



CONTINUING EDUCATION *Summer* 2012



CITY COLLEGES of CHICAGO

Malcolm X

Education that Works

JUNE 4, 2012 TO AUGUST 11, 2012

REGISTER TODAY

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

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Message From the Dean

Welcome to the 2011/2012 academic school year. The Continuing Education department offers many career training, personal enrichment and skill building classes to fit your needs and interests. If you do not see what you are looking for, feel free to let us know. We are always seeking new courses that will broaden your horizons. There is no better time than now to start improving yourself or learn a new hobby.

Discover the possibilities. Register for a Continuing Education course at Malcolm X College today.

Aaron Wissmann

Interim Dean of Continuing Education

City College of Chicago— Malcolm X College
Rm. 2228

Continuing Education Department Contact Information

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Business & Finance

Property Management

The Community Investment Corporation's **Taft West** will instruct current and/or future apartment owners on leasing strategies, maintenance, eviction, ordinances, fair housing, real estate tax appeals and Section 8 vouchers.

07/23—07/26 M/Tu/W/Th 6:00 p.m.— 9:00 p.m.
Room: TBD \$*

*Payment will go directly to the Community Investment Corporation (CIC) and not to Malcolm X College.

*Call (312) 258-0070 x214 for further information on the class.

A to Z Grant Writing

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc/

Writing Effective Grant Proposals

In this course, you'll learn how to become fully familiar with the institution or project for which you are requesting support. You'll get valuable guidance in preparing a background statement and a brief financial statement to support your request. You'll also research some charitable foundation and corporate giving sources.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc/

Start Your Own Small Business

Learn how to take your dream of starting a business and put it into action. In this class, you'll learn everything you need to know about starting a business. You'll begin by discovering the tricks to picking the right opportunity for you. Next, you'll learn how to develop proven marketing techniques to easily build sales. Since every business needs money, we'll discuss traditional and nontraditional financing options. Finally, you'll learn easy-to-implement employee-management procedures and how to write business policies that help you build your business.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc/

Resume Writing Workshop

By the end of this workshop, participants will understand the purpose of a resume and receive writing tips to improve their current resume or develop a resume for the first time.

Participants should bring a flash drive to save their work.

07/10 Tu 5:00 p.m.—6:30 p.m.
07/17 Tu 5:00 p.m.—6:30 p.m.
Room TBD FREE

Job interview Skills Workshop

By the end of this workshop, participants will understand the purpose of the interview and how to best prepare for the job interview. This workshop is interactive and a demonstration of a mock interview will be critiqued by the participants.

07/24 Tu 5:00 p.m.—6:30 p.m.
07/31 Tu 5:00 p.m.—6:30 p.m.
Room TBD FREE

Home Buyers Seminar

This is a FREE seminar offered by Bethel New Life's Family Economic Success. Get expert advice from a credit counselor, realtor, mortgage lender, real estate attorney, and a home inspector. Call for further information (773) 826-8121.

06/16 Sa 9:30 a.m.— 4:00 p.m.
07/21 Sa 9:30 a.m.— 4:00 p.m.
08/18 Sa 9:30 a.m.— 4:00 p.m.
Room TBD FREE

Wealth Fitness Workshops

Bank on it

By the end of this workshop, participants will understand available banking services and how to build a positive relationship with a financial institution.

07/17 Tu 6:00 p.m.—8:00 p.m.
Room TBD FREE

Money Matters

By the end of this workshop, participants will understand how to manage money by preparing a personal spending plan and identify ways to decrease spending and increase income.

07/31 Tu 6:00 p.m.—8:00 p.m.
Room TBD FREE

Registration and Tuition Information

DON'T BE DISAPPOINTED!

ENROLL EARLY!

Since many courses fill early, ensure a seat in the courses you want by registering as soon as possible. Also, some courses may be canceled if enrollment is low. **Registration ends three business days before class begins unless alternative arrangements are made.**

Tuition and Fees

Courses Numbered FAM MX, PER MX, and VOC MX

The tuition for these Special Interest courses are listed in the Course Schedule. There are no additional registration fees for these courses and no additional fees for out-of-district or out-of-state students.

Courses Numbered CE 014

The tuition for Continuing Education classes beginning with numbers CE014 is \$89 per hour plus an additional \$30 registration fee. Applicable lab fees will be applied as indicated in the course description.

Out-of-District Students

The tuition for out-of-district residents for classes beginning with CE014 is \$84.56 per hour plus \$89 per hour fee and the \$30 registration fee. This additional charge may be waived for persons who are employed full-time in the city.

Out-of-State Students

The tuition for out-of-state residents for classes beginning with CE014 is \$141.35 per hour plus the \$89 per hour fee and the \$30 registration fee.

Ed2Go

The tuition for the online Education 2 Go courses varies and is available on the Ed2Go Web site.

Transportation and Parking

Parking is FREE for all registered students and visitors. Students must register their vehicle with the security office to receive a parking permit.

MXC is also accessible via public transportation. The 126 Jackson and 50 Damen bus lines both have stops at MXC. Additionally, students and visitors can get off at the Blue Line – Medical Center stop and walk across the street.

Acceptable Forms of Payment

All forms of payment are accepted at Main Campus, including cash, money orders, personal checks, Visa or MasterCard.

Cancellations

You will receive a full refund if the college cancels a course. **Please register early to prevent cancellations!** Courses with insufficient enrollment will be cancelled approximately three days before the course begins. We will contact you by phone if your class is cancelled.

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 in room 2224. NOTE: You must officially withdraw from a class even if you do not attend.

- 100% refund for withdrawal before the first class meeting;
- 100% refund for cancelled classes;
- No refund after the first class meeting.

Testing Information

Students pursuing the Nursing Assistant program may need to take the reading comprehension placement test. Students will need to come into room 2224 to determine if they need to take the test. If a student needs to take the test, they will need a testing waiver (received in room 2224) and their State ID, drivers license, or another approved form of identification. Placement testing is conducted in room 1109 during the following hours:

Monday-Wednesday: 8:30 a.m. — 3:00 p.m.

Thursday: 8:30 a.m. – 5:00 p.m.

Friday: 8:30 a.m. – 2:00 p.m.

Careers in Health & Safety

CE014 Course

Basic Nursing Assistant Program (B.N.A.)

This Basic Nursing Assistant program is an eight-week program (140 hours in the classroom). Basic principles and procedures of patient care are obtained through lecture and laboratory on campus and supervised clinical experiences at an offsite health-care facility.

The program prepares students to give personal care to patients by helping them meet basic human needs. The nurse assistant works under the supervision of a registered nurse and/or licensed practical nurse.

B.N.A. is approved by the Illinois Department of Public Health for Nurse Assistant Certificate. Graduates of the program must successfully pass a state-approved competency exam to be eligible for employment in nursing homes and long-term care agencies.

Special Admission Requirements:

- Attain an acceptable score on the reading section of the COMPASS test;
- Speak and understand the English language;
- Attend an information session;
- Sign a disclosure and authorization approval form for a fingerprint and background check (additional fees apply);
- Have a valid Social Security card;
- Attend a mandatory orientation session held one week prior to the start of class (evening classes will have their orientation on the first day of class);
- Updated physical examination within a year.

Program Costs and Fees: (In-District fees)

- Tuition & Registration Fee: \$920*
 - State Criminal Background: \$28 (to Accurate Biometrics)
 - State Competency Fee: \$60 (to SIU)
- Total Program Cost*: \$1008

*Total does not include uniforms, book, or medical equipment.

The Basic Nursing Assistant program is a Workforce Investment Act (W.I.A.) approved program. For more information on W.I.A. go to page 4 for more information. It is not eligible for financial aid.

Class Schedule and Graduation Requirement

Day Classes:	Room	WSLC		
MT:	05/14—07/12		M/Tu	9:00 a.m.— 3:30 p.m.
Clinical:	05/17—07/12		Th	7:00 a.m.— 3:30 p.m.
Evening Classes:	Room	WSLC		
X:	05/21—07/12		M/Tu/Th	4:30 p.m.— 8:45 p.m.
Clinical:	05/26—07/12		Sa	7:00 a.m.— 3:30 p.m.

In order for you to graduate you must fulfill the following:

- Attend all classes and clinical rotations;
- Successfully complete all classroom and clinical components of the program;
- Pass all clinical procedures and final examination.

For more information or to register for the program please contact the B.N.A. Coordinator, Jackie Smith, at (312) 850-7348 or by email at jsmith01@ccc.edu.

HIPAA Compliance

Are you a health care professional or considering a career in the health care industry? If the answer yes, then it's mandatory that you understand the requirements of HIPAA, ARRA, AND HITECH compliance. This groundbreaking legislation requires all health care professionals to take careful steps to protect private information. But what exactly does HIPAA, ARRA, and HITECH require?

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc/

Computerized Medical Coding and Billing

With the increasing need of qualified billers and coders, we offer the courses necessary for you to be prepared for the Certified Coding Associate National Certification Exam. Medical Coders maintain patients' records using the universally recognized ICD-9 Index coding system. Medical billing is a coding specialty, but we recommend being licensed in both because the annual salary of a coder is, on average, approximately 30% higher than that of a biller. The following seven courses make up the entire certification program. All courses in the CMBD program adhere to the tuition for courses numbered CE 014.

Careers in Health & Safety.

Medical Terminology of Healthcare Professionals

Medical terminology is the universal language of the healthcare profession and is used in direct patient care and support services. Our instructor will focus on proper pronunciation, usage, and spelling of medical terms that are required for certification.

06/05—07/31* Tu 5:30 p.m.— 8:30 p.m.

Room: 2539 \$210*

*In-district tuition and does not include the book, The Language of Medicine, 8th Edition, which is available in the bookstore or online.

Anatomy and Physiology

Our instructor will cover basic anatomy, physiology, pathology and most common diagnostic tests to build a foundation to your health career future.

Course offered Fall 2012.

Fundamentals of Medical Billing and Coding*

In this class, you will gain an overall view of the medical billing and coding field and its processes. Our instructor will introduce you to CPT coding and symbols and you will learn about HIPPA, the use of CMS1500 and UB04 forms, the anatomy and systems that apply to CPT coding, radiology/oncology pathology, and the medicine and Level II National Codes (HCPCS).

Course offered Fall 2012.

Advance Medical Coding and Billing*

This hands-on course provides an understanding of ICD-9CM codes, how to use the manual and references correctly and how to link the proper CPT codes. Our instructor will also help you learn how to complete CMS1500, DPA2360 and HCPCS forms.

Course offered Spring 2013.

Commercial & Government Billing & Insurance*

Our instructor will teach you how to read and explain insurance benefits, CMS1500 forms, patient registration, and how to identify Medicare, HMO, PPO and MCOs, claims, billing, commercial and government insurance, and processing the UB04 form.

Course offered Spring 2013.

Computers in 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.

Course offered Spring 2013.

Computerized Medical Billing and Coding*

Get hands-on practice on Medisoft, the country's most popular health care billing software. Our instructor teaches how to complete inpatient information and scheduling, and the billing and electronic filing features of Medisoft through computer simulations.

Course offered Spring 2013.

C.P.R. (American Heart Association)

You will learn and be trained to pass the American Heart Association's cardiopulmonary resuscitation (C.P.R.) exam. Direct questions to (312) 850-7410 or (312) 850-7124.

06/30 Sa 9:30 a.m.— 2:30 p.m.*

07/28 Sa 9:30 a.m.— 2:30 p.m.*

08/25 Sa 9:30 a.m.— 2:30 p.m.*

Room: TBD \$45**

*Students must arrive on time and attend entire class in order to receive card. No students will be allowed in after 9:30 a.m.

**Material and completion card are an additional \$5 and does not include the book, Basic Life Support for Health Care Providers which is available in the bookstore or online. Keep your records to verify payment and you will receive your CPR card from AHA upon completion.

C.P.R. (American Heart Association) En Espanol

Usted aprenderá y será entrenado para pasar el examen de la resucitación cardiopulmonar (CPR) de la Asociación Americana del Corazón mejor conocida como "American Heart Association". (312) 850-7136.

07/14 Sa 9:30 a.m.— 2:30 p.m.*

Room: TBD \$45**

*Los estudiantes deberán llegar a tiempo y completar las horas requeridas en el entrenamiento para poder recibir su tarjeta. Ningún estudiante será permitido después de haber comenzado la clase (9:30am) sin excepción de persona

**La tarjeta (CPR) tiene un costo adicional de \$5 el cual deberá pagar al instructor el mismo día del entrenamiento. El libro no está incluido: "Apoyo de Vida Básica para Proveedores de Asistencia Médica" mejor conocido en inglés como: Basic Life Support for Health Care Providers lo cual puede conseguirlo en librerías o vía la red (online). Guarde su recibo de pago que recibirá cuando se inscriba en la clase como verificación para poder recibir su tarjeta al completar su entrenamiento.

Food Service Sanitation Certification

Prepare yourself to be certified or recertified by the City of Chicago and the State of Illinois in Food Service Sanitation, including training and certifying food vendors for outdoor festivals. **Daria Kulczyk** will emphasize food protection through sanitation training. Successful completion of the course's qualifying exam prepares you for the city certification exam.

06/12—07/31 Tu 6:00 p.m.— 9:00 p.m.

Room: TBD \$150*

*** No Class on July 3rd

*Students must attend all classes to fulfill the number of contact hours and testing requirements.

**Exam fee and the book, Essentials of Serving Safe Food (available in the bookstore or online) are not included.

Get Your Classes Paid Through the Workforce Investment Act (W.I.A.)

- Certified Nursing Assistant (C.N.A.)

For more information and to apply for W.I.A visit one of the workforce centers.

- Northside (773) 334-4747
- Pilsen (312) 243-5100
- Garfield (773) 722-3885
- Mid-South (773) 538-5627
- Southwest (773) 884-7000

Personal Fitness Trainer: Certification Prep

You will learn theoretical knowledge and practical skills to prepare for the American Council on Exercise national certification exam in personal training. Instructor **Roy Walker, III** will cover guidelines for instructing safe, effective, and purposeful exercises, conducting health and fitness assessments, and designing and implementing appropriate exercise programs.

***Call for class dates and times. \$309**

***Does not include the books, ACE Personal Trainer Manual, 3rd edition, and ACE Personal Trainer Master the Manual Workbook, which are available in the bookstore or online.

Substance Abuse Counseling

Instructor **Roland Grant** will educate you on alcohol and substance abuse. Students can either earn 24 CEUs or use the education hours to apply for certification as an alcohol or drug substance abuse counselor.

06/02—07/14 Sa 9:00 a.m.— 12:30 p.m.

Room: TBD

05/30—07/18 W 5:00 p.m.— 8:00 p.m.

Room: TBD \$125

*** No class July 4th

Security Officer Training

The following security officer training classes and training sessions are taught at the West Side Learning Center. Individual classes are listed below with their course numbers.

Unarmed Security

This 20-hour basic training is an introduction to public security and basic patrol tactics.

\$204*

*Application fee for the PERC card is not included.

Armed Security

This 20-hour basic and firearm training covers criminal law for police industrial patrol tactics. Must have a valid PERC.

\$204*

*Range fee is not included but payable at the range.

Armed Security

This 40-hour training covers all classes offered in both the unarmed and armed trainings.

\$378

Introduction to Public Security

Instructed by **Earl Key**.

07/09-07/12 M/Tu/W/Th 6:00 p.m.— 9:30 p.m.

Basic Patrol Tactics

Instructed by **Earl Key**.

07/16—07/19 M/Tu/W/Th 6:00 p.m.— 9:30 p.m.

Criminal Law for the Police

Instructed by **Earl Key**.

07/23—07/26 M/Tu/W/Th 6:00 p.m.— 9:30 p.m.

Industrial Patrol Tactics

Instructed by **Earl Key**.

07/30—08/02 M/Tu/W/Th 6:00 p.m.— 9:30 p.m.

EMT-B Refresher

This 24 hour EMT-B Refresher Training session is designed to ensure individual competency for the practicing EMT-B and is intended for the licensed EMT-B

04/14—04/28 Sa 9:00 a.m.— 5:00p.m.

Room: TBD \$135

Dance, Music & Arts

Chinese Traditional & Folk Dance

A fusion of body training and flexibility with graceful and rhythmic movements come together in Chinese dance.

International performer **Quiyue Jin Wong** will instruct you in this dance class.

For Adults

05/08—06/26 T 7:00 p.m.— 9:00 p.m.

05/09—06/27 W 7:00 p.m.— 9:00 p.m.

Room: 0501 \$80

For Children Basic

05/11—06/29 F 5:30 p.m.— 6:30 p.m.

Room: 0501 \$50

For Children Intermediate

05/09—06/27 W 7:00 p.m.— 9:00 p.m.

Room: TBD \$80

Beginning Sewing

We offer sewing classes for the beginner and the more advanced student. **Francine Davis** will teach the basics of working with patterns and fabrics, as well as how to properly operate a sewing machine. Call for a list of supplies. Bring your own machine.

05/31—07/12 Th 6:30 p.m.— 8:30 p.m.

Room: TBD \$89

Advanced Sewing

Francine Davis will continue to teach the proper method of working with patterns and fabrics, as well as how to properly operate a sewing machine. Call for a list of supplies. Bring your own machine.

Offered Fall 2012

Making Movies with Windows XP

If you have Windows XP, you already have Microsoft Movie Maker, the program that makes creating professional-quality movies fun and easy. In this six week course, you'll learn to edit out the not-so-good content, and organize the good content into great, entertaining movies. You'll learn how to add titles and credits to movies just like the pros.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc

Stepping: Basic Techniques

People are stepping all over Chicago and **Rose Lewis** and **J. Calvin** will teach you basic techniques. Learn to start, work with a partner, turn, return, and stop.

05/12—06/16 Sa 10:00 a.m.—12:00 p.m.

06/23—07/28 Sa 10:00 a.m.—12:00 p.m.

08/04—09/08 Sa 10:00 a.m.—12:00 p.m.

Room: TBD \$50

Stepping: Advanced Techniques*

Continue on with **Rose Lewis** and **J. Calvin** as you learn more advanced techniques.

05/12—06/16 Sa 12:30 p.m.—2:30 p.m.

06/23—07/28 Sa 12:30 p.m.—2:30 p.m.

08/04—09/08 Sa 12:30 p.m.—2:30 p.m.

*Prerequisite to take this course: Intermediate Techniques or permission from the instructor.

Stepping: Practice Class*

After you have completed one or more technique classes, take time to perfect the art with **Rose Lewis** and **J. Calvin**.

05/12—06/16 Sa 3:00 p.m.—5:00 p.m.

06/23—07/28 Sa 3:00 p.m.—5:00 p.m.

08/04—09/08 Sa 3:00 p.m.—5:00 p.m.

Room: TBD \$50

*Prerequisite to take this course: A techniques class or permission from the instructor.

Beginning Ballet: Adults

In this introduction to ballet, instructor **Vershawn Sanders** will incorporate basic terminology with the positions of the feet, hands and body. Additional instruction will focus on body placement, flexibility, balance, alignment, strength and technique are achieved through barre and center floor work.

06/11—07/16 M 6:00 p.m.—7:15 p.m.

Room: TBD \$80

* Call (312) 850-7136 for more details

Fitness & Health

Karate/Self-Defense for Women

Come learn the basic techniques of self-defense and karate in this class intended for women. Build strength and flexibility while learning defensive techniques to help you if you ever needed it.

05/26—06/23	Sa	11:00 a.m.— 12:00 p.m.
06/30—07/28	Sa	11:00 a.m.— 12:00 p.m.
Room: TBD		\$70

Testing

Constitution Testing

The Constitution test is offered to anyone, not just Malcolm X students. A photo ID is required at the time of registration.

05/21—08/08	M-W	8:30 a.m.— 3:00 p.m.
05/24—08/12	Th	8:30 a.m.— 5:00 p.m.
05/25—08/13	F	8:30 a.m.— 2:00 p.m.
Room: TBD		Free

Computers

Introduction To Computer

For students who want to feel more comfortable in front of a computer, the instructor will teach you computer basics, including the Windows operating system, basic troubleshooting and tips and tricks to using the internet.

06/15—07/20	F	6:00 p.m.— 8:00 p.m.
Room: TBD		\$50

Introducción a las Computadoras en Español

El curso de introducción de computadoras en español es para aquellos estudiantes que deseen sentirse más cómodos frente a una computadora. Aprenderán conceptos básicos de computación, como utilizar el Internet, correo electrónico y el Programa de Microsoft Office totalmente en Español!

06/16—07/21	S	10:00 a.m.— 12:00 p.m.
Room: TBD		\$50

For Teachers

Teaching Adult Learners

If you're excited about the challenge of reaching and teaching adult learners, you're in the right place! In this course, you'll discover how to use the newest educational methods to create a student-centered classroom that's perfectly suited for adult learners.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc/

Teaching Smarter With SMART Boards

SMART Boards are revolutionizing today's classroom. Using these exciting interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. By the time you're done with this course, you'll be an expert at using your new high-tech tools to plan SMART board lessons that provide engaging, thought-provoking, and easy-to-update material for today's media-savvy learners.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc/

Solving Classroom Discipline Problems

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc/

The Creative Classroom

Creativity will abound in your classroom as you tap your students' hidden talents. Learn how to use creativity to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Develop creative new approaches to field trips, learning labs, activities, exercises, assignments, and evaluation methods. Think beyond the textbook and challenge your students by making your classroom a creative classroom.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc/

Nursing Workshops

This workshop series has been designed to support student enrolled in the Nursing program. Workshops are FREE to students, although pre-registration in room 2224 is required. Please check with the Nursing Department or Blackboard for the schedule .

COMPASS Test Prep Workshops

The COMPASS Test Prep Workshops are designed to provide a students with understanding testing expectations, a brief review of test taking strategies, and a review of the subject area. There are 3 offerings for students to consider and workshops are repeatable. **Students will be charged \$10 per workshop and payment will be due at the time of registration.**

Basic Math—This workshop reviews basic mathematical concepts; including operations with integers, fractions, decimals, percentages, ratios, proportions, exponents, order of operations, and basic word problems.

Basic Algebra/Geometry—This workshop reviews basic algebra; including variables, algebraic expressions, equations, factoring and inequalities, co-ordinate planes, angles, perimeters, areas, volumes, and related word problems.

English Reading/Writing—This workshop will review the format for essay writing; including introduction, body, conclusion, and thesis statements. Additionally, reading comprehension test taking strategies will be discussed.

<u>June</u>		<u>July continued</u>	
Basic Math	06/12 6:00 p.m.— 8:00 p.m.	Basic Math	07/24 6:00 p.m.— 8:00 p.m.
Basic Algebra	06/13 6:00 p.m.— 8:00 p.m.	Basic Algebra	07/25 6:00 a.m.— 8:00 p.m.
Reading/Writing	06/14 6:00 p.m.— 8:00 p.m.	Reading/Writing	07/26 6:00 p.m.— 8:00 p.m.
Basic Math	06/19 6:00 p.m.— 8:00 p.m.	Basic Math	07/31 6:00 p.m.— 8:00 p.m.
Basic Algebra	06/20 6:00 p.m.— 8:00 p.m.	<u>August</u>	
Reading/Writing	06/21 6:00 p.m.— 8:00 p.m.	Basic Algebra	08/01 6:00 p.m.— 8:00 p.m.
Basic Math	06/26 6:00 p.m.— 8:00 p.m.	Reading/Writing	08/02 6:00 p.m.— 8:00 p.m.
Basic Algebra	06/27 6:00 p.m.— 8:00 p.m.	Basic Math	08/07 6:00 p.m.— 8:00 p.m.
Reading/Writing	06/28 6:00 a.m.— 8:00 p.m.	Basic Algebra	08/08 6:00 p.m.— 8:00 p.m.
<u>July</u>		Reading/Writing	08/09 6:00 p.m.— 8:00 p.m.
Basic Math	07/10 6:00 p.m.— 8:00 p.m.	Basic Math	08/14 6:00 p.m.— 8:00 p.m.
Basic Algebra	07/11 6:00 p.m.— 8:00 p.m.	Basic Algebra	08/15 6:00 p.m.— 8:00 p.m.
Reading/Writing	07/12 6:00 p.m.— 8:00 p.m.	Reading/Writing	08/16 6:00 p.m.— 8:00 p.m.
Basic Math	07/17 6:00 p.m.— 8:00 p.m.	Basic Math	08/21 6:00 p.m.— 8:00 p.m.
Basic Algebra	07/18 6:00 p.m.— 8:00 p.m.	Basic Algebra	08/22 6:00 p.m.— 8:00 p.m.
Reading/Writing	07/19 6:00 p.m.— 8:00 p.m.	Reading/Writing	08/22 6:00 p.m.— 8:00 p.m.

Adult Education:

FREE GED and ESL Classes

Malcolm X College's Adult Education department offers preparatory classes for those students looking to take the General Education Development (GED) exam or English as a Second Language (ESL) classes for non-English speakers to master the English language.

Goals

GED attainment

English mastery

Transition to college or career

Hours

Monday-Thursday 8:30 a.m.—6 p.m.

Friday 8:30 a.m.—5 p.m.

Department Information:

(312) 850-7300

mxcadulteducation@ccc.edu

Malcolm X College Main Campus

Room 2308

Victor Castillo

Interim Dean, Adult Education

Lillian Bell

Adult Education Manager

Pamela Lynch

Adult Education Manager (West Side Learning Center)

Diane Brandon

Early School Leaver Transition Program Coordinator

Brenda Baker

Transition Specialist

Celeste Collins

Administrative Assistant

*To contact an Adult Education instructor, please call (312) 850-7300 or email us at mxcadulteducation@ccc.edu to get you in touch with the instructor.

Testing Schedule for Summer 2012

Testing Dates: ABE/GED: **Mar. 26 – Apr. 14 & Apr. 23—May 17**

No testing April 5 (Spring Break) or on Fridays

Testing Location: Malcolm X College, Room 2239

Testing Times:

GED, GEDi:	Mon., Tues., Wed., Thurs	8:30 a.m. & 4:30 p.m.;
ESL:	Mon., Tues., Wed., Thurs	8:30 a.m. & 4:30 p.m.;
All Tests:	Saturday	8:30 a.m. only

Expectations: 3.5 hours to test and register; Residency verification: Valid state ID, driver's license, or foreign consulate ID card with voter registration card, public aid medical card or utility bill.

Testing Process: Door closes at test time or when 25 students filled the room;
Complete registration card (15 minutes);
Orientation (30 minutes) and students will be notified of holds;
Testing (ESL: 1 hour & ABE/GED: 2 hours & 50 minutes);
Test is scored and move to registration.

Registration Process: Placement based on test scores. Students will pick up temporary ID cards a week from the date of testing.

Other info: **Classes run May 21 – August 11, 2012;**
Student IDs will be done on the fourth day of class;
Official study lists given during the 4th week of class;

Local Community Partners

Malcolm X College has partnered with local community organizations and Chicago Public Schools to offer all levels of GED and ESL classes. If you live close to one of the sites listed below, please contact them to learn about their testing and registration schedule and when their classes will begin. All of our off-campus classes are still free of charge to all students.

West Side Learning Center 4624 W. Madison Chicago, IL 60644 (312) 850-7428	Lincoln United Method Church 2142 S. Damen Chicago, IL 60623 (773) 847-7282
Logan Square Library 3030 W. Fullerton Chicago, IL 60618 (312) 744-5295	Haymarket Center 108 N. Sangamon Chicago, IL 60607 (312) 226-7984
Darwin School 3116 W. Belden Chicago, IL 60618 (773) 534-4412	West Town Coalition 3501 W. Armitage Chicago, IL 60647 (773) 235-2144
James Monroe Community Center 3651 W. Schubert Chicago, IL 60647 (773) 534-4130	Funston Community Center 3616 W. Armitage Ave. Chicago, IL 60647 (773) 534-4130
Telpochcalli Community Center 2832 W. 24th Street Chicago, IL 60623 (773) 534-1402	Stowe Elementary School 3444 W. Wabansia Chicago, IL 60647 (773) 534-4175
Erie House 1347 W. Erie Chicago, IL 60622 (312) 666-3430	North Grand High School 4339 W. Wabansia Chicago, IL 60639 (773) 534-8520
Northwestern University Settlement House 1400 W. Augusta Chicago, IL 60622 (773) 278-7471	St. Hyacinth Church 3636 W. Wolfram Chicago, IL 60618 (773) 342-3636
Father Yermo 4420 S. Fairfield Chicago, IL 60632 (773) 414-1866	Little Village (Madero School) 3120 S. Kostner Ave. Chicago, IL 60623 (773) 418-5629
Juarez High School 2150 S. Laflin Chicago, IL 60608 (773) 534-7030	The Learning Center 2153 S. Millard Chicago, IL 60623 (773) 277-3111
Farragut High School 2345 S. Christiana Ave. Chicago, IL 60623 (312) 330-0763	Mozart Community Center 2200 N. Hamlin Chicago, IL 60647 (773) 534-4588
Day Reporting Center* 2700 S. California Chicago, IL 60623 (773) 890-6911	McAuliffe Community Center 1851 N. Springfield Ave Chicago, IL 60647 (773) 534-4400
West Park Academy 1425 N. Tripp Chicago, IL 60651 (773) 534-4940	Metropolitan Correctional Center* 71 W. Van Buren Chicago, IL 60605 (312) 322-0567

For information email us at mxcadulteducation@ccc.edu or call (312) 850-7300

Early School Leaver Transition Program

The Early School Leaver Transition Program (ESLTP) is a **FREE**, state-funded, co-operative vocational education program designed to assist individuals who did not finish high school and are currently between the ages of 16-21 with re-entry into the educational system. The program assists students to obtain unsubsidized employment and job placement.

To be eligible for program students must score a 9.0 in the reading placement exam.

Students may qualify for transportation benefits.

Contact Diane Brandon at (312) 850-7269 or by email at dbrandon3@ccc.edu for more info.

Transition to the Next Level

Online GED Classes

Healthcare Bridge Classes

GED College Prep Fast Track

Specialized Tutoring Services

Flexible Class Schedules

Malcolm X College GED classes are preparatory classes guiding students to the GED exam. For more information and locations on where to take the GED exam, go to

cookcountygcd.org or call (847) 328-9795.

