Message From the Vice President

Welcome to the 2012/2013 academic school year. The Continuing Education department offers many career training, personal enrichment and skill building classes to fit your needs and interests.

We are proud to announce that we have added special courses specifically designed to meet our Veterans’ needs. If you do not see what you are looking for, feel free to let us know. We are always seeking new courses that will broaden your horizons.

There is no better time than now to start improving yourself or learn a new hobby. Discover the possibilities. Register for a Continuing Education course at Malcolm X College today.

Dr. Darrylinn Todd
Vice President, Academic & Student Affairs
City College of Chicago—Malcolm X College

Continuing Education Department Contact Information

Vacant  Dean of Continuing Education
(312) 850-7889  
Rm. 2219

Jackie Smith  C.N.A. Coordinator
(312) 850-7348  
jsmith01@ccc.edu  
Rm. 3531

Maria Talavera  College Clerical Asst. II
(312) 850-7136  
mtalavera@ccc.edu  
Rm. 2218

Yvette Martinez  College Clerical Asst. I
(312) 850-7136  
ymartinez7@ccc.edu  
Rm. 2217

ccc.edu/malcolmx/continuinged  
(312) 850-7136
Registration and Tuition Information

**DON’T BE DISAPPOINTED!**
**ENROLL EARLY!**
Since many courses fill early, ensure a seat in the courses you want by registering as soon as possible. Also, some courses may be canceled if enrollment is low. **Registration ends three business days before class begins unless alternative arrangements are made.**

**Tuition and Fees**

**Courses Numbered FAM MX, PER MX, and VOC MX**
The tuition for these Special Interest courses are listed in the Course Schedule. There are no additional registration fees for these courses and no additional fees for out-of-district or out-of-state students.

**Courses Numbered CE 014**
The tuition for Continuing Education classes beginning with numbers CE014 is $89 per hour plus an additional $30 registration fee. Applicable lab fees will be applied as indicated in the course description.

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

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

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

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

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

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

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

**Refunds and Withdrawals**

**Student-initiated Withdrawals**
Refunds are issued to eligible students based on the official date of withdrawal. Students must officially inform the college that they are withdrawing from class by completing a withdrawal in room 2217 and 2218. **NOTE:** You must officially withdraw from a class even if you do not attend.
- 100% refund for withdrawal before the first class meeting;
- 100% refund for cancelled classes;
- No refund after the first class meeting.

**Testing Information**
Students pursuing the Nursing Assistant program may need to take the reading comprehension placement test. Students will need to come into room 2217 or 2218 to determine if they need to take the test. If a student needs to take the test, they will need a test-testing waiver (received in room 2217or 2218) and their State ID, drivers license, or another approved form of identification. Placement testing is conducted in room 1109 during the following hours:

- **Monday-Wednesday:** 8:30 a.m. — 3:00 p.m.
- **Thursday:** 8:30 a.m. — 5:00 p.m.
- **Friday:** 8:30 a.m. — 2:00 p.m.

ccc.edu/malcolmx/continuinged  (312) 850-7136
Careers in Health & Fitness

CEO14 Course

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

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

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

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

Program Costs and Fees: (In-District fees)
- Tuition & Registration Fee: $920*
- State Criminal Background: $28 (to Accurate Biometrics)
- State Competency Fee: $60 (to SIU)
- Total Program Cost*: $1008

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

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

Class Schedule and Graduation Requirement

Day Classes: Room WSLC
MT: 01/22—03/12 M/Tu 9:00 a.m.—3:30 p.m.
Clinical: 01/24—03/07 Th 7:00 a.m.—3:30 p.m.

Evening Classes: Room WSLC
X: 01/22—03/14 M/Tu/Th 4:30 p.m.—8:45 p.m.
Clinical: 01/23—03/23 Sa 7:00 a.m.—3:30 p.m.
* Dates are subject to change

In order for you to graduate you must fulfill the following:
- Attend all classes and clinical rotations;
- Successfully complete all classroom and clinical components of the program;
- Pass all clinical procedures and final examination.

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

Personal Fitness Trainer: Certification Prep

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

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<th>Date</th>
<th>Class</th>
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<tr>
<td>04/03/01</td>
<td>Wed</td>
<td>6:00 pm-9:00 pm</td>
<td>WSLC</td>
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<tr>
<td>04/06/04</td>
<td>Sa</td>
<td>9:00 am-12:00 pm</td>
<td>WSLC</td>
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Room: TBD  $319**

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

Certificate in Gerontology

The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends.

A new section of this course begins monthly. To register, log on to ccc.edu/malcolmX/continuinged or please contact the B.N.A. Coordinator, Jackie Smith, at (312) 850-7348 or by email at jsmith01@ccc.edu.

College to Careers.

ccc.edu/malcolmX/continuinged (312) 850-7136
College to Careers & Skills

**Medical Billing and Coding**

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

**Medical Terminology of Healthcare Professionals**

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

**Anatomy and Physiology**

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

**Fundamentals of Medical Billing and Coding**

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

**Advance Medical Coding and Billing**

**Commercial & Government Billing & Insurance**

**Computers in Healthcare**

**Computerized Medical Billing and Coding**

**Courses will be offered Summer/Fall 2013**

**C.P.R. (American Heart Association)**

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

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<td>01/26</td>
<td>Sa</td>
<td>9:30 a.m.—2:30 p.m.*</td>
<td>2619</td>
<td>$45*</td>
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<tr>
<td>02/23</td>
<td>Sa</td>
<td>9:30 a.m.—2:30 p.m.*</td>
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<td>03/23</td>
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<td>05/25</td>
<td>Sa</td>
<td>9:30 a.m.—2:30 p.m.*</td>
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<td>$45*</td>
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*Students must arrive on time and attend entire class in order to receive card. No students will be allowed in after 9:30 a.m.

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

**C.P.R. (American Heart Association) En Español**

Usted aprenderá y será entrenado para pasar el examen de la resucitación cardiopulmonar (CPR) de la Asociación Americana del Corazón mejor conocida como “American Heart Association”.

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<tr>
<td>03/16</td>
<td>Sa</td>
<td>9:30 a.m.—2:30 p.m.*</td>
<td>2619</td>
<td>$45**</td>
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*Los estudiantes deberán llegar a tiempo y completar las horas requeridas en el entrenamiento para poder recibir su tarjeta. Ningun estudante será permitido después de haber comenzado la clase (9:30am) sin excepción de persona.

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

**Food Service Sanitation Certification**

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

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<td>01/22—03/05</td>
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<td>6 p.m.—9:00p.m.</td>
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<td>$150*</td>
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<tr>
<td>03/16-03/23</td>
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<td>8:30 a.m.—5:30p.m.</td>
<td>TBD</td>
<td>$150*</td>
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<tr>
<td>04/20-04/27</td>
<td>Sa</td>
<td>8:30 a.m.—5:30p.m.</td>
<td>TBD</td>
<td>$150*</td>
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*Students must attend all classes to fulfill the number of contact hours and testing requirements.

**Exam fee and the book, Essentials of Serving Safe Food are not included.

ccc.edu/malcolmx/continuinged (312) 850-7136
Nursing Workshops

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

COMPASS Test Prep Workshops

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

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

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

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

**English / Reading Prep Workshops**

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<td>Saturday</td>
<td>01/05</td>
<td>12:00 p.m.—2:00 p.m.</td>
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<td>Monday</td>
<td>01/07</td>
<td>12:00 p.m.—2:00 p.m.</td>
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<td>Tuesday</td>
<td>01/08</td>
<td>4:00 p.m.—6:00 p.m.</td>
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<td>Wednesday</td>
<td>01/09</td>
<td>12:00 p.m.—2:00 p.m.</td>
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**Math Prep Workshops**

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<td>Friday</td>
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<td>Monday</td>
<td>01/07</td>
<td>2:00 p.m.—4:00 p.m.</td>
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<td>Tuesday</td>
<td>01/08</td>
<td>6:00 p.m.—8:00 p.m.</td>
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<tr>
<td>Wednesday</td>
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<td>2:00 p.m.—4:00 p.m.</td>
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<tr>
<td>Thursday</td>
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<td>10:00 a.m.—12:00 p.m.</td>
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### Substance Abuse Counseling
Instructor Roland Grant will educate you on alcohol and substance abuse. Students can either earn 24 CEUs or use the education hours to apply for certification as an alcohol or drug substance abuse counselor.

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<tr>
<td>04/06–05/18</td>
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<td>9:00 a.m.—12:30 p.m.</td>
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<tr>
<td>01/06–03/20</td>
<td>W</td>
<td>5:00 p.m.—8:00 p.m.</td>
<td>TBD</td>
<td>$125</td>
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### EMT-B Refresher
This 24 hour EMT-B Refresher Training session is designed to ensure individual competency for the practicing EMT-B and is intended for the licensed EMT-B.

Call 312.850.7410 EMS Department for days and times.

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### Computer Skills for the Workplace
This course is designed to provide the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. We’ll focus on practical application for software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

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

### Administrative Assistant Applications
Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of human resources management.

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

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

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

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

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

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

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

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

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

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

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

### Property Management

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

**02/18—02/21 M/Tu/W/Th  6:00 p.m.— 9:00 p.m.**

Room: TBD  

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

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

A new section of this course begins monthly. **Time and Dates subject to change.**

### A to Z Grant Writing

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

**02/18—02/21 M/Tu/W/Th  6:00 p.m.— 9:00 p.m.**

Room: TBD  

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

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

### Writing Effective Grant Proposals

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

**02/18—02/21 M/Tu/W/Th  6:00 p.m.— 9:00 p.m.**

Room: TBD  

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

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

### Start Your Own Small Business

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

**02/18—02/21 M/Tu/W/Th  6:00 p.m.— 9:00 p.m.**

Room: TBD  

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

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

### Resume Writing Workshop

By the end of this workshop, participants will understand the purpose of a resume and receive writing tips to improve their current resume or develop a resume for the first time. Participants should bring a flash drive to save their work.

Please call us for dates and times.

Room TBD  

### Job interview Skills Workshop

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

Please call us for dates and times.

### Home Buyers Seminar

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

### Wealth Fitness Workshops

#### Your Own Home

By the end of this course, participants will understand the home buying process and the difference between renting versus owning and financially protecting their home.

### Paying for College and Cars

By the end of this course, participants will understand general information on installment loans, including car loans and student loans.

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ccc.edu/malcolmx/continuingsed  

(312) 850-7136
Personal Interest.

Dance, Music & Arts

Chinese Traditional & Folk Dance
A fusion of body training and flexibility with graceful and rhythmic movements come together in Chinese dance. International performer Quiyue Jin Wong will instruct you in this dance class.

For Adults
01/08—02/26  T  7:00 p.m.—9:00 p.m.
03/05—04/30  T  7:00 p.m.—9:00 p.m.
01/09—02/27  W  7:00 p.m.—9:00 p.m.
03/06—05/01  W  7:00 p.m.—9:00 p.m.
Room: 0501  $80

For Children Basic
01/11—03/01  F  5:30 p.m.—6:30 p.m.
03/08—05/03  F  5:30 p.m.—6:30 p.m.
Room: 0501  $50

For Children Intermediate
01/11—03/01  F  7:00 p.m.—9:00 p.m.
03/08—05/03  F  7:00 p.m.—9:00 p.m.
Room: 0501  $80
* College will be closed from March 25-29, 2013 for Spring Break

Stepping: Basic Techniques
People are stepping all over Chicago and Rose Lewis and J. Calvin will teach you basic techniques. Learn to start, work with a partner, turn, return, and stop.
01/19—02/16  Sa  10:00 a.m.—12:00 p.m.
03/02—04/06  Sa  10:00 a.m.—12:00 p.m.
04/20—05/18  Sa  10:00 a.m.—12:00 p.m.
Room: 0501  $50

Stepping: Advanced Techniques*
Continue on with Rose Lewis and J. Calvin as you learn more advanced techniques.
01/19—02/16  Sa  12:30 p.m.—2:30 p.m.
03/02—04/06  Sa  12:30 p.m.—2:30 p.m.
04/20—05/18  Sa  12:30 p.m.—2:30 p.m.
*Prerequisite to take this course: Intermediate Techniques or permission from the instructor.
Room: 0501

Stepping: Practice Class*
After you have completed one or more technique classes, take time to perfect the art with Rose Lewis and J. Calvin.
01/19—02/16  Sa  3:00 p.m.—5:00 p.m.
03/02—04/06  Sa  3:00 p.m.—5:00 p.m.
04/20—05/18  Sa  3:00 p.m.—5:00 p.m.
Room: 0501  $50
*Prerequisite to take this course: A techniques class or permission from the instructor.

*College will be closed from March 25-29, 2013 for Spring Break

Music Made Easy
If you enjoy music and would like to know more about what makes it work, this is the course for you. You’ll gain a complete understanding of rhythm, melody, and harmony, and you’ll be able to recognize pitches on the musical staff and on the keyboard. Each lesson will build on previous lessons, while also introducing new musical concepts. Your course begins with an introduction to rhythm and the various aspects of rhythm; including beat, meter, note, and rest values.

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

Pleasures of Poetry
If you enjoy music and would like to know more about what makes it work, this is the course for you. You’ll gain a complete understanding of rhythm, melody, and harmony, and you’ll be able to recognize pitches on the musical staff and on the keyboard. Each lesson will build on previous lessons, while also introducing new musical concepts. Your course begins with an introduction to rhythm and the various aspects of rhythm; including beat, meter, note, and rest values.

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

**Beginning Conversational French**
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!

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

**Instant Italian**
This dynamic course will teach you how to express yourself comfortably in Italian. You’ll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You’ll read, hear, and practice dialogues based on typical situations that you’re likely to encounter while staying in Italy. You’ll be surprised by how quickly and easily you can learn many useful expressions in Italian!

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

**Youth Saturday Classes**

**Karate (Ages 5-16)**
You will learn to strengthen your natural, physical, and mental abilities through this class. Seventh-degree black belt Sensei Brad Hughes will help you develop more self-confidence and increase your fitness level through basic techniques of self-defense.

- 01/26—02/23 Sa 9:00 a.m.—11:00 a.m.
- 03/09—04/13 Sa 9:00 a.m.—11:00 a.m.
- 04/27—05/25 Sa 9:00 a.m.—11:00 a.m.
- Room: 0307 $70

**Online Classes**

Online Spanish language training courses that you can take whenever and wherever you want, because they are non-instructor-led. These programs were designed to be efficient, effective and not teacher-bound. Better yet, you can take the course at your own convenience and pace, not that of the school.

Learn Spanish for nursing, law enforcement, construction, sales, teachers, and many more.

Go to malcolmx.ccc.edu/ce/commandspanish to register.

Ed2go offers online classes for our students in a variety of subjects. These classes are ongoing and you can register for them whenever they fit into your schedule.

There are hundreds of classes to choose from, we suggest:
- Web Design
- Learning Adobe Software
- Homeschool With Success
- Paralegal Preparation
- PC Troubleshooting
- Quickbooks
- Speed Reading
- Get Paid to Travel
- Web 2.0
- Visual Basic
- Stocks and Investing

Go to www.ed2go.com/MXC for more information and to register for your classes.
Making Movies with Windows XP
If you have Windows XP, you already have Microsoft Movie Maker, the program that makes creating professional-quality movies fun and easy. In this six week course, you'll learn to edit out-thnот-so-good content, and organize the good content into great, entertaining movies. You'll learn how to add titles and credits to movies just like the pros.

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

Lose Weight and Keep it Off
Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.

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

Luscious, Low-Fat, Lightning-Quick Meals
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.

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

Secrets of the Caterer
Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career. In this introductory course, you will learn how to put your cooking and party planning skills to work.

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

FREE Adult Basic Education, GED Prep & ESL Classes

Malcolm X College’s Adult Education Program offers preparatory classes for students seeking to take the General Education Development (GED) Exam, to become proficient in English as a Second Language (ESL) or to take the U.S. Citizenship Exam.

Goals

- Improve Literacy Skills
- Attain GED Certificate
- ESL Proficiency
- Obtain U. S. Citizenship

Hours of Operations

- Monday-Thursday 8:30 a.m.—6:00 p.m.
- Friday 8:30 a.m.—5:00 p.m.
- Saturday 9:00 a.m.—1:00 p.m.

Malcolm X College Main Campus (312) 850-7300 Room 2308

West Side Learning Center (WSLC) (312) 850-7420 Main Office

Dr. Sharon Bryant Dean, Adult Education
Pamela Lynch Associate Dean, Adult Education WSLC
Lillian Bell Adult Education Manager
Joseph Tully Adult Education Manager, WSLC
Diane Brandon Early School Leaver Transition Program Coordinator
Ted Fields & Lee Willis Transition Specialists, Main Campus
Marlon Haywood Transition Specialist, WSLC
Carmen Navarrete Academic Advisor, West Side Learning Center
Celestine Collins Administrative Assistant, Main Campus
Felicia Welch Administrative Assistant, West Side Learning Center

For information email us at mxcadulteducation@ccc.edu or call (312) 850-7300
# Testing Schedule for Spring 2013

<table>
<thead>
<tr>
<th>Testing Location:</th>
<th>Malcolm X College, 1900 W. Van Buren, Room 2239</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Testing Dates:</strong></td>
<td>December 10—19, 2012 &amp; January 2—5, 2013</td>
</tr>
<tr>
<td><strong>Testing Times:</strong></td>
<td></td>
</tr>
<tr>
<td>ABE Testing Only:</td>
<td>Monday &amp; Wednesday 9:00 a.m.</td>
</tr>
<tr>
<td>ESL Testing Only:</td>
<td>Monday &amp; Wednesday 4:00 p.m.</td>
</tr>
<tr>
<td>ESL Testing Only:</td>
<td>Tuesday &amp; Thursday 9:00 a.m.</td>
</tr>
<tr>
<td>ABE Testing Only:</td>
<td>Tuesday &amp; Thursday 4:00 p.m.</td>
</tr>
<tr>
<td>ABE &amp; ESL Testing:</td>
<td>Saturday 9:00 a.m.</td>
</tr>
<tr>
<td><strong>Constitution Testing: (Main Campus Only)</strong></td>
<td>Monday &amp; Wednesday 1:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Tuesday &amp; Thursday 2:00 p.m.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Testing Location:</th>
<th>West Side Learning Center, 4624 West Madison Street, Room 116</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Testing Dates:</strong></td>
<td>December 10—19, 2012 &amp; January 2—5, 2013</td>
</tr>
<tr>
<td><strong>Testing Times:</strong></td>
<td></td>
</tr>
<tr>
<td>GED &amp; ESL:</td>
<td>Monday &amp; Wednesday 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Tuesday &amp; Thursday 9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Friday 9:00 a.m.</td>
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**IMPORTANT NOTE:** Students ages 16 or 17 must submit a release letter from the last school attended prior to testing and registration.

**Expectations:** Please plan to stay 2 or more hours for placement testing and registration.

**Residency Verification Includes one of the following:**

* Valid State of Illinois ID;
* Valid Driver’s License; or
* Matricula Consular ID

*If the above ID is not current, you will also need to bring one of the following:

- Current Voter Registration Card;
- Current Public Aid Card;
- Current Medical Card; or
- Current Utility Bill

**Placement:** Student Placement is based on test scores and the availability of classes.

Class schedules will be distributed during mandatory orientation.

**Other info:** Classes begin January 14, 2013

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

Malcolm X College has partnerships with local community organizations to offer Adult Education classes. Please contact one of the sites below for additional information:

<table>
<thead>
<tr>
<th>The Learning Center</th>
<th>Haymarket Center</th>
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</thead>
<tbody>
<tr>
<td>2153 S. Millard</td>
<td>108 N. Sangamon</td>
</tr>
<tr>
<td>Chicago, IL 60623</td>
<td>Chicago, IL 60607</td>
</tr>
<tr>
<td>(773) 277-3111</td>
<td>(312) 226-7984</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Northwestern University</th>
<th>Westtown Coalition</th>
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<tbody>
<tr>
<td>Settlement House</td>
<td></td>
</tr>
<tr>
<td>1400 W. Augusta</td>
<td>3501 W. Armitage</td>
</tr>
<tr>
<td>Chicago, IL 60622</td>
<td>Chicago, IL 60647</td>
</tr>
<tr>
<td>(773) 278-7471</td>
<td>(773) 235-2144</td>
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<thead>
<tr>
<th>Metropolitan Correction Center</th>
<th>St. Hyacinth Church</th>
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<tbody>
<tr>
<td>71 W. Van Buren</td>
<td>3636 W. Wolfram</td>
</tr>
<tr>
<td>Chicago, IL 60605</td>
<td>Chicago, IL 60618</td>
</tr>
<tr>
<td>(312) 322-0567</td>
<td>(773) 342-3636</td>
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<tr>
<th>Spencer Technology Academy</th>
<th>SEIU</th>
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<tbody>
<tr>
<td>214 N. Lavergne</td>
<td></td>
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<tr>
<td>Chicago, IL 60644</td>
<td>2229 S. Halsted</td>
</tr>
<tr>
<td>(773) 534-6150</td>
<td>Chicago, IL 60608</td>
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<tr>
<td></td>
<td>(312) 221-6956</td>
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<thead>
<tr>
<th>Day Reporting Center</th>
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<tbody>
<tr>
<td>2700 S. California</td>
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<tr>
<td>Chicago, IL 60623</td>
</tr>
<tr>
<td>(773) 890-6911</td>
</tr>
</tbody>
</table>

For information email us at mxcadulteducation@ccc.edu or call (312) 850-7300
**Early School Leaver Transition Program**

The Early School Leaver Transition Program (ESLTP) is a FREE, state-funded, cooperative vocational education program designed for students who did not complete high school and who are between the ages of 16 – 21. The program also assists students with re-entry into the educational system and with job placement.

Students must score a 9.0 or higher on the reading placement exam to qualify for the Early School Leaver Transition Program; transportation benefits are available for students who qualify.

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

**Transition to the Next Level**

- i-Pathways (Online GED Classes)
- College2Careers – Healthcare Bridge
- Gateway
- Specialized Tutorial Services
- Flexible Class Schedules

Malcolm X College GED classes are preparatory classes guiding students to the GED exam. For more information and locations on where to take the GED exam, go to [cookcountyged.org](http://cookcountyged.org) or call (847) 328-9795.