TRUMAN COLLEGE
One of the City Colleges of Chicago

Short-term Professional Training & Personal Interest

CLASS SCHEDULE
SUMMER 2014
Classes start June 2

1145 W. Wilson Ave. Chicago, IL 60640
773.907.4440
www.ccc.edu/truman/continuinged
What’s Hot this Summer?

- Stepping Techniques
- Food Service Sanitation
- Food Service Recertification
- Phlebotomy Technician
- Project Management
- Watercolor Painting
- Run/Walk Your Way to a 5K
- Basic Nursing Assistant
- Web Design
- Pharmacy Technician
- Photography
- Home-Based Childcare
- Grammar Express
- Bookkeeping
TRANSPORTATION

Riding the CTA
The CTA has direct, 24-hour rail service to Harry S Truman College’s front door via the Wilson stop on the Red Line. Numerous bus routes also connect with the campus, including Routes 36, 78, 81, 135, 145, and 151.

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

Important Parking Information
Free parking is available in the parking facility accessible just west of the Main Building off Wilson Ave. Enter at Wilson and Racine.

CONFIRMATIONS

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

CANCELLATIONS

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

AVOID DISAPPOINTMENT

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

ACCREDITATION

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

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

Continuing Education courses and programs are non-credit and non-transferrable.

FEES

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

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

e-Cashier payment system is available!
With Harry S Truman College’s online payment plan, e-Cashier, the earlier you enroll, the more you can spread out your payments.

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

Payment Methods
• Automatic bank payment (ACH)
• Credit card/ debit card
Payments are processed each month and will continue until the balance is paid in full. If a credit/debit card is used, a convenience fee in addition to the enrollment fee will be assessed.

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

Simple Steps to Enroll in the Payment Plan
• Register in person in Room 1442 in the Main Building to use the payment plan.

REFUNDS AND WITHDRAWALS

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

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

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

CONTINUING EDUCATION
LIFELONG LEARNING IN CLASS OR ONLINE

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• 100% refund for cancelled classes
• No refund after the first class meeting
HOW TO REGISTER FOR CONTINUING EDUCATION

**Walk-In**—Visit the Continuing Education office, Room 1442 in the Main Building. Registration hours are 10 a.m. to 7 p.m. Monday through Thursday; 10 a.m. to 4 p.m. Friday; and 9 a.m. to 1:30 p.m. Saturday. You may pay with check, cash, money order, or credit card at the Business Office in the Larry McKeon Student Services Building. (Cash or check payments not available on Saturday or after 2 p.m. on Friday.)

**Online Registration**—Register and pay online through My.ccc.edu using the following instructions.

Note—New students must register in person. Online registration is only available for returning students.

A note about fee payments… You are responsible for all class fees unless you officially withdraw before classes begin. If payment is not received, you will not be automatically dropped and you will be responsible for the fees, even if you did not attend the class.

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**MY.CCC.EDU online registration (for returning students only)**

### Adding/Enrolling in a Class

To add a class:
1. Login to [My.CCC.edu](http://My.CCC.edu).
2. From the Student Services page, click on the Academics section.
3. Click **Enroll in Class/Drop a Class**.
4. Select your Enrollment Term.
5. The first time you register online (each term) you will see the **CCC Health and Voter Registration Acknowledgement** page. Click on the links to read more about these services. The links will open a new browser window.
6. After you have reviewed the web pages, click **Continue**.
7. Scroll to the bottom of the page and select **Add Classes** to add classes to your schedule.
8. Enter the 5-digit Class Number in the Class Nbr field. This is the number listed below each course description in the printed schedule.
9. When you have selected your classes, click **Submit**. Failing to click on the Submit button will result in the loss of your registration request.
10. Carefully review the “Add Status” message for each class. Note: You are responsible for all tuition and fees for your classes. **You are expected to pay at the time of registration** either online by clicking Home/Finances/Make a Payment or in person at the cashier window in the Larry McKeon Student Services Building.

### Paying for a Class

To pay your account balance online with a credit card:
1. Login to [My.CCC.edu](http://My.CCC.edu).
2. From the Student Services page, click on the Finances section.
3. Under the Account section, click **Make a Payment**.
4. Select the credit card type (required).
5. Enter the credit card number as directed (required).
6. Select the expiration date of the credit card (required).
7. Review the Billing Address information. If the address listed differs from the Billing Address of the credit card (the address at which you receive your bill), enter the correct Billing Address (required). Enter your telephone number (required).
8. Click **Next**. You will be able to review this information on the next screen, before your credit card is charged.
9. Verify that the information on this page is accurate. Your credit card will be charged when you click **Submit**.
10. To Edit this information, scroll down and click “Return to Payment Information.”
11. To make the payment, click **Submit**.
12. If your payment was successful, this page will display a Reference Number. You may want to print this page for your records.
B.N.A.
Basic Nursing Assistant

Start your career in one of the fastest growing health fields, be a Certified Nursing Assistant (C.N.A.). The B.N.A. training program at Truman College provides you with comprehensive theory and clinical training that prepares you to take the state certification examination required to work in a licensed state facility or hospital as a C.N.A.. Our experienced instructors guide you through classroom lectures and activities and provide you with hands-on clinical experience that will allow you to enter the healthcare field.

Prerequisites for B.N.A. Training
- Be at least 16 years of age
- Have a valid Social Security card
- Have successfully completed English 100 or above and Math 98 or above; or attain a Compass Test Reading score of 64 or greater and Pre-Algebra score of 31 or greater.
- Have proof of immunizations for Measles, Mumps, Rubella and a negative TB skin test within the last eight months. *(If there is a history of a positive TB test, a chest x-ray is required.)
- Successfully complete a fingerprint and criminal background check.
- Be in good physical condition (If you are pregnant, you must have a Medical Release signed by your doctor BEFORE registering for this class.)

Course Fees and Registration
The cost of the B.N.A. program is $960.00 and must be paid in full at the time of registration. Flexible payment plans may be available. The B.N.A. Program is not covered by Federal Financial Aid.

Additional program expenses average about $300 and include:
- Criminal Background Check
- Physical exam
- Textbooks
- Uniform
- Stethoscope
- Blood Pressure Cuff
- Thermometer
- State competency exam

Funding Sources
The Truman College B.N.A. program is covered by the Workforce Investment Act (WIA). WIA provides training funds to unemployed or underemployed individuals. To find out if you are eligible, please contact one of the Workforce Centers:

<table>
<thead>
<tr>
<th>Workforce Center Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Park Community Center</td>
<td>773-539-3828</td>
</tr>
<tr>
<td>Howard Area Community Center</td>
<td>773-262-3515</td>
</tr>
<tr>
<td>Inspiration Corporation</td>
<td>773-878-0981</td>
</tr>
<tr>
<td>Instituto Del Progresso Latino</td>
<td>773-927-7712</td>
</tr>
<tr>
<td>Northside Workforce Center</td>
<td>773-334-4747</td>
</tr>
</tbody>
</table>

Program Schedule
The B.N.A. program is divided into 3 components; Orientation/CPR Training, Lecture, and Clinical. Orientation/CPR Training is mandatory for all students taking the B.N.A. program. Lecture is composed of classroom and laboratory time. Clinical is composed of time spent at the hospital or nursing home where students provide care to real patients.

<table>
<thead>
<tr>
<th>Day Class Lecture and Lab</th>
<th>Clinical: (Select One Session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation and CPR: Monday, June 2, 9:00am – 4:00pm, (L956) **</td>
<td>Monday, Wednesday, Friday, 7:00am – 3:30pm, July 23 – August 8</td>
</tr>
<tr>
<td>Lecture/Lab: June 4 – July 21</td>
<td>Friday, Saturday, Sunday, 7:00am – 3:30pm, July 20 – August 9</td>
</tr>
<tr>
<td>Monday, Wednesday, Friday, 9:00am – 4:00pm</td>
<td>Monday, Tuesday, Wednesday, 5:30pm – 9:30pm, and Saturday, 7:00am – 3:30pm, July 19 – August 9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evening Class Lecture and Lab</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation: Monday, June 2, 6:00pm – 8:00pm, (L956) **</td>
<td></td>
</tr>
<tr>
<td>CPR: Tuesday, June 3, 5:30pm – 9:30pm, (L956) **</td>
<td></td>
</tr>
<tr>
<td>Lecture/Lab: June 4 – July 21</td>
<td></td>
</tr>
<tr>
<td>Monday, Tuesday, Wednesday, 5:30pm – 9:30pm and Saturday 8:00am – 3:00pm</td>
<td></td>
</tr>
</tbody>
</table>

**Orientation and CPR are Mandatory**
College to Careers
Allied Health

EKG Technician
Learn the skills needed to become an EKG/cardiovascular technician in this comprehensive 33-hour course. You will learn the anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contacts. You will also be introduced to the associated areas of laboratory assisting, and electrocardiography. The hands-on practice you will receive will help prepare you for the national exam administered through NCCT. Note--As part of the learning objectives for this course, you will take on the role of patient and technician. Prerequisite: A high school diploma or GED is required to take the national certification exam. Fee $699
12381 CE HLTH 0158 TRA
6:00 PM-8:45 PM TTh 3975 N. Khan
Jun 3rd to Jul 17th

Medical Administrative Assistant
This 50-hour course will prepare you to function effectively in many administrative and clerical positions in the health care industry. Administrative Medical Assistants, Medical Secretaries, and Medical Records Clerks are all in great demand. This program covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service, and legal topics. You will receive a well-rounded introduction to medical administration so you can obtain or advance to a health care administration position. There is no externship available with this program. Note--A high school diploma or GED is required for national certification. Fee $999
12641 VOC TR 3583 TRC
6:00 PM-9:30 PM TTh L972 V. Baker
Jun 3rd to Jul 17th

Pharmacy Technician
Prepare to work in a pharmacy under the supervision of a registered pharmacist. This course includes 56 hours of classroom work and a mandatory 60-hour internship. You will learn medical terminology specific to the pharmacy field, to read and interpret prescriptions, identify drugs by generic and brand names, identify various disease states, and learn about over-the-counter medications. The 60-hour internship component will take place in a retail pharmacy under the supervision of a licensed pharmacy technician. Students must pass a criminal background check and drug screening, and must have a valid Social Security Number to participate in the class. Prerequisite: All prospective students must take the Compass ATB test to apply for admission to the program or submit required college transcripts. Fee $1350 (additional expenses total approximately $350)
Saturday classes
8:00 AM-3:00 PM Sat L836 K. Simpson
Jun 7th to Aug 2nd - No class July 5.
12633 CE HLTH 0171 SC
12635 CE HLTH 0172 SC
12637 CE HLTH 0173 SC

Tuesday/Thursday classes (twice a week)
5:30 PM-9:30 PM T/Th 2420 C. Little
Jun 3rd to Jul 24th
12634 CE HLTH 0171 TRC
12636 CE HLTH 0172 TRC
12640 CE HLTH 0171 TRC

Phlebotomy Technician
This 90-hour program prepares professionals to collect blood specimens for laboratory analysis. Students will become familiar with all aspects of blood collection and will develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Note--As part of the learning objectives for this course, you will take on the role of patient and technician. There is no externship rotation included with this program. Prerequisite: Students must be age 18. A high school diploma or GED certificate is required for national certification. This class meets three days per week: Monday, Tuesday, and Thursday. Fee $1599
12383 CE HLTH 0102 MTR
5:00 PM-8:30 PM MTTh L971 A. Meeters
Jun 2nd to Jul 29th

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call Kim Dismuke at 773-907-4466.
• EKG Technician
• Pharmacy Technician
• Paralegal
• Medical Administrative Assistant
• Basic Nursing Assistant
• Phlebotomy Technician

FOR MORE INFORMATION, CALL (773) 907-4440
BOOKKEEPING

Fundamentals of Bookkeeping
Use a step-by-step approach to learn all the elements of the bookkeeping cycle including creating and posting journal entries, performing a trial balance, closing the general ledger, preparing basic financial statements, and calculating the cost of goods sold. Fee $129
12388  VOC TR 1118 SC
9:00 AM-11:30 AM Sat  L967  G. Crouse
Jun 7th to Jul 26th - No class July 5.

FOOD SERVICE SANITATION

Food Service Sanitation
National Restaurant Association ServSafe Training and certification is appropriate for anyone seeking first-time certification or to renew an expired license. State and local governments require that food service establishments be under the direction of a person with a valid State of Illinois Food Service Sanitation Manager’s Certification. On successful completion of a state-approved exam, you will be eligible to apply for the State of Illinois certification ($35 fee). City of Chicago certificates are available for an additional $35 fee. A textbook must be purchased before the first class meeting (ServeSafe Manager, 6th Edition, ISBN 978-0135107430). Allow approximately 6 to 8 weeks to receive your certifications. Contact Illinois Dept. of Public Health at 217-785-2439 for information about certifications. You must attend both sessions to fulfill requirements for certification. The exam will be administered at the end of the second session. Fee $175
12499  VOC TR 1355 MC
8:00 AM-6:00 PM M  L947  D. Kulczycky
Jun 9th to Jun 16th

PROJECT MANAGEMENT

Introduction to Project Management
If you’ve ever baked a cake, planned a party, organized a vacation, or shopped for a car, then you have managed a project. This informative course is an introduction to project management fundamentals. By learning the formal processes of project management, you’ll know what it takes to run a successful project and how to use the industry’s best practices to help you succeed. This is a hybrid class, with two sessions in person and four sessions online. Students may also choose to attend all six sessions online. Fee $149
13177 VOC TR 8993 TC
6:30 PM-8:30 PM T  L925  C. Bell
Jun 10th and Jul 15th (two sessions in classroom)
Jan 17th to Jul 8th (four sessions online)

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

Explore your dream of creating a home-based childcare business in this certificate course. This series will provide the tools you need to launch and sustain a childcare business. You’ll follow a step-by-step process to develop a business and marketing plan, policies and procedures document, and a parent handbook. You’ll also gain a sound understanding of business financials. The required book is not included in the course fee. Fee $149

12437 VOC TR 1250 TC
6:30 PM-8:30 PM T 1917 L. Taylor
Jun 3rd to Jul 22nd

Marketing Your Home-Based Childcare Center

Maximize your enrollment and income. Explore inexpensive ways to promote your business. A certificate will be provided upon completion: CDA Area 6 Fee $20

12443 VOC TR 4051 RC
6:30 PM-8:30 PM Th 1917 L. Griffin
Jun 5th

Organizing Paperwork and Forms for Your Childcare Center

Every job has its paperwork! Learn organizational techniques for completing and tracking required forms. A certificate will be provided upon completion: CDA Area 5 Fee $20

12445 VOC TR 4052 RC1
6:30 PM-8:30 PM Th 1917 L. Griffin
Jun 12th

Knowing DCFS Standards

Stay current in your understanding of the DCFS standards. Make your next DCFS licensing visit a positive one. A certificate will be provided upon completion: CDA Area 6 Fee $20

12446 VOC TR 4050 RC2
6:30 PM-8:30 PM Th 1917 L. Griffin
Jun 19th

Working with Teen Parents

Understand and enjoy working with teen parents. Providers and caregivers will also learn how to create an incentive program to help guide teen parents through some difficult times. A certificate will be provided upon completion: CDA Area 4. Fee $20

12449 VOC TR 4055 RC
6:30 PM-8:30 PM Th 1917 L. Griffin
Jun 26th

Connecting with Infants and Toddlers Through Daily Routines

Develop routines for feeding, diapering, and napping that will enhance the social and emotional development of infants and toddlers. A certificate will be provided upon completion: CDA Area 8. Fee $20

12450 VOC TR 4058 RC
6:30 PM-8:30 PM Th 1917 L. Griffin
Jul 3rd
Creating a Positive Childcare Environment
Design a quality child care learning environment with practical ideas for creative space and materials. A certificate will be provided upon completion: CDA Area 1. Fee $20
12451 VOC TR 4053 RC
6:30 PM-8:30 PM Th 1917 L. Griffin
Jul 10th

Providing Quality Infant and Toddler Care
Learn developmentally appropriate activity ideas for infant and toddler care. Topics include building relationships, knowing children and their families, and creating a welcoming environment. Learn to promote children's safety and health, guide children's behavior, and provide quality interactions, routines, and daily activities. A certificate will be provided upon completion: CDA Area 3. Fee $20
12455 VOC TR 4056 RC
6:30 PM-8:30 PM Th 1917 L. Griffin
Jul 31st

Understanding Infant and Toddler Temperaments
Understand the key concepts of temperament types for infants and toddlers and how to be more responsive to the children's needs. A certificate will be provided upon completion: CDA Area 8. Fee $20
12456 VOC TR 4057 SC
6:30 PM-8:30 PM Th 1917 L. Griffin
Aug 7th

Activities for Infants and Toddlers
Learn to support and extend infant and toddler play and offer new activities and materials to build upon their learning. CDA Area 3. Fee $20
12495 VOC TR 4058 RC
6:30 PM-8:30 PM Th 1917 L. Griffin
Aug 14th

Literacy for Infants and Toddlers
Help teach infants and toddlers how to read using practical and creative concepts. A certificate will be provided upon completion: CDA Area 2. Fee: $20
12498 VOC TR 4060 RC
6:30 PM-8:30 PM Th 1917 L. Griffin
Aug 21st

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CAREER RESOURCES
The Career Planning and Placement Center at Harry S Truman College can help you...
• Find the career that is best suited for you
• Learn how to complete a job application
• Create a resume that will get you noticed, along with cover letters and thank you letters
• Learn about effective interviewing skills
• Find a job
• Learn about internships and work-based learning
For more information, please stop by Room 162 in the Larry McKeon Student Services Building or call (773) 907-2477.
Nonprofit Management Certificate

There is no greater reward than doing good. Today's organizations must go beyond acts of charity and develop sustainable business models that transform lives. Whether you are looking to enter the nonprofit field or receive training for yourself, staff, or board members, you can enhance your nonprofit's effectiveness. This three-course certificate program is designed to provide you with the basics you will need to run an effective and successful non-profit organization.

Students must complete all three classes to receive a Certificate of Completion. However, classes can also be taken individually.

- How to Create a Nonprofit Organization
- Nonprofit Career Management: Career, Passion, and the Nonprofit Worker
- Nonprofit Clinic

Courses to be offered Fall 2014.

Paralegal/Legal Assistant Training

According to the Bureau of Labor, the paralegal/legal assistant field is one of the fastest-growing employment areas in the country. With the right training you can enter the exciting paralegal field—there's no better time than now.

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

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

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

* This course should be taken early in the program.

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

Courses to be offered Fall 2014.
Project Management Certification Prep

Don’t put off your Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)® certification any longer! There’s a great reason to make 2014 the year you earn your project management certification. Now is the perfect time to prepare for your certification exam at Truman College.

Our exam preparation series will arm you with the knowledge and confidence required to finally get your project management certification.

Classes include Essentials of Project Management, Advanced Project Management and Project Management Professional (PMP®) Certification Preparation. Completion of all three of these classes will provide you with the 35 Professional Development Units (PDUs) required to obtain your PMP® certification. We will be using the Fifth Edition of the PMBOK (Project Management Body of Knowledge) Guide.®

To learn more, call (773) 907-4443 or email kwilson@ccc.edu. To register, visit Continuing Education in Room 1442 (Main Building), or register online at my.ccc.edu (returning students only).

Courses to be offered Fall 2014.

Real Estate Brokerage

You must take the following 90 hours of coursework approved by the Illinois Department of Financial and Professional Regulation (IDFPR) to be a licensed Broker.

- Real Estate Broker Pre-License Topics (75 classroom hours)
- Real Estate Broker Pre-License Applied Principles (15 classroom hours)

Prerequisites
- You must be at least 18 years old and have a high school diploma or GED certificate to take the state real estate exam.
- For admission to the program, you must take the COMPASS placement test or provide proof of successful completion of English Composition and College Algebra.

Courses to be offered Fall 2014.
# Registered Tax Return Preparer

**Basic Income Tax Preparation**
The objective of this class is to train you in tax preparation of the IRS Form 1040. You will learn how to prepare the Form 1040 tax return by hand including Schedule A, Itemize Deductions; Schedule B, Interest and Dividends; Schedule C, Self Employment; Schedule D, Capital Gains; and Schedule E, Income property. Fee $229

**Advanced Tax Preparation Certification**
This course will enable you to prepare individual tax returns for the general public, including individual taxpayers who operate sole-proprietor businesses or own rental properties. At the completion of the course, you will be able to complete most individual non-business and small business (self-employed/Schedule C and 1120S) tax returns and research tax issues. This course also provides the educational foundation necessary to successfully pass the IRS Competency Exam. Fee $349

Courses to be offered Fall 2014.

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# Social Media Certificate

Discover how to use social media to promote your business by keeping in touch with the latest applications. Our certificate program will guide you through the many alternatives and strategies as you continue to upgrade your skills and build your career.

Courses to be offered Fall 2014.
Business Startup Certificate

**How to Create the Next Big Dot.Com**
Have an idea? That’s not enough. Learn what steps you need to take to make that dream a viable, competitive business. Stages of startup development, their structures, and what to expect at each stage of the game will be examined. Learn the new-school way of high growth startups. Fee $249

**Bootstrapping 101: Funding Your Startup Dream**
Starting a business? It isn’t cheap, and Angel Investors don’t just fall from trees. Learn to leverage your networks, implement low-cost tools, and use resources that can help create your business. Learn about proving your model and adjusting; marketing your idea and building a team without salaries; understanding incubators and accelerator programs. Make it happen—but don’t instantly blow all your cash. Fee $249

Courses to be offered Fall 2014.

ComptIA

Becoming A+ certified means that you have the knowledge, skills, and customer relations experience needed for a successful entry-level computer service technician. You will be certified as meeting an industry-wide, nationally recognized standard of basic competency levels in the field of computer service. You need not have any experience in the field to enroll in A+ Computer Technician training. Familiarity with basic computer operations and navigation of an operating system is adequate. A+ Certification is an internationally recognized credential backed by major computer hardware and software companies. As a CompTIA Certified A+ Technician you will be able to

—Analyze computer problems
—Disassemble any computer for rebuild or upgrade
—Design and operate a computer maintenance system
—Recommend compatible hardware and software
—Limit downtime by providing immediate in-house action

**Required courses**

—Introduction to PC Hardware
—PC Repair and Troubleshooting
—PC Operating Systems

Courses to be offered Fall 2014.
WIA Assistance Available!

The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call Kim Dismuke at 773-907-4466.

- EKG Technician
- Pharmacy Technician
- Paralegal
- Basic Nursing Assistant
- Medical Administrative Assistant
- Phlebotomy Technician

College to Careers
Technology

Web Design Certificate

Using your creative skills and general computer knowledge (proficiency with Windows or Mac OS required), these courses will introduce you to the fascinating world of web design. Our courses cover the basics first, allowing you to fill in the gaps in your knowledge. As you progress, each integrated section builds on the previous sections to help you learn web design. Your instructor is a web-design professionals who will take you from the fundamentals of website design and creation through advanced imaging and page preparation using professional software tools for the Internet. Complete all three courses for a Web Design Certificate or classes can be taken separately.

Required courses:

- Web Design I—Begin the design process and create graphics with Adobe Photoshop and Illustrator.
- Web Design II—Create and edit a website using HTML and CSS, using both HTML or text editors as well as Adobe Dreamweaver.
- Web Design III—Learn to install and implement Content Management Systems (CMS), such as Wordpress, using the open source database MYSQL and the server-side scripting language PHP to build and maintain dynamic web sites. (offered Summer 2014)

Web Design III

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

12506 VOC TR 9208 TRC
6:30 PM-9:30 PM TTh 3909 Y. Chien
Jun 3rd to Jul 17th
### Skills

#### COMPUTER SKILLS

**Keyboarding**
Learn basic touch-typing skills with a focus on computer keyboarding. You will develop speed, efficiency, accuracy, and basic word-processing skills. Timed tests are required for accuracy and speed. Six sessions. Lab time included. Please bring a flash drive to class. Fee $69

12507 CE BSMT 0190 SA
11:00 AM-1:00 PM Sat L972 F. Murray
Jun 14th to Jul 26th - No class July 5.

**Computer Basics for Absolute Beginners**
Conquer your fear of computers in this beginner’s class. You’ll learn how to boot up and shut down the computer, develop mouse skills, understand the use of media storage, files, folders, icons, software, Accessory programs, operating systems, and sizing and moving windows. You’ll also create an e-mail account and learn how to use and search the internet. A USB thumb drive of any size is required. Prerequisite: Students who do not have keyboarding skills should take Keyboarding I before taking this class. Fee $129

12513 VOC TR 1111 SC
1:30 PM-3:30 PM Sat L972 J. Yacovacci
Jun 14th to Aug 2nd - No class July 5.

**Microsoft Word 2010**
Expose yourself to this powerful word processing software through an exciting hands-on experience. Learn how to create, edit, and save documents; use the speller and thesaurus; construct tables and columns; prepare envelopes and labels; and choose fonts. Prerequisite: Completion of Computer Basics for Absolute Beginners or instructor approval required. Student should bring a flash drive to class. Fee $129

12518 CE BSMT 0193 WC
6:30 PM-8:30 PM W L584 C. Walls
Jun 11th to Jul 16th

#### Introduction to Computers for Seniors
Seniors age 55 and older can become computer savvy through this 8-week course. Learn the basics of using a personal computer, including Microsoft Word and the Internet. Learn to compose letters and e-mail, to make calendars, flyers, and much more! Must be age 55 or older and a Chicago resident. Advance registration is required. Call the Chicago Department of Senior Services at 312-746-6523 to register. The class fee of $35 (check or money order) must be mailed to the Dept. of Family and Support Services, 1615 W. Chicago Ave., 3rd Floor, Chicago, IL 60622, attn Francine Miller. Payment must be received 2 days before the class start date. Class size is limited. Fee: $35

12519 PER TR 1046 WC
8:45 AM-10:45 AM W L584 DFSS
Jun 11th to Jul 30th.

**Intermediate Computers for Seniors**
Continue learning in this intermediate course. Students should have completed the Introduction to Computers for Seniors course. Must be age 55 or older and a Chicago resident. Advance registration is required. Call the Chicago Department of Family and Support Services at 312-746-6523 to register. The class fee of $35 (check or money order) must be mailed to the Dept. of Family and Support Services, 1615 W. Chicago Ave., 3rd Floor, Chicago, IL 60622, attn Francine Miller. Payment must be received 2 days before the class start date. Class size is limited. Fee: $35

12520 PER TR 1237 RC
8:45 AM-10:45 AM Th L584 DFSS
Jun 12th to Jul 31st.

#### CPR AND FIRST AID

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

12540 PER TR 4976 SC
9:00 AM-2:00 PM Sat L947 M. Stamos
Jun 21st
12542 PER TR 4976 SC2
9:00 AM-2:00 PM Sat L947 M. Stamos
Jul 19th

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

ACADEMIC PREPARATION

Grammar Express
Take a nuts-and-bolts look at the essentials of grammar and punctuation in this fun, interactive class. Topics that will be included are subject-verb agreement, tenses, run-on and fragmented sentences, and punctuation rules. This course can help improve your test scores and writing skills. Fee $49
12566 PER TR 3422 MC
12:30 PM-1:30 PM M 1428 S. Hertzberg
Jun 16th to Jul 28th

ARTS AND CRAFTS

Watercolor Painting
Discover the unique qualities of watercolor painting through experimental exercises. Learn to really see color, gain a working understanding of color theory, and develop your own personal style. Fee $125
12537 PER TR 7003 SC
9:00 AM-11:25 AM Sat 212 P. Otto
Jun 7th to Jul 26th

HOME OWNERSHIP

The Road to Home Ownership
With home prices so low, it’s a buyer’s market. Find out how you can get your piece of the American Dream. This class is presented by North Side Community Federal Credit Union (NSCFCU), a HUD-certified non-profit institution. We will give you tips on improving credit, understanding your mortgage loan options, and what your home-buying team will do for you. Class is 8 hours and repeated monthly. Fee of $35 (check or money order) must be mailed to the NSCFCU, 1011 W Lawrence Ave., Chicago, IL 60640, Attn: Housing Workshops. Payment must be received 2 days before the class date. Scholarships may be available, call NSCFCU for details. Register with NSCFCU: 773-769-5800 ext 230 or workshops@northsidecu.org. Fee $35
13179 PER TR 3439 SC1
10:00 AM-2:00 PM Sat 1917 C. Escovar
Jun 14th
13180 PER TR 3439 SC2
10:00 AM-2:00 PM Sat 1917 C. Escovar
Jun 28th
13181 PER TR 3439 SC3
10:00 AM-2:00 PM Sat 1917 C. Escovar
Jul 12th
13182 PER TR 3439 SC4
10:00 AM-2:00 PM Sat 1917 C. Escovar
Jul 26th

LANGUAGES

Elementary Mandarin
Learn the four tones of Mandarin Chinese and everything else will fall in place. Learn this tonal language and how the way a word or syllable is pronounced changes its meaning. Fee $139
13178 PER TR 9052 WC
6:30 PM-8:30 PM W 1947 J. Woo
Jun 11th to Jul 16th

Elementary Spanish
As the official language of Spain and 19 Latin American nations, Spanish is spoken as a first language by about 330 million persons and as a second language by perhaps another 50 million. It is the native language of over 17 million people in the United States. In this course, you will learn how to read, write, understand, pronounce, and speak Spanish from a native speaker. Fee $139
12632 PER TR 7057 RC
6:30 PM-8:30 PM Th 1947 TBA
Jun 12th to Jul 17th

Are you a fan of K-Pop, K-Drama, K-Movies, and K-Food?
Now you have an opportunity to learn how to read and say simple phrases in Korean.
Enroll in Elementary Korean coming in Fall 2014!
Advanced Darkroom Photography
Refine and expand your photography and darkroom craft by learning classical printing, handcoloring, toning, and portfolio building. Alternative processes such as solarization, black and white infrared film, liquid emulsion, or Polaroid transfers may be included in alternating terms. Intermediate students work on special assignments. Advanced students work on individual projects with assistance from the instructor. Lab hours are from 6 to 7 p.m. This course is for intermediate and advanced students only. Prerequisite: Completion of Basic Darkroom Photography or instructor approval is required. You must be familiar with and have access to a working 35-mm camera (not disposable) with manual exposure controls. Fee $119
12564 PER TR 7053 WC
7:00 PM-10:00 PM W 3928 J. Wessels
Jun 11th to Jul 23rd

Beginning Photography: Digital and 35mm
Learn the principles of photography with your digital or traditional 35mm camera. You can learn how to use a camera or you can refresh your knowledge of photography. You will learn about lens apertures, shutter speeds, light meter, film or ISO speeds, white balance, histograms, lenses, flash, composition, depth-of-field, digital storage cards, and much more. You will also learn to create great images using techniques like panning, painting with light, night photography, flash photography and others. The instructor, Ignacio Alvarez, has been a commercial photographer since 1985 and managed Custom Images Photography for 26 years. He has been the instructor for this and other classes since 1994. Prerequisite: Bring either a working 35mm or digital camera with a working flash. Check the batteries. It is very important not to miss the first class! Fee $65
12568 PER TR 7067 FC
5:00 PM-6:30 PM F 1580 D. Williams
Jun 14th to Jul 26th

Intermediate Photography: Digital and 35mm
Expand your photography skills in this continuation course for students who have already taken Beginning Photography and are comfortable with their cameras. You will learn all the advanced settings on the camera as well as the principals of studio lighting that will help you create great portraits at home using inexpensive equipment or a couple of external flashes. You will learn how to create portraits with impact, shoot sports, fashion, or product photography, and much, much more. We will shoot almost every week in class so you can get familiar with professional equipment. Prerequisite: Successful completion of Beginning Photography and a 35mm digital or film camera with a working flash. Fee $119
12562 PER TR 7054 SC
11:30 AM-1:30 PM Sat L951 I. Alvarez
Jun 7th to Jul 26th - No class July 5.

Stepping Techniques
Be a Stepper! Learn this smooth, popular improvisational form of partner dancing. The dance form evolved from the early Lindy Hop and Jitterbug Eras in the 1930s and 1940s, and can be traced back to the ritualistic dances in African culture. Steppin’ has a basic “six-count” beat. Individual style and flair are key in the definition and understanding of this form of dance that’s sweeping Chicago on all sides of town! The instructor has been dancing professionally since 1992 and has been a finalist in the World’s Largest Steppers’ Contest. Students should wear comfortable clothing and the type of shoes you would wear for a night out dancing. Fee $65
12568 PER TR 7067 FC
5:00 PM-6:30 PM F 1580 D. Williams
Jun 14th to Jul 26th

Run/Walk Your Way to a 5K
Join our beginning level class designed to introduce you to the joys of running! Get in shape while running your first 5K (3.1 mi). Why wait? Get started now! The first class consists of a required orientation and meets at the Truman College campus. Remaining classes will be held at Foster Beach, 5200 N. Lake Shore Drive. Fee $159
12569 PER TR 9085 SC
7:00 AM-8:00 AM Sat F. Franklin
Jun 7 to Aug 2
Jun 7 (required orientation) meets at the Truman College main building, 7 to 8 a.m. Jun 14th to Aug 2nd sessions will meet at Foster Beach, 5200 N. Lake Shore Drive (Edgewater).