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SPRING I 2012

IMPORTANT DATES

First Day of Spring I Classes: January 23, 2012
Last Day of Spring I Classes: March 10, 2012
Registration Opens: January 9th - January 20th, 2012
Registration Hours (Mon-Thurs): 9:00 AM - 4:00 PM at 6343 S. Halsted
Registration Hours (Tues and Thurs): 10:00 AM – 5:00 PM at 3901 S. State Street
Registration Hours (Fridays): 9:00 AM – 11:30 AM at 6343 S. Halsted

Holiday

January 16th, Holiday (No registration)
February 20th—President’s Day

If your class begins on....*
Monday, January 23, 2012
Tuesday, January 24, 2012
Wednesday, January 25, 2012
Thursday, January 26, 2012
Friday, January 27, 2012
Saturday, January 28, 2012

Your class will end on... *
Monday, March 5, 2012
Tuesday, March 6, 2012
Wednesday, March 7, 2012
Thursday, March 8, 2012
Friday, March 9, 2012
Saturday, March 10, 2012

*Some classes will start or end off-cycle, please review the class description for exact dates.

WONDERING HOW TO PAY FOR TRAINING FOR A NEW CAREER?

Did you know that the City’s Department of Community Development has grant funding for individuals who meet certain requirements? If you meet income guidelines and plan to attend certain programs at Kennedy-King College, you COULD be eligible for funding through the Workforce Investment Act (WIA), please call (773) 602-5290.

How does one find a WIA Center?

Go to: www.Illinoisworknet.com

Click on: Individuals then

Click on: Find a Location Near You (located to the far right) then

Click on the Chicago area on the map then choose a center and call for an orientation day and time.
SPRING II 2012

IMPORTANT DATES

First Day of Spring II Classes: March 26, 2012
Last Day of Spring II Classes: May 12, 2012
Registration Opens: March 19th – March 23rd, 2012
Registration Hours (Mon-Thurs): 9:00 AM – 4:00 PM at 6343 S. Halsted
Registration Hours (Tues and Thurs): 10:00 AM – 5:00 PM at 3901 S. State Street
Registration Hours (Fridays): 9:00 AM – 11:30 AM at 6343 S. Halsted

Holidays:

Spring Break—April 5—April 7

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<thead>
<tr>
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<td>Monday, March 26, 2012</td>
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<tr>
<td>Saturday, March 31, 2012</td>
<td>Saturday, May 12, 2012</td>
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</tbody>
</table>

* Some classes will start or end off-cycle. Please review the class description for exact dates.

Did you know that the City’s Department of Community Development has grant funding for individuals who meet certain requirements? If you meet income guidelines and plan to attend certain programs at Kennedy-King College, you MIGHT be eligible for funding through the Workforce Investment Act (WIA), please call (773) 602-5290.

Do you have ideas for new classes? We would love to hear them!

Questions? Call us at 773-602-5042 or 773-451-2149 Email: KKC-ContinuingEducation@ccc.edu
Registration & Payment Information

Kennedy-King College is accredited by:

The Higher Learning Commission of the North Central Association of Colleges and Schools

Registration

Continuing Education has an open registration policy. This means that an individual may register for a course ANYTIME prior to the first day of class. PLEASE NOTE: classes without sufficient enrollment will be canceled two days prior to the start of the class, so REGISTER EARLY! Register in person by visiting our registration office located at 6343 S. Halsted, Room W220 or 3901 S. State Street, Room 201N.

Registration by mail is accepted for most courses. Complete the registration card and remit it with a check or money order. Telephone registration is only accepted for free classes. Proof of residency is required.

Payment

All tuition and/or fees are due and payable at the time of registration. Payments may be made via cash, check, money order, VISA or Mastercard. Personal checks should be made payable to Kennedy-King College. Please put your driver’s license or State of Illinois I.D. card number and phone number on the front of your check or money order.

Warning: The fee assessed for a returned check due to non-sufficient funds (NSF) or a stop payment is $40.00. All returned checks will be noted on the student’s account with City Colleges of Chicago. It is your responsibility to check your receipt for accuracy of courses, tuition and fee charges.

Refunds & Withdrawals

A full refund of all tuition and fees will be sent to the student if the College cancels a class. Credit cards will be credited. Please allow four to six weeks for processing. A student who withdraws from one or more courses must do so in person or in writing to the Division of Continuing Education. NO REFUNDS WILL BE GIVEN FOR WITHDRAWALS AFTER THE FIRST CLASS MEETING. This policy will be strictly enforced. The $30.00 registration fee is non-refundable.

Class Cancellations

If a class is cancelled, the student can request that tuition be credited to another course for the same session. Classes that do not meet minimum enrollment requirements will be cancelled. The Continuing Education Department reserves the right to schedule or cancel courses based on program demands, facility capacity, and/or other departmental considerations. You will be notified of class cancellations by telephone and email.

Hours of Operation

Monday - Thursday, 9:00 a.m. - 6:00 p.m.
Friday, 9:00 a.m. - 5:00 p.m.

Phlebotomy
Computer Repairs
Basic Nurse Assistant
Pharmacy Technician

Classes for the Community

In case you lost your Spring 2012 schedule, you can download a copy from the Kennedy-King College site by going to: http://kennedyking.ccc.edu/index.asp

Then click on: Academic Program, then on Continuing Education

Questions? Call us at 773-602-5042 or 773-451-2149 Email: KKC-ContinuingEducation@ccc.edu
Dance • Fitness & Exercise

BELLY DANCING
Belly Dancing with Djalaal is more than dance! Thousands of students of all sizes, shapes and ages have learned this joyous, ancient form of dance. Belly Dancing is an excellent form of exercise. Classes begin with isolation exercises for the tummy, hips and buns. Beginners are welcome. The energetic Djalaal has 25 years experience teaching, choreographing and performing ballet, flamenco, and other exotic and aerobic dances.
Bring socks or soft-soled shoes and a scarf to tie around your hips.
6:30 – 8:00 PM on Thursdays
62929 — 1/26 — 3/8
62930 — 3/29 — 5/10
Instructor: Djalaal
Course Tuition: $69

DANCE EXERCISE
In this dance-exercise class, rhythm and movement are combined into structured routines for development in the areas of muscle tone, endurance, strength and flexibility. Accomplishments in these areas will be achieved by participating in activities such as breathing exercises, bar work, body conditioning, body control and progressions.
Rubber-soled shoes or socks are required in the Dance Studio.
6:30 -8:00 PM
62931 — Mondays 1/23 — 3/5
62932 — Wednesdays 1/25 — 3/7
62986 — Mondays 3/26 — 5/7
62989 — Wednesdays 3/28 — 5/9
Instructor: Sheila Tukes
Course Tuition: $45

EARLY MORNING WORKOUT
Get fit, look great! Shape, tone and boost your physical endurance with this dynamic workout designed to promote cardiovascular health, weight loss and flexibility. Tone your body and increase your strength and flexibility. Chart your measurements and learn basic concepts of good diet and nutrition. Classes meet Monday through Friday.
6:00 – 7:45
62995 — Mon. – Fri., 1/23 – 3/9
363000 — Mon. – Fri., 3/26 – 5/11
Instructor: Dan Simpson
Course Tuition: $80

LUSCIOUS, LOW-FAT, LIGHTNING-QUICK MEALS
*Six Week Online Course*
Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You'll learn how to ferret out fat in recipes and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious!
Classes begin on 1/18, 3/21 & 5/16
Register at www.ed2go.com/kenking
Course Tuition: $99

PERSONAL FITNESS TRAINER
Certificate Program
* WIA Approved *
This program is designed to provide participants with theoretical knowledge and practical skills in preparation for the American Council on Exercise (ACE) national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming. Required textbooks and materials: ACE Personal Trainer Manual 3rd Edition (ISBN 1-890720-14-3) ACE Personal Trainer Master the Manual Workbook (ISBN 1-890720-15-1)
Total Program Cost: $454
Call Cont. Ed. @ 773-451-2149 for more information.

AQUA AEROBICS
What better form of exercise can there be? Swimming and aerobics combined will get anyone into tiptop shape with low-impact on joints and bones. This class is perfect for all fitness levels. 
6:15 – 7:30 PM on Thursdays
63008 — 1/26 — 3/6
63023 — 3/29 — 5/10
Instructor: Rudolph Henry
Course Tuition: $64

BEGINNER’S SWIMMING (ADULTS)
It’s never too late! Have you been putting off learning how to swim? Do you have your vacation cruise selected and you don’t want to be a “pool flower”? Have you tried learning to swim before and just never “got” it? If so, this course is for you.
5:00 – 7:00 PM on Tuesdays
63034 — 1/24 — 3/6
63036 — 3/26 — 5/11
Instructor: Rudolph Henry
Course Tuition: $64

NEW!!!
INFANT MASSAGE
NEW!!!
Infant massage is a way of bonding with your baby through gentle touch. It can help facilitate the healthy development of a baby’s physical and emotional self and at the same time benefit you by strengthening your physical and emotional bond with your baby. Participants will learn: Stimulation (physiological, emotional and mind/body awareness), Relaxation, Relief of physical discomfort, Interaction (promoting bonding and attachment) and Strokes and techniques for your baby’s entire body.

Call for more information: 773-451-2149 OR 773-602-5042 — Instructor: Ms. Stevenson
Early Bird Swim
If you like to get up, get out, and exercise, the Early Bird Swim is for you!
7:00—8:30 AM
63040—Mon—Fri. 1/23—3/9
63048—Mon—Fri. 3/26—5/11
Instructor: Rudolph Henry
Course Tuition: $64

Lifeguard Training (American Red Cross)
If you’re looking for employment as a professional lifeguard, Red Cross Life
Guard Training is the best way to be prepared to respond to aquatic
emergencies. Successful completion of the course requirements will qualify you
for the Lifeguard Training certificate from the American Red Cross.
Additional fees for textbook ($35) and
face mask ($15).
6:00—9:00 PM on Wednesdays
63098—1/25—3/7
63124—3/28—5/9
Instructor: James Harrold
Course Tuition: $190

Professional Association of Diving Instructors (PADI) SCUBA Certification
Did you know that Kennedy-King College
is one of only two PADI-certified diving
schools in the city of Chicago? Become
a Scuba Diver and transform yourself.
Explore and connect with nature and the
underwater world from historic ship
wrecks and pristine reefs to the myster
ies of your local quarry. When becoming
a PADI Open Water Diver, you enjoy
two simple phases:
1. Knowledge Development: You learn
how pressure affects your body, how to
choose the best gear and what to con
sider when planning dives.
2. Confined Water/Pool Dives: You de
velop basic scuba skills in a pool or in a
body of water with pool-like conditions.
Here, you learn everything from setting
up your gear and how to easily get wa
ter out of your mask without surfacing.
3. Open Water Dives: You continue
learning during four open water dives
with your PADI instructor in a typical
dive environment at the beginner level.

When you learn to dive with PADI, you
enjoy the highest standards for dive
training, safety and customer service.
10:30 am—2:30 PM on Saturdays
63418—1/28—3/10
63424—3/31—5/12
Instructor: James Harrold
Course Tuition: $280
(includes equipment)

Discover Diving Programs (Children)
• Discover Scuba Diving (10 and up)
• Bubble Maker and Seal Team (8 and
up)
• Snorkeling and Skin Diving (8 and up)
• Scuba Review (Refresher Program)

Call Cont. Ed. @ 773-451-2149 for more
information.

Adventure & Advanced Diving Programs
• Adventure and Advanced Open
Water Dive
• Rescuer Diver and Divemaster

Call Cont. Ed. @ 773-451-2149 for more
information.

Boy Scouts of America: SCUBA Merit Badge
Kennedy-King College is proud to serve
as a site where scouts can earn their
Scuba Merit Badges! Achievement of the
Scuba Merit Badge will result in a PADI
Open Water Diver Certification. This is a
lifetime certification that is only the first
step into an endless world of new ex
periences, adventures and fun. After
completing the certification boys will
have the ability to go scuba diving in a
variety of different environments and
continue their education to further en
hance their skill sets.

Call Cont. Ed. @ 773-451-2149 for more
information.

PADI SCUBA Certification

Cardiopulmonary Resuscitation (CPR)
This one-day class utilizes the preven
tion curriculum of the American Heart
Association, including risk factors and
symptoms of heart attack. Skills include
one man rescuer, adult CPR and man
agement of a choking adult and child.
Recognition is through the American
Heart Association.
Contact KKC for more information

Basic Nurse Assistant (BNA)
Certificate Program

*WIA Approved*

This Illinois state-approved program
will prepare students to perform com
petent assistance in Basic Nursing
Care to patients in health care employ
ment settings, such as hospitals, nursing
homes, and private homes. The
program will meet for 8 weeks and
includes a clinical experience that pro
vides students with experience in a
health care facility. Upon successful
completion, students will be eligible to
take the certification examination
offered by the Illinois Department of
Public Health. Program requirements:
Placement test, background check, and
physical exam.

Total Program Cost: $1,213
Daytime: 9AM—3:30PM
Tues. Wed. Thurs., Fri. 1/17—3/9
Class Nbrs.: 63140, 63143, 63147
Tues. Wed. Thurs., Fri. 3/19—5/10
Class Nbrs.: 63177, 63180, 63186

Evening time: 4PM—9:30 PM
Class Nbrs.: 63158, 63161, 63171
Mon. Tues. Wed. Thurs. 3/20—5/11
Class Nbrs.: 63198, 63200, 63203

This cost includes tuition, books, and
uniforms. Chicago residents meeting
certain income and other requirements
may be eligible for special financial
assistance through the WIA Program.
See page 3 for details.
COMPUTERIZED BILLING & CODING
Certificate Program

*WIA Approved*

Medical Billing and Coding is a rapidly growing industry! Health care facilities are having trouble attracting enough qualified workers. The Medical Billing and Coding program at Kennedy-King College prepares students to fill positions as medical coding and billing professionals. Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the Certified Coding Associate national certification exam.

Medical coders maintain patients’ records using a universally recognized coding system (ICD-9 index) to ensure compliance with federal regulations and insurance requirements. Medical billing is a subspecialty of medical coding. Although there are programs that offer medical billing training by itself, you should consider a program that combines both billing and coding in one training program, since medical coding is the first step in the medical billing process. Kennedy-King College offers both! The American Academy of Professional Coders reports that coders earn in the range of $36,085 to $40,000. Medical Billing Specialists average $30,000 per year.

Program cost: $2,445 (tuition and fees)

Chicago residents meeting certain income and other requirements may be eligible for special financial assistance through the WIA Program. See page 3 for details.

The following courses make up the three-semester CMBC Program:

INTRO TO COMPUTERS IN HEALTHCARE
This course will focus on effective modeling and analysis of complicated health care-related processes through the use of computer simulation techniques. Students will learn the day-to-day usage of the computer in the health care setting. Students will also develop skills to evaluate alternative courses of actions, thereby improving the efficiency of the health care system.

Textbook required.
9:00 AM – 1 PM on Saturdays
63268—1/28—2/18
Instructor: Deborah Balentine
Course Tuition: $105

MEDICAL TERMINOLOGY FOR HEALTHCARE PROFESSIONALS
Medical Terminology is the universal communication language of the health care profession. Terminology for common pathologies (diseases) and diagnostic tests is also covered. Medical terminology is used in healthcare in direct patient care and in support services such as coding and medical billing. This course focuses on proper pronunciation, usage and spelling of medical terms, and is required for Medical Billing and Coding students. This course is highly recommended for Pharmacy Technician.

Available for purchase at the KKC bookstore.

**Students with a background in healthcare may be able to “test out” of this course by taking a placement test. Call 773-451-2149 for details.
9:00 AM – 3:40 PM on Saturdays
63275—2/25—3/17
Instructor: Deborah Balentine
Course Tuition: $210
(Four Weeks (13 hours))

HUMAN ANATOMY & 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 coding or 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.

9 AM—2 PM Saturdays
63286—3/24—5/12
Course Tuition: $420
(Eight Weeks (24 hours))

FUNDAMENTALS OF MEDICAL BILLING AND CODING

Prerequisites: Human Anatomy & Physiology and Medical Terminology for Healthcare Professions.

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). Textbooks: Step-by-Step Medical Coding 2010 by Carol Buck, publisher Elsevier and CPT 2010 Standard Edition, publisher AMA
8:00 AM - 2:00 PM
Course Tuition: $210

ADVANCED CODING APPLICATIONS

Prerequisite: Fundamentals of 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. Textbooks: The Next Step 2010, Advanced Medical Coding by Carol Buck, publisher Elsevier and ICD-9-CM 2010, publisher PMIC or AMA
8:00 AM - 2:00 PM
Instructor: Deborah Balentine
(Eight Weeks (24 hours))
Healthcare Careers

COMMERCIAL AND GOVERNMENT BILLING & INSURANCE

Prerequisite: Coding Applications. Prerequisites may be waived with proof of content proficiency.

In this course, you will learn to verify insurance benefits, use the CMS1500 claim form, register patients, and interpret explanation of benefits. You will also learn how to identify Medicare cards, HMO, PPO and MCO’s, Medicare, Medigap and Medicaid programs; identify and re-bill claims; bill to the highest level of specificity; and process the UB92 hospital billing form. Commercial and government insurance will also be covered.

Course Tuition: $105
(Eight Weeks (24 hours))
Call Cont. Ed. @ 773-451-2149 for more information.

COMPUTERIZED BILLING AND CODING

Prerequisite: Commercial and Government Billing and Insurance. Prerequisite may be waived with proof of content proficiency.

This course will allow you to acquire hands-on practice with some the country’s most popular health care billing software. Learn how to complete inpatient information, and learn the scheduling, billing, and electronic filing features through computer simulations.

Course Tuition: $315
(Eight Weeks (24 hours))

Chicago residents may be eligible for special financial assistance through the WIA Program. See page 3 for details.

ICD-10 MEDICAL CODING

200-Hour Online Certificate Program

This nationally recognized ICD-10 Medical Coding online course and training program covers the recently upgraded diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement, and statistical data gathering. This online medical coding will teach students how to prepare for and implement the massive changes to the existing coding system. This online certificate program presents a comprehensive overview of the changes in store for both diagnostic and procedural medical coding along with detailed information on the impact of the medical coding changes to coders, healthcare staff, physicians, software systems, documentation, and information technology. Textbook included.

Prerequisites/Audience: Knowledge of medical terminology as well as some understanding of accounts receivable management, coding, billing, revenue cycles and reimbursement is recommended, but not required. The intended audience for this program is anyone in the healthcare industry who needs (or wants) to know what changes are in store for ICD and the impacts to providers of care and healthcare facilities.

Total Program Cost: $1,595
Payment plan is available.
Offered online at: www.gatlineducation.com/kkc/

MEDICAL TRANSCRIPTION

300-Hour Online Certificate Program

The Medical Transcription + Medical Terminology program will give you the necessary knowledge and skills to start a new career as a medical transcriptionist. To work in this field, you need to understand and correctly spell medical terms. This program includes complete medical terminology training to set you up for success.

Upon successful completion of this program, you'll be able to:

- Display a working knowledge of medical terminology
- Describe the importance of the confidential nature of medical reports
- Transcribe medical reports using correct report format and correct capitalization, punctuation, abbreviations, symbols, and metric measurements
- Correctly spell the English medical terms in addition to the abbreviations, either by memory or by using a dictionary or reference book
- Identify the knowledge, skills, abilities, and responsibilities required of medical transcriptionists

To take this program, you'll need the following prerequisite skills:

- The ability to create documents using Microsoft Word (any version).
- All reports submitted to the instructor for grading must be created using Microsoft Word.
- Proficiency in keyboarding. Accuracy is most important at first, but some jobs pay based on production, so speed will become a factor.
- E-mail capabilities.
- Internet-browsing capabilities.
- The ability to discern what is being said, and more importantly, what is meant, even if the person dictating has accented speech.
- The ability to comply with the student-led, self-motivated aspects of this program.

Total Program Cost: $1,895
Payment plan is available.
Offered online at: www.gatlineducation.com/kkc/

Medical Billing and Coding

Questions? Call us at 773-602-5042 • E-mail us at KKC-ContinuingEducation@ccc.edu
PHLEBOTOMY TECHNICIAN
*WIA Approved*

Phlebotomists obtain blood specimens from clients for the purpose of laboratory analysis. This certificate program teaches students the comprehensive skills needed to be able to perform vein puncture competently and safely. Lecture will include Medical Terminology, Anatomy & Physiology, blood collection procedures, communication skills and professionalism. Students will have hands-on laboratory practice sessions as well as clinical training to acquire the skills necessary to perform the required puncture methods. This course is WIA-approved. Student must take an Entrance Exam. This course consists of 90 classroom hours and 70 clinical hours.

Mon. & Fri. 4:30—9:30PM
63452 — 1/23—5/11
Tuition: $ 1,170

SUBSTANCE ABUSE COUNSELING

This class will equip the student with the tools and knowledge needed to provide appropriate assessment and treatment for all levels of substance abuse, and to support clients in short or long term treatment. The lecturer will provide the student with a understanding of the addiction process, and how to counsel clients with this problem. All material will assist the student in preparation to pass the IAODAPCA certification examination.

5—8:00 PM on Thursdays:
63452 — 1/26—3/8 and
63535 — 3/29—5/10

1—4PM on Saturdays:
63542 — 1/28—3/10 and
63547 — 3/31—5/12
Instructor: Roland Grant
Course Tuition: $125

PHARMACY TECHNICIAN
*WIA Approved*

This 16-week certificate program trains students to provide technical and clerical support to pharmacists in hospitals, clinics, or retail pharmacies. The pharmacy technician training includes medical terminology, reading and interpretation of prescriptions, inventory management and control, drug compounding, dosage calculations and dose conversions. Course content also includes the dispensing of prescriptions, billing, and reimbursement. Program completers are prepared to become nationally Certified Pharmacy Technicians (CPHT).

Entrance requirements: High School diploma or GED, Placement Test. Criminal background check required for employment.

Saturdays, 9:00 AM - 1PM
64063 — 1/28—3/10 PHARM I
64065 — 3/31—5/12 PHARM II
64104 — 3/31—5/12 PHARM III (Saturday 12:55—10PM)
Instructor: TBD
Total Program Cost: $1,664 (WIA Approved)

Chicago residents meeting certain income and other requirements may be eligible for financial assistance through the WIA Program. See page 3 for details.

BUSINESS/COMPUTERS

COMPUTER LITERACY I AND II
(For Seniors)

This computer sequence is a “hands-on” introduction to personal computing, hardware, operating systems, general business software, and a glimpse of the Internet. Enrollment is limited. This course is taught in two (2) course sequence. Textbook is required and must be purchased separately.

9 AM -12 Noon on Saturdays
63616 — 1/28—3/10

9 AM -12 Noon on Saturdays
63617 — 3/31—5/12

Instructor: Frank Morrison
Course Tuition: $50

COMPUTER LITERACY III and IV
(For Seniors)

This is a continuation of Computer Literacy I & II. Students will learn mail merges with a glimpse of Windows. Certificate issued after completion of Computer Literacy I-IV. Required text purchased in class.

6—9 PM on Wednesdays
63627 — 1/25—3/7
6—9PM on Saturdays
63631 — 3/28—5/9
Instructor: Frank Morrison
Course Tuition: $50
PC REPAIRS & TROUBLESHOOTING
The course takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well! Finally, Intro to PC Troubleshooting shows you how to maintain and optimize a Windows PC.

INTRODUCTION TO QUICKBOOKS 2010
The introduction to QuickBooks is a course designed for any small business who wants to start doing their accounting in-house. It’s also perfect for the student who wants to learn this software program for their employer or to further their skills and career. Students will how to reconcile their checking account, create and print invoices, estimate and generate reports.

BEGINNING KEYBOARDING
A beginner and refresher class for those typing less than 20 words per minute. Designed for the student to learn typing for basic business correspondence with emphasis on developing accuracy, speed, tabulation, and control. Textbook and typing paper required and must be purchased separately.

MICROSOFT EXCEL 2010 (In person)
This course, Excel for Windows, is designed for busy people who need to be accomplished PC users, but who don’t have a lot of time. This is for people who need to upgrade or convert to Excel, who have marginal PC skills and want to improve them, and is perfect for novices.

INTRODUCTION TO MICROSOFT EXCEL 2007
Six Week Online Course*
Work with numbers? Then you need to learn Excel 2007. In this six-week workshop, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You’ll also learn to sort and analyze data, create custom charts and graphs, create 3-D workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

INTRODUCTION TO MICROSOFT WORD 2007
Six Week Online Course*
Learn to use the word processor PC Magazine ranked as one of the “strongest and most intelligent programs ever written.” In this hands-on workshop, you’ll learn to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the appearance of text, change margins and tab settings, automatically center and more!

CREATE WEB PAGES
Six Week Online Course*
Create and post your very own Web site on the Internet in this hands-on, six week workshop. First, you’ll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor’s patient guidance, you’ll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation.

You’ll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

COMPUTER WIRELESS NETWORKING
Wireless networking is a hot topic. More and more people want to roam unplugged, so demand for wireless connectivity in homes, offices, and gathering spaces is soaring. In this fascinating and timely course, an industry expert will help you understand how wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself.

LEARN HOW TO TROUBLESHOOT YOUR COMPUTER AND SAVE MONEY

Register at www.ed2go.com/KenKing
Course Tuition: $99

Tuition: $80

Tuition: $100

Tuition: $99

Tuition: $99

Tuition: $80

Tuition: $99
BASIC EDUCATION/TEST PREP

ACT PREP
This program uses The Real ACT Prep Guide, the official prep book from the makers of the ACT. Students will review three practice tests used in previous actual test administrations, each with an optional Writing Test as you learn valuable test-taking strategies for each test section: English, Mathematics, Reading, Science and the optional Writing. You will also review important topics in math, science and writing and learn to prepare physically, mentally, and emotionally for test day.
(Textbook not included in tuition)
9:00 – 11:00 AM on Saturdays
63799 – 1/28 – 3/10
63801 – 3/31 – 5/12
Instructor: TBD
Course Tuition: $99

GRAMMAR REFRESHER

*Six Week Online Course*
Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You’ll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Get familiar again with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.
Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

MATH REFRESHER

*Six Week Online Course*
Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. This course will show you how to use math to your advantage. You won’t find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You’ll find out some very interesting things about how calculators work, and then you’ll discover how best to get a handle on your income and expenses. You’ll be able to check your paystub, invoices, and bank statements for errors and overcharges, and you’ll become more skilled at handling money and comparing investment opportunities.
Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

IMPROVING YOUR MATH

A great review! This course is designed to develop clearer solutions to math problems encountered in testing situations and at the workplace. It covers operating on decimals, fractions, percentages, and proportions. Those preparing for college entrance exams are encouraged to attend.

6:00 - 7:55 PM on Wednesdays
63810 – 1/25 – 3/7
Instructor: Atkinson
Course Tuition: $89
Registration Fee: $30

IMPROVING YOUR READING

Reading skills will be enhanced through application of skill building techniques. This course is designed to improve vocabulary, comprehension, and retention.
11:00 - 12:55 PM on Saturdays
63817 – 1/28 – 3/10
63820 – 3/31 – 5/12
Instructor: Vanessa Villafuerte
Course Tuition: $89
Registration Fee: $30

FOOD SERVICE SANITATION

This class will give you instruction on the proper preparation of food for those wanting to become licensed by the city of Chicago and state of Illinois.
6:00 – 9:00 PM
63847 – Thursdays, 1/26 – 3/8
63851 – Thursdays, 3/29 – 5/10
Instructor: Vergina Newsom
Course Tuition: $150

NOTARY PUBLIC CERTIFICATION

*One-Day Workshop*
This class will walk you through the process of applying to become a Notary Public and assist you with preparing your application.
Applicants must: (1) be a citizen of the United States or an alien lawfully admitted for permanent residence, (2) be a resident of the State of Illinois for at least 30 days, (3) be at least 18 years of age, (4) be able to read and write the English language, (5) have not been convicted of a felony, and (6) have not had a notary commission revoked during the past 10 years.

Please be prepared to write a check/money order in the amount of $45 to cover the $10 filing fee, Illinois notary stamp, and state-required bond.
Call for more information.

EARN GOLD MEDAL TEST SCORES!
View our comprehensive listing of online test preparation classes at www.ed2go.com/KenKing
ACT & SAT
GMAT
GRE
LSAT
...and more!
PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION PREP

*Six Week Online Course*
This course, the first part of a two-course series, will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.
Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $105

GREEN JOBS TRAINING

BIOFUEL PRODUCTION OPERATIONS

400-Hour Online Certificate Program
The Bio Fuel Production Operations Program will give you the training you need to begin an exciting career in biofuel production. As a biofuel production operator, your job will be to ensure the quality and purity of the biofuel your plant produces. This involves inspecting and repairing equipment, operating computer systems, and handling lab equipment. This online course will ensure you have the skills you need to handle these tasks. At the present time hundreds of facilities world-wide are producing biofuels.
Over the next few decades many advances will be made in this field and hundreds of new facilities will be built for production of this type of fuel. This opens a new field for potential workers. For decades to come, biofuels will be produced and consumed in the United States - creating an ongoing demand for biofuel production workers.
Prerequisites/Audience: Students should have basic computer skills and a high school diploma or GED. The intended audience for this program is individuals who seek entry-level positions in the field of biofuel production.

Total Program Cost: $2,595
Payment plan is available.
Offered online at:
www.gatlineducation.com/kkc/

BUILDING ANALYST QUICK START PROGRAM (BPI BA CERTIFICATION)

60-Hour Online Certificate Program
This Building Analyst Course was developed and written in partnership with nationally recognized building science experts. The two BPI online training courses are full of scientific facts, interactive exercises, pictures, videos, graphics, and text. See the individual course descriptions in the Overview for a more detailed description. Also, they are recognized by North American Technician Excellence and Building Performance Institute for continuing education hours. You’ll also receive a study guide and a one year subscription to Home Energy Magazine. This program is a great way to compliment and increase your company’s GREEN services for your customers and to open new doors of opportunity.
Prerequisites/Audience: The intended audience for this program is individuals who are beginning their career in the Home Performance workforce and intend to pursue that as a career. Home Performance covers a broad range of possible trades and occupations, most notably the HVAC technician, Envelope workers such as air sealing, insulation, and vapor barrier workers, siding and window specialists, and a number of other workforce groups. The program is designed for those who will be engaged in conducting building assessments, energy audits, performance testing, energy ratings, green ratings, rating verifications, quality assurance, quality installations, building inspections, home inspections, home tune ups or any other related building improvement, evaluation or repair services where changes are anticipated to the building as a system.

Total Program Cost: $1,195
Payment plan is available.
Offered online at:
www.gatlineducation.com/kkc/

CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL

60-Hour Online Certificate Program
Gain the skills and knowledge you’ll need to “green” an organization’s supply chain with this Supply Chain Management Certification preparation online training program. This course gives you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, material management, procurement/buying, transportation and logistics, and new product development.
Prerequisites/Audience: Students should have basic keyboarding and computer skills, and be comfortable navigating the internet. They must also have an understanding of a word-processing computer program (Microsoft Word recommended), and have emailing capabilities as well. This sustainability certification program is essential for professionals working in or preparing for leadership roles tasked to support the sustainable business practices and goals of their organization. Professionals who need to create collaborative partnerships with management in order to improve sustainable business practices throughout the supply chain. Sustainability consultants who must analyze “green” challenges for their clients and develop supply chain strategies.

Total Program Cost: $1,595
Payment plan is available.
Offered online at:
www.gatlineducation.com/kkc/
Entrepreneurship & World Languages

**PRINCIPLES OF GREEN BUILDINGS**

30-Hour Online Certificate Program

The Principles of Green Buildings course is designed to teach an individual in the building, remodeling, or trade industry the principles they must know to make buildings perform more efficiently. It was developed and written in partnership with nationally recognized building science experts from Advanced Energy of North Carolina and is full of scientific facts, pictures, videos, graphics, and text. Everything an individual in the building, remodeling, or trade industry needs to know to make buildings perform more efficiently is introduced in this course. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

**Prerequisites/Audience:** Students must have access to a computer with Internet access. Students will need to be comfortable navigating the Internet and have emailing capabilities. The intended audience for this course is individuals who are beginning their career in the Home Performance workforce or exploring that realm of work. Home Performance covers a broad range of possible trades and occupations, most notably the HVAC technician.

Total Program Cost: $595
Payment plan is available.
Offered online at: [www.gatlineducation.com/kkc/](http://www.gatlineducation.com/kkc/)

**STARTING A NONPROFIT ORGANIZATION**

*Six Week Online Course*

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.

Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at [www.ed2go.com/KenKing](http://www.ed2go.com/KenKing) 
Course Tuition: $99

**WORLD LANGUAGES**

**CONVERSATIONAL FRENCH**

*Six week online course*

This course will teach you how to communicate easily and comfortably with those who speak French. You’ll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You’ll learn dialogue specific to various settings, and you’ll be surprised how easy it can be to speak another language!

Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at [www.ed2go.com/KenKing](http://www.ed2go.com/KenKing) 
Course Tuition: $99

**CONVERSATIONAL JAPANESE**

*Classroom-Based Course*

Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you’ll also gain cultural knowledge only an insider has.

Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at [www.ed2go.com/KenKing](http://www.ed2go.com/KenKing) 
Course Tuition: $99

**CONVERSATIONAL SPANISH**

*Classroom-Based Course*

This course is ideal for the person who wants to brush up or learn the fundamentals of the Spanish language which are useful in travel, business, or pleasure.

Classes begin on January 28
Instructor: Osazee Thompson
Call 773-243-9552 for more information

**ENTREPRENEUR’S BOOT CAMP**

**CREATING A SUCCESSFUL BUSINESS PLAN**

Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first draft in hand. Most importantly, you will have completed the first and most difficult--step on the path to small business success.

Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at [www.ed2go.com/KenKing](http://www.ed2go.com/KenKing) 
Course Tuition: $99

**BUILDING MAINTENANCE FOR HOME OWNERS**

If you are planning your own home repairs, investing in real estate, or focusing on a career in the home remodeling business or maintenance, this class is for you. Students receive hands-on-instruction in basic carpentry maintenance, plumbing maintenance, electrical maintenance or flooring.

9:00 am - 12 PM on Saturdays
63857 — 1/28—3/10
63860—3/31—5/12
Instructor: Curtis Moore
Course Tuition: $400

Questions? Call us at 773-602-5042 • E-mail us at KKC-ContinuingEducation@ccc.edu
Command Spanish®, Inc. is the country's leading provider of occupational Spanish language training materials and programs for the workplace. Its programs and materials are the result of years of research and development by language, curriculum, and translation specialists. The company's objective is to provide learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes eliminate the tedious grammar instruction found in most other language programs.

Command Spanish®, Inc. awards CEUs to all participants who successfully complete this program. Command Spanish®, Inc. has been reviewed and approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET).

SPANISH FOR CONSTRUCTION SUPERVISORS (32 Hours)

Construction supervisors know how critical it is to be able to tell their workers exactly what they expect of them on the job. This is also true of their Spanish-speaking workers. If there is miscommunication, it can cost time and money. If you are a construction supervisor who has hard working Spanish-speaking workers on your construction crews, but who don’t understand what you want them to do, then you need our online program, Spanish for Construction Supervisors, in order to help you better communicate your expectations and maintain a safe work environment.

SPANISH FOR HOSPITAL NURSES (32 Hours)

This program is designed for nurses who work in a hospital and need to break the language barrier in order to better care for Spanish-speaking patients. Spanish for Hospital Nurses will allow nurses to use Spanish successfully to perform routine duties.

Register at www.commandspanishonline.com

$99

Register at www.commandspanishonline.com

Questions? Call us at 773-602-5042  ●  E-mail us at KKC-ContinuingEducation@ccc.edu
**BEAUTY • CREATIVE EXPRESSIONS**

**CREATIVE EXPRESSIONS**

**BEGINNING SEWING**
This hands-on class is designed for those who want to learn to sew AND for those who want to learn to sew better! Students will learn the basics of working with a pattern, fabric, and how to properly operate a sewing machine. Sign up now and you will soon be wearing your new creation! Please call for a list of supplies to be purchased prior to the first class. Students must bring their own sewing machine.

6:30 – 8:00 PM on Mondays
63880—1/23—3/5
63881—3/26—5/7
Instructor: Francine Davis
Course Tuition: $79

**THE CRAFT OF MAGAZINE WRITING**

*Six Week Online Course*
Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It’s fun, it’s easy, and a great source of extra income. If you’re a determined new writer, or if you haven’t written for magazines in years, this class will jump start your career. You’ll learn plenty of powerful brainstorming techniques designed to practically write every article for you.

Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

**JAZZY JEWELRY**
(Beaded Jewelry Design)

Have you thought about making your own jewelry? Do you want to re-work the beautiful beads in some of your old pieces? Get basic, hands-on instruction for using various tools, beads, and wires to make wonderful handcrafted jewelry. Over the course of this six-week workshop, you’ll add stunning pieces to your jewelry box as you make earrings, necklaces, brooches, and bracelets. You will supply your own materials. Request a supply list upon registration.

9:30—11:00 AM on Saturdays
63882—1/28—3/10
63884—3/31—5/12
Instructor: Erlene Jefferson
Course Tuition: $100

**MAKING MOVIES WITH WINDOWS XP**

*Six Week Online Course*
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. This course will take you through all the basics with easy step-by-step instructions and plenty of illustrations and hands-on exercises. Once you have the basics down pat, you’ll discover how to add still photos to your movies, and how to make still photos from your favorite video scenes. You’ll learn all about adding special effects, background music, sound effects, voice narration, and more. Finally, you’ll learn how to share your cinematic masterpiece with family and friends by e-mail, the Web, CD, and DVD.

Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

**PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA**

*Six Week Online Course*
Photographing people can be fun, exciting and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. We’ll start with the basic principles you need to know in order to become a people photographer. You’ll discover the best way to photograph faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements.

Next, we’ll move onto portrait and formal group shots, where you’ll learn how to organize people, which angles to use, and which to avoid. You’ll become proficient in action photography, and you’ll also learn several fun and creative ways to photograph children and babies. You’ll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

**WRITE AND PUBLISH YOUR OWN BOOK**

*Six Week Online Course*
One of the great things about nonfiction book writing is that you’re 10 times more likely to get published than you’d be if you wrote fiction. Whether you dream of becoming a full-time author, writing books to advance your career, or penning your memoir or family history, this fun and information-packed course will teach you how to plan, research, write, edit, and publish your masterpiece.

Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

Questions? Call us at 773-602-5042 • E-mail us at KKC-ContinuingEducation@ccc.edu
FINANCIAL & LIFE PLANNING

ASSISTING AGING PARENTS
*Six Week Online Course*
Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You’ll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You’ll learn about financial and legal considerations, health issues, and family interpersonal relationships.
Begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

CONTROLLING FOOD SERVICE COSTS
This course is for restaurant owners and managers, store managers, and entrepreneurs who want an introduction to food distribution, menu pricing, food cost, spoilage inventory values, and menu analysis. *Textbook Required.
9:00 AM – 12:30 PM on Saturdays
37011—Aug. 27—Oct. 8
37012—Nov. 5—Dec. 17
Instructor: Ronald Cooper
Course Tuition: $69

GET PAID TO TRAVEL!
*Six Week Online Course*
If you love to travel and enjoy working with individuals, tour directing, tour guiding, and cruise hosting may be the career for you! As a tour director or tour guide, you’re hired by tour operators, destination management companies, and incentive houses to escort groups on local programs, domestic tours, international tours, and cruises. Learn everything you need to be successful and how to acquire a position as a professional tour director, tour guide, and cruise host. In addition, you’ll learn about career opportunities and how to gain experience and employers for local, domestic, and international travel careers.
Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

REAL ESTATE INVESTING
*Six Week Online Course*
Have you ever heard the old saying, “Buy low, sell high?” News stories about the softening real estate market might scare away some novice investors. Experienced investors, however, recognize weak markets as opportunities to pick up bargains. When there are more sellers than buyers, your chances of getting a good deal go up. In fact, many investors make more money in a down market than in a strong one. In many areas, now is the time to buy before prices start climbing again. Learn how to make money, in good times and bad, even if you have little money to start.
Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

REAL ESTATE INVESTING II: FINANCING YOUR PROPERTY
*Six Week Online Course*
Congratulations! You’ve found the perfect investment property! Now the real work begins: How are you going to pay for it? And how much profit will you make? Financing your new purchase is hands-down the most confusing piece of the puzzle for buyers investing in real estate. Where do you go to get a good loan? How can you be sure that your investment will make money? What’s the best strategy for the market we’re in? We will demystify lending and the world of real estate finance so you know exactly how to profit from your investments.
Classes begin on 1/18, 3/21, 4/18 & 5/16
Register at www.ed2go.com/KenKing
Course Tuition: $99

WEALTH FITNESS

MONEY MATTERS—Money matters. This 2-hour workshop teaches participants how to manage money by preparing a personal spending plan and identifying ways to decrease spending and increase income. To achieve this objective, the participants will be able to: track daily spending habits, prepare a personal spending plan or budget to estimate monthly income and expenses, identify ways to decrease spending and possible ways to increase income, identify budgeting tools that will help you manage your bills, list and prioritize financial goals, and recognize how to create a plan to achieve financial goals.

LOAN TO OWN—Participants will understand the characteristics of consumer installment loans. To achieve this objective, the participants will be able to: Identify various types of installment loans and the factors lenders use to make home loan decisions, explain federal laws that protect you when applying for a loan, identify the questions to ask when purchasing a car, explain why installment loans cost less than rent-to-own services, explain why it is important to be wary of rent-to-own, payday loan, and refund anticipation services and how to guard against predatory lending practices.

CHARGE IT RIGHT—Participants attending this workshop will understand how to use a credit card responsibly and what to do when a credit card is lost or stolen. To achieve this objective, the participants will be able to: Define credit, explain why credit is important, describe the purpose of credit cards, determine if you are ready to apply for a credit card, determine which credit card is best suited for you, identify the factors creditors look for when making credit decisions, describe how to use a credit card responsibly, identify the steps to take when a credit card is lost or stolen.

Intro to QuickBooks®, Learn a new Accounting Application
GRANTWRITING
FUNDAMENTALS

Grant Writing, A to Z
*Six Week Online Course*

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.

This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. But many of the elements easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is also included. No matter who you are or what level of experience you have, you'll find the A to Z of writing and submitting successful proposals here!

*Classes begin 1/18, 3/21, 4/18 & 5/16*
*Register at www.ed2go.com/KenKing*
*Course Tuition: $99*

Grant Proposal Writing – Advanced
*Six Week Online Course*

Do you know the best way to present information in a grant proposal? In this course, an experienced grant writer will show you how to research and write winning proposals that get funded. You'll become proficient in the proposal format used by the vast majority of public foundations. Learn what to do--and, more importantly what not to do--on your cover sheet, narrative, background page, and your stakeholder and third-party evaluation plan. You will also gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. You'll become expert at ferreting out corporate, foundation, and government grant makers, and you'll know how to tailor your responses to information found in the peer review criteria.

*Classes begin on 1/18, 3/21, 4/18 & 5/16*
*Register at www.ed2go.com/KenKing*
*Course Tuition: $99*
WONDERING HOW TO BECOME A CONTINUING EDUCATION LECTURER?

The Continuing Education Department at Kennedy-King College welcomes proposals from prospective instructors. Please visit our website at http://kennedyking.ccc.edu to download a Course Proposal Form.

The Course Proposal Form asks you a series of questions to help us understand what your course will cover and how it will be conducted.

All prospective Continuing Education instructors are required to complete a City Colleges of Chicago job application. A drug screening and criminal background check are included in the hire process. After District Office approval, you will be informed of your assignment and you will participate in an instructor orientation.

Once we receive your proposal, one of our Continuing Education staff members will contact you. If you have any questions about the proposal process, please call Ms. Gordon at (773) 451-2149 or e-mail sgordon@ccc.edu.

OUR INSTRUCTORS ARE...

EXPERIENCED
ENERGETIC
ENTHUSIASTIC
Health Care Continuing Education Online Courses

Accredited Certificate Programs for Health Care Professionals

KENNEDY-KING COLLEGE

All Health Care Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program. Students who successfully complete the program will be awarded a Certificate from Allegro Learning Solutions.

Certificate in Complementary and Alternative Medicine
(32 contact hours) Enhance your professional marketablility by gaining a broad understanding of alternative health care options.

Certificate in Pain Assessment and Management
(24 contact hours) Increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Certificate in Gerontology
(40 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Certificate in Issues in Oxygenation
(32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in End of Life Care
(26 contact hours) Earn a certificate proving you understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

Certificate in Spirituality, Health, and Healing
(36 contact hours) Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

Certificate in Perinatal Issues
(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families.

Certificate in Bioenergy and Spiritual Healing
(26 contact hours) This certificate program meets the continuing education needs of medical professionals who work with or want to work with energy healing.

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