Welcome to our summer catalog with an outstanding line-up of programs from May through August. Summer marks the opportunity for a new beginning to have you and your family joins us on the journey of lifelong learning. Daley College and Community Education offer innovative opportunities that model educational excellence. It gives me great pleasure to welcome new and returning students to Daley College and Arturo Velasquez Institute’s Department of Continuing Education. Many students have previously taken courses with over the past years, and this is the highest praise that can be given to the faculty and staff.

With Daley College, Department of Continuing Education as your community’s educational partner, training can be maximized with high-quality, high-value programs that meet specific professional and personal goals and needs. Our mission is not merely to meet expectations but to exceed them.

The Community Education staff is a hardworking team dedicated to meeting your needs. We are always striving to provide you with the best customer service possible. We value your feedback and ideas.
The Workforce Investment Act (WIA) program receives funds from the United States Department of Labor to partner with agencies in order to provide vocational training and support services to students who are eligible for sponsorship. **Mission Statement:** To provide a wide range of opportunities that will improve the self-sufficiency skills of low-income students and enhance their ability for long term employment.

WIA vouchers run anywhere from $5,000 to $8,000, depending on the career program you want to pursue. That money covers not only the cost of your classes, but books too! To apply for a WIA voucher, you need to go to the Southwest Workforce Development Center (Building 100) at the Daley Campus or call 773-884-7000 for more information.

**Students may be eligible for sponsorship if they are:**
- Unemployed due to plant closure
- Unemployed
- Under-employed
- Economically disadvantaged

**Certificate Programs at Daley College and AVI**

**Medical Billing and Coding Certification at AVI**

The Medical Billing and Coding program is a 210-hour program that is ICCB and WIA approved. The courses listed below must be successfully completed to obtain certification. Books are required to be purchased prior to the first class.

The Medical Billing and Coding career field is for someone who wants to work in health care, but would prefer to work in more of an administrative role instead of with patients. Medical Billing and Medical Coding are actually two distinct jobs, so we’ll discuss each separately.

Medical Billers are really responsible for making sure everyone is being billed correctly. Some of this involves talking with patients and/or health insurance companies on a regular basis to make sure all invoices are paid in a timely fashion. Medical Coders on the other hand, really don’t have too much interaction with insurance companies and patients. This job is perfect for someone who would prefer to spend time analyzing and coding data. Every duty performed in a medical office has a particular code assigned to it, and it needs to be coded properly in order for proper billing. The Medical Coder and Biller often work together to make sure all invoices are paid properly.

<table>
<thead>
<tr>
<th>Computer Concepts in Healthcare 170-WST</th>
<th>Medical Terminology 153-WST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 37503</td>
<td>Fall 37504</td>
</tr>
</tbody>
</table>
Anatomy and Physiology  
154-WST  

Fall 37505  
Sec NAV3  M/W  Dates: 5/21 to 08/27  7:35-9:35p  1213  Cross $420

Medical Billing/Coding  
104-WST  
105-WST  
106-WST
155 WST  

Fall 37506 / 37507  
Fall 37508 / 37509  
Sec NAV3  T/R  Dates: 5/22 to 08/27  5:30-9:30p  1213  Cross $1575

Patient Care Technician at Daley College  

PCT Training -0517-CER  

13065  
Sec S1  S  Dates: 06/23 to 07/28  9-2p  L105  TBA $450

Patient Care Technician at AVI  

PCT Training -0517-WST  

13066  
Sec PAV1  F  Dates: 06/22 to 07/27  5-10p  1312  TBA $450

Phlebotomy Technician at Daley College and AVI  

Phlebotomy Technician  
500-0102- CER  

Fall 37476 (Daley Campus)  
Sec N2  M/W  Dates: 05/21 to 09/05  6-9p  L105  Gayle $1199

Fall 37475 (AVI Campus)  
Sec AV3  T/W  Dates: 05/29 to 09/06  6-9p  1312  Gayle $1199

The anatomy and physiology of the human body is presented as an integrated science. Each major body system is described and analyzed to illustrate normal function as well as pathology. Topics include basic biochemical elements, skin, bones, muscles, the nervous system, the senses, and the endocrine system.

If Medical Billing and Coding is your career choice, this is the best way to start. The program includes Computer Concepts, Medical terminology, Anatomy and Physiology, Medical Billing and Coding, and completes the program with the newest version of Medisoft.

The medical industry is experiencing a tremendous demand for individuals with knowledge of medical office operations, which includes billing and coding, processing insurance forms, and using medical software. According to the American Medical Association, there are more than 1.2 million Medical Specialists in the United States. This profession is listed as one of the fastest growing professions in allied health. The Administrative Medical Specialist with Medical Billing and Coding will give you the skills you need to find the job YOU are looking for as an Administrative Medical Specialist (AMS), Medical Billing Specialist, and/or Medical Coder.

This course was designed to train graduates of the CNA program in a variety of Nursing Assistant and Home Health Aide procedures and laboratory techniques. This course will train in phlebotomy techniques and EKG procedures. This course is only available to students who have successfully completed the CNA program and is an excellent opportunity to expand your skill set.

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

This program is WIA certified.
Certified Nurse’s Assistant Program at Daley College and AVI

Growth in the health care system has created a high demand for the Certified Nurse’s Assistant (I). Opportunities exist in a variety of settings such as: hospitals, home health, long term, offices, mental health hospice and clinics. As a Nursing Assistant, you will care for persons across the life span: babies, children, adults, seniors and those with special needs. Some of the specialty areas are Geriatrics, Alzheimer’s, Medical, Pediatrics, Post-Partum, Nursery or Intensive Care.

This program is approved by the State of Illinois; and is designed to educate the beginning I to work under the supervision of Registered Nurses to meet the personal care, safety; nutritional, elimination and exercise need of assigned patients. Related functions include lifting, moving and promoting physical comfort, assisting with admissions/discharges, and taking and recording vital signs.

After successful completion of the program, the student will be qualified to take the State of Illinois Certification Examination. This exam is offered at Richard J. Daley several times during the year.

Program Requirements:
- At least 16 years of age
- Pass a qualifying written exam. Call the Testing Center at (773) 838-7774. You will need a current photo ID to take the test.
- Evidence of physical examination and physical medical clearance required prior to the clinical rotation. This class involves moving, lifting, and transferring. Students who have existing medical conditions must have a physician’s clearance prior to entering the laboratory component of the program. Please call the Coordinator for any questions regarding this requirement.
- You must register in-person with picture ID, social security card and one other current identification.
- This program has a strict attendance policy.
- The CPR and Clinical dates will be arranged and may include a Friday and/or Saturday attendance.
- There is no refund after the first class session.

Program Expenses (Due at Registration):
- Tuition: $930 Non-Refundable Fees: Registration $30
- Total due at registration: $960

Other Expenses:
- Due the 1st day of class: $28 money order for a finger print & background check that is required by the State of Illinois.
- Due at end of program: $60 money order to SIU for State Competency Exam. You must have a social security number to sit for the exam.
- Books and uniforms: Approximately $150

This is a WIA and IVG approved program

<table>
<thead>
<tr>
<th>DALEY COLLEGE SCHEDULE</th>
<th>ARTURO VELSAQUEZ INSTITUTE SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator Kathleen Considine</td>
<td>Coordinator Lorraine Cross</td>
</tr>
<tr>
<td>773-838-7771</td>
<td>773-843-4338</td>
</tr>
<tr>
<td>Monday through Friday</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>9:00 am ÷ 2 pm</td>
<td>2:00 pm - 7:00 pm</td>
</tr>
<tr>
<td>Dates: 06/05 to 08/06</td>
<td>Dates: 06/05 to 08/06</td>
</tr>
<tr>
<td>Room L105/106</td>
<td>Room 1312</td>
</tr>
<tr>
<td>624 A1 - 13057</td>
<td>624 JAV1 - 13058</td>
</tr>
<tr>
<td>625 A1 - 13059</td>
<td>625 JAV1 - 13060</td>
</tr>
<tr>
<td>3275 A1 - 13561</td>
<td>3275 JAV1 - 13062</td>
</tr>
<tr>
<td>119 A1 - 13063</td>
<td>119 JAV1 - 13064</td>
</tr>
</tbody>
</table>

We all have ability. The difference is how we use it.
Pharmacy Technician At Arturo Velasquez Institute

Pharmacy Technician

This professional program prepares the student to enter the pharmacy field in hospitals, home infusion pharmacies, and community pharmacies under the supervision of a registered pharmacist. Includes medical terminology specific to pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations, i.e. flow rates, drug compounds and dose conversions. Graduates are eligible for a National Pharmacy Technician Certification. ($125 fee is not included in the tuition.) Advance math skills are recommended. There are 60 hours of clinical experience with Walgreens or CVS that will be arranged. Additional independent estimated student fees will include Lab Coat ($15), License Fee ($40), Pharmacy Technician Exam ($129), Criminal background check ($80) Books required. This program is WIA certified. There is a $40 criminal background check and drug screening is required prior to the clinical portion of the training.

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Sec</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12848 / 12850 / 12852</td>
<td>06/11 to 08/05</td>
<td>NAV</td>
<td>M/W</td>
<td>6-9p</td>
<td>Daniella</td>
<td>$1350</td>
</tr>
</tbody>
</table>

Manufacturing Careers

Computer Numeric Control Program at Arturo Velasquez Institute

Machinist-CNC Training

-0126-0127-0128
-0129-0130-WST

Enter into Manufacturing. Receive 280 hours of training to become machinist-computer numerical control (CNC) set-up or operators. Learn the safety and maintenance procedures of manufacturing. You will then learn how to operate machinery such as the drill press, lathes, and mills. Then progress to learn CNC machining in areas such as how to write G/M code, and simulations of writing and running programs on the CNC machinery. Instructors are NIMS certified. Books Required

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Sec</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>13048 / 13050</td>
<td>05/21 to 09/03</td>
<td>CNC</td>
<td>M-F</td>
<td>8a-1p</td>
<td>Torres</td>
<td>$3500</td>
</tr>
<tr>
<td>13052 / 13054</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 37501</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certified Welding Technology Program at Arturo Velasquez Institute

Welding Technology

-0131-0132-0133
-0134-0135-WST

Consider the Welding Technology training at Arturo Velasquez Institute. It is a unique blend of manual skill training in the major weld processes. The purpose of the welding program is to prepare welding technicians or welding technologists. The program is intended for students with a variety of backgrounds, including industrial welders with experience, vocational school graduates, and high school graduates. Instructors are certified welders. Books Required

<table>
<thead>
<tr>
<th>Code</th>
<th>Dates</th>
<th>Sec</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12853, 12855, 12857, 12859 Fall 37479</td>
<td>05/21 to 08/22</td>
<td>WEL</td>
<td>M-F</td>
<td>5-10p</td>
<td>Ed</td>
<td>$3500</td>
</tr>
</tbody>
</table>
Basic Manufacturing Program at Arturo Velasquez Institute

<table>
<thead>
<tr>
<th>Basic Manufacturing Certification</th>
<th>Dates: 05/21 to 08/22</th>
<th>12:30-5:30p</th>
<th>1113</th>
<th>Pete</th>
<th>$3500</th>
</tr>
</thead>
<tbody>
<tr>
<td>-0120-0121-0122-0123</td>
<td>Sec MAG M-F</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-0124-0125-WST</td>
<td>Fall 37498 / 37500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Learn to use machine tools to produce precision metal parts. Use your knowledge of the working properties of metals and your skill with machine tools to plan and carry out the operations needed to make machined products that meet precise specifications to gain employment. Books Required

Sustainable Urban Horticulture Program
Starting January 2013

Sustainable Urban Horticulture

Are you interested in Horticulture and Agriculture? Richard J. Daley College is proud to partner with Chicago Botanic Gardens and Windy City Harvest in the newest GREEN horticulture and agricultural program in Chicago. Participants acquire hands-on experience with sustainable vegetable production and learn essential business skills, including planning, pricing, sales, and marketing. The newest learning experience is Aquaponic Farming and Hoophouse Planting. Students receive six months of hands-on instruction in greenhouse and outdoor growing practices, followed by a three-month paid internship. To find out about the Sustainable Urban Horticulture program, there will be two information sessions offered at 2800 South Western. For more information contact Kelly Larsen at klarsen@chicagobotanic.org

The 2013 Windy City Harvest Sustainable Urban Horticulture & Agriculture certificate program application deadline is November 2, 2012. Attending one information session is a mandatory component of application process. Twenty applicants are selected based upon WIA eligibility, community based work and urban agriculture experience.

2013 Windy City Harvest certificate program in Sustainable Urban Horticulture & Agriculture Information Sessions. Please call 847.835.6970 and let us know which session you will be attending (RSVP for only one date)

October 26, 2012 or November 2, 2012
9:00am – 11:00am
Arturo Velasquez Institute
Greenhouse, Classroom 1102
2800 S. Western Avenue
Chicago, IL

Each Information Session will cover:
- The history and goals of Windy City Harvest program
- The timeline and course outline for 2013 9-month program
- How we select students, 20 maximum for 2013 session (priority is given to 10 WIA applicants)
- Where to go to get screened for WIA eligibility
- Expectations for students
- Tour of site
- Time for questions and answers with the WCH program Instructor and Supervisor

Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending
CHICAGO BOTANIC GRADENS - WORKSHOPS

WORKSHOP TIME, LOCATION, AND REGISTRATION INFORMATION

All workshops are held Saturdays from 9 a.m. to noon in the greenhouse classroom at the Arturo Velasquez Institute, 2800 S. Western Avenue (enter the south parking lot at 31st Street). The cost is $39 per course. Registration for each class ends the Thursday one week prior to each class. All materials and handouts are provided. There is a $20 cancellation fee per class unless the class is cancelled due to low enrollment.

COMMUNITY WORKSHOPS

Workshops are also available "on demand" for groups of 5 or more within the Chicagoland area. These workshops can be hosted at our greenhouse or at a location of your choice. Topics include: Workshop Topics, Organic Pest & Disease Control, Small Farm Tools, Raised Bed Construction, and Post Harvest Handling. If you or your organization is interested in hosting a workshop, and have a minimum of 5 attendees, please contact us at 773-838-7545.

The Unarmed Security Program
provides training and Illinois Unarmed Security license in the classroom.

Call for more information

Unarmed Security Certification at Arturo Velasquez Institute

<table>
<thead>
<tr>
<th>Unarmed Security Certification</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>-0119-WST</td>
<td>One of the fastest growing careers in Chicago. Candidates must meet the following basic qualifications for this program: pass any State-required training or other qualifications for licensing, be at least 18 years old or minimum age required by the state, have a high school diploma or GED, be able to pass a drug test with negative results, and pass a background check. The cost for the tests is approximately $110. All materials are included. The cost for Illinois state licensure is $55. State certification is taken in class on the last date of the program. This is a WIA certified program. For more information call 773-838-7545.</td>
</tr>
<tr>
<td>13040 Sec SAV1 9-3p 1208A Butler</td>
<td>$345</td>
</tr>
</tbody>
</table>

A+ CompTia Certification at Arturo Velasquez Institute

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>502-0240-BAT</td>
<td>Introduction to PC Hardware</td>
<td>06/23 to 07/21</td>
<td>6:30-10p</td>
<td>1105 Gardner</td>
<td>$2100</td>
<td></td>
</tr>
<tr>
<td>502-0241-BAT</td>
<td>PC Repair and Troubleshooting</td>
<td>06/23 to 07/21</td>
<td>6:30-10p</td>
<td>1105 Gardner</td>
<td>$2100</td>
<td></td>
</tr>
<tr>
<td>502-0242-BAT</td>
<td>PC Operating Systems</td>
<td>06/23 to 07/21</td>
<td>6:30-10p</td>
<td>1105 Gardner</td>
<td>$2100</td>
<td></td>
</tr>
</tbody>
</table>

Never stop. One stops as soon as something is about to happen.
Food Service Certification at Daley College

Food Service Certification
-3029-CER
Book Required
All food establishments at which food is prepared or served shall employ and have present on the premises at all times a person who holds a [health department] certificate of registration in food handling and sanitation. (Chicago Municipal Code, Food and Dairy, 7-38-012)

For managers or supervisors in food service. The emphasis is on food protection through sanitation training. Successful completion of the qualifying exam prepares the student for certification. Students must attend all classes and fulfill testing requirements for state certification.

13037
Sec P1 R Dates: 06/07 to 07/19 6-9p 2301 Kulczycky $175

Food Service Re-certification
-3028-CER
For managers or supervisors in food service that need to obtain the re-certification of their food service sanitation certificate. The emphasis is on food protection through sanitation training. There is a $35 fee (money order or check) to Chicago Department of Public Health for renewal certificate. Your license must be renewable to enroll in this course. You must bring your license to the first day of class. Note: Your current license must still be current. If your license has expired, you must register for the regular ServSafe Course.

13038
Sec P1 R Dates: 07/05 to 07/19 6-9p 2301 Kulczycky $60

Food Service Retesting
-7000-CER
ServSafe retesting is for students who need to test or retest for the Food Service Sanitation training. At the time of registration, you must present the IDPH permission form. Retesting forms are available in the bookstore. You must show paid registration receipt to purchase the form. The instructor will check both paid receipt and testing form before admission to the test.

13039
Sec P1 R Dates: 07/19 6-9p 2301 Kulczycky $25

Real Estate Programs at Daley College

Broker Pre-license Topics and Applied Real Estate Principles are courses for individuals who have never had an Illinois Real Estate licensure. (90 hours)

Broker Post license Topics and Broker Post license Applied Real Estate Principles Interactive are courses for individuals that have a Real Estate Sales licensure and are transitioning into the Real Estate Broker's licensure. (30 hours)

Managing Brokers Pre-license Topics and Managing Brokers Pre-license Applied Real Estate Principles Interactive are courses for individuals that are currently Illinois Real Estate Brokers and are transitioning into a Broker/Manager licensure

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Hours</th>
<th>Dates</th>
<th>Instructor</th>
<th>Room</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0925/3031</td>
<td>Sec P1</td>
<td>75</td>
<td>6/05 to 8/28</td>
<td>6-9:00p</td>
<td>1403 Sladek</td>
<td>$450</td>
</tr>
<tr>
<td>12839 / 37477 Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3032</td>
<td>Sec P1</td>
<td>15</td>
<td>8/30 to 9/13</td>
<td>6-9:00p</td>
<td>1403 Sladek</td>
<td>$250</td>
</tr>
<tr>
<td>Fall 37478</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Broker Post license Topics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Hours</th>
<th>Dates</th>
<th>Instructor</th>
<th>Room</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3033</td>
<td>Sec N1</td>
<td>15</td>
<td>6/04 to 6/18</td>
<td>6-9:00p</td>
<td>1403 Sladek</td>
<td>$250</td>
</tr>
<tr>
<td>12840</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Manager Post license Applied Real Estate Principles Interactive

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Hours</th>
<th>Dates</th>
<th>Instructor</th>
<th>Room</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3034</td>
<td>Sec N1</td>
<td>15</td>
<td>6/20 to 7/09</td>
<td>6-9:00p</td>
<td>1403 Sladek</td>
<td>$150</td>
</tr>
<tr>
<td>12842</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Managing Brokers Pre-license Topics

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Hours</th>
<th>Dates</th>
<th>Instructor</th>
<th>Room</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3034</td>
<td>Sec N3</td>
<td>30</td>
<td>6/04 to 7/09</td>
<td>1-5p</td>
<td>1403 Sladek</td>
<td>$125</td>
</tr>
<tr>
<td>12844</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Managing Brokers Pre-license Applied Real Estate Principles Interactive

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Hours</th>
<th>Dates</th>
<th>Instructor</th>
<th>Room</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3035</td>
<td>Sec N1</td>
<td>15</td>
<td>7/11 to 7/25</td>
<td>1-5p</td>
<td>1403 Sladek</td>
<td>$125</td>
</tr>
<tr>
<td>12845</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Schedule is Subject to change without notice
A Golden Opportunity

Richard J. Daley College was one of 8 Illinois colleges to be awarded the **Accelerating Opportunities Grant: A Breaking Through Initiative**. The grant seeks to **significantly** increase the number of students that achieve at least one stackable, credit-bearing, post-secondary credential. The initiative is to earn certificates become employed.

Daley College will be putting knowledge to practice with innovations in critical areas of health care and manufacturing. The college’s innovative programs provide training that contributes not only to the quality of life and individual enrichment, but also to economic development.

How do you become a part of the new initiative?

If you answer 5 of the seven questions with “yes” to the following, you may be a candidate for the training.

1. Is your goal to go to college and earn a degree?
2. Did you take the Admission Placement exam and did not reach the scores to go directly into college credit classes?
3. Are you interested in going into the Health Care or Manufacturing programs?
4. Are you interested in earning a certificate in CNA, Phlebotomy, Medical Billing and Coding or Pharmacy Technician?
5. Are you interested in earning a certificate or national recognized credentials in Manufacturing or Computer Numeric Controls?
6. Do you want go into a program that will help you achieve the scores to go into the college credit program while earning a certificate?
7. Are you willing to go to school four days per week - free?

Manufacturing and Health Care Bridges starting every 8-weeks

For Information about the Manufacturing Bridge call Ray Prendergast at **773-838-7785**

For information about the Health Care Bridge call Continuing Education at **773-838-7545**
## Computer Training at Richard J. Daley College

### Intro to Computers 015-0984 / 1034-BAT

Do the terms software, hardware, bits, bytes CPU, megabytes, gigabytes, and modems make any sense to you? If not this is the place for you to begin your journey into the ever-changing area of Information Technology. You will learn the components of the systems and will be introduced to Microsoft® software to help you round out your introduction training. There is an additional $30 non-refundable registration fee due at registration. **Book Required**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Instructor</th>
<th>Dates</th>
<th>Time</th>
<th>Days</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>13029 / 13030</td>
<td>Computer Keyboarding -1056-BAT</td>
<td>Cross</td>
<td>06/16 to 07/28</td>
<td>9-1p</td>
<td></td>
<td>$178</td>
</tr>
<tr>
<td>13031</td>
<td>Excel -1078-BAT</td>
<td>Karcz</td>
<td>06/07 to 07/19</td>
<td>6-8p</td>
<td></td>
<td>$69</td>
</tr>
<tr>
<td>13032</td>
<td>Microsoft Word -1174-BAT</td>
<td>Karcz</td>
<td>06/06 to 08/01</td>
<td>6-10p</td>
<td></td>
<td>$169</td>
</tr>
<tr>
<td>13033</td>
<td>PowerPoint -1073-BAT</td>
<td>Karcz</td>
<td>06/05 to 07/24</td>
<td>6-10p</td>
<td></td>
<td>$169</td>
</tr>
<tr>
<td>13035</td>
<td>Web Page Design -1058-BAT</td>
<td>Karcz</td>
<td>06/05 to 07/17</td>
<td>6:30-9:30p</td>
<td></td>
<td>$149</td>
</tr>
<tr>
<td>13036</td>
<td>Social Networks -1018-BAT</td>
<td>Juan</td>
<td>06/07 to 07/19</td>
<td>6:30-8:30p</td>
<td></td>
<td>$119</td>
</tr>
</tbody>
</table>

### Book Required

**We don't teach Excel only from manual, we teach Excel from experience!**

### Social Networks

**Social Networks**

From Parent to Company Presidents, the increasing adoption of social networking sites like Facebook, Twitter, and LinkedIn presents an interesting quandary for people who want to use social media for both personal (keep in touch with family and friends) and professional (network with colleagues) purposes. Do you juggle separate personal and business profiles for each of these networks? Or should you use one account that merges both your professional "brand" image and your personal life? How should you use these social networks depends on your objectives and comfort with mixing business and personal information. Learn form a leader in Social Networking about how the sites can be used and all the safety needed to protect assets.

#### Always continue the climb.

It is possible for you to do whatever you choose, if you first get to know who you are and are willing to work with a power that is greater than ourselves to do it.
GREATER SOUTHWEST DEVELOPMENT CORPORATION

The Homeownership Series at Daley College

The following courses are offered free and presented by Greater Southwest Development Corporation. After the completion of the class you will receive a certificate which can be used for first time homebuyers to secure mortgage loan financing products. Don't miss this opportunity!

Do You Want to Buy a Home?
1093-BAT
0950-BAT

Are you thinking of buying a home in the future? This class is designed to help you understand the benefits of homeownership; budgeting, savings, credit; and setting short term and long term goals to achieve successful homeownership. This class will also explain the buying process; where to get a loan, types of loans, the loan process from origination to closing, finding that home, and the closing process.

<table>
<thead>
<tr>
<th>Sec</th>
<th>S</th>
<th>Coming in Fall 2012</th>
<th>Date Range</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td></td>
<td></td>
<td>6:08 to 07/20</td>
<td>6:30-8:30</td>
<td>2201</td>
<td>Karcz</td>
<td>$109</td>
</tr>
</tbody>
</table>

Running Your Business Right
1160-CPL

After initial set-up of your business, what are the most common problems facing first-year entrepreneurs? Most commonly they include cash flow problems, acquiring new clients, and human resources issues. We will discuss strategic adjustments to your business plan since the business plan should always be in flux. We will further delve into sales, customer service and human resources concerns. This course is second in a series.

Prerequisites: Starting Your Business Right

<table>
<thead>
<tr>
<th>Sec</th>
<th>M</th>
<th>Dates: 06/04 to 07/16</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td></td>
<td>6-8p</td>
<td></td>
<td>2206</td>
<td>Karcz</td>
<td>$109</td>
</tr>
</tbody>
</table>

Accounting 1
0906-CPL

Start an accounting system, analyze and record transactions using a combination of journals, worksheets and financial statements. There is an additional $30 non-refundable registration fee due at registration.

Empieza un sistema de contabilidad, analiza y registra una transaccion usando una combinacion de jornales, hojas de trabajo y estado de cuenta bancaria. Hay una carga de $30 al registrarse que no es reembolsable.

<table>
<thead>
<tr>
<th>Sec</th>
<th>M</th>
<th>Dates: 06/04 to 07/16</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td></td>
<td>6-8p</td>
<td></td>
<td>2206</td>
<td>Karcz</td>
<td>$89</td>
</tr>
</tbody>
</table>

It's all about where you see your fit.
Today in the US, tens of thousands of homes and properties are facing mortgage foreclosure. About 1% of all residential property in the United States is in or is facing eminent foreclosure. With over 1 million homes being foreclosed on at any given time, opportunities for investing in these properties are excellent. Learn the in-and-outs of buying foreclosure property.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Buying Foreclosure Property -0971-CPL</strong></td>
<td>13027</td>
<td></td>
<td>06/07</td>
<td>6-8p</td>
<td>Welch</td>
<td>$75</td>
</tr>
<tr>
<td><strong>Secrets Of Purchasing Tax Lien Properties -0972-CPL</strong></td>
<td>13028</td>
<td></td>
<td>06/07</td>
<td>8-10p</td>
<td>Welch</td>
<td>$75</td>
</tr>
</tbody>
</table>

**Information Technology — Online Courses**

Online Course Address: [http://www.ed2go.com/daleycollege](http://www.ed2go.com/daleycollege)

Classes start on the 2nd or 3rd Wednesday of each month.

Please check the exact start date at the ed2go.com web site.

Enroll any time.

Students can access the online classes through the Daley College computer lab.

You may make registration payment by phone, by FAX or in person.

For more information call 773-838-7547

Visit the web site for a complete listing of courses, descriptions and fees

**BUSINESS COURSES**

**Accounting Fundamentals**
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Managing Customer Service**
Become indispensable to any organization by understanding how to identify and meet customer needs.

**Professional Sales Skills**
Discover how to begin a successful and rewarding career in sales.

**Successful Construction Business Management**
Gain a powerful and permanent advantage over the competition by practicing expert management.

**Introduction to QuickBooks**
Learn how to quickly and efficiently gain control over the financial aspects of your business.

**Project Management Fundamentals**
Gain the skills you'll need to succeed in the fast-growing field of project management.

**PMP Certification Prep 1**
Prepare to take and pass the PMP certification exam. Course 1 of 2.

**Understanding the Human Resources Function**
Learn to handle human resource functions to ensure the best possible results.

**Employment Law Fundamentals**
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Total Quality Fundamentals**
Give yourself a strong foundation in total quality management.
Online Certificate Training

Enroll any time For more information call 773-838-7547

Online Course Address: http://www.ed2go.com/daleycollege

Richard J. Daley College, in partnership with ed2go (formerly Gatlin Education Services), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Business and Professional

Administrative Professional with Microsoft Office 2007 Master – 240 hours
Start your career as an administrative professional with this online training program. You'll learn administrative skills, travel and event planning techniques, effective communication skills, and more. You'll also learn to master Microsoft Office 2007.

Administrative Professional with Microsoft Office Specialist 2007 Training – 320 hours
Learn the skills you need for a successful career as an administrative professional. Office management, communication skills, event planning and more are covered in this program, along with training on the Microsoft Office 2003 suite of programs.

Certified Alternative Dispute Resolution Specialist – 240 hours
This online Alternative Dispute Resolution Certificate (ADR) program is offered in partnership with IADR GLOBAL. Dispute Resolution is a rapidly growing field of study and a process commonly used in federal and local government agencies, corporations, non-profit and for profit agencies as well as in private ADR practices.

Certified Bookkeeper – 120 hours
The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Global Business Professional – 400 hours
The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Certified National Pharmaceutical Representative – 120 hours
Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

Chartered Tax Professional – 180 hours
Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

Entrepreneurship: Start-Up and Business Owner Management – 360 hours
This program covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing, and management. If you've ever thought about owning your own business, this program can help make that dream come true!

Web Database Developer – 267 hours
The Web Database Developer Online Training Program will teach you to incorporate database design, development, and deployment into e-commerce sites, dynamic Web sites, and business-to-business data collaboration.

Webmaster – 150 hours
The Webmaster Online Training Program will teach you to design, develop, and maintain Web sites.

Management and Corporate

Lean Mastery – 60 hours
Eliminate waste from your business by learning and implementing the principles of lean business.

Management for IT Professionals – 390 hours
Learn leadership skills that will help you succeed as a manager in the IT field.

Management Training – 360 hours
If you're thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.
Project Management – 40 hours
The Project Management Online Training Program will help you improve your project management skills and prepare you for certification as a Project Management Professional.

Project Management with Microsoft Project 2007, Standard Edition Software Included – 100 hours
Improve your project management skills while preparing for certification as a Project Management Professional, and learn how to use Microsoft Project 2007 software as you prepare for the Microsoft Project professional certification exam. Tuition includes the required Microsoft Project 2007, Standard edition software.

Six Sigma Black Belt -200 hours
The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

### Money Matters
#### 1162-PER

By the end of this course, participants will understand how to manage money by preparing a personal spending plan and identifying ways to decrease spending and increase income. To achieve this objective, the participants will be able to: Track daily spending habits. Prepare a personal spending plan or budget to estimate monthly income and expenses. Identify ways to decrease spending. Identify possible ways to increase income. Identify budgeting tools that will help you manage your bills. List and prioritize financial goals. Recognize how to create a plan to achieve financial goals.

<table>
<thead>
<tr>
<th>Section</th>
<th>R</th>
<th>Date</th>
<th>Time</th>
<th>Instructors</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>13022</td>
<td></td>
<td>06/14/2012</td>
<td>5 -6:55P</td>
<td>Obie</td>
<td>Free</td>
</tr>
</tbody>
</table>

### To Your Credit
#### 1162-PER

By the end of this course, participants will understand how to read a credit report and how to build and repair their credit history. To achieve this objective, the participants will be able to: Define credit. Explain why credit is important. Describe the purpose of a credit report and how it is used. Order a copy of their credit report. Read and analyze their credit report to determine if they are ready to apply for credit. Differentiate between good and bad credit. Describe the implications of good and bad credit scores. Identify ways to build and repair your credit history. Recognize how to correct errors on your credit report. Recognize how to guard against identity theft.

<table>
<thead>
<tr>
<th>Section</th>
<th>R</th>
<th>Date</th>
<th>Time</th>
<th>Instructors</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>13023</td>
<td></td>
<td>07/12/2012</td>
<td>5 -6:55P</td>
<td>Obie</td>
<td>Free</td>
</tr>
</tbody>
</table>

A #2 pencil and a dream can take you anywhere.
Richard J. Daley College
7500 South Pulaski Road
(773) 838-7548

Summer 2012 Schedule
Continuing Education
May 2012 – August 2012

Arturo Velasquez Institute
2800 South Western Ave.
(773) 843-4500

Proficiency Certificate for Teacher Assistants at Daley College

Richard J. Daley is a Licensed WorkKeys® Testing site

The WorkKeys® Employment System is a comprehensive system for measuring, communicating and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed in both individual persons and in actual jobs. Therefore WorkKeys can allow you to correctly identify individuals who have the basic skills required to be successful in a given position or. This means that, when properly used, businesses can make hiring and promotion decisions based on WorkKeys with confidence and security.

Daley College is offering courses to enhance your test taking skills. Register now and be prepared for the next test session.

These courses are open to anyone interested in increases their skills in Reading, Math, and Writing.

It is a good review for the ACT Compass exam given to entering college.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Dates</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Mathematics</td>
<td>0220-COM</td>
<td>06/07 to 07/19</td>
<td>5 -6:55P</td>
<td>2102</td>
<td>Maribel</td>
<td>$99</td>
</tr>
<tr>
<td>Reading for Information</td>
<td>014-0865-COM</td>
<td>06/07 to 07/19</td>
<td>7-9P</td>
<td>2102</td>
<td>Maribel</td>
<td>$89</td>
</tr>
<tr>
<td>Business Writing</td>
<td>1021-COM</td>
<td>06/07 to 07/19</td>
<td>9-10P</td>
<td>2102</td>
<td>Maribel</td>
<td>$60</td>
</tr>
<tr>
<td>Reading for Information</td>
<td>014-0865-COM</td>
<td>06/07 to 07/19</td>
<td>5-10P</td>
<td>2102</td>
<td>Maribel</td>
<td>$225</td>
</tr>
</tbody>
</table>

The WorkKeys Proficiency Certificate for Teacher Assistants provides a valid, field-proven way to boost elementary education in the United States, in accordance with the No Child Left Behind Act.

The WorkKeys Proficiency Certificate for Teacher Assistants offers another unique feature – the ability to identify skill gaps and guide training decisions to help teacher assistants improve their WorkKeys scores when necessary.

Always continue the climb. It is possible for you to do whatever you choose, if you first get to know who you are and are willing to work with a power that is greater than ourselves to do it.
Phonetics I
-0029-BCA
-0030-BCA
13008 / 13009
Sec P1 M Dates: 06/04 to 07/16 6-9p 2201 Ewers $145

Conversational English
-0037-BCA
-0038-BCA
13010 / 13011
Sec P1 T Dates: 06/05 to 07/17 6-9p 2304 Ewers $145

GED Review
0039-BCA
13012
Sec N1 W Dates: 06/06 to 07/25 6-9p 2304 TBA $145

ACT Testing
4250-BCA
13013
Sec N1 M Dates: 06/04 to 07/16 6-9p 3101 TBA $145

Conversational Spanish I
-7515-PER
13014
Sec V1 F Dates: 06/08 to 07/20 6-8p 3103 Mendoza $85

Conversational Spanish II
-7516-PER
13015
Sec N1 M Dates: 06/04 to 07/16 6-8p 2304 Mendoza $85

Conversational Spanish 3-4
-7517-PER
13016
Sec P1 T Dates: 06/05 to 07/17 6-9p 2203 Mendoza $145

Goals are dreams with deadlines.

American Sign Language – at Daley College

American Sign Language
Level I
-0080-BCA
13017
Sec N1 M Dates: 06/04 to 07/16 6-8p 2301 Mason $119
American Sign Language

Level 2
-0081-BCA

Prerequisites: Completion of American Sign Language I or other previous sign language class is required. Textbook T. Humphreys T., Padden C, “A Basic Course in American Sign Language” Publishers TI Silver Springs, Maryland.

<table>
<thead>
<tr>
<th>13001</th>
<th>Sec Q1</th>
<th>M</th>
<th>Dates: 06/04 to 07/16</th>
<th>8-10p</th>
<th>2301</th>
<th>Mason</th>
<th>$119</th>
</tr>
</thead>
</table>

Conversational Sign Language

-0082-BCA

Are U Ready for the next step? Are you eager to carry on a conversation in American Sign Language using the four modulation patterns of ASL. Conversational Sign Language class led by Mason. No talking is allowed in class. Emphasis is on expressive and receptive sign skills in ASL. This course is for students completing level 1 & 2 of ASL.

<table>
<thead>
<tr>
<th>13002</th>
<th>Sec V1</th>
<th>F</th>
<th>Dates: 06/08 to 07/20</th>
<th>6:30-8:30p</th>
<th>2203</th>
<th>Mason</th>
<th>$119</th>
</tr>
</thead>
</table>

Don’t let the fear of the time it will take to accomplish something stand in the way of your doing it. The time will pass anyway; we might just as well put that passing time to the best possible use.

Massage Therapy – at Daley College

Basic Swedish Massage Part I
-6088-HEW

<table>
<thead>
<tr>
<th>13003</th>
<th>Sec P1</th>
<th>T</th>
<th>Dates: 06/05 to 07/17</th>
<th>6-7:55p</th>
<th>B404</th>
<th>Winkfield</th>
<th>$75</th>
</tr>
</thead>
</table>

Basic Swedish Massage Part II
-6093-HEW

<table>
<thead>
<tr>
<th>13004</th>
<th>Sec R1</th>
<th>T</th>
<th>Dates: 06/05 to 07/17</th>
<th>8-10p</th>
<th>B404</th>
<th>Winkfield</th>
<th>$75</th>
</tr>
</thead>
</table>

Therapeutic Massage Part I
-6193-HEW

<table>
<thead>
<tr>
<th>13005</th>
<th>Sec P1</th>
<th>R</th>
<th>Dates: 06/07 to 07/19</th>
<th>6-7:55p</th>
<th>B404</th>
<th>Winkfield</th>
<th>$75</th>
</tr>
</thead>
</table>

Therapeutic Massage Part II
-6194-HEW

<table>
<thead>
<tr>
<th>13006</th>
<th>Sec R1</th>
<th>R</th>
<th>Dates: 06/07 to 07/19</th>
<th>8-10p</th>
<th>B404</th>
<th>Winkfield</th>
<th>$75</th>
</tr>
</thead>
</table>

Personal Enrichment Courses at Daley College

Scrapbooking 101 – at Daley College

Scrapbooking 101
7042-PER

Scrapbooking 101 also includes a reference section with helpful advice on designing interesting lay-outs, developing an artistic eye and the story-telling aspects of scrapbooking. Original project suggestions are included as well as advice on how to make the time to enjoy your hobby properly. The course is open to everyone. No art experience required. There are no required books. Supply list will be available at the time of registration.

<table>
<thead>
<tr>
<th>13007</th>
<th>Sec P1</th>
<th>R</th>
<th>Dates: 06/07 to 07/19</th>
<th>7-9:30p</th>
<th>3204</th>
<th>Lujano</th>
<th>$85</th>
</tr>
</thead>
</table>
Sewing at Daley College

Sewing –Beginner
-7162-PER

Learn to sew and make clothing. Training on sewing machines, machine parts, measurements, zippers, sleeves, buttonholes and pattern making will be provided. Students furnish their own sewing notions and fabrics. Student must bring portable sewing machine to class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12998</td>
<td>N1</td>
<td>W</td>
<td>06/06 to 07/25</td>
<td>5:30-8p</td>
<td>3204</td>
<td>Jeaneen</td>
</tr>
</tbody>
</table>

It’s all about the sewing

Fruit Floral Baskets at Daley College

Fruit Baskets
7033-PER

WHO SAYS YOU CAN'T PLAY WITH YOUR FOOD?

Do you want to know how to make these unique arrangements about which everyone is talking? Then this course is for you. Some fruit bouquets are so amazing that they really are food art. The beauty of these fruit floral-like bouquets is that they are not only amazing to the eye but are also healthy!!! This course is for personal enrichment only.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12999</td>
<td>N1</td>
<td>M</td>
<td>06/04 to 07/16</td>
<td>6-8p</td>
<td>1403</td>
<td>Maribel</td>
</tr>
</tbody>
</table>

WHO SAYS YOU CAN'T PLAY WITH YOUR FOOD?

Personal Make-up Artist – at Daley College

Personal Make-Up Artistry
-7212-PER

This course is designed to introduce students to the fundamentals of makeup artistry techniques and grooming to help them enhance their own beauty. The course will teach you how to lose the fear of makeup selection, color, and makeup application. The fundamentals of makeup artistry techniques will include tools, sanitation, color theory, highlighting and contouring, and will teach you to go from a day look to an evening look. The course will also address skin care and hair care. There will be additional fees for cosmetics supplies. Bilingual Spanish

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>13000</td>
<td>N1</td>
<td>M</td>
<td>06/04 to 08/06</td>
<td>6-9p</td>
<td>3204</td>
<td>Annabel</td>
</tr>
</tbody>
</table>
# Cake Decorating at Daley College

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake Decorating Level 1</td>
<td>Learn creative decoration of cakes with step-by-step instruction. You will start at the basic cake decorating technique, frosting and the zigzag, star, curling and rose making are taught. Bilingual Spanish</td>
<td>06/04 to 07/16</td>
<td>6-9p</td>
<td>$85</td>
</tr>
<tr>
<td>Cake Decorating Level 2</td>
<td>Learn the more advanced techniques to the &quot;Art of Cake Decorating.&quot; This course is for the student who has completed level 1. Bilingual Spanish</td>
<td>06/07 to 07/19</td>
<td>6-9p</td>
<td>$85</td>
</tr>
</tbody>
</table>

# Digital Photography – at Daley College

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Photography Part 1</td>
<td>Find out how to take a picture and make it come alive digitally. What secrets are hidden away in your camera? Whether you're a beginner or an experienced amateur photographer, you're bound to find a few tips, tricks and ideas on how to take new, exciting photos. Equipment can be either a DSLR camera or from a film ready camera that has been developed on a CD.</td>
<td>06/04 to 07/16</td>
<td>6-8p</td>
<td>$89</td>
</tr>
<tr>
<td>Photoshop Part 2</td>
<td>Photoshop is the industry standard image editing program. It delivers state-of-the-art editing, compositing, and graphic design capabilities, plus breakthrough tools for 3D design. Bring out the best in your digital images, transforming them into anything you can imagine, and showcase them in extraordinary ways. Our Photoshop classes are based on Real World projects and are delivered by a professional Graphic designer, Charlie Morte.</td>
<td>06/05 to 07/17</td>
<td>6-8p</td>
<td>$89</td>
</tr>
</tbody>
</table>

---

**Run-**

**Don’t Wait**

**Seats are limited**

**For Photoshop**
Arts and Crafts at Daley College

Creating Light
-7033-PER
Want to learn how to make your own candles? Join one of our candle making classes and learn how to make soy melts, votive candles, pillar candles, floating candles, tea light candles and soy container candles. Keep every candle that you make! Candles bring a creative haven of inspiration and tranquility to our lives. The warmth of a scented candle made of beautiful soy wax or palm wax can leave you feeling uplifted and renewed. Close your eyes and imagine relaxing in a warm bath surrounded by the peaceful calmness of glowing tea light candles, floating candles or pillar candles.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Sec</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Light</td>
<td>7033-PER</td>
<td>V1</td>
<td>06/08 to 07/20</td>
<td>6-8p</td>
<td>3204</td>
<td>TBA</td>
<td>$75</td>
</tr>
<tr>
<td>Jewelry Design</td>
<td>7021-PER</td>
<td>P1</td>
<td>06/05 to 07/17</td>
<td>6.30-8p</td>
<td>3204</td>
<td>Susana</td>
<td>$85</td>
</tr>
</tbody>
</table>

Dance Classes at Daley College

Contemporary Latin I (Beginner)
-7067-PER
The course focuses on basic time step and open solo footwork (shines), variations, and on partnering by covering basic turning patterns and combinations. Learn the techniques of leading and following for Salsa, Cha Cha Cha, and Merengue.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Sec</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Latin I</td>
<td>7067-PER</td>
<td>R1</td>
<td>06/07 to 07/19</td>
<td>6:45-8:15p</td>
<td>Lobby</td>
<td>Tyree</td>
<td>$69</td>
</tr>
<tr>
<td>Argentine Tango</td>
<td>7052-PER</td>
<td>W1</td>
<td>06/07 to 07/19</td>
<td>8:30-10p</td>
<td>Lobby</td>
<td>Tyree</td>
<td>$69</td>
</tr>
<tr>
<td>Stepping Dance I</td>
<td>7076-PER</td>
<td>N1</td>
<td>06/04 to 07/16</td>
<td>6:30-8p</td>
<td>Lobby</td>
<td>Smith</td>
<td>$59</td>
</tr>
<tr>
<td>Stepping Dance II</td>
<td>7078-PER</td>
<td>P1</td>
<td>06/05 to 07/17</td>
<td>6:30-8p</td>
<td>Lobby</td>
<td>Smith</td>
<td>$59</td>
</tr>
</tbody>
</table>

The reward of a thing well done is to have done it.
## Dance – Dance – Dance

### Cumbia and Bachata

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>7067-PER</td>
<td>12984</td>
<td>W</td>
<td>06/06 to 07/25</td>
<td>7-8:30p</td>
<td>Lobby</td>
<td>Fernandez</td>
<td>$69</td>
</tr>
</tbody>
</table>

Dancing Cumbia encompasses life itself in its joyous and strong body movements that has many turns using contemporary Columbia lyrical style music.

Depending on the dancers, Bachata ranges from very sensual to absolutely scorching! Bachata utilizes a unique set of steps and hip action in a very intimate closed position or a less steamy open position. Bachata is a very romantic dance. Both Latin dances can be danced quite beautifully with just a few steps but many complex and beautiful turns that may be added. Learn Cumbia and Bachata from Stra. Fernandez and get ready for the hottest clubs in town.

### Martial Arts and Physical Fitness at Daley College

#### Karate for Adults

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>4289-PER</td>
<td>12985</td>
<td>F</td>
<td>06/08 to 07/20</td>
<td>7:30-9:00p</td>
<td>B700</td>
<td>Butler</td>
</tr>
</tbody>
</table>

Martial arts classes will be held on a continuous schedule so that you will continue your training non-stop. Register for both sessions and save.

It is practically impossible to learn karate without the aid of a karate master. These days, most novice karatekas find their master through a karate school. This course is designed to help students increase their stamina, flexibility, and basic self-defense techniques. Main course objectives include increasing physical fitness and self-confidence, relieving stress, and gaining the self-discipline to develop better study, work, and life habits.

#### Self Defense Safety

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>6008-PER</td>
<td>12986</td>
<td>T</td>
<td>06/05 to 07/17</td>
<td>6:30-8p</td>
<td>B700</td>
<td>Butler</td>
</tr>
</tbody>
</table>

You've seen it in movies: A girl walks through an isolated parking garage. Suddenly, an evil-looking guy jumps out from behind an SUV. Girl jabs bad guy in the eyes with her keys or maybe she kicks him in a certain sensitive place. Either way, while he's squirming, she leaps into her car and speeds to safety. That's the movies.

Many people think of self-defense as a karate kick to the groin or jab in the eyes of an attacker. But self-defense actually means doing everything possible to avoid fighting someone who threatens or attacks you. Self-defense is all about using your smarts not your fists. Self-defense safety course is set up with safe "simulations" reproducing what happens in the "real world".

Schedule is Subject to change without notice
You have to set goals that are almost out of reach.
If you set a goal that is attainable without much work or thought, you are stuck with something below your true talent and potential.

Tae Kwon do for Adults and Advanced Children and Adults -6050-HEW
Martial arts classes will be held on a continuous schedule so that you will continue your training non-stop. Register for both sessions and save. Learn improved breathing, punching and kicking techniques used in this Korean style karate. Prerequisite: Twelve weeks at the beginning level. Ages seven and up.

12987 Sec R1 R Dates: 06/07 to 07/19 6-8p B700 Wade $89

Aikido for Adults -6055-HEW
Martial arts classes will be held on a continuous schedule so that you will continue your training non-stop. Register for both sessions and save. Aikido is a highly refined martial art, developed last century as a means of self-defense and spiritual training. Aikido develops coordination of mind and body. Through its philosophy and techniques, Aikido brings us into harmony with our environment, other people and ourselves. Unlike many martial arts, Aikido requires no advantage in strength or speed, and is practiced successfully by people of all ages and abilities.

12993 Sec Q1 W S Dates: 06/06 to 07/25 6:30-8p 9-10:30a B700 Southern $99

Dancercise -4284-HEW
Enhance your fitness through movement. Experience the joy of moving to music with Dance exercise while improving your level of fitness and burn 300+ calories. Dancercise is designed for all levels of fitness- no experience required.

12988 Sec P1 T Dates: 06/05 to 07/17 6:30-8p Theater Tina $65

Zumba 6058-HEW
What is Zumba? Zumba has been built on a foundation of Latin music and dance. The dance moves are based on a variety of Latin styles including meringue, pop, reggaeton, cumbia, mambo, slasa, salsa, flamenco, rumba, and calypso. Both slow and fast rhythms are involved so Zumba enthusiasts receive a variety to beat the boredom and increase agility and muscular involvement. Join us for the fun and exercise...

12989 Sec P1 T Dates: 06/05 to 07/17 6:30-8p 7:00 Theater Linda $55

My Core Exercise -6008-HEW
My Core Exercise course is all about YOU! You do not have to be in shape to get started. You only have to want to make some positive changes in your life. You do not have to worry about keeping up with anyone or feeling out of place. You give it your best and do only what you can do at the pace that you can do it at. Sticking to this simple formula will guarantee you results because the exercises are as close to a Can’t Miss to getting you great results as anything you’ve ever done.

12990 Sec PB1 T Dates: 06/05 to 07/17 7:15-8:15p B700 Kearns $55

Tae-Bo -6007-HEW
Tae-Bo, a unique and challenging fitness system, is a martial arts/aerobics hybrid. Tae-Bo combines Tae Kwon Do, boxing and dance disciplines and puts them together in a challenging program set to hip-hop music. A typical one-hour class consists of a series of jabs, punches, kicks and steps, choreographed in a series of eight-count combinations.

12991 Sec V1 M Dates: 06/04 to 07/16 6-7p B400-404 Kearns $55

Yoga -6092-HEW
New yoga class will introduces new and continuing students to principles of alignment and breath work, primary poses, variations and yoga basics, including use of props. Variations are practiced teaching body awareness and movement limits. Modifications will be provided when necessary.

12992 Sec V1 M Dates: 06/04 to 07/16 6:30-8p B400-404 Alvez $55

Without goals, and plans to reach them, you are like a ship that has set sail with no destination.
** Please read carefully the course requirements for your selection of swimming courses. The instructor will check swimming course requirements at the first class of the course. Be advised, there are no refunds after the first class. If course requirements are not met the student will be advised as to the appropriate course level. Transfer to another level is based on availability.

<table>
<thead>
<tr>
<th>Swimming Course</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Aerobics</td>
<td>Get fit and feel better before the new year starts. Join us in the pool for a workout that reduces joint stress by 90% while shaping you up. Swimming skills not needed. Swim caps are required for all swim classes. Limit 20 students.</td>
<td>06/11 to 07/30</td>
<td>8:10-9:10p</td>
<td>Pool</td>
<td>Pam</td>
<td>$72</td>
</tr>
<tr>
<td>Aqua dynamics for 50+</td>
<td>In order to keep both your money and body fit, the price of the course has been reduced! This class will not be a course taken for the fGolden Clubprice since the price has been reduced for youâ€œ. Are you over 50 years old and want to get fit or stay fit? Register todayâ€œ. Itâ€œs a fun way to meet your goals! Water exercise is safe a method to improve physical fitness and mental well-being. Limit 20 students.</td>
<td>06/12 to 07/27</td>
<td>9-9:40a</td>
<td>Pool</td>
<td>Hajek</td>
<td>$55</td>
</tr>
<tr>
<td>Adult Learn to Swim</td>
<td>Join the growing number of people discovering the health benefits of swimming. This course concentrates on water adjustment, floating, front crawl stroke, and water safety skills. Swimming caps are required for all students! Limit 15 students.</td>
<td>06/12 to 07/27</td>
<td>7-8p</td>
<td>Pool</td>
<td>Lopez</td>
<td>$72</td>
</tr>
<tr>
<td>Early Morning Lap</td>
<td>Get your laps in before you start your workday. Good for heart body and mind. Swim caps are required for men and women. Required: You must be able to swim the length of the pool to participate. Swim caps are required for men &amp; women.</td>
<td>06/11 to 07/27</td>
<td>7-9a</td>
<td>Pool</td>
<td>Lifeguard</td>
<td>$45</td>
</tr>
<tr>
<td>Swim-Open Pool</td>
<td>Swim laps, water walk, do water exercise or just float around and enjoy the pool. Swim caps are required for men and women. You can swim during the days and times listed below.</td>
<td>06/11 to 07/27</td>
<td>11-1p</td>
<td>Pool</td>
<td>Lifeguard</td>
<td>$55</td>
</tr>
<tr>
<td>Interim Early Morning Lap for Adults Only</td>
<td>Special Session!! Continue to use the pool during the interim of the regular college spring and summer session.</td>
<td>05/14 to 06/08</td>
<td>7-9a</td>
<td>Pool</td>
<td>Lifeguard</td>
<td>$35</td>
</tr>
</tbody>
</table>

Schedule is Page - 23 Continuing Education email: daleyce@ccc.edu
Subject to change without notice Visit us at: www.ccc.edu/daley/continuinged
Interim Swim for Children
Ages 6-15
May 14- June 8

Learn to Swim I
4294-FAM - 12961
Sec STE1 T/R
Dates: 05/15 to 06/07 4-5p Pool TBA $64

Learn to Swim II
4293-FAM - 12962
Sec STE1 T/R
Dates: 05/15 to 06/07 5-6p Pool TBA $64

Learn to Swim III
-4295-FAM - 12963
Sec STE1 M/W/F
Dates: 05/14 to 06/08 5-6p Pool TBA $69

Learn to Swim IV
-4296-FAM - 12964
Swim Team
-4308- FAM - 12965
Sec STE1 M/T/W/R
Dates: 05/14 to 06/07 7-8p Pool TBA $72

Children’s Swimming

**** Please read carefully the course requirements for your selection of swimming courses. To enter into any Learn to Swim courses above Level I, the child must have a Learn to Swim card showing they successfully passed the current level. This card will be checked at time of registration. If course requirements are not met the student will be advised as to the appropriate course level. Transfer to another level is based on availability.

Children MUST be accompanied by an adult/guardian during the ENTIRE class. Observers must sit in the bleachers.

Infant/Toddler Swim Classes
We teach children as young as 6 months using a progressive approach – “Learning through play”, where we utilize lots of colorful toys and games to create a child-friendly atmosphere in the pool. We will require a parent or guardian to join their child in the pool, and serve as “co-teachers”. Young children must be toilet-trained or wear a swim diaper.

Parent/Tot Level 1
6152-FAM

This class is for children 6 months through 3 years old… who are not fully secure in the water. We will teach parents how to handle children in the water, help them become comfortable in the water through song and play, learn safety skills, kicking, blowing bubbles, begin submersions and dips, floating and seated jumps.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12966</td>
<td>Sec C1</td>
<td>M</td>
<td>Dates: 06/11 to 07/23</td>
<td>9-9:45a</td>
</tr>
<tr>
<td>12967</td>
<td>Sec C2</td>
<td>W</td>
<td>Dates: 06/13 to 08/01</td>
<td>9-9:45a</td>
</tr>
</tbody>
</table>
### Ages 4-5

#### Learn to Swim I for Ages 4-5
- **4306-FAM**
  - **Sec G1** M: Dates: 06/11 to 07/23 1-1:45p Pool TBA $52
  - **Sec GA** W: Dates: 06/13 to 08/01 1-1:45p Pool TBA $52
  - **Sec V1** S: Dates: 06/16 to 07/28 1-1:45p Pool TBA $52

#### Learn to Swim II for Ages 4-5
- **4307-FAM**
  - For the 4-5 old child (only) who has passed Beginner I. Children enrolled in this class will perfect technique and practice endurance of the front crawl and be introduced to the backstroke and to the deep end of the pool. Required: Must have a Learn to Swim Level I card. Swim caps are required for boys and girls! Limit: 10 students.
  - **Sec K1** T: Dates: 06/12 to 07/24 1-1:45p Pool TBA $52
  - **Sec KA** R: Dates: 06/14 to 07/26 1-1:45p Pool TBA $52
  - **Sec V1** S: Dates: 06/16 to 07/28 8-8:45a Pool TBA $52

### Ages 6-15

#### Swim 1

#### Learn to Swim I (6-15)
- **4294-FAM**
  - Have fun while learning the basics of how to swim. Water adjustment, floating on front and back; and front crawl are covered. Swim caps are required for boys and girls. Limit of 15 students.
  - **Sec J1** M/W: Dates: 06/11 to 07/30 4-5p Pool TBA $72
  - **Sec N1** M/W: Dates: 06/11 to 07/30 5-6p Pool TBA $72
  - **Sec P1** T/R: Dates: 06/12 to 07/26 3-4p Pool TBA $72
  - **Sec S1** S: Dates: 06/16 to 07/28 9-10a Pool TBA $52
  - **Sec SA** S: Dates: 06/16 to 07/28 12-1p Pool TBA $52
  - **Sec V1** F: Dates: 06/15 to 07/27 4-5p Pool TBA $52
  - **Sec VA** F: Dates: 06/15 to 07/27 3-4p Pool TBA $52

#### Swim 2

#### Learn to Swim II (6-15)
- For the child who has passed Beginner I. Children enrolled in this class will perfect technique and practice endurance of the front crawl and be introduced to the backstroke and to the deep end of the pool. Required: Must have a Learn to Swim Level I card. Swim caps are required for boys and girls. Limit 15 students.
  - **Sec L1** M/W: Dates: 06/11 to 07/30 3-4p Pool TBA $72
  - **Sec P1** T/R: Dates: 06/12 to 07/26 6-7p Pool TBA $72
  - **Sec V1** F: Dates: 06/15 to 07/27 6-7p Pool TBA $52
  - **Sec S1** S: Dates: 06/16 to 07/28 10-11a Pool TBA $52

Schedule is subject to change without notice.
Continuing Education email: daleyce@ccc.edu
Visit us at: www.ccc.edu/daley/continuinged
### Ages 6-15

#### Swim 3, 4 and Swim Team

**Learn to Swim III**  
(6-15)  
-4295-FAM

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Pool</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12947</td>
<td>Sec M1</td>
<td>T/R</td>
<td>06/12 to 07/26</td>
<td>5-6p</td>
<td>Pool</td>
<td>Cruz</td>
<td>$72</td>
</tr>
<tr>
<td>12948</td>
<td>Sec R1</td>
<td>T/R</td>
<td>06/12 to 07/26</td>
<td>8-9p</td>
<td>Pool</td>
<td>Lopez</td>
<td>$72</td>
</tr>
<tr>
<td>12949</td>
<td>Sec V1</td>
<td>F</td>
<td>06/15 to 07/27</td>
<td>5-6p</td>
<td>Pool</td>
<td>Lopez</td>
<td>$52</td>
</tr>
</tbody>
</table>

**Learn to Swim IV**  
(6-15)  
-4296-FAM

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Pool</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12950</td>
<td>Sec P1</td>
<td>T/R</td>
<td>06/12 to 07/26</td>
<td>4-5p</td>
<td>Pool</td>
<td>Cruz</td>
<td>$72</td>
</tr>
<tr>
<td>12951</td>
<td>Sec V1</td>
<td>F</td>
<td>06/15 to 07/27</td>
<td>7-8p</td>
<td>Pool</td>
<td>Lopez</td>
<td>$52</td>
</tr>
<tr>
<td>12952</td>
<td>Sec S1</td>
<td>S</td>
<td>06/16 to 07/28</td>
<td>11-12p</td>
<td>Pool</td>
<td>Lopez</td>
<td>$52</td>
</tr>
</tbody>
</table>

**Swim Team**  
-4308-FAM

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Days</th>
<th>Dates</th>
<th>Time</th>
<th>Pool</th>
<th>Instructor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12953</td>
<td>Sec N1</td>
<td>M/W</td>
<td>06/11 to 07/30</td>
<td>6-8p</td>
<td>Pool</td>
<td>Cruz/Lopez</td>
<td>$99</td>
</tr>
</tbody>
</table>

It's simply a matter of doing what you do best and not worrying about what the other fellow is going to do.

---

### YOUNG LEARNERS Courses At Daley College

Parents are to follow the age appropriate guidelines listed in the description. We reserve the right to reassign your child to an age appropriate class. Appropriate behavior is expected.

Parents are expected to walk their child to the classroom and to meet them there five minutes before the end of the class. Unless otherwise specified, parents with small children are asked to wait in the cafeteria until you are to pick your children up at the end of their class time. Parents who are late picking up their child(ren), must come to the Continuing Education office to pick up the child(ren).

---

### Crafts, Music, Dance and Self Defense at Daley College

**Elements of Art & Design**  
-7026-FAM

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>12937</td>
<td>Sec S1</td>
<td>06/23 to 08/04</td>
<td>9-10:30a</td>
<td>3204</td>
<td>$72</td>
</tr>
</tbody>
</table>
### The Art of Creation
- **-4312-FAM**
  - Kids love creating. There's no doubt about it. And what's not to love: markers, pencils, pens and scissors come in every color. On the surface, art helps children create something that is enjoyable to look at, but beneath it all, so much more is going on! Art teaches preschoolers to believe in themselves, to try new things and to trust their own imaginations. Give your child the chance to create art. List of supplies will be given the first class session. (Ages 4-7)
  - 12929
    - Sec: S
    - Dates: 06/23 to 08/04
    - Times: 10:45-12:15p
    - Room: 3204
    - Instructor: TBA
    - Fee: $72

### Piano for Children
- **-4254-FAM**
  - It's sure to be music to parents' ears: After nine months of weekly training in piano, new research shows young students' IQs rose nearly three points more than their untrained peers. Give your child the advantage of music. Class size is limited, enroll early. (Ages 7-10)
  - 12930
    - Sec: V1
    - Dates: 06/08 to 07/20
    - Times: 6-8p
    - Room: 3208
    - Instructor: Merriwether
    - Fee: $75

### Piano for Children
- **-4254-FAM**
  - This unique method was designed specifically for young students (ages 11-15) who are beginning piano study in a group setting. This easy-to-teach beginners' course includes all of the most important components necessary to develop well-rounded musicians and performers. Class size is limited, enroll early
  - 12931
    - Sec: S
    - Dates: 06/23 to 08/04
    - Times: 11-1p
    - Room: 3208
    - Instructor: Merriwether
    - Fee: $75

### Tae Kwon Do for Kids
- **-4291-FAM**
  - (Ages 7-14)
  - Tae Kwon Do brings self-strength, self-knowledge, self-confidence, and self-control. It reaches toward "ki"... the development of a total being capable of meeting any challenge with calm and success. It brings one to himself. It is a "way" of life. It is a mental and physical discipline and teaches avoidance of violence. Karate uniform recommended.
  - 12932
    - Sec: N1
    - Dates: 06/04 to 07/23
    - Times: 6-7:55p
    - Room: B700
    - Instructor: Wade
    - Fee: $89

### Karate for Kids
- **-4289-FAM**
  - (Ages 7-15)
  - Is Karate For Kids a "contact" style of karate? To describe a martial art as non-contact would indicate that the students never train together and, if you were looking for a form of self-defense this type of training would be worthless. In Karate For Kids classes we do some grappling and wrestling. This means we use quite a bit of contact but we don't hit or kick each other. The grappling and wrestling we do is from a children's program called "Mat Rats".
  - 12933
    - Sec: V1
    - Dates: 06/08 to 07/27
    - Times: 6-7:30p
    - Room: B700
    - Instructor: Butler
    - Fee: $89

### Gymnastics
- **-4274-FAM**
  - **Beginning** Gymnastics is a physical art. Little ones will be trained for proper placement of arms and feet. This course is designed to develop working as a team member, and helps to develop fine motor skills. (Ages 4-6)
  - 12934
    - Sec: S
    - Dates: 06/23 to 08/04
    - Times: 12:30-2p
    - Room: B404
    - Instructor: Amato
    - Fee: $72

### Gymnastics
- **-4274-FAM**
  - This is an entry level class for children ages 7-12 years old. Each class begins with a general warm-up and stretching. Emphasis is placed on learning new skills/routines, as well as reinforcing good basic fundamentals. Strong emphasis is placed on body awareness, safety, and fun. Students begin to learn gymnastics terminology, basic gymnastics positions, and fundamental skills.
  - 12935
    - Sec: SE1
    - Dates: 06/23 to 08/04
    - Times: 10:45-12:15p
    - Room: B404
    - Instructor: Amato
    - Fee: $72

### Beginning Ballet
- **-4285-FAM**
  - Learn ballet basics, body posture, leg and hand positions, basic concepts of music and rhythm. Required: Leotard, tights, and ballet slippers. (Ages 3-6)
  - 12936
    - Sec: V1
    - Dates: 06/08 to 07/20
    - Times: 6-7p
    - Room: B404
    - Instructor: Amato
    - Fee: $59

---

People become really quite remarkable when they start thinking that they can do things.  
**When they believe in themselves they have the first secret of success**
My Gym

Grades 3-8
-4277-FAM

My Gym has created a program that combines a cardio workout with strength and flexibility exercises for children who are now at the age when they are surrounded by the sedentary distractions of TV, the Internet and video games. Endurance and gross motor skills are increased through a series of exciting and dynamic activities. As we focus on specific muscle groups, our goal in this program is to instill health and fitness as a way of life. All children, regardless of their athletic abilities, will benefit greatly from My Gym’s Cardio Kids program.

12861
Sec S1
Dates 06/23 to 08/04
10:45-12:15p
B700
Kearns
$72

Soccer First

Grades 1-5
-4278-FAM

At Soccer First, we’ve created the ultimate experience designed to develop a child’s soccer skills while also improving their appreciation of the rules and etiquette of this ever-growing sport. Each class, the coach will focus on a different aspect of soccer including dribbling, passing, ball control, shooting, and defending. This method of teaching enables our staff to provide a more individualized and beneficial experience for each child. After an evaluation scrimmage, players will be divided into an age and skill appropriate “teams”.

12862
Sec S1
Dates 06/23 to 08/04
12:30-2p
B700
Kearns
$72

Preschooler Courses at Daley College

Reading Readiness
(Ages 4-5)
-4197-FAM

Learning to read is a huge step for any preschooler. An exciting, challenging enrichment program that advances reading skills in areas such as comprehension, vocabulary and fluency through fun and engaging activities. Educational materials, games and activities will ensure that your child retains strong reading skills. Your child will also develop an expanded vocabulary and comprehension.

12863
Sec S1
Dates 06/23 to 08/04
9:15-10:30a
2102
Rushing
$72

Math Readiness
(Ages 4-5)
-4197-FAM

Preschoolers learn math at a very basic level. Sorting, counting, and number recognition are skills preschoolers use to build their math knowledge. Our classroom activities provide amazing opportunities to learn these skills and more.

12864
Sec SE1
Dates: Dates 06/23 to 08/04
10:45-12:15p
2102
Rushing
$72

Expanding The Basics At Daley College

Printing and Spelling
(Grades K-1)
-4316-FAM

Help your child to correctly identify and print the letters of the alphabet. Your child will use phonetic sound to enhance spelling and also learn sight words.

12865
Sec S1
Dates: Dates 06/23 to 08/04
12:30-2p
2101
TBA
$72

Fun with Phonics
(Grades 1-2)
-4332-FAM

Your child will use games, flashcards and worksheets to gain the essential phonetic and word attack skills for fluency in reading.

12866
Sec S1
Dates: Dates 06/23 to 08/04
9-10:30a
2204
TBA
$72

To accomplish great things, we must not only act, but also dream,
not only plan, but also believe
**Improve Your Reading** (Grades 1)  
-4200-FAM  
12867  
Sec S  S  Dates: 06/23 to 08/04  10:45 12:15p  2201  TBA  $72

*Improve Your Reading*  
(Grades 2)  
-4200-FAM  
12868  
Sec S  S  Dates: 06/23 to 08/04  10:45 12:15p  2204  TBA  $72

*Improving Your Math*  
(Grades 1)  
-4199-FAM  
12869  
Sec S  S  Dates: 06/23 to 08/04  12:30-2p  2201  TBA  $72

*Improving Your Math*  
(Grades 2)  
-4199-FAM  
12870  
Sec S  S  Dates: 06/23 to 08/04  12:30-2p  2204  TBA  $72

---

**Grades 3rd – 4th at Daley College**

*Improving Math*  
(Grades 3-4)  
-4215-FAM  
12871  
Sec S  S  Dates: 06/23 to 08/04  9-10:30a  2206  TBA  $72

*Improve Your Reading*  
(Grades 3-4)  
-4201-FAM  
12872  
Sec S  S  Dates: 06/23 to 08/04  10:45-12:15p  2206  TBA  $72

Enrichment Reading  
(Grades 3-4)  
4202-FAM  
12873  
Sec S  S  Dates: 06/23 to 08/04  10:45-12:15p  2401  TBA  $72

Improving Writing Skills  
(Grades 3-4)  
-4237-FAM  
12874  
Sec S  S  Dates: 06/23 to 08/04  12:30-2p  2206  TBA  $72

---

Don't let what you can't do interfere with what you can do.
Preparation for the ISAT & Standardized Tests (Grades 3-4)
-4328-FAM 12875 Sec S Dates: 06/23 to 08/04 12:30-2p 2401 TBA $72

*Improve Your Reading (Grades 5-6)
-4203-FAM 12876 Sec S Dates: 06/23 to 08/04 9-10:30a 3102 TBA $72

*Improving Your Math (Grades 5-6)
-4217-FAM 12877 Sec S Dates: 06/23 to 08/04 10:45-12:15p 3102 TBA $72

*Elements of Writing (Grades 5-6)
-4237-FAM 12878 Sec SA Dates: 06/23 to 08/04 10:45-12:15p 2208 TBA $72

Build Grammar & Spelling (Grades 3-6)
-4318-FAM 12879 Sec S Dates: 06/23 to 08/04 12:30-2p 3102 TBA $72

Grades 5th – 6th at Daley College

Is your Jr. high or high school student asking for your help with algebra and you cannot give the help needed? We can. This course gives an introduction into the basics of Algebra and reviews algebraic expressions. Includes: equations, graphing, inequalities and polynomials. Book is required for this course.

Review ratios, proportions, percent, and probability. Includes signed numbers, powers and roots and algebraic expression. Give your child the opportunity to gain the pre-algebra knowledge. Book required at the first class session.

This course is designed for the student who is working below grade level in math. There will be math assessments, and reviews to cover the basic areas to be successful in all math courses. Book required at the first class session.

Does your Jr. high student often read something and then not really understand what is read? Learn the techniques to understand what is read, remember the message, and then apply the information to questions or assignments. This course is designed for students who are reading below grade level. Book required at the first class session.

If you can give your son or daughter only one gift, let it be - enthusiasm
*Elements of Writing (Grades 7-9)  
-4238-FAM  
12884  
Sec S1  S  Dates: 06/23 to 08/04  12:30-2p  3103  TBA  $72  
This course is essential for the creating, editing and formatting an excellent essay. Learn to organize and present factual information with clarity. Students will learn to add power to their writing. Book required at the first class session.

Spanish For Children At Daley College  
*Spanish For Children -4331-FAM  
12885  
Sec S1  S  Dates: 06/23 to 08/04  10:45-12:15p  2205  Mendoza  $72  
This course is designed to assist children with a limited Spanish vocabulary. Topics covered will be the alphabet, numbers, colors and how to correspond using the language Book required (Ages 7-13)

*Spanish II for Children -4247-FAM  
12886  
Sec S1  S  Dates: 06/23 to 08/04  12:30-2p  2205  Mendoza  $72  
If your child has had the basic Spanish course or has a limited amount of Spanish skills, then enroll your child in this level. This course will continue to teach students to read and write Spanish at a second level. Book required (Ages 7-13)

YOUNG LEARNERS Courses at ARTURO VELASQUEZ INSTITUTE  
Daley College recognizes that providing quality education in a safe and nurturing environment is the top priority for every parent. Our teachers define goals for individual children and plan the curriculum accordingly. Goals are based on accurate assessment of children’s interests, strengths, and needs. The class size is limited to provide the best possible education for your children.

Parents are expected to walk their child to the classroom and to meet them there five minutes before the end of the class. Unless otherwise specified, parents with small children are asked to wait in the cafeteria until you are to pick your children up at the end of their class time.

Parents: You must be at the classroom at the end of the session to pickup your child. Parents that have not picked up their children will be taken to the security desk in the main lobby.

Preschooler Courses at ARTURO VELASQUEZ INSTITUTE  
Reading Readiness (Ages 4-5)  
-4197-FAM  
12887  
Sec SAV1  S  Dates: 06/23 to 08/04  9-10:30a  1304  Rushing  $72  
Learning to read is a huge step for any preschooler. An exciting, challenging enrichment program that advances reading skills in areas such as comprehension, vocabulary and fluency through fun and engaging activities. Educational materials, games and activities will ensure that your child retains strong reading skills. Your child will also develop an expanded vocabulary and comprehension.

Math Readiness (Ages 4-5)  
-4197-FAM  
12888  
Sec SAVA  S  Dates: 06/23 to 08/04  10:45-12:15p  1304  Rushing  $72  
Preschoolers learn math at a very basic level. Sorting, counting, and number recognition are skills preschoolers use to build their math knowledge. Our classroom activities provide amazing opportunities to learn these skills and more.

The Art of Creation (Ages 4-7)  
-4312-WST  
12889  
Sec SAV1  S  Dates: 06/23 to 08/04  12:30-2p  1304  Rushing  $72  
Kids love creating. And what’s not to love: markers, pencils, pens and scissors come in every color. On the surface, art helps children create something that is enjoyable to look at, but underneath it all, so much more is going on! Art teaches preschoolers to believe in themselves, to try new things and to trust their own imaginations. List of supplies will be given the first class session.
### Grades Kindergarten – 1st – 2nd at ARTURO VELASQUEZ INSTITUTE

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fun with Phonics (Grades K-1)</td>
<td>Your child will use games, flashcards and worksheets to gain the essential phonetic and word attack skills for fluency in reading.</td>
</tr>
<tr>
<td>-4332-WST</td>
<td>12890 Sec SAV1 Dates: 06/23 to 08/04 9:30a 1115 TBA $72</td>
</tr>
<tr>
<td>Improve Your Reading (Grades 1-2)</td>
<td>Give your child a chance to improve reading and comprehension skills with easy stories and teacher assistance. This course is designed for students with basic reading skills. Book required at the first class session.</td>
</tr>
<tr>
<td>-4200- WST</td>
<td>12891 Sec SAV1 S Dates: 06/23 to 08/04 10:45p 12:15p 1115 TBA $72</td>
</tr>
<tr>
<td>Improving Your Math (Grades 1-2)</td>
<td>First and second graders need to know how to compare quantities, count down numbers to 100, compare numbers, order numbers, place value, count by twos, fives and tens, ordinal numbers, fractions, adding, subtracting and rounding, money, Roman numerals, time, and patterns and sequences. Each term valuable instruction is ongoing. Book required at the first class session.</td>
</tr>
<tr>
<td>-4199- WST</td>
<td>12892 Sec SAV1 S Dates: 06/23 to 08/04 12:30pm 2p 1115 TBA $72</td>
</tr>
</tbody>
</table>

### Grades 3rd – 4th at ARTURO VELASQUEZ INSTITUTE

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve Your Reading (Grades 3-4)</td>
<td>Improve your child’s reading, vocabulary, and comprehension while promoting the love of literature for a lifetime. The students will read about topics that they will identify in their lives. This course will include the use of a dictionary. Book required at the first class session.</td>
</tr>
<tr>
<td>-4201- WST</td>
<td>12893 Sec SAV1 S Dates: 06/23 to 08/04 9-10:30a 1116 Willis $72</td>
</tr>
<tr>
<td>Improving Math Grades 3-4</td>
<td>3rd and 4th grades mathematics includes: place value, comparing and ordering numbers, counting by numbers other than one, relationship between addition and subtraction, rounding and estimation, multiplication facts, relationship of multiplication and division, division facts, fractions, decimals, consumer math, measurement time, measurement metric, geometry, roman numerals, sequences and patterns. Does your child need help?</td>
</tr>
<tr>
<td>-4215- WST</td>
<td>12894 Sec SAV1 S Dates: 06/23 to 08/04 10:45-12:15p 1116 Willis $72</td>
</tr>
<tr>
<td>Preparing for the ISAT Grades 3-4</td>
<td>Give your 3rd or 4th grader the chance to prepare for the standardized testing. The student will learn methods in how to recall information that has been read, strengthen reading comprehension, review math, and be introduced to the process of elimination for answering test questions. Books are required the first class session.</td>
</tr>
<tr>
<td>-4328- WST</td>
<td>12895 Sec SAV1 S Dates: 06/23 to 08/04 12:30p 2p 1116 Willis $72</td>
</tr>
<tr>
<td>Improving Writing Skills (Grades 3-4)</td>
<td>The main problems which have been identified in children’s writing are a poor narrative style because of weaknesses in sentence structure - particularly complex sentences - and weak narrative structure because the work is poorly paced, uses brief endings and lacks characterization. Children will begin with creating journals to increase their writing skills</td>
</tr>
<tr>
<td>-4237- FAM</td>
<td>12896 Sec SAVA S Dates: 06/23 to 08/04 12:30-2p 1235 TBA $72</td>
</tr>
</tbody>
</table>

Your life will be no better than the plans you make and the action you take.
### Grades 5th – 6th at ARTURO VELASQUEZ INSTITUTE

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve Your Reading</td>
<td>Have your child develop oral reading skills, vocabulary, and pronunciations, while gaining a greater appreciation for literature. The reading topics include humor, friendships, personal values and helping those in need. This course includes the use of a dictionary. Book required at the first class session.</td>
<td>06/23 to 08/04</td>
<td>9-10:30a</td>
<td>1106</td>
<td>TBA</td>
<td>$72</td>
</tr>
<tr>
<td>Improving Your Math</td>
<td>Did you know that 5th and 6th grade math includes comparing and ordering numbers, rounding and estimating, multiplication, division, computation, fractions, decimals, percentages, measurement of time, metric system, mass, length, volume, temperature, consumer math, perimeter, circumference, area, surface area, volume, geometric properties, expressions, statistics, and negative and positive integers. We can assist your young learner in learning math. Book required at the first class session</td>
<td>06/23 to 08/04</td>
<td>10:45-12:15p</td>
<td>1106</td>
<td>TBA</td>
<td>$72</td>
</tr>
<tr>
<td>Prepare for the ISAT</td>
<td>Your 5th and 6th grader wants to do well and will seek approval from key people around them. Expectation results in a self-fulfilling prophecy. Students will rise to your level of expectation, so aim high! This course can promote positive attitudes for the students by being prepared for testing and becoming familiar with standardized testing materials. Books are required the first class session.</td>
<td>06/23 to 08/04</td>
<td>12:30p-2p</td>
<td>1106</td>
<td>TBA</td>
<td>$72</td>
</tr>
</tbody>
</table>

---

### Grades 7th – 8th – 9th at ARTURO VELASQUEZ INSTITUTE

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve Your Reading/Study Skills</td>
<td>Does your Jr. high student often read something and then not really understand what is read? Learn the techniques to understand what is read, remember the message, and then apply the information to questions or assignments. This course is designed for students who are reading below grade level. Book required at the first class session.</td>
<td>06/23 to 08/04</td>
<td>9-10:30a</td>
<td>1105</td>
<td>TBA</td>
<td>$72</td>
</tr>
<tr>
<td>Improving Your Math</td>
<td>Where is your 7th or 8th grader having difficulties in math? Is it fractions, decimals, percents, ratios properties and order of operations, divisibility, geometric properties, geometric calculations, perimeter and circumference, area, volume positive and negative integers, expressions, equations and inequalities, statistics, scientific notation, exponents, or patterns? If you’re not sure, let us help. Book required at the first class session.</td>
<td>06/23 to 08/04</td>
<td>10:45-12:15p</td>
<td>1105</td>
<td>TBA</td>
<td>$72</td>
</tr>
<tr>
<td>Prepare for the ISAT &amp; Standardized Tests</td>
<td>As part of a motivational strategy, some schools have found success in having pretest activities to raise students' awareness and enthusiasm. Getting ready to take a test involves preparing students emotionally as well as academically. Test anxiety is an unpleasant feeling experienced as a result of an impending test or other evaluative situation. Help students prepare ahead of time, over a period of weeks and months. Knowing what to expect increases student confidence. Books are required the first class session.</td>
<td>06/23 to 08/04</td>
<td>12:30-2p</td>
<td>1105</td>
<td>TBA</td>
<td>$72</td>
</tr>
<tr>
<td>Elements of Writing</td>
<td>This course is essential for the creating, editing and formatting of writing an excellent essay. Learn to organize and present factual information with clarity. Students will learn to add power to their writing. Book required at the first class session.</td>
<td>06/23 to 08/04</td>
<td>12:30-2p</td>
<td>1207</td>
<td>TBA</td>
<td>$72</td>
</tr>
</tbody>
</table>
Computer Courses at Arturo Velasquez Institute

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Times</th>
<th>Instructor</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduccion a la Computadora En Español</td>
<td>¿Tienen sentido para usted las palabras <em>software</em>, <em>hardware</em>, <em>bits</em>, <em>bytes</em>, <em>CPU</em>, <em>megabytes</em>, <em>gigabytes</em>, and <em>modems</em>? Si la respuesta es NO, esta es la clase para Ud. Aquí puede comenzar el viaje hacia una carrera en Información Tecnológica. Aprenderá los componentes de sistemas y le introducirán a Microsoft software y le ayudarán a comprender el entrenamiento. Al inscribirse, también habrá un costo adicional de $30.00 para la registración. Este pago no es reembolsable.</td>
<td>06/23 to 08/04</td>
<td>8:30-12:30p</td>
<td>Lorena</td>
<td>$178</td>
</tr>
<tr>
<td>Web Page Design</td>
<td>Explore the essential elements of the web and utilize practical activities and step-by-step procedures to design, build, and post a website. Participants will create templates for page layout and learn techniques for fine-tuning and modifying prepackaged Web page development software. Learn how to convert and scale artwork and photographs for Web publication, use tables and templates to organize layouts and more.</td>
<td>06/23 to 08/04</td>
<td>9-12p</td>
<td>Juan</td>
<td>$149</td>
</tr>
<tr>
<td>Seed Time - Harvest Time</td>
<td>Have you ever wanted to grow your own vegetables or create a beautiful bouquet of edible flowers? Well here is your time to shine. You can create your own garden even if it's your first time. Worried about space or size, not a problem. We will teach you how to create your garden using any small space you may have such as balconies, porches, window boxes, and front or back steps. Growing your own vegetables and herbs are healthy, convenient and think of the money you will save on cut and come again vegetables such as spinach and loose leaf lettuce. So let's start planting ahead, to receive a three season harvest.</td>
<td>06/04 to 07/16</td>
<td>6-8p</td>
<td>Gardner</td>
<td>$65</td>
</tr>
</tbody>
</table>

Always do your best. What you plant now, you will harvest later.
Massage Training at Arturo Velasquez Institute

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Massage</strong> -6088-WST</td>
<td>Discover the powerful healing and rejuvenating benefits of body massage. Relieve tension, reduce stress, and improve blood circulation. Learn the mechanics of doing massage and see demonstrations by the master masseur. Limit of 10 Students.</td>
<td>06/23 to 08/04</td>
<td>8:25-10:25a</td>
<td>Winkfield</td>
<td>$75</td>
</tr>
<tr>
<td><strong>Massage 2</strong> -6093-WST</td>
<td>Learn how easy it is to do a full body massage. Learn how to improve the health of others by helping them to relax. Includes hands-on practice sessions and lots of fun exercising to music to condition hands and arms to do full body massage. Limit of 10 Students.</td>
<td>06/23 to 08/04</td>
<td>10:30-12:30p</td>
<td>Winkfield</td>
<td>$75</td>
</tr>
<tr>
<td><strong>Therapeutic Massage 1</strong> -6193-WST</td>
<td>You must have successfully completed the Swedish Massage Part 1 -2 course before enrolling in Therapeutic Massage 1. This course focuses on doing a full-body massage including how to use your knuckles, elbows and percussion techniques. Learn how to start a massage business. This course will have extensive hands-on practice and body conditioning exercises to music.</td>
<td>06/23 to 08/04</td>
<td>1-3p</td>
<td>Winkfield</td>
<td>$75</td>
</tr>
<tr>
<td><strong>Therapeutic Massage 2</strong> -6194-WST</td>
<td>You must have successfully completed all 3 levels before enrolling in Therapeutic 2. This course focuses on foot reflexology, Shiatsu, how to relieve aches and pains. How to perform range-of-motion movement and Hand English techniques. Anatomy study charts required. A certificate of completion will be issued at completion.</td>
<td>06/22 to 08/03</td>
<td>9-12p</td>
<td>Martha</td>
<td>$85</td>
</tr>
</tbody>
</table>

Decoración de Pasteles en Español at Arturo Velasquez Institute

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Decoración de Pasteles</strong> -7156-WST</td>
<td>Aprenda la decoración creativa de pasteles con la instrucción de paso a paso. Usted empezará con la técnica básica de decorar pasteles. Le enseñará el cubre de escarcha y el zigzag, la estrella, rizar y las creaciones de rosas. Limit 10 students.</td>
<td>06/23 to 08/04</td>
<td>9-12p</td>
<td>Martha</td>
<td>$85</td>
</tr>
<tr>
<td><strong>Decoración de Pasteles Level 2</strong> -7157-WST</td>
<td>Siga aprendiendo las técnicas profesionales de la decoración de pasteles. Nivel 2 es solamente para los estudiantes que han completado las básicas del primer nivel. Aprenda de la Gran Maestra de Decoración de Pasteles. Limit 10 students.</td>
<td>06/23 to 08/04</td>
<td>12:15-3:15p</td>
<td>Martha</td>
<td>$85</td>
</tr>
</tbody>
</table>

Entrenamiento de Maquillaje Artístico Personal en AVI

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Dates</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Makeup Artistry</strong> -7212-WST</td>
<td>Este curso esta diseñado para introducir a los estudiantes a las técnicas sobre los fundamentos de maquillaje artístico personal y aseo para asistirlos a mejorar su propia belleza. El curso le enseñará como perder el miedo hacia la selección de maquillaje, color, y aplicación de maquillaje. Las técnicas sobre los fundamentos de maquillaje artístico personal incluirán la herramienta, el saneamiento, teoría sobre color, luces y contorno. También le enseñará como cambiar de una apariencia de día hacia una nocturna. El curso también tocará el tema del cuidado de la piel y cabello, para crear una apariencia esmerada en los estudiantes.</td>
<td>06/06 to 08/08</td>
<td>6-9p</td>
<td>Annabel</td>
<td>$135</td>
</tr>
</tbody>
</table>
Golden Year Club
-5008-BAT

Keep learning. Learn more about the computer, crafts, gardening, whatever.
Just never let your brain idle.

Continuing Education Instructor’s Needed

Daley College and Arturo Velasquez Institute - Continuing Education still has a need for part-time adjunct faculty.

Our requirements are a Bachelor's Degree, current certification, or experience in their field.

Piano Instructor Computer Skills Exercise Instructor Yoga Instructor
WSI Swim Instructors/Lifeguards Grant Writer Sewing
Bilingual Instructors Linguistics CNA with Trainer the Trainer
Young Learners Training Medial Billing and Coding Bilingual Welding Instructor

Please email resume and cover letter to:
Jjohnson2@ccc.edu

How to read the Class Dates and Schedule

M-Monday T-Tuesday W-Wednesday R-Thursday
F-Friday S- Saturday

M-R (Classes meet Monday through Thursday)
M/W (Classes meet Monday and Wednesday)
(T/R) (Classes meet Tuesday and Thursdays)

Check dates and time for classes.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description of course, special requirements, additional fees and text information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Codes</td>
<td>Course Section Day(s) of class Start Date-End Date Class time Location Instructor Cost</td>
</tr>
</tbody>
</table>

Schedule is Page - 36 Continuing Education email: daleyce@ccc.edu
Subject to change without notice
Visit us at: www.ccc.edu/daley/continuinged
Registration Information For Continuing Education

To Enroll: You may enroll any time before the class first meets. No one will be allowed to register for a class once the course has officially started. New students to City Colleges of Chicago will be issued a PSSA student identification number. To update a student’s record for change of name or Social Security Number the original document must be presented at the Continuing Education Department. Separate registration cards are required for each student (including children) and provide a social security number. The Returning Student Only registration form included within the schedule may be duplicated for mail in or Fax registrations.

Official Enrollment: Students are officially enrolled only when they receive a tuition payment receipt from the Business Office. Instructors will take attendance at class meeting. If you do not have a receipt, go to the Continuing Education Office (Room 1403) for assistance.

Who May Enroll: You must be 16, unless the course specifies otherwise.

Cancellations: If a class is canceled refunds are given. Refunds are mailed to the student. Allow three to four weeks for refunds. Students are notified by phone when possible. Refunds will not be given for classes where the instructor was unavailable and the class can be made-up.

Schedule Changes: Scheduling and pricing changes may occur without notice, before and during a session, effecting locations, schedules and instructors. Instructor missed classes; rainouts for outdoor activities and holidays will be made-up. Prices may change without notice.

Grade Verification: Grade verification is $5 and is made to the Continuing Education Office (Room 1403).

Non-Discrimination: It is the policy of the City Colleges of Chicago that no citizen of the United States or any other person within the jurisdiction thereof shall, on the grounds of race, color, national origin, religion, sex, age or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, in any education program or activity of the City Colleges of Chicago.

Special Tuition Charges: Tuition for courses coded 013, 014, and 015 is $89 per course with a one-time per term non-refundable registration fee of $30. Out of District tuition applies for 013, 014, 015 courses. Tuition for all other courses is specified in course description.

How to Pay: You may pay by cash, check, money order, Visa and Master Card. Do not mail cash. Make checks payable to: Daley College.

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

Withdrawal Refund Procedure: Students who wish to withdraw from a class must do so in person 24 hours before the first class meeting. There are no refunds once a class begins.

Exams: Certified Nurses Assistant and Real Estate Salesperson Certificate programs require qualifying exams. Call 773-838-7774 to schedule the exam. A current photo identification is required for admission to testing.

Grading Policy: A student successfully completing the program or course will receive a grade of S. A student who is unsuccessful will receive a grade of F. A student who never attends the program/course will receive a No-Show Withdrawal (NSW) and no refund will be issued. A student who has excessive absences before the mid-term of the course will be issued an Administrative Withdraw (ADW) and will not be permitted to return to class and no refund will be given.
### Registration Made Easy

#### Policies
- Registration is continuous up to two days before class begins or until the course is full.
- Pre-registration is required for all courses.

#### Payments
- Make checks or money orders payable to Richard J. Daley College. For your convenience we also accept MasterCard and Visa. Cash payments will only be accepted during regular business hours.

#### Withdrawal and Refund Policy:
**Please read carefully before registering.**
- Students who want to withdraw from a course must do so in person 24 hours before the first class meeting.
- There are no refunds issued on courses after the first class is in session.
- A full refund is issued on courses due to college-initiated cancellations.

#### Cancellations:
- If a course does not meet the minimum required student, the college will cancel the course. The college will notify all registrants by phone. A full refund will be issued.

### How to Register

<table>
<thead>
<tr>
<th>Method</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By Mail</strong></td>
<td>Fill out form and mail to R. J. Daley College</td>
</tr>
<tr>
<td><strong>By Phone</strong></td>
<td>773-838-7548. Phone in registration will be accepted using Visa or MasterCard</td>
</tr>
<tr>
<td><strong>In Person</strong></td>
<td>Registration times are Monday through Thursday, 8:30 am to 6:30 pm, Friday, 8:30 to 4:30 pm.</td>
</tr>
<tr>
<td><strong>FAX</strong></td>
<td>773-838-7542. Registration is accepted at all times using Visa or MasterCard.</td>
</tr>
<tr>
<td><strong>Online</strong></td>
<td><a href="http://www.ccc.edu">www.ccc.edu</a></td>
</tr>
</tbody>
</table>

### Daley College Continuing Education Form

**Participant’s Name:** ___________________________________________________

**ID # or Social Security #** ___________  **Date of Birth:** ___________  **Sex:** M F

**Payer’s Name if different from above:** _____________________________________

**Address:** ___________________  **City:** ________________  **State:** _____  **Zip:** __________

**Day Phone:** _______ - _______ - _______  **Email address:** ___________________________

**Emergency Contact name:** ___________________  **Emergency Phone:** ___________________

**Course Name and Section**  **Course number**  **Fee**

<table>
<thead>
<tr>
<th>Course Name and Section</th>
<th>Course number</th>
<th>Fee</th>
</tr>
</thead>
</table>

**Payment Method:**  
O **Money Order**  
O **Check**  
O **Visa**  
O **MasterCard**

**Name on Credit Card:** ___________________  **Expiration Date:** ___________

**Signature:** ___________________  **Date:** ___________

**Credit Card Number:** ___________________  **Three digit Security Code:** (Found on Back of Credit Card) __________

---

Schedule is  
Subject to change without notice

Continuing Education email: daleyce@ccc.edu  
Visit us at: www.ccc.edu/daley/continuinged
GoodTimes Day Camp

*June 18\textsuperscript{th} through August 3rd*

As a parent or guardian, you may be in need of a secure location to have your 6-12 olds be for the Summer. Daley College is offering a "GoodTimes Day Camp" that will run weekly camp starting *June 18\textsuperscript{th} through August 3rd*

Your child or children can be registered for one or more weeks, depending on your needs. The campers will have the opportunity to swim twice a day, complete arts and crafts project, physical activities, and take part in a learning review in reading, math and writing classes to be one-step ahead when they return to school. All activities will be age appropriate and the best staff will be provided.

Daley College’s "GoodTimes Day Camp" is more than just a fun way for kids to spend their summer; "GoodTimes Day Camp" is a place where we can make a positive difference in young people’s lives. All of the activities at camp are tools that provide opportunities for children to participate, build new skills, and form friendships. Our goal is success, and campers will gain self-esteem and self-confidence through their experiences and adventures at camp.

Your child will need to bring a lunch for Monday through Thursday. Friday’s lunch is the "Party Friday" lunch prepared by the Dean and staff of Continuing Education. The famous "Friday Cupcake Decoration" and "Friday at the Movies" events will be returning. Your child will need towels and water bottle each day. When registering ask about the "lunch plan." Student information sheet must be completed and brought to camp on the first date of camp for each week that student is registered.

**Camp enrollment is limited**

For more information call
Silvia @ 773-838-7545
Mariana @ 773-838-7551

Participant Information Form on page. Forms can be duplicated.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Dates</th>
<th>Time</th>
<th>Drop off and Pickup location</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1-12922</td>
<td>06/18 to 06/22</td>
<td>9 am-3 pm</td>
<td>Building 700</td>
<td>$72</td>
</tr>
<tr>
<td>B1-12923</td>
<td>06/25 to 06/29</td>
<td>9 am-3 pm</td>
<td>Building 700</td>
<td>$72</td>
</tr>
<tr>
<td>A3-12924</td>
<td>07/02 to 07/06</td>
<td>9 am-3 pm</td>
<td>Building 700</td>
<td>$65</td>
</tr>
<tr>
<td>A4-12925</td>
<td>07/09 to 07/13</td>
<td>9 am-3 pm</td>
<td>Building 700</td>
<td>$72</td>
</tr>
<tr>
<td>A5-12926</td>
<td>07/16 to 07/20</td>
<td>9 am-3 pm</td>
<td>Building 700</td>
<td>$72</td>
</tr>
<tr>
<td>A6-12927</td>
<td>07/23 to 07/27</td>
<td>9 am-3 pm</td>
<td>Building 700</td>
<td>$72</td>
</tr>
<tr>
<td>A7-12928</td>
<td>07/30 to 08/03</td>
<td>9 am-3 pm</td>
<td>Building 700</td>
<td>$72</td>
</tr>
</tbody>
</table>
GoodTimes Day Camp Participant Information and Release Form

NOTE: This form must be filled out in its entirety modification or participation will be denied.

Participant Name(s)

Street Address, Apt/Unit

City, State, Zip Code

Primary contact

Name (Parent/Legal Guardian if Participant is a child)

Day Phone  Evening Phone

Relationship to Participant

Secondary contact

Name (Parent/Legal Guardian)

Day Phone  Evening Phone

Relationship to Participant

Participant Special Needs, such as Allergies/Medications

Gender  Birth Date  Phone Number

Grade (Fall 2011)  Age

Emergency Information

Participant's Physician/Hospital Name  Phone Number

Insurance Company  Policy Number

In the event of a medical emergency, I hereby authorize and give my consent to the City Colleges of Chicago and its employees, coaches and/or volunteers to secure from any accredited hospital, clinic, and or physician any treatment deemed necessary for my or my child's immediate care. I agree that I shall remain responsible for any and all expenses incurred for such emergency medical care and treatment.

Signature  Parent/Legal Guardian  Date

Who is permitted to pick up your child(ren)? Your child(ren) will only be released to listed person(s). Anyone picking up a child must present a picture ID.

Name  Relationship to Child

Name  Relationship to Child

Name  Relationship to Child

Is anyone prohibited from picking up your child(ren)?

Yes  No

If yes who?

Name  Relationship to Child

Agreement to Participate

I hereby give permission for my child to participate in camp activities, including swimming. I fully assume all responsibility for injuries she/he may receive or articles lost while participating in these activities, and hereby release the City Colleges of Chicago and its employees from liability for any injury I or my child(ren) may sustain.

I understand that this form will be due the first day of class or my child will not be admitted to the camp. I have read and agreed to all the information contained in the above Parental Agreement and have filled out emergency information on my child(ren).

Signature (Parent/Legal Guardian)  Date

I understand my child must be picked up daily by the assigned time or a $5.00 per 30 minutes late fee will be assessed. Warning: Repeated late pick-up (more than twice) will result in the expulsion of your child from the program.

Signature Parent/Legal Guardian  Date
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>LOCATION</th>
<th>NAME OF BOOK</th>
<th>PUBLISHER</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>0984 / 0985</td>
<td>Introduccion a la Computadora</td>
<td>Arturo Velasquez Institute</td>
<td>Computadoras para Todos</td>
<td></td>
<td>9780307390516</td>
</tr>
<tr>
<td>1174</td>
<td>Microsoft Word</td>
<td>Daley College / Arturo Velasquez</td>
<td>ILT Microsoft Word 2007 Basic</td>
<td>Cengage</td>
<td>9781423905394</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ILT Microsoft Word 2007 Intermediate</td>
<td></td>
<td>9781423905400</td>
</tr>
<tr>
<td>1177</td>
<td>Microsoft Word Advance</td>
<td>Daley College</td>
<td>ILT Microsoft Word 2007 Advance</td>
<td>Cengage</td>
<td>9781423905417</td>
</tr>
<tr>
<td>1078</td>
<td>Excel</td>
<td>Daley College</td>
<td>ILT Microsoft Excel 2007 Basic</td>
<td>Cengage</td>
<td>9781423905349</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ILT Microsoft Excel 2007 Intermediate</td>
<td></td>
<td>9781423905356</td>
</tr>
<tr>
<td>1075</td>
<td>Excel Advance</td>
<td>Daley College</td>
<td>ILT Microsoft Excel 2007 Advance</td>
<td>Cengage</td>
<td>9781423905363</td>
</tr>
<tr>
<td>1073</td>
<td>PowerPoint</td>
<td>Daley College</td>
<td>ILT Microsoft PowerPoint 2007 Basic</td>
<td>Cengage</td>
<td>9781423905240</td>
</tr>
<tr>
<td>1072</td>
<td>Access</td>
<td>Daley College</td>
<td>ILT Microsoft Access 2007 Basic</td>
<td>Cengage</td>
<td>9781423905318</td>
</tr>
<tr>
<td>0080</td>
<td>American Sign Language Level 1</td>
<td>Daley College</td>
<td>Basic Course in American Sign Language</td>
<td>T.J. Publishers</td>
<td>9780932666420</td>
</tr>
<tr>
<td>0039</td>
<td>GED Review</td>
<td>Daley College</td>
<td>Steck Vaughn Complete GED Prep</td>
<td>Steck Vaughn</td>
<td>9781419053993</td>
</tr>
<tr>
<td>0804 / 0821</td>
<td>English as a Second Language I</td>
<td>Daley College</td>
<td>Side By Side Book 1</td>
<td>Pearson</td>
<td>9780130267443</td>
</tr>
<tr>
<td>0805 / 0822</td>
<td>English as a Second Language II</td>
<td>Daley College</td>
<td>Side By Side Book 2</td>
<td>Pearson</td>
<td>9780130267573</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Location</td>
<td>Textbook Title</td>
<td>Publisher</td>
<td>ISBN</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------------</td>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td>0865 / 0830</td>
<td>Reading Spelling/Vocabulary Development 1</td>
<td>Daley College</td>
<td>Reading Comprehension Success in 20 Minutes a Day</td>
<td>Nascorp</td>
<td>9781576854945</td>
</tr>
<tr>
<td>0116 / 0117</td>
<td>Improving your English</td>
<td>Daley College</td>
<td>Basic English Review</td>
<td>Cengage</td>
<td>9780538730952</td>
</tr>
<tr>
<td>0029 / 0030</td>
<td>Phonetics</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spelling Skills &amp; Drills</td>
<td>Hayes</td>
<td>9780883134610</td>
</tr>
<tr>
<td>0037 / 0038</td>
<td>Conversational English</td>
<td>Daley College / Arturo Velasquez</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7515</td>
<td>Conversational Spanish</td>
<td>Daley College</td>
<td>Spanish is Fun, Lively Lessons for Beginners, Book 1</td>
<td>AMSCO</td>
<td>9781567658156</td>
</tr>
<tr>
<td>3029</td>
<td>Food Service Certification</td>
<td>Daley College / Arturo Velasquez</td>
<td>Serv Safe Course Book w/ Scantron 5th Edition</td>
<td>Pearson</td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>Food Service Retesting</td>
<td>Daley College / Arturo Velasquez</td>
<td>Serv Safe Exam Answer Sheets</td>
<td>Pearson</td>
<td>9780135026328</td>
</tr>
<tr>
<td>0925 / 3034</td>
<td>Broker Pre-license Course</td>
<td>Daley College</td>
<td>Illinois Real Estate Broker Pre-License Topics</td>
<td>Hondros Learning</td>
<td>9781598441734</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Illinois Broker Applied Real Estate Principles</td>
<td></td>
<td>9781598441772</td>
</tr>
<tr>
<td>0931 / 3303</td>
<td>Broker Post-license Course</td>
<td>Daley College</td>
<td>Illinois Real Estate Broker Post-License Topics</td>
<td>Hondros Learning</td>
<td>9781598441727</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Illinois Broker Applied Real Estate Practices</td>
<td></td>
<td>9781598441789</td>
</tr>
<tr>
<td>0938 / 3032</td>
<td>Managing Broker Pre-license Course</td>
<td>Daley College</td>
<td>Illinois Real Estate Managing Broker Pre-License Topics</td>
<td>Hondros Learning</td>
<td>9781598441765</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Illinois Managing Broker Applied Management &amp; Supervision</td>
<td></td>
<td>9781598441796</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Instructor</td>
<td>Textbook Details</td>
<td>Publisher</td>
<td>ISBN</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------</td>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>0624/0625</td>
<td>Basic Nursing Assistant</td>
<td>Arturo Velasquez</td>
<td>Mosby &amp; Essentials for Nursing Assistants 4th Edition BLS for Health Care Providers</td>
<td>Mosby</td>
<td>9780323066211</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>American Heart Association</td>
<td>9780874934618</td>
</tr>
<tr>
<td>0624/0626/0625</td>
<td>Basic Nursing Assistant</td>
<td>Daley College</td>
<td>Mosby &amp; Textbook for Nursing Assistants (set: Txt/Wkbk w CD) BLS for Health Care Providers</td>
<td>Mosby</td>
<td>9780323053679</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>American Heart Association</td>
<td>9780874934618</td>
</tr>
<tr>
<td>0517</td>
<td>PCT Training</td>
<td>Daley College / Arturo Velasquez</td>
<td>Phlebotomy Textbook EKG Plain and Simple</td>
<td>F.A Davis Pearson</td>
<td>9780803620575</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9780131708143</td>
</tr>
<tr>
<td>3275</td>
<td>CPR for Healthcare Providers</td>
<td>Daley College</td>
<td>Basic Life Support</td>
<td>American Heart Association</td>
<td>9780874934618</td>
</tr>
<tr>
<td>0524/0526</td>
<td>Medical Terminology</td>
<td>Arturo Velasquez</td>
<td>Medical Terminology Essentials (with CD &amp; Flash Cards)</td>
<td>McGraw Hill</td>
<td>9780073256443</td>
</tr>
<tr>
<td>0103</td>
<td>Medical Billing/Coding</td>
<td>Arturo Velasquez</td>
<td>Insurance Coding &amp; Electronic Claims for Medical Office Medical Terminology Essentials (with CD &amp; Flash Cards)</td>
<td>McGraw Hill</td>
<td>9780073053073</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9780073256443</td>
</tr>
<tr>
<td>3023</td>
<td>EKG Technician</td>
<td>Daley College</td>
<td>EKG Plain and Simple</td>
<td>Pearson</td>
<td>978031708143</td>
</tr>
<tr>
<td>0102</td>
<td>Phlebotomy Technician</td>
<td>Daley College / Arturo Velasquez</td>
<td>Phlebotomy for Health Care Personnel (w CD)</td>
<td>Booth</td>
<td>9780073309774</td>
</tr>
<tr>
<td>Code</td>
<td>Course Title</td>
<td>Instructor</td>
<td>Textbook Description</td>
<td>Publisher</td>
<td>ISBN</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------------------------------------</td>
<td>---------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>4332</td>
<td>Fun with Phonics</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Phonics (Gr. 1)</td>
<td>Frank Schaffer</td>
<td>9780769682914</td>
</tr>
<tr>
<td>4200</td>
<td>Improve your Reading Grade 1-2</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Reading Grade 1</td>
<td>Frank Schaffer</td>
<td>9780769638614 9780769638621</td>
</tr>
<tr>
<td>4201</td>
<td>Improve your Reading Grade 3-4</td>
<td>Daley College / Arturo Velasquez</td>
<td>Jr. Great Books Series 3 Book 1</td>
<td>Great Books Foundation</td>
<td>9781933147024</td>
</tr>
<tr>
<td>4217</td>
<td>Improve your Reading Grade 5-6</td>
<td>Daley College / Arturo Velasquez</td>
<td>Jr. Great Books Series 5 Book 1</td>
<td>Great Books Foundation</td>
<td>9781933147062</td>
</tr>
<tr>
<td>4205</td>
<td>Improve your Reading Grade 7-8</td>
<td>Daley College / Arturo Velasquez</td>
<td>Great Books Roundtable</td>
<td>Great Book Foundation</td>
<td>9781933147536</td>
</tr>
<tr>
<td>4199</td>
<td>Improving your Math Grade 1-2</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Math Grade 1</td>
<td>Frank Schaffer</td>
<td>9780769636917 9780769636924</td>
</tr>
<tr>
<td>4215</td>
<td>Improving your Math Grade 3-4</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Math Grade 4</td>
<td>Frank Schaffer</td>
<td>9780769636948</td>
</tr>
<tr>
<td>4217</td>
<td>Improving your Math Grade 5-6</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Math Grade 6</td>
<td>Frank Schaffer</td>
<td>9780769636962</td>
</tr>
<tr>
<td>4219</td>
<td>Improving your Math Grade 7-9</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Math Grade 8</td>
<td>Frank Schaffer</td>
<td>9780769636986</td>
</tr>
<tr>
<td>4328</td>
<td>Prepare for the ISAT &amp; Standardized Test Grade 3-4</td>
<td>Daley College / Arturo Velasquez</td>
<td>How to Get Better Test Scores (Math Grade 4)  ISAT Reading Grade 4</td>
<td>Perfection Learning Triumph Learning</td>
<td>9780789157676 9781604711028</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Provider</td>
<td>Textbook Title</td>
<td>Publisher</td>
<td>ISBN</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------</td>
<td>-----------------------------------</td>
<td>----------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>4329</td>
<td>Prepare for the ISAT &amp; Standardized Test Grade 5-6</td>
<td>Daley College / Arturo Velasquez</td>
<td>How to get Better Test Scores Grade 6 ISAT Reading Coach Grade 6</td>
<td>Perfection Learning Triumph Learning</td>
<td>9780789157713 9781604711042</td>
</tr>
<tr>
<td>4330</td>
<td>Prepare for the ISAT &amp; Standardized Test Grade 7-8</td>
<td>Daley College / Arturo Velasquez</td>
<td>How to Get Better Test Scores Grade 8 ISAT Reading Coach Grade 8</td>
<td>Perfection Learning Triumph Learning</td>
<td>9780789157751 9781604711066</td>
</tr>
<tr>
<td>4214</td>
<td>Algebra</td>
<td>Daley College / Arturo Velasquez</td>
<td>Number Power 3: Algebra</td>
<td>McGraw Hill</td>
<td>9780809223886</td>
</tr>
<tr>
<td>4237</td>
<td>Elements of Writing Grade 3-4</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Writing Grade 4</td>
<td>Frank Schaffer</td>
<td>9780769652849</td>
</tr>
<tr>
<td>4237</td>
<td>Elements of Writing Grade 5-6</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Writing Grade 6</td>
<td>Frank Schaffer</td>
<td>9780769652863</td>
</tr>
<tr>
<td>4238</td>
<td>Elements of Writing Grade 7-8</td>
<td>Daley College / Arturo Velasquez</td>
<td>Spectrum Writing Grade 8</td>
<td>Frank Schaffer</td>
<td>9780769652887</td>
</tr>
<tr>
<td>4331</td>
<td>Spanish for Children Level 1</td>
<td>Daley College</td>
<td>Teach Them Spanish Grade 1</td>
<td>Frank Schaffer</td>
<td>9781568228419</td>
</tr>
<tr>
<td>4247</td>
<td>Spanish for Children Level 2</td>
<td>Daley College</td>
<td>Teach Them Spanish Grade 4</td>
<td>Frank Schaffer</td>
<td>9781568226811</td>
</tr>
</tbody>
</table>