CONTINUING EDUCATION
Summer 2012

JUNE 4, 2012 TO AUGUST 11, 2012

REGISTER TODAY

GARDENING • FOREIGN LANGUAGE • FAMILY FUN • PERSONAL FINANCE • DANCE • AND MORE!

1145 W. Wilson Ave. | Chicago, IL 60640 | 773.907.4440 | www.ccc.edu/truman/continuinged
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What’s New this Summer

CHECK OUT THESE CLASSES!
• Mobile Web Development
• Borrowing Basics (free!)
• Elder Law
• French II
• Spanish II
• Photoshop for Photographers
• Sharpen Your Garden Tools
• Home Repair Tips and Tricks
• Hands-On Plumbing
• Kitchens and Baths
• Make Money on the Internet
• Heartsaver CPR and First Aid

SAVE ON GAS!

LEARN ONLINE!

-most Courses Are Only $119

Enroll in an online course today!

www.ed2go.com/truman

TO REGISTER CALL (773) 907-4440
DEAR STUDENT

Welcome back, returning students, and a big “Hello” to new students! We have some new initiatives this summer we hope you will register for.

We have four new Home Repair classes, Take Control of Your Accent, French II and Spanish II, and numerous sections of Fear No Math. We are also adding Elder Law as an elective to our Paralegal program. Making Money on the Internet and Mobile Web Development round out our list of new courses.

We are welcoming some new instructors and saying goodbye to some long-term instructors. Things are shaking up.

You will soon see a new look to our schedule. More information will be in postcards and online. I hope you find what you are looking for at Truman. If not, please let us know.

Let’s hope our summer is as mild as our winter was. Enjoy it, and we hope to see you in a class at Truman College.

Nancy Kramer
Dean of Continuing Education

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

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 cancelled. To avoid disappointment, please register early. Call (773) 907-4440.

FEES
Pay all course fees in the Business Office, Room 106 in the 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 now available!
With 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 on the 20th of 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 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.

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

ACCREDITATION
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

NOTE: This document is subject to change.
CONTINUING EDUCATION COURSES

CAREERS
ALLIED HEALTH

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
12141 VOC TR 3093 SC
9:00 AM-1:45 PM Sat 3975 N. Khan
Jun 2nd to Jul 14th

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
12142 CE HLTH 0102 MTR
5:30 PM-9:30 PM MTTh L971 A. Meeters
May 31st to Jul 23rd

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 Secretary, Medical Records Clerk, 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 obtain 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. This is not a Medical Assistant program. Fee $999
12143 VOC TR 3583 MWC
6:00 PM-9:30 PM MW 3184 D. Balentine
Jun 11th to Aug 1st - No class July 4.

Dialysis Technician
This 50-hour Dialysis Technician program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. Note--This program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program. Fee $1099
12144 VOC TR 2625 TRC
6:00 PM-9:30 PM TTh L951 Y. Thomas
Jun 7th 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
- Dialysis Technician

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call LaKecia Jenkins at 773-907-4494.
- EKG Technician
- Paralegal
- Basic Nursing Assistant
- Phlebotomy Technician
- Dialysis Technician
- Pharmacy Technician
- Medical Administrative Assistant
- Home Based Daycare
- Web Design

TO REGISTER CALL (773) 907-4440
Medical Billing and Coding

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
12227 VOC TR 7034 TC
6:30 PM-8:30 PM T 1925 C. Olivarez
Jun 5th

Medical Terminology for Healthcare Professions
Basic medical vocabulary for allied health professionals and others with a minimal background in anatomy and physiology; includes study of the human body systems. Students will learn terminology for common pathologies (diseases) and diagnostic tests with a focus on proper pronunciation, usage and spelling. Writing assignments, as appropriate to the discipline, are part of the course. Fee $210
12228 CE HLTH 0153 MWC
6:00 PM-9:00 PM MW L965 G. Amine
Jun 6th to Jul 18th - No class July 4.

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 computer usage and simulation techniques. Fee $105
12229 CE HLTH 0170 MWC
9:00 AM-1:00 PM MW L584 C. Little
Jun 9th to Jun 30th

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
12230 CE HLTH 0106 MWC
5:45 PM-9:00 PM MW L972 C. Zingler
May 23rd to Jul 9th - No class May 28 and July 4.

Advanced Medical Billing and Coding
This hands-on course will provide an understanding of ICD-9 CM codes, how to use the manual and other source references needed to code correctly, and link the proper CPT codes to show medical necessities. You will learn how to complete CMS1500, DPA2360 and HCPCS forms through use of coding case studies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Fundamentals of Medical Billing and Coding is required. Fee $210
12235 CE HLTH 0105 MWC
6:00 PM-8:30 PM MW 3941 C. Olivarez
Jun 6th to Jul 25th - No class July 4.

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.
Begin Your Healthcare Career as a Basic Nursing Assistant (BNA)

As a principal caregiver in a nursing home or hospital, you can interact with people in a positive, caring way while providing quality care. Our state-approved Nurse Assistant Training will get you into one of the fastest growing occupations in the United States today.

Truman College provides comprehensive theory and clinical training both in hospitals and nursing homes. Upon successful completion of this course, you will be eligible to take the state certification examination.

Placement Test: Before you can register for BNA classes, you must pass a placement test. (The admissions test is not required for college graduates or students who have successfully completed English 100 or above and Math 98 or above.)

Fees of $960 must be paid in full on the day of registration or a payment plan may be available. Other expenses include fees for physical exam, white uniform, textbook, thermometer, criminal background check ($28 to be paid at orientation), and competency exam ($60). Additional expenses are approximately $400. This program is WIA approved.

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

To learn more, pick up an admissions packet from Room 1442 or call 773-907-4458.

Daytime and Evening classes, June 4 to July 25

BASIC NURSING ASSISTANT (BNA)

Fundamentals of Nursing for Assistive Personnel

The student is introduced to the discipline of nursing and the basic approaches of patient care in this state-approved Basic Nursing Assistant (BNA) program. Students learn to care for the whole person and the concepts of nursing practice and meeting the basic needs of patients, multicultural society, and communication. The role of the BNA as an assistant to the licensed nurse and member of the health care team is studied and practiced in the classroom and laboratory. Prerequisite: Acceptance into the BNA program is required for registration. Concurrent enrollment in the clinical course and CPR is required. Fee $920

12464 CE 014 0624 MWA
8:00 AM-5:00 PM MW L829 TBA
Jun 4th to Jul 25th

12465 CE 014 0624 EVA
5:30 PM-9:30 PM M-Th L829 TBA
Jun 4th to Jul 25th

Clinical for Assistive Personnel

The student applies the principles of patient care in a clinical setting. Concurrent enrollment in the Fundamentals of Nursing for Assistive Personnel and CPR are required.

12466 CE 014 0625 MWF
7:00 AM-3:30 PM F OFF SITE TBA
Jun 15th to Jul 27th

12467 CE 014 0625 EVA
7:00 AM-3:30 PM F OFF SITE TBA
Jun 15th to Jul 27th

CPR for BNA Program

CPR certification for Basic Nursing Assistant (BNA) course. Fee $40

12568 VOCTR 3048 MWC
10:00 AM-4:00 PM W L829 TBA
May 30th

12569 VOCTR 3048 EVC
6:00 PM-9:00 PM TW L829 TBA
May 29th to May 30th

CARDIOPULMONARY RESUSCITATION

AHA CPR for Healthcare Providers

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

12161 VOC TR 6004 FC1
9:00 AM-1:00 PM F L829 M. Stamos
May 25th

12482 VOC TR 6004 FC2
9:00 AM-1:00 PM F L829 M. Stamos
Jun 22nd

12484 VOC TR 6004 FC3
9:00 AM-1:00 PM F L829 M. Stamos
Jul 20th

AHA Heartsaver CPR and First Aid NEW!

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

12819 PER TR 4976 FC
9:00 AM-1:00 PM F TBA M. Stamos
Jun 8th

12820 PER TR 4976 FC1
9:00 AM-1:00 PM F TBA M. Stamos
Jul 27th

TO REGISTER CALL (773) 907-4440
PHARMACY TECHNICIAN

Pharmacy I
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: Acceptance into the Pharmacy Technician program is required for registration. Concurrent enrollment required in Pharmacy II and III. Fee $1430
12205 CE HLTH 0171 SC
8:00 AM-11:30 AM Sat L836 K. Simpson
Jun 2nd to Jul 21st
12206 CE HLTH 0171 TRA
5:30 PM-7:00 PM TTh 3140 C. Little
Jun 5th to Jul 26th

Pharmacy II
Concurrent enrollment required in Pharmacy Technician I and III.
12207 CE HLTH 0172 SC
11:35 AM-3:00 PM Sat L836 K. Simpson
12208 CE HLTH 0172 TRA
7:05 PM-9:00 PM TTh 3140 C. Little

Pharmacy III (clinical)
The 60-hour clinical component of the Pharmacy Technician program. Concurrent enrollment required in Pharmacy Technician I and II.
12210 CE HLTH 0173 SC
8:00 AM-12:00 PM Sun OFF SITE K. Simpson
Jun 3rd to Jul 22nd
12211 CE HLTH 0173 TRC
8:00 AM-12:00 PM Sun OFF SITE C. Little
Jun 3rd to Jul 22nd

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
12567 VOC TR 1118 SC
9:00 AM-11:30 AM Sat L967 TBA
Jun 9th to Jul 21st

QuickBooks Pro 2012
Simplify the business of running your business. Learn how to organize and streamline your company’s everyday tasks with this popular accounting software. You’ll set up a company; create a chart of accounts; build customer, employee, and vendor lists; learn how to invoice, receive payments, and make deposits. You’ll enter bills, print checks, void checks, and process manual checks; prepare journal entries; enter credit card charges; set up a petty cash account; set up a loan; customize a chart of accounts; and reconcile your checking account. We’ll also customize and filter reports that track your revenue and expenses. Prerequisite: A basic understanding of bookkeeping and a knowledge of computers is recommended. Fee $219
12463 VOC TR 1053 WC
6:00 PM-8:30 PM W L584 TBA
Jun 6th to Jul 25th - No class July 4.

CHILDCARE

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. This program is supported by a grant from the Coleman Foundation. The required book is not included in the course fee. Fee $49
12162 VOC TR 1250 TC
6:30 PM-8:45 PM T 2162 R. Anthony
Jun 12th to Aug 14th

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call LaKecia Jenkins at 773-907-4494.

- EKG Technician
- Paralegal
- Basic Nursing Assistant
- Phlebotomy Technician
- Dialysis Technician
- Pharmacy Technician
- Medical Administrative Assistant
- Home Based Daycare
- Web Design
**ENTREPRENEURSHIP**

**Make Money on the Internet**  
*NEW!*  
The internet never sleeps, and neither do entrepreneurs! Thousands of people never go to the office to work. They make deals and receive revenue as freelancers, bloggers, or retail salespeople on the Internet. Learn what you need to get started in one of these fields. Fee $25

12145  VOC TR 4073 TC  
6:30 PM-8:30 PM  T  L584  L. Wright  
Jun 26th

12146  VOC TR 4073 RC  
6:30 PM-8:30 PM  Th  L584  L. Wright  
Jul 26th

**MOBILE WEB APP DEVELOPMENT**

**Android App Development: Level I**  
Android is becoming the world’s foremost mobile smartphone platform. Now you can conceive and create Android apps for productivity, fun, and profit. Level I topics include application interoperability, toasts, widgets, input and output, text and lists, a brief introduction to Java programming, and Eclipse setup for Android development. You will learn to make simple Android apps that can be sold commercially or through the Android Marketplace.  
Prerequisite: Although this is a beginning level class, prior programming experience in an object-oriented language such as Java C++ ActionScript or JavaScript is highly recommended. You should have your own up-to-date laptop with a current operating system. Fee $349

12468  VOC TR 4091 RC  
6:30 PM-9:30 PM  Th  L933  J. Samos  
Jun 21st to Aug 2nd

**Mobile Web Development**  
*NEW!*  
Using HTML5/CSS3  
Add a totally new dimension to any website by building a mobile web app using the latest web capabilities. New features of HTML5 and CSS3 provide many enhancements over traditional web design, particularly for mobile websites. You will use new HTML5 markup including video, audio, geolocation, and canvas tags, as well as new CSS3 features including rounded corners, shadows, transform, web-fonts, and generated content. You will explore various mobile frameworks and will build your own mobile website. Fee $349

12469  VOC TR 4976 WC  
6:30 PM-9:30 PM  W  3909  J. Samos  
Jun 20th to Aug 8th - No class July 4.

**Create Android Apps for Smartphones!**  
*New Mobile Web Certification Series*

Learn Android App Development in this three-part series that leads to a certificate of completion from Truman College!

Android is becoming the world’s foremost mobile smartphone platform. Now you can conceive and create Android apps for productivity, fun, and profit! You will learn to make simple Android apps that can be sold commercially or through the Android Marketplace.

Prior programming experience in an object-oriented language such as Java C++ ActionScript or JavaScript is highly recommended.

**Online classes start every month!**

![ed2go logo](https://www.ed2go.com/truman)
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.

An internship is now available for paralegal students. Information will be provided during duration of course.

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.

What our students are saying about Farah Muscadin's paralegal class—

- Teacher uses a variety of tools in instruction-lecture, discussion, handouts, guest speakers. I have had a great experience learning the essentials of contract law. Melissa O
- Teacher shows a genuine interest in what she is teaching, which has an impact on what you get out of the class. Vicki T
- Class very interactive, learning practical things, studying while applying it to cases. Class very pleasant Alima M
- Liked the manner in which she reiterated information and used real life situations. Farah is well versed in her subject and cares that you understand and know practical applications. Latrice J.

PARALEGAL

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

12152 VOC TR 2046 RC
6:30 PM-8:30 PM Th 1925 T. Wendt
May 31st

Business Law
Examine how various areas of law including constitutional law, criminal, tort law, contracts, and property law impact the creation, structure, and operation of businesses. You will learn statutes that govern business firms, the features and benefits of different types of business organizations, and the legal aspects of various business transactions. You will also learn practical tips for paralegal practice. Fee $129

12236 CE BSMT 0249 MC
6:15 PM-9:15 PM M 1925 F. Muscadin
Jun 4th to Jul 23rd - No class June 11.

Elder Law NEW!
Learn about legal issues that affect the elderly. The course covers estate planning, health care, Social Security, family law, housing, and end-of-life decision making. You will examine the role of the paralegal in the elder law practice and will work with legal documents and resources appropriate to the elder law practice. Writing assignments are part of the course. Fee $129

12571 VOC TR 4977 RC
6:15 PM-9:15 PM Th 1925 T. Wendt
Jun 7th to Jul 19th
Real Estate Broker Pre-License Topics (75 hours)
This newly revised 75-hour real estate course meets the educational requirements for the new Illinois Real Estate Broker Licensing Examination for students who do not have a real estate license. Topics include license law, real property, agency, seller and buyer relationships, state and federal laws, marketing and advertising, market analysis and appraisal, financing, contracts, employment agreements, and career paths. Students must also complete the 15-hour Applied Principles course (total of 90 hours instruction) to take the state examination. Required books are not included in the course fee. Fee $450
12573 VOC TR 4062 TWC
5:00 PM-9:45 PM TW L925 J. Bernbom
May 29th to Jul 24th - No class July 4.

Real Estate Broker Pre-License Applied Principles (15 hours)
This 15-hour interactive course includes application of real estate broker pre-license topics to the practice of real estate brokerage. The class includes situational and case studies, role playing, and demonstration of real estate activities. This 15-hour interactive course should be taken after completing the 75-hour Real Estate Broker Pre-License Topics course (total 90 hours is required to take the state exam). Required books are not included in the course fee. Fee $250
12262 VOC TR 4077 TWC
5:00 PM-10:00 PM TW L925 J. Bernbom
Jul 25th to Aug 1st

Online classes through Ed2Go.com/truman
- Certificate in Integrative Health
- Start a Pet Sitting Business
- Introduction to Programming
- Medical Transcription
- Teaching Adult Learners
- Empowering Students with Disabilities
- Spanish for Law Enforcement and Medical Professionals
- Nonprofit Fundraising Essentials
- Writing Essentials

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

Real Estate Brokerage
Illinois is no longer issuing a Real Estate Salesperson License. Currently licensed salespersons must transition to a Broker license. Courses fulfilling the new requirements for Real Estate Broker (pre- and post-license) are now offered at Truman College.
Note—You must be at least 18 years old and have a high school diploma or GED certificate to take any state real estate exam.

If you are new to Real Estate
If you are not currently licensed, you will need to take 90 hours of coursework approved by IDFPR to become a licensed Broker. You will take the following courses to total 90 hours:
- Real Estate Broker Pre-License Topics (75 classroom hours)
- Real Estate Broker Pre-License Applied Principles (15 classroom hours)

If you are currently a Real Estate Salesperson
Currently licensed Salespeople must transition to the Broker category. You will either take the AMP Salesperson Transition Proficiency exam or a 30-hour Broker Post-License program that includes the following courses:
- Real Estate Broker Post-License Topics (15 classroom hours)
- Real Estate Broker Post-License Applied Principles (15 classroom hours)

If you are a Broker staying a Broker
Currently licensed Brokers who do not intend to manage an office are not required to take any additional coursework.

If you are a Broker becoming a Managing Broker
Currently licensed Brokers who intend to become a Managing Broker must transition to the Managing Broker category. You will take the AMP Broker to Managing Broker Transition Proficiency exam or the 45-hour Managing Broker Pre-License program that includes the following courses:
- Managing Broker Pre-License Topics (30 classroom hours)
- Managing Broker Pre-License Applied Management and Supervision Principles (15 classroom hours)
WEB DESIGN AND PRINT DESIGN

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 website 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
12237 VOC TR 3121 RC
6:30 PM-9:30 PM Th 3909 S. Wills
Jun 7th

HTML, XHTML and CSS
Learn HTML5 and CSS3 (Cascading Style Sheets), the fundamental languages used in website creation. While many applications generate XHTML and CSS (including Dreamweaver), knowing the underlying code is vital for any web designer. You will learn basic XHTML coding for links, images, headings, divs, lists, and CSS for selectors, including: IDs, classes, pseudo-classes and descendant selectors. You will also explore advanced topics including Absolute Positioning and HTML5, the latest version of web coding. By applying ready-made JavaScript, you will create a Web Photo Gallery, and will complete and post your own website online. Course includes a $20 lab fee. 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
12470 CE BSMT 0257 MC
6:30 PM-9:30 PM M 3909 J. Samos
Jun 18th to Jul 30th

InDesign
Learn to use Adobe InDesign CS5, the powerful page-layout application that is the industry standard for print design, in this 7-week class. InDesign is ideal for creating multipage documents including magazines, brochures, fliers, pamphlets, newsletters, catalogs and interactive pdf documents. It also integrates with other Adobe products such as Photoshop and Illustrator to enable seamless workflow in print design. InDesign combines the power of a word processor with a drawing tool to allow you to design, create, and manage your projects from idea to print. Knowledge of Photoshop is recommended. Fee $369
12243 VOC TR 0842 RC
6:30 PM-9:30 PM Th 3909 S. Wills
Jun 14th to Jul 26th

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.

Start with these classes in any order:
HTML/XHTML
Illustrator
Photoshop
Dreamweaver
Flash

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

Flash
Learn Adobe Flash CS5, which is an outstanding software tool for creating multimedia animation with vector graphics. This compact animation format has transformed the Web into a colorful, moving environment. Flash incorporates a drawing tool, an animation environment, and an authoring program. In this 7-week course you will explore the fundamentals of Flash and produce your own interactive compositions for the Web. Proficiency with Windows or Mac OS is required. Course fee includes a $20 lab fee. Prerequisite: This class is required for the Web Design certificate. Fee $369
12242 CE BSMT 0258 TC
6:30 PM-9:30 PM T 3909 S. Wills
Jun 12th to Jul 24th

Would you like to teach a Continuing Education course? We are always looking for new course ideas and instructors. If you have a great idea and lots of enthusiasm, please email Dean Nancy Kramer at nkramer@ccc.edu.
WEB DEVELOPMENT

Building and Designing a WordPress Website
WordPress is a free, open source tool you can use to create a beautiful website or blog without being an advanced coder or designer. With this incredibly powerful, flexible, and customizable software, you can create a data-driven site very quickly. You will learn the basics of WordPress and how to modify it to create your own web design or theme. You will learn about the WordPress structure, basic theme building, installing and using plugins, and using WordPress to build and edit web pages and blog posts. If you are a web designer who would like to take your marketability to the next level or a graphic designer who does not want to get too far into coding, then this is the class for you! Basic knowledge of HTML, CSS and Photoshop are required. Fee $369
12153   VOC TR 2815 RC
6:30 PM-9:30 PM Th  L972  R. Davis
Jun 7th to Jul 19th

WORKPLACE SKILLS

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
12175   PER TR 1244 SC
10:00 AM-12:00 PM Sat 1925  K. Williams
Jun 9th

Networking
Join us as we walk through ways to promote yourself through Networking and using LinkedIn.com. Used together, these tools provide a powerful way to create a name for yourself. Please bring a positive thing to share about your business, and bring your URL to post so we can get to know you better. Fee: Free
12176   PER TR 1245 SC
10:00 AM-12:00 PM Sat 1925  K. Williams
Jul 21st

LinkedIn Workshop
Discover the power of LinkedIn in this workshop, that will give you an overview of the leading, online professional networking tool. You will learn how to create an account, develop your professional profile, and connect with colleagues or former colleagues. Additionally, you will learn a tips on how to use LinkedIn to enhance your career/job search. Fee: Free
12177   VOC TR 2622 SC
12:30 PM-2:30 PM Sat 1925  K. Williams
Jul 21st

Online classes through Ed2Go.com/truman
• Certificate in Integrative Health
• Start a Pet Sitting Business
• Introduction to Programming
• Medical Transcription
• Teaching Adult Learners
• Empowering Students with Disabilities
• Spanish for Law Enforcement and Medical Professionals
• Nonprofit Fundraising Essentials
• Writing Essentials

Look for a job?
Stand out from the crowd as you start your job search with our career planning courses. These courses are free, but registration is required.
TECHNOLOGY SKILLS

Keyboarding
Learn basic touch-typing skills with a focus on computer keyboarding. You will develop speed, efficiency, accuracy, and basic word-processing skills. Timed tests are required for accuracy and speed. Six sessions. Lab time included. Please bring a flash drive to class. Fee $69
12216 CE BSMT 0190 SA
12:45 PM-2:45 PM T L972 J. Yacovacci
Jun 12th to Jul 17th

Computer Basics for Absolute Beginners
Conquer your fear of computers in this beginner’s class. You’ll learn how to boot up and shut down the computer, develop mouse skills, understand the use of media storage, files, folders, icons, software, Accessory programs, operating systems, and sizing and moving windows. You’ll also create an e-mail account and learn how to use and search the internet. A USB thumb drive of any size is required. Prerequisite: Students who do not have keyboarding skills should take Keyboarding I before taking this class. Fee $129
12154 VOC TR 1111 SC
1:30 PM-3:30 PM Sat L972 J. Yacovacci
Jun 9th to Jul 21st

Microsoft Word 2007
Expose yourself to this powerful word processing software through an exciting hands-on experience. Learn how to create, edit, and save documents; use the speller and thesaurus; construct tables and columns; prepare envelopes and labels; and choose fonts. Prerequisite: Completion of Computer Basics for Absolute Beginners or instructor approval required. Student should bring a flash drive to class. Fee $129
12217 CE BSMT 0193 MC
6:30 PM-8:30 PM M L584 N. Morales
Jun 11th to Jul 23rd

Microsoft Excel 2007
Learn the dominant spreadsheet program used by accountants, managers, and business owners today. You will learn how to construct a spreadsheet, calculate with formulas, set up the page, print, and chart. Prerequisite: Completion of Computer Basics for Absolute Beginners or instructor approval required. Student should bring a flash drive to class. Fee $129
12474 CE BSMT 0194 WC
6:15 PM-8:15 PM W L935 J. Keaty
Jun 6th to Aug 1st - No class June 13 and July 4.

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: Free
12179 PER TR 1046 WC
8:45 AM-10:45 AM W L933 TBA
Jun 6th to Aug 1st - No class July 4.

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: Free
12193 PER TR 1237 RC
9:00 AM-11:00 AM Th L584 N. Duncan
Jun 7th to Jul 26th

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See live Continuing Education classes on You Tube

12 SCHEDULE SUBJECT TO CHANGE.
PERSONAL ENRICHMENT

ARTS AND CRAFTS

Creative Drawing
Learn the foundation for all artistic creations using pencil on paper. Students will explore the elements of art in ways that stimulate the imagination. This class is for beginners as well as those with experience. Bring a #4B drawing pencil and 18 x 24-inch drawing paper (not newsprint) to the first class. Fee $125
12253 PER TR 7005 SC
11:30 AM-1:25 PM Sat 212 P. Otto
Jun 9th to Jul 21st

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
12254 PER TR 7003 SC
9:00 AM-11:25 AM Sat 212 P. Otto
Jun 9th to Jul 21st

CPR AND FIRST AID

AHA Heartsaver CPR and First Aid
This course is designed to teach the skills of cardiopulmonary resuscitation (CPR), relief of foreign body airway obstruction, and first aid to lay rescuers. You will learn critical skills to respond to and manage an emergency in the first few minutes until emergency medical services arrives. On successful completion of the course, you will receive a course completion card issued through the American Heart Association. The required textbook is available at Beck’s Bookstore. Fee $49
12819 PER TR 4976 FC
9:00 AM-1:00 PM F TBA M. Stamos
Jun 8th
12820 PER TR 4976 FC1
9:00 AM-1:00 PM F TBA M. Stamos
Jul 27th

HOME REPAIR AND MAINTENANCE

Sharpen Your Garden Tools
Spend a Saturday morning getting your garden tools ready for the season. Bring your own tools and take them home clean, sharp, and ready to dig, clip, or chop. The course fee includes a $15 materials fee. Fee $35
12490 PER TR 4071 SC
9:00 AM-11:00 AM Sat L949 R. Escallier
Jun 2nd

Home Repair Tips, Trick, and Tools
Learn home repair and maintenance from an established professional handyman. You’ll learn the correct way to hang pictures, mirrors, shelves and other heavy objects so they are straight and safe; what’s in a standard tool box and who all tools are not created equal; and painting tips. Bonus topic is Home Security, including one measure that may deter someone from breaking into your home or garage. Fee $25
12500 PER TR 4060 WC
6:30 PM-8:30 PM W L949 R. Escallier
Jun 6th

Hands-On Plumbing
Learn the tools and techniques for repairing and maintaining your home’s plumbing system in this half-day course. You will have the opportunity to "sweat" (solder with a torch) copper pipes together. Class is limited to 8 students. A $35 materials fee is included in the course fee. Fee $85
12494 PER TR 4067 SC
9:00 AM-1:00 PM Sat L949 R. Escallier
Jun 9th

Kitchens and Baths
Are you planning to upgrade your kitchen or bathroom? Learn planning strategies, pricing alternatives, and other considerations common to a city-sized kitchen or bathroom. Recommendations of the National Kitchen and Bath Association along with basic plumbing concepts will be included. Fee $25
12496 PER TR 4063 WC
6:30 PM-8:30 PM W L949 R. Escallier
Jun 13th

Online classes through Ed2Go.com/truman
• Certificate in Integrative Health
• Start a Pet Sitting Business
• Introduction to Programming
• Medical Transcription
• Teaching Adult Learners
• Empowering Students with Disabilities
• Spanish for Law Enforcement and Medical Professionals
• Nonprofit Fundraising Essentials
• Writing Essentials

TO REGISTER CALL (773) 907-4440
LANGUAGES

French I
Learn French, the international language of diplomacy and commerce! French is spoken as a first language by more than 70 million people, chiefly in France, Belgium, Switzerland, former French and Belgian colonies in Africa, and Canada, and French still enjoys great prestige culturally. Fee $129
12261 PER TR 7060 TC
6:30 PM-8:30 PM T 2150 J. Benslimane
Jun 12th to Jul 24th
French II
NEW!
Continue to your study of French in this fun, interactive class. You’ll increase your vocabulary and practice conversation. Prerequisite: Students should have completed French I or have equivalent knowledge.
Fee $129
12498 PER TR 4975 RC
6:30 PM-8:30 PM Th 2150 J. Benslimane
Jun 7th to Jul 19th

American Sign Language I
Learn American Sign Language from an experienced professional interpreter. You will learn basic skills for communicating with the deaf or hard of hearing, including the hand alphabet, gestures, and syntax. Prerequisite: Adults and students age 16 and over may register. Fee $149
12183 PER TR 9992 TC
6:00 PM-8:00 PM F 1917 M. Mason
Jun 8th to Jul 20th
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
12516 PER TR 1260 MWC
6:00 PM-8:30 PM MW L947 G. Gold
Jun 4th to Jun 20th

Spanish I
As the official language of Spain and 19 Latin American nations, Spanish is spoken as a first language by about 330 million persons and as a second language by perhaps another 50 million. It is the native language of over 17 million people in the United States. In this course, you will learn how to read, write, understand, pronounce, and speak Spanish from a native speaker. Fee $129
12181 PER TR 7057 TC
6:00 PM-8:00 PM T LKVW H. Urena
Jun 12th to Jul 24th - Section TC meets at Lakeview Learning Center, 3310 N. Clark St, room 108L
Spanish II
NEW!
Continuation of Spanish I or for those having equivalent knowledge. Fee $129
12256 PER TR 7058 RC
6:00 PM-8:00 PM Th LKVW H. Urena
Jun 7th to Jul 19th - Section RC meets at Lakeview Learning Center, 3310 N. Clark St, room 108L

WHY LEARN A FOREIGN LANGUAGE?

• Improve employment potential
• Increase global understanding
• Impress others while having fun
• Expand study abroad options
• Develop understanding of one’s own culture
• Make travel more enjoyable
• Gain insight into international culture
• Raise chances of entry into college or graduate school

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.
**Project Management Applications (online)**

In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You'll increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You'll also become proficient at recruiting project team members and empowering them to succeed. You'll understand the stages of team development, and you'll gain skills in developing and motivating team leaders. You'll even learn about project software, statistics, change management, processes, and estimating. And you'll gain valuable experience with project planning, control and data analysis tools. This course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

Fee $119

May 16th to Aug 8th - A new section of each course starts monthly on May 16, June 20, and July 18.

**Grammar Refresher (online)**

Gain confidence in your ability to produce clean, grammatically correct documents or speeches. Through the use of definitions, examples, and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice. Before you know it, you'll be ready to reap the rewards that come with your command of English grammar. Prerequisite: Internet access, e-mail, and Netscape or Internet Explorer Web browser. Please note: this course teaches American English grammar. Also, this course is not designed for ESL students. If you are an ESL student, please consider enrolling in Grammar for ESL.

Fee $119

May 16th to Aug 8th - A new section of each course starts monthly on May 16, June 20, and July 18.

**Introduction to Microsoft PowerPoint 2007 (online)**

Learn how to use Microsoft PowerPoint 2007—the best presentation program on the market today. This version of PowerPoint is very different from previous versions because of its new interface in which a Ribbon replaces the menu bar and toolbars. You'll find out how to create dazzling slide presentations consisting of slides that contain text, objects, animation, slide transitions, sounds, charts, outlines, media clips, clip art, and hyperlinks. You'll learn how to work with the new PowerPoint Ribbon, task panes, the clip organizer, and how to access Microsoft's Web site to download clip art and templates for your presentations. You'll see how to make global changes to your slides with the Slide Master. Finally, you'll discover how to save your presentations so you can share them online or copy them onto CDs. Note: This course is not suitable for Macintosh users, nor for users of any older versions of Microsoft PowerPoint. Fee $119

A new section of each course starts monthly on May 16, June 20, and July 18.
PERSONAL FINANCE

Borrowing Basics
Learn how credit works, the types of credit, and if you are ready to apply for credit. You will learn about secured and unsecured loans, the cost of getting a loan, how lenders make loan decisions, how to guard against predatory lending practices, and why it is important to be wary of rent-to-own, payday loans, and refund anticipation loans. Fee: Free
12553 PER TR 4978 WC
6:00 PM-8:00 PM W 1925 R. Bole
Jun 27th

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
12555 PER TR 7050 SC
9:00 AM-11:00 AM Sat L951 I. Alvarez
Jun 9th to Jul 21st

Photoshop for Photographers NEW!
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
12554 PER TR 4974 WC
7:00 PM-9:00 PM W L951 I. Alvarez
Jun 6th to Jul 25th - No class July 4.

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
12556 PER TR 7054 SC
11:30 AM-1:30 PM Sat L951 I. Alvarez
Jun 9th to Jul 21st

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
12186 PER TR 7053 WC
7:00 PM-10:00 PM W 3928 J. Wessels
Jun 6th to Jul 25th - No class July 4.

MISSION STATEMENT
We at Continuing Education strive to:
- Serve community needs by providing a wide range of affordable instruction in both short-term career programs and personal enrichment classes.
- Augment personal and professional skills of students to improve employment potential and marketability.
- Provide quality instruction for students who continue to reinvent themselves through the lifelong learning process.
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
12187 PER TR 3422 MC
12:30 PM-1:30 PM M 1925 S. Hertzberg
Jun 18th to Jul 30th
12194 PER TR 3422 RC
12:30 PM-1:30 PM Th 1925 S. Hertzberg
Jun 21st to Aug 2nd

Fear No Math Workshop
Boost your confidence in the math component of the Truman College COMPASS test. 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
12618 PER TR 1266 SC
10:00 AM-12:00 PM Sat 1917 D. Toranzo
Apr 28th
12619 PER TR 1266 SC1
10:00 AM-12:00 PM Sat 1917 C. Allen
May 5th
12620 PER TR 1266 SC2
12:00 PM-2:00 PM Sat 1917 D. Toranzo
May 19th
12621 PER TR 1266 SC3
10:00 AM-12:00 PM Sat 1917 C. Allen
Jun 2nd
12707 PER TR 1266 SC4
12:05 PM-2:00 PM Sat 1917 C. Allen
Jun 2nd
12708 PER TR 1266 SC5
10:00 AM-12:00 PM Sat 1917 D. Toranzo
Jun 23rd
12709 PER TR 1266 SC6
10:00 AM-12:00 PM Sat 1917 D. Toranzo
Jun 30th
12710 PER TR 1266 SC7
10:00 AM-12:00 PM Sat 1917 C. Allen
Jul 14th
12711 PER TR 1266 SC8
12:00 PM-2:00 PM Sat 1917 C. Allen
Jul 28th
12712 PER TR 1266 WC
6:30 PM-8:30 PM W 1907 D. Toranzo
Aug 1st
12713 PER TR 1266 SC9
12:00 PM-2:00 PM Sat 1917 C. Allen
Aug 4th
12717 PER TR 1266 TC
6:30 PM-8:30 PM T 1917 D. Toranzo
Aug 7th
**RECREATION**

**DANCE**

**Best of Party Line Dancing, East-Coast Swing, and American-Style Ballroom**

Singles and couples—have a blast at any social dance function! Have fun learning easy to lead and easy to follow movements for American-Style dances (Tango, Waltz, Ballad/Fox Trot, Rumba/Bolero) and East-Coast Swing. Every class session starts with learning and practicing a popular party line dance such as the Cupid Shuffle, Cha Cha Slide, Electric Slide or Macarena to relax and loosen your body. A partner is not necessary. Fee $50

12189 PER TR 8028 MC
6:25 PM-7:25 PM M 1955 N. Viray
Jun 11th to Jul 16th

**Sizzling Salsa, Merengue, Cumbia, and Bachata for Beginners**

Singles and couples! Have an enjoyable evening learning easy to intricate (and lovely) patterns for Salsa, Merengue, and Cumbia. Norm Viray of Dancemates (www.dancemates.org) and co-host of "You Can Dance with Dancemates," which is shown every Friday night from 10 to 10:30 p.m. on Chicago Access Network TV Channel 19, will show you how to unwind from your day and have fun in the process. Class outings are offered for social and dance practice purposes. A partner is not necessary. Fee $50

12190 PER TR 8026 MC
7:35 PM-8:35 PM M 1955 N. Viray
Jun 11th to Jul 16th

**Sizzling Salsa, Merengue, Cumbia, and Bachata for More than Beginners and Nightclub Social Dancers**

Singles and couples! Want more out of the "Salsa, Merengue, and Cumbia Plus" dance course? Do you want to look good leading, following, and executing turns and dips? Learn new and trendy dance moves for Salsa, Cumbia, and Merengue, and Bachata and Cha-Cha on request. Dancemates (www.dancemates.org) will show you how to have fun and possibly appear on the TV show "You Can Dance with Dancemates." Class outings are offered for social and dance practice purposes. A partner is not necessary. Fee $50

12191 PER TR 8027 MC
8:45 PM-9:45 PM M 1955 N. Viray
Jun 11th to Jul 16th

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**FITNESS**

**Karate (all levels)**

Martial arts training can help build fitness, confidence, and self-defense skills. Level I (white belt) is designed for children age 6 and above and adults with no formal training in martial arts or who have transferred from another martial arts school as a novice. You will learn basic kicks, punches, and blocks, as well as self-defense, sparring, and katas. Level II (yellow and orange belts) introduces multiple spinning and jumping kicks, hand/elbow/knee strikes, and blocks as well as a continuation of self-defense techniques and orange/green belt level katas, intermediate sparring techniques, and tournament competition skills. At this stage, students who obtain permission from the instructor may begin learning the theory and application of their first weapon, the bo staff. Level III advanced students (Green, Blue, Purple, Brown, Red, and Black belts) will learn higher level kicks, strikes, blocks, self-defense techniques, katas, and advanced offensive and defensive sparring techniques, and musical katas/weapons. Tournament competition includes competing at several area tournaments. Weapons training will continue for the bo staff, tonfas, sais, kamas, Samurai sword, and nunchaku. Prerequisite: Level I (white belt) meets from 9:00 to 10:30 a.m.; Level II (yellow and orange belts) meets from 10:30 a.m. to 12 p.m; Level II (green belt and higher) meets from 12 to 2 p.m. Fee $45

12200 FAM TR 1500 SC
9:00 AM-1:55 PM Sat 1955 J. Rodriguez
Jun 2nd to Jul 28th

12565 FAM TR 1500 RC
7:00 PM-8:30 PM Th 1955 M. Maksumic
Jun 7th to Aug 2nd

**Beginning Hatha Yoga**

Learn relaxation techniques while you increase your energy and improve your mental and physical health. This class is designed for beginners. When physical, psychological, and spiritual health result in harmony, your family, friends, and work all benefit. You will learn Yoga postures that can be done by nearly everyone, with simple introductions to breathing techniques and basic meditation. Exercise mats are provided, and you may purchase a mat for $10. Wear comfortable clothing. Fee $60

12192 PER TR 6012 RC
5:15 PM-6:30 PM Th 1955 B. Shiel
Jun 7th to Jul 19th

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**SCHEDULE SUBJECT TO CHANGE.**
Spanish I
As the official language of Spain and 19 Latin American nations, Spanish is spoken as a first language by about 330 million persons and as a second language by perhaps another 50 million. It is the native language of over 17 million people in the United States. In this course, you will learn how to read, write, understand, pronounce, and speak Spanish from a native speaker. Fee $129
12181 PER TR 7057 TC
6:00 PM-8:00 PM T LKVW H. Urena
Jun 12th to Jul 24th - Section TC meets at Lakeview Learning Center, 3310 N. Clark St, room 108L

Spanish II
Continuation of Spanish I or for those having equivalent knowledge. Fee $129
12256 PER TR 7058 RC
6:00 PM-8:00 PM Th LKVW H. Urena
Jun 7th to Jul 19th - Section RC meets at Lakeview Learning Center, 3310 N. Clark St, room LKV

Why get in Shape?
- Increases flexibility
- Keeps muscles and bones strong
- Improves your self image
- Helps with weight loss
- Lowers your chance of disease
- Reduces stress
- Raises your energy level and lifts your mood
- Helps you sleep better

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OTHER CLASS LOCATIONS
LAKEVIEW CLASSES

Spanish I
As the official language of Spain and 19 Latin American nations, Spanish is spoken as a first language by about 330 million persons and as a second language by perhaps another 50 million. It is the native language of over 17 million people in the United States. In this course, you will learn how to read, write, understand, pronounce, and speak Spanish from a native speaker. Fee $129
12181 PER TR 7057 TC
6:00 PM-8:00 PM T LKVW H. Urena
Jun 12th to Jul 24th - Section TC meets at Lakeview Learning Center, 3310 N. Clark St, room 108L

Spanish II
Continuation of Spanish I or for those having equivalent knowledge. Fee $129
12256 PER TR 7058 RC
6:00 PM-8:00 PM Th LKVW H. Urena
Jun 7th to Jul 19th - Section RC meets at Lakeview Learning Center, 3310 N. Clark St, room LKV
SCHEDULE SUBJECT TO CHANGE.

TRUMAN COLLEGE
FAST FACTS

- Each year, Truman enrolls more than 23,000 students, making it the largest of the seven City Colleges of Chicago.
- Truman’s service area, the northeast side of Chicago, is home to many immigrant populations and is the most diverse in Illinois.
- Students at Truman come from more than 160 countries and speak more than 90 languages.
- Truman 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.
- Truman employs more than 1,100 full- and part-time faculty and staff.
- Over 72% of the students at Truman are minorities; 40% Hispanic, 20% African-American, 12% Asian, 23% White, and 5% Unknown.
- Truman has the third largest Adult Education program in the country and the largest in the state, serving more than 12,000 students each year.
- Truman’s Nursing program began in 1964 and has graduated more than 3,000 nurses since that time.
- Many of our credit students take courses at Truman and then transfer to other institutions. Thirty-five percent of first-time, full-time students transfer to a 4-year institution within three years of enrolling at Truman.

TRUMAN COLLEGE MISSION STATEMENT

WE ARE TRUMAN COLLEGE

Our mission dedicates us
- to deliver high-quality, innovative, affordable, and accessible educational opportunities and services that prepare students for a rapidly changing and diverse global economy

Our vision guides us
- to enrich the quality of life of our students and the community we serve through creative responses to educational, economic, social, and global challenges

Our core values define us through
- integrity and commitment
- respect and fairness
- responsibility and accountability
- diversity and inclusiveness

Our teaching and learning goals commit us to develop students who
- communicate effectively in written and oral forms
- work with a variety of technologies
- perform productively in the workforce
- gain awareness of their role in the global community
- gather, interpret and analyze data
- exhibit social and ethical responsibility
- demonstrate the ability to learn independently
- demonstrate the ability to think critically, abstractly and logically

Our assessment directs us
- to provide valid and reliable means of measuring and refining the effectiveness of our teaching to enhance student learning.
THE WAC LAB IN ROOM 2247
HAS THE FOLLOWING HOURS:
Monday – Thursday 9:00 am – 10 pm
Friday 10:00 am – 4 pm
Saturday 9:00 am – 4 pm

THE COMPUTERIZED TUTORING CENTER (CTC) IN
ROOM L112 HAS THE FOLLOWING OPEN LAB HOURS:
Monday - Thursday 9:00 am - 9:00 pm
Friday 9:00 am - 1:00 pm
Saturday 9:00 am - 1:00 pm
Phone: (773) 907-4849

Best classes!
Best instructors!
Best prices!

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 $129 or less:

<table>
<thead>
<tr>
<th>Course</th>
<th>Price</th>
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<tbody>
<tr>
<td>Fundamentals of Bookkeeping</td>
<td>$129</td>
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<tr>
<td>Resume Writing Workshop</td>
<td>Free!</td>
</tr>
<tr>
<td>Keyboarding</td>
<td>$69</td>
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<tr>
<td>Computer Basics for Absolute Beginners</td>
<td>$129</td>
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<tr>
<td>Microsoft PowerPoint</td>
<td>$129</td>
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<tr>
<td>Microsoft Word</td>
<td>$129</td>
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<tr>
<td>Microsoft Excel</td>
<td>$129</td>
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<tr>
<td>Intro. to Computers for Seniors</td>
<td>$35</td>
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<tr>
<td>CPR</td>
<td>$49</td>
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<tr>
<td>Home Repair Tips</td>
<td>$25</td>
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<tr>
<td>Hands-On Plumbing</td>
<td>$85</td>
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<tr>
<td>Home-Based Childcare Business</td>
<td>$35</td>
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<tr>
<td>Creative Drawing</td>
<td>$125</td>
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<tr>
<td>French I and II</td>
<td>$129</td>
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<tr>
<td>Spanish I and II</td>
<td>$129</td>
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<tr>
<td>Painless Piano</td>
<td>$79</td>
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<tr>
<td>Darkroom Photography</td>
<td>$119</td>
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<tr>
<td>Beginning Photography</td>
<td>$119</td>
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<tr>
<td>Paralegal classes</td>
<td>$129</td>
</tr>
<tr>
<td>Make Money on the Internet</td>
<td>$25</td>
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<tr>
<td>Online classes</td>
<td>$119</td>
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<tr>
<td>Watercolor Painting</td>
<td>$125</td>
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<tr>
<td>Writing with Confidence</td>
<td>$129</td>
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<tr>
<td>Grammar Express</td>
<td>$49</td>
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<tr>
<td>Fear No Math</td>
<td>$10</td>
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<tr>
<td>Dancing for Weddings</td>
<td>$50</td>
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<tr>
<td>Sizzling Salsa</td>
<td>$50</td>
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<tr>
<td>Karate</td>
<td>$45</td>
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<tr>
<td>Fear No Math Workshops</td>
<td>$10</td>
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<tr>
<td>Hatha Yoga</td>
<td>$60</td>
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Go online for 24/7 learning!

Can’t find the course you want on campus? Check out our online catalog! We offer dozens of specialized courses through www.ed2go.com/truman in everything from hobbies to career training. Class fees start at $119.

LEARN TO BUY AND SELL ON EBAY
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

MARKETING YOUR BUSINESS ON THE INTERNET
E-commerce expert helps you develop an Internet marketing plan for your business.

BASIC COMPTIA® A+ CERTIFICATION PREP
Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field.

PUBLISH IT YOURSELF: HOW TO START AND OPERATE YOUR OWN PUBLISHING BUSINESS
Convert manuscripts into income by producing and selling books like the pros.

A TO Z GRANTWRITING
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

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

LISTEN TO YOUR HEART, AND SUCCESS WILL FOLLOW
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

CREATING WEB PAGES
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

GRE PREPARATION - PART 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

HUMAN ANATOMY AND PHYSIOLOGY
Gain a greater appreciation and understanding of the marvelous complexity of the human body.

ASSISTING AGING PARENTS
Be prepared to handle the challenges of aging while learning to cherish the transition.

UNDERSTANDING ADOLESCENTS
Unlock the secrets of the adolescent mind to improve relations.

PERSONAL FINANCE
Protect your assets and discover how best to achieve all your financial goals.

INTERMEDIATE JAVA PROGRAMMING
Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

SURVIVAL KIT FOR NEW TEACHERS
Veteran instructor shares the secrets for success in your first years of teaching.

INTRODUCTION TO RUBY PROGRAMMING
Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

HIGH-SPEED PROJECT MANAGEMENT
Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.
TRANSPORTATION
Ride the Red Line to Truman
The CTA has direct, 24-hour rail service to Truman’s front door via the Wilson stop on the Red Line. Numerous bus routes also connect with Truman’s campus, including Routes 36, 78, 81, 135, 145, and 151.

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

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

Transportation to Lakeview Learning Center
(3310 N. Clark)
CTA Bus #36, #22 and #77.
For El riders: Take the CTA Red Line to Belmont and walk 3 blocks east to School and Clark.

Continuing Education
SEEKS PROFESSIONALS
If you have experience in any of the following fields and would like to teach others please contact Nancy Kramer at nkramer@ccc.edu.

• Registered nurses to teach BNA
• Medical Billing and Coding experts
• Lawyers to teach paralegal courses
• Computer teachers
• CompTIA A+ instructors
• Artists
• Writers

The Fall 2012 deadline for program and course proposals is approaching. Submit your course concept to nkramer@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. You may pay with check, cash, money order, or credit card at the Business Office.

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. You may pay with check, cash, money order, or credit card at the Business Office.
• 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 Truman College Continuing Education office, Room 1442, 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.

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.
TRUMAN COLLEGE
1145 West Wilson Avenue

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 new parking facility accessible just west of the main building off Wilson Ave.

LAKEVIEW LEARNING CENTER
3310 North Clark Street

Entrance is 1.5 blocks north-east of the Belmont El stop (Red and Brown lines.)

Please see schedule for course offerings at this location. Call 773-907-4440 to register.