



MALCOLM X COLLEGE

ONE OF THE CITY COLLEGES OF CHICAGO



Computer Literacy
Career Development
Healthcare Careers
Health Worker CEUs
Financial Planning
Food Service Certification
Grantwriting
Test Preparation
Entrepreneurship
Real Estate
World Languages
Fitness & Well-Being
Dance
Creative Arts
Online Classes
Classes for Educators
Classes for Seniors
Classes for Youth

The key to a better you...

CONTINUING & ADULT EDUCATION FALL 2009

CONTINUING EDUCATION REGISTRATION
JULY 15 - DECEMBER 15
Classes begin on varying dates

ADULT EDUCATION REGISTRATION
JULY 13 - AUGUST 27
Classes begin August 31

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Food Service Sanitation Certification
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Human Anatomy & Physiology
Medical Mathematics *Online*
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Starting a Web Design Business **NEW!**

- Intro to Dreamweaver CS3
- Intermediate Dreamweaver CS3
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- How to Start a Web Design and Hosting Business

Wow! What a Great Event! *Online*

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- GED (English & Español)
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- Citizenship
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GRAND OPENING!

MXC/WEST SIDE LEARNING CENTER COMPUTER TECHNOLOGY CENTER



Beginning August 24th, community members will be able to take free computer classes, earn a career certificate in computer technology, or just stop by to surf the Net at our West Side Learning Center Campus.

The **Computer Technology Center (CTC)** hours will be as follows:

Mondays - Thursdays

1:00 to 5:00 p.m.

Fridays

9:00 a.m. to 3:30 p.m.

Saturdays

9:00 a.m. to 1:00 p.m.

No-cost structured classes for current students and community residents will be scheduled from 6:00 to 8:30 p.m. two days per week on Mondays and Wednesdays or on Tuesdays and Thursdays. See pages 10 and 11 for details on those classes.

TOO BUSY TO COME TO CAMPUS? TRANSPORTATION ISSUES? TAKE ONLINE COURSES FROM HOME!

Alphabetical Class Index

A+ Certification Prep	Database Development, Introduction to	Journaling, Introduction to
Accounting Fundamentals I and II	Debt Elimination Techniques That Work	Keyboarding
Administrative Assistant Applications	Differentiated Instruction	Language Development in Childhood
Adobe Illustrator CS2	Digital Photography, Discover	Linux, Introduction to
Adolescents, Understanding	Distribution and Logistics Management	LSAT Preparation
Aging Parents, Assisting	Dreamweaver 8	Macroeconomics, Introduction to
Algebra, Introduction to	Dreamweaver CS3	Magazine Writing
Alice 2.0 Programming, Introduction to	Dreamweaver MX 2004	Manufacturing Fundamentals
An Introduction to Teaching ESL/EFL	eBay, Learn to Buy and Sell on	Marketing
Anatomy & Physiology, Human	Editing, The Keys to Effective	Math, Medical
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ASP.NET, Introduction to	English Composition	Medical Information Management
Assertive, Get	Event, Wow, What a Great	Medical Terminology
Bioenergy & Spiritual Healing Certificate	Evidence Law	Microsoft (Word, Excel, Access, PowerPoint, FrontPage, Accounting, Outlook, Project, Publisher, Visio & Windows)
Biology, Introduction to	Fiction Writing, Advanced	Movie-Making with Windows XP
Braille Transcription, Beginning	Finance, Personal	Music Made Easy
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Business Fundamentals, Mastery of	Forensic Science for Writers	Nonprofit Management
Business Law for the Small Business	French, Beginning Conversational	Nurse Consulting, Legal
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Business, Introduction to	Gerontology, Certificate in	Oracle
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C++ Programming	Grammar Refresher	Paralegal Preparation
Caterer, Secrets of the	Grant Proposal Writing	PC Security & Troubleshooting
Certificate in Complementary & Alternative Medicine	Grant Writing Consultant, Become a	Photoshop (Various)
Children, Writing for	GRE Preparation	PHP and MySQL
Classroom Computer, The	Growth and Development (Certificate)	Project Management (PMP)
Classroom Discipline Problems, Solving	Guided Reading and Writing	Python 2.5 Programming
Classroom Web Site, Creating a	Handling Medical Emergencies	QuickBooks
Communication, Interpersonal	Health and Healing, Natural	Real Estate
Computer Skills for the Workplace	Health Information, Confidentiality of	Shy, Goodbye to
Constitutional Law: Bill of Rights	High Speed Project Management	Six Sigma
Construction Business Management	HIPAA Compliance	Speed Reading, Merrill Ream
Consulting Practice, Start Your Own	Home-Based Business, Start Your Own	Speed Spanish I, II, and III
CorelDRAW X3	Human Resources Functions	Stock Options, Introduction to
Courtroom, Winning Strategy for the	Hypnosis, The Magic of	Supervision & Management
Creating the Inclusive Classroom	Illustrator CS3, Introduction to	Supply Chain Management
Criminal Law	InDesign CS3, Introduction to	Teachers, Survival Kit for
Crystal Reports 10	Individual Excellence	Technology in the Classroom
CSS and XHTML	Italian, Instant	
	Japanese, Conversational	
	Java Programming	

REGISTRATION AND TUITION INFORMATION

DON'T BE DISAPPOINTED! ENROLL EARLY!

Since many courses fill early, ensure a seat in the courses you want by registering as soon as possible. Also, some courses may be canceled if enrollment is too low. **Registration ends two business days before class begins unless alternative arrangements are made.**



Under certain circumstances, instructors will allow students to register on the day class begins. Do not assume this is the case. Please call ahead before the official registration deadline.

Tuition and Fees

Courses Numbered FAM MX, PER MX, and VOC MX

The tuition for these Special Interest courses is as listed in the Course Schedule. There are no additional registration fees for these courses and no additional fees for out-of-district or out-of-state students.

Courses Numbered CE 013, CE 014, and CE 015

The tuition for Continuing Education classes beginning with numbers CE013, CE014, and CE015 is \$79.00 for each class plus an additional \$25.00 Registration Fee per phase. Applicable lab fees will be applied as indicated in the course description.

Out-of-District Students

The tuition for out-of-district residents for classes beginning with CE013, CE014, or CE015 is \$108.83 per course plus the \$79.00 class fee and the \$25.00 Registration Fee. This additional charge may be waived for persons who are employed full-time in the city.

Out-of-State Students

The tuition for out-of-state residents for classes beginning with CE013, CE014, or CE015 is \$291.61 per course plus the \$79.00 class fee and the \$25.00 Registration Fee.

Acceptable Forms of Payment

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

Convenient Registration Options

There are four easy ways to register: in person, by phone, online, or by mail.

Register in person at our Main Campus (1900 W. Van Buren St.) Monday through Friday, 9:00 a.m. to 6:00 p.m. and Saturday, 9:00 a.m. to 2:00 p.m. in the New Student Service Center, Room 1502.

Register by phone using Visa or MasterCard by calling (312) 850-7136 (*you may not register by phone for courses numbered CE 013, CE 014, or CE 015, as Chicago residency must be verified for those classes*)

Register by mail by completing a Registration Form. Mail with a check or money order to: Malcolm X College, Business Office, 1900 W. Van Buren Street, Room 2224, Chicago, IL 60612. Please include your Driver's License or State ID number along with expiration date when paying by check or money order. Please do not send cash with mail-in registrations. Remember to add an additional \$25 registration fee in any course selection numbered CE013, CE014, or CE015.

Register online At this time, only past and current students with a CCC ID number may register for Continuing Education courses online at <http://my.CCC.edu>. Anyone can use My.CCC.edu to search the schedule of classes, but only returning students can use it to register for classes.

© 2009 Malcolm X College. All rights reserved. Malcolm X College has published this Course Schedule for informational purposes only. Its contents shall not constitute a contract between this institution and prospective or enrolled students. The information contained herein reflects the current curricula, policies, and regulations of the College. They are subject to change at any time by action of the City Colleges of Chicago Board of Trustees or the College administration. In addition, the content of this Course Schedule is expressly intended to be consistent with the Board of Trustees' policy which prohibits discrimination against any person on the basis of race, creed, sex, age, handicap, or national origin.

REGISTRATION AND TUITION INFORMATION

Textbooks

Textbooks for most classes are available at the MXC Bookstore. Students may wish to purchase textbooks online and bring them to the first class meeting. Textbook information (if applicable), including ISBN number, is listed in each course description.

Cancellation Policy

Courses with insufficient enrollments will be cancelled and refunds will be issued. Registrants will be notified of cancellations as soon as possible. Registrants paying with cash or check will receive a refund by mail. Registrants paying by credit card will receive a refund on their credit card upon presenting it at the Business Office.

Refund/Withdrawal Policy

If a course is cancelled by the College, a full refund for all tuition and fees will be automatically mailed to registered students within six to eight weeks. If a student withdraws from a course(s) in person or in writing before the first class meeting, a check for the cost of tuition, less a \$25 withdrawal/handling fee for each class dropped will be mailed to the student within six to eight weeks. *Note: No refund will be made after the first scheduled class meeting, whether or not the student attends. No classes will be canceled due to inclement weather.*

Classroom Assignments

Classrooms for some courses are scheduled after this Course Schedule goes to print. In those instances, students are directed to the Continuing Education office in room 2224, where a poster listing all classroom assignments is displayed.

Building Hours

Monday – Friday 8:00 a.m. – 10:00 p.m.
Saturday 8:00 a.m. – 2:00 p.m.

WONDERING HOW TO PAY FOR TRAINING FOR A NEW CAREER?

Home Health Aide

Emergency 911
Dispatcher

Medical Billing &
Coding

Did you know that the City's Department of Community Development has grant funding for individuals who meet certain requirements? If you meet income guidelines and plan to attend certain programs at **Malcolm X College**, you *MIGHT* be eligible for funding through the Workforce Investment Act (WIA).

To find out if you are eligible, contact one of the Workforce Centers to attend an orientation.

Chicago Workforce Center - Northside
4740 N. Sheridan
773-334-4747

Chicago Workforce Center - Garfield
10 S. Kedzie, Room 134
773-722-3885

Chicago Workforce Center - Southwest
7500 S. Pulaski, Bldg 100
773-884-7000

Chicago Workforce Center - Pilsen
1657 S. Blue Island
312-243-5100

Chicago Workforce Center -Mid-South
4314 S. Cottage Grove
773-538-5627

**** You must meet the federal poverty guidelines. A family of one must earn \$10,400 or less to qualify. Add \$3,600 per year for each additional family member.**

Eligibility is not automatic and is determined only after a formal process by the Mayor's Workforce Centers**

CAREERS IN HEALTH & SAFETY

CAREERS IN HEALTH & SAFETY

Basic Patient/Nurse Assistant

****WIA Approved!****

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 40-clinical hours that provide 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. **Registration by permission only. Classes begin September 14th.** For program admission, please contact Jackie Smith at (312) 850-7348.

Cost: \$579

This cost does not include books, uniforms, miscellaneous state fees, or medical equipment, which will cost approximately \$200.

Emergency (911) Dispatcher

****WIA Approved!****

Did you know that Chicago-area Emergency Dispatchers' starting yearly salary averages \$40,000? If you have the ability to remain calm under pressure and desire a fulfilling career assisting those in need, consider a career as an Emergency Dispatcher. This certificate program will provide basic fundamental tools to help students seek and maintain a salaried Emergency Services Telecommunication position with any Public Safety (Police, Fire, EMS or Standalone Dispatch Center) agency in the country. Students will be exposed to samples of state of the art computer equipment commonly used in many dispatch centers nationwide, learn call-taking and dispatch skills and hear real 9-1-1 calls and Po-

lice and Fire radio traffic. Students will learn terminology and radio etiquette, and be introduced to the basics about state and national law enforcement computer database. Main Campus, 1900 W. Van Buren, Room 2224

Instructor: Jamilah A. Scott

CE HLTH 152 911

Option 1: 9 Classes, 5:30—9:30 pm

8 Thursdays, Sep 3 - Oct 22

1 Wednesday, Oct 21

Option 2: 9 Classes, 5:30 - 9:30 pm

7 Thursdays, Oct 29 - Dec 17

2 Wednesdays, Dec 9 and 16

Room 2224, \$600

Chicago residents meeting certain income and other requirements may be eligible for special financial assistance through the WIA Program. See page 4 for details.

Food Service Sanitation Certification

The Food Service Sanitation course prepares food personnel for certification and re-certification by the City of Chicago and the State of Illinois. The Food Service Sanitation Program also trains and certifies food vendors participating in outdoor summer festivals. This course emphasizes food protection through sanitation training. Successful completion of the course's qualifying examination prepares an individual for the city certification exam. This exam will be applied as a part of the course and requires an examination fee (see instructor). Students must attend all classes, fulfilling the required number of contact hours and testing requirements. The textbook, Essentials of Serving Safe Food, is required and can be purchased from the campus bookstore.

Instructor: Janet R. Klich
CE HECN 103 FSS
Seven Tuesdays, 6:00 pm – 9:00 p.m.
Sep 8 - Oct 20 **28754**
Nov 3 - Dec 15 **28755**
Room 2224, \$135

CPR/Health Care Provider

This course provides the information, training, demonstration and practice necessary to pass the written examination and perform cardiopulmonary resuscitation acceptable to American Heart Association (AHA) standards. Please arrive 10 minutes before class begins. **Due to AHA guidelines, late arrivers cannot be accepted under any circumstances and will not receive a refund.** Material and Completion Card Fee is \$5; make check payable to MXC-CTC. Textbook is \$16.99, Basic Life Support for Health Care Providers, available at Malcolm X College Bookstore. Keep your records to verify your payments to the instructor. Upon successful completion, students receive an American Heart Association completion card. Direct questions to EMS, (312) 850-7410 or 7124.

Instructor: Various

VOC MX 3400 CPR

August 29 **28365**

September 26 **28366**

October 31 **28369**

November 21

December 19

9:30 am - 2:30 pm

Room 2619, \$45

Computerized Medical Billing and Coding

**** WIA Approved!****

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 Malcolm X 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.

CAREERS IN HEALTH & SAFETY

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. Malcolm X 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.

The following courses make up the CMBC Program:

Ia. Medical Terminology for Healthcare Professions

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 - 8th Edition*, by Davi-Ellen Chabner. Available for purchase at the MXC bookstore.

Students with a background in health care may be able to "test out" of this course by taking a placement test. Call 312-850-7136 for details.

Instructor: Marilyn Methavichit

CE 014 524 MT

Four Tuesdays, 5:30 pm - 8:30 pm

Sept. 1 - Sept. 22

28598

Room 2224

In-District Tuition: \$79 + \$25 Registration Fee

Ib. Advanced Medical Terminology for Healthcare Professions

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

Instructor: Marilyn Methavichit

CE 014 526 AMT

Four Tuesdays, 5:30 pm - 8:30 pm

Sept 29 - Oct 20

28599

Room 2224

In-District Tuition: \$79 (\$25 Registration Fee is waived if student enrolls in Part I in the same semester)

2. 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. TEXTBOOK: *Structure and Function of the Body, 13th edition*, by Thibodeau and Patten, Publisher: Mosby, available for purchase online and at the MXC bookstore.

Students with a background in health care may be able to "test out" of this course by taking a placement test. Call 312-850-7136 for details.

Instructor: Marilyn Methavichit

CE HLTH 154

Eight weeks, Tues and Thurs

5:30 pm - 8:30 pm

28600

Oct 27 - Dec 9

(No class on Thanksgiving Weekend)

Room 2224 \$225

3. Fundamentals of Medical Billing and Coding

Prerequisites: *Human Anatomy and Medical Terminology for Healthcare Professions*. Prerequisites may be waived with proof of content proficiency.

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 2009* by Carol Buck, publisher Elsevier and *CPT 2009 Standard Edition*, publisher AMA

Instructor: Olivia Montoya

VOC MX 3408 FMC

Eight weeks, Wednesdays and Fridays

Oct 28 - Dec 16

28883

5:00 pm - 8:00 pm

Room 2224 \$225

4. Coding Applications

Prerequisite: *Fundamentals of Medical Billing and Coding*. Prerequisites may be waived with proof of content proficiency.

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 2009, Advanced Medical Coding* by Carol Buck, publisher Elsevier and *ICD-9-CM 2009*, publisher PMIC or AMA

Instructor: Olivia Montoya

VOC MX 3409 CA

Eight weeks, Wednesdays and Fridays

CAREERS IN HEALTH & SAFETY

Sep 2 - Oct 23 **28753**

5:00 pm - 8:00 pm

Room 2224 \$225

5. Commercial and Government Billing and Insurance

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

In this course, you will learn to verify insurance benefits, use the CMSI 500 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 rebill claims; bill to the highest level of specificity; and process the UB92 hospital billing form. Commercial and government insurance will also be covered.

CE HLTH 155

Class will be offered in Spring 2010

6. Computerized Medical Billing and Coding

Prerequisites: Commercial and Government Billing and Insurance. Prerequisites may be waived with proof of content proficiency.

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

Instructor: Laverne Hale

VOC MX 3416 CMBC

Eight Tuesdays, 6:00 pm - 9:00 pm

Oct 27 - Dec 15 **28372**

Room 2224, \$225

HIPAA Compliance

****Online Course****

Are you a health care professional or considering a career in the health care industry? Do you provide products or services to a health care organization? If the answer to either of these questions is yes, then it's mandatory that you understand the requirements of HIPAA compliance. This groundbreaking legislation requires all health care professionals to take careful steps to protect private information. In this course, we'll demystify the compliance process. We'll focus specifically on the Administrative Simplification portion of HIPAA, starting by defining the lingo of HIPAA and identifying the important players. Then we'll cover transactions, code sets, and identifiers, which are all key elements in electronic health care transmissions.

Instructor: Lynn Gibson

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc \$125

Home Health Aide/ Homemaker

****WIA Approved!****

This is a nationally accredited program through the National Homecare Council and the Foundation for Hospice and Home Care which prepares individuals to work as Certified Home Health Aides. This program provides students with the knowledge and skills in personal care to evaluate and address the psychological, emotional, and physical needs of the older patient. This includes the 17 skills mandated by The National Homecare Council, including all elements of personal care, vital signs, body mechanics, safety measures, resident's rights, infection control, communication, and observation. This course is ideal for students interested in employability in the home healthcare field, individuals in career transitions, and selected high

school students interested in the healthcare field.

VOC MX 3402

Four Weeks - 75 Contact Hours

Three days per week, 9:00 am - 3:00 pm
Call for class dates and times..

Tuition: \$475

**This cost does not include books, uniforms, miscellaneous certification fees which will cost approximately \$235.*

Medical Mathematics

****Online Course****

Gain the math skills you need to be successful in the medical field. Start with basic math, delve into value systems, and get to the point where you can quickly perform dosage calculations and figure out the cost of medications. (45 hours). Register at www.ed2go.com/MXC, \$99

Medical Secretary

Medical secretaries perform highly specialized work requiring knowledge of technical terminology and procedures. Medical secretaries transcribe dictation, prepare correspondence, and assist physicians or medical scientists with reports, speeches, articles, and conference proceedings. They also record simple medical histories, arrange for patients to be hospitalized, and order supplies. Most medical secretaries need to be familiar with insurance rules, billing practices, and hospital or laboratory procedures.

PROGRAM DETAILED ON THE FOLLOWING PAGES

The following courses make up the Malcolm X College Medical Secretary Program:

1. Medical Terminology for Healthcare Professions

Medical Terminology is the universal communication language of the healthcare profession. Terminology for common pathologies (diseases)

CAREERS IN HEALTH & SAFETY

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 - 8th Edition*, by Davi-Ellen Chabner. Available for purchase at the MXC bookstore.

Students with a background in health care may be able to "test out" of this course by taking a placement test. Call 312-850-7136 for details.

Instructor: Marilyn Methavichit
CE 014 524 MT

Four Tuesdays, 5:30 pm - 8:30 pm

Sept 1- Sept 22 **28598**

Room 2224

In-District Tuition: \$79 + \$25 Registration Fee

2. Advanced Medical Terminology for Healthcare Professions

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

Instructor: Marilyn Methavichit
CE 014 526 AMT

Four Tuesdays, 5:30 pm - 8:30 pm

Sept 29 - Oct 20 **28599**

Room 2224

In-District Tuition: \$79 (\$25 Registration Fee is waived if student enrolls in Part I in the same semester)

3. 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. **TEXTBOOK:** *Structure and Function of the Body, 13th edition*, by Thibodeau and Patten, Publisher: Mosby, available for purchase online and at the MXC bookstore.

Students with a background in health care may be able to "test out" of this course by taking a placement test. Call 312-850-7136 for details.

Instructor: Marilyn Methavichit
CE HLTH 154

Eight weeks, Tues and Thurs

5:30 pm - 8:30 pm **28600**

Oct 27 - Dec 9 (No class on Thanksgiving Weekend)

Room 2224 \$225

4. Typing (Keyboarding Skills I)

This course is designed to increase student keyboarding skill through drill practice and reinforcement of correct techniques. Participants will use word processing software to create, format, and edit personal and business documents.

Instructor: TBD
CE 015 935

OFFERED IN SPRING 2010

In-District Tuition: \$79 + \$25 Reg. Fee

* This class is offered continuously online at www.ed2go.com/mxc

5. Typing II (Keyboarding II)

This is a continuation of Keyboarding Skills: I and is designed to further increase speed and accuracy.

CE 015 936

OFFERED IN SPRING 2010

In-District Tuition: \$79 + \$25 Reg Fee

(\$25 Registration Fee is waived if student enrolls in Part I in the same semester)

* This class is offered continuously online at www.ed2go.com/mxc

6. Intro to Microcomputers

* This course requirement may be fulfilled through attendance at a FREE class at WSLC campus, "Basic Computer Literacy." See next page for details.

7. Microsoft Word: Part I

This course will introduce you to Word. Word processing basics will be covered, including: document creation, formatting, printing, saving, and more.

Instructor: Alonzo Rhoden

* This course requirement may be fulfilled through attendance at a FREE class at WSLC campus, "Introduction to Microsoft Office". See next page for details.

8. Intro to Windows

This course introduces the important features of Windows and teaches the essential skills for utilizing it properly.

Instructor: TBD

* This course requirement may be fulfilled through attendance at a FREE class at WSLC campus, "Basic Computer Literacy" See next page for details.

9. Microsoft Excel 8.0

This course will introduce you to Excel. Spreadsheet basics will be covered, including creating formulas, formatting cells, creating headers and footers and functions.

Instructor: Alonzo Rhoden

* This course requirement may be fulfilled through attendance at a FREE class at WSLC campus, "Introduction to Microsoft Office." See next page for details.

10. Medical Transcription: Office

Eight Weeks, Tuesdays & Thursdays, 6:00 pm - 8:30 pm

CAREERS IN HEALTH & SAFETY

OFFERED IN SUMMER 2010

11. Medical Transcription: Hospital

Eight Weeks, Tuesdays & Thursdays,
6:00 pm - 8:30 pm

OFFERED IN SUMMER 2010

12. Microsoft Access 8.0

This course covers database essentials including database design, data sheets, queries, forms, and reports.

Instructor: Alonzo Rhoden

* This course requirement may be fulfilled through attendance at a FREE class at WSLC campus, "Introduction to Microsoft Office." See next page for details.

13. Law & Ethics for Medical Careers

Four Weeks, Saturdays, 9:00 am - 12:30 pm

OFFERED IN SUMMER 2010

14. Communications for Health Care

Four Weeks, Saturdays, 9:00 am - 12:30 pm

OFFERED IN SUMMER 2010

16. Written Communication/ Grammar Review

The ability to write well is essential in the business world. This seminar will include a review of basic grammar, punctuation, and sentence structure. Students will edit written assignments to encourage writing in a clear, concise style. The course will also highlight common errors in spoken English that confuse our understanding of the proper written form.

Four Weeks, Saturdays, 9:00 am - 12:30 pm

OFFERED IN SUMMER 2010

15. Business Administration for the Medical Assistant

Three Weeks, Wednesdays, 6:00 pm - 8:30 pm

OFFERED IN SUMMER 2010

Pathology Assistant: Morgue and Necropsy

This course examines the involvement of all aspects of pathology from the evaluation of disease to toxicology reports, autopsies, and instrumentation. Morgue & Necropsy involves the study of government regulations applicable to the recovery of pathological discoveries. A study of the phenomenon of death in the human body is undertaken. Prerequisite: Completion of or current enrollment in the Mortuary Science program or proof of admission into a Health Career program major.

OFFERED IN SPRING 2010

Personal Fitness Trainer: Certification Preparation

The Personal Trainer preparation 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)

Instructor: Roy Walker, III

CE HLTH 151 PTP

Please call for dates.

\$299

Security Officer Training

UNARMED Security

(20 Hours Basic Training)

Introduction to Public Security

Basic Patrol Tactics

(Application Fees Required)

Cost: \$183

•••

ARMED Security

(20 Hours & Firearm Training)

Prerequisite: Must have valid PERC

Criminal Law for the Police

Industrial Patrol Tactics

(\$45 Range Fee Payable at Range)

Cost: \$183

•••

ARMED Security

(40 Hours & Firearm Training)

Introduction to Public Security

Basic Patrol Tactics

Criminal Law for the Police

Industrial Patrol Tactics

Cost: \$341

Security Officer Classes:

Introduction to Public Security

Instructor: Earl E. Key

Room: WSLC

CE 014-0424 IPS

Four Sessions

Mon, Tue, Wed, Thu, 6:00 pm - 9:30 pm

Sept 14 - Sept 17 **28601**

WSLC, \$79

Basic Patrol Tactics

Instructor: Earl E. Key

Room: WSLC

CE 014-0423 BPT

Four Sessions

Mon, Tue, Wed, Thu, 6:00 pm - 9:30 pm

Sept 21 - Sept 24 **28602**

WSLC, \$79

Criminal Law for the Police

Instructor: Earl E. Key

COMPUTERS & INFORMATION TECH

Room: WSLC
CE 014-0417 CLP
Four Sessions
Mon, Tue, Wed, Thu, 6:00 pm - 9:30 pm
Sept 28 - Oct 1 **28603**
WSLC, \$79

Industrial Patrol Tactics

Instructor: Earl E. Key
Room: WSLC
CE 014-0419 APT
Four Sessions
Mon, Tue, Wed, Thu, 6:00 pm - 9:30 pm
Oct 5 - Oct 8 **28604**
WSLC, \$79

Armed/Unarmed Security students must pay a one-time \$25 registration fee.

Spanish for Healthcare Workers: Paramedic/EMT

In this course, students will learn Spanish phrases and vocabulary within a medical context. Upon completion of this course, students will be able to conduct intake interviews such as registration, medical history and procedures, talk to patients in an emergency medical situation, and provide drug prescriptions and medical procedures for treatment. Students will be able to speak in the present, past and future tense. Students will acquire ample vocabulary and develop communication skills via role playing activities. Instructor: Gabriela Muralles-Ball
VOC MX 3003 SHW
Six Fridays, 9:00 am - Noon
Sept 10 - Oct 23 **28373**
Room 2224, \$89

Substance Abuse Counseling

This course educates the general public on alcohol and substance abuse. Professional counselors can use awarded CEUs for recertification of their credentials. Other participants can use the required education hours to apply for certification as an alcohol

or other drug abuse counselor. Variable Continuing Education Units (CEUs) can be awarded for each module. CEUs: 24. Students may select from the course dates listed below. Textbook: Loosening the Grip: A Handbook of Alcohol Information (8th Edition)

Instructor: Roland E. Grant
VOC MX 5104 SA
Option 1. Seven Saturdays
9:00 am - 12:30 pm
Sep 5 - Oct 24 **28374**
Option 2. Eight Wednesdays
5:00 pm - 8:00 pm
Sep 2 - Oct 21 **28376**
Room 2224, \$125

COMPUTERS

Basic Computer Literacy: Introduction to the World of Computers *FREE*

This class is for the person who wants to become comfortable using personal computers, including operating Windows, troubleshooting, and using the Internet.

Instructor: Alonzo Rhoden
VOC MX 1106 BC
Option 1: Eight Mondays
6:00 pm - 9:00 pm
Aug 31 - Oct 26 **28709**
Option 2: Eight Tuesdays
6:00 pm - 9:00 pm
Nov 3 - Dec 22 **28389**
WSLC, FREE (Pre-registration is required)

*** COMPUTERS FOR ***
TEACHING PROFESSIONALS
CPDUs Available



The Classroom Computer

If you're a teacher, this course will show you how to create an exciting and enriching experience for your students. You'll learn a wide variety of simple, field-tested, and easy to apply techniques that will make the most of the computer in your classroom. In this course, your instructor will work with you to assess your knowledge of computer use and to help you set goals for yourself so that you achieve the highest level of personal benefit from this course. Simple classroom management ideas will help you maximize your classroom time for learning. You'll also discover powerful ideas and interesting web sites that you can immediately use to enhance your language arts, math, science, and social studies curriculum. You will discover pointers on using email and the Internet effectively to increase your students' understanding and learning in all content areas.

Online Course
Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc
\$99

* Call us to receive CPDUs for this course

Creating a Classroom Website *Online Course*

Learn how to create a classroom Web site in this fun, easy-to-understand course for teachers. In no time, you'll build a site with text, images, animations, tables, links, and more. Then you'll create a WebQuest and a blog to add to your site. You'll also learn how students can use site builders to create their own Web sites in minutes. As we move along, you'll be amazed by how simple creating a classroom Web site can be and all the ways in which having one can make you a more effective and dynamic teacher. By the end of this course, you'll have your own published classroom Web site, and you'll feel energized by your great new teaching tool!
Online Course

COMPUTERS • ENTREPRENEURSHIP

Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc \$99

Creating Web Graphics with Photoshop

* Online Course*

Learn how to use Photoshop skills and save graphics for the web. You'll create these graphics for a Web site of your choice as you develop a Web page lesson-by-lesson, from idea to Internet. Master the creation of animated GIF files, buttons, and rollovers, and remove rollovers—elements that make your Web pages come to life.

Instructor: Sherry London

A new section of this course begins monthly. To register, log on to www.ed2go.com \$99

Microsoft Office Suite (Word, Excel, PowerPoint, and Access)

This course will introduce you basic concepts of all Microsoft Office Suite applications.

Instructor: Alonzo Rhoden

VOC MX 1125 IMO

*Option 1: Eight Tuesdays, 6:00 - 9:00 pm
Sep 1 - Oct 20* **28378**

*Option 2: Eight Mondays, 6:00 - 9:00 pm
Nov 2 - Dec 21* **28381**

WSLC, FREE (Preregistration is required)

Microsoft Word 2007, Introduction to *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!

Online Course

Classes begin Aug 19, Sep 16 and Oct 21

InDesign CS3, Introduction to

In this Adobe InDesign CS3 class, you'll get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more. You'll discover that you don't have to be a designer or an artist to produce professional quality documents! In each lesson, we'll cover an important aspect of InDesign CS3 as you prepare a range of print and online products for Natalie, the fictional owner of Natalie's Nautical Emporium. You'll get dozens of files to use in the lessons—partially completed InDesign files, as well as the graphics and other content required for the project. And to check your work or troubleshoot any problems you encounter, you'll always get a copy of the finished InDesign project file.

Online Course

*Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc \$99*

Keyboarding/Typing *Online Course*

Using the computer software program Fast Type for Windows, you will learn the basic skills of touch-typing. If you already know how to type, this course will help you improve your typing speed and accuracy. When you are finished with the course, continue to use Fast Type for Windows to improve your keyboarding skills with its intermediate and advanced lessons.

Instructor: Kathy Van Pelt

Online Course

*Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc \$99*

Microsoft Excel, Introduction to *Online Course*

Work with numbers? Then you need to learn Excel 2007. 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.

Online Course

*Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc \$99*

ENTREPRENEURSHIP

Business Law for the Small Business Owner

Online Course

Learn how to successfully protect your small business and solve most of the legal problems that may arise. In this six-week online course, you'll see how to avoid the costly legal problems that many small business owners make when setting up and operating their businesses. You'll learn how to deal with issues such as contracts, employee relations, customer relations, and choosing the right business model. You'll also find out how to deal with government licensing requirements and regulations, as well as problems with tax collectors. You'll discover how to handle many minor legal disputes, such as collection issues and small claims, on your own, without spending a lot of money for legal counsel. The information in this course will allow you to spend more of your valuable time running your



Questions? Call us at (312) 850-7136 • E-mail us at mx-cont-ed@ccc.edu

ENTREPRENEURSHIP • FINANCIAL PLANNING

business and making money.

Online Course

Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc
\$99

Starting Your Own Business: How to Write a Business Plan

Your business plan serves as the road-map for the success of your entrepreneurial endeavor. This course will provide assistance in writing a business plan for your business as you learn its components and how to successfully sell your plan to prospective investors and funders. Come prepared to put your plan together, identify areas of weakness and find resources to help meet the goals of your plan.

Instructor: Jackie Rouse

CE 015 945 BP

Monday and Tuesday

6:00 pm - 9:00 pm

Option 1: Sept 21 and 22 **28605**

Option 2: Nov 2 and 3 **28606**

Room 2224

In-District Tuition: \$79 + \$25 Registration Fee

Entrepreneurial Accounting: Introduction to QuickBooks 2008

QuickBooks is designed for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

Online Course

Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc
\$99

How to Write a Winning Grant Proposal

The goal of this course is to provide participants with the basic principles and techniques to effectively write a successful grant proposal. This class is intended for anyone who wants to learn grant writing skills and the "nuts and bolts" of an effective proposal. The instructor, Jackie Rouse, has been writing grants for various social service agencies and faith-based organizations for over eight years. She specializes in grant writing for social service programs, health education and community service activities and events.

Instructor: Jackie Rouse

VOC MX 1005 GW

Monday and Tuesday

6:00 pm - 9:00 pm

Option 1: Oct 5 and 6 **28396**

Option 2: Nov 9 and 10 **28399**

Room 2224, \$79

*Also online at www.ed2go.com/mxc

Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of America's fastest growing service sectors. You will understand the unique characteristics and needs of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.

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

*** STARTING A *** WEB DESIGN BUSINESS

This series of courses can put you on your way to working as a freelance web designer and host. You may register for each class separately or sign up for all four. You will receive an MXC Certificate of Completion upon finishing all four classes.

I. Introduction to Dreamweaver CS3

Learn Adobe Dreamweaver from a Web design pro, and get the training you need to develop first-class Web sites! We'll uncover the secrets of effective page layout—secrets that ensure your sites reach and impress your audience. Then you'll master the techniques for producing fully functioning sites, learning how to insert and format text, images, hyperlinks, tables, and a variety of media formats. And finally, you'll see how Dreamweaver makes it a snap to upload sites to a Web server and maintain them once they're online. Along the way, we'll answer the five questions that guarantee success for any Web site project. If you have no Web design experience, you'll love how easy Dreamweaver makes it to learn HTML, the language that drives the Internet!

Requirements:

Adobe Dreamweaver CS3 (please be sure to install this software on your computer before the course begins); Microsoft Windows Vista or XP or Macintosh OS X; at least one year of experience using a computer; the ability to install programs on your computer and work with files; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

Online Course

Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc
\$99

II. Intermediate Dreamweaver CS3

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert. Examine pure CSS layout and learn how to incorporate multimedia elements such as Flash video and audio. Discover the uses of XML and XSL. In this new intermediate-level Dreamweaver class, you'll learn to harness

the power of this industry-standard Web design tool. During this hands-on training, you'll learn how to use standards-compliant Cascading Style Sheets to create Web pages that are easier to maintain and more search engine-friendly.

Requirements:

See *Introduction to Adobe Dreamweaver CS3 Online Course*
Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc
\$99

III. Achieving Top Search Engine Positions

Learn how to achieve top search engine positioning in this highly-interactive, six-week course. Discover how search engines work and how important events have shaped the entire Search Engine Optimization (SEO) industry. Learn which search engines are used the most frequently, and which ones you must absolutely get your site listed in. Master important HTML tags and understand how to use them effectively and ethically. Explore exciting and free online tools that can help you choose the most popular keywords related to the topic of your Web site. Domain, folder, and file naming conventions are discussed along with content layout and its effect on search engine positions. The entire SEO cycle is covered in detail, from primary keyword selection through the post-submission analysis. By the end of this course, you will have the knowledge and the know-how to achieve top search engine positions!

Requirements:

Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF and plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader). Completion of the 'Creating Web Pages' course or equivalent HTML experience, and a computer of any type.
Online Course
Classes begin Aug 19, Sep 16 and Oct 21

Register at www.ed2go.com/mxc
\$99

IV. How to Start a Web Design and Hosting Business

This class will provide you with the foundation you need to get your home-based Web design and hosting business up and running within a month. You will learn how to resale Web hosting plans and how to customize pre-designed web portals. In addition, you will establish a means to receive online payments for your services (*you must have a bank account to do this; the instructor will never have access to your personal information*). You will need basic computer skills, a high speed Internet connection and computer access. We will do the rest. Sign up now! Seats go fast!

Instructor: Alonzo Rhoden
VOC MX 1130 WD
Four Saturdays, 10:00 am - 1:00 pm
October 17 - November 7 **28767**
Room 2224, \$99

Wow! What a Great Event! *Online Course*

Learn how to create and coordinate successful special events. This course reveals proven tips, tools, techniques, and procedures used by experts and master event planners to help you avoid embarrassing and costly planning errors or production mistakes. You'll discover how to select the right suppliers for food, decorations, entertainment, and you'll learn how to effectively employ them within your own budgetary constraints. You'll get easy access to event industry information compiled by and for professional event planners. We'll even point you in the right direction to meet other event and meeting planners and to join a professional association or industry group.

Online Course
Classes begin Aug 19, Sep 16 and Oct 21
Register at www.ed2go.com/mxc

\$99

FINANCIAL PLANNING

Wealth Fitness for Adults



Are you ready to take control of your finances? Tired of living paycheck to paycheck? Stressed out by too much debt? Then this class is for you. Learn

basic but critical, personal financial issues such as banking, savings, financial planning and creating a budget. Classes are FREE and sponsored by Stephanie D. Neely, Treasurer, City of Chicago.

PER MX 1215 PF

Six Tuesdays, 6:00 pm - 8:00 p.m.

Sept 1 - Oct 6

28401

Room 2224

**We cannot accept walk-in registrations.

Retirement Planning for the Last-Minute Planner

Are you nearing retirement-age but not quite sure what you should be doing to prepare financially? This course combines life planning and retirement planning concepts so that you will learn how to: create a plan to retire early; use new tax laws to your advantage; ask the right questions when evaluating insurance coverage; select the retirement plan distribution that is right for you; use five investment strategies to minimize risks and maximize returns; and plan retirement income strategies to preserve your standard of living.

Instructor: Marcus Trivedi

PER MX 1006 RP

Option 1: Two Saturdays, Oct 10 and 17,
9:00 a.m. - Noon **28884**

Option 2: Two Thursdays, Oct 1 and 8,
6:30 pm - 9:30 p.m. **28885**

Room 2533, \$49

REAL ESTATE • TESTING/TEST PREP

REAL ESTATE

Mortgage Loan Origination

Begin a new career as a Mortgage Loan Originator. Learn all aspects of loan origination in our comprehensive, state-approved course. This course will provide a background in the field of mortgage loan processing, and is ideal for beginners and professionals wanting to understand the mortgage loan paper flow process. Students will receive hands-on training in state-of-the-art software currently used in the mortgage industry. Prerequisites: Students must have a basic ability to use computers. A mortgage calculator is required. *Instructor: Andrea Reed.*

Textbook: Residential Mortgage Lending (Dennis & Pinkowish), ISBN 0324187181

VOC MX 1013 MLO

Six Tuesdays 6:00 p.m.– 9:00 pm

Oct 27 - Dec 1 **28886**

Room 2224, \$275

Mortgage Loan Processing

This course will provide a background in the field of mortgage loan processing, and is ideal for beginners and professionals wanting to understand the mortgage loan paper flow process. This course will provide basic knowledge of the tools necessary to seek a salaried loan processor position with a licensed mortgage company, brokerage, bank, savings and loan or other lender. Students will receive hands-on training in state-of-the-art software currently used in the mortgage industry. Prerequisites: Students must have a basic ability to use computers. A mortgage calculator is required. *Textbook: Residential Mortgage Lending (Dennis & Pinkowish), ISBN 0324187181*

Instructor: Andrea Reed

VOC MX 1014 MLP

Six Wednesdays, 6:00 pm - 8:00 pm

Oct 28 - Dec 2 **28887**

Room 2224, \$275

Property Management

Do you own apartments? Are you thinking about it? If so, don't make a move without this course! This class, taught by the Community Investment Corporation, will provide you with inside tips on leasing strategies, maintenance, evictions, the 1986 Chicago Landlord/Tenant Ordinance, Fair Housing, real estate tax appeals, and Housing Choice ("Section 8") vouchers. This class is offered in partnership with the Community Investment Corporation.

Instructor: Taft West

VOC MX 4521 PM

Four nights: Mon, Tues, Weds, Thurs
6:00 pm– 9:00 pm

October 5 - 8

28364

Room 2224, \$0

Real Estate Transactions

If you are organized, energetic, and enjoy working with people, real estate sales could be the career for you. This course is a requirement to take the Illinois State licensing Exam to become a real estate agent. The following topics will be covered: Ownership, Type of Interest, Legal Descriptions, Liens, Advertising, Taxes, Finance, Appraisal, Illinois Real Estate Law and Licensure, Listings, Title Search, Forms for Closing, Contract Forms, The Broker-Salesperson Relationship, and Fair Housing Administration. The textbook, Modern Real Estate Practice in Illinois; (6th Edition) is required and may be purchased from the MXC Bookstore or online.

Attendance at all class sessions is mandatory to fulfill the 45-hour state requirement. To register, you must be at least 21 years old, be of good moral character and have a high school diploma or GED. It is also recommended that you have a good command of English.

Instructor: Connie Sawyer

VOC MX 1408 RETI

Eight Weeks

Mondays & Wednesdays

6:00 pm - 9:00 pm

Sept 9 - Oct 28

28684

Room 2224, \$265

TESTING

GMAT Preparation

Applying to graduate business and management schools usually means taking the GMAT (Graduate Management Admission Test). Our GMAT Preparation Course is a must. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types. You'll review the more familiar questions and learn how to approach question types that may be new to you, like critical reasoning and data sufficiency. In the verbal lessons, we will discuss how to do your best on reading comprehension questions, sentence correction questions, critical reasoning questions, and the analytical writing assessment. In the quantitative lessons, we provide a comprehensive math review and techniques for tackling both problem solving and data sufficiency questions. You will practice on actual GMAT tests from previous years, which is the best way to prepare for any standardized test.

Online Course

Classes begin Aug 19, Sep 16 and Oct 21

Register at www.ed2go.com/mxc

\$99

LSAT Preparation

Taking both part 1 and part 2 will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. You will practice on actual LSAT exams from previous years and also learn proven test-taking techniques. LSAT Preparation - Part 1 provides an overview of law school entrance procedures, a career in law and law school survival techniques.

You will also participate in an

CAKE DECORATING • ART & MUSIC

intensive review of analytical reasoning questions, including techniques for drafting the three most helpful types of diagrams, and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for preparing the writing sample. Part 2 provides an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and proven approaches for selecting the correct answers.

Online Course: Two Parts

Classes begin Aug 19, Sep 16 and Oct 21

Register at www.ed2go.com/mxc

\$99 per course

Constitution Testing

All persons who are not currently enrolled in classes at MXC can register to take the Constitution Test. A photo ID and valid Social Security Number are required at the time of testing. Register in Room 1502. The test is administered in Room 1109 according to the testing schedule below.

VOC MX 3302 CON

Mondays– Thursdays

Aug 17 - Dec 28 **28713**

Fridays

Aug 21 - Dec 18 **28722**

Saturdays

Aug 22 - Dec 19 **28724**

\$25

Testing Schedule

Monday-Thursday 9:00 AM - 6:00 PM

Friday 9:00 AM - 1:00 PM

Saturday 9:00 AM - 1:00 PM

ART AND MUSIC

African Drumming

This course, open to all ages, will provide an opportunity to perform, understand and appreciate the ancient

cultural music of West Africa. This class will begin with history, folklore, basic fundamentals and correct hand positioning, striking methods of the djembe, doundoun and other West African percussion instruments as bells, and shakers. The instructor of this course is Sekou Conde, a Master West African percussionist, touring and recording artist with national and international acclaim. *Participants must purchase or rent a drum as well as a fundamental CD for at-home practice. Drum rental fee: \$10/session.*

PER MX 3608 AD

Tuesdays, 5:00 pm- 6:30 pm

Sept 15 - Oct 20

28685

Room 2224, \$240

Cake Decorating

This course is a firsthand glimpse into the world of cake artistry whether you wish to use skills for at home or wish to create your own home-based business. This creative hands-on experience will teach students how to achieve the look of a professionally decorated cake. The class will cover professional baking tips, icing a cake smoothly, writing in icing, piping borders, leaves, and roses, figure piping, and adapting skills to savory foods (cream cheese, mashed potatoes, butter and more). In addition to tuition, students will be asked to pay a \$35 fee to the instructor to cover course materials

Instructor: Lori Parrett

PER MX 7100 CD

This class will be offered in Spring 2010.

Christmas Cupcake Creations

Use butter cream to transform ordinary cupcakes into delicious Christmas inspired treats. Join Pastry Chef Lori Parrett for a crash course in cake decorating. Students must bring one dozen baked cupcakes. Supply kit available from instructor (\$35) which includes icing, decorating tools, and cupcake box.

PER MX 7100 CCC

One Wednesday, 6:30 pm to 8:30 pm

December 16

28888

Room 2224, \$29

Cookie Decorating for the Holidays

Come November and December, everywhere you look, you see beautiful holiday themed desserts. But how do you create them at home? Whether you want to make them for gifts or for your own enjoyment, join Pastry Chef Lori Parrett to learn how to make your own! Supply kit available from instructor (\$45) which includes cookies, icing, and decorating tools.

PER MX 7100 CDH

One Wednesday, 6:30 to 8:30 pm

December 2

28904

Room 2224, \$29

Fall Harvest: Marzipan Creations

Make edible fall accents for your baked goods using fondant and marzipan. Decorations include fall leaves, assorted fruits, holly and berries. Students must bring an iced cake to class. Supply kit available from instructor (\$30).

Instructor: Lori Parrett

PER MX 7100 MC

One Wednesday, 6:30 pm to 8:30 pm

November 4

28889

Room 2224, \$29

Floral Design

Discover the exciting floral trends of 2009! Explore the dynamic, creative and rewarding world of floral designing for both novice and professionals with a master arranger for the stars, major corporations, and convention bureaus, Diane Carr of Flower Child. Ms. Carr, who has provided floral art for celebrity clients, including Oprah Winfrey, will provide hands-on demonstrations throughout the course from designing wreaths to making awesome colorful and unique arrangements using dried flowers, garden art, and clever combinations of intriguing textures and forms. (Fee of \$100.00 is

MUSIC & DANCE

payable to instructor to cover tools, text, and supplies for student to keep.)

PER MX 3611 FD

Instructor: Diane Carr

Eight Saturdays, 9:00 am- 12:30 pm

Sept 26 - Nov 21 **28692**

Room 2224, \$139

Music Made Easy

Online Course

If you enjoy music and would like to know more about what makes it work, this is the course for you. You will gain an understanding of rhythm, melody, and harmony, and you'll be able to recognize pitches on the musical staff and on the keyboard. You will also be able to build intervals, major scales, and chords. By the time you complete this comprehensive course, you will be able to read, write, and even play simple musical pieces on a keyboard.

A new section of this course begins monthly. To register, log on to www.ed2go.com/mxc \$99

Piano Basics (Ages 16+)

This class provides a basic introduction to the keyboard. Class will be held in a well-equipped piano lab.

Instructor: Cameron Scott

PER MX 1116 BP

5 Thursdays 5:30 pm - 7:00 pm

Option 1: Sep 10 - Oct 15 **28362**

Option 2: Oct 29 - Dec 10 **28363**

Music Room (0307), \$65

* Maximum: 7 students

Sewing (Beginning & Advanced)

These classes are 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.

PER MX 7004 BS

Instructor: Francine Davis

Beginning: Five Thursdays

6:30 pm - 8:30 pm

Sep 3 - Oct 1 **28693**

Room 2224, \$89

PER MX 7005 AS

Advanced: Five Thursdays

6:30 pm - 8:30 pm

Oct 22 - Nov 19 **28698**

Room 2224, \$89

DANCE CLASSES

Beginning Ballet (Kids)

(See description on page 18)

Belly Dance

Get slim and seductive with the ancient Middle Eastern art we know as Belly Dance! This class will begin with the fundamentals of dance with isolation exercises for the legs, torso and hips. By the end of the course, you will have mastered a choreographed belly dance. Wear socks or soft-soled shoes and bring a scarf for your hips.

PER MX 3606 BD

Instructor: Djalaal

Eight Wednesdays, 6:00 pm - 7:30 pm

Sept 2 - Oct 21 **28727**

Nov 4 - Dec 23 **28728**

Room 0501 (Dance Studio)

\$79

Chinese Traditional & Folk Dance

This course provides body training and flexibility while incorporating graceful and rhythmic movement through Chinese classic and folk dances. Its instructor is a professional Chinese

dancer/instructor with national and international acclaim. Get fit, gain peace and momentum through this tranquil workout. Quiyue Jin Wong, instructor, is a renowned international performer and experienced dance teacher.

PER MX 3609 CD

Eight Fridays, 7:00 pm to 9:00 pm

Option 1: Sep 4 - Oct 23 **28730**

Option 2: Oct 30 - Dec 18 **28731**

Room 0501 (Dance Studio), \$80

STEPPING CLASSES

For your convenience, we offer classes at our main campus (1900 W. Van Buren) and our West Side Learning Center campus (4624 W. Madison)

STEPPING CLASSES:

Main Campus

Basic Techniques of Stepping/Main Campus

People are stepping all over Chicago. In this class, you will learn the basic techniques of stepping such as how to start, working with a partner, turns, and how to return and stop after turns. After this class, you can say with confidence, "there's a stepper in the house."

Instructors: Rose Lewis & J. Calvin

Select one section below:

PER MX 3600 BSX

Five Saturdays, 10:00 am - Noon

Sept 26 - Oct 31 **28890**

Nov 7 - Dec 12 **28891**

Room 0501 (Dance Studio), \$66

* No class Thanksgiving weekend

Basic Stepping and Line Dancing Techniques/Main Campus

A steppers course with a twist of line dancing! In this lively class you will learn the basic style of stepping. You will learn basic steps, how to start off with a partner, how to turn, and how to put it all together. In addition you

DANCE • FITNESS & HEALTH

will learn the latest line dances. This course offers an optional additional session held on the Saturday of the last week of class.

PER MX 3612 BST

Five Tuesdays, 6:30 pm - 8:30 pm

August 11 - September 19 **25177**

Sep 29 - Oct 31 **28895**

Nov 3 - Dec 12 **28896**

Room 0501 (Dance Studio), \$66

* No class Thanksgiving weekend

Advanced Techniques of Stepping/Main Campus

In this class, you will learn the advanced techniques of stepping.

Select one section below:

PER MX 3601 ASXI

Five Saturdays, 12:30 pm - 2:30 pm

August 15 - September 19 **25184**

September 26 - October 31 **28897**

November 7 - December 1 **28898**

Room 0501 (Dance Studio), \$60

* No class Thanksgiving weekend

Steppers Practice Class/Main Campus

The purpose of this class is to give students an opportunity to practice what they have learned in beginning and advanced step-ping. Prerequisite: Techniques of Stepping, Advanced Stepping or consent of instructor.

Instructors: Rose Lewis & J. Calvin

Select one section below:

PER MX 3602 APX

Four Saturdays, 3:00 pm - 5:00 pm

August 15 - September 19 **25187**

September 26 - October 31 **28899**

November 7 - December 12 **28900**

Room 0501 (Dance Studio), \$45

* No class Thanksgiving weekend

Basic Techniques of Stepping/WSLC Campus

Learn the basic techniques of three styles of stepping (Original, Free style and Classic Walk).

Instructor: Fred Nelson (Eliad)

Select one section below:

PER MX 3600 BSW

Seven Wednesdays, 6:30 pm - 7:45 pm, \$60

Sept 16 - Oct 28 **28732**

Nov 4 - Dec 16 **28733**

Intermediate Techniques of Stepping/WSLC Campus

Learn intermediate techniques of three styles of stepping (Original, Free style and Classic Walk). Prerequisite: Completion of Basic Techniques of Stepping or consent of instructor. Instructor: Fred Nelson (Eliad). Select one section below:

PER MX 3607 ISW

Seven Wednesdays

7:45 pm - 9:00 p.m. \$60

Sept 16 - Oct 28 **28734**

Nov 4 - Dec 16 **28735**

Advanced Techniques of Stepping/ Workshop /WSLC Campus

Learn advanced techniques of three styles of stepping (Original, Free style and Classic Walk). Prerequisite: Intermediate Techniques of Stepping.

Instructor: Fred Nelson (Eliad)

PER MX 3601 ASW

Six Thursdays

6:30 pm - 9:00 p.m. \$60

Sept 17 - Oct 29 **28736**

Nov 5 - Dec 17 **28737**

(No class on Thanksgiving)

FITNESS & HEALTH

Couch Potato to Runner: Running for Beginners

Chicago is a city made for runners! This program grooms participants to run in a 5K race. Participants' biometric measurements are taken at the beginning and at the end of the course, providing them with a tangible indicator of their progress. Start out walk-

ing...end up running! Participants of all sizes, shapes, and level of ability are welcome.

Instructor: LaShawn Bufford, Certified Personal Fitness Trainer

PER MX 1301 RW

Five Saturdays 9:30 am - 10:30am

Sep 2 - Oct 10 **28899**

Oct 17 - Nov 14 **28900**

Gymnasium Area, \$50

Gospel Praise Fitness

Gospel Praise Fitness is an aerobics class complete with cardio, toning and flexibility components executed to the combination of lively gospel music styles such as contemporary, ethnic and traditional. It's the music of this class that moves the body and the soul! Exercise mat or towel required.

Instructor: Myah McKinnie

PER MX 3105 GPF

Seven Thursdays, 6:00 pm - 7:00 p.m.

Sep 3 - Oct 15 **28740**

Dance Studio 0503, \$69

Karate

Students learn to strengthen their natural physical and mental abilities. Karate develops self-confidence and discipline and increases fitness level. Learn the basic techniques of self-defense. See Youth Classes for further detail.

Yoga

This class will introduce you to Yoga as it teaches the foundation of breathing and essential yoga poses while offering time for questions. Please bring a towel or yoga mat.

Instructor: Irene Flores

PER MX 7201 YOG

Option 1 (Main Campus):

Seven Thursdays, 6:30 pm - 8:30 p.m.

Sep 3 - Oct 15 **28738**

Option 2 (WSLC Campus):

Seven Saturdays, 10:30 a.m. - Noon

Oct 31 - Dec 19 **28739**

(No class on Thanksgiving weekend)

Music Room (0307), \$59

WORLD LANGUAGE

Zumba Gold

Zumba Gold is a modified version of Zumba dance fitness program which originated in South America and is sweeping the world! Zumba is a great cardio workout that fuses steps from meringue, salsa cha cha, cumbia, flamenco, and more with strength and flexibility moves. Mix the movements with spicy Zumba rhythms and you've got a fiesta party workout! The Zumba Gold format is low impact and geared toward beginners and deconditioned aerobics participants.

Instructor: Myah McKinnie

PER MX 3105 ZG

Seven Thursdays, 6:00 pm - 7:00 pm

Oct 22 - Dec 10 **28743**

(No class on Thanksgiving, Nov 26)

Room 2224, \$69

WORLD LANGUAGE

American Sign Language

American Sign Language (ASL) is a complex visual-spatial language that is used by the Deaf community in the United States and English-speaking parts of Canada. It is a linguistically complete, natural language. It is the native language of many Deaf men and women, as well as some hearing children born into Deaf families. This class will teach you fundamentals of ASL, including the alphabet, colors, numbers, and basic greeting and salutations.

Instructor: Mason Mayfield

CE 014 710 ASL

Seven Fridays, 6:00 pm - 8:00 pm

Room 2508, \$79 + \$25 registration

fee (In-District tuition)

Please call for dates.

Improving Your English

Is English your second or third language? This class is designed to help you learn basic greetings, phrases, and situational dialogues as well as how to improve your pronunciation.

Instructor: TBD

CE 014 116 IYE

Six Mondays, 6:00 pm - 8:15 pm

Oct 26 - Nov 30

Room 2224

In-District Tuition: \$79 + \$25 Reg. Fee

Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. This course also makes it simple to master your pronunciation of Italian. Essential words and phrases are written phonetically by using sounds that are familiar to you from English words. The course audio feature lets you hear the words and phrases spoken aloud with just a click of your mouse. Short exercises are included with each lesson to help you reinforce what you've learned and gauge your progress, making it easy to pinpoint areas that you still need to review.

Online Course

Classes begin Aug 19, Sep 16 and Oct 21

Register at www.ed2go.com/mxc

\$99

Conversational Japanese

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. In each lesson, you'll learn useful conversational phrases and vocabulary words particular to a specific area of travel. You'll practice these in drills, interactive exercises, and dialogues. Throughout the course, you'll find helpful audio aids and Japanese words written in the English alphabet. With this, you'll be bypassing one of the biggest obstacles for most beginners of Japanese: the letter system. By the end of this course, you'll have acquired basic con-

versational skills that enable you to travel around the country easily, and you'll have discovered the heart of Japan!

Online Course

Classes begin Aug 19, Sep 16 and Oct 21

Register at www.ed2go.com/mxc

\$99

Introduction to Kiswahili (Swahili): African Language for Adults (Ages 17 and up)

This course is designed to give students a strong foundation in the Kiswahili language and introduce them to some of the basic tenets of African culture. Students will learn the Kiswahili alphabet and how to pronounce any word correctly. After students master greetings and salutations, polite words and common phrases, they will be introduced to the basic grammar and sentence structures that lead to conversational skills.

OFFERED IN SPRING 2010

Conversational Spanish for Adults: Level I

This course is an introduction to the Spanish language for individuals who wish to learn conversational Spanish for the work environment or for their personal enrichment. Emphasis will be placed on phonetics, basic grammatical patterns, and vocabulary. Students will also focus on situational dialogues

Instructor: TBD

PER MX 500 CS

Six Tuesdays, 6:00 pm - 8:00 pm

Sept 8 - Oct 13 **28744**

Room 2224, \$79

Conversational Spanish for Adults: Level 2

This course is continuation of Level I

Instructor: TBD

PER MX 501 CS

Six Tuesdays, 6:00 pm - 8:00 pm

Oct 20 - Nov 24 **28745**

Room 2224, \$79

KIDS' COLLEGE • FOR THE SENIORS

KIDS' COLLEGE

Beginning Ballet (Ages 5 – 10)

This course introduces elements of ballet technique and vocabulary. Students will learn elementary positions and movements characteristic of the art. Proper dance attire is required. Students must wear ballet slippers and a leotard or tights.

Instructor: Myah McKinnie
FAM MX 5002 BB

Six Saturdays 9:00 am - 10:00 am
Aug 29 - Oct 10 (Class will not be held
on Sept. 19) **28746**
Dance Studio, (0501) \$69

Beginning Karate: Self- Defense for Children and Teens (Ages 5 – 16)

Students learn to strengthen their natural physical and mental abilities. Karate develops self-confidence and discipline and increases fitness level. Learn the basic techniques of self-defense. Students select one of two sessions.

Instructor: Sensei Brad Hughes, 7th
Degree Black Belt
FAM MX 3102 BK

Five Saturdays 9:00 am - 10:00a.m
Option 1: Sep 12 - Oct 10 **28747**
Option 2: Oct 17 - Nov 14 **28748**
Gymnasium, \$70

Intermediate Karate: Self- Defense for Children and Teens (Ages 5 – 16)

Students will learn basic self-defense techniques and continue strengthening their natural physical and mental abilities, developing self-confidence and discipline. Uniform required. *Prerequisite:* Beginning Karate/Self-Defense or consent of instructor. Students select one of two sessions.

Instructor: Sensei Brad Hughes, 7th
Degree Black Belt
FAM MX 3103 IK

Five Saturdays 10:45 am - 11:45 am
Option 1: Sep 12 - Oct 10 **28749**

Option 2: Oct 17 - Nov 14 **28750**
Gymnasium, \$75

Party With Your Parent

This class is designed to promote social, cognitive, and communication skills in a fun and loving environment. Caregivers and children interact through active music making, singing, dancing, games, art, stories, and exercise. Each class has a theme that is age-appropriate and educational. It's a great way for parents to spend quality time with their children in an educational environment. Parents are expected to participate in all activities. Limit 10 children per class.

Instructor: Venita Withers
FAM MX 3508 PP

Five Saturdays, Sept 12 - Oct 10
Ages 1-3 9:30 am – 11:00 am **28751**
Ages 4-6 11:30 am – 1:00 pm **28752**
Room 1613, \$79

Spanish for Children (Ages 7 - 12)

This course will give children the ability to speak the most common Spanish words. An appreciation of the language will be reinforced with fun activities and speaking and listening to Spanish.

OFFERED IN SPRING 2010

FOR THE SENIORS

*These classes have been
designed with the special de-
mands of our seniors in mind.*

The Austin Senior Leader- ship Institute

Since 2003, Austin Senior Leadership Training Class has conducted classes in leadership skills and African American history. The group has become a beacon as one of the most dynamic groups serving adults on the Westside of Chicago. Participants earn a Certificate of Achievement and two Continuing Education Units from MXC and participate in a year-end graduation

ceremony. The group meets on the last Tuesday of each month at the West Side Learning Center.

Facilitator: Zakiyyah Wahid, MA
Call (773) 378-4319 for details.

Gospel Praise Fitness

Gospel Praise Fitness is an aerobics class complete with cardio, toning and flexibility components executed to the combination of lively gospel music styles such as contemporary, ethnic and traditional. It's the music of this class that moves the body and the soul! Exercise mat or towel required.

Instructor: Myah McKinnie
PER MX 3105 GPF

Seven Thursdays, 6:00 pm - 7:00 p.m.
Sep 3 - Oct 15 **28740**
(No class on Thanksgiving, Nov 26)
Dance Studio 0501, \$69

Zumba Gold

Zumba Gold is a modified version of Zumba dance fitness program which originated in South America and is sweeping the world! Zumba is a great cardio workout that fuses steps from meringue, salsa cha cha, cumbia, flamenco, and more with strength and flexibility moves. Mix the movements with spicy Zumba rhythms and you've got a fiesta party workout! The Zumba Gold format is low impact and geared toward beginners and de-conditioned aerobics participants.

Instructor: Myah McKinnie
PER MX 3105 ZG

Seven Thursdays, 6:00 pm - 7:00 pm
Oct 22 - Dec 10 **28743**
(No class on Thanksgiving, Nov 26)
Dance Studio 0501, \$69



HEALTHCARE CONTINUING EDUCATION (CEUs)



Accredited Certificate Programs for Health Care Professionals

All Health Care Continuing Education courses run for six weeks with a 10-day extension period available at the end. They are self-paced and consist of lessons and chapters, a discussion area and a final exam for each course within the program. Students who successfully complete the program will be awarded a Certificate from Allegra Learning Solutions*

A new section of these courses begins monthly. To register, log on to [www. Ed2go.com/mxc](http://www.Ed2go.com/mxc)

Certificate in End-of-Life Care

(26 Contact Hours) The Certificate in End-of-Life Care represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience.

Certificate in Gerontology

(40 contact hours) The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature.

Certificate in Legal & Ethical Issues in Nursing

(23 contact hours) This certificate program is designed to enhance the knowledge and skills of nurses who work with all types of patients. By examining key issues ranging from basic legal concepts to bioethical dilemmas, you'll learn relevant and practical information you can immediately use to improve your practice and provide the most effective care to your patients.

Certificate in Issues in Oxygenation

(32 contact hours) A holistic approach to the care of patients with disorders of oxygenation.

Certificate in Pain Assessment & Management

(24 contact hours) This certificate program is designed to enhance the knowledge and skills of nurses who work with patients who are in pain. By providing an educational experience that examines key issues related to pain assessment and management, this certificate program will give you the relevant and practical information you'll need to improve your practice and provide the most effective care to your patients.

Certificate in Perinatal Issues

(14 contact hours) This certificate program is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.

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.

**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 in applicable states. Confirm that your state accepts these CEUs prior to registering. This provider is approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours. 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.*

ADULT EDUCATION

For information about Adult Education classes, call (312) 850-7300

Main Campus

Malcolm X College
1900 W. Van Buren, Room 2308
Chicago, IL 60612
(312) 850-7300

Extension Campus

West Side Learning Center
4624 W. Madison
Chicago, IL 60644
(312) 850-7420

Hours:

Monday-Thursday, 8:00am – 9:00pm
Friday, 8:00am – 5:00pm
Saturday, 8:00am – 1:00pm (*Main Campus only*)

ON-CAMPUS CLASSES

On campus classes are those held at the main campus or the extension to the main campus, the West Side Learning Center. Classes are offered Monday through Saturday. During the week, ABE/GED and ESL classes are offered mornings, afternoons and evenings. Saturday classes are only available in the morning at the main campus.

OFF-CAMPUS CLASSES

Malcolm X College has developed partnerships with several off-campus sites to provide instruction in ABE, GED and ESL within the College's service area. Classes are offered at off-campus sites according to the needs of the students. This includes Saturday ESL classes at some locations. Site Agreements validate partnerships with off-campus agencies/organizations.

COURSES

All Adult Education courses are offered tuition-free and instructional materials are provided at no cost to students. Courses are offered in eight and 16 week increments within a semester. Student progress is evaluated each term by Adult Educators. Based on this evaluation, students may repeat a level or may be promoted to higher levels of instruction. Further assessment of students understanding of concepts taught will be linked to course objectives, student learning outcomes, and effective classroom learning techniques.

Literacy Level courses provide a fundamental foundation in reading, writing, communication, and computational skills. As students progress through the literacy grade levels, students will learn how to compose basic paragraphs, interpret short stories, and identify and use basic mathematical symbols.

Adult Basic Education (ABE) course content builds on the fundamentals learned at the literacy level to improve basic reading and math skills. Course content includes instruction in critical thinking, essay writing, communication skills, and mathematical computations. Contextualized instruction strengthens the skills needed to be successful in social and workplace environments.

GED (offered in English and Spanish) General Education Development course content prepares students to pass the high school equivalency exam. Student learning outcomes include the ability to comprehend, explain, and analyze information from a variety of materials as well as apply the principles of algebra to life situations. As the student progresses through the GED grade

levels, several genres of literature will be studied as a means of developing literal, critical, and inferential comprehension. Students will be able to contextualize the concepts of algebra and geometry to life and work situations and processes.

ESL English as a Second Language courses range from the introductory level of providing a fundamental foundation in English language instruction for adults with very limited English proficiency to courses that reinforce advanced reading skills and writing succinct and fluid English composition.

Citizenship course content prepares students to pass the Citizenship examination required by the Immigration Naturalization Services. Instruction focuses on civics, culture, and United States history and government.

Career Prep special interest class that not only prepares students to improve basic literacy skills and help students move closer to obtaining a GED, this class also prepares students with employment readiness skills in order to identify and pursue education/employment leading to a career pathway.

GED/Healthcare Bridge special interest class designed for the advanced level GED student. Course content is contextualized to the field of healthcare while continuing to reinforce advanced level concepts to successfully complete the high school equivalency exam. Students will be able to apply scientific and mathematical concepts and rationalizations to the basic understanding of the healthcare industry. The student outcome goal is to improve the transition from the successful completion of the GED exam into occupational programs.

Malcolm X College
Department of Continuing Education
1900 W. Van Buren St.
Chicago, IL 60612
(312) 850-7136

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See our online courses at www.ed2go.com/mxc
Email us at mx-c-cont-ed@ccc.edu