Continuing Education
FALL 2012
FALL I starts August 6
FALL II starts October 8
Register Today
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GENERAL REGISTRATION AND TUITION INFORMATION
Registration Will Be Held in Room 1130

RESERVATION
Call (312) 553-5936 or (312) 553-5962 to reserve a seat for the fall 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 fall Continuing Education classes will begin on July 16, 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.

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.
(NO CLASSES)
HOLIDAYS: Labor Day Holiday - Monday, September 3, 2012
Thanksgiving Holiday - Thursday, November 22 - Friday, 23, 2012

Questions? Call us at (312) 553-5936  Schedule is subject to change without notice
City Colleges of Chicago has launched an innovative program called “College to Careers” to ensure Chicago residents are ready for jobs.

Find the career and academic program best suited for you; visit the Careers Services staff on the 11th floor of Harold Washington College. Check out the link below for more information.  

www.ccc.edu/menu/Pages/college-to-careers.aspx
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.

38286 7352 ER4 HW
Fridays 9:00 a.m. - 11:00 a.m.
September 21 - November 9, 2012
Course Fee: $150.00
Instructor: Ephrem Rabin
Working and Volunteering in Horticultural Therapy is a “hands-on” activities class for individuals who wish to explore Horticultural Therapy as a potential career or for those who want to volunteer to work with special populations using Horticultural Therapy. Special populations can include, but are not limited to individuals who may be physically, mentally, and emotionally challenged as well as the elderly.

The class will explore the role of horticulture as a therapeutic activity and as career training for special populations. The class will define special populations and how to best work with and relate to each population through Horticultural Therapy. This will include demonstrations and role playing.

Other activities will include how to pot and repot plants; how to build and use terrariums as a therapeutic activity; how to grow plants from seed and cuttings; and, the basics of flower arranging. The class will plant a terrarium considering potential challenges for special populations. Additionally, the participants will plant seeds best used with special populations (fast to germinate easily recognized and easy to grow plants), and the class will propagate easy to root plants from cuttings. For the final activity, the class will make a basic corsage or boutonniere and construct one floral arrangement.

38301 1555 ER4 JGI
Saturdays 9:30 a.m. - 12:00 p.m.
September 22 - October 27, 2012
Course Fee: $80.00 and Lab Fee of $70.00 for materials
Instructor: Dr. Jerry Garner

Visit hwc.ccc.edu for the latest details
It’s never too late to craft your own multiple streams of income through the writing and marketing of your own “short books”. Short books are eBooks, booklets, brochures and/or books that, for this class, are 3,500 – 6,000 words. Students can write either fiction or non-fiction.

Are you ready to craft a second career from the luxury of your own home? Are you ready to move forward and create and income through as a writer? You can launch your own innovative commercial enterprise with your desire to communicate with others through the written word.

This hands-on workshop introduces and explores in lively and interactive fashion the principles and real-world application of creating short books for Profit. With eBook writing you can develop and maximize your own multiple streams of income.

In this 7 session personalized workshop, the over 50 cohort can expect to discover how to generate income through writing.

The demand for eBooks is growing as it becomes a necessary part of our technological age. More than ever before, writers are in demand.

Participants in this course will learn the skills and techniques of producing a professional small book based on the students own knowledge, experience and interests, which are also in demand in the marketplace.

This is a skill that can be turned into an entrepreneurial venture — to open your own book writing business, ghost write, self-publish or publish through other venues. You can work for a business as an independent contractor; become a business owner or a freelance writer. So embrace your dream to write and leave your doubts at the door. It’s times to become the writer that you’ve long dreamed of.

39079 1700
Wednesdays 4:00 p.m. - 7:00 p.m. Room TBD
August 22 - October 3, 2012
Course Fee: $150.00
Instructor: Juanita Davis-King
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.

Visit hwc.ccc.edu for the latest details
Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

**Programs are available in the following areas:**
- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

**Features:**
- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

**Pharmacy Technician**
This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

**Six Sigma Black Belt**
Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

**Six Sigma Green Belt**
The six sigma green belt Online Training Program encompasses all aspects of running a six sigma green belt business, including management, service delivery, design, production, and customer satisfaction.

**AutoCAD 2009**
Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

**Medical Billing & Coding+Medical Terminology**
The medical billing and Coding + medical terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

**Administrative Medical Specialist with Medical Billing and Coding**
Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

**Event Management & Design**
From planning to pyrotechnics, the event management and design Online Training Program will teach you everything you need to know to create events that are truly special.

**Bookkeeping the Easy way with Quickbooks.**
Master basic bookkeeping and accounting skills using QuickBooks 2010.

**CompTIA A+ Certification Training**
Take your first step toward a career as a security professional and prepare yourself for the comptia™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

**Enroll Today!**

All materials are included in the program fees. Each course has an instructor assigned to answer student questions and solve student problems.

To learn more, visit www.ed2go.com/hwccontinuinged

You can also reach us by calling (312) 553-5936 or (877) 221-5151
Workplace and Technology Skills
This class will cover computer terminology, keyboard basics, controlling the mouse, introduction to the Windows Operating System, word processing basics and much more!

38297 1554 CW1
Fridays 9:15 a.m. - 11:30 a.m.
5 Class Sessions
August 24 - September 21, 2012
Course Fee: $100.00
Instructor: Carole Walls

38298 1554 CW2
Fridays 9:15 a.m. - 11:30 a.m.
5 Class Sessions
October 5 - November 2, 2012
Course Fee: $100.00
Instructor: Carole Walls
Technology Skills

Introduction Microsoft Word 2010 Level I
Word 2010 is word processing software in the new Microsoft 2010 Office Suite. Word allows you to create, edit, and save documents; use spell check, thesaurus and much more!

**Recommended Prerequisite:**
**Completion of Computer Basic or approval from the Instructor.**
Course Fee: $128.00
Saturdays 10:00 a.m. – 12:15 p.m.  
38313 3010-1 CW5  
August 25 – September 22, 2012  
38317 3010-1 CW6  
October 6 – November 3, 2012  
Instructor: Jeanean Eldridge

Introduction Microsoft Excel 2010 Level I
Excel 2010 is spreadsheet software in the new Microsoft 2010 Office Suite. In this introductory course into the world of spreadsheets, students will learn the fundamental concepts of getting started with Excel. Basic concepts and principles are covered. This course builds a good foundation for more advanced spreadsheet courses.

**Recommended Prerequisite:**
**Introduction to Microsoft Windows**
Course Fee: $128.00
Fridays 12:00 p.m. – 2:15 p.m.  
38299 3028-1 CW3  
August 24 – September 21, 2012  
38300 3028-1 CW4  
October 5 – November 2, 2012  
Instructor: Carole Walls

Microsoft Excel 2010 Level II
Excel 2010 is spreadsheet software in the new Microsoft 2010 Office Suite. In this course into the world of spreadsheets, students will learn worksheet basics, creating complex formulas and much more!

**Recommended Prerequisite:**
**Introduction to Microsoft Excel I or approval by the Instructor.**
Course Fee: $128.00
Saturdays 1:00 p.m. – 3:15 p.m.  
38318 3029-1 CW7  
August 25 – September 22, 2012  
38319 3029-1 CW8  
October 6 – November 3, 2012  
Instructor: Carole Walls

Visit hwc.ccc.edu for the latest details
Emergency Preparedness Certification Program
FIRE TC 210 CLASS #35508

35508 210 FIRE TC
Fridays 9:00 a.m. – 3:00 p.m.
September 7 - October 26, 2012
Course Fee: $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
June 4, 2012 - September 6, 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
Food Service Sanitation Program

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 Fall 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).

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>LOCATION – HAROLD WASHINGTON COLLEGE</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>AUGUST 13 – SEPTEMBER 17</td>
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<td>SATURDAY</td>
<td>AUGUST 18 – SEPTEMBER 15</td>
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<td>SATURDAY</td>
<td>NOVEMBER 3 – DECEMBER 8</td>
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<tr>
<td>MONDAY</td>
<td>NOVEMBER 5 – DECEMBER 10</td>
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<tr>
<th>ENGLISH</th>
<th>GREATER CHGO FOOD DEP. – 4100 W ANN LURIE PL. (42ND &amp; PULASKI)</th>
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<tr>
<td>WEDNESDAY</td>
<td>OCTOBER 3 – OCTOBER 31</td>
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<tr>
<th>SPANISH</th>
<th>LOCATION – HAROLD WASHINGTON COLLEGE - 30 E. LAKE ST.</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>AUGUST 13 – SEPTEMBER 17</td>
</tr>
<tr>
<td>MONDAY</td>
<td>NOVEMBER 5 – DECEMBER 10</td>
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<tr>
<th>CHINESE</th>
<th>CHINATOWN – 250 W 22ND PL.</th>
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<tr>
<td>MANDARIN</td>
<td>MONDAY AUGUST 13 – SEPTEMBER 17</td>
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<tr>
<td>CANTONESE</td>
<td>MONDAY NOVEMBER 5 – DECEMBER 10</td>
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**HOLIDAYS:**
- Labor Day Holiday
- Thanksgiving Holiday

**THIS CERTIFICATE WILL NOT SUBSTITUTE FOR THE SUMMERFEST CERTIFICATE PRE-REGISTRATION REQUIRED AT:**
- HAROLD WASHINGTON COLLEGE – 30 E. LAKE ST 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** – TUTION
- **$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 EAST 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

Rev. 6/27/12
Food Service Sanitation Program
Recertification Courses Fall 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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<tbody>
<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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<td>TUESDAY, OCTOBER 16</td>
<td>WEDNESDAY, OCTOBER 31</td>
<td>MONDAY, OCTOBER 29</td>
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<td>TUESDAY, NOVEMBER 13</td>
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<tr>
<td>TUESDAY, DECEMBER 11</td>
<td>WEDNESDAY, DECEMBER 12</td>
<td>MONDAY, DECEMBER 17</td>
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• PREREGRISTRATION 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.


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. 6/27/12
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 Type (“Food Sanitation” in the Search box located in the upper right corner) 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 e-mail 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>
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<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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<tr>
<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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<tr>
<td>Harold Washington College, 30 East Lake Street, Chicago, IL 60601</td>
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<tr>
<td>PAYMENT: $35.00 Money Order payable to Harold Washington College</td>
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Questions? Call us at (312) 553-5936 Schedule is subject to change without notice
Save a copy as a reminder.

**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:**

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<tr>
<td>In before 10:00 a.m. - $10.00</td>
<td>Entry to Parking Garage on Wabash and on Randolph</td>
<td>Entry to Parking Garage on Lake and on Dearborn</td>
</tr>
<tr>
<td>In after 10:00 a.m. but before 4:00 p.m. - $14.00</td>
<td>All Day Parking Special with Yellow Validation Parking Coupon obtained at Harold Washington College Security Desk. Rate: $12.00 [includes taxes]</td>
<td>Afternoon Special with Stamped Parking Ticket at Harold Washington College Security Desk: 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>In after 4:00 p.m. – $12.00</td>
<td></td>
<td>Rate: $10.00 [includes taxes]</td>
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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.**
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”
$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>
<thead>
<tr>
<th>Parking Location</th>
<th>Address</th>
<th>Entry Times</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imperial Parking – 171 North Wabash</td>
<td>In before 10:00 a.m. - $10.00</td>
<td>In after 10:00 a.m. but before 4:00 p.m. - $14.00</td>
<td>$12.00 [includes taxes]</td>
</tr>
<tr>
<td>Interparking – 20 E. Randolph - Wabash &amp; Randolph</td>
<td>Entry to Parking Garage on Wabash and on Randolph</td>
<td>All Day Parking Special with Yellow Validation Parking Coupon obtained at Harold Washington College Security Desk. Rate: $12.00 [includes taxes]</td>
<td></td>
</tr>
<tr>
<td>Theater District Parking – Dearborn &amp; Lake Street</td>
<td>Entry to Parking Garage on Lake and on Dearborn Afternoon Special with Stamped Parking Ticket at Harold Washington College Security Desk. 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>
<td>Rate: $10.00 [includes taxes]</td>
<td></td>
</tr>
</tbody>
</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. 6/27/12
Prepare for the IAODAPCA Examination Review Course

This is a preparatory course to prepare students to take the Illinois Alcohol and Other Drug Abuse Professional Certification exam.

According to the Bureau of Labor Statistics, employment in this field is expected to grow faster than average through 2018.

39076 8115
Saturdays 12:30 p.m. to 4:30 p.m. Room TBD
October 13, 2012 and October 20, 2012
Course Fee: $50.00 (Full Payment Due Upon Registration)

To Register: Contact the Continuing Education Department
Tonja Girten at (312) 553-5936
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting Fundamentals</strong></td>
<td>Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.</td>
</tr>
<tr>
<td><strong>Creating Web Pages</strong></td>
<td>Learn the basics of HTML so you can design, create, and post your very own site on the Web.</td>
</tr>
<tr>
<td><strong>Medical Terminology: A Word Association Approach</strong></td>
<td>Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.</td>
</tr>
<tr>
<td><strong>Introduction to Microsoft Excel 2007</strong></td>
<td>Work with numbers? You need to know Excel. Learn the secrets of this powerful application.</td>
</tr>
<tr>
<td><strong>Speed Spanish</strong></td>
<td>Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.</td>
</tr>
<tr>
<td><strong>A to Z Grantwriting</strong></td>
<td>Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.</td>
</tr>
<tr>
<td><strong>Introduction to SQL</strong></td>
<td>Gain a solid working knowledge of the most powerful and widely used database programming language.</td>
</tr>
<tr>
<td><strong>Intermediate Microsoft Excel 2007</strong></td>
<td>Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.</td>
</tr>
<tr>
<td><strong>Grammar Refresher</strong></td>
<td>Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.</td>
</tr>
<tr>
<td><strong>Project Management Fundamentals</strong></td>
<td>Gain the skills you’ll need to succeed in the fast-growing field of project management.</td>
</tr>
</tbody>
</table>

Details on any of these courses can be found at: [www.ed2go.com/hwccontinuinged](http://www.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
Special Interest

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!

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
Wealth Fitness for Adults

Financial Literacy Workshop I
To Your Credit

Objectives
By the end of this course, participants will understand how to read a credit report and how to build and repair their credit history. To achieve this objective, the participants will be able to:

• Define credit.
• Explain why credit is important.
• Describe the purpose of a credit report and how it is used.
• Order a copy of their credit report.
• Read and analyze their credit report to determine if they are ready to apply for credit.
• Differentiate between “good” and “bad” credit.
• Describe the implications of “good” and “bad” credit scores.
• Identify ways to build and repair your credit history.
• Recognize how to correct errors on your credit report.
• Recognize how to guard against identity theft.

38303 1499-2 RB1
Saturday 1:00 p.m. - 3:00 p.m.    Room 618
October 20, 2012
Course Fee: FREE!
Instructor: Roberta Bole

Financial Literacy Workshop II
Financial Recovery

Objectives
By the end of this course, participants will learn about steps they can take to recover financially and rebuild their credit after experiencing a financial setback. To achieve this objective, the participants will be able to:

• Assess their current financial situation.
• Identify ways to increase income and decrease and prioritize expenses.
• Develop a financial recovery plan.
• Identify steps to successfully implement a financial recovery plan.
• Recognize how to guard against credit repair scams.
• Identify timeframes to review and adjust their financial recovery plan.

38309 1499-3 RB2
Saturday 1:00 p.m. - 3:00 p.m.    Room 618
November 10, 2012
Course Fee: FREE
Instructor: Roberta Bole
An Uncommon Way Forward

It’s never too late to create and maximize your own multiple streams of income through personally fulfilling and dignified work.

Personal and Career Development Speaker, Author and Educator at Avranches International, Ltd

Are you a mid to late career professional or actively retired seeking security, personal fulfillment and additional income potential from your life’s work? Expect to explore the wisdom, promise and strategies of creating and maximizing multiple income streams. Learn to diversify your employment possibilities. The principles of Portfolio Career Employment (PCE) will be examined as the core strategy for this important and exciting journey to become your own “CEO”, your own best chance for career excellence now and in those important years ahead. The presenter’s own book, An Uncommon Way Forward, serves as the central inspiration for this workshop.

This workshop may just be the thing you are looking for if …

… you are over 40 and finally convinced that diversifying your employment opportunities is necessary in today’s economic climate.

… you’d like to learn more about Portfolio Career Employment: the uncommon and exciting approach to creating and maximizing multiple income streams through carefully selected employment channels.

… fear of the uncommon or unknown does not paralyze you: you are ready to explore your bolder self.

… you appreciate the importance of “networking” as you go about diversifying your employment.

… becoming an independent contractor, if only part time, characterizes the confidence you have for ongoing career exploration.

… you are seeking to explore the wonder and promise of entrepreneurship in all its forms and expressions.

Just a few of the questions this workshop is likely to address…

Do I have a vision for what my own career excellence should look like? What work do I do well? What work do I like to do? What is a Portfolio Career Enterprise? How do I get started? Is uncertainty to be expected? Can I work at my own pace and still be successful? How do I feel about collaborating with others on projects? If I choose the independent contractor employment path: what are the business management issues I will likely face, how do I market product services and programs, how do I network effectively and how will I know if I am being productive? What are my Next Steps for making my journey into the world of portfolio career employment a reality?

How do I know if this workshop is right for me?

You have finally arrived at that place and time in your life where thinking more broadly and creatively about your employment possibilities makes good sense or seems inevitable. At the very least, you are always the owner of your own successes, talents and ideas. The time seems perfect to explore the exciting world of creating and maximizing multiple income streams even while you may choose to continue your traditional, full time, at will employment. Or, perhaps you are near or enjoying retirement but believe your overall health and well-being would be best served by seeking employment opportunities suitable to your tastes, time requirements, talents and vocational strengths. Independent contractorship, for example, is among the fastest growing employment channels for those 40 and over.

39080 1549

Thursday 5:30 p.m. - 7:30 p.m.     Room TBD

October 25, 2012
FREE!
Instructor: Peter Willert

Visit hwc.ccc.edu for the latest details
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.