TRUMAN
Continuing Education
Class Schedule

SPRING I starts January 14
SPRING II starts April 1

SPRING 2013
Register Today

City Colleges of Chicago
Harry S. Truman
Education that Works

1145 W. Wilson Ave. Chicago, IL 60640
773.907.4440
www.ccc.edu/truman/continuinged
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## What’s New this Spring

**CHECK OUT THESE CLASSES!**
- Everyday Law
- Supervising for Success: Getting the Best Out of Employees
- Teaching as an Adjunct
- Medical Math for Healthcare Workers
- Start Your One Home Health Care Business
- From French Fries to the Freeway: How to Manufacture Your Own Biofuel from Cooking Oil
- Start Your Own Salon
- Start Your Own Automotive Business
- CompTIA A+ Certification

## SAVE ON GAS!

**LEARN ONLINE!**

Enroll in an online course today!

www.ed2go.com/truman

Most Courses Are Only $99

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**TO REGISTER CALL (773) 907-4440**
CONFIRMATIONS
Enrollment confirmations are not mailed. Report to classes selected unless otherwise advised. If you have questions, visit Room 1442.

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

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

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

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

e-Cashier payment system is available!
With 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 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.

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

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

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

PHARMACY TECHNICIAN
Prepare to work in a pharmacy under the supervision of a registered pharmacist. This course includes 56 hours of classroom work and a mandatory 60-hour internship. You will learn medical terminology specific to the pharmacy field, to read and interpret prescriptions, identify drugs by generic and brand names, identify various disease states, and learn about over-the-counter medications. Students will prepare for the National Certification Exam. The 60-hour internship component will take place in a retail pharmacy under the supervision of a licensed pharmacy technician. Students must pass a criminal background check and drug screening to participate in the class. Prerequisite: All prospective students must take the Compass ATB test to apply for admission to the program. Fee $1350
67009  CE HLTH 0171 SC
8:00 AM-12:30 PM Sat  L836  K. Simpson  Spring I
Jan 14th to Apr 13th -  No class March 30.
67010  CE HLTH 0171 RC
5:30 PM-9:30 PM Th 2420  C. Little  Spring I
Jan 17th to May 2nd -  No class Feb. 7 and March 28

EKG TECHNICIAN
Learn the skills needed to become an EKG/cardiovascular technician in this comprehensive 33-hour course. You will learn the anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contacts. You will also be introduced to the associated areas of laboratory assisting, and electrocardiography. The hands-on practice you will receive will help prepare you for the national exam administered through NCCT. Note—As part of the learning objectives for this course, you will take on the role of patient and technician. The course fee does not include the textbook and learning materials. Prerequisite: A high school diploma or GED is required to take the national certification exam. English proficiency is required. Fee $699
66902 VOC TR 3093 SC
9:00 AM-1:45 PM  Sat 3975  N. Khan  Spring I
Jan 19th to Mar 2nd
66961 VOC TR 3093 SD
9:00 AM-1:45 PM  Sat 3975  N. Khan  Spring II
Apr 6th to May 18th

WIA Assistance Available!
The following programs are approved for Workforce Investment Act (WIA). To find out if you are eligible, call 773-907-4737.
• EKG Technician
• Paralegal
• Basic Nursing Assistant
• Phlebotomy Technician
• Dialysis Technician
• Pharmacy Technician
• Medical Administrative Assistant
• Home Based Daycare
• Web Design

Medical Administrative Assistant
This 50-hour course will prepare you to function effectively in many administrative and clerical positions in the health care industry. This program covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service, and legal topics. You will receive a well-rounded introduction to medical administration so you can obtain or advance to a health care administration position. There is no externship available with this program. This program does not include a national or state certification as part of its overall objectives. Fee $999
68044 VOC TR 3583 TRC
6:00 PM-9:30 PM  TTh 1959  V. Baker  Spring I
Feb 5th to Mar 21st

Medical Administrative Assistant
This 50-hour course will prepare you to function effectively in many administrative and clerical positions in the health care industry. This program covers important background information on anatomy and physiology, medical terminology, insurance billing and coding, medical ethics, customer service, and legal topics. You will receive a well-rounded introduction to medical administration so you can obtain or advance to a health care administration position. There is no externship available with this program. This program does not include a national or state certification as part of its overall objectives. Fee $999
68044 VOC TR 3583 TRC
6:00 PM-9:30 PM  TTh 1959  V. Baker  Spring I
Feb 5th to Mar 21st

Phlebotomy Technician
This 90-hour program prepares professionals to collect blood specimens for laboratory analysis. Students will become familiar with all aspects of blood collection and will develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology, blood collection procedures, specimen hands-on practice, and training in skills and techniques to perform puncture methods. Note—As part of the learning objectives for this course, you will take on the role of patient and technician. There is no outside externship rotation included with this program. Prerequisite: Students must be age 18 and English proficient. A high school diploma or GED certificate is recommended. This class meets three days per week: Monday, Tuesday, and Thursday. Fee $1599
68065 CE HLTH 0102 MTR
5:00 PM-8:30 PM  MTTh  L971  A. Meeters  Spring I
Jan 14th to Mar 18th -  No class Jan. 21 or Feb. 18.
Dialysis Technician
This 50-hour Dialysis Technician program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Dialysis Technicians must also assess patients for any complications that occur during the procedure and must be ready to take necessary emergency measures including administering oxygen or performing Basic Cardiopulmonary Resuscitation. Additionally, they may also be involved in the training of patients for at-home dialysis treatment and providing them with the emotional support they need for self-care. Note—This program does not include a national or state certification as part of its overall objectives. Additionally, there is no student internship or clinical rotation offered as part of this program. Fee $1099
66903 VOC TR 2625 TRC
6:00 PM-9:30 PM TTh L951 Y. Thomas Spring I
Jan 15th to Mar 4th

Writing for Healthcare Professionals
Learn the principles of writing, writing for academic purposes, and writing to help healthcare professionals in practice. Fee $425
69547 VOC TR 9069 SD
10:00 AM-12:30 PM Sat L967 TBA Spring II
Apr 13th to May 18th

Spanish for Healthcare Workers
Learn medical terminology words and phrases for health care workers. Also, this course will give you a cultural awareness of working with a Latino population in the field of health care. Fee $425
69584 VOC TR 9061 RC
6:00 PM-8:30 PM Th L965 TBA Spring I
Apr 11th to May 16th

Medical Math for Healthcare Workers
Review the practical application of mathematical principles of ratios, conversions, and statistics used in a typical health care setting. This class includes a review of basic math, English/metric conversions, how to read and interpret doctor's orders, how to calculate the proper mix of solutions and flow rates, and basic probability and statistics used in a medical context. Fee $350
69545 VOC TR 9074 MC
6:30 PM-8:30 PM M 1925 TBA Spring I
Jan 14th to Mar 4th - No class Jan. 21 and Feb. 18.
Introduction to Computers for Healthcare
Students will learn the day-to-day usage of the computer in the healthcare setting. Students will also develop skills to evaluate alternative courses of action, thereby improving the efficiency of the healthcare system. This course will focus on effective modeling and analysis of complicated healthcare related processes through the use of computer usage and simulation techniques. Fee $105
66913  CE HLTH 0170 SA
9:00 AM-1:00 PM Sat L584 C. Little Spring I Jan 19th to Feb 9th

Human Anatomy and Physiology
A basic understanding of the anatomy and physiology of the various body systems is the sound foundation upon which all health care careers are built, including those providing direct patient care and those in support services such as medical billing. This course examines basic anatomy (structure) and physiology (function). Abnormal function (pathology) will be discussed briefly as well as the most common diagnostic tests used to identify it. Writing assignments, as appropriate to the discipline, are part of the course. Fee $420
68049  CE HLTH 0154 MWA
5:30 PM-9:30 PM MW L951 N. Khan Spring I Jan 16th to Mar 11th - No class Jan. 21 and Feb. 18.

Fundamentals of Medical Billing and Coding
This course provides an overall view of the medical billing and coding field and processes. You will be introduced to CPT coding and symbols. Learn about HIPAA, the purpose and use of CMS1500 and UB92 forms, as well as the anatomy and systems that apply to CPT coding. This course will also cover radiology/ oncology pathology, the medicine and Level II National Codes (HCPCS). Prerequisite: Successful completion of Human Anatomy and Physiology and Medical Terminology for the Healthcare Profession is required. Students should be English proficient. Fee $210
68050 CE HLTH 0104 MWA
6:00 PM-8:30 PM MW 1959 C. Olivarez Spring I Jan 16th to Mar 11th - No class Jan. 21 and Feb. 18.

Commercial and Government Billing and Insurance
In this course, you will learn to verify insurance benefits, use the CMS1500 claim form, register patients, and interpret explanation of benefits. You will also learn how to identify Medicare cards, HMO, PPO, and MCOs, Medicare, Medigap and Medicaid programs; identify and rebill claims; bill to the highest level of specificity; and process the UB92 hospital billing form. Commercial and government insurance will also be covered. Prerequisite: Successful completion of Fundamentals of Medical Billing and Coding and Advanced Medical Billing and Coding is required. Fee $105
68051 CE HLTH 0155 MWB
6:00 PM-9:30 PM MW L972 D. Balentine Spring I Jan 16th to Jan 30th - No class Jan. 21.

Begin Your Healthcare Career as a Basic Nursing Assistant (BNA)
As a principal caregiver in a nursing home or hospital, you can interact with people in a positive, caring way while providing quality care. Our state-approved Nurse Assistant Training will get you into one of the fastest growing occupations in the United States today.
Truman College provides comprehensive theory and clinical training both in hospitals and nursing homes. Upon successful completion of this course, you will be eligible to take the state certification examination.
Placement Test: Before you can register for BNA classes, you must pass a placement test. (The admissions test is not required for college graduates or students who have successfully completed English 100 or above and Math 98 or above.)
Fees of $960 must be paid in full on the day of registration or a payment plan may be available. Other expenses include fees for physical exam, white uniform, textbook, thermometer, criminal background check ($28 to be paid at orientation), and competency exam ($60). Additional expenses are approximately $400. This program is WIA approved.
Computer Literacy Expectations: Students will need basic word processing and internet searching skills for the completion of some papers, exercises, and projects.
To learn more, pick up an admissions packet from Room 1442 or call 773-907-4458.

Students will take three concurrent BNA classes:
Fundamentals of Nursing for Assistive Personnel
Clinical for Assistive Personnel
CPR for BNA Program

Spring BNA class schedule
Daytime class: Jan. 14 to March 22
Evening class: Jan. 22 to March 23
Weekend class: Jan. 26 to April 28
Daytime class: April 1 to June 7
Evening class: April 8 to June 8
Computerized Medical Billing and Coding
Gain hands-on practice with Virtual Medical Office billing software. Learn how to complete patient information, and learn the scheduling, billing, and electronic filing features of Virtual Medical Office through computer simulations. Prerequisite: Completion of Intro to Microcomputers and Keyboarding (or equivalent training or experience), Human Anatomy and Physiology, Medical Terminology, Fundamentals of Medical Billing and Coding, and Advanced Medical Billing and Coding (Coding Applications). Fee $315
66914 CE HLTH 0106 MWC
6:00 PM-9:15 PM MW L972 D. Balentine Spring I
Feb 4th to Mar 20th - No class Feb. 18.

Medical Terminology for Healthcare Professions
Basic medical vocabulary for allied health professionals and others with a minimal background in anatomy and physiology; includes study of the human body systems. Students will learn terminology for common pathologies (diseases) and diagnostic tests with a focus on proper pronunciation, usage and spelling. Writing assignments, as appropriate to the discipline, are part of the course. Fee $210
68052 CE HLTH 0153 MWD
6:00 PM-9:00 PM MW L951 N. Khan Spring I
Apr 8th to May 15th

Advanced Medical Billing and Coding
This hands-on course will provide an understanding of ICD-9 CM codes, how to use the manual and other source references needed to code correctly, and link the proper CPT codes to show medical necessities. You will learn how to complete CMS1500, DPA2360 and HCPCS forms through use of coding case studies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of Fundamentals of Medical Billing and Coding is required. Fee $210
0000 CE BSMT 0105 MWC
6:00 PM-8:45 PM MW 1959 C. Olivarez Spring II
Apr 3rd to May 15th

Case Studies for Medical Billing and Coding
Apply your knowledge to real case studies as you prepare to enter the medical billing and coding workforce. You will examine case studies with CPT, ICD-9-CM, HCPCS coding books. Practice coding exams from AAPC (www.ritecode.com) will be administered. Prerequisite: This course is recommended for students who have completed Advanced Medical Billing and Coding. Fee $119
66977 VOC TR 3596 SD
9:00 AM-12:00 PM Sat L933 C. Olivarez Spring II
Apr 13th to May 18th

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

Required courses
• Paralegal Overview
• The Paralegal Profession: Nature and Scope*
• Legal Research
• Legal Writing
• Contracts
• Estates, Wills, and Trusts
• Business Law
• Civil Procedure and Litigation
• Torts/Personal Injury
• Criminal Law and Procedure
• Family Law
• Real Estate and Property Transfers
* This course should be taken early in the program.

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

CPC Exam Preparation
Join Ciro Olivarez, Certified Professional Coder, as he prepares you for the CPC certification exam for the AAPC. An easy-to-follow outline format guides you through the anatomy, terminology, and pathophysiology for each organ system; reimbursement concepts; an overview of CPT, ICD-9-CM, and HCPCS coding; and more. Sample tests will be given and test taking techniques will be covered. A book is required for this course. This class is open to the public. Fee $99
68053 VOC TR 7780 SD
9:00 AM-1:00 PM Sat L933 C. Olivarez Spring II
April 6th
Paralegal Overview
The paralegal field can be exciting and rewarding—paralegals work in a variety of settings including corporations, private law firms, consumer organizations, courts, and government agencies. Come to this one-day seminar to learn about career opportunities for paralegals, and about Truman College’s paralegal training program. Fee $29
66916 VOC TR 2046 TC
6:30 PM-8:30 PM T L915 T. Wendt Spring I
Jan 15th

Estates, Wills, and Trusts
Many legal assistants are now working in the probate area. You’ll learn the essential requirements of drafting wills and trusts, the tax laws that govern this area, the procedures involved in the administration of an estate, and the responsibilities delegated to paralegals in this specialty area. Fee $129
68054 CE BSMT 0246 SC
9:00 AM-12:00 PM Sat 1925 S. Baker Spring I
Jan 19th to Mar 2nd

Business Law
Examine how various areas of law including constitutional law, criminal, tort law, contracts, and property law impact the creation, structure, and operation of businesses. You will learn statutes that govern business firms, the features and benefits of different types of business organizations, and the legal aspects of various business transactions. You will also learn practical tips for paralegal practice. Fee $129
68109 CE BSMT 0249 SC
12:00 PM-3:00 PM Sat 1925 J. Burgess Spring I
Jan 19th to Mar 2nd

The Paralegal Profession: Nature and Scope
Learn what a paralegal does on a day-to-day basis. You will learn about the role of professionalism and ethics, skills required, legal office terminology, and a basic overview of the law. You’ll also learn career planning and job search strategies, and interview preparation. A textbook is required. Fee $129
68055 CE BSMT 0253 TC
6:15 PM-9:15 PM T L915 C. Manley Spring I
Jan 22nd to Mar 5th

Real Estate and Property Transfers
Real estate specialists are in great demand, not only in law firms, but also in banks, title companies, and brokerages. This course covers all aspects of real estate law, including reading property descriptions, the real estate closing process, preparing deeds and contracts, settling landlord-tenant disputes, and preparing leases. A materials fee will be collected in class. Fee $129
68411 CE BSMT 0251 RC
6:15 PM-9:15 PM Th L915 T. Wendt Spring I
Jan 17th to Feb 28th

Contracts
Contracts are part of almost every attorney’s practice. Learn how to analyze contracts, the laws that apply to contracts, what it takes to form a contract, how contracts can be enforced, remedies for breach of contract, and how to draft contracts. A textbook is required. Fee $129
68056 CE BSMT 0250 SD
12:00 PM-3:30 PM Sat 1925 F. Muscadin Spring II
Apr 6th to May 18th - No class May 4

Criminal Law and Procedure
The need for legal assistants in the area of criminal justice is increasing rapidly. This course is designed to teach students the law and legal procedures, the laws governing arrest, search and seizure, and the role of the paralegal in criminal law. A textbook may be required. Fee $129
68111 CE BSMT 0247 SD
9:00 AM-12:00 PM Sat 1925 S. Baker Spring II
Apr 6th to May 18th

Legal Research
Learn the fundamentals of legal research, including the tools necessary to find legal citations and court rulings. You will use tools and techniques for writing arguments and counterarguments to defend a legal position. You may be expected to visit a local law library. A textbook is required. Fee $129
68114 CE BSMT 0244 RD
6:15 PM-9:15 PM T L933 C. Manley Spring II
Apr 2nd to May 14th

Family Law
Learn about the laws and procedures of the broad area of family law, which includes divorce, separation, and annulment; adoption and paternity; support and visitation; and juvenile proceedings. You will learn how to interview clients, prepare pleadings, and research cases in this area. A textbook is required. Fee $129
68057 CE BSMT 0252 RD
6:15 PM-9:15 PM Th L915 T. Wendt Spring II
Apr 4th to May 16th
**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, preparing a trial balance, closing the general ledger, preparing basic financial statements, and calculating the cost of goods sold. Fee $129

66904 VOC TR 1118 SC
9:00 AM-11:30 AM Sat L967 Y. Hu Spring I Jan 19th to Mar 2nd

**QuickBooks Pro 2008**
Simplify the business of running your business. Learn how to organize and streamline your company's everyday tasks with this popular accounting software. You'll set up a company; create a chart of accounts; build customer, employee, and vendor lists; learn how to invoice, receive payments, and make deposits. You'll enter bills, print checks, void checks, and process manual checks; prepare journal entries; enter credit card charges; set up a petty cash account; set up a loan; customize a chart of accounts; and reconcile your checking account. We'll also customize and filter reports that track your revenue and expenses. Prerequisite: A basic understanding of bookkeeping and a knowledge of computers is recommended. Fee $219

66965 VOC TR 1053 WD
6:00 PM-8:30 PM W L584 Y. Hu Spring II Apr 3rd to May 15th

**Accounting Software for Businesses**
The course is will guide you through all the important functions of accounting and the use of QuickBooks and Peachtree software. Fee $425

69489 VOC TR 9075 TD
6:00 PM-8:30 PM T L584 TBA Spring II Jan 15th to Feb 19th

**CHILDCARE**

**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 $49

68046 VOC TR 1250 RC
6:30 PM-8:30 PM T 1917 R. Anthony Spring I Jan 15th to Apr 9th

**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. Fee $20

66909 VOC TR 4050 RC
6:30 PM-8:30 PM Th 1917 R. Anthony Spring I Feb 28th

**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. Fee $20

66908 VOC TR 4051 RC
6:30 PM-8:30 PM Th 1917 R. Anthony Spring I Mar 7th

**Organizing Paperwork and Forms for Your Childcare Business**
Every job has its paperwork! Learn organizational techniques for completing and tracking required forms. A certificate will be provided upon completion. Fee $20

66910 VOC TR 4052 RC
6:30 PM-8:30 PM Th 1917 R. Anthony Spring I Mar 14th

**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. Fee $20

68047 VOC TR 4055 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II Mar 21st

**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. Fee $20

66971 VOC TR 4056 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II Apr 11th

**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. Fee $20

66972 VOC TR 4057 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II Apr 18th

**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. Fee $20

66973 VOC TR 4058 RD
6:30 PM-8:30 PM Th 1917 R. Anthony Spring II Apr 25th
### 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. A certificate will be provided upon completion. Fee $20
66974 VOC TR 4059 RD
6:30 PM-8:30 PM  Th  1917  R. Anthony  Spring II
May 2nd

### 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. Fee $20
66975 VOC TR 4060 RD
6:30 PM-8:30 PM  Th  1917  R. Anthony  Spring II
May 9th

### Creating a Positive Child Care Environment
Design a quality child care learning environment with practical ideas for creative space and materials. A certificate will be provided upon completion. Fee $20
66968 VOC TR 4053 RD
6:30 PM-8:30 PM  Th  1917  R. Anthony  Spring II
May 16th

### ENTREPRENEURSHIP

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
<th>Start Date</th>
<th>Location</th>
<th>Days</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business Management</td>
<td>Learn how to implement effective marketing and management strategies for a small business.</td>
<td>$425</td>
<td>Jan 15th to Mar 1st</td>
<td>LKVW, 3310 N. Clark St, room L106</td>
<td>Th</td>
<td>Apr 4th to May 9th</td>
</tr>
<tr>
<td>How to Start a Home Healthcare Business</td>
<td>Learn what it takes to own your own business as a home health care giver. You will learn about hiring practices, forms of ownership, insurance and liability, bookkeeping and taxes, marketing and advertising, finding new clients, billing and insurance payments, and how to find suppliers and employees. Fee $450</td>
<td>$450</td>
<td>Jan 17th to Feb 23rd</td>
<td>TBA, 3310 N. Clark St, room L106</td>
<td>F</td>
<td>Apr 13th to May 18th</td>
</tr>
<tr>
<td>How to Start Your Own Salon</td>
<td>Learn what it takes to own your own business as a salon owner. You will learn about hiring practices, forms of ownership, insurance and liability, bookkeeping and taxes, marketing and advertising, site selection, equipment needs, and how to find suppliers. Fee $450</td>
<td>$450</td>
<td>Jan 19th to Feb 23rd</td>
<td>TBA, 3310 N. Clark St, room L106</td>
<td>F</td>
<td>Apr 13th to May 18th</td>
</tr>
<tr>
<td>How to Start Your Own Automotive Business</td>
<td>Learn what it takes to own your own business as a service station owner. You will learn about hiring practices, forms of ownership, insurance and liability, bookkeeping and taxes, marketing and advertising, site selection, equipment needs, and how to find suppliers. Fee $450</td>
<td>$425</td>
<td>Jan 15th to Feb 23rd</td>
<td>TBA, 3310 N. Clark St, room L106</td>
<td>F</td>
<td>Apr 13th to May 18th</td>
</tr>
<tr>
<td>How to Start Your Own Automotive Business</td>
<td>Learn what it takes to own your own business as a service station owner. You will learn about hiring practices, forms of ownership, insurance and liability, bookkeeping and taxes, marketing and advertising, site selection, equipment needs, and how to find suppliers. Fee $450</td>
<td>$425</td>
<td>Jan 15th to Feb 23rd</td>
<td>TBA, 3310 N. Clark St, room L106</td>
<td>F</td>
<td>Apr 13th to May 18th</td>
</tr>
<tr>
<td>How to Start Your Own Salon</td>
<td>Learn what it takes to own your own business as a salon owner. You will learn about hiring practices, forms of ownership, insurance and liability, bookkeeping and taxes, marketing and advertising, site selection, equipment needs, and how to find suppliers. Fee $450</td>
<td>$450</td>
<td>Jan 19th to Feb 23rd</td>
<td>TBA, 3310 N. Clark St, room L106</td>
<td>F</td>
<td>Apr 13th to May 18th</td>
</tr>
</tbody>
</table>

### Accounting Software for Businesses
The course is will guide you through all the important functions of accounting and the use of QuickBooks and Peachtree software. Fee $425
69489 VOC TR 9075 TD
6:00 PM-8:30 PM  T  L584  TBA  Spring II
Jan 15th to Feb 19th

### OTHER CAREER TRAINING

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fee</th>
<th>Start Date</th>
<th>Location</th>
<th>Days</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working in Museums, Archives, and Galleries</td>
<td>Learn how to work as an entry-level employee in the fascinating world of museums, archives and galleries. Learn what goes on “behind the scenes” and what it takes to set up and maintain exhibits. You will learn about collections, storage and conservation, education, visitor services, principles of design and display, traveling exhibits, and many other topics. Fee $625</td>
<td>$625</td>
<td>Dec 20th to Mar 20th</td>
<td>TBA, 3310 N. Clark St, room L106</td>
<td>Th</td>
<td>Apr 13th to May 18th</td>
</tr>
<tr>
<td>Basic Spanish Interpreting</td>
<td>This course is designed to develop the interpreting skills necessary for service as a Spanish/English interpreter.</td>
<td>$425</td>
<td>Jan 4th to Feb 26th</td>
<td>TBA, 3310 N. Clark St, room L106</td>
<td>Th</td>
<td>Apr 13th to May 18th</td>
</tr>
<tr>
<td>Talent Management</td>
<td>Take a comprehensive look beyond the war for talent. This course provides an understanding of the relation between HR Strategy, Human Capital Strategy, and Strategic Talent Management and how these elements must integrate if an organization is to realize its maximum potential. Fee $425</td>
<td>$425</td>
<td>Jan 4th to Feb 26th</td>
<td>TBA, 3310 N. Clark St, room L106</td>
<td>Th</td>
<td>Apr 13th to May 18th</td>
</tr>
</tbody>
</table>
Introduction to Human Resources
This course introduces you to the world of Human Resources. Examine the functions of human resources in organizations including responsibilities and objectives, the employment cycle, job analysis, recruitment and selection, performance appraisal, and managing change within the workplace. Fee $425
69521 VOC TR 9060 MC
6:00 PM-8:30 PM M 1428 TBA Spring I
Jan 14th to Mar 4th

Teaching as an Adjunct
Congratulations! You just accepted an appointment as an Adjunct Faculty member or Teaching Assistant at your local college. Now what? While your subject matter expertise is unquestioned, you've never taught before and don't know where to start. You will learn how to write a syllabus, the importance of student interaction and assessments, how to deal with discipline problems, setting reasonable expectations for your class and yourself, how to use common classroom technologies, trends in distance learning, and other important topics. Fee $375
69500 VOC TR 9006 RD
6:30 PM-8:30 PM Th 1907 TBA Spring II
Apr 11th to May 16th

International Business Management
Learn the functional areas of the international business environment, and gain an understanding to develop policies and strategies appropriate for the global marketplace. Fee $425
69506 VOC TR 9056 MD
6:00 PM-8:30 PM M LKVW TBA Spring II
Jan 14th to Mar 4th - Section MD meets at Lakeview Learning Center, 3310 N. Clark St, room L104

International Marketing
Explore the marketing issues that are encountered when entering foreign markets such as cultural differences, market access barriers, market research, and market entry strategies. This course is an exciting opportunity to learn the new marketing skills necessary for competition in today's international environment. Fee $425
69509 VOC TR 9057 RD
6:00 PM-8:30 PM M LKVW TBA Spring II
Apr 8th to May 13th - Section RD meets at Lakeview Learning Center, 3310 N. Clark St, room L104

Basic Cyber Security
Learn about the history, standards and current application of Cyber Security topics, including cyber terrorism, hacking and viruses. Minimum security standards for any organization will be discussed, as well as case histories of actual incidents. Fee $425
69504 VOC TR 9008 WD
6:00 PM-8:30 PM W 1907 TBA Spring II
Apr 10th to May 15th

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

Note—This program is WIA approved.
HTML/XHTML
Illustrator
Photoshop
Dreamweaver
Flash

WEB DESIGN AND PRINT DESIGN
Writing for the Web
What's in a word? Some may approach online information differently than information contained in print media. This course teaches you how to capitalize on this difference with some simple but powerful rules. Fee $425
69533 VOC TR 9080 RD
6:30 PM-8:00 PM Th LKVW TBA Spring II
Apr 11th to May 17th - Section RD meets at Lakeview Learning Center, 3310 N. Clark St, room L104

Introduction to Web Design
If you want to learn about web design, but don't know where to begin, this one-evening, introductory class is for you. Whether you desire the skills to build a web site for yourself, or want to become a professional web designer, this class will explain the fundamentals of web design. The lecture will include an overview of web design and discussion of the vast potential of the web and key web vocabulary from CMS to WYSIWYG. In addition, the instructor will build a web page layout using Adobe Photoshop. This class is highly recommended for students registering for classes in web design. No text. Fee $29
66921 VOC TR 3121 TC
6:30 PM-9:30 PM T 3909 S. Wills Spring I
Jan 15th

SCHEDULE SUBJECT TO CHANGE.
Photoshop
Adobe Photoshop is the industry standard digital image editing program used by photographers, visual artists, and web-, video- and graphic-design professionals. It provides powerful tools for photo retouching, image analysis and manipulation; collage, drawing, painting, text, page layout; and optimization for print, video, and the web. This 7-week class is a basic guided tour through Photoshop's essential tools and techniques. Students will be guided step-by-step through prepared lessons and receive guidance for individual class projects. Course fee includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. This class is required for the Web Design certificate. Fee $369
68090 CE BSMT 0259 RA
6:30 PM-9:30 PM Th 3909 S. Wills Spring I
Jan 17th to Feb 28th

Illustrator
Adobe Illustrator is the powerful vector graphics program used by visual artists, video and web developers, and graphic design professionals. It provides unique tools for drawing, painting, text manipulation, page layout, tile design, and optimization for print, video, and the web. This 7-week class is a basic guided tour through Illustrator's essential tools and techniques. Students will be guided step-by-step through prepared lessons, and receive guidance for individual class projects. Course fee includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. This class is required for the Web Design certificate. Fee $369
68091 CE BSMT 0260 TA
6:30 PM-9:30 PM T 3909 S. Wills Spring I
Jan 22nd to Mar 5th

Dreamweaver
Use Adobe Dreamweaver to create and design web sites, applying Cascading Style Sheets (CSS), Templates, JavaScript Behaviors, multimedia integration, FTP, and Adobe SPRY (AJAX with XML). With additional focus on best practices in IDE workflow and design aesthetic integration, you will design, build and upload your own web site. Prerequisite: Students should have completed HTML, XHTML and CSS. This class is required for the Web Design certificate. Fee $369
68092 CE BSMT 0256 WC
6:30 PM-9:30 PM W 3909 Y. Chien Spring II
Apr 3rd to May 15th

HTML, XHTML and CSS
Learn and apply HTML code and CSS (Cascading Style Sheets), the fundamental languages used in website creation. Topics covered include best workflow practices, XHTML coding for links, images, headings, divs and lists. Advanced topics include the latest trends in HTML5, JavaScript, and CSS development; culminating in designing, building, and uploading your own web site. Prerequisite: Proficiency with Windows or Mac OS is required. No computer beginners. This class is required for the Web Design certificate and is a prerequisite for Dreamweaver. Fee $369
68104 CE BSMT 0257 WC
6:30 PM-9:30 PM W 3909 Y. Chien Spring I
Jan 16th to Feb 27th
68105 CE BSMT 0257 MD
6:30 PM-9:30 PM M 3909 Y. Chien Spring II
Apr 1st to May 12th

Flash
The Adobe Flash Professional multimedia authoring program is used to create interactive web sites, animated games, videos, and films, and content for mobile phones and other embedded devices. It features vector graphics tools, a timeline-based movie-creation environment, and its own scripting language, ActionScript. This 7-week course is a basic introduction to Flash's essential tools and techniques. Students will be guided step-by-step through prepared projects. Course fee includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. This class is required for the Web Design certificate. Fee $369
68107 CE BSMT 0258 TB
6:30 PM-9:30 PM T 3909 S. Wills Spring II
Apr 2nd to May 14th

InDesign
Adobe InDesign is the industry standard page layout program used by graphic design professionals to create publications for print and the web. It provides powerful tools for visualizing layouts, creating graphics, organizing images, working with type, and optimizing files for publication. This 7-week class is a basic guided tour of InDesign's tools and processes. Course fee includes a $20 lab fee. Prerequisite: Proficiency with Windows or Mac OS is required. Fee $369
68108 VOC TR 0842 RD
6:30 PM-9:30 PM Th 3909 S. Wills Spring II
Apr 4th to May 16th

TO REGISTER CALL (773) 907-4440
11
WEB DEVELOPMENT

Ruby on Rails I
With Ruby on Rails web development, you will learn the basics of planning, programming, and testing real web applications. You will explore the essential principles behind this highly productive open-source framework including Model-View-Controller (MVC), Behavior Driven Development (BDD), Representational State Transfer (REST), and Agile programming. Students will complete two portfolio-ready, guided projects. Prerequisite: This class assumes familiarity with HTML, CSS, and JavaScript as well as programming experience with at least one programming language. Comfort with relational database principles is helpful but not required. Fee $369
68120 VOC TR 5056 TC
6:30 PM-9:30 PM T L935 M. Yoon Spring I
Jan 15th to Feb 26th

Ruby on Rails II
Learn intermediate skills for planning, programming, and testing real web applications. You will explore the details of the Rails console, ActiveRecord Object Relational Mapper (ORM), Cucumber testing framework, Capistrano deployment tool, JQuery javascript frameworks, CoffeeScript and SASS languages, and basic security. Students will complete two portfolio-ready, guided projects. Prerequisite: Students should complete Ruby on Rails I before taking this course. Fee $369
68121 VOC TR 5061 TD
6:30 PM-9:30 PM M 3909 Y. Chien Spring II
Apr 2nd to May 14th

Introduction to JavaScript
A comprehensive introduction to programming in JavaScript, this course provides a foundation for other web technologies such as AJAX and JQuery. JavaScript is widely used on websites to provide interactivity and rapid response to user actions. It is the most widely used client-side scripting language currently used in websites. You will also gain a thorough knowledge of the DOM, the document object model. Students enrolling in this class must have a background in HTML and CSS. No other programming experience is necessary. Fee $369
68122 VOC TR 2641 MC
6:30 PM-9:30 PM M 3909 Y. Chien Spring I
Jan 14th to Mar 11th - No class Jan. 21 and Feb. 18.

COMPTIA A+ CERTIFICATION

CompTIA A+ Certification: Part 1
Operating Systems
69712 VOC TR 9201 SC
9:00 AM-1:00 PM S TBA K. Truong Spring II
Mar 1st to May 4th

CompTIA A+ Certification: Part 2
Hardware, Security & Networks
Concurrent enrollment with CompTIA A+ Certification: Part 1 required.
00000 VOC TR 9202 SD
9:00 AM-1:00 PM S TBA K. Truong Spring II
May 25th to July 27th

SKILLS

CAREER PLANNING

Resume Writing Workshop
Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn the advantages and disadvantages of different resume formats. Bring your resume for a personal evaluation. This workshop is for all occupations and levels. Fee: Free
68123 PER TR 1244 SC
10:00 AM-12:00 PM Sat L915 K. Williams Spring I
Feb 9th

Networking
Join us as we walk through ways to promote yourself through Networking and using LinkedIn.com. Used together, these tools provide a powerful way to create a name for yourself. Please bring a positive thing to share about your business, and bring your URL to post so we can get to know you better. Fee: Free
68124 PER TR 1245 SC
10:00 AM-12:00 PM Sat L915 K. Williams Spring I
Mar 9th

Interviewing Skills
Prepare for your next interview in this workshop where you’ll become familiar with typical interview questions, explore the latest trends in interview styles, and determine the best approaches to handling your interview. Fee: Free
68125 PER TR 1246 SC
12:30 PM-2:30 PM Sat L915 K. Williams Spring II
Apr 6th

CAREER RESOURCES
The Career Planning and Placement Center, Room 162 in the Student Services building, is open to all students and is designed to help students with academic and professional development. The center also assists students interested in career exploration.
LinkedIn Workshop
Discover the power of LinkedIn in this workshop, that will give you an overview of the leading, online professional networking tool. You will learn how to create an account, develop your professional profile, and connect with colleagues or former colleagues. Additionally, you will learn a tips on how to use LinkedIn to enhance your career/job search. Fee: Free
68126 PER TR 2622 SC
12:30 PM-2:30 PM Sat L915 K. Williams Spring II May 4th

MATHEMATICS

Medical Math for Healthcare Workers
Review the practical application of mathematical principles of ratios, conversions, and statistics used in a typical health care setting. This class includes a review of basic math, English/metric conversions, how to read and interpret doctor’s orders, how to calculate the proper mix of solutions and flow rates, and basic probability and statistics used in a medical context. Fee $350
69545 VOC TR 9074 MC
6:30 PM-8:30 PM M 1925 TBA Spring I
Jan 14th to Mar 4th - No class Jan. 21 and Feb. 18.

Math with Confidence
Address the fear of math and get on track for math learning success. Fee $425
69568 VOC TR 9066 WC
6:00 PM-8:30 PM W L965 TBA Spring I
Jan 23rd to Feb 27th

Fear No Math Workshop--Part 1
Boost your confidence in math. This two-hour workshop reviews basic mathematical concepts including operations with integers, fractions, decimals, percentages, ratios, proportions, exponents, order of operations, and basic word problems. Fee $10
68364 PER TR 1266 SC2
10:00 AM-12:00 PM Sat L915 C. Allen Spring I
Feb 2nd
68366 PER TR 1266 SC4
10:00 AM-12:00 PM Sat L915 C. Allen Spring I
Mar 2nd
68377 PER TR 1266 SD1
10:00 AM-12:00 PM Sat L915 C. Allen Spring I
Apr 6th
67023 PER TR 1266 WD
6:00 PM-8:00 PM W 1925 C. Allen Spring II
May 1st

PROFESSIONAL DEVELOPMENT

Supervising for Success: Getting the Best Out of Employees
Often the next step in a career is taking on the supervision of other employees. New supervisors are often thrown into the job without practical training on how to be a manager, how to address performance issues and how to have the difficult conversations that many people dread. The current legal environment can also paralyze supervisors in their daily interactions due to concern over regulatory charges and lawsuits. This course will discuss the steps and techniques for successfully supervising employees. Upon completion the learner should be able to describe and demonstrate effective and legal supervisory techniques in multiple real-life situations. This course will give the learner not only theory and process, but actual practice in these skills via case studies and role playing activities to confidently deal with supervision tasks. Fee $450
69549 VOC TR 9085 RC
6:00 PM-8:30 PM Th 1925 P. Maish Spring I
Jan 17th to Feb 21st
69550 VOC TR 9085 RD
6:00 PM-8:30 PM Th 1925 P. Maish Spring II
Apr 4th to May 9th

Organizational Leadership
Learn the necessary tools to work in managerial positions in business, nonprofit, or governmental organizations. Fee $425
69548 VOC TR 9082 MC
6:00 PM-8:30 PM M L965 TBA Spring I
Jan 14th to Mar 11th

Business Writing
Effective written communication is essential in all organizations. Learn the mechanics of good writing, learn to clearly communicate in a way that avoids misinterpretations, conveys information in an appropriate tone, and gains support for your positions. Fee $425
69546 VOC TR 9063 TC
6:00 PM-8:30 PM T 1925 TBA Spring I
Jan 22nd to Feb 26th

Writing for Healthcare Professionals
Learn the principles of writing, writing for academic purposes, and writing to help healthcare professionals in practice. Fee $425
69547 VOC TR 9069 SD
10:00 AM-12:30 PM Sat L967 TBA Spring II
Apr 13th to May 18th

TO REGISTER CALL (773) 907-4440
COMPUTER SKILLS

Keyboarding
Apr 4th to May 23rd 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
68127 CE BSMT 0190 SA
11:00 AM-1:00 PM Sat Jan 19th to Feb 23rd
68598 CE BSMT 0190 TC
6:00 PM-8:00 PM T Jan 15th to Feb 26th
67014 CE BSMT 0190 SB
11:00 AM-1:00 PM Sat Apr 6th to May 11th
68128 CE BSMT 0190 TB
1:15 PM-3:15 PM F Apr 12th to May 17th
L972 F. Murray Spring I
L972 C. Walls Spring I
L972 F. Murray Spring II
L972 J. Yacovacci Spring II

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
66935 VOC TR 1111 SC
1:30 PM-3:30 PM Sat Jan 19th to Mar 2nd
66992 VOC TR 1111 SD
1:30 PM-3:30 PM Sat Apr 6th to May 18th
L972 J. Yacovacci Spring I
L972 J. Yacovacci Spring II

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
68131 CE BSMT 0194 WA
6:00 PM-8:00 PM W Jan 16th to Feb 27th
L935 C. Wells Spring I

Microsoft PowerPoint
Make professional-quality presentations with Microsoft PowerPoint, a program that is widely used by administrative assistants, graphic designers, and motivational speakers. Topics include formatting and editing slides; using transitions, animation, templates and backgrounds; and printing handouts for your slideshow. Fee $129
68505 CE BSMT 0197 MB
6:30 PM-8:30 PM M Apr 1st to May 13th
L935 J. Eldridge Spring II

Microsoft Excel 2010
Learn the dominant spreadsheet program used by accountants, managers, and business owners today. You will learn how to construct a spreadsheet, calculate with formulas, set up the page, print, and chart. Prerequisite: Completion of Computer Basics for Absolute Beginners or instructor approval required. Student should bring a flash drive to class. Fee $129
68131 CE BSMT 0194 WA
6:00 PM-8:00 PM W Apr 3rd to May 22nd
L935 C. Wells Spring I

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
66993 PER TR 1046 WD
8:45 AM-10:45 AM W Apr 3rd to May 22nd
L933 B. Parker Spring II

DON’T LET A GREAT CLASS GET CANCELLED! Sometimes we are forced to cancel classes due to low enrollment before the scheduled class day. Please contact us 5 days before a class start date to register to guarantee your class will run and you will have a space reserved.

SCHEDULE SUBJECT TO CHANGE.
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
66923 PER TR 1237 RC
8:45 AM-10:45 AM Th L584 N. Duncan Spring I
Jan 17th to Mar 7th
66994 PER TR 1237 RD
8:45 AM-10:45 AM Th L584 N. Duncan Spring II
Apr 4th to May 23rd

Conversational English
Improve your English speaking and listening skills by chatting about a variety of topics. In this class designed for intermediate to advanced ESL students, you can learn to identify and correct your own language problems. The instructor will guide the discussions and introduce techniques to help you listen to other students and to yourself. You might even meet a few new friends! Fee $129
68179 PER TR 2631 TC
6:00 PM-8:00 PM T L965 R. Wolfram Spring I
Jan 15th to Feb 26th

Writing with Confidence
Improve your writing in this class that is designed for intermediate to advanced ESL students. You will focus on the process of writing through in-class assignments and homework. You will practice methods of editing your writing and will learn the key questions for identifying problems at the sentence level, problems of organization, and grammar issues. The goal is to be able to write cohesive, idiomatic short essays. Fee $129
68186 PER TR 2632 TD
6:00 PM-8:30 PM T L965 R. Wolfram Spring II
Apr 2nd to May 14th

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
69583 PER TR 1242 MC
12:30 PM-1:30 PM M 1428 S. Hertzberg Spring I
Feb 25th to Apr 15th - No class March 25.

Data Analysis Using Excel
Explore advanced features of Excel used in engineering, statistics, business and science. Learn about functions, modeling, regression analysis, advanced graphing capabilities, pivot tables and more. Real-world examples will be taught and each participant will have hands-on experience crating templates and working through the examples. Fee $425
69551 VOC TR 9071 TD
6:00 PM-8:30 PM T L584 TBA Spring II
Apr 8th to May 14th

TOEFL Preparation
The TOEFL® test is the most widely accepted English-language test in the world, and is accepted by more than 6000 colleges and universities. Prepare for the TOEFL® test in this extended class! You will study the main components of the exam, including Reading, Listening, Speaking, and Writing. Textbook is required. Fee $279
66995 PER TR 0913 WC
6:00 PM-8:30 PM W 2420 M. Gleason Spring I
Jan 16th to Apr 17th - No class March 20 and 27.

Writing with Confidence
Improve your writing in this class that is designed for intermediate to advanced ESL students. You will focus on the process of writing through in-class assignments and homework. You will practice methods of editing your writing and will learn the key questions for identifying problems at the sentence level, problems of organization, and grammar issues. The goal is to be able to write cohesive, idiomatic short essays. Fee $129
68186 PER TR 2632 TD
6:00 PM-8:30 PM T L965 R. Wolfram Spring II
Apr 2nd to May 14th

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
69583 PER TR 1242 MC
12:30 PM-1:30 PM M 1428 S. Hertzberg Spring I
Feb 25th to Apr 15th - No class March 25.

Fear No Math Workshop
Boost your confidence in math. This two-hour workshop reviews basic mathematical concepts including operations with integers, fractions, decimals, percentages, ratios, proportions, exponents, order of operations, and basic word problems. Fee $10
68364 PER TR 1266 SC2
10:00 AM-12:00 PM Sat Feb 2nd
68366 PER TR 1266 SC4
10:00 AM-12:00 PM Sat Mar 2nd
68377 PER TR 1266 SD1
10:00 AM-12:00 PM Sat Apr 6th
67023 PER TR 1266 WD
6:00 PM-8:00 PM W May 1st

TO REGISTER CALL (773) 907-4440
SCHEDULE SUBJECT TO CHANGE.

PERSONAL ENRICHMENT

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
6936 PER TR 7003 SC
9:00 AM-11:25 AM Sat 212 P. Otto Spring I
Jan 19th to Mar 2nd
67018 PER TR 7003 SD
9:00 AM-11:25 AM Sat 212 P. Otto Spring II
Apr 6th to May 18th

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, and first aid 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. Fee $49
68412 PER TR 4976 FC1
9:00 AM-1:00 PM F L956 M. Stamos Spring I
Feb 22nd
68154 PER TR 4976 FC2
9:00 AM-1:00 PM F L956 M. Stamos Spring II
Apr 19th

AHA CPR for Healthcare Providers
This course designed for healthcare providers teaches cardiopulmonary resuscitation (CPR) and relief of foreign body airway obstruction for adults, children and infants. 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. You must register in advance. We cannot permit registrations the day of the class. Fee $49
66937 VOC TR 6004 FC1
9:00 AM-1:00 PM F L956 M. Stamos Spring I
Jan 25th
66938 VOC TR 6004 FC2
9:00 AM-1:00 PM F L956 M. Stamos Spring I
Mar 15th

Don't delay in registering!
Some of our programs have limited seating and fill up quickly. Register today!

CREATIVE WRITING

Poetry Writing
Take your love of words and desire of expression to the next level. If you want to create great poetry, you need to know the rules and develop the techniques that successful poets use. These can easily be learned and this course will show you how. Fee $425
69570 PER TR 9054 SC
10:00 AM-12:30 PM Sat LKVW TBA Spring I
Jan 19th to Feb 23rd - Section SC meets at Lakeview Learning Center, 3310 N. Clark St, room LKV

Travel Writing
Would you like to convey the curiosity, frustration, humor and tales of your travels to others? This course teaches you the tools needed to transmit your memories for the entire world to see. Fee $425
69571 PER TR 9055 SD
10:00 AM-12:30 PM Sat LKVW TBA Spring II
Apr 13th to May 18th - Section SD meets at Lakeview Learning Center, 3310 N. Clark St, room LKV

Introduction to Creative Writing
Are you ready to get serious about your writing? Explore your creative boundaries and develop your philosophy of composition. In this course refine your writing skills and learn to develop ideas that move toward creating a published manuscript. Fee $425
69569 VOC TR 9067 RD
6:00 PM-9:30 PM Th 1907 TBA Spring II
Jan 17th to Feb 21st

GENERAL INTEREST

From French Fries to the Freeway: How to Manufacture Your Own Biofuel from Cooking Oil
Do you want to reduce your dependence on foreign oil, save money and help to improve air quality in Chicago? This course will show you the hands on technique to purchase and use distilling equipment to convert your spent cooking oil into a usable, environmentally-safe bio fuel. We will also show you how to modify your vehicles to run on this energy source. You will learn about various equipment vendors and costs to purchase distilling equipment; space and safety requirements; obtaining the proper licensing; training your staff to make the program a success; converting your fleet vehicles to run on bio fuel; safely and effectively recycling your spent cooking oil into usable, clean fuel; and running a cost benefit analysis to see if this program is right for your operation. Fee $750
69581 VOC TR 9084 SD
10:00 AM-1:00 PM Sat L971 TBA Spring II
Apr 13th to May 18th
Everyday Law
This course will explain and discuss the most common legal procedures and events that a typical person will go through in his or her lifetime. Topics include contracts, landlord/tenant issues, real estate, estate planning, family law, and other issues. Fee $350
69579 VOC TR 9083 TD
6:30 PM-8:30 PM T 1907 J. Bernbom Spring II
Apr 9th to May 14th

Current Topics in Green Chemistry
Whether you are a chemical research professional or wish to enter the field, this course provides a look at the current research topics and activities in green chemistry. Review current requirements, trends, and issues in regulatory compliance, toxicology, synthetic green chemistry methods, and commercial green products. Fee $425
69576 VOC TR 9070 MD
6:00 PM-8:30 PM M L965 TBA Spring II
Apr 8th to May 13th

Storm Chasers--Understanding Weather Forecasting
Learn about basic meteorology and study case histories of the “storm chasers”. The class will include hands-on recording of meteorological data. Fee $425
69575 VOC TR 9065 SD
1:00 PM-3:30 PM Sat 1907 TBA Spring II
Apr 13th to May 18th

For the Love of Science
Recreate your favorite science experiments and learn about chemistry, biology, physics and earth science. This class will give you extensive experience in lab work including safety rules, the various equipment used by scientists and the gathering and analysis of data. Fee $425
69573 VOC TR 9064 TD
6:00 PM-8:30 PM T 1925 TBA Spring II
Apr 9th to May 14th

Cinema Appreciation
This course will teach cinema appreciation giving the student tools in which to view cinema as an art form by using building blocks that constitute the language of film. Topics to be covered are film history, the roles of the actor, director, and the director of photography. Other topics include how the filmmaker uses the language of film to achieve his vision, and how the filmmaker uses scripting, acting, lighting, sound, and camera movement to stimulate the viewer's emotion and intellect. Fee $425
69698 PER TR 9200 WD
6:00 PM-8:30 PM W TBA TBA Spring II
Jan 16th to Feb 20th

Everyday 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 $425
69597 PER TR 9052 WC
6:00 PM-8:30 PM W L971 TBA Spring I
Jan 16th to Feb 20th

Elementary German
The German language has a colorful and exciting history, spanning from the Holy Roman Empire to the present day. Learn the language of German and how to communicate in routine situations such as greeting people and becoming acquainted. Fee $425
69598 PER TR 9053 RC
6:00 PM-8:30 PM Th L965 TBA Spring I
Jan 17th to Feb 21st

Elementary Portuguese
Learn the language of Portuguese and how to communicate in routine situations such as greeting people and becoming acquainted. Understand simple conversations about some familiar, concrete topics such as daily activities, likes and dislikes, family, and home. Fee $425
69592 PER TR 9051 TD
6:00 PM-8:30 PM T 1907 TBA Spring II
Apr 9th to May 14th

Elementary Spanish
Learn medical terminology words and phrases for health care workers. Also, this course will give you a cultural awareness of working with a Latino population in the field of health care. Fee $425
69584 VOC TR 9061 RC
6:00 PM-8:30 PM Th L965 TBA Spring I
Jan 15th to Feb 19th

Arabic for Healthcare Workers
Learn medical terminology words and phrases for health care workers. Also, this course will give you a cultural awareness of working with a Middle Eastern population in the field of health care. Fee $425
69587 VOC TR 9062 MD
6:00 PM-8:30 PM M 1428 TBA Spring II
Apr 8th to May 13th

Take Control of Your Accent
Learn to hear and produce English language sounds the way Americans do! This course for advanced ESL students will do wonders for your ability to understand others’ English and for their ability to understand yours! The instructor will help you break bad pronunciation habits and use your new accent in everyday speech. Fee $179
66941 PER TR 1260 WC
6:00 PM-8:30 PM W 1925 G. Gold Spring I
Jan 16th to Feb 27th
Basic Spanish Interpreting
This course is designed to develop the interpreting skills necessary for service as a Spanish/English interpreter. Fee $425
69528 VOC TR 9081 FC
6:00 PM-8:30 PM  F  1428  TBA  Spring I
Jan 18th to Feb 22nd

PERSONAL FINANCE

Loan to Own
Learn about installment loans in this free workshop. You'll learn about various types of installment loans, the factors lenders use to make home loan decisions, federal laws, questions to ask when purchasing a car, installment loans vs. rent-to-own, payday loans, and how to guard against predatory lending practices. Fee: Free
68497 PER TR 8080 WC
6:00 PM-8:00 PM  W  1907  R. Bole  Spring I
Feb 6th

Your Own Home
Understand the home-buying process by taking this free workshop. You'll learn the advantages and disadvantages of renting vs owning, how to determine if you're ready to buy a home, home-buying steps, basic terms and required disclosures, different mortgage options, and how to determine how much house you can buy. Fee: Free
68499 PER TR 8081 WD
6:00 PM-8:00 PM  W  1925  R. Bole  Spring II
Apr 17th

The Road to Homeownership
The Road To Homeownership classes are FREE and taught by North Side Community Federal Credit Union (NSCFCU), a non-profit institution that is HUD certified. We will give tips on improving credit, understanding your mortgage loan, and what your home-buying team will do for you. At the end of the course you will receive a HUD Certificate of Completion that may make you eligible for grants and loans for first-time home buyers. For more information, contact Jennifer Pallas at 773-769-5800, x 224 or jpallas@northsidecommunityfcu.org. Fee: Free
68867 PER TR 3439 SC1
9:00 AM-4:00 PM  Sat  L915  NSCFCU  Spring I
Jan 26th
68869 PER TR 3439 SC2
9:00 AM-4:00 PM  Sat  L915  NSCFCU  Spring I
Feb 23rd
68873 PER TR 3439 SC3
9:00 AM-4:00 PM  Sat  L915  NSCFCU  Spring I
Mar 23rd
68874 PER TR 3439 SD
9:00 AM-4:00 PM  Sat  L915  NSCFCU  Spring II
Apr 20th

Money Management
Learn the strategies of money management and develop a well-thought-out plan for where you want it to go in the future. This course will cover the core concepts of money management and teach you how to, set goals, get organized, track spending, build a budget, and save money. Fee $425
69605 VOC TR 9079 WC
6:30 PM-8:00 PM  W  L925  TBA  Spring I
Jan 16th to Feb 20th

PHOTOGRAPHY

Beginning Photography: Digital and 35mm Cameras
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. Prerequisite: Bring either a working 35mm or digital camera with manual exposure controls. Check the batteries. It is very important not to miss the first class! Fee $119
66942 PER TR 7050 SC
9:00 AM-11:00 AM  Sat  L951  I. Alvarez  Spring I
Jan 19th to Mar 7th
67039 PER TR 7050 SD
9:00 AM-11:00 AM  Sat  L951  I. Alvarez  Spring II
Apr 6th to May 18th

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
66943 PER TR 7054 SC
11:30 AM-1:30 PM  Sat  L951  I. Alvarez  Spring I
Jan 19th to Mar 7th
67040 PER TR 7054 SD
11:30 AM-1:30 PM  Sat  L951  I. Alvarez  Spring II
Apr 6th to May 18th

18  SCHEDULE SUBJECT TO CHANGE.
Basic Darkroom Photography
Take your love of photography to the next level by learning basic black and white darkroom skills and how to “see photographically.” You will learn to process film, make photograms, make contact prints and enlargements. The course also covers mounting, touch-up, contrast filters, and darkroom craft. Advanced students may also enroll for additional darkroom time to complete projects. Lab hours are from 6 to 8 p.m. Prerequisite: You must be familiar with and have access to a working 35-mm camera (not disposable) with manual exposure controls. If you are not familiar with using a 35-mm camera, the Beginning Photography course is highly recommended. Fee $119
66944 FAM TR 7055 WC
8:05 PM-10:00 PM W 3928 J. Wessels Spring I
Jan 16th to Feb 27th

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
67021 PER TR 7053 WD
8:05 PM-10:00 PM W 3928 J. Wessels Spring II
Apr 3rd to May 15th

TRUMAN COLLEGE FAST FACTS

- Each year, Truman enrolls more than 23,000 students, making it the largest of the seven City Colleges of Chicago.
- Truman's service area, the northeast side of Chicago, is home to many immigrant populations and is the most diverse in Illinois.
- Students at Truman come from more than 160 countries and speak more than 90 languages.
- Truman attracts students from all over Chicago, but the majority live in communities close to the college.
- The college offers 30 certificate programs and 17 associate degree programs.
- Truman employs more than 1,100 full- and part-time faculty and staff.

- Over 72% of the students at Truman are minorities; 40% Hispanic, 20% African-American, 12% Asian, 23% White, and 5% Unknown.
- Truman has the third largest Adult Education program in the country and the largest in the state, serving more than 12,000 students each year.
- Truman’s Nursing program began in 1964 and has graduated more than 3,000 nurses since that time.
- Many of our credit students take courses at Truman and then transfer to other institutions. Thirty-five percent of first-time, full-time students transfer to a 4-year institution within three years of enrolling at Truman.
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:
New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:
All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:
1. Visit our Online Instruction Center:
www.ed2go.com/truman

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Visit us for more details!
Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

GRANT WRITING/NONPROFITS

Starting a Nonprofit
Industry veteran shows you how to take a nonprofit business from vision to reality.

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

Marketing Your Nonprofit
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Get Grants!
Learn how to develop successful, fundable grants from experts in the field.

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

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.

CAREER IDEAS

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Real Estate Investing
Build and protect your wealth by investing in real estate.

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director.

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.

Introduction to Criminal Law
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Legal Nurse Consulting
Begin a new career by helping attorneys understand and resolve medical cases and claims.

Paralegal Preparation 1
Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros.

Become an Optical Assistant
Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities.

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.

PERSONAL DEVELOPMENT

Listen to Your Heart, and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily in any economy.

Individual Excellence
Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

The instructor did a great job choosing what to cover. The material was well presented and touched on many interesting topics. I definitely recommend this course not only to those who are shy, but to anyone who would like pointers in improving him or herself.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

This course gave me the confidence to re-enter the workforce. I will be able to apply for jobs that ask for computer knowledge without feeling unsure of my capabilities.

Merrill Ream Speed Reading
Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Gain Valuable Computer Skills for the Workplace from the comfort of your home!

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Gain Valuable Computer Skills for the Workplace from the comfort of your home!
PERSONAL FINANCE

Real Estate Investing
Build and protect your wealth by investing in real estate.

Debt Elimination Techniques That Work
Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Where Does All My Money Go?
Learn how to get control of your money once and for all.

Listen to Your Heart, and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Convenient, Affordable, and Effective.
Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

HEALTH CARE

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.

Become an Optical Assistant
Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities.

Medical Terminology:
A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Human Anatomy and Physiology
Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

HEALTH CARE

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Legal Nurse Consulting
Begin a new career by helping attorneys understand and resolve medical cases and claims.

Certificate in End of Life Care
(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

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

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life.

Online Courses For Becoming Veterinary Assistants

Learn More...
• Expert Instructors
• 24-Hour Access
• Online Discussion Areas
• 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

• Become a Veterinary Assistant
• Become a Veterinary Assistant II: Canine Reproduction
• Become a Veterinary Assistant III: Practical Skills

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Visit our site to learn more.
www.ed2go.com/truman

Several new courses launch every month! Visit our website to browse the entire catalog.
www.ed2go.com/truman
Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

CERTIFICATION PREP

Basic CompTIA® A+ Certification Prep
Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

CompTIA Security+ Certification Prep
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA® Network+ Certification Prep
Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

NETWORKING/TROUBLESHOOTING

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to Networking
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Wireless Networking
Industry expert shows you how to plan, deploy, and connect to wireless networks.

NEW RELEASES

Teaching ESL/EFL Reading
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Performing Payroll in QuickBooks 2009
Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Practical Ideas for the Adult ESL/EFL Classroom
Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

What’s New in Microsoft Office 2007
Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

Homeschool With Success
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Easy Classroom Podcasting
In this professional training course for teachers, you’ll learn how to make a podcast that creates a memorable learning experience for your students.

Making Age an Asset in Your Job Search
This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

Intermediate Microsoft Word 2007
Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

Intermediate Microsoft Access 2007
Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Photographing Nature with Your Digital Camera
Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photoshop Elements 7 for the Digital Photographer
In this Adobe Photoshop Elements 7 class, you’ll learn the secrets to successfully editing photos and bringing out the best in your images!

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Photoshop Elements 7 for the Digital Photographer
In this Adobe Photoshop Elements 7 class, you’ll learn the secrets to successfully editing photos and bringing out the best in your images!

Introduction to Visual Basic 2008
Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course.

How to Get Started:

1. Visit our Online Instruction Center:
   [www.ed2go.com/truman](http://www.ed2go.com/truman)

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Several new courses launch every month! Visit our website to browse the entire catalog.
[www.ed2go.com/truman](http://www.ed2go.com/truman)
HOW TO REGISTER FOR CONTINUING EDUCATION

NEW STUDENTS
- To register by phone, call 773-907-4440. A Visa, MasterCard, or American Express card is required for phone registration.
- To register in person, come to Room 1442. You may pay with check, cash, money order, or credit card at the Business Office.

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

REGISTER BY PHONE
Call (773) 907-4440 to register by phone. A Visa, MasterCard, or American Express is required.

REGISTER IN PERSON
Register at the Truman College Continuing Education office, Room 1442, Monday to Thursday, 10 am–7 pm, Friday, 10 to 4 pm, and Saturday, 9 am to 1 pm. You may be asked for a photo ID. You may pay with cash, check, money order, Visa, Master Card, or American Express (cash, checks, and money orders not accepted on Saturday).

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

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

TRUMAN COLLEGE
1145 West Wilson Avenue
The main entrance is half a block west of the intersection of Wilson and Broadway and the Wilson Red Line El stop.
Parking is available in the parking facility accessible just west of the main building off Wilson Ave. Enter at Wilson and Racine.

LAKEVIEW LEARNING CENTER
3310 North Clark Street
The entrance is 1 block north of the Clark/Belmont intersection and is served by the Belmont El stop (Red and Brown lines).