Professional & Personal Development
CLASS SCHEDULE

SPRING 2015
Spring I starts January 12
Spring II starts March 9

Daley College
Kennedy-King College
Malcolm X College
Olive-Harvey College
Truman College
Harold Washington College
Wright College
# PERSONAL & PROFESSIONAL DEVELOPMENT WITH City Colleges of Chicago

City Colleges of Chicago offers non-credit Professional and Personal Development courses across a number of topics to meet the lifelong learning needs of our communities. These courses are offered in the evenings and weekends and include topics in both professional skill-building as well as personal enrichment. **Register early, as classes must meet a minimum standard of enrollment in order to run.**

For more information on Personal and Professional Development courses, visit [www.ccc.edu/PPD](http://www.ccc.edu/PPD).

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Contact Info &amp; Resources</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard J. Daley College</td>
<td>3–7</td>
</tr>
<tr>
<td>Professional</td>
<td>3</td>
</tr>
<tr>
<td>Youth</td>
<td>3–7</td>
</tr>
<tr>
<td>Fitness</td>
<td>7</td>
</tr>
<tr>
<td>General Interest</td>
<td>7</td>
</tr>
<tr>
<td>Kennedy-King College</td>
<td>7–8</td>
</tr>
<tr>
<td>Professional</td>
<td>7–8</td>
</tr>
<tr>
<td>Seniors</td>
<td>8</td>
</tr>
<tr>
<td>General Interest</td>
<td>8</td>
</tr>
<tr>
<td>Malcolm X College</td>
<td>8–10</td>
</tr>
<tr>
<td>Professional</td>
<td>8–10</td>
</tr>
<tr>
<td>Fitness</td>
<td>10</td>
</tr>
<tr>
<td>General Interest</td>
<td>10</td>
</tr>
<tr>
<td>Olive-Harvey College</td>
<td>10</td>
</tr>
<tr>
<td>Professional</td>
<td>10</td>
</tr>
<tr>
<td>Harry S Truman College</td>
<td>10–13</td>
</tr>
<tr>
<td>Professional</td>
<td>10–11</td>
</tr>
<tr>
<td>Language Development</td>
<td>11–12</td>
</tr>
<tr>
<td>Seniors</td>
<td>12</td>
</tr>
<tr>
<td>General Interest</td>
<td>12–13</td>
</tr>
<tr>
<td>Harold Washington College</td>
<td>13</td>
</tr>
<tr>
<td>Wilbur Wright College</td>
<td>13–17</td>
</tr>
<tr>
<td>Professional</td>
<td>13</td>
</tr>
<tr>
<td>Language Development</td>
<td>13–14</td>
</tr>
<tr>
<td>Seniors</td>
<td>14</td>
</tr>
<tr>
<td>Youth</td>
<td>14–16</td>
</tr>
<tr>
<td>Fitness</td>
<td>16</td>
</tr>
<tr>
<td>General Interest</td>
<td>16–17</td>
</tr>
</tbody>
</table>
PAYMENTS
You are responsible for all tuition and fees for the class(es) you register for 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 tuition. All tuition and/or fees are due and payable at the time of registration. Payments may be made via cash, check, money order, VISA or MasterCard. Make checks payable to the college offering the course. Please put your driver’s license or State of Illinois ID card number and phone number on the front of your check or money order. Notice: Checks returned for Non-Sufficient Funds (NSF), or stopped payment, will incur a charge to the student of $50. Students who have once given City Colleges of Chicago one of the preceding checks will not be allowed to make subsequent payments by check.

CONFIRMATIONS
Confirms will not be mailed to students. Please make a note of the class date and location and go directly to the first class session. If the Administration cancels a class we will attempt to contact you by phone.

REFUNDS AND WITHDRAWALS
Students who wish to withdraw from a class must do so in person 24 hours before the first class meeting. There are no refunds once a class begins. NO REFUNDS WILL BE GIVEN FOR WITHDRAWALS AFTER THE FIRST CLASS MEETING. This policy will be strictly enforced. The $30.00 registration fee is non-refundable. Credit card accounts will be refunded. Cash or check payments will be refunded by check issued in the student’s name and mailed to the address of record.

CANCELLATIONS
If a class is canceled a full refund is given. Refunds are mailed to the student. Allow three to four weeks for refunds. Students are notified by phone when possible. Refunds will not be given for classes where the instructor was unavailable and the class can be made-up. A full refund of all tuition and fees will be sent to the student if the College cancels a class. Credit cards will be credited. Please allow four to six weeks for processing. A student who withdraws from one or more courses must do so in person or in writing to the Division of Continuing Education. You will be notified of class cancellations by phone and email.

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

CALENDAR
Monday, January 19th, 2015, Martin Luther King Jr. Day (no classes will meet)
Monday, February 16th, 2015, Presidents Day (no classes will meet)
Monday, March 30th–Sunday, April 5th, 2015, Spring Break (no classes will meet)

TEXTBOOKS
City Colleges of Chicago has partnered with Akademos/TextbookX to provide low-cost options for the purchase and rental of textbooks. Visit ccc.edu/textbookx for more information on CCC’s online bookstore.

NON-DISCRIMINATION
City Colleges of Chicago does not discriminate on the basis of race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state, or federal law with respect to hire, terms and conditions of employment, continued employment, admissions, or participation in Board programs, services, or activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990 and the Amendments Act; Section 504 of the Rehabilitation Act of 1973, Title VI or Title VII of the Civil Rights Act of 1964, and other applicable statutes and City Colleges of Chicago policies. The EEO Office is responsible for investigating and responding to equal opportunity concerns, including sexual harassment, of CCC employees, applicants for employment, students or applicants for admission or any other person.
RICHARD J. DALEY COLLEGE

Professional

BUSINESS-CLASSROOM COURSES

Starting Your Business Right
Course Fee: $109
Are you thinking of starting a small business or have already started your business? This course is a must! Gain the knowledge to be a successful entrepreneur from a leader in the field of small business. Topics will include basics of starting a business, bookkeeping for business, financial management, and marketing and legal issues to pave your way to success. This is an introductory course. It will not include private consulting.

67732 1161-BAT V1 6:30 PM–8:30 PM F 2304 Karcz
Runs from January 30th to March 13th.

67733 1161-BAT V2 6:30 PM–8:30 PM F 2304 Karcz
Runs from March 27th to May 15th.

Résumé and Cover Letter Workshop
Are you having trouble distilling your whole life into a one-page résumé? Are you confused about how to write a résumé that is going into a computer rather than being read by a human being? Don’t know how to target that cover letter for a particular position? Well, you’re here to help. You will receive a style guide to assist you to create a professional résumé and to write an effective cover letter.

67738 1001-BCA V1 2:00 PM–3:30 PM W 1403 MacCarthy
Course takes place on January 14th.

67739 1001-BCA V2 2:00 PM–3:30 PM W 1403 MacCarthy
Course takes place on January 21st.

Preparing for a Job Interview
You will learn how to prepare for a job interview and how to present your work experience and your education in a positive, appealing manner. Learn how to answer “tell me about yourself”, name your accomplishments, answer questions about your work history and how to answer questions that may arise. You will complete a practice interview.

67740 1001-BCA VA1 2:00 PM–3:30 PM W 1403 MacCarthy
Course takes place on January 28th.

67741 1001-BCA VA2 2:00 PM–3:30 PM W 1403 MacCarthy
Course takes place on February 4th.

FEDERAL INCOME TAX RETURN PREPARATION

Basic Income Tax Preparation
Course Fee: $299. Book Required
When you enroll in the Basic Tax Preparation Course, our experienced instructor will teach you how to work through sample problems and learn to complete tax forms and schedules on your own. After completing the course, you’ll have the skills and knowledge necessary to prepare individual income tax returns. The objective of this class is to train you in tax preparation of the IRS Form 1040. You will learn how to prepare the Form 1040 tax return by hand including Schedule A, Itemize Deductions; Schedule B, Interest and Dividends; Schedule C, Self-Employment; Schedule D, Capital Gains; and Schedule E, Income property.

67703 3042-BAT V1 6:30 PM–8:45 PM F 2204 Owen
Runs from January 30th to March 13th.

67705 3042-BAT V2 6:30 PM–8:45 PM F 2204 Owen
Runs from March 27th to May 15th.

“WEALTH FITNESS FOR ADULTS” THE ABC’S OF PERSONAL FINANCE

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. Prepare a personal spending plan or budget to estimate monthly income and expenses. Identify ways to decrease spending, identify budgeting tools that will help you manage your bills.

67784 1162-PER P1 6:00 PM–8:00 PM T 1403 Obie
Class takes place on February 3rd.

67785 1162-PER P2 6:00 PM–8:00 PM T 1403 Obie
Class takes place on April 7th.

To Your Credit
By the end of this course, you will understand how to read a credit report and how to build and repair your credit history. 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.

67786 1162-PER PA1 6:00 PM–8:00 PM Th 1403 Obie
Class takes place on February 5th.

67787 1162-PER PA2 6:00 PM–8:00 PM Th 1403 Obie
Class takes place on April 9th.

WORKKEYS® TESTING COURSES

Applied Mathematics
Course Fee: $99
Applied Mathematics is the skill of applying mathematical reasoning and problem-solving techniques to workplace situations. The course begins with a practice and review of the basic concepts of mathematical operations including money, measurement and time.

67693 0220-COM P1 6:00 PM–8:00 PM Th 1403 Maribel
Runs from January 29th to March 12th.

67694 0220-COM P2 6:00 PM–8:00 PM Th 1403 Maribel
Runs from March 26th to May 14th.

Business Writing
Course Fee: $75
Business writing reviews the skills needed to write original business-oriented passages. Emphasis is placed on persuasive writing, including organizing arguments and providing supporting details. Some of the topics covered include: sentence structure, punctuation, spelling, vocabulary, proofreading, organizing information, developing ideas, and persuasive writing.

67695 1021-COM Q1 8:00 PM–9:30 PM Th 1403 Maribel
Runs from January 29th to March 12th.

67696 1021-COM Q2 8:00 PM–9:30 PM Th 1403 Maribel
Runs from March 26th to May 14th.

Reading for Information
Course Fee: $89. Registration Fee: $30
Reading for Information is the skill of reading and understanding common workplace documents. These include letters, manuals, procedures and memos.

67697 014-0865-COM Q1 7:00 PM–9:00 PM T 1403 Maribel
Runs from January 27th to March 10th.

67698 014-0865-COM Q2 7:00 PM–9:00 PM T 1403 Maribel
Runs from March 24th to May 5th.

Reading for Information, Applied Mathematics, Business Writing
Course Fee: $225
Save over $60 by taking all three courses at one time.

67700 1021-COM Q1A 6:00 PM–9:30 PM Th 1403 Maribel
Runs from January 30th to March 13th.

67701 1021-COM Q2A 6:00 PM–9:30 PM Th 1403 Maribel
Runs from March 24th to May 16th.

Youth

Parents are to follow the age appropriate guidelines listed in the description. We reserve the right to reassign your child to an age appropriate class. Appropriate behavior is expected. Parents are expected to walk their child to the classroom and to meet them there five minutes before the end of the class. Unless otherwise specified, parents with small children are asked to wait in the cafeteria until you are to pick your children up at the end of their class time. Parents who are late picking up their children, must come to the Continuing Education office to pick up the children.

CRAFTS, MUSIC, DANCE, AND SELF DEFENSE

Elements of Art and Design
Course Fee: $99. Ages 6-12. 8½” x 11” drawing paper, lead pencils, sharpener, and crayons/ markers required.
Would you like to challenge your children to explore their creativity in a fun and creative environment? Our professional artist/instructor will introduce your children to the principles and elements of color and design, while encouraging self-expression and experimentation. Children will build on this understanding and learn basic art concepts and techniques. Children are placed on persuasive writing, including organizing arguments and providing supporting details. Some of the topics covered include: sentence structure, punctuation, spelling, vocabulary, proofreading, organizing information, developing ideas, and persuasive writing.

67163 7026-FAM S1 9:00 AM–10:30 AM S 3204 TBA
Runs from January 31st to March 14th.

67164 7026-FAM S2 9:00 AM–10:30 AM S 3204 TBA
Runs from March 26th to May 16th.

The Art of Creation
Course Fee: $99. Ages 4-7
Kids love creating. There’s no doubt about it. And what’s not to love: markers, pencils, and pens come in every color. On the surface, art helps children create something that is enjoyable to look at, but underneath it all, so much more is going on. Art teaches preschoolers to believe in themselves, to try new things and to trust their own imaginations. Give your child the chance to create art. List of supplies will be given at the first class session.

67336 4312-FAM S1 10:45 AM–12:15 PM S 3204 TBA
Runs from January 31st to March 14th.

67337 4312-FAM S2 10:45 AM–12:15 PM S 3204 TBA
Runs from March 28th to May 16th.
American Sign Language Level I–0080-BCA

This course is designed for beginners who want to be introduced to Spanish and start learning as soon as possible. Verbal skills for beginners or as a refresher. Begin speaking the language; develop a working vocabulary for travel, business and pleasure.

Gymnastics
Course Fee: $69, Ages 4-6
Beginning gymnastics is a physical art. Little ones will be trained for proper placement of arms and feet. This course is designed to develop working as a team member, and helps to develop fine motor skills.

Beginning Ballet
Course Fee: $59, Ages 3-6. Leotards, tights, and ballet slippers required.
Learn ballet basics, body posture, leg and hand positions, basic concepts of music and rhythm.

Hip Hop Dance
Course Fee: $59, Ages 12+
Hip hop dance classes are a great introduction to dancing and are perfect for students with little or no dance training, as well as experienced dancers. Overall, you strive to impart a love and passion for dancing and having fun, as well as allow our students to open up and convey their personalities through dance.

Soccer First
Course Fee: $69, Grades 1-5
At Soccer First, you’ve created the ultimate experience designed to develop a child’s soccer skills while also improving their appreciation of the rules and etiquette of this ever-growing sport. Each class, the coach will focus on a different aspect of soccer including dribbling, passing, ball control, shooting, and defending. This method of teaching enables our staff to provide a more individualized and beneficial experience for each child. After an evaluation scrimmage, players will be divided into an age and skill appropriate “teams”.

Preschool Courses

Conversational Spanish I
This course is designed for beginners who want to be introduced to Spanish and start learning as soon as possible. Verbal skills for beginners or as a refresher. Begin speaking the language; develop a working vocabulary for travel, business and pleasure.

American Sign Language Level I–0080-BCA

Tae Kwon Do brings self-esteem, self-knowledge, self-confidence, and self-control. It reaches this unique method was designed specifically for young students who are beginning piano study in a group setting. This easy-to-teach beginners’ course includes all of the most important components necessary to develop well-rounded musicians and performers. Class size is limited, enroll early.

Piano for Children
Course Fee: $75, Ages 7-10
It’s sure to be music to parents’ ears: After nine months of weekly training in piano, new research shows young students’ IQs rose nearly three points more than their untrained peers. Give your child the advantage with basic instruction in piano keyboard and reading music. Class size is limited, enroll early.

Tae Kwon Do for Kids
Course Fee: $69, Ages 7-14. Karate uniform recommended.
Tae Kwon Do brings self-esteem, self-knowledge, self-confidence, and self-control. It reaches toward “ki”, the development of a total being capable of meeting any challenge with calm and success. It brings one to himself/herself. It is a “way” of life. It is a mental and physical discipline and teaches avoidance of violence.

Tae Kwon Do Advanced Children
Course Fee: $99, Ages 7+. Twelve weeks at the beginning level required.
Martial arts classes will be held on a continuous schedule so that you will continue your training non-stop. Register for both sessions and save. Learn improved breathing, punching and kicking techniques used in this Korean style karate.

Gymnastics
Course Fee: $69, Ages 4-6
Beginning gymnastics is a physical art. Little ones will be trained for proper placement of arms and feet. This course is designed to develop working as a team member, and helps to develop fine motor skills.

Beginning Ballet
Course Fee: $59, Ages 3-6. Leotards, tights, and ballet slippers required.
Learn ballet basics, body posture, leg and hand positions, basic concepts of music and rhythm.

Hip Hop Dance
Course Fee: $59, Ages 12+
Hip hop dance classes are a great introduction to dancing and are perfect for students with little or no dance training, as well as experienced dancers. Overall, you strive to impart a love and passion for dancing and having fun, as well as allow our students to open up and convey their personalities through dance.

Soccer First
Course Fee: $69, Grades 1-5
At Soccer First, you’ve created the ultimate experience designed to develop a child’s soccer skills while also improving their appreciation of the rules and etiquette of this ever-growing sport. Each class, the coach will focus on a different aspect of soccer including dribbling, passing, ball control, shooting, and defending. This method of teaching enables our staff to provide a more individualized and beneficial experience for each child. After an evaluation scrimmage, players will be divided into an age and skill appropriate “teams”.

Reading Readiness
Course Fee: $69, Ages 4-5
Learning to read is a huge step for any preschooler. An exciting, challenging enrichment program that advances reading skills in areas such as comprehension, vocabulary and fluency through fun and engaging activities. Educational materials, games and activities will ensure that your child retains strong reading skills. Your child will also develop an expanded vocabulary and comprehension.

Math Readiness
Course Fee: $69, Ages 4-5
Preschoolers learn math at a very basic level. Sorting, counting, and number recognition are skills preschoolers use to build their math knowledge. Our classroom activities provide amazing opportunities to learn these skills and more.

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GRADABLES KINDERGARTEN – 2ND

Printing and Spelling
Course Fee: $69. Grades K-1
Help your child to correctly identify and print the letters of the alphabet. Your child will use manuscript writing with phonetic sound to enhance spelling and also learn sight words.

Improve Your Reading
Our first and second grade reading program is being taught using a system of reading lesson plans including interactive activities, learning games, printable worksheets, assessments, and positive reinforcement. Guided reading is a vital part of a first grade reading program.

Fun with Phonics
Course Fee: $69. Grades 1-2
Why are phonics skills important? Phonics instruction teaches children to match letters to sounds, and to blend letter sounds into words. A child with strong phonics skills reads new words with ease and confidence. Your child will use games, flashcards and worksheets to gain the essential phonetic and word attack skills for fluency in reading.

Improve Your Math
First and second graders need to know how to compare quantities, count to 100, compare numbers, order numbers, and count by twos, fives, and tens. They will learn ordinal numbers, fractions, adding, subtracting, rounding, money, Roman numerals, time, and patterns and sequences.

GRADABLES 3RD – 4TH

Improve Your Math
Third and fourth grades mathematics includes: place value, comparing and ordering numbers, counting by numbers other than one, relationship between addition and subtraction, rounding and estimation, multiplication facts, relationship of multiplication and division, division facts, fractions, decimals, consumer math, measurement—time, measurement—metric, geometry, Roman numerals, sequences and patterns. Does your child need help?

Improve Your Reading
Improve your child’s reading, vocabulary, and comprehension while promoting the love of literature for a lifetime. The students will read about topics that they will identify in their lives. This course will include the use of a dictionary.

Improve Writing Skills
Course Fee: $69. Grades 3-4.
The main problems which have been identified in children’s writing are a poor narrative style because of weaknesses in sentence structure—a particularly complex sentences—and weak narrative structure because the work is poorly paced, uses brief endings and lacks characterization. Children will begin with creating journals to increase their writing skills.

PREPARING FOR THE ISAT AND STANDARDIZED TESTING
ISAT testing for 5th and 6th graders will focus on reading, math and writing. Expectation results in a self-fulfilling prophecy; students will rise to your level of expectation, so aim high! This course can promote positive attitudes in students by preparing them and helping them to become familiar with standardized testing materials. Writing materials from the Illinois ISAT Testing Center will be provided.

PREPARING FOR THE ISAT AND STANDARDIZED TESTING
Pre Algebra
Improving Your Math
Where is your 7th or 8th grader having difficulties in math? Is it fractions, decimals, percents, ratios and order of operations, divisibility, geometric properties, geometric calculations, perimeter and circumference, area, volume positive and negative integers, expressions, equations and inequalities, statistics, scientific notation, exponents, or patterns? If you’re not sure, let us help.

67379  4218-FAM S1  10:45 AM–12:15 PM  S 3102 TBA
Runs from January 31st to March 14th.

67380  4219-FAM S2  10:45 AM–12:15 PM  S 3102 TBA
Runs from March 28th to May 10th.

Improving Your Reading
Does your junior high student often read something and then not really understand what is read? Learn the techniques to understand what is read, remember the message, and then apply the information to questions or assignments. This course is designed for students who are reading below grade level.

67381  4205-FAM S1  9:00 AM–10:30 AM  S 3101 TBA
Runs from January 31st to March 14th.

67382  4205-FAM S2  9:00 AM–10:30 AM  S 3101 TBA
Runs from March 28th to May 10th.

Standardized Testing
Course Fee: $69. Grades 7-8
CPS confirmed that the Northwest Evaluation Association’s Measures of Academic Progress (NWEA MAP) test would be required for selective-enrollment high schools. NWEA’s Measures of Academic Progress (MAP) are computerized, adaptive tests that assess each student’s current level of academic performance in Reading, Language Usage, and Mathematics. When a student takes a MAP test, the difficulty of each question is based on how well a student answers all the previous questions. The adaptive nature of the test essentially personalizes the test to each student. As a result, every student has the same opportunity to succeed and maintain a positive attitude toward testing. At the end of the test, the final score is an estimate of the student’s achievement level.

67385  4330-FAM S1  12:30 PM–2:00 PM  S 3101 TBA
Runs from January 31st to March 14th.

67386  4238-FAM S2  12:30 PM–2:00 PM  S 3101 TBA
Runs from March 28th to May 10th.

PRESchooler couRSES aT aRTuRo VelAsQuEZ Institute

Reading Readiness
Course Fee: $69. Ages 4-5
Learning to read is a huge step for any preschooler. An exciting, challenging enrichment program that advances reading skills in areas such as comprehension, vocabulary and fluency through fun and engaging activities. Educational materials, games and activities will ensure that your child retains strong reading skills. Your child will also develop an expanded vocabulary and comprehension.

67395  4197-WST SAV1  9:00 AM–10:30 AM  S 1304 TBA
Runs from January 31st to March 14th.

67396  4197-WST SAV2  9:00 AM–10:30 AM  S 1304 TBA
Runs from March 28th to May 10th.

Math Readiness
Course Fee: $69. Ages 4-5
Preschoolers learn math at a very basic level. Sorting, counting, and number recognition are skills preschoolers use to build their math knowledge. Our classroom activities provide amazing opportunities to learn these skills and more.

67399  4197-WST SAVA  10:45 AM–12:15 PM  S 1304 TBA
Runs from January 31st to March 14th.

67400  4197-WST SBV2  10:45 AM–12:15 PM  S 1304 TBA
Runs from March 28th to May 10th.

The Art of Creation
Course Fee: $69. Ages 4-7
Kids love creating. And what’s not to love: markers, pencils, and pens come in every color. On the surface, art helps children create something that is enjoyable to look at, but underneath it all, so much more is going on. Art teaches preschoolers to believe in themselves, to try new things and to trust their own imaginations. List of supplies will be given at the first class session.

67402  4312-WST SAV1  12:30 PM–2:00 PM  S 1304 TBA
Runs from January 31st to March 14th.

67403  4312-WST SAV2  12:30 PM–2:00 PM  S 1304 TBA
Runs from March 28th to May 10th.

GRADES KINDERGARTEN – 2ND AT aRTuRo VeLAsQuEZ Institute

Fun with Phonics
Course Fee: $69. Grades K-1
Your child will use games, flashcards and worksheets to gain the essential phonetic and word attack skills for fluency in reading.

67404  4332-WST SAV1  9:00 AM–10:30 AM  S 1115 TBA
Runs from January 31st to March 14th.

67405  4332-WST SAV2  9:00 AM–10:30 AM  S 1115 TBA
Runs from March 28th to May 10th.

Improve Your Reading
Give your child a chance to improve reading and comprehension skills with easy stories and teacher assistance. This course is designed for students with basic reading skills.

67406  4200-WST SAV1  10:45 AM–12:15 PM  S 1115 TBA
Runs from January 31st to March 14th.

67407  4200-WST SAV2  10:45 AM–12:15 PM  S 1115 TBA
Runs from March 28th to May 10th.

Improving Your Math
First and second graders need to know how to compare quantities, count down numbers to 100, compare numbers, order numbers, place value, count by twos, fives and tens, ordinal numbers, fractions, adding, subtracting and rounding, money, Roman numerals, time, and patterns and sequences. Each term valuable instruction is ongoing.

67408  4199-WST SAV1  12:30 PM–2:00 PM  S 1115 TBA
Runs from January 31st to March 14th.

67409  4199-WST SAV2  12:30 PM–2:00 PM  S 1115 TBA
Runs from March 28th to May 10th.

GRADES 3RD – 4TH AT aRTuRo VeLAsQuEZ Institute

Improve Your Reading
Improve your child’s reading, vocabulary, and comprehension while promoting the love of literature for a lifetime. The students will read about topics that they will identify in their lives. This course will include the use of a dictionary.

67410  4201-WST SAV1  9:00 AM–10:30 AM  S 1116 TBA
Runs from January 31st to March 14th.

67411  4201-WST SAV2  9:00 AM–10:30 AM  S 1116 TBA
Runs from March 28th to May 10th.

Improving Math
Third and fourth grade mathematics includes: place value, comparing and ordering numbers, counting by numbers other than one, relationship between addition and subtraction, rounding and estimation, multiplication facts, relationship of multiplication and division, division facts, fractions, decimals, consumer math, measurement—time, measurement—metric, geometry, Roman numerals, sequences and patterns.

67412  4215-WST SAV1  10:45 AM–12:15 PM  S 1116 TBA
Runs from January 31st to March 14th.

67413  4215-WST SAV2  10:45 AM–12:15 PM  S 1116 TBA
Runs from March 28th to May 10th.

Improving Writing Skills
Course Fee: $69. Grades 3-4
The main problems which have been identified in children’s writing are a poor narrative structure because the work is poorly paced, uses brief endings and lacks characterization. Children will begin with creating journals to increase their writing skills.

67487  4237-WST SAV2  12:30 PM–2:00 PM  S 1116 TBA
Runs from March 28th to May 10th.

Preparing for the ISAT and Standardized Tests
Give your 3rd or 4th grader the chance to prepare for the standardized testing. The student will learn methods in how to recall information that has been read, strengthen reading comprehension, review math and be introduced to the process of elimination for answering test questions. Science materials from the Illinois ISAT Testing Center will be provided.

67490  4328-WST SAV1  12:30 PM–2:00 PM  S 1116 TBA
Runs from January 31st to March 14th.
GRADES 5TH – 6TH AT ARTURO VELASQUEZ INSTITUTE

Improve Your Reading
Have you develop your child’s oral reading skills, vocabulary, and pronunciations, while gaining a greater appreciation for literature. The reading topics include humor, friendships, personal values and helping those in need. This course includes the use of a dictionary.
67496 4203-WST SAV1 9:00 AM–10:30 AM S 1106 TBA
Runs from March 31st to May 14th.
67498 4203-WST SAV2 9:00 AM–10:30 AM S 1106 TBA
Runs from March 31st to May 14th.

Improving Your Math
Did you know that 5th and 6th grade math includes comparing and ordering numbers, rounding and estimating, multiplication, division, computation, fractions, decimals, percentages, measurement of time, metric system, mass, length, volume, temperature, consumer math, perimeter, circumference, area, surface area, volume, geometric properties, expressions, statistics, and negative and positive integers? We can assist your young learner in learning math.
67499 4217-WST SAV1 10:45 AM–12:15 PM S 1106 TBA
Runs from January 31st to March 14th.
67501 4217-WST SAV2 10:45 AM–12:15 PM S 1106 TBA
Runs from March 28th to May 16th.

Prepare for the ISAT and Standardized Tests
Your 5th and 6th grader wants to do well and will seek approval from key people around them. Expectation results in a self-fulfilling prophecy. Students will rise to your level of expectation, so aim high! This course can promote positive attitudes for the students by being prepared for testing and becoming familiar with standardized testing materials.
67502 4329-WST SAV1 12:30 PM–2:00 PM S 1106 TBA
Runs from January 31st to March 14th.

Elements of Writing
Course Fee: $69. Grades 5-6. Book required for first class. What is needed to create an excellent one-page essay? Your child will use the rough draft, informal essay and conclusion form to complete the final essay. In addition, your child will increase critical thinking and analytical thinking skills.
67503 4237-WST SBV2 12:30 PM–2:00 PM S 1106 TBA
Runs from March 28th to May 16th.

GRADES 7TH – 9TH AT ARTURO VELASQUEZ INSTITUTE

Improve Your Reading
Does your junior high student often read something and then not really understand what is read? Learn the techniques to understand what is read, remember the message, and then apply the information to questions or assignments. This course is designed for students who are reading below grade level.
67519 4205-WST SAV1 9:00 AM–10:30 AM S 1105 TBA
Runs from January 31st to March 14th.
67521 4205-WST SAV2 9:00 AM–10:30 AM S 1105 TBA
Runs from March 28th to May 16th.

Improving Your Math
Where is your 7th or 8th grader having difficulties in math? Is it fractions, decimals, percents, ratios and order of operations, divisibility, geometric properties, geometric calculations, perimeter and circumference, area, volume positive and negative integers, expressions, equations and inequalities, statistics, scientific notation, exponents, or patterns? If you’re not sure, let us help.
67522 4219-WST SAV1 10:45 AM–12:15 PM S 1105 TBA
Runs from March 31st to May 14th.
67523 4219-WST SAV2 10:45 AM–12:15 PM S 1105 TBA
Runs from March 31st to May 14th.

Standardized Tests
CPS confirmed that the Northwest Evaluation Association’s Measures of Academic Progress (NWEA MAP) test would be required for selective-enrollment high schools. NWEA’s Measures of Academic Progress (MAP) are computerized, adaptive tests that assess each student’s current level of academic performance in Reading, Language Usage, and Mathematics. When a student takes a MAP test, the difficulty of each question is based on how well a student answers all the previous questions. The adaptive nature of the test essentially personalizes the test to each student. As a result, every student has the same opportunity to succeed and maintain a positive attitude toward testing. At the end of the test, the final score is an estimate of the student’s achievement level.
67525 4330-WST SAV1 12:30 PM–2:00 PM S 1105 TBA
Runs from January 31st to May 14th.

Elements of Writing
This course is essential for the creating, editing and formatting an excellent essay. Learn to organize and present factual information with clarity. Students will learn to add power to their writing.
67527 4238-WST SAV2 10:45 AM–12:15 PM S 1105 TBA
Runs from March 28th to May 16th.

Fitness
Schedule and registration for Spring 2015 aquatics swimming classes is to be determined, more information will be posted on www.ccc.edu as schedules are available.

Open Gym
This course is for any currently registered student over the age of 17.
67691 6000-HEW G2 11:00 AM–1:00 PM MF Gym TBA
Runs from January 26th to May 8th.

Fitness Center
This course is for any currently registered student over the age of 17.
67692 6001-HEW G2 11:00 AM–1:00 PM MF TBA
Runs from January 26th to May 8th.

General Interest

Do You Want to Buy a Home?
Are you thinking of buying a home in the future? This class is designed to help you understand the benefits of homeownership; budgeting, savings, credit; and setting short and long term goals to achieve successful homeownership. This class will also explain the buying process; where to get a loan, types of loans, the loan process from origination to closing, finding that home, and the closing process.
67734 1093-BAT S1 Class takes place on February 3rd and 4th.
67736 0950-BAT S1 Class takes place on February 3rd and 4th.
67735 1093-BAT S2 Class takes place on April 11th.
67737 0950-BAT S2 Class takes place on April 11th.

KENNEDY-KING COLLEGE

Food Service Sanitation
This class will give you instruction on the proper preparation of food for those wanting to become licensed by the city of Chicago and state of Illinois.
67027 FS 9:00 AM–2:30 PM S 1403 Contreras-Di, D
Run from January 26th to May 8th.
67030 FSS 9:00 AM–2:30 PM S 1403 Contreras-Di, D
Run from January 26th to May 8th.
67031 FSS 1 9:00 AM–2:30 PM S 1403 Contreras-Di, D
Class takes place on March 3rd and 4th.
67122 FSS2 9:00 AM–2:30 PM S 1403 Contreras-Di, D
Class takes place on March 17th and 18th.
67125 FSS4 9:00 AM–2:30 PM S 1403 Contreras-Di, D
Class takes place on April 21st and 22nd.
67126 FSS5 9:00 AM–2:30 PM S 1403 Contreras-Di, D
Class takes place on May 5th and 6th.
67127 FSS6 9:00 AM–2:30 PM S 1403 Contreras-Di, D
Class takes place on May 19th and 20th.

FOOD SERVICE SANITATION

Food Service Sanitation
This class will give you instruction on the proper preparation of food for those wanting to become licensed by the city of Chicago and state of Illinois.
COMPUTER LITERACY AT DAWSON TECHNICAL INSTITUTE

Computer Literacy I and II
Course Fee: $39, Book Required
This computer sequence is a “hands on” introduction to personal computing, hardware, operating systems, general business software, and a glimpse of the Internet. Enrollment is limited. This course is taught in two (2) course sequence. Textbook is required and must be purchased separately.

67131 SS1 9:30 AM–11:30 AM S 235 Morrison, F
Runs from January 24th to March 14th.

67133 SS2 9:30 AM–11:30 AM S 235 Morrison, F
Runs from April 11th to May 23rd.

Computer Literacy III and IV
Course Fee: $59
This is a continuation of Computer Literacy I and II. Students will learn mail merges with a glimpse of Windows. Certificate issued after completion of Computer Literacy IV. Required text purchased in class.

67134 SS1 11:30 AM–1:45 PM S 235 Morrison, F
Runs from January 24th to March 14th.

67137 SS2 9:30 AM–11:30 AM S 235 Morrison, F
Runs from April 11th to May 23rd.

Seniors

GRAPHIC ART

Graphic Art for Seniors
Course Fee: $50
This course explores several Adobe software/graphic art programs (Photoshop, Illustrator, InDesign and more). Students will learn how to use and access their expansive set of features. Lessons will cover the basics of creating, editing, saving and storing files.

67165 SS1 9:00 AM–12:00 PM S KK U-Building TBA
 Runs from January 14th to March 14th.

67166 SS2 9:00 AM–12:00 PM S Johnson, C
 Runs from April 11th to May 23rd.

GENERAL INTEREST

CULINARY AND HOSPITALITY

Wine and Food: More Awesome Together Than Apart
Course Fee: $49 per Person
Taste the Big 6: Riesling, Sauvignon Blanc, Chardonnay, Pinot Noir, Merlot, Cabernet Sauvignon with a selection of small plates which give the wine drinker a chance to taste how complimentary wine and food can be. Start with the basics about wine, tasting wines, how to pair food and wine together, and how to choose that perfect bottle of wine to go with your menu.

68282 WPD1 6:00 PM–9:00 PM Th Kitchen TBA
Class takes place on February 5th.

Small Bites–Big Flavors
Course Fee: $49 per Person
Join this class to learn how to stimulate your guests’ appetites using appetizers and hors d’oeuvres. This class will focus on layering flavors to create a palate pleasing experience with individual small bites of food. Students will prep, cook, and assemble an array of plates in class. Recipes and event ideas will also be shared.

68291 WPD2 6:00 PM–9:00 PM Th Kitchen TBA
Class takes place on March 19th.

MALCOLM X COLLEGE

Professional

SUBSTANCE ABUSE COUNSELING

Substance Abuse Counseling
Course Fee: $150
This class equips the student with the tools and knowledge needed to provide appropriate assessment and treatment for all levels of substance use and support clients in short or long term. The instructor Roland Grant will educate you on alcohol and substance abuse. Students can either earn 24 CEUs or use the education hours to apply for certification as an alcohol or drug substance abuse counselor.

67485 SAS 9:00 AM–12:30 PM S Grant, R
Runs from January 17th to February 28th.

67486 SAS2 9:00 AM–12:30 PM S Grant, R
Runs from March 14th to May 2nd.

FOOD SANITATION

Food Service Sanitation Certification
Course Fee: $175
Prepare yourself to be certified or recertified by the City of Chicago and the State of Illinois in Food Service Sanitation, including training and certifying food vendors for outdoor festivals. The instructor will emphasize food protection through sanitation training. Successful completion of the course’s qualifying exam prepares you for the city certification exam.

67488 FSS1 10:00 AM–3:00 PM FS Jamison, L
Runs from January 23rd to January 24th.

67493 FSS2 10:00 AM–3:00 PM FS Jamison, L
Runs from February 20th to February 21st.

67494 FSS3 10:00 AM–3:00 PM FS Jamison, L
Runs from March 20th to March 21st.

67497 FSS4 10:00 AM–3:00 PM FS Jamison, L
Runs from April 14th to April 18th.

67500 FSS5 10:00 AM–3:00 PM FS Jamison, L
Runs from May 22nd to May 23rd.

EMERGENCY MEDICAL SERVICES (EMS) PROGRAMS

Malcolm X College’s Emergency Medical Services (EMS) department provides educational programs in critical out-of-hospital acute medical care and transportation for patients with illnesses and injuries. Our program features Advance Certification and Continuing Education Courses in several in-demand areas including Basic Life Support, CPR, First Aid, and Advanced Cardiac Life Support.

Possible career pathways that can benefit from EMS education courses include:
- Emergency Medical Technician
- Firefighter
- Nurse
- Paramedic

Why should you choose our program?
The EMS programs at Malcolm X College are highly regarded and are part of the Region XI EMS System that includes the Chicago Fire Department, John H. Stroger Hospital of Cook County, Advocate Illinois Masonic Hospital, Northwestern Memorial Hospital and the University of Chicago Hospital. All courses are approved by the Illinois Department of Public Health and the Paramedic Program is nationally accredited by CoAEMSP. Malcolm X College is also an American Heart Association (AHA) approved training center for CPR and AHA courses. Our EMS programs are part of the City Colleges of Chicago’s College to Careers (C2C) programs which forges partnerships between City Colleges and industry leaders to better align City Colleges’ curricula with the demand in growing fields. These partnerships provide City Colleges’ students access to real-world experience via teacher-practitioners, internships and top-notch facilities that prepare students to succeed in the workforce.

Credited Courses and Professional and Personal Development Course Options
Courses in Emergency Medical Service at Malcolm X College are offered through C2C programs as credited courses and through our Professional and Personal Development courses as continuing education credits. Credited courses include EMT-basics courses as well as First Responder class. Our EMS continuing education courses are approved by Region XI for continuing education credits. This flexibility allows us to meet the varying needs of our students.

EMS DEPARTMENT PROGRAMS

As an AHA training center, Malcolm X College is responsible for training, certifications and record keeping for all system programs and trainers within the system. Currently the Malcolm X College training center is one of the largest in the Chicago area and maintains records for over 2000 CPR instructors and providers. All CPR classes require additional $5 card fee.

AHA CPR for Healthcare Providers
Course Fee: $45
You will learn and be trained to pass the American Heart Association’s cardiopulmonary resuscitation (CPR) exam. Direct questions to (312) 850-7410 or (312) 850-7124.

67200 CPR1 9:00 AM–2:30 PM S TBA
Class takes place on January 31st.

67201 CPR2 9:00 AM–2:30 PM S TBA
Class takes place on February 28th.

67202 CPR3 9:00 AM–2:30 PM S TBA
Class takes place on March 28th.

67203 CPR4 9:00 AM–2:30 PM S TBA
Class takes place on April 25th.

67204 CPR5 9:00 AM–2:30 PM S TBA
Class takes place on May 23rd.

Basic Life Support for Healthcare Providers (Parts II and III)
Course Fee: $25
This course is available for those students who have successfully completed the Basic Life Support (BLS) for Healthcare Provider (Online, Part I). Part II is Skills Practice and Part III is successful skills testing to complete the BLS course requirements for Healthcare Providers Course Completion Card. TBA – Offered as requested; minimum number of participants.
Instructor Certifications
Course Fee: $150
The American Heart Association (AHA), BLS instructor course focuses on the instructional techniques and training methods used to impart knowledge and skills necessary to instruct and evaluate potential providers. Course content includes: basic life support, cognitive and practical components, including changes in course teaching strategies and program administration.

CPRC
TBA – Offered as requested; minimum number of participants

Instructor Recertification
Course Fee: $75
The American Heart Association (AHA), BLS instructor course focuses on the instructional techniques and training methods used to impart knowledge and skills necessary to instruct and evaluate potential providers. Course content includes: basic life support, cognitive and practical components, including changes in course teaching strategies and program administration.

CPRR
TBA – Offered as requested; minimum number of participants

HeartSaver CPR
Course Fee: $30
This course is designed for individuals and/or designated first responders who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements. Course content includes: adult/child CPR, adult/child choking and optional infant CPR and choking, and adult child and infant CPR with a mask.

TBA – Offered as requested; minimum number of participants

HeartSaver AED (Automated External Defibrillator)
Course Fee: $30
This course is designed for individuals and/or designated first responders who have a duty to respond to a cardiac emergency because of job responsibilities or regulatory requirements. Course content includes: adult/child CPR with a mask, adult/child airway obstruction (choking), adult/child AED, optional infant CPR with a mask and infant choking.

TBA – Offered as requested; minimum number of participants

First Aid
Course Fee: $30
This course is designed for individuals and/or designated first responders who have a duty to respond to a first aid emergency because of job responsibilities or regulatory requirements. Course content includes: adult first aid to include first aid basics medical and injury emergencies and optional environmental emergencies.

TBA – Offered as requested; minimum number of participants

First Aid with CPR and AED
Course Fee: $75
This course is designed for individuals and/or designated first responders who have a duty to respond to a first aid or cardiac emergency because of job responsibilities or regulatory requirements. Course content includes: adult first aid to include First Aid basics medical and injury emergencies and optional environmental emergencies. It also includes adult/child CPR with a mask, adult/child choking, adult/child AED and optional infant CPR with a mask and infant choking.

TBA – Offered as requested; minimum number of participants

Pediatric First Aid
Course Fee: $75
This course is designed for those involved in child care who have a duty to respond to a first aid emergency because of job responsibilities or regulatory requirements, such as child care workers, teachers, foster care providers, camp counselors and coaches for children's sports. Course content includes: pediatric first aid to include first aid basics medical and injury emergencies, environmental emergencies, asthma care, adult/child CPR with a mask, adult/child choking, adult/child AED and optional infant CPR with a mask.

TBA – Offered as requested; minimum number of participants

ADVANCED LEVEL CERTIFICATION COURSES

Each of the following standardized certification courses are accepted by Region XI for 16 hours of Continuing Education Credit. These courses are currently offered annually based on need. Priority is given to students currently enrolled in the Malcolm X College Paramedic Program. Additional courses may be offered during the year dependent on demand. Fees are waived for system approved Paramedic Internship Preceptors. Initial certification books not included in price. For additional info regarding course offerings, call the EMS Department at (312) 850-7410.

Advanced Cardiovascular Life Support (ACLS)
Course Fee: $175
This course is designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. This includes personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, and paramedics. Course content includes: cardiovascular and cerebrovascular emergencies, respiratory and metabolic emergencies, post cardiac arrest, clinical pharmacology and toxicology emergencies and systemic approach to patient assessment.

TBA – Offered as requested; minimum number of participants

Pediatric Advanced Cardiac Life Support (PALS)
Course Fee: $175
This course is designed for the healthcare professional who responds to emergencies in infants and children. This includes personnel in emergency response, emergency medicine, intensive care and critical care units such as physicians, nurses, and paramedics. Course content includes: one rescuer child and two rescuers infant CPR, management of cardiac and respiratory emergencies, rhythm disturbances and electrical therapy, vascular access and systemic approach to pediatric assessment.

TBA – Offered as requested; minimum number of participants

Pediatric Education for Pre-hospital Provider (PEPP)
Course Fee: $175
PEPP represents a comprehensive source of pre-hospital medical information for the emergency care of infants and children. It will teach pre-hospital professionals how to better assess and manage ill or injured children. This course is the advanced level two-day course which includes both didactic and practical assessment and criteria.

TBA – Offered as requested; minimum number of participants

REGION XI EMS COURSES

Courses are sponsored by Cook County Trauma Unit

Pre-hospital Life Support (PHTLS)
Pre-hospital life support education developed in cooperation with the American College of Surgeons to promote critical thinking in addressing multi-system trauma and provide the latest evidence-based treatment. This course is the advanced level 2 day course which includes both didactic and practical assessment and criteria.

Advanced Trauma Life Support (ATLS)
Training developed in cooperation with the American College of Surgeons to promote critical thinking in addressing multi-system trauma and provide the latest evidence-based treatment. This course is designed for in-hospital practitioners at the practitioner level. This is a 2 day course which includes both didactic and practical assessment and criteria.

ICD-10 CM Coding Conventions and Guidelines for Healthcare Professionals
Course Fee: $180
The courses are designed to help train healthcare professionals in understanding the organization and structure of ICD-10. Participants are required to have knowledge of anatomy and physiology, medical terminology, ICD-CM, and CPT. Earn 3 CEUs.

COURSE SPONSORED BY COOK COUNTY TRAUMA UNIT

Pre-hospital Life Support (PHTLS)
Pre-hospital education developed in cooperation with the American College of Surgeons to promote critical thinking in addressing multi-system trauma and provide the latest evidence-based treatment. This course is the advanced level 2 day course which includes both didactic and practical assessment and criteria.

Advanced Trauma Life Support (ATLS)
Training developed in cooperation with the American College of Surgeons to promote critical thinking in addressing multi-system trauma and provide the latest evidence-based treatment. This course is designed for in-hospital practitioners at the practitioner level. This is a 2 day course which includes both didactic and practical assessment and criteria.

ICD-10 CM Coding Conventions and Guidelines for Healthcare Professionals
Course Fee: $180
The courses are designed to help train healthcare professionals in understanding the organization and structure of ICD-10. Students are required to have knowledge of anatomy and physiology, medical terminology, ICD-CM, and CPT. Earn 3 CEUs.

67504  CCG  6:00 PM–9:00 PM  W  TBA  Walker, S
Course takes place on February 18th.
UNARMED SECURITY TRAINING

Unarmed Security Training
Course Fee: $100
This class will provide the training required by the State of Illinois and provide PERC application assistance.

HARRY S TRUMAN COLLEGE

Professional

VOCATIONAL TRAINING

Fundamentals of Bookkeeping
Course Fee: $199
Add to your bookkeeping skills by learning to create special journal entries, perform trial balances, prepare subsidiary ledgers, and other related tasks. For a final project, you will prepare a financial statement complete with special journal. Successful completion of Fundamentals of Bookkeeping is required.

QuickBooks Pro 2012
Course Fee: $219
Learn how to prepare many essential function in Word, Excel, PowerPoint Presentation and Access.

Basic Income Tax Preparation
Course Fee: $299
Learn how to prepare many essential function in Word, Excel, PowerPoint Presentation and Access.

Intermediate Tax Preparation
Course Fee: $349
Learn how to prepare many essential function in Word, Excel, PowerPoint Presentation and Access.

Advanced Tax Preparation
Course Fee: $349
Learn how to prepare many essential function in Word, Excel, PowerPoint Presentation and Access.

FOOD SERVICE SANITATION

First-Time Certification and Recertification
State and local governments require that food service establishments be under the direction of a person with a valid State of Illinois Food Service Sanitation Manager’s Certification. National Restaurant Association ServSafe Training and certification is appropriate for anyone seeking first-time certification or license renewal. Note: Both first-time and recertification students will attend the same class. Students must attend both days.

First-Time Certification Students
On successful completion of a state-approved exam, you will be eligible to apply for the State of Illinois certification ($35 fee). City of Chicago certificates are available for an additional $35 fee. A textbook must be purchased before the first class meeting (ServSafe Manager, 6th Edition, ISBN 978-0135107430). You must attend both sessions to fulfill requirements for certification.
Recertification Students
This class is also for managers or supervisors in food service who need to recertify their Food Service Sanitation certificate. A $35 fee (check or money order) is payable to the Chicago Department of Public Health for renewal certification. Your license must be renewable to receive recertification. Bring your license to the first day of class. Also bring the following to class: $35 check or money order (for Chicago recertification fee), picture ID, original certifications (city and/or state), note pad and pencil.

Allow approximately 6 to 8 weeks to receive your certifications. Contact the Illinois Department of Public Health at (217) 785-2439 for information about certifications.

Food Service Sanitation
Course Fee: $75
66415 VOC TR 1355 MC 1:00 PM–6:00 PM M L947 Muhammad, C
Runs from February 2nd to February 9th.

Food Service Sanitation
Course Fee: $75
66417 VOC TR 1355 MC2 1:00 PM–6:00 PM M L947 Muhammad, C
Runs from April 13th to April 20th.

Computer Technology

PC Operating Systems
Course Fee: $399
Students will learn networking, communication protocols, Internet access and troubleshooting. In class hands-on exercises, students install Windows operating systems, manage Windows devices, use utilities, perform backups, manage system files, configure networks, configure Internet access, and troubleshoot operating system errors.

66414 VOC TR 9206 WR 6:30 PM–9:30 PM ThF 1959 Page, S
Runs from January 15th to February 19th.

Introduction to PC Hardware
Course Fee: $399
The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboard, BIOS, CMOS, the expansion bus, and input/output devices. You’ll learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course gives you the knowledge upon which you’ll base the rest of your CompTIA A+ certification studies for the exams that debuted in late 2006. It also helps you take that first step to becoming an excellent PC technician. Homework and attendance are required.

66412 VOC TR 1061 RC 6:00 PM–9:30 PM Th 1959 Page, S
Runs from February 26th to March 19th.

PC Repair and Troubleshooting
Course Fee: $899. Prerequisite: Introduction to PC Hardware or equivalent experience.
Students will learn about PC hardware, software and system maintenance requirements. Topics include a detailed look at hardware components, power supply, upgrades, maintenance, and troubleshooting. In hands-on exercises, students assign configuration settings, upgrade systems, configure SCSI devices, install printers and monitors, remove and replace components, and troubleshoot Power on Self Test errors.

66413 VOC TR 1062 WR 6:30 PM–9:30 PM ThF 1959 Page, S
Runs from March 26th to May 7th. No class April 2nd or April 4th.

Web Design I
Course Fee: $625
Learn to install and implement Content Management Systems (CMS), such as WordPress, using the open source database MySQL and the server-side scripting language PHP to build and maintain dynamic web sites. Learn to publish content and customize design templates and user interface elements.

66426 VOC TR 9208 TRC 6:30 PM–9:30 PM Thh 3909 Chien, Y
Runs from January 13th to February 26th.

Web Design II
Course Fee: $625
This initial web design course focuses on the design and creation of websites, both on the principles of information architecture including website structure, layout, and hierarchy; and user experience design (UX). Create graphic components necessary to communicate these concepts using Adobe Illustrator (vector graphics) and Adobe Photoshop (site layouts, slicing, layers).

66425 VOC TR 9209 TRD 6:30 PM–9:30 PM Thh 3909 Chien, Y
Runs from March 17th to May 7th. No class on March 31st or April 2nd.

Keyboarding
Course Fee: $99
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 USB flash drive to class.

66180 CE BSMT 0190 MA 12:45 PM–2:45 PM M L972 Yacovacci, J
Runs from January 12th to March 2nd. No class on January 19th or February 16th.

66181 CE BSMT 0190 SB 11:00 AM–1:00 PM S L972 Murray, F
Runs from March 21st to May 2nd. No class on April 4th.

Computer Basics for Absolute Beginners
Course Fee: $129
Conquer your fear of computers in this beginner’s class. You’ll learn how to turn on 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 flash drive of any size is required.

66420 VOC TR 1111 SC 1:30 PM–3:30 PM S L933 Yacovacci, J
Runs from January 17th to March 7th.

66441 VOC TR 1111 SD 1:30 PM–3:30 PM S L933 Yacovacci, J
Runs from March 21st to May 9th. No class on April 4th.

Microsoft Excel 2010
Course Fee: $129
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.

66184 CE BSMT 0194 WA 6:30 PM–8:30 PM W L935 Walls, C
Runs from January 14th to February 25th.

Microsoft PowerPoint 2010
Course Fee: $129
Make professional-quality presentations with Microsoft PowerPoint, a program that is widely used by managers, administrative assistants, graphic designers, and motivational speakers. Topics include formatting and editing slides; using transitions, animation, templates and backgrounds; and printing handouts for your slideshow.

66183 CE BSMT 0197 MC 6:30 PM–8:30 PM M L584 Walls, C
Runs from January 12th to March 2nd. No class on January 19th or February 16th.

Microsoft Word 2010
Course Fee: $129
Expose yourself to this powerful word processing software through an exciting hands-on experience. Learn how to create, edit, and save documents; use the spelller 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 USB flash drive to class.

66182 CE BSMT 0193 WB 6:30 PM–8:30 PM W L584 Walls, C
March 18th to May 6th. No class on April 1st.

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

66482 PER TR 4976 SC1 9:00 AM–2:00 PM S L956 Stamos, M
Class takes place on February 7th.

66483 PER TR 4976 SD 9:00 AM–2:00 PM S L956 Stamos, M
Class takes place on March 18th.

AHA CPR for Healthcare Providers
Course Fee: $49
This course designed for healthcare providers teaches cardiopulmonary resuscitation (CPR) and relief of foreign body airway obstruction (choking) for adults, children and infants. On successful completion of the course, you will receive a course completion card issued through the American Heart Association. You must register in advance. We cannot permit registrations the day of the class.

66485 PER TR 6004 SC1 9:00 AM–2:00 PM S L956 Stamos, M
Class takes place on February 14th.

66486 PER TR 6004 SC2 9:00 AM–2:00 PM S L956 Stamos, M
Class takes place on May 9th.

Language Development

PERSONAL DEVELOPMENT

Test of English as a Foreign Language® Preparation
Textbook required. Course Fee: $179
The TOEFL® test is the most widely accepted English-language test in the world, and is accepted by more than 6,000 colleges and universities. Prepare for the TOEFL® test in this enhanced class! You will study the main components of the exam, including Reading, Listening, Speaking, and Writing.

66477 PER TR 913 WC 6:00 PM–8:30 PM W 2420 Gleason, M
Runs from January 14th to March 18th.
Beginning Korean
Course Fee: $139
Chicago has a large Korean community that is steeped in tradition and culture. Expand your horizons as you learn to pronounce, read, write and speak Korean from a native speaker. You will also learn about Korean culture.
66487 PER TR 2501 TC 6:00 PM–8:00 PM T L925 TBA
Runs from January 13th to February 24th.
66489 PER TR 2501 TD 6:00 PM–8:00 PM T L925 TBA
Runs from March 17th to May 4th. No class on March 31st.

Elementary Spanish
Course Fee: $129
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.
66490 PER TR 7057 RC 6:30 PM–8:30 PM Th L925 TBA
Runs from January 15th to February 26th.
66491 PER TR 7057 RD 6:30 PM–8:30 PM T L925 TBA
Runs from March 19th to May 7th. No class on April 2nd.

Grammar Express
Course Fee: $79
Take a nuts-and-bolts look at the essentials of grammar and punctuation in this fun, interactive class. Topics 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.
66501 PER TR 3422 MC 12:30 PM–1:30 PM M L927 Hertzberg, S
Runs from February 2nd to March 23rd. No class on February 16th.

Stepping Techniques
Course Fee: $85
Be a Stepper! Learn this smooth, popular improvisational form of partner dancing. The dance form evolved from the early Lindy Hop and jitterbug Eras in the 1930s and 1940s, and can be traced back to the ritualistic dances in African culture. Steppin’ has a basic “six-count” beat. Individual style and flair are key in the definition and understanding of this form of dance that’s sweeping Chicago on all sides of town! The instructor has been dancing professionally since 1992 and has been a finalist in the World’s Largest Steppers’ Contest. Students should wear comfortable clothing and the type of shoes you would wear for a night out dancing.
66502 PER TR 7067 FC 5:00 PM–6:30 PM F 1428 Williams, D
Runs from January 16th to February 27th.
66503 PER TR 7067 FD 5:00 PM–6:30 PM F 1428 Williams, D
Runs from March 20th to May 18th. No class on April 3rd.

Run/Walk Your Way to a 5K
Course Fee: $159
Join our beginning level class designed to introduce you to the joys of running! Get in shape while running your first 5K (3.1 mi). Why wait? Get started now! The first class consists of a required orientation and meets at the Truman College campus. Remaining classes will be held at Foster Beach, 5200 N. Lake Shore Drive.
66504 PER TR 9085 SC 7:00 AM–8:00 AM S Off-Site Franklin, F
Runs from March 21st to May 16th. No class on April 4th. The March 21st required orientation session meets at Truman College’s main building, 7:00 AM to 8:00 AM. The March 28th to May 16th sessions meet at Foster Beach, 5200 N. Lake Shore Drive (Edgewater).

Beginning Photography: Digital and 35mm
Course Fee: $149
Students must bring either a working 35mm camera or a digital camera with manual exposure controls. Must be fully charged.
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. It is very important not to miss the first class!
66493 PER TR 7050 SC 9:00 AM–11:00 AM S L951 Alvarez, I
Runs from January 17th to February 28th.
66495 PER TR 7050 SD 9:00 AM–11:00 AM S L951 Alvarez, I
Runs from March 21st to May 9th. No class on April 4th.

Intermediate Photography: Digital and 35mm
Course Fee: $199
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. You 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.
66496 PER TR 7054 SC 11:30 AM–1:30 PM S L951 Alvarez, I
Runs from January 17th to February 28th.
66497 PER TR 7054 SD 11:30 AM–1:30 PM S L951 Alvarez, I
Runs from March 21st to May 9th. No class on April 4th.

Photoshop for Photographers
Course Fee: $199
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.
66674 PER TR 4974 TC 7:00 PM–9:00 PM T 1959 Alvarez, I
Runs from January 13th to February 24th.

Basic Darkroom Photography
Course Fee: $149
Must be familiar and have access to a working 35mm camera (not disposable) with manual exposure controls.
Take your love of photography to the next level by learning basic black and white darkroom skills and how to “see photographically.” You will learn to process film, make prints, and contact prints and enlargements. The course also covers mounting, touch-up, contrast filters, and darkroom craft. Advanced students may also enroll for additional darkroom time to complete projects. Lab hours are from 6:00 PM to 7:00 PM.
66498 PER TR 7055 WC 7:00 PM–10:00 PM W 3928 Alvarez, I
Runs from January 14th to February 25th.
Advanced Darkroom Photography
Course Fee: $149. Must complete Basic Darkroom Photography or instructor approval is required. You must be familiar with and have access to a working 35mm camera (not disposable) with manual exposure controls.

Refine and expand your photography and darkroom craft by learning classical printing, hand-coloring, toning, and portfolio building. Alternative processes such as solarization, black and white fiber 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 6:00 PM to 7:00 PM. This course is for intermediate and advanced students only.

66500 PER TR 7053 WD 7:00 PM–10:00 PM W 3928 Alvarez, I
Runs from March 18th to May 6th. No class on April 1st.

GOLDMAN SACHS PRACTICAL BUSINESS EDUCATION

Goldman Sachs 10,000 Small Businesses offers a practical business education and a supportive network of peers and advisors, at no cost to participants. Accepted small business owners will learn practical skills to grow their business, including negotiations, marketing, employee management and more. Participants also receive one-on-one business advising and get expert guidance from Goldman Sachs professionals, attorneys and others. Program graduates join a nationwide network of over 3,000 small business owners and counting. Just six months after completing the program, 64% had increased revenues and 45% had created net new jobs. 80% of participants have done business with other program participants.

For more information on how to apply, please visit ccc10ksb.wordpress.com or call us by phone at (312) 553-5855 or by e-mail 10KSB@ccc.edu.

WILBUR WRIGHT COLLEGE

Professional

CPR Course for Healthcare Providers

This course is designed to teach the skills of Cardio Pulmonary Resuscitation (CPR) and relief of foreign body airway obstruction (choking) for victims of all ages. It is intended for participants who provide health care to patients. The course is also a prerequisite for ACLS, PALS, and BLS instructor courses. The course runs for 4 hours. Upon successful completion, the participant will receive a course completion card issued through the American Heart Association. Required textbook ISBN: 978161690588 $45

67799 VOC WR 6402 6:00 PM–10:00 PM 2/3/15 530 S301 Dinella
67800 VOC WR 6402 9:00 AM–1:00 PM 3/13/15 530 S301 Brockman
67801 VOC WR 6402 6:00 PM–10:00 PM 5/5/15 530 S301 Dinella

Heartsaver CPR
This course is designed to teach the skills of Cardiopulmonary Resuscitation (CPR) and relief of foreign body airway obstruction (choking) to all lay rescuers. Upon successful completion, the participant will receive a course completion card issued through the American Heart Association.

67802 VOC WR 6506 6:00 PM–9:00 PM 1/27/15 530 S301 Dinella
67803 VOC WR 6506 6:00 PM–9:00 PM 3/24/15 530 S301 Brockman
67804 VOC WR 6506 6:00 PM–9:00 PM 5/12/15 530 S301 Dinella

SPANISH ORAL INTERPRETER

Spanish Oral Interpretation for the Medical Field, Part II
Course Fee: $404. Cost of handbook included in tuition.

This second section of the certified Spanish interpreter for Health Care program highlights interpretation in the healthcare industry. Oral interpretation, strategies, medical terminology (English/Spanish) and techniques are covered throughout the training. Topics include: skin, hair and nails; lymph and immune system, urinary system, reproductive system, life cycle and hospital procedures. 50 hours 14 sessions. Each session is self-contained and independent of the other. Students may start interpretation program by enrolling at the beginning of any session.

67552 VOC WR 7198 5:30 PM–10:00 PM F 530 S301 Lopez
Runs from January 23rd to May 1st. No class on April 3rd.

CHICAGO, ILLINOIS 60606  |  (312) 553-2500  |  www.ccc.edu

NOTARY SIGNING AGENT

Become a Notary Signing Agent
Course Fee: $150. Cost of handbook included in tuition.

Would you like to work as a Notary Signing Agent and earn $100 to $150 per assignment in this challenging economy? If this sounds like a great opportunity then being a notary signing agent is for you. You will learn how to effectively execute loan documents, how to become a notary and to seek agencies who are seeking highly qualified notary signing agents. At the end of the training the students will know how to perform a loan closing, and be efficient in understanding the loan process. This course will enable the participants to become notary signing agents within the Chicago Metropolitan and suburban areas. The goal of the training is to prepare and motivate each participant to establish a business relationship with mortgage companies, nationwide agencies, be their own boss and earn extra income. 2 sessions.

67553 VOC WR 2091 6:30 PM–9:00 PM TTh 530 S210 Singleton
Class takes place on March 17th and March 19th.

SIGN LANGUAGE

Sign Language I and II Combined
Course Fee: $189. Required textbook ISBN #0-932666-42-6

American Sign Language (ASL) is quickly becoming one of the most widely-used languages in the United States. Come join us to learn how to communicate with your hands, face, and body! This 14-week, 28-hour class will cover the basics of ASL, emergency sign language and the world of Deaf Culture. You will cover the entire textbook, Lessons 1 through 22, from basic skills through cultural insight and conversational articulation and fluency. Note: This class is designed for those 16 years of age or older.

67557 PER WR 7425 6:00 PM–8:00 PM T 530 A218 Wujcik
Runs from January 21st to April 28th. No class on March 31st.

Sign Language for Medical Professionals
Course Fee: $79. Prerequisites: Sign Language I and II.

This class is for physicians, nurses, social workers, case managers, nursing assistants, hospital administrators, emergency personnel and all other persons involved in medical settings who want to better communicate with deaf persons. Instruction will include how to properly approach a deaf person, use gestures, medical signs and use of interpreter agencies. Signing instruction will include medical terminology, medical symptoms and questions used when taking medical, demographic and social history. Ten (10) hours, 5 sessions.

67720 PER WR 8267 8:00 PM–10:00 PM T 530 A218 Wujcik
Runs from January 21st to February 17th.

Language Development

ENGLISH

Improve Your English Grammar and Writing Skills
Course Fee: $169

Are you uncomfortable with your English pronunciation, grammar and writing skills? Would you like to improve your vocabulary and learn some spelling tricks? Is reading an effort rather than an enjoyment? This course is a step-by-step process to develop grammatically correct sentences. Emphasis is based on the sounds and pronunciation of English. Learn how to develop and write good paragraphs. Students should have a good command of spoken English. 14 sessions.

67459 PER WR 0002 6:00 PM–8:00 PM T 530 A216 Heberger
Runs from January 27th to May 5th. No class on March 31st.

Improve Your English Pronunciation
Course Fee: $169

ESL students will build their skills and become more confident with the pronunciation of English words. In this class you will work on the sounds, rhythms, and intonation patterns of American English. You will also work with tricky idioms and phrases used in everyday conversation. Communication is the key. Join our friendly, comfortable atmosphere for learning. If you have the desire to improve your pronunciation, this is the class for you. 14 sessions.

67460 PER WR 0010 8:00 PM–10:00 PM T 530 A216 Heberger
Runs from January 27th to May 5th. No class on March 31st.
### Personal & Professional Development

**No walk-in registration is available on Saturdays; only online registration for returning students is available on Saturdays.**

#### Basic Windows

**Course Fee: $39. Prerequisite: Basic Computer Skills**  
Hands-on practice of basic Windows manipulations, including viewing, renaming, deleting files or folders.  
**Class takes place on April 25th and May 2nd.**

**67582  VOC WR 1850  9:00 AM–11:00 AM  S  A334  Heiberger**

#### Let’s Talk: Conversational English for the Non-native Speaker

Let’s Talk will help you gain the confidence you need to speak English in everyday situations. All are welcome to participate from any level of ESL. The more you practice, the greater the potential for your skills to improve. This class will boost your self-confidence, reduce your anxiety or nervousness, develop your fluency and accuracy, and, lastly, allow you to practice both your listening and speaking skills. The activities in the course will include practice in the following ways:

- Discuss current events  
- Role play (job interviews, work-related situations, business transactions)  
- Create stories from pictures  
- Voice your opinion  
- Present to small groups  
- Talk about areas that are the most difficult for you.

Join our friendly and comfortable atmosphere for learning. If you have the desire to improve your speaking skills then this course is for you. Let’s Talk! 12 sessions.

**67462  PER WR 0005  6:00 PM–8:00 PM  M  A216  Heiberger**  
Runs from January 26th to April 27th. No class on Saturday.

#### Conversational Spanish

It’s useful to know Spanish in Chicago! Learn conversational Spanish through simple lessons, basic vocabulary, grammar explanations, videos and cultural information. Speaking Spanish is fun and pays dividends. 8 sessions.

**67596  PER WR 7170  6:00 PM–8:00 PM  F  A216  Monahan**  
Runs from January 23rd to April 17th.

### Youth

#### Classes for Children

Wright College offers a full program of classes for children ages one year and older. Class size for most of the toddler classes is limited to twelve students. Many of the instructors in the Family College program are current or past certified teachers, many with Masters Degrees in education. Room space is limited! Please limit attendance to one adult with a child/children. Only registered students are permitted to attend class. We are not able to accommodate visitors.

Please note: No walk-in registration is available on Saturdays; only online registration for returning students is available on Saturday.

#### Science and Art for Tots

**Course Fee: $55. Ages 1½ to 5 years.**  
Have fun with your child in this class that explores the world of science and art. Many hands-on activities. 8 sessions.

**67745  FAM WR 4067  11:00 AM–11:50 AM  S  S105  Lemke**  
Runs from March 7th to May 2nd. No class on April 4th.

#### Exploring Letters and Numbers

**Course Fee: $55. Ages 2 to 5 years.**  
Learn basic reading readiness skills. Enjoy hands-on activities. 8 sessions.

**67747  FAM WR 4028  9:00 AM–9:50 AM  M  S105  Lemke**  
Runs from March 2nd to April 27th. No class on March 30th.

#### Let’s Learn: Basic Skills

**Course Fee: $55. Ages 2 to 5 years.**

Color, shapes, rhyming, patterns, alphabet, numbers and more are explored in this class through stories, activities and/or hands-on art projects. 8 sessions.

**67746  FAM WR 4026  10:00 AM–10:50 AM  S  S105  Lemke**  
Runs from March 7th to May 2nd. No class on April 4th.

#### Exploring Letters and Numbers

**Course Fee: $55. Ages 2 to 5 years.**  
Learn basic reading readiness skills. Enjoy hands-on activities. 8 sessions.

**67747  FAM WR 4028  9:00 AM–9:50 AM  M  S105  Lemke**  
Runs from March 2nd to April 27th. No class on March 30th.

#### Tot Tumbling

**Course Fee: $55. Ages 2 to 6 years.**  
Your tot will do tumbling exercises, use the mat, stairs, tunnel and more. 8 sessions.

**67748  FAM WR 4903  6:00 PM–6:50 PM  F  E024  Luberda**  
Runs from March 6th to May 1st. No class on April 3rd.

#### Music, Music, Music

**Course Fee: $55. Ages 1 to 4 years.**  
An activity class that introduces musical concepts, beat, and instruments. 8 sessions.

**67749  FAM WR 4905  10:00 AM–10:50 AM  M  S105  Lemke**  
Runs from March 2nd to April 27th. No class on March 30th.

#### Math Readiness

**Course Fee: $55. Ages 2 to 5 years.**  
First math experience. Learn numbers, counting and grouping through hands-on activities. 8 sessions.

**67750  FAM WR 4912  12:30 PM–1:20 PM  T  S105  Simonetti**  
Runs from March 3rd to April 28th. No class on March 31st.

### Computer Training for Senior Citizens

#### Basic Keyboarding Skills

**Course Fee: $39.**  
This course lays the foundation, or refreshes the knowledge for students to become touch typists. The course is taught on a computer keyboard using a word processing program. Speed goal: 14 wpm. Hands-on practice to learn keyboarding skills.

**67589  VOC WR 1852  9:00 AM–11:00 AM  S  A334  Heiberger**  
Class takes place on February 21st and February 28th.

#### Basic Computer Skills

**Course Fee: $39. Prerequisite: Basic Keyboarding Skills**  
Hands-on practice to understand how your computer works.

**67755  VOC WR 1000  9:00 AM–11:00 AM  S  A334  Heiberger**  
Class takes place on March 7th and 14th.

#### Basic Internet

**Course Fee: $39. Prerequisite: Basic Computer Skills**  
Hands-on Internet research.

**67757  VOC WR 1851  9:00 AM–11:00 AM  S  A334  Heiberger**  
Class takes place on March 21st and 28th.

#### Utilizing E-mail

**Course Fee: $39. Prerequisite: Basic Internet**  
Hands-on practice creating, sending, replying, saving, deleting, and printing email messages. Learn how to get and utilize a free web-based email account.

**67580  VOC WR 1887  9:00 AM–11:00 AM  S  A334  Heiberger**  
Class takes place on April 11th and April 18th.
Reading Readiness
Course Fee: $55. Ages 2 to 5 years.
Letter recognition, sequencing and more taught through hands-on activities. 8 sessions.
67753  FAM WR 4910  12:30 PM–1:20 PM  Th  S105  Simonetti
Runs from March 5th to April 30th. No class on April 2nd.

Activities and Art for Me and You
Course Fee: $55. Ages 1 to 4 years.
A fun interactive class including finger plays, songs and art for children and parents to enjoy together. 8 sessions.
67754  FAM WR 4207  11:00 AM–11:50 AM  M  S105  Lemke
Runs from March 2nd to April 27th. No class on March 30th.

KIDS ON THEIR OWN

Around the World!
Course Fee: $55. Ages 3 to 5 years.
Learn to locate places on a map and globe. Experience the music, food, stories and/or crafts of a different country each week. Travel without leaving the room. 8 sessions.
67755  FAM WR 4079  9:00 AM–9:50 AM  Th  S105  Simonetti
Runs from March 5th to April 30th. No class on April 2nd.

Pre-Ballet
Course Fee: $55. Ages 5 to 8 years.
Learn ballet positions, arm movements, gliding and twirling in this beginning class. 8 sessions.
67757  FAM WR 4922  4:00 PM–4:50 PM  F  E024  Lubera
Runs from March 4th to May 1st. No class on April 3rd.
67758  FAM WR 4922  11:00 AM–11:50 AM  S  E024  Lubera
Runs from March 7th to May 2nd. No class on April 4th.

Pre-School Science for Tots
Course Fee: $55. Ages 3 to 5 years.
A hands-on experience with exploring gravity. Enjoy experiments with gravity. 8 sessions.
67759  FAM WR 4073  11:00 AM–11:50 AM  W  S105  Lemke
Runs from March 4th to April 29th. No class on April 1st.

Reading and Math Games
Course Fee: $55. Ages 3 to 5 years.
Reinforce and learn basic math and reading skills through games. 8 sessions.
67760  FAM WR 4066  10:00 AM–10:50 AM  W  S105  Lemke
Runs from March 4th to April 29th. No class on April 1st.

ABC's and 123's
Course Fee: $55. Ages 3 to 5 years.
First formal introduction to letters and numbers through stories, crafts and more. 8 sessions.
67761  FAM WR 4141  10:00 AM–10:50 AM  T  S105  Simonetti
Runs from March 3rd to April 28th. No class on March 31st.

Pre-School Experience
Course Fee: $55. Ages 3 to 5 years.
Help prepare your child for kindergarten by introducing them to reading and math readiness through stories, art, music, letters and writing. 8 sessions.
67762  FAM WR 4020  9:00 AM–9:50 AM  W  S105  Lemke
Runs from March 4th to April 29th. No class on April 1st.

Stories and More
Course Fee: $55. Ages 3 to 5 years.
Reading is fun. A story will be read each day followed by an activity. Music, art, or other activities related to the story will be enjoyed by all 8 sessions.
67763  FAM WR 4930  11:00 AM–11:50 AM  T  S105  Simonetti
Runs from March 3rd to April 28th. No class on March 31st.

Beginner Book Club
Course Fee: $55. Ages 4 to 7 years.
A great way to share books together! Enjoy reading books and discussing them, while helping your child develop a love of reading and important language and literacy skills. 8 sessions.
67764  FAM WR 4933  11:00 AM–11:50 AM  Th  S105  Simonetti
Runs from March 5th to April 30th. No class on April 2nd.

Busy People Around Town
Course Fee: $55. Ages 3 to 5 years.
Join us for stories and more. Learn about the busy people, places, and transportation modes prevalent around your town with hands-on activities. 8 sessions.
67765  FAM WR 4027  10:00 AM–10:50 AM  Th  S105  Simonetti

GRADE 1 THROUGH 9

Math Refresher
Course Fee: $55. Grades 1, 2 and 3.
Sharpen your reasoning, computation and problem solving skills. Review addition and subtraction. 8 sessions.
67766  FAM WR 4040  9:00 AM–9:50 AM  S  A250  Sima
Runs from March 7th to May 2nd. No class on April 4th.

Reading
Course Fee: $55. Grades 1, 2 and 3.
Reading is fundamental. Course focuses on sequencing, vocabulary and comprehension. Your child will learn to draw conclusions, pick out main ideas and identify context clues at grade appropriate levels. 8 sessions.
67767  FAM WR 4061  10:00 AM–10:50 AM  S  A250  Sima
Runs from March 7th to May 2nd. No class on April 4th.

Reading
Course Fee: $55. Grades 4, 5 and 6.
Reading is fundamental. Course focuses on sequencing, vocabulary and comprehension. Your child will learn to draw conclusions, pick out main ideas and identify context clues at grade appropriate levels. 8 sessions.
67783  FAM WR 4002  12:00 PM–12:50 PM  S  A250  Sima
Runs from March 7th to May 2nd. No class on April 4th.

Music

Beginning Piano I
Course Fee: $79. Ages 6 to 8 years.
Is your child the next Mozart? In this course they will learn to read musical notes while playing an electric piano. 8 sessions.
67773  FAM WR 4115  9:00 AM–9:50 AM  S  E301  Stefanits
Runs from March 7th to May 2nd. No class on April 4th.

Beginning Piano I
Course Fee: $79. Ages 9 to 13 years.
Is your child the next Mozart? In this course they will learn to read musical notes while playing an electric piano. 8 sessions.
67774  FAM WR 4003  10:00 AM–10:50 AM  S  E301  Stefanits
Runs from March 7th to May 2nd. No class on April 4th.

Beginning Piano II
Course Fee: $79. Ages 6 to 13 years.
This course is for students who have completed the Beginning Piano I class or have basic knowledge of piano. 8 sessions.
67775  FAM WR 4117  11:00 AM–11:50 AM  S  E301  Malin
Runs from March 7th to May 9th. No class on April 4th and 11th.

Beginning Guitar
Course Fee: $79. Ages 8 years and older.
This course will teach students how to read music, and play song melodies (notes) and accompaniments (chords). Bring your own guitar. 8 sessions.
67776  FAM WR 4113  10:00 AM–10:50 AM  S  E207  Malin
Runs from March 7th to May 9th. No class on April 4th.

Dance, Drama, and Create
Course Fee: $55. Ages 6 to 12 years.
This course teaches a combination of modern dance, drama, and character dance-themed music. Freedom of movement is emphasized. Some props and/or costumes will be used during this class. Wear double socks. 8 sessions. Boys and girls are welcome.
67777  FAM WR 4133  9:00 AM–9:50 AM  S  A210  Lubera
Runs from March 7th to May 9th. No class on April 4th.

Pop Kids/Jazz Dance
Course Fee: $55. Ages 6 to 10 years.
Fun for girls and boys in this upbeat dance class. Wear double socks and loose fitting clothes. 8 sessions.
67778  FAM WR 4127  5:00 PM–5:50 PM  F  E024  Lubera
Runs from March 6th to May 1st. No class on April 3rd.

Self-Defense
Course Fee: $55. Ages 5 to 9 years.
Look out! Your child's self-confidence is increasing. In this course they will learn self-defense techniques and basic defense skills to increase safety and to develop a healthy sense of self-worth. 8 sessions.
67779  FAM WR 4155  10:00 AM–10:50 AM  S  E024  Lemke
Runs from March 7th to May 2nd. No class on April 4th.

Self-Defense
Course Fee: $55. Ages 10 years and older.
All color belts and ages (above the age requirement) welcome. Improve your skills in this class. 8 sessions.
67780  FAM WR 4155  10:00 AM–10:50 AM  S  E024  Lemke
Runs from March 7th to May 2nd. No class on April 4th.
**Gymnastics**  
Course Fee: $55. Ages 7 years and older.  
This course is designed to teach the basics of gymnastics on mats, beam and springboard. 8 sessions.  
67781 FAM WR 4143 10:00 AM–10:50 AM S E102/Gym Luberda  
Runs from March 7th to May 2nd. No class on April 4th.

**Fitness**  
Schedule and registration for Spring 2015 aquatics swimming classes is to be determined, more information will be posted on www.ccc.edu as schedules are available.

**Zumba**  
Course Fee: $39  
Learn the latest workout that has the exercise world burning up! This hot Latin and Caribbean exercise works your core and gets your heart pumping. If you want sexy abs then join us for a routine of high energy movement while working out to beautiful rhythmic salsa, samba, reggae and merengue music. If you want to have fun and be happy while burning calories, join this class today! Please wear comfortable clothing. 7 sessions.

67614 PER WR 6200 7:00 PM–8:00 PM Th E024 Ortiz  
Runs from January 29th to March 12th.

67615 PER WR 6200 9:00 AM–10:00 AM S Events Gym Ortiz  
Runs from January 31st to March 14th.

67617 PER WR 6200 7:00 PM–8:00 PM Th E024 Ortiz  
Runs from March 19th to May 7th. No class on April 2nd.

67618 PER WR 6200 9:00 AM–10:00 AM S Events Gym Ortiz  
Runs from March 21st to May 9th. No class on April 5th.

**Kick-Boxing**  
Course Fee: $75  
Come relieve stress, have fun, and kick some...! Burn 500 to 1000 calories per hour. Fun atmosphere, current hip music combining cardio, kick-boxing moves and some stretching for a total body workout. Learn how to reach your target heart rate. Our instructor provides low and high impact alternatives so you can burn the most calories. Wear comfortable clothes, and bring a towel and water. 14 sessions.

67619 PER WR 6214 7:30 PM–8:30 PM TTh E110 Wirtanen  
Runs from January 20th to March 5th.

67620 PER WR 6214 7:30 PM–8:30 PM TTh E110 Wirtanen  
Runs from March 10th to May 5th. No class on March 31st or April 30th.

**Six-Pack Attack vs. Rock Bottoms**  
Course Fee: $39  
Get hooked on toning and strengthening your upper as well as your lower body. Instructor Juan Ortiz will push you to a stronger and leaner you. You have nothing to lose, but pounds and inches! 7 sessions.

67621 PER WR 6206 6:00 PM–7:00 PM Th E024 Ortiz  
Runs from January 29th to March 12th.

67622 PER WR 6206 6:00 PM–7:00 PM Th E024 Ortiz  
Runs from March 19th to May 7th. No class on April 2nd.

**Cardio Step**  
Course Fee: $75  
Get your heart rate up, burn fat, and increase your stamina in this medium intensity cardio workout! High energy dance music accompanies the routines to keep you moving and motivated. Various types of strength training also included to tone your core and upper body. Students are asked to bring hand weights to class. Wright will provide the step equipment and resistance bands. 14 sessions.

67704 PER WR 6213 6:30 PM–7:30 PM MW E024 Villafuerte  
Runs from January 26th to March 16th. No class on February 16th.

67706 PER WR 6213 6:30 PM–7:30 PM MW E024 Villafuerte  
Runs from March 23rd to May 13th. No class on March 30th or April 1st.

**Senior Morning Workout**  
Course Fee: $49  
Chair exercise are used as a warm-up and progress to standing with light stretching and balance moves. Complete workout, head to toe, ending with a cool down standing in a circle. Wear comfortable clothing and shoes. 7 Sessions.

67707 PER WR 6269 9:00 AM–9:50 AM F A210 Luberda  
Runs from January 30th to March 13th. Film discussion.

67708 PER WR 6269 9:00 AM–9:50 AM F A210 Luberda  
Runs from March 20th to May 8th. No class on April 3rd.

**Senior Dancing to the Oldies**  
Course Fee: $49  
Have fun dancing and exercising to the Oldies. Dance with partners and props. Easy line dance steps and soft shoe. Wear comfortable clothing and shoes. 7 sessions.

67709 PER WR 6211 10:00 AM–10:50 AM F A210 Luberda  
Runs from March 20th to May 8th. No class on April 3rd.

67710 PER WR 6211 10:00 AM–10:50 AM F A210 Luberda  
Runs from March 20th to May 8th. No class on April 3rd.

**Beginning Gentle Yoga**  
Course Fee: $69  
Recommended for seniors, those who are recovering from injuries, surgery or who have been sedentary. (Pregnant women should seek out a prenatal yoga class.) You will learn breathing techniques along with gentle stretches and some basic classic yoga poses that will invigorate, strengthen, increase flexibility, and improve your posture. Learn to relax and release stress through these movements, breath awareness and some basic meditation techniques. Being able to get up and down for both floor and standing poses will be required in this class. Bring a towel and wear loose clothing. Do not eat a heavy meal 2 hours before class; light snack is okay. 7 sessions.

67711 PER WR 6270 6:30 PM–8:00 PM T E024 Davis  
Runs from January 20th to March 3rd.

67712 PER WR 6270 6:30 PM–8:00 PM T E024 Davis  
Runs from March 17th to April 28th. No class on March 31st.

**Active Yoga**  
Course Fee: $69  
Feel healthier, stronger and more relaxed as you gain a greater awareness of how your body and mind function together. This class will challenge you with poses that strengthen your entire body along with some flow yoga sequencing. Must be physically fit. Wear comfortable clothing and bring a towel. No eating 2 hours before class. 7 sessions.

67713 PER WR 6272 8:00 PM–9:30 PM T E024 Davis  
Runs from January 20th to March 3rd.

67714 PER WR 6272 8:00 PM–9:30 PM T E024 Davis  
Runs from March 17th to April 28th. No class on March 31st.

**Hatha Yoga**  
Course Fee: $69  
The Hatha Yoga classes are open to a mixed level of beginning and returning students. Some Yoga experience is preferred. Both classic poses and stretching will be a part of the class, which is designed to increase flexibility and vitality. Wear comfortable clothing and bring a towel. 7 sessions.

67715 PER WR 6271 12:00 PM–1:30 PM S E024 Davis  
Runs from January 24th to March 7th.

67716 PER WR 6271 8:00 PM–9:30 PM M E024 Davis  
Runs from January 26th to March 16th.

67717 PER WR 6271 12:00 PM–1:30 PM S E024 Davis  
Runs from March 14th to May 2nd. No class on April 4th.

67718 PER WR 6271 8:00 PM–9:30 PM M E024 Davis  
Runs from March 23rd to May 11th. No class on March 30th.

**General Interest**

**MUSIC**

**String Class**  
Course Fee: $145  
The focus of this course is learning to play lighter classical and popular music in a group. You will prepare several pieces for performance on the violin, viola, cello and bass. Students should have their own instrument. The class will be grouped according to the level needed for students. This class is designed for the trained and the beginner. Teacher is willing to give extra help where needed. 7 sessions.

67583 PER WR 7210 11:00 AM–1:00 PM S E027 Hirna  
Runs from January 24th to March 7th.

67586 PER WR 7210 11:00 AM–1:00 PM S E027 Hirna  
Runs from March 14th to May 2nd. No class on April 4th.

**Piano Class for Adults**  
Course Fee: $105  
Enjoy the experience of learning basic piano techniques, light classical, popular music and theory. This is an easy, fun way for people with or without previous experience (all levels). All handouts and music are included. 7 sessions.

67590 PER WR 7215 6:00 PM–7:30 PM M E301 Kishtka  
Runs from January 24th to March 7th. No class on February 16th.

67591 PER WR 7215 6:00 PM–7:30 PM M E301 Kishtka  
Runs from March 23rd to May 11th. No class on March 30th.

**Voice Class**  
Course Fee: $105  
Everyone wants to be a singer! Have fun learning the fundamentals of singing and vocal technique combined with the entirety of the musical experience. This class is open to singers of all levels who are eager to better their voice. You will develop a sense of confidence with the knowledge of your true voice and its capabilities. Open to all styles. 7 sessions.

67592 PER WR 7205 11:30 AM–1:00 PM S E202 Gersten  
Runs from January 24th to March 7th.

67593 PER WR 7205 11:30 AM–1:00 PM S E202 Gersten  
Runs from March 14th to May 2nd. No class on April 4th.
FLORAL DESIGN

Creative Floral Design: Level I
Course Fee: $49. Materials Fee: $15 (per week) (Total: $139)
Learn how to create beautiful fresh floral arrangements. You will be working with seasonal flowers to create floral decorations for your home, from table centerpieces to flowers for your door.

Class takes place on March 17th to April 28th. No class on March 21st.

Corsage and Boutonnière Making
Course Fee: $20. Materials Fee: $18
Learn the wiring and taping techniques in designing a pin-on and wrist-style corsage for the ladies. Also, wiring flowers for men’s boutonnieres. Bring a sharp knife, wire cutter, and scissors. 1 session.

Class takes place on March 22nd to April 27th.

Bridal Bouquet
Course Fee: $30. Materials Fee: $18
This class will be devoted to the technique and construction of the hand-tied bridal bouquet. You will be creating a beautiful bouquet using fresh flowers including a satin-wrapped stem. Please bring a sharp knife, wire cutter and scissors. 1 session.

Class takes place on March 13th to April 30th.

HOME OWNERSHIP SERIES

This series of classes is taught by the Northwest Side Housing Center, a non-profit organization that serves the Chicagoland area. Questions regarding this certification can be addressed to the Northwest Side Housing Center at (773) 283-3888.

Managing Your Money and Credit
Instructors outline credit reports and the factors that create and change a credit score, types of credit accounts, credit reporting agencies, discrepancy disputes and the importance of maintaining good credit in today’s lending environment. Participants will also learn to understand the cost of credit, how to utilize it responsibly and how to repair personal credit in order to receive a pre-approval for a mortgage. In addition, the series focuses on learning to manage debt and adjusting a budget pre and post-purchase.

Class takes place on March 19th to April 29th. No class on April 1st.

Purchasing a Home in Today’s Market
A panel of real estate experts provide insight to their roles as professionals in the home purchase transaction. The panel regularly features a loan officer, real estate agent, and real estate attorney. Each presenter will explain their role in the process and will offer insight on the pre-appraisal process, loan products, closing costs, finding a property, the purchase contract, addendums, and the REO and short sale bidding process. In addition, our Pre-Purchase counselors go over closing the deal, and discuss next steps post purchase to ensure homeowner success through financial budgeting.

Class takes place on April 11th to May 2nd.

FILM DISCUSSION SERIES

Eye of a Poet and Soul of a Magician: Celebrating Orson Welles
Course Fee: $59
Already renowned for his acting, writing, directing and producing for radio and the stage, Orson Welles went to Hollywood in 1939 to make movies. His first feature film, Citizen Kane, was released in 1941. It was an audacious debut. From 1962 to 2011, the British Film Institute’s poll of international film critics proclaimed it the greatest film in history. In 1941, Welles was 26 years old. What does a director do after starting at the top? For over forty more years, Welles continued to create films, amassing an unparalleled filmography in spite of seemingly insurmountable obstacles. In this, the centennial of his birth, you will explore the works of one of the giants of the 20th century art world.

Join us in watching and discussing six Orson Welles feature films and clips from others, including his work in television. Discover the great films he directed after the greatest film ever made. 6 sessions.

Any questions regarding the class call Owen Field at (773) 220-4453 or email: omfield@sbcglobal.net

Course Fee: $25

ETHICS

Introduction to Ethics
Course Fee: $25
Ethics is a very important domain of our lives. Through it you learn principles and values that you should use in order to deal with ourselves, our relatives, and our social and natural environment; they give us a chance to gain interior calmness and self-confidence. Do you really know the value of ethics and morals? Do you know the meaning of values and principles of good? If you know them, then do you know how to utilize them? This course will be a good opportunity to learn the answers to those questions. Join us as you discuss the basic concepts of ethics. 3 sessions.

Class takes place on March 31st to April 29th. No class on April 8th.

DANCE

Sizzling Salsa Dance
Course Fee: $55 (per person)
Singles and couples! Want more out of the “Sizzling Salsa Dance” course? Want to learn new and trendy dance moves for Salsa, Merengue and Bachata dances. Norm Viray and Fran Strain, co-owners of DanceMates Educational Arts, NFP, will show you how to unwind from your day. 6 sessions.

Class takes place on March 20th to May 1st. No class on April 3rd.

Intermediate Salsa Dance
Course Fee: $55 (per person)
Singles and couples! Want more out of the “Sizzling Salsa Dance” course? Want to learn new and trendy dance moves for Salsa, Merengue and Bachata after every 6-week session? Want to look good leading, following and executing turns and dips? Class outing every other Friday night immediately following the class. 6 sessions.

Class takes place on March 20th to May 1st. No class on April 3rd.

“Best of Ballroom and Swing”
Course Fee: $53 (per person)
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/Foxtrot, 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 YMCA to relax and loosen your body. A partner is not necessary. 6 sessions.

Class takes place on March 20th to May 1st. No class on April 3rd.

FINE ARTS

Painting Studio/Class
Course Fee: $69
Experience the joy of watching a painting come to life by your hand. Beginning and more advanced students will work side by side in this open studio. Bring water mixible oil or acrylic paints, brushes, canvass board or stretched canvas, and a desire to learn. Easels provided. Instructor will only be available during the first two hours of class. 6 sessions.

Class takes place on March 31st to April 29th. No class on April 8th.