KENNEDY-KING
Continuing Education
Class Schedule

SPRING I starts January 28
SPRING II starts March 25

SPRING 2013
Register Today

CITY COLLEGES of CHICAGO
Kennedy-King
Education that Works
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**Message from the Dean, Mr. Selom Assignon**

On behalf of the faculty and staff of the Continuing Education Department of Kennedy-King College, I would like to welcome you to a new and exciting semester.

The Continuing Education Department continues to offer programs and courses that directly benefit you and the community. This is the time to take that bold step and pursue your academic dream by enrolling in career programs, such as Basic Nursing Certificate, Computerized Medical Billing and Coding, or improve your skills by taking Building Maintenance or computer courses.

For more information about programs and courses, email us at kkcc-ContinuingEducation@ccc.edu or call at 773-451-2149 or 773-602-5043.
SPRING I Session

IMPORTANT DATES

First Day of Spring 1 Classes: Monday, January 28, 2013
Last Day of Spring 1 Classes: Saturday, March 16, 2013
Registration Opens: Monday, January 7, 2013
Registration Hours (Mon-Thurs): 9:00 AM - 3:30 PM at 6343 S. Halsted
Registration Hours (Tues and Thurs): 10:00 AM – 4:00 PM at 3901 S. State Street
Registration Hours (Fridays): 9:00 AM – 11:30 AM at 6343 S. Halsted

Holiday: No classes will be held on Monday, February 20, 2013 (President’s Day)

If your class begins on…. *
Monday, January 28, 2013
Tuesday, January 29, 2013
Wednesday, January 30, 2013
Thursday, January 31, 2013
Friday, February 1, 2013
Saturday, February 2, 2013

Your class will end on… *
Monday, March 11, 2013
Tuesday, March 12, 2013
Wednesday, March 13, 2013
Thursday, March 14, 2013
Friday, March 15, 2013
Saturday, March 16, 2013

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

Have any questions about these exciting career, personal, interest and skill courses and programs? Call us at 773-451-2149 / 773-602-5043.
SPRING II Session

IMPORTANT DATES

First Day of Spring II Classes: Monday, March 25, 2013
Last Day of Spring II Classes: Saturday, May 11, 2013

Registration Opens: Monday, March 4, 2013
Registration Hours (Mon-Thurs): 9:00 AM -3:30 PM at 6343 S. Halsted
Registration Hours (Tues and Thurs): 10:00 AM – 4:00 PM at 3901 S. State Street
Registration Hours (Fridays): 9:00 AM – 11:30 AM at 6343 S. Halsted

Holiday: Spring Break (Monday, March 25 – Saturday, March 30, 2013)

If your class begins on...*  Your class will end on ...*
Monday, March 25, 2013  Monday, May 6, 2013
Tuesday, March 26, 2013  Tuesday, May 7, 2013
Wednesday, March 27, 2013  Wednesday, May 8, 2013
Thursday, March 28, 2013  Thursday, May 9, 2013
Friday, March 29, 2013  Friday, May 10, 2013
Saturday, March 30, 2013  Saturday, May 11, 2013

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

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

Questions? Call us at 773-602-5043 or 773-451-2149 Email: KKC-ContinuingEducation@ccc.edu
Registration & Payment Information

Kennedy-King College, one of the City Colleges of Chicago is accredited by:

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

Registration

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

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

Payment

All tuition and/or fees are due and payable at the time of registration. Payments may be made via cash, check, money order, VISA or Mastercard.

Personal checks should be made payable to Kennedy-King College. Please put your driver’s license or State of Illinois I.D. card number and phone number on the front of your check or money order.

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

Refunds & Withdrawals

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

Class Cancellations

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

Classes for the Community

Find the electronic copy of all city Colleges of Chicago Spring 2013 Schedules online at www.ccc.edu

Questions? Call us at 773-602-5043 or 773-451-2149 Email: KKC-ContinuingEducation@ccc.edu
BASIC NURSE ASSISTANT (BNA)

Certificate Program

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

Total Program Cost: $1,283

Days: 9AM—3:30PM

Tues through Thurs, Jan. 15—March 7
Class Nbrs.: 67111, 67120, 67123

Tues. through Thurs. March 19—May 9
Class Nbrs.: 67161, 67162, 67165

Evenings: 4 PM—9:30 PM

Tues. through Thurs. Feb. 26—March 16
Class Nbrs.: 67151, 67157, 67158

This cost includes tuition, books, and uniforms.

COMPUTERIZED MEDICAL BILLING & CODING

Certificate Program

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

Medical coders maintain patients’ records using a universally recognized coding system (ICD-9 index) to ensure compliance with federal regulations and insurance requirements. Medical billing is a subspecialty of medical coding. Although there are programs that offer medical billing training by itself, you should consider a program that combines both billing and coding in one training program, since medical coding is the first step in the medical billing process. Kennedy-King College offers both.

The American Academy of Professional Coders reports that coders earn in the range of $36,085 to $40,000. Medical Billing Specialists average $30,000 per year.

Program cost: $2,595 (tuition and fees)

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

INTRO TO COMPUTERS IN HEALTHCARE

This course will focus on effective modeling and analysis of complicated healthcare processes through the use of computer simulation techniques. 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.

Textbook required.

9:00 AM – 1:20 on Saturdays
67174 — Jan. 26—Feb. 16
Instructor: TBA
Course Tuition: $105

MEDICAL TERMINOLOGY FOR HEALTHCARE PROFESSIONALS

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


Available for purchase at the KKC bookstore.

**Students with a background in health care may be able to “test out” of this course by taking a placement test. Call 773-451-2149 for details.

9:00 AM – 3:40 PM on Saturdays
67183 Feb. 23—March 16
Instructor: TBA
Course Tuition: $210

(Four Weeks (13 hours))

HUMAN ANATOMY & PHYSIOLOGY

A basic understanding of the anatomy and physiology of the various body systems is the sound foundation upon which all health care careers are built, including those providing direct patient care and those in support services such as coding or medical billing. This course examines basic anatomy (structure) and physiology (function). Abnormal function (pathology) will be discussed briefly as well as the most common diagnostic tests used to identify it.

9 AM—3:40 PM Saturdays
67189 March 23 — May 11
Course Tuition: $420

(Eight Weeks (24 hours))

FUNDAMENTALS OF MEDICAL BILLING AND CODING

SUMMER 2013

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

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). Textbooks: Step-by-Step Medical Coding 2010 by Carol Buck, publisher Elsevier and CPT 2010 Standard Edition, publisher AMA

8:00 AM - 2:00 PM
Course Tuition: $210

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

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

Course Tuition: $105
(Eight Weeks (24 hours))

ADVANCED CODING APPLICATIONS

FALL 2013
Prerequisite: Fundamentals of Medical Billing and Coding.

This hands-on course will provide an understanding of ICD-9 CM codes, how to use the manual and other source references needed to code correctly, and link the proper CPT codes to show medical necessities. You will learn how to complete CMS1500, DPA2360 and HCPCS forms through use of coding case studies. Textbooks: The Next Step 2010, Advanced Medical Coding by Carol Buck, publisher Elsevier and ICD-9-CM 2010, publisher PMIC or AMA

8:00 AM - 2:00 PM
Instructor: TBD
(Eight Weeks (24 hours))

COMMERICAL AND GOVERNMENT BILLING & INSURANCE

SPRING 2013
Prerequisite: Coding Applications. Prerequisites may be waived with proof of content proficiency.

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

Course Tuition: $105
(Eight Weeks (24 hours))

COMPUTERIZED BILLING AND CODING

SPRING 2014
Prerequisite: Commercial and Government Billing and Insurance. Prerequisite may be waived with proof of content proficiency.

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

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

ICD-10

MEDICAL CODING

200-Hour Online

Certificate Program

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

Prerequisites/Audience: Knowledge of medical terminology as well as some understanding of accounts receivable management, coding, billing, revenue cycles and reimbursement is recommended, but not required. The intended audience for this program is anyone in the healthcare industry who needs (or wants) to know what changes are in store for ICD and the impacts to providers of care and healthcare facilities. This course presents a comprehensive overview of the significant changes in both diagnostic and procedural coding and detailed information on the impacts of the coding changes to medical coders, healthcare staff, physicians, software systems, documentation, and information technology.

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

MEDICAL TRANSCRIPTION

300-Hour Online

Certificate Program

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

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

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

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

Your transcription equipment and all materials are included.

**Total Program Cost:** $1,895

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**Payment plan is available.**

**Offered online at:**

http://www.gatlineducation.com/kkc/

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**PHLEBOTOMY TECHNICIAN**

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

*Mon. & Fri. 4:30—9:30PM*

_67305—Jan. 21 — May 10_

**Tuition:** $1,358

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**PHARMACY TECHNICIAN**

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

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

_Saturdays, 9:00 AM - 12:30PM_

_67515 — March 23 — May 11 PHARM I_

_67516 — March 23 — May 11 PHARM II_

**PHARM III SUMMER 2013**

*Instructor: TBD*

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**FOOD SERVICE SANITATION**

This class will give you instruction on the proper preparation of food for those wanting to become licensed by the city of Chicago and state of Illinois.

*9:00 AM—12:00*

_67958—Tuesdays, Jan. 29 — March 5_

_67963—Tuesdays, March 26 — April 30_

*Instructor:*

**Course Tuition: $200**

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**SKILLS**

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**COMPUTER LITERACY I AND II**

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

*9:30 AM—11:30 AM on Saturdays*

_67522 — Feb. 2 — March 16_

_9:30 AM—11:30 AM on Saturdays_

_67523 — March 30 — May 11_

*Instructor: Frank Morrison*

**Course Tuition: $50**

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**COMPUTER LITERACY III and IV (For Seniors)**

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

*11:45 AM—1:45 PM on Saturdays*

_67524 — Feb. 2 — March 16_

_11:45 AM—1:45 PM on Saturdays_

_67525 — March 30 — May 11_

*Instructor: Frank Morrison*

**Course Tuition: $50**

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Questions? Call us at 773-602-5043    ● E-mail us at KKC-ContinuingEducation@ccc.edu
CREATING WEB PAGES
*Six Week Online Course*
Create and post your very own Web site on the Internet in this hands-on, six week workshop. First, you’ll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor’s patient guidance, you’ll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. You’ll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

PC REPAIRS & TROUBLESHOOTING
The course takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Once you’ve mastered the basics, the course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well!

Finally, *Intro to PC Troubleshooting* shows you how to maintain and optimize a Windows PC.

9:30 AM -11 AM on Saturdays
67647— Feb. 2— March 16
9:30 AM -11 AM on Saturdays
67648— March 30— May 11
Instructor: B. Adeoye
Course Tuition: $80

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

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

INTRODUCTION TO MICROSOFT EXCEL 2010
*Six Week Online Course*
Work with numbers? Then you need to learn Excel 2010. In this six-week workshop, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You’ll also learn to sort and analyze data, create custom charts and graphs, create 3-D workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

INTRODUCTION TO MICROSOFT WORD 2010
*Six Week Online Course*
Learn to use the word processor PC Magazine ranked as one of the “strongest and most intelligent programs ever written.” In this hands-on workshop, you’ll learn to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the appearance of text, change margins and tab settings, automatically center and more!

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $109

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

5—8:00 PM on Thursdays:
67531 — Jan. 31 — March 14
67625 — March 28 — May 9

1—4PM on Saturdays:
67626 — Feb. 2— March 16
67627 — March 30— May 11
Instructor: Roland Grant
Course Tuition: $125

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

9:00 am - 2:00 PM on Saturdays
67980 — Feb. 2 — March 16
67981 — March 30 — May 11
Instructor: Curtis Moore
Course Tuition: $99

**ACT PREP**

This program uses *The Real ACT Prep Guide*, the official prep book from the makers of the ACT. Students will review three practice tests used in previous actual test administrations, each with an optional Writing Test as you learn valuable test-taking strategies for each test section: English, Mathematics, Reading, Science and the optional Writing. You will also review important topics in math, science and writing and learn to prepare physically, mentally, and emotionally for test day.

*(Textbook not included in tuition)*

9:00 – 11:00 AM on Saturdays
67990 — Feb. 2 — March 16
67999 — March 30 — May 11
Instructor: TBD
Course Tuition: $99

**GRAMMAR REFRESHER**

*Six Week Online Course*

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You’ll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity.

A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Get familiar again with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

*Classes begin on Jan. 16, March 20, May 15*
Register at www.ed2go.com/KenKing
Course Tuition: $99

**MATH REFRESHER**

*Six Week Online Course*

Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. This course will show you how to use math to your advantage. You won’t find any theory or memorization here. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. You’ll find out some very interesting things about how calculators work, and then you’ll discover how best to get a handle on your income and expenses. You’ll be able to check your paystub, invoices, and bank statements for errors and overcharges, and you’ll become more skilled at handling money and comparing investment opportunities. You’ll learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You’ll find out how to calculate interest rates and you’ll develop a better understanding of mortgages, credit cards, and other types of loans. You’ll discover a handy method for converting one type of measurement to another, and you’ll be able to calculate areas correctly so you don’t overspend on your next home improvement project.

*Classes begin on Jan. 16, March 20, May 15*
Register at www.ed2go.com/KenKing
Course Tuition: $99

**IMPROVING YOUR MATH**

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

6:00 - 7:55 PM on Wednesdays
68002 — Jan. 30 — March 13
68005 — March 27 — May 8

**IMPROVING YOUR READING**

Reading skills will be enhanced through application of skill building techniques. This course is designed to improve vocabulary, comprehension, and retention.

11:00 - 12:55 PM on Saturdays
68013 — Feb. 2 — March 16
68014 — March 30 — May 11
Instructor: TBD
Course Tuition: $89
Registration Fee: $30

**PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION PREP**

*Six Week Online Course*

This course, the first part of a two-course series, will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

*Classes begin on Jan. 16, March 20, May 15*
Register at www.ed2go.com/KenKing
Course Tuition: $99

**ONLINE PROGRAMS**

**BIOFUEL PRODUCTION OPERATIONS**

*400-Hour Online Certificate Program*

The Bio Fuel Production Operations Program will give you the training you need to begin an exciting career in biofuel production. As a biofuel production operator, your job will be to ensure the quality and purity of the biofuel your plant produces. This involves inspecting and repairing equipment, operating computer systems, and handling lab equipment.
This online course will ensure you have the skills you need to handle these tasks. At the present time hundreds of facilities world-wide are producing biofuels.

Over the next few decades many advances will be made in this field and hundreds of new facilities will be built for production of this type of fuel. This opens a new field for potential workers. For decades to come, biofuels will be produced and consumed in the United States - creating an ongoing demand for biofuel production workers.

Prerequisites/Audience: Students should have basic computer skills and a high school diploma or GED. The intended audience for this program is individuals who seek entry-level positions in the field of biofuel production.

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

BUILDING ANALYST QUICK START PROGRAM
BPI BA Certification)

60-Hour Online Certificate Program
This Building Analyst Course was developed and written in partnership with nationally recognized building science experts. The two BPI online training courses are full of scientific facts, interactive exercises, pictures, videos, graphics, and text. See the individual course descriptions in the Overview for a more detailed description. Also, they are recognized by North American Technician Excellence and Building Performance Institute for continuing education hours. You’ll also receive a study guide and a one year subscription to Home Energy Magazine. This program is a great way to compliment and increase your company’s GREEN services for your customers and to open new doors of opportunity.

Prerequisites/Audience: The intended audience for this program is individuals who are beginning their career in the Home Performance workforce and intend to pursue that as a career. Home Performance covers a broad range of possible trades and occupations, most notably the HVAC technician, Envelope workers such as air sealing, insulation, and vapor barrier workers, siding and window specialists, and a number of other workforce groups. The program is designed for those who will be engaged in conducting building assessments, energy audits, performance testing, energy ratings, green ratings, rating verifications, quality assurance, quality installations, building inspections, home inspections, home tune ups or any other related building improvement, evaluation or repair services where changes are anticipated to the building as a system.

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

CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL
60-Hour Online Certificate Program
Gain the skills and knowledge you’ll need to “green” an organization’s supply chain with this Supply Chain Management Certification preparation online training program. This course gives you the specialized knowledge to enable a company to achieve its environmental sustainability goals through global sourcing, material management, procurement/buying, transportation and logistics, and new product development.

Prerequisites/Audience:
Students should have basic keyboarding and computer skills, and be comfortable navigating the internet. They must also have an understanding of a word-processing computer program (Microsoft Word recommended), and have emailing capabilities as well. This sustainability certification program is essential for professionals working in or preparing for leadership roles tasked to support the sustainable business practices and goals of their organization. Professionals who need to create collaborative partnerships with management in order to improve sustainable business practices throughout the supply chain. Sustainability consultants who must analyze “green” challenges for their clients and develop supply chain strategies.

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

PRINCIPLES OF GREEN BUILDINGS

30-Hour Online Certificate Program
The Principles of Green Buildings course is designed to teach an individual in the building, remodeling, or trade industry the principles they must know to make buildings perform more efficiently. It was developed and written in partnership with nationally recognized building science experts from Advanced Energy of North Carolina and is full of scientific facts, pictures, videos, graphics, and text. Everything an individual in the building, remodeling, or trade industry needs to know to make buildings perform more efficiently is introduced in this course.

The Principles of Green Buildings course has also been designed to help prepare individuals for various NATE, NARI, BPI, RESNET, and other industry credentials for green building.

Weatherization Classes available at Dawson Technical Institute of Kennedy-King College. Call for more information.
This course is NATE recognized for 28 hours of continuing education units (CEUs) applicable to NATE recertification. Materials are included. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

**Prerequisites/Audience:** Students must have access to a computer with Internet access. Students will need to be comfortable navigating the Internet and have emailing capabilities. The intended audience for this course is individuals who are beginning their career in the Home Performance workforce or exploring that realm of work. Home Performance covers a broad range of possible trades and occupations, most notably the HVAC technician, Building Envelope workers such as air sealing, insulation, and vapor barrier workers, siding and window specialists, and a number of other workforce groups.

Total Program Cost: $595

Payment plan is available.

Offered online at: http://www.gatlineducation.com/kkc/

**CREATING A SUCCESSFUL BUSINESS PLAN**

Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you’ll work through all of the major components of writing a business plan and emerge with your first business policies that help you build your business.

Classes begin on Jan. 16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

**PERSONAL INTEREST**

**PERSONAL FITNESS TRAINER Certificate Program**

This program is designed to provide participants with theoretical knowledge and practical skills in preparation for the American Council on Exercise (ACE) national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the client-trainer relationship, conducting health and fitness assessments, and designing and implementing appropriate exercise programming. **Required textbooks and materials:** ACE Personal Trainer Manual 3rd Edition (ISBN 1-890720-14-3) ACE Personal Trainer Master the Manual Workbook (ISBN 1-890720-15-1)

67312 — Sat. Feb. 2 — March 9
67313 — Sat. March 23— May 4
Total Program Cost: $922
Course Tuition: $55

**DANCE EXERCISE**

In this dance-exercise class, rhythm and movement are combined into structured routines for development in the areas of muscle tone, endurance, strength and flexibility. Accomplishments in these areas will be achieved by participating in activities such as breathing exercises, bar work, body conditioning, body control and progressions.

Rubber-soled shoes or socks are required in the Dance Studio.

6:30 - 8:00 PM
68093 — Mondays Jan. 28 — March 11
68094 — Wednesdays, Jan 30 — March 12
68095 — Mondays, March 25 — May 6
68096 — Wednesdays, May 27 — May 8
Instructor: Sheila Tukes
Course Tuition: $45

**EARLY MORNING WORKOUT**

Get fit, look great! Shape, tone and boost your physical endurance with this dynamic workout designed to promote cardiovascular health, weight loss and flexibility. Tone your body and increase your strength and flexibility. Chart your measurements and learn basic concepts of good diet and nutrition. Classes meet Monday through Friday.

6:00 - 7:45
68097 — Mon - Fri., Jan. 28 — March 15
68098 — Mon - Fri., March 25 — May 10
Instructor: Dan Simpson
Course Tuition: $80

**AQUA AEROBICS**

What better form of exercise can there be? Swimming and aerobics combined will get anyone into tiptop shape with low-impact on joints and bones. This class is perfect for all fitness levels.

6:00 - 7:45 PM on Mon. & Wed.
68100 — Jan. 28 — March 13
68101 — March 25 — May 8
Instructor: Rudolph Henry
Course Tuition: $64
BEGINNER SWIMMING (ADULTS)

It's never too late! Have you been putting off learning how to swim? Do you have your vacation cruise selected and you don’t want to be a “pool flower”? Have you tried learning to swim before and just never “got” it? If so, this course is for you.

5:00 - 7:00 PM on Tuesdays
68103—Jan. 29—March 12
68106—March 26—May 7
Instructor: Rudolph Henry
Course Tuition: $64

YOUTH SWIM (Youth Ages 5+)

5:00 - 6:15 PM on Thursdays
68797—Jan. 31—March 14
68799—March 28—May 9
Instructor: Rudolph Henry
Course Tuition: $70

NOTE: In the Youth Swim class, children MUST be accompanied by an adult/guardian during the ENTIRE class. Observers must sit in the bleachers.

EARLY BIRD SWIM

If you like to get up, get out, and exercise, the Early Bird Swim is for you!
7:00 - 8:30 AM
68112—Mon - Fri., Jan. 28—March 15
68113—Mon - Fri., March 25—May 10
Instructor: Rudolph Henry
Course Tuition: $64

LIFEGUARD TRAINING (AMERICAN RED CROSS)

If you’re looking for employment as a professional lifeguard, Red Cross Life Guard Training is the best way to be prepared to respond to aquatic emergencies. Successful completion of the course requirements will qualify you for the Lifeguard Training certificate from the American Red Cross.

Additional fees for textbook ($35) and face mask ($15).

6:00 – 9:00 PM on Wednesdays
68115—Jan. 30—March 13
68116—March 27—May 8
Course Tuition: $190
Instructor: James Harrold

PADI SCUBA CERTIFICATION

Did you know that Kennedy-King College is one of only two PADI-certified diving schools in the city of Chicago? Become a Scuba Diver and transform yourself. Explore and connect with nature and the underwater world from historic shipwrecks and pristine reefs to the mysteries of your local quarry. When becoming a PADI Open Water Diver, you enjoy three simple phases:

1. Knowledge Development: You learn how pressure affects your body, how to choose the best gear and what to consider when planning dives.

2. Confined Water/Pool Dives: You develop basic scuba skills in a pool or in a body of water with pool-like conditions. Here, you learn everything from setting up your gear and how to easily get water out of your mask without surfacing.

3. Open Water Dives: You continue learning during four open water dives with your PADI instructor in a typical dive environment at the beginner level. When you learn to dive with PADI, you enjoy the highest standards for dive training, safety and customer service.

10:30 am—2:30PM on Saturdays
68129—Feb. 2—March 16
68130—March 30—May 11
Course Tuition: $280
(includes equipment)
Instructor: James Harrold

BOY SCOUTS OF AMERICA: SCUBA MERIT BADGE

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

Call us to make scheduling arrangements.

I AM HIP HOP

Do you call yourself Hip Hop or want to know how the culture got started? Learn the fundamental tenants and history of Hip Hop Culture and why it has become such a dominant global force in our society. Discover through books and film the key foundational elements: MCing, DJing, Breakin’ & Graffiti Art. Learn about its origins in 1973 South Bronx, New York and follow it to the height of the ‘90s golden era that brought us the likes of The Notorious BIG, Tupac Shakur & Nas.

Listen to the music of key artists; watch early Hip Hop videos and films and read scholarly works from Dr. Michael Eric Dyson and others that will challenge what you think you know about Hip Hop. Explore the business-side of Hip Hop with case studies from the lives of Hip Hop’s millionaires like: Jay-Z, Sean “Diddy” Combs, Russell Simmons, & More!

Saturdays 10:00 – 12:00
68507—February 2—March 9
Tuition: $125
Saturdays 10:00-12:00
68508—March 30—May 4
Tuition: $125
Instructor: Kelvin Harris

Questions? Call us at 773-602-5042 E-mail us at KKC-ContinuingEducation@ccc.edu
WORLD LANGUAGES

CONVERSATIONAL

FRENCH

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

Classes begin on Jan. 16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

CONVERSATIONAL

JAPANESE

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

Classes begin on Jan. 16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

CONVERSATIONAL

SPANISH

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

10:00 - 11:30 AM on Saturdays
68118 — Feb. 2 — March 16
68119 — March 30 — May 11

Command Spanish®, Inc. is the country’s leading provider of occupational Spanish language training materials and programs for the workplace. Its programs and materials are the result of years of research and development by language, curriculum, and translation specialists. The company’s objective is to provide learner-friendly language programs and training classes that require NO PRIOR KNOWLEDGE OF SPANISH. Command Spanish® language classes eliminate the tedious grammar instruction found in most other language programs.

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

SPANISH FOR CONSTRUCTION SUPERVISORS (32 Hours)
Construction supervisors know how critical it is to be able to tell their workers exactly what they expect of them on the job. This is also true of their Spanish-speaking workers. If there is miscommunication, it can cost time and money. If you are a construction supervisor who has hard working Spanish-speaking workers on your construction crews, but who don’t understand what you want them to do, then you need our online program, Spanish for Construction Supervisors, in order to help you better communicate your expectations and maintain a safe work environment.

SPANISH FOR HOSPITAL NURSES (32 Hours)
This program is designed for nurses who work in a hospital and need to break the language barrier in order to better care for Spanish-speaking patients. Spanish for Hospital Nurses will allow nurses to use Spanish successfully to perform routine duties.
CREATIVE EXPRESSIONS

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

6:30 – 8:00 PM on Mondays
68132—Jan. 28—March 11
68133—March 25—May 6
Instructor: Francine Davis
Course Tuition: $79

THE CRAFT OF MAGAZINE WRITING

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

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

JAZZY JEWELRY
(Beaded Jewelry Design)
Have you thought about making your own jewelry? Do you want to re-work the beautiful beads in some of your old pieces? Get basic, hands-on instruction for using various tools, beads, and wires to make wonderful handcrafted jewelry. Over the course of this six-week workshop, you’ll add stunning pieces to your jewelry box as you make earrings, necklaces, brooches, and bracelets. You will supply your own materials. Request a supply list upon registration.
9:30—11:00 AM on Saturdays
68134—Feb. 2—March 16
68135—March 30—May 11
Instructor: M. Cannamore
Course Tuition: $50

MAKING MOVIES WITH WINDOWS 7

*Six Week Online Course*
If you have Windows 7, you already have Microsoft Movie Maker, the program that makes creating professional-quality movies fun and easy. In this six week course you’ll learn to edit out the not-so-good content, and organize the good content into great, entertaining movies. You’ll learn how to add titles and credits to movies just like the pros. This course will take you through all the basics with easy step-by-step instructions and plenty of illustrations and hands-on exercises. Once you have the basics down pat, you’ll discover how to add still photos to your movies, and how to make still photos from your favorite video scenes. You’ll learn all about adding special effects, background music, sound effects, voice narration, and more. Finally, you’ll learn how to share your cinematic masterpiece with family and friends by e-mail, the Web, CD, and DVD.

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA

*Six Week Online Course*
Photographing people can be fun, exciting and complicated! This course will make taking beautiful pictures of adults, children, and babies simple. We’ll start with the basic principles you need to know in order to become a people photographer. You’ll discover the best way to photograph faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Next, we’ll move onto portrait and formal group shots, where you’ll learn how to organize people, which angles to use, and which to avoid. You’ll become proficient in action photography, and you’ll also learn several fun and creative ways to photograph children and babies. You’ll even gain expertise in filling your photographs with imagery, setting moods, and creating themes. This course will have you well on your way to becoming a skilled people photographer.

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99
ASSISTING AGING PARENTS
*Six Week Online Course*
Are your parents in their golden years? Learning how to help parents or other loved ones through their transition can prepare us for our own. This compassionate and comprehensive class will give you the tools, techniques, and insights for this passage. Growing older is a part of life. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You’ll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You’ll learn about financial and legal considerations, health issues, and family interpersonal relationships.

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

REAL ESTATE INVESTING
*Six Week Online Course*
Have you ever heard the old saying, “Buy low, sell high?” News stories about the softening real estate market might scare away some novice investors. Experienced investors, however, recognize weak markets as opportunities to pick up bargains. When there are more sellers than buyers, your chances of getting a good deal go way up. In fact, many investors make more money in a down market than in a strong one. In many areas, now is the time to buy before prices start climbing again. Learn how to make money, in good times and bad, even if you have little money to start.

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

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

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99

GET PAID TO TRAVEL!
*Six Week Online Course*
If you love to travel and enjoy working with individuals, tour directing, tour guiding, and cruise hosting may be the career for you! As a tour director or tour guide, you’re hired by tour operators, destination management companies, and incentive houses to escort groups on local programs, domestic tours, international tours, and cruises. Learn everything you need to be successful and how to acquire a position as a professional tour director, tour guide, and cruise host. In addition, you’ll learn about career opportunities and how to gain experience and employers for local, domestic, and international travel careers.

Classes begin on Jan.16, March 20, May 15
Register at www.ed2go.com/KenKing
Course Tuition: $99
WONDERING HOW TO BECOME A CONTINUING EDUCATION LECTURER?

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

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

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

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

OUR INSTRUCTORS ARE...

EXPERIENCED
ENERGETIC
ENTHUSIASTIC
<table>
<thead>
<tr>
<th>Action: ENROLL (enroll and add courses)</th>
<th>DROP (Student Withdrawals and Drop Courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Code</td>
<td>Phone number</td>
</tr>
<tr>
<td>417-555</td>
<td>123-4567</td>
</tr>
</tbody>
</table>

Emergency Contact Address:

City: New York  State: New York  Zip: 12345

Emergency Contact:

First Name: John  Last Name: Doe

Relationship: Parent

Miscellaneous Health Information

Completion Date:

Month: January  Day: 1  Year: 2023

Certification:

I certify that the information contained on this form is true to the best of my knowledge.

Signature of School Designee

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

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

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

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

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

Certificate in Legal and Ethical Issues in Nursing
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

Certificate in Growth and Development Through the Lifespan
(31 contact hours) Gain new insights in human development and be better prepared to care for patients of all ages.

ACCREDITATION:

ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation.

Accreditation refers to recognition of continuing nursing education only and does not imply commission on Accreditation approval or endorsement of any commercial product.

NURSING: Provider approved by the California Board of Registered Nursing. Provider #CEP 14683, for the stated number of contact hours.

MFTs/LCSWs: California Board of Behavioral Sciences provider Number PCE 15664. This course meets the qualifications for the stated hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.

Visit our Online Instruction Center to ENROLL TODAY!

www.ed2go.com/KenKing

Courses start as low as $99

New course sessions begin each month.

To learn more call:
773.602.5042
GED Open Registration
Spring 16 week Session 2013
Walk-Ins: Come to
Room 201-0

For registration information
OFFICE HOURS
9:00 AM – 3:00 PM
Monday – Thursday
Or call
Phone: 773-451-2169

Classes begin: Monday, January 14, 2013

MORNING, AFTERNOON, AND EVENING SCHEDULES
AVAILABLE.

General Information
✓ Program is free
✓ You must be 18 yrs. or older (17 yrs. old with a high school release)
✓ Bring proof of Address, Driver’s License or State I.D. etc.
✓ Allow at least 3 hours for the registration process.
✓ Do not bring children or food.

# # #
Kennedy-King College, one of the City Colleges of Chicago in partnership with Gatlin Education Services (GES), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.

VIEW COURSE DESCRIPTIONS, PRICING, AND PAYMENT PLAN INFORMATION AT http://www.gatlineducation.com/kkc/

Program Categories
Business and Professional
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Management and Corporate
Media and Design
Hospitality and Gaming
Skilled Trades and Industrial
Sustainable Energy & Going Green

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Visit us for more details!
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(773) 602-5042

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 10-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 course entirely from your home or office. Any time of the day or night.

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

Intro to Microsoft Word
Learn how to create and modify documents in Word 2007, the most popular word-processing program available.

Intro to Microsoft Excel
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