OLIVE-HARVEY COLLEGE
One of the City Colleges of Chicago

Continuing Education
CLASS SCHEDULE

SPRING 2014

Register Today

SPRING I starts January 13
SPRING II starts March 10

CITY COLLEGES of CHICAGO
Olive-Harvey
Education that Works

10001 South Woodlawn Ave. Chicago, IL 60628
773.291.6292
ccc.edu/oliveharvey/continuinged
Reinvent yourself in a matter of weeks.

The continuing learning needs of the South Side’s business and social community are served through Olive-Harvey’s continuing education initiative. **Register early**, as classes must meet a minimum standard of enrollment to run. Consider enrolling with your friends, family, or co-workers.

Visit The Adult & Continuing Education Admissions Office in Room 3114 for information about Adult and Continuing Education classes or call (773) 291-6292.
Section 1

Microsoft Office
PER OH 8768
Don’t be embarrassed: using the programs in Microsoft Office can be frustrating. In six weeks learn how to perform many essential functions in Word, Excel, PowerPoint and Access. Mastering these programs will give you a competitive advantage in the office and/or in the job market.
Course fee: $79
Meetings: January 23 – February 27
March 13 – April 24 (no class on April 17)
Thursday, 6:00PM – 8:00PM

Unarmed Security Training
VOC OH 8774
For employment as an unarmed security officer you will need both your 20-Hour Basic Security Training and your PERC (Blue Card) for employment purposes. This class will provide the training required by the State of Illinois and provide PERC application assistance.
Tuition: $100
Length of program: 2 ½ days
9 AM – 5 PM for 2 days
9AM – 1PM

Adult Swim Beginners
PER OH 6051
Course fee: $60
This class is open to students of all ages. If you are a beginner or advanced student, this class can meet your needs! Plan to be in the water during the first class. Classes are offered on Mondays and Saturdays, in six-week sessions.
January 27 – March 8
March 17 – May 3
Mondays 7:00PM - 8:15PM
Saturdays 1:00PM – 2:00PM

Aqua-Exercise
PER OH 6050
Course fee: $60
Get in shape with aerobics and calisthenics done in the shallow end of the pool. Choose Wednesdays and/or Saturdays.
January 29 – March 8
March 19 – May 3
Wednesdays 7:15PM – 8:15PM
Saturdays 8:00AM – 9:00AM

Family Time Swim Instruction
PER OH 9005
Course fee: $45 (per family member)
Mommy and me, Daddy and me ... or altogether. Learn to swim as a family.
February 1 – March 8
March 22 – May 3
Saturdays 12PM – 1PM

Youth Swim Instruction
FAM OH 4471
Classes are offered in six week blocks.
Saturdays
Course fee: $60
February 1 – March 8
March 22 – May 3
Ages 6–12 9AM
Ages 13 – 16 10AM
Ages (open swim/all ages) 11AM
**TUITION AND FEES**

Tuition and fees vary, depending on the program.

**PAYMENTS**

All Tuition/Fees are due and payable in full at the time of registration. Registration is not complete until all tuition and fees are paid in full; partial payments are not accepted. Cash, credit cards, money order or personal checks made payable to Olive-Harvey College will be accepted.

**CANCELLED CLASSES**

A full refund for all tuition and fees will be sent to the student if the Administration withdraws or cancels a class. Charge accounts will be credited. Allow four to six weeks for processing. Registration fees (if applicable) are non-refundable.

**SCHEDULE CHANGES**

A student who must withdraw from one or more courses must do so in person or in writing to the Office of Continuing Education. Notification to the instructor is not sufficient. Withdrawal does not necessarily entitle the students to refunds.

**NO SHOW POLICY**

Students must attend classes as soon as they begin. Students not attending the first two class sessions will be administratively withdrawn from the class, such students will not be reinstated. The administrative withdrawal does not relieve the student of their responsibility of following the formal withdrawal procedure.

**PLAN YOUR SCHEDULE CAREFULLY.**

All revisions/withdrawals must be made in the Office of Adult & Continuing Education, and approved by the Dean.
ADULT EDUCATION

Adult Education courses are designed for those interested in preparing for the 2014 GED Test. Most classes meet twice a week, Mondays & Wednesdays and/or Tuesdays & Thursdays. Choose morning, afternoon, or evening classes. Afternoon and/or weekend classes are offered (on an as-needed basis). We also offer English as a Second Language (ESL) courses, Citizenship courses and Constitution exam review. Classes are available at the Main campus or South Chicago Learning Center (satellite campus).

iPathways
Some students may qualify for taking GED classes via the Internet (online). If you are close to passing the GED or need only to work on certain subjects or skills, our online GED program (iPathways) may suit your needs. To qualify for iPathways, you must pass a placement test in reading and math, and have reliable access to a computer with a high-speed Internet connection. You will need basic computing skills such as keyboarding, using e-mail, and navigating the Internet. Adult Education classes are Tuition Free!

Spring GED and ESL courses begin January 13
Admission is based on mandatory placement testing to determine appropriate class level. We will monitor your progress and recommend when you are ready to take the GED exam.

Registration in four easy steps!

Step 1: Registration/Admission
Visit room 3114 and receive an Orientation date.
Office hours: M-Th 9A-7P, F 9-5

Step 2: Orientation
Learn about program requirements, expectations, and college to career opportunities along with available student services.

Step 3: Placement Test
You will be scheduled for placement testing after attending the Orientation.

Step 4: Scheduling - Receive your schedule.

Section 2

Following the Placement Test you will be scheduled for classes and given the opportunity to enroll in our Bridge or Gateway Programs.

South Chicago Learning Center
(3055 East 92nd Street)
Registration/Orientation/Testing/Scheduling Is also offered at the Center and will follow the main campus schedule.

Registration Checklist
(Things you must have to enroll)
• Photo Identification (State of Illinois ID or Illinois Driver’s License)
• A current piece of mail to verify your address
• High school release form (if you are under 18 years of age)

SCHEDULE CHANGES
A student who must withdraw from one or more courses must do so in person. Notification to the instructor is not sufficient.

PLAN YOUR SCHEDULE CAREFULLY.
All revisions/ withdrawals must be made in the Office of Adult & Continuing Education, and approved by the Dean.

NO SHOW POLICY
Students must attend classes as soon as they begin. Students not attending the first three class sessions will be administratively withdrawn from the class, such students will not be reinstated.
This schedule is published each semester for informational purposes and should not be regarded as an irrevocable contract between the student and the college. The college reserves the right to change, without notice, curriculum course structure, content, class times, fees and other charges, program requirements and other matters within its control.

Registration is Simple...
To register for Adult Education classes, visit the Office of Adult Education in room 3114. For more information about Adult Education classes call 773/291-6292.
Get the Skills. Get the Job.

Olive-Harvey College is creating new ways to meet the needs of people who have not attained a high school credential and/or are in need of skills to get a good job. There are thousands of available jobs in Illinois, and we can help you get the degree, and get the job.

There are several new programs being planned for Adult Education to bridge the gap between educational attainments and employment. These programs may also be available even if you have already received a high school diploma, but need skills enhancement to gain employment. These course offerings are FREE. Contact the Office of Adult & Continuing Education to schedule an appointment to meet with a representative from our admissions team to receive more information. Get on our waiting lists for these exciting new FREE course offerings. Space is limited.

New* Free Programs – A First Look

Jump Start Program
This program begins with a four-week introductory course: “Jump Start,” which is intended to re-introduce students to school by exploring common barriers to educational completion. Students move directly into 12 weeks of intensive instruction to enhance skills needed to be successful on the GED exam: reading, writing, math, science and social studies.

Transportation, Distribution and Logistics Bridge Programs
We have tuition-free opportunities for students to receive vocational training that can lead to employment in the fast-growing transportation industry. A vocational program is intended to give you the skill necessary to obtain employment in specific vocation. These programs are short-term (completion within one semester). New vocational programs will include:

*Introduction to Warehousing*
In this short-term program students will learn how to operate a forklift and receive certification from the National Safety Council®. The program will also include an introduction to supply chain management, in which students learn the entry-level skills for working in a warehouse. This program option is also available for students who have a high school diploma, but need skills for employment.

*Healthcare Bridge/BNA Program*
This tuition-free program provides the training necessary to earn the Illinois State Certificate as a Certified Nursing Assistant. Training includes classroom, laboratory instruction and clinical experience. Home health care is stressed in order to qualify the student for both home and institutional employment.

These Bridge Programs (Healthcare and TDL) options are also available for students who have a high school diploma, but need skills for employment.
Section 3

COLLEGE TO CAREERS

The C2C program forges partnerships between City Colleges and industry leaders to better align City Colleges’ curricula with the demand in growing fields. These partnerships provide City Colleges’ students access to real-world experience via teacher-practitioners, internships and top-notch facilities, and offer City Colleges’ students and graduates a first pass at job opportunities.

Olive-Harvey has been designated as the Transportation sector for City Colleges. We provide academic instructions and training for a variety of transportation-related courses. If you are interested in enhancing your current skills, changing careers or would simply like information about our programs, feel free to call or visit our department. We are located in room 1403, in the main building. Office hours are 8:30am until 4:30pm, Monday thru Friday.

Transportation, Warehousing & Logistics

Commercial Driver Training - Class A
CE 013 337; CE TRDE 106; CE TRDE 148
Designed for individuals with little or no commercial driving experience, the Olive Harvey Commercial Driver Training Program trains students for entry level employment as commercial motor vehicle operators. In partnership with the Illinois Department of Transportation, this program prepares you to obtain a Commercial Driver’s License in the State of Illinois. Successful completers will receive a Basic Certificate. As part of the training, students will also receive assistance in resume writing, interviewing, customer service, and job readiness/workplace skills.
Tuition: $3,500
*additional fees will apply for extended training*
Length of Program: 8 Weeks -200 hrs.
12 CH
Meetings: Classes begin monthly.
Days M-F, 8:30AM – 3PM
Evenings M-F, 4PM – 10PM

Commercial Driver Training - Class B
CE 013 338; CE TRDE 147
Designed for individuals with little or no experience; students will be trained to operate Class B passenger and non-passenger commercial motor vehicles. As part of the training, students will also receive assistance in resume writing, interviewing, customer service, and job readiness/workplace skills. Successful completers will receive a Basic Certificate.
Tuition: $1,470
*additional fees will apply for extended training*
Length of Program: 6 Weeks-160 hrs.
9CH
Meetings: Classes begin monthly.
Days M-F, 8:30AM – 3PM
Evenings M-F, 4PM – 10PM
Commercial Driver Training (Refresher Course)
CE TRDE 149
Designed for individuals with commercial driver training experience; this course provides drivers with a review of the current rules, regulations and requirements to which all commercial drivers must adhere. Students must have a valid Illinois CDL and a current DOT Medical Card prior to enrollment.
Tuition: $775
Length of Course: 40 hours
Meetings: Classes begin monthly
Days: M-F, 8:30AM-3:00PM
Evenings: 4PM-10PM

Forklift Operator
CE TRDE 118
The Forklift Operation and Safety program prepares students to become safe and effective forklift operators. Upon completion of the program students will have a working knowledge of the basic need and use of the lift truck. In addition, they will be able to safely inspect and operate lift trucks. This course includes theory and practical training. Successful completers will receive a Basic Certificate.
Tuition: $600
Length of Program: 1 week -30 hrs.
2CH
Meetings: Classes begin monthly
Days: M-F, 9AM-3PM
Evenings: M-F, 4PM – 9PM
Earn a Basic Certificate, Advanced Certificate or AAS degree in:
Transportation, Distribution Logistics

This program is designed to provide students with the knowledge and skills critical to the success in the area of Logistics and Distribution. Students pursuing classes in the Transportation, Distribution and Logistics pathway will learn about careers and businesses involved in the planning, management and movement of people, materials and products by road, air, rail and water.
Public Passenger Chauffeur Taxi Training*
330TDL 100
The taxicab course is a two-week, comprehensive training program with day and evening classes. It is designed to prepare students to become public chauffeurs in the City of Chicago. The course begins weekly on a Saturday. The training includes geography, City of Chicago rules and regulations, safety, customer service, accessibility training. Call 773/291-6570 for additional information. Prerequisites include satisfaction of English proficiency requirements.
Tuition: $275
Fees: $30.00
Classes begin weekly
Days: 8AM-2PM-M-S
Evenings:

Limousine
CE TRDE 113
This is an extensive 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
Tuition: $85.00
Fees: $30.00
Classes offered weekly

Defensive Driving/Attitudinal (ADD-DDC-8)
CE TRDE 114
This is an eight hour (1day) workshop for licensed public chauffeurs who have violated the rules and regulations governing public chauffeurs and/or newly licensed public chauffeurs who have not driven in the United States for at least three years.
Tuition: $85.00
Classes offered weekly

Taxi Access Program (TAP)
VOC OH 9024
This is a twelve-hour training session, over two (2) days for industry professionals, providing instructions on how to transport persons with disabilities and how to use the PACE-TAP voucher system to ensure payments.
Tuition: $85.00
Classes offered weekly

Two Hour Range Driving
VOC OH 9021
This two hour course is for newly licensed public chauffeurs who have not driven in the United States for at least three years and/or all licensed public chauffeurs that are required by the Department of Business Affairs & Consumer Protection for additional training.
Tuition: $125.00
Classes offered weekly

Medallion Holders (Small Business Training Seminar)
VOC OH 9025
This training seminar is designed to inform individuals or owners of public vehicles of all rules and regulations governing taxi medallions. Emphasis is given to small business principles.
Tuition: $75.00
Classes offered monthly

Communication At Its Best (CAB)
VOC OH 9026
CAB is a 2-day language enhancement workshop designed to assist and increase the communication skills of students enrolled in any of the Public Chauffeur courses.
Tuition: $100.00
Classes offered weekly
Defensive Driving (DDC-4)  
CE TRDE 114-4  
This course underscores the importance of alertness, anticipation, courtesy, hazard recognition and other critical factors that prevent vehicle accidents.  
Tuition: $45.00  
Classes offered weekly

Refusal of Service  
VOC OH 9023  
This is an eight hour (1 day) workshop for licensed public chauffeurs who have violated City of Chicago rule #17, governing public chauffeurs and/or licensed public chauffeurs and/or licensed public chauffeurs who have been directed by the Administrative Hearing Division of the Department of Business Affairs and Consumer Protection to take a remedial training course.  
Tuition: $85.00

Discourtesy  
VOC OH 9022  
This is an eight hour workshop, over two (2) days for licensed public chauffeurs who have violated City of Chicago rule #21 governing public chauffeurs and or licensed public chauffeurs who have been ordered by the Administrative Hearing Division of the Department of Business Affairs & Consumer Protection to take a remedial training course.  
Tuition: $85.00  
Classes offered Monthly

Continuing Education for Veteran Chauffeur Drivers  
VOC OH 9027  
This is a recertification training course for licensed chauffeur drivers. All licensed public chauffeurs drivers must take this class prior to renewing their chauffeur’s license.  
Tuition: $85.00  
Classes offered Monthly
College to Careers

Registration is Simple...
For College to Careers call 773-291-6490.
To register for College to Career and Continuing Education classes, visit the Office of College to Careers in Room 1403 at Olive-Harvey College.

PAYMENTS

NO SHOW POLICY
Students must attend classes as soon as they begin. Students not attending the first two class sessions will be administratively withdrawn from the class, such students will not be reinstated. The administrative withdrawal does not relieve the student of their responsibility of following the formal withdrawal procedure.

NO Refund Policy
There are no refunds offered after the 1st day of class.

CANCELLED CLASSES
A full refund for all tuition and fees will be sent to the student if the Administration withdraws or cancels a class. Charge accounts will be credited. Allow four to six weeks for processing. Registration fees (if applicable) are non-refundable.

TUITION AND FEES
Tuition and fees vary, depending on the program. The following programs also include a $30 registration fee: CDL, Forklift.
Taxi and Limo Drivers requires a $30 testing fee.

TUITION ASSISTANCE
The Federal Workforce Investment Act (WIA) offers a comprehensive range of tuition assistance for job seekers, laid off workers, youth, incumbent workers, new entrants to the workforce, veterans, persons with disabilities, and employers. Please visit the WIA Coordinator in room 1401 to discuss approved programs.

VETERANS ASSISTANCE
Students interested in using veteran’s benefits must apply directly to Veterans Affairs or Illinois Student Assistance Commission (ISAC) to determine eligibility. Veterans may visit the Olive-Harvey College’s Veteran’s Specialist in Room L426 to receive instructions on the application process.
### Holiday Schedule

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<tr>
<th>Event</th>
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<tr>
<td>New Year’s Eve</td>
<td>December 31, 2013</td>
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<td>New Year’s Day</td>
<td>January 1, 2014</td>
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<td>Martin Luther King, Jr. Day</td>
<td>January 20, 2014</td>
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<td>President’s Day</td>
<td>February 17, 2014</td>
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<tr>
<td>Spring Recess</td>
<td>April 14th-18th, 2014</td>
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School will be closed on these holidays and no classes will meet.

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