### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>How to Register</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>23</td>
</tr>
</tbody>
</table>

### COLLEGE TO CAREERS

| Basic Nursing Assistant (BNA)           | 4 |
| EKG Technician                         | 5 |
| Home-Based Childcare                   | 5 |
| Paralegal                              | 6-7 |
| Pharmacy Technician                    | 7 |
| Phlebotomy Technician                  | 7 |
| Real Estate Brokerage                  | 8 |

### SPECIAL INTEREST

#### BUSINESS

| Bookkeeping                           | 9 |
| Cosmetology CEUs                      | 9 |
| Food Service Sanitation               | 10 |
| Patient Care Technician               | 10 |
| Project Management                    | 11 |
| Federal Income Tax Return Preparation | 11 |

#### TECHNOLOGY

| CompTIA A+                             | 12 |
| Web Design                             | 13 |

#### SKILLS

| Career Planning Workshops              | 14-15 |
| Computer Skills                        | 16 |
| CPR and First Aid                      | 17 |

### PERSONAL ENRICHMENT

| Academic Preparation                   | 18 |
| Arts and Crafts                        | 18 |
| Dance                                  | 18 |
| Fitness                                | 18 |
| Home Ownership                         | 19 |
| Languages                              | 20 |
| Photography                            | 21 |

### 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.

**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.

### OFFICE HOURS

- **Monday** 9 a.m. to 5 p.m.
- **Tuesday** 9 a.m. to 5 p.m.
- **Wednesday** 9 a.m. to 5 p.m.
- **Thursday** 9 a.m. to 6 p.m.
- **Friday** 9 a.m. to 1 p.m.

Closed Saturday and Sunday

Contact us at 773-907-4440 or Room 1442 (Main Building)
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.

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 still 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

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.

All tuition, fees and charges are payable at registration. Payment may be made by cash, money order, check, Visa, MasterCard, or American Express.

E-CASHIER PAYMENT SYSTEM
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.
• Log on to my.ccc.edu with your student username and password.

HARRY S TRUMAN COLLEGE
1145 West Wilson Avenue
Chicago, IL 60640

The main entrance is half a block west of the intersection of Wilson and Broadway and the Wilson Red Line El stop.

Parking is available in the parking facility accessible just west of the main building off Wilson Ave. Enter at Wilson and Racine.
HOW TO REGISTER FOR CONTINUING EDUCATION

Walk-In—Visit the Continuing Education office, Room 1442 in the Main Building. Registration hours are 9 a.m. to 5 p.m. Monday through Wednesday; 9 a.m. to 6 p.m. Thursday; and 9 a.m. to 1 p.m. Friday. You may pay with check, cash, money order, or credit card at the Business Office in the Larry McKeon Student Services Building.

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 still 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.
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.
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.
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>Howard Area Community Center</td>
<td>773-262-3515</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, Theory, and Clinical. Orientation/CPR Training is mandatory for all students taking the B.N.A. program. Theory 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.

<table>
<thead>
<tr>
<th>Day Class</th>
<th>Clinical: (Select One Session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/CPR: Wednesday, September 3, 9:00am – 4:00pm, (L956) **</td>
<td>Monday, Wednesday &amp; Friday 7:00am - 3:30pm October 27 – November 14</td>
</tr>
<tr>
<td>Lecture/Lab: Monday, Wednesday &amp; Friday 9:00am – 4:00pm, September 8 – October 24</td>
<td>Monday, Tuesday, Wednesday 5:30pm – 9:30pm &amp; Saturday 7:00am – 3:30pm October 27 – November 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evening Class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation: Tuesday, September 2, 6:00pm – 8:00pm, (L956) **</td>
<td>Friday, Saturday and Sunday 7:00am - 3:30pm October 26 – November 16</td>
</tr>
<tr>
<td>CPR: Wednesday, September 3, 5:30pm – 9:30m **</td>
<td></td>
</tr>
<tr>
<td>Lecture/Lab: Monday, Tuesday, Wednesday, 5:30pm – 9:30pm &amp; Saturday 8:00am – 3:30pm September 6 – October 25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weekend Class</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/CPR: Saturday, August 30, 9:00am – 4:00pm, (L956) **</td>
<td>Sundays, 7:00am -3:30pm October 19 – December 14</td>
</tr>
<tr>
<td>Lecture/Lab: Saturday, September 6 – December 13, 8:00am – 4:30pm</td>
<td></td>
</tr>
</tbody>
</table>

**Orientation/CPR is Mandatory**
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 national exam administered through NCCT. 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 national certification exam. Fee $699

Building Your Home-Based Childcare Business
Explore your dream of creating a home-based childcare business in this certificate course. This series will provide the tools you need to launch and sustain a childcare business. You’ll follow a step-by-step process to develop a business and marketing plan, policies and procedures document, and a parent handbook. You’ll also gain a sound understanding of business financials. The required book is not included in the course fee. Fee $149

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA).

Some of our programs have limited seating and fill up quickly so don’t delay in registering:
• EKG Technician
• Basic Nursing Assistant
• Pharmacy Technician
• Web and Print Design
• Phlebotomy Technician

Need Books?
All books may be purchased online at ccc.textbookx.com.
See Page 23 for more information.
College to Careers

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. Come to this one-day seminar to learn about career opportunities for paralegals, and about Harry S Truman College’s paralegal training program. Fee: $29
39683 CE BSMT 0255 RC
6:30 PM-8:30 PM  Th  L925  T. Wendt  Fall I
Aug 28th

Estates, Wills, and Trusts
Many legal assistants are now working in the probate area. You’ll learn the essential requirements of drafting wills and trusts, the tax laws that govern this area, the procedures involved in the administration of an estate, and the responsibilities delegated to paralegals in this specialty area.
Fee: $129
39636 CE BSMT 0246 SA
9:00 AM-12:00 PM  Sat  L927  S. Baker  Fall I
Sep 6th to Oct 18th

Business Law
Examine how various areas of law including constitutional law, criminal, tort law, contracts, and property law impact the creation, structure, and operation of businesses. You will learn statutes that govern business firms, the features and benefits of different types of business organizations, and the legal aspects of various business transactions. You will also learn practical tips for paralegal practice.
Fee: $129
39642 CE BSMT 0249 MA
6:15 PM-9:15 PM  Th  L927  T. Wendt  Fall I
Sep 4th to Oct 16th

Contracts
Contracts are part of almost every attorney’s practice. Learn how to analyze contracts, the laws that apply to contracts, what it takes to form a contract, how contracts can be enforced, remedies for breach of contract, and how to draft contracts. A textbook is required.
Fee: $129
39646 CE BSMT 0250 SA
12:00 PM-3:00 PM  Sat  L951  F. Muscadin  Fall I
Sep 6th to Oct 18th
Family Law
Learn about the laws and procedures of the broad area of family law, which includes divorce, separation, and annulment; adoption and paternity; support and visitation; and juvenile proceedings. You will learn how to interview clients, prepare pleadings, and research cases in this area. A textbook is required.
Fee: $129
39644  CE BSMT 0252 RA
6:15 PM-9:15 PM  Th  L925  T. Wendt  Fall II
Oct. 23rd to Dec 11th – No class Nov. 27

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
39647  CE BSMT 0253  TB
6:15 PM-9:15 PM  Tues  L925  F. Muscadin  Fall II
Oct 21st to Dec. 2nd

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
39648  CE BSMT 0247 SB
9:00 AM-12:00 PM  Sat  L927  S. Baker  Fall II
Oct 25th to Dec. 13th – No class Nov. 29.

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-12:30 PM  Sat  L836  K. Simpson
Sep 6th to Dec 13th - No class Sept. 27, Nov. 1, and Nov. 29.
39749  CE HLTH 0171 SC
39751  CE HLTH 0172 SC
39761  CE HLTH 0173 SC

Thursday classes
5:30 PM-9:30 PM  Th  2420  C. Little
Sep 4th to Nov. 20th - No class Nov. 27th
39750  CE HLTH 0171 TRC
39752  CE HLTH 0172 TRC
39763  CE HLTH 0171 TRC

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
39288 CE HLTH 0102 MTR
5:00 PM-8:30 PM  MTTh  L971  A. Meeters  Fall I
Aug 25th to Oct 28th

Some of our programs have limited seating and fill up quickly so don't delay in registering:
• EKG Technician
• Basic Nursing Assistant
• Pharmacy Technician
• Web and Print Design
• Phlebotomy Technician

FOR MORE INFORMATION, CALL (773) 907-4440
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. COMPASS placement test is required for admission or successful completion of English 100 and Math 98. Required books are not included in the course fee. Fee: $399

39376 VOC TR 4062 SC
8:30 AM - 4:00 PM Sat L915  J. Bernbom Fall I
Sep 6th to Nov 8th

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
39404 VOC TR 4077 SD
8:30 AM – 4:00 PM Sat L915  J. Bernbom Fall II
Nov 15th to Nov 22nd

Need Books?
All books may be purchased online at ccc.textbookx.com.
See Page 23 for more information.
### 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, preparing the financial statements, and calculating the cost of goods sold. Fee $129  
39271  VOC TR 1118 SC  
9:00 AM-11:30 AM Sat  L967  G. Crouse  Fall I  
Sep 6th to Oct 14th

#### 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. Successful completion of Fundamentals of Bookkeeping is required. Fee $129  
39273  VOC TR 1149 SD  
9:00 AM-11:30 AM Sat  L967  G. Crouse  Fall II  
Oct 25th to Dec 13th - No class Nov. 29

#### QuickBooks Pro 2012
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. Fee $219  
39274  VOC TR 1053 SD  
12:00 PM-2:30 PM Sat  L584  G. Crouse  Fall II  
Oct 25th to Dec. 13th - No class Nov. 29

### Cosmetology

#### Cosmetology CEU License Renewal: Customer Relationship Management (7 hours)
Obtain your 7 or 14 cosmetology CEU hours required by the Illinois Department of Professional Regulation. Each session fulfills 7 hours of CEU credit. Learn the keys to attracting engaged and enthusiastic customers. Offer customers compelling reasons and e-value (emotional value) to distinguish yourself from competitors and exceed their expectations. Fee $89  
39861  VOC TR 3009 MC  
10:30 AM-5:00 PM  M  3426  M. Lavin  Fall I  
Aug 25th

39313  VOC TR 3009 MC1  
10:30 AM-5:00 PM  M  3426  M. Lavin  Fall I  
Sep 15th

39314  VOC TR 3009 MC1  
10:30 AM-5:00 PM  M  3426  M. Lavin  Fall I  
Sep 22nd

### Looking for a job?
Stand out from the crowd as you start your job search with our career planning courses. These courses are free, but registration is required. See Pages 14 and 15 for more information.
FOOD SERVICE SANITATION

Food Service Sanitation:
First-Time Certification and Recertification
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. National Restaurant Association ServSafe Training and certification is appropriate for anyone seeking first-time certification or license renewal.

Note—Both first-time and recertification students will attend the same class. Students must attend both days.

First-Time Certification students
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 must be purchased before the first class meeting (ServSafe Manager, 6th Edition, ISBN 978-0135107430). You must attend both sessions to fulfill requirements for certification. The exam will be administered at the end of the second session.

Recertification students
This class is also for managers or supervisors in food service who need to recertify their Food Service Sanitation certificate. A $35 fee (money order or check) is payable to the Chicago Department of Public Health for renewal certification. Your license must be renewable to receive recertification. Bring your license to the first day of class. Also bring the following to class: $35 money order (for Chicago recertification fee), picture ID, original certifications (city and/or state), note pad and pencil.

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
39732 VOC TR 1355 MC
1:00 PM-6:00 PM M L947 C. Muhammed
Sep 22nd to Sep 29th

39732 VOC TR 1355 MC
1:00 PM-6:00 PM M L947 C. Muhammed
Nov. 10th to Nov. 17th

PATIENT CARE TECHNICIAN

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
39377 VOC TR 8990 TRD
5:30 PM-9:30 PM TTh L972/3975 A. Meeters/N. Khan
Nov 4th to Dec 9th Fall II

No class Nov. 27. This class meets twice per week.

Need Books?

All books may be purchased online at ccc.textbookx.com.

See Page 23 for more information.
Project Management Certification Prep

Don’t put off your Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)® certification any longer! Now is the perfect time to prepare for your certification exam at Truman College.

Our exam preparation series 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).

Courses to be offered Spring 2015.

Federal Income Tax Return Preparation

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
39407 VOC TR 8100 TRC
6:30 PM-8:45 PM Mon/Thurs 1925 O. Owen Fall I
Aug 25th to Oct 16th

Advanced Tax Preparation
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
39410 VOC TR 8101 TRD
6:00 PM – 8:00 PM Tues/Thurs L951 M. Mathews Fall II
Oct. 21st to Dec. 11th – No class Nov. 27
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
39312 VOC TR 1061 RC 6:00 PM - 9:30 PM Th 1959 TBA Aug 28th to Sept 18th

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
39398 VOC TR 1062 RD Class meets Thurs & Sat., two days per week 6:00 PM – 9:30 PM Th 1959 9:00 AM – 12:00 PM Sat 1959 TBA Fall I Sep 25th to Oct 30th

PC Operating Systems
Students will learn networking, communication protocols, Internet access and troubleshooting. In class hands-on exercises, students install Windows operating systems, manage Windows devices, use utilities, perform backups, manage system files, configure networks, configure Internet access, and troubleshoot operating system errors. Fee: $899
39400 VOC TR 9205 RD Class meets Thurs & Sat., two days per week 6:00 PM – 9:30 PM Th 1959 9:00 AM – 12:00 PM Sat 1959 TBA Fall II Nov 1st to Dec 13th - No class Nov 27 and 29

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

Special Interest

Need Books?
All books may be purchased online at ccc.textbookx.com.
See Page 23 for more information.
Web Design

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 professionals 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.

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 Spring 2015)

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
39423 VOC TR 9209 TRC
6:30 PM-9:30 PM TTh 3909 Y. Chien Fall I
Sep 2nd to Oct 15th

Web Design II
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
39425 VOC TR 9207 TRC
6:30 PM-9:30 PM TTh 3909 Y. Chien Fall II
Oct 21 to Dec. 9 - No class Nov 27
Want to stand out from the crowd?

The Career Planning and Placement Center offers a series of workshops to help you become more marketable!

- Career Goals
- Career Management Skills
- Career Assessment and Communication Skills
- Resume and Cover Letter Writing Skills
- Professionalism and Self Management Skills
- Networking and Online Professionalism
- Work Ethic and Critical Thinking Skills
- Teamwork Skills
- Presentation Skills
- Entrepreneurship Skills
- Creative Thinking Skills
- Interview Skills, Part I and II

Visit us at

Larry McKeon Student Services Building, Room 162

Hours: Monday-Friday 9am-5pm
Phone: 773-907-4069
Special Interest

Career Planning and Placement Center Workshops
Workshops are free and open to all!

Career Management Skills
Identify and discuss top growth industries and job sectors as you discover potential career paths.

Career Assessment and Communication Skills
Perform a self-assessment that matches your strengths and interests with the right career choices.

Resume and Cover Letter Writing Skills
Craft a winning resume and cover letter. Final resumes will be sent to business experts for review and feedback to each participant.

Professionalism and Self-Management Skills
Develop professional behaviors in interpersonal skills, self-management, and conflict management.

Networking and Online Professionalism
Become more professional in email and social networking communications.

Work Ethic and Critical Thinking Skills
Learn about ethics and accountability and developing critical thinking skills.

Teamwork Skills
Cooperation is important in increasingly diverse workplaces. Learn how to build successful teams, be a good team member, and balance the roles of individuals within teams.

Presentation Skills
Explore the key elements of preparing and giving a presentation with confidence and impact.

Entrepreneurship Skills
Use entrepreneurship skills in school and the workforce and learn how to get started or grow as an entrepreneur.

Creative Thinking Skills
Work creatively with others through a range of creative, experiential and fun techniques.

Visit us at
Larry McKeon Student Services Building, Room 162
Monday-Friday 9 a.m. to 5 p.m.
773-907-4069

FOR MORE INFORMATION, CALL (773) 907-4440
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
39440 CE BSMT 0190 TA
12:45 PM-2:45 PM Mon L972 J. Yacovacci Fall I
Sep 8th to Oct 13th
39443 CE BSMT 0190 SB
11:00 AM-1:00 PM Sat L972 F. Murray Fall II
Oct 25th to Dec 6th - No class Nov 29.

**Introduction to Computers 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
39468 VOC TR 1111 SC
1:30 PM-3:30 PM Sat L972 J. Yacovacci Fall I
Sep 6th to Oct. 18th
39470 VOC TR 1111 SD
1:30 PM-3:30 PM Sat L972 J. Yacovacci Fall II
Oct 25th to Dec 13th - No class Nov 29.

**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.
Fee $129
39476 CE BSMT 0194 WA
6:30 PM-8:30 PM W L584 C. Walls Fall I
Sep 10th to Oct 15th
39478 PER TR 1046 WC
8:45 AM-10:45 AM W L584 DFSS Fall I
Aug 27th to Oct 15th
39734 PER TR 1046 WD
8:45 AM-10:45 AM W L584 DFSS Fall II
Oct 22nd to Dec. 10th

**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
39474 CE BSMT 0193 WB
6:30 PM-8:30 PM W L584 C. Walls Fall II
Oct 29th to Dec. 3rd

**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
39477 PER TR 1046 RC
8:45 AM-10:45 AM Th L584 DFSS Fall I
Aug 28th to Oct 16th
39479  PER TR 1237 RC
8:45 AM-10:45 AM Th L584 DFSS Fall II
Oct 23rd to Dec. 11 - No class Nov 27

**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
39477 PER TR 1046 WC
8:45 AM-10:45 AM W L584 DFSS Fall I
Aug 27th to Oct 15th
39734 PER TR 1046 WD
8:45 AM-10:45 AM W L584 DFSS Fall II
Oct 22nd to Dec. 10th

**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
39477 PER TR 1046 WC
8:45 AM-10:45 AM W L584 DFSS Fall I
Aug 27th to Oct 15th
39734 PER TR 1046 WD
8:45 AM-10:45 AM W L584 DFSS Fall II
Oct 22nd to Dec. 10th
## 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. This class is appropriate for childcare providers. Fee $49

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>39486 PER TR 4976 SC1</td>
<td>9:00 AM</td>
<td>2:00 PM</td>
<td>Sat</td>
<td>L956</td>
<td>M. Stamos</td>
</tr>
<tr>
<td>39488 PER TR 4976 SC2</td>
<td>9:00 AM</td>
<td>2:00 PM</td>
<td>Sat</td>
<td>L956</td>
<td>M. Stamos</td>
</tr>
</tbody>
</table>

### 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. You must register in advance. We cannot permit registrations the day of the class. Fee $49

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>39502 VOC TR 6004 RC</td>
<td>9:00 AM</td>
<td>2:00 PM</td>
<td>Sat</td>
<td>L956</td>
<td>M. Stamos</td>
</tr>
<tr>
<td>39506 VOC TR 6004 SD</td>
<td>9:00 AM</td>
<td>2:00 PM</td>
<td>Sat</td>
<td>L956</td>
<td>M. Stamos</td>
</tr>
<tr>
<td>39508 VOC TR 6004 SD2</td>
<td>9:00 AM</td>
<td>2:00 PM</td>
<td>Sat</td>
<td>L956</td>
<td>M. Stamos</td>
</tr>
</tbody>
</table>

### Need Books?
All books may be purchased online at ccc.textbookx.com.

See Page 23 for more information.
Personal Enrichment

ACADEMIC PREPARATION

**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
39566 PER TR 3422 MD
12:30 PM-1:30 PM M 1106 S. Hertzberg Fall I
Sep 22nd to Nov 3rd

**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
39480 PER TR 0913 WC
6:00 PM-8:30 PM W 1104 M. Gleason Fall I
Sep 3rd to Dec 10th - No class Nov 26

ARTS AND CRAFTS

**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
39483 PER TR 7003 SC
9:00 AM-11:25 AM Sat 212 P. Otto Fall I
Sep 6th to Oct 18th
39484 PER TR 7003 SD
9:00 AM-11:25 AM Sat 212 P. Otto Fall II
Oct 25th to Dec 13th - No class Nov 29th

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
39567 PER TR 9085 SC
7:00 AM-8:00 AM Sat F. Franklin Fall I
Sep 6th to Oct 25th

Note—The Sept. 6 required orientation session meets at the Truman College main building, 7 to 8 a.m. The Sept. 13 to Oct. 25 sessions meet at Foster Beach, 5200 N. Lake shore Drive (Edgewater).

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. Prerequisites: Students should wear comfortable clothing and the type of shoes you would wear for a night out dancing. Fee $65
39860 PER TR 7067 FC
5:00 PM-6:30 PM Fri 1580 D. Williams Fall I
Sep 5th to Oct 17th

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.
**Personal Enrichment**

**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.

$35 early registration/$40 at the door. Scholarships may be available, call NSCFCU for details.

Register with NSCFCU: 773-769-5800 ext 230 or workshops@northsidecu.org.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 13th</td>
<td>10:00 AM-2:00 PM</td>
<td>L925</td>
<td>C. Escovar</td>
<td>Fall I</td>
</tr>
<tr>
<td>Sep 27th</td>
<td>10:00 AM-2:00 PM</td>
<td>L925</td>
<td>C. Escovar</td>
<td>Fall I</td>
</tr>
<tr>
<td>Oct 11th</td>
<td>10:00 AM-2:00 PM</td>
<td>L925</td>
<td>C. Escovar</td>
<td>Fall I</td>
</tr>
<tr>
<td>Oct 25th</td>
<td>10:00 AM-2:00 PM</td>
<td>L925</td>
<td>C. Escovar</td>
<td>Fall I</td>
</tr>
<tr>
<td>Nov 8th</td>
<td>10:00 AM-2:00 PM</td>
<td>L925</td>
<td>C. Escovar</td>
<td>Fall II</td>
</tr>
<tr>
<td>Nov 22nd</td>
<td>10:00 AM-2:00 PM</td>
<td>L925</td>
<td>C. Escovar</td>
<td>Fall II</td>
</tr>
<tr>
<td>Dec 13th</td>
<td>10:00 AM-2:00 PM</td>
<td>L925</td>
<td>C. Escovar</td>
<td>Fall II</td>
</tr>
</tbody>
</table>
Are you a fan of K-Pop, K-Drama, K-Movies, and K-Food?

Now you have an opportunity to learn how to read and say simple phrases in Korean.

Enroll in Elementary Korean!

Looking for a job?

Stand out from the crowd as you start your job search with our career planning courses. These courses are free, but registration is required. See Pages 14 and 15 for more information.

Beginning Korean
Chicago has a large Korean community that is steeped in tradition and culture. Expand your horizons as you learn to pronounce, read, write and speak Korean from a native speaker. You will also learn about Korean culture. Fee $139
39736 PER TR 2501 TD
6:00 PM-8:00 PM Tue L915 TBA Fall II
Oct 14th to Nov 18th

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 $139
39574 PER TR 7057 RC
6:30 PM-8:30 PM Th L915 TBA Fall I
Sep 4th to Oct 9th
39549 PER TR 7057 RC
6:30 PM-8:30 PM Th L915 TBA Fall II
Oct 30th to Dec. 11th - No class Nov. 27
**Personal Enrichment**

### PHOTOGRAPHY

#### 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. The instructor, Ignacio Alvarez, has been a commercial photographer since 1985 and managed Custom Images Photography for 26 years. He has been the instructor for this and other classes since 1994. Prerequisites: 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

39560 PER TR 7050 SC
9:00 AM-11:00 AM Sat L951 I. Alvarez Fall I
Sep 6th to Oct 18th

39561 PER TR 7050 SD
9:00 AM-11:00 AM Sat L951 I. Alvarez Fall II
Oct 25th to Dec 13th - No class Nov 29.

#### 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. He has been the instructor for this and other classes since 1994. Fee $119

39562 PER TR 7054 SD
11:30 AM-1:30 PM Sat L951 I. Alvarez Fall II
Oct 25th to Dec 13th - No class Nov 29.

#### Photoshop for Photographers
Photoshop has replaced the darkroom for correcting photographs; corrections that used to be made with chemicals in a darkroom can now be made at your computer! You will learn how to shoot all your photos in RAW format and how to edit images with a few clicks of the mouse. You will also learn how to correct exposure, color, saturation, contrast, sharpness, clarity, layers, and much more. Fee $199

39563 PER TR 4974 TC
7:00 PM-9:00 PM Tues 1959 I. Alvarez Fall I
Sep 2nd to Oct 14th

#### 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 photographs, 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 7 p.m. Prerequisites: You must be familiar with and have access to a working 35-mm camera (not disposable) with manual exposure controls. If you are not familiar with using a 35-mm camera, the Beginning Photography course is highly recommended. Fee $119

39564 PER TR 7055 WC
7:00 PM-10:00 PM Wed 3928 I. Alvarez Fall I
Sep 3rd to Oct 15th

#### 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. Prerequisites: Completion of Basic Darkroom Photography or instructor approval is required. You must be familiar with and have access to a working 3953-mm camera (not disposable) with manual exposure controls. Fee $119

39565 PER TR 7053 WD
7:00 PM-10:00 PM Wed 3928 I. Alvarez Fall II
Oct 22nd to Dec 3rd

FOR MORE INFORMATION, CALL (773) 907-4440
The NEW CCC Online Bookstore

You asked for more affordable course materials, and we listened. The goal of our partnership with Akademos/Textbookx is to deliver course materials to you at a reasonable price and in a timely manner.

When you log in with your CCC username and password, you will see a list of the courses you are registered for and the books you will need for those courses. You can choose from new, used, rental, and eBook options to find the best format and price for you. You can also shop the Marketplace, a platform similar to other major online stores.

Go to the CCC Online Bookstore and log in with your CCC username and password: ccc.textbookx.com

Note—If you do not know your CCC username and password, go to my.ccc.edu and click the Retrieve Username link. You will need your City Colleges ID number to retrieve your username and set up a password. You will then use this username and password to log in to the bookstore site.

When buying your books online, remember:
1. Log in with your My.CCC.edu username and password. Your courses and required materials will be listed for you.
2. SHOP EARLY! Get the best selection and pricing and allow for delivery time.
3. Your books may come in separate shipments.

Paying with Cash
If you do not have a debit or credit card, you are still able to purchase your books at the CCC Online Bookstore. Simply add money to your account with cash at the Business Office, Room 106 in the Larry McKeon Student Services Building.
Office Hours

Monday 9 a.m. to 5 p.m.
Tuesday 9 a.m. to 5 p.m.
Wednesday 9 a.m. to 5 p.m.
Thursday 9 a.m. to 6 p.m.
Friday 9 a.m. to 1 p.m.

Closed Saturday and Sunday

Contact us at 773-907-4440 or Room 1442 (Main Building)

Important Dates

Fall I term begins Aug. 25
Labor Day holiday Aug. 30 -- Sept. 1
Fall II term begins Oct. 20
Thanksgiving Nov. 27 to 30
End of term Dec. 13

Need Books?

All books may be purchased online at ccc.textbookx.com.
See Page 23 for more information.

Resources for Success

ESL/GED classes
Adult Education, Room 2424, Main Building
773-907-4350

Tutoring Center
Room 177, McKeon Student Services Building
773-907-4785

Cosgrove Library
Lower Level, Main Building
773-907-4865

Testing Center (placement tests)
Room 136, McKeon Student Services Building
773-907-4889

Academic advising
Room 118, McKeon Student Services Building
773-907-4440

Disability Access Center
Room 1435, Main Building
773-907-4725

Security
Room 1440, Main Building
773-907-4800

Wellness Center
Room 1936, Main Building
773-907-4045