Continuing Education
CLASS SCHEDULE
SPRING 2014

Register Today
SPRING I starts January 6
SPRING II starts March 17
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>COLLEGE TO CAREERS</th>
<th>SKILLS</th>
<th>SPECIAL INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLIED HEALTH</td>
<td>Career Center Workshops........................</td>
<td>Academic Preparation</td>
</tr>
<tr>
<td>Basic Nursing Assistant (BNA)............</td>
<td>Computer Skills..................................</td>
<td>Arts and Crafts</td>
</tr>
<tr>
<td>Computerized Medical Billing and Coding</td>
<td>CPR and First Aid................................</td>
<td>Home Ownership</td>
</tr>
<tr>
<td>EKG Technician................................</td>
<td></td>
<td>Languages</td>
</tr>
<tr>
<td>Medical Administrative Assistant.........</td>
<td></td>
<td>People's Law School</td>
</tr>
<tr>
<td>Patient Care Technician...................</td>
<td></td>
<td>Photography</td>
</tr>
<tr>
<td>Personal Fitness Trainer..................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician.......................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phlebotomy Technician.....................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookkeeping..................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service Sanitation...................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home-Based Childcare......................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonprofit Management......................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paralegal....................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Management................--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate Brokerage.....................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered Tax Return Preparer...........</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Media.................................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTREPRENEURSHIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Startup...........................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CompTIA A+ Certification..................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Design Certificate....................</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SKILLS**
- Career Center Workshops................... 19
- Computer Skills................................ 20
- CPR and First Aid................................ 21

**SPECIAL INTEREST**
- Academic Preparation......................... 21
- Arts and Crafts.................................. 21
- Home Ownership.................................. 22
- Languages......................................... 22
- People's Law School............................ 22
- Photography....................................... 22

**RECREATION**
- Dance............................................... 23
- Fitness............................................. 23

**GENERAL INFORMATION**
- How to Register.................................. 24

---

**What’s Hot this Spring?**

**CHECK OUT THESE CLASSES!**
- CompTIA A+ Certification
- Food Service Sanitation
- Patient Care Technician
- Personal Fitness Trainer
- Project Management
- Real Estate Brokerage
- Registered Tax Return Preparer
- Basic Nursing Assistant
- Web Design
- Paralegal
- Social Media

---

**DON’T LET A GREAT CLASS GET CANCELLED!** Sometimes we are forced to cancel classes due to low enrollment before the scheduled class day. Please register at least five days before a class start date to help make sure the class isn’t cancelled.
CONTINUING EDUCATION
LIFELONG LEARNING IN CLASS OR ONLINE

TRANSPORTATION
Riding the CTA
The CTA has direct, 24-hour rail service to Harry S Truman College's front door via the Wilson stop on the Red Line. Numerous bus routes also connect with the campus, including Routes 36, 78, 81, 135, 145, and 151.

Driving
To reach Harry S Truman College from Lake Shore Drive, exit at Wilson Avenue, and then proceed west to Broadway. The college is located at 1145 West Wilson. Please read important information about parking below.

Important Parking Information
Free parking is available in the parking facility accessible just west of the Main Building off Wilson Ave. Enter at Wilson and Racine.

CONFIRMATIONS
Enrollment confirmations are not mailed. Report to classes selected unless otherwise advised. If you have questions, visit Room 1442 in the Main Building.

CANCELLATIONS
You will receive a full refund if the college cancels a course. Please register early to prevent cancellations! We will contact you by phone if your class is cancelled.

AVOID DISAPPOINTMENT
Unfortunately, when too many people wait until the last minute to register, classes may be canceled. To avoid disappointment, please register early. Call (773) 907-4440.

ACCREDITATION
Harry S Truman College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA).

HLC-NCA 30 North LaSalle Street, Chicago, Illinois 60602
Phone: (800) 621-7440 / (312) 263-0456
Fax: (312) 263-7462

Continuing Education courses and programs are non-credit and non-transferrable.

FEES
Pay all course fees in the Business Office, Room 106 in the Larry McKeon Student Service building. You must pay in full or make a payment plan arrangement when you register.

Out-of-district fees are assessed for Illinois residents who live outside of Chicago. These fees currently apply only to BNA courses. The current out-of-district fee is approximately $2,086.

e-Cashier payment system is available!
With Harry S Truman College’s online payment plan, e-Cashier, the earlier you enroll, the more you can spread out your payments.

Advantages
• Easy online enrollment
• Monthly payment plan
• Flexible payment options
• No interest

Payment Methods
• Automatic bank payment (ACH)
• Credit card/ debit card
Payments are processed each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

Cost to Participate
• $30 enrollment fee per semester (ACH & credit card)

Simple Steps to Enroll in the Payment Plan
• Register in person in Room 1442 in the Main Building to use the payment plan.

REFUNDS AND WITHDRAWALS
Student-initiated withdrawals: Refunds are issued to eligible students based on the official date of withdrawal. Students must officially inform the college that they are withdrawing from class by completing a withdrawal form in Room 1442 in the Main Building.

NOTE: You must officially withdraw from a class even if you do not attend. If you register and do not pay, you will be billed for the course fee regardless of attendance.

• 100% refund for withdrawal before the first class meeting
• 100% refund for cancelled classes
• No refund after the first class meeting

CONTINUING EDUCATION
LIFELONG LEARNING IN CLASS OR ONLINE

TRANSPORTATION
Riding the CTA
The CTA has direct, 24-hour rail service to Harry S Truman College's front door via the Wilson stop on the Red Line. Numerous bus routes also connect with the campus, including Routes 36, 78, 81, 135, 145, and 151.

Driving
To reach Harry S Truman College from Lake Shore Drive, exit at Wilson Avenue, and then proceed west to Broadway. The college is located at 1145 West Wilson. Please read important information about parking below.

Important Parking Information
Free parking is available in the parking facility accessible just west of the Main Building off Wilson Ave. Enter at Wilson and Racine.

CONFIRMATIONS
Enrollment confirmations are not mailed. Report to classes selected unless otherwise advised. If you have questions, visit Room 1442 in the Main Building.

CANCELLATIONS
You will receive a full refund if the college cancels a course. Please register early to prevent cancellations! We will contact you by phone if your class is cancelled.

AVOID DISAPPOINTMENT
Unfortunately, when too many people wait until the last minute to register, classes may be canceled. To avoid disappointment, please register early. Call (773) 907-4440.

ACCREDITATION
Harry S Truman College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA).

HLC-NCA 30 North LaSalle Street, Chicago, Illinois 60602
Phone: (800) 621-7440 / (312) 263-0456
Fax: (312) 263-7462

Continuing Education courses and programs are non-credit and non-transferrable.

FEES
Pay all course fees in the Business Office, Room 106 in the Larry McKeon Student Service building. You must pay in full or make a payment plan arrangement when you register.

Out-of-district fees are assessed for Illinois residents who live outside of Chicago. These fees currently apply only to BNA courses. The current out-of-district fee is approximately $2,086.

e-Cashier payment system is available!
With Harry S Truman College’s online payment plan, e-Cashier, the earlier you enroll, the more you can spread out your payments.

Advantages
• Easy online enrollment
• Monthly payment plan
• Flexible payment options
• No interest

Payment Methods
• Automatic bank payment (ACH)
• Credit card/ debit card
Payments are processed each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

Cost to Participate
• $30 enrollment fee per semester (ACH & credit card)

Simple Steps to Enroll in the Payment Plan
• Register in person in Room 1442 in the Main Building to use the payment plan.

REFUNDS AND WITHDRAWALS
Student-initiated withdrawals: Refunds are issued to eligible students based on the official date of withdrawal. Students must officially inform the college that they are withdrawing from class by completing a withdrawal form in Room 1442 in the Main Building.

NOTE: You must officially withdraw from a class even if you do not attend. If you register and do not pay, you will be billed for the course fee regardless of attendance.

• 100% refund for withdrawal before the first class meeting
• 100% refund for cancelled classes
• No refund after the first class meeting
B.N.A.
Basic Nursing Assistant

Start your career in one of the fastest growing health fields, be a Certified Nursing Assistant (C.N.A.). The B.N.A. training program at Truman College provides you with comprehensive theory and clinical training that prepares you to take the state certification examination required to work in a licensed state facility or hospital as a C.N.A.. Our experienced instructors guide you through classroom lectures and activities and provide you with hands-on clinical experience that will allow you to enter the healthcare field.

Prerequisites for B.N.A. Training
• Be at least 16 years of age
• Have a valid Social Security card
• Have successfully completed English 100 or above and Math 98 or above; or attain a Compass Test Reading score of 64 or greater and Pre-Algebra score of 31 or greater.
• Have proof of immunizations for Measles, Mumps, Rubella and a negative TB skin test within the last eight months. *(If there is a history of a positive TB test, a chest x-ray is required.)
• Successfully complete a fingerprint and criminal background check.
• Be in good physical condition (If you are pregnant, you must have a Medical Release signed by your doctor BEFORE registering for this class.)

Course Fees and Registration
The cost of the B.N.A. program is $960.00 and must be paid in full at the time of registration. Flexible payment plans may be available. The B.N.A. Program is not covered by Federal Financial Aid.

Additional program expenses average about $300 and include:
• Criminal Background Check
• Physical exam
• Textbooks
• Uniform
• Stethoscope
• Blood Pressure Cuff
• Thermometer
• State competency exam

Funding Sources
The Truman College B.N.A. program is covered by the Workforce Investment Act (WIA). WIA provides training funds to unemployed or underemployed individuals. To find out if you are eligible, please contact one of the Workforce Centers:

<table>
<thead>
<tr>
<th>Workforce Center Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Park Community Center</td>
<td>773-539-3828</td>
</tr>
<tr>
<td>Asian Human Services</td>
<td>773-293-8100</td>
</tr>
<tr>
<td>Inspiration Corporation</td>
<td>773-878-0981</td>
</tr>
<tr>
<td>Instituto Del Progresso Latino</td>
<td>773-927-7712</td>
</tr>
<tr>
<td>Northside Workforce Center</td>
<td>773-334-4747</td>
</tr>
</tbody>
</table>

Program Schedule
The B.N.A. program is divided into 3 components; Orientation/CPR Training, Lecture, and Clinical. Orientation/CPR Training is mandatory for all students taking the B.N.A. program. Lecture is composed of classroom and laboratory time. Clinical is composed of time spent at the hospital or nursing home where students provide care to real patients.

| Day         | Program Duration: January 6 – March 21  
|-------------|----------------------------------------|
|             | Lecture/Lab: Mondays and Wednesdays 9:00am – 4:00pm  
|             | Clinical: Fridays, January 24 – March 21, 7:00am -3:30pm  
| Orientation/CPR | Monday, January 6, 9:00am – 4:00pm  
|             | Orientation/CPR is Mandatory, Room L956  

| Evenin     | Program Duration: January 6 – March 22  
|-------------|----------------------------------------|
|             | Lecture /Lab: Mondays, Tuesdays, Wednesdays 5:30pm – 9:30pm  
|             | Clinical: Saturdays, January 25 – March 22, 7:00am -3:30pm  
| Orientation/CPR | Monday, January 6, 6:00pm – 8:00pm &  
|             | Tuesday, January 7, 5:30pm – 9:30pm  
|             | Orientation/CPR is Mandatory for Both Days, Room L956  

| Weeken     | Program Duration: January 4 – April 6  
|-------------|----------------------------------------|
|             | Lecture /Lab: Saturdays, 8:00am – 4:30pm  
|             | Clinical: Sundays, February 9 - April 6, 7:00am -3:30pm  
| Orientation/CPR | Saturday, January 4, 9:00am – 4:00pm  
|             | Orientation/CPR is Mandatory, Room L956  

FOR MORE INFORMATION, CALL (773) 907-4440
Computerized Medical Billing and Coding Certificate Program

Medical billing and its related occupations are among the fastest growing opportunities in health care. Salaries range from $21,000 to more than $32,000 per year. Completing these courses may lead to employment as an inpatient/outpatient coder, medical collector, medical records coder and more.

Note—Books are required for each course, and total book costs for the entire program may total $900.

Prerequisite courses (must be completed before Core courses):
- Medical Billing and Coding Overview
- Human Anatomy and Physiology
- Medical Terminology
- Intro to Computers for Healthcare

Core courses (in order)
- Fundamentals of Medical Billing and Coding
- Advanced Medical Billing and Coding
- Commercial and Government Billing and Insurance
- Computerized Medical Billing and Coding

Computer Literacy Expectations
Students need basic word processing and internet searching skills for the completion of some papers, exercises, and projects.

Other requirements
- High school diploma or GED certificate
- English skills
- Computer and keyboarding skills

Note—A certificate of completion will be issued only to students who complete the entire program in our onsite classes. Online courses or courses taken at institutions other than the City Colleges of Chicago do not apply toward the certificate.

Computerized Medical Billing and Coding Overview
If you’re thinking about beginning the Computerized Medical Billing and Coding program, take this two-hour introductory course to get an overview of the field and see what medical billing and coding is all about. You’ll learn about the job market, the training and skills needed to become a successful biller and coder, available certifications, and the specific details about our program.

Fee $29
60256 VOC TR 7034 MC
6:00 PM-8:00 PM M L925 D. Balentine Spring I
Jan 13th
60257 VOC TR 7034 MD
6:00 PM-8:00 PM M L925 C. Olivarez Spring II
Mar 10th

Introduction to Computers for Healthcare
Students will learn the day-to-day usage of the computer in the healthcare setting. Students will also develop skills to evaluate alternative courses of action, thereby improving the efficiency of the healthcare system. This course will focus on effective modeling and analysis of complicated healthcare related processes through the use of computers and simulation techniques. Fee $105
60258 CE HLTH 0170 SA
9:00 AM-1:00 PM Sat L584 C. Little Spring I
Jan 18th to Feb 8th

Medical Terminology for Healthcare Professions
Basic medical vocabulary for allied health professionals and others with a minimal background in anatomy and physiology; includes study of the human body systems. Students will learn terminology for common pathologies (diseases) and diagnostic tests with a focus on proper pronunciation, usage and spelling. Writing assignments, as appropriate to the discipline, are part of the course. Fee $210
60263 CE HLTH 0153 MWD
6:00 PM-9:00 PM MW L951 N. Khan Spring II
Jan 22nd to Mar 3rd
Advanced Medical Billing and Coding
This hands-on course will provide an understanding of ICD-10 CM codes, how to use the manual and other source references needed to code correctly, and link the proper CPT codes to show medical necessities. You will learn how to complete CMS1500, DPA2360 and HCPCS forms through use of coding case studies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Fundamentals of Medical Billing and Coding is required. Fee $210
60264 CE HLTH 0105 MWC
6:00 PM-8:45 PM MW L935 C. Olivarez Spring I
Jan 15th to Mar 5th - No class Jan. 20 or Feb. 17.

Human Anatomy and Physiology
A basic understanding of the anatomy and physiology of the various body systems is the sound foundation upon which all health care careers are built, including those providing direct patient care and those in support services such as medical billing. This course examines basic anatomy (structure) and physiology (function). Abnormal function (pathology) will be discussed briefly as well as the most common diagnostic tests used to identify it. Writing assignments, as appropriate to the discipline, are part of the course. Fee $420
60259 CE HLTH 0154 MWB
5:45 PM-9:45 PM MW L951 N. Khan Spring I
Mar 12th to May 5th - No class April 14 and 16.

Fundamentals of Medical Billing and Coding
This course provides an overall view of the medical billing and coding field and processes. You will be introduced to CPT coding and symbols. Learn about HIPAA, the purpose and use of CMS1500 and UB92 forms, as well as the anatomy and systems that apply to CPT coding. This course will also cover radiology/oncology pathology, the medicine and Level II National Codes (HCPCS). Prerequisite: Successful completion of Human Anatomy and Physiology and Medical Terminology for the Healthcare Profession is required. Fee $210
60260 CE HLTH 0104 MWA
6:00 PM-8:30 PM MW L935 C. Olivarez Spring I
Mar 12th to May 5th - No class April 14.

Commercial and Government Billing and Insurance
In this course, you will learn to verify insurance benefits, use the CMS1500 claim form, register patients, and interpret explanation of benefits. You will also learn how to identify Medicare cards, HMO, PPO, and MCOs, Medicare, Medigap and Medicaid programs; identify and rebill claims; bill to the highest level of specificity; and process the UB92 hospital billing form. Commercial and government insurance will also be covered. Prerequisite: Successful completion of Fundamentals of Medical Billing and Coding and Advanced Medical Billing and Coding is required. Fee $105
60261 CE HLTH 0155 MWB
6:00 PM-9:30 PM MW L972 D. Balentine Spring I
Mar 10th to Mar 19th

Computerized Medical Billing and Coding
Gain hands-on practice with Medisoft billing software. Learn how to complete patient information, and learn the scheduling, billing, and electronic filing features of Medisoft through computer simulations. Prerequisite: Human Anatomy and Physiology, Medical Terminology, Fundamentals of Medical Billing and Coding, and Advanced Medical Billing and Coding Fee $315
60262 CE HLTH 0106 MWC
5:45 PM-9:30 PM MW L972 D. Balentine Spring II
Mar 24th to May 7th - No class April 14 and 16.

CPC Exam Preparation
Join Ciro Olivarez, Certified Professional Coder, as he prepares you for the CPC certification exam for the AAPC. An easy-to-follow outline format guides you through the anatomy, terminology, and pathophysiology for each organ system; reimbursement concepts; an overview of CPT, ICD-10-CM, and HCPCS coding; and more. Sample tests will be given and test taking techniques will be covered. A book is required for this course. This class is open to the public. Fee $99
68208 VOC TR 7780 SC
9:00 AM-1:00 PM Sat L935 C. Olivarez Spring I
Jan 18
68210 VOC TR 7780 SD
9:00 AM-1:00 PM Sat L935 C. Olivarez Spring II
May 10

FOR MORE INFORMATION, CALL (773) 907-4440
**EKG Technician**
Learn the skills needed to become an EKG/cardiovascular technician in this comprehensive 33-hour course. You will learn the anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contacts. You will also be introduced to the associated areas of laboratory assisting, and electrocardiography. The hands-on practice you will receive will help prepare you for the optional national exam. Note—As part of the learning objectives for this course, you will take on the role of patient and technician. Prerequisite: A high school diploma or GED is required to take the optional national certification exam. Fee $699

60205 CE HLTH 0158 SA
9:00 AM-1:45 PM Sat 3975 N. Khan Spring I
Jan 25th to Mar 8th

60249 CE HLTH 0158 SB
9:00 AM-1:45 PM Sat 3975 N. Khan Spring II
Mar 22nd to May 10th - No class April 19.

**Medical Administrative Assistant**
This 50-hour course will prepare you to function effectively in many administrative and clerical positions in the health care industry. This program covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service, and legal topics. You will receive a well-rounded introduction to medical administration so you can qualify for or advance to a health care administration position. There is no externship available with this program. This program does not include a national or state certification as part of its overall objectives. Fee $999

60250 VOC TR 3583 TRC
6:00 PM-9:30 PM TTh L972 V. Baker Spring I
Jan 14th to Mar 4th

**Patient Care Technician**
If you have successfully completed a Certified Nursing Assistant (CNA) program, this course provides an excellent opportunity to expand your skill set. You will learn a variety of Home Health Aide and Nursing Assistant procedures and laboratory techniques, including phlebotomy and EKG procedures. Proof of successful completion of a CNA program within 5 years is required for registration. Fee $450

60518 VOC TR 8990 TRD
5:30 PM-9:30 PM T L971 A. Meeters Spring I
Mar 20th to Apr 29th

**Personal Fitness Trainer Certification Prep**
You will learn theoretical knowledge and practical skills to prepare for the National Academy of Sports Medicine (NASM) national certification exam in personal training. This course will cover guidelines for instructing safe, effective, and purposeful exercises, conducting health and fitness assessments, and designing and implementing appropriate exercise programs. Note—Fee does not include the books: NASM Personal Trainer Manual and NASM Personal Trainer Master for the Manual Workbook, which are available in the bookstore or online. In addition, CPR ADE is required for the Personal Trainer Certification Exam. Fee $650

61964 CE 014 8102 MWD
6:00 PM-8:45 PM MW 1106 D. Baker Spring I
Jan 13th to Mar 12th

---

**WIA Assistance Available!**
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call Kim Dismuke at 773-907-4466.

- EKG Technician
- Paralegal
- Basic Nursing Assistant
- Phlebotomy Technician
- Pharmacy Technician
- Medical Administrative Assistant
Pharmacy Technician
Prepare to work in a pharmacy under the supervision of a registered pharmacist. This course includes 56 hours of classroom work and a mandatory 60-hour internship. You will learn medical terminology specific to the pharmacy field, to read and interpret prescriptions, identify drugs by generic and brand names, identify various disease states, and learn about over-the-counter medications. The 60-hour internship component will take place in a retail pharmacy under the supervision of a licensed pharmacy technician. Students must pass a criminal background check and drug screening, and must have a valid Social Security Number to participate in the class. Prerequisite: All prospective students must take the Compass ATB test to apply for admission to the program or submit required college transcripts. Fee $1350 (additional expenses total approximately $350)

Saturday classes
8:00 AM-12:45 PM    Sat    L836    K. Simpson    Spring I
Jan 18th to Apr 5th

62168   CE HLTH 0171 SC
62184   CE HLTH 0172 SC
62226   CE HLTH 0173 SC

Phlebotomy Technician
This 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. Note—As part of the learning objectives for this course, you will take on the role of patient and technician. There is no outside externship rotation included with this program. Prerequisite: Students must be age 18. A high school diploma or GED certificate is required for national certification. This class meets three days per week: Monday, Tuesday, and Thursday. Fee $1599

61938 CE HLTH 0102 MTR
5:00 PM-8:30 PM    MTTh    L971    A. Meeters    Spring I
Jan 13th to Mar 17th

Thursday classes
5:30 PM-9:30 PM    Th    2420    C. Little    Spring I
Jan 16th to May 1st - No class March 20 and April 17.

62170   CE HLTH 0171 RC
62188   CE HLTH 0172 RC
64852   CE HLTH 0171 RC1

CAREER RESOURCES
The Career Planning and Placement Center at Harry S Truman College can help you...
• Find the career that is best suited for you
• Learn how to complete a job application
• Create a resume that will get you noticed, along with cover letters and thank you letters
• Learn about effective interviewing skills
• Find a job
• Learn about internships and work-based learning
For more information, please stop by Room 162 in the Larry McKeon Student Services Building or call (773) 907-2477.
**BOOKKEEPING**

**Fundamentals of Bookkeeping**
Use a step-by-step approach to learn all the elements of the bookkeeping cycle including creating and posting journal entries, performing a trial balance, closing the general ledger, preparing basic financial statements, and calculating the cost of goods sold. Fee $129
60251 VOC TR 1118 SC
9:00 AM-11:30 AM Sat  L967  TBA  Spring I
Jan 18th to Mar 1st

**Intermediate Bookkeeping**
Add to your bookkeeping skills by learning to create special journal entries, perform trial balances, prepare subsidiary ledgers, and other related tasks. For a final project, you will prepare a financial statement complete with special journal. Prerequisite: Successful completion of Fundamentals of Bookkeeping is required. Fee $129
60253 VOC TR 1149 SD
9:00 AM-11:30 AM Sat  L967  TBA  Spring II
Mar 22nd to May 10th - No class April 19.

**QuickBooks Pro 2010**
Simplify the business of running your business. Learn how to organize and streamline your company's everyday tasks with this popular accounting software. You'll set up a company; create a chart of accounts; build customer, employee, and vendor lists; learn how to invoice, receive payments, and make deposits. You'll enter bills, print checks, void checks, and process manual checks; prepare journal entries; enter credit card charges; set up a petty cash account; set up a loan; customize a chart of accounts; and reconcile your checking account. We'll also customize and filter reports that track your revenue and expenses. Prerequisite: A basic understanding of bookkeeping and a knowledge of computers is recommended. Fee $219
60254 VOC TR 1053 SD
12:00 PM-2:30 PM Sat  L584  TBA  Spring II
Mar 22nd to May 10th - No class April 19.

**FOOD SERVICE SANITATION**

**Food Service Sanitation**
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 $35 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. Fee $175
60255 VOC TR 1355 MC
8:00 AM-6:00 PM M  TBA  D. Kulczycky  Spring I
Jan 27th to Feb 3rd

**PROJECT MANAGEMENT**

**Introduction to Project Management**
If you’ve ever baked a cake, planned a party, organized a vacation, or shopped for a car, then you have managed a project. This informative course is an introduction to project management fundamentals. By learning the formal processes of project management, you’ll know what it takes to run a successful project and how to use the industry’s best practices to help you succeed. This is a hybrid class, with two sessions in person and four sessions online. Fee $149
62009 VOC TR 8993 TC
6:30 PM-8:30 PM T  L925  C. Bell  Spring I
Jan 14th and Feb 18th (two sessions in classroom)
Jan 21st to Feb 11th (four sessions online)
Building Your Home-Based Childcare Business
Explore your dream of creating a home-based childcare business in our 8-week BUILDING YOUR HOME-BASED CHILDCARE BUSINESS class. You’ll learn how to start your business from the ground up, including business financials, marketing, and developing a business plan.

In addition, our childcare workshops offer Child Development Associate (CDA) credits for the optional CDA credential. For more information, visit the following websites: Gateways to Opportunity, www.ilgateways.com and Quality Counts, www.ilqualitycounts.org.

--Marketing your Home-Based Childcare Center
--Organizing Paperwork and Forms
--Knowing DCFS Standards
--Working with Teen Parents
--Connecting with Infants and Toddlers
--Creating a Positive Child Care Environment

Knowing DCFS Standards
Stay current in your understanding of the DCFS standards. Make your next DCFS licensing visit a positive one. A certificate will be provided upon completion: CDA Area 6 Fee $45
60303 VOC TR 4050 RC 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Jan 30th

Working with Teen Parents
Understand and enjoy working with teen parents. Providers and caregivers will also learn how to create an incentive program to help guide teen parents through some difficult times. A certificate will be provided upon completion: CDA Area 4 Fee $45
61977 VOC TR 4055 RD 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Feb 6th

Connecting with Infants and Toddlers Through Daily Routines
Develop routines for feeding, diapering, and napping that will enhance the social and emotional development of infants and toddlers. A certificate will be provided upon completion: CDA Area 8 Fee $45
61978 VOC TR 4058 RD 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Feb 13th

Organizing Paperwork and Forms for Your Childcare Center
Every job has its paperwork! Learn organizational techniques for completing and tracking required forms. A certificate will be provided upon completion: CDA Area 5 Fee $45
61973 VOC TR 4052 RC 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Jan 23rd

Marketing Your Home-Based Childcare Center
Maximize your enrollment and income. Explore inexpensive ways to promote your business. A certificate will be provided upon completion: CDA Area 6 Fee $45
61970 VOC TR 4051 RC 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Jan 16th

FOR MORE INFORMATION, CALL (773) 907-4440
Creating a Positive Childcare Environment
Design a quality child care learning environment with practical ideas for creative space and materials. A certificate will be provided upon completion: CDA Area 1. Fee $45
61980 VOC TR 4053 RD 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Feb 20th

Providing Quality Infant and Toddler Care
Learn developmentally appropriate activity ideas for infant and toddler care. Topics include building relationships, knowing children and their families, and creating a welcoming environment. Learn to promote children’s safety and health, guide children’s behavior, and provide quality interactions, routines, and daily activities. A certificate will be provided upon completion: CDA Area 3. Fee $45
61985 VOC TR 4056 RD 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Feb 27th

Understanding Infant and Toddler Temperaments
Understand the key concepts of temperament types for infants and toddlers and how to be more responsive to the children’s needs. A certificate will be provided upon completion: CDA Area 8. Fee $45
62001 VOC TR 4057 RD 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Mar 6th

Activities for Infants and Toddlers
Learn to support and extend infant and toddler play and offer new activities and materials to build upon their learning. A certificate will be provided upon completion: CDA Area 3. Fee $45
61999 VOC TR 4059 RD 6:30 PM-8:30 PM Th L951 R. Anthony Spring I Mar 13th

Literacy for Infants and Toddlers
Help teach infants and toddlers how to read using practical and creative concepts. A certificate will be provided upon completion: CDA Area 2. Fee $45
62003 VOC TR 4060 RD 6:30 PM-8:30 PM Th L951 R. Anthony Spring II Mar 20th
Nonprofit Management Certificate

There is no greater reward than doing good. Today’s organizations must go beyond acts of charity and develop sustainable business models that transform lives. Whether you are looking to enter the nonprofit field or receive training for yourself, staff, or board members, you can enhance your nonprofit’s effectiveness. This three-course certificate program is designed to provide you with the basics you will need to run an effective and successful non-profit organization.

Students must complete all three classes to receive a Certificate of Completion. However, classes can also be taken individually.

- How to Create a Nonprofit Organization
- Nonprofit Career Management: Career, Passion, and the Nonprofit Worker
- Nonprofit Clinic

Classes will be offered in Fall 2014.

How to Create a Nonprofit Organization
Got an idea? Want to make a difference? Do it right from the beginning with this introduction to starting a nonprofit organization. You’ll learn what you must do legally, what kinds of structures to prepare for, and what pitfalls to avoid. Don’t just run with it—be sure you have systems and structures in place to help others effectively. Fee $369

Classes will be offered in Fall 2014.

Nonprofit Career Management: Career, Passion, and the Nonprofit Worker
Staffs at nonprofit organizations face unique challenges. Without leadership development, training, and path to success, an organization can become a revolving door. Learn how to drive your career forward within an organization, and when you should move to the next opportunity. Fee $369

Classes will be offered in Fall 2014.

Nonprofit Clinic
Staffs at nonprofit organizations face unique challenges. Without leadership development, training, and path to success, an organization can become a revolving door. Learn how to drive your career forward within an organization, and when you should move to the next opportunity. Fee $199

Classes will be offered in Fall 2014.

DON’T LET A GREAT CLASS GET CANCELLED! Sometimes we are forced to cancel classes due to low enrollment before the scheduled class day. Please contact us 5 days before a class start date to register to guarantee your class will run and you will have a space reserved.
Paralegal/Legal Assistant Training

According to the Bureau of Labor, the paralegal/legal assistant field is one of the fastest-growing employment areas in the country. With the right training you can enter the exciting paralegal field—there’s no better time than now.

In addition to knowledge of legal matters, a paralegal must possess organizational and communication skills, basic computer competency and the ability to work well with people. Truman College offers twelve substantive and procedural courses that provide a broad-based education in all major areas of law. You can complete the twelve required courses in less than a year and be eligible for an entry-level position in law firms, financial institutions, major corporations, government agencies, small businesses or insurance companies.

To improve your employment marketability, a high school diploma or GED Certificate is required. Computer literacy is a must for a paralegal. On completion of all twelve paralegal courses, you may request a certificate of completion. Our program is not ABA approved, but is designed to provide entry-level credentials at an affordable cost. Our program is approved for WIA funding.

Required courses
- Paralegal Overview
- The Paralegal Profession: Nature and Scope*
- Legal Research
- Legal Writing
- Contracts
- Family Law
- Business Law
- Estates, Wills, and Trusts
- Civil Procedure and Litigation
- Torts/Personal Injury
- Criminal Law and Procedure
- Real Estate and Property Transfers

* This course should be taken early in the program.

Computer Literacy Expectations
Students will need basic word processing and internet searching skills for the completion of some papers, exercises, and projects. Books are required for most classes.

Paralegal Overview
The paralegal field can be exciting and rewarding—paralegals work in a variety of settings including corporations, private law firms, consumer organizations, courts, and government agencies. According to the Bureau of Labor Statistics, employment in this field is expected to grow faster than average through 2010, with many employers seeking paralegals who are multi-lingual. Come to this one-day seminar to learn about career opportunities for paralegals, and about Truman College’s paralegal training program. Fee $29

60519 VOC TR 2046 RC
6:30 PM-8:30 PM Th L915 T. Wendt Spring I
Jan 16th

The Paralegal Profession: Nature and Scope
Learn what a paralegal does on a day-to-day basis. You will learn about the role of professionalism and ethics, skills required, legal office terminology, and a basic overview of the law. You’ll also learn career planning and job search strategies, and interview preparation. A textbook is required. Fee $129

60265 CE BSMT 0253 TC
6:15 PM-9:15 PM T L915 C. Manley Spring I
Jan 21st to Mar 4th

Criminal Law and Procedure
The need for legal assistants in the area of criminal justice is increasing rapidly. This course is designed to teach students the law and legal procedures, the laws governing arrest, search and seizure, and the role of the paralegal in criminal law. A textbook may be required. Fee $129

60464 CE BSMT 0247 SA
9:00 AM-12:00 PM Sat 1428 S. Baker Spring I
Jan 18th to Mar 1st

College to Careers
Business
Legal Writing
Writing is an essential skill for paralegals. In this course, you will learn the fundamentals of legal analysis and legal reasoning. You will also learn about case analysis, statutory analysis, drafting letters and other correspondence, and writing legal memoranda. A textbook is required. Fee $129
60475 CE BSMT 0245 SA
12:05 PM-3:00 PM Sat L967 F. Muscadin Spring I
Jan 18th to Mar 1st

Torts and Personal Injury
The area of torts includes everything from simple battery to products liability and medical malpractice. This course covers intentional torts, negligence, and tort liability. Special attention will be given to personal injury law, including assessing claims and damages, adjudication or personal injury cases, and making out-of-court settlements. A textbook is required. Fee $129
60482 CE BSMT 0254 RA
6:15 PM-9:15 PM Th 2162 T. Wendt Spring I
Jan 23rd to Mar 6th

Legal Research
Learn the fundamentals of legal research, including the tools necessary to find legal citations and court rulings. You will use tools and techniques for writing arguments and counterarguments to defend a legal position. You may be expected to visit a local law library. A textbook is required. Fee $129
60388 CE BSMT 0244 TB
6:15 PM-9:15 PM T L933 C. Manley Spring II
Mar 18th to May 6th - No class April 15.

Civil Procedure and Litigation
Learn about the litigation process in this course. You will learn how to prepare pleadings and motions, how and where to file pleadings, investigative and discovery techniques used in trial preparation, and the role of the paralegal in civil procedures and litigation. A textbook is required. Fee $129
60471 CE BSMT 0248 SB
9:00 AM-12:00 PM Sat 1428 S. Baker Spring II
Mar 22nd to May 10th - No class April 19.

Real Estate and Property Transfers
Real estate specialists are in great demand, not only in law firms, but also in banks, title companies, and brokerages. This course covers all aspects of real estate law, including reading property descriptions, the real estate closing process, preparing deeds and contracts, settling landlord-tenant disputes, and preparing leases. A materials fee will be collected in class. Fee $129
60459 CE BSMT 0251 RB
6:15 PM-9:15 PM Th 2162 T. Wendt Spring II
Mar 20th to May 8th - No class April 17.

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call Kim Dismuke at 773-907-4466.

• EKG Technician
• Pharmacy Technician
• Paralegal
• Medical Administrative Assistant
• Basic Nursing Assistant
• Phlebotomy Technician
Don't put off your Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM)® certification any longer! There's a great reason to make 2014 the year you earn your project management certification. Now is the perfect time to prepare for your certification exam at Truman College.

Our exam preparation series kicks off in January and wraps up in February. It will arm you with the knowledge and confidence required to finally get your project management certification.

Classes include Essentials of Project Management, Advanced Project Management and Project Management Professional (PMP®) Certification Preparation. Completion of all three of these classes will provide you with the 35 Professional Development Units (PDUs) required to obtain your PMP® certification. We will be using the Fifth Edition of the PMBOK (Project Management Body of Knowledge) Guide.

To learn more, call (773) 907-4443 or email kwilson@ccc.edu. To register, visit Continuing Education in Room 1442 (Main Building), or register online at my.ccc.edu (returning students only).

Careers
The Project Management Institute (PMI) has seen a five-fold growth in membership in the last 12 years. Eighty percent of this growth is driven by the increased use of project managers in the IT and technology sectors. The PMI projects that 1.2 million project managers will be added each year through 2016. Highly experienced project managers can earn a median salary of $96,000.

What People are Saying
"Increasingly organizations are indicating PMP® certification is required, not just preferred. It is a career path that is growing in demand, and getting PMP or CAPM certification is a great way to accelerate your career goals. We have had participants in this series later tell us that certification played a key role in their finding a job or getting promoted.” — Andy Kaufman, President, Institute for Leadership Excellence & Development Inc. (I-LEAD)
Real Estate Brokerage

You must take the following 90 hours of coursework approved by the Illinois Department of Financial and Professional Regulation (IDFPR) to be a licensed Broker:

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

Prerequisites

- You must be at least 18 years old and have a high school diploma or GED certificate to take the state real estate exam.
- For admission to the program, you must take the COMPASS placement test or provide proof of successful completion of English Composition and College Algebra.

Real Estate Broker Pre-License Topics (75 hours)
This 75-hour real estate course meets the educational requirements for the Illinois Real Estate Broker Licensing Examination for students who do not have a real estate license. Topics include license law, real property, agency, seller and buyer relationships, state and federal laws, marketing and advertising, market analysis and appraisal, financing, contracts, employment agreements, and career paths. Students must also complete the 15-hour Applied Principles course (total of 90 hours instruction) to take the state examination. Required books are not included in the course fee. Prerequisite: COMPASS placement test is required for admission or successful completion of English 100 and Math 98. Fee $399

61951 VOC TR 4062 SC 8:30 AM-4:00 PM Sat L925 J. Bernbom Spring I Jan 18th to Mar 22nd

Real Estate Broker Pre-License Applied Principles (15 hours)
This 15-hour interactive course includes application of real estate broker pre-license topics to the practice of real estate brokerage. The class includes situational and case studies, role playing, and demonstration of real estate activities. This 15-hour interactive course should be taken after completing the 75-hour Real Estate Broker Pre-License Topics course (total 90 hours is required to take the state exam). Required books are not included in the course fee. Fee $249

61952 VOC TR 4077 SD 8:30 AM-4:00 PM Sat L925 J. Bernbom Spring II Mar 29th to Apr 5th
REGISTERED TAX RETURN PREPARER

**Basic Income Tax Preparation**
The objective of this class is to train you in tax preparation of the IRS Form 1040. You will learn how to prepare the Form 1040 tax return by hand including Schedule A, Itemize Deductions; Schedule B, Interest and Dividends; Schedule C, Self Employment; Schedule D, Capital Gains; and Schedule E, Income property. Fee $229

62012 VOC TR 8100 MTC
6:00 PM-8:00 PM MTh L947 O. Owen Spring I
Jan 6th to Mar 20th - No class Jan. 20, Feb. 17

**Advanced Tax Preparation Certification**
This course will enable you to prepare individual tax returns for the general public, including individual taxpayers who operate sole-proprietor businesses or own rental properties. At the completion of the course, you will be able to complete most individual non-business and small business (self-employed/Schedule C and 1120S) tax returns and research tax issues. This course also provides the educational foundation necessary to successfully pass the IRS Competency Exam. Fee $349

64609 VOC TR 8101 TRD
6:00 PM-8:45 PM TTh L947 M. Mathews Spring II
Mar 25th to May 15th - No class April 15 and 17

SOCIAL MEDIA

**Social Media Certificate**
Coming in Fall 2014!

Discover how to use social media to promote your business by keeping in touch with the latest applications. Our certificate program will guide you through the many alternatives and strategies as you continue to upgrade your skills and build your career.

Business Startup Certificate

Starting a business may seem like a daunting process. Our Business Startup Certificate classes can take you from unseasoned newbie in the entrepreneurship world to someone who has a plan for success. Learn and plan before you take the plunge!

Required classes—

• How to Create the Next Big Dot.Com
• Bootstrapping 101: Funding Your Startup Dream

Classes will be offered in Fall 2014.

**How to Create the Next Big Dot.Com**
Have an idea? That's not enough. Learn what steps you need to take to make that dream a viable, competitive business. Stages of startup development, their structures, and what to expect at each stage of the game will be examined. Learn the new-school way of high growth startups. Fee $249

Classes will be offered in Fall 2014.

**Bootstrapping 101: Funding Your Startup Dream**
Starting a business? It isn't cheap, and Angel Investors don't just fall from trees. Learn to leverage your networks, implement low-cost tools, and use resources that can help create your business. Learn about proving your model and adjusting; marketing your idea and building a team without salaries; understanding incubators and accelerator programs. Make it happen—but don't instantly blow all your cash. Fee $249

Class will be offered in Fall 2014.
Becoming A+ certified means that you have the knowledge, skills, and customer relations experience needed for a successful entry-level computer service technician. You will be certified as meeting an industry-wide, nationally recognized standard of basic competency levels in the field of computer service. You need not have any experience in the field to enroll in A+ Computer Technician training. Familiarity with basic computer operations and navigation of an operating system is adequate. A+ Certification is an internationally recognized credential backed by major computer hardware and software companies. As a CompTIA Certified A+ Technician you will be able to:

—Analyze computer problems
—Disassemble any computer for rebuild or upgrade
—Design and operate a computer maintenance system
—Recommend compatible hardware and software
—Limit downtime by providing immediate in-house action

Required courses
—Introduction to PC Hardware
—PC Repair and Troubleshooting
—PC Operating Systems

PC Operating Systems
Students will learn installation procedures, dealing with legacy systems, creating and using emergency boot diskettes and managing printers and other devices. Other topics include networking, communication protocols, Internet access and troubleshooting. In hands-on exercises, students will install Windows operating systems, manage Windows devices, use the FDISK utility, perform backups, manage system files, configure networks, configure Internet access, and troubleshoot operating system errors. Prerequisite: Introduction to PC Hardware or equivalent experience. Fee $899
69052 VOC TR 9205 WR
6:30 PM-9:30 PM W/Th 1959 R. Nelson Spring I
Jan 8th to Feb 23rd

Introduction to PC Hardware
The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You’ll learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course gives you the knowledge upon which you’ll base the rest of your CompTIA A+ certification studies for the exams that debuted in late 2006. Plus it helps you take that first step to becoming an excellent PC technician. Homework and attendance are required. Fee $399
69051 VOC TR 1061 RC
6:00 PM-9:30 PM Th 1959 R. Nelson Spring II
Mar 6th to Mar 27th

PC Repair and Troubleshooting
Students will learn about PC hardware, software and system maintenance requirements. Topics include a detailed look at hardware components, power supply, upgrades, maintenance, and troubleshooting. In hands-on exercises, students assign configuration settings, upgrade systems, configure SCSI devices, install printers and monitors, remove and replace components, and troubleshoot POST errors. Prerequisite: Introduction to PC Hardware or equivalent experience. Fee $899
69053 VOC TR 1062 WR
6:30 PM-9:30 PM W/Th 1959 R. Nelson Spring II
Apr 3rd to May 15th - No class Apr 16 and 17
Web Design Certificate

Using your creative skills and general computer knowledge (proficiency with Windows or Mac OS required), these courses will introduce you to the fascinating world of web design. Our courses cover the basics first, allowing you to fill in the gaps in your knowledge. As you progress, each integrated section builds on the previous sections to help you learn web design. Your instructor is a web-design professional who will take you from the fundamentals of website design and creation through advanced imaging and page preparation using professional software tools for the Internet. Complete all three courses for a Web Design Certificate or classes can be taken separately.

Required courses:

Web Design I—Begin the design process and create graphics with Adobe Photoshop and Illustrator.
Web Design II—Create and edit a website using HTML and CSS, using both HTML or text editors as well as Adobe Dreamweaver.
Web Design III—Learn to install and implement Content Management Systems (CMS), such as Wordpress, using the open source database MYSQL and the server-side scripting language PHP to build and maintain dynamic web sites. (offered Summer 2014)

Web Design I
This initial web design course focuses on the design and creation of websites, both on the principles of information architecture including website structure, layout, and hierarchy; and user experience design (UX). Create graphic components necessary to communicate these concepts using Adobe Illustrator (vector graphics) and Adobe Photoshop (site layouts, slicing, layers). Fee $625
66499 VOC TR 9209 TRC
6:30 PM-9:30 PM T/Th 3909 Y. Chien Spring I
Jan 21st to Mar 6th

Web Design II
Create and edit a website using HTML and CSS, using both HTML or text editors as well as Adobe Dreamweaver. Topics will include: links, images, headings, divs, lists, and CSS definitions and techniques. Learn to create templates, embed media, integrate social media, and enhance websites with search engine optimization and marketing techniques. Fee $625
63995 VOC TR 9207 TRD
6:30 PM-9:30 PM T/Th 3909 Y. Chien Spring I
Mar 18th to May 8th
The Career Planning and Placement Center is pleased to offer its annual series of Career Development Workshops for this Spring Semester 2014. The workshops were designed specifically for students of City Colleges of Chicago who place high value on the development of job search and job success skills. Previous participants have rated highly the workshop content and guest speakers. It is recommended strongly that all Truman college students complete the series prior to completion of the degree or certificate. Students who complete 80% (at least 10) of the workshops will be given a certificate of completion, a letter of recommendation and invitation to a final Banquet with Industry partners. Also, students will benefit from dialogue with real business/industry partners and a high quality job search portfolio. And the certificate will definitely enhance your resume. Workshops are free and open to the public. This workshop series meets on Wednesdays from 3 to 4:30 p.m. in the Larry McKeon Bldg., Room 186 beginning 01/22 to 04/23 (no class Midterm and Spring Break weeks). Phone Dr. Cox at 773, 907-2477 or come to Room 162 in the Larry McKeon Building for further information.

**Workshops are free and open to all!**
Please register early by phone at 773 907-4440.

**Career Management Skills**—This topic addresses the purpose of work, why people work and the differences between work and career. Top growth industries and job sectors along with potential career paths will be identified and discussed. Jan. 22, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Career Assessment and Communication Skills**—Each participant will do a self-assessment that matches their strengths and interests with the right career choices for further exploration. Also, fun practice on communication and active listening will occur. Jan. 29, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Resume and Cover Letter Writing Skills, Part I**—Participants will learn the purposes and parts of a resume with samples, then be provided assistance in crafting one. Final resumes will be sent to business experts for review and feedback to each participant. Feb. 5, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Professionalism and Self-Management Skills**—Workshop will help participants know what it means to be a professional at school or work and to identify professional behaviors in areas of interpersonal skills, self-management and conflict management. Feb. 12, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Networking and Online Professionalism**—Workshop includes professionalism in email, social networking as well as job fairs and elevator speeches to improve the chances of being hired. Feb. 19, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Work Ethic and Critical Thinking Skills**—This session includes useful information on ethics and accountability, comfort in difficult situations, critical thinking skills, money management, contract negotiations and more. Feb. 26, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Teamwork Skills**—This session addresses cooperation in increasingly diverse workplaces of the future. Issues of successful teams, good team members and balancing roles of individuals against teams will be covered. March 5, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Presentation Skills**—Discussed and demonstrated in this workshop will be the key elements of preparing and giving a presentation with confidence and impact. March 19, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Entrepreneurship Skills**—In this workshop, focus will be on ways to use entrepreneurship skills in school and the workforce and how to get started or grow as an entrepreneur. March 26, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Creative Thinking Skills**—Participants will learn how to work creatively with others through a range of creative, experiential and fun techniques. April 2, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Resume/Cover Letter Writing Skills, Part II**—This workshop is a follow-up to Part I where students will be presented with their proofed resumes and cover letters to be corrected in class. April 9, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building

**Interview Skills, Parts 1 and 2**—Participants will learn how to handle different types of interviews. Mock interviews with industry partners will be included. April 23, 3 to 4:30 p.m., Room 186 in the Larry McKeon Student Services Building
**SKILLS**

**COMPUTER SKILLS**

**Keyboarding**
Learn basic touch-typing skills with a focus on computer keyboarding. You will develop speed, efficiency, accuracy, and basic word-processing skills. Timed tests are required for accuracy and speed. Six sessions. Lab time included. Please bring a flash drive to class. Fee $69

60510 CE BSMT 0190 SA
11:00 AM-1:00 PM  Sat  L972  F. Murray  Spring I
Jan 18th to Mar 1st

60511 CE BSMT 0190 MB
12:45 PM-2:45 PM  T  L584  J. Yacovacci  Spring II
Mar 18th to Apr 29th - No class April 15.

**Computer Basics for Absolute Beginners**
Conquer your fear of computers in this beginner’s class. You'll learn how to boot up and shut down the computer, develop mouse skills, understand the use of media storage, files, folders, icons, software, Accessory programs, operating systems, and sizing and moving windows. You'll also create an e-mail account and learn how to use and search the internet. A USB thumb drive of any size is required. Prerequisite: Students who do not have keyboarding skills should take Keyboarding I before taking this class. Fee $129

60514 VOC TR 1111 SC
1:30 PM-3:30 PM  Sat  L972  J. Yacovacci  Spring I
Jan 18th to Mar 8th

60356 VOC TR 1111 SD
1:30 PM-3:30 PM  Sat  L972  J. Yacovacci  Spring II
Mar 22nd to May 10th - No class April 19.

**Microsoft Word 2010**
Expose yourself to this powerful word processing software through an exciting hands-on experience. Learn how to create, edit, and save documents; use the speller and thesaurus; construct tables and columns; prepare envelopes and labels; and choose fonts. Prerequisite: Completion of Computer Basics for Absolute Beginners or instructor approval required. Student should bring a flash drive to class. Fee $129

62015 CE BSMT 0193 WA
6:30 PM-8:30 PM  W  L584  C. Walls  Spring I
Jan 22nd to Feb 26th

60391 CE BSMT 0194 WB
6:30 PM-8:30 PM  W  L584  C. Walls  Spring II
Mar 19th to Apr 30th - No class April 16.

**Microsoft Excel 2010**
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. Prerequisite: Completion of Computer Basics for Absolute Beginners or instructor approval required. Student should bring a flash drive to class. Fee $129

60309 PER TR 1046 WC
8:45 AM-10:45 AM  W  L933  B. Parker  Spring I
Jan 15th to Mar 5th

60357 PER TR 1046 WD
8:45 AM-10:45 AM  W  L933  B. Parker  Spring II
Mar 12th to May 7th - No class April 16.

**Introduction to Computers for Seniors**
Seniors age 55 and older can become computer savvy through this 8-week course. Learn the basics of using a personal computer, including Microsoft Word and the Internet. Learn to compose letters and e-mail, to make calendars, flyers, and much more! Must be age 55 or older and a Chicago resident. Advance registration is required. Call the Chicago Department of Senior Services at 312-746-6523 to register. The class fee of $35 (check or money order) must be mailed to the Dept. of Family and Support Services, 1615 W. Chicago Ave., 3rd Floor, Chicago, IL 60622, attn Francine Miller. Payment must be received 2 days before the class start date. Class size is limited. Fee: $35

60358 PER TR 1237 RD
8:45 AM-10:45 AM  Th  L933  B. Parker  Spring II
Mar 13th to May 8th - No class April 17.

**Intermediate Computers for Seniors**
Continue learning in this intermediate course. Students should have completed the Introduction to Computers for Seniors course. Must be age 55 or older and a Chicago resident. Advance registration is required. Call the Chicago Department of Family and Support Services at 312-746-6523 to register. The class fee of $35 (check or money order) must be mailed to the Dept. of Family and Support Services, 1615 W. Chicago Ave., 3rd Floor, Chicago, IL 60622, attn Francine Miller. Payment must be received 2 days before the class start date. Class size is limited. Fee: $35
AHA CPR and First Aid

AHA Heartsaver CPR and First Aid
This course is designed to teach the skills of cardiopulmonary resuscitation (CPR), relief of foreign body airway obstruction, first aid, and Automated External Defibrillator (AED) to lay rescuers. You will learn critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives. On successful completion of the course, you will receive a course completion card issued through the American Heart Association. The required textbook is available at Beck's Bookstore. This class is appropriate for childcare providers. Fee $49

- 62827 PER TR 4976 SC1
  9:00 AM-2:00 PM Sat L956 M. Stamos Spring I Feb 1st
- 62830 PER TR 4976 SD
  9:00 AM-2:00 PM Sat L956 M. Stamos Spring II Apr 5th

AHA CPR for Healthcare Providers
This course designed for healthcare providers teaches cardiopulmonary resuscitation (CPR) and relief of foreign body airway obstruction for adults, children and infants. On successful completion of the course, you will receive a course completion card issued through the American Heart Association. The required textbook is available at Beck's Bookstore. You must register in advance. We cannot permit registrations the day of the class. Fee $49

- 62833 PER TR 6004 SC1
  9:00 AM-1:00 PM Sat L956 M. Stamos Spring I Mar 1st
- 62836 PER TR 6004 SC2
  9:00 AM-1:00 PM Sat L956 M. Stamos Spring II May 10th

TOEFL Preparation
The TOEFL® test is the most widely accepted English-language test in the world, and is accepted by more than 6000 colleges and universities. Prepare for the TOEFL® test in this extended class! You will study the main components of the exam, including Reading, Listening, Speaking, and Writing. Textbook is required. Fee $279

- 61949 PER TR 0913 WC
  6:00 PM-8:30 PM W 2420 M. Gleason Spring I Jan 15th to Apr 30th - No class March 26 and April 16.

Grammar Express
Take a nuts-and-bolts look at the essentials of grammar and punctuation in this fun, interactive class. Topics that will be included are subject-verb agreement, tenses, run-on and fragmented sentences, and punctuation rules. This course can help improve your test scores and writing skills. Fee $49

- PER TR 3422 MC
  12:30 PM-1:30 PM M L927 S. Hertzberg Spring I Feb 24th to Apr 7th

Watercolor Painting
Discover the unique qualities of watercolor painting through experimental exercises. Learn to really see color, gain a working understanding of color theory, and develop your own personal style. Fee $125

- 60311 PER TR 7003 SC
  9:00 AM-11:25 AM Sat 212 P. Otto Spring I Jan 18th to Mar 1st
- 60371 PER TR 7003 SD
  9:00 AM-11:25 AM Sat 212 P. Otto Spring II Mar 22nd to May 10th - No class April 19.
The People’s Law School

Free and open to the general public!

Harry S Truman College offers workshops in which distinguished attorneys explain in plain language how the legal system works and how it can help you. Workshops include Immigration, Social Security, Divorce, Domestic Violence, Bankruptcy, and Debt Collection. Workshops will be held at Harry S Truman College, 1145 W. Wilson, Chicago, IL 60640. To register, call 773-904-4440 or visit Room 1442 in the Main Building. All classes meet on Wednesdays, 6 to 7:30 p.m.

Traffic Accidents, January 29, Room L927
Tenant-Landlord Issues, February 19, Room L927
Immigration, March 26, Room L947
Domestic Violence, April 23, Room L947

---

HOME OWNERSHIP

The Road to Home Ownership
With home prices so low, it’s a buyer’s market. Find out how you can get your piece of the American Dream. This class is presented by North Side Community Federal Credit Union (NSCFCU), a HUD-certified non-profit institution. We will give you tips on improving credit, understanding your mortgage loan options, and what your home-buying team will do for you. Class is 8 hours and repeated monthly. Fee of $35 (check or money order) must be mailed to the NSCFCU, 1011 W Lawrence Ave., Chicago, IL 60640, Attn: Housing Workshops. Payment must be received 2 days before the class date. Scholarships may be available, call NSCFCU for details. Register with NSCFCU: 773-769-5800 ext 230 or workshops@northsidecu.org.

60333 PER TR 3439 SC1
10:00 AM-2:00 PM Sat
Jan 11th and Jan 25th

60334 PER TR 3439 SC2
10:00 AM-2:00 PM Sat
Feb 8th and Feb 22nd

60397 PER TR 3439 SC2
10:00 AM-2:00 PM Sat
Mar 15th and Mar. 29th

62850 PER TR 3439 SC2
10:00 AM-2:00 PM Sat
Apr 12th and Apr 26th

L915  C. Escovar  Spring I

---

LANGUAGES

Elementary Mandarin
Learn the four tones of Mandarin Chinese and everything else will fall in place. Learn this tonal language and how the way a word or syllable is pronounced changes its meaning. Fee $139

60515 PER TR 9052 WC
6:00 PM-8:30 PM  W  L925  J. Woo  Spring I
Jan 22nd to Feb 26th

Elementary Spanish
As the official language of Spain and 19 Latin American nations, Spanish is spoken as a first language by about 330 million persons and as a second language by perhaps another 50 million. It is the native language of over 17 million people in the United States. In this course, you will learn how to read, write, understand, pronounce, and speak Spanish from a native speaker. Fee $129

60516 VOC TR 7057 RC
6:30 PM-8:30 PM  Th  L925  TBA  Spring I
Jan 16th to Feb 20th

---

PHOTOGRAPHY

Basic Darkroom Photography
Take your love of photography to the next level by learning basic black and white darkroom skills and how to "see photographically." You will learn to process film, make photograms, make contact prints and enlargements. The course also covers mounting, touch-up, contrast filters, and darkroom craft. Advanced students may also enroll for additional darkroom time to complete projects. Lab hours are from 6 to 8 p.m. Prerequisite: You must be familiar with and have access to a working 35-mm camera (not disposable) with manual exposure controls. Fee $119

60315 PER TR 7055 WC
7:00 PM-10:00 PM  W  3928  J. Wessels  Spring I
Jan 15th to Feb 26th

DON'T LET A GREAT CLASS GET CANCELLED! Sometimes we are forced to cancel classes due to low enrollment before the scheduled class day. Please contact us 5 days before a class start date to register to guarantee your class will run and you will have a space reserved.

---

SCHEDULE SUBJECT TO CHANGE WITHOUT NOTICE
**Advanced Darkroom Photography**
Refine and expand your photography and darkroom craft by learning classical printing, handcoloring, toning, and portfolio building. Alternative processes such as solarization, black and white infrared film, liquid emulsion, or Polaroid transfers may be included in alternating terms. Intermediate students work on special assignments. Advanced students work on individual projects with assistance from the instructor. Lab hours are from 6 to 7 p.m. This course is for intermediate and advanced students only. Prerequisite: Completion of Basic Darkroom Photography or instructor approval is required. You must be familiar with and have access to a working 35-mm camera (not disposable) with manual exposure controls. Fee $119
60372 PER TR 7053 WD
7:00 PM-10:00 PM W 3928 J. Wessels Spring II
Mar 19th to May 7th - No class April 16.

**Beginning Photography: Digital and 35mm**
Learn the principles of photography with your digital or traditional 35mm camera. You can learn how to use a camera or you can refresh your knowledge of photography. You will learn about lens apertures, shutter speeds, light meter, film or ISO speeds, white balance, histograms, lenses, flash, composition, depth-of-field, digital storage cards, and much more. You will also learn to create great images using techniques like panning, painting with light, night photography, flash photography and others. Prerequisite: Bring either a working 35mm or digital camera with manual exposure controls. Check the batteries. It is very important not to miss the first class! Fee $119
60313 PER TR 7050 SC
9:00 AM-11:00 AM Sat L951 I. Alvarez Spring I
Jan 18th to Mar 1st
60376 PER TR 7050 SD
9:00 AM-11:00 AM Sat L951 I. Alvarez Spring II
Mar 22nd to May 10th - No class April 19.

**Intermediate Photography: Digital and 35mm**
Expand your photography skills in this continuation course for students who have already taken Beginning Photography and are comfortable with their cameras. You will learn all the advanced settings on the camera as well as the principals of studio lighting that will help you create great portraits at home using inexpensive equipment or a couple of external flashes. You will learn how to create portraits with impact, shoot sports, fashion, or product photography, and much, much more. We will shoot almost every week in class so you can get familiar with professional equipment. Ignacio Alvarez has been a commercial photographer since 1985 and managed Custom Images Photography for 26 years. Prerequisite: Successful completion of Beginning Photography and a 35mm digital or film camera with a working flash. Fee $119
60314 PER TR 7054 SC
11:30 AM-1:30 PM Sat L951 I. Alvarez Spring I
Jan 18th to Mar 1st
60377 PER TR 7054 SD
11:30 AM-1:30 PM Sat L951 I. Alvarez Spring II
Mar 22nd to May 10th - No class April 19.

**RECREATION**

**DANCE**

**Stepping Techniques**
Be a Stepper! Learn this smooth, popular improvisational form of partner dancing. The dance form evolved from the early Lindy Hop and Jitterbug Eras in the 1930s and 1940s, and can be traced back to the ritualistic dances in African culture. Steppin’ has a basic “six-count” beat. Individual style and flair are key in the definition and understanding of this form of dance that’s sweeping Chicago on all sides of town! The instructor has been dancing professionally since 1992 and has been a finalist in the World’s Largest Steppers’ Contest. Students should wear comfortable clothing and the type of shoes you would wear for a night out dancing. Fee $65
62028 PER TR 7067 FC
5:00 PM-6:30 PM F 1580 D. Williams Spring I
Jan 24th to Feb 21st

**FITNESS**

**Run/Walk Your Way to a 5K**
Join our beginning level class designed to introduce you to the joys of running! Get in shape while running your first 5K (3.1 mi). Why wait? Get started now! The first class consists of a required orientation and meets at the Truman College campus. Remaining classes will be held at Foster Beach, 5200 N. Lake Shore Drive. Fee $159
60517 PER TR 9085 SC
7:00 AM-8:00 AM Sat F. Franklin Spring II
Mar 22 (required orientation) meets at the Truman College main building, 7 to 8 a.m.
Mar 29th to May 17th sessions will meet at Foster Beach, 5200 N. Lake Shore Drive (Edgewater).
### HOW TO REGISTER FOR CONTINUING EDUCATION

**Walk-In**—Visit the Continuing Education office, Room 1442 in the Main Building. Registration hours are 10 a.m. to 7 p.m. Monday through Thursday; 10 a.m. to 4 p.m. Friday; and 9 a.m. to 1:30 p.m. Saturday. You may pay with check, cash, money order, or credit card at the Business Office in the Larry McKeon Student Services Building. (Cash or check payments not available on Saturday.)

**Online Registration**—Register and pay online through My.ccc.edu using the following instructions. Note—New students must register in person. Online registration is only available for returning students.

A note about fee payments… You are responsible for all class fees unless you officially withdraw before classes begin. If payment is not received, you will not be automatically dropped and you will be responsible for the fees, even if you did not attend the class.

---

### MY.CCC.EDU online registration (for returning students only)

#### 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 Acknowledgement** 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 Nbr 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 in the Larry McKeon Student Services Building.

#### 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 Billing Address of the credit card (the address at which you receive your bill), enter the correct Billing Address (required). Enter your telephone number (required).
8. Click **Next**. You will be able to review this information on the next screen, before your credit card is charged.
9. Verify that the information on this page is accurate. Your credit card will be charged when you click **Submit**.
10. To Edit this information, scroll down and click **Return to Payment Information.”**
11. To make the payment, click **Submit**.
12. If your payment was successful, this page will display a Reference Number. You may want to print this page for your records.