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Online classes start every month!

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www.ed2go.com/hwccontinuinged

Visit hwc.ccc.edu for the latest details
GENERAL REGISTRATION AND TUITION INFORMATION
Registration Will Be Held in Room 101

RESERVATION
Call (312) 553-5936 or (312) 553-5962 to reserve a seat for the spring class, please leave the following information
First Name Spelled out
Last Name Spelled out
Name of the class and the bold five digit class number
Your phone number
Your e-mail address
This information will hold a seat in the class in your name. However, you must come to Harold Washington College Room 1130 seven (7) days prior to the class start date to register for your Continuing Education class. Registration for Summer Continuing Education classes will begin on April 19, 2012. Hours of registration are 9:00 a.m. until 4:00 p.m. In the event of class cancellation, you will be notified via phone or e-mail.

TUITION AND FEES
The fees for courses are stated in the program schedule for each course offered. All tuition and fees are due and payable in full at the time of registration. Registration is not complete until all payments are made in full. Cashier’s checks, money orders or personal checks must be made payable to Harold Washington College. The college cannot accept third party checks.

WARNING: The fee assessed for a check returned for non-sufficient funds (NSF) or a stop payment will be $35.00. Any student who has once given the City Colleges either of the above checks will not be allowed to make any subsequent payment by check at any of the City Colleges of Chicago. Please note that registration fees are not refundable. Rates are subject to change without notification.

WITHDRAWALS
• A $5.00 fee will be charged per course for dropping and adding a course. Students who want to withdraw from a course must do so in person the day before the class is scheduled to start. Telephone, mail, fax, and online withdrawals are not accepted.
• If you miss two of the first three weeks of classes, you are subject to an administrative withdrawal.

SEE REFUNDS LISTED BELOW.

BOOKS AND SUPPLIES
Some noncredit courses require a textbook or other supplies (see course descriptions). Specific information will be distributed at the first class meeting. It is recommended that students purchase supplies and textbooks after the first class meeting. Textbooks may be purchased at:
Beck’s Bookstore,
60 East Lake Street, 2nd Floor,
Phone (312) 630-9113.

REFUNDS
A full refund fee for all tuition and fees will be available to you if a class is cancelled or you may apply it toward any other available course of equal value in the same phase. If you pay with cash or check, your refund check will be mailed to the address on record six weeks after classes begin. Tuition credit cannot be carried over into another phase. There are No Refunds issued on courses after the first class is in session. A full refund is issued on courses due to college initiated cancellations.

All Classes will be held at:
Harold Washington College
30 East Lake Street
Chicago, IL 60601
Unless otherwise noted.

Questions? Call us at (312) 553-5936 Schedule is subject to change without notice
Step One: Community College Teaching and Learning

As Read about in the *New York Times*! Three Sessions Offered This Spring and Summer!

For participants with a Master’s degree or better.

This course is an introductory survey to college teaching. The focus is on the application of student-centered active learning and the use of educational technology tools. The course is taught by a veteran City Colleges of Chicago teacher as well as many guest instructors who share their particular expertise.

**Basic computer skills are required to succeed in this course. These include being adept at word processing, file management, and surfing the web.**

In *The Courage to Teach*, Parker Palmer introduces his readers to the subject of college teaching as follows:

- “The question we most commonly ask [about college teaching] is the ‘what’ question-what subjects shall we teach?
- When the conversation goes a bit deeper, we ask the ‘how’ question-what methods and techniques are required to teach well?
- Occasionally, when it goes deeper still, we ask the ‘why’ question-for what purpose and to what ends do we teach?
- But seldom, if ever, do we ask the ‘who’ question-who is the self that teaches? How does the quality of my selfhood form-or deform-the way I relate to my students, my subject, my colleagues, and my world? How can educational institutions sustain and deepen the selfhood from which good teaching comes?” (1998, p. 4)

We will explore “the selfhood from which good teaching comes,” but we will also try to sharpen our active learning/teaching skills, use assessment to monitor classroom learning, familiarize ourselves with educational technology to improve delivery, and begin to learn how to develop quality courses and syllabi that support them.

**11804 7352 VOC HW**  
Fridays 9:00 a.m. - 11:00 a.m.  
June 22 - August 10, 2012  
$150.00  
Instructor: Ephrem Rabin
How to Work as a Chicago Tour Guide

This course is an introduction to working as a professional tour guide. The focus is on the skills needed to work as a “step-on” tour guide in the Chicago metro. The knowledge and skills developed in this course may well serve as a starting point for work in other cities and in other tourism roles.

Professional tour guides in the Chicago area have traditionally received their initial training as volunteer docents for various museums and non-profit associations. These training opportunities typically involved six- to twelve-month non-paid commitments. A smaller number of guides have attended multi-week training programs at for-profit tour guide schools. All of these options involve considerable up-front costs in both time and money.

This course is designed to offer a lower threshold entry point into the profession that might attract a more diverse workforce. Not only will this provide tour guiding employment to a wider range of Chicago residents, it may also promote a wider range of tours as most new tours are developed through the personal interest and expertise of the guides who lead them.

There are many roles a professional tour guide can fulfill: event greeters, tour guides, tour managers, tour operators. Step-on tour guides are hired to join an existing tour group and, typically, conduct a one- to four-hour tour, based on the requirements of the tour’s organizers. These tours may be focused on Chicago highlights, a particular theme, or a particular area of the city. As the name implies, step-on guides typically “step on” to a bus already loaded with tourists. The step-on guides, hired by the tour operator that organized the tour, conduct their portion of the tour following the requirements of the tour operator.

Focusing on the skills needed to work professionally as a step-on guide will expose students to the full range of skills required by almost anyone working in this field.

**69244 1528 VOC HW**
Saturdays Noon - 2:15 p.m.  
Seven Sessions  
April 21 - June 9, 2012  
$150.00  
Instructor: Roger Marsh
Composting

Eco-friendly and sustainable, compost improves the soil in your garden and gives you an easy way to recycle. Whether you have a large garden or a small balcony garden, this class will get you started on the road to green living.

12757 1556 VOC HW
9:30 a.m. - Noon
Friday, June 22 and repeats on August 3, 2012
Course Fee: $75.00
Instructor: Dr. Jerry Garner

Flowers for Fall Color

Everyone wants color in the garden or in their planters as close to year round as possible. Just because the days are getting shorter and the weather colder doesn’t mean you can’t have colorful plants to help make those gray autumn days brighter. Come learn what plants to choose and how to grow them. The Saturday meeting will include a walking tour of some local gardens.

12758 1557 VOC HW
9:00 a.m. – 11:30 a.m.
Friday, July 13 and Saturday, July 21, 2012
Course Fee: $100.00
Instructor: Dr. Jerry Garner

Plant Clinic (FREE)

Do your plants look sick or not growing as well as you would like? Do you have any questions about how to grow a certain plant or use it in your yard? Do you want to know what your plant is? Bring in a piece or the whole plant and get your questions answered by professional horticulturalists. AND IT’S FREE!

12760 1558 VOC HW
9:30 a.m. – Noon  Walk-in
Saturday, June 30, 2012
Course Fee: FREE
Instructor: Dr. Jerry Garner

12762 1558 VOC HW
5:30 p.m. – 7:30 p.m. Walk-in
Thursday, August 9, 2012
Course Fee: FREE
Instructor: Dr. Jerry Garner

Visit hwc.ccc.edu for the latest details
Honing Computer Skills for the Encore Population

This class will cover computer terminology, keyboard basics, controlling the mouse, introduction to the Windows Operating System, word processing basics and much more!

12460 1554 VOC HW
Fridays 12:00 p.m. - 2:15 p.m. 
5 Class Sessions 
June 1 - June 29, 2012 
$100.00 
Instructor: Carole Walls

12462 1554 VOC HW
Fridays 12:00 p.m. - 2:15 p.m. 
5 Class Sessions 
July 13 - August 10, 2012 
$100.00 
Instructor: Carole Walls
Financial Literacy Workshop I
Money Matters

By the end of this course, participants will understand how to manage money by preparing a personal spending plan and identifying ways to decrease spending and increase income. To achieve this objective, the participants will be able to:

- Track daily spending habits.
- Prepare a personal spending plan or budget to estimate monthly income and expenses.
- Identify ways to decrease spending.
- Identify possible ways to increase income.
- Identify budgeting tools that will help you manage your bills.
- List and prioritize financial goals.
- Recognize how to create a plan to achieve financial goals.

12458 1499-1 VOC HW
Friday 6:00 p.m. - 8:00 p.m.       Room 618
June 15, 2012
Free!
Instructor: Roberta Bole
What Is the Lifelong Learners Program?
The Lifelong Learners Program is a Continuing Education program that brings City Colleges of Chicago classes to Department of Senior Services Regional Senior Centers. Courses consist of weekly class sessions that build on one another.

What Classes Are Offered?
Both non-credit and credit courses are available. Through non-credit courses, seniors will be able to explore interests such as dance and art appreciation and develop valuable skills in financial literacy and budget management.

Through non-credit courses, such as Child Development and Foreign Languages, seniors are able to work towards basic certification in an area of interest. Credit courses are only available to those who have obtained a high school diploma or GED certificate. You may contact the Department on Aging for tutoring assistance if you are working on a GED certificate.

When And Where Are The Classes Offered?
Classes will be taught at Department of Senior Services Regional Senior Centers. The website includes dates, times and locations for each class.

How Much Do Classes Cost?
The classes are free and open to Chicagoans over 60 years of age.

Who Will Teach These Classes?
All classes, whether credit or non-credit, will be taught by City Colleges of Chicago lecturers. These teachers will provide both clear instruction and valuable feedback.

How Do Students Enroll For Courses?
Students may register for the courses at City of Chicago Regional Senior Centers. Class size is limited, so please register early for courses. Regular attendance is required.

Is There A Ceremony at the End of Classes?
Yes. Students who have successfully completed a course will be invited to attend a completion ceremony where they will be honored as graduates of the Lifelong Learners Program.

For more information on this program, call (312) 744-4016.
Harold Washington College
Lifelong Learning/Continuing Education

What an exciting opportunity! For as low as $99.00 each!

Instructor-Led Courses
- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

Career Training Programs
- Prepare for industry certification or start a new career
- Start Anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal Instructor assistance
- Certificate of completion awarded with passing score

Some classes available through ed2go.com/hwccontinuinged include:
- Business
- Management and Leadership
- Nonprofits
- Sales and Marketing
- Digital Photography
- Graphic Design
- Web Design
- Health Care and Medical
- Alternative Medicine
- Arts
- Litigation
- Paralegal
- Personal Development
- Children, Parents, and Family
- Personal Enrichment
- Personal Finance and Investments
- Start Your Own Business
- Languages
- Mathematics
- Reading and Writing
- Science
- Test Prep
- Tools for Teachers
- Computer Fundamentals
- Computer Programming
- Database Management
- Networking and Communications
- Security
- Writing and Publishing

Online classes start every month!
Go to ed2go.com/hwccontinuinged today!

Visit hwc.ccc.edu for the latest details
Harold Washington College
Online Classes

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

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

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to Microsoft Excel 2007
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

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

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Intermediate Microsoft Excel 2007
Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.

Grammar Refresher
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

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

Some classes low as $99

Details on any of these courses can be found at: ed2go.com/hwccontinuinged

Online Learning Anytime, Anywhere…Just a click away!

Questions? Call us at (312) 553-5936 Schedule is subject to change without notice
Public Chauffeur Training Institute (PCTI)

The Harold Washington College (HWC) Public Chauffeur Training Institute is a joint venture between Harold Washington College and the City of Chicago Department of Business Affairs and Consumer Protection, which prepares students for the City of Chicago chauffeur licensing examination. The Public Chauffeur Training Institute office is located at Harold Washington College, 30 East Lake Street, Room 1041, Chicago Illinois 60601.

General courses offered by the HWC Public Chauffeur Training Institute Program include:

- Defensive Driving, Language Enhancement, Limousine Training
- Medallion Holder Training, Taxi Access Program, Taxi Training (two weeks)

The Public Chauffeur Training Institute (PCTI) also offers the following “Remedial Training Modules:”

- Continuing Education/License Renewal
- Discourtesy Training
- Two-hour Driver Training (Behind the Wheel)
- Refusal of Service

Registration Information - Admissions Requirements:
Students must come in person to Harold Washington College, Admissions room 101 to register, except as indicated. Please make sure you meet the following:

- Minimum age 21
- Bring a valid Illinois Driver’s License
- Are prepared to take exam for proficiency in English language
- 2 pencils and 1 pen

Note: Testing hours are Mondays – Thursdays (9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., & 1:00 p.m.), Fridays (9:00 a.m., 10:00 a.m. & 11:00 a.m.) and Saturdays (9:00 a.m. & 11:00 a.m.).

Please note the “required” City of Chicago rules and regulations before registering for any PCTI training course:

- Excellent driving record in the last twelve (12) to eighteen (18) months.
- Licensed drivers in the United States for at least three (3) years.
- New applicants with more than 2 violations on his/her driving record in the last 12 months will NOT be eligible for a license. (Rule 1.07d)
- A criminal record or any indebtedness to the City of Chicago may disqualify you from obtaining a public chauffeur license. If you were found guilty of a forcible felony, five (5) years must have passed since (A. The date you completed your sentence, B. Released from parole and/or probation, C. Released from any other non-custodial supervision).

For more information on the criminal background check call the Department of Business Affairs and Consumer Protection, Public Vehicle Division at (312) 746-4200 or (312) 746-7100.

Visit hwc.ccc.edu for the latest details
Public Chauffeur Training Institute (PCTI) Tuition Payment:
The Business Office at Harold Washington College will **only** accept the following forms of tuition payments for **ANY** of the Public Chauffeur Training classes:

- Cash or Credit Card
- Money Order or Cashier Check (payable to Harold Washington College)
- WIA Vouchers are accepted for the Taxi Program only*
- VA approved tuition payment for the Taxi Program

Please note that the Public Chauffeur Training Institute is approved for WIA (Workforce Investment Act) vouchers. Funds are available for those who qualify for Workforce Investment Act (WIA) vouchers.

**Want More Details?**
To see if you qualify for Workforce Investment Act (WIA) programs, visit or call a **“One Stop Center”** listed below:

- **Pilsen:** 1657 S. Blue Island Ave., Chicago, IL 60658 (Phone: (312) 243-5100; TTY: (312) 738-0766)
- **Westside (CDHS):** 10 S. Kedzie Ave., Chicago, IL 60612 (Phone: (312) 746-5400; TTY: (312) 746-5463)
- **Mid South:** 715 E. 47th St., Chicago, IL 60653 (Phone: (773) 538-5627; TTY: (773) 538-9832)

Also, we are now approved by the Veteran Administration (VA) for Tuition payment under the Taxi Program. Please contact Nicholas Lawrence in our Financial Aid Department by e-mail at nlawrence1@ccc.edu for additional information.

- **Southwest:** 7500 S. Pulaski Rd., Chicago, IL 60652 (Phone: (773) 884-7000; TTY: (773) 838-5660)
- **Northside:** 4740 N. Sheridan Rd., Chicago, IL 60640 (Phone: (773) 334-4747; TTY: (773) 334-9804)

NO BUSINESS OR PERSONAL CHECKS WILL BE ACCEPTED FOR TUITION PAYMENTS FOR ANY PUBLIC CHAUFFEUR CLASSES.

**PLEASE NOTE:** ONCE REGISTERED, A STUDENT IS HELD RESPONSIBLE FOR THE COST OF THE COURSE. STUDENT INITIATED REVISIONS MUST BE DONE IN PERSON AT LEAST ONE BUSINESS DAY PRIOR TO THE FIRST DAY OF CLASS. THERE IS A $25 FEE FOR EACH TYPE OF REVISION. NO FEES WILL BE REFUNDED ON THE DAY A CLASS BEGINS OR AFTER THE CLASS HAS BEGUN.

**How To Contact The Public Chauffeur Training Institute:**
The faculty and staff of the Institute are dedicated in providing excellent services to its student population and other sister agencies.

**Office hours for the Public Chauffeur Training Institute** will be based on the following **“Off-Peak”** hours schedule for registration of designated courses:

- **Monday thru Friday:** 9:00 a.m. to 4:00 p.m.

The Institute also encourages you to provide us with written suggestions and recommendations on how best we could improve the course.

For week-ends, holidays, school closings or after business hours departmental contacts, please contact Mr. Elvan Jones, Program Director, via e-mail only at ejones@ccc.edu.
Taxi Training

The taxicab course is a two week comprehensive training program with day and evening courses offered. It is designed to prepare individuals to become public chauffeurs in the City of Chicago, and to take the licensing examination given by the Department of Business Affairs and Consumer Protection, Public Vehicle Division.

The course begins weekly on a Saturday with orientation and a bus tour, except during weeks there is a city, state or college holiday. The training includes geography, City of Chicago rules and regulations, safety, customer service, accessibility training and two four hour bus tours. Prior to taking the bus tours, we strongly advise new students to review the bus tour links below for information about the Downtown and South side bus tours.

The fee is two hundred seventy-five dollars ($275.00).

Prerequisite: Students must meet language proficiency requirements before registering for the two-week taxi training course.

Attendance:
Students are expected to attend every session during the two week course period. Due to the structure of the program, we do not guarantee any class make-up sessions. Students will be asked to register for another two week session and will be expected to pay full tuition.

Important Notice: When maximum enrollment is met, the class IS closed. Students must register for the next available class.

Taxi Accessibility

This is a twelve-hour training session, over two (2) days for Industry professionals on how to transport persons with disabilities, and how to use the PACE-TAP voucher system to ensure payments. Using a replica of the actual van used in transporting persons with disabilities, students are given hands-on instruction in handling and securing wheelchairs.

The objectives of the course are to:

- learn how to properly assist individuals with various types of disabilities
- demonstrate their ability to navigate a passenger in a wheelchair up and down a curb or step
- learn how to strap a wheelchair into the accessibility van and restrain the passenger with a seat belt and shoulder harness

The fee is eighty-five dollars ($85.00).

Morning and afternoon classes are available beginning on Mondays, excluding holidays. Students must register in the PCTI office (Room 1041) for this course.

Important Notice: Individuals registering for the remedial training courses must bring a form letter from the Department of Business Affairs and Consumer Protection indicating the course(s) required.
Attitudinal Defensive Driving

The purpose of this eight hour workshop, over two (2) days is to:

- address the needs of those individuals who are repeat violators of traffic rules and regulations violations and,
- newly licensed chauffeurs who have driven in the United States for at least three years.

This training component is certified by the National Safety Council. Topics covered include, violated rules and regulations, cultural sensitivity, anger management and conflict resolution as well as behavior modification approach for effective customer service.

This course also reviews Illinois Rules of the Road Handbook and prepares the inexperienced chauffeur driver for the road. Students receive National Safety Council certificates of completion once they successfully complete the course. The class is held weekly.

The fee is eighty five dollars ($85.00).

Important Notice: Individuals registering for the remedial training courses must bring a form letter from the Department of Business Affairs and Consumer Protection, indicating the course(s) required.

Language Enhancement

Provided by the Public Chauffeur Training Institute (PCTI), this course is a 2-day language enhancement workshop designed to assist and increase the communication skills of students. Using a service excellence approach, students will review concepts and terminology commonly used in the taxi industry to increase customer service. Class size limit is 20 students. This class is offered weekly.

The fee is one hundred dollars ($100.00).

Important Notice: This is a two-day workshop designed for adults who do not successfully pass the Language Placement Exam at Harold Washington College. Students who do not pass this course after two (2) enrollments MUST enroll in an English as a Second Language (ESL) class offered by the College. The student’s placement will determine the ESL class placement. Upon successful completion of the ESL class, students will qualify for TAXI courses.

Limousine Training

This is an intensive one day training course that prepares individuals to become restricted public chauffeurs. Individuals taking this course are eligible to become licensed to drive a livery/limousine. This course is offered four times each month. It is intended to serve as a preparatory course to assist individuals with the successful completion of his restricted public chauffeur’s license exam.

Note: Those interested in driving a medical carrier must also complete this course.

The class informs students of current chauffeur rules and regulations; it also provides drivers with information on new cultural attractions, buildings, hospitals and hotels. At the end of the class, students who complete the course receive a certificate of completion making them eligible for the restricted public chauffeur’s license exam.

The fee is eighty five dollars ($85.00).
Medallion Holder/Owner Training

The purpose of this one-day medallion seminar is to inform medallion owners about their rights, the benefits, and the obligations of owning a medallion as per the City of Chicago Department of Business Affairs and Consumer Protection, rules and regulations. Emphasis is given to small business principles. The medallion holders seminar covers the city’s inspection process, insurance and tax requirements and other business strategies for owning a taxi in the City of Chicago. The course is held monthly.

The fee is seventy-five dollars ($75.00).
Emergency Preparedness Certification Program

FIRE TC 210 CLASS #66937

69937 210 VOC HW
Fridays 9:00 a.m. – 3:00 p.m. Room 1119
June 1, 2012 to July 20, 2012
Tuition: $386.00
Instructor: Wally Schroeder

Payment is due upon registration

The Business Department in Room 207 accepts: Cash, Credit Card, Money Orders or Company Checks payable to: Harold Washington College

REGISTRATION
April 9 - May 31, 2012
Monday - Friday, 9:00 a.m. - 4:00 p.m.
ROOM 1133

For further information contact Clotilde Mayfield at cmayfield@ccc.edu or (312) 553-5958
Human Services/Child Development
Associate Training

The Harold Washington College Human Services/Child Development unit is funded by the Chicago Department of Family & Support Services (Children Services Division) to provide training and education for staff of Head Start and Child Care programs. Participants must be employed and referred by a program funded by the Chicago Department of Children and Youth Services.

Child Development Associate (CDA) Training
The Child Development Associate credential is a nationally recognized, competency-based, early childhood credential, granted to qualified candidates by the Council for Professional Recognition. Requirements include experience, education, and documentation of competency. The Human Services/CDA unit provides guidance, training, and education to referred candidates to meet all requirements of the Council. College credits earned in attaining the CDA credential apply to the Associate in Applied Science degree in Child Development.

Associate Degree in Child Development or Social Service:
The Human Services/CDA unit assists Head Start and Child Care teachers and Social Service Workers to complete the requirements for an Associate in Applied Science degree in Child Development or Social Service. The Human Services/CDA unit further assists Head Start and Child Care teachers and Social Service Workers to earn additional credits in general education required for transfer to four-year colleges or universities which offer the Bachelor’s degree in Child Development or Social Service.

Off-Campus Courses:
The Human Services/CDA unit coordinates and facilitates off-campus Child Development courses for community-based organizations throughout the City of Chicago.

Contact Information:
The Human Services/CDA unit can be contacted at (312) 553-5840. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Evening and Saturday service is available during early and open registration.

Online classes start every month!

Visit hwc.ccc.edu for the latest details
Since 1976, Harold Washington College has trained food service personnel for the State of Illinois and the City of Chicago. Every food establishment in Chicago and the State of Illinois must have a certified Food Service Sanitation Manager on the premise while food is being prepared and served. The Food Service Sanitation program at HWC provides this certification and recertification for personnel in food service establishments.

HWC also offers a three hour seminar for Food Service Sanitation personnel preparing and serving food at outdoor festivals. This certificate is renewed annually. The certification, recertification, and Summerfest programs enroll 2,200 students each year. To better serve Illinois' diverse population, all classes are taught in English, Spanish, or Chinese (Mandarin and Cantonese).
FOOD SERVICE SANITATION PROGRAM
CERTIFICATION COURSES - SUMMER 2012

HWC has been partners with the Chicago Department of Public Health since 1975. Program meets and exceeds city and state requirements. All instructors are certified by the Chicago and Illinois Department of Public Health, and ServSafe (Educational Foundation of the National Restaurant Association).

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<th>ENGLISH</th>
<th>LOCATION – HAROLD WASHINGTON COLLEGE</th>
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<td>MANDARIN</td>
<td>MONDAY AUGUST 13 – SEPTEMBER 17</td>
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<td>CANTONESE</td>
<td>MONDAY NOVEMBER 5 – DECEMBER 10</td>
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HOLIDAYS:
April 2 - 7 Spring Break
May 28 Memorial Day
July 4th Holiday

THIS CERTIFICATE WILL NOT SUBSTITUTE FOR THE SUMMERFEST CERTIFICATE PRE-REGISTRATION REQUIRED AT:
HAROLD WASHINGTON COLLEGE – 30 E. LAKE STREET ROOM 101 MONDAY – THURSDAY 9:00 a.m. – 5:00 p.m., FRIDAY 9:00 a.m. – 3:00 p.m.
BRING PICTURE ID AND – TUITION (CASH, MONEY ORDER, DEBIT OR VISA/MC/AMEX CARDS ONLY.)

COSTS: $200.00 – TUITION $35.00 – CHGO MANAGERS CERT. FEE IS DUE THE LAST CLASS via MONEY ORDER ONLY.
$35.00 – ILLINOIS CERTIFICATE- Application available at last class.

TEXT BOOK: SERVSAFE ESSENTIALS WITH ANSWER SHEET UPDATED 5TH EDITION AVAILABLE ONLINE OR AT BECK’S BOOKSTORE - 60 E. LAKE STREET
$90.00 – APPROXIMATE COST ONLY.

ATTENDANCE POLICY - ALL COURSES ARE OFFERED UNDER THE GUIDELINES OF THE CITY OF CHICAGO AND STATE OF ILLINOIS, DEPARTMENT OF PUBLIC HEALTH. STUDENTS MUST BE IN ATTENDANCE FOR THE ENTIRE CLASS PERIOD/S IN ORDER TO BE ELIGIBLE TO TAKE THE CERTIFICATION EXAMINATION.

CONTACT INFORMATION: (312) 553-5800/5802/5803/5960 FAX (312) 553-5909
website: hwc.ccc.edu

Visit hwc.ccc.edu for the latest details
FOOD SERVICE SANITATION PROGRAM
RECERTIFICATION COURSES - SUMMER 2012

<table>
<thead>
<tr>
<th>ENGLISH 8:30 a.m. - 4:30 p.m.</th>
<th>SPANISH 2:30 p.m. - 10:00 p.m.</th>
<th>CHINESE 8:30 a.m. - 4:30 p.m.</th>
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</thead>
<tbody>
<tr>
<td>TUESDAY, APRIL 17</td>
<td>WEDNESDAY, APRIL 25</td>
<td>MONDAY, APRIL 23</td>
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<tr>
<td>TUESDAY, MAY 15</td>
<td>WEDNESDAY, MAY 23</td>
<td>MONDAY, MAY 21</td>
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<td>TUESDAY, JUNE 12</td>
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<tr>
<td>TUESDAY, JULY 10</td>
<td>WEDNESDAY, JULY 11</td>
<td>MONDAY, JULY 2</td>
</tr>
<tr>
<td>TUESDAY, AUGUST 14</td>
<td>WEDNESDAY, AUGUST 15</td>
<td>MONDAY, AUGUST 13</td>
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<tr>
<td>TUESDAY, SEPTEMBER 18</td>
<td>WEDNESDAY, SEPTEMBER 26</td>
<td>MONDAY, SEPTEMBER 24</td>
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<tr>
<td>TUESDAY, OCTOBER 16</td>
<td>WEDNESDAY, OCTOBER 31</td>
<td>MONDAY, OCTOBER 29</td>
</tr>
<tr>
<td>TUESDAY, NOVEMBER 13</td>
<td>WEDNESDAY, DECEMBER 12</td>
<td>MONDAY, DECEMBER 17</td>
</tr>
</tbody>
</table>

• PREREGISTRATION REQUIRED: HWC - 30 E. LAKE STREET, CHICAGO, IL. – ROOM 101 /MONDAY-THURSDAY - 9:00 A.M. TO 5:00 P.M., FRIDAY – 9:00 A.M. – 4:00 P.M. MUST BRING ORIGINAL/VALID SANITATION CERTIFICATE (CHICAGO AND/OR STATE) FOR REGISTRATION - $65.00 TUITION

• CHICAGO RECERTIFICATION: 6 HOUR CLASS AND EXAM MUST BE COMPLETED NO LATER THAN 30 DAYS AFTER EXPIRATION

• ILLINOIS RECERTIFICATION – MUST COMPLETE CLASS BEFORE CERTIFICATE EXPIRES.

CLASS LOCATIONS: ENGLISH & SPANISH – HAROLD WASHINGTON COLLEGE – 30 E. Lake

CHINESE CLASS – CHINATOWN – 250 W 22ND PLACE

DAY OF CLASS: BRING: ☑ RECEIPT ☑ PICTURE ID ☑ NOTEPAD AND #2 PENCIL ☑ INSTRUCTIONAL MATERIALS PROVIDED ☑ ORIGINAL SANITATION CERTIFICATE (CITY AND/OR STATE)

☑ $35.00 MONEY ORDER: PAYABLE TO “HAROLD WASHINGTON COLLEGE” FOR CHICAGO CERTIFICATE FEE

PROGRAM INFORMATION: — Program has been partners with the Chicago Department of Public Health since 1975.

• Program meets and exceeds city and state requirements.
• All instructors are certified by the Chicago and Illinois Department of Public Health, and ServSafe (Educational Foundation of the National Restaurant Association).

RENEW BOTH CHICAGO AND ILLINOIS CERTIFICATES AT THE SAME TIME - REGISTER TODAY

CONTACT INFORMATION: (312) 553-5800/5802/5803/5960 FAX (312) 553-5909 website: hwc.ccc.edu

Rev. 3/14/12
The Professional Sanitation Seminar for Summer Festival Food Vendors

Purpose:
This is a three-hour sanitation seminar preparing food vendors to operate in compliance with applicable rules and guidelines for safe outdoor food handling. Classes are offered on Tuesday afternoon and Thursday evening and some Saturdays. All classes are taught by certified instructors.

Location:
All classes are held at Harold Washington College, 30 E. Lake Street, Room 1131 Chicago, IL. (Corner of Wabash and Lake.)

Cost:
$35.00 includes all handouts and certificate. Payment by Money Order only. Cash and Debit/Credit (VISA/MC/AMEX) can ONLY be accepted by the College Cashier when registering in person at the college.

RESERVATION or REGISTRATION can be made as indicated below:
Reservations will be accepted until noon on the class day:
- E-mail - Go to http://hwashington.ccc.edu/ for class schedule and Class Date Choice Form.
- E-mail information listed below to agaona@ccc.edu .
- Telephone - call (312) 553-5802/5803/5960 and place your reservation for the class of your choice.

INFORMATION REQUIRED: name, social security number/date of birth and daytime telephone number. Confirmation of class date will be sent via email or by telephone.

NOTICE: All students completing E-mail or Telephone reservations are required to be present 30 minutes prior to class time to finalize their registration; must bring picture ID & $35.00 money order payable to Harold Washington College. Changes in reservation can be made by calling numbers above.

Registration may be completed by bringing picture ID & $35.00 payment in person to Harold Washington College, 30 East Lake Street, Room 101 or by mail. Mail in registration must be received at least two weeks prior to class and include:
- #1 COMPLETED CLASS SCHEDULING CARD (2 Sides)
- #2 COMPLETED CLASS DATE CHOICE FORM - WITH 2 CHOICES FOR CLASS DATE. (BELOW)
- #3 PAYMENT - MONEY ORDER ONLY, PAYABLE TO HAROLD WASHINGTON COLLEGE (NO CASH OR CHECKS)
- #4 COPY OF PICTURE ID OF PARTICIPANT.

NOTICE: Cancellation or changes in Registration may only be done in person up to 24 hours before class date. There will be a $15.00 processing fee.

<table>
<thead>
<tr>
<th>CLASS DATE CHOICES (please print)</th>
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<tbody>
<tr>
<td>NAME:</td>
</tr>
<tr>
<td>SOCIAL SECURITY NO. OR DATE OF BIRTH:</td>
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<tr>
<td>PREFERRED COURSE DATE: 1ST CHOICE</td>
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<td>2ND CHOICE</td>
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<tr>
<td>DAYTIME TELEPHONE NUMBER: (          )</td>
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<td>MAIL REGISTRATION MATERIALS TO:</td>
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<td>Food Service Sanitation Program</td>
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<td>Harold Washington College, 30 East Lake Street, Chicago, IL 60601</td>
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<td>PAYMENT: $35.00 Money Order payable to Harold Washington College</td>
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</table>

Save a copy as a reminder.
### 2012 SUMMERFEST SEMINAR SCHEDULE

<table>
<thead>
<tr>
<th>TUESDAY</th>
<th>THURSDAY</th>
<th>SATURDAY</th>
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</thead>
<tbody>
<tr>
<td>2:00 p.m. – 5:00 p.m.</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>9:30 a.m. - 12:30 p.m.</td>
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<tr>
<td>April 10, 17, 24</td>
<td>April 12, 19</td>
<td>May 12</td>
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<tr>
<td>May 1, 08, 15, 29</td>
<td>May 3, 10, 17, 24, 31</td>
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<tr>
<td>May 22 – Spanish</td>
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<td>June 5, 12, 19, 26</td>
<td>June 7, 14, 28</td>
<td>June 9</td>
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<td>June 21 - Spanish</td>
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<tr>
<td>July 3, 10, 17, 31</td>
<td>July 5, 12, 19, 26</td>
<td>July 14</td>
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<td>July 24 - Spanish</td>
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<td>August 07, 14, 28</td>
<td>August 2, 9</td>
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<td>August 23 – Spanish</td>
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<td>September 6</td>
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**CLASS LOCATION** – HAROLD WASHINGTON COLLEGE, 30 E. LAKE ST., ROOM 614. ALL CLASSES ARE CONDUCTED IN ENGLISH UNLESS OTHERWISE INDICATED. LANGUAGE IS LISTED AFTER THE DATE.

**Important information:**
- You can access class and registration information on the web: [http://hwc.ccc.edu/](http://hwc.ccc.edu/)
- For information call: (312) 553-5802/5803/5960
- You must be on time and stay for the entire three hour seminar.
- Certificates will be issued at the end of the 3-hour seminar.
- The college reserves the right to cancel any class in which enrollment is insufficient.
- No refund will be issued for missed seminar or tardiness.

We can arrange for class at off site locations for groups of 15 or more students. Call (312) 553-5802/5803 to make arrangements.

**PARKING LOCATIONS:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Rate</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imperial Parking – 171 North Wabash</td>
<td>$10.00</td>
<td>In before 10:00 a.m. - $10.00</td>
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<tr>
<td></td>
<td>$14.00</td>
<td>In after 10:00 a.m. but before 4:00 p.m. - $14.00</td>
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<tr>
<td></td>
<td>$12.00</td>
<td>In after 4:00 p.m. - $12.00</td>
</tr>
<tr>
<td>Interparking – 20 E. Randolph - Wabash &amp; Randolph</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$12.00</td>
<td>Entry to Parking Garage on Wabash and on Randolph</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Day Parking Special with Yellow Validation Parking Coupon obtained at Harold Washington College Security Desk.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rate: $12.00 [includes taxes]</td>
</tr>
<tr>
<td>Theater District Parking – Dearborn &amp; Lake Street</td>
<td>$10.00</td>
<td>Entry to Parking Garage on Lake and on Dearborn Afternoon Special with Stamped Parking Ticket at Harold Washington College Security Desk:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validation is only for In after 5:00 p.m. and Out by 12:00 a.m. M-F and all day Sat &amp; Sun</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rate: $10.00 [includes taxes]</td>
</tr>
</tbody>
</table>

Disclaimer: These locations are provided as a courtesy. Harold Washington College is not responsible for any change in price or discount.

**DO NOT DELAY - REGISTER EARLY FOR YOUR SUMMERFEST CLASS.**

Rev 3/14/12
FOOD SERVICE SANITATION PROGRAM

TUITION AND FEES

CERTIFICATION:
$200.00 TUITION: Payable to “Harold Washington College”
$90.00 TEXTBOOK: Approximate cost only. Textbook can be purchased at the bookstore or online.
$35.00 CHICAGO CERTIFICATE FEE is to be paid the last day of class. All certificate fees are payable to “Harold Washington College”. MONEY ORDER ONLY
$35.00 ILLINOIS CERTIFICATE - Application available at last class.

CERTIFICATION RETEST:
$30.00 TUITION: Payable to “Harold Washington College”.
$36.00 ANSWER SHEET to be paid on the day of class: payable to “Harold Washington College” (the college prepays for the retest forms). MONEY ORDER ONLY
$35.00 CHICAGO CERTIFICATE FEE is to be paid on the day of class and payable to “Harold Washington College.” MONEY ORDER ONLY

RECERTIFICATION:
$65.00 TUITION: Payable to “Harold Washington College”
$35.00 CHICAGO CERTIFICATE FEE is to be paid on the day of class and payable to “Harold Washington College.” MONEY ORDER ONLY

RECERTIFICATION RETEST:
$30.00 TUITION: Payable to “Harold Washington College”
$35.00 CHICAGO CERTIFICATE FEE is to be paid on the day of class and payable to “Harold Washington College.” MONEY ORDER ONLY

SUMMERFEST CLASS:
$35.00 TUITION: Payable to “Harold Washington College” MONEY ORDER ONLY

REFUND POLICY:

CLASS CANCELLATION: If a class is cancelled, full tuition and fees will be refunded to the student. STUDENT INITIATED WITHDRAWAL: Students who withdraw from a course 24 hours before the first day of class will receive a refund less withdrawal fees ($15.00) and $25.00 non-refundable registration fee for the certification class. CLASS SECTION CHANGES: All changes in class sections will be assessed a $15.00 transaction fee. ALL WITHDRAWALS MUST BE MADE IN WRITING IN ORDER FOR THEM TO BE OFFICIAL. NO TUITION/FEES WILL BE REFUNDED ON OR AFTER THE CLASS DATE.

CONTACT INFORMATION: (312) 553-5800/5802/5803/5960 FAX (312) 553-5909 website: hwc.ccc.edu

CTA: Harold Washington College is located steps from the STATE/LAKE Station (orange/brown/pink/purple/green & red lines.) The CLARK/LAKE Station is closest for students using the blue line.

PARKING: VALIDATION FOR DISCOUNTED PARKING CAN BE OBTAINED AT THE HWC SECURITY DESK ON THE FIRST FLOOR

PARKING LOCATIONS:

<table>
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</tr>
<tr>
<td>In after 4:00 p.m. – $12.00</td>
<td></td>
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</tr>
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</table>

Disclaimer: The above parking facilities are provided as a courtesy and on a space available basis only. Harold Washington College is not responsible for any change in prices or discounts

Rev. 3/14/12

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