Continuing Education
CLASS SCHEDULE
SUMMER 2013
May 25 to August 10
Register Today

CITY COLLEGES of CHICAGO
Harry S Truman
Education that Works
1145 W. Wilson Ave. Chicago, IL 60640
773.907.4440
www.ccc.edu/truman/continuinged
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What’s Hot this Summer
CHECK OUT THESE CLASSES!
- Get Fit Boot Camp
- Run and Walk Your Way to a 5K
- ACT Preparation
- Food Service Sanitation
- Urban Gardening
- Supervising for Success: Getting the Best Out of Employees
- From French Fries to the Freeway: How to Manufacture Your Own Biofuel from Cooking Oil
- Teaching as an Adjunct
- Medical Math for Healthcare Workers
- Start Your Own Salon

SAVE ON GAS!
• Most Courses Are Only $99
• Enroll in an online course today!

TO REGISTER CALL (773) 907-4440
TRANSPORTATION
Riding the CTA
The CTA has direct, 24-hour rail service to Harry S Truman College's front door via the Wilson stop on the Red Line. Numerous bus routes also connect with the campus, including Routes 36, 78, 81, 135, 145, and 151.

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

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

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

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

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

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

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

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

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

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

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

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

Payment Methods
• Automatic bank payment (ACH)
• Credit card/ debit card

Payments are processed each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

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

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

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

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

• 100% refund for withdrawal before the first class meeting
• 100% refund for cancelled classes
• No refund after the first class meeting
SEE WHAT’S NEW THIS SUMMER IN CONTINUING EDUCATION

ACCOUNTING SOFTWARE FOR BUSINESS, Pg. 11
SMALL BUSINESS MANAGEMENT, Pg. 11
HOW TO START A HOME
HEALTHCARE BUSINESS, Pg. 11
HOW TO START YOUR OWN SALON, Pg. 11
HOW TO START YOUR OWN AUTOMOTIVE BUSINESS, Pg. 11
FOOD SERVICE SANITATION, Pg. 12
WORKING IN MUSEUMS, ARCHIVES AND GALLERIES, Pg. 12
BASIC SPANISH INTERPRETING, Pg. 12
TALENT MANAGEMENT, Pg. 12
INTRO TO HUMAN RESOURCES, Pg. 12
TEACHING AS AN ADJUNCT, Pg. 12
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GET FIT BOOTCAMP, Pg. 21

COMING SOON!
BOOK PUBLISHING 101
GMAT REVIEW
NON- PROFIT MANAGEMENT
INTRODUCTION TO PROJECT MANAGEMENT
INTRODUCTION TO SIX SIGMA
PERSONAL TRAINER PREP CLASS
EVENT PLANNING
Workshops will be held at Harry S Truman College located at 1145 W Wilson.
To register, please call the Office of Continuing Education at 773-907-4440 or stop by Room 1442 in the Main Building.

**Baby Boomer’s: Retire With Dignity, Making Your Money Make Sense**
Tuesday, April 23rd, 11am – 12pm, Room 2230
Looking for ways to plan for a retirement that could last 30 years or more? Interested in ways to pass accounts to your beneficiaries? Come learn how.
Sponsored by: Abednego Wealth Management

**Maximize Your Retirement Funds to Generate a Lifetime of Income**
Tuesday, April 23rd, 6pm – 7pm, Room 1947
Are you in or nearing retirement? If so, this workshop is for you! Learn how to protect your accounts so your retirement money will last a lifetime.
Sponsored by: Abednego Wealth Management

**Understading the Importance of Estate Planning**
Thursday, April 25th, 11am – 12pm, Room 2230
Estate planning is not just to plan for after death, but also for the uncertainties in life. Learn about basic estate planning documents.
Sponsored by: Law Office of L. June Samuels, P.C.

**Protect Your Retirement Funds by Stopping the Losses**
Thursday, April 25th, 6pm – 7pm, Room 1947
Tired of your accounts fluctuating with the stock markets? Learn how to stop losses in your portfolio and maximize gains.
Sponsored by: Abednego Wealth Management

**Your Retirement Accounts and Mandatory IRS Obligations**
Wednesday, April 24th, 11am – 12pm, Room 2230
Are you aware the IRS requires you to take money from your qualified retirement accounts by a certain age? Learn how to avoid penalties!
Sponsored by: Abednego Wealth Management

**Exit Gracefully**
Tuesday, April 23rd, 6pm – 7pm, Room 1955
In 2009, the Making Homes Affordable (MHA) program was established to help struggling homeowners. Find out which program you are eligible for.
Sponsored by: Marki Lemons Unlimited
**CONTINUING EDUCATION COURSES**

**COLLEGE TO CAREERS**

**ALLIED HEALTH**

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

11648 CE HLTH 0160 TRC
6:00 PM-9:30 PM T Th L972 V. Baker
Jun 4th to Jul 25th - No class July 4.

EKG Technician
Learn the skills needed to become an EKG/cardiovascular technician in this comprehensive 33-hour course. You will learn the anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contacts. You will also be introduced to the associated areas of laboratory assisting, and electrocardiography. The hands-on practice you will receive will help prepare you for the national exam administered through NCCT. Note--As part of the learning objectives for this course, you will take on the role of patient and technician. The course fee does not include the textbook and learning materials. Prerequisite: A high school diploma or GED is required to take the national certification exam. English proficiency is required. Fee $699

11647 CE HLTH 0158 SA
9:00 AM-1:45 PM Sat 3975 N. Khan
Jun 1st to Jul 20th - No class July 6.

Phlebotomy Technician
This 90-hour program prepares professionals to collect blood specimens for laboratory analysis. Students will become familiar with all aspects of blood collection and will develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Note--As part of the learning objectives for this course, you will take on the role of patient and technician. There is no outside externship rotation included with this program. Prerequisite: Students must be age 18 and English proficient. A high school diploma or GED certificate is recommended. This class meets three days per week: Monday, Tuesday, and Thursday. Fee $1599

11650 CE HLTH 0102 MTR
5:00 PM-8:30 PM M TTh L971 A. Meeters
Jun 3rd to Aug 1st - No class July 4.

**PHARMACY TECHNICIAN**

Pharmacy Technician
Prepare to work in a pharmacy under the supervision of a registered pharmacist. This course includes 56 hours of classroom work and a mandatory 60-hour internship. You will learn medical terminology specific to the pharmacy field, to read and interpret prescriptions, identify drugs by generic and brand names, identify various disease states, and learn about over-the-counter medications. Students will prepare for the National Certification Exam. The 60-hour internship component will take place in a retail pharmacy under the supervision of a licensed pharmacy technician. Students must pass a criminal background check and drug screening to participate in the class. Prerequisite: All prospective students must take the Compass ATB test to apply for admission to the program. Fee $1350

Saturday section:
12487 CE HLTH 0171 SC
12489 CE HLTH 0172 SC
12494 CE HLTH 0173 SC
8:00 AM-3:00 PM Sat L836 K. Simpson
Jun 1st to Aug 3rd - No class June 29 and July 6

Tuesday/Thursday section:
12488 CE HLTH 0171 TRA
12490 CE HLTH 0172 TRA
12496 CE HLTH 0173 TRC
5:30 PM-9:00 PM T Th 2420 C. Little
Jun 6th to Aug 1st - No class July 4

**WIA Assistance Available!**
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call Kim Dismuke at 773-907-4671.

- EKG Technician
- Paralegal
- Basic Nursing Assistant
- Phlebotomy Technician
- Pharmacy Technician
- Medical Administrative Assistant
- Home Based Daycare

TO REGISTER CALL (773) 907-4440
Spanish for Healthcare Workers
Learn medical terminology words and phrases for health care workers. Also, this course will give you a cultural awareness of working with a Latino population in the field of health care. Fee $425
11632 VOC TR 9061 RC
6:00 PM-8:00 PM Th 1947 G. Lopez
Jun 6th to Jul 18th - No class July 4.

Arabic for Healthcare Workers
Learn medical terminology words and phrases for health care workers. Also, this course will give you a cultural awareness of working with a Middle Eastern population in the field of health care. Fee $425
11633 VOC TR 9062 MC
6:00 PM-8:30 PM M 1947 TBA
Jun 10th to Jul 15th

Medical Math for Healthcare Workers
Review the practical application of mathematical principles of ratios, conversions, and statistics used in a typical health care setting. This class includes a review of basic math, English/metric conversions, how to read and interpret doctor’s orders, how to calculate the proper mix of solutions and flow rates, and basic probability and statistics used in a medical context. Fee $350
11613 VOC TR 9074 MC
6:30 PM-8:30 PM M 1955 TBA
Jun 10th to Jul 15th.

Writing for Healthcare Professionals
Learn the principles of writing, writing for academic purposes, and writing to help healthcare professionals in practice. Fee $425
11615 VOC TR 9069 SC
10:00 AM-12:30 PM Sat L925 TBA
Jun 8th to Jul 27th - No class July 6.

AHA CPR for Healthcare Providers
This course designed for healthcare providers teaches cardiopulmonary resuscitation (CPR) and relief of foreign body airway obstruction for adults, children and infants. On successful completion of the course, you will receive a course completion card issued through the American Heart Association. You must register in advance. We cannot permit registrations the day of the class. Fee $49
12533 VOC TR 6004 RC
5:30 PM-9:30 PM Th L829 M. Stamos
Jun 20th, Aug. 10

Computerized Medical Billing and Coding Overview
If you're thinking about beginning the Computerized Medical Billing and Coding program, take this two-hour introductory course to get an overview of the field and see what medical billing and coding is all about. You'll learn about the job market, the training and skills needed to become a successful biller and coder, available certifications, and the specific details about our program. Fee $29
11655 VOC TR 7034 TC
6:30 PM-8:30 PM T 1925 C. Olivarez
Jun 4th

Introduction to Computers for Healthcare
Students will learn the day-to-day usage of the computer in the healthcare setting. Students will also develop skills to evaluate alternative courses of action, thereby improving the efficiency of the healthcare system. This course will focus on effective modeling and analysis of complicated healthcare related processes through the use of computers and simulation techniques. Fee $105
11656 CE HLTH 0170 SC
9:00 AM-1:00 PM Sat L584 C. Little
Jun 8th to Jun 29th

Human Anatomy and Physiology
A basic understanding of the anatomy and physiology of the various body systems is the sound foundation upon which all health care careers are built, including those providing direct patient care and those in support services such as medical billing. This course examines basic anatomy (structure) and physiology (function). Abnormal function (pathology) will be discussed briefly as well as the most common diagnostic tests used to identify it. Writing assignments, as appropriate to the discipline, are part of the course. Fee $420
11657 CE HLTH 0154 MWA
5:30 PM-9:45 PM MW L951 N. Khan
Jun 5th to Jul 17th

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call Kim Dismuke at 773-907-4671.
• EKG Technician
• Paralegal
• Basic Nursing Assistant
• Phlebotomy Technician
• Pharmacy Technician
• Medical Administrative Assistant
• Home Based Daycare

SCHEDULE SUBJECT TO CHANGE.
Fundamentals of Medical Billing and Coding
This course provides an overall view of the medical billing and coding field and processes. You will be introduced to CPT coding and symbols. Learn about HIPAA, the purpose and use of CMS1500 and UB92 forms, as well as the anatomy and systems that apply to CPT coding. This course will also cover radiology/oncology pathology, the medicine and Level II National Codes (HCPCS). Prerequisite: Successful completion of Human Anatomy and Physiology and Medical Terminology for the Healthcare Profession is required. Students should be English proficient. Fee $210
11658 CE HLTH 0104 MWA
6:00 PM-8:30 PM MW L935 C. Olivarez
Jun 5th to Jul 22nd

Commercial and Government Billing and Insurance
In this course, you will learn to verify insurance benefits, use the CMS1500 claim form, register patients, and interpret explanation of benefits. You will also learn how to identify Medicare cards, HMO, PPO, and MCOs, Medicare, Medicaid; identify and rebill claims; bill to the highest level of specificity; and process the UB92 hospital billing form. Commercial and government insurance will also be covered. Prerequisite: Successful completion of Fundamentals of Medical Billing and Coding and Advanced Medical Billing and Coding is required. Fee $105
11659 CE HLTH 0155 MWA
6:00 PM-9:30 PM MW L972 D. Balentine
Jun 3rd to Jun 12th

Computerized Medical Billing and Coding
Gain hands-on practice with Virtual Medical Office billing software. Learn how to complete patient information, and learn the scheduling, billing, and electronic filing features of Virtual Medical Office through computer simulations. Prerequisite: Completion of Intro to Microcomputers and Keyboarding (or equivalent training or experience), Human Anatomy and Physiology, Medical Terminology, Fundamentals of Medical Billing and Coding, and Advanced Medical Billing and Coding (Coding Applications). Fee $315
11660 CE HLTH 0106 MWC
6:00 PM-9:30 PM MW L972 D. Balentine
Jun 17th to Jul 24th

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

Computerized Medical Billing and Coding Certificate Program
Medical billing and its related occupations are among the fastest growing opportunities in health care. Salaries range from $21,000 to more than $32,000 per year. Completing these courses may lead to employment as an inpatient/outpatient coder, medical collector, medical records coder and more.
Note—Books are required for each course, and total book costs for the entire program may total $900.

Required courses (in order)
• Medical Billing and Coding Overview
• Human Anatomy and Physiology
• Medical Terminology
• Intro to Computers for Healthcare
• Fundamentals of Medical Billing and Coding
• Advanced Medical Billing and Coding
• Commercial and Government Billing and Insurance
• Computerized Medical Billing and Coding

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

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

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

CAREER RESOURCES
The Career Planning and Placement Center at Harry S Truman College can help you...
- Find the career that is best suited for you
- Learn how to complete a job application
- Create a resume that will get you noticed, along with cover letters and thank you letters
- Learn about effective interviewing skills
- Find a job

Learn about internships and work-based learning
For more information, please stop by Room 162 in the Larry McKeon Student Services Building or call (773) 907-2477.
B.N.A.
Basic Nursing Assistant

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

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

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

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

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

<table>
<thead>
<tr>
<th>Workforce Center Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Park Community Center</td>
<td>773-539-3828</td>
</tr>
<tr>
<td>Asian Human Services</td>
<td>773-393-8100</td>
</tr>
<tr>
<td>Inspiration Corporation</td>
<td>773-878-0981</td>
</tr>
<tr>
<td>Instituto Del Progreso Latino</td>
<td>773-927-7712</td>
</tr>
<tr>
<td>Northside Workforce Center</td>
<td>773-334-4747</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Theory Session</th>
<th>Orientation/CPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Monday, June 3, 9:00am – 4:00pm Orientation/CPR is Mandatory, Room L956</td>
</tr>
<tr>
<td>June 3 - July 31, Monday and Wednesday 9:00am – 4:00pm</td>
<td></td>
</tr>
<tr>
<td>Evening</td>
<td>Monday, June 3, 6:00pm – 8:00pm &amp; Tuesday, June 4, 8:30pm – 9:30pm Orientation/CPR is Mandatory for Both Days, Room L956</td>
</tr>
<tr>
<td>June 3 - July 31, Monday, Tuesday, Wednesday 5:30pm – 9:30pm</td>
<td></td>
</tr>
</tbody>
</table>

Clinical Rotations (Select One Session)

<table>
<thead>
<tr>
<th>Clinical #1: June 15 - August 3, Saturday 7:00am – 3:30pm</th>
<th>Clinical #3: June 16 - August 4, Sunday 7:00am – 3:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical #2: June 14 - August 2, Friday 7:00am – 3:30pm</td>
<td>Clinical #4: June 16 - August 4, Sunday 1:00pm – 9:30pm</td>
</tr>
</tbody>
</table>

The B.N.A. program is divided into 3 components: Orientation/CPR Training, Lecture, and Clinical. Orientation/CPR Training is mandatory for all students taking the B.N.A. program. Lecture is composed of classroom and laboratory time. Clinical is composed of time spent at the hospital or nursing home where students provide care to real patients.
Paralegal Overview
The paralegal field can be exciting and rewarding—paralegals work in a variety of settings including corporations, private law firms, consumer organizations, courts, and government agencies. Come to this one-day seminar to learn about career opportunities for paralegals, and about Harry S Truman College's paralegal training program. Fee $29
14152 CE BSMT 0255 TC
6:30 PM-8:30 PM T 1917 T. Wendt
Jun 4th

Legal Writing
Writing is an essential skill for paralegals. In this course, you will learn the fundamentals of legal analysis and legal reasoning. You will also learn about case analysis, statutory analysis, drafting letters and other correspondence, and writing legal memoranda. A textbook is required. Fee $129
11662 CE BSMT 0245 WC
6:15 PM-9:15 PM W 1925 F. Muscadin
Jun 5th to Jul 17th

Torts and Personal Injury
The area of torts includes everything from simple battery to products liability and medical malpractice. This course covers intentional torts, negligence, and tort liability. Special attention will be given to personal injury law, including assessing claims and damages, adjudication or personal injury cases, and making out-of-court settlements. A textbook is required. Fee $129
11663 CE BSMT 0254 RC
6:15 PM-9:15 PM Th 1925 T. Wendt
Jun 6th to Jul 25th

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

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

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

Required courses
• Paralegal Overview
• The Paralegal Profession: Nature and Scope*
• Legal Research
• Legal Writing
• Contracts
• Estates, Wills, and Trusts
• Business Law
• Civil Procedure and Litigation
• Torts/Personal Injury
• Criminal Law and Procedure
• Family Law
• Real Estate and Property Transfers
* This course should be taken early in the program.

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

CAREER RESOURCES
The Career Planning and Placement Center at Harry S Truman College can help you...
• Find the career that is best suited for you
• Learn how to complete a job application
• Create a resume that will get you noticed, along with cover letters and thank you letters
• Learn about effective interviewing skills
• Find a job

Learn about internships and work-based learning
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• Phlebotomy Technician
• Pharmacy Technician
• Medical Administrative Assistant
• Home Based Daycare
• Web Design

TO REGISTER CALL (773) 907-4440
Building Your Home-Based Childcare Business
Explore your dream of creating a home-based childcare business in this certificate course. This series will provide the tools you need to launch and sustain a childcare business. You’ll follow a step-by-step process to develop a business and marketing plan, policies and procedures document, and a parent handbook. You’ll also gain a sound understanding of business financials. The required book is not included in the course fee. Fee $49
12516 VOC TR 1250 TC
6:30 PM-8:30 PM  T 1907  R. Anthony
May 28th to Jul 30th

Childcare Workshops

Marketing your Home-Based Childcare Center
Maximize your enrollment and income. Explore inexpensive ways to promote your business. A certificate will be provided upon completion: CDA Area 6

Organizing Paperwork and Forms for Your Childcare Business
Every job has its paperwork! Learn organizational techniques for completing and tracking required forms. A certificate will be provided upon completion: CDA Area 5 Fee $40
12517 VOC TR 4051 RC
12518 VOC TR 4052 RC
5:00 PM-9:00 PM  Th 1907  R. Anthony
Jul 11th

Knowing DCFS Standards
Stay current in your understanding of the DCFS standards. Make your next DCFS licensing visit a positive one. A certificate will be provided upon completion: CDA Area 6

Working with Teen Parents
Understand and enjoy working with teen parents. Providers and caregivers will also learn how to create an incentive program to help guide teen parents through some difficult times. A certificate will be provided upon completion: CDA Area 4. Fee: $40
12519 VOC TR 4050 RC2
12520 VOC TR 4055 RC
5:00 PM-9:00 PM  Th 1907  R. Anthony
Jul 18th

Connecting with Infants and Toddlers through Daily Routines
Develop routines for feeding, diapering, and napping that will enhance the social and emotional development of infants and toddlers. A certificate will be provided upon completion: CDA Area 8.

Creating a Positive Child Care Environment
Design a quality child care learning environment with practical ideas for creative space and materials. A certificate will be provided upon completion: CDA Area 1. Fee: $40
12521 VOC TR 4058 RC
12522 VOC TR 4053 RC
5:00 PM-9:00 PM  Th 1907  R. Anthony
Jul 25th

Creating Nutritious Meals
In this workshop we will discuss our concerns, responsibilities, integrity and desire to serve nutritional meals to the children in our care. We all follow the food program guidelines, but let’s talk about going above and beyond these requirements by creating nutritious and fun meals for all ages. A certificate will be provided: CDA Area 1.

Choosing the Right Assistant
This workshop will show you the do’s and don’t’s of selecting the right assistant. You’ll learn how to develop a successful relationship with your assistant and to maintain a strong work ethic within your childcare setting. A certificate will be provided: CDA Area 6. Fee: $40
12523 VOC TR 9089 RC
12524 VOC TR 9088 RC
5:00 PM-8:00 PM  Th 1907  R. Anthony
Aug 1st

Our childcare workshops offer Child Development Associate (CDA) credits for the optional CDA credential.

For more information, visit the following websites:

--Marketing your Home-Based Childcare Center
--Organizing Paperwork and Forms
--Knowing DCFS Standards
--Working with Teen Parents
--Connecting with Infants and Toddlers
--Creating a Positive Child Care Environment
--Creating Nutritious Meals
--Choosing the Right Assistant
--Providing Quality Infant and Toddler Care
--Understanding Infant and Toddler Temperaments
--Activities for Infants and Toddlers
--Literacy for Infants and Toddlers

Childcare workshops are now offered in a convenient two-course format. You’ll pay $40 for two workshops taken on the same day.
Providing Quality Infant and Toddler Care
Learn developmentally appropriate activity ideas for infant and toddler care. Topics include building relationships, knowing children and their families, and creating a welcoming environment. Learn to promote children’s safety and health, guide children's behavior, and provide quality interactions, routines, and daily activities. A certificate will be provided upon completion: CDA Area 3.

Understanding Infant and Toddler Temperaments
Understand the key concepts of temperament types for infants and toddlers and how to be more responsive to the children’s needs. A certificate will be provided upon completion: CDA Area 8. Fee: $40
12525 VOC TR 4056 SC
12526 VOC TR 4057 SC
9:00 AM-1:00 PM Sat 1907 R. Anthony
Jun 8th

Activities for Infants and Toddlers
Learn to support and extend infant and toddler play and offer new activities and materials to build upon their learning. A certificate will be provided upon completion: CDA Area 3.

Literacy for Infants and Toddlers
Help teach infants and toddlers how to read using practical and creative concepts. A certificate will be provided upon completion: CDA Area 2. Fee: $40
12528 VOC TR 4059 SC
12529 VOC TR 4060 SC
9:00 AM-1:00 PM Sat 1907 R. Anthony
Jun 29th

AHA Heartsaver CPR and First Aid
This course is designed to teach the skills of cardiopulmonary resuscitation (CPR), relief of foreign body airway obstruction, first aid, and Automated External Defibrillator (AED) to lay rescuers. You will learn critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives. On successful completion of the course, you will receive a course completion card issued through the American Heart Association. This class is appropriate for childcare providers. A book is required. Fee $49
9:00 AM-12:00 PM Saturdays, Jun 15th and Jul 13th

BOOKKEEPING

Fundamentals of Bookkeeping
Use a step-by-step approach to learn all the elements of the bookkeeping cycle including creating and posting journal entries, performing a trial balance, closing the general ledger, preparing basic financial statements, and calculating the cost of goods sold. Fee $129
11653 VOC TR 1118 SC
9:00 AM-11:30 AM Sat L967 Z. Olear
Jun 8th to Jul 27th - No class July 6.

ENTREPRENEURSHIP

Accounting Software for Businesses
The course will guide you through all the important functions of accounting and the use of QuickBooks and Peachtree software. Fee $425
11596 VOC TR 9075 TC
6:00 PM-8:30 PM T L584 TBA
Jun 11th to Jul 16th

Small Business Management
Learn how to implement effective marketing and management strategies for a small business. Fee $425
11595 VOC TR 9072 MC
6:00 PM-8:30 PM M 1907 TBA
Jun 10th to Jul 15th

How to Start a Home Healthcare Business
Learn what it takes to own your own business as a home health care giver. You will learn about hiring practices, forms of ownership, insurance and liability, bookkeeping and taxes, marketing and advertising, finding new clients, billing and insurance payments, and how to find suppliers and employees. Fee $450
11597 VOC TR 9076 SC
9:00 AM-12:00 PM Sat 1104 TBA
Jun 8th to Jul 20th - No class July 6.

How to Start Your Own Salon
Learn what it takes to own your own business as a salon owner. You will learn about hiring practices, forms of ownership, insurance and liability, bookkeeping and taxes, marketing and advertising, site selection, equipment needs, and how to find suppliers. Fee $450
11602 VOC TR 9077 SC
9:00 AM-12:00 PM Sat 1947 TBA
Jun 8th to Jul 20th - No class July 6.

How to Start Your Automotive Business
Learn what it takes to own your own business as a service station owner. You will learn about hiring practices, forms of ownership, insurance and liability, bookkeeping and taxes, marketing and advertising, site selection, equipment needs, and how to find suppliers. Fee $450
11603 VOC TR 9078 SC
9:00 AM-12:00 PM Sat L915 TBA
Jun 8th to Jul 20th - No class July 6.
FOOD SERVICE SANITATION

Food Service Sanitation  NEW!
National Restaurant Association ServSafe Training and certification is appropriate for anyone seeking first-time certification or to renew an expired license. State and local governments require that food service establishments be under the direction of a person with a valid State of Illinois Food Service Sanitation Manager’s Certification. On successful completion of a state-approved exam, you will be eligible to apply for the State of Illinois certification ($35 fee). City of Chicago certificates are available for an additional $35 fee. A textbook is required. Allow approximately 6 to 8 weeks to receive your certifications. Fee $175
12531 VOC TR 1355 TC
6:00 PM-9:00 PM  T  L947  TBA
Jun 11th to Jul 23rd

OTHER CAREER TRAINING

Working in Museums, Archives, and Galleries
Learn how to work as an entry-level employee in the fascinating world of museums, archives and galleries. Learn what goes on behind the scenes and what it takes to set up and maintain exhibits. You will learn about collections, storage and conservation, education, visitor services, principles of design and display, traveling exhibits, and many other topics. Fee $625
11604 VOC TR 9003 RC
11:30 AM-1:30 PM  Th  1947  C. Goldthorpe
Jun 6th to Jul 18th - No class July 4.

Basic Spanish Interpreting
This course is designed to develop the interpreting skills necessary for service as a Spanish/English interpreter. Fee $425
11611 VOC TR 9081 FC
6:00 PM-8:30 PM  F  1907  H. Lopez
Jun 7th to Jul 19th - No class July 5.

Talent Management
Take a comprehensive look beyond the war for talent. This course provides an understanding of the relation between HR Strategy, Human Capital Strategy, and Strategic Talent Management and how these elements must integrate if an organization is to realize its maximum potential. Fee $425
11609 VOC TR 9059 SC
1:00 PM-3:30 PM  Sat  L915  TBA
Jun 8th to Jul 20th - No class July 6.

Introduction to Human Resources
This course introduces you to the world of Human Resources. Examine the functions of human resources in organizations including responsibilities and objectives, the employment cycle, job analysis, recruitment and selection, performance appraisal, and managing change within the workplace. Fee $425
11610 VOC TR 9060 MC
6:00 PM-8:30 PM  M  1917  TBA
Jun 10th to Jul 15th

Teaching as an Adjunct
Congratulations! You just accepted an appointment as an Adjunct Faculty member or Teaching Assistant at your local college. Now what? While your subject matter expertise is unquestioned, you’ve never taught before and don’t know where to start. You will learn how to write a syllabus, the importance of student interaction and assessments, how to deal with discipline problems, setting reasonable expectations for your class and yourself, how to use common classroom technologies, trends in distance learning, and other important topics. Fee $375
11605 VOC TR 9006 RC
6:30 PM-8:30 PM  Th  L947  TBA
Jun 6th to Jul 18th - No class July 4.

International Business Management
Learn the functional areas of the international business environment, and gain an understanding to develop policies and strategies appropriate for the global marketplace. Fee $425
11607 VOC TR 9056 MC
6:00 PM-8:30 PM  M  LKVW  M. Schneider
Jun 10th to Jul 15th - Section MC meets at Lakeview Learning Center, 3310 N. Clark St, room L107

International Marketing
Explore the marketing issues that are encountered when entering foreign markets such as cultural differences, market access barriers, market research, and market entry strategies. This course is an exciting opportunity to learn the new marketing skills necessary for competition in today’s international environment. Fee $425
11608 VOC TR 9057 RC
6:00 PM-8:30 PM  M  LKVW  M. Schneider
Jun 10th to Jul 15th - Section RC meets at Lakeview Learning Center, 3310 N. Clark St, room L104

Basic Cyber Security
Learn about the history, standards and current application of Cyber Security topics, including cyber terrorism, hacking and viruses. Minimum security standards for any organization will be discussed, as well as case histories of actual incidents. Fee $425
11606 VOC TR 9008 WC
6:00 PM-8:30 PM  W  1907  TBA
Jun 5th to Jul 10th
THE PEOPLE’S LAW SCHOOL

Free and open to the general public!

Harry S Truman College offers workshops in which distinguished attorneys explain in plain language how the legal system works and how it can help you. Workshops include Immigration, Social Security, Divorce, and Domestic Violence. Workshops will be held at Harry S Truman College, 1145 W. Wilson, Chicago, IL 60640. To register, call 773-904-4440 or stop by Room 1442 in the Main Building.

- **Immigration Workshop**, Weds, April 17, 2 – 4 pm, Room 1947
- **Social Security/SSI Workshop**, Weds, April 24, 2 – 4 pm, Room 1947
- **Divorce, Child Support, Visitation and Custody**, Weds, June 12, 6 – 7:30 pm, Room 1106
- **Domestic Violence**, Weds, June 19, 6 – 7:30 pm, Room 1106

Career Planning and Placement Center — Spring 2013 Series-8 Workshops

Maximize your chances for a successful job search and job performance by participating in our Spring 2013 Series-8 Workshops with experts from a variety of fields who can help you move to the top of the pack. Completers will exit with a professional portfolio of resume, cover letter, and references along with interview and job skills designed for success in a highly competitive job market. Workshop-8 Spring Series is designed especially for Harry S Truman students, alumni and community job seekers. Additional perks include: certificate of completion that can be included on resume; networking opportunities with real business and industry professionals; improved personal skills for job search and on-the-job success and mock interviews with professional raters.

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

- **Career Management Skills**—This topic addresses the purpose of work, why people work, the differences between work and career and top growth jobs/careers. Thursday, March 7th, 2 – 3:30 p.m., Room 186 in the Larry McKeon Student Services Building
- **Resume and Cover Letter Writing Skills, Part I**—Participants will learn the purposes and parts of a resume with samples, then be provided assistance in crafting one. Resumes will be sent to business experts for review and feedback to participants. Thursday, March 14th, 2 – 3:30 p.m., Room 186 in the Larry McKeon Student Services Building
- **Professionalism and Self-Management Skills**—This workshop will help participants identify professional behaviors in areas of interpersonal skills, self-management and conflict management. Thursday, March 21st, 2 – 3:30 p.m., Room 186 in the Larry McKeon Student Services Building
- **Work Ethic and Critical Thinking Skills**—This session includes up-to-date information on ethics and accountability, comfort in difficult situations, critical thinking skills, money management, contract negotiations and more. Thursday, April 4, 2 – 3:30 p.m., Room 186 in the Larry McKeon Student Services Building
- **Teamwork Skills**—This session addresses cooperation in diverse workplaces. Issues include successful teams, good team members and balancing roles of individuals against teams. Thursday, April 11, 2 – 3:30 p.m., Room 186 in the Larry McKeon Student Services Building
- **Creative Thinking Skills**—Participants will learn how to work creatively with others through a range of creative, experiential and fun techniques. Thursday, April 18, 2 – 3:30 p.m., Room 186 in the Larry McKeon Student Services Building
- **Resume/Cover Letter Writing Skills, Part II**—This workshop is a follow-up to Part I where students will be presented with their proofed resumes and cover letters to be corrected in class. Thursday, April 25, 2 – 3:30 p.m., Room 186 in the Larry McKeon Student Services Building
- **Interview Skills**—Participants will learn how to handle different types of interviews. Mock interviews with industry partners will be included. Thursday, May 2, 2 – 3:30 p.m., Room 186 in the Larry McKeon Student Services Building

TO REGISTER CALL (773) 907-4440
COMPTIA A+ CERTIFICATION

CompTIA A+ Certification: Part 2
Hardware, Security & Networks
Concurrent enrollment with CompTIA A+ Certification: Part 1 required.

11594 VOC TR 9202 SC
9:00 AM-1:00 PM Sat L129 H. Truong
May 25th to Jul 27th - No class July 6.

WEB DESIGN AND PRINT DESIGN

Writing for the Web
What’s in a word? Some may approach online information differently than information contained in print media. This course teaches you how to capitalize on this difference with some simple but powerful rules. Fee $425
11612 VOC TR 9080 RC
6:30 PM-8:00 PM Th LKVW TBA
Jun 6th to Jul 18th - No class July 4. Section RC meets at Lakeview Learning Center, 3310 N. Clark St, room L104

Introduction to Web Design
If you want to learn about web design, but don’t know where to begin, this one-evening, introductory class is for you. Whether you desire the skills to build a web site for yourself, or want to become a professional web designer, this class will explain the fundamentals of web design. The lecture will include an overview of web design and discussion of the vast potential of the web and key web vocabulary from CMS to WYSIWYG. In addition, the instructor will build a web page layout using Adobe Photoshop. This class is highly recommended for students registering for classes in web design. No text. Fee $29
11664 VOC TR 3121 TC
6:30 PM-9:30 PM Th 3909 S. Wills
Jun 4th

Photoshop
Adobe Photoshop is the industry standard digital image editing program used by photographers, visual artists, and web-, video- and graphic-design professionals. It provides powerful tools for photo retouching, image analysis and manipulation; collage, drawing, painting, text, page layout; and optimization for print, video, and the web. This 7-week class is a basic guided tour through Photoshop’s essential tools and techniques. Students will be guided step-by-step through prepared lessons and receive guidance for individual class projects. Course fee includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. This class is required for the Web Design certificate. Fee $369
11665 CE BSMT 0259 RC
6:30 PM-9:30 PM Th 3909 S. Wills
Jun 6th to Jul 25th - No class July 4.

WEB DESIGN PROGRAM

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

Note—This program is WIA approved.

HTML/XHTML
Illustrator
Photoshop
Dreamweaver
Flash

HTML, XHTML and CSS
Learn and apply HTML code and CSS (Cascading Style Sheets), the fundamental languages used in website creation. Topics covered include best workflow practices, XHTML coding for links, images, headings, divs and lists. Advanced topics include the latest trends in HTML5, JavaScript, and CSS development; culminating in designing, building, and uploading your own web site. Prerequisite: Proficiency with Windows or Mac OS is required. No computer beginners. This class is required for the Web Design certificate and is a prerequisite for Dreamweaver. Fee $369
11666 CE BSMT 0257 MC
6:30 PM-9:30 PM M 3909 Y. Chien
Jun 10th to Jul 22nd

Graphic Design for Print and the Web
Inject your skill set with essential design and production knowledge. Learn expressive typography, dynamic page composition, streamlined production planning, effective creation and use of digital graphics, file types and their purpose, scanning and image editing techniques, storyboarding, and color systems for digital and print media. Prerequisite: Students should have a working knowledge of PC or Macintosh computers. You should bring a notebook and flash drive. Fee $369
11667 VOC TR 5058 TC
6:30 PM-9:30 PM T 3909 S. Wills
Jun 11th to Jul 23rd

SCHEDULE SUBJECT TO CHANGE.
**SKILLS**

**CAREER PLANNING**

Resume Writing Workshop
Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn the advantages and disadvantages of different resume formats. Bring your resume for a personal evaluation. This workshop is for all occupations and levels. Fee: Free
11668 PER TR 1244 SC
10:00 AM-12:00 PM Sat 1925 K. Williams
Jun 8th

Interviewing Skills
Prepare for your next interview in this workshop where you’ll become familiar with typical interview questions, explore the latest trends in interview styles, and determine the best approaches to handling your interview. Fee: Free
11669 PER TR 1246 SC
10:00 AM-12:00 PM Sat 1925 K. Williams
Jul 20th

**PROFESSIONAL DEVELOPMENT**

Writing for Healthcare Professionals
Learn the principles of writing, writing for academic purposes, and writing to help healthcare professionals in practice. Fee $425
11615 VOC TR 9069 SC
10:00 AM-12:30 PM Sat L925 TBA
Jun 8th to Jul 27th - No class July 6.

Supervising for Success: Getting the Best Out of Employees
Often the next step in a career is taking on the supervision of other employees. New supervisors are often thrown in to the job without practical training on how to be a manager, how to address performance issues and how to have the difficult conversations that many people dread. The current legal environment can also paralyze supervisors in their daily interactions due to concern over regulatory charges and lawsuits. This course will discuss the steps and techniques for successfully supervising employees. Upon completion the learner should be able to describe and demonstrate effective and legal supervisory techniques in multiple real-life situations. This course will give the learner not only theory and process, but actual practice in these skills via case studies and role playing activities to confidently deal with supervision tasks. Fee $450
11617 VOC TR 9085 RC
6:00 PM-8:30 PM Th L915 M. Maish
Jun 6th to Jul 18th - No class July 4.

Organizational Leadership
Learn the necessary tools to work in managerial positions in business, nonprofit, or governmental organizations. Fee $425
11616 VOC TR 9082 MC
6:00 PM-8:30 PM M 1925 TBA
Jun 10th to Jul 15th

Business Writing
Effective written communication is essential in all organizations. Learn the mechanics of good writing, learn to clearly communicate in a way that avoids misinterpretations, conveys information in an appropriate tone, and gains support for your positions. Fee $425
11614 VOC TR 9063 TC
6:00 PM-8:30 PM T 1104 TBA
Jun 11th to Jul 16th

Medical Math for Healthcare Workers
Review the practical application of mathematical principles of ratios, conversions, and statistics used in a typical health care setting. This class includes a review of basic math, English/metric conversions, how to read and interpret doctor’s orders, how to calculate the proper mix of solutions and flow rates, and basic probability and statistics used in a medical context. Fee $350
11613 VOC TR 9074 MC
6:30 PM-8:30 PM M 1955 TBA
Jun 10th to Jul 15th

Math with Confidence
Address the fear of math and get on track for math learning success. Fee: Free
11621 VOC TR 9066 WC
6:00 PM-8:30 PM W 1917 TBA
Jun 5th to Jul 10th

Fear No Math Workshop
Boost your confidence in the math. This two-hour workshop reviews basic mathematical concepts including operations with integers, fractions, decimals, percentages, ratios, proportions, exponents, order of operations, and basic word problems. Fee $10
12503 PER TR 1266 SC
10:00 AM-12:00 PM Sat 1917 C. Allen
Jun 8th
12504 PER TR 1266 SC1
10:00 AM-12:00 PM Sat 1917 C. Allen
Jul 13th
12505 PER TR 1266 SC3
10:00 AM-12:00 PM Sat 1917 C. Allen
Aug 10th

**MATHMATICS**

**Resumes**

Resume Writing Workshop
Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn the advantages and disadvantages of different resume formats. Bring your resume for a personal evaluation. This workshop is for all occupations and levels. Fee: Free
11668 PER TR 1244 SC
10:00 AM-12:00 PM Sat 1925 K. Williams
Jun 8th

Interviewing Skills
Prepare for your next interview in this workshop where you’ll become familiar with typical interview questions, explore the latest trends in interview styles, and determine the best approaches to handling your interview. Fee: Free
11669 PER TR 1246 SC
10:00 AM-12:00 PM Sat 1925 K. Williams
Jul 20th
Introduction to Computers for Seniors
Seniors age 55 and older can become computer savvy through this 8-week course. Learn the basics of using a personal computer, including Microsoft Word and the Internet. Learn to compose letters and e-mail, to make calendars, flyers, and much more! Must be age 55 or older and a Chicago resident. Advance registration is required. Call the Chicago Department of Senior Services at 312-746-6523 to register. The class fee of $35 (check or money order) must be mailed to the Dept. of Family and Support Services, 1615 W. Chicago Ave., 3rd Floor, Chicago, IL 60622, attn Francine Miller. Payment must be received 2 days before the class start date. Class size is limited. Fee: $35

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

SOFTWARE APPLICATIONS
Data Analysis Using Excel
Explore advanced features of Excel used in engineering, statistics, business and science. Learn about functions, modeling, regression analysis, advanced graphing capabilities, pivot tables and more. Real-world examples will be taught and each participant will have hands-on experience creating templates and working through the examples. Fee $425

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

**ACT Preparation**

Let’s face it—the competition for college admissions keeps getting more and more intense. To get into the school of your choice, your application package must include good grades, enthusiastic letters of recommendation, and well-written personal essays. But to really stand out, you must also have an excellent ACT score. And that’s where our ACT Prep Class comes in. You will learn score-raising strategies, plus get realistic practice by doing practice tests that focus on the four testing areas: English, mathematics, reading, and science. The course includes classroom lessons, subject review, problem solving, timed quizzes, practice tests, skill review exercises, and actual test simulation. Our instructor will also give you the personalized feedback you need to maximize your score and help keep you motivated and focused. Fee $169

12499 PER TR 0012 SC
9:00 AM-12:00 PM  Sat  L947  TBA
Jul 13th to Aug 10th - Books sold separately at Beck’s Bookstore, $49.95 for package of two books.

**Math with Confidence**

Address the fear of math and get on track for math learning success. Fee $425

11621 VOC TR 9066 WC
6:00 PM-8:30 PM  W  1917  TBA
Jun 5th to Jul 10th

**Conversational English**

Improve your English speaking and listening skills by chatting about a variety of topics. In this class designed for intermediate to advanced ESL students, you can learn to identify and correct your own language problems. The instructor will guide the discussions and introduce techniques to help you listen to other students and to yourself. You might even meet a few new friends! Fee $129

12501 PER TR 2631 TC
6:00 PM-8:00 PM  T  1925  R. Wolfram
Jun 11th to Jul 23rd

**Grammar Express**

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

12502 PER TR 3422 MC
12:30 PM-1:30 PM  M  1428  S. Hertzberg
Jun 10th to Jul 22nd

**Fear No Math Workshop**

Boost your confidence in the math. This two-hour workshop reviews basic mathematical concepts including operations with integers, fractions, decimals, percentages, ratios, proportions, exponents, order of operations, and basic word problems. Fee $10

12503 PER TR 1266 SC
10:00 AM-12:00 PM Sat  1917  C. Allen
Jun 8th

12504 PER TR 1266 SC1
10:00 AM-12:00 PM Sat  1917  C. Allen
Jul 13th

12505 PER TR 1266 SC3
10:00 AM-12:00 PM Sat  1917  C. Allen
Aug 10th

**NEW!**

**Online learning anytime, anywhere... just a click away!**

www.ed2go.com/truman
**SPECIAL INTEREST**

**ARTS AND CRAFTS**

Watercolor Painting
Discover the unique qualities of watercolor painting through experimental exercises. Learn to really see color, gain a working understanding of color theory, and develop your own personal style. Fee $125
11622 PER TR 7003 SC
9:00 AM-11:25 AM    Sat    212    P. Otto
Jun 8th to Jul 27th - No class July 6.

CPR AND FIRST AID

AHA Heartsaver CPR and First Aid
Learn cardiopulmonary resuscitation (CPR), relief of foreign body airway obstruction, first aid, and Automated External Defibrillator (AED) for lay rescuers. You will learn to respond to and manage an emergency in the first few minutes until emergency medical services arrives. You will receive a course completion card issued through the American Heart Association. The required textbook is available at Beck's Bookstore. This class is appropriate for childcare providers. Fee $49
12532 PER TR 4976 RC
9:00 AM-12:00 PM    Sat    L829    M. Stamos
Jun 15th
12752 PER TR 4976 SC
9:00 AM-12:00 PM    Sat    L829    M. Stamos
Jul 13th

AHA CPR for Healthcare Providers
This course designed for healthcare providers teaches cardiopulmonary resuscitation (CPR) and relief of foreign body airway obstruction for adults, children and infants. You will receive a course completion card issued through the American Heart Association. You must register in advance. We cannot permit registrations the day of the class. The required textbook is available at Beck's Bookstore. Fee $49
12533 VOC TR 6004 RC
5:30 PM-9:30 PM    Th    L829    M. Stamos
Jun 20th
13193 VOC TR 6004 SC
9:30 AM-1:30 PM    Sat    L829    M. Stamos
Aug. 10

CREATIVE WRITING

Travel Writing
Would you like to convey the curiosity, frustration, humor and tales of your travels to others? This course teaches you the tools needed to transmit your memories for the entire world to see. Fee $425
11625 PER TR 9055 SC
10:00 AM-12:30 PM    Sat    LKVV    TBA
Jun 8th to Jul 20th - No class July 6. Section SC meets at Lakeview Learning Center, 3310 N. Clark St, room L107

Poetry Writing
Take your love of words and desire of expression to the next level. If you want to create great poetry, you need to know the rules and develop the techniques that successful poets use. These can easily be learned and this course will show you how. Fee $425
11624 PER TR 9054 SC
10:00 AM-12:30 PM    Sat    LKVW    K. Greer
Jun 8th to Jul 20th - No class July 6. Section SC meets at Lakeview Learning Center, 3310 N. Clark St, room LKV

Introduction to Creative Writing
Are you ready to get serious about your writing? Explore your creative boundaries and develop your philosophy of composition. In this course refine your writing skills and learn to develop ideas that move toward creating a published manuscript. Fee $425
11623 PER TR 9067 RC
6:00 PM-9:30 PM    Th    1917    TBA
Jun 6th to Jul 18th - No class July 4.

GARDENING

Urban Gardening
Everybody eats and food prices continue to skyrocket. Is it possible to grow food successfully, maybe even economically in your own backyard or a nearby community garden? Learn how to design, set up and maintain an urban garden. Professor Joy Walker, a chemist and an urban gardener, will deliver seven lectures on urban gardening with a special emphasis on the chemistry of gardening. No previous knowledge of chemistry is required. Fee $129
12844 PER TR 9081 WC
6:30 PM-8:30 PM    W    1104    J. Walker
Jun 5th to Jul 24th - No class July 3.

GENERAL INTEREST

Cinema Appreciation
This course will teach cinema appreciation giving the student tools in which to view cinema as an art form by using building blocks that constitute the language of film. Topics to be covered are film history, the roles of the actor, director, and the director of photography. Other topics include how the filmmaker uses the language of film to achieve his vision, and how the filmmaker uses scripting, acting, lighting, sound, and camera movement to stimulate the viewer’s emotion and intellect. Fee $425
11631 PER TR 9200 WC
6:00 PM-8:30 PM    W    2937    TBA
Jun 5th to Jul 10th

Don’t delay in registering!
Some of our programs have limited seating and fill up quickly. Register today!
From French Fries to the Freeway: How to Manufacture Your Own Biofuel from Cooking Oil
Do you want to reduce your dependence on foreign oil, save money and help to improve air quality in Chicago? This course will show you the hands-on technique to purchase and use distilling equipment to convert your spent cooking oil into a usable, environmentally-safe biofuel. We will also show you how to modify your vehicles to run on this energy source. You will learn about various equipment vendors and costs to purchase distilling equipment; space and safety requirements; obtaining the proper licensing; training your staff to make the program a success; converting your fleet vehicles to run on biofuel; safely and effectively recycling your spent cooking oil into usable, clean fuel; and running a cost benefit analysis to see if this program is right for your operation. Fee $750
11630 VOC TR 9084 SC
10:00 AM-1:00 PM Sat L927 TBA
Jun 8th to Jul 20th - No class July 6.

Storm Chasers—Understanding Weather Forecasting
Learn about basic meteorology and study case histories of the “storm chasers.” The class will include hands-on recording of meteorological data. Fee $425
11627 VOC TR 9065 SC
1:00 PM-3:30 PM Sat L925 TBA
Jun 8th to Jul 20th - No class July 6.

For the Love of Science
Recreate your favorite science experiments and learn about chemistry, biology, physics and earth science. This class will give you extensive experience in lab work including safety rules, the various equipment used by scientists and the gathering and analysis of data. Fee $425
11626 VOC TR 9064 TC
6:00 PM-8:30 PM T 1947 TBA
Jun 11th to Jul 16th

Elementary Mandarin
Learn the four tones of Mandarin Chinese and everything else will fall in place. Learn this tonal language and how the way a word or syllable is pronounced changes its meaning. Fee $425
11635 PER TR 9052 WC
6:00 PM-8:30 PM 1955 TBA
Jun 5th to Jul 10th

Elementary German
The German language has a colorful and exciting history, spanning from the Holy Roman Empire to the present day. Learn the language of German and how to communicate in routine situations such as greeting people and becoming acquainted. Fee $425
11636 PER TR 9053 RC
6:00 PM-8:30 PM Th 1104 TBA
Jun 6th to Jul 18th - No class July 4.

Elementary Portuguese
Learn the language of Portuguese and how to communicate in routine situations such as greeting people and becoming acquainted. Understand simple conversations about some familiar, concrete topics such as daily activities, likes and dislikes, family, and home. Fee $425
11634 PER TR 9051 TC
6:00 PM-8:30 PM T 1917 TBA
Jun 11th to Jul 16th

Spanish for Healthcare Workers
Learn medical terminology words and phrases for healthcare workers. Also, this course will give you a cultural awareness of working with a Latino population in the field of health care. Fee $425
11632 VOC TR 9061 RC
6:00 PM-8:00 PM Th 1947 TBA
Jun 6th to Jul 18th - No class July 4.

Arabic for Healthcare Workers
Learn medical terminology words and phrases for healthcare workers. Also, this course will give you a cultural awareness of working with a Middle Eastern population in the field of health care. Fee $425
11633 VOC TR 9062 MC
6:00 PM-8:30 PM M 1947 TBA
Jun 10th to Jul 15th

Basic Spanish Interpreting
This course is designed to develop the interpreting skills necessary for service as a Spanish/English interpreter. Fee $425
11611 VOC TR 9081 FC
6:00 PM-8:30 PM F 1907 TBA
Jun 7th to Jul 19th - No class July 5.

Take Control of Your Accent—Level I
Learn to hear and produce English language sounds the way Americans do! This course for advanced ESL students will do wonders for your ability to understand others’ English and for their ability to understand yours! The instructor, who has 30 years of experience in advanced conversational ESL and accent coaching, will help you break bad pronunciation habits and use your new accent in everyday speech. Fee $179
12500 PER TR 1260 WC
6:00 PM-8:30 PM MW L947 G. Gold
Jun 5th to Jul 17th
### PERSONAL FINANCE

**The Road to Homeownership**
With home prices so low, it's a buyer's market. Find out how you can get your piece of the American Dream. This free class is presented by North Side Community Federal Credit Union (NSCFCU), a non-profit institution that is HUD certified. We will give tips on improving credit, understanding your mortgage loan, and what your home-buying team will do for you. RSVP with Cesar Escovar at 773-769-5800, ext. 228 or c.escovar@northsidecommunityfcu.org. Fee: Free

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<th>Time</th>
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<th>Instructor</th>
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### PHOTOGRAPHY

#### Beginning Photography: Digital and 35mm Cameras
Learn the principles of photography with your digital or traditional 35mm camera. You can learn how to use a camera or you can refresh your knowledge of photography. You will learn about lens apertures, shutter speeds, light meter, film or ISO speeds, white balance, histograms, lenses, flash, composition, depth-of-field, digital storage cards, and much more. You will also learn to create great images using techniques like panning, painting with light, night photography, flash photography and others. The instructor, Ignacio Alvarez, has been a commercial photographer since 1985 and managed Custom Images Photography for 26 years. He has been the instructor for this and other classes since 1994. Prerequisite: Bring either a working 35mm or digital camera with manual exposure controls. Check the batteries. It is very important not to miss the first class! Fee $119

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<td>I. Alvarez</td>
<td>No class July 6.</td>
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#### Intermediate Photography: Digital and 35mm
Expand your photography skills in this continuation course for students who have already taken Beginning Photography and are comfortable with their cameras. You will learn all the advanced settings on the camera as well as the principals of studio lighting that will help you create great portraits at home using inexpensive equipment or a couple of external flashes. You will learn how to create portraits with impact, shoot sports, fashion, or product photography, and much, much more. We will shoot almost every week in class so you can get familiar with professional equipment. Ignacio Alvarez has been a commercial photographer since 1985 and managed Custom Images Photography for 26 years. He has been the instructor for this and other classes since 1994. Prerequisite: Successful completion of Beginning Photography and a 35mm digital or film camera with a working flash. Fee $119

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<td>L951</td>
<td>I. Alvarez</td>
<td>No class July 6.</td>
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#### Photoshop for Photographers
Photoshop has replaced the darkroom for correcting photographs; corrections that used to be made with chemicals in a darkroom can now be made at your computer! You will learn how to shoot all your photos in RAW format and how to edit images with a few clicks of the mouse. You will also learn how to correct exposure, color, saturation, contrast, sharpness, clarity, layers, and much more. Fee $199

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#### Advanced Darkroom Photography
Refine and expand your photography and darkroom craft by learning classical printing, handcoloring, toning, and portfolio building. Alternative processes such as solarization, black and white infrared film, liquid emulsion, or Polaroid transfers may be included in alternating terms. Intermediate students work on special assignments. Advanced students work on individual projects with assistance from the instructor. Lab hours are from 6 to 7 p.m. This course is for intermediate and advanced students only. Prerequisite: Completion of Basic Darkroom Photography or instructor approval is required. You must be familiar with and have access to a working 35-mm camera (not disposable) with manual exposure controls. Fee $119

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<td>J. Wessels</td>
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Online classes start every month!

[ed2go](http://www.ed2go.com/truman)
Run and Walk Your Way to a 5K  
Would you like to make it easier to climb stairs or keep up with a toddler? Join our beginning level class designed to introduce you to running. Get in shape while running your first 5K (3.1mi). Why wait? Get started now! Fee: $159

12726 PER TR 9085 SC  
5:30 AM-6:30 AM Sat  
Foster Beach  
F. Franklin  
Jun 1st to Aug 1st

Get Fit Boot Camp  
Get fit in our early-morning boot camp by the lake! You’ll get an invigorating workout that will energize and strengthen you. This beginning-level course will help you increase your energy level, make healthier food choices, and aid with weight loss. Workouts will include weight lifting, cardio, and abdominal strengthening. This is your time to lose inches and see results! Note--Weight loss can result when combined with reduced calorie intake.

Fee: $299

12724 PER TR 9086 TRC  
5:30 AM-6:30 AM TTh  
Foster Beach  
F. Franklin  
Jun 1st to July 30th

Fitness Orientation  
Required orientation for participants in Get Fit Boot Camp and Run and Walk Your Way to a 5K.

12727 PER TR 9084 SC  
8:00 AM-10:00 AM Sat  
1917  
F. Franklin  
Jun 1st

HARRY S TRUMAN COLLEGE FAST FACTS

• Each year, Harry S Truman college enrolls more than 23,000 students, making it the largest of the seven City Colleges of Chicago.
• Harry S Truman College’s service area, the northeast side of Chicago, is home to many immigrant populations and is the most diverse in Illinois.
• Students at Harry S Truman College come from more than 160 countries and speak more than 90 languages.
• Harry S Truman College attracts students from all over Chicago, but the majority live in communities close to the college.
• The college offers 30 certificate programs and 17 associate degree programs.

• The college employs more than 1,100 full- and part-time faculty and staff.
• Over 72% of the students at Harry S Truman College are minorities; 40% Hispanic, 20% African-American, 12% Asian, 23% White, and 5% Unknown.
• The college has the third largest Adult Education program in the country and the largest in the state, serving more than 10,000 students each year.
• Harry S Truman College’s Nursing program began in 1964 and has graduated more than 3,000 nurses since that time.
• Many of our credit students take courses and then transfer to other institutions.

CITY COLLEGES OF CHICAGO

REINVENTION GOALS

Vision and Goals

Our Vision is to transform the City Colleges of Chicago into a world-class institution. We do that by ensuring student success. It is the centerpiece of our Reinvention effort. What we mean by student success is making sure our students are prepared to move into higher education and that they have the skills for jobs in the 21st Century. We believe there is no other institution better positioned to become an economic engine for the City of Chicago.

Our work and our vision will not be complete until we make sure every one of our students leaves with the tools they need to achieve their goals. Success is going to look different for each student. In the end, we envision an institution which will do four things very well:

• Increase the number of students earning college credentials of economic value
• Increase the rate of transfer to Bachelor’s degree programs following CCC graduation
• Drastically improve outcomes for students needing remediation
• Increase number and share of ABE/GED/ESL students who advance to and succeed in college-level courses
Welcome

Online learning anytime, anywhere ... just a click away!

www.ed2go.com/truman

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

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

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:

1. Visit our Online Instruction Center:
   www.ed2go.com/truman

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Harry S Truman College
Continuing Education

Learn Office 2007 in Six Weeks From the Comfort of Home

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

Microsoft Courses

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

Intro to Microsoft Excel 2007
Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint 2007
Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access 2007
Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

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

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

Enroll Now!
Visit us for more details!
www.ed2go.com/truman
or call 773-907-4440

www.ed2go.com/truman

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/truman

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SCHEDULE SUBJECT TO CHANGE.
You can always count on Continuing Education to bring you the best classes with the best instructors at the best prices! Check out these courses offered for $159 or less!

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Fundamentals of Bookkeeping</td>
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<tr>
<td>Resume Writing Workshop</td>
<td>Free</td>
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<tr>
<td>Interviewing Skills</td>
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<td>Keyboarding</td>
<td>$69</td>
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<td>Computer Basics for</td>
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<td>CPR</td>
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<td>Urban Gardening</td>
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<td>Beginning Photography</td>
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<td>Conversational English</td>
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<td>Grammar Express</td>
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<tr>
<td>Fear No Math Workshops</td>
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<tr>
<td>Run and Walk Your Way to a 5K</td>
<td>$159</td>
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Continuing Education Instructors needed

Harry S Truman College Continuing Education still has a need for part-time instructors. Our requirements are a Bachelor’s Degree, current certification or experience in the field, and a minimum of 2-years teaching experience.

CompTIA A+ Certification — Basic Nursing Assistant (BNA) — Travel Writing
Medical Math for Healthcare Workers — Spanish for Healthcare Workers
Arabic for Healthcare Workers — Food Service Sanitation
Accounting Software for Business — Basic Spanish Interpreting
How to Start Your Own Salon — How to Start a Home Healthcare Business
Talent Management — How to Start Your Own Automotive Business
Basic Cyber Security — Introduction to Creative Writing — Cinema Apprecation

Contact Kyla Wilson, Director of Continuing Education
773-907-4443, kwilson@ccc.edu
HOW TO REGISTER FOR CONTINUING EDUCATION

NEW STUDENTS
• To register by phone, call 773-907-4440. A Visa, MasterCard, or American Express card is required for phone registration.
• To register in person, come to Room 1442 in the Main Building. You may pay with check, cash, money order, or credit card at the Business Office in the Larry McKeon Student Services Building, Monday through Friday.

RETURNING STUDENTS
• To register by phone, call 773-907-4440. A Visa, MasterCard, or American Express card is required for phone registration.
• To register in person, come to Room 1442 in the Main Building. You may pay with check, cash, money order, or credit card at the Business Office in the Larry McKeon Student Services Building.
• To register online, go to http://My.ccc.edu and follow the instructions. You will need your 9-digit student ID number to use this service.

REGISTER BY PHONE
Call (773) 907-4440 to register by phone. A Visa, MasterCard, or American Express is required.

REGISTER IN PERSON
Register at the Harry S Truman College Continuing Education office, Room 1442 in the Main Building, Monday to Thursday, 10 am-7 pm, Friday, 10 to 4 pm, and Saturday, 9 am to 1 pm. You may be asked for a photo ID. You may pay with cash, check, money order, Visa, Master Card, or American Express (cash, checks, and money orders not accepted on Saturday).

ONLINE COURSES
Register and pay for online classes at www.ed2go.com/truman. Credit or debit card payment is required to register for online classes.

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

HARRY S TRUMAN COLLEGE
1145 West Wilson Avenue
Chicago, IL 60640
The main entrance is half a block west of the intersection of Wilson and Broadway and the Wilson Red Line El stop.
Parking is available in the parking facility accessible just west of the main building off Wilson Ave. Enter at Wilson and Racine.

LAKEVIEW LEARNING CENTER
3310 North Clark Street
Chicago, IL 60657
The entrance is 1 block north of the Clark/Belmont intersection and is served by the Belmont El stop (Red and Brown lines).