38290—Aug. 31—October 12
38291—Nov. 2—December 14
Instructor: Curtis Moore
Course Tuition: $400

**ACT PREP**

This program uses The Real ACT Prep Guide, the official prep book from the makers of the ACT. Students will review three practice tests used in previous actual test administrations, each with an optional Writing Test as you learn valuable test-taking strategies for each test section: English, Mathematics, Reading, Science and the optional Writing. You will also review important topics in math, science and writing and learn to prepare physically, mentally, and emotionally for test day.

(Textbook not included in tuition)
9:00 – 11:00 AM on Saturdays
38452—Aug. 31—October 12
38454—November 2—December 14
Instructor: TBD
Course Tuition: $99

**MATH REFRESHER**

*Six Week Online Course*

Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. This course will show you how to use math to your advantage. You won’t find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You’ll find out some very interesting things about how calculators work, and then you’ll discover how best to get a handle on your income and expenses. You’ll be able to check your paystub, invoices, and bank statements for errors and overcharges, and you’ll become more skilled at handling money and comparing investment opportunities. You’ll learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You’ll find out how to calculate interest rates and you’ll develop a better understanding of mortgages, credit cards, and other types of loans. You’ll discover a handy method for converting one type of measurement to another, and you’ll be able to calculate areas correctly so you don’t overspend on your next home improvement project.

Class begins on Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99
**Skills**

**IMPROVING YOUR MATH**
A great review! This course is designed to develop clearer solutions to math problems encountered in testing situations and at the workplace. It covers operating on decimals, fractions, percentages, and proportions. Those preparing for college entrance exams are encouraged to attend.

6:00 - 7:55 PM on Wednesdays
38460 — August 28 - October 9
38461 — October 30 - December 11
Instructor: TBD
Course Tuition: $89
Registration Fee: $30

**IMPROVING YOUR READING**
Reading skills will be enhanced through application of skill building techniques. This course is designed to improve vocabulary, comprehension, and retention.

11:00 - 12:55 PM on Saturdays
38462 — August 31 - October 12
38463 — November 2 - December 14
Instructor: TBD
Course Tuition: $89
Registration Fee: $30

**PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION PREP**
*Six Week Online Course*
This course, the first part of a two-course series, will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

Begin on Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing

**Course Tuition: $105**

**GREEN JOBS TRAINING BIOFUEL PRODUCTION OPERATIONS**

400-Hour Online Certificate Program

The Bio Fuel Production Operations Program will give you the training you need to begin an exciting career in biofuel production. As a biofuel production operator, your job will be to ensure the quality and purity of the biofuel your plant produces. This involves inspecting and repairing equipment, operating computer systems, and handling lab equipment. This online course will ensure you have the skills you need to handle these tasks. At the present time hundreds of facilities world-wide are producing biofuels.

Over the next few decades many advances will be made in this field and hundreds of new facilities will be built for production of this type of fuel. This opens a new field for potential workers. For decades to come, biofuels will be produced and consumed in the United States - creating an ongoing demand for biofuel production workers.

**Prerequisites/Audience:** Students should have basic computer skills and a high school diploma or GED. The intended audience for this program is individuals who seek entry-level positions in the field of biofuel production.

**Course Tuition:** $89
**Registration Fee:** $30

**BUILDING ANALYST QUICK START PROGRAM**

BPI BA Certification)
60-Hour Online Certificate Program

This Building Analyst Course was developed and written in partnership with nationally recognized building science experts. The two BPI online training courses are full of scientific facts, interactive exercises, pictures, videos, graphics, and text. See the individual course descriptions in the Overview for a more detailed description. Also, they are recognized by North American Technician Excellence and Building Performance Institute for continuing education hours. You’ll also receive a study guide and a one year subscription to Home Energy Magazine. This program is a great way to compliment and increase your company’s GREEN services for your customers and to open new doors of opportunity.

**Prerequisites/Audience:** The intended audience for this program is individuals who are beginning their career in the Home Performance workforce and intend to pursue that as a career. Home Performance covers a broad range of possible trades and occupations, most notably the HVAC technician, Envelope workers such as air sealing, insulation, and vapor barrier workers, siding and window specialists, and a number of other workforce groups. The program is designed for those who will be engaged in conducting building assessments, energy audits, performance testing, energy ratings, green ratings, rating verifications, quality assurance, quality installations, building inspections, home inspections, home tune ups or any other related building improvement, evaluation or repair services where changes are anticipated to the building as a system.

**Total Program Cost:** $1,195
**Payment plan is available.**
**Offered online at:**
http://www.gatlineducation.com/kkc/

**CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL**

60-Hour Online Certificate Program

Gain the skills and knowledge you’ll need to “green” an organization’s supply chain with this Supply Chain Management Certification preparation online training program. This course gives you the specialized knowledge to enable a company to achieve its environmental
Prerequisites/Audience:
Students should have basic keyboarding and computer skills, and be comfortable navigating the internet. They must also have an understanding of a word-processing computer program (Microsoft Word recommended), and have emailing capabilities as well. This sustainability certification program is essential for professionals working in or preparing for leadership roles tasked to support the sustainable business practices and goals of their organization. Professionals who need to create collaborative partnerships with management in order to improve sustainable business practices throughout the supply chain. Sustainability consultants who must analyze “green” challenges for their clients and develop supply chain strategies.

Total Program Cost: $1,595
Payment plan is available.
Offered online at: http://www.gatlineducation.com/kkc/

PRINCIPLES OF GREEN BUILDINGS

30-Hour Online Certificate Program

The Principles of Green Buildings course is designed to teach an individual in the building, remodeling, or trade industry the principles they must know to make buildings perform more efficiently. It was developed and written in partnership with nationally recognized building science experts from Advanced Energy of North Carolina and is full of scientific facts, pictures, videos, graphics, and text. Everything an individual in the building, remodeling, or trade industry needs to know to make buildings perform more efficiently is introduced in this course. The Principles of Green Buildings course has also been designed to help prepare individuals for various NATE, NARI, BPI, RESNET, and other industry credentials for green building. This course is NATE recognized for 28 hours of continuing education units (CEUs) applicable to NATE recertification. Materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Prerequisites/Audience: Students must have access to a computer with Internet access. Students will need to be comfortable navigating the Internet and have emailing capabilities. The intended audience for this course is individuals who are beginning their career in the Home Performance workforce or exploring that realm of work. Home Performance covers a broad range of possible trades and occupations, most notably the HVAC technician, Building Envelope workers such as air sealing, insulation, and vapor barrier workers, siding and window specialists, and a number of other workforce groups.

Total Program Cost: $959
Payment plan is available.
Offered online at: http://www.gatlineducation.com/kkc/

CREATING A SUCCESSFUL BUSINESS PLAN

Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand. Most importantly, you will have completed the first and most difficult—step on the path to small business success.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99

DANCE EXERCISE

In this dance-exercise class, rhythm and movement are combined into structured routines for development in the areas of muscle tone, endurance, strength and flexibility. Accomplishments in these areas will be achieved by participating in activities such as breathing exercises, bar work, body conditioning, body control and progressions. Rubber-soled shoes or socks are required in the Dance Studio.

6:30-8:00 PM
38281 — Mondays August 26-October 7
38282 — Wednesdays, August 28-Oct. 9
38283 — Mondays, October 28-Dec. 9
38285 — Wednesdays, October 30-Dec. 11
Instructor: Sheila Tukes
Course Tuition: $45

AQUA AEROBICS

What better form of exercise can there be? Swimming and aerobics combined will get anyone into tiptop shape with low-impact on joints and bones. This class is perfect for all fitness levels.

10:00 AM—11:00 AM on Mon/Wed
38277 — Aug. 26-October 9
38278 - Oct. 28—December 11
Instructor: Rudolph Henry
Course Tuition: $64
BEGINNER’S SWIMMING (ADULTS)
It’s never too late! Have you been putting off learning how to swim? Do you have your vacation cruise selected and you don’t want to be a “pool floater”? Have you tried learning to swim before and just never “got” it? If so, this course is for you.
5:00 ‐7:00 PM on Tuesdays
38272—August 27 –October 8
38273—October 29—December 10
Instructor: Rudolph Henry
Course Tuition: $64

EARLY BIRD SWIM
If you like to get up, get out, and exercise, the Early Bird Swim is for you!
7:00 ‐8:30 AM
38268—Mon. thru Fri. Aug. 26 – Oct. 7
38269—Mon. thru Fri. Oct. 28-Dec. 13
Instructor: Rudolph Henry
Course Tuition: $64

LIFEGUARD TRAINING (AMERICAN RED CROSS)
If you’re looking for employment as a professional lifeguard, Red Cross Life Guard Training is the best way to be prepared to respond to aquatic emergencies. Successful completion of the course requirements will qualify you for the Lifeguard Training certificate from the American Red Cross.
Additional fees for textbook ($35) and face mask ($15).
6:00 – 9:00 PM on Wednesdays
38266—August 28-October 9
38267-October 30-December 11
Instructor:
Course Tuition: $190

PADI SCUBA CERTIFICATION
Did you know that Kennedy-King College is one of only two PADI-certified diving schools in the city of Chicago? Become a Scuba Diver and transform yourself. Explore and connect with nature and the underwater world from historic shipwrecks and pristine reefs to the mysteries of your local quarry. When becoming a PADI Open Water Diver, you enjoy three simple phases:

1. **Knowledge Development:** You learn how pressure affects your body, how to choose the best gear and what to consider when planning dives.

2. **Confined Water/Pool Dives:** You develop basic scuba skills in a pool or in a body of water with pool-like conditions. Here, you learn everything from setting up your gear and how to easily get water out of your mask without surfacing.

3. **Open Water Dives:** You continue learning during four open water dives with your PADI instructor in a typical dive environment at the beginner level.

When you learn to dive with PADI, you enjoy the highest standards for dive training, safety and customer service.

10:30 am—2:30PM on Saturdays
38264- August 31-October 12
38265—November 2-December 14
Instructor:
Course Tuition: $280
(includes equipment)

BOY SCOUTS OF AMERICA: SCUBA MERIT BADGE
Kennedy-King College is proud to serve as a site where scouts can earn their Scuba Merit Badges! Achievement of the Scuba Merit Badge will result in a PADI Open Water Diver Certification. This is a lifetime certification that is only the first step into an endless world of new experiences, adventures and fun. After completing the certification boys will have the ability to go scuba diving in a variety of different environments and continue their education to further enhance their skill sets.

**Call us to make scheduling arrangements.**

YOUTH SWIM (Youth Ages 5+)
5:00 ‐6:15 PM on Thursdays
38270—Aug. 29—Oct. 10
38271 —Oct. 30—Dec. 12
Instructor: Rudolph Henry
Course Tuition: $50

NOTE:
In the Youth Swim class, children MUST be accompanied by an adult/guardian during the ENTIRE class. Observers must sit in the bleachers.

Do you want to learn how to swim? KKC early bird swim and beginners swimming classes are available on campus. Call us for more information.

Questions? Call us at 773-602-5043  ● E-mail us at KKC-ContinuingEducation@ccc.edu
WORLD LANGUAGES

CONVERSATIONAL FRENCH
*Six week online course*
This course will teach you how to communicate easily and comfortably with those who speak French. You’ll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You’ll learn dialogue specific to various settings, and you’ll be surprised how easy it can be to speak another language!
Classes begin August 15 and Sept. 19
Register at www.ed2go.com/KenKing
Course Tuition: $99

CONVERSATIONAL JAPANESE
*Classroom-Based Course*
Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you’ll also gain cultural knowledge only an insider has.
Classes begin on August 15 and Sept. 19
Register at www.ed2go.com/KenKing
Course Tuition: $99

CONVERSATIONAL SPANISH
*Classroom-Based Course*
This course is ideal for the person who wants to brush up or learn the fundamentals of the Spanish language which are useful in travel, business, or pleasure.
10:00 - 11:30 AM on Saturdays
38262—August 31-October 12
38263—November 2-December 14

Command Spanish®, Inc. is the country’s leading provider of occupational Spanish language training materials and programs for the workplace. Its programs and materials are the result of years of research and development by language, curriculum, and translation specialists. The company’s objective is to provide learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes eliminate the tedious grammar instruction found in most other language programs.

Command Spanish®, Inc. awards CEUs to all participants who successfully complete this program. Command Spanish®, Inc. has been reviewed and approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET).

SPANISH FOR CONSTRUCTION SUPERVISORS (32 Hours)
Construction supervisors know how critical it is to be able to tell their workers exactly what they expect of them on the job. This is also true of their Spanish-speaking workers. If there is miscommunication, it can cost time and money. If you are a construction supervisor who has hard working Spanish-speaking workers on your construction crews, but who don’t understand what you want them to do, then you need our online program, Spanish for Construction Supervisors, in order to help you better communicate your expectations and maintain a safe work environment.

SPANISH FOR HOSPITAL NURSES (32 Hours)
This program is designed for nurses who work in a hospital and need to break the language barrier in order to better care for Spanish-speaking patients. Spanish for Hospital Nurses will allow nurses to use Spanish successfully to perform routine duties.
Personal Interest

THE CRAFT OF MAGAZINE WRITING

*Six Week Online Course*

Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It’s fun, it’s easy, and a great source of extra income. If you’re a determined new writer, or if you haven’t written for magazines in years, this class will jump start your career. You’ll learn plenty of powerful brainstorming techniques designed to practically write every article for you.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99

MAKING MOVIES WITH WINDOWS XP

*Six Week Online Course*

If you have Windows XP, you already have Microsoft Movie Maker, the program that makes creating professional-quality movies fun and easy. In this six week course you’ll learn to edit out the not-so-good content, and organize the good content into great, entertaining movies. You’ll learn how to add titles and credits to movies just like the pros. This course will take you through all the basics with easy step-by-step instructions and plenty of illustrations and hands-on exercises. Once you have the basics down pat, you’ll discover how to add still photos to your movies, and how to make still photos from your favorite video scenes. You’ll learn all about adding special effects, background music, sound effects, voice narration, and more. Finally, you’ll learn how to share your cinematic masterpiece with family and friends by e-mail, the Web, CD, and DVD.

Begin on August 15 and Sept. 19
Register at www.ed2go.com/KenKing
Course Tuition: $99

WITH YOUR DIGITAL CAMERA

*Six Week Online Course*

Photographing people can be fun, exciting and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. We’ll start with the basic principles you need to know in order to become a people photographer. You’ll discover the best way to photograph faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, we’ll move onto portrait and formal group shots, where you’ll learn how to organize people, which angles to use, and which to avoid. You’ll become proficient in action photography, and you’ll also learn several fun and creative ways to photograph children and babies. You’ll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99

WRITE AND PUBLISH YOUR OWN BOOK

*Six Week Online Course*

One of the great things about nonfiction book writing is that you’re 10 times more likely to get published than you’d be if you wrote fiction. Whether you dream of becoming a full-time author, writing books to advance your career, or penning your memoir or family history, this fun and information-packed course will teach you how to plan, research, write, edit, and publish your masterpiece. August 15 and Sept. 19
Register at www.ed2go.com/KenKing
Course Tuition: $99

GRAPHIC ARTS FOR SENIORS

Introductory Adobe Photoshop courses introduce users to the editing capabilities of Adobe Photoshop software. Students learn how to use the Adobe Photoshop® interface and access its expansive set of features. Lessons cover the basics of saving and storing image files and defining the various processes used for image editing. By the completion of this Adobe Photoshop course, students will know how to use the paintbrush, airbrush, stamp and pencil tools.

9:00 am – 12 PM on Saturdays
68136 — Jan. 26 — March 16
68137 — March 23—May 11
Instructor: Charles Johnson
Course Tuition: $50

PHOTOGRAPHING PEOPLE

Questions? Call us at 773-602-5043

Visit www.ccc.edu for all City Colleges of Chicago Fall 2013 Schedules

Instructor: Charles Johnson
Course Tuition: $50
The softening real estate market might "Buy low, sell high?" News stories about the six week online course in real estate investing. The course is tuitioned at $99 and runs from August 21st to September 18th. Register at www.ed2go.com/KenKing.

Gaining experience and employers for local, domestic, and international travel can be achieved through career opportunities and how to cruise hosting. In addition, you'll learn about financial and legal considerations, health issues, and family interpersonal relationships.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99

If you love to travel and enjoy working with individuals, tour directing, tour guiding, and cruise hosting may be the career for you! As a tour director or tour guide, you're hired by tour operators, destination management companies, and incentive houses to escort groups on local programs, domestic tours, international tours, and cruises. Learn everything you need to be successful and how to acquire a position as a professional tour director, tour guide, and cruise host. In addition, you'll learn about career opportunities and how to gain experience and employers for local, domestic, and international travel careers.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99

Congratulations! You've found the perfect investment property! Now the real work begins: How are you going to pay for it? And how much profit will you make? Financing your new purchase is hands-down the most confusing piece of the puzzle for buyers investing in real estate. Where do you go to get a good loan? How can you be sure that your investment will make money? What's the best strategy for the market we're in? We will demystify lending and the world of real estate finance so you know exactly how to profit from your investments.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99

Participants will understand the characteristics of consumer installment loans. To achieve this objective, the participants will be able to: Identify various types of installment loans and the factors lenders use to make home loan decisions, explain federal laws that protect you when applying for a loan, identify the questions to ask when purchasing a car, explain why installment loans cost less than rent-to-own services, explain why it is important to be wary of rent-to-own, payday loan, and refund anticipation services and how to guard against predatory lending practices.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99

Participants attending this workshop will understand how to use a credit card responsibly and what to do when a credit card is lost or stolen. To achieve this objective, the participants will be able to: Define credit, explain why credit is important, describe the purpose of credit cards, determine if you are ready to apply for a loan, identify the questions to ask for a loan, identify the factors creditors look for when making credit decisions, describe how to use a credit card responsibly, identify the steps to take when a credit card is lost or stolen.

Begin on: Aug. 21 & Sep. 18
Register at www.ed2go.com/KenKing
Course Tuition: $99

Kennedy-King College offers all these classes.

Call us for more information

Questions? Call us at 773-602-5043
Video Game Design and Development:

11 am—3:PM on Saturdays
Class #: 38860- August 24—September 28—
Cost: $325

NEW!
GET YOUR GAME ONLINE
Join Our Video Game Design and Development
6-Week Project-Based Hands-on BootCamp

“REGISTER NOW by calling
773-451-2000 or stop by
Monday-Friday | 9am-5pm

Classes held on Saturdays,
August 24 - September 28
Instructor: P. McMillan
Course Tuition: $325

You will have a completed
game by the end of this
course. No programming
skills required. Perfect for
Beginners! All skill levels
welcome.

“Research firm DFC Intelligence estimates that the worldwide
video game industry is poised to
reach $70.1 billion by 2015 due
to the combined growth of
console, portable, PC, and online
video games.” - Forbes.com

Kennedy-King College
Dawson Technical Institute
3901 S. State St. | Chicago, IL 60609
(773) COLLEGE | www.ccc.edu

Game Mogul Writer Designer
Artist Technology RockStar
Engineer Programmer
Mobile App Tycoon Sound FX
Animator

Questions? Call us at 773-602-5043 or 773-451-2149 Email: KKC-ContinuingEducation@ccc.edu
Health Care Continuing Education Online Courses

Accredited Certificate Programs for Health Care Professionals

KENNEDY-KING COLLEGE

All Health Care Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program. Students who successfully complete the program will be awarded a Certificate from Allegro Learning Solutions.

Certificate in Complementary and Alternative Medicine
(32 contact hours) Enhance your professional marketability by gaining a broad understanding of alternative health care options.

Certificate in Pain Assessment and Management
(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Gerontology
(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Issues in Oxygenation
(32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in End of Life Care
(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Spirituality, Health, and Healing
(36 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in Perinatal Issues
(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Certificate in Bioenergy and Spiritual Healing
(26 contact hours) This certificate program meets the continuing education needs of medical professionals who work with or want to work with energy healing.

Certificate in Legal and Ethical Issues in Nursing
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Growth and Development Through the Lifespan
(31 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

ACCREDITATION:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

Accreditation refers to recognition of continuing nursing education only and does not imply commission on Accreditation approval or endorsement of any commercial product.

NURSING: Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.

MFTs/LCSWs: California Board of Behavioral Sciences provider Number PCE 1564. This course meets the qualifications for the stated hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.

Visit our Online Instruction Center to ENROLL TODAY!
www.ed2go.com/KenKing
ENTRY-LEVEL JOB TRAINING,
FROM THE CONVENIENCE OF YOUR HOME.

Kennedy-King College, in partnership with Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.

VIEW COURSE DESCRIPTIONS, PRICING, AND PAYMENT PLAN INFORMATION AT http://www.gatlineducation.com/kkc/

Program Categories
Business and Professional
Healthcare and Fitness
IT and Software Development
Management and Corporate
Media and Design
Hospitality and Gaming
Skilled Trades and Industrial
Sustainable Energy & Going Green

WWW.GATLINEDUCATION.COM/KKC
Learn Microsoft Office From the Comfort of Home

Microsoft Courses

Choose from more than 300 online classes available every month!

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

Intro to Microsoft Word
Learn how to create and modify documents in Word 2007, the most popular word-processing program available.

Intro to Microsoft Excel
Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint
Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access
Learn how Microsoft’s powerful database can help you store and manage information you’ve collected about your business, home, or community.

Intro to Microsoft Outlook
Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows Vista
Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Visit our Online Instruction Center to find more courses!

Online Courses

"...I really feel I have grown and have a better knowledge of Excel 2007..."

Enroll Now!
Visit us for more details!
www.ed2go.com/KenKing
or call:
(773) 602-5042

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

New course sessions begin monthly.
Please visit our Online Instruction Center to see exact start dates for the courses that interest you.
There are 14,000 construction technology jobs coming to Chicago.

Get Yours.
Our cutting-edge programs provide you a direct route to a career.

Our hands-on training is your blueprint to a career in construction technology.

Day and evening classes begin every January and August.

Visit Dawson Technical Institute
Monday thru Friday from 9 a.m. to 5 p.m.
or call 773-451-2000 to register today.

Training programs are available in:
- Bricklaying
- Combination Welder
- Construction Management
- Construction Carpentry
- Concrete Masonry
- Gas Utility
- Overhead Electrical Line
- Plumbing & Fire Protection

Kennedy-King College
Dawson Technical Institute
3901 S. STATE ST. | CHICAGO, IL 60609

EDUCATION THAT WORKS - WITHOUT ALL OF THE DEBT | 773-COLLEGE | WWW.CCC.EDU
THERE ARE 14,000 CONSTRUCTION TECHNOLOGY JOBS COMING TO CHICAGO.

Get Yours.

Dawson Technical Institute provides the hands-on training you need to land a job in Construction.

Training programs are available in:
- Bricklaying
- Construction Carpentry
- Construction Line Management
- Concrete Masonry
- Overhead Electrical Line Worker
- Plumbing
- Welding

Classes begin August 26th
Day and evening classes are available.

Register NOW by calling 773-451-2000 or by visiting Dawson Technical Institute
Monday-Friday | 9am-5pm