PHARMACY TECHNICIAN

Pharmacy technicians work alongside licensed pharmacists, labeling and filling prescriptions, ordering and packaging medications, maintaining inventories, preparing IV mixtures and helping dispense medications.

City Colleges will give you the skills and knowledge to succeed in this growing healthcare field.

http://web design

Earning a web design certificate can be the first step to a career as a web designer or developer. City Colleges of Chicago professional instructors will teach you to effectively design, maintain and manage web sites with speed, simplicity and continuity.
Foreign Languages

Whether you’re an EMT working in diverse neighborhoods or a business person who must converse with clients in many different languages, City Colleges of Chicago can put you on the path to fluency.

Find out about language classes today.

Entrepreneurship

Learn how to start, operate and manage your own business. Find out if your business idea is feasible and learn what to do next to put your idea in motion. Our experienced instructors will give you practical, real-world advice on turning your business dreams into reality.
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CHECK OUT THESE CLASSES!
• Android App Development
• Entrepreneurship
• Creative Drawing
• Real Estate Brokerage (Sales)
• Take Control of Your Accent
• Tigriniya (Eritrean) language
• TOEFL Preparation
• Building a WordPress Website
• Beginning Photography
• Mandarin Chinese
• Personal Finance (free!)
• Home Childcare

SAVE ON GAS!

Most Courses Are Only $119

LEARN ONLINE!
Enroll in an online course today!

www.ed2go.com/truman

TO REGISTER CALL (773) 907-4440
CONTINUING EDUCATION
LIFELONG LEARNING IN CLASS OR ONLINE

DEAR STUDENT

December 1, 2011

Dear Continuing Education Student,

Thanks for joining us for this new year of course offerings and programs.

Web Design instruction will have a new look in January. One of our long-time instructors, Alexis Steinkamp, has moved out of the area. We wish her well. Her energy and knowledge will be fond memories for many of us who got to work with Alexis. New instructors will be joining Josh Samos to continue making this one of our most popular programs. Come and meet them.

Internships and clinical experiences are great assets to have on your resume. We have developed some dynamic relationships with companies who provide you an opportunity for some real-world experiences. Our Pharmacy Tech, Computerized Medical Billing and Coding, Paralegal, and Basic Nursing Assistant programs have practical work experiences. These opportunities may lead to employment.

We hope 2012 is a good year for you and we look forward to seeing you at Truman!

Nancy Kramer
Dean of Continuing Education
773/907-4443
nkramer@ccc.edu

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

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

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

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

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

e-Cashier payment system now available!
With Truman College’s online payment plan, e-Cashier, the earlier you enroll, the more you can spread out your payments. Go to “Payment Plans” on the Truman home page at www.trumancollege.edu. The deadline for the payment plan for the Spring 2012 term is January 21.

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

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

Payments are processed on the 20th of each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

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

Simple Steps to Enroll in the Payment Plan
• Click the Payment Plan link on www.trumancollege.edu

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

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

• 100% refund for withdrawal before the first class meeting
• 100% refund for cancelled classes
• No refund after the first class meeting

A $30, nonrefundable registration fee applies to course numbers beginning with 013, 014 and 015.

For one-day classes, refunds will only be given before the first day of class.
CONTINUING EDUCATION COURSES

CAREERS

ALLIED HEALTH

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

67387 VOC TR 3093 SC
9:00 AM-1:45 PM Sat 3975 N. Khan Spring I
Jan 21st to Mar 3rd
67392 VOC TR 3093 SD
9:00 AM-1:45 PM Sat 3975 N. Khan Spring II
Mar 24th to May 12th - No class April 7.

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

67470 CE HLTH 0102 MTR
5:30 PM-9:00 PM MTTh L971 A. Meeters Spring I
Feb 6th to Apr 17th - No class Feb. 20; April 2, 3, and 5.

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

67471 VOC TR 3583 MWC
6:00 PM-9:30 PM MW L933 K. Dietrich Spring I
Jan 30th to Mar 19th - No class Feb. 20.

Dialysis Technician
This 50-hour Dialysis Technician program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. They may assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures. Additionally, they may also train patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. Note—This program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program. Fee $999

67472 VOC TR 2625 TRC
6:00 PM-9:30 PM TTh L951 Y. Thomas Spring I
Jan 24th to Mar 13th

Some of our programs have limited seating and fill up quickly so don't delay in registering:

• EKG Technician
• Basic Nursing Assistant
• Pharmacy Technician
• Web and Print Design
• Phlebotomy Technician
• Medical Administrative Assistant
• Dialysis Technician

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call the Department of Family and Support Services at 312-744-3653.

• EKG Technician
• Paralegal
• Basic Nursing Assistant
• Phlebotomy Technician
• Medical Administrative Assistant
• Pharmacy Technician
• Home Based Daycare
• Web Design

TO REGISTER CALL (773) 907-4440
Computerized Medical Billing and Coding Overview
If you’re thinking about beginning the Computerized Medical Billing and Coding program, take this two-hour introductory course to get an overview of the field and see what medical billing and coding is all about. You’ll learn about the job market, the training and skills needed to become a successful biller and coder, available certifications, and the specific details about our program. Fee $29

67674  VOC TR 7034 TC
6:30 PM-8:30 PM  T  1925  C. Olivarez  Spring I
Jan 17th

67675  VOC TR 7034 MD
6:30 PM-8:30 PM  M  1925  C. Zingler  Spring II
Mar 19th

Medical Terminology for Healthcare Professions
Basic medical vocabulary for allied health professionals and others with a minimal background in anatomy and physiology; includes study of the human body systems. Students will learn terminology for common pathologies (diseases) and diagnostic tests with a focus on proper pronunciation, usage and spelling. Writing assignments, as appropriate to the discipline, are part of the course. Fee $210

67676  CE HLTH 0153 MWD
6:00 PM-8:30 PM  MW  L951  G. Amine  Spring I
Jan 23rd to Mar 12th

Introduction to Computers for Healthcare
Students will learn the day-to-day usage of the computer in the healthcare setting. Students will also develop skills to evaluate alternative courses of action, thereby improving the efficiency of the healthcare system. This course will focus on effective modeling and analysis of complicated healthcare related processes through the use of computer usage and simulation techniques. Fee $105

67677  CE HLTH 0170 SA
9:00 AM-1:00 PM  Sat  L584  C. Little  Spring I
Jan 21st to Feb 11th

Computerized Medical Billing and Coding
Gain hands-on practice with Virtual Medical Office billing software. Learn how to complete patient information, and learn the scheduling, billing, and electronic filing features of Virtual Medical Office through computer simulations. Prerequisite: Completion of Intro to Microcomputers and Keyboarding (or equivalent training or experience), Human Anatomy and Physiology, Medical Terminology, Fundamentals of Medical Billing and Coding, and Advanced Medical Billing and Coding (Coding Applications). Fee $315

67678  CE HLTH 0106 MWC
5:45 PM-9:00 PM  MW  L972  C. Zingler  Spring I
Jan 23rd to Mar 12th - No class Feb. 20.

Advanced Medical Billing and Coding
This hands-on course will provide an understanding of ICD-9 CM codes, how to use the manual and other source references needed to code correctly, and link the proper CPT codes to show medical necessities. You will learn how to complete CMS1500, DPA2360 and HCPCS forms through use of coding case studies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Fundamentals of Medical Billing and Coding is required. Fee $210
67680  CE HLTH 0105 MWC
6:00 PM-8:30 PM  MW  3941  C. Olivarez  Spring I
Jan 23rd to Mar 12th - No class Feb. 20.

Computerized Medical Billing and Coding
Medical billing and its related occupations are among the fastest growing opportunities in health care. Salaries range from $19,000 to more than $26,000 per year; experienced persons can earn up to $40 per hour. Completing these courses leads to employment as an inpatient/outpatient coder, medical collector, medical records coder and more.

Note—Books are required for each course, and total book costs for the entire program may total $900.

Prerequisite courses
- Keyboarding
- Microsoft Word
- Computer Basics for Absolute Beginners

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

Computer Literacy Expectations
Students need basic word processing and internet searching skills for the completion of some papers, exercises, and projects. An internship is now available. Information will be provided during duration of course.

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

Note—A certificate of completion will be issued only to students who complete the entire program in our onsite classes. Online courses or courses taken at other institutions do not apply toward the certificate.
Human Anatomy and Physiology
A basic understanding of the anatomy and physiology of the various body systems is the sound foundation upon which all health care careers are built, including those providing direct patient care and those in support services such as medical billing. This course examines basic anatomy (structure) and physiology (function). Abnormal function (pathology) will be discussed briefly as well as the most common diagnostic tests used to identify it. Writing assignments, as appropriate to the discipline, are part of the course. Fee $420

67685  CE HLTH 0154 MWB
5:45 PM-9:30 PM  MW  L951  G. Amine  Spring II
Mar 21st to May 16th - No class April 2 or 4.

Case Studies for Medical Billing and Coding
Apply your knowledge to real case studies as you prepare to enter the medical billing and coding workforce. You will examine case studies with CPT, ICD-9-CM, HCPCS coding books. Practice coding exams from AAPC (www.ritecode.com) will be administered. Prerequisite: This course is recommended for students who have completed Coding Applications. Fee $119

67682  VOC TR 3596 SD
9:00 AM-12:00 PM  Sat  3233  C. Olivarez  Spring II
Mar 24th to Apr 28th

Fundamentals of Medical Billing and Coding
This course provides an overview of the medical billing and coding field and processes. You will be introduced to CPT coding and symbols. Learn about HIPAA, the purpose and use of CMS1500 and UB92 forms, as well as the anatomy and systems that apply to CPT coding. This course will also cover radiology/oncology pathology, the medicine and Level II National Codes (HCPCS). Prerequisite: Successful completion of Human Anatomy and Physiology and Medical Terminology for the Healthcare Profession is required. Students should be English proficient. Fee $210

67688  CE HLTH 0104 MWA
6:00 PM-8:30 PM  MW  3941  C. Olivarez  Spring I
Mar 19th to May 9th - No class April 2 and 4.

Commercial and Government Billing and Insurance
In this course, you will learn to verify insurance benefits, use the CMS1500 claim form, register patients, and interpret the explanation of benefits. You will also learn how to identify Medicare cards, HMO, PPO, and MCOs, Medicare, Medigap and Medicaid programs; identify and rebill claims; bill to the highest level of specificity; and process the UB92 hospital billing form. Commercial and government insurance will also be covered. Prerequisite: Successful completion of Fundamentals of Medical Billing and Coding and Advanced Medical Billing and Coding is required. Fee $105

67749  CE HLTH 0155 MWB
5:45 PM-9:00 PM  MW  L972  C. Zingler  Spring II
Mar 19th to Apr 2nd

CPC Exam Preparation
Join Ciro Olivarez, Certified Professional Coder, as he prepares you for the CPC certification exam for the AAPC. An easy-to-follow outline format guides you through the anatomy, terminology, and pathophysiology for each organ system; reimbursement concepts; an overview of CPT, ICD-9-CM, and HCPCS coding; and more. Sample test will be given and test taking techniques will be covered. A book is required for this course. Check the book list at www.trumancollege.edu/conted for the title. This class is open to the public. Fee $99

67754  VOC TR 7780 SC
9:00 AM-1:00 PM  Sat  L933  C. Zingler  Spring II
May 5th

PHARMACY TECHNICIAN

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

68452  CE HLTH 0171 SC
8:00 AM-12:30 PM  Sat  L836  K. Simpson  Spring I
Jan 21st to Apr 21st - No class March 31 and April 7.

68453  CE HLTH 0171 RC
5:30 PM-9:30 PM  Th  L949  C. Little  Spring II
Jan 19th to May 3rd - No class March 8 and April 5.

Truman Assessment Center
The Assessment Center, Room 136 in the Student Services building, administers placement tests for the Basic Nursing Assistant and Pharmacy Technician programs. You may pick up a sample test booklet for the Compass ATB test in the Continuing Education office, Room 1442.

TESTING HOURS 773-907-4834 or 773-907-4889
Mon – Thurs: 9 a.m. to 7 p.m.  (Last test administered at 5 p.m.)
Fri: 9 a.m. to 4 p.m.  (Last test administered at 3 p.m.)
Sat: 9 a.m. to 3 p.m.  (Last test administered at 1 p.m.)
Schedule Subject to change. Visit www.trumancollege.edu/conted for the latest listings.

**BASIC NURSING ASSISTANT (BNA)**

**Fundamentals of Nursing for Assistive Personnel**
The student is introduced to the discipline of nursing and the basic approaches of patient care in this state-approved Basic Nursing Assistant (BNA) program. Students learn to care for the whole person and the concepts of nursing practice and meeting the basic needs of patients, multicultural society, and communication. The role of the BNA as an assistant to the licensed nurse and member of the healthcare team is studied and practiced in the classroom and laboratory. Prerequisite: Acceptance into the BNA program is required for registration. Concurrent enrollment in the clinical course and CPR is required. Fee $960

Evening classes
5:30 PM-9:30 PM M-Th L829 H. Hardy Spring I
Jan 19th to Mar 8th

Weekend classes
8:00 AM-4:15 PM Sa-Sn L829 C. Ashlaw Spring I
Jan 22nd to Apr 21st

**BOOKKEEPING**

**Fundamentals of Bookkeeping**
Use a step-by-step approach to learn all the elements of the bookkeeping cycle including creating and posting journal entries, performing a trial balance, closing the general ledger, preparing basic financial statements, and calculating the cost of goods sold. Fee $129
67473 VOCTR 1118 SC
9:00 AM-11:30 AM Sat L967 Z. Olear Spring I
Jan 21st to Mar 3rd

**Intermediate Bookkeeping**
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. Prerequisite: Successful completion of Fundamentals of Bookkeeping is required. Fee $129
67475 VOCTR 1149 SD
9:00 AM-11:30 AM Sat L967 Z. Olear Spring II
Mar 24th to May 12th - No class April 7.

**QuickBooks Pro 2008**
Simplify the business of running your business. Learn how to organize and streamline your company’s everyday tasks with this popular accounting software. You’ll set up a company; create a chart of accounts; build customer, employee, and vendor lists; learn how to invoice, receive payments, and make deposits. You’ll enter bills, print checks, void checks, and process manual checks; prepare journal entries; enter credit card charges; set up a petty cash account; set up a loan; customize a chart of accounts; and reconcile your checking account. We’ll also customize and filter reports that track your revenue and expenses. Prerequisite: A basic understanding of bookkeeping and a knowledge of computers is recommended. Fee $199
67477 VOCTR 1053 WD
6:00 PM-8:30 PM W L584 Z. Olear Spring II
Mar 21st to May 10th - No class April 5.

**Explore a Career in a Dental Office through Online Training**
Find a career to fit your skills and personality as you go behind the scenes in a typical dental office. You’ll explore the many careers open to you—dentist, dental hygienist, clinical dental assistant, administrative dental assistant, dental office manager, and dental lab technician. You’ll investigate the education you need for each job, learn which dental career offices require licensing, and check out the employment prospects in each area. In addition, you’ll master basic terminology, learn the fundamentals of dental anatomy, discover how to create a patient chart, and identify the privacy rules that are crucial to proper dental office management. By the time you’re done, you’ll fully understand the role of each person in a dental office—and you’ll know which career in that office is the perfect one for you! Go to www.ed2go.com/truman for more information.

**Begin Your Healthcare Career as a Basic Nursing Assistant (BNA)**
As a principal caregiver in a nursing home or hospital, you can interact with people in a positive, caring way while providing quality care. Our state-approved Nurse Assistant Training will get you into one of the fastest growing occupations in the United States today.

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

Placement Test: Before you can register for BNA classes, you must pass a placement test. (The admissions test is not required for college graduates or students who have successfully completed English 100 or above and Math 98 or above.) Fees: Fees of $960 must be paid in full on the day of registration or a payment plan may be available. Other expenses include fees for physical exam, white uniform, textbook, thermometer, criminal background check ($28 to be paid at orientation), and competency exam ($60). Additional expenses are approximately $400. This program is WIA approved.

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

To learn more, pick up an admissions packet from Room 1442 or download one at www.trumancollege.edu/conted.

Evening, January 19 to March 8
Weekend, August 27 to December 3
Building Your Home-Based Childcare Business
Explore your dream of creating a home-based childcare business in this certificate course. This series will provide the tools you need to launch and sustain a childcare business. You'll follow a step-by-step process to develop a business and marketing plan, policies and procedures document, and a parent handbook. You'll also gain a sound understanding of business financials. This program is supported by a grant from the Coleman Foundation. The required book is not included in the course fee. Fee $35
68734 VOC TR 1250 RC
6:30 PM-8:30 PM T 1917 R. Anthony Spring I
Jan 17th to Apr 10th

Desarrollando tu Negocio de Cuidado Infantil
Explore tus sueños de crear un negocio de cuidado infantil en este curso de certificado. Este curso le proveerá las herramientas necesarias para comenzar y mantener su negocio de cuidado infantil. Seguirán un proceso, paso-por-paso, de cómo desarrollar un plan de negocios y estrategias de mercadeo, un documento de pólizas y un manual para los padres. También, obtendrán un conocimiento de finanzas para su negocio. Fee $35
68802 VOC TR 2701 WC
6:30 PM-8:30 PM W L965 M. Gandara Spring I
Jan 25th to Apr 18th

Knowing DCFS Standards
Stay current in your understanding of the DCFS standards. Make your next DCFS licensing visit a positive one. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67573 VOC TR 4050 RC
6:30 PM-8:30 PM Th 1917 R. Anthony Spring I
Mar 1st

Marketing your Home-Based Childcare Center
Maximize your enrollment and income. Explore inexpensive ways to promote your business. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67572 VOC TR 4051 RC
6:30 PM-8:30 PM Th 1917 R. Anthony Spring I
Mar 8th

Organizing Paperwork and Forms for Your Childcare Business
Every job has its paperwork! Learn organizational techniques for completing and tracking required forms. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67585 VOC TR 4052 RC
6:30 PM-8:30 PM Th 1917 R. Anthony Spring I
Mar 15th

Creating a Positive Child Care Environment
Design a quality child care learning environment with practical ideas for creative space and materials. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67587 VOC TR 4053 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II
Mar 22nd

Working with Teen Parents
Understand and enjoy working with teen parents. Providers and caregivers will also learn how to create an incentive program to help guide teen parents through some difficult times. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67591 VOC TR 4055 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II
Mar 29th

Providing Quality Infant and Toddler Care
Learn developmentally appropriate activity ideas for infant and toddler care. Topics include building relationships, knowing children and their families, and creating a welcoming environment. Learn to promote children’s safety and health, guide children’s behavior, and provide quality interactions, routines, and daily activities. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67651 VOC TR 4056 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II
Apr 12th

HOME-BASED CHILDCARE WORKSHOPS
Our series of two-hour workshops cover all aspects of a home-based child care business. Each workshop provides two hours credit toward the DCFS in-service requirement of 15 hours. Certificates will be provided upon completion of each workshop.

Online classes start every month!

www.ed2go.com/truman

TO REGISTER CALL (773) 907-4440
Understanding Infant and Toddler Temperaments
Understand the key concepts of temperament types for infants and toddlers and how to be more responsive to the children's needs. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67654 VOC TR 4057 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II Apr 19th

Connecting with Infants and Toddlers through Daily Routines
Develop routines for feeding, diapering, and napping that will enhance the social and emotional development of infants and toddlers. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67656 VOC TR 4058 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II Apr 26th

Activities for Infants and Toddlers
Learn to support and extend infant and toddler play and offer new activities and materials to build upon their learning. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67662 VOC TR 4059 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II May 3rd

Literacy for Infants and Toddlers
Help teach infants and toddlers how to read using practical and creative concepts. This workshop provides 2 hours credit toward the DCFS in-service requirement of 15 hours. A certificate will be provided upon completion. Fee $15
67666 VOC TR 4060 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II May 10th

Torts and Personal Injury
The area of torts includes everything from simple battery to products liability and medical malpractice. This course covers intentional torts, negligence, and tort liability. Special attention will be given to personal injury law, including assessing claims and damages, adjudication or personal injury cases, and making out-of-court settlements. A textbook is required. Fee $129
67760 CE BSMT 0254 WC
6:15 PM-9:15 PM W L971 M. Arezina Spring I Jan 18th to Feb 29th

Family Law
Learn about the laws and procedures of the broad area of family law, which includes divorce, separation, and annulment; adoption and paternity; support and visitation; and juvenile proceedings. You will learn how to interview clients, prepare pleadings, and research cases in this area. A textbook is required. Fee $129
67781 CE BSMT 0252 RC
6:15 PM-9:15 PM Th L915 T. Wendt Spring I Jan 19th to Mar 1st

Civil Procedure and Litigation
Learn about the litigation process in this course. You will learn how to prepare pleadings and motions, how and where to file pleadings, investigative and discovery techniques used in trial preparation, and the role of the paralegal in civil procedures and litigation. A textbook is required. Fee $129
67783 CE BSMT 0248 SC
9:00 AM-11:55 AM Sat 1925 S. Baker Spring I Jan 21st to Mar 3rd

Contracts
Contracts are part of almost every attorney's practice. Learn how to analyze contracts, the laws that apply to contracts, what it takes to form a contract, how contracts can be enforced, remedies for breach of contract, and how to draft contracts. A textbook is required. Fee $129
67784 CE BSMT 0250 SC
12:00 PM-3:00 PM Sat 1925 F. Muscadin Spring I Jan 21st to Mar 3rd

Immigration Law
Immigration is a growing area of law. You will learn about the immigration process and how to prepare a variety of immigration cases including family-based, employment-based, naturalization, and asylum cases. You will also learn how to prepare applications for temporary visas and travel documents. No textbook required. Prerequisite: This course is an elective and is not required for the paralegal certificate. Fee $129
67787 VOC TR 3039 MD
6:15 PM-9:15 PM M 1907 F. Muscadin Spring II Mar 19th to May 17th

Paralegal Overview
The paralegal field can be exciting and rewarding - paralegals work in a variety of settings including corporations, private law firms, consumer organizations, courts, and government agencies. According to the Bureau of Labor Statistics, employment in this field is expected to grow faster than average through 2010, with many employers seeking paralegals who are multi-lingual. Come to this one-day seminar to learn about career opportunities for paralegals, and about Truman College's paralegal training program. Fee $29
67757 VOC TR 2046 TC
6:30 PM-8:30 PM T L951 T. Wendt Spring I Jan 17th
Paralegal/Legal Assistant Training
According to the Bureau of Labor, the paralegal/legal assistant field is one of the fastest-growing employment areas in the country. With the right training you can enter the exciting paralegal field—there's no better time than now.

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

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

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

Required courses
• Paralegal Overview
• The Paralegal Profession: Nature and Scope*
• Legal Research
• Legal Writing
• Contracts
• Estates, Wills, and Trusts
• Business Law
• Civil Procedure and Litigation
• Torts/Personal Injury
• Criminal Law and Procedure
• Family Law
• Real Estate and Property Transfers

*This course should be taken early in the program.

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

The Paralegal Profession: Nature and Scope
Learn what a paralegal does on a day-to-day basis. You will learn about the role of professionalism and ethics, skills required, legal office terminology, and a basic overview of the law. You’ll also learn career planning and job search strategies, and interview preparation. A textbook is required. Fee $129
67785  CE BSMT 0253 RD
6:15 PM-9:15 PM  Th  L915  T. Wendt  Spring II
Mar 22nd to May 10th  -  No class April 5.

Estates, Wills, and Trusts
Many legal assistants are now working in the probate area. You’ll learn the essential requirements of drafting wills and trusts, the tax laws that govern this area, the procedures involved in the administration of an estate, and the responsibilities delegated to paralegals in this specialty area. Fee $129
67786  CE BSMT 0246 SD
9:00 AM-12:00 PM  Sat  1925  S. Baker  Spring II
Mar 24th to May 12th  -  No class April 7.

Legal Writing
Writing is an essential skill for paralegals. In this course, you will learn the fundamentals of legal analysis and legal reasoning. You will also learn about case analysis, statutory analysis, drafting letters and other correspondence, and writing legal memoranda. A textbook may be required. Fee $129
67865  CE BSMT 0245 SD
12:00 PM-3:00 PM  Sat  3178  J. Burgess  Spring II
Mar 24th to May 12th  -  No class April 7.

What our students are saying about Sean Baker’s “Estates, Wills, and Trusts” class—
• Sean is an excellent teacher, always following a statement with an example for better understanding.  JD
• What I really like about Sean’s classes is that it’s all about discussion and not only the book. I loved all his classes. NE
• He has great control of the subject matter and engages students’ input in the learning process. Sean is a patient and knowledgeable instructor. AA
• Sean is a unique teacher. Class is fun, which facilitates learning. WW

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call the Department of Family and Support Services at 312-744-3653.

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

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

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

TO REGISTER CALL (773) 907-4440
Entrepreneurship: Individual Topics
Work one-on-one with Ben Goldman on your business ideas and issues. You can tailor your two-hour session to identify and choose how to strengthen your business idea and take steps to achieve your goals. Topics can include business viability, funding, acquiring capital, marketing, using social media, writing a business plan, and more. The instructor will arrange a two-hour meeting time with each student. Fee $100
68771 VOC TR 4079 UC
12:00 PM-2:00 PM    OFF SITE    B. Goldman    Spring I
Jan 22nd to Mar 11th

Develop an Idea into a Feasible Business
What is your idea and how can you make it work as a business? Use sound business methods to determine if your business is feasible. Learn how to identify customers and markets as well as analyze the numbers to find out if your business will grow. This workshop will help you gain the basic understanding of what is involved in researching and developing your business concept and help you make decisions as you move forward. Fee $35
67668 VOC TR 1494 TC
6:00 PM-8:00 PM    T    1925    B. Goldman    Spring I
Feb 7th

Good Customer Service and Business Relationships
Every business relies on customers. Explore strategies to target customers and service them well. Find out why customers do business with you and what is important to them. Learn the importance of keeping a customer database and how to use this information as you grow your business. Discover techniques used to build long-lasting customer relationships that will result in a successful business. Fee $35
67670 VOC TR 1502 TC
6:00 PM-9:30 PM    T    1925    B. Goldman    Spring I
Feb 14th

Project Management and Strategic Planning
Learn how to deliver the right job right away including knowing whether the project is about efficiency or effectiveness, understanding how the project meshes with your company goals, identifying key external players, being a good negotiator, confronting constraints up front and head-on, managing moral and ethical challenges, and celebrating your success! Fee $35
68772 VOC TR 4090 TC
6:00 PM-8:00 PM    T    1925    B. Goldman    Spring I
Feb 21st

Creating and Presenting Your Business Plan
The business plan is a powerful document that helps you tell the story of your company, your vision and your future. It is a must when seeking investors, partners and legal advice. You will be guided through developing this plan and will present your plan to professionals who will provide useful feedback to help enhance your venture and ensure success. (Prerequisite: Develop an Idea into a Feasible Business) Fee $35
67673 VOC TR 1508 TC
6:00 PM-8:00 PM    T    1925    B. Goldman    Spring I
Feb 28th

Real Estate Brokerage
Illinois is no longer issuing a Real Estate Salesperson License. Currently licensed salespersons must transition to a Broker license. Courses fulfilling the new requirements for Real Estate Broker (pre- and post-license) are now offered at Truman College.
Note—You must be at least 18 years old and have a high school diploma or GED certificate to take any state real estate exam.
If you are new to Real Estate
If you are not currently licensed, you will need to take 90 hours of coursework approved by IDFPR to become a licensed Broker. You will take the following courses to total 90 hours:
• Real Estate Broker Pre-License Topics (75 classroom hours)
• Real Estate Broker Pre-License Applied Principles (15 classroom hours)
If you are currently a Real Estate Salesperson
Currently licensed Salespeople must transition to the Broker category by April 30, 2012. You will either take the AMP Salesperson Transition Proficiency exam or a 30-hour Broker Post-License program that includes the following courses:
• Real Estate Broker Post-License Topics (15 classroom hours)
• Real Estate Broker Post-License Applied Principles (15 classroom hours)
If you are a Broker staying a Broker
Currently licensed Brokers who do not intend to manage an office are not required to take any additional coursework.
If you are a Broker becoming a Managing Broker
Currently licensed Brokers who intend to become a Managing Broker must transition to the Managing Broker category by April 30, 2012. You will take the AMP Broker to Managing Broker Transition Proficiency exam or the 45-hour Managing Broker Pre-License program that includes the following courses:
• Managing Broker Pre-License Topics (30 classroom hours)
• Managing Broker Pre-License Applied Management and Supervision Principles (15 classroom hours)
REAL ESTATE BROKERAGE

Real Estate Broker Pre-License Topics (75 hours)
This newly revised 75-hour real estate course meets the educational requirements for the new Illinois Real Estate Broker Licensing Examination for students who do not have a real estate license. Topics include license law, real property, agency, seller and buyer relationships, state and federal laws, marketing and advertising, market analysis and appraisal, financing, contracts, employment agreements, and career paths. Students must also complete the 15-hour Applied Principles course (total of 90 hours instruction) to take the state examination. Required books are not included in the course fee. Fee $450
67869 VOC TR 4062 SC
9:00 AM-4:30 PM Sat 1917 J. Bernbom Spring I
Jan 21st to Mar 24th

Real Estate Broker Pre-License Applied Principles (15 hours)
This 15-hour interactive course includes application of pre-license topics to the practice of real estate brokerage. The class includes situational and case studies, role playing, and demonstration of real estate activities. This 15-hour interactive course should be taken after completing the 75-hour Real Estate Broker Pre-License Topics course (total 90 hours is required to take the state exam). Required books are not included in the course fee. Fee $250
67873 VOC TR 4077 SD
9:00 AM-2:30 PM Sat 1917 J. Bernbom Spring II
Apr 14th to May 5th

Real Estate Broker Post-License Topics (15 hours)
This 15-hour real estate course meets the requirements for the new Illinois Real Estate Broker Licensing Examination for students who already have a real estate license. Topics include state license law, state and federal law, agency and real estate transactions. Students must also complete the 15-hour Applied Principles course (total of 30 hours instruction) to take the state examination. Required books are not included in the course fee. Fee $150
67874 VOC TR 4064 TC
5:30 PM-9:30 PM T L965 J. Bernbom Spring I
Jan 24th to Feb 14th

Real Estate Broker Post-License Applied Principles (15 hours)
This 15-hour interactive course includes application of post-license topics to the practice of real estate brokerage. The class includes situational and case studies, role playing, and demonstration of real estate activities. You must have an Illinois Real Estate Broker License to take this class. Students should complete the 15-hour Real Estate Broker Post-License Topics class before taking this class. Both classes (30 hours total) are required to take the state exam. Required books are not included in the course fee. Fee $250
68463 VOC TR 4078 TC
5:30 PM-9:30 PM T L965 J. Bernbom Spring I
Feb 21st to Mar 13th

NEED ENGLISH?

If you need more practice in English, check out these classes! They are designed with the intermediate or advanced ESL student in mind, but are open to anyone.

Writing with Confidence
Improve your writing in this class that is designed for intermediate to advanced ESL students. You will focus on the process of writing through in-class assignments and homework. You will practice methods of editing your writing and will learn the key questions for identifying problems at the sentence level, problems of organization, and grammar issues. The goal is to be able to write cohesive, idiomatic short essays.
6 to 8 p.m. Thursdays, Jan 19th to Mar 1st, $129

Grammar Express
Take a nuts-and-bolts look at the essentials of grammar and punctuation in this fun, interactive class. Topics that will be included are subject-verb agreement, tenses, run-on and fragmented sentences, and punctuation rules. This course can help improve your test scores and writing skills.
12:30 to 1:30 p.m. Mondays, Mar 19th to May 7th, $49

Take Control of Your Accent--Levels I and II
Learn to hear and produce English language sounds the way Americans do! This course for advanced ESL students will do wonders for your ability to understand others’ English and for their ability to understand yours! The instructor, who has 30 years of experience in advanced conversational ESL and accent coaching, will help you break bad pronunciation habits and use your new accent in everyday speech. Fee $179
Level I, 6 to 8:30 p.m. Wednesdays, Jan 18th to Feb 29th
Level II, 6 to 8:30 p.m. Wednesdays, Mar 21st to May 9th

TO REGISTER CALL (773) 907-4440
WEB DESIGN AND PRINT DESIGN

Introduction to Web Design
If you want to learn about web design, but don’t know where to begin, this one-evening, introductory class is for you. Whether you desire the skills to build a web site for yourself, or want to become a professional web designer, this class will explain the fundamentals of web design. The lecture will include an overview of web design and discussion of the vast potential of the web and key web vocabulary from CMS to WYSIWYG. In addition, the instructor will build a web page layout using Adobe Photoshop. This class is highly recommended for students registering for classes in web design. No text. Fee $29
68087 VOC TR 3121 TC
6:30 PM-9:30 PM T 3909 TBA Spring I
Jan 17th
68407 VOC TR 3121 TD
6:30 PM-9:30 PM T 3909 TBA Spring II
Mar 20th

Flash
Learn Adobe Flash CS5, which is an outstanding software tool for creating multimedia animation with vector graphics. This compact animation format has transformed the Web into a colorful, moving environment. Flash incorporates a drawing tool, an animation environment, and an authoring program. In this 7-week course you will explore the fundamentals of Flash and produce your own interactive compositions for the Web. Proficiency with Windows or Mac OS is required. Course fee includes a $20 lab fee. Prerequisite: This class is required for the Web Design certificate. Fee $369
68465 CE BSMT 0259 TB
6:30 PM-9:30 PM T 3909 TBA Spring II
Mar 27th to May 15th

Photoshop
Adobe Photoshop CS5 is the industry standard photographic manipulation program used by photographers, visual artists and graphic design professionals. It provides powerful tools for photo retouching, image resizing, collage, drawing, painting, text manipulation, page layout, and optimization for the web. This 7-week class focuses on creating bitmap graphics to be used in print, for web pages or imported into Flash to create complex web animation. Course fee includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. This class is required for the Web Design certificate. Fee $369
68466 CE BSMT 0260 RA
6:30 PM-9:30 PM Th 3909 TBA Spring II
Jan 19th to Mar 1st
68467 CE BSMT 0260 RB
6:30 PM-9:30 PM Th 3909 TBA Spring II
Mar 22nd to May 10th

HTML, XHTML and CSS
Learn HTML and CSS (Cascading Style Sheets), the fundamental languages used in website creation. While many applications generate XHTML and CSS (including Dreamweaver), knowing the underlying code is vital for any web designer. You will learn basic XHTML coding for links, images, headings, divs, lists, and CSS for selectors, including: IDs, classes, pseudo-classes and descendant selectors. You will also explore advanced topics including Absolute Positioning and HTML5, the latest version of web coding. By applying ready-made JavaScript, you will create a Web Photo Gallery, and will complete and post your own website online. Course includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. No computer beginners. This class is required for the Web Design certificate and is a prerequisite for Dreamweaver. Fee $369
68775 VOC TR 1139 MC
6:30 PM-9:30 PM M 3909 J. Samos Spring I
Jan 23rd to Mar 12th - No class Feb. 20.
68409 VOC TR 1139 WD
6:30 PM-9:30 PM W 3909 J. Samos Spring II
Mar 21st to May 9th - No class April 4.

WEB DESIGN PROGRAM
Using your creative skills and general computer knowledge (proficiency with Windows or Mac OS required), these courses will introduce you to the fascinating world of web design. Our courses cover the basics first, allowing you to fill in the gaps in your knowledge. As you progress, each integrated section builds on the previous sections to help you learn web design.

Your instructors are web-design professionals who will take you from the fundamentals of website design and creation through advanced imaging and page preparation using professional software tools for the Internet. Complete all five courses for a Web Design Certificate.

Note—This program is WIA approved.

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

Photoshop
Adobe Photoshop CS5 is the industry standard photographic manipulation program used by photographers, visual artists and graphic design professionals. It provides powerful tools for photo retouching, image resizing, collage, drawing, painting, text manipulation, page layout, and optimization for the web. This 7-week class focuses on creating bitmap graphics to be used in print, for web pages or imported into Flash to create complex web animation. Course fee includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. This class is required for the Web Design certificate. Fee $369
68465 CE BSMT 0259 TB
6:30 PM-9:30 PM T 3909 TBA Spring II
Mar 27th to May 15th

Illustrator
Adobe Illustrator CS5 is the powerful graphics program used by visual artists and graphic design professionals. It provides unique illustration tools for drawing, painting, text manipulation, page layout, tile design, and optimization for the Web. This 7-week class focuses on creating compact, vector graphics to be used in Web pages or exported to Flash to create complex Web animation. Course fee includes a $20 lab fee. Prerequisite: This class is required for the Web Design certificate. Fee $369
68466 CE BSMT 0260 RA
6:30 PM-9:30 PM Th 3909 TBA Spring II
Jan 19th to Mar 1st
68467 CE BSMT 0260 RB
6:30 PM-9:30 PM Th 3909 TBA Spring II
Mar 22nd to May 10th

HTML, XHTML and CSS
Learn HTML and CSS (Cascading Style Sheets), the fundamental languages used in website creation. While many applications generate XHTML and CSS (including Dreamweaver), knowing the underlying code is vital for any web designer. You will learn basic XHTML coding for links, images, headings, divs, lists, and CSS for selectors, including: IDs, classes, pseudo-classes and descendant selectors. You will also explore advanced topics including Absolute Positioning and HTML5, the latest version of web coding. By applying ready-made JavaScript, you will create a Web Photo Gallery, and will complete and post your own website online. Course includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. No computer beginners. This class is required for the Web Design certificate and is a prerequisite for Dreamweaver. Fee $369
68775 VOC TR 1139 MC
6:30 PM-9:30 PM M 3909 J. Samos Spring I
Jan 23rd to Mar 12th - No class Feb. 20.
68409 VOC TR 1139 WD
6:30 PM-9:30 PM W 3909 J. Samos Spring II
Mar 21st to May 9th - No class April 4.
Dreamweaver
Use Adobe Dreamweaver CS5 to quickly create web pages and web sites. You will use Dreamweaver’s tools for Cascading Style Sheets (CSS), Templates, Libraries, JavaScript Behaviors, image manipulation, Flash insertion, FTP and Forms development. Advanced topics include using Adobe SPRY (AJAX with XML), for drop-down menus, galleries, and easy-to-update page content. With emphasis on Dreamweaver’s table-less design and CSS tools, you will design, build and upload your own web site. Course fee includes a $20 lab fee. Prerequisite: This class is required for the Web Design certificate. Note: Students who have not taken HTML, XHTML and CSS at Truman must contact the instructor for permission to enroll (jsamos@ccc.edu). Fee $369
68410 VOC TR 3115 MD
6:30 PM-9:30 PM M 3909 J. Samos Spring II
Mar 19th to May 7th - No class April 2.

WEB DEVELOPMENT
Building and Designing a WordPress Website
WordPress is a free, open source tool you can use to create a beautiful website or blog without being an advanced coder or designer. With this incredibly powerful, flexible, and customizable software, you can create a data-driven site very quickly. You will learn the basics of WordPress and how to modify it to create your own web design or theme. You will learn about the WordPress structure, basic theme building, installing and using plugins, and using WordPress to build and edit web pages and blog posts. If you’re a web designer who would like to take your marketability to the next level or a graphic designer who does not want to get too far into coding, then this is the class for you! Basic knowledge of HTML, CSS and Photoshop are required. Fee $369
68468 VOC TR 2815 WC
6:30 PM-9:30 PM W 3184 R. Davis Spring I
Jan 18th to Mar 14th

MOBILE WEB APP DEVELOPMENT
Android App Development: Level I NEW!
Android is becoming the world’s foremost mobile smartphone platform. Now you can conceive and create Android apps for productivity, fun, and profit. Level I topics include application interoperability, toasts, widgets, input and output, text and lists, a brief introduction to Java programming, and Eclipse setup for Android development. You will learn to make simple Android apps that can be sold commercially or through the Android Marketplace. Prerequisite: Although this is a beginning level class, prior programming experience in an object-oriented language such as Java C++ ActionScript or JavaScript is highly recommended. You should have your own up-to-date laptop with a current operating system. Fee $349
68773 VOC TR 4091 RC
6:30 PM-9:30 PM Th L933 J. Samos Spring I
Jan 26th to Mar 8th

Android App Development: Level II NEW!
Advance your skills from Level I to include phone usage database and sequel-like camera web interoperability data retrieval sound speech recognition and mapping. Each student will produce more advanced Android apps and submit them to the Android Marketplace. Prerequisite: Students must have completed Android App Development: Level I or obtain instructor’s permission to take this course. You should have your own up-to-date laptop with a current operating system. Fee $349
68774 VOC TR 4092 RD
6:30 PM-9:30 PM Th L933 J. Samos Spring II
Mar 22nd to May 10th

Create Android Apps for Smartphones!
New Mobile Web Certification Series
Learn Android App Development in this three-part series that leads to a certificate of completion from Truman College!

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

Prior programming experience in an object-oriented language such as JavaC++ ActionScript of JavaScript is highly recommended.

TO REGISTER CALL (773) 907-4440
CAREER PLANNING

Resume Writing Workshop
Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn the advantages and disadvantages of different resume formats. Bring your resume for a personal evaluation. This workshop is for all occupations and levels. Fee $10
68168 PER TR 1244 SC
10:00 AM-12:00 PM Sat L915 K. Williams Spring I
Jan 28th
68776 PER TR 1244 SD
10:00 AM-12:00 PM Sat L915 K. Williams Spring II
Apr 14th

Interviewing Skills
Prepare for your next interview in this workshop where you'll become familiar with typical interview questions, explore the latest trends in interview styles, and determine the best approaches to handling your interview. Fee $10
68469 PER TR 1246 SC
12:30 PM-2:30 PM Sat L915 K. Williams Spring I
Jan 28th
68451 PER TR 1246 SD
12:30 PM-2:30 PM Sat L915 K. Williams Spring II
Apr 14th

Networking
Join us as we walk through ways to promote yourself through Networking and using LinkedIn.com. Used together, these tools provide a powerful way to create a name for yourself. Please bring a positive thing to share about your business, and bring your URL to post so we can get to know you better. Fee $10
68470 CE BSMT 0190 TA
12:45 PM-2:45 PM T L915 J. Yacovacci Spring I
Jan 17th to Feb 21st
68473 CE BSMT 0190 SB
10:00 AM-12:00 PM Sat L915 F. Murray Spring II
Mar 24th to May 5th - No class April 7.

LinkedIn Workshop
Discover the power of LinkedIn in this workshop, that will give you an overview of the leading, online professional networking tool. You will learn how to create an account, develop your professional profile, and connect with colleagues or former colleagues. Additionally, you will learn a tips on how to use LinkedIn to enhance your career/job search. Fee $10
68471 PER TR 2622 SC
12:30 PM-2:30 PM Sat L915 K. Williams Spring I
Feb 25th
68424 PER TR 2622 SD
12:30 PM-2:30 PM Sat L915 K. Williams Spring II
May 12th

TECHNOLOGY SKILLS

COMPUTER SKILLS

Keyboarding
Learn basic touch-typing skills with a focus on computer keyboarding. You will develop speed, efficiency, accuracy, and basic word-processing skills. Timed tests are required for accuracy and speed. Six sessions. Lab time included. Please bring a flash drive to class. Fee $69
68472 CE BSMT 0190 TA
12:45 PM-2:45 PM T L972 J. Yacovacci Spring I
Jan 21st to Mar 3rd
68413 VOC TR 1111 SD
1:30 PM-3:30 PM Sat L972 J. Yacovacci Spring II
Mar 24th to May 12th - No class April 7.

Computer Basics for Absolute Beginners
Conquer your fear of computers in this beginner’s class. You’ll learn how to boot up and shut down the computer, develop mouse skills, understand the use of media storage, files, folders, icons, software, Accessory programs, operating systems, and sizing and moving windows. You’ll also create an e-mail account and learn how to use and search the internet. A USB thumb drive of any size is required. Prerequisite: Students who do not have keyboarding skills should take Keyboarding I before taking this class. Fee $129
68474 VOC TR 1111 SC
1:30 PM-3:30 PM Sat L972 J. Yacovacci Spring I
Jan 21st to Mar 3rd
68413 VOC TR 1111 SD
1:30 PM-3:30 PM Sat L972 J. Yacovacci Spring II
Mar 24th to May 12th - No class April 7.

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

DON'T LET A GREAT CLASS GET CANCELLED! Sometimes we are forced to cancel classes due to low enrollment before the scheduled class day. Please contact us 5 days before a class start date to register to guarantee your class will run and you will have a space reserved.
Introduction to Computers for Seniors
Seniors age 55 and older can become computer savvy through this 8-week course. Learn the basics of using a personal computer, including Microsoft Word and the Internet. Learn to compose letters and e-mail, to make calendars, flyers, and much more! Must be age 55 or older and a Chicago resident. Advance registration is required. Call the Chicago Department of Senior Services at 312-746-6523 to register. The class fee of $35 (check or money order) must be mailed to the Dept. of Family and Support Services, 1615 W. Chicago Ave., 3rd Floor, Chicago, IL 60622, attn Francine Miller. Payment must be received 2 days before the class start date. Class size is limited. Fee: $35

Microsoft Word 2007
Expose yourself to this powerful word processing software through an exciting hands-on experience. Learn how to create, edit, and save documents; use the speller and thesaurus; construct tables and columns; prepare envelopes and labels; and choose fonts. Prerequisite: Completion of Computer Basics for Absolute Beginners or instructor approval required. Student should bring a flash drive to class. Fee $129
68427 CE BSMT 0193 MB
6:30 PM-8:30 PM M L935 N. Morales Spring II
Mar 19th to May 7th - No class April 2.

Microsoft Powerpoint
Make professional-quality presentations with Microsoft PowerPoint, a program that is widely used by 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. Fee $129
68513 CE BSMT 0197 WB
6:15 PM-8:15 PM W L935 J. Keaty Spring II
Mar 21st to May 9th

Microsoft Excel 2007
Learn the dominant spreadsheet program used by accountants, managers, and business owners today. You will learn how to construct a spreadsheet, calculate with formulas, set up the page, print, and chart. Prerequisite: Completion of Computer Basics for Absolute Beginners or instructor approval required. Student should bring a flash drive to class. Fee $129
68529 CE BSMT 0194 WB
3:45 PM-5:45 PM W L935 J. Keaty Spring II
Mar 21st to May 19th - No class April 4.

Mission Statement
We at Continuing Education strive to:
- Serve community needs by providing a wide range of affordable instruction in both short-term career programs and personal enrichment classes.
- Augment personal and professional skills of students to improve employment potential and marketability.
- Provide quality instruction for students who continue to reinvent themselves through the lifelong learning process.

Follow us on Facebook
See live Continuing Education classes on You Tube

To register call (773) 907-4440
TOEFL Preparation
The TOEFL® test is the most widely accepted English-language test in the world, and is accepted by more than 6000 colleges and universities. Prepare for the TOEFL® test in our extended 14-week class! You will study the main components of the exam, including Reading, Listening, Speaking, and Writing. Textbook is required. Fee $279
68416  PERT TR 0913 WC
6:00 PM-8:30 PM  W   L935  M. Gleason  Spring I
Jan 25th to May 2nd - No class April 4.

Creative Drawing
Learn the foundation for all artistic creations using pencil on paper. Students will explore the elements of art in ways that stimulate the imagination. This class is for beginners as well as those with experience. Bring a #4B drawing pencil and 18 x 24-inch drawing paper (not newsprint) to the first class. Fee $125
68541  PERT TR 7005 SC
11:30 AM-1:25 PM  Sat  212  P. Otto  Spring I
Jan 28th to Mar 10th
68546  PERT TR 7005 SD
11:30 AM-1:25 PM  Sat  212  P. Otto  Spring II
Mar 24th to May 12th - No class April 7.

Watercolor Painting
Discover the unique qualities of watercolor painting through experimental exercises. Learn to really see color, gain a working understanding of color theory, and develop your own personal style. Fee $125
68552  PERT TR 7003 SC
9:00 AM-11:25 AM  Sat  212  P. Otto  Spring I
Jan 28th to Mar 10th
68556  PERT TR 7003 SD
9:00 AM-11:25 AM  Sat  212  P. Otto  Spring II
Mar 24th to May 12th - No class April 7.

Follow us on Facebook
See live Continuing Education classes on You Tube

CPR
This 4-hour/1-day (Level C) course is designed for healthcare workers or anyone who is interested in obtaining this level of certification. The course will qualify you for the Basic CPR Certification through the American Heart Association. You must register in advance. We cannot permit registrations the day of the class. Fee $49
68583  VOC TR 6004 FC1
9:00 AM-1:00 PM  F  L956  H. Hardy  Spring I
Jan 27th
68589  VOC TR 6004 FC2
9:00 AM-1:00 PM  F  L956  H. Hardy  Spring II
Feb 24th
68433  VOC TR 6004 FD1
9:00 AM-1:00 AM  F  L956  H. Hardy  Spring II
Mar 30th
68591  VOC TR 6004 FD2
9:00 AM-1:00 PM  F  L956  H. Hardy  Spring II
May 4th

The Art of Upholstery
Do you have a piece of furniture you have been wanting to reupholster? Now is the time! Discover how furniture is made and learn the techniques of double welting and spring replacement in this hands-on course. For over 30 years, Javier Miranda has been teaching the art of upholstery. He will share his love for making an old piece of furniture look new. Fabric samples and nail selection will also be discussed. Bring your own small piece of furniture to the first class session (no sofas, please). A $20 materials fee will be collected in class. Fee $149
68594  PER TR 7018 WC
6:00 PM-9:00 PM  W  3901  J. Miranda  Spring I
Jan 18th to Mar 7th - No class Feb. 29.

Tigrinya (Eritrean)
Tigrinya is a Semitic language spoken by about 6 million people both in Eritrea and Ethiopia. As a beginning student you will learn to read, write, and speak by enhancing vocabulary and basic grammar, developing writing skills, reading short passages and understanding simple dictation. You will engage in group dialogue and will be introduced to Tigrinya newspapers, short stories, and audio and video scripts. Fee $129
68832  PER TR 4081 SC
10:00 AM-12:00 PM  Sat  L947  B. Kidane  Spring I
Jan 21st to Mar 3rd
68833  PER TR 4081 SD
10:00 AM-12:00 PM  Sat  L947  B. Kidane  Spring II
Mar 24th to May 12th - No class April 7.
Spanish I
As the official language of Spain and 19 Latin American nations, Spanish is spoken as a first language by about 330 million persons and as a second language by perhaps another 50 million. It is the native language of over 17 million people in the United States. In this course, you will learn how to read, write, understand, pronounce, and speak Spanish from a native speaker. Fee $129
68111 PER TR 7057 TC
6:00 PM-8:00 PM T LKVW H. Urena Spring I
Jan 17th to Feb 28th - Section TC meets at Lakeview Learning Center, 3310 N. Clark St, room 108L
68420 PER TR 7057 TD
6:00 PM-8:00 PM T LKVW H. Urena Spring II
Mar 20th to May 8th - No class April 3. Section TD meets at Lakeview Learning Center, 3310 N. Clark St, room 108L

French I
Learn French, the international language of diplomacy and commerce! French is spoken as a first language by more than 70 million people, chiefly in France, Belgium, Switzerland, former French and Belgian colonies in Africa, and Canada, and French still enjoys great prestige culturally. Fee $129
68608 PER TR 7060 TC
6:30 PM-8:30 PM T L915 J. Benslimane Spring I
Jan 17th to Feb 28th
68429 PER TR 7060 TD
6:30 PM-8:30 PM T L915 J. Benslimane Spring II
Mar 20th to May 8th - No class April 3.

Mandarin Chinese I
This fun and engaging course will introduce the absolute beginner to the Chinese language and culture. We will learn useful greetings, basic Chinese characters, and engage in simple conversations. Fee $129
68664 PER TR 2401 SC
1:00 PM-3:00 PM Sat LKVW J. Chang Spring I
Jan 21st to Mar 3rd - Section SC meets at Lakeview Learning Center, 3310 N. Clark St, room 110L

Mandarin Chinese II
For adults with a rudimentary background in Chinese language, this fun and engaging course will help beginning students become more proficient in basic Chinese conversation, reading, writing, and listening. We will focus on asking and answering simple questions, and making a brief self-introduction. Prerequisite: Mandarin Chinese I or approval of instructor. Fee $129
68665 PER TR 2119 SD
1:00 PM-3:00 PM Sat LKVW J. Chang Spring II
Apr 14th to May 26th - Section SD meets at Lakeview Learning Center, 3310 N. Clark St, room 110L

American Sign Language I
Learn American Sign Language from an experienced professional interpreter. You will learn basic skills for communicating with the deaf or hard of hearing, including the hand alphabet, gestures, and syntax. Prerequisite: Adults and students age 16 and over may register. Fee $149
68666 PER TR 9992 TC
6:00 PM-8:00 PM F TBA M. Mason Spring I
Jan 17th to Mar 2nd
68667 PER TR 9992 TD
6:00 PM-8:00 PM F TBA M. Mason Spring II
Mar 23rd to May 11th - No class April 6.

Take Control of Your Accent--Level I
Learn to hear and produce English language sounds the way Americans do! This course for advanced ESL students will do wonders for your ability to understand others' English and for their ability to understand yours! The instructor, who has 30 years of experience in advanced conversational ESL and accent coaching, will help you break bad pronunciation habits and use your new accent in everyday speech. Fee $179
68668 PER TR 1260 WC
6:00 PM-8:30 PM W 1925 G. Gold Spring I
Jan 18th to Feb 29th

Take Control of Your Accent--Level II
Continue to improve your physical and listening skills in this continuation class to "Take Control of Your Accent." You will also focus on the problem of habit, and will use more sophisticated exercises to develop more new skills in everyday speech. Prerequisite: This course is open only to students who have completed “Take Control of Your Accent--Level I.” Fee $179
68669 PER TR 3040 WD
6:00 PM-8:30 PM W 1925 G. Gold Spring II
Mar 21st to May 9th

MUSIC

Painless Piano (Ages 7 to adult)
Learn to play a simple melody in only 6 weeks! You will learn the piano keyboard, how to read music, and how to play simple compositions. Students will attend a 1-hour session according to age and skill level: Beginning Child (age 7 to 15), 11 a.m.; Advanced Child, 12 p.m.; Beginning Adult, 1 p.m.; and Advanced Adult, 10 a.m. Fee $69
68167 FAM TR 1521 SC
10:00 AM-2:00 PM Sat 3423 S. LeVon Spring I
Jan 21st to Feb 25th
68449 FAM TR 1521 SD
10:00 AM-2:00 PM Sat 3423 S. LeVon Spring II
Mar 24th to May 7th - No class April 7.
**PERSONAL FINANCE**

**To Your Credit**
Learn how to read a credit report and how to build and repair your credit history in this free workshop. You will learn why credit is important, how to order a copy of your credit report, how to recognize and correct errors, and how to guard against identity theft. This course is part of the Wealth Fitness for Adults program sponsored by the Office of the City Treasurer. Fee: Free
68778 PER TR 4094 WC
6:00 PM-8:00 PM  W  L915  R. Bole  Spring I
Jan 25th

**Keep It Safe**
Understand how to protect your rights as a consumer and how to be financially prepared if a disaster strikes. You will learn how federal deposit insurance protects deposits, how insurance can help you manage risks, and how to be financially prepared for disasters. You’ll also learn how to plan for unexpected death or disability and how to guard against identity theft. This course is part of the Wealth Fitness for Adults program sponsored by the Office of the City Treasurer. Fee: Free
68779 PER TR 4095 WD
6:00 PM-8:00 PM  W  L915  R. Bole  Spring II
Apr 18th

**PHOTOGRAPHY**

**Beginning Photography: Digital and 35mm Cameras**
Learn the principles of photography with your digital or traditional 35mm camera. You will learn about lens apertures, shutter speeds, light meter, film or ISO speeds, white balance, histograms and how to use them, lenses, flash, composition, depth-of-field, digital storage cards, and much more. You will also learn to create great images using different techniques like panning, painting with light, night photography, flash photography and others. The instructor, Ignacio Alvarez, is a commercial photographer and manager of Custom Images Photography. Prerequisite: Bring either a working 35mm or digital camera with manual exposure controls. Check the batteries. Fee $119
68670 PER TR 7050 SC
9:00 AM-11:30 AM  Sat  L951  I. Alvarez  Spring I
Jan 21st to Mar 3rd

**Intermediate Photography: Digital and 35mm**
Expand your photography skills in this continuation course for students who have already taken Basic 35mm Photography and are comfortable with their cameras. You will learn all the advanced settings on the camera, freeing you to create great images. You will also learn how to 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, enlarge and present photos, and much, much more. You will also be introduced to professional lighting techniques. We will create photographs during class. Ignacio Alvarez is a commercial photographer and manager of Custom Images Photography. Prerequisite: Successful completion of Beginning Photography and a 35mm digital or film camera with a working flash. Fee $119
68672 PER TR 7054 SC
11:35 AM-2:00 PM  Sat  L951  I. Alvarez  Spring I
Jan 21st to Mar 3rd

**Basic Darkroom Photography**
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 photograms, make 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 to 8 p.m. Prerequisite: You must be familiar with and have access to a working 35-mm camera (not disposable) with manual exposure controls. If you are not familiar with using a 35-mm camera, the Beginning Photography course is highly recommended. Fee $119
68674 FAM TR 7055 WC
8:05 PM-10:00 PM  W  3928  J. Wessels  Spring I
Jan 18th to Feb 29th

**Advanced Darkroom Photography**
Refine and expand your photography and darkroom craft by learning classical printing, handcoloring, toning, and portfolio building. Alternative processes such as solarization, black and white infrared film, liquid emulsion, or Polaroid transfers may be included in alternating terms. Intermediate students work on special assignments. Advanced students work on individual projects with assistance from the instructor. Lab hours are from 6 to 7 p.m. This course is for intermediate and advanced students only. Prerequisite: Completion of Basic Darkroom Photography or instructor approval is required. You must be familiar with and have access to a working 35-mm camera (not disposable) with manual exposure controls. Fee $119
68676 PER TR 7053 WD
8:05 PM-10:00 PM  W  3928  J. Wessels  Spring II
Mar 21st to May 9th
TRUMAN TUNE-UP

Writing with Confidence
Improve your writing in this class that is designed for intermediate to advanced ESL students. You will focus on the process of writing through in-class assignments and homework. You will practice methods of editing your writing and will learn the key questions for identifying problems at the sentence level, problems of organization, and grammar issues. The goal is to be able to write cohesive, idiomatic short essays. Fee $129
68677 PER TR 2632 RC
6:00 PM-8:00 PM Th L965 R. Wolfram Spring I
Jan 19th to Mar 1st

Grammar Express
Take a nuts-and-bolts look at the essentials of grammar and punctuation in this fun, interactive class. Topics that will be included are subject-verb agreement, tenses, run-on and fragmented sentences, and punctuation rules. This course can help improve your test scores and writing skills. Fee $49
68678 PER TR 3422 MD
12:30 PM-1:30 PM M 1907 S. Hertzberg Spring II
Mar 19th to May 7th - No class April 2.

Take Control of Your Accent--Level I
Learn to hear and produce English language sounds the way Americans do! This course for advanced ESL students will do wonders for your ability to understand others’ English and for their ability to understand yours! The instructor, who has 30 years of experience in advanced conversational ESL and accent coaching, will help you break bad pronunciation habits and use your new accent in everyday speech. Fee $179
68668 PER TR 1260 WC
6:00 PM-8:30 PM W 1925 G. Gold Spring I
Jan 18th to Feb 29th

Take Control of Your Accent--Level II
Continue to improve your physical and listening skills in this continuation class to “Take Control of Your Accent.” You will also focus on the problem of habit, and will use more sophisticated exercises to develop more new skills in everyday speech. Prerequisite: This course is open only to students who have completed “Take Control of Your Accent--Level I.” Fee $179
68669 PER TR 3040 WD
6:00 PM-8:30 PM W 1925 G. Gold Spring II
Mar 21st to May 9th

Fear No Math Workshop: Part I
Boost your confidence in the math component of the Truman College COMPASS test. This two-hour workshop reviews basic mathematical concepts including operations with integers, fractions, decimals, percentages, ratios, proportions, exponents, order of operations, and basic word problems. Fee $10
68884 PER TR 1266 SC
10:00 AM-12:00 PM S L925 Spring I
Jan 7th
68937 PER TR 1266 SC1
2:00 PM-4:00 PM S L925 Spring I
Jan 7th
68939 PER TR 1266 SC2
10:00 AM-12:00 PM S L925 Spring I
Jan 14th
68943 PER TR 1266 SC3
10:00 AM-12:00 PM S L925 Spring I
Jan 14th
68946 PER TR 1266 SC4
2:00 PM-4:00 PM S L925 Spring I
Jan 14th
68950 PER TR 1266 SC5
2:00 PM-4:00 PM S L925 Spring I
Jan 14th
68679 PER TR 1266 WC
6:30 PM-8:30 PM W L925 Spring I
Jan 18th
68826 PER TR 1266 RC
6:30 PM-8:30 PM Th Feb 16th
68680 PER TR 1266 WD
6:30 PM-8:30 PM W Mar 21st
68885 PER TR 1266 SD
10:00 AM-12:00 PM S L925 Spring II
Apr 21st
68827 PER TR 1266 RD
6:30 PM-8:30 PM Th Apr 26th

Fear No Math Workshop: Part II
For those who have basic math skills, this workshop is a math “tune up” for reviewing the fundamentals of basic algebra and geometry. Variables, algebraic expressions, equations, factoring and inequalities, co-ordinate planes, angles, perimeters, areas, volumes, and related word problems will be addressed. Fee $10
68828 PER TR 2633 WC
6:30 PM-8:30 PM W L925 Spring I
Jan 25th
68829 PER TR 2633 RC
6:30 PM-8:30 PM Th Feb 23rd
68830 PER TR 2633 WD
6:30 PM-8:30 PM W L925 Spring II
Mar 28th

TO REGISTER CALL (773) 907-4440
Fear No Math Workshop: Part II (continued)
For those who have basic math skills, this workshop is a math “tune up” for reviewing the fundamentals of basic algebra and geometry. Variables, algebraic expressions, equations, factoring and inequalities, co-ordinate planes, angles, perimeters, areas, volumes, and related word problems will be addressed. Fee $10

68887 PER TR 2633 SD
10:00 AM-12:00 PM S L925 TBA Spring II
Apr 28th
6:30 PM-8:30 PM Th L925 TBA Spring II
May 3rd

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

68114 PER TR 8027 MC
8:45 PM-9:45 PM M 1955 N. Viray Spring I
Jan 23rd to Mar 5th
68422 PER TR 8027 MD
8:45 PM-9:45 PM M 1955 N. Viray Spring II
Mar 19th to Apr 30th - No class April 2.

Best of Party Line Dancing, East-Coast Swing, and American-Style Ballroom
Singles and couples—have a blast at any social dance function! Have fun learning easy to lead and easy to follow movements for American-Style dances (Tango, Waltz, Ballad/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 Macarena to relax and loosen your body. A partner is not necessary. Fee $50

68682 PER TR 8028 MC
6:25 PM-7:25 PM M 1955 N. Viray Spring I
Jan 23rd to Mar 5th
68683 PER TR 8028 MD
6:25 PM-7:25 PM M 1955 N. Viray Spring II
Mar 19th to Apr 30th - No class April 2.

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

68114 PER TR 8026 MC
7:35 PM-8:35 PM M 1955 N. Viray Spring I
Jan 23rd to Mar 5th
68422 PER TR 8026 MD
7:35 PM-8:35 PM M 1955 N. Viray Spring II
Mar 19th to Apr 30th - No class April 2.

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

68123 FAM TR 1500 SC
9:00 AM-1:55 PM Sat 1955 J. Rodriguez Spring I
Jan 21st to Mar 17th
68436 FAM TR 1500 SD
9:00 AM-1:55 PM Sat 1955 J. Rodriguez Spring II
Mar 24th to May 26th - No class April 7.
Beginning Hatha Yoga
Learn relaxation techniques while you increase your energy and improve your mental and physical health. This class is designed for beginners. When physical, psychological, and spiritual health result in harmony, your family, friends, and work all benefit. You will learn Yoga postures that can be done by nearly everyone, with simple introductions to breathing techniques and basic meditation. Exercise mats are provided, and you may purchase a mat for $10. Wear comfortable clothing. Fee $60
68115 PER TR 6012 RC
5:15 PM-6:30 PM  Th  1955 B. Shiel  Spring I
Jan 19th to Mar 1st
68423 PER TR 6012 RD
5:15 PM-6:30 PM  Th  1955 B. Shiel  Spring II
Mar 22nd to May 10th - No class April 5.

Other Class Locations
Lakeview Classes

Spanish I
In this course, you will learn how to read, write, understand, pronounce, and speak Spanish from a native speaker. Fee $129
68111 PER TR 7057 TC
6:00 PM-8:00 PM  T  LKVW H. Urena  Spring I
Jan 17th to Feb 28th - Section TC meets at Lakeview Learning Center, 3310 N. Clark St, room 108L
68420 PER TR 7057 TD
6:00 PM-8:00 PM  T  LKVW H. Urena  Spring II
Mar 20th to May 8th - No class April 3. Section TD meets at Lakeview Learning Center, 3310 N. Clark St, room 108L

Mandarin Chinese I
This fun and engaging course will introduce the absolute beginner to the Chinese language and culture. We will learn useful greetings, basic Chinese characters, and engage in simple conversations. Fee $129
68664 PER TR 2401 SC
1:00 PM-3:00 PM  Sat  LKVW J. Chang  Spring I
Jan 21st to Mar 3rd - Section SC meets at Lakeview Learning Center, 3310 N. Clark St, room 110L

Mandarin Chinese II
For adults with a rudimentary background in Chinese language, this fun and engaging course will help beginning students become more proficient in basic Chinese conversation, reading, writing, and listening. We will focus on asking and answering simple questions, and making a brief self-introduction. Prerequisite: Mandarin Chinese I or approval of instructor. Fee $129
68665 PER TR 2119 SD
1:00 PM-3:00 PM  Sat  LKVW J. Chang  Spring II
Apr 14th to May 26th - Section SD meets at Lakeview Learning Center, 3310 N. Clark St, room 110L

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

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

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

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

Our assessment directs us
• to provide valid and reliable means of measuring and refining the effectiveness of our teaching to enhance student learning.
Go online for 24/7 learning!

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Summer 2012 deadline for program and course proposals is approaching. Submit your course concept to nkramer@ccc.edu.

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**HOW TO REGISTER FOR CONTINUING EDUCATION**

**REGISTER ONLINE**

NEW STUDENTS
1. Complete the online application. The application can be accessed from any computer with internet access. Click Start Here on the Continuing Education page, www.trumancollege.edu/conted. After you have completed the application, you will receive a reference number. If you do not have access to a computer, you can apply at Room 1442.
2. Complete your registration and make your payment.
   - To register by phone, call 773-907-4440. A Visa, MasterCard, or American Express card is required for phone registration.
   - To register in person, come to Room 1442. You may pay with check, cash, money order, or credit card at the Business Office.

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

REGISTER BY PHONE
Call (773) 907-4440 to register by phone. A Visa, MasterCard, or American Express is required. First-time students must complete the online application before registering. The application is found on the Truman College website, www.trumancollege.edu/conted; click Start Here.

REGISTER IN PERSON
Register at the Truman College Continuing Education office, Room 1442. Monday to Thursday, 10 am-7 pm, Friday, 10 to 4 pm, and Saturday, 9 am to 1 pm. You may be asked for a photo ID. You may pay with cash, check, money order, Visa, Master Card, or American Express.

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

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

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

A note about fee payments... You are responsible for all class fees unless you officially withdraw before classes begin. If payment is not received, you will not be automatically dropped and you will be responsible for the fees, even if you did not attend the class.
TRUMAN COLLEGE
1145 West Wilson Avenue
Main entrance is half a block west of the intersection of Wilson and Broadway and the Wilson Red Line EL stop.

Parking is available in the new parking facility accessible just west of the main building off Wilson Ave.

LAKEVIEW LEARNING CENTER
3310 North Clark Street
Entrance is 1.5 blocks north-east of the Belmont EL stop (Red and Brown lines.)

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

OFFICE OF CONTINUING EDUCATION
Room 1442
Phone: 773-907-4440

OFFICE HOURS
Monday - Thursday
10:00 a.m. - 7:00 p.m.
Friday
10:00 a.m. - 4:00 p.m.
Saturday
9:00 a.m. - 1:30 p.m.