

# CONTINUING EDUCATION CLASS SCHEDULE

Fall Classes Start the  
Week of August 22, 2011



FOREIGN LANGUAGE COURSES • COMPUTERIZED MEDICAL BILLING & CODING • MUSIC & DANCE  
BASIC NURSING ASSISTANT • FINANCIAL LITERACY • CPR • FITNESS & HEALTH • MORE...



CITY COLLEGES *of* CHICAGO

## Harold Washington

Education that Works

# Basic Nursing Assistant

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. State-approved BNA training at City Colleges of Chicago will get you into one of the fastest growing occupations in the United States.



# Fitness Classes

From the speed and agility of karate to the calm and serenity of hatha yoga, City Colleges has a fitness class to suit your lifestyle, your schedule, and your fitness goals.

*(Offerings vary on each campus.)*



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Online classes start every month!

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# GENERAL REGISTRATION AND TUITION INFORMATION

## Registration Will Be Held in Room 101

### RESERVATION

Call (312) 553-5936 or (312) 553-5962 to reserve a seat for the fall class, please leave the following information

First Name Spelled out

Last Name Spelled out

**Name of the class and the bold five digit class number**

Your phone number

Your e-mail address

This information will hold a seat in the class in your name.

However, you must come to Harold Washington College Room 1130 seven (7) days prior to the class start date to register for your Continuing Education class. Registration for Fall Continuing Education classes will begin on July 15, 2011.

Hours of registration are 9:00 am until 4:00 pm.

In the event of class cancellation, you will be notified via phone or e-mail.

### TUITION AND FEES

The fees for courses are stated in the program schedule for each course offered. **All tuition and fees are due and payable in full at the time of registration.** Registration is not complete until all payments are made in full. Cashier's checks, money orders or personal checks must be made payable to Harold Washington College.

The college cannot accept third party checks.

\* There will be a \$306.89 fee charged to all Out-of-State and Foreign Students. Out of District \$186.99.

**WARNING:** The fee assessed for a check returned for non-sufficient funds (NSF) or a stop payment will be \$35.00. Any student who has once given the City Colleges either of the above checks will not be allowed to make any subsequent payment by check at any of the City Colleges of Chicago. Please note that registration fees are not refundable. **Rates are subject to change without notification.**

### WITHDRAWALS

- A \$5.00 fee will be charged per course for dropping and adding a course. Students who want to withdraw from a course must do so in person the day before the class is scheduled to start. **Telephone, mail, fax, and online withdrawals are not accepted.**
- If you miss two of the first three weeks of classes, you are subject to an administrative withdrawal.

SEE REFUNDS LISTED BELOW.

### BOOKS AND SUPPLIES

Some noncredit courses require a textbook or other supplies (see course descriptions).

Specific information will be distributed at the first class meeting. It is recommended that students purchase supplies and textbooks after the first class meeting. Textbooks may be purchased at:

**Beck's Bookstore,  
60 East Lake Street, 2<sup>nd</sup> Floor,  
Phone (312) 630-9113.**

### REFUNDS

A full refund fee for all tuition and fees will be available to you if a class is cancelled or you may apply it toward any other available course of equal value in the same phase. If you pay with cash or check, your refund check will be mailed to the address on record six weeks after classes begin. Tuition credit cannot be carried over into another phase. **There are No Refunds issued on courses after the first class is in session. A full refund is issued on courses due to college initiated cancellations.**

**All Classes will be held at:  
Harold Washington College  
30 East Lake Street  
Chicago, IL 60601  
Unless otherwise noted.**

## Fall 2011 Encore Discussion Series:

### Positive Aging as an Option to the Challenges Presented in the Encore Years and Beyond

Whether your interest is personal, family or career focused, Harold Washington College's Continuing Education Program offers a series of discussions on topics relevant to knowledge of the Encore Years (50+) and beyond? Although the focus is on the Encore Years, the following discussion groups are open to anyone who is interested in the topic, and discovering current research, debunking myths about aging, and enjoying lively discussions. Each session is 2½ hours or a total of 7½ hours. You may enroll in all three of the following sessions or select from among the options:

Each session will include the discussants pondering the included questions:

#### **Shifting Gears: Preparing for the World of Work after Age 50**

The discussants will ponder the following questions: What are the cultural expectations relative to those who re-enter the world of work after they have "officially" retired from a previous career? If the world has changed, how do I factor my work ethics into the often "business/technological" oriented environment? Considering my age and experience, where do I find "mentoring" that blends and prepares me for this "new world?"

**36967** 722 1550 ENC6

Saturdays 9:00 am - 11:30 am

Room 604

November 5, November 12 and November 19, 2011

\$75.00

Instructor: Dr. Sammie Dortch

#### **To Work or Not to Work?—That is the Question**

What is the relationship between meaning and purpose and work in the Encore Years? Is the work likely to fulfill something other than a financial need? If I have physical limitations that result in it taking me longer to complete assigned tasks, will this reality prevent me from being useful in the work environment? How do I assess my gifts, talents, and skills? How do I determine strategies for presenting myself in an interview that highlights the value I might add to a work environment?

**36968** 722 1550 ENC6

Saturdays 9:00 am -11:30 am

Room 605

December 3, December 10 and December 17, 2011

\$75.00

Instructor: Dr. Sammie Dortch

#### **The Social Aspect of Working after Retirement**

What if I chose not to work; will I dry up "*like a raisin in the sun*?" To what extent might working enhance my overall sense of well-being? How do I use all that I have—the social, cultural, physical, intellectual, and financial aspects *and* social networking to engage in positive aging?

**36969** 722 1552 ENC6

Saturdays 9:00 am -11:30 am

Room 606

January 28, February 4, February 11 and February 18, 2012

\$75.00

Instructor: Dr. Sammie Dortch

THE CITY COLLEGES OF CHICAGO  
**ENCORE PROGRAM**  
at Harold Washington College

**Step One: Community College Teaching and Learning**

For participants with a Master's degree or better.

This course is an introductory survey to college teaching. The focus is on the application of student-centered active learning and the use of educational technology tools. The course is taught by a veteran City Colleges of Chicago teacher as well as many guest instructors who share their particular expertise.

**\*\* Basic computer skills are required to succeed in this course. These include being adept at word processing, file management, and surfing the web.**

In *The Courage to Teach*, Parker Palmer introduces his readers to the subject of college teaching as follows:

- "The question we most commonly ask [about college teaching] is the 'what' question-what subjects shall we teach?
- When the conversation goes a bit deeper, we ask the 'how' question-what methods and techniques are required to teach well?
- Occasionally, when it goes deeper still, we ask the 'why' question-for what purpose and to what ends do we teach?
- But seldom, if ever, do we ask the 'who' question-who is the self that teaches? How does the quality of my selfhood form-or deform-the way I relate to my students, my subject, my colleagues, and my world? How can educational institutions sustain and deepen the selfhood from which good teaching comes?" (1998, p. 4)

We will explore "the selfhood from which good teaching comes," but we will also try to sharpen our active learning/teaching skills, use assessment to monitor classroom learning, familiarize ourselves with educational technology to improve delivery, and begin to learn how to develop quality courses and syllabi that support them.

**36971** 722 1555 ENC6

Fridays 9:00 am - 11:00 am

Room 618

September 16, September 23, September 30, October 7, October 14, October 21, October 28 and November 4, 2011

\$195.00

Instructor: Ephrem Rabin

**Honing Computer Skills for the Encore Population**

This class will cover computer terminology, keyboard basics, controlling the mouse, introduction to the Windows Operating System, word processing basics and much more!

**36972** 722 1554 ENC6

Fridays 12:00 pm - 2:15 pm

Room 203B

October 15, October 22, October 29, November 5, November 12 and November 19, 2011

\$128.00

Instructor: TBA

THE CITY COLLEGES OF CHICAGO  
**ENCORE PROGRAM**  
at Harold Washington College

**The Art of Rainmaking: Career Portfolio Development**

It's never too late to create and maximize your own multiple streams of income through personally fulfilling and dignified work.

*Ready to...* Crystallize your life's work vision? Advance your employability through a portfolio of marketable proficiencies? Launch your own innovative commercial enterprise?

This never-before-seen, one-of-a-kind, hands-on *workshop* will introduce and explore in lively and interactive fashion the principles and real-world application of *Portfolio Career Employment: creating and maximizing your own multiple streams of income through personally fulfilling and dignified work*. All-walks-of-life job seekers, the career polished, and the over 50 can expect to explore in this 4 session soulful "chat" how to discover and implement strategies for generating income via diversified employment channels. This program particularly appeals to that "entrepreneur" in each of us.

Abandon inhibition and doubt at the door. Your odyssey to discover career wonderment is honored here. Bring your imagination. Be prepared to leave with a sense of "what's next for me." Today, more than ever, the Uncommon has been summoned to the employment strategy whiteboard; all options for a truly rewarding and productive career plan are now in play.

Participants in this program are likely to fully appreciate *Portfolio Career Employment* as expressed through *self-styled, independent contractorship* conjoined with any combination of ... *at-will, W2 employment (full or part time); contract employment (independent or staff); internships; presently owned business assets or ventures; and savvy volunteerism*

... as co-equal expressions of a life's work vision rich with opportunity and sustainability.

Session One - Introduction to An Uncommon Way Forward. Explore the importance of Telling Your Story, Assuring Your Legacy, and Achieving Career Excellence in your life's work. Do I have a vision for what my own career excellence should look like? Is uncertainty to be expected? Can I work at my own pace and still be successful? How do I get started ? (2 Hours)

Session Two - Share Your Life's Work Vision. Understand the Principles of Portfolio Career Employment. What is a Portfolio Career Enterprise? What work do you like to do? What work do you do well? How do you feel about collaborating with others on projects? Explore how diversifying one's employment is quickly becoming an inevitable approach many will practice in this economic environment. (2 Hours)

Session Three - If I choose the independent contractor employment path: What are the business management issues I will likely face? How do I market product services and programs? How do I network effectively? How will I know if I am being productive? (2 Hours)

Session Four - Share Your Portfolio Career Enterprise – In Principle. What are my next steps for making my journey into the world of portfolio career employment a reality? Your odyssey begins now! (2 Hours)

**36969** 722 1552 ENC6

Saturdays 10:00 am - 12:00 pm

Room 618

September 10, September 24, October 8 and October 22, 2011

\$75.00

Instructor: Peter Willert

*(The course text will be available at the first session for a discounted price of \$15.00 from \$24.95 retail.)*

THE CITY COLLEGES OF CHICAGO  
**ENCORE PROGRAM**

at Harold Washington College

**Working and Volunteering in Horticultural Therapy**

Working and Volunteering in Horticultural Therapy is a "hands-on" activities class for individuals who wish to explore Horticultural Therapy as a potential career or for those who want to volunteer to work with special populations using Horticultural Therapy. Special populations can include, but are not limited to individuals who may be physically, mentally, and emotionally challenged as well as the elderly.

The class will explore the role of horticulture as a therapeutic activity and as career training for special populations. The class will define special populations and how to best work with and relate to each population through Horticultural Therapy. This will include demonstrations and role playing.

Other activities will include how to pot and repot plants; how to build and use terrariums as a therapeutic activity; how to grow plants from seed and cuttings; and, the basics of flower arranging. The class will plant a terrarium considering potential challenges for special populations. Additionally, the participants will plant seeds best used with special populations (fast to germinate easily recognized and easy to grow plants), and the class will propagate easy to root plants from cuttings. For the final activity, the class will make a basic corsage or boutonniere and construct one floral arrangement.

**36970** 722 1555 ENC6

Saturdays 9:30 am - 12:00 pm

Room 621

September 17, September 24, October 1, October 8, October 15 and October 22, 2011

\$80.00 and Lab Fee of \$70.00 for materials

Instructor: Dr. Jerry Garner

**Entering the World of Not For Profit Organizations**

This class is designed to introduce participants to the nuts and bolts of the Not For Profit (NFP) world. It will cover an introduction to the history and legal structure of an NFP, from the basic law in Illinois, the paperwork that is required to start an NFP corporation, and the writing of the basic by-laws. Also included is an overview of the various kinds of NFPs, the purposes for which you may incorporate an NFP in Illinois, and the forms necessary to do the paperwork. There will be a discussion of the difference between charitable NFPs and non-charitable NFPs, and the different ways each are regulated, and by which state or federal agency.

Topics will include those which are specific for NFPs, such as fundraising or management of endowments, and will also include those which apply to For Profit Corporations as well, such as employment issues and corporate governance (conflicts of interest, insurance, etc.). Guest speakers from the NFP world will join the instructor in presenting real-world scenarios.

**36975** 722 1553 ENC6

Fridays 1:00 pm - 3:00 pm

Room 604

September 16, September 23, September 30, October 7, October 14, October 21, October 28 and November 4, 2011

\$100.00

Instructor: Nancy Hablutzel



# Wealth Fitness for Adults

## Financial Literacy Workshop I

Keep It Safe! Your Rights as a Consumer

Objectives

By the end of this course, participants will understand how to protect their rights as consumers and how to be financially prepared if a disaster strikes. To achieve this objective, the participants will be able to:

- Recognize how federal deposit insurance protects deposits.
- Recognize how to guard against identity theft.
- Recognize how the various types of insurance will help you manage risks.
- Recognize the need to plan for unexpected death or disability.
- Describe the ways you need to be financially prepared for disasters.

**36973** 722 1499 ENC6

Friday 1:00 pm - 3:00 pm

Room 604

October 21, 2011

Free!

Instructor: Roberta Boles

## Financial Literacy Workshop II

Charge It Right! How to Make Your Credit Card Work for You

Objectives

By the end of this course, participants will understand how to use a credit card responsibly and what to do when a credit card is lost or stolen. To achieve this objective, the participants will be able to:

- Define credit.
- Explain why credit is important.
- Describe the purpose of credit cards.
- Determine if you are ready to apply for a credit card.
- Determine which credit card is best suited for you.
- Identify the factors creditors look for when making credit decisions.
- Describe how to use a credit card responsibly.
- Identify the steps to take when a credit card is lost or stolen.

**36974** 722 1499 ENC6

Friday 1:00 pm - 3:00 pm

Room 605

November 4, 2011

Free!

Instructor: Roberta Boles



### **What Is the Lifelong Learners Program?**

The Lifelong Learners Program is a Continuing Education program that brings City Colleges of Chicago classes to Department of Senior Services Regional Senior Centers. Courses consist of weekly class sessions that build on one another.

### **What Classes Are Offered?**

Both non-credit and credit courses are available. Through non-credit courses, seniors will be able to explore interests such as dance and art appreciation and develop valuable skills in financial literacy and budget management.

Through non-credit courses, such as Child Development and Foreign Languages, seniors are able to work towards basic certification in an area of interest. Credit courses are only available to those who have obtained a high school diploma or GED certificate. You may contact the Department on Aging for tutoring assistance if you are working on a GED certificate.

### **When And Where Are The Classes Offered?**

Classes will be taught at Department of Senior Services Regional Senior Centers. The website includes dates, times and locations for each class.

### **How Much Do Classes Cost?**

The classes are free and open to Chicagoans over 60 years of age.

### **Who Will Teach These Classes?**

All classes, whether credit or non-credit, will be taught by City Colleges of Chicago lecturers. These teachers will provide both clear instruction and valuable feedback.

### **How Do Students Enroll For Courses?**

Students may register for the courses at City of Chicago Regional Senior Centers. Class size is limited, so please register early for courses. Regular attendance is required.

### **Is There A Ceremony at the End of Classes?**

Yes. Students who have successfully completed a course will be invited to attend a completion ceremony where they will be honored as graduates of the Lifelong Learners Program.

For more information on this program, call (312) 744-4016.

# Harold Washington College Lifelong Learning/Continuing Education

**What an exciting opportunity! For as low as \$99.00 each!**

## **Instructor-Led Courses**

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

## **Career Training Programs**

- Prepare for industry certification or start a new career
- Start Anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal Instructor assistance
- Certificate of completion awarded with passing score

**Some classes available through [www.ed2go.com/hwccontinuinged/](http://www.ed2go.com/hwccontinuinged/) include:**

- Business
- Management and Leadership
- Nonprofits
- Sales and Marketing
- Digital Photography
- Graphic Design
- Web Design
- Health Care and Medical
- Alternative Medicine
- Arts
- Litigation
- Paralegal
- Personal Development
- Children, Parents, and Family
- Personal Enrichment
- Personal Finance and Investments
- Start Your Own Business
- Languages
- Mathematics
- Reading and Writing
- Science
- Test Prep
- Tools for Teachers
- Computer Fundamentals
- Computer Programming
- Database Management
- Networking and Communications
- Security
- Writing and Publishing

Online classes start every month!

**ed2go**<sup>®</sup>

[www.ed2go.com/hwccontinuinged](http://www.ed2go.com/hwccontinuinged)

**Go to [ed2go.com/hwccontinuinged](http://ed2go.com/hwccontinuinged) today!**

# Harold Washington College Online Classes



Some classes  
low as \$99

## **Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

## **Creating Web Pages**

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

## **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.

## **Introduction to Microsoft Excel 2007**

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

## **Speed Spanish**

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

## **A to Z Grantwriting**

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

## **Introduction to SQL**

Gain a solid working knowledge of the most powerful and widely used database programming language.

## **Intermediate Microsoft Excel 2007**

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.

## **Grammar Refresher**

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing.

## **Project Management Fundamentals**

Gain the skills you'll need to succeed in the fast-growing field of project management.

**Details on any of these courses can be found at:**

**[ed2go.com/hwcccontinuinged](http://ed2go.com/hwcccontinuinged)**

*Online Learning Anytime, Anywhere...**Just a click away!***

# Public Chauffeur Training Institute (PCTI)

The **Harold Washington College (HWC)** Public Chauffeur Training Institute is a joint venture between Harold Washington College and the City of Chicago Department of Business Affairs and Consumer Protection, which prepares students for the City of Chicago chauffeur licensing examination. The Public Chauffeur Training Institute office is located at Harold Washington College, 30 East Lake Street, Room 1041, Chicago Illinois 60601.

## **General courses offered by the HWC Public Chauffeur Training Institute Program include:**

- Defensive Driving, Language Enhancement, Limousine Training
- Medallion Holder Training, Taxi Access Program, Taxi Training (two weeks)

## **The Public Chauffeur Training Institute (PCTI) also offers the following “Remedial Training Modules:”**

- Continuing Education/License Renewal
- Discourtesy Training
- Two-hour Driver Training (Behind the Wheel)
- Refusal of Service

## **Registration Information - Admissions Requirements:**

Students must come **in person** to Harold Washington College, Admissions Room 101 to register, except as indicated. Please make sure you meet the following:

- Minimum age 21
- Bring a valid Illinois Driver’s License
- Are prepared to take exam for proficiency in English language
- 2 pencils and 1 pen

**Note: Testing hours are Mondays – Thursdays (9:00 am, 10:00 am, 11:00 am, 12:00 pm, and 1:00 pm), Fridays (9:00 am, 10:00 am and 11:00 am) and Saturdays (9:00 am and 11:00 am).**

Please note the **“required”** City of Chicago rules and regulations before registering for any PCTI training course:

- Excellent driving record in the last twelve (12) to eighteen (18) months.
- Licensed drivers in the United States for at least three (3) years.
- New applicants with more than 2 violations on his/her driving record in the last 12 months will NOT be eligible for a license. (Rule 1.07d)
- A criminal record or any indebtedness to the City of Chicago may disqualify you from obtaining a public chauffeur license. If you were found guilty of a forcible felony, five (5) years must have passed since (A. The date you completed your sentence, B. Released from parole and/or probation, C. Released from any other non-custodial supervision).

For more information on the criminal background check call the Department of Business Affairs and Consumer Protection, Public Vehicle Division at (312) 746-4200 or (312) 746-7100.

# Public Chauffeur Training Institute (PCTI)

## Public Chauffeur Training Institute (PCTI) Tuition Payment:

The Business Office at Harold Washington College will **only** accept the following forms of tuition payments for **ANY** of the Public Chauffeur Training classes:

- Cash **or** Credit Card
- Money Order or Cashier Check (payable to Harold Washington College)
- WIA Vouchers are accepted for the Taxi Program only\*
- VA approved tuition payment for the Taxi Program

**Please note that the Public Chauffeur Training Institute is approved for WIA (Workforce Investment Act) vouchers. Funds are available for those who qualify for Workforce Investment Act (WIA) vouchers.**

## Want More Details?

To see if you qualify for Workforce Investment Act (WIA) programs, visit or call a **“One Stop Center”** listed below:

- **Pilsen:** 1657 S. Blue Island Ave., Chicago, IL 60658 (Phone: 312.243.5100; TTY: 312.738-0766)
- **Westside (CDHS):** 10 S. Kedzie Ave., Chicago, IL 60612 (Phone: 312.746.5400; TTY: 312.746.5463)
- **Mid South:** 715 E. 47<sup>th</sup> St., Chicago, IL 60653 (Phone: 773.538.5627; TTY: 773.538.9832)

**Also, we are now approved by the Veteran Administration (VA) for Tuition payment under the Taxi Program. Please contact Nicholas Lawrence in our Financial Aid Department by e-mail at [nlawrence1@ccc.edu](mailto:nlawrence1@ccc.edu) for additional information.**

- **Southwest:** 7500 S. Pulaski Rd., Chicago, IL 60652 (Phone: 773.884.7000; TTY: 773.838.5660)
- **Northside:** 4740 N. Sheridan Rd., Chicago, IL 60640 (Phone: 773.334.4747; TTY: 773.334.9804)

NO BUSINESS OR PERSONAL CHECKS WILL BE ACCEPTED FOR TUITION PAYMENTS FOR ANY PUBLIC CHAUFFEUR CLASSES.

**PLEASE NOTE: ONCE REGISTERED, A STUDENT IS HELD RESPONSIBLE FOR THE COST OF THE COURSE. STUDENT INITIATED REVISIONS MUST BE DONE IN PERSON AT LEAST ONE BUSINESS DAY PRIOR TO THE FIRST DAY OF CLASS. THERE IS A \$25.00 FEE FOR EACH TYPE OF REVISION. NO FEES WILL BE REFUNDED ON THE DAY A CLASS BEGINS OR AFTER THE CLASS HAS BEGUN..**

## How To Contact The Public Chauffeur Training Institute:

The faculty and staff of the Institute are dedicated in providing excellent services to its student population and other sister agencies.

**Office hours for the Public Chauffeur Training Institute will be based on the following “Off-Peak” hours schedule for registration of designated courses:**

- **Monday thru Friday:** 9:00 a.m. to 4:00 p.m.

The Institute also encourages you to provide us with written suggestions and recommendations on how best we could improve the course.

For week-ends, holidays, school closings or after business hours departmental contacts, please contact Mr. Elvan Jones, Program Director, via e-mail only at [ejones@ccc.edu](mailto:ejones@ccc.edu).

# Public Chauffeur Training Institute Classes

## Taxi Training

The taxicab course is a two week comprehensive training program with day and evening courses offered. It is designed to prepare individuals to become public chauffeurs in the City of Chicago, and to take the licensing examination given by the Department of Business Affairs and Consumer Protection, Public Vehicle Division.

The course begins weekly on a Saturday with orientation and a bus tour, except during weeks there is a city, state or college holiday. The training includes geography, City of Chicago rules and regulations, safety, customer service, accessibility training and two four hour bus tours. **Prior to taking the bus tours, we strongly advise new students to review the bus tour links below for information about the Downtown and South side bus tours.**

### Bus Tours:

**Downtown Bus Tours:** <http://hwc.ccc.edu/pdfs/downtown-bus-tours.pdf> (Adobe PDF)

**IntraCity Bus Tours:** <http://hwc.ccc.edu/pdfs/intracity-bus-tours.pdf> (Adobe PDF)

**The fee is two hundred seventy-five dollars (\$275.00).**

**Prerequisite:** Students must meet language proficiency requirements before registering for the two-week taxi training course.

### Attendance:

Students are expected to attend every session during the two week course period. Due to the structure of the program, we do not guarantee any class make-up sessions. Students will be asked to register for another two week session and will be expected to pay full tuition.

**Important Notice:** When maximum enrollment is met, the class **IS** closed. Students **must** register for the next available class.

## Taxi Accessibility

This is a twelve-hour training session, over two (2) days for Industry professionals on how to transport persons with disabilities, and how to use the PACE-TAP voucher system to ensure payments. Using a replica of the actual van used in transporting persons with disabilities, students are given hands-on instruction in handling and securing wheelchairs.

### The objectives of the course are to:

- learn how to properly assist individuals with various types of disabilities
- demonstrate their ability to navigate a passenger in a wheelchair up and down a curb or step
- learn how to strap a wheelchair into the accessibility van and restrain the passenger with a seat belt and shoulder harness

**The fee is eighty-five dollars (\$85.00).**

Morning and afternoon classes are available beginning on Mondays, excluding holidays. Students must register in the PCTI office (Room 1041) for this course.

**Important Notice:** Individuals registering for the remedial training courses must bring a form letter from the Department of Business Affairs and Consumer Protection indicating the course(s) required.

## Attitudinal Defensive Driving

The purpose of this eight hour workshop, over two (2) days is to:

- address the needs of those individuals who are repeat violators of traffic rules and regulations violations and,
- newly licensed chauffeurs who have driven in the United States for at least three years.

This training component is certified by the National Safety Council. Topics covered include, violated rules and regulations, cultural sensitivity, anger management and conflict resolution as well as behavior modification approach for effective customer service.

This course also reviews Illinois Rules of the Road Handbook and prepares the inexperienced chauffeur driver for the road. Students receive National Safety Council certificates of completion once they successfully complete the course. The class is held weekly.

**The fee is eighty-five dollars (\$85.00).**

**Important Notice:** Individuals registering for the remedial training courses must bring a form letter from the Department of Business Affairs and Consumer Protection, indicating the course(s) required.

## Language Enhancement

Provided by the Public Chauffeur Training Institute (PCTI), this course is a 2-day language enhancement workshop designed to assist and increase the communication skills of students. Using a service excellence approach, students will review concepts and terminology commonly used in the taxi industry to increase customer service. Class size limit is 20 students. This class is offered weekly.

**The fee is one hundred dollars (\$100.00).**

**Important Notice:** This is a two-day workshop designed for adults who do not successfully pass the Language Placement Exam at Harold Washington College. Students who do not pass this course after two (2) enrollments **MUST** enroll in an English as a Second Language (ESL) class offered by the College. The student's placement will determine the ESL class placement. Upon successful completion of the ESL class, students will qualify for TAXI courses.

## Limousine Training

This is an intensive one day training course that prepares individuals to become restricted public chauffeurs. Individuals taking this course are eligible to become licensed to drive a livery/limousine. This course is offered four times each month. It is intended to serve as a preparatory course to assist individuals with the successful completion of his restricted public chauffeur's license exam.

**Note:** Those interested in driving a medical carrier must also complete this course.

The class informs students of current chauffeur rules and regulations; it also provides drivers with information on new cultural attractions, buildings, hospitals and hotels. At the end of the class, students who complete the course receive a certificate of completion making them eligible for the restricted public chauffeur's license exam.

**The fee is eighty-five dollars (\$85.00).**

## Medallion Holder/Owner Training

The purpose of this one-day medallion seminar is to inform medallion owners about their rights, the benefits, and the obligations of owning a medallion as per the City of Chicago Department of Business Affairs and Consumer Protection, rules and regulations. Emphasis is given to small business principles. The medallion holders seminar covers the city's inspection process, insurance and tax requirements and other business strategies for owning a taxi in the City of Chicago. The course is held monthly.

**The fee is seventy-five dollars (\$75.00).**



# Medical Billing and Coding

## *Medical Billing and Coding is a rapidly growing industry!*

Health care facilities are having trouble attracting enough qualified workers. The Medical Billing and Coding program at Harold Washington 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.

### **The following courses make up the CMBC Program:**

#### **1a. Medical Terminology For Healthcare Professions**

##### **(8-Weeks)**

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. This course is highly recommended for Pharmacy Technician.

*Textbook: The Language of Medicine - 9<sup>th</sup> Edition, by Davi-Ellen Chabner*

Course Fee: \$105

Saturday 9:00 am – 11:00 am

Room TBA

**36976** 722 8502 GH VOC

August 22 – October 14, 2011

Fall I

**36977** 722 8502 GH VOC

October 17 – December 10, 2011

Fall II

Instructor: TBA

#### **1b. Advanced Medical Terminology For Healthcare Professions**

##### **(8-Weeks)**

This class is a continuation of Medical Terminology for Healthcare Professions.

*Textbook: The Language of Medicine - 9<sup>th</sup> Edition, by Davi-Ellen Chabner*

Course Fee: \$105

Saturday 9:00 am – 11:00 am

Room TBA

**36978** 722 8503 LD VOC

October 17 – December 10, 2011

Fall II

Instructor: TBA

#### **2. Anatomy and Physiology**

##### **(8-Weeks)**

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.

# Medical Billing and Coding

*Textbook: Structure and Function of the Body, 13<sup>th</sup> edition, by Thibodeau and Patten, Publisher: Mosby, available for purchase online and at the Beck's bookstore.*

Course Fee: \$285

Saturday 1:00 pm – 4:00 pm

Room TBA

**36979** 722 8505 KW VOC

October 17 – December 10, 2011

Fall II

Instructor: TBA

## **PHARMACY TECHNICIAN**

**(7-Weeks)**

**WIA Approved!**

Join this course and prepare yourself for a career as a pharmacy technician. This comprehensive training will prepare students to enter the pharmacy field where students can work in hospitals, community and retail pharmacies. Emphasis in this program will be placed on definitions of drugs by name reading and interpretation of medical prescriptions. Students will also learn I.V. flow rate, dosage calculations, drug compounding and dose conversions, inventory control and much more. This program is designed to prepare you for the National Certification Examination. At the end of the program, student will receive Certificate of Completion. Students can purchase books at Beck's Bookstore, 60 E. Lake St.

Course Fee: \$799

Saturday 9:00 am – 2:00 pm

Room TBA

**36980** 722 6062 ER VOC

August 22 – October 14, 2011

Fall I

**36981** 722 6062 ER VOC

October 17 – December 10, 2011

Fall II

Instructor: TBA

**Visit [www.ptcb.org](http://www.ptcb.org) for test dates.**

## **NOW HIRING**

Experienced Pharmacy Technicians or Licensed Pharmacists Needed as Instructors! Contact Dean John Hader at (312) 553-5962.

Certified Medical Billing and Coding Specialists Needed as Instructors! Contact Dean John Hader at (312) 553-5962.

# BASIC NURSING ASSISTANT CERTIFICATION PROGRAM

The Basic Nursing Assistant course is designed to teach the beginning nurse assistant the skills required to assist clients who are unable to perform their own personal care. The clinical section provides the hands-on experience learned in the classroom setting and to function effectively as a member of the health care team.

Day and evening classes are available. Daytime classes meet 2 days a week (Monday and Wednesday) from 8:00 am to 4:00 pm. Evening classes meet 2 days a week (Thursday and Friday) from 4:00 pm to 9:00 pm.

If you are not a current student of City Colleges of Chicago, you will need to fill out an **Information Card** in the **Admissions Office, Room 101**, to obtain a **Student ID Number**. You will need this number to take the **Placement Test**. **Placement Tests** are given free of charge in the Placement Center, Room 402, daily from 9:30 am to 1:30 pm (Monday - Friday) 9:30 am to 1:00 pm on Saturday (excluding holidays.) **YOU MUST BRING YOUR ILLINOIS STATE IDENTIFICATION CARD OR DRIVER LICENSE**. Upon completion of the placement test, Contact CNA Coordinator with you results at (312) 553-5660.

**ORIENTATION** and Registration is held on the first Friday of the month before the start of class. There is no **PRE-REGISTRATION**.

The tuition for this class is \$968.00 a non-refundable **Registration Fee and Fingerprint Background Check** is included in the tuition charge. **NO REFUNDS** are given after the **1<sup>st</sup> Day of Class**. This course is WIA approved. This class is not covered by the PELL or FAFSA grants.

Upon successful completion of the Basic Nurse Assistant Training Program, students are then eligible to take the Illinois Department of Public Health Nurse Aide Competency Exam (\$60) for their certification.

## CLASSES ARE HELD AT:

### HAROLD WASHINGTON COLLEGE

30 East Lake Street • Room 1028 • Brenda Dennis BS, Coordinator (312) 553-5658

Instructors: F. Spearman RN, MSN

T. Murray RN, MSN

S. Smith RN

S. Hall RN, BSN

**Orientation is Friday, September 2<sup>nd</sup>, 2011 in Room 1001 starting at 9:00 am.**

**\*\*\*\*\* CLASSES ARE SCHEDULED TO BEGIN THE WEEK OF SEPTEMBER 11<sup>TH</sup>\*\*\*\*\***

# Human Services/Child Development Associate Training

The Harold Washington College (HWC) Human Services/Child Development unit is funded by the Chicago Department of Family & Support Services (Children Services Division) to provide training and education for staff of Head Start and Child Care programs. Participants must be employed and referred by a program funded by the Chicago Department of Children and Youth Services.

## **Child Development Associate (CDA) Training**

The Child Development Associate credential is a nationally recognized, competency-based, early childhood credential, granted to qualified candidates by the Council for Professional Recognition. Requirements include experience, education, and documentation of competency. The Human Services/CDA unit provides guidance, training, and education to referred candidates to meet all requirements of the Council. College credits earned in attaining the CDA credential apply to the Associate in Applied Science degree in Child Development.

## **Associate Degree in Child Development or Social Service:**

The Human Services/CDA unit assists Head Start and Child Care teachers and Social Service Workers to complete the requirements for an Associate in Applied Science degree in Child Development or Social Service. The Human Services/CDA unit further assists Head Start and Child Care teachers and Social Service Workers to earn additional credits in general education required for transfer to four-year colleges or universities which offer the Bachelor's degree in Child Development or Social Service.

## **Off-Campus Courses:**

The Human Services/CDA unit coordinates and facilitates off-campus Child Development courses for community-based organizations throughout the City of Chicago.

## **Contact Information:**

The Human Services/CDA unit can be contacted at (312) 553-5840. Office hours are 8:30 am to 4:30 pm, Monday through Friday. Evening and Saturday service is available during early and open registration.

Online classes start every month!



[www.ed2go.com/hwcccontinuinged](http://www.ed2go.com/hwcccontinuinged)

# Food Service Sanitation Program

Since 1976, Harold Washington College has trained food service personnel for the State of Illinois and the City of Chicago. Every food establishment in Chicago and the State of Illinois must have a certified Food Service Sanitation Manager on the premise while food is being prepared and served. The Food Service Sanitation program at HWC provides this certification and recertification for personnel in food service establishments.

HWC also offers a three hour seminar for Food Service Sanitation personnel preparing and serving food at outdoor festivals. This certificate is renewed annually. The certification, recertification, and Summerfest programs enroll 2,200 students each year. To better serve Illinois' diverse population, all classes are taught in English, Spanish, Chinese (Mandarin and Cantonese), or Korean.



# HAROLD WASHINGTON COLLEGE FOOD SERVICE SANITATION PROGRAM SUMMER AND FALL 2011 CERTIFICATION COURSE OFFERINGS

HWC has been partners with the Chicago Department of Public Health since 1975. Program meets and exceeds city and state requirements. All instructors are certified by the Chicago and Illinois Department of Public Health, and ServSafe (Educational Foundation of the National Restaurant Association).

SUBTERMSS2/SEM.CREDIT/WKN/PROG.CODE-0253/SUBJ.-FOODSRV/CRSE NO.-222

LANGUAGE	CLASS#	SECTION	LOCATION	RM.	DAY / DATE	TIME
<b>SUMMER (1121)</b>						
MANDARIN	14044	M606	CHINESE COMM. CTR	RM1	Mon /June 6 – June 27	3 pm – 10 pm
ENGLISH	14050	H606	HWC	614	Mon /June 6 – Jul 11	9 am – 2:30 pm
SPANISH	14051	S606	HWC	614	Mon /June 6 – Jul 11	4:30 pm – 10 pm
ENGLISH	14052	G608	GRTR CHGO FOOD DEP	212	Wed/ June 8 – July 6	9 am – 2:30 pm
ENGLISH	14053	H611	HWC	320	Sat/ June 11 – Jul 9	9 am – 2:30 pm
<b>FALL (1123)</b>						
CANTONESE	36839	C815	CHINESE COMM. CTR.	RM 1	Mon/ Aug. 15 – Aug. 29	9 am – 6:30 pm
ENGLISH	36840	H822	HWC	614	Mon/ Aug 22 – Sept 26	9 am – 2:30 pm
SPANISH	36841	S822	HWC	614	Mon/ Aug 22-Sept 26	4:30 pm – 10 pm
ENGLISH	36842	H827	HWC	614	Sat / Aug 27 – Sept 24	9 am – 2:30 pm
ENGLISH	36843	GO05	GRTR CHGO FOOD DEP.	212	Wed/ Oct 5 – Nov 2	9 am – 2:30 pm
ENGLISH	36844	HN05	HWC	614	Sat / Nov. 5 – Dec 10	9 am – 2:30 pm
ENGLISH	36845	HN07	HWC	614	Mon/ Nov 7 – Dec 5	9 am – 2:30 pm
SPANISH	36846	SN07	HWC	614	Mon/ Nov 7 – Dec 5	4:30 pm – 10 pm
MANDARIN	36847	MN14	CHINESE COMM. CTR.	RM 1	Mon/ Nov 14 – Dec 12	4:30 pm – 10 pm

**ABBREVIATIONS:** C- CANTONESE, E – ENGLISH, G-GCFD, S – SPANISH, M-MANDARIN

**HOLIDAYS:** JULY 4, SEPT. 5, NOV 24-26

**CONTACT INFORMATION:** 312-553-5802/5803/5960

**FAX:** 312-553- 5909

**WEBSITE:** [www.hwashington.ccc.edu](http://www.hwashington.ccc.edu)

**THIS CERTIFICATE WILL NOT SUBSTITUTE FOR THE SUMMERFEST CERTIFICATE**

**LOCATIONS:** CHINESE COMMUNITY CENTER – 250 W. 22<sup>ND</sup> PLACE

GRTR. CHGO. FOOD DEPOSITORY. – 4100 W. ANN LURIE PL. (42<sup>ND</sup> & Pulaski)

HAROLD WASHINGTON COLLEGE - 30 EAST LAKE STREET

**PRE-REGISTRATION REQUIRED AT:**

HAROLD WASHINGTON COLLEGE – 30 EAST LAKE STREET ROOM 101 MON – THUR.

9 AM – 5 PM, FRIDAY 9 AM – 3 PM

BRING PICTURE ID AND– TUITION (Cash, Money Order, Debit Or Visa/Mc/Amex Cards Only.)

**COSTS:** \$200 – TUITION \$ 35 – CHGO MANAGERS CERT. FEE IS ***DUE THE LAST CLASS***  
via **MONEY ORDER ONLY.**

\$ 35 –ILLINOIS CERTIFICATE- Application available at last class.

**TEXT BOOK:** SERVS SAFE ESSENTIALS WITH ANSWER SHEET UPDATED 5<sup>TH</sup> EDITION  
AVAILABLE ONLINE OR AT BECK’S BOOKSTORE - 60 E. LAKE STREET

\$ 90 – APPROXIMATE COST ONLY

**ATTENDANCE POLICY- ALL COURSES ARE OFFERED UNDER THE GUIDELINES OF CHICAGO AND ILLINOIS, DEPARTMENT OF PUBLIC HEALTH. STUDENTS MUST BE IN ATTENDANCE DURING THE ENTIRE CLASS PERIOD/S IN ORDER TO BE ELIGIBLE TO TAKE THE CERTIFICATION EXAMINATION.**

**HAROLD WASHINGTON COLLEGE  
FOOD SERVICE SANITATION PROGRAM SUMMER AND FALL 2011  
CERTIFICATION RETEST COURSE OFFERINGS**

**CONTINUING ED. / SUBJ. – VOC HW / CRSE NO. -2015**

LANGUAGE	CLASS#	SECTION	LOCATION	RM.	Day / Date	TIME
<b>SUMMER (1121)</b>						
ENGLISH	14535	<b>E711</b>	HWC	1001-1002	Monday/ July 11	9 am - 2:30 pm
SPANISH	14536	<b>S711</b>	HWC	1001-1002	Monday/ July 11	4:30 pm - 10 pm
MANDARIN	14537	<b>M627</b>	CHINATOWN	RM1	Monday/ June 27	3 pm- 10 pm.
<b>FALL (1123)</b>						
ENGLISH	36848	<b>H926</b>	HWC	1001-1002	Monday/ Sept 26	9 am - 2:30 pm.
SPANISH	36849	<b>S926</b>	HWC	1001-1002	Monday/ Sept 26	4:30 pm - 10 pm
CANTONESE	36850	<b>C829</b>	CHINATOWN	RM1	Monday/ Aug. 29	9 am – 6:30 pm.
ENGLISH	36851	<b>HD05</b>	HWC	1001-1002	Monday/ Dec. 5	9 am - 2:30 pm.
SPANISH	36852	<b>SD05</b>	HWC	1001-1002	Monday/ Dec. 5	4:30 pm - 10 pm
MANDARIN	36853	<b>MD12</b>	CHINATOWN	RM 1	Monday, Dec 12	4:30 pm - 10 pm

ABBREVIATIONS: C - CANTONESE, E - ENGLISH , M - MANDARIN, S - SPANISH

**LOCATIONS:** HWC - HAROLD WASHINGTON COLLEGE– 30 EAST LAKE STREET  
CHINESE COMMUNITY CENTER- 250 W. 22<sup>ND</sup> PLACE

**PRE-REGISTRATION REQUIRED:** HAROLD WASHINGTON COLLEGE (HWC)  
30 EAST LAKE STREET ROOM 1131

MONDAY TO FRIDAY 9 AM – 5 PM

**PLEASE BRING:**           **Picture ID**  
                                  **Notification Letter from Harold Washington College**  
                                  **\$30 - TUITION (CASH, MONEY ORDER, DEBIT OR VISA/MC/  
                                  AMEX CARDS ONLY.)**

*On the day of class please make sure to bring:*

- Receipt
- Picture ID
- Text Book
- Notification Letter from Harold Washington College
- Answer Sheet fee-\$36 **money order** payable to Harold Washington College
- Certificate fee- \$35 **money order** payable to Harold Washington College

**PLEASE NOTE: WHEN YOU FAIL THE FIRST TIME, YOU CAN TAKE THE SERVSAFE  
EXAM WITHIN 30 DAYS.**

**IF YOU FAIL THE SECOND TIME, YOU MUST WAIT 60 DAYS BEFORE YOU CAN  
RETAKE THE EXAM.**

**PLEASE CONTINUE TO STUDY AND REVIEW YOUR MATERIALS SO THAT YOU WILL  
BE SUCCESSFUL IN YOUR RETEST.**

**CONTACT INFORMATION:** 312-553-5800/5802/5803/5960 **FAX** 312-553- 5909  
**website:** [www.hwashington.ccc.edu](http://www.hwashington.ccc.edu)

# HAROLD WASHINGTON COLLEGE FOOD SERVICE SANITATION PROGRAM SUMMER AND FALL 2011 RECERTIFICATION COURSE OFFERINGS

**CONTACT INFORMATION: 312-553-5802/5803/5960 FAX 312-553- 5909**  
FOOD SERVICE SANITATION RECERTIFICATION CLASS CONT. ED./ PROGRAM CODE – 0891 / SUBJ. – CE HECN/  
CRSE NO. 103

## SUMMER 2011 (1121)

LANGUAGE	CLASS NO.	SECTION	DAY/DATE	TIME
CHINESE	14274	C613	MON / JUNE 13	8:30 AM – 4:30 PM
ENGLISH	14276	E614	TUES / JUNE 14	8:30 AM – 4:30 PM
SPANISH	14277	S615	WED / JUNE 15	2:30 PM – 10 PM
CHINESE	14337	C711	MON / JULY 11	8:30 AM – 4:30 PM
ENGLISH	14338	E712	TUES ,/ JULY 12	8:30 AM – 4:30 PM
SPANISH	14339	S713	WED / JULY 13	2:30 PM – 10 PM

## FALL 2011 (1123)

LANGUAGE	CLASS NO.	SECTION	DAY/DATE	TIME
CHINESE	36821	C808	MON / AUG 8	8:30 AM – 4:30 PM
ENGLISH	36822	E809	TUES / AUG 9	8:30 AM – 4:30 PM
SPANISH	36823	S810	WED / AUG 10	2:30 PM – 10 PM
CHINESE	36804	C912	MON / SEPT 12	8:30 AM – 4:30 PM
ENGLISH	36805	E913	TUES / SEPT 13	8:30 AM – 4:30 PM
SPANISH	36806	S914	WED / SEPT 14	2:30 PM – 10 PM
CHINESE	36807	CO03	MON / OCT 3	8:30 AM – 4:30 PM
ENGLISH	36808	EO11	TUES / OCT 11	8:30 AM – 4:30 PM
SPANISH	36809	SO12	WED / OCT 12	2:30 PM – 10 PM
CHINESE	36810	CN14	MON / NOV 14	8:30 AM – 4:30 PM
ENGLISH	36811	EN15	TUES / NOV 15	8:30 AM – 4:30 PM
SPANISH	35812	SN16	WED / NOV 16	2:30 PM – 10 PM
CHINESE	36813	CD12	MON / DEC 12	8:30 AM – 4:30 PM
ENGLISH	36814	ED13	TUES / DEC 13	8:30 AM – 4:30 PM
SPANISH	36815	SD14	WED / DEC 14	2:30 PM – 10 PM

**ROOM LOCATIONS: CHINESE CLASS : CHINATOWN, 250 W 22<sup>ND</sup> PL, RM 1**

**ENGLISH CLASS – HWC, ROOM 1001-1002, SPANISH CLASS – HWC, ROOM 614**

**PREREGISTRATION REQUIRED: HWC - 30 E. LAKE STREET, CHICAGO, IL. – ROOM 101 /MON-THUR. - 9AM TO 5 PM, FRI – 9 AM – 4 PM**

**MUST BRING ORIGINAL/VALID SANITATION CERTIFICATE (CHICAGO AND/OR STATE) FOR REGISTRATION - \$65 TUITION**

- **CHICAGO RECERTIFICATION: 6 HOUR CLASS AND EXAM MUST BE COMPLETED NO LATER THAN 30 DAYS AFTER EXPIRATION**
- **ILLINOIS RECERTIFICATION – MUST COMPLETE CLASS BEFORE CERTIFICATE EXPIRES.**

**CLASS LOCATIONS: HWC - 30 E. LAKE ST.**

**CHINESE COMMUNITY CENTER - 250 WEST 22<sup>ND</sup> PLACE – RM 1**

**DAY OF CLASS: BRING:**  RECEIPT  PICTURE ID  NOTEPAD AND #2 PENCIL  
 INSTRUCTIONAL  ORIGINAL SANITATION  
MATERIALS PROVIDED CERTIFICATE (CITY AND/OR STATE)  
 \$35 MONEY ORDER: PAYABLE TO “HAROLD WASHINGTON COLLEGE”  
FOR CHICAGO CERTIFICATE FEE

### PROGRAM INFORMATION:

- Program has been partners with the Chicago Department of Public Health since 1975.
- Program meets and exceeds city and state requirements.
- All instructors are certified by the Chicago and Illinois Department of Public Health, and ServSafe (Educational Foundation of the National Restaurant Association).

**RENEW BOTH CHICAGO AND ILLINOIS CERTIFICATES AT THE SAME TIME  
REGISTER TODAY**



# HAROLD WASHINGTON COLLEGE FOOD SERVICE SANITATION PROGRAM SUMMER AND FALL 2011 RECERTIFICATION RETEST COURSE OFFERINGS

Continuing Ed / SUBJ. – VOC HW / CRSE NO. -2012

LANGUAGE	CLASS NO.	SECTION	DAY/DATE	TIME
<b>SUMMER (1121)</b>				
CHINESE	14539	C613	MON / JUNE 13	8:30 AM – 4:30 PM
ENGLISH	14540	E614	TUES / JUNE 14	8:30 AM – 4:30 PM
SPANISH	14541	S615	WED / JUNE 15	2:30 PM – 10 PM
CHINESE	14542	C711	MON / JULY 11	8:30 AM – 4:30 PM
ENGLISH	14543	E712	TUES / JULY 12	8:30 AM – 4:30 PM
SPANISH	14544	S713	WED / JULY 13	2:30 PM – 10 PM
<b>FALL (1123)</b>				
CHINESE	36854	C808	MON / AUG 8	8:30 AM – 4:30 PM
ENGLISH	36855	E809	TUES / AUG 9	8:30 AM – 4:30 PM
SPANISH	36856	S810	WED / AUG 10	2:30 PM – 10 PM
CHINESE	36857	C912	MON / SEPT 12	8:30 AM – 4:30 PM
ENGLISH	36858	E913	TUES / SEPT 13	8:30 AM – 4:30 PM
SPANISH	36859	S914	WED / SEPT 14	2:30 PM – 10 PM
CHINESE	36860	CO03	MON / OCT 3	8:30 AM – 4:30 PM
ENGLISH	36861	EO11	TUES / OCT 11	8:30 AM – 4:30 PM
SPANISH	36862	SO12	WED / OCT 12	2:30 PM – 10 PM
CHINESE	36863	CN14	MON / NOV 14	8:30 AM – 4:30 PM
ENGLISH	36864	EN15	TUES / NOV 15	8:30 AM – 4:30 PM
SPANISH	36865	SN16	WED / NOV 16	2:30 PM – 10 PM
CHINESE	36866	CD12	MON / DEC 12	8:30 AM – 4:30 PM
ENGLISH	36867	ED13	TUES / DEC 13	8:30 AM – 4:30 PM
SPANISH	36868	SD14	WED / DEC 14	2:30 PM – 10 PM

**ABBREVIATIONS:** C - CHINESE E - ENGLISH S - SPANISH

**LOCATIONS:** HWC- HAROLD WASHINGTON COLLEGE – 30 EAST LAKE STREET  
CHINESE COMMUNITY CENTER- 250 W. 22<sup>ND</sup> PLACE

**PRE-REGISTRATION REQUIRED:** HAROLD WASHINGTON COLLEGE – 30 EAST LAKE STREET ROOM 1131 MONDAY TO FRIDAY 9 AM – 5 PM

**PLEASE BRING:** Picture ID & Original Sanitation Certificate  
Notification Letter from Harold Washington College  
\$30 – TUITION (CASH, MONEY ORDER, DEBIT OR VISA/  
MC/AMEX CARDS ONLY.)

**On the day of class please make sure to bring:**

- Receipt  Picture ID  Original certificate
- Notification Letter from Harold Washington College
- Materials form Recertification class
- Certificate fee - \$35 money order payable to **Harold Washington College**

**PLEASE CONTINUE TO STUDY AND REVIEW YOUR RECERTIFICATION MATERIALS SO THAT YOU WILL BE SUCCESSFUL IN YOUR RETEST.**

**CONTACT INFORMATION:** 312-553-5800/5802/5803/5960 FAX 312-553- 5909  
website: [www.hwashington.ccc.edu](http://www.hwashington.ccc.edu)

# HAROLD WASHINGTON COLLEGE

## FOOD SERVICE SANITATION PROGRAM SUMMER 2011

### TUITION AND FEES

#### **CERTIFICATION:**

- \$200 TUITION: Payable to "Harold Washington College"
- \$90 TEXTBOOK: Approximate cost only. Textbook can be purchased at the bookstore or online.
- \$35 CHICAGO CERTIFICATE FEE is to be paid the last day of class. All certificate fees are payable to "Harold Washington College". MONEY ORDER ONLY
- \$35 ILLINOIS CERTIFICATE - Application available at last class.

#### **CERTIFICATION RETEST:**

- \$30 TUITION: Payable to "Harold Washington College"
- \$36 ANSWER SHEET to be paid on the day of class: payable to "Harold Washington College" (the college prepays for the retest forms). MONEY ORDER ONLY.
- \$35 CHICAGO CERTIFICATE FEE is to be paid on the day of class and payable to "Harold Washington College." MONEY ORDER ONLY

#### **RECERTIFICATION:**

- \$65 TUITION: Payable to "Harold Washington College"
- \$35 CHICAGO CERTIFICATE FEE is to be paid on the day of class and payable to "Harold Washington College." MONEY ORDER ONLY

#### **RECERTIFICATION RETEST:**

- \$30 TUITION: Payable to "Harold Washington College"
- \$35 CHICAGO CERTIFICATE FEE is to be paid on the day of class and payable to "Harold Washington College." MONEY ORDER ONLY

#### **SUMMERFEST CLASS:**

- \$30 TUITION: Payable to "Harold Washington College"

#### **REFUND POLICY**

**CLASS CANCELLATION:** If a class is cancelled, full tuition and fees will be refunded to the student.  
**STUDENT INITIATED WITHDRAWAL:** Students who withdraw from a course 24 hours before the first day of class will receive a refund less withdrawal fees (\$15) and \$25 non-refundable registration fee for the certification class.  
**CLASS SECTION CHANGES:** All changes in class sections will be assessed a \$15 transaction fee. **ALL WITHDRAWALS MUST BE MADE IN WRITING IN ORDER FOR THEM TO BE OFFICIAL. NO TUITION/FEES WILL BE REFUNDED ON OR AFTER THE CLASS DATE.**

#### **ATTENDANCE POLICY**

**ALL COURSES ARE OFFERED UNDER THE GUIDELINES OF THE CITY OF CHICAGO AND STATE OF ILLINOIS, DEPARTMENT OF PUBLIC HEALTH, RULES AND REGULATIONS. STUDENTS MUST BE IN ATTENDANCE FOR THE ENTIRE CLASS PERIOD/S IN ORDER TO BE ELIGIBLE TO TAKE THE CERTIFICATION EXAMINATION.**

*CTA: Harold Washington College is located steps from the STATE/LAKE Station (orange/brown/pink/purple/green & red lines.) The CLARK/LAKE Station is closest for students using the blue line.*

**PARKING: VALIDATION FOR DISCOUNTED PARKING CAN BE OBTAINED AT THE HWC SECURITY DESK ON THE FIRST FLOOR**

#### **PARKING – BRING YOUR PARKING TICKET WITH YOU**

**INTERPARKING – Wabash & Randolph** – Entry on Wabash and on Randolph (across from Macy's)

All day - \$10.00 with Yellow Validation Ticket from HWC Security Desk on 1<sup>st</sup> floor.

**IMPERIAL PARKING – 171 N. Wabash** – In by 10 am - \$10/after 10 am - \$14. Validation stamp by HWC Security on 1<sup>st</sup> floor.

*Disclaimer: The above parking facilities are provided as a courtesy and on a space available basis only. Harold Washington College is not responsible for any change in prices or discounts*

Rev.07/2010PCJ

# Check out Our Exciting, College Credit Programs!

## **Geographic Information Systems**

*Students can earn a Basic Certificate (BC).*

Upon completion of the Basic Certificate, students will be qualified for a wide range of professional support positions, such as:

**GIS Technician, GIS Developer, GIS Field Processor, or GIS Analyst.**

## **Addiction Studies**

*Students can earn a Basic Certificate (BC).*

Upon completion of the Basic Certificate, students will be qualified for a wide range of professional support positions, such as:

**Addictions Counselor, Intake Worker, or Substance Abuse Counselor**

## **Hospitality Management**

*Students can earn an Associate in Applied Science Degree (AAS) or an Advanced Certificate (AC).*

Upon completion of the degree, students will be qualified for a wide range of professional support positions, such as:

**Event Management, Human Resources, Food And Beverage Management, Housekeeping , or Front Office/Rooms Division.**

## **Horticulture**

*Students can earn an Associate in Applied Science Degree (AAS).*

Upon completion of the degree, students will be qualified for a wide range of professional support positions, such as:

**Landscape Design, Educator, Greenhouse and Nurseries, or Research Technician.**

For additional information call:

Phone (312) 553-5936

**<http://hwashington.ccc.edu>**

# Take an Encore Continuing Education course at Harold Washington College!

**All these classes are designed for those individuals over 50 who are interested in transitioning to an Encore career!**

The Fall 2011 Encore Continuing Education courses include:

- Shifting Gears: Preparing for the World of Work after Age 50
- To Work or Not to Work? That is the Question
- The Social Aspect of Work after Retirement
- The Art of Rainmaking: Career Portfolio Development
- Working and Volunteering in Horticultural Therapy
- Step One: Community College Teaching and Learning
- Entering the World of Non-Profit Organizations
- Honing Computer Skills for the Encore Population

These courses are scheduled exclusively on Fridays and Saturdays to appeal to the Encore population!

See pages 5-8 for more information or call Tonja Girten at (312) 553-5936 or John Hader, Dean of Continuing Education, at (312) 553-5962.

Online classes start every month!

**ed2go**<sup>®</sup>

[www.ed2go.com/hwcccontinuinged](http://www.ed2go.com/hwcccontinuinged)

# CPR

Whether you're a healthcare worker or just want to possess the skill to save a life, this course will qualify you for the Basic CPR Certification through the American Heart Association.



# Financial Literacy

If you're one of those who says you know just enough about money to know that you don't know anything, City Colleges can teach you to save, plan, budget, and manage your money in a way that will ensure you achieve financial success.





CITY COLLEGES of CHICAGO

# Harold Washington

Education that Works

Non-Profit  
Organization  
US POSTAGE  
PAID  
Chicago, IL  
Permit No. 2519

## OFFICE OF CONTINUING EDUCATION

30 E. Lake Street • Chicago, Illinois 60601  
312-553-5936

## OFFICE HOURS

Monday - Friday: 10:00am - 5:30pm  
Saturday: 9:00am - 2:00pm

Mailing Label

## CHECK OUT THESE OFFERINGS

- Sustainable Urban Horticulture
- Yoga
- Spanish, French, Italian, Sign Language, Arabic
- Web Design
- Martial Arts
- Watercolor Painting
- Pharmacy Technician
- Salsa Dancing, Belly Dancing, Line Dancing, Ball Room Dance
- Basic Nursing Assistant
- Entrepreneurship
- Piano
- EKG Technician
- Computerized Medical Billing & Coding
- Bookkeeping
- Phlebotomy Technician
- Digital Photography
- Swimming
- Computer Classes - Excel, Powerpoint, Word, Access



*Course offerings and pricing vary at each City Colleges of Chicago campus.*

**REGISTER NOW!**  
**FALL I, AUGUST 22, 2011**  
**FALL II, OCTOBER 10, 2011**