

2008-2010 COLLEGE CATALOG

Richard J. Daley College

ONE OF THE CITY COLLEGES OF CHICAGO

7500 South Pulaski Road

Chicago, Illinois 60652

(773) 838-7500

For TTY Users

(773) 838-7916

World Wide Web: <http://daley.ccc.edu/>

Arturo Velasquez West Side Technical Institute

A DIVISION OF RICHARD J. DALEY COLLEGE

2800 South Western Avenue

Chicago, Illinois 60608

(773) 843-4500

World Wide Web: <http://daley.ccc.edu/wsti/>

ACCREDITATION

Richard J. Daley College is accredited by
the North Central Association of Colleges and Universities
30 North LaSalle Street, Chicago, Illinois 60602 (312) 263-0456

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DISCLAIMER

Any item in this Catalog is subject to change by the Board of Trustees for Community College District No. 508. This Catalog and its provisions are subject to change at any time, and may be revised by City Colleges of Chicago in the future without advanced notice.

This Catalog contains information regarding City Colleges of Chicago, which is current at the time of publication. It is not intended to be a complete description of all City Colleges of Chicago policies and procedures, nor is it intended to be a contract.

THIS IS NOT A CONTRACT.



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President, Wilbur Wright College



Welcome to Richard J. Daley College

Welcome all new and continuing Richard J. Daley College students! On behalf of the faculty, staff and administration, I want to thank you for being a part of the Daley family. Daley College is dedicated to continuing its long tradition of providing affordable and accessible educational opportunities for diverse and dynamic communities of Chicago's southwest side.

It is our hope that this catalog will help you make informed decisions about your academic career because your success is important to us! At Daley, we believe that our primary mission is to provide quality education programs, information and services so you are able to experience the joys of a life time of learning. It is important that you take advantage of the numerous educational opportunities we offer so you are able to realize your fullest potential while fulfilling your educational and career goals.

During the time necessary to complete your college program, you will be working very hard. But we will be working equally hard to bring you the knowledge and solutions you seek. Please be assured we are here for you. I wish you a rich and rewarding educational journey that is filled with a lifetime of success.

Sylvia Ramos, Ed.D.

President

Daley College
7500 S. Pulaski Rd.
Chicago, IL 60652
(773) 838-7500

Arturo Velasquez West Side
Technical Institute of
Daley College
2800 S. Western Ave.
(773) 843-4500

Kennedy-King College
6301 S. Halsted Street
Chicago, IL 60621
(773) 602-5000

Dawson Technical Institute of
Kennedy-King College
3901 S. State St.
(773) 451-2100

Malcolm X College
1900 W. Van Buren St.
Chicago, IL 60612
(312) 850-7000

West Side Learning Center of
Malcolm X College
4624 W. Madison St.
(312) 850-7420

Olive-Harvey College
10001 S. Woodlawn Ave.
Chicago, IL 60628
(773) 291-6100

South Chicago Learning Center of
Olive-Harvey College
3055 E. 92nd St.
(773) 291-6770

Harry S. Truman College
1145 W. Wilson Ave
Chicago, IL 60640
(773) 907-4700

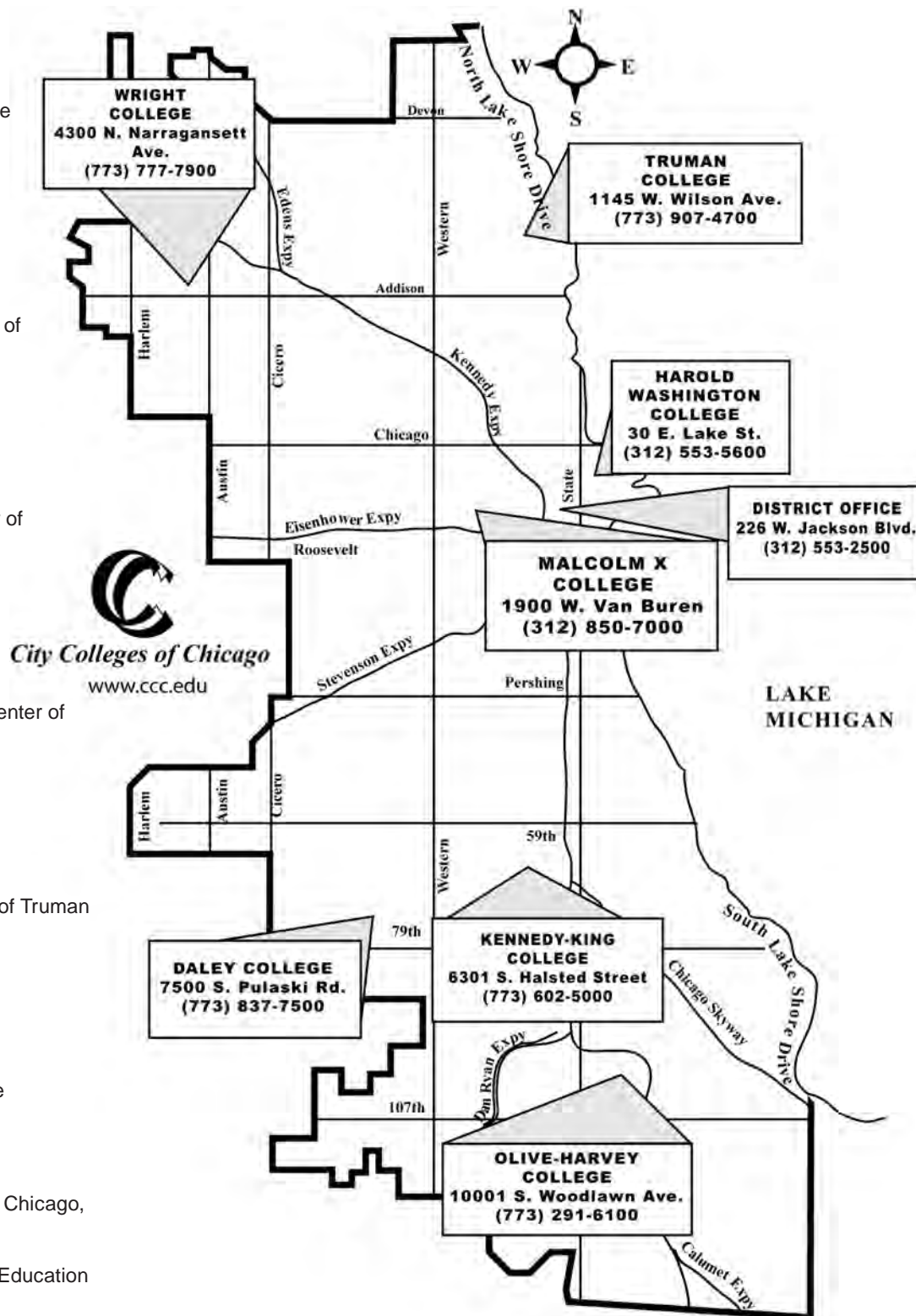
Lakeview Learning Center of Truman
College
3310 N. Clark St.
(773) 907-4400

Truman Technical Center
1200 W. Sunnyside Ave
Chicago, IL 60640
(773) 907-3983

Harold Washington College
30 E. Lake St.
Chicago, IL 60601
(312) 553-5600

Wilbur Wright College
4300 N. Narragansett Ave. Chicago,
IL 60634
(773) 777-7900

Humboldt Park Vocational Education
Center of Wright College
1645 N. California Ave.
(773) 489-8989



City Colleges of Chicago – Academic Calendar 2008

Spring 2008 Term	Activity/Event
January 7, 2008 (Monday)	Spring 2008 Term begins
January 7 – 12, 2008 (Monday – Saturday)	Early registration for Spring 2008 Term
January 14, 2008 (Monday)	First day of classes for Spring 2008 Term
January 14 - 19 2008 (Monday- Saturday)	Late registration for Spring 2008 Term
January 19, 2008 (Saturday)	Saturday classes begin
January 21, 2008 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 24, 2008 (Thursday)	STAT date
February 12, 2008 (Tuesday)	Lincoln's Birthday (Holiday)
March 12, 2008 (Wednesday)	Mid-term date for Spring 2008 Term
March 17 – 23, 2008 (Monday – Sunday)	Spring break
April 14, 2008 (Monday)	Last day for student initiated withdrawal
May 10, 2008 (Saturday)	Last day of Spring 2008 Term
Summer 2008 Term	Activity/Event
June 2, 2008 (Monday)	Summer 2008 Term begins
June 2 – 3, 2008 (Monday – Tuesday)	Registration for Summer 2008 Term
June 4, 2008 (Wednesday)	First day of classes for Summer 2008 Term
June 4 – 5, 2008 (Wednesday – Thursday)	Late registration for Summer 2008 Term
June 5, 2008 (Thursday)	STAT date
July 2, 2008 (Wednesday)	Mid-term date for Summer 2008 Term
July 4, 2008 (Friday)	Independence Day (Holiday)
July 16, 2008 (Wednesday)	Last day for student initiated withdrawals
July 26, 2008 (Saturday)	Last day of Summer 2008 Term
Fall 2008 Term	Activity/Event
August 11, 2008 (Monday)	Fall Semester begins
August 11 – 16, 2008 (Monday – Saturday)	Early registration for Fall 2008 Term
August 18 – 23, 2008 (Monday – Saturday)	Registration for Fall 2008 Term
August 25, 2008 (Monday)	First day of classes for Fall 2008 Term
August 25 – August 30, 2008 (Monday–Saturday)	Late registration for Fall 2008 Term
August 30, 2008 (Saturday)	Saturday classes begin
September 1, 2008 (Monday)	Labor Day (Holiday)
September 4, 2008 (Thursday)	STAT date
October 15, 2008 (Wednesday)	Mid-term date for Fall 2008 Term
November 17, 2008 (Monday)	Last date for student initiated withdrawal
November 27 – 28, 2008 (Thursday & Friday)	Thanksgiving Holiday
December 13, 2008 (Saturday)	Last day of Fall 2008 Term

City Colleges of Chicago – Academic Calendar 2009

Spring 2009 Term	Activity/Event
January 12, 2009 (Monday)	Spring 2009 Term begins
January 12 – 17, 2009 (Monday – Saturday)	Early registration for Spring 2009 Term
January 19, 2009 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 20, 2009 (Tuesday)	First day of classes for Spring 2009 Term
January 20 – 24, 2009 (Tuesday – Saturday)	Late registration for Spring 2009 Term
January 24, 2009 (Saturday)	Saturday classes begin
January 29, 2009 (Thursday)	STAT date
February 12, 2009 (Thursday)	Lincoln's Birthday (Holiday)
March 18, 2009 (Wednesday)	Mid-term date for Spring 2009 Term
April 6 – 12, 2009 (Monday – Sunday)	Spring break
April 20, 2009 (Monday)	Last day for student initiated withdrawal
May 16, 2009 (Saturday)	Last day of Spring 2009 Term
Summer 2009 Term	Activity/Event
June 1, 2009 (Monday)	Summer 2009 Term begins
June 1 – 2, 2009 (Monday – Tuesday)	Registration for Summer 2009 Term
June 3, 2009 (Wednesday)	First day of classes for Summer 2009 Term
June 3 – 4, 2009 (Wednesday – Thursday)	Late registration for Summer 2009 Term
June 4, 2009 (Thursday)	STAT date
July 1, 2009 (Wednesday)	Mid-term date for Summer 2009 Term
July 4, 2009 (Saturday)	Independence Day (Holiday)
July 15, 2009 (Wednesday)	Last day for student initiated withdrawals
July 25, 2009 (Saturday)	Last day of Summer 2009 Term
Fall 2009 Term	Activity/Event
August 10, 2009 (Monday)	Fall Semester begins
August 10 – 15, 2009 (Monday – Saturday)	Early registration for Fall 2009 Term
August 17 – 22, 2009 (Monday – Saturday)	Registration for Fall 2009 Term
August 24, 2009 (Monday)	First day of classes for Fall 2009 Term
August 24 – August 29, 2009 (Monday–Saturday)	Late registration for Fall 2009 Term
August 29, 2009 (Saturday)	Saturday classes begin
September 2, 2009 (Wednesday)	Labor Day (Holiday)
September 7, 2009 (Monday)	STAT date
October 21, 2009 (Wednesday)	Mid-term date for Fall 2009 Term
November 16, 2009 (Monday)	Last date for student initiated withdrawal
November 26 – 27, 2009 (Thursday & Friday)	Thanksgiving Holiday
December 12, 2009 (Saturday)	Last day of Fall 2009 Term

City Colleges of Chicago – Academic Calendar 2010

Spring 2010 Term	Activity/Event
January 11, 2010 (Monday)	Spring 2010 Term begins
January 11 – 16, 2010 (Monday – Saturday)	Early registration for Spring 2010 Term
January 18, 2010 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 19, 2010 (Tuesday)	First day of classes for Spring 2010 Term
January 19 – 23, 2010 (Tuesday – Saturday)	Late registration for Spring 2010 Term
January 23, 2010 (Saturday)	Saturday classes begin
January 28, 2010 (Thursday)	STAT date
February 12, 2010 (Friday)	Lincoln's Birthday (Holiday)
March 3, 2010 (Wednesday)	Mid-term date for Spring 2010 Term
April 2 – 8, 2010 (Monday – Sunday)	Spring break
April 19, 2010 (Monday)	Last day for student initiated withdrawal
May 15, 2010 (Saturday)	Last day of Spring 2010 Term
Summer 2010 Term	Activity/Event
June 7, 2010 (Monday)	Summer 2010 Term begins
June 7 – 8, 2010 (Monday – Tuesday)	Registration for Summer 2010 Term
June 9, 2010 (Wednesday)	First day of classes for Summer 2010 Term
June 9 – 10, 2010 (Wednesday – Thursday)	Late registration for Summer 2010 Term
June 10, 2010 (Thursday)	STAT date
July 4, 2010 (Sunday)	Independence Day (Holiday)
July 7, 2010 (Thursday)	Mid-term date for Summer 2010 Term
July 14, 2010 (Wednesday)	Last day for student initiated withdrawals
July 24, 2010 (Saturday)	Last day of Summer 2010 Term
Fall 2010 Term	Activity/Event
August 9, 2010 (Monday)	Fall Semester begins
August 9 – 14, 2010 (Monday – Saturday)	Early registration for Fall 2010 Term
August 16 – 21, 2010 (Monday – Saturday)	Registration for Fall 2010 Term
August 23, 2010 (Monday)	First day of classes for Fall 2010 Term
August 23 - 28, 2010 (Monday–Saturday)	Late registration for Fall 2010 Term
August 28, 2010 (Saturday)	Saturday classes begin
September 1, 2010 (Wednesday)	Labor Day (Holiday)
September 6, 2010 (Monday)	STAT date
October 20, 2010 (Wednesday)	Mid-term date for Fall 2010 Term
November 15, 2010 (Monday)	Last date for student initiated withdrawal
November 25 – 26, 2010 (Thursday & Friday)	Thanksgiving Holiday
December 18, 2010 (Saturday)	Last day of Fall 2010 Term

City Colleges of Chicago - Academic Calendar 2011

Spring 2011 Term	Activity/Event
January 10, 2011 (Monday)	Spring 2011 Term begins
January 10 - 15, 2011 (Monday - Saturday)	Early registration for Spring 2011 Term
January 17, 2011 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 18, 2011 (Tuesday)	First day of classes for Spring 2011 Term
January 18 - 22, 2011 (Tuesday - Saturday)	Late registration for Spring 2011 Term
January 22, 2011 (Saturday)	Saturday classes begin
January 27, 2011 (Thursday)	STAT date
February 14, 2011 (Monday)	Lincoln's Birthday (Holiday)
March 16, 2011 (Wednesday)	Mid-term date for Spring 2011 Term
April 18 - 24, 2011 (Monday - Sunday)	Spring break
April 25, 2011 (Monday)	Last day for student initiated withdrawal
May 14, 2011 (Saturday)	Last day of Spring 2011 Term

Summer 2011 Term	Activity/Event
June 6, 2011 (Monday)	Summer 2011 Term begins
June 6 - 7, 2011 (Monday - Tuesday)	Registration for Summer 2011 Term
June 8, 2011 (Wednesday)	First day of classes for Summer 2011 Term
June 8 - 9, 2011 (Wednesday - Thursday)	Late registration for Summer 2011 Term
June 10, 2011 (Thursday)	STAT date
July 4, 2011 (Sunday)	Independence Day (Holiday)
July 6, 2011 (Wednesday)	Mid-term date for Summer 2011 Term
July 13, 2011 (Wednesday)	Last day for student initiated withdrawals
July 23, 2011 (Saturday)	Last day of Summer 2011 Term

Fall 2011 Term	Activity/Event
August 8, 2011 (Monday)	Fall Semester begins
August 8 - 13, 2011 (Monday - Saturday)	Early registration for Fall 2011 Term
August 15 - 20, 2011 (Monday - Saturday)	Registration for Fall 2011 Term
August 22, 2011 (Monday)	First day of classes for Fall 2011 Term
August 22 - 27, 2011 (Monday-Saturday)	Late registration for Fall 2011 Term
August 27, 2011 (Saturday)	Saturday classes begin
August 31, 2011 (Wednesday)	Labor Day (Holiday)
September 5, 2011 (Monday)	STAT date
October 19, 2011 (Wednesday)	Mid-term date for Fall 2011 Term
November 14, 2011 (Monday)	Last date for student initiated withdrawal
November 24 - 25, 2011 (Thursday & Friday)	Thanksgiving Holiday
December 17, 2011 (Saturday)	Last day of Fall 2011 Term

Introduction To Daley College

ACCREDITATION

Richard J. Daley College is accredited by the North Central Association of Colleges and Universities, 30 North LaSalle Street, Chicago, Illinois 60602 (312) 263-0456.

HISTORY

William J. Bogan Junior College, 1960-70

The City Colleges of Chicago established its Southwest Side branch in Bogan High School in 1960. Bogan's beginnings in 1960 were modest. Slightly over 1,000 students, mostly part-time, took evening courses taught by part-time instructors in the high school classrooms.

Southwest College, 1970-1977

Bogan's growth was rapid. In a few years it had outgrown the limited space in the high school and was spreading east along 79th Street in trailers and store fronts. The demands for day classes became more insistent. In 1970, having acquired fourteen acres on Pulaski Road adjacent to Ford City Shopping Center, the City Colleges of Chicago opened its full-time "interim" campus of six prefabricated buildings and four trailers. The school was called Southwest College, because it became a college for the Southwest community for those whose jobs and families prevented them from seeking education on a university campus. But even then plans were laid and ground broken for the \$26 million facility that now serves the entire City as well as the Southwest side of Chicago.

Richard J. Daley College, 1977-Present It was Richard J. Daley, Chicago's six-term Mayor, who laid the plans and broke the ground for the College. His commitment to the residents of the Southwest community made the college a reality, and so a week after his death, the School was renamed Richard J. Daley College. Mayor Daley did not live to dedicate the new building when its doors opened in 1981, but his ideals and aspirations for the people of Chicago are embedded in its walls. With a full-time faculty of 59 members and a student body of over 4,000, Daley College continues the tradition which began at Lane and Crane in 1911 of offering university-bound students a solid Liberal Arts education in their own neighborhoods at a cost working people can afford. Moreover, it continues to respond to the changing needs of Chicago and its people by infusing traditional studies with the technical, career, and occupational curricula to reflect the needs of our time. Daley College also provides an important community service by offering free literacy and English as a Second Language classes to more than 5,000 students in its Adult Education Program.

Daley's students study and work in a facility equipped with a 60,000-volume library; laboratories for Accounting, Chemistry, Physics, Biology, Mathematics, Languages, Microcomputers; ample classroom space; a gymnasium, a pool, a cafeteria and a Student Activities Center. Daley graduates transfer to colleges and universities of Illinois, or join the work force of Chicago.



MISSION STATEMENT

As one of the City Colleges of Chicago, Richard J. Daley College shares in the vision and mission of the District. In addressing the diverse community of the Southwest Side of Chicago, Daley College provides opportunities for higher education, professional growth, and cultural enrichment. Daley College is committed to high-quality, affordable programs which fulfill the educational and career needs of the community.

VISION

The goal of Richard J. Daley College is to become a model for providing programs and services to students and businesses to prepare them for the demands of the twenty-first century. The College will reach out to all parts of its community and will embrace the cultural diversity of the Southwest Side of Chicago.

PURPOSES

In order to fulfill its mission Daley College will:

- Provide the first two years of traditional college education by offering high-quality education in Liberal Arts and Sciences;
- Award Associate degrees and certificates to students fulfilling the requirements for Academic and Career programs;
- Prepare students for career entry, advancement, or further occupational education through Career and Certificate programs;
- Expand educational opportunities through Preparatory, Developmental and Basic Skills programs;
- Provide lifelong learning through Continuing Education courses and programs;
- Develop training and partnerships to fulfill the economic needs of the private and public sectors of Chicago;
- Provide intellectual, cultural, and social enrichment to the College community;
- Provide advising, tutoring, guidance, and related student services.

Daley College has a broad offering of courses in Liberal Arts and Sciences. In addition to transfer and pre-professional programs the College offers Vocational, Technical, and Occupational programs for entry level or career advancement. Pre-credit programs are offered along with Continuing Education, Adult Basic Education, the GED programs, and English as a Second Language courses to serve the needs of people who need additional support for the pursuit of their academic and career goals.

A wide array of special events at the College provide enrichment and affordable cultural experiences for the community.

Business partnerships and special contracts between Daley College and outside agencies give students and community unique opportunities for economic development and growth.

VALUES

Daley College values:

- A life-long learning process which helps students obtain, appreciate, and use knowledge.
- Self-respect, responsible, accountable, ethical behavior and open, honest communication.
- Creative challenges and pursuit of new ideas.
- Continuous improvement of programs for enhancement of academic excellence.
- Diversity.
- Partnerships with educational institutions, businesses, industry, government agencies and community groups and organizations.

City Colleges of Chicago - Standards Of Service Excellence

The City Colleges of Chicago is committed to addressing the diverse needs of our college community by providing the highest levels of service and support to our students, colleagues and anyone else who may be considered a “customer”.

Students are always our first priority as customers, but we also realize that anyone who interacts with any member of the faculty, staff, or administration at any of the seven City Colleges of Chicago or the District Office is a customer. This includes our colleagues, area high schools, four-year colleges, local employers, as well as the people who live in our communities. All of our customers are valuable and they each deserve excellent customer service.

At the City Colleges of Chicago, we are committed to the following Standards of Service Excellence:

Welcoming, Safe and Clean Environment - We will provide an atmosphere that is welcoming and hospitable to every student or other customer who walks through our doors. We will also maintain an environment that is safe for everyone with buildings and properties that are clean at all times.

Accessible Employees and Resources - We will make sure that the various employees and resources that our students or other customers need are accessible and available to them when and where they are needed.

Respectful and Courteous Treatment - We will treat all of our students and other customers with the utmost of respect and dignity. We will provide courteous service to all customers with full appreciation for the diverse backgrounds and cultures that are reflected in our college community.

Responsive and Accountable Employees - We will respond to the requests and needs of our students and other customers in a positive, professional and action-oriented manner. We will hold ourselves personally accountable for helping each of our customers resolve their issue.

Knowledgeable and Informed Employees - We will maintain the necessary expertise in our own jobs and have an understanding of the duties and responsibilities of other areas throughout the entire City Colleges system. If we cannot answer specific questions for our students or other customers, we will locate someone who can answer their question.

Clear, Concise Instructions and Explanations - We will make sure that any instructions, directions or explanations we provide to our students or other customers are clear and concise and that they fully understand what we are communicating to them.

Accurate and Useful Information - We will make sure that any information we provide to our students or other customers is accurate, up-to-date and useful in helping the customer resolve their issue.

Continuous Customer Feedback - We will regularly ask our students and other customers for feedback on our service so we can continuously improve our performance. We must always know if our customers feel that they are being served in a manner that meets or exceeds their expectations and makes them feel valued as individuals.

SYLVIA RAMOS, Ed.D., President

Cecile M. Regner, Vice President for Academic Affairs

INSTRUCTIONAL SERVICES

Jeff Janulis

Dean of Adult Education

Loretta Visomirskis, Ph.D.

Dean of Career and Economic Development

Jean M. Johnson

Dean, Continuing Education

Marwan Amarin, Ph.D.

Dean of Instruction

Nancy T. Koll

Assistant Dean, Adult Education

Gerardo Calderon, Manager, Adult Education

Arturo Velasquez West Side Technical Institute

Mary E. Ebadi

Manager, Adult Education

Rhonda Phillips

Director, Nursing Programs

STUDENT SERVICES

Gayle Ward, J.D.

Dean of Student Services

Milton Wright

Registrar

Yesenia Avalos

Assistant Dean, Student Services

Kenneth McKay

Assistant Dean, Student Services

Teresa McKinney

Assistant Dean, Student Services

Anthony Pena, Assistant Registrar

Arturo Velasquez West Side Technical Institute

Rhonda Smith

Director, Financial Aid

Melvin L. Anderson

Director of Student Activities

Sherry Hunter

Director, Student Support Services

James Loague

Assistant Director, Financial Aid

Arturo Velasquez West Side Technical Institute

SPECIAL SERVICES

Martha Ash

Assistant Dean, Information Technology

Maria Codina

School-College Partnerships

Arturo Velasquez West Side Technical Institute

Vernese Edghill-Walden

Associate Director, Research and Evaluation

Elinore Moore

Director, Human Resources

Duane Watts

Exec. Director, Business and Industry Services

BUSINESS SERVICES

Martin J. Faber, Executive Director,

Business, Administrative, Auxiliary Services

Robert Hogan

Director of Security

John Kozak

Assistant Director of Security

Christopher Stinson, Assistant Director

Business and Operational Services

Mohammad Siddiqi, Exec. Director,

Manufacturing Technology

Arturo Velasquez West Side Technical Institute

Campus	Office	Number	WSTI Office	WSTI Number
Academic Departments:				
Biology	3324	838-7732		
Business and Applied Sciences	2307	838-7635		
Computer Information Systems	L111	838-7750		
English , Speech and Languages	2107	838-7610		
Humanities and Social Sciences	3213	838-7721		
Mathematics	2307	838-7634		
Nursing	3114	838-7684		
Physical Sciences	3324	838-7732		
Administrative Offices	1107	838-7516	1237	843-4365
Admissions/Records Office	1408	838-7599	1230	843-4500
Adult Education (ABE/GED, ESL, Citizenship)	502	838-7800	2215	843-4546
Bookstore	L215	838-7818	1240	843-4617
Business Office	1403D	838-7539	1228	843-4530
Center for Distance Learning Testing	2408	838-7622		
Child Development Lab School	1120	838-7562		
Computer Labs	2414, L110	838-7923, -7748		
Continuing Education Division	1403	838-7551		
Dean of Adult Education	Bldg. 500	838-7795		
Dean of Career and Economic Development	Bldg. 200	838-0300		
Dean of Instruction	1107g	838-7594		
Dean of Student Services	1111a2	838-7582		
Director of Student Activities	L422N	838-7777		
Fax	1110	838-7524	1234	843-4518
Financial Aid	1111a6	838-7579		
GED Course Information	502	838-7800		
GED Testing Information and Test Scheduling	...	847-328-9795		
Honors Program	2422	838-7628		
Information Center	1110	838-7986		
Learning Resource Center (Library)	2118	838-7667	2220	843-4562
NovaNET Lab	2118	838-7673		
Security/Campus Police	1109	838-7608	Lobby	843-4529
Disability Access Office	1301	838-7915		
TTY Telephone	1301	838-7916		
Student Activities	L422	838-7777		
Student Advising	1111b12	838-7575	1232	843-4548
Student Government	L422M	838-7772		
Student Services	1111	838-7575		
Testing	2408	838-7774	1219	843-4515
Tutoring	L319	838-7980		
Veterans' Office	1408	838-7602		

STUDENT RIGHTS AND RESPONSIBILITIES

Students and former students have the right to inspect and review their educational records. Students and former students must put their request to inspect and review their educational records in writing. This request must be submitted to the chief administrator of the office in which the desired education records are located. The requested educational records will be made available to the student within 45 calendar days of the student's written request. A staff member of the college office where the student's records are located must be present at all times during the course of the inspection.

The student, during the inspection, has the right to request an explanation and interpretation of the records. The student has the right to a copy of the educational records. *EXCEPTION* The College may refuse the copy but only if in doing so, the institution does not limit the student's right to inspect and review that record. For example, a copy of a student's transcript can be refused if a "hold" for a financial obligation exists. In such a case, no directory information will be released, nor will transcripts be released to other educational institutions.

NON-DISCRIMINATION POLICIES AND PROCEDURES

Equal Opportunity in Programs, Services, and Activities Policy

The Board of Trustees of the City Colleges of Chicago prohibits discrimination, except as allowed by law, by any person with respect to hire, terms and conditions of employment, continued employment, admissions or participation in Board programs, services and activities based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state or federal law.

"Discrimination" includes harassment or the creation of a hostile working or learning environment based upon race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, marital status, disability or handicap, veteran status or the exercise of rights guaranteed by local, state or federal law. Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service, or activity. Prohibited harassment also includes where submission to or rejection of such conduct is the basis for an employment or educational decision, or where such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Pursuant to its policy and applicable local, state and federal laws, the Board of Trustees has adopted specific policies that prohibit Sexual Harassment, violations of Title IX of the Education Amendments of 1972 (concerning gender discrimination in education), and disability discrimination.

Discrimination and Harassment Complaint Procedures

Students who believe that they have suffered from a violation of the City Colleges' equal opportunity policies with respect to non-discrimination or sexual harassment may file a complaint with the District's EEO Officer who is charged with investigating complaints of this nature. The EEO Officer or designee addresses all equal opportunity concerns of CCC employees, applicants for employment, students or applicants for admission or any other person including complaints of discrimination, harassment or hostile work environment, retaliation, intimidation and requests for accommodation due to religion or disability. With respect to students or other persons, complaints of discrimination may concern admissions, participation, application of academic policies, educational or learning environment, or any other term or of participation in Board programs, services and activities. Students who file such complaints are protected from retaliation.

Students may contact the EEO Officer by direct number at (312) 553-2869, through the Office of Human Resources at (312)553-2900, via e-mail to eeofficer@ccc.edu or by mail to the City Colleges of Chicago, Attention: EEO Officer, 226 West Jackson Blvd., 12th Floor, Chicago, Illinois 60606

The complete text of the District's non-discrimination policies are contained in the Student Policy Manual. Copies of the City Colleges of Chicago Equal Opportunity Complaint Procedures and the Discrimination Complaint Form are available in the District Office, Office of Human Resources and in the Personnel Office at each of the seven City Colleges of Chicago locations. The policies and complaint procedures are also available at the City Colleges Website at www.ccc.edu/studentpolicy.

Prohibition Against Retaliation and Intimidation

Retaliation against and/or intimidation of employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited. Anyone who feels he or she is the victim of retaliation or intimidation should contact the EEO Officer to report such incidents immediately.

SMOKE FREE-WORKPLACE

City Colleges of Chicago is a smoke-free environment.

PROHIBITION ON UNLAWFUL DRUG & ALCOHOL USE

The City Colleges of Chicago prohibits the use or distribution of alcoholic beverages in or on college property, or in conjunction with any college activities, except as authorized by state law and specifically approved by the college president or the chancellor. The unlawful manufacture, distribution, dispensation, use or possession of controlled substances (as defined in the Controlled Substances ACT, 21 U.S.C. 812, section 202, schedules I through V) in or on college property is strictly prohibited.

The Board of Trustees of the Community College District No. 508, is governed by the Illinois Public Community College Act, (110 ILCX 805/1-1, et seq.) and the Rules for the Management and Government of the City Colleges of Chicago, with any amendments enacted or thereafter.

A student or employee who is found to be in violation of the above-stated prohibitions will be subject to disciplinary action, up to and including expulsion and/or dismissal from employment.

PRIVACY OF EDUCATIONAL RECORDS

Pursuant to the Family Educational Rights and Privacy Act, the Board of Trustees has adopted a policy with respect to students' rights of access to their educational records, and the disclosure of educational records to third parties. The policy is published in the Student Policy Manual.

Directory Information

City Colleges of Chicago hereby designates the following student information as "Directory Information." Such information may be disclosed by the colleges for any purpose, at their discretion.

Student's Name, Address, Telephone listing, Electronic Mail Address, Photograph, Date and Place of Birth, Major Field of Study, Dates of Attendance, Grade Level, Enrollment Status (e.g., full-time or part-time), Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Degrees, Honors and Awards Received, and the Most Recent Educational Agency or Institution Attended.

Currently enrolled students may withhold disclosure of any of the above "Directory Information" under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions and Registration, at the college in which the student is enrolled, prior to the first day of classes of each academic semester. Forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Registration at each of the City Colleges of Chicago.

Failure on the part of a student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Sexual Harassment

Prohibited harassment under this policy includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, where the conduct is made a condition of employment or participation in a Board program, service, or activity. Prohibited harassment also includes where conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Student Citizen Rights

Students who are citizens of the United States enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others. Foreign-born students have the same rights and responsibilities, except as limited by law. Among these basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse. The exercise of such rights will be subject to the necessity for the orderly functioning of the college, and are subject to valid and constitutional regulations by the college.

Right to Organize

Students have a right to form or join any college organization or club provided that they submit (and receive approval from) to the director of student activities (or designee) (1) a statement of purpose for the organization; (2) a standard statement of nondiscrimination; and (3) a list of officers or organizers. Such organizations or clubs will be permitted use of college facilities during normal operating hours when such use does not interfere with instructional or other activities at the college. Such organizations or clubs will comply with the rules and regulations of the college.

Standards of Conduct

City Colleges of Chicago students are expected to conduct themselves in a manner which is considerate of the rights of others and which will not impair the educational mission of the College. Specifically, all students assume an obligation to conform to Board Rules, the statement of Student Rights and Responsibilities and the following policies.

A copy of these Board Rules governing student conduct is available from the VP/ Dean of Student Services. Misconduct for which students are subject to College discipline, up to and including expulsion from the College, falls into the following categories:

1. All forms of dishonesty such as stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnish false information to the college.
2. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities.
3. Physical abuse of any person on institution premises, off-campus sites, City Colleges of Chicago owned property or at college sponsored or supervised functions.
4. Conduct which threatens or endangers the health and safety of any such persons who are present at supervised functions and places.
5. Theft or damage to college premises or damage to property of a member of the college community on institution premises.
6. Unauthorized use of college facilities.
7. Failure to comply with college officials acting in the performance of their duties.
8. Violations of the following City Colleges of Chicago Policies; (1) Academic Integrity, (2) Policy on Equal Opportunity in Employment (EEO), Programs, Services and Activities, (3) Drug and Alcohol Free Campus Policy, (4) Safety and Security Policy, and (5) IT Policy.
9. Retaliation against any students, program participants, employees or other persons who made complaints or who cooperate in the investigation of EEO matters and complaints, Student Grievances and/or Student Disciplinary matters.

Student Misconduct and Disciplinary Hearings

Any violation of the above stated categories may result in one or more of the following actions, including, but not limited to suspension or expulsion of the student from the City Colleges of Chicago:

Informal Hearing

(Suspensions of up to 5 days)

If, based upon existing evidence, the College President determines that the alleged student misconduct should result in discipline of the student of a suspension of five (5) or less school days, the student will be given a written statement of the charges against him or her and afforded an opportunity to present his/her version of the facts in writing no later than two (2) school days after receipt of the statement of charges. The College President will make a decision based upon the evidence in support of the charge and the student's response, if any. The College President may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order but in no event may such a suspension endure for more than five (5) school days without convening a formal disciplinary hearing.

The President's decision will be communicated to the student in writing. The College President may decide that:

- No discipline should be issued
- The student should be disciplined by suspension of up to five (5) school days, the student should be deprived of some privilege afforded other students, or a combination of both

- If evidence and circumstances suggest that discipline of expulsion or a suspension of six (6) or more school days is appropriate, the President may convene a formal disciplinary hearing. Except where the College President decides to convene a formal disciplinary hearing, the College President's decision will be effective immediately.

Formal Hearing

(Suspensions of 6 or more days or expulsion)

If a disciplinary hearing may result in the expulsion of a student or a suspension for a period of six (6) school days or more, the student will be accorded a formal hearing on the charges upon which such disciplinary action could be based. A representative of the student government, and such other persons as the College President designates, will be entitled to attend the hearing. Formal disciplinary hearings will be conducted as follows:

- The College President may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order. When a student has been suspended pending the hearing, the student will have a right to a hearing within five (5) days school days of the first day of the suspension.
- The hearing will be conducted by a hearing committee designated as follows: two administrators will be appointed by the College President, two faculty members will be appointed by the College Faculty Council, two student representatives (at least one of which must be an elected officer) will be appointed by the College Student Government Association.
- The College President will designate a chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. The accused student may waive the technical composition of the hearing committee if it is impractical to make the necessary appointments. At least twenty-four (24) hours prior to such hearing, the student will be advised in writing of the charges against him or her. The student will be entitled to representation by an attorney or advisor of the student's choice at the hearing and to the extent possible under the facts and circumstances of the case, the hearing will be scheduled to accommodate the student's schedule.
- The student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
- If an accused student fails to attend a formal disciplinary hearing after notice of the hearing in accordance with this Rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student's participation.
- The hearing committee's written recommendation to the College President will be based solely upon evidence submitted at the hearing.
- After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) school days. The recommendation will include a summary of the evidence on which that recommendation is based. The College President may accept or reject the committee's recommendation. The College President will advise the student, in writing, of his/her decision within five (5) school days of the receipt of the written recommendation of the committee.

- The College President's written decision to expel or to suspend the student in excess of five (5) days shall be forwarded to the Chancellor for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision has been forwarded to the Chancellor. The College President's decision shall not take effect until approved by the Chancellor after the appeal process, set forth in this Rule as follows, has been exhausted.
 - In the event the student charged disagrees with the decision of the College President, the student may appeal the decision in writing to the Chancellor within ten (10) school days of the student's receipt of the College President's decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Chancellor shall decide the appeal in writing within ten (10) school days after receipt of the student's appeal or within five (5) school days after the appeal period has expired. The Chancellor may uphold the College President's decision, limit its duration, reverse the decision, permit the student to enroll in another College in the system or make such other disposition as the Chancellor deems just and proper in the circumstances. The Chancellor's decision on the appeal shall be final and shall be effective immediately upon issuance.
2. If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) days of the incident to the Dean of Student Services, or their designated representative, detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) school days. If it is determined that a hearing is warranted to resolve the matter, a Student Disciplinary Committee (comprised of students, faculty, and administrators) will be convened to hear the grievance and render a recommendation. The Dean will receive the Disciplinary Committee's recommendation and make a final decision on the matter within five (5) school days from receiving the ruling from the Committee. The student filing the non-academic grievance should be notified in writing of the final ruling within five (5) school days of the hearing. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.
 3. If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) days of the incident, describing the aggrieved incident to the staff person's supervisor. The supervisor will investigate the incident and report back to the student their finding within five (5) school days. Based on the supervisor's findings the necessary action will be taken in accordance with the City Colleges of Chicago - Rules of the Board of Trustees, or the appropriate procedures outlined by the Collective Bargaining Unit. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.

Student Grievances (Non-Academic)

If any student feels he/she had been mistreated by another student, or a member of the college staff, the following "non-academic grievance" procedure should be followed:

1. If the student believes he/she is in immediate danger, or is threatened in any way, security should be notified immediately and a report filed.

CAMPUS SERVICES

Parking and Campus Security

Student parking passes are available from Campus Security with proof of registration. A large student parking lot is located south of 76th Street with entrances on 77th Street (Ford City Drive). This large parking area will accommodate all student parking needs. Handicapped students may use the handicapped area in the North Parking Lot (entrance through 75th Street). The “no parking” area just a few feet south of the entrance will now accommodate motorcycles and bicycles. Parking in unauthorized areas will result in a Warning sticker to be attached to the violator’s window. Repeat violators may be subject to disciplinary action.

Campus Security, staffed by law enforcement officers, provide campus (including parking lots) safety 24 hours around the clock. All lost and found articles are taken to the Campus Security Office, located in Room 1109. Your campus Identification Card photo may be taken or your I.D. revalidated by Campus Security also. Students are required to produce identification when requested by authorized personnel.

Child Development Laboratory School

The Daley College Child Development Laboratory School is accredited by the National Association for the Education of Young Children. Child care is available while parents are attending classes, studying or working. Children must be enrolled on a full-day, full-week basis.

The focus of the program is on the individual development of each child to be enrolled. Children must be three years (by September 1) through four years of age. ***Children five years of age will only be accepted if they missed the cut-off date for kindergarten.*** The Lab School also serves as a demonstration and training site for students majoring in child development, and nursing from the City College and other educational institutions. Hours of operation are from 7:30 a.m. to 4:30 p.m. For further information, call (773) 838-7562.

Child Care Drop-Off Service

The Child Development Laboratory School staff operates the Child Care Semester Program. The purpose is to benefit those students in need of child care for a few hours during the week on specified days, ONLY while they attend class. ***CHILDREN ARE ENROLLED ON A SEMESTER BASIS.*** Breakfast, Lunch, and or Snack are provided for the children depending on their designated scheduled arrival and departure times. There is a morning session and an afternoon session Monday through Thursday. For specific information, call (773) 838-7562.

Upward Bound

The Upward Bound Program is a federally funded program which works with high school students to participate in academic and career awareness activities. Students are encouraged to participate on-campus in the varied learning activities designed to meet the academic and personal development needs of first generation college students with scholastic potential. For more information, call (773) 838-7783.

Small Business/Economic Development

Since 1983, under the direction of the Director of Business and Industry Services, Daley College has offered a wide variety of business programs and services to meet the changing needs of local companies as well as to assist them at any level of growth. The Business Service Center, located on the Daley College campus in Building 200, is a small business incubator facility. It was designed for service businesses needing affordable office space in an attractive and professional environment with available office support services. For one low monthly fee, Business Service Center members receive an individual furnished office, personalized telephone answering, receptionist and reception area, parking, utilities, signage, notary public services, building maintenance and security. Members have a daily opportunity to network with other small business owners.

Also available is the “Office without an Office” option (ideal for new businesses just starting up on a part-time basis) which offers personalized telephone answering and a business mailing address. The Business Service Center offers the solution for home-based businesses to become legal and obtain a city business license. Business Service Center members also have access to copying and fax machines, secretarial and mailing services, conference rooms, a small business library and kitchen/eating area. Offices for the day are also available for rental. The key advantage of a business locating in the Business Service Center is the availability of on-site management consultation, technical assistance and confidential counseling.

The Business Service Center also offers management and technical assistance for existing small businesses or start-up ventures.

One-on-one consultation is available regarding business start-up, expansion or sale, writing a business plan, securing financing, marketing, advertising, accounting, recordkeeping, personnel, licensing, finding a location and business management. An extensive library of small business management books, magazines and SBA publications is also available. The Business Development Center sponsors its own Small Business Education Program with seminars available on Evaluating a Business Idea, Business Start-Up, Marketing, Writing a Business Plan, Taxes and Recordkeeping. Many seminars are offered several times a year. These programs are ideal for anyone beginning to think about starting a small business. For more information about membership or to receive a current seminar schedule, call the Business Service Center at (773) 838-0300.

Bookstore

Books assigned by Daley College faculty can be purchased at C & W Books Inc., official Daley College bookstore, located in the main building, 7500 South Pulaski Road, Room L215, 773-581-3200 or 773-838-7818. The function of the bookstore is to provide all required and recommended texts, as well as related and general supplies, to Daley College students. Textbooks and supplies are priced at the lowest cost possible to the student. The bookstore also handles supplies, jackets, sweatshirts, tee-shirts, and paperback best sellers. Students may purchase texts for each semester, usually a week before classes start and any time thereafter, and should bring their class schedule when purchasing texts. Do not write or mark in any book until you are sure that there will be no need to return it.

Textbook Return Policy

You may return any textbook purchased at C & W Books Inc., for a full refund without a withdrawal slip **ONLY** for the first 5 days of the semester, or the first 3 days of the Summer Session, during which it was purchased. After this period, you must present a valid Withdrawal Slip in addition to meeting the conditions listed below. To be eligible for a refund all textbooks must:

- **BE RETURNED BY THE DATE POSTED.**
- Still be in saleable condition. New books must be completely clean and unmarked in any way.
- Still have the bookstore sticker affixed to the book.
- Be accompanied by a Cash Register Receipt that was given to you at the time you purchased the book.
- **WRAPPED OR BOXED MERCHANDISE MUST NOT BE OPENED.**
- The Manager reserves the right to make the decision on the condition or salability of the merchandise.
- **NO REFUNDS** will be given during the last two weeks of any semester.

Your cash register receipt will be stapled to a copy of this refund policy. Check your receipt carefully, and then keep it. This cash register receipt is your **ONLY** proof of purchase, and **MUST** be presented with any book for which you want a refund. No refund will be made unless you have your cash register receipt. The refund deadlines for each semester will be prominently posted in the bookstore each term and are binding. **NO** refunds will be made at any time on Trade Books, Paperbacks, Technical Reference Books, or Special Orders unless they have a publishers defect.

Used Book Buy-Back Policy

Absolutely no books will be accepted after the initial refund period. Texts will be bought back during the finals week for one-half the price only if the edition is current, the book is designated again for the following semester by the college and the store has a need for the text. Old editions and books in poor condition have no value.

Change of Title/Edition

Changes to new textbooks are made by the course instructor. Change in edition is made by the book publisher.

Bookstore Hours

Normal bookstore hours are Monday-Thursday 9:00 a.m.-6:00 p.m.; Friday, 9:00 a.m.-2:00 p.m.; Saturday as needed - check with the bookstore. There are special extended hours during open registration and textbook buy-back. Check with the bookstore or the semester class schedule for specific hours.

Computer Labs

Computer Labs are available to registered students to assist them with their needs for writing and research. Consult the labs for hours of operation: Room 2414, 838-7923, and Room L110, 838-7748.

Learning Resource Center (Library)

Located in the center of the second floor in room 2118, The Learning Resource Center (LRC) is the “Heart of Daley College” both physically and educationally. The LRC offers students print and non-print resources needed to support their classroom assignments and personal studies. Professional librarians are available to assist with research, to answer questions about library materials, and to provide both individual and group orientations to the library in their educational role as faculty members.

The Library

- Circulates a collection of over 61,000 books.
- Subscribes to nearly 200 current periodicals and newspapers.
- Makes Full-Test periodical databases available for 24/7 student use: Proquest, EBSCO, and First Search.
- Provides access to subscription databases like The Oxford English Dictionary, The Physician’s Desk Reference, CQ Researcher, and Opposing Viewpoints.
- Maintains a special collection of Reference Books to support teaching curricula.
- Houses a microfilm/microfiche collection of back issues of periodicals.
- Provides twenty-five terminals for Internet access.
- Provides access to educational DVDs, over 800 videotapes.
- Offers spacious facilities with well-planned individual and group study areas.
- Provides students and staff with 24/7 access to the City Colleges collection of E-Books in Net Library.
- The Library Web Page at <http://faculty.ccc.edu/colleges/daley/library/index/index.htm> an informational portal that provides 24/7 access to a variety of resources.

*Library Hours*Fall and Spring Semesters

- 8 a.m. to 10 p.m. Monday through Thursday
- 8 a.m. to 5 p.m. Friday
- 9 a.m. to 2 p.m. Saturday

Summer Semester

- 8 a.m. to 8 p.m. Monday through Thursday
- 8 a.m. to 4 p.m. Friday
- Closed Saturday

Interim

- 8 a.m. to 4 p.m. Monday through Friday

The Daley College Library's mission is to provide services and resources that support and reflect the general mission of both Daley College and the district. The library's collection is developed to promote the educational, cultural, and vocational needs of the student body, the staff and the faculty as well as the community as a whole. The Daley College Library serves a diverse community of users and celebrates this diversity. Our diverse library users, interpreted here, as those engaged in a lifelong pursuit of learning are provided resources and services to aid them in their quest. We strive to treat our users with courtesy and respect, to provide access to timely and relevant sources of information, and to provide knowledgeable reference assistance and user instruction in a quiet environment.

Tutoring Services

Tutorial services are available to assist students:

- In acquiring the basic understanding for completing a course.
- To overcome language barriers.
- To develop comprehensive mathematical skills.
- To develop reading and writing skills necessary for success at the college level.
- To enroll in appropriate courses by means of placement exams.

Tutors can usually be scheduled to accommodate the student's schedule. For more information, contact the academic department for tutoring in an individual course area.

NovaNET

The NovaNET™ System is a computer-based, online learning system linking educators with progressive technology and proven teaching methods. It is the culmination of more than 30 years of educational research and technological development begun at the University of Illinois. NovaNET lessons are self-paced, available 24 hours a day, and can either be used in the classroom or accessed remotely. The NovaNET system offers the world's largest library of online instructional materials. The extensive offerings and the flexibility of the online delivery system have led to the NovaNET system's successful implementation in a variety of settings and programs.

NovaNET is located in the Learning Resource Center. For more information please contact the site administrator at Richard J. Daley College, 773-838-7775.

Disability Access

The Disability Access Office is open to assist students who require specialized support services to successfully complete their academic program. The office is generally open from 8:00a.m. until 4:00 p.m. Monday through Friday with extended hours during Open Registration weeks. Disability Access is located in Room 1301 just outside the Admissions and Records office. Support services include but are not limited to the following:

- Tutoring
- College and community resource referrals
- Note takers
- Sign language interpreters
- Readers
- Exam Proctors
- Workshops to enhance college and community awareness
- Technologically advanced adaptive equipment

The phone number is 773-838-7578; for TTY users, 773-838-7916.

Student Activities

Students are offered a variety of opportunities to develop outside the classroom. College community members sponsor guest lecturers, cultural exhibits, movies and documentaries, just to name a few example activities. All students are highly encouraged to actively participate in all the activities offered to them. Events are publicized throughout campus, but the Student Activities Center or Student Services Office will always have up-to-date information.

Student Activities Center

Located in Room L422 the center serves as a meeting space for all students and provides office space for all recognized student organizations. The center offers a variety of recreational activities for students, including billiards, pin-pong, a large television and video games.

Student Organizations

The student organizations offer personal development opportunity to the student body at Daley College. By joining or creating a recognized student organization, the student has now taken a step to learn more about themselves and the community in which they live. Membership in any one of the organizations allow for the student to reach their potential and become a leader and role model within the student community.

Student Government Association

Student Government Association (SGA) is a board of elected students to represent the entire student body. While there is a set executive council component, every recognized student organization also is given a representative seat at every meeting. The SGA works closely with all members of the Daley College community, including faculty, staff and administration.

College Credit

ASSESSMENT OF STUDENT LEARNING

The major educational objective of Richard J. Daley College is student learning. That objective is embedded in the college tactical/educational plan as “Goal I: Program quality improvement through assessment/institutional effectiveness.”

To pursue this goal, Assessment based on learner outcomes is conducted throughout the College. Student examinations, papers, portfolios, and other course materials are reviewed and evaluated each semester by the College Institutional Assessment Committee. Student work is measured against the standards established by cross-disciplinary faculty subcommittees. The results are used to identify areas of strength and areas for improvement. The process is faculty-driven and coordinated by the Dean of Instruction.

The purpose of Assessment is:

- To highlight student learning as a defining aspect of Daley College
- To improve curricula, instruction, and student services
- To increase the priority of learning outcomes for students
- To heighten student awareness of Assessment-driven continuous institutional improvement

Continuous Assessment of student learning has resulted in on-going improvement of Daley College programs and services. The Institutional Assessment Committee promotes the process and makes it part of the institutional culture at Daley College.



ACADEMIC DEPARTMENTS

To meet the students' educational needs, the academic disciplines at Daley College are distributed in the following instructional departments:

Biological Sciences

- Biology
- Botany
- Dentistry
- Medicine
- Microbiology
- Optometry
- Pharmacology
- Zoology

Business and Applied Sciences

- Accounting
- Business
- Child Development
- Community Health Care Worker
- Criminal Justice
- Education
- Management/Marketing

Computer Information Systems

- E-Systems Technologies
- Networking Technologies
- Productivity Applications
- Programming

English, Speech and Foreign Languages

- English
- Italian
- Literature
- Reading
- Spanish
- Speech

Humanities and Social Sciences

- Anthropology
- Art
- Economics
- Fine Arts
- Geography
- History
- Humanities
- Music
- Philosophy
- Political Science
- Psychology
- Social Science
- Sociology

Manufacturing Technology

- Maintenance Mechanic
- Manufacturing Technology
- Transportation: Distribution Logistics

Mathematics

Nursing

- Registered Nurse

Physical Sciences

- Astronomy
- Chemistry
- Engineering
- Environmental Studies
- Geology
- Physics

DEPARTMENT CHAIRPERSONS

Biological Sciences

Peter Malo, Ph.D.

Room 3324 838-7732

Business and Applied Sciences

Business – Horace Simon

Child Development – Joy Terrell Hearn

Criminal Justice - Vincent Russo

Room 2307 838-7635

Computer Information Systems

Shahid Dardai

Room L111 838-7750

English, Speech and Foreign Language

Yvonne Williams-McMillan

Room 2107 838-7610

Humanities and Social Sciences

Eugene Bender

Room 3213 838-7721

Mathematics

M. Vali Siadat, Ph.D., D.A.

Room 2307 838-7634

Nursing

Rhonda Phillips, Director

Room 3114 838-7684

Physical Sciences

Gerry Capen, Ph.D.

Room 3324 838-7732

City Colleges of Chicago Student Policy Manual

http://ccc.edu/ss/Student_Policy_Manual.shtml

ADMISSIONS POLICIES AND PROCEDURES

Admission Eligibility

The City Colleges of Chicago are open admission colleges. Everyone is welcome. All students are required to take the District assessment and placement tests (unless you are a transfer student or choose to use recent ACT scores). Incoming students who have earned a grade of “C” or better in college level English or math courses (from a regionally accredited institution, (www.accreditedschools.org) are exempt from being tested, provided official transcripts are submitted verifying successful completion of courses. (See the Testing Policy Manual for more information regarding testing). Students who are admitted to college credit programs include:

- Graduates of accredited high schools
- GED completers
- Transfer students from other colleges or universities
- Adult students 18 years of age or older who have not earned a high school diploma or a GED (these students must take a college placement exam for course placement)
- Students 16-18 years of age, recommended by their principal or accepted for participation in a special area of study, who score at college-level on the placement exam
- City Colleges of Chicago grants H-1B, H-1C, J-1 & J-2 visa holders living in the City of Chicago, In-District tuition.
- The criteria for granting approval for H-1B, H-1C, J-1 & J-2 visas holders for the City Colleges of Chicago, In-District tuition should be accompanied by:
 - * Copies of employment documents and/or visa
 - * Proof of Chicago residency
 - * Letter from employer authorizing college attendance, if applicable
- Once submitted, the visa holder’s application will be complete and the potential student will be authorized to enroll in the maximum hours outlined in their employment contract.

Admission Eligibility and Procedures – Adult Education

The Adult Education Program offers classes to students who want to improve their basic skills in reading, writing, and mathematics, prepare for the GED examination, prepare for the Citizenship/Naturalization examination, and/or study English as a second language. Adult Basic Education/General Educational Development (ABE/GED) classes are also offered in Spanish to prepare students who wish to take the GED test in Spanish. All classes are tuition-free to eligible students. Students enrolled in Adult Education classes do not earn college credit in these classes.

Adult Education Program classes are open to adults, 19 years of age or older, who do not have high school diplomas. Persons who are 16, 17, or 18 years of age may enroll only if they are no longer enrolled in other secondary educational programs. Students who are 16, 17 or 18 years of age must provide one of the following forms of documentation to be admitted to the Adult Education Program:

- transcript with withdrawal date from the last high school that the student has attended;
- a letter from the last school of attendance, stating that the student is no longer enrolled; or
- a letter from the high school within the student’s district that states that the student does not attend that school.

Students who have high school diplomas may only be served in Adult Education programs if they test below the sixth-grade level in reading.

A student who wishes to enroll is required to participate in orientation, take a placement test; complete an admissions data form and outcome form; and may be asked to supply additional documentation.

Adult Education students may enroll in a maximum of 16 credit hours in beginning - and intermediate - level classes and a maximum of 19 credit hours in advanced - level or GED - Review level classes.

New Adult Education Students

All new students are required to attend an orientation, as provided by their college, before enrolling in the Adult Education Program for the first time.

Assessment and Placement – Adult Education

Prior to registering in Adult Education classes, students are required to take necessary placement examinations. All students are also required to complete an outcome plan with an advisor or an Adult Education staff member during registration each year.

General Admissions Procedures

New Students (degree/certificate seeking)

New full-time and part-time students who are seeking a degree or other certification must complete the following steps:

1. Complete an Information Form
2. Take the City Colleges of Chicago placement test as required of all new students (Students submitting proof of successful completion of college level math, English and reading or opting to use ACT scores are exempt from testing) *
3. Students who have not graduated from a regionally accredited high school or have not earned a GED certificate must score at or above a federally-designated level, on a test approved by the U.S. Department of Education, in order to be eligible for financial aid. The test must be administered at the City Colleges of Chicago. All parts of the test must be taken on the same day.



Transfer Students

Transfer students must complete the same steps as “New Students”. Additionally, they must submit official transcripts from accredited colleges and universities previously attended and/or take appropriate placement tests based on program requirements.

Former CCC Students

Former students returning in good standing and have not attended another college or university do not have to apply for readmission.

Adult Education students

Students who have not continuously enrolled and regularly attended classes from one term to the next will need to be reassessed by a designated administrator before reenrolling in classes.

Excluded Students

Any full-time or part-time student excluded or dropped from one of the City Colleges of Chicago, must petition for readmission. Petitioning students must submit the following:

1. Completed College petition form
2. Any additional documentation requested by the Readmission Committee

Admission for Signature Program/Plan

Admission to college doesn't guarantee admission to signature academic program/plans. (i.e. Nursing, Physicians Assistants, Dental Hygiene, etc.) Signature program/plans are conducted on a limited enrollment basis and have admissions requirements in addition to the general admissions criteria. Students who apply for admissions to signature program/plans must follow special procedures. (Consult www.ccc.edu for admission requirements.)

International Students

It is expected that international students will have successfully completed the equivalent of primary and secondary education prior to enrollment. Students must comply with the following requirements:

1. Submit an international student admissions application packet

2. Submit transcripts from all secondary institutions attended, as outlined on our website at <http://www.ccc.edu/isa/>
3. Pay the I-20 student visa processing fee
4. Achieve a minimum score of 450 on the Test of English as a Foreign Language (TOEFL) written test or a minimum score of 133 on the computerized test unless they are from a country where English is the official language.
5. Show proof of health insurance. All International students with F-1 non-immigrant student visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board of Trustees. Such students must present proof of this insurance upon every registration and/ or upon request.

International students already in the United States on F-1 non-immigrant student visas must:

1. Complete the International Student Application Packet
2. Complete the transfer verification form
3. Send an official copy of all transcripts from universities or colleges attended
4. Pay the I-20 student visa processing fee
5. Show proof of health insurance. All International students with F-1 non-immigrant student visas admitted to the City Colleges of Chicago are required to purchase and maintain medical/health insurance equal or comparable to the student insurance coverage plan adopted by the Board of Trustees. Such students must present proof of this insurance upon every registration and/or upon request.

Students with Disabilities

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of its services, programs or activities, or be subjected to discrimination. City Colleges of Chicago's goal is to promote equality of opportunity and full participation in our services, programs and activities. We will endeavor to provide reasonable modifications and/or accommodations to qualified individuals in accordance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and all pertinent federal, state and local anti-discrimination laws. Students who believe they have a need for disability accommodations or modifications are responsible for requesting such accommodation or modification and are responsible for providing all

requisite documentation to verify eligibility to the Disability Access Centers. The Disability Access Centers will make every effort to accommodate qualified students with disabilities as required by law.

High School Students

Students 16 years of age or older still enrolled in a high school in the Chicago district may be considered for enrollment in credit courses at the college. Students must have the written consent of their high school principal or counselor and have qualified for college classes through placement testing or previous course completion.

Students under 16 years of age in a gifted or accelerated program may be admitted to college courses with the approval of the Registrar and the high school principal. High school students are required to meet the same standards as any other college student and are awarded the same college credit for courses successfully completed. Course credit will be held in escrow until the student has graduated from high school. All questions regarding enrollment of high school-age students should be referred to the Admissions and/or Advising Offices.

Concurrent Enrollment within the District

Concurrent enrollment within the District (at more than one of the City Colleges) is permitted. If the student is enrolled in equal number of hours at more than one college, the first college in which the student is enrolled is considered the home campus.

Concurrent Enrollment outside the District

If a student receives financial aid, the student must have written approval for concurrent enrollment outside the District from the Financial Aid Office, in order to receive financial aid based on enrollment at both institutions.

Assessment and Placement

Prior to registration and to ensure proper academic placement, all first time credit and Adult Education students will take appropriate District assessment/ placement tests. A student intending to enroll in a course which does not have a prerequisite may enroll, but will not be permitted subsequent enrollment in a course requiring a prerequisite without taking appropriate and placement test(s).

Admission to a City College does not ensure entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their program. Results from the District assessment and placement

tests will determine enrollment level in the program of choice (depending on program requirements).

High school graduates may use ACT scores for placement. Scores must be less than two years old.

Credit students may obtain a placement test waiver if they have received a grade of “C” or better in a college-level English or math course or have already earned an Associates degree or higher. Students requesting a waiver must provide a transcript to document successful completion of college-level course work, particularly English 101 / Freshmen Composition.

Assessment and Placement - Adult Education

Prior to registering in Adult Education classes, students are required to take necessary placement examinations. All students are also required to complete an outcome plan with an advisor or an Adult Education instructor during registration each year.

International Students - Requirement for Test of English as a Foreign Language (TOEFL) and Waivers

The City Colleges requires prospective international students whose native language is not English to take the Test of English as a Foreign Language (TOEFL) or, if TOEFL is not available in the student’s country of origin, a substantially equivalent test. The TOEFL test requirement will be waived if the international students originate from a country where English is the official language. A transcript with a test score of at least 450 (133 on computerized tests), will be a part of the completed application process before the Dean of Student Services or designee may issue an I-20 form. The testing requirements of this rule may be waived by the College President upon the recommendation of the College English Department Chair, providing the International student has demonstrated proficiency in English as a foreign language.

Transfer Credit

Students transferring credit to the City Colleges of Chicago are required to submit official college transcripts reflecting all credits earned at other regionally accredited institutions (www.accreditedschools.org) previously attended. Successful completion of courses with a grade of “C” or better will be evaluated. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation. Transfer credit is not calculated into Grade Point Average (GPA). Approved transfer hours will be posted to degree seeking students’ academic records by the

Registrar’s Office to facilitate accuracy in advising and course selection.

Evidence of successful completion of college courses at another educational institution does not, in and of itself, qualify a student for financial aid.

Internal Inter-Career Transfer

Courses taken at City Colleges of Chicago in a career(s) other than the student’s current career will not be factored into the calculation for graduation hours, cumulative hours, cumulative GPA, graduation GPA, academic standing, or satisfactory progress. Courses taken in another career(s) will not be included in the graduation calculation until the student formally enters that career and the internal inter-career transfer process occurs.

Credit for Prior Learning / Credit by Assessment

College credit may be granted for specialized courses, general education courses, or elective courses through the evaluation and/or assessment of appropriate prior learning experiences. Grades will not be awarded and credit earned will not factor into Grade Point Average (GPA). The City Colleges of Chicago may grant credit for college-level knowledge and skills acquired outside the classroom in two ways:

Credit by Examination

A student may earn college credit by successfully completing one or more of the following examinations: General Education Examinations or College Level Examination Program (CLEP), Criminal Justice/Police Proficiency Examinations, DANTES Examination, and/or the Medical Terminology Examination. Grades will not be awarded and credit earned will not factor into Grade Point Average (GPA)

Credit by Evaluation

A student may request evaluation for City Colleges’ credit of on-the-job training and development courses, or of courses taken at a non-collegiate institution. Grades will not be awarded and credit earned will not factor into Grade Point Average (GPA). A student may earn City College credit through one or more of the following evaluation processes: Portfolio Evaluation, Military Evaluation, Evaluation of Foreign Credentials, Evaluation of Certified Child Development Associate Credential, Evaluation of Emergency Medical Services (Paramedic Training), and/or Evaluation for Licensed/ Practical Nursing Bridge Programs

Standard fees may apply to process Credit By Assessment /Prior Learning applications. Grades will not be awarded and credit earned will not be factored into Grade Point Average (GPA). Credit earned through the Credit for Prior Learning Program is considered transfer credit and will not be calculated into grade point average. Credit for Prior Learning may be awarded to CCC students after they have earned fifteen (15) hours within the City Colleges of Chicago. The Chancellor or designee will establish procedures for the awarding of such credit consistent with the policies of accrediting institutions. For more information about Credit for Prior Learning Programs, please contact the Office of Student Affairs at (312) 553-3363 or go to the website (www.ccc.edu/co/prior.shtml) and click on course offerings.

Sunset Policy

Students will have to change their program/plan if they are enrolled in an academic program/plan that has been identified for discontinuation by the City Colleges of Chicago and/or the Illinois Community College Board. Their change to a different program/plan must be completed prior to the "sunset date" (i.e., the official inactive date). They shall be required to consult with a College Advisor to facilitate the change in an active program/plan. These provisions stem from the City Colleges of Chicago Sunset Policy and Procedures.

Advanced Placement Program

High School students completing advanced placement courses and receiving scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the College Board Advanced Placement Examinations will be awarded transfer credit for the equivalent college credit course. For more information on the Advanced Placement Program, please contact the Office of Student Affairs at (312) 553-3363.

Military Credit

Credit toward graduation may be granted to a veteran for certain armed forces/military service experiences and armed forces schooling. All applications must be documented. For more information about Military Credit, please contact the Office of Student Affairs at (312) 553-3363.

TUITION, FEES, WAIVERS AND REFUNDS

(current rate is subject to change without notice)

Tuition, fees and charges are determined by the Board of Trustees of Community College District 508, which operates the City Colleges of Chicago. All tuitions, fees and charges are subject to change at any time by the Board of Trustees.

Tuition and fees are payable at the time of registration. Other charges are payable when incurred.

Residency

Enrollment of students is classified, for the purpose of determining fees and tuition, as in-district, out-of-district, out-of-state students or international students. Preferred documents which can be used for residency verification include:

1. Driver's License
2. Voter Registration Card
3. Copy of Lease
4. Utility or Telephone Bill
5. State of Illinois Identification Card
6. Mexican Consular ID

Dependent Registrants may present the following:

1. State of Illinois Identification Card
2. Utility or Telephone Bill
3. Copy of Lease in Parents' Name(s) at Student's Address

In-District Students

To qualify as in-district, students must reside within the City of Chicago for at least 30 days immediately prior to the date established by the District for classes to begin for the term.

Out-of-District Students

Students who reside in Illinois but outside Chicago for at least 30 days prior to the date established by the District for classes to begin are considered out-of-district students. Students may be required to furnish legal evidence proving residence.

Out-of-district students, who want to obtain a degree or certificate offered by one of the City Colleges of Chicago, but not their own district community college, should refer to the Tuition Chargeback section of this manual.

Out-of-district students working 35 or more hours per week in the City of Chicago may qualify for in-district tuition by showing proof of full-time employment. Verification on company letterhead must be submitted for each enrollment. (A pay stub, employee ID, or company letterhead with a Chicago address is deemed acceptable.)

Out-of-State Students

Students who legally reside outside of Illinois are considered out-of-state students.

International Students

Students holding F-1, non-immigrant student visas are considered International Students, regardless of residency.

Adult Education Students

Students who reside outside of the State of Illinois may not enroll in adult education classes.

Students who are admitted to the City Colleges of Chicago by student (I-20) or other visa types are ineligible for adult education classes.

All Adult Education classes and instructional materials are free.

Distance Learning

For courses offered via **Internet or Teleweb**, the current In-District tuition rate will apply, subject to Illinois Community College Board regulations. This tuition rate does not apply to International Students.

Miscellaneous Fees

Fees that are assessed to students are determined by each college.

Required Fees

The following fees associated with course registration are required. They include, but are not limited to:

- Registration Fees
- Activity Fees
- Partial Payment Fees
- CDL Licensing Fees
- Lab Fees

Non-Refundable Fees

The following fees associated with course registration are non-refundable. They include, but are not limited to:

- Registration Fees
- Partial Payment Fees
- Activity Fees (activity fees may be refunded if courses are dropped before the term begins)

Financial Obligation

Students are expected to pay when enrolling. Acceptable payment includes cash, check, credit/debit cards or enrollment in F.A.C.T.S eCashier. Failure to make appropriate payment arrangements within two business days of enrollment will result in the initiation of drop processing of all enrolled classes.

Students who have a delinquent account with the District will have a delinquency service indicator placed against all records. Students with delinquency service indicators for any career program/plan will not be allowed to register or receive transcripts, degrees or certificates until their outstanding balances have been resolved and the service indicator has been released. Refunds will not be made to students who have any outstanding obligations to the District.

Tuition Chargeback

Chicago residents who wish to enroll in a program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another public community college in Illinois where the desired program is offered. Applications may be obtained and additional questions answered by calling the Chargeback Info line at (312) 553-2764 at least 30 days prior to the beginning date of the semester or term of enrollment at the college the student plans to attend.

Non-Chicago residents who plan to enroll in a college program that is not available at a community college in their district should apply for tuition assistance to their local community college board office or to their high school district in those districts having no community college board.

Waivers

Senior Citizens (65 years of age or older) - Senior Citizens may be eligible for a tuition waiver for the first six regular college credits during the late registration, if seats are available. Proof of senior citizen status is a birth certificate, driver's license, or RTA Special Users' Pass, and must be presented at time of registration.

Public Aid Recipients - Public Aid recipients may apply for tuition waivers only after they apply for Financial Aid and have been determined as Financial Aid ineligible. Public Aid recipients may be eligible for a tuition waiver of up to five credit hours. No waiver is applicable when six or more credit hours are scheduled.

Tuition Waiver for City Colleges Employees

All full-time employees are eligible to receive free tuition at City Colleges for themselves, a spouse and dependent children up to age 25. Free tuition is limited to credit classes only. The employee is required to pay all student fees. Employees are required to accompany the spouse or dependent child to college registration. After the student has registered, they and the employee should proceed to the Business Office, where tuition is normally paid. At the Business Office, the employee shows his/her picture ID and a copy of their latest Federal Income Tax Return (Form 1040), proving that the student is a dependent. At that time, tuition is waived and any required fees are paid.

Drop Policy

Students may drop courses during the first seven days from the start date of class for main session (or equitable time period for special sessions) without incurring a penalty. After the first seven days of the start of class for main session (or equitable time period for special sessions), no refunds will be allowed.

Refunds - Credit Courses

Refunds for student-initiated withdrawals (WTH) are available at one hundred percent of tuition and applicable fees only if processed during the first seven days from the start of class for main session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student withdraws after the first seven days of class.

Refunds - Continuing Education

Refunds for student initiated withdrawals (WTH) are available at 100 percent of tuition and fees if processed before the first day of class (less applicable course withdrawal charges and non-refundable registration charges). No refunds are issued once classes have begun.

Refunds - No-Show Withdrawal /

No Show 1 Day (NSW and NS1)

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1's). Students will be held accountable for the payment of tuition and fees of NSW/NS1 courses. Federal financial aid cannot be used to cover the cost of NSW/NS1 classes. Students who do not attend any of the first three class sessions will be withdrawn from the class by the instructor and issued an NSW. Students only attending one of the first three class sessions will be withdrawn and issued an NS1. Students who do not attend the first class session of a course, which meets only once per week, will be considered No-Show (NSW).

Distance Learning Courses - Students registered in distance learning courses who fail to log-on to the web site for their course at least two (2) times before the 10th day of the term will be withdrawn from the class and issued an NSW.

Student Initiated Withdrawal

It is the student's responsibility to officially withdraw from courses. Failure to withdraw will result in mandatory payment of tuition/fees and/or a failing grade.

- Full tuition refunds are available at one hundred percent, minus any applicable fees, if processed during the first seven days of the start of class for main session (or equitable time period for special sessions) without incurring a penalty. No refund will be allowed if a student formally withdraws after the first seven days of class.

- There will be no refund for Continuing Education classes once classes have begun.

Documented extenuating/mitigating circumstances may be considered for possible exceptions to the District Refund Policy.

Continuing Education Withdrawals

A full refund of tuition and fees paid, less applicable course withdrawal charges and non-refundable registration charges, will be made to a student who withdraws before the official first day of classes.

Adult Education Program

Enrollment Exclusions

Adult education students who are unable to complete coursework must officially withdraw from classes by completing withdrawal forms in the in the Adult Education Office.

An Adult Education student who does not attend at least one of the first three class sessions will be marked as NSW (No-Show) and will be withdrawn from class. Also, Adult Education students who either miss five consecutive class sessions or are not present in the three consecutive weeks immediately preceding the midterm date will be marked ADW (Administrative Withdrawal) and will be withdrawn from class. An Adult Education student who receives two consecutive NSWs, ADWs, or both an ADW and an NSW consecutively may be excluded from enrolling in the subsequent term. The student may appeal this exclusion to the Adult Education Dean.

Student Responsibilities

It is the responsibility of each student to become knowledgeable of the policies, procedures, and requirements to satisfy the conditions of registration and criteria for enrollment in and completion of courses and academic programs. Students are responsible for developing their class schedules, enrolling in the required laboratory courses, and satisfying the prerequisite and/or co-requisite course requirements. Each student must accurately record and provide proof of their residential status and demographic data to complete their registration. Failure to fulfill these responsibilities can cause additional fees and/or affect enrollment status. The Colleges will provide a variety of services to help students satisfy their responsibilities.

Academic Integrity

The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this, students are expected to adhere to high standards of honesty in their academic endeavor. Plagiarism and cheating of any kind are serious violations of these standards and will result, minimally, in the grade of "F" by the instructor.

Academic Dishonesty

Academic dishonesty is a serious offense, which includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz or use of technology devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it also includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention or alteration of any information (data, results, sources, identity, and so forth) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Lastly, plagiarism involves the failure to acknowledge sources (of ideas, facts, charges, illustrations and so forth) properly in academic work, thus falsely representing another's ideas as one's own.

Penalties for Academic Dishonesty

In individual cases of academic dishonesty, sanctions may range from a written warning to a failing grade for the course; the severity of the penalty is left to the discretion of the instructor. Additional sanctions may be imposed up to and including dismissal from the City Colleges when circumstances warrant it.

Financial Aid and Scholarships

The Financial Aid Office is responsible for administering and coordinating aid funds from federal, state and some college sources. The primary goal of the Financial Aid Office is to provide financial assistance to applicants who, without such aid, would be unable to attend Richard J. Daley College.

A variety of financial aid is available to qualified students attending Richard J. Daley College. Questions concerning financial assistance should be directed to the Financial Aid Office located inside Student Services Rm. 1111.

Eligibility Requirements and General Application Procedures

An eligible applicant must

- be a citizen or permanent resident of the United States.
- be enrolled in a financial aid eligible program.
- not be in default on a Federal Perkins Loan, Federal Stafford Loan, Federal Parent Loan for Undergraduate Students, or Federal Supplemental Loan for Students
- not owe a repayment to a grant program.
- make satisfactory academic progress toward a degree as defined by Richard J. Daley College.
- be aware that financial aid will not cover audit classes.
- agree to use any student financial aid received solely for educational expenses.

To apply for any type of financial aid, students must complete and submit the Free Application for Federal Student Aid (FAFSA) with Richard J. Daley College listed as one of the student's school choices. **Richard J. Daley College's school code is 001649.** The FAFSA can be completed online at www.fafsa.ed.gov.

Students must reapply for financial aid each academic year. The Financial Aid Office sends reminders each year to currently enrolled Daley College students to apply for financial aid; however, ultimately it is the student's responsibility to contact the Financial Aid Office regarding application procedures.

Students who receive financial assistance and withdraw from the College, or cease to participate in a semester without formally withdrawing from the College before the 60 percent point in time for the period of enrollment may be required to repay a portion of their award(s) from any College refunds which they may have been eligible to receive. The exact amount to be repaid to financial aid accounts will be determined by the amount of aid received, the educational costs incurred and the length of time attended during the semester.

Satisfactory Academic Progress

A student's inability to maintain Satisfactory Academic Progress can result in the loss of financial aid eligibility.

A student who receives an exclude (Hold 1) and/or a Hold 13 is ineligible for financial aid until she or he successfully appeals the Holds.

Please refer to your Student Policy Manual for additional information regarding Satisfactory Academic Progress and the Appeal Process.

Maximum Timeframe Limit

Students are expected to complete their program of study in a timely manner. The amount of times students are given to complete their program of study and continue to receive financial aid is the student's Credit Hour Limit. The Credit Hour Limit is equal to 150% program length plus up to 30 cumulative remedial hours. For example, if a student has completed 24 remedial hours and is in a 60 hour associate degree program, the Credit Hour Limit is 114 cumulative hours ($60 \times 150\% = 90 + 24 = 114$).

When a student is close to meeting this Credit Hour Limit she or he will receive a Hold 14 or Maximum Timeframe Alert Negative Service Indicator.

Upon receiving a Hold 14, the student must obtain permission from the Dean of Instruction in order to attempt any future credit at Richard J. Daley College and a completion period will be defined for any additional hours attempted.

When a student meets or exceeds the 150% attempted, she or he will receive a Hold 24 and will no longer be eligible to receive financial aid at Richard J. Daley College or any of the City Colleges of Chicago.

FEDERAL/STATE ASSISTANCE

Academic Competitiveness Grant (ACG). This is a federally funded grant that will provide up to \$750 for the first year of undergraduate study and up to \$1300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Pell Grant and who have met high school program requirements. For more information on the requirements for this program go to <http://studentaid.ed.gov>

Federal Pell Grant. This grant helps first-time undergraduates pay for their education after high school. Eligibility is determined from information reported on the FAFSA.

Federal Stafford Loan. This is a fixed interest loan made to both undergraduate and graduate students attending school at least half time. Students ineligible for (or ineligible for the full amount of) Subsidized Federal Stafford Loan have an option to borrow an Unsubsidized Federal Stafford Loan. Subsidized Federal Stafford Loans are based on financial need and the federal government pays the interest during in-school and deferment periods. Unsubsidized Federal Stafford Loans are not based on financial need and the student is responsible for paying the interest from the date the funds are disbursed.

Federal Supplemental Educational Opportunity Grant (SEOG). This grant is for first time undergraduates attending Daley College with at least half time status. The amount awarded to recipients depends on financial need, the number of credit hours enrolled and the availability of funds at Daley College.

Veterans' Educational Benefits. Students who have served in the United States Armed Forces, U.S. Select Reserves, Illinois National Guard, and in some cases, dependents of veterans, may have federal and state benefits available to them. The Veterans Representative at Richard J. Daley College acts as a liaison between the College and Federal and State agencies to ensure that eligible recipients receive their benefits. For more information, contact the VA Representative in the Admissions Office, Rm. 1408.

STATE FINANCIAL PROGRAMS

Illinois State Monetary Award Program. (Map) This program is available from the state of Illinois for Illinois residents who are first time undergraduates. Awards are made based on information reported on the FAFSA. The maximum award covers tuition and mandatory fees.

Silas Purnell Illinois Incentive for Access Program (IIA). The Silas Purnell Illinois Incentive for Access (IIA) Program provides assistance to students who have a limited ability to pay for college. Its purpose is to improve access and retention for these students, and possibly to reduce the amount borrowed by them.

A qualified applicant with an EFC of 0 (zero) may receive one grant in an amount not to exceed \$1,000, subject to appropriation. Qualified applicants with EFC's of \$500 or less [but more than 0 (zero)] may receive an amount not to exceed \$500, subject to appropriation. Recipients must be enrolled on at least a half-time basis at an **IIA-participating college or university** and meet the definition of freshman at that school.

SCHOLARSHIPS AND GRANTS

Students who are interested in receiving scholarships from the City Colleges of Chicago are encouraged to visit the Scholarship website at the following link <http://webapps.ccc.edu/fund/view.jsp>.

Private/External Scholarships

Private scholarships are awards provided by donors outside the College such as civic, fraternal, professional, education and religious groups/organizations, private foundations, corporations and employers of parents. The Financial Aid Office, high school counselors, library reference books and the internet are good reference sources for assistance in locating private scholarships.

Federal Work Study

Students demonstrating financial need may be eligible for part-time jobs through the Federal College Work Study Program. Students who are interested in the Federal Work Study Program should answer “yes” to the FAFSA Question which asks whether or not a student is interest in work study.

Students are allowed to work a maximum of 20 hours per week either on or off campus during the regular academic year. Students enrolled for six or more semester hours of college credit are eligible. Please visit the Financial Aid Office located inside Student Services Rm. 1111 for additional information regarding the Federal Work Study Program.

OTHER FINANCIAL PROGRAMS***Veterans Educational Benefits***

Daley College has been approved by the State of Illinois Department of Veterans' Affairs, State Approving Agency for Veterans Education. Veterans may use their educational benefits at the College under the Veterans Administration Title 38, United States Code.

All veterans or their eligible dependents wishing to collect their educational benefits should apply directly to the certifying official of the college. Veterans using their benefits are responsible for requesting official high school and college(s) transcripts. These are to be mailed directly to the Admissions/Records Office.

The designated certifying official will assist students in applying for their benefits from the Veterans' Administration. Veterans' or their eligible dependents can receive benefits under various veterans' educational programs and, at the same time, other federally-sponsored educational assistance programs with the exception of training paid for under the Government Employees' Training Act. Prohibitions may exist, or be imposed, under educational benefits administered by other agencies.

Illinois Army National Guard

The Illinois Army National Guard program is open to all students. Persons participating in the state program receive free tuition and fees at Daley College in return for service in the National Guard. The only stipulations are that the person must be in the National Guard for one year before receiving the tuition or fee waiver and the person must fulfill a six-year obligation whether they remain in school or not. The drill requirements are one weekend per month and 15 days annual training during the summer. Persons interested in the program may receive more information by writing the Illinois Army National Guard, 234 East Chicago Avenue, Chicago, Illinois, 60611.

Workforce Investment Act (WIA)

In an effort to support those who are impacted by the recent economic downturn, a recent federally funded support program was established - Workers Investment Act (WIA). For Illinois, this program provides funding (up to \$5,000) for certification education, materials and testing. Certifications must be related to workers current profession. The process isn't quick and there is no automatic acceptance into the program. For more information, contact the local Illinois Employment Center nearest you.

WIA Certificates according to College Career**College Credit WIA Approved Certificates**

Accounting Basic Certificate
 Accounting Advanced Certificate
 Business Advance Certificate
 Child Development-Preschool
 Education Certificate
 Computer Information Systems
 Criminal Justice/ Private Police
 Criminal Justice/ Public Police
 Management/Marketing
 Manufacturing Technology/
 Maintenance Mechanic
 Networking Systems Technology-
 Basic Certificate
 Networking Systems Technology-
 Advanced Certificate
 Nursing-Associate in Applied Science
 Transportation and Distribution Logistics
 Transportation, Warehouse,
 Logistics-Distribution

Vocational Skills WIA Approved Certificates

Computerized Commercial Graphics
 Industrial Maintenance
 Office Technology
 Medical Office Technology
 Precision Metal Working

ACADEMIC POLICIES***Academic Advisement Program***

Each student enrolled in Daley College should meet with either a college or faculty advisor. Advisors can provide a variety of services:

- Pre-enrollment advising to help students determine which courses will lead to successful completion of their certificate or degree
- Clarification of academic and/or career goals
- Problem-solving and referral services
- Support students' personal growth as individuals and members of society by helping them relate their college experience to the larger world.

Academic advising assists student realize their potential academically and meet their individualized needs and goals.

Student Responsibility for Registration

Information regarding registration and enrollment regulations is contained in this catalog. Additional information is presented in the Semester Class Schedule. It is the responsibility of every student to read, know and abide by the regulations and criteria presented in both the catalog and semester class schedule.

Students have several additional responsibilities:

- Developing a class schedule free of time conflicts
- Enrolling in any required labs
- Ensuring that they have completed all prerequisites for a course
- Enrolling in any co-requisite
- Register under the correct residence status

Failing to ensure responsibilities have been met may result in additional fees, withdrawal from classes or not receiving credit for the course when it is completed. As an added protection, it is recommended that all students meet with a member of the advising staff to assist in ensuring that responsibilities of the student are being completed.

Revising a Student Program or Class Schedule

Students who wish to change their program major should first consult with a College Advisor. Program changes can be made at anytime in the Admissions and Records Office.

Changes in class schedule can be made during a registration period. It is the student's responsibility to be aware of any potential financial obligations regarding any schedule changes.

Students must officially withdraw from courses to complete any schedule changes. Students may use the on-line my.ccc.edu system or present themselves in person. Students choosing to withdraw in person must first meet with a College Advisor and if financial aid eligible, must also meet with a Financial Aid Advisor. Student unable to complete the withdraw process by either of the aforementioned means must contact the Admissions and Records office for assistance. A non-grade designation of WTH will be applied to the student's academic record.

Student Load

A full course load is defined as enrolling for 12 semester credit hours. Students wishing to complete their course requirements in two years will need to enroll for 15 or more semester credit hours. Students wishing to enroll for 19 or more semester credit hours in a Spring/Fall semester or more than 9 credit hours in the summer must submit a Student Petition to the Registrar requesting a course overload. Only students with a 3.0 or better grade point average will be considered for a course overload.

Students should consider school, work and other personal commitments and be extremely careful about becoming over committed and enrolling in too many courses, especially during the first semester.

Attendance and Tardiness

Students are required to attend class to succeed in college. Students must understand that they are fully responsible for completing all assigned work in each of the courses. Absences (for any reason) do not absolve the student from this responsibility. A rigid adherence to a regular class attendance pattern is essential if satisfactory academic performance is to be achieved and maintained. In the event illness or an emergency situation, they must make arrangements with the instructor for completing the missed work.

College policy provides that students may be excluded from a class for which they are officially registered because of tardiness. Students have the responsibility to make certain that they do not disturb the class in the process of entering it after it has begun. If significant frequent interruptions occur, the instructor may recommend exclusion of the student from the class to the President or their designee. Faculty members are authorized to permit only students officially registered for their class to be in attendance. Any exception to this policy must have the approval of the Dean of Student Services.

Withdrawal from Classes

Students are responsible for officially withdrawing from courses and must see a College Advisor and/or Financial Aid Advisor in order to submit a "Revision Form" to the Admissions/Records Office. If circumstances prevent personal appearance, a letter giving detailed explanation, course information, and request for withdrawal should be sent to the Registrar. A non-grade designation of "WTH" will be given to students initiating withdrawal by the deadline date specified by the College.

Enrollment on an Audit Basis (Auditor)

Students may audit certain classes (without receiving credit) under the following conditions:

1. Satisfy the admission requirements of the College.
2. Present a student petition form to the appropriate academic Dean requesting to audit a class.
3. Present approved petition to the Registrar during the late registration period.
4. Register as an auditor for the class.
5. Pay tuition and fees for the course.
6. May not later request to receive credit or a grade for the course.

Priority registration will be granted to students registering for credit.

GRADUATION REQUIREMENTS***Determination of Catalog Year***

Daley College awards the degrees of Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Engineering Science (A.E.S.), Associate in Applied Science (A.A.S.), and the Associate in General Studies (A.G.S.) upon satisfactory completion of degree requirements as indicated under the specific degree found in the Program of Study section of the Catalog. Students must meet the degree requirements as outlined in the Catalog of their first enrollment or of their re-enrollment. Students with an enrollment break of one year or more will return under the new Catalog requirements. If this policy presents a problem for a student who would be bound to take an old program that has been revised, the chairperson of the program has the authority to waive the old requirements and go by the newer up-to-date program in the most recent Catalog. Students should see a College Advisor to verify that they have met all graduation requirements before submitting a Graduation Application.

Graduation Application Dates

Deadlines for submitting an application for graduation to the Admissions/Records Office are as follows:

Fall Graduates	October 1
Spring Graduates.....	February 1
Summer Graduates.....	July 1

Applications submitted after those dates will be processed with the next graduating group and the diploma will carry the later graduation date.

Graduation Application Fee

Students having completed degree requirements must officially apply for graduation from Richard J. Daley College. Only students having successfully completed the graduation requirements will be issued a degree /certificate and have the degree/certificate posted to the student's academic record. Students must submit the completed degree application and verification of the paid \$20.00 non-refundable application fee to the Admissions/Records Office before the deadline date. Applications received after the deadline will be processed for the next semester or term. A new application and fee are required if students fail to complete the requirements for graduation in the semester for which the application is filed.

Other Specific Graduation Requirements

- All associate degrees and certificates require new incoming students to complete all general education and required core course work with a grade of C or better.
- All courses considered for graduation must be college level courses. Pre-credit or College Prep courses are considered developmental and do not count toward graduation hours.
- Students transferring to Daley College from other institutions must earn a minimum of 15 credit hours at Daley College to be eligible for an Associate Degree.

- Transfer credits with a grade of C or better earned at other accredited institutions may satisfy degree requirements. These transfer hours will be counted toward graduation but will not be counted in the calculation of the GPA.
- The School Code of Illinois requires that students planning to graduate from the City Colleges of Chicago receive a passing grade on a special examination on the Constitution of the United States, Constitution of the State of Illinois, the Code of the American Flag, and the Declaration of Independence. This requirement also can be met by successful completion of the Constitution examination for high school graduation or the General Educational Development (GED) test. Another alternative may be to successfully complete the Political Science 201 or History 111 course offered by the College. The results must be officially recorded on the transcript received by the College.
- Students who wish to complete more than one degree/certificate must fulfill the core requirements of the second degree or certificate. General Education courses are the only courses that are double counted.

Human Diversity Requirement

Each student must satisfy a three credit-hour Human Diversity Requirement by taking one course that explores human diversity within the United States or from a non-Western perspective. This course may satisfy a General Education, Concentration, or Electives requirement. The Daley College courses satisfying this requirement are:

Anthropology 201 (IAI #S1-900N) - Intro to Biological and Cultural Evolution of Humans

Anthropology 202 (IAI #S1-901N) - Cultural Anthropology

Comparative Religions 106 (IAI #H5-904N) - Comparative Religion I - Eastern Religion

Geography 101 (IAI #S4-900N) - World Geography

History 141 (IAI #S2-912N) - History of World Civilization to 1500

History 142 (IAI #S2-913N) - History of World Civilization from 1500

History 215 (IAI #S2-910N) - History of Latin America

History 247 (IAI #S2-906N) - African History to Colonial Period

Literature 128 (IAI # EGL 919) - Latin American Literature

Literature 150 (IAI #H3-911D) - Women's Literature

Political Science 204 (IAI #S5-904N) - International Relations

Commencement

Commencement exercises are held annually at the end of the Spring Semester. Students having filed an application for graduation in the semester or term prior to the anticipated completion of the degree or certificate requirements may participate in commencement exercises. The advising staff must evaluate a student's program to determine degree/certificate completion.

GRADES AND STUDENT STATUS

Mid-Term Grades

Mid-term grades are issued to students one week after the mid-point of the term. Students receiving mid-term grades below C should meet with their instructor immediately to seek ways to improve their standing in the course. A student whose mid-term grade is below a C in the first course of a sequence will not be allowed early registration for the next course in that sequence, or for any course requiring "successful completion" as a prerequisite.

Midterm grades are issued to Pre-Credit Program students one week after the mid-point of the term. Students receiving midterm grades below “S” should meet with their instructor immediately to seek ways to improve their standing in the course. A student whose midterm grade is below S in the first course sequence will not be allowed early registration for the next course or for any course requiring “successful completion” as a prerequisite. Students matriculate from the Pre-Credit Program to the Credit Program by successfully achieving the appropriate passing score on the college assessment test.

Appeal of a Final Grade

Students may appeal a final grade within one semester of the original grade’s assignment. The first step is for the student to meet with the faculty member and review the criteria applied in assigning the grade. If the student is still not satisfied, the next appeal must be in writing to the department chairperson. The department chairperson will notify the student of the decision in writing. If the student wishes to continue the appeal process, all appeals must be in writing following the appropriate channels; the Dean of Instruction; then to the Vice President of Academic Affairs; then the President and finally the Chancellor. The decision of the Chancellor is final. (See Student Policy Manual)

Academic Status

Cumulative grade point average (GPA) is calculated on the basis of all grades, A through F, earned in college credit courses at the City Colleges of Chicago. Each grade earns the following grade points:

A	=	4 grade points
B	=	3 grade points
C	=	2 grade points
D	=	1 grade point
F	=	0 grade points

A grade point average is calculated by dividing the number of total grade points by the total number of semester credit hours.

Example: A student enrolls in 9 credit hours and earns a grade of A, B, and C:

Grade					Total
Grade	Points	Credits			Grade Points
A	4	x	3	=	12
B	3	x	3	=	9
C	2	x	3	=	<u>6</u>
			9		27

$$27 \text{ (grade points)} \div 9 \text{ (credits)} = 3.0 \text{ GPA}$$

If a student repeats a course in which a grade of “D” or “F” was received, only the last grade earned will be counted in the grade point average although both grades will appear on the permanent academic record. All grades earned in allowed repeatable courses will be calculated in a student’s GPA. Transfer hours from other accredited post-secondary institutions with a grade of C or better, accepted for graduation, will not be counted in the calculation of the grade point average. Term grade point average is calculated on the basis of all grades, “A” through “F,” earned in college credit courses at the City Colleges of Chicago within an enrollment period (semester or term).

Scholastic Honors

The President’s Scholars List, Dean’s List and Honors List are issued at the end of each semester. Full-time students with a semester grade point average of 4.0 are placed on the President’s Scholars List; students with a 3.5 to 3.99 are placed on the Dean’s List; and students with a 3.0 to 3.49 are placed on the Honors List. To be recognized for any of these honors, students must carry a full-time program (12 or more credit hours in Fall and Spring semesters and 6 credit hours in the Summer term) of college level work.

A student may graduate with High Honors by earning an overall grade point average of 3.5 or above and with Honors with an overall grade point average between 3.0-3.49.

Academic Good Standing

To remain in good academic standing, a student must maintain a minimum cumulative grade point average. In fact, a minimum of C or better is required in all general education and required core course work for degree or certificate completion. To ensure that students are working toward maintaining a minimum 2.0 GPA, students will be placed on academic warning and receive appropriate academic advising if their GPA falls below the following schedule:

CREDIT HOURS

Cumulative Registered Hours	Minimum GPA Required
1 to 29	1.75
30 or more	2.00

Only grades A through F are used to compute a GPA. A student's total registered hours (including ADW and WTH hours) determine the minimum cumulative GPA required. (Note: ADW's received from Fall 1982 through Spring 1988 were counted as F's in a student's GPA.)

To receive a degree or certificate, a student must receive a grade of C or better in all general education and required core course work, and a cumulative 2.0 GPA or better on all courses applicable to the degree/certificate.

Academic Warning

Students not achieving the minimum cumulative grade point average in accordance with City Colleges of Chicago policy will be placed on academic warning at the end of the semester or term of enrollment. Academic warning is a probationary status. Students on probation are still eligible for financial aid. Students on academic warning are required to repeat at least three credit hours of courses in which the final grade was a "D" or "F."

These students are encouraged to meet with a College Advisor to select their courses. Students on academic warning who are unable to meet the minimum grade point average requirement at the end of the warning term will be excluded. Students on academic warning and are currently enrolled may not register early for the next term. Students on academic warning who are not currently enrolled may register early for the following term.

Exclude Status

Students on academic warning who are unable to meet the minimum grade point average requirement at the end of the warning term will be excluded. Excluded students may register for courses only after completing the readmission appeal procedure at the college they wish to attend.

Excluded students must petition for readmission. Petition forms are available in Student Services. Approved petitions are only valid for the semester or term for which it was submitted. Furthermore, readmitted students are subject to specific course and credit hours restrictions. Excluded students are required to repeat at least three to six hours courses in which the final grade was a "D" or "F" and may be required to attend a workshop and successfully complete a college success course. Excluded students who have successfully petitioned in a prior term and have achieved a term GPA of 2.25 or higher for six or more credit hours will not have to petition for readmission. This is a Petition Waiver Option.

Petition Waiver Option

Excluded students having successfully petitioned and been allowed to re-enroll and whose subsequent cumulative grade point average is still under the minimum standard, but whose term GPA is at least 2.25 for six credit hours or more, will not have to petition again for the next term. If they reach a total of 46 or more registered hours, documented exclusion applies

GRADE DESIGNATION***Credit Program***

<u>Grade</u>	<u>Description</u>	<u>Points</u>
A	Excellent	4
B	Good	3
C	Average*	2
D	Below Average	1
F	Failure	0

Pre-Credit Program

S	Satisfactory	–
F	Failure	–

* Minimum Passing Grade is “C” for graduation and transfer. All credit letter grades earned plus ADWs and WTHs will be included in a student’s permanent academic record or transcript.

Repeating a Course to Raise a Grade

A student who has received a D or F in a course may repeat the course once. Only the last grade earned will be calculated in the student’s grade point average (GPA), although both grades will appear on the permanent academic record.

Repeatable Courses

(Approved for repeatability by the Illinois Community College Board/ICCB.) Certain courses, e.g. Art 200, Biology 201, CIS 116, 120, 122, 123, 145, English 150, 299, Music 131, 132, 133, 134, 135, 136, may be repeated more than once for credit. Refer to the catalog course descriptions for specific times courses have been approved for repeatability. All grades earned in designated repeatable courses will be counted in the calculation of the student’s cumulative grade point average (GPA) and all hours attempted including ADW’s and WTH’s are counted as registered hours to determine satisfactory progress, academic warning, and exclude status.

NON-GRADE DESIGNATIONS

I – Incomplete

AUD – Audit

NSW – No Show Withdrawal

NS1 – No Show One Day

ADW – Administrative Withdrawal

WTH – Student Initiated Withdrawal

I – Incomplete

Students who have actively pursued a course and earned a passing grade up to the final examination period, but have not completed the final examination and/or other specific course assignments, may be issued a grade of “I” by the instructor.

The student should make prior arrangements and receive, from the instructor, a written understanding of the work needed to complete the requirements of the course.

To remove an “I” grade, a student must complete all requirements by the mid-term of the following semester (not including a Summer term). If the completed course requirements are not received by the instructor by the deadline, the “I” grade will be converted to an “F” grade. When the instructor cannot be contacted for purposes of completion, the student should contact the department chairperson.

Students with an “I” grade will not be allowed to re-register for that course. However, if the “I” is changed to either a “D” or “F”, the student may then re-register for that course.

AUD – Audit

Students may register for courses as auditees (that is, without receiving credit) if space is available in the class after all credit-earning students have been placed. Auditees must follow all registration procedures and pay all appropriate charges. Audit status may not be changed after the close of registration. A student who audits a class will be issued the final grade of AUD. This grade will not be calculated in the student’s grade point average or as registered hours for the purpose of academic warning and exclude status.

NSW/NSI – No-Show Withdrawals

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NSI's). Students will be held accountable for the payment of tuition and fees of NSW/NSI courses. Federal financial aid cannot be used to cover the costs of NSW/NSI classes. Students who do not attend at least two of the first three class sessions will be withdrawn from the class by the instructor and issued an NSW, or an NSI, if they only attended one of the first three class sessions.

A student, who does not attend, the first class session of a course, which meets only once per week, will be considered a no-show (NSW/NSI). NSW/NSI are not used in Center for Distance Learning classes; students who fail to actively pursue a Center for Distance Learning course by midterm will receive an ADW.

ADW– Administrative Withdrawals

Students who have been continuously absent the three -week period just prior to midterm of the class will be withdrawn from class and issued a grade of ADW by the instructor, unless the instructor has documentation that the student is still actively pursuing the course, as evidenced by completed papers, exams, quizzes or projects.

A student who has legitimate reasons for such absences must meet with the instructor no later than two weeks after the midterm date (one week during the summer term) and state those reasons and other relevant considerations for requesting reinstatement. The instructor may recommend reinstatement after consultation with the student.

A student who receives an ADW at mid -term and is reinstated may not elect to withdraw from the class at a later time. If a student receiving an ADW repeats that course, only the last grade received will be calculated in the GPA; however, both grades will appear on the permanent academic record and will be counted as registered hours to determine satisfactory progress, academic warning, and exclude status. ADW's received from Fall 1982 through Spring 1988 will be counted as F's in a student's GPA.

A student taking a Pre-Credit class who receives an ADW and is reinstated may not elect to withdraw from the class at a later time.

WTH – Student Initiated Withdrawals

It is the student's responsibility to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade.

A student may withdraw from a course through 75% of the duration of the course (or until the published withdrawal date) if s/he has not already received an ADW, NSW, or NSI from the instructor. Thereafter, the student may withdraw during the remainder of that semester only with the approval of the College President or designee upon demonstration of extenuating circumstances. A student initiated withdrawal must be requested on the college's official withdrawal form, which may be obtained in the Registrar's Office. The WTH will appear on the student's permanent academic record but will not be used to calculate cumulative grade point average. Student Initiated Withdrawals are counted as registered hours to determine satisfactory progress, academic warning, and exclude status.

Student Services

Academic Advising Information

Daley College offers associate degrees and certificate programs designed to serve the varying needs of each student. Faculty and advisors can assist students in deciding on a degree program or major area of concentration based on placement test results and the student's preferred area of study. Programs of study leading to the degrees of Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science, Associate in General Studies, and Certificates are outlined in the Catalog under Program of Study.

The College maintains an on-going process of curriculum development which may result in program changes after the Catalog is printed. Students should take the responsibility to confer with their advisors or faculty advisor to determine specific program requirements and develop an appropriate degree plan.

How to See an Advisor

Advising services are available to all current and prospective students. Appointments to see a College Advisor should be scheduled by telephone or in person, 773-838-7575. Appointments are not necessary in emergency or urgent situations. To meet with a Faculty Advisor see the individual department for Faculty Advising Hours and office location.

New Student Orientation

All new students are required to attend an Orientation Session to be eligible for registration. Advisors and faculty advisors will assist new students with placement, course selection, test score interpretation, and individualized guidance. During orientation, students will learn about the College's philosophy and programs, and about the activities and opportunities available at Daley College.

Students needing assistance in selecting a program or other pre-admission assistance may call one of the following numbers:

Admissions Office
(773) 838-7599

Career Advising & Transfer Services Center
(773) 838-7575

Academic Advising and Career Planning Information

The Career Advising and Transfer Services (C.A.T.S.) Center provides a wide variety of resources for students. It is located in Room 1111 and open from 8:00 a.m. until 7:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Fridays. The C.A.T.S. center serves as a resource center with senior college/university information, career guides and job opportunity listings and several computer stations to serve the student's needs. The center is staffed by the College Advisors who serve as generalists and are able to assist students with their concerns. The College Advisors can also assist with referral services for students in need of more in-depth or personal counseling services. The advisors are available by appointment or on a walk-in basis.

Appointments can be made by calling Student Services at (773) 838-7575.

The Center is responsible for several student benefiting events. Included in these events is the coordination of all college and university representative visits, college and career fairs. Furthermore, the center also sponsors workshops to assist the student's success at the City Colleges of Chicago and beyond. Specific programs vary by semester and are posted in various locations throughout campus.

Transfer and Job Boards are maintained by the center staff. These boards have the most up-to-date information regarding job opportunities and university representatives' on-campus visits.

They are located in the following locations:

Career boards:

- Two (2) on the second floor – one at the bridge entrance and another at the north lounge
- One (1) on the first floor – north of the cafeteria entrance and across from the gymnasium entrance
- One (1) on the lower level – outside Room L111

Transfer boards:

- One (1) on the second floor – at the bridge entrance
- One (1) on the first floor – north of the cafeteria entrance and across from the gymnasium entrance

Transfer to Other Colleges and Universities

Students wishing to transfer from one College in the system to another or to any other institution, should submit an application for transcript at the Admissions/Records Office ten days prior to its need. Official transcripts will be released to other accredited and approved institutions upon the student's written request except in the event that a student has outstanding financial obligations to the College. Official transcripts are not released to students.

Each college or university determines the number of hours of credit it will accept as transfer. Generally, four-year institutions grant full credit for work completed in community colleges. Students planning to transfer to a four-year college or university should contact that institution's admissions office to determine requirements.

Advisors, located in the Career Advising are available to assist students planning to transfer to a four-year college or university. Students are encouraged to schedule an appointment early in their college careers to discuss the appropriate choice of transfer courses. Current printed information and college catalogs for many colleges and universities are available as well.

OTHER STUDENT SERVICES COMPONENTS

The Honors Program

The Daley College Honors Program is designed to challenge the intellect of qualified students and offer them rigorous preparation for Baccalaureate studies and beyond. Those selected for the Program receive full tuition waivers for up to four semesters of full-time academic work towards the Associate in Arts or Associate in Science Degree, provided they maintain the required cumulative grade point average. Students admitted to the Academic Honors Program register for a fully transferable integrated curriculum of Liberal Arts courses which examine the intellectual ideas through the times. In addition to coursework, Honors Program students participate in academic enrichment and service activities. They are advised on prerequisites and college transfer, and registered for their courses by the Director of the Daley College Honors Program. For information contact the Honors Program Office, Room 2422, phone 773-838-7628

College Placement Testing

Richard J. Daley College requires assessment in the basic skills of reading, writing and math. All new students are required to either complete the placement or ability-to-benefit exam, or present recent qualifying ACT scores to establish appropriate course placement. Students enrolling at Daley College should call or visit the Testing Center to make an appointment. Students who have received a degree, from a regionally accredited institution, prior to their enrollment at Daley College are exempt from this rule, provided that their official transcripts are on file in the Admissions and Records office.

General Academic Assessment and Placement Standards

Admission to the College does not ensure entrance into a particular course or program of study; however, the results from the district's placement tests will assist in determining enrollment in the College's New Learning Academy or credit courses.

Placement Test Criteria

Students seeking financial aid without high school or GED documentation must take the entire COMPASS test battery (Reading Comprehension Test, the Sentence Structure Test, and the Arithmetic Skills and Elementary Algebra Skills Tests). Students with high school or GED documentation on file are exempt from taking the College Board's Sentence Structure test.

Placement testing will be waived only for students who have proof of having earned an associate or higher degree, and who have proof (official transcript must be on file) that they have successfully completed with a grade of "C" or better English 101, Math 118 or higher, and Reading 126 at another college/university.

Students should consult with an advisor to interpret assessment and placement criteria for reading, writing and mathematics courses.

"Blackboard" On-Campus

Some instructors teaching on-campus courses use an on-line companion website called Blackboard to present course materials. Note: Only students registered in these courses have access to the site.

Blackboard Login Instructions:

- Using Microsoft Internet Explorer
- Go to <http://ccc.blackboard.com>
- Click Login
- Enter Username
- Enter Password
- Click Login

How to Retrieve Your Student Username

Your Student Username allows you to login to My.CCC.edu and Student Email, and Blackboard. If you already used either My.CCC.edu or Student Email, you already know your Student Username and password and do not have to retrieve it.

- Go to My.CCC.edu.
- Click Retrieve your Username.
- Select Student and click Proceed.
- Enter your Student ID Number and your Birthday.
- Click Retrieve Your Student Username.
- Enter and confirm a new Password.
- Select a Challenge Question.
- Provide an answer. Remember this answer. If you forget your password, you will be asked to correctly identify the answer to your Challenge Question.
- Click Submit.

You will now see your Student Username, which you can use to login to My.CCC.edu and Student Email, and Blackboard. *NOTE: New students may have to wait 48 hours to login to Blackboard. If you do not see your class when you login, it is possible that your instructor has not made the class available yet. If you are a student and require assistance with Blackboard, please go to <http://www.ccc.edu/bbsupport/bbsupportform.shtml>.*

You will be asked to complete a form and your question or problem will be forwarded to the Blackboard Support Administrator on campus.

Center For Distance Learning

For information call 312-553-5975 or visit <http://cdl.ccc.edu>.

WW Courses (WW): Online

WW courses are offered in an 8 week session for summer and 16 weeks for spring and fall. Students may need to visit one of the City Colleges of Chicago campuses to take course exams. For information call 312-553-5975 or visit <http://cdl.ccc.edu>.

TeleWeb Courses (TW): Online with Video Component

TW courses are offered in an 8 week session for summer and 16 weeks for spring and fall. These courses combine Internet-based instruction with video. Students gain access to the video by watching the programs on WYCC-TV/Channel 20 or renting the videocassettes. Please note that some TVW courses may also include mandatory on-campus sessions. For information call 312-553-5975 or visit <http://cdl.ccc.edu>.

Fees

Licensing Fee -- \$30.00 per course taken via television, computer or on-line, payable in addition to tuition and any other applicable fees.

Textbooks

It is recommended that textbooks be purchased online through MBS Direct

(<http://direct.mbsbooks.com/cccdl.htm>).

Students who wish to purchase their textbooks at their campus bookstore should first visit the MBS Direct web site. PRINT A COPY of your course materials list from the web site and bring the list to the bookstore. This will ensure that you are purchasing the CORRECT materials. For information call 312-553-5975 or visit <http://cdl.ccc.edu>.

Students who are enrolled in both CDL and on-campus courses, or who are concurrently enrolled at multiple CCC campuses, must:

1. Visit the MBS web site and print a copy of the total costs for their books. Students must bring this print-out to their financial aid office to obtain their financial aid voucher.

2. Vouchers may be split between City Colleges of Chicago campus bookstores and MBS Direct. You will have to inform the financial aid representative of how the voucher will be split.
3. If a student decides that a college bookstore is his/her single source for a financial aid book voucher, the student is still responsible for purchasing materials from MBS Direct.

For additional information, students are encouraged to see a financial aid representative at their local campus.

Getting Started

First time CDL (Center for Distance Learning) students are required to fill out a **contact form** after you have registered at one of the City Colleges of Chicago. Go to <http://cdl.ccc.edu> and Click Getting Started.

Courses

Students login to their course by going to the <http://ccc.blackboard.com> website to gain access to syllabi, course content, and communicate with instructors as well as students. Students purchase required textbooks, workbooks, study guides, and/or software. Discussion forums and chat provide a high level of interaction between students and the course facilitator.

Students may be required to take exams in a proctored setting, at any one of the seven City Colleges of Chicago.

To Login to Blackboard

- Using Microsoft Internet Explorer
- Go to <http://ccc.blackboard.com>
- Click Login
- Enter Username
- Enter Password
- Click Login

How to Retrieve Your Student Username

Your Student Username allows you to login to My.CCC.edu and Student Email, and Blackboard. If you already used either My.CCC.edu or Student Email, you already know your Student Username and password and do not have to retrieve it.

1. Go to My.CCC.edu.
2. Click Retrieve your Username.
3. Select Student and click Proceed.
4. Enter your Student ID Number and your Birthday (ex. YearMonthDate).
5. Click Retrieve Your Student Username.
6. Enter and confirm a new Password.
7. Select a Challenge Question.
8. Provide an answer. Remember this answer. If you forget your password, you will be asked to correctly identify the answer to your Challenge Question.
9. Click Submit.

You will now see your Student Username, which you can use to login to My.CCC.edu and Student Email, and Blackboard.

NOTE: New students may have to wait 48 hours to login to Blackboard. If you do not see your class when you login, it is possible that your instructor has not made the class available yet.

If you are a student and require assistance with Blackboard, please go to <http://www.ccc.edu/bbsupport/bbsupportform.shtml>. You will be asked to complete a form and your question or problem will be forwarded to the Blackboard Support Administrator on campus.

Course Pursuit

Students login to their online course to <http://ccc.blackboard.com> for Syllabus Information. There will be a specific day students can begin to login to courses.

Students registered in distance learning courses who fail to log-on to the Blackboard site for their course at least two (2) times on two (2) different days before the statistical reporting day of the term will be withdrawn from the class and issued an NSW. Students will be issued an NS1 if they only log-on to the web site for their course one (1) time before the statistical reporting day of the term.

Student eMail

All CDL students are encouraged to use the CCC web based student email system at <http://student.ccc.edu>. This is a free email account with 3MB of storage that can be accessed from anywhere. All you need is a computer with an internet connection.

Viewing Missed Tapes

TW telecourses may be viewed at the Harold Washington library, free of charge during normal library hours. Students must present a valid CCC ID to gain access to the library. Hours of Operation: Harold Washington College, Audio-Visual Services. Call for hours: 312 / 553-5775.

Video Rental

ACT offers options for renting televised TW courses (telecourses). You may order an entire series of telecourses from ACT in three different delivery modes: video, CD-ROM, streaming audio. There is a fee associated with these rentals. Visit the ACT website for more information on renting videos. Or telephone 800-745-5480.

Exam Procedure and Exam Policies

Fully read the exam policies, failure to comply with any of the policies may be grounds to revoke a students' opportunity to take an exam. Several courses require exams to be taken in a proctored environment.

- 1) Appointments must be made at least 1 day in advance.

- 2) Some sites do fill-up during busy periods around mid-term and final exams. Scheduling early in the semester will dramatically increase your chances of getting the day and time you prefer.
- 3) Walk-in appointments will not be accepted.
- 4) If a testing site is full you will need to schedule the exam at another college.

Exam Procedure

Go to <http://ccc.timetrade.com> where you will click “Request Appointment” and login. If you have forgotten your account click the “click here for password help” on the website. For information call 312-553-5975 or visit <http://cdl.ccc.edu>. *First time users will click the link labeled “first time user click here to register” and follow the directions.

The Center for Distance Learning coordinates all distance learning course for the entire City Colleges of Chicago system. All students needing to make appointments for a CDL course must logon to <http://ccc.timetrade.com>. Students should plan to arrive 15 minutes prior their appointment and have photo identification ready. No walk-in students will be permitted to complete a CDL exam.

Programs of Study

Daley College is sensitive to its diverse student population and is strongly committed to comprehensive educational programs that combine opportunities for intellectual, cultural, and social growth. One objective of the General Education offerings of the College is to foster an understanding and appreciation of gender, race, age, class, culture, and of differences in physical abilities in American society. To achieve this, topics designated to improve human relations among different groups are included in the General Education Course Requirements for Humanities and Social Sciences in all degree programs.

These courses enable students to attain skills in communication, computation, and thinking, and to develop personal values that lead to civic and social responsibility.

It is highly recommended that students, early in their college experience, familiarize themselves with the possible programs of interest. Students should review the course requirements for the program of choice, as well as the requirements for admission to the program. Prior to, or during registration, faculty and advisors will assist students in the selection of courses and help assess readiness to meet the requirements of admission to the specific program of interest. Certain courses in English, Reading and Mathematics are considered developmental and skill-building. Although such courses cannot be used to satisfy graduation requirements, they may be required to enhance the student’s readiness for success in college.

Since all courses listed in the Catalog cannot be offered each semester or term, the College publishes a Class Schedule listing the courses being offered for that semester or term.

In addition to information regarding days and times courses are offered, the Class Schedule provides information about credit courses offered via WYCC-TV, Channel 20, which is owned and operated by the City Colleges of Chicago, as well as credit courses offered via video and audio cassettes available in selected Chicago Public Libraries and at several of the Learning Resource Centers of the City Colleges of Chicago in a program known as Study Unlimited.

The College reserves the right to select, from the courses listed in the Catalog, the course offerings during any semester or term. In addition, the College reserves the right to change any regulations without notice.

The Academic Term and Unit of Credit

The College operates under a 17-week semester system which may be supplemented by an eight-week Summer Term. The unit of credit offered for specific courses is listed in the Course Descriptions section of the Catalog.

Program Courses

Courses that make up a program or major area of concentration.

General Education Core Required Courses

Courses intended to provide a breadth of academic experience, to enhance understanding and appreciation of one's cultural heritage, to promote civic competence, and to improve personal abilities and interests.

Elective Courses

Courses intended to permit a free choice of courses so that a student may sample new academic areas or pursue special interests. Such courses should be chosen outside the student's major field of study.

The course requirements for each program are generally the same when the program is offered at more than one of the City Colleges of Chicago. This makes it easier for the student to transfer from one of the colleges to another. However, there are some variations in individual college requirements which the student should investigate and discuss with the college advisor in planning his/her program.

Declaring a Program

Degree-seeking students, particularly those receiving financial aid, enrolling at Richard J. Daley College, must declare a program of study. Such students should indicate the program to the Admissions/Records Office at the time of enrollment. Students should consult with an advisor to develop a degree plan and identify the courses needed to fulfill degree requirements.

Students have the opportunity to change their career and/or educational objectives. Students electing to make a change should report the change, in writing, to the Admissions/Records Office. A new degree plan should be developed and the courses previously completed evaluated for use in the new degree plan.

Educational Guarantees

The City Colleges of Chicago will provide an employed graduate of an Occupational Program (AAS, Advanced Certificate or Basic Certificate) up to nine additional, post-graduation credit hours or the equivalent at no charge for tuition and specified fees. The Educational Guarantee applies to the graduates who lack the skills consistent with the position for which their AAS degree or certificate is a requirement of employment. Graduates may apply for an educational guarantee through a written notice to the Office of the Vice President. The skills deficiency must be certified in writing by the employer within 90 days of initial employment. The Office of the President is responsible for the final approval of the graduate's retraining plan. Graduates should refer to the Student Policy Manual for specific conditions and procedures guiding the Occupational Program Educational Guarantee.

DEGREES AND CERTIFICATES

Daley College offers associate degrees and certificate programs designed to serve the varying needs of each student. Faculty and advisors can assist students in deciding on a degree program or major area of concentration based on placement test results and the student's preferred area of study. Programs of study leading to the degrees of Associate in Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science, Associate in General Studies, and Certificates are outlined on the following pages. Credit earned for a certificate may later be applied to a related degree program.

The College maintains an on-going process of curriculum development which may result in program changes after the Catalog is printed. Students should take the responsibility to confer with their advisors or faculty advisor to determine specific program requirements and develop an appropriate degree plan.

Daley College is strongly committed to comprehensive educational programs that combine opportunities for intellectual, cultural, and social growth with specialized training.

To provide a broad educational base, the College requires students in all degree programs to take courses in Communications, Mathematics, Natural Sciences, Humanities, and Social Sciences. These courses constitute the General Education Core of the Associate in Arts and Associate in Science Degree programs. The faculty in these General Education disciplines have developed the following list of abilities Daley students should demonstrate upon successful completion of their Core courses. Some of these abilities are cross-curricular, i.e., developed in varying degrees by all general education courses. Others are discipline-specific, i.e., produced by curricula particular to one of the broad subject areas included in the Core.

Completion of the General Education Core in Daley's Transfer Degree Programs, and meeting the requirements for General Education in the first two years of all public colleges and universities in Illinois, will enable Daley College students to transfer to senior colleges/universities that have agreed to participate in the State of Illinois Articulation Initiative (IAI) project.

ASSOCIATE IN ARTS DEGREE

(minimum 62 credit hours)

Areas of Concentration

Business

Foreign Language

Teaching Elementary

Teaching Vocational

ASSOCIATE IN SCIENCE DEGREE

(minimum 64 credit hours)

Areas of Concentration

Pre-Dentistry

Engineering Technology

Pre-Medicine

Pre-Optometry

Pre-Pharmacy

ASSOCIATE IN ENGINEERING SCIENCE

(minimum 64 credit hours)



ASSOCIATE IN APPLIED SCIENCE DEGREES*(minimum 60 credit hours)*

Accounting
 Child Development: Preschool Education
 Community Health Care Worker
 Computer Information Systems
 Criminal Justice/Public Police
 Electrical Construction Technology
 Logistics Transportation Distribution
 Management/Marketing
 Manufacturing Technology: Maintenance Mechanic
 Manufacturing Technology: Multiple Spindle Machining
 Networking Systems and Technologies
 Nursing

ASSOCIATE IN GENERAL STUDIES DEGREE*(minimum 60 credit hours)***CERTIFICATES***Advanced Certificates: 30-49 credit hours**Basic Certificates: 29 credit hours or less*

Credit earned for a certificate may later be applied to a related degree program.

Accounting
 Business
 Child Development: Preschool Education
 Child Development: Illinois Director Credential, IDC Level I
 Community Health Care Worker
 Computer Information Systems
 Criminal Justice/Private Police
 Criminal Justice/Public Police
 Computer Information Systems
 Management/Marketing
 Manufacturing Technology:
 Maintenance Mechanic
 Multiple Spindle Machining
 Networking Systems & Technologies
 Transportation and Distribution Logistics



ASSOCIATE IN ARTS DEGREE - A.A. (0210)**62 cr. hrs.**

The Associate in Arts Degree (A.A.) is intended for students planning to transfer to a four-year college or university. To receive an Associate in Arts Degree students must successfully complete a minimum of sixty-two (62) credit hours; 38 credit hours of General Education Core Requirements, and at least 24 credit hours in the Area of Concentration.

Faculty and college advisors are available to assist students in selecting courses for their programs. Students planning to attend a particular college or university should consult the Catalog of that college or university for information concerning required and elective courses. In order to maximize transfer opportunities, students should work closely with the College Advisors. See "Requirements for Graduation" which applies to all Associate Degrees.

**General Education Core Requirements
must be IAI approved (38 credit hours)**

	Required Credit Hours
Communications (9 hours) English 101, English 102, Speech 101	9 cr. hrs.
Mathematics (4 hours) All Math courses must be IAI approved (Math 118 or above except 140)	4 cr. hrs.
Social Sciences (9 hours) Social Science 101 or 102 IAI-approved Anthropology, Economics, Geography, History, Political Science, Psychology or Sociology courses	3 cr. hrs. 6 cr. hrs.
Humanities and Fine Arts (9 hours) Humanities 201 or 202; plus an IAI-approved Fine Arts; plus any other IAI-approved Art, Humanities, Philosophy, Literature, or Fine Arts	9 cr. hrs.
Physical and Life Sciences (7 hours) An IAI-approved Life Science plus an IAI approved Physical Science course, at least one being a lab course	7 cr. hrs.
 <i>NOTE: Physical Science 101 and 111, and Physical Science 102 and 112 are the same course content and may not be counted as separate credit.</i>	
Total General Education Core Requirements	38 cr. hrs.
Minimum Credit Hours from Major Area of Concentration	24 cr. hrs.
Minimum Total Credit Hours Required for Associate in Arts Degree	62 cr. hrs

ASSOCIATE IN ARTS DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Arts Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Arts.

BUSINESS**62 cr. hrs.**

The suggested program plan is for an Associate in Arts Degree with a study of General Education and Business Administration courses. The concentration consists of the courses required by four-year transfer institutions. Students following this concentration should check the requirements of their respective transfer institution before selecting electives.

Semester I

ENGLISH 101	Composition I	3
SOCIAL SCIENCE 101 or 102	General Course	3
CIS 120	Introduction to Microcomputers	3
BUSINESS 181	Financial Accounting	4
BUSINESS 111	Introduction to Business	<u>3</u>
Or appropriate Business course per transfer institution		16

Semester II

ENGLISH 102	Composition II	3
SPEECH 101	Fundamentals of Speech Communication	3
SOCIAL SCIENCE	IAI-approved Anthropology, Psychology, or Sociology	3
HUMANITIES	IAI-approved Humanities, Fine Arts, Music 121	3
BUSINESS 182	Management Accounting	<u>4</u>
		16

Semester III

BUSINESS Elective	See Recommended Electives*	3
BIOLOGY 114	General Education Biology	4
MATH 125	Introductory Statistics	4
HUMANITIES	IAI-approved Humanities, Literature, or Philosophy	3
ECONOMICS 201	Principles of Economics	<u>3</u>
		17

Semester IV

BUSINESS 211	Business Law I	3
BUSINESS Elective	See Recommended Electives*	3
HUMANITIES 201 or 202	General Course I or II	3
PHYSICAL SCIENCE	IAI-approved Physical Science, Astronomy, Geology	<u>4</u>
		13
TOTAL		62

*Recommended Business Electives:

Business 203, 205, 214, 241, 231, or 269 (UIC Business Transfers should take 231 or 269), CIS 101, Math 144, Math 204

ASSOCIATE IN ARTS DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Arts Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Arts.

FOREIGN LANGUAGE**62 cr. hrs.**

The suggested program plan is for an Associate in Arts Degree with a study of the Spanish Language and Literature for transfer which may lead to a career in teaching, interpreting, and library work.

Semester I

ENGLISH 101	Composition	3
SPANISH 101	First Course Spanish	4
HUMANITIES	IAI-approved Fine Arts	3
SOCIAL SCIENCE 101 or 102	General Course	3
PHYSICAL SCIENCE	IAI-approved Phys Science, Astronomy, Geology	<u>3</u>
		16

Semester II

ENGLISH 102	Composition	3
SPANISH 102	Second Course Spanish	4
SPEECH 101	Fundamentals of Speech Communication	3
HUMANITIES	IAI-approved Art, Humanities, Philosophy, Literature	3
MATH 118	General Education Mathematics	<u>4</u>
		17

Semester III

SPANISH 103	Third Course Spanish	4
SPANISH 206	Intensive Oral Practice	4
SOCIAL SCIENCE	IAI-approved Anthropology, Psychology, Sociology	3
HUMANITIES 201 or 202	General Course	<u>3</u>
		14

Semester IV

SPANISH 104	Fourth Course Spanish	4
SPANISH 210	Modern Civilization and Culture	3
BIOLOGY 121	General Biology with lab	5
SOCIAL SCIENCE	IAI-approved Economics, Geography, History, Poli Sci	<u>3</u>
		15

TOTAL**62**

ASSOCIATE IN ARTS DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Arts Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Arts.

TEACHING ELEMENTARY**62 cr. hrs.**

The suggested program plan is for an Associate in Arts Degree with a study of General Education and Liberal Arts for the student planning to transfer into a Baccalaureate program for teaching at the Elementary School level.

Semester I

ENGLISH 101	Composition	3
SOCIAL SCIENCE 101	General Course	3
EDUCATION 256	The American Public School	3
HUMANITIES	IAI-approved Philosophy or Literature	3
MATH 118	General Education Math	<u>4</u>
		16

Semester II

ENGLISH 102	Composition	3
SPEECH 101	Fundamentals of Speech Communication	3
BIOLOGY 121	General Course with lab	5
PSYCHOLOGY 201	General Psychology	<u>3</u>
		14

Semester III

MATH 121	Mathematics for Elementary Teachers I	4
MUSIC 121	Introduction to Music	3
PHYSICAL SCIENCE	IAI-approved Physical Science, Astronomy, Geology	3
HISTORY 112	History of American People from 1865	3
PSYCHOLOGY 207	Child Psychology	<u>3</u>
		16

Semester IV

MATH 122	Mathematics for Elementary Teachers II	4
HUMANITIES 201 or 202	General Course	3
PSYCHOLOGY 214	Adolescent Psychology	3
GEOGRAPHY 101	World Geography	3
EDUCATION 203	Educational Psychology	<u>3</u>
		16

TOTAL**62**

ASSOCIATE IN ARTS DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Arts Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Arts.

TEACHING VOCATIONAL**62 cr. hrs.**

The suggested program plan is for an Associate in Arts Degree with a study of General Education and Liberal Arts for the student planning to become a teacher of industrial or vocational skills in high school or industry.

Semester I

ENGLISH 101	Composition	3
EDUCATION 256	The American Public School	3
MATH 118	General Education Mathematics	4
HUMANITIES	IAI-approved Humanities, Philosophy or Literature	3
SOCIAL SCIENCE 102	General Course	<u>3</u>
		16

Semester II

ENGLISH 102	Composition	3
MATH 140	College Algebra	4
ENGINEERING 131	Engineering Graphics/Computer-Aided Design	3
SPEECH 101	Fundamentals of Speech Communication	3
PSYCHOLOGY 201	General Psychology	<u>3</u>
		16

Semester III

BIOLOGY 121	General Course with lab	5
MATH 141	Plane Trigonometry	4
HUMANITIES	IAI-approved Humanities, Art, Music or Fine Arts	3
PHYSICS 221	Mechanics and Heat	<u>4</u>
		16

Semester IV

MATH 207	Calculus and Analytic Geometry	4
PSYCHOLOGY 207 or EDUCATION 203	Child Psychology or Educational Psychology	3
HUMANITIES 201 or 202	General Course	3
PHYSICS 222	Electricity, Sound and Light	<u>4</u>
		14

TOTAL**62**

ASSOCIATE IN SCIENCE DEGREE - A.S. (0211)**64 cr. hrs**

The Associate in Science (A.S.) Degree is intended for students planning to transfer to a four-year college or university in the field of science or medicine. To receive an Associate in Science Degree, students must successfully complete a minimum of sixty-four (64) credit hours; 38 credit hours of General Education Core Requirements, and at least 26 credit hours in the Area of Concentration.

To maximize transfer opportunities to four-year colleges and universities and professional schools students should work with the curriculum requirements of the targeted programs. For successful completion of the Associate in Science Degree students should work closely with College advisors and faculty. See "Requirements for Graduation" which applies to all Associate Degrees.

General Education Core Requirements**must be IAI approved (39 credit hours)**

	Required Credit Hours
Communications English 101, English 102, and Speech 101	9 cr. hrs.
Mathematics Mathematics 207 or above (course must be IAI approved)	5 cr. hrs.
Social Sciences Social Science 101 or 102 (3 cr. hrs.) Two IAI-approved Anthropology, Economics, Geography, History, Political Science, Psychology or Sociology courses (6 cr. hrs.)	9 cr. hrs.
Humanities and Fine Arts (9 hours) Humanities 201 or 202; plus an IAI-approved Fine Arts; plus any other IAI-approved Art, Humanities, Philosophy, Literature, or Fine Arts	9 cr. hrs.
Physical and Life Sciences Biology 114 and another IAI-approved Life Science course, one being a lab course and an IAI-approved Physical Science, Astronomy, Chemistry, Physics, Geology, or Environmental Studies. NOTE: Physical Science 101 and 111, and Physical Science 102 and 112 are the same course content and may not be counted as separate credit.	7 cr. hrs.
Additional Math/Science Requirement IAI approved courses: Mathematics 208 and above; Biology 242, Botany 201, Zoology 211, Astronomy 201, Chemistry 201, Geology 201.	14 cr. hrs.

Human Diversity Requirement: Each student must satisfy a three credit-hour Human Diversity Requirement by taking one course that explores human diversity within the United States or from a non-Western perspective. This course may satisfy a General Education, Concentration, or Electives requirement. The Daley College courses satisfying this requirement are: Anthropology 201, Anthropology 202, Comparative Religions 106, Geography 101, History 141, History 142, History 215, History 247, Literature 128, Literature 150, Political Science 204.

Total General Education Requirements	39 cr. hrs.
Additional Math/Science Requirement	14 cr. hrs.
Major Area of Concentration (Minimum Credit Hours)	11 cr. hrs.
Minimum Total Credit Hours Required for Associate in Science Degree	64 cr. hrs.

ASSOCIATE IN SCIENCE DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Science Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Science.

ENGINEERING TECHNOLOGY**64 cr. hrs.**

The Area of Concentration is designed for students planning to transfer to a Baccalaureate Degree-granting institution or for career entry upon completion of the Associate in Science Degree. This program is for students planning a career in areas such as Electrical Engineering Technology, Computer Engineering Technology, Manufacturing Engineering Technology, and Industrial Technology. Engineering Technology students entering Daley College are very strongly advised to meet with a faculty advisor from the Physical Science and Engineering Department in order to plan an appropriate course of study. Regular meetings with the Director of the Engineering program to discuss program requirements and course selections are essential.

Semester I

BIOLOGY 121	Biology I	5
ENGINEERING 111	Intro. to Engineering Profession	2
ENGINEERING 131	Engineering Graphics/Introduction to Design	3
ENGLISH 101	Composition	3
SOCIAL SCIENCE 101 or 102	General Course	<u>3</u>
		16

Semester II

ENGINEERING 132	Advanced Computer-Aided Drafting and Design	3
ENGINEERING 165	Current Engineering Topics	2
ENGLISH 102	Composition	3
HUMANITIES	IAI-approved Art, Music or Fine Arts	3
MATH 207	Calculus & Analytic Geometry	<u>5</u>
		16

Semester III

SPEECH 101	Fundamentals of Speech Communication	3
SOCIAL SCIENCE	IAI-approved Economics, Geography, History, Poli Sci	3
PHYSICS 221	Mechanics and Heat	4
HUMANITIES	IAI-approved Humanities, Philosophy or Literature	3
ENGINEERING 250	Engineering Projects	<u>2</u>
		15

Semester IV

SOCIAL SCIENCE	IAI-approved Anthropology, Psychology or Sociology	3
HUMANITIES 201 or 202	General Course	3
ENGINEERING 190	Computer Applications in Engineering	3
PHYSICS 222	Electricity, Sound and Light	4
MATH 125	Statistics	<u>4</u>
		17

Human Diversity Requirement: Each student must satisfy a three credit-hour Human Diversity Requirement by taking one course that explores human diversity within the United States or from a non-Western perspective. This course may satisfy a General Education, Concentration, or Electives requirement. The Daley College courses satisfying this requirement are: Anthropology 201, Anthropology 202, Comparative Religions 106, Geography 101, History 141, History 142, History 215, History 247, Literature 128, Literature 150, Political Science 204

TOTAL**64 hours**

ASSOCIATE IN SCIENCE DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Science Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Science.

PRE-DENTISTRY**64 cr. hrs.**

This is a suggested program plan for an Associate in Science Degree with a study of Liberal Arts and Sciences for students preparing to attend a professional School of Dentistry.

To maximize transfer opportunities students should work with the curriculum requirements of the targeted Dentistry Program.

Semester I

BIOLOGY 121	Biology I	5
ENGLISH 101	Composition	3
HUMANITIES	IAI-approved Fine Arts, Humanities	3
MATH 207	Calculus and Analytic Geometry I	<u>5</u>
		16

Semester II

BIOLOGY 122	Human Structure and Function II	5
ENGLISH 102	Composition	3
PHYSICS 221	Mechanics and Heat	4
SPEECH 101	Fundamentals of Speech Communication	3
SOCIAL SCIENCE	General Course 101 or 102	<u>3</u>
		18

Semester III

HUMANITIES	IAI-approved Humanities, Literature or Philosophy	3
PHYSICS 222	Electricity, Sound and Light	4
SOCIAL SCIENCE	IAI-approved Anthropology, Psychology, Sociology	3
BIOLOGY 227	Human Structure and Function I	<u>4</u>
		14

Semester IV

HUMANITIES 201 or 202	General Course I or II	3
SOCIAL SCIENCE	IAI-approved Economics, Geography, History, Poli Sci	3
CHEMISTRY 205	Organic Chemistry I	6
MICROBIOLOGY 233	General Microbiology	<u>4</u>
		16

TOTAL**64 hours**

Human Diversity Requirement: Each student must satisfy a three credit-hour Human Diversity Requirement by taking one course that explores human diversity within the United States or from a non-Western perspective. This course may satisfy a General Education, Concentration, or Electives requirement. The Daley College courses satisfying this requirement are: Anthropology 201, Anthropology 202, Comparative Religions 106, Geography 101, History 141, History 142, History 215, History 247, Literature 128, Literature 150, Political Science 204.

ASSOCIATE IN SCIENCE DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Science Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Science.

PRE-MEDICINE**64 cr. hrs.**

This is a suggested program plan for an Associate in Science Degree with a study of Liberal Arts and Sciences for students preparing to transfer to a Baccalaureate Degree-granting Pre-Medicine, Biology, or other Science Program.

To maximize transfer opportunities students should work with the curriculum requirements of the targeted Baccalaureate Program.

Semester I

ENGLISH 101	Composition	3
BIOLOGY 121	Biology I	5
HUMANITIES	IAI-approved Fine Arts, Humanities	3
MATH 207	Calculus and Analytic Geometry I	<u>5</u>
		16

Semester II

ENGLISH 102	Composition	3
SPEECH 101	Fundamentals of Speech Communication	3
BIOLOGY 122	Human Structure and Function I	5
PHYSICS 221	Mechanics and Heat	4
SOCIAL SCIENCE	General Course 101 or 102	<u>3</u>
		18

Semester III

BIOLOGY 227	Human Structure and Function II	4
HUMANITIES	IAI-approved Humanities, Literature or Philosophy	3
SOCIAL SCIENCE	IAI-approved Anthropology, Psychology, Sociology	3
PHYSICS 222	Electricity, Sound and Light	<u>4</u>
		14

Semester IV

MICROBIOLOGY 233	General Microbiology	4
HUMANITIES	General Course 201 or 202	3
SOCIAL SCIENCE	IAI-approved Economics, Geography, History, Poli Sci	3
CHEMISTRY 205	Organic Chemistry I	<u>6</u>
		16

TOTAL**64 hours**

Human Diversity Requirement: Each student must satisfy a three credit-hour Human Diversity Requirement by taking one course that explores human diversity within the United States or from a non-Western perspective. This course may satisfy a General Education, Concentration, or Electives requirement. The Daley College courses satisfying this requirement are: Anthropology 201, Anthropology 202, Comparative Religions 106, Geography 101, History 141, History 142, History 215, History 247, Literature 128, Literature 150, Political Science 204.

ASSOCIATE IN SCIENCE DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Science Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Science.

PRE-OPTOMETRY**64 cr. hrs.**

This is a suggested program plan for an Associate in Science Degree with a study of Liberal Arts and Sciences for students preparing to attend a professional School of Optometry.

To maximize transfer opportunities students should work with the curriculum requirements of the targeted Optometry Program.

Semester I

ENGLISH 101	Composition	3
BIOLOGY 121	Biology I	5
HUMANITIES	IAI-approved Fine Arts, Humanities	3
MATH 207	Calculus and Analytic Geometry I	<u>5</u>
		16

Semester II

ENGLISH 102	Composition	3
SPEECH 101	Fundamentals of Speech Communication	3
BIOLOGY 122	Biology II	5
PHYSICS 221	Mechanics and Heat	4
SOCIAL SCIENCE	General Course 101 or 102	<u>3</u>
		18

Semester III

HUMANITIES	IAI-approved Humanities, Literature or Philosophy	3
SOCIAL SCIENCE	IAI-approved Anthropology, Psychology, Sociology	3
BIOLOGY 226	Human Structure and Function I	4
PHYSICS 222	Electricity, Sound and Light	<u>4</u>
		14

Semester IV

HUMANITIES	General Course 201 or 202	3
SOCIAL SCIENCE	IAI-approved Economics, Geography, History, Poli Sci	3
MICROBIOLOGY 233	General Microbiology	4
CHEMISTRY 205	Organic Chemistry	<u>6</u>
		16

TOTAL**64 hours**

Human Diversity Requirement: Each student must satisfy a three credit-hour Human Diversity Requirement by taking one course that explores human diversity within the United States or from a non-Western perspective. This course may satisfy a General Education, Concentration, or Electives requirement. The Daley College courses satisfying this requirement are: Anthropology 201, Anthropology 202, Comparative Religions 106, Geography 101, History 141, History 142, History 215, History 247, Literature 128, Literature 150, Political Science 204.

ASSOCIATE IN SCIENCE DEGREE: AREAS OF CONCENTRATION

NOTE: The areas of concentration offered for the Associate in Science Degree are not separate degrees and will not show on transcripts as the specific concentrations, but simply as an Associate in Science.

PRE-PHARMACY**64 cr. hrs.**

This is a suggested program plan for an Associate in Science Degree with a study of Liberal Arts and Sciences for students preparing to attend a Pharmacy School.

To maximize transfer opportunities students should work with the curriculum requirements of the targeted Pharmacy Program.

Semester I

ENGLISH 101	Composition	3
BIOLOGY 121	Biology I	5
HUMANITIES	IAI-approved Fine Arts, Humanities	3
MATH 207	Calculus and Analytic Geometry I	<u>5</u>
		16

Semester II

ENGLISH 102	Composition	3
SPEECH 101	Fundamentals of Speech Communication	3
BIOLOGY 122	Biology II	5
SOCIAL SCIENCE	General Course 101 or 102	<u>3</u>
		14

Semester III

PHYSICS 221	Mechanics and Heat	4
HUMANITIES	IAI-approved Humanities, Literature or Philosophy	3
SOCIAL SCIENCE	IAI-approved Anthropology, Psychology, Sociology	3
BIOLOGY 227	Human Structure and Function II	4
PHYSICS 222	Electricity, Sound and Light	<u>4</u>
		18

Semester IV

CHEMISTRY 205	Organic Chemistry I	6
HUMANITIES	General Course 201 or 202	3
SOCIAL SCIENCE	IAI-approved Economics, Geography, History, Poli Sci	3
MICROBIOLOGY 233	General Microbiology	<u>4</u>
		16

TOTAL**64 hours**

Human Diversity Requirement: Each student must satisfy a three credit-hour Human Diversity Requirement by taking one course that explores human diversity within the United States or from a non-Western perspective. This course may satisfy a General Education, Concentration, or Electives requirement. The Daley College courses satisfying this requirement are: Anthropology 201, Anthropology 202, Comparative Religions 106, Geography 101, History 141, History 142, History 215, History 247, Literature 128, Literature 150, Political Science 204.

ASSOCIATE IN ENGINEERING SCIENCE - A.E.S. (0100)**64 cr. hrs.**

The A.E.S. Degree is designed to parallel the first two years of Engineering programs at universities accredited by the Accreditation Board for Engineering and Technology (ABET) and prepare students to enter Bachelor's Degree programs in: Aeronautical, Biomedical, Chemical, Civil, Computer, Electrical, Environmental, Industrial, Manufacturing, and Mechanical Engineering. Students will complete General Education, Computer Science courses, and specialty Engineering Science core courses and electives.

The Program can be completed in four semesters. Students must seek advisement for correct planning of their programs. The Director of the Engineering Program, Physical Science faculty, and College Advisors can assist students in adjusting class schedules to meet individual needs.

General Education Requirements**12 Hours**

Communications - 6 hours:

English 101, English 102

Social Sciences - 3 hours:

Any Socio-Behavioral IAI-approved course (all courses accepted for the AA degree can be used -
Economics 202 recommended)

Humanities - 3 hours:

Any Humanities/Fine Arts IAI-approved course accepted for the AA degree can be used

Engineering Requirements**45 hours**

Engineering 111 (2), 131 (3), 190 (3), 206 or Physics 215 (3)

Mathematics 207 (5), 208 (5), 209 (5), 210 (3)

Chemistry 201 (5)

Physics 216 (3), 235 (4), 236 (4)

Engineering Electives**7 hours**

Engineering 132, 165, 250, Chemistry 203, 205, 207, Biology 114, 115, Physics 237

Students are encouraged to select courses that will transfer to the four-year institution they plan to attend..

Associate in Engineering Science Sample Degree Plan**Semester I**

ENGLISH 101	Composition	3
MATH 207	Calculus and Analytical Geometry	5
ENGINEERING 111	Introduction to Engineering Profession	2
ENGINEERING 131	Engineering Graphics and Introduction to Design	3
ECONOMICS 202	Principles of Economics II	<u>3</u>
		16

Semester II

CHEMISTRY 201	General Chemistry	5
ENGLISH 102	Composition	3
MATH 208	Calculus and Analytical Geometry II	5
ENGINEERING 206	Elements of Mechanics - Statics (or Physics 215)	<u>3</u>
		16

Semester III

HUMANITIES	201 or 202 General Course	3
PHYSICS 216	Dynamics	3
PHYSICS 235	Engineering Physics I	4
MATH 209	Calculus and Analytical Geometry III	5
ENGINEERING 190	Computer Applications in Engineering	<u>3</u>
		18

Semester IV

MATH 210	Differential Equations	3
CHEMISTRY 203	General Chemistry II	5
PHYSICS 236	Engineering Physics II	4
ENGINEERING	elective	<u>2</u>
		14
TOTAL		64

ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)

The Associate in Applied Science (A.A.S.) Degree prepares students for career entry upon completion. However, many students transfer the AAS degree in whole or in part. Many of our programs are designed for transfer and include the IAI requirements. Students intending to transfer and major in Education should consult an academic advisor. While an A.A.S. Degree is not considered a transfer degree, many universities will accept the degree credits into a General Studies Program, Technical Program, and even into a traditional Bachelor of Science/Arts Program.

To receive an Associate in Applied Science Degree, students must successfully complete a minimum of sixty (60) credit hours; fifteen (15) credit hours of General Education Core Requirements, thirty (30) or more credit hours (depending upon the program selected) in a major area of concentration, and fifteen (15) credit hours of elective courses not related to a major area of concentration. Electives should be selected with assistance from a faculty or student advisor. Faculty and student advisors will assist the student in selecting courses for major programs. "Requirements for Graduation" apply to all Associate degrees.

General Education Core Requirements**(15 credit hours)**

	Required Credit Hours
Communication English 101	3 hours
Consumer Education Selected from the following: Biology 107; Business 111, 141, 181, 231, 258 or 269; Child Development 101 or 102; Computer Information Systems 101 or 120; Criminal Justice 102; any Economics course; or Geography 102.	3 hours
Physical and Life Sciences – Any Biology, Chemistry, Environmental Studies, Mathematics 118 or higher (except 140), Physical Science, Astronomy 201, Geology 201.	3 hours
Socio-Cultural Science Social Science 101 or 102 (3 hours) and Humanities 201 or 202 (3 hours)	6 hours
Total General Education Requirements	15 hours
Major Area of Concentration (Minimum Credit Hours)	30 hours
Elective Credits	15 hours
Total Credit Hours for the A.A.S. Degree	60 hours

SAMPLE ASSOCIATE IN APPLIED SCIENCE DEGREE PLANS

A.A.S. ACCOUNTING (0001)

60 cr. hrs.

This Degree requires the study of the main areas of accounting: computerized accounting systems, tax, auditing, cost, and more. These skills can lead to various levels of accounting positions in accounting firms, retail stores, manufacturing, service businesses, and small business. Earn a Basic Certificate and Advanced Certificate in Accounting while earning an A.A.S. degree. (INSERT LINK)

Semester I

BUSINESS 111	Introduction To Business	3
BUSINESS 181	Financial Accounting	4
ENGLISH 101	Composition I	3
BUSINESS 141	Business Math or Math 125 or above	3
CIS 120	Introduction to Microcomputers	<u>3</u>
		16

Semester II

BUSINESS 182	Management Accounting	4
BUSINESS 205	Intermediate Accounting	3
BUSINESS 250	Computerized Accounting Systems	3
SOCIAL SCIENCE	Economics 201 or Social Science 101 or 102	3
HUMANITIES	201 or 202 - General Course	<u>3</u>
		16

Semester III

BUSINESS 203	Costing Accounting	3
BUSINESS	Elective - See Recommended Courses*	3
BUSINESS 208	Federal Income Tax	3
BUSINESS 241	Introduction to Finance	3
CONSUMER ED	Economics 202 or see General Education requirements	<u>3</u>
		15

Semester IV

BUSINESS 204	Computer Applications or See Electives	1
BUSINESS 211	Business Law	3
PHYSICAL SCIENCE	Biology or Physical Science general education	3
ELECTIVE	Elective - See Recommended Courses	3
ELECTIVE	See Recommended Courses	<u>3</u>
		13

TOTAL **60**

* Electives - Need 2 Courses:

- Auditing Clerk Emphasis: BUS 206 & 214
- Financial Emphasis: BUS 244
- Administrative Emphasis: BUS 269 & 271
- Accounting Systems Emphasis: CIS 123, 145, or 158
- Transferability Emphasis: one Math 125 or above, Economics 201/202, Psychology 201, English 102, Speech 101, Biology or Physical Science Lab, any Fine Arts or Humanities

The Accounting Field has a Job for You!

Jobs at All Levels

For All Types of Individuals

The Bureau of Labor Statistics projects a 34% increase in accounting job openings by 2005. Our program will help you study many areas of accounting: computerized accounting systems, tax, auditing, cost, and more. These skills can lead to various levels of accounting positions in accounting firms, retail stores, manufacturing, service businesses, and small business.

Build Your Career Opportunities With a

Basic Certificate

Office Clerk

Administrative Support

Bank Teller

Bill Collector

Advanced Certificate

Bookkeeper

Auditing Clerk

Tax Preparer

Bank Advisor

Associate in Applied Science

Office Manager

Administrative Support Supervisor

This Degree is transferable into:

Many Bachelor of Arts in General Studies Programs

Technical Four-Year Programs

Governors State University Bachelor Programs

Franklin "On Line" University Program

And others

Please see an Advisor or the Transfer Center for articulation details. Is there a Degree requirement problem? Please see the Business Department Chair for limited course substitutions.

Start Learning More and Earning More Today!

A.A.S. CHILD DEVELOPMENT PRESCHOOL EDUCATION (0278)**62 cr. hrs.**

A study of Child Development and Liberal Arts for students seeking employment as teacher aides in public schools, teachers in private schools, day-care centers, and nursery schools.

Semester I

ENGLISH 101	Composition 101	3
CHILD DEV 101-1	Human Growth & Development	4
CHILD DEV 107	Child Care, Health and Nutrition	3
SOCIAL SCIENCE	101 or 102 General Course	3
CONSUMER EDUCATION	See General Education requirements	<u>3</u>
		16

Semester II

CHILD DEV 109	Language Development	3
CHILD DEV 120	Introduction to Child Care Professions	3
CHILD DEV 143	Science/Mathematics for Young Children	3
NATURAL SCIENCE	Biology or Physical Science General Education	3
ELECTIVE	CIS 120 - Microcomputers	<u>3</u>
		15

Semester III

CHILD DEV 149	Creative Activities for Children	3
CHILD DEV 201	Child Behavior	3
CHILD DEV 258	Principles of Preschool Education	4
CHILD DEV 262-1	Child, Family & Community Relations	3
HUMANITIES	201 or 202 General Course	<u>3</u>
		16

Semester IV

CHILD DEV 259-1	Practicum in Preschool Education	6
ELECTIVES	See Recommended Courses	<u>9</u>
		15

TOTAL**62 hours**

Recommended Elective Courses: CIS 120, Mathematics 121, 122.

Congratulations to the Child Development Program for earning their Early Childhood Degree Accreditation from the National Association for the Education of Young Children. Daley College is one of just a few programs in the state and nationally to have earned this prestigious accreditation. The process included completion of an extensive self-study, site visit conduct by a Peer Review Team, and an accreditation decision made by a national Commission of early childhood professionals.

A.A.S. COMPUTER INFORMATION SYSTEMS (0011)**60 cr. hrs.**

Computer Information Systems (CIS) is a program that emphasizes the practical aspects of computing with a focus on analysis, design, application, management, and implementation of information systems. Specialization in a technology field is highly recommended. Concentrations* of study include:

- Productivity Applications
- Networking Technologies
- Programming
- E-Systems

Along with college studies, students can prepare for industrial certification examinations. For example: Microsoft Office Specialist, A+, CCNA, MCP, Network+, and INet+. Today, college graduates must be able to use computers flexibly, creatively, and purposefully. Educated users of technology will be able to recognize how technology enables efficient and effective accomplishment of goals. Daley's C.I.S. Program focuses on creating frameworks for competence and understanding. Students are enabled to graduate with computer skills that allow them to use a computer for information, problem solving, computer-assisted instruction, enhanced communications, career preparation, and specialized computer applications in applied fields such as Business, Nursing, Criminal Justice, and Child Development.

* *NOTE: For concentration in Networking Technologies and Relational Database, please see AAS – Networking Systems Technologies insert link.*

Semester I

CIS 101	Intro to Computer Information Systems (requirement)	3
CIS 120	Introduction to Microcomputers (requirement)	3
ENGLISH 101	Composition I	3
BUSINESS 111	Introduction to Business (requirement)	3
BUSINESS 181	Financial Accounting (requirement)	<u>4</u>
		16

Semester II

CIS 250	Introduction to Systems (elective)	3
CIS	Elective - see Recommended Courses	6
BUSINESS 182	Managerial Accounting (requirement)	4
SOCIAL SCIENCE	101 or 102 General Course	<u>3</u>
		16

Semester III

CIS	Elective - See Recommended Courses (next page)	6
PHYSICAL SCIENCE	Math 118 or Higher (Except Math 140)	4
CONSUMER EDUCATION*		<u>3</u>
		13

Semester IV

HUMANITIES	201 or 202 General Course	3
CIS ELECTIVES	See Recommended Courses (next page)	<u>12</u>
		15

TOTAL**60 hours**

*Consumer Education: Three hours from the following: Biology 106 or 107; Business 111, 141, 181, 231, 258, 269 or 271, Child Development 101 or 102; CIS 101; any Economics course; or Geography 102.

A.A.S. COMPUTER INFORMATION SYSTEMS (0011) Continued

Recommended Courses based on Areas of Concentration

Concentration in Web Development:

E-Systems, E-Commerce, E-Business, Web, Internet Electives — CIS 103 - Introduction to BASIC Language
CIS 116 – Introduction to Operating Systems
CIS 142 - C++ or CIS or 144 - Java
CIS 144 – Introduction to Java Programming
CIS 145 - Database or CIS 135 - COBOL
CIS 158 - Beginning Internet
CIS 191 - Introduction to E-Commerce
CIS 203 - Advanced BASIC Programming
CIS 258 - Advanced Internet
CIS 280 - Computer Graphics
Networking 121 - Internetworking I
Art 275 - Computer Art
Business 141 - Business Math
Speech 101 – Fundls. of Speech Communication

Concentration in Productivity Applications Electives — 39 hours

CIS 103 – Intro. to Basic Language
CIS 116 - Introduction to Operating Systems
CIS 122 and/or 123 and/or 145 – Productivity Application
CIS 158 - Beginning Internet
CIS 280 – Computer Graphics
CIS 290 – Adv. Desktop Publishing
Business 250 - Computerized Accounting Sys.
Business 231, 236, 258 or 269
Math 125 - Intro to Statistics

Concentration in Programming Electives

CIS 102, 103 or 106 - Programming Course
CIS 203 - Advanced BASIC
CIS 242 and 142 – Intro and Advanced C/C++
CIS 144 and 244 – Intro and Advanced Java
CIS 191 Intro. to E-Commerce
CIS 135 and 235 - Programming Course
CIS 158 – Beginning Internet
CIS 181 – Web Development
Math 125 or higher

A.A.S. CRIMINAL JUSTICE/PUBLIC POLICE (0294)**60 cr. hrs.**

A study of theory and practices of contemporary law enforcement for those planning careers as police officers or for police officers wishing to advance in rank or to administrative levels. NOTE: For articulation to Governors State University, Loyola University, and Lewis University please see the Department Chairperson.

Semester I

ENGLISH 101	Composition I	3
CONSUMER EDUCATION*		3
SOCIAL SCIENCE	101 or 102 General Course	3
CRIMINAL JUSTICE 102	Administration of Criminal Justice	3
CRIMINAL JUSTICE 114	Administration of Juvenile Justice	<u>3</u>
		15

Semester II

SOCIAL SCIENCE	Political Science 201, Psychology 201, or Sociology 201	3
NATURAL SCIENCE	Biology or Physical Science General Education	3
ENGLISH 107 or 102	Report Writing/Composition II	3
CRIMINAL JUSTICE 202	Issues in Criminal Justice	3
CRIMINAL JUSTICE 211	Introduction to Investigation	<u>3</u>
		15

Semester III

CIS 120	Introduction to Microcomputers	3
CRIMINAL JUSTICE 221	Police Organization and Management	3
CRIMINAL JUSTICE 222	Professional Responsibilities in Criminal Justice	3
HUMANITIES	201 or 202 General Course	3
General Elective	see below	<u>3</u>
		15

Semester IV

CRIMINAL JUSTICE 234	Criminal Law and Procedure	3
CRIMINAL JUSTICE 256	Constitutional Law	3
Recommended Electives	3 courses from Recommended Electives	<u>9</u>
		15

TOTAL**60 hours**

*Consumer Education: Three hours from the following: Biology 106 or 107; Business 111, 141, 181, 231, 258, 269 or 271, Child Development 101 or 102; CIS 101; any Economics course; or Geography 102.

Recommended Electives

Criminal Justice 155 - Introduction to Corrections
 Criminal Justice 250 - Introduction to Criminology
 Criminal Justice 170 - Scope and Purpose of Private Policing
 Criminal Justice 172 - Management & Supervision for Private Policing
 Criminal Justice 173 - Issues and Problems of Private Policing
 Criminal Justice 174 - Law for Private Police
 Speech 101 - Fundamentals of Speech Communication

A.A.S. ELECTRICAL CONSTRUCTION TECHNOLOGY (0752)**65 cr. hrs.**

This Degree was established as a cooperative effort between Richard J. Daley College and the Electrical Joint Apprenticeship and Training Trust (EJATT) which is made up of the National Electrical Contractors Association (NECA) and the International Brotherhood of Electrical Workers Local Union 134. The EJATT Local Union 134 serves the entire Chicagoland area. The present IBEW-NECA Technical Institute evolved over fifty years through the efforts of the Electrical Joint Apprenticeship and Training Trust (EJATT). EJATT is dedicated to consistently providing state-of-the-art education and training to apprentices and through them to the residential and commercial building contractors of the Chicagoland area. This commitment to both the individuals and the industry requires not only providing electricians for today's market, but also looking toward tomorrow's market and future technologies.

Students wishing to enroll in the program are required to go through the selection process established by EJATT Local Union 134. This selection process follows the guidelines of federal and state laws regulating admission into registered apprenticeship programs. The specific qualification requirements necessary for eligibility of students for the apprenticeship interview include the following criteria:

1. Be a high school graduate or have a GED prior to application. A copy of a diploma or GED certificate is required. Official transcripts will be accepted in place of the high school diploma if the graduation date is provided.
2. Be at least 18 years old, prior to application.
3. Have taken two semesters of algebra (at high school or college) with a minimum of "C" grade in each semester, completed prior to application. An official transcript is required.
4. Have acceptable physical health as determined by a physician to be able to safely perform the tasks of a construction electrician, including drug testing.
5. Have evidence of a qualifying grade on an aptitude test as prescribed by the EJATT Local Union 134. The aptitude test covers English and Mathematics comprehension along with a spatial ability evaluation.

General Education**15 hours**

English 101 – Composition

Engineering & Industrial Tech 714 – Technical Math I

Psychology 206 – Business Industrial Psych

Psychology 210 – Princ. of Supervisory Psych

History 113 – U.S. Labor History

Technical/Professional/Specialty Required Courses**50 hours**

Engineering & Industrial Tech 702 – Electrical Circuitry

Engineering & Industrial Tech 703 – Conduit Bending I

Engineering & Industrial Tech 704 – Construction Technology

Engineering & Industrial Tech 705 – Print Reading

Engineering & Industrial Tech 706 – Conduit Bending II

Engineering & Industrial Tech 707 – Fire Alarm Systems -- not on SPAS list of requirements

Engineering & Industrial Tech 708 – Motor Control Systems

Engineering & Industrial Tech 709 – Print Reading II

Engineering & Industrial Tech 710 – Programmable Control

Engineering & Industrial Tech 711 – Communications

Engineering & Industrial Tech 712 – H.V.A.C. Systems

Engineering & Industrial Tech 713 – Instrumentation

Engineering & Industrial Tech 715 – Technical Math II

TOTAL**65 hours**

A.A.S. LOGISTICS TRANSPORTATION DISTRIBUTION (0713)**63 cr. hrs.**

The field of Logistics encompasses a wide variety of career paths and employment opportunities. Career paths span across all aspects of the supply-chain spectrum from the supplier, to manufacturing, to distribution and finally to the wholesaler/retailer. Occupations include warehouse management, equipment and material handling; inventory control, transportation supervisor, and distribution specialist. Logistics is increasingly recognized as a field that is vital to commerce and the economy. Logistics ensures that products are moved on time, in the proper condition and for the right cost. This program targets entry-level employees with introductory classes in transportation and logistics. Articulation is in place with the Illinois Institute of Technology for those wishing to pursue a four-year degree.

General Education**16 hours**

English 101 – Composition

Math 118 – General Education Math

Social Science 101 or 102 – General Course

Speech 101 – Fundamentals of Speech Communication

Humanities 201 or 202 – General Course

Technical/Professional/Specialty Required Courses**47 hours**

Logistics/Transportation/Distr 150 – Intro to Transportation Admin.

Logistics/Transportation/Distr 152 – Introduction to Business Logistics

Logistics/Transportation/Distr 154 – Traffic Mgmt. Cust. Service

Logistics/Transportation/Distr 156 – Warehousing & Distribution

Logistics/Transportation/Distr 158 – Purchasing

Logistics/Transportation/Distr 200 – Export/Import Management

Logistics/Transportation/Distr 202 – Labor/Bus. Law/Legal Compliance

Logistics/Transportation/Distr 204 – Global Logistics Management

Logistics/Transportation/Distr 206 – E-commerce Technology

Logistics/Transportation/Distr 208 – Supply Chain Optim. Info. Sys.

Logistics/Transportation/Distr 210 – Inventory Control

Logistics/Transportation/Distr 212 – Supervised Workbased Learning

C.I.S. 120 – Introduction to Microcomputers

C.I.S. 123 – Introduction to Spreadsheets.

Psychology 205 – Applied Psychology

TOTAL**63 hours**

A.A.S. MANAGEMENT/MARKETING (0021)**62 cr. hrs.**

To fulfill the Degree requirements students must take only the basic business courses: Accounting, Finance, Law, Management, and Marketing. The remaining courses can be chosen based on the career goal -- entrepreneurship, small business, E-Marketing, Mid-Management, Small Business, or transferability to a four-year institution. Earn a Basic or Advanced Certificate in Management/Marketing while working on the A.A.S. degree.

Semester I

ENGLISH 101	Composition	3
CIS 120	Introduction to Microcomputers	3
BUSINESS 141	Business Math or Math 125 or above...	3
BUSINESS 111	Introduction to Business	3
BUSINESS 181	Financial Accounting	4
		16

Semester II

BUSINESS 182	Management Accounting	4
BUSINESS 231	Principles of Marketing	3
BUSINESS 269	Principles of Management	3
SOCIAL SCIENCE	Economics 201 or Social Science 101 or 102	3
SPEECH 101	Introduction to Speech	3
		16

Semester III

BUSINESS	Elective see recommended courses*	3
BUSINESS 211	Business Law	3
BUSINESS 241	Introduction to Finance	3
HUMANITIES	201 or 202 - General Course	3
CONSUMER ED	Economics 202	3
		15

Semester IV

BUSINESS	Elective - see recommended courses*	12
PHYSICAL/LIFE SCIENCE	Biology or Physical Science Gen Ed Requirements	3
		15

Total**62 hours*****Recommended Electives**

- Supervisor/Small Business Emphasis: Business 140, 258, 271
- E-Marketing Emphasis: CIS 158, 191 and Business 230
- Retail Sales Emphasis: Business 140, 237, 257
- Financial Emphasis: Business 208, 244, and elective
- Management Systems Emphasis: CIS 123, 145, 258
- Transferability Emphasis: Math 118 or 125 or higher, Economics 201/202, Psychology 201, English 102, Biology or Physical Science Lab, any Fine Art or Humanities

A Business Degree to Fit Your Goals!

A flexible degree to keep up with change and your needs. Only the basic business functions are required: Accounting, Finance, Law, Management, and Marketing. You fill in the remaining courses depending on your goal - entrepreneurship, small business, E-Marketing, mid management, or even greater transferability to a four year institution.

**Build Your Career Opportunities With a
Basic Certificate (INSERT LINK)**

Sales - Retail and related
Assistant Supervisor

Advanced Certificate (INSERT LINK)

E- Marketing
Supervisor
Small Business Owner

Associate in Applied Science

Marketing/Sales Supervisor
Mid Management

This Degree is transferable into:

Many Bachelor of Arts in General Studies Programs
Technical Four Year Programs
Governors State University Bachelor of Science Program
Franklin "On Line" University Program
And others

Please see an Advisor or the Transfer Center for articulation details. Is there a Degree requirement problem? Please see the Business Department Chair for limited course substitutions

Make your Plans and Move on Up!

**A.A.S. MANUFACTURING TECHNOLOGY
MAINTENANCE MECHANIC (0770)**

64 cr. hrs.

A study of the technologies required for Maintenance Mechanics in the manufacturing or service industries. The Program is appropriate for career changes, high school graduates, General Education Diploma holders, and machining workers with a need to enhance their careers. The Program will cover theory and practical projects for Maintenance Mechanics.

Core Courses

35 hours

Manufacturing Tech 102 - Blueprint Reading
 Manufacturing Tech 103 - Quality Control
 Manufacturing Tech 104 - Statistical Process Control
 Manufacturing Tech 111 & 112 - Machining Basics
 Manufacturing Tech 132 - Introduction to Machining
 Manufacturing Tech 191 - Industrial Electricity
 Manufacturing Tech 216 - CNC
 Manufacturing Tech 253 - Pneumatics
 Manufacturing Tech 255 - Industrial Hydraulics
 Manufacturing Tech 291 - Programmable Logic Controls
 Manufacturing Tech 292 - Principles of Mechanisms

General Education

15 hours

Communication: English 101 - Composition
 Consumer Education: Business 111 - Introduction to Business
 Physical and Life Sciences: Math 118 - General Education Math
 Socio-Cultural Sciences (6 hours)
 Social Science 101 - General Course
 and Philosophy 216 - Critical Thinking

Electives

14 hours

Manufacturing Tech 201 - Supervised Work-Based Learning
 C.I.S. 120 - Introduction to Microcomputers
 Mechanical Technology 170 - Auto Cad I
 Mechanical Technology 171 - Auto Cad II
 Engineering 131 - Graphic Design
 Speech 101 - Fundls. of Speech Communication

TOTAL

64 hours

A.A.S. NETWORKING SYSTEMS & TECHNOLOGIES (0141)	60 cr. hrs.
Core Courses	18 hours
CIS 101 - Introduction to Computer Info. Systems	
Networking 121 - Internetworking	
Networking 122 - Internetworking II	
Networking 221 - Internetworking III	
Networking 222 - Internetworking IV	
CIS 250 - Introduction to Systems	
General Education	15 hours
Communication: English 101 - Composition	
Consumer Education: Business 111	
Physical and Life Sciences requirement	
Socio-Cultural Sciences (6 hours)	
Humanities 201 or 202 - General Course	
<u>and</u> Social Science 101 or appropriate course	
Electives	27 hours
CIS 120 - Introduction to Microcomputers	
CIS 116 - Introduction to Operating Systems	
CIS 181 - Web Development I—Basic Web Tech	
CIS 182 - Web Development II—Client Side Scripting	
CIS 281 - Web Development III—Server Side Programming	
CIS 282 - Web Development IV—Web Database Integration	
CIS 258 - Advanced Internet	
CIS 171 - Computer Mathematics	
CIS 255 - Intro to Operating Systems	
Networking Technologies 101 - Client-Server Database I	
Networking Technologies 201 - Client-Server Database II	
Networking Technologies 202 - Client-Server Database III	
Networking Technologies 203 - Client-Server Database IV	
Math 118 or 125 or higher (except 140)	
Speech 101 - Fundamentals of Speech Communication	
TOTAL	60 hours

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

NURSING (0239)

70 cr. hrs

Nursing Program Description: Nursing Program Description: The nursing program will prepare the graduate for the State of Illinois licensing exam and for employment as a Registered Nurse in a variety of health care settings, such as hospitals, extended care facilities, clinics, and physicians' offices. This curriculum enables students to develop a system of personal values that lead to civic and social responsibility and to attain skills in communication, computation, critical thinking and problem solving necessary for future growth as productive members of society. The curriculum will also prepare graduates to be competent providers of nursing care and managers of nursing care. Admission requirements for the nursing program are listed here and under the Admissions section of this catalog. NOTE: Passing the City Colleges of Chicago Nursing Comprehensive Exit examination is a requirement for an A.A.S. degree in nursing.

Admission Requirements for the Nursing Program:

Admission is competitive. The District has one admission policy for all the City Colleges of Chicago RN Programs. Admission to the Program requires admission to the college, approval by the Nursing Admissions' Committee and the Completion of the following:

Prerequisite Requirements for Nursing Program:

- Biology 121;
- Earn a "B" or higher in Chemistry 100/121 or take a higher level chemistry course passing with a "C" or higher (one year of high school chemistry with lab and a grade of "B" or better);
- MATH 118; Math 125; or college level math with a "C" or higher;
- Cumulative college GPA Of 2.5 or higher;
- Documented reading score of 90 or above on COMPASS Placement Exam;
- High school transcripts, GED, and other applicable transcripts;
- Chemistry and Biological Science courses must be completed within five years of admission to the nursing program. These courses can be audited after five years. If audited, the student must meet the requirements of the course.

	Credit Hours
<u>Prerequisites:</u>	
Biology 121	5
Chemistry 100/121; or 121(WWC) or higher level chemistry	5
Math 118; 125 or college level Math	4
Total Hours for Prerequisite Courses	14

Nursing Core Courses:

Semester I	Nursing 101 Fundamentals of Nursing I	7
Semester 2	Nursing 102 Fundamentals of Nursing II	7
Semester 3	Nursing 210 Nursing Process and Alterations in Homeostasis I	6
	Nursing 211 Nursing Process and Alterations in Homeostasis II	6
Semester 4	Nursing 212 Nursing Process and Alterations in Homeostasis III	6
	Nursing 213 Nursing Process and Alterations in Homeostasis IV	6
	Nursing 203 Nursing in Perspective	<u>3</u>
Total Hours for Core Courses		41

Other General Education/Degree Requirements:

English 101	3
Biology 226 (must be taken before enrolling in third semester of nursing)	4
Biology 227 (must be taken before enrolling in third semester of nursing)	4
Microbiology 233 (must be taken before enrolling in third semester of nursing)	4
	15
	Total Program Credit Hours 56
	Prerequisites <u>14</u>
	Total Hours 70

Other Requirements

- Meet health requirements upon admission to the program;
- Subject to a criminal background check and random drug screening;
- Successful completion of degree requirements;
- Passing score on the City Colleges of Chicago Nursing Comprehensive Exit Test (current passing score is documented in Nursing Exit Policy);
- Meet all degree requirements for A.A.S. in Nursing.

Graduation from the Nursing Program does not guarantee R.N. licensure. The graduate must apply for R.N. licensure and successfully pass the National Council for Licensing Examination (NCLEX-RN). Students applying for licensure will be asked to provide information regarding any prior felony convictions, denial of any professional license and dishonorable discharge from the armed forces.

Licensed Practical Nurses (LPNs) may advance place into Nursing 210 or Nursing 211 (third semester courses) after meeting all prerequisites and passing Nursing 140 (RN Transition/Bridge course).

POLICY SUBJECT TO CHANGE

The Nursing Program is NLNAC accredited:

National League of Nursing Accrediting Commission

61 Broadway, 33rd Fl., New York, New York, 10006

For further information and a copy of the Nursing program information guide, visit our website at <http://daley.ccc.edu> or contact the Nursing Program office at: 773-838-7684, room 3114.

ASSOCIATE IN GENERAL STUDIES DEGREE - A.G.S. (0203)**60 cr. hrs.**

The Associate in General Studies (A.G.S.) Degree is a general degree, primarily for students undecided on a specific program or degree, and is not designed for transfer purposes. While colleges and universities may accept course work earned through pursuit of this degree, no guarantee exists. To receive an Associate in General Studies Degree, students must successfully complete a minimum of sixty (60) credit hours; thirty (30) credit hours of General Education Core Requirements, and thirty (30) credit hours of elective courses. Electives should be selected with assistance from an advisor or a faculty member. Advisors and faculty will assist the student in selecting courses leading toward major programs.

General Education Requirements**30 hours**

Communications (6 hours):

English 101 and English 102 or Speech 101

Humanities (6 hours):

Humanities 201 or 202,

and 3 cr. hrs. in IAI approved Humanities, Fine Arts, Philosophy or Literature.

Physical Science and Life Sciences (12 hours):

Physical Science 101, 102, 111, 112

or 6 cr. hrs. in Astronomy, Chemistry, Geology, Physics, or Environmental Studies.

Biology 114, 115 or any Biology, or Botany.

NOTE: Physical Science 101 and 111, and Physical Science 102 and 112 are the same course content and may not be counted as separate credit.

Social Sciences (6 hours):

Social Science 101 or 102

and 3 cr. hrs. in Anthropology, Psychology, Sociology, Economics, History, Geography or Political Science.

Required Program Electives***30 hours****Minimum Total Credit Hours Required for Associate in General Studies Degree****60 hours**

*Program Electives: approximately 30 hours of program elective courses are required. Students should discuss the recommended electives with an advisor to meet their academic goals.



CERTIFICATE PROGRAMS

Certificate programs are short-term programs (usually one year or less in duration) designed to meet the needs of students seeking employment in a particular area or advanced opportunities in their current occupation. Certificates are awarded to students having successfully completed a cluster of career courses confirming a certain level of achievement in a specific career or vocational field. Credit earned for a certificate may later be applied to a related degree program. The advanced certificate is the only program that qualifies for financial assistance. Students transferring to Daley College must earn a minimum of 15 credit hours at Daley College to be eligible for a certificate. The following certificate programs are offered at Daley College:

- Accounting Advanced Certificate (0003)** leads to an AAS in Accounting **30 cr. hrs.**
 Required Courses 20 cr. hrs.:
 Business 111, 181, 182, 205, 208, 241
 Recommended Electives 10 cr. hrs.:
 Auditing Clerk: Business 206, 211, and CIS 120
 Bookkeeper: Business 203, 250, and CIS 120
 Accounting Systems: Business 250 and two CIS from: 120, 123, 145, or 158
 Tax/Financial: Business 244, 250, and CIS 120
 General Education: Business 211 or 214 and two General Education courses
- Accounting Basic Certificate (0002)** **17 cr. hrs.**
 leads to an Advanced Certificate and an AAS in Accounting
 Required Courses 8 cr. hrs.:
 Business 181, 182
 Recommended Electives credits 9 cr. hrs.:
 Bookkeeping Clerk: Business 111 or 141, 250, and CIS 120
 Auditing Clerk: Business 205, 206, and 211
 Manufacturing Clerk: Business 203, 250, and 141 or CIS 120
 Accounting Systems: Business 250 and 2 CIS from: 120, 123, 145, or 158
 Tax/Financial: Business 208, 250, CIS 120.
- Business Administration, General Business Advanced Certificate (0042)** **30 cr. hrs.**
 leads to an AA degree
 Required Courses 15 cr. hrs.:
 Business 111, 211, 212, 231, CIS 101
 Recommended Electives 15 cr. hrs.:
 Business 181, 182, CIS 120, and IAI Emphasis: Business 214
 UIC Emphasis: Business 269
 General Education Emphasis: Business, Communications, Social Science, Humanities, Mathematics, or Physical and Life Sciences
- Child Development - Preschool Education Advanced Certificate (0282)** **32 cr. hrs.**
 leads to an AAS in Child Development-Preschool Education
 Required Courses: Child Development 101, 107, 109, 120, 143, 149, 201, 258, 259, 262

Child Development: Illinois Director Credential, IDC Level I Advanced Certificate (300) 41 cr. hrs.

The Illinois Director Credential is an approved entitled program by the State in which one can earn a Level I Director Credential. An applicant enrolled in this program must complete the scheduled classes below and demonstrate competency in three additional areas. These areas include teaching experience with young children, program management experience of a minimum of 1200 clock hours, and have demonstrated leadership through professional contributions made to the field beyond the scope of daily management activities. The program coordinator of the Director Credential must verify the attainment of the requirements for each of the five competency components before the credential can be received.

Required Courses: Child Development 101, 107, 109, 120, 143, 149, 201, 258, 259-1, 260, Business 258, CIS 120.

Computer Information Systems Advanced Certificate (0013) 30 cr. hrs.

Required Courses 17 cr. hrs.: Computer Information Systems 101, 120, 250, Business 181,182

Recommended Electives 13-15 cr. hrs. chosen from an area of concentration:

E-Systems and Web Development: CIS 158, 181, 182, 258, 281, 282

Productivity Applications: CIS 116,122,123,145, Business 181

Programming: CIS 102, 103, or 142; 135, 203, or 242; 144 or 235; 120 or 244; NET TECH or General Elective

Computer Information Systems Basic Certificate (0012) 12 cr. hrs.

Required Courses 6 cr. hrs.: Computer Information Systems 101 and 120.

Recommended Electives 6 cr. hrs. chosen from an area of concentration:

E-Systems and Web Development: Choose two from CIS 158, 181, 182, 258, 281,282, or Net Tech.

Productivity Applications: Choose two from CIS 122, 123, 145, Net Tech.

Programming: Choose two from: CIS 102 or 103; and 135, 142, 144, 203, 235, 242, or 244.

Criminal Justice/Private Police Advanced Certificate (0319) 30 cr. hrs.

Required Courses:

Criminal Justice 102, 114, 170, 172, 174, 211, 222, 234, English 107, CIS 120.

Criminal Justice/Private Police Basic Certificate (0326) 15 cr. hrs.

Required Courses:

Criminal Justice 170, 172, 174, 211, 222.

Criminal Justice/Public Police Advanced Certificate (0295) 30 cr. hrs.

Required Courses:

Criminal Justice 102, 114, 202, 211, 221, 222, 234, 256, CIS 120, English 107.

Criminal Justice/Public Police Basic Certificate (0296) 15 cr. hrs.

Required Courses:

Criminal Justice 114, 202, 211, 234, 256.

Recommended additional course: Criminal Justice 102.

Management/Marketing Advanced Certificate (0022) 34 cr. hrs.

Required Courses 29 cr. hrs.:

Business 111, 181, 182, 231, 241, 269, CIS 120, English 101, Speech 101,

Business 211 or 214, Business 141 or Math 118 or higher

Management/Marketing Basic Certificate (0023)	18 cr. hrs.
Required Courses 12 cr. hrs.:	
Business 111, Business 141 or Math 125 and above; Business 231, 237, 258, or 269; and English 101 or Speech 101.	
Recommended Electives 6 cr. hrs. chosen from an area of concentration:	
Supervisor/Small Business: Business 258, 269 or CIS 120	
Financial: Business 241, 244, 258 or 269	
Retail: Business 140, 237, or 257	
Management Systems: Business 269, CIS 123, or 145	
Transferability: Business 231, 269, or one General Education course	
Manufacturing Technology - Maintenance Mechanic Advanced Certificate (0771)	37 cr. hrs.
Required Courses:	
English 101, Mathematics 140 or 107, Manufacturing Technology 111, 112, 102, 132, 191, 201, 291, 292, 253, 255.	
Networking Systems and Technologies Advanced Certificate (0142)	30 cr. hrs.
Required Courses:	
CIS 101, 116, 120, 122, 123, 145, Net Tech 121, 122, 221, 222.	
Networking Systems and Technologies Basic Certificate (0143)	15 cr. hrs.
Required Courses:	
Required Courses: CIS 101, Networking 121, 122, 221, 222.	
Transportation & Distribution Logistics Advanced Certificate (0712)	36 cr. hrs.
Required Courses:	
CIS 120, Transportation 150, 152, 154, 156, 158, 202, 210, 212, English 101, Mathematics 118.	



CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

ART, MEDIA AND COMMUNICATION

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0122	Architectural Drafting	AAS	63		x					x
0124	Architectural Drafting	BC	16		x					x
0350	Digital Multimedia Design	AAS	67		x					
0351	Digital Multimedia Design	AC	36		x					
0354	Digital Multimedia - Interactive Media	BC	18		x					
0353	Digital Multimedia - 3D Graphics	BC	21		x					
0352	Digital Multimedia - Video & Sound	BC	18		x					
0083	Media Communications	AAS	60			x				
0093	Music Business	BC	21		x					
0094	Music Technology	BC	26		x					
0085	Theater Arts	AAS	62			x				
0086	Theater Technology	AC	35			x				
0165	Visual Media Communications (Vis Med Com)	AAS	60			x				
0166	Visual Media Communications (Vis Med Com)	AC	30			x				
0194	V/S Med Com-Animation	BC	15			x				
0191	V/S Med Com-Electronic Pre-Press Publishing	BC	15			x				
0190	V/S Med Com-General Technician	BC	15			x				
0189	V/S Med Com-Offset Pressman	BC	12			x				
0192	V/S Med Com-Page Layout	BC	15			x				
0193	V/S Med Com-Web Page Design	BC	15			x				

BACCALAUREATE/TRANSFER

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0210	Associate in Arts	AA	62	x	x	x		x	x	x
0212	Associate of Arts in Teaching - Secondary Math	AAT	62							
0100	Associate in Engineering Science	AES	64	x	x				x	x
0217	Associate in Fine Arts-Art (Education)	AFA	60							
0216	Associate in Fine Arts-Art (Studio)	AFA	61						x	
0208	Associate in Fine Arts - Music Education	AFA	63							x
0205	Associate in Fine Arts - Music Performance	AFA	68							x
0203	Associate in General Studies	AGS	60	x	x	x		x	x	x
0211	Associate in Science	AS	64	x	x	x		x	x	x

BUSINESS, MARKETING & MANAGEMENT

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0001	Accounting	AAS	60	x	x	x		x	x	x
0002	Accounting	BC	17	x	x	x		x	x	x
0003	Accounting	AC	30	x	x	x		x	x	x
0861	Bank Teller (Professional)	BC	17	x	x					
0042	Business Admin - General Business	AC	30	x					x	
0061	Hospitality	AAS	63							
0062	Hospitality Front Office	AC	32							
0021	Management/Marketing	AAS	61	x	x	x		x	x	x
0022	Management/Marketing	AC	34	x	x	x		x	x	x
0023	Management/Marketing	BC	18	x	x	x		x	x	x
0794	Medical Office Technology	BC	24	x						
0883	Office Specialist	BC	20	x						
0882	Real Estate Broker	BC	5	x						
0008	Real Estate Management	BC	17	x						
0874	Secretary (Unit)	BC	9							x
0886	Skills Enhancement	BC	6		x					

CONSTRUCTION

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0760	Bricklayer	BC	16							
0159	Building Energy Technologies	BC	21							x
0780	Carpentry	AC	37							
0750	Communications Technology	AAS	65		x					
0759	Concrete Masonry	BC	16							
0775	Construction Carpentry	BC	16							
0779	Construction (Exterior)	BC	29							
0778	Construction (Interior)	BC	24							
0768	Construction Painter	BC	16							
0752	Electrical Construction Technology	AAS	65		x					
0766	Electrical Line Worker (Overhead)	AC	35							
0761	Elevator Construction Technology	AAS	64							
0762	Elevator Construction Technology	AC	48							
0763	Elevator Construction Technology	BC	24							
0373	Painting & Decorating Technology	AAS	66							
0374	Painting & Decorating Technology	AC	50							
0753	Plumbing & Fire Protection	BC	16							
0774	Roadway Basic Skills	BC	6							
0772	Roadway Construction (Careers in)	BC	16							
0773	Roadway Construction (Carpentry in)	BC	16							
0758	Welder (Combination)	BC	16							

CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

CONSUMER & SOCIAL SERVICES

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0716	Community Health Care Worker	AAS	63	x						
0717	Community Health Care Worker	AC	47	x						
0718	Community Health Care Worker	BC	18	x					x	
0349	Cosmetology	AC	36							
0339	Gerontology Aide	BC	12							x
0340	Gerontology Specialist	AAS	61							x
0195	HIV/STI Prevention Education	BC	24							x
0241	Horticulture	AAS	63		x					
0303	Library Technical Assistant	AAS	60							x
0330	Library Technical Assistant	BC	12							x
0341	Nursing Home Administration	BC	12							x
0304	Paralegal	AAS	63							x
0368	Property Management/Desk Clerk	BC	12							x
0369	Property Management/Leasing Specialist	BC	12							x
0258	Psychiatric Rehabilitation	BC	14							x
0313	Social Work - Generalist	AAS	66		x	x				
0370	Social Work - Youth Work	AC	37		x					
0371	Social Work-Youth Work	AAS	63		x					
0372	Social Work-Youth Work	AC	31		x					
0884	Travel Agent	BC	15							
		BC	3	x						

CULINARY ARTS/FOOD TECHNOLOGY

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0365	Baking & Pastry Arts	AAS	60			x				
0366	Baking & Pastry Arts	AC	38			x				
0367	Baking & Pastry Arts	BC	15			x				
0362	Culinary Arts	AAS	66			x				
0363	Culinary Arts	AC	44			x				
0364	Culinary Arts	BC	16			x			x	
0253	Food Sanitation	BC	2		x					x
0891	Food Service Sanitation - Recertification	BC	1		x					
0746	L'Art de la Patisserie	BC	24			x				

HEALTH

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0343	Addictions Studies	AC	37		x					
0344	Addictions Studies	AAS	63		x					x
0345	Addictions Studies	BC	18		x				x	
0218	Bioinformatics	AC	32							
0215	Biotechnology	AAS	67				x			
0236	Clinical Laboratory Technology	AAS	65							x
0868	Dental Assistant	BC	4			x				
0222	Dental Hygiene	AAS	72							
0867	Emergency Medical Technician (EMT)	BC	9					x		x
0252	Emergency Medical Technician I (Ambulance)	BC	6							
0263	EMT II Paramedic	AAS	61					x		
0265	EMT II Paramedic	AC	31							
0804	Medical Billing/Coding	BC	2	x						
0862	Medical Billing/Coding (Computerized)	BC	7						x	
0869	Medical Coding (Basic)	BC	17							x
0870	Medical Transcription Program	BC	12							
0257	Mortuary Science	AAS	62							
0247	Nephrology - Renal Technology	AAS	66							
0700	Nurse Assistant	BC	7	x	x					x
0801	Nurse Assistant (Certified Patient)	BC	12	x	x				x	x
0239	Nursing	AAS	68							
0240	Nursing - Practical	AC	40							
0221	Obstetrics & Gynecologic Technology	BC	11							
0259	Occupational Therapy Assistant (Certified)	AAS	73							
0802	Pharmacy Technician	BC	3	x						x
0871	Pharmacy Technician (Advanced)	BC	10							
0254	Pharmacy Technology	AC	33							
0219	Phlebotomy	BC	11							
0866	Phlebotomy (Accelerated)	BC	15							
0803	Phlebotomy Technician	BC	12	x						x
0262	Physician Assistant	AAS	78							
0246	Radiography	AAS	75							
0248	Renal Dialysis Technology	AC	37							
0234	Respiratory Care	AAS	68							
0269	Sterile Processing Clinical	BC	11							
0267	Surgical Technology	AAS	65							

EDUCATION/CHILD DEVELOPMENT

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0275	Child Care (School Age)	AAS	61							
0293	Child Development	BC	10							
0280	Child Development Elem Educ	AAS	61					x		
0284	Child Development Elem Educ	AC	33							
0300	Child Development - IDC Level I	AC	41							
0331	Child Development - Infant Toddler Care	AAS	62							
0332	Child Development - Infant Toddler Care	AC	32	x						
0286	Child Development - Pre-School Educ/Infant Toddler	AC	32							
0277	Child Development - Pre-School Education	BC	10							
0278	Child Development - Pre-School Education	AAS	62						x	
0282	Child Development - Pre-School Education	AC	32	x					x	
0281	Child Development - Pre-School Education	AAS	63							
0285	Child Development Special Educ	AC	33							
0055	Teaching, Leadership & Support Professionals	AAS	63							
0057	Teaching, Leadership & Support Professionals	AC	35							

CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

INFORMATION TECHNOLOGY/COMPUTER NETWORKING

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0806	A+ Certified Computer Technician	BC	6							x
0132	Architectural CAD	BC	9	x						x
0138	CAD Technology	AC	34						x	
0139	CAD Technology	BC	16						x	
0144	CAD Technology	AAS	60						x	
0863	Computer Applications (Basic)	BC	6						x	
0864	Computer Applications (Comprehensive)	BC	9						x	
0011	Computer Information Systems	AAS	60	x	x	x			x	x
0012	Computer Information Systems	BC	12	x	x	x			x	x
0013	Computer Information Systems	AC	30	x	x	x			x	x
0852	Computer Literacy	BC	7							x
0297	Computer Security & Forensic Investigation	BC	20							x
0719	Information Processing	AC	31							x
0141	Networking Systems & Technologies	AAS	60	x					x	
0142	Networking Systems & Technologies	AC	30	x					x	
0143	Networking Systems & Technologies	BC	18	x					x	
0152	Web Development	BC	16							x
0155	Web Development	AC	31							x

PUBLIC SAFETY

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0299	Criminal Justice - Private Police Services	BC	9	x						
0319	Criminal Justice - Private Police Services	AC	30	x						
0326	Criminal Justice - Private Police Services	BC	15	x					x	x
0294	Criminal Justice - Public Police Services	AAS	60	x	x	x			x	x
0295	Criminal Justice - Public Police Services	AC	30	x	x	x			x	x
0296	Criminal Justice - Public Police Services	BC	15	x	x	x			x	x
0324	Criminal Justice - Public Police Services	BC	9	x						
0355	Emergency Management	AAS	64					x		
0358	Emergency Preparedness	BC	18							x
0336	Fire Science & Technology	AAS	60		x					
0356	Homeland Security	BC	18							x
0357	Incident Command	BC	18							x
0347	Police Recruit	BC	16		x					

TRANSPORTATION

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0112	Auto Body Reconstruction Technology	BC	23			x				
0111	Auto Body Repainting Technology	BC	24			x				
0133	Automotive Body Technology	AC	46			x				
0128	Automotive Maintenance	BC	27			x				
0185	Automotive Parts Specialists	BC	21			x			x	
0116	Automotive Technology	BC	20			x			x	
0125	Automotive Technology	AAS	66			x			x	
0130	Automotive Technology	AC	41			x			x	
0134	Chassis Maintenance	BC	19			x				
0875	Commercial Passenger Driver - Class B	BC	6		x					
0890	Defensive Driving - Attitudinal	BC	1					x		
0848	Forklift Operation & Safety	BC	2						x	
0136	Fuel Management Technology	BC	25							
0889	Limousine - Residential Chauffeur Training	BC	1							
0713	Logistics/Transportation/Distribution	AAS	63	x						
0715	Public Passenger Vehicle Training - Taxi	BC	6		x					
0877	Railroad Conductor Training	BC	10	x						
0346	Transit Management	BC	15		x					
0712	Transportation & Distribution Logistics	AC	36	x						
0876	Truck Driving	BC	12						x	

MANUFACTURING, ENGINEERING & APPLIED TECHNOLOGY

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0153	Air Conditioning - Commercial Refrigeration	BC	17			x				
0177	Air Conditioning - Domestic Refrigeration	BC	17			x				
0117	Air Conditioning & Refrigeration	AAS	62			x				
0118	Air Conditioning & Refrigeration	AC	36			x				
0348	Appliance Technology	AC	41			x				
0137	Chemical Laboratory Technology	AAS	62						x	
0748	Computerized Numerical Control	AC	41						x	
0160	Environmental Technology	AAS	68							
0161	Environmental Technology	BC	18							
0790	Industrial Maintenance	AC	36	x						
0770	Manufacturing Tech - Maintenance Mechanic	AAS	64	x						
0771	Manufacturing Tech - Maintenance Mechanic	AC	37	x						
0163	Mechanical Technology CAD	BC	9							
0787	Precision Metalworking	AC	30	x						

GENERAL EDUCATION OUTCOMES STATEMENT

- I. Upon completing the General Education requirements for an Associate's Degree at Richard J. Daley College, a student should be able to communicate effectively. To satisfy this outcome a student should be able to:
- Write a clear, well-organized paper using documentation and quantitative tools when appropriate
 - Make a clear, well-organized oral presentation.
- II. Upon completing the General Education requirements for an Associate Degree at Richard J. Daley College, a student should be able to think critically. To satisfy this outcome a student should be able to:
- Process and synthesize information to raise meaningful questions
 - Identify and define issues and problems
 - Organize information and ideas
 - Draw conclusions from evidence
 - Solve problems.
- III. Upon completing the General Education requirements for an Associate's Degree at Richard J. Daley College, a student should be able to demonstrate application software skills. To satisfy this outcome a student should be able to demonstrate effectively at least two of the following software programs:
- Word processing
 - Spreadsheets
 - Data bases
 - The Internet as a research tool
 - Power Point.
- IV. Upon completing the General Education requirements for an Associate's Degree at Richard J. Daley College, a student should be able to use quantitative reasoning skills. To satisfy this outcome a student should be able to:
- Obtain correct mathematical results through the proper use of formulas, equations, and procedures

- Express answers in appropriate form and with correct units of measurements
 - Extract relevant data from a problem and select an appropriate method for solution
 - Read, interpret, analyze, or represent data in a graphic or tabular form
- V. Upon completing the General Education requirements for an Associate's Degree at Richard J. Daley College, a student should be able to display an understanding of cultures and society. To satisfy this outcome a student should display:
- Knowledge of diverse cultures
 - Familiarity with contemporary issues and related ethical concerns
 - Knowledge of the values and responsibilities of American citizenship.



Illinois Articulation Initiative (IAI)

Model for CCC Transfer Degrees and General Education

City Colleges of Chicago participates in the Illinois Articulation Initiative (IAI) which is a comprehensive statewide effort among more than 100 colleges and universities in Illinois to facilitate the transfer of students. IAI came into effect the Summer of 1998. Benefits for students are:

- Students who complete the A.A. or A.S. degree at City Colleges will have completed the lower-division general education requirements for a baccalaureate degree in lieu of the receiving institution's general education requirements.
- Students who complete the IAI General Education Core Curriculum (GECC) at City Colleges have the assurance that lower-division general education requirements for a baccalaureate degree have been satisfied and the GECC will transfer.

A participating receiving institution may require transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the Illinois General Education Core Curriculum.

The IAI Website (www.itransfer.org) includes information on requirements for general education and specific majors, course descriptions, and a student planning worksheet.

Due to the increasing number of students fulfilling degree requirements at more than one City College, a District-wide model for CCC Transfer Degrees and General Education requirements has been designed. This model facilitates the need for a smooth transition for the student's path to degree completion. Listed below is the District-wide model for CCC Transfer Degrees and General Education Requirements.

Uniform CCC Transfer Degree Requirements

Associate in Arts: 62 hours*
 38 hours of General Education
 24 hours of additional graduation requirements, electives, and concentration area requirements

Associate in Science: 64 hours*
 38 hours of General Education
 26 hours of additional graduation requirements, electives, and concentration area requirements

The General Education component of both degrees equates with the IAI General Education Core Curriculum and **consists of courses that are IAI approved** as follows:

- 9 hours of **Communication** (English 101, English 102, and Speech 101)
- 4 hours of **Mathematics**
- 9 hours of **Social Sciences** (no more than 2 courses from any one discipline)
- 9 hours of **Humanities and Fine Arts** (one course from Humanities, one course from Fine Arts and one additional course from either Humanities or Fine Arts)
 Note: Humanities includes Humanities, Philosophy, Literature, Religion, and Foreign Language 104 and above. The Fine Arts category does not allow studio art courses.)
- 7 hours of **Science** (one course each from the physical and life sciences at least one of which must be a lab course)

At least one course must meet the State's Human Diversity requirement. The course descriptions on the IAI Website for Humanities, Fine Arts, and Social and Behavioral Sciences include the designations "D" for courses designed to examine aspects of human diversity within the United States and "N" for courses designed to examine aspects of human diversity from a non-Western perspective.

NOTE: The IAI General Education requirements for particular areas of concentration may vary from those described above. Information about the IAI requirements is described at the IAI Website.

*These represent minimum hours for graduation.

IAI CONVERSION CHART (<http://www.iTransfer.org>)

School Review for Daley College (Richard J.) (CCC)

School Prefix/No.	Title	IAI Code	Sem. Credits	IAI Begin Date	IAI End Date	GECC/Majors
ANTH 201	Intro Bio Cult Evol Human	S1 900N	3.00	05/01/1998	n/a	GECC
ANTH 202	Cultural Anthropology	S1 901N	3.00	05/01/1998	n/a	GECC
ART 103	Art Appreciation	F2 900	3.00	05/01/1998	n/a	GECC
ART 115	Photography	ART 917	3.00	01/01/2001	n/a	Majors
ART 131	General Drawing	ART 904	3.00	01/01/2001	n/a	Majors
ART 132	Advanced General Drawing	ART 905	3.00	08/15/2001	n/a	Majors
ART 142	Figure Drawing & Composition	ART 906	3.00	01/01/2001	n/a	Majors
ART 143	Advanced Figure Drawing	ART 960	3.00	08/15/2005	n/a	Majors
ART 144	Two-Dimensional Design	ART 907	3.00	01/01/2001	n/a	Majors
ART 145	Three-Dimensional Design	ART 908	3.00	01/01/2001	n/a	Majors
ART 166	Oil Painting Techniques	ART 911	3.00	01/01/2001	n/a	Majors
ART 196	Ceramics	ART 912	3.00	08/15/2001	n/a	Majors
ART 275	Computer Art and Applications	ART 919	3.00	05/01/2002	n/a	Majors
ASTR 201	Descriptive Astronomy I	P1 906	3.00	05/01/1998	n/a	GECC
BIO 114	General Education Biology	L1 900L	4.00	05/01/2000	n/a	GECC
BIO 115	Human Biology	L1 904L	4.00	08/15/2000	n/a	GECC
BIO 121	Biology I	BIO 910	5.00	01/01/2004	n/a	Majors
BIO 122	Biology II	BIO 910	5.00	01/01/2004	n/a	Majors
BIO 242	Evolution	L1 907	3.00	05/01/1998	n/a	GECC
BOT 201	General Botany I	L1 901L	4.00	05/01/1998	n/a	GECC
BUS 111	Introduction to Business	BUS 911	3.00	05/01/1999	n/a	Majors
BUS 181	Financial Accounting	BUS 903	4.00	05/01/1999	n/a	Majors
BUS 182	Managerial Accounting	BUS 904	4.00	05/01/1999	n/a	Majors
BUS 211	Business Law I	BUS 912	3.00	05/01/1999	n/a	Majors
BUS 214	Legal & Social Environment of Business	BUS 913	3.00	08/15/1998	n/a	Majors
CHDEV 101	Human Growth & Development I	ECE 912	4.00	05/01/1999	n/a	Majors
	Human Growth & Development I	EED 902	4.00	08/15/1998	n/a	Majors
CHDEV 120	Intro. to Child Care Profession	ECE 911	3.00	05/01/1999	n/a	Majors
CHDEV 205	Development of the Exceptional Child	ECE 913	3.00	05/01/1999	n/a	Majors
CHDEV 259	Practicum in Preschool	ECE 914	6.00	05/01/1999	n/a	Majors
CHEM 121	Basic Chemistry I	P1 902L	4.00	05/01/1998	n/a	GECC
CHEM 201	General Chemistry I	P1 902L	5.00	05/01/1998	n/a	GECC
	General Chemistry I	EGR 961	5.00	08/15/1998	n/a	Majors
CHEM 203	General Chemistry II	EGR 962	5.00	05/01/2003	n/a	Majors
CHEM 205	Organic Chemistry I	CHM 913	6.00	08/15/2005	n/a	Majors
	Organic Chemistry I	EGR 963	6.00	08/15/2005	n/a	Majors

CHEM 207	Organic Chemistry II	CHM 914	6.00	08/15/2005	n/a	Majors
	Organic Chemistry II	EGR 964	6.00	08/15/2005	n/a	Majors
CIS 101	Introduction to Computer Information Systems	CS 910	3.00	01/01/2000	n/a	Majors
CIS 120	Introduction to Microcomputers	BUS 902	3.00	05/01/1999	n/a	Majors
CIS 135	COBOL	CS 913	3.00	01/01/2000	n/a	Majors
CIS 142	Introduction to C or C++ Language	CS 911	3.00	08/15/2000	n/a	Majors
CIS 144	Introduction to JAVA Programming Language	CS 911	3.00	05/01/2002	n/a	Majors
CIS 203	Advanced Basic Programming	CS 914	3.00	01/01/2000	n/a	Majors
CIS 235	Advanced COBOL Programming	CS 913	3.00	01/01/2000	n/a	Majors
CIS 242	Advanced C or C++ Language	CS 912	3.00	08/15/2000	n/a	Majors
CIS 244	Adv. Java Programming Language	CS 912	3.00	08/15/2002	n/a	Majors
COMREL 106	Comparative Religions I (Eastern Religion)	H5 904N	3.00	08/15/2002	n/a	GECC
CRJ 102	Administration Criminal Justice	CRJ 901	3.00	05/01/1999	n/a	Majors
CRJ 114	Administration Juvenile Justice	CRJ 914	3.00	05/01/1999	n/a	Majors
CRJ 155	Introduction to Corrections	CRJ 911	3.00	08/15/2000	n/a	Majors
CRJ 234	Criminal Law & Procedure	CRJ 913	3.00	05/01/1999	n/a	Majors
CRJ 250	Introduction to Criminology	CRJ 912	3.00	08/15/2000	n/a	Majors
ECON 201	Principles of Economics I	S3 901	3.00	05/01/1998	n/a	GECC
ECON 202	Principles of Economics II	S3 902	3.00	05/01/1998	n/a	GECC
EDUC 256	The American Public School	SED 901	3.00	01/01/1999	n/a	Majors
EDUC 269	Practicum Elementary Education	EED 904	6.00	08/15/1998	n/a	Majors
ELEC 206	Digital Circuits and Systems	EGR 932L	4.00	05/01/2003	n/a	Majors
ENGL 101	Composition	C1 900	3.00	05/01/2000	n/a	GECC
ENGL 102	Composition	C1 901R	3.00	05/01/2000	n/a	GECC
ENGR 190	Computer Applications in Engineering	EGR 921	3.00	05/01/2001	n/a	Majors
	Computer Applications in Engineering	EGR 922	3.00	08/15/2005	n/a	Majors
ENGR 215	Electrical Circuit Analysis	EGR 931L	5.00	08/15/2005	n/a	Majors
FNART 105	History of Paint Sculpt Arch	F2 900	3.00	05/01/1998	n/a	GECC
FNART 107	Hist of Arch Paint Sculpt I	F2 901	3.00	05/01/1998	n/a	GECC
FNART 108	Hist of Arch Paint Sculpt II	F2 902	3.00	05/01/1998	n/a	GECC
GEOG 101	World Geography	S4 900N	3.00	05/01/1998	n/a	GECC
GEOG 201	Physical Geography	P1 909	3.00	05/01/1998	n/a	GECC
GEOL 201	Physical Geology	P1 907L	3.00	05/01/1998	n/a	GECC
HEALTH 250	Health Education	ECE 901	3.00	08/15/2003	n/a	Majors
HIST 111	Hist Amer People to 1865	S2 900	3.00	05/01/1998	n/a	GECC
	History of American People to 1865	HST 911	3.00	08/15/2001	n/a	Majors
HIST 112	History American People from 1865	S2 901	3.00	05/01/1998	n/a	GECC
	History American People from 1865	HST 912	3.00	08/15/2001	n/a	Majors
HIST 141	History World Civiliz to 1500	S2 912N	3.00	05/01/1998	n/a	GECC
HIST 142	History World Civiliz from 1500	S2 913N	3.00	05/01/2001	n/a	GECC
HIST 215	History of Latin America	S2 910N	3.00	05/01/1998	n/a	GECC
HIST 247	African History to Col Period	S2 906N	3.00	05/01/1998	n/a	GECC
HUM 123	Introduction to Arts and Ideas	HF 900	3.00	05/01/2003	n/a	GECC
HUM 201	General Course I Humanities	HF 900	3.00	05/01/1998	n/a	GECC
HUM 202	General Course II Humanities	HF 901	3.00	05/01/1998	n/a	GECC
HUM 205	World Literature I	H3 906	3.00	05/01/1998	n/a	GECC
HUM 207	The Great Books	H3 907	3.00	05/01/1998	n/a	GECC
LIT 110	Introduction to Literature	H3 900	3.00	05/01/1998	n/a	GECC
LIT 111	Poetry	H3 903	3.00	05/01/1998	n/a	GECC
LIT 112	Drama	H3 902	3.00	05/01/1998	n/a	GECC

LIT 113	Fiction	H3 901	3.00	05/01/1998	n/a	GECC
LIT 114	Ideas in Prose	H3 904	3.00	05/01/2001	n/a	GECC
LIT 117	Amer Lit Civ War to 20th Cen	H3 915	3.00	05/01/1998	n/a	GECC
LIT 128	Latin-American Literature	EGL 919	3.00	05/01/2000	n/a	Majors
LIT 129	United State Latino/a Literature	EGL 918	3.00	08/15/2003	n/a	Majors
LIT 150	Womens Literature	H3 911D	3.00	05/01/1998	n/a	GECC
LIT 211	Shakespeare	H3 905	3.00	05/01/1998	n/a	GECC
LIT 220	World Literature	H3 906	3.00	05/01/2004	n/a	GECC
LIT221	Romanticism to the Present	H3 907	3.00	08/15/2004	n/a	GECC
MATH 118	General Education Math	M1 904	4.00	05/01/1998	n/a	GECC
MATH 122	Math for Elementary Teachers II	M1 903	4.00	01/01/1999	n/a	GECC
MATH 125	Introductory Statistics	M1 902	4.00	08/15/2004	n/a	GECC
	Introductory Statistics	BUS 901	4.00	01/01/2000	n/a	Majors
MATH 144	Finite Math	M1 906	4.00	05/13/1998	n/a	GECC
MATH 146	Discrete Mathematics	M1 905	4.00	05/01/1998	n/a	GECC
	Discrete Mathematics	CS 915	4.00	08/15/2005	n/a	Majors
MATH 204	Calculus for Business & Social Science	M1 900-B	5.00	08/15/2004	n/a	GECC
MATH 207	Calculus & Analytic Geometry I	M1 900-1	5.00	08/15/2004	n/a	GECC
	Calculus & Analytic Geometry I	EGR 901	5.00	08/15/1998	n/a	Majors
	Calculus & Analytic Geometry I	MTH 901	5.00	05/01/2000	n/a	Majors
MATH 208	Calculus and Analytic Geometry II	M1 900-2	5.00	08/15/2004	n/a	GECC
	Calculus & Analytic Geometry II	EGR 902	5.00	08/15/1998	n/a	Majors
	Calculus & Analytic Geometry II	MTH 902	5.00	05/01/2000	n/a	Majors
MATH 209	Calculus and Analytic Geometry III	M1 900-3	5.00	08/15/2004	n/a	GECC
	Calculus & Analytic Geometry III	EGR 903	5.00	08/15/1998	n/a	Majors
	Calculus & Analytic Geometry III	MTH 903	5.00	05/01/2000	n/a	Majors
MATH 210	Differential Equations	EGR 904	3.00	05/01/2003	n/a	Majors
	Differential Equations	MTH 911	3.00	05/01/2000	n/a	Majors
MATH 212	Linear Algebra	MTH 911	3.00	05/01/2000	n/a	Majors
MATH 216	Statistics for Business	BUS 901	4.00	05/01/1999	n/a	Majors
MUS 102	Music Theory I	MUS 901	3.00	05/01/1999	n/a	Majors
MUS 103	Music Theory II	MUS 902	3.00	05/01/1999	n/a	Majors
MUS 105	Group Piano I	MUS 901	2.00	05/01/1999	n/a	Majors
MUS 106	Group Piano II	MUS 902	2.00	05/01/1999	n/a	Majors
MUS 111	Aural & Keyboard Skills I	MUS 901	2.00	05/01/1999	n/a	Majors
MUS 112	Aural & Keyboard Skills II	MUS 902	2.00	05/01/1999	n/a	Majors
MUS 121	Introduction to Music	F1 900	3.00	05/01/1998	n/a	GECC
MUS 181	Applied Music - Freshman Level I	MUS 909	2.00	01/01/2002	n/a	Majors
MUS 182	Applied Music - Freshman Level II	MUS 909	2.00	01/01/2002	n/a	Majors
MUS 201	Music Theory III	MUS 903	3.00	05/01/1999	n/a	Majors
MUS 202	Music Theory IV	MUS 904	3.00	05/01/1999	n/a	Majors
MUS 223	Music History to 1750	F1 901	3.00	08/15/2005	n/a	GECC
MUS 281	Applied Music - Sophomore Level I	MUS 909	2.00	01/01/2002	n/a	Majors
MUS 282	Applied Music - Sophomore Level II	MUS 909	2.00	01/01/2002	n/a	Majors
PHIL 105	Logic	H4 906	3.00	08/15/2001	n/a	GECC
PHIL 106	Introduction to Philosophy	H4 900	3.00	05/01/1998	n/a	GECC
PHIL 107	Ethics	H4 904	3.00	05/01/1998	n/a	GECC
PHIL 108	Philosophy of Religion	H4 905	3.00	05/01/2001	n/a	GECC
PHIL 216	Critical Thinking	H4 906	3.00	05/01/1998	n/a	GECC
PHYS 215	Statics	EGR 942	3.00	08/15/2001	n/a	Majors

PHYS 216	Dynamics	EGR 943	3.00	08/15/2001	n/a	Majors
PHYS 217	Mechanics of Materials	EGR 945	3.00	08/15/2005	n/a	Majors
PHYS 221	Mechanics and Heat	P1 900L	4.00	05/01/1998	n/a	GECC
PHYS 236	Engineering Physics II: Electricity & Magnetics	EGR 912	4.00	05/01/2001	n/a	Majors
PHYS 237	Engineering Physics III: Heat, Light & Modern Physics	EGR 914	4.00	05/01/2001	n/a	Majors
PHYSICI 101	General Course Phy Sci	P9 900	3.00	05/01/1998	n/a	GECC
PHYSICI 102	General Course Phy Sci	P9 900	3.00	05/01/1998	n/a	GECC
POLSCI 200	Prin of Political Science	S5 903	3.00	05/01/1998	n/a	GECC
POLSCI 201	The National Government	S5 900	3.00	05/01/1998	n/a	GECC
POLSCI 203	Comparative Government	S5 905	3.00	05/01/1998	n/a	GECC
POLSCI 204	International Relations	S5 904N	3.00	05/01/1998	n/a	GECC
POLSCI 207	U.S. State and Local Government	S5 902	3.00	08/15/2005	n/a	GECC
PSYC 201	General Psychology	S6 900	3.00	05/01/1998	n/a	GECC
PSYC 206	Business and Industrial Psychology	PSY 906	3.00	05/01/2002	n/a	Majors
PSYC 207	Child Psychology	S6 903	3.00	05/01/1998	n/a	GECC
	Child Psychology	PSY 901	3.00	08/15/2002	n/a	Majors
PSYC 210	Principles of Supervisory Psychology	PSY 906	3.00	01/01/2005	n/a	Majors
PSYC 211	Social Psychology	S8 900	3.00	05/01/1998	n/a	GECC
	Social Psychology	PSY 908	3.00	08/15/1998	n/a	Majors
PSYC 213	Abnormal Psychology	PSY 905	3.00	08/15/1998	n/a	Majors
PSYC 215	Psychology of Personality	PSY 907	3.00	08/15/1998	n/a	Majors
SOC 201	Intro to Study of Society	S7 900	3.00	05/01/1998	n/a	GECC
SOC 203	Marriage and the Family	S7 902	3.00	05/01/1998	n/a	GECC
	Marriage and Family	SOC 912	3.00	08/15/2003	n/a	Majors
SOC 205	Social Problems	S7 901	3.00	05/01/1998	n/a	GECC
	Social Problems	SOC 911	3.00	08/15/2003	n/a	Majors
SOCSOCI 101	General Course I Social Science	S9 900	3.00	01/01/2002	n/a	GECC
SOCSOCI 102	General Course II Social Science	S9 901	3.00	08/15/2002	n/a	GECC
SPAN 104	Fourth Course Spanish	H1 900	4.00	05/01/1998	n/a	GECC
SPAN 210	Modern Civilization and Culture	H1 900	3.00	05/01/2004	n/a	GECC
SPCH 101	Fundls of Speech Communication	C2 900	3.00	08/15/2001	n/a	GECC
THEA 134	Theater in the Modern World	F1 907	3.00	08/15/2005	n/a	GECC
ZOO 211	General Zoology	L1 902L	4.00	05/01/1998	n/a	GECC

Adult Education

The Adult Education Program offers tuition-free courses to adults in Adult Basic Education/General Educational Development (ABE/GED) in both English and Spanish; English as a Second Language (ESL); Citizenship Preparation; and Workforce Preparation—courses in Employment Readiness, Career Assessment and Exploration, and a Workforce Bridge course. To enroll in Adult Education classes, students must be at least 19 years of age. Students who are 16, 17, or 18 years of age may enroll if they are no longer enrolled in other secondary educational programs. Adult education services are available to students who reside in the State of Illinois.

Classes are offered in a variety of schedules with variable credit-hour formats at each college. *All credit-hour formats may not be available and/or offered at each college every semester.*

Before enrolling in classes, **students must complete placement and/or progress examinations that determine in what courses Adult Education students will enroll.** Based on test scores, students are placed in literacy-, beginning-, intermediate-, or advanced-level courses.

Admission Eligibility and Procedures – Adult Education

The Adult Education Program offers classes to students who want to improve their basic skills in reading, writing, and mathematics, prepare for the GED examination, prepare for the Citizenship/Naturalization examination, and/or study English as a second language. Adult Basic Education/General Educational Development (ABE/GED) classes are also offered in Spanish to prepare students who wish to take the GED test in Spanish. All classes are tuition-free to eligible students. Students enrolled in Adult Education classes do not earn college credit in these classes.

Adult Education Program classes are open to adults, 19 years of age or older, who do not have high school diplomas. Persons who are 16, 17, or 18 years of age may enroll only if they are no longer enrolled in other secondary educational programs. Students who are 16, 17 or 18 years of age must provide one of the following forms of documentation to be admitted to the Adult Education Program:

- transcript with withdrawal date from the last high school that the student has attended;
- a letter from the last school of attendance, stating that the student is no longer enrolled; or
- a letter from the high school within the student's district that states that the student does not attend that school.

Students who have high school diplomas may only be served in Adult Education programs if they test below the sixth-grade level in reading.

A student who wishes to enroll is required to participate in orientation, take a placement test; complete an admissions data form and outcome form; and may be asked to supply additional documentation.

Adult Education students may enroll in a maximum of 16 credit hours in beginning - and intermediate - level classes and a maximum of 19 credit hours in advanced - level or GED - Review level classes.

New Adult Education Students

All new students are required to attend an orientation, as provided by their college, before enrolling in the Adult Education Program for the first time.

Assessment and Placement – Adult Education

Prior to registering in Adult Education classes, students are required to take necessary placement examinations. All students are also required to complete an outcome plan with an advisor or an Adult Education staff member during registration each year.

Tuition and Fees - Adult Education Students

Adult Education classes are offered tuition-free. Students who are 19 years of age and reside in the State of Illinois are eligible to enroll in Adult Education classes. Students who are 16, 17, or 18 years of age may enroll if they provide written verification (a signed document from the high school last attended, not a transcript or transfer) that they are no longer enrolled in other secondary education programs. Students who are admitted to the City Colleges of Chicago by student visa (I-20) or other (H-1, J-1, J-2) visas are ineligible for Adult Education classes. Adult Education textbooks are available for student use.

Adult Education Program Enrollment Exclusions

Adult Education students who are unable to complete coursework must officially withdraw from classes by completing withdrawal forms in the Adult Education office.

Adult Education students, who have enrolled, but have not attended classes regularly, may be marked as a “No Show” (NSW) or “Administratively Withdrawn” (ADW). Students who have been marked “No Show” (NSW) or “Administratively Withdrawn” (ADW) for two consecutive semesters may be precluded from enrolling in subsequent terms at the discretion of the Adult Education dean or designee.

Repeatable Courses – Adult Education

A student who fails a course and receives a final grade of “F” may repeat that course. Students who have failed a course should speak with the student’s adult educator regarding course requirements and may seek additional assistance from the Adult Education staff.

Adult Education Course Descriptions

Classes are available on campus and at several off-campus locations in each college’s service area. NOTE: All courses may not be available or offered at every college each semester.

Beginning Reading – 0100, 0006

Courses designed to teach reading basics, those skills needed to perform day-to-day tasks. Literacy reading courses – 4 credit hours: 0100, 0101, 0102, 0103, 0104, 0105; 8 credit hours: 0006, 0007, 0008, 0106, 0107, 0108.

Intermediate Reading – 0400, 0500

Students continue to build reading skills as they focus on reading comprehension. Intermediate reading courses--4 credit hours: 0400, 0401, 0402, 0403, 0404, 0405; 8 credit hours: 0406, 0407, 0408, 0506, 0507, 0508.

Advanced Reading – 0800, 0900

Students practice more advanced reading skills. Advanced reading courses--4 credit hours: 0800, 0801, 0802, 0900, 0901, 0902; 8 credit hours: 0806, 0807, 0808, 0906, 0907, 0908.

Beginning Math – 0120, 0026

Courses focus on basic mathematical skills. 4 credit hours: 0120, 0121, 0122, 0123, 0124, 0125; 8 credit hours: 0026, 0027, 0028, 0126, 0127, 0128.

Intermediate Math – 0420

Courses focus on number sense and operations and computational skills. 4 credit hours: 0420, 0421, 0422, 0423, 0424, 0425; 8 credit hours: 0426, 0427, 0428, 0526, 0527, 0528.

Advanced Math – 0820, 0920

Courses focus on multi-step mathematical operations and problem solving. 4 credit hours: 0820, 0821, 0822, 0920, 0921, 0922; 8 credit hours: 0826, 0827, 0828, 0926, 0927, 0928.

Beginning Writing – 0140

Focus on sentence structure and writing basics. 4 credit hours: 0140, 0141, 0142, 0143, 0144, 0145.

Intermediate Writing – 0440

Focus on writing skills, including paragraph development. 4 credit hours: 0440, 0441, 0442, 0443, 0444, 0445.

Advanced Writing – 0840, 0940

Focus on essay and expository writing. 4 credit hours: 0840, 0841, 0842, 0940, 0941, 0942.

Beginning General Skills – 0160

Overview of basic skills, including life skills. 4 credit hours: 0160, 0161, 0162, 0163, 0164, 0165.

Intermediate General Skills – 0460

4 credit hours: 0460, 0461, 0462, 0463, 0464, 0465

Advanced General Skills – 0860, 0960

4 credit hours: 0860, 0861, 0862, 0960, 0961, 0962

Beginning Supplemental—0190

2 credit hours: 0190, 0191; 1 credit hour: 0197, 0198

Intermediate Supplemental—0490

2 credit hours: 0490, 0491; 1 credit hour: 0497, 0498

Advanced Supplemental—0890

2 credit hours: 0890, 0891; 1 credit hour: 0897, 0898

Beginning General Studies—1100

12 credit hours: 1100 - 1105, 1200 - 1202; 6 credit hours: 1120 - 1125, 1220 - 1222; 3 credit hours: 1140 - 1145, 1240 - 1242

Intermediate General Studies—1400

12 credit hours: 1400 – 1405, 1600 – 1602; 6 credit hours: 1420 – 1425, 1620-1622; 3 credit hours: 1440-1445, 1640 – 1642

Advanced General Studies—1800, 1900

12 credit hours: 1800 - 1805, 1900 – 1902; 6 credit hours: 1820 – 1825, 1920 – 1922; 3 credit hours: 1840 – 1845, 1940 - 1942

Pre-GED Science, Intermediate—0482

4 credit hours: 0482, 0483

Pre-GED Science, Advanced—0484

4 credit hours: 0484

Pre-GED Social Studies, Intermediate—0485

4 credit hours: 0485, 0486

Pre-GED Social Studies, Advanced—0487

4 credit hours: 0487

Intermediate Constitution—0480

Basic government and law preparation for the state-mandated Constitution examination. 1 credit hour: 0480, 0580

Advanced Constitution—0880

More advanced preparation for the state-mandated Constitution examination. 1 credit hour: 0880, 0980; .5 credit hour: 0985

ABE Beginning Reading—Spanish—0110

Spanish-language reading basics. 4 credit hours: 0110, 0111, 0112, 0113, 0114, 0115

ABE Intermediate Reading—Spanish—0410

Continued development of reading skills in Spanish. 4 credit hours: 0410, 0411, 0412, 0413, 0414, 0415

GED Advanced Reading—Spanish—0810, 0910

More advanced reading skills in Spanish. 4 credit hours: 0810, 0811, 0812, 0910, 0911, 0912

ABE Beginning Math—Spanish—0130

Focus on basic mathematical skills in Spanish. 4 credit hours: 0130, 0131, 0132, 0133, 0134, 0135

ABE Intermediate Math—Spanish—0430

Focus on number sense and operations and computational skills in Spanish. 4 credit hours: 0430, 0431, 0432, 0433, 0434, 0435

GED Advanced Math—Spanish—0830, 0930

Focus on multi-step mathematical operations and problem solving. 4 credit hours: 0830, 0831, 0832, 0930, 0931, 0932

ABE Beginning Writing—Spanish—0150

Focus on sentence structure and writing basics in Spanish. 4 credit hours: 0150, 0151, 0152, 0153, 0154, 0155

ABE Intermediate Writing—Spanish—0450

Focus on writing skills, including paragraph development, in Spanish. 4 credit hours: 0450, 0451, 0452, 0453, 0454, 0455

GED Advanced Writing—Spanish—0850, 0950

Focus on essay and expository writing in Spanish. 4 credit hours: 0850, 0851, 0852, 0950, 0951, 0952

ABE Beginning General Skills—Spanish--0170

Focus on basic life skills. 4 credit hours: 0170, 0171, 0172, 0173, 0174, 0175

ABE Intermediate General Skills—Spanish—0470

4 credit hours: 0470, 0471, 0472, 0473, 0474, 0475

GED Advanced General Skills—Spanish—0870, 0970

6 credit hours: 1830, 1930; 4 credit hours: 0870, 0871, 0872, 0970, 0971, 0972; 3 credit hours: 1810, 1910

ABE Intermediate Constitution Course—Spanish--0481

1 credit hour: 0481

ABE Advanced Constitution Course—Spanish—0881

1 credit hour: 0881

Beginning Supplemental—Spanish—0195

2 credit hours: 0195, 0196

Intermediate Supplemental—Spanish—0495

2 credit hours: 0495, 0496

Advanced Supplemental—Spanish—0895, 0995

2 credit hours: 0895, 0896, 0995, 0996

ABE/GED Workforce Preparation Courses – 0500

These courses are designed to familiarize and prepare ABE/GED students with career and credit programs and the basic skills necessary to seek gainful employment. ABE/GED Employment Readiness course - 4 credit hours: 0500. ABE/GED Career Assessment and Exploration course - 4 credit hours: 0501. ABE/GED Workforce Bridge course - 4 credit hours: 0502

English as a Second Language (ESL) Courses

English as a Second Language (ESL) courses are offered tuition-free to adults whose native language is not English. Classes are also available to those who wish to acquire basic language skills and/or pursue higher educational goals.

ESL Literacy - 0000

Courses designed for ESL students with less than six years of formal education in their native countries and/or students from countries where the written language does not utilize the Roman alphabet. ESL Literacy courses - 4 credit hours: 0010, 0011; 8 credit hours: 0001, 0002; 12 credit hours: 0060, 0061; 16 credit hours: 0050, 0051

ESL Beginning- 0100, 0200

Courses designed for ESL students with little or no knowledge of the English language, emphasizing the development of listening and speaking skills. Life skills, including employment readiness, are also emphasized. ESL Beginning Level 1 courses - 4 credit hours: 0110, 0111; 8 credit hours: 0100, 0101; 12 credit hours: 0160, 0161; 16 credit hours: 0150, 0151. ESL Beginning Level 2 courses - 4 credit hours: 0210, 0211; 8 credit hours: 0200, 0201; 12 credit hours: 0260, 0261; 16 credit hours: 0250, 0251

ESL Intermediate – 0300, 0400

In intermediate-level courses, students are introduced to more academic language skills, including more emphasis on reading and writing skills. Life skills, including employment readiness, are also included. ESL Intermediate Level 3 courses - 4 credit hours: 0310, 0311; 8 credit hours: 0300, 0301; 12 credit hours: 0360, 0361; 16 credit hours: 0350, 0351. ESL Intermediate Level 4 courses - 4 credit hours: 0410, 0411; 8 credit hours: 0400, 0401; 12 credit hours: 0460, 0461; 16 credit hours: 0450, 0451

ESL Advanced – 0500, 0600

The primary objective of advanced-level courses is language immersion, emphasizing life skills, including employment readiness, and academic skills. ESL Advanced Level 5 courses - 4 credit hours: 0510, 0511; 8 credit hours: 0500, 0501; 12 credit hours: 0560, 0561; 16 credit hours: 0550, 0551. ESL Advanced Level 6 courses - 4 credit hours: 0610, 0611; 8 credit hours: 0600, 0601; 12 credit hours: 0660, 0661; 16 credit hours: 0650, 0651

ESL College Bridge/Transition - 0700

This course is designed to prepare advanced-level ESL students to pass college entrance examinations and be successful in college. *Prerequisite:* High school or GED diploma. ESL Bridge/Transition Level 7 courses - 4 credit hours: 0710, 0711; 8 credit hours: 0700, 0701; 12 credit hours: 0760, 0761; 16 credit hours: 0750, 0751

ESL Citizenship/Naturalization – 0225, 0226

Citizenship courses are designed to prepare adults for the USA Citizenship and Naturalization examination. ESL Citizenship/Naturalization courses - 4 credit hours: 0225, 0226; 2 credit hours: 0220, 0221

ESL Workforce Preparation Courses - 0900

These courses are designed to familiarize and prepare ESL students for career and credit programs and with the basic skills necessary to seek gainful employment. ESL Employment Readiness course - 4 credit hours: 0900. ESL Career Assessment and Exploration course - 4 credit hours: 0901. ESL Workforce Bridge course - 4 credit hours: 0902



Continuing Education

The College offers an extensive Continuing Education Program for pre-school children and for adults sixteen years and older regardless of their educational background. Courses are offered from one to seven weeks that meet days, evenings and weekends at the Richard J. Daley College, Arturo Velasquez West Side Technical Institute and in some off-campus, community-based locations such as schools, senior citizens and community centers. Non-credit courses, workshops, symposia, and forums are among programs offered in concert with and for numerous community agencies and organizations. These units do not apply toward the completion of associate degrees.

Program categories include, but are not limited to, Business and Technology, Basic Adult Skills, Career Planning, Certificate Programs, Children's College, Health and Wellness, Personal Development Languages, Physical Education, Trades and Community Calendar workshops.

Many of the Continuing Education courses have been approved for ICCB credit as well as for the Special Interest category. Business courses include Business Accounting, Management, Small Business Start-up, Computers Software Applications. Fine Arts courses include Art, Music, Photography, and Piano. Trade classes include Architectural Blueprint Reading, Machining, Welding Basic Carpentry, Plumbing, and Basic Electricity.

Customized Training through Continuing Education

Richard J. Daley College has the affordable services to assist local area Businesses and Industries. These services include training to increase the quality of your products and services; maintain a competitive edge, enhance your customers' satisfaction, increase your productivity, upgrade job skills or promote employee development.

Customized training enables organizations to achieve their performance goals by developing learning solutions, which adds value and reduces cost.

Richard J. Daley College's Business and Industry Service Division can develop customized based training to meet your specific needs to gain your ideal outcomes. For more information contact: Richard J. Daley College Business and Industry Service Division.

Continuing Education Certificate and Certification Programs

The Continuing Education Division offers certificate programs where the student will after successful completion of the program will receive a Certificate of Completion. The Certification Programs will award a Certificate of Completion and allow the student the knowledge to sit for a local or national certification testing. All Continuing Education certificate and certification programs are recognized by the Illinois Community College Board. The programs are: A+CompTia, CNA, Integrated System Technology, Railroad Conductor, Real Estate Salesperson and Broker, Medical Billing and Coding, Pharmacy Technician, Phlebotomy Technician, Travel Agent Training, and Office Specialist.

Older/Senior Adult Learning

Many courses have been tailored to meet the requirements of older adults and senior citizens. Preparation for retirement is emphasized. Self-awareness, self-esteem and new attitudes toward the normal aging process are developed through class participation. Senior citizens learn of many new avenues open to them, of special services available to them, and of services they can offer to society. Social action and social issues may be studied and cultural enrichment is explored through a variety of fine arts courses.

Young Learners

The Continuing Education Division welcomes young learners to the program. Offerings for pre-school children, through fifteen years of age, include educational and recreational courses. These are conveniently scheduled for after-school hours and on Saturdays. All instructors in the educational remedial and enrichment courses are certified instructors.

Special Interests

The Continuing Education Division offers an array of affordable, diversified and quality workshops, courses, and programs to meet community needs and interests for all age groups. Its flexibility in developing special interest workshops, courses, and programs and revising existing ones has made the Division a versatile and dynamic department. The Continuing Education Division provides workforce training for the employees of local area businesses and establishments.

Programs for Exceptional Student Needs

Daley College has long been committed to the concept of "Open Admission." Recent experience has shown however, that this commitment could not be effectively met without provisions of programs to meet special needs. The College, along with other City Colleges of Chicago, has dedicated new programs to meet the needs of students whose preparation and abilities do not meet college-level requirements. This program is the New Learning Academy.

Pre-Credit Program

Designed to assist the less prepared student, the New Learning Academy provides the student with an opportunity to learn writing and reading skills needed to be successful in doing college level work. Identified initially through a mandatory placement test given during the first registration on campus, the student is directed to courses which are designed to improve reading, writing, speech and mathematical skills.

Courses are designed at various developmental levels and the student is also provided with tutorial and audio/visual assistance. At certain developmental levels, students are given the opportunity for early advancement. Inquiries about the program should be directed to the Program Director, Room 1403.

TUITION AND FEES**Continuing Education Courses**

(current rate subject to change without notice)

Out-of-District fees apply for students living outside the City of Chicago. Out-of-State fees apply for students living outside the State of Illinois.

Special Interest Courses Varies Per Course

Consult a Continuing Education Course Schedule. Tuition and/or material fees will be assessed for all individuals wishing to enroll in Special Interest courses, at a rate to be determined for each individual course.

Registration Fee

This fee is non-refundable and is charged each term a student registers. Students concurrently enrolled in credit, continuing education, or pre-credit classes will pay only one registration charge per semester/term.

Transcripts Fee

For official Real Estate transcripts there is a \$5.00 next day or \$10.00 same day charge.

WITHDRAWALS

A full refund of tuition and fees paid, less applicable course withdrawal charges and non-refundable registration charges, will be made to a student who withdraws before the official first day of classes.

WORKFORCE INVESTMENT ACT (WIA)

In an effort to support those who are impacted by the recent economic downturn, a recent federally funded support program was established - Workers Investment Act (WIA). For Illinois, this program provides funding (up to \$5,000) for certification education, materials and testing. Certifications must be related to workers current profession. The process isn't quick and there is no automatic acceptance into the program. For more information, contact the local Illinois Employment Center nearest you.

Continuing Education WIA

Approved Certificates

A+ Certified Computer Technician

Bank Teller and Beyond

Certified Nursing Assistant

Integrated Systems Technology

Medical Billing/Coding

Office Specialist

Pharmacy Technician

Phlebotomy Technician

Railroad Conductor Training

Real Estate Broker Program

Travel Agent

Repeatable Courses – Continuing Education

Courses designated as repeatable by the Illinois Community College Board (ICCB) may be repeated the approved number of times. Courses not designed by ICCB as repeatable may be repeated once only if a failing grade has been received.

Disability Access Office

The Disability Access Office is here to assist students who require specialized support services. These services enable students to successfully complete their college program. Support Services include but are not limited to the following:

- **Tutoring**
- **College and community resources and referrals**
- **Note takers**
- **Sign Language interpreters**
- **Readers**
- **Proctors**
- **Workshops and meetings to enhance college and community awareness.**

Adaptive equipment available includes but is not limited to the following:

- **Zoom Text**
- **Braille Materials**
- **Tape recorders**
- **CCTV**
- **Various computer software and systems**
- **Visual/audio feedback**
- **Language tools (dictionary, thesaurus)**
- **Scanners which display color pages from printed documents**
- **Systems which help to increase reading speed and comprehension.**

Our goal is to make the education programs here at Daley College accessible to all students with special needs. The Disability Access Office is located in Room 1301, next to the Office of Admissions and Records. The phone number is 773-838-7578; for TTY users, 773-838-7916.

Skills

Admission to Arturo Velasquez West Side Technical Institute

Students interested in earning a certificate in a program of study, either on a full-time or part-time schedule, must first complete an Admission Data Form. In addition, students must demonstrate a level of proficiency in reading and mathematics by scoring a minimum score. Once the minimum scores are met, the student will be permitted to register for the program of his/her choice.

Certificate (Clock Hours) Programs

Certificate Clock Hour Programs are designed to provide training in the development and acquisition of a series of skills leading toward completion of either a Basic or an Advance Certificate in a specific field. The Clock Hour programs, as these programs are referred to, are characterized for: (1) financial aid eligible, (2) vary in length from a minimum of 600 to 1300 contact hours, (3) attendance is required, due to accrediting agency requirements (each individual program varies in length). The certificate programs generate credits but these are not transferable.

Career Bridge Program

The Arturo Velasquez West Side Technical Institute - Career Bridge Program uses a creative approach to deliver reading, writing math, and test-taking skills to students who seek, but not yet prepared for college vocational programs based on the required placement testing admission standards. The Career Bridge Program offers the student, the basics of hands-on training in your chosen vocational program in combination with instruction in the reading, math and language skills required for admissions into the vocational programs. This new technique for Career Bridge allows the student, to gain the skills in the remedial work and become actively involved in the basic training of future educational and career goals.

Successful completion of this program (meeting the COMPASS requirements) will enable the student to be better prepared to make the transition into the vocational certificate program and other programs offered by Richard J. Daley College and any other City Colleges of Chicago that require the COMPASS exam as an admission tool.

Academic Good Standing

To remain in good academic standing, a student must maintain a minimum cumulative grade point average. In fact, a minimum of C or better is required in all general education and required core course work for degree or certificate completion. To ensure that students are working toward maintaining a minimum 2.0 GPA, students will be placed on academic warning and receive appropriate academic advising if their GPA falls below the following schedule

31 Credits or More		
Hours	Clock	GPA
1 to 15	1 to 450	1.75
16 to 30	451 and above	2.00

30 Credits Or Less		
Hours	Clock	GPA
1 to 30	1 to 900	1.75
31 or more	901 and above	2.00

Only grades A through F are used to compute a GPA. A student's total registered hours (including ADW and WTH hours) determine the minimum cumulative GPA required. (Note: ADW's received from Fall 1982 through Spring 1988 were counted as F's in a student's GPA.)

To receive a degree or certificate, a student must receive a grade of C or better in all general education and required core course work, and a cumulative 2.0 GPA or better on all courses applicable to the degree/certificate.

CERTIFICATE PROGRAMS IN BUSINESS**Computerized Commercial Graphics (788)**

The Computerized Commercial Graphics program concentrates on learning computer image media through three modules. The students learn graphics in terms of introduction, application software, critical thinking, design planning, and hands on portfolio. A highlight is the Internet applications with computer graphics. The students shall be capable of computer image media publishing when they complete the program.

Course		Credits
430-0101	Intro to Macintosh Environment	2
430-0102	Graphic Illustration.....	5
430-0103	Project Planning.....	2
430-0104	Page Layout-Quark Xpress.....	3
430-0105	Adobe Illustrator.....	4
430-0106	Adobe Photoshop/Software/Images.....	5
430-0107	Shadowing/Internship.....	3
430-0108	Production of Computer Mock-Ups.....	2
430-0109	Imposition and Pre-Press	2
430-0110	Computer Applications in Graphic Design ...	2
430-0111	Portfolio Development and Presentation	1
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Medical Office Technology (794)

The purpose of the Medical Office Technology program is to prepare students with the necessary knowledge, skills, and practical experience to utilize the computer to input and maintain patient medical information including symptoms, medical history, exam results, x-ray reports, laboratory tests, diagnosis and treatment plans. Successful completion of this program will enable students to seek employment as a medical office technologist working in doctors' offices, hospitals, clinics, and medical centers. Students will also be trained in Microsoft Windows, Microsoft Word and Microsoft Excel.

Course		Credits
434-0200	Medical Terminology.....	5
430-0300	Computer Keyboarding I.....	1
430-0302	Microcomputer Applications.....	3
430-0303	Word Processing I.....	3
430-0309	Basic Office Skills I.....	3
434-0201	Medical Office Insurance Procedures.....	3
430-0310	Basic Office Skills II.....	4
434-0202	Medical Office Simulation.....	1
434-0300	Medical Externship.....	1
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Office Technology (793)

The purpose of the Office Technology program is to prepare students with the necessary knowledge and skills required for employment as word processing specialists, data system clerks, secretaries, office specialists and other office environment positions. Training in this program will include the development of skills in computer keyboarding, computer literacy, word processing, use of spreadsheets, desktop publishing, presentation graphics and career development. Students will be trained in Microsoft Windows and Microsoft Office. Successful completion of the coursework in this program will enable students to seek a variety of employment opportunities in the field of business.

Course		Credits
430-0300	Computer Keyboarding I.....	1
430-0301	Computer Literacy.....	3
430-0303	Word Processing I.....	3
430-0304	Keyboarding II.....	2
430-0305	Introduction to Spreadsheets.....	2
430-0307	Word Processing II.....	3
430-0308	Desktop Publishing.....	2
430-0309	Basic Office Skills I.....	3
430-0310	Basic Office Skills II.....	4
430-0312	Career Development.....	2
430-0313	Introduction to Database.....	2
430-0314	Presentation Graphics.....	2
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CERTIFICATE PROGRAM IN HEALTH**Nurse Assistant (700)**

The purpose of the Nurse Assistant program is to prepare nursing assistants to aid the professional nurse in providing quality care in nursing homes, extended care facilities, hospitals, home care and other health care settings. Training will include the development of basic nursing skills through lectures, laboratory demonstrations, practice and clinical experience. Successful completion of course work in this program will enable students to receive a certificate from the Illinois Department of Public Health and to seek employment as a nurse assistant.

Course	Credits
334-0540 Nurse Assistant	7
	7

CERTIFICATE PROGRAM IN HORTICULTURE**Horticulture (786)**

The purpose of the Ornamental Horticulture program is to provide students with the knowledge, skills and experience and a basic foundation in one of three occupational areas: Floriculture, Interior/Exterior Plant Landscaping and Ground Maintenance. The completion of the course work will enable students to become employed in one or more of the associated horticulture areas.

Course	Credits
432-0301 Horticulture Science/Math.....	3
432-0302 Tree Identification	3
432-0303 Plant and Shrub Maintenance Care	3
432-0304 Entomology	3
432-0305 Basic Floral Design	3
432-0306 Interior Plant Maintenance	3
432-0307 Greenhouse Crop Production.....	3
432-0308 Landscape Planting & Design.....	3
432-0309 Cutting/Pruning/Care of Trees	3
432-0310 Introduction to Soil and Science.....	3
432-0311 Plant Pathology.....	3

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CERTIFICATE PROGRAMS IN INDUSTRY**Industrial Maintenance (790)**

The purpose of the Industrial Maintenance program is to provide students with the knowledge and skills in preparation for employment in occupations related to industrial maintenance. Individuals enrolled in the program will be trained in a variety of skills associated with industrial maintenance working including AC/DC circuits, electrical wiring, applied mathematics pneumatic technology, solid state fundamentals, industrial motors, industrial controls, digital electronics, industrial programmable controllers, national electrical code and industrial hydraulics. Completion of the coursework will enable students to become employed as an industrial/manufacturing machinery maintenance worker.

Course	Credits
432-0503 Applied Mathematics	3
432-0515 Principles of DC/AC.....	4
432-0502 Electrical Wiring.....	3
432-0504 Introduction to Pneumatic technology	2
432-0505 Solid State Fundamentals.....	3
432-0518 Introduction to Power Systems	2
432-0508 Digital Electronics Fundamentals	3
432-0506 Industrial Motors.....	3
432-0507 Industrial Controls	3
432-0509 Industrial Programmable Controllers.....	3
432-0510 Industrial Hydraulics	3
432-0517 National Electrical Code	2
432-0516 Quality Assurance.....	2
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Precision Metalworking (787)

The purpose of the Precision Metalworking program is to provide students with the knowledge, skills and experience for employment in occupations related to the use of a variety of metalworking machines. Students will learn to produce precision metal parts essential for the production and maintenance of industrial machinery, automobiles, aircraft and other manufactured goods. Completion of the coursework will enable students to become employed as a production and/or maintenance machinist, a specialty machinist and tool and die maker apprentice.

Course	Credits
432-0103 Machine Shop Math I.....	3
432-0101 Machine Trades Blueprint Reading.....	3
432-0108 Machining Principles.....	3
432-0104 Basic Metallurgy I.....	3
432-0105 Grinding Technology.....	3
432-0102 Machine Shop I.....	3
432-0110 Machine Shop Math II.....	3
432-0106 Machine Shop II.....	3
432-0107 Precision Machining.....	3
432-0109 CNC Programming I.....	3
	30

SKILLS COURSE DESCRIPTIONS**COMPUTERIZED COMMERCIAL GRAPHICS (788)****Adobe Illustrator
430-0105**

The students will learn the drawing program software – ‘Adobe Illustrator’. They will learn to master the various drawing tools, to make proofs, and to prepare documents for printing. 4 Credit Hours. Lab Fee \$200.00.

**Adobe Photoshop/Software/Images
430-0106**

The students will learn the basics of image processing – how to digitize and manipulate an image, how to scan images, and gain an overview from scanned image to printed version.

5 Credit Hours. Lab Fee \$250.

**Computer Applications in Graphic Design
430-0110**

The students will learn the computer applications in graphic design and will get introduced to the Internet. They will learn about the Internet, understand and use information technologies by implementing an electronic class environment where the computer is a teaching device. They will acquire operating and cognitive skills such as selecting and organizing of both written and graphic information, research and self-teaching. They will use the Internet as a communication tool and as an extension to desktop publishing. They will learn to design and create Web-sites using the software Macromedia Flash 4. They will also learn to use the Internet as an interactive and marketing tool in order to seek business opportunities. 2 Credit Hours. Lab Fee \$100.

**Graphics Illustration
430-0102**

The students will learn the design basics. They will be introduced to the concepts of creative thinking and develop the ability of visual communication and visual organization. They will learn the various elements of graphic illustration and design on traditional media such as paper, for advertisements, storyboards, and brochures. They will also learn about typography and text editing, and will be introduced to the Adobe Type Manager (ATM) Deluxe 4.5 software. 5 Credit Hours. Lab Fee \$250.

**Imposition and Pre-Press
430-0109**

The students will learn traditional and the computerized methods of pre-press and graphic design. They will be exposed to the steps and tools in the pre-press (machines and materials), in sending documents to the service bureaus and printers; this course is designed to bring out the competence in the student to criticize and render good judgment throughout the project; the student will acquire the knowledge to discuss different steps of color proofing and pre-press with professionals in the field, and have the skills to control a project from beginning to end. They will be introduced to the software Adobe Acrobat. 2 Credit Hours. Lab Fee \$100.

**Introduction to Macintosh Environment
430-0101**

The students will be introduced to how computers work, the use of computer vocabulary, and computer equipment such as printers and scanners. They will also learn to create, classify and organize files and documents, the care and maintenance of a computer, and about networking computers and peripherals. They will be introduced to Microsoft Office Software (Word, Excel, and PowerPoint). 2 Credit Hours. Lab Fee \$100.

**Page Layout-Quark XPress
430-0104**

The students will learn to analyze the needs of a project, pick information relevant to the project, create graphic sketches, and to finally to transpose the chosen sketch to the computer. They will be exposed to creating, naming and saving graphic files. 3 Credit Hours. Lab Fee \$150.

**Portfolio Development and Presentation
430-0111**

The students will select, organize and develop a professional portfolio from the assignments and projects that they completed during the entire program. They will also learn how to prepare a resume and write a cover letter, and interviewing techniques in applying for a job. This will help them develop confidence in their work and adopt a professional attitude in seeking employment. 1 Credit Hour. Lab Fee \$50.

**Production of Computer Mock-Ups
430-0108**

The students will learn different ways to create and produce professional looking mock-ups with the use of a computer; analyze the needs and specifications of the project; choose the most suitable software for the project; create and produce outstanding design; produce all graphic elements and materials needed for the mock-ups; do the actual page layout with the computer; choose the most adequate support to print the mock-ups; manage the project from beginning to end. 2 Credit Hours. Lab Fee \$100.

**Project Planning
430-0103**

The students will be exposed to the various principles and methods involved in planning a project in the graphic arts and printing industry. They will learn to plan from design to distribution of different types of products such as brochures, newspapers, magazines, billboards, and posters. They will understand planning as both a decision making tool, to determine the feasibility of a project, and as an organization tool to complete the project on time and within budget. 2 Credit Hours. Lab Fee \$100.

Shadowing/Internship
430-0107

Allows the students to do a Shadowing/internship at a professional graphic design site of their choice. This will provide them with a first-hand experience of working with a potential employer and to see the skills they acquired in the classroom translate to real-life products. 3 Credit Hours.

HORTICULTURE (786)**Basic Floral Design**
432-0305

This course is an introduction to the principles of floral design including the care and use of floral materials and accessories. Identification, handling, and storage of cut flowers will be covered. In addition to construction of basic arrangements, information concerning a floral industry and working in a flower shop will be discussed. 3 Credit Hours. Lab fee \$25.

Cutting/Pruning/Care of Trees 432-0309

This course will introduce students to basic concepts of ornamental horticulture with emphasis on basic anatomy, terminology, and functions of plants and professions surrounding the culture and use of ornamental plants. 3 Credit Hours. Lab fee \$25.

Entomology
432-0304

This course will study the importance of insects to man. Topics presented in the course include insect biology, principles of pest management, natural and applied insect control, and insect pests of vegetables, fruit, and ornamental plants. Laboratory activities include observation, identification and diagnosis of insect plant pests. 3 Credit Hours. Lab Fee \$25.

Greenhouse Crop Production
432-0307

This course will cover information on the production of greenhouse crops and the cultural practices required for growth. Subjects include seeding, watering, fertilization, containers, growing medias, temperature control, and insect and disease control will be covered. Greenhouse plants and pot crops will be grown throughout the semester. 3 Credit Hours. Lab Fee \$25.

Horticulture Science & Math
432-0301

This course is designed for those interested in or presently working in the area of grounds care and maintenance. Areas of study include pruning, fertilizing, pesticide use, digging and replacement of landscape plants, general turf care and maintenance of equipment. 3 Credit Hours. Lab Fee \$25.

Interior Plant Maintenance
432-0306

This course will cover the design, installation and care of interior plantings. It introduces the basics of plant identification, growth and development, and propagation to the student. Additional topics covered include fertilization, soils and indoor climates, pests and diseases and business operation. 3 Credit Hours. Lab Fee \$25.

Introduction to Soil Science
432-0310

This course will introduce students to basic principles of the science of soil, texture, structure, organic and mineral composition. The course will also relate to the soil's water content, micronutrients, and macronutrients needed for plants' growth. 3 credit hours.

Landscape Planting and Design 432-0308

This course will introduce the student to the basic concepts and principles of landscape design and the application of these concepts to residential and commercial sites. Students will be required to complete various types of landscape designs during the course. 3 Credit Hours. Lab Fee \$25.

Plant & Shrub Maintenance Care 432-0303

This course is designed for those individuals interested in developing a basic foundation in the identification of small trees, shrubs, vines and ground covers by their common and botanic names. This information will enhance one's overall functional knowledge in the horticulture field. Emphasis is placed on growth habit, outstanding characteristics and their uses on the landscape. 3 Credit Hours. Lab Fee \$25.

**Plant Pathology
432-0311**

This course will introduce students to basic principles of plant diseases, identification, analysis, and solution of diseases related to lawn, ground covers, annuals, perennials, bulbs, trees, shrubs, vines, vegetables and house plants. This course will also relate proper plant care with disease prevention. 3 credit hours.

**Tree Identification
432-0302**

This course includes identification of deciduous and evergreen trees by their common and botanic names. Emphasis will be placed on trees most commonly used in the landscape and their outstanding characteristics. 3 Credit Hours. Lab Fee \$25.

INDUSTRIAL MAINTENANCE (790)**Applied Mathematics
432-0503**

This course introduces the student to the use of fractions, mixed numbers, and decimals, order of operations, ratios, proportions, and percent problems as they relate to industrial maintenance activities. Measurement and graphical representation will be explored and the skill of estimating and solving word problems will be emphasized. 3 Credit Hours.

Digital Electronics Fundamentals 432-0508

This course will introduce the student to electronic digital fundamentals through the study of combinational and sequential logic circuits. Topics of study will include Boolean algebra, number codes, latches, flip-flops, counters, shift registers and the study of convert relay ladder schematics to ladder logic programs. The theory and application of digital electronics will be studied in a laboratory setting. 3 Credit Hours. Lab Fee \$25.

**Electrical Wiring
432-0502**

This course will introduce the student to electrical wiring, repair and construction techniques in a laboratory setting. Students will also acquire proficiency in the identification and use of various electrical components associated with wiring activities. 3 Credit Hours. Lab Fee \$30.

**Industrial Controls
432-0507**

This course will introduce the student to the AC power control system used in industry. Topics to be studied include ladder diagramming, motor starters, relays timers, solid state motor controls, photo-electronic and proximity control devices and an introduction to programmable controllers. The theory and application of industrial controls will be studied in a laboratory setting. 3 Credit Hours. Lab Fee \$30.

Industrial Hydraulics**432-0510**

This course will introduce the student to the basic concepts of hydraulics and its applications in an industrial setting. A hydraulics laboratory trainer will be utilized to help students learn hydraulics through the use of a variety of test instruments, gauges, components and control systems. 3 Credit Hours. Lab Fee \$30.

Industrial Motors**432-0506**

This course will introduce the student to the principles and applications of electric motors used in industry. Topics to be studied include motor and generator fundamentals, single and three-phase AC motors, DC and universal motors, stepper motors, servo motors, motor load characteristics, motor specifications and ratings, efficiency characteristics, motor testing and protective devices and testing and troubleshooting procedures for motors. The theory and application of motors used by industry will be studied in a laboratory setting. 3 Credit Hours. Lab Fee \$30.

Industrial Programmable Controllers**432-0509**

This course will introduce the student to the basic operations of programmable controllers, central circuit programming and industrial programmable controller applications used in automated manufacturing. The theory and application of programmable controllers will be studied in a laboratory setting. 3 Credit Hours. Lab Fee \$30.

Introduction to Pneumatic Technology**432-0504**

This course in pneumatic technology will teach students how air is harnessed as a source of power to do work. The pneumatic trainer will be used to illustrate how pneumatic circuits are used in real-life and industrial applications. Students will also learn how to use a variety of pneumatic instruments, components and systems through a series of experiments. 2 Credit Hours. Lab Fee \$30.

Introduction to Power Systems 432-0518

This course introduce and develop students' thinking process, enabling them to reach a sound understanding of a broad range of topics related to power systems, while motivating their interest in the electrical power industry. Both theory and modeling are developed from simple beginnings so that students can be readily extended to new and complex situations. The course renews basic phaser concepts, single-phase, as well as three phase circuits, power transformers, transmission lines parameters, power system control, including turbine-generator controls and multi machine stability. 2 Credit Hours.

National Electrical Code**432-0517**

This course in the National Electrical Code helps students understand how the NEC is constructed, and how to read the code from beginning student to experienced electrician. A series of lectures that clarify confusing and seemingly conflicting rules from the NEC. 2 Credit Hours.

Principles of DC/AC**432-0515**

This course will introduce and develop students' thinking process of DC and AC circuits analysis. Topics of study will include current and voltage, resisting elements, ohm's law, series circuits, parallel circuits, series-parallel circuit analysis, conductors and insulators, capacitors, inductance, filters, power supplies and transformers. 4 Credit Hours. Lab Fee \$30.

**Quality Assurance
432-0516**

This course will introduce the student to the Quality Assurance and provide an overview of history, standards inspection, calibration, preventative maintenance, systems, and Office of Safety and Health Administration (OSHA). Companies becoming ISO/QS 9000 certified have an advantage when maintenance employees have an understanding of processes being used to assure quality of products. Topics listed above will be applied in the lab portions of the EEIM. 2 credit hours.

**Solid State Fundamental
432-0505**

This course will focus upon the use of discrete solid state devices in electronics. Topics of instruction will include semi-conduction, diodes, optoelectronic devices, DC and small signal analysis of bipolar transistors and FETS, power amplifiers, tuned amplifiers, frequency response and other associated electronic devices. The theory and application of solid state electronics will be studied in a laboratory setting. 3 Credit Hours. Lab Fee \$30.

MEDICAL OFFICE TECHNOLOGY (794)**Basic Office Skills I
430-0309**

This course will introduce general office skills using current technology and procedures. It will also focus on the basic job responsibilities of an office assistant in an automated office setting using simulated office-based projects. 3 Credit Hours. Lab Fee \$50.

**Computer Keyboarding I
430-0300**

The keyboard is one of the most widely used input devices in communicating with computers. The keyboarding skills learned in this course will allow students to interface more efficiently by shortening input time and increasing productivity. Emphasis is placed on learning the alphabetic, numeric, and symbol keys by the touch system on a computer. 1 Credit Hour. Lab Fee \$25.

**Medical Externship
434-0300**

This course provides supervised occupation experience in Medical Office Technology. Students are provided with "hands-on" real-world exercises. 1 Credit Hour. Lab Fee \$25.

Medical Office Insurance Procedures

434-0201

This course introduces the student to basic insurance billing and accounting concepts utilized in the medical practice field. Students enrolled in the class will become acquainted with the skills and knowledge of handling bills and completing the HCFA-1500 insurance claim form. Students will learn introductory ICD-9CM and CPT-4 coding and will learn to produce lists and reports necessary for the medical office. 3 Credit Hours. Lab Fee \$25.

**Medical Office Simulation
434-0202**

This course will allow the student to put their skills to practical use through simulation exercises. This class is a continuation of Medical Office Insurance Procedures, which incorporates computer laboratory practice time. 1 Credit Hour. Lab Fee \$25.

Medical Terminology**434-0200**

This course teaches the student about the Anatomy, Physiology and Pathology of the human body. It will incorporate the study of terms related to medical science, hospital services, medical specialties and abbreviations used in medicine. Instruction will also include spelling and pronunciation of various medical terms. 5 Credit Hours.

Microcomputer Applications**430-0302**

This course is designed to provide students with practice and skills in word processing and electronic spreadsheets. Students will also learn the basic functions of the disk operating system. Microsoft Word and Microsoft Excel are taught. 3 Credit Hours. Lab Fee \$25.

Office Skills II**430-0310**

This course introduces the student to advanced office procedures including business typing, basic computer operation, telephone skills, business etiquette and ethics, office reception, mail handling and communication techniques. Instruction also includes resume writing, and interviewing techniques. 4 Credit Hours. Lab Fee \$75.

Word Processing I**430-0303**

This is an introductory course in word processing designed for the general user including the student, home computer user, and the office employee. It will include instruction in text entering and editing, cursor movements, character and line formatting, tabs, speller and thesaurus, page formatting, saving and printing, block operation, disk maintenance, search and replace, standardized text, line draw, and composition exercises. 3 Credit Hours. Lab Fee \$50.

NURSE ASSISTANT (700)**Nurse Assistant****334-0540**

This course will prepare students to become certified as a “nurse assistant” in the State of Illinois. Clinical training is required for all students enrolled in this program. Upon successful completion of the program, the student will be eligible to take the state mandated written competency examination for Nurse Assistant Certification. 7 Credit Hours.

OFFICE TECHNOLOGY (793)**Basic Office Skills I****430-0309**

This course will introduce general office skills using current technology and procedures. It will also focus on the basic job responsibilities of an office assistant in an automated office setting using simulated office-based projects. 3 Credit Hours. Lab Fee \$50.

Career Development**430-0312**

This course is designed to provide students with job search and career planning techniques. Students will learn to develop their personalized portfolio (resumes, cover letters and references). Information presented during class discussions will provide knowledge of what business and industry employers are seeking from job seeking candidates. Topics related to job interviewing will also be covered. 2 Credit Hours. Lab Fee \$25.

Computer Keyboarding I
430-0300

The keyboard is one of the most widely used input devices in communicating with computers. The keyboarding skills learned in this course will allow students to interface more efficiently by shortening input time and increasing productivity. Emphasis is placed on learning the alphabetic, numeric, and symbol keys by the touch system on a computer. 1 Credit Hour. Lab Fee \$25.

Computer Literacy
430-0301

This course will introduce information about the use of computers in business, social, educational and vocational settings. Emphasis is on the increasing impact of computers in society. 3 Credit Hour.

Desktop Publishing
430-0308

This course will emphasize the practical and essential aspects of desktop publishing and presentation software in today's work setting. Topical study areas will include the incorporation of graphics and text into style sheets, letterheads, newsletters, flyers, program, and on-line and printed forms. 2 Credit Hours. Lab Fee \$25.

Independent Study
430-0399

This course is an independent study for the Office Technology certificate program. It is designed for the student that is near completion of the certificate program. The course will encompass the major areas of the Office Technology studies. The course is a project-based study.

Introduction to Database
430-0313

This course introduces basic database concepts including creation, design, and structure of tables, queries, forms and reports. Students will use database to complete practical applications. 2 Credit Hours. Lab Fee \$25.

Introduction to Spreadsheets
430-0305

This course introduces students to electronic spreadsheet applications. Students will build worksheets, apply formatting features, use formulas, and prepare graphs. Spreadsheet concepts will also be presented. 2 Credit Hours. Lab Fee \$25.

Keyboarding II
430-0304

This course focuses on continued skill development of speed and accuracy. Further instruction will be given to enhance production and application of various types of business correspondence. 2 Credit Hours. Lab Fee \$25.

Office Skills II
430-0310

This course introduces the student to advanced office procedures including business typing, basic computer operation, telephone skills, business etiquette and ethics, office reception, mail handling and communication techniques. Instruction also includes resume writing, and interviewing techniques. It will also focus on realistic, practical and meaningful experiences to broaden the student's knowledge of office procedures. 4 Credit Hours. Lab Fee \$75.

Presentation Graphics
430-0314

This course introduces practical applications on how to produce effective and attractive presentations using Power Point software. Topics will include text handling, outlining, drawing, graphing, and clip art to include printed documents and visual media. 2 Credit Hours. Lab Fee \$25.

Word Processing I
430-0303

This is an introductory course in word processing designed for the general user including the student, home computer user, and the office employee. It will include instruction in text entering and editing, cursor movements, character and line formatting, tabs, speller and thesaurus, page formatting, saving and printing, block operation, disk maintenance, search and replace, standardized text, line draw, and composition exercises. 3 Credit Hours. Lab Fee \$25.

Word Processing II
430-0307

This course explores additional word processing concepts with applications for personal or vocational microcomputer use. Word processing functions including tables, feature forms, paragraph and outline numbering, text columns, graphics, headers and footers, footnotes and endnotes, macros, styles, merge, sort and select, tables of content and indexes will be performed by the student. Students may require utilizing lab time. 3 Credit Hours. Lab Fee \$25.

PRECISION METALWORKING (787)**Basic Metallurgy I**
432-0104

This course introduces the student to the theory of metal composition with emphasis on the study of their physical and mechanical properties related to their application in metal forming, heat and surface treatment or carbon and alloy steels. 3 Credit Hours.

CNC Programming I
432-0109

This course provides students with the basic principles and practices of numerical control programming. Manual parts programming will be performed on a CNC programming station. 3 Credit Hours. Lab Fee \$50.00

Grinding Technology
432-0105

This course is designed to provide the student with the basic skill and understanding of the purpose and use of grinding and sharpening cutting tools used in industry. 3 Credit Hours. Lab Fee \$25.

Machine Shop I
432-0102

This course is designed to present the student with an introduction to machining and machine shop practices. Study topics include hand tools, measurement, cutting machines, taps and dies, turning machines, milling machines and general safety. 3 Credit Hours. Lab Fee \$35.

Machine Shop II
432-0106

This course is designed as a continuation of practice and information presented in Machine Shop I. Additional topics of study include advanced operations on the lathe and vertical milling machine, heat treating and materials usage. 3 Credit Hours. Lab Fee \$50.

Machine Shop Math I
432-0103

This course is designed to provide the student with the basic principles of mathematics with applications that relate to typical machine shop problems. Topics to be studied include the review of fractions, decimals, measurement, ratios, proportions, and percent. An introduction to algebra, measuring systems, precision and accuracy as they relate to machining will also be included in the course. Electronic calculators are required for this course. 3 Credit Hours.

Machine Shop Math II
432-0110

This course is designed as a continuation of Machine Shop Math I. Emphasis will be placed on acquiring knowledge and skill in the use of practical geometry, measurement of plane and solid figures, precision, accuracy, elementary right triangle trigonometry and law of trigonometry functions as they relate to metal machining. Electronic calculator is required. 3 Credit Hours.

Machining Principles
432-0108

This course is designed to present the theory and practices involved in the operation of modern metal cutting machine tools including carbide inset tooling applications. Employability skills will also be introduced to the student in this course. 3 Credit Hours.

Machine Trades Blueprint Reading
432-0101

This course is designed to study the principles, which are essential for visualization and training in the interpretation of blueprints and sketches of machine parts. Attention is given to representations of common machine processes, special forms of dimensioning, sections, auxiliary views, symbols, surface finishes and other drafting and design principles. 3 Credit Hours.

Precision Machining
432-0107

This course is designed to familiarize the student with precise, complex machining operations on the lathe and vertical mills. 3 Credit Hours.

Lab Fee \$50



Credit Course Descriptions

[ANTHRO] ANTHROPOLOGY (081)

ANTHROPOLOGY 201

Introduction to Biological and Cultural Evolution of Humans - Survey and analysis of the fundamentals of prehistoric archaeology, fossil primates and primate evolution, primate behavior, human genetics and the variations of human populations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

ANTHROPOLOGY 202

Cultural Anthropology - Comparative study of human societies and cultures of the world; cross-cultural investigation of social organization and political, economic, religious and family systems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ANTHROPOLOGY 210

North American Archaeology - Prehistoric cultural evolution in North America, including the first arrival of people, distribution, beginnings of settled life and formation of political-religious states; prehistory of Eastern and Western United States and Eastern, Central and Southern Mexico until arrival of Europeans. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[ART] ART (010)

ART 103

Art Appreciation - Appreciation of art works taken from all cultures and periods. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

ART 115

Photography - Basic principles of black and white photography. 35 mm cameras, exposure, development and printing processes, composition and presentation. Writing assignments, as appropriate to the discipline, are part of the course.

6 lab/studio hours per week or 1 lecture and 2 lab hours per week.

3 credit hours. 2 credit hours

ART 116

Advanced Photography - Advanced techniques in development and printing. Introduction to other formats. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 115 or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

ART 117

Beginning Color Photography - Introduction to techniques, art and theory of color photography; printing from color negatives and/or transparencies; developing color negatives and/or transparencies; characteristics of different color film types, lighting for color photography; covers color theory and use of color in composition. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 115 and Art 116, or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

ART 130

African-American Art - Survey of African-American art over last 150 years; covers African-American crafts and sculpture during 19th Century; realistic painters of early 20th Century; cubistic and abstractionist influences on painting and sculpture; non-revolutionary artists such as Charles White, Henry O. Tanner, Aaron Douglas and Hughie Lee-Smith. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

ART 131

General Drawing - Still-life, landscape and human figure; experimentation with various media. Writing assignments, as appropriate to the discipline, are part of the course. **6 lab/studio hours per week. 3 credit hours.**

ART 132

Advanced General Drawing - This course builds on and refines the experiences of General Drawing focusing on a variety of color media. Emphasis is on invention and formal concerns. Explorations into abstraction, non-objective, and fabricated image making are covered in this class. Course includes vocabulary development, critical analysis activities, and reference to historic models of drawing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 131. **6 lab/studio hours per week. 3 credit hours.**

ART 141

Introduction to the Visual Arts - Practical application of fundamentals of visual arts. Includes study of line, texture, color, shape and volume in various media. Recommended for pre-teachers. Writing assignments, as appropriate to the discipline, are part of the course. **6 lab/studio hours per week or 1 lecture and 2 lab hours per week. 3 credit hours. 2 credit hours**

ART 142

Figure Drawing and Composition - Study of the human figure in action and still poses; rapid sketching, long poses, memory work, and portraiture. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 131 or Consent of Department Chairperson. **6 lab/studio hours per week. 3 credit hours.**

ART 143

Advanced Figure Drawing - Development of skills. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 142. **6 lab/studio hours per week. 3 credit hours.**

ART 144

Two Dimensional Design - A studio course exploring the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. Fundamental design and experimentation in relationships of line, shape, textures, and color. Writing assignments, as appropriate to the discipline, are part of the course. **6 lab/studio hours per week. 3 credit hours.**

ART 145

Three Dimensional Design - Study of the fundamentals of the formal systems and basic elements of visual organization through three-dimensional design principles and theories; use of a variety of media, including recent and traditional materials, such as clay and plaster. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 144 or Consent of Department Chairperson. **6 lab/studio hours per week. 3 credit hours.**

ART 150

Crafts Workshop - Creation and construction of art forms in clay, metal, cloth, fibers, plaster and wood; art process in both two and three dimensions; recommended for pre-teachers. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

ART 161

Freehand Drawing - Elementary drawing in charcoal and pencil from simple groups of block forms, still life and architectural ornament; includes developing pencil technique. No previous drawing experience necessary. Writing assignments, as appropriate to the discipline, are part of the course. **6 lab/studio hours per week or 1 lecture and 2 lab hours per week. 3 credit hours. 2 credit hours**

ART 162

Architectural Representations - Continuation of Art 161. Experimentation with water colors and their use in rendering of architectural representation of building materials, textures and nature; includes exterior and interior perspectives. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 141, and Art 161, or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

ART 163

Water Color Painting - Elementary painting and sketching including still life, landscape and figure painting. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

ART 166

Oil Painting Techniques - A studio course that serves as an introduction to basic painting techniques and color principles applied to the exploration of oil and acrylic painting media. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 131 or Consent of Department Chairperson.

6 lab/studio hours per week. 3 credit hours.

ART 167

Advanced Oil Painting Techniques - Advanced techniques and experimentation in use of materials and the development of creative styles in oil painting. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Art 166 or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

ART 171

Production Art - Drawing for advertisements, storyboards, cartoons, and brochures; use of cinematic terms in generation of successive images. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week. 2 credit hours.

ART 176

Graphics Design I - Creative approach to graphics, using traditional and modern media, such as drawing, painting, photography, constructed and sculptured art; includes reproduction of illustrations relating to advertising, periodical and book publishing. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Art 144. **2 lecture and 2 lab hours per week. 3 credit hours.**

ART 177

Graphics Design II - Continuation of Art 176. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 176. **2 lecture and 2 lab hours per week. 3 credit hours.**

ART 180

Visual Communications - Theories of communication and application to marketing and advertising; preparation of audio-visual materials to raise the student's awareness of their environment and problems of communication in our culture. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Art 170.

1 lecture and 2 lab hours per week. 2 credit hours.

ART 191

Interior Design - Discussion and studio work based on principles of art, consumer education and budgets. Includes color, furniture styles and arrangements, wall, window, and floor treatments, fabrics, lighting, accessories and room planning. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week. 2 credit hours.

ART 196

Ceramics - Ceramics formed by coil, slab or free form methods. Writing assignments, as appropriate to the discipline, are part of the course.

**6 lab/studio hours per week or 1 lecture and 2 lab hours per week
3 credit hours 2 credit hours**

ART 197

Advanced Ceramics & Sculpture - Advanced work in pottery and sculpture, use of molds and various materials, individual experiments in pottery and sculpture. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 196, or Consent of Department Chairperson.

1 lecture and 2 lab hours per week. 2 credit hours.

ART 200

Individual Art Projects - For advanced students who have completed beginning level studies in the corresponding discipline specific course, or an equivalent course at another institution, or who can demonstrate proficiency through portfolio review in the skills taught in the corresponding prerequisite course. Work is completed on an independent project, the subject of which is designed through dialogue between the student and instructor. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. Not more than an accumulated 6 hours will be counted towards graduation. **1 lecture and 2 lab hours per week. 2 credit hours.**

ART 272

Communications Design II - Story boards for television commercials, graphics design for television, and development and making of television commercials. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 172, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

ART 275

Computer Art and Applications - An introduction and exploration of electronic imaging through hands-on experience of applications in computer graphics. A variety of software packages pertaining to art will be utilized, as well as input and output devices. The goal of the course is to begin to develop imaging skills in graphics systems. Students will also be introduced to computer concepts of design, color, image importing and exporting, image manipulation, and sequencing techniques. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art144, and Art 131, and Art 115 or Consent of Department Chairperson.

6 lab/studio hours per week. 3 credit hours.

[ASTROMY]**ASTRONOMY (071)**

ASTRONOMY 201

Descriptive Astronomy I - Descriptive survey of major astronomical facts, concepts, and relationships, starting with the solar system and extending to stars, galaxies, and cosmogonies. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[BIOLOGY]**BIOLOGY (023)**

BIOLOGY 100

Critical Readings in Biology - Prepares students to read in the life sciences. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BIOLOGY 101

General Course Biology I - Basic principles and concepts of biology; general considerations of biological processes, including cellular and organismic levels. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BIOLOGY 102

General Course Biology II - Continuation of Biology 101. Basic principles and concepts of biology, including how organisms reproduce and inherit; how life on earth evolved and how present day organisms relate to each other. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BIOLOGY 103

Biology of Human Sexuality - Structure and function in human sexuality; sexuality related to physical, mental, and emotional health; the relationships between sexual behavior and human ecology, population, gene frequencies, and society. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BIOLOGY 107

Nutrition - Consumer Education - Science of food as it relates to health, including food composition and utilization, food preparation and preservation, nutrition, special diets, fad foods, and foods of the future; social and political aspects of food in the world's future. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BIOLOGY 114

General Education Biology - A laboratory course emphasizing scientific inquiry through selected concepts of biology, such as organization, function heredity, evolution, and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **3 lecture and 2 lab hours per week. 4 credit hours.**

BIOLOGY 115

Human Biology - Examines practical aspects of selected concepts in biology and their application to technology. Concepts may include heredity, growth, development, and ecology. Human systems may be studied as they relate to the major topics. Emphasis will be placed on the relationship of the issues to the individual and society. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **3 lecture and 2 lab hours per week. 4 credit hours.**

BIOLOGY 120

Terminology For Medical Careers - Basic medical vocabulary for allied health professionals and others with minimal background in anatomy and physiology; includes study of the human body systems. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BIOLOGY 121

Biology I - Cellular and Molecular Biology. Introduction to biochemistry, molecular genetics, cell structure, function and processes. Laboratory required. Writing assignments, as appropriate to the discipline, are part of the course. **4 lecture and 2 lab hours per week. 5 credit hours.**

BIOLOGY 122

Biology II - Continuation of Biology 121. Organismal Biology, Ecology and Evolution. An introduction to structure and function of major groups of microorganisms, fungi, animals, and plants. Emphasis on evolutionary relationships and ecological principles. Laboratory required. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 121 or Consent of Department Chairperson. **4 lecture and 2 lab hours per week. 5 credit hours.**

BIOLOGY 200

Field Biology - Natural history of local biota. Laboratory and field identification of plants and animals with a study of their habitats and relationships. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 3 lab hours per week. 3 credit hours.**

BIOLOGY 201

Individual Topics in Biology - Students may conduct laboratory research, engage in library projects, and attend seminars. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 2 credit hours will be counted towards graduation. **1 lecture and .5lab hours per week. 1 credit hour.**

BIOLOGY 226

Human Structure and Function I - Human anatomy and physiology. This laboratory course is recommended for those contemplating a career in the health professions and emphasizes the structure and function of the human body. Microscopic and gross anatomy are correlated with physiology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 114 or Biology 115 or Biology 121, or Consent of Department Chairperson. (Previous completion of Biology 120 Terminology for Medical Careers strongly suggested). **2 lecture and 4 lab hours per week. 4 credit hours.**

BIOLOGY 227

Human Structure and Function II - Continuation of Biology 226. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 226 or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

BIOLOGY 241

Genetics - Principles of heredity, structure of genetic material, mechanism of transmission, and the role of genetics in evolution. Application of these principles to human and other organisms is included. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 101 and 102, or Biology 114 and Biology 115, or Biology 121 and 122, or Consent of Department Chairperson. **2-3 lecture and 4 lab hours per week. 3-4 credit hours.**

BIOLOGY 242

Evolution - Origin, history and development of plants and animals. Includes evidence from anatomy, paleontology, comparative physiology, biochemistry, immunology, and genetics. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 101 and Biology 102 or Biology 114 and Biology 115 or Consent of Department Chairperson. **50 to 150 minutes per week. 1-3 credit hours.**

**[BOTANY]
BOTANY (025)**

BOTANY 201

General Botany I - General biological principles applied to anatomy, physiology, reproduction, and heredity of seed plants. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a C or better, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

**[BUSINESS]
BUSINESS (030)**

BUSINESS 111

Introduction to Business - Survey of modern U.S. business, analyzing organization and types of businesses, major business functions, business and the environment, roles played by business and consumers in the economy and various economic systems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 113

Basic Keyboarding - Instruction in the basic keyboard of a word processor or other automated office equipment. Skill development and application to basic business materials. Writing assignments, as appropriate to the discipline, are part of the course. **.5-2 lecture and 1-2 lab hours per week. 1-3 credit hours.**

BUSINESS 136

Medical Office Procedures - Basic clerical duties and responsibilities in physicians offices, clinics, and hospitals. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 118 and Biology 114, Placement Test, or Consent of Department Chairperson. **50-150 minutes per week. 1-3 credit hours.**

BUSINESS 140

Desktop Publishing - Fundamental concepts of integrating, composing, and assembling word processing, graphics and pictures on a page using a microcomputer with a publishing software program and a laser printer to print high-quality documents using soft fonts and cartridges. Production of high-quality forms, reports, advertising pieces, and business documents. Emphasis will be on business applications and personal use: students, consultants, entrepreneurs, secretaries, retailers, executives, authors, typesetters, and other professionals. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 141

Business Mathematics - Review of basic arithmetic principles, application of arithmetic operations to business forms and to analysis and solution of problems of percentage, markup, and markdown, discounts, interest, prorating, life and property insurance, taxation, and payrolls. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 180

Fundamentals of Accounting - This course emphasizes an understanding of basic accounting principles and other business concepts as they apply to the reporting of financial data and other economic events of a business enterprise. Emphasis is on recording, analyzing, and interpreting historical data and showing its effect on the business financially. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 181

Financial Accounting - This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements as well, and the limitations of using these in making forward-looking business decisions are included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations, cash flow statements and financial statement analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 100 or Business 111 or Business 141 or Mathematics 098 or higher; or concurrent enrollment in Business 141; or Placement Test; or Consent of Department Chairperson.

200 minutes per week. 4 credit hours.

BUSINESS 182

Managerial Accounting - This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions are included. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181 or Consent of Department Chairperson.

200 minutes per week. 4 credit hours.

BUSINESS 203

Introductory Cost Accounting - General accounting principles applied to factory operations. Includes methods of finding costs of specific orders, lots and processes, and basis of allocating overhead expenses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181 or Business 182.

150 minutes per week. 3 credit hours.

BUSINESS 204

Computer Applications for Intermediate Accounting - Utilizes a computer to perform major accounting tasks such as recording entries, posting to ledgers, generation of trial balances and financial statements, as well as special reports, all encountered in Business 205. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Business 205. **50 minutes per week. 1 credit hour.**

BUSINESS 205

Intermediate Accounting - Application of funds, analysis of working capital, investments, inventories, amortization and depreciation, and cost expirations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 182 or Business 204. **150 minutes per week. 3 credit hours.**

BUSINESS 206

Auditing - Includes external balance-sheet audits, recent developments in techniques of auditing cash, receivables, inventories, investments, fixed assets, and liabilities. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 205, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

BUSINESS 208

Federal Income Tax - Study of the principles of the Internal Revenue Code, practical application of tax rules to the preparation of returns, application of accounting rules to tax matters. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 182, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

BUSINESS 211

Business Law I - Laws of business transactions, including contracts, agency, employment and partnerships, and study of the Uniform Commercial Code. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 212

Business Law II - Continues study of laws covering corporations, negotiable instruments, sales, real estate, and bailments. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 214

The Legal and Social Environment of Business - A study of the legal and social environment of business with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law and employment law. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 216

Entrepreneurship - Entrepreneurial skills, organization, promotion and management in self-employment or administration in occupations and organizations; research and discussions with successful owners and managers in the business community. Students receive practice in planning, decision-making and self-evaluation. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 221

Insurance - Preparation for the agents or brokers licensing examination. Includes life and casualty insurance, automobile, fire, health and accident, and workers compensation. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 230

E-Business Marketing - Explores resources, knowledge, skills, practices and techniques necessary to conduct business online. Explores nature and impact of e-commerce on business and business operation, resources required and available, customer relationship management, ordering systems, end-to-end marketing and performance, and control systems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111, or CIS 120, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 231

Marketing - Examines the functions and objectives of marketing. Includes flow of industrial and consumer goods through the marketing system, and the role of the consumer, the product, the market, the pricing policies, promotion and distribution methods. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111. **150 minutes per week. 3 credit hours.**

BUSINESS 232

Fundamentals of International Business - Analysis of problems stemming from the movement of goods, services, human resources, technology, finance, and ownership across national boundaries. Direct focus on the development of management skills in handling of multinational business. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

BUSINESS 236

Advertising - Study of basic functions, principles, and techniques of advertising, including the role of advertising in the marketing system. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 237

Selling - Factors of successful selling of goods or ideas; buying motives, sales psychology, customer approach, and sales techniques. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 241

Introduction to Finance - Surveys methods of financing business enterprises and their relationships to personal and company investment policies. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 244

Fundamentals of Investments - Personal investment programs including the sources and uses of investment information. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 250

Computerized Accounting Systems - Computerized Accounting focuses on exposing the student to various computerized accounting systems and how these systems accomplish the goals of accounting information system of a business entity. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181, or CIS 120 or equivalent, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 257

Principles of Retailing - Functions of retailing, including current trends and problems. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 258

Small Business - Organization and operation of small-scale retail, trading, service or manufacturing business. Problems of location, financing, labor, accounting and production, taxes, and insurance. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 269

Principles of Management - Analysis of major functions and principles of management; emphasis on supervisory and operating levels of management; theories, policy-making, effective communications and art of decision-making. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 271

Human Resources Management - Employment techniques, wages and hours, job evaluation, training, employee ratings, collective bargaining, employment counseling and collateral benefits, such as pensions and fringe benefits. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 272

Sales Management - Planning of sales efforts; management of sales and services; human resources, and controlling sales operations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111 and Business 237, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 274

Industrial Management - Characteristics of industrial enterprise, problems of materials procurement, plant organization and layout; labor relations and human resources policies, efficiency techniques, automation, and production development. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 285

Real Estate Principles - Preparation for state real estate examination. Includes real property, deeds, agreements of sale, mortgages, financing, valuation and appraisal, leases and closing statements. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 287

Real Estate Practice and Procedure - Sales contracts, closing statements, finance, insurance and the Illinois real estate brokers and salesman's laws. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 288

Real Estate Appraisal - Functions and purposes of appraisals, including neighborhood and area trends, site valuation, building cost estimates and depreciation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 285, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 289

Real Estate Management - Property management, including merchandising, residential space, managing furnished buildings, single family units, office buildings, commercial properties, and cooperative apartments, setting store rentals, maintenance problems, and operation of a management office. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 285, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

**[CHEM]
CHEMISTRY (073)****CHEMISTRY 100**

Basic Chemical Calculations - Arithmetical and algebraic operations as used in general chemical calculations, scientific notation, metric system of measurement and problem-solving techniques employed in general chemistry calculations. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and .5 lab hours per week. 1 credit hour.

CHEMISTRY 121

Basic Chemistry I - Principles of general inorganic chemistry, including properties of matter, dimensional analysis, fundamentals of stoichiometry, interpretation of the periodic table, nomenclature and introduction to solution chemistry and commonly used concentration units. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Concurrent enrollment in Chemistry 100 and Math Placement Test, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

CHEMISTRY 122

Basic Chemistry II - Continuation of Chemistry 121. Emphasis on fundamentals of organic and biochemistry and their application to physiological processes. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chemistry 121, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

CHEMISTRY 201

General Chemistry I - Topics include the periodic table of the elements, atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, thermo chemistry, the gaseous state, basic concepts of the liquid and solid states, solutions, acids and bases. Writing assignments, as appropriate to discipline, are part of the course. *Prerequisite:* Eligibility for Mathematics 140 or higher, with a grade of C or better in Chemistry 121, or one year of high school Chemistry, or Consent of Department Chairperson. **4 lecture and 4 lab hours per week. 5 credit hours.**

CHEMISTRY 203

General Chemistry II - Topics include equilibrium, acid-base equilibria, solubility equilibria, kinetics, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry and descriptive topics in organic chemistry. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Chemistry 201, or Consent of Department Chairperson. **4 lecture and 4 lab hours per week. 5 credit hours.**

CHEMISTRY 204

Quantitative Analysis - Gravimetric, volumetric, and calorimetric procedures; basic techniques of quantitative measurement applied to the determination of percentage composition, equilibrium constants and the reliability of data. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chemistry 203. **2 lecture and 4 lab hours per week. 4 credit hours.**

CHEMISTRY 205

Organic Chemistry I - Fundamentals of organic chemistry, orbital and structural theory, aliphatic and aromatic hydrocarbons, alkyl halides, structural isomerism, introduction to functional groups, nomenclature, stereochemistry, reaction mechanisms, resonance theory, and spectroscopy. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chemistry 203, or Consent of Department Chairperson. **4 lecture and 4 lab hours per week. 6 credit hours.**

CHEMISTRY 207

Organic Chemistry II - Continuation of the study of organic chemistry: alcohols, and ketones, carboxylic acids, functional derivatives of carboxylic acids, O, N and S containing compounds, heterocyclic compounds, spectroscopy; laboratory emphasis on organic synthesis and spectroscopic analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Chemistry 205, or Consent of Department Chairperson. **4 lecture and 4 lab hours per week. 6 credit hours.**

CHEMISTRY 212

Survey of Organic and Biochemistry - Survey of organic chemistry including nomenclature and reactions of major functional groups essential to biochemistry and an introduction to the structure and function of biomolecules, and the metabolism of proteins, lipids and carbohydrates. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chemistry 201, or Consent of Department Chairperson. **3 lecture and 3 lab hours per week. 4 credit hours.**

CHEMISTRY 217

Introduction to Instrumental Analysis - Use of modern optical and electrical methods in chemical analysis; filter photometers; visible, ultraviolet and infrared spectrophotometer; gas chromatographs, radioactive counters, pH meters; potentiometers; refractometers; polarimeters; and polarographs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chemistry 201 and Chemistry 205, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

CHEMISTRY 218

Advanced Techniques in Instrumental Analysis - Continuation of Chemistry 217. Trace analysis, separation and identification of mixtures, and industrial applications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chemistry 217, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

CHEMISTRY 295

Independent Research In Chemistry I - Original laboratory research supervised by a faculty member, either on-campus or off-campus. A well defined academic goal must be outlined by the instructor and the student. This course will usually require library research, laboratory work, and the preparation of final and oral reports. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **1-2 lecture and 5-20 lab hours per week. 3-6 credit hours.**

[CHLD DV] CHILD DEVELOPMENT (090)

CHILD DEVELOPMENT 100

Critical Reading in Child Development - Prepares students to read critically in the field of human development. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CHILD DEVELOPMENT 101

Human Growth and Development I - Foundation course in theory and principles of development, conception through early adolescence. In-depth study of physical, social/emotional, cognitive, language development including children's play. Fifteen hours of observations included. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test or English 101. **200 minutes per week. 4 credit hours.**

CHILD DEVELOPMENT 102

Human Growth and Development II - Continuation of Child Development 101. Emphasizes adolescence through late adulthood. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

CHILD DEVELOPMENT 107

Health Safety and Nutrition - Knowledge and application of practices that promote good nutrition, dental health, physical and mental health, and safety of infants/toddlers, preschool and school-aged children in a group setting as well as that of the adult student. Health lifestyle, preventative health and community resources and responding to emergencies are examined. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

CHILD DEVELOPMENT 109

Language Development - Techniques and methods of encouraging development of language and emerging literacy skills in young children with emphasis upon understanding the developmental process and how the preschool teacher can facilitate this process. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

CHILD DEVELOPMENT 120

Introduction to Early Childhood Education - An introductory course designed to familiarize students with the historic roots and philosophical foundations of child care and education. Knowledge of different types of early childhood programs, their basic values, structure and organization. Examination of the student's personal qualities in relationship to expectations of the field. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

CHILD DEVELOPMENT 141

Activity Programming - Recreational and creative activities as factors which change patterns of behavior in children. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week. 2 credit hours.

CHILD DEVELOPMENT 143

Science and Mathematics for Young Children - Study of young children's thinking in the areas of mathematics and science. Basic information about math and science concepts are considered including the application of developmentally appropriate practices with young children. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

CHILD DEVELOPMENT 149

Creative Activities for Children - Designed to introduce the student to a variety of creative experiences that are developmentally appropriate for the young child. Areas covered are planning and implementing activities that allow the child to explore and experiment with art, music, movement, and drama. Emphasis on allowing children freedom to choose and create at their own pace and style. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

CHILD DEVELOPMENT 201

Observation and Management of Child Behavior - Theory and practice of techniques for observing and recording child behavior leading to an understanding of the individual child and developmentally appropriate positive methods of guiding behavior. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

CHILD DEVELOPMENT 205

Development of the Exceptional Child - Study of children whose development does not follow normal patterns; problems of identification, diagnosis and potential assessment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

CHILD DEVELOPMENT 229

Practicum in Residential Child Care - Twenty hours per week of professional supervised training in Child Care Treatment Program; includes two-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Completion of all required Special Education or Residential Child Care courses, or Consent of Department Chairperson. May not be taken concurrently with Child Development 228.

2 lecture and 20 lab hours per week. 6 credit hours.

CHILD DEVELOPMENT 258

Principles of Preschool Education - Theory and practice of early childhood education emphasizes developmentally appropriate curriculum program planning, learning environment and the role of the teacher as facilitator. Field experience of three hours per week in early childhood program required. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Child Development 101.

200 minutes per week. 4 credit hours.

CHILD DEVELOPMENT 259

Practicum in Pre-School Education - Students spend 300 hours per semester under supervision, working with preschool children in nursery school or day care program, 8 or 16 weeks, includes 2-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 258 with a grade of C or better, and Consent of Department Chairperson. **2 lecture and 10-20 lab hours per week. 3-6 credit hours.**

CHILD DEVELOPMENT 260

Administration and Supervision of Preschool Centers - For those with experience as teachers or directors of nursery schools or day care centers who wish to improve their skills in administration and supervision. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CHILD DEVELOPMENT 262

Child, Family and Community Relations - For students currently employed or preparing to work in child care settings. This course will help students to establish and maintain positive and productive working relationships with families within the context of the urban community to benefit the well being of the growing child. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

[RELIGN]**COMPARATIVE RELIGION (133)****COMPARATIVE RELIGION 106**

Comparative Religion I/Eastern Religion - Comparison and investigation of major Eastern religions. Includes origins, rituals, religious knowledge and destiny. This course concentrates on the religions of the Eastern world. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[CIS]**COMPUTER INFORMATION SYSTEMS (032)****COMPUTER INFORMATION SYSTEMS 101**

Introduction to Computer Information Systems - Theory and application of computers in information management; career opportunities, problem solving techniques, input/output media, microcomputer applications, and Internet application. Writing assignments, as appropriate to the discipline, are part of the course. Laboratory hours to be arranged. *Prerequisite:* Placement Test or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

COMPUTER INFORMATION SYSTEMS 102

Introduction to Programming Logic - Techniques and problem-solving aids necessary for efficient solution of computer programming problems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 103

Introduction to BASIC Language - The most simplified of all computer languages. How to use the BASIC language in solving problems in mathematics, science, business and other fields. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test and Math 099 or higher, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 106

Introduction to Fortran - Programming in FORTRAN for solving problems in mathematics, science, economics, business, research, and statistics. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 101, or Math 140, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 107

Introduction to Pascal - Programming in PASCAL for solving typical business-related problems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 099 or higher, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 111

Computer Operations - Operation and routine maintenance of central processing unit; peripheral devices; initial program load; system utilities; and system scheduling. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 101, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

COMPUTER INFORMATION SYSTEMS 116

Introduction to Operating Systems - An overview including a theoretical and practical framework for the study of controlling software in the microcomputer environment using prevailing cooperating systems. The concepts of interrupt handling, scheduling and query techniques, and access and storage methods will be clarified through readings and discussions. Writing assignments, as appropriate to the discipline, are part the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credits up to six will be counted towards elective credit and requires the Consent of the Department chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 120

Introduction to Microcomputers - Fundamental concepts of computer information systems as applied to microcomputers in business and personal use; includes hands-on experience with a variety of microcomputer software. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credit hours up to six will be counted towards elective credit and requires the Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 122

Introduction to Word Processing on Microcomputers - This course will provide the students with the in-depth concepts of word processing as they apply to microcomputers in business and personal use. Laboratory assignments provide hands-on experience with microcomputer word processing software. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT requirements. Additional earned credit hours up to six will be counted towards elective credit and requires the Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 123

Introduction to Spreadsheets on Microcomputers - Fundamental concepts of computer programs as exemplified in the electronic spreadsheet. Emphasis on business applications and personal financial management and tax preparation. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credit hours up to 6 will be counted towards elective credit and requires the Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 135

Introduction To COBOL Programming - Writing programs in COBOL for typical business problems. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 142

Introduction to C or C++ Language - Fundamentals of structured problem-solving in C language: emphasis on syntax, data types, operators, control structures, functions, program structure, pointers, arrays, input, and output; students will complete programs of moderate size and complexity. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 103, or CIS 106, or CIS 107, or CIS 130, or CIS 135, and Math 099 or higher, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 144

Introduction to Java Programming Language - In this course the students will learn the basics of a block-structured high-level programming language commonly used in internet applications. The topics include the introduction to: procedural and data abstraction programming styles; the concepts of design, testing, and documentation in programming, programming platforms, and software developments; selection, repetition, and sequence control structures; the basic programming elements of arrays, records, and files. Upon completion of this course, the students will be equipped with the basic skills of internet programming for problem solving and algorithm development. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 142 with a grade of C or better.

2 lecture and 2 lab hours per week. 3 credit hours.

COMPUTER INFORMATION SYSTEMS 145

Introduction to Database on Microcomputers - In-depth concepts of database as they apply to Microcomputers in business and personal use to build information management systems. The network, hierarchical, and relational models are discussed. DBMS on microcomputers are used for lab assignments to implement the relational models. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three hours will count towards the CIS/IT degree requirements. Additional earned hours up to six will be counted towards elective credit and requires the Consent Department Chairperson **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 158

Beginning Internet - This course will introduce the student to the basic concepts and usage of the Internet. Emphasis will be on the access of information from and development of HTML documents for the World Wide Web. Consideration will also be given to other Internet protocols (Gopher, FTP, Email, and Usenet) and to the principles and terminology relevant to networking in general. Writing assignments, as appropriate the discipline, are part of the course. *Prerequisite:* CIS 101, or CIS 120, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 171

Computer Mathematics - Survey of numbers systems, conversion of one number system into another; fundamental operations of binary, octal and hexadecimal arithmetic. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 099 or Math 140. **50-200 minutes per week. 1-4 credit hours.**

COMPUTER INFORMATION SYSTEMS 181

Web Development I/Basic Web Technologies - Introduction to Web Development with emphasis on web site architecture, layout structure, template development, documentation and form development. This course will focus on the development of a basic template for a data driven web site. Style sheets will be used to organize and present page content. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 116, or CIS 120, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 182

Web Development II/Client Side Scripting - Continuation of the Web Development series. This course integrates all of the skills learned in CIS 181 and focuses on client side scripting to verify data entry, manipulate and control web page elements, and store information on the client machines using cookies. Methods for initiating user authentication will also be covered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 181, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 191

Introduction to E-Commerce - Survey of methods used to implement commercial transactions on the Internet. Approaches to be studied include low-cost secure order taking to real-time credit care processing and order fulfillment. Students implement an online e-commerce system. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 158, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 203

Advanced Basic Programming - A course in event-driven programming using the Visual Basic programming language. Includes algorithm development, structured design and file processing. Covers topics in the use of various controls including control arrays, exception handling and the use of multiple forms. Introduces database manipulation using Microsoft Access and database controls. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 103, and CIS 106, or CIS 142, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 235

Advanced COBOL Programming - Building on prior COBOL experience, structured programming design, implementation, testing, and documentation using COBOL. Arrays, records, string processing and files are covered. Direct access file techniques, control break logic, master file update, sorting, and searching techniques, and interactive programming. Program linkage and parametric processing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 135, and CIS 142, or CIS 106, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 242

Advanced C or C++ Language - Building on prior programming experience, design and implementation of large-scale programs. Abstract data types. Data structures: sets, pointers, lists, stacks, queues, trees, graphs. Program verification and complexity. Recursions. Dynamic concepts: memory, scope, block structures. Text processing. Introduction to searching and sorting algorithms. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 142, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 244

Advanced Java Programming Language - In this course, the students shall will the advanced topics of using the Internet programming language for design and implementation of large-scale problems; management of abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory scope, block structures); Text processing; introduction to searching and sorting algorithms. The programming for computer graphics and animation will be introduced and implemented for Internet usage. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 144 with a grade of C or better. **2 lecture and 2 lab hours per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 250

Introduction to Systems - Introduction to analysis and design of information systems; includes analysis of organization and procedure, forms and work-flow, equipment selection, and implementation of systems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 244 with a grade of C or better.

150 minutes per week. 3 credit hours.

COMPUTER INFORMATION SYSTEMS 255

Introduction to Operating Systems - General principles and specific applications of operating system on various computers. An overview. A theoretical and practical framework for the study of controlling software. The concepts of interrupt handling, multi-programming, multi-processing, scheduling and query techniques, and access and storage methods will be clarified through readings and discussions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 257

Introduction to Business Telecommunications - Study of the basic principles that apply to the general design of business telecommunication systems; covers appreciation for the scope of these systems and a logical approach to solving communications problems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

COMPUTER INFORMATION SYSTEMS 258

Advanced Internet - This course will extend the introductory concepts of CIS 158 by exposing the students to a variety of Internet and general networking concepts. These include interactive forms and CGI programming for the World Wide Web, multimedia development, Intranets, server installation and management, and database connectivity. Upon completion of the course, the student should be able to administer a simple website. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 158, or CIS 257, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 260

Computer Information Systems Field Project - Provides students with practical application of data processing skills by participation in a planned and coordinated field project. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 265

Computer Information Systems Internship - Students gain data processing experience by working at an appropriate and supervised work-training station. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

2 lecture and 5 lab hours per week. 3 credit hours.

COMPUTER INFORMATION SYSTEMS 280

Computer Graphics - Tips, techniques and advice for creating professional business presentations using text, bullets, tables, pie and bar charts, templates and clip art. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 210, or CIS 120, and Graphic Communications 122, or Consent of Department Chairperson. **1 lecture and 4 lab hours per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 281

Web Development III/ Server Side Programming - Continuation of the Web Development series. Part III integrates skills learned in previous courses and presents dynamic web programming using server side programming techniques. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 182, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 282

Web Development IV/Web Database Integration - Part IV integrates all of the skills using basic markup, a scripting language and server-side programming and focuses on the integration databases into a web site. Retrieval, storage, modification, and presentation of data from a database are all covered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 281, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

[COOP EX]**COOPERATIVE WORK EXPERIENCE (008)****COOPERATIVE WORK EXPERIENCE 101**

Cooperative Work Exploration - Career planning, job entry skills, guidance to assist students in exploring and assessing their interests, aptitudes and abilities for consideration of career goals; development of skills necessary for job search success and job entry preparation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Credit or concurrent enrollment in English 100, or English 127, and Reading 125, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

Cooperative Work Experience

The Cooperative Education courses listed below are designed to provide employment skills as a concurrent and integral part of a student's educational program in a number of career areas. Students are placed in an approved employment situation mutually agreed upon by the student, college staff, and employer, with the opportunity of applying knowledge and being exposed to work methods unavailable in the classroom. College staff members develop with each student a written educational plan, including performance-based measurable objectives. Guidance and supervision is regularly provided by college staff members who

visit students at work and confer with the employer, measure progress, and work out any concerns. Follow-up seminars with the staff may be scheduled for up to two hours per week.

Cooperative Work Experience (CWE) 105 and 205 – Business Technologies
 Cooperative Work Experience (CWE) 106 and 206 – Computer Information Systems
 Cooperative Work Experience (CWE) 107 and 207 – Health
 Cooperative Work Experience (CWE) 108 and 208 – Engineering and Industrial Technologies
 Cooperative Work Experience (CWE) 109 and 209 – Natural Science Technologies
 Cooperative Work Experience (CWE) 110 and 210 – Public and Human Services

Students are assigned a job directly related to their academic program/plan, which will enhance educational goals without infringing upon course and program/plan obligations. Academic credit during the regular semester is awarded on a ratio of 1 semester hour of credit to each 5 hours of approved employment per week for part time employment up to 20 hours per week, with a maximum of 4 semester hours credit for the work component.

Academic credit for full time employment is awarded on a ratio of 1 semester hour of credit for each 10 hours of approved employment with a maximum of 4 semester hours of credit for the work component. If offered in conjunction with the work component, 1 semester credit hour is awarded for each seminar hour per week up to a maximum of 2 semester credit hours.

In total, variable credit may be acquired depending on the number of hours on the job and the extent of follow-up seminars, up to a maximum of 3 hours for the summer term or 6 hours during the fall or spring semester. During the summer term, which is one-half the length of the fall or spring semester, semester hours of credit are awarded for credit earned in approved employment. Seminars, if offered, require two hourly meetings per week for one semester hour of credit to a maximum of 1 semester hour of credit. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson. Enrollment in an approved program/plan. Completion of a minimum of 12 semester hours or equivalent courses (those required for the major field of study) in the student's major prior to or taken concurrently with such program/plan. No more than 12 semester hours of credit in work experience will be accepted for graduation.

[CRM JUS] CRIMINAL JUSTICE (080)

CRIMINAL JUSTICE 102

Administration of Criminal Justice - Operation of the agencies of criminal justice: police, prosecution, courts, correctional institutions, probation and parole. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 114

Administration of Juvenile Justice - Studies in the etiology of juvenile delinquency, analysis of the agencies of control of juvenile behavior, and the roles of courts and correctional institutions in the administration of juvenile justice. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 155

Introduction to Corrections - This course covers the history and development of corrections at the local, state and federal levels with emphasis on the goals, structure, and operations of correctional institutions. Included are alternatives to incarceration and the future of corrections within the American criminal justice system. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 170

Scope and Purpose of Private Policing - Study of private policing as an extension of law enforcement in business, industry or mercantile establishments; applications within civil law enforcement; role of the security officer; analysis and development of U.S. public and private policing. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 172

Management and Supervision for Private Policing - Study of police supervisory and management principles; concepts of organization, communication, planning and human relationships. Analysis of problems and responsibilities in private security at middle-management; role of security director from behavioral standpoint. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 173

Issues and Problems of Private Policing - Analysis of current issues and occupational aspects of private policing; implementation of federal, state and local government recommendations applied to private policing. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 174

Law For Private Police - Survey of criminal law and applications for the private police industry; substantial criminal law, rules of evidence, criminal court procedures, court presentation; analysis of current civil court actions relating to private security. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

CRIMINAL JUSTICE 202

Issues In Criminal Justice - Critical issues related to crime and urban society; analysis and evaluation of documents in the field of Criminal Justice. Consideration of newly proposed reforms and the method of implementing these reforms. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 210

Industrial Security for Private Police - Industrial security related to operation of private industrial security force; functions of industrial security; corporate objectives protection plans and key components of industrial security analyzed as they relate to employee control, industrial espionage, fire prevention and bomb incident management. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Criminal Justice 172, and Criminal Justice 174, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 211

Introduction to Investigation - Intensive study and analysis in investigative procedures; strategy and tactics of obtaining and analyzing evidence through testimonial evidence, physical evidence and records; reconstructing the crime; preservation of evidence and case preparation. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 221

Police Organization and Management - Police organization as a means by which police goals are achieved. Variations in organizational patterns resulting from differing and changing objectives of police service. Analysis and evaluation of urban law enforcement problems and procedures. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 222

Professional Responsibility - Examination of professional ethics and legal responsibilities of the criminal justice practitioner. Legal accountability of criminal justice practitioners; principles and techniques of stress management for maintenance of performance and health. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

CRIMINAL JUSTICE 234

Criminal Law and Procedure - Analysis of the nature of substantive criminal law, with emphasis on its historical and philosophical development in the United States. Examination of constitutional rights of the defendant, as these relate to arrest, rules of evidence, and courtroom procedure at pre-trial and trial level. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

CRIMINAL JUSTICE 250

Introduction To Criminology - This course covers the basics of criminology, criminological theories, principles and concepts, and the history and development of criminology. Included is the study of society's reaction to crime and criminals as well as those organizations and agencies designed to combat crime. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Criminal Justice 102, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

CRIMINAL JUSTICE 256

Constitutional Law - Study of the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments to the United States Constitution, as these govern police and court procedures and the rights of citizens. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

[ECON]**ECONOMICS (082)****ECONOMICS 201**

Principles of Economics I - Covers macro or income analysis; includes money, income determination, public finance, and economic development. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

ECONOMICS 202

Principles of Economics II - Covers micro or price analysis; includes the markets, production function, income distribution, and international trade. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

ECONOMICS 203

Current Economic Problems - Representative contemporary economic problems and possible solutions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Economics 201, or Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[EDUC] EDUCATION (083)

EDUCATION 101

Introduction To Education - This course will provide an introduction to teaching as a profession in the American education system. The course offers a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. It includes organizational structure and school governance. Field experience is required. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

EDUCATION 102

Using Technology in the Class - Prepare pre-service and in-service teachers to integrate technology, including computer and multimedia software, into pre-K through 12th grade classes. Survey concepts of technology use, provides hands-on experience with hardware and software, and addresses human, social, and ethical issues related to the use of technology in education. Meets national and state technology standards. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

EDUCATION 103

Students with Disabilities in School - A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the Individual with Disabilities Act (IDEA) and the services that are provided under this act, and the diversity of exceptional populations with implications for service delivery. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Psychology 207. **150 minutes per week. 3 credit hours.**

EDUCATION 203

Educational Psychology - Assessment of aptitudes, capacities, interests, and achievements; and the educational implications of physical, emotional and social development. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

EDUCATION 256

The American Public School - Function of the school as a social institution; organization, administration, and finance of public education and the major educational issues and trends. Designed for general education students and for prospective teachers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[ENGR] ENGINEERING (034)

ENGINEERING 111

Introduction to the Engineering Profession - History of engineering profession, engineers role in a technological society, his/her work, and the relationship of engineering to other professions; includes study of general and related areas, ethics and responsibility of engineers and guidance. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Engineering 131, or Consent of Department Chairperson.

100 minutes per week. 2 credit hours.

ENGINEERING 131

Engineering Graphics and Introduction to Design - Graphics, both manual and computer-aided drafting and design. Introduction to design techniques in graphics and multi-view drawing, auxiliary views, selecting, tolerance dimensioning, and technical sketching. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Engineering 100, and Engineering 110, and Engineering 111, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week. 3 credit hours.

ENGINEERING 132

Descriptive Geometry - Theory of projections. Solution by graphical methods of problems concerning the relation of points, lines, planes, and surfaces. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Engineering 131, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week. 3 credit hours.

ENGINEERING 165

Current Engineering Topics - Study of current topics including pollution control, transportation systems, water recycling, computer applications, automation and engineering analysis of these problems. Writing assignments, as appropriate to the discipline, are part of the course. **100 minutes per week. 2 credit hours.**

ENGINEERING 190

Computer Applications In Engineering - FORTRAN or C with emphasis in engineering and scientific programming languages such as FORTRAN and APT with emphasis on engineering problems encountered in design and manufacturing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Mathematics placement credit in Mathematics 207, and Engineering 131. **150 minutes per week. 3 credit hours.**

ENGINEERING 206

Elements of Mechanics-Statics - Rigid bodies, fluid statics, friction, moments of inertia, centroids, and virtual work. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235, and Mathematics 208, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ENGINEERING 208

Strength of Materials For Architecture - Concepts of stress and strain relationships; analysis of elementary stress distributions and deformations; study of axial loading, shear and bending moment diagram, and bending theory application. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Engineering 206, and Math 141. **2-3 lecture and 2-3 lab hours per week. 3-4 credit hours.**

ENGINEERING 215

Electrical Circuit Analysis - Basic electric circuits, Nodal and Mesh analysis. Voltage and current laws, circuit analysis techniques and superposition. Operational Amplifiers. RL, RC, and RLC circuits. Frequency response, Resonance, AC power analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisites:* Physics 236, and Math 209, and concurrent enrollment in Math 210. **4 lecture and 2 lab hours per week. 5 credit hours.**

ENGINEERING 250

Engineering Projects - Projects of experimental and analytical nature to stimulate creativity; recommended scheduling and integrating subject material with selected engineering courses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Engineering 202 or Consent of Department Chairperson. **50-100 minutes per week. 1-2 credit hours.**

**[ENGLISH]
ENGLISH (035)****ENGLISH 100**

Basic Writing Skills - Emphasis on individual expression in paragraph form, sentence clarity through knowledge of sentence structure, and correct word forms. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Grade C or better in English 098, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ENGLISH 101

Composition - Development of critical and analytical skills in writing and reading of expository prose. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Grade of C or better in English 100, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ENGLISH 102

Composition - Continuation of English 101. Introduces methods of research and writing of investigative papers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 101. **150 minutes per week. 3 credit hours.**

ENGLISH 105

Business Writing - Fundamentals of basic forms of business correspondence. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ENGLISH 107

Report Writing - Letters and reports, methods of collecting and organizing data, and methods of presenting facts and ideas effectively. Writing assignments, as appropriate to the discipline, are part of the course.

50-150 minutes per week. 1-3 credit hours.

ENGLISH 150

College Newspaper - News reporting and writing, feature writing, makeup and editorial work; discussion of problems of policy and newspaper. Lab work correlated with publication of college newspapers. Students will carry out all the tasks involved in the writing, publication and distribution of the college newspapers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 151, or English 152. Not more than an accumulated 4 hours will be counted toward graduation. **50 minutes per week. 1 credit hour.**

ENGLISH 151

News Reporting and Writing - Survey of journalism including news reporting and feature writing, makeup and editorial work, business and advertising problems. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

ENGLISH 153

Journalism - Survey of print journalism, including news, editorial and feature writing, newspaper organization, copy editing, printing technology and circulation. In addition to classroom instruction, students will practice these skills by carrying out all the tasks involved in publishing the college newspaper. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 151. **1 lecture and 4 lab hours per week. 3 credit hours.**

ENGLISH 241

Creative Writing - Descriptive and narrative writing, concentrating on the writing of poetry, drama, and fiction. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ENGLISH 299

Special Topics in English - Selected topics in English for students interested in further developing their understanding of specific authors, movements, genres, styles of writing, and forms of language; emphasis on linguistic structure, social contact and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability.

50-150 minutes per week. 1-3 credit hours

[ENVR ST]**ENVIRONMENTAL STUDIES (026)****ENVIRONMENTAL STUDIES 101**

Man and Environment I - Interdisciplinary study of humans, the environment and their interrelationships, including resources, processes, wastes, growth, change, values, individual responsibility and involvement; emphasis on ecology of Chicago metropolitan environment; individual in relation to urban systems and urban systems in relation to world environment. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

ENVIRONMENTAL STUDIES 102

Man and Environment II - Resource and land management, interaction of social, economic, and technological systems with environment and relationship of individuals and groups to the environment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Environmental Studies 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[FIN ART]**FINE ARTS (042)****FINE ARTS 104**

The World of The Cinema - Study of various types of films; covers historical development, production methods, technique of films and critical evaluation. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

FINE ARTS 105

History of Painting, Sculpture and Architecture - Survey of art from pre-historic to contemporary. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

FINE ARTS 107

History of Architecture, Painting and Sculpture I - Survey of art from pre-history through the 17th century. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

FINE ARTS 108

History of Architecture, Painting and Sculpture II - Survey of art from the 18th century to the present. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

FINE ARTS 110

Opera and the Humanities - Opera as a medium in which the philosophic, aesthetic and psychological perspectives of composers and their eras are communicated; selected operas which parallel those offered in the community and present similar communication experiences will be studied; written material, radio broadcasts of operas, opera commentaries and opera performances will be utilized. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

[GEOG] GEOGRAPHY (084)

GEOGRAPHY 101

World Geography - Economic, political, and cultural geography of the modern world, includes the people, raw materials, industrial resources, and trade connections of various parts of the earth. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

GEOGRAPHY 102

Economic Geography - Contemporary view of the economic interdependence of the nations of the world with emphasis on role of the United States, the dynamic changing future of geography, and its influence on world conditions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

GEOGRAPHY 115

Geography of Metro Chicago - Examination of physical characteristics of six-county metropolitan areas, including topography, climate, and waterways; functional land use patterns, including economic modes, population concentrations, transportation patterns and historic development. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

GEOGRAPHY 201

Physical Geography - Physical environment of humans, their atmosphere, landforms, waters and other natural resources; emphasis on interrelationships of these areas and interaction of humans with their surroundings. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[GEOLOGY] GEOLOGY (075)

GEOLOGY 201

Physical Geology - Basic earth processes: weathering, erosion, deposition, mountain building, metamorphism, volcanism, and plate tectonics. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week. 3 credit hours.

[HEALTH] HEALTH (001)

HEALTH 250

Health Education - Trends and issues of personal and community health; stress on ways to maintain good physical and mental health; ecology, drugs, alcoholism, human sexuality, nutrition, disease and related topics. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

[334HLTH] HEALTH (334)

HEALTH 701

Introduction to Community Health Work - This course provides an overview of the health system and community health work. Students will gain an understanding of the role of community health workers, the scope of their function and the types of services they may provide, and how they interact with other health personnel and resources. The course includes principles of effective verbal and non-verbal communication to assist in encouraging positive interaction. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

HEALTH 702

Accessing Community Resources - This course will provide students with a brief overview of public health, its services and core functions in the protection and promotion of health and prevention of disease and injury. It will include selected international, national and local health organizations that influence public health. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101 and CIS 120 and Health 701.

2 lecture and 2 lab hours per week. 3 credit hours.

HEALTH 703

Community Health Problems - This course will focus on developing community leadership and capabilities to identify and address community health needs. This course is designed to help students develop self, client and community capacities to protect and improve health. Emphasis is on building individual and other community participation in health through information sharing, informal counseling, social support, health skills instruction, community-wide assessments and promoting changes in negative behavior. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101 and CIS 120 and Health 701.

2 lecture and 2 lab hours per week. 3 credit hours.

HEALTH 704

Communicable Diseases - This course will provide students with an overview of communicable disease. It will provide the students with information on prevention, referral sources and treatment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101 and CIS 120 and Health 701.

2 lecture and 2 lab hours per week. 3 credit hours.

HEALTH 705

Nutrition, Exercise & Disease - This course will provide students with the information necessary to promote healthy eating styles and proper food preparation for all age groups. This course gives the students information about identifying the relationship of diet to disease. Attention is given to the treatment of disease by diet modification. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101 and CIS 120 and Health 701. **2 lecture and 2 lab hours per week. 3 credit hours.**

HEALTH 706

Human Development Overview - This course provides students with information on pre-conceptual, Intra-conceptual, prenatal care, fetal development and newborn care. Students will gain an understanding of the various stages of human development, and recognize their role in promoting acceptable standards of health care. This course includes information of the important role parents have in the development of their children. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Health 701.

2 lecture and 4 lab hours per week. 4 credit hours.

HEALTH 707

Portfolio Development - This course will provide students an opportunity to carefully select and organize their professionally related academic accomplishments. It provides documentation of the student's having met the entry-level competency skill standards for community health workers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101 and CIS 120 and Health 701.

2 lecture and 2 lab hours per week. 3 credit hours.

HEALTH 708

Adult and Senior Health - This course will focus on adult health throughout the early, middle and later stages of adult development and health issues. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101, and CIS 120 and Health 701. **2 lecture and 2 lab hours per week. 3 credit hours.**

HEALTH 709

Substance Abuse Issues - This course gives the student an overview of what substance abuse is and how to recognize it. Students will become familiar with misuse and abuse of substances ranging from over the counter medications to highly controlled narcotics. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101 and CIS 120 and Health 701. **2 lecture and 2 lab hours per week. 3 credit hours.**

HEALTH 710

Mental Health Issues - This course will provide an overview of mental health issues and concerns of community and families. This course also covers the more prevalent diseases such as depression, domestic violence, developmental delays, alcoholism, etc. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: English 101 and CIS 120 Health 701. **2 lecture and 2 lab hours per week. 3 credit hours.**

HEALTH 711

Case Management Fundamentals - This course is designed to provide the student with the basic case management skills. The focus of this course is on the main components of case management, outreach, screening, intake, referrals, and follow-up. Students will learn about home visits, universal precautions and handling emergencies on the job and in the community. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: English 101 and CIS 120 and Health 701. **2 lecture and 2 lab hours per week. 3 credit hours.**

HEALTH 712

Field Experience-First Aid and CPR - This course is an introduction to working in the health care field. This course will include field experience and basic skills for working effectively in communities providing patient advocacy, professional communication skills, and approaches in working effectively with co-workers agencies, and awareness of basic research and interviewing skills. It will provide basic skills in performing CPR and First Aid. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson.

1 lecture and 10 lab hours per week. 6 credit hours.

[HISTORY] HISTORY (085)

HISTORY 111

History of American People to 1865 - Exploration of the new world and its colonization; study of colonial life with emphasis on cultural heritage and the American Revolution; emergence of the American nation traced through major trends and events in economic, political, cultural, social and intellectual affairs; includes past and present American culture patterns. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

HISTORY 112

History of American People from 1865 - American history from the close of the Civil War to the present; political and economic developments, and social, intellectual and cultural changes. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 113

United States Labor History - Labor movements development in the United States; problems of workers such as wages, hours, working conditions analyzed within their historical context; labor legislation, collective bargaining, social insurance, government intervention and prospects for organized labor examined in their historical setting. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 114

The Afro-American in American History - Role of the African-American in American culture and the historical traditions which give rise to current dilemmas confronting the American community: traces history of people of African heritage from the background of African culture and slave trade as they became a part of American life. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 117

History Of Chicago Metropolitan Area - Evolution of Chicago metropolitan area from frontier outpost to modern metropolis; economic, social, political and cultural changes, analysis of institutions, discussion of current problems requiring solution in context of their historical background. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 118

Women in American History - Introduction to history of women in America, women's changing status in society; effect of major events and forces on women's lives; women's role in reform; discussion of recent problems in light of past developments. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

HISTORY 141

History of World Civilization to 1500 - Definition and flowering of the classical civilizations of Eurasia, Africa, and the Americas. Emphasizes environment, cultural diffusion, and technology as shaping forces in world history; empires and trade links; the major religious systems to 1500 C.E. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

HISTORY 142

History of World Civilization from 1500 - Effects of the military, scientific, industrial, and democratic revolutions on the balance of civilization after 1500 C.E. Topics include: the gunpower empires; the "Columbian exchange"; colonialism and the price revolution; capitalism and liberalism in global perspective; nationalism and dictatorship; the century of total war; the shifting of world balance in the new millennium. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 211

Problems In History - Methods of historical research; specific subject matter depends on faculty member in charge. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 212

History and Culture of China - Study of Chinese history from Asian dynasties to the present. Political, economic, and cultural structure of traditional Chinese civilization, foreign relations, invasions, and consequences including the rise of the Communist party and the emergence of modern Communist China. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 215

History of Latin America - Political and constitutional history of principal Latin American nations; European, American and Indian backgrounds, movements for independence, and social and economic movements pertinent to their present relationships with the United States. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 216

History of Latin America in the United States - History, development and contributions of persons of Latin American origin or ancestry in the United States with emphasis on those of Mexican, Puerto Rican and Cuban background; includes pre-colonial origins in America, Europe and Africa; development of distinct cultures in the Western Hemisphere; migration patterns to the United States; development of communities in the United States and directions in the Chicago area. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 230

Ancient History - History of ancient Mediterranean civilization from its origins to the fall of the Roman Empire; background of Egyptian, Assyrian, and Babylonian civilizations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 247

African History to Colonial Period - Historical background of Africa south of the Sahara; pre-colonial and cultural development including tribal histories, impact of colonialism and development of African nationalism. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 250

Topics in American History - Selected topics in history for students interested in further developing and understanding specific periods, movements and leaders; emphasis on the social, political, economic, intellectual and philosophical events and implications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[HUM]**HUMANITIES (041)**

HUMANITIES 100

Critical Readings in Humanities - For students with little or no prior exposure to humanistic studies; an opportunity to improve and gain confidence in reading and writing skills in subject areas where creativity and imagination play a much greater part than they do in most basic skills courses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HUMANITIES 107

Popular Culture - Mirror of American Life - Interdisciplinary investigation of relationships between American life and popular culture; includes defining popular culture, and high culture; role of formulating popular culture in films, role of advertising in popular culture, stereotypes of the sexes and ethnic groups, role of sports in American life, popular music and its audience and television. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

HUMANITIES 123

Introduction to Arts and Ideas - Interdisciplinary introduction to the arts and ideas through the study of masterpieces past and present. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

HUMANITIES 201

General Course I - Introduction to the interdisciplinary study of arts and ideas, with emphasis on principles of analysis and interpretation. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

HUMANITIES 202

General Course II - Continuing the interdisciplinary study of arts and ideas; with emphasis on principles of analysis and interpretations. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

HUMANITIES 205

World Literature I - Masterpieces of world literature including principal works from selected literary periods and traditions. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

HUMANITIES 207

The Great Books - For students who seek enrichment through acquaintance with formulation and ideas of Western civilization. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

[432IBEW]**IBEW (432)****IBEW 702**

Electrical Circuitry - This course will include a study in circuitry commonly used in residential housing industry in the Chicago metropolitan area. Installation Practices and hands-on wiring skills such as splicing and termination will be taught. Students are expected to apply themselves, learn and accomplish entry levels proficiency in these subject areas. Writing assignments, as appropriate to the discipline, are part of the course.

3.5 lecture and 3 lab hours per week. 4.5 credit hours.

IBEW 703

Conduit Bending I - This course is designed to teach the student the various methods of bending, and conduit employed in the electrical construction industry. The focus of the course is on hand-type benders and methods of conduit installation utilized in the commercial, industrial and residential housing industry. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 4.5 lab hours per week. 3.5 credit hours.

IBEW 704

Construction Technology - This course will include a study of common hardware wiring materials used in the electrical construction industry. This course include a first aid, personal safety, job site safety, the use of rope, knot basic rigging, drill gauges, drilling and tapping holes in metal, drill sharpening, using knockout sets, hole saws, concrete anchors and fastening devices, the use of hand tools, drill motors, hammer drills and grinding wheels. Writing assignments, as appropriate to the discipline, are part of the course.

3.5 lecture and 3 lab hours per week. 4.5 credit hours.

IBEW 705

Print Reading I - Upon completion of this course the student will have gained a thorough knowledge of residential prints and their use with the National Electrical Code. Writing assignments, as appropriate to the discipline, are part of the course. **175 minutes per week. 3.5 credit hours.**

IBEW 706

Conduit Bending II - Upon completion of this course the student will have gained skills in advanced conduit bending techniques utilizing mechanical leverage benders and hydraulic benders commonly used in the electrical construction industry. Hand-operated and automatic cutting and threading devices will also be mastered. Writing assignments, as appropriate to the discipline, are part of the course. **2.5 lecture and 3 lab hours per week. 3.5 credit hours.**

IBEW 707

Fire Alarm Systems - Upon completion of this course the student will have mastered the basic concepts and theory of installation and maintenance of fire alarms systems and fire suppression systems currently in use in the electrical construction industry. Testing, troubleshooting and safety techniques through hands-on training and field simulated problems are developed. The course will also discuss the Chicago and National Electrical Codes as they pertain to the installation and maintenance of fire alarm systems. Writing assignments, as appropriate to the discipline, are part of the course. **2.5 lecture and 3 lab hours per week. 3.5 credit hours.**

IBEW 708

Motor Control Systems - Upon completion of this course the student will have mastered the basic concepts and theory of installation, operation, and maintenance of motor control devices commonly used in the electrical construction industry. Skills in testing, troubleshooting, and safety techniques will be developed through hands-on training and the use of field simulated problems. In addition, this course includes a discussion of the theory and the practical application of transformers as used in the electrical industry. Writing assignments, as appropriate to the discipline, are part of the course. **2.5 lecture and 3 lab hours per week. 3.5 credit hours.**

IBEW 709

Print Reading II - Upon completion of this course the student will have gained through knowledge of, commercial and industrial construction prints and their use with both the Chicago Electrical Code and National Electrical Code. Writing assignment, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

IBEW 710

Programmable Control - Upon completion of this course the student will have mastered the basic concepts and theory of installation, operation, and maintenance of programmable control systems commonly used in the electrical industry. Programming techniques and hands-on training will be provided in the lab on Allen-Bradley systems PL5/20, PLC5/11, and SLC 5/03 CPU programmable controllers. Writing assignments, as appropriate to the discipline, are part of the course. **3.5 lecture and 3 lab hours per week. 4.5 credit hours.**

IBEW 711

Communications - The BICSI Installer level telecommunications cabling installation training is designed for individuals with 2 to 5 years of low voltage cabling experience. The class combines lecture with hands-on skills practice using tools and equipment provided in class. The following areas are covered: ANSI/TIA/EIA wiring Standards and the National Electrical Code. LAN cabling system characteristics and network topologies, media and media characteristics, transmission fundamentals, connectorization, grounding and bonding, pulling and terminating copper and fiber, testing and troubleshooting copper and fiber, splicing fiber, firestopping site surveys and safety practices. There will be a final examination and a period of structured on-the-job training to be completed at the student's workplace. Writing assignments, as appropriate to the discipline, are part of the course.

2.5 lecture and 4.5 lab hours per week. 4 credit hours.

IBEW 712

HVAC Systems - Upon completion of this course the student will have mastered the theory of thermal dynamics and the processes used in the heating, ventilation and air-conditioning systems. Hands-on training is an integral part of the course. The course will cover skills in piping, brazing, soldering, and the E.P.A. standards for charging, and evacuating air-conditioning and refrigeration systems. This course meets the Refrigeration Service Engineers Society Technician Certification Standard. The midterm examination shall be the R.S.E.S. Technician Certification test. It will be mandatory to pass the R.S.E.S. Technician Certification test before becoming a journeyman. Writing assignments, as appropriate to the discipline, are part of the course. **3.5 lecture and 3 lab hours per week. 4.5 credit hours.**

IBEW 713

Instrumentation - Upon completion of this course the student will have mastered the basic concepts and theory of installation, operation, and maintenance of instrumentation control process commonly used in the electrical construction industry. The student will master the theory of flow, pressure, temperature, and level. Calibration techniques are taught through hands-on training, bench testing, and lab work with a variety of instruments, the Fluke 702 Calibrator and the Rosemount Communicator. Writing assignments, as appropriate to the discipline, are part of the course. **3.5 lecture and 3 lab hours per week. 4.5 credit hours.**

IBEW 714

Technical Math I - Upon completion of this course the student will have mastered the calculations and applications of the formulas used daily in the first year apprentice course of study and in the electrical construction industry. Writing assignment, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

IBEW 715

Technical Math II - Upon completion of this course the student will have mastered code calculations and problem solving techniques used in the application of Ohm's Law in accordance with the National Electrical Code. Writing assignment, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

IBEW 716

Electronics - This course covers basic electronics and its application to the communications industry. The course will cover basic electric theory, direct current, alternating current, writing Ohm's Law, the use and calibration of electrical test equipment, electrical safety, soldering skill, series, parallel and combination circuits, and electronic components. Writing assignments, as appropriate to discipline, are part of the course.

3.5 lecture and 3 lab hours per week. 4.5 credit hours.

IBEW 717

Structured Wiring - This course provides the student with a thorough knowledge of the wiring materials commonly used in the communications industry. This course provides instruction on personal safety, jobsite safety and shop safety as it applies to the communications industry. In addition, there will be instruction in applicable EIA/TIA standards, BICSI requirements, media characteristics, transmission characteristics, fire protection, documentation, grounding, bonding, electrical protection, and other relevant industry practices. Upon satisfactory completion of the course the student will be eligible for the BICSI Level I Installer Examination. Writing assignments, as appropriate to the discipline, are part of the course. **3.5 lecture and 3 lab hours per week. 4.5 credit hours.**

IBEW 718

Integrated Systems I - This course will introduce the student to the basic concepts and theory of digital and analog based audio communications systems. This course will cover skills in installation, balancing, testing and troubleshooting of audio communications equipment. Included are constant voltage audio systems, paging systems, background music systems and sound reinforcement systems. Writing assignments, as appropriate to the discipline, are part of the course. **2.5 lecture and 3 lab hours per week. 3.5 credit hours.**

IBEW 719

Integrated Systems II - This course will cover the basic concepts and theory of transmission and distribution of digital and analog based video signals. This course will cover transmission line theory and signal propagation along with installation, testing and troubleshooting of video communications equipment. Writing assignments, as appropriate to the discipline, are part of the course. **3.5 lecture and 3 lab hours per week. 4.5 credit hours.**

IBEW 720

Communication Systems Verification - This course covers the testing, benchmarking troubleshooting of fiber optic and copper based communications systems. Also covered: the proper use of field test equipment, electrical safety, transmission characteristics, fault location and analysis of field test results. Writing assignments, as appropriate to the discipline, are part of this of course. **2.5 lecture and 3 lab hours per week. 3.5 credit hours.**

IBEW 721

Fiber Optics - This course covers the basic concepts and theory of digital transmission of communications over fiber optic communications cabling. This course will cover skills in installation, testing and troubleshooting of fiber optic connectors and cabling systems. This course meets the Fiber Optic Association Certification for fiber optic installation. Writing assignments, as appropriate to the discipline, are part of this course. **2.5 lecture and 3 lab hours per week. 3.5 credit hours.**

IBEW 722

Computer Networking - This course provided the student with an overview of the basics of networking from the component hardware to the topology and theoretical foundation of networks. Various types of networks and network topologies will be covered. Writing assignments, as appropriate to the discipline, are part of this course. **3.5 lecture and 3 lab hours per week. 4.5 credit hours.**

[INTDSP] INTER-DISCIPLINARY STUDIES (104)

INTER-DISCIPLINARY STUDIES 101

College Success Seminar - This course is designed to introduce students to academic skills that will foster success in college and after college. Students will gain expertise in critical-thinking, reading and writing as well as study skills, time management and stress management. Students will be introduced to the use of technology for communication and research. These skills will be learned through the topic of the course which will be based in the idea of "Self and Community", but will vary depending on the instructor and department teaching the course. Topics will be approached from a variety of perspectives that represent interdisciplinary academic inquiry, and students will consider how to take personal responsibility for academic and career choices through exploration of relationship between self and community. Students will be required to do either twelve hours of service learning related to the content of the course, or to meet other criteria for an equivalent number of hours spent in outside activities as determined by the instructor. Writing assignments, as appropriate to the discipline, are part of the course. **50-150 minutes per week. 1-3 credit hours.**

[ITALIAN] ITALIAN (052)

ITALIAN 101

First Course - Pronunciation and basic structures, speech patterns, and writing skills. Writing assignments, as appropriate to the discipline, are part of the course. **200 minutes per week. 4 credit hours.**

ITALIAN 102

Second Course - Continuation of Italian 101. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Italian 101, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

ITALIAN 103

Third Course - Review and development of basic language skills, conducted in Italian. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Italian 102, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

ITALIAN 104

Fourth Course - Review of language structure and interpretation of readings, conducted in Italian. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Italian 103, or Consent Department Chairperson. **200 minutes per week. 4 credit hours.**

ITALIAN 206

Intensive Oral Practice - Practice in spoken language, fluency and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Italian 104, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

ITALIAN 210

Modern Civilization and Culture - Recent social, cultural, and historical trends, conducted in Italian and English. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ITALIAN 213

Introduction to Modern Literature - Selections from contemporary writings, conducted in Italian. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Italian 104, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ITALIAN 214

Readings in Literature - Works from selected historical periods, conducted in Italian. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Italian 104, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[LIT]**LITERATURE (036)****LITERATURE 110**

Introduction to Literature - Representative poetry and prose. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 111

Poetry - Reading of representative poems from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 112

Drama - Reading of representative plays from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 113

Fiction - Reading of representative novels and short stories from various periods for analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 114

Ideas In Prose - Introduction to significant prose writing in major areas of thought. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 117

American Literature from the Civil War to the Twentieth Century - American prose and poetry from 1865 to 1914. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 121

Contemporary African American Literature - Survey of major African-American writers from the period of Harlem Renaissance to present day. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 124

Experimental Literature - New directions in writing; experiments in poetry, prose, drama and exploratory writing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 126

Contemporary American Literature - Major American writers of fiction, poetry, drama and essays of the 20th century. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 128

Latin American Literature - This course spans the centuries and the Western Hemisphere. It includes the pre-Columbian Mayan Indian authors of Popol Vuh and the world-renowned contemporary practitioners of magic realism. The course includes authors from Mexico, the Caribbean, Central America, and South America. Close attention will be paid to the historical and cultural context of the works. Readings, lectures, and course work will be in English. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 129

United States Latino(a) Literature - This course explores the trends and movements of various periods of U.S. Latino(a) Literature in relation to U.S. Latino(a) social and cultural history. As part of the literature of the United States, these works are distinct from, although sometimes influenced by, Latin American Literature, which is written in Spanish or Portuguese by authors native to Latin American and Caribbean countries. U.S. Latino(a) texts in this course-poetry, fiction, drama, memoir, chronicle-depict various issues and themes pertinent to this ethnic segment of the United States, including Latino(a) writers stylistic and thematic contributions to American mainstream literature. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 150

Women's Literature - Ideas and philosophy of women writers as represented in their works; problems of women and works portraying women characters in modern British and American works. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 155

Literature and Film - Analysis of literature in film; comparison of literary and film techniques, verbal and visual language, and film and modern literature. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 211

Shakespeare - Critical reading and discussion of representative Shakespearean histories, tragedies, comedies and sonnets. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 220

World Literature - Survey of masterpieces in world literature: principal works and writers, literary periods, and traditions with selections from ancient times through present day. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 221

Topics in Literature: Romanticism in British and American Literature - A study of works that exhibit the trends in literature and thought in Britain and America in the nineteenth century, and their Continental cross-currents. The course may emphasize particular authors, literary movements, or the development of a genre, or early examples of contemporary concerns. It may trace a problem, such as industrialization of the shift to urban life. Topics may change semester to semester but the chronological parameter will remain the same and the relevance to Literature 220 will be emphasized. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Literature 220, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 223

Introduction to Literary Genres - Introduction to basic literary genres and their characteristics. Includes development of critical judgment and skill in analysis of literary works. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

LITERATURE 299

Science Fiction: Psychology and Prophecy - A survey of major writers of science fiction. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[340MFGT]**MANUFACTURING (340)**

MFGT 101

Introduction to Welding - The course is designed to introduce students to the principles of welding techniques and various welding shop equipment presently used in most welding shops. The student will become familiar with welding techniques, welding shop measurement, layout work, sawing, MIG welding operation, TIG welding operation, oxy/act cutting, and plasma cutting. Writing assignments, as appropriate to the discipline, are part of the course.

6 lab hours per week. 3 credit hours.

MFGT 102

Blueprint Reading, Dimensioning and Tolerances - This course is an introduction to blueprint reading in the Manufacturing Technology program. Emphasis on analysis and interpretation of drawings applicable to all gear manufacturing. Includes principles and multi-view projection, sections, dimensions, characteristics, notes and specifications. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

MFGT 103

Intro to Total Quality Control - This is a survey course which introduces Quality Control and traces the development of the concept of total quality control engineering, process improvement and quality information systems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

MFGT 104

Statistical Process Control (SPC) - The course will introduce various distribution curves. Statistical control charts and the interpretation and use of process and product control data. The course will thoroughly cover statistical process control and how to implement SPC in a manufacturing environment. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

MFGT 111

Multiple Spindle I - Study of the theory and techniques in a multiple spindle manufacturing production environment. The course will cover orientation, physical requirements and procedures, housekeeping and safety, work habits and attitudes, screw machine prints, screw machine terminology and tool crib familiarization and procedures. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

MFGT112

Multiple Spindle II - Study of Screw Machine Metrology. This course will cover use of machinists' scales, snap and other gauges, micrometers, and other instruments utilized in the multiple spindle production environment. Writing assignments, as appropriate to the discipline, are part of the course.

100 minutes per week. 2 credit hours.

MFGT 132

Introduction to Machining Theory and Applications II - An extension of Introduction to Machining and a supplement to all other manufacturing technology courses. This lab will enable students to obtain closely supervised hands on machine tool experience. Operations will include the use of basic machine tools such as the engine lathe, vertical milling machine, drill press and the surface grinder. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: MFGT 130. **6 lab hours per week. 2 credit hours.**

MFGT 191

Industrial Electricity - A study of DC and AC electricity as applied to industrial circuits. The topics include fundamentals of circuit analysis, single and three phase circuits, parameters, safety issues in industrial electricity, such as current, voltage and power. Troubleshooting methods using test equipment will also be emphasized in the course. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 4 lab hours per week. 4 credit hours.

MFGT 201

Supervised Work Based Learning - Supervised Work Based Learning is designed to provide the student an opportunity to perform in an industrial setting. Students are placed in a college-approved employment situation for eight weeks on a full-time basis. Writing assignments, as appropriate to the discipline, are part of the course.

15 lab hours per week. 3 credit hours.

MFGT 216

CNC Machining - The course is designed to enable student to become familiar with CNC machinery as it applies to the operator. The information presented will include introduction to CNC set-up, tooling, operation, and trouble shooting. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

MFGT 253

Pneumatics - Study of the basic principles of pneumatics, with emphasis on schematic interpretation, valves, actuators, compressors, line sizing and dryers. Study will also include the use of supplier catalogs and technical manuals. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

MFGT255

Industrial Hydraulics - Study of basic principles of hydraulics; with emphasis on schematic interpretation, valves, actuators, compressors, line sizing, fluid viscosity, and reservoir capacity. This course will also include instruction in the proper use of supplier catalogs and technical manuals. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

MFGT 291

Programmable Logic Controllers - Basic concepts and skills needed to program and apply programmable logic controllers in industry. Overview of basic terminology, ladder programming, memory structure, processing and programming devices. Students will also experiment in operation, programming and industrial applications. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

MFGT 292

Principles of Mechanisms - Understanding and analysis of basic principles of motion characteristics as it relates to industrial mechanisms. Introduction to working principles of drive mechanisms, bearings, lubricants, cams, gears, and pulleys. Discussion on basic troubleshooting and maintenance procedures used in industrial settings. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

[MATH]**MATHEMATICS (045)****MATHEMATICS 098**

Beginning Algebra with Geometry - Algebraic topics in this course include: real numbers and their basic properties; order of operations; algebraic expressions; integer exponents and scientific notation; polynomial operations; factoring; linear and factorable quadratic equations in one variable; linear inequalities in one variable; literal equations; and systems of linear equations in two variables. Geometry topics for this course include: perimeter, area, and volume. Writing assignments, as appropriate to the discipline, are part of the course.

200 minutes per week. 4 credit hours.

MATHEMATICS 099

Intermediate Algebra with Geometry - Algebraic topics include: rational exponents; scientific notation; radical and rational expressions; linear, quadratic, quadratic in form, rational, radical, and absolute value equations; compound linear inequalities; literal equations; systems of linear equations in two and three variables; systems of linear inequalities; and introduction to functions. Geometric topics include: perimeter; area; volume; Pythagorean Theorem; and similarity and proportions. Students should be exposed to graphing calculator technology and/or computer algebra systems. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Compass Placement Test or Grade of C or better in Math 098 or Consent of Department Chairperson.

250 minutes per week. 5 credit hours.

MATHEMATICS 118

General Education Math - This course is designed to fulfill general education requirements. It is not designed as a prerequisite for any other college mathematics course. This course focuses on mathematical reasoning and the solving of real-life problems. Three topics are to be studied in depth, chosen from the following list: counting techniques and probability, game theory, geometry, graph theory, linear programming, logic/set theory, mathematics of finance, and statistics. Mathematical modeling must be integrated in any combination of topics selected. Applications involving problem-solving skills are emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Math 099 with a C grade or better, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

MATHEMATICS 121

Mathematics for Elementary Teachers I - This course focuses on mathematical reasoning and problem solving. Topics include operations with rational and irrational numbers, sets, functions, logic, numeration systems and number theory, solution of linear equations in one variable. Applications are included throughout the course. Problem-solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Math 099 with a C grade or better, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

MATHEMATICS 122

Mathematics for Elementary Teachers II - This course is a continuation of Math 121. Topics include probability and statistics; lines, angles, polygons, Pythagorean Theorem, circles, solids, areas, volume, measurements. Applications are included throughout course. Problem solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 121 with a grade of C or better, or Consent of Department Chairperson.

200 minutes per week. 4 credit hours.

MATHEMATICS 125

Introductory Statistics - This course provides students with an opportunity to acquire a reasonable level of statistical literacy as it applies to a variety of societal issues. This course emphasizes interpretations and applications of techniques using descriptive and inferential statistics. Topics include: frequency distributions, histograms, and measures of central tendency, measures of dispersion, and measures of position, probability concepts, the binomial distribution, the normal distribution, the Central Limit Theorem, confidence intervals, hypothesis testing, and an introduction to correlation. The use of technology, e.g., graphing, calculator, computer software, etc., is an integral part of this course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 099 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. **50-200 minutes per week. 1-4 credit hours.**

MATHEMATICS 140

College Algebra - College Algebra emphasizes the notion of a function as a unifying concept. The following families of functions and their characteristics are examined within this course: polynomial, rational, exponential and logarithmic functions. Additional topics will include solving inequalities and systems of non-linear equations. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 099 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

MATHEMATICS 141

Plane Trigonometry - In this course, students will develop an understanding of the trigonometric functions and apply trigonometry to the sciences. Topics include: definitions, properties and graphical characteristics of trigonometric functions; radian measure; trigonometric identities and equations; Law of Sines and Law of Cosines; inverse trigonometric functions; DeMoivre's Theorem; and vectors. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

MATHEMATICS 144

Finite Mathematics - This course covers mathematical applications that are useful in solving problems in business and social science. Topics include: linear functions, linear systems, linear programming, finance, set theory, logic, counting techniques and probability theory. The use of technology, e.g., graphing calculator, computer software, etc., is an integral part of this course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson.

200 minutes per week. 4 credit hours.

MATHEMATICS 146

Discrete Mathematics - Introduction to mathematical analysis of finite collections and mathematical foundations of sequential machines, digital logic circuits, data structures, and algorithms. Includes sets, counting, recursion, graph theory, nets, automata, and formal grammars and languages. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson.

200 minutes per week. 4 credit hours.

MATHEMATICS 204

Calculus for Business and Social Sciences - For students of business and social science. Introduction to differential and integral calculus with applications pertinent to business and social science. The five-credit hour course will include functions of several variables, partial derivatives, maximum, minimum of functions of several variables and LaGrange multipliers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson.

50-250 minutes per week. 1-5 credit hours.

MATHEMATICS 207

Calculus and Analytic Geometry I - Equations of lines, circles and conic sections, limits, and continuity. Derivatives and their applications to curve sketching, maxima-minima and related rate problems. The anti-derivative and definite integral, including change of variables and the fundamental theorem of calculus. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 140 with a grade of C or better, and Math 141, or Placement Test, or Consent of Department Chairperson. **250 minutes per week. 5 credit hours.**

MATHEMATICS 208

Calculus and Analytic Geometry II - Derivatives of trigonometric and inverse trigonometric functions, logarithmic and exponential functions. Techniques and applications of integration. Indeterminate forms and L-Hospitals rule. Improper integrals, series and power series. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 207 with a grade of C or better, or Consent of Department Chairperson.

250 minutes per week. 5 credit hours.

MATHEMATICS 209

Calculus and Analytic Geometry III - Curves in the plane and in 3 spaces. Polar coordinates and parametric equations. Vectors in 2 dimensional and 3 dimensional space. Derivatives of vector-valued functions. Partial derivatives. Double and triple integrals. Applications. Line integrals and Greens theorem. Divergence and curl. Surface integrals. Gauss theorem and Stokes theorem. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 208 with a grade of C or better, or Consent of Department Chairperson.

250 minutes per week. 5 credit hours.

MATHEMATICS 210

Differential Equations - A first course in ordinary differential equations; solutions of first order and first degree differential equations, linear differential equations with constant co-efficients. Linear differential equations of higher order, special differential equations of second order and differential equations of first order but not of first degree. Numerical methods, series solutions and applications included. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 208 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

MATHEMATICS 212

Linear Algebra - Introduction to Linear Algebra for students who have studied some calculus; computations with vectors and matrices will be emphasized, proofs also will be examined; major topics include systems of linear equations and matrices, determinants, vectors in Euclidean space, abstract vector spaces, linear mappings, computation of eigenvalues and eigenvectors. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 208 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

MATHEMATICS 216

Statistics for Business Majors - The basic concepts of statistical analysis used in business decision-making, including probability and how uncertainty is dealt with in real life. The student will analyze and work out simple problems and should be able to recognize applications of different statistical techniques, interpret the results of analysis and recognize instances in which statistical techniques have been misused. The following concepts and statistical techniques are included: measure of central tendency and variability, random variable and probability distributions, estimation, tests of hypotheses, chi square tests, linear regression and correlations and one-way analysis of variance. Applications are included throughout the course. Problem solving with the use of calculators and computers is emphasized. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 135 with a grade of C or better, or Placement Test, or Consent Department Chairperson. **200 minutes per week. 4 credit hours.**

MATHEMATICS 225

Honors Math Survey I - Survey in general mathematics for the liberal arts student, includes history, sets, number bases and logic, algebra of the real number system, an introduction to probability and statistics, calculators and computers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[MCROBIO]**MICROBIOLOGY (024)****MICROBIOLOGY 233**

General Microbiology - Morphology, physiology, classification and culture of bacteria and related organisms. The role of bacteria related to human welfare and to plants and animals. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 114, or Biology 121, or Biology 226, or Consent Department Chairperson. Not more than an accumulated 8 credit hours will be counted towards graduation.

2 lecture and 4 lab hours per week. 4 credit hours.

[MUSIC]**MUSIC (060)****MUSIC 101**

Fundamentals of Music Theory - Introduction to music theory and application: rhythm, meter, scales, intervals, triads and musical terminology; development of aural and keyboard skills. Writing assignments, as appropriate to the discipline, are part of the course. No credit toward graduation for music majors. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

MUSIC 102

Music Theory I - Realization of figured and unfigured bases and harmonization of melodies. Triads and inversions. Harmonic analysis. Keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

MUSIC 103

Music Theory II - Realization of figured and unfigured bass and harmonization of melodies. Chords of the seventh and ninth sequences, diatonic modulation. Harmonic analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 102. **150 minutes per week. 3 credit hours.**

MUSIC 105

Group Piano I - Class instruction in beginning piano techniques through study in small groups. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 106

Group Piano II - Continuation of Music 105. Minimum of six hours practice per week required for credit. Students majoring in music are required to take two semesters of study with a private instructor following this course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 105, or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 111

Aural and Keyboard Skills I - Sight singing, ear training and rhythmic dictation with keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 101, or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 112

Aural and Keyboard Skills II - Continuation of Music 111. Advanced ear training and sight singing, melodic dictation and more complex harmonic structures. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 111, or Consent of Department Chairperson.

1 lecture and 2 lab hours per week. 2 credit hours.

MUSIC 121

Introduction to Music - Elements, structure, listening, literature, aesthetic perspective; concert attendance. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

[NET TEC]**NETWORKING TECHNOLOGIES (165)**

NETWORKING TECHNOLOGIES 101

Client-Server Database I - In this course, the students shall learn of the basics Client-Server database commonly used in industry. The topics include: basic terminology and concepts, conceptual modeling and Entity Relationship (ER) diagram, normalization, structure query language (SQL), and procedure language (PL/SQL). Get student ready for database administration course. Upon the completion of this course, the students shall be equipped with basic skills of distributive network database. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

NETWORKING TECHNOLOGIES 111

Introduction to Computer Electronics - Introduction to concepts and principles used in modern computers and computer circuits; basic computer numbers systems; computer architecture; exposure to computer languages; digital logic. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 116, or Consent of Department Chairperson **2 lecture and 4 lab hours per week. 4 credit hours.**

NETWORKING TECHNOLOGIES 119

Introduction to Networking - Covers the basics of networking from the component hardware to the topology and theoretical foundation of networks. Emphasis will be placed on learning current networking theoretical models and on supporting and maintaining a network. Various types of networks and various topologies will be covered. This course is ideal for the individual who wants to obtain a solid foundation in principles of Networking. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 116, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

NETWORKING TECHNOLOGIES 121

Internetworking I - This course introduces the various communication equipment used in building an effective Internet infrastructure. This course provides product-specific installation and configuration. Equipment used in this class includes bridges, routers, gateways, integrated services, digital network (ISDN) modems, digital and channel service units (DSU/CSUs) and ISDN pipeline devices. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. *Prerequisite:* CIS 101, and CIS 116, or CIS 120, Placement Test, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

NETWORKING TECHNOLOGIES 122

Internetworking II - This course is designed to provide a hands-on introduction to Cisco multi-protocol routers. The class will include basic router operations, architecture, configuration and troubleshooting. Students will set up, wire and configure various Cisco routers in an intranet work environment. Topics include: Cisco IOS, Telnet, router operating modes, RIP, IGRP, IP, and Apple Talk. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee required. *Prerequisite:* Networking Technologies 121, or Placement Test, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

NETWORKING TECHNOLOGIES 201

Client-Server Database II - In this course, the students will learn how to manage a Client-Server database - serve as database management administrator (DBA), learn techniques to create initial database, configuring storage space, add/delete/modified users, and security issues for a database. Network configuration and performance tuning will be covered in more advanced courses. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

NETWORKING TECHNOLOGIES 202

Client-Server Database III - In this course, the students will learn how to manage a Client-Server database - serve as database management administrator learns procedures necessary to recover a database failure and ensure network accessibility for a Client-Server database. Student will learn both command-line and GUI interfaces to perform these procedures. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

NETWORKING TECHNOLOGIES 203

Client-Server Database IV - In this course, the students will learn of the how to tune a Client-Server database - serve as database management administrator (DBA), learn tuning concept, diagnose and prevent lock contention, discuss difference between dedicated and shared servers, prevent performance degradation as well as use tools to diagnose, troubleshoot and optimize database productivity. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 4 lab hours per week. 4 credit hours.

NETWORKING TECHNOLOGIES 221

Internetworking III - This course is designed to provide a hands-on experience in implementing and configuring complex Cisco multi-protocol routes and switches. This class will include an introduction to switched Ethernet networks, Virtual LAN technology, spanning - tree protocols and configuration of Cisco switching devices. This class will also include advanced router concepts including access list management, IP and IP filtering, traffic management, and IGRP implementation. Students will demonstrate the use of the Cisco IOS to configure network switching and routing devices. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. *Prerequisite:* Networking Technologies 122 or the equivalent, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week. 3 credit hours.

NETWORKING TECHNOLOGIES 222

Internetworking IV - This course is a project in WAN design. The class will include an overview of WAN technologies and WAN configurations on a Cisco router. The class involves the design, implementation, configuration and demonstration of a fully functional enterprise intranet including HTTP, FTP, NNTP, and e-mail services. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. *Prerequisite:* Networking Technologies 221 or the equivalent, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week. 3 credit hours.

NETWORKING TECHNOLOGIES 240

Computer Network Operating System - Introduction to selected computer network operating systems. Installation, administration, management, optimization, organization, analysis and upgrading of computer network operating systems. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of four variable credits. Consent of Department Chairperson required for repeatability. *Prerequisite:* CIS 116, or Electronics 250, or Networking Technologies 270.

1-2 lecture and 2-4 lab hours per week. 1-4 credit hours.

NETWORKING TECHNOLOGIES 260

Microcomputers - Introduction to microcomputer architecture, peripheral and input/output devices. Testing, troubleshooting, upgrading and repair of microcomputer systems. Writing assignments, as appropriate to the discipline, are part of the course. Consent of Department Chairperson required for repeatability.

2 lecture and 4 lab hours per week. 4 credit hours.

NETWORKING TECHNOLOGIES 270

Local Area Networks - Selection and installation of network hardware and software. Management and maintenance of networks. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of four variable credits. Consent of Department Chairperson required for repeatability. *Prerequisite:* CIS 116, or Electronics 250, or Networking Technologies 240.

2 lecture and 4 lab hours per week. 4 credit hours.

[NURSING] NURSING (063)

NURSING 101

Fundamentals of Nursing - Introduction to the nursing process and practice; impact of illness and hospitalization affecting basic human needs regardless of age, sex or diagnosis; laboratory experience in hospitals and health agencies to acquire skills in application of nursing measures; student to demonstrate preparation for planned learning experience; all clinical laboratories under supervision of professional nurse faculty; clinical laboratory preceded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into Nursing program/plan 239.

5.5 lecture and 4.5 lab hours per week. 7 credit hours.

NURSING 102

Fundamentals of Nursing II - Continuation of Nursing 101. Effects of illness and hospitalization on normal growth and development; laboratory experience to develop increased skills in basic nursing measures of care; all clinical laboratory experience supervised by professional nursing faculty, and preceded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 101.

5.5 lecture and 4.5 lab hours per week. 7 credit hours.

NURSING 140

Nursing Process and Documentation - Introduction to nursing process and documentation. Nursing theories are briefly surveyed. Emphasis is placed on the development critical thinking skills in the application of nursing process through exercises in care planning and nursing documentation. Students learn and utilize nursing diagnosis (NAN), nursing interventions classification (NIC), critical pathways, and other nursing documentation methods for these exercises. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into Nursing program/plan 239.

150 minutes per week. 3 credit hours.

NURSING 203

Nursing in Perspective - Survey of the nursing career; responsibilities and changing role of a registered nurse. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210 and Nursing 211.

150 minutes per week. 3 credit hours.

NURSING 210

Nursing Process and Alterations In Homeostasis I - Care for the family in crisis. Application of concepts of growth and development, health maintenance and promotion. Emphasis on observational skills, interpersonal relationships; communications and psychodynamics of human behavior. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 102, and Biology 226, and Biology 227, and Microbiology 233.

4.5 lecture and 4.5 lab hours per week. 6 credit hours.

NURSING 211

Nursing Process and Alterations in Homeostasis II - Continuation of the nursing process with focus on alteration in health status within the expanding family system. Physical, social and psychological assessments of patients. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 102, and Biology 226, and Biology 227, and Microbiology 233.

4.5 lecture and 4.5 lab hours per week. 6 credit hours.

NURSING 212

Nursing Process and Alterations in Homeostasis III - Continuation and implementation of the nursing process in the care of patients within the family unit. Consideration given to various stages of growth and development across the life cycle where patients and family are adapting to stressors. Use of a variety of learning experiences for initiating and implementing change in nursing approaches to client care. All clinical laboratories are under supervision of professional nursing faculty; clinical laboratory proceeded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210, and Nursing 211. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

NURSING 213

Nursing Process and Alterations in Homeostasis IV - Terminal integrating experiences utilizing the nursing process to meet the needs of patients and families in complex health care situations. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210 and Nursing 211. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

[PHARM]**PHARMACOLOGY (028)**

PHARMACOLOGY 103

Pharmacology for Nurses - Weights and measures in pharmacy, drug standards and techniques and skills for safe and accurate preparation of oral and hypodermic doses of drugs. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

PHARMACOLOGY 104

Pharmacodynamics and Nursing Care - This course offers an introduction to pharmacodynamics through the application of holistic nursing theory and nursing process to clinical nursing practice. General principles of drug action are discussed as they relate to the nursing care of patients of all age groups. The uses and modes of action for various classifications of medications will be presented. Principles from the basic sciences to include a holistic nursing perspective will be reinforced. Emphasis is placed on the nursing role in medication administration and evaluation of patient response to medications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 226, and Biology 227, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

[PTKAPPA]**PHI THETA KAPPA (131)**

PHI THETA KAPPA 101

Phi Theta Kappa Leadership Development - Development of leadership abilities through the classic examples in The Great Books and through experiential exercises. Includes topics on leadership and group dynamics, moral and ethical responsibilities of leadership, delegation of authority. Conflict resolution, essential leadership skills and productive leadership behavior. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

[PHIL]**PHILOSOPHY (043)**

PHILOSOPHY 105

Logic - This course introduces students to methods of reasoning, inference and argument. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PHILOSOPHY 106

Introduction to Philosophy - Introduction to philosophical methods of inquiry through analysis and evaluation of influential philosophical ideas. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. .

150 minutes per week. 3 credit hours.

PHILOSOPHY 107

Ethics - Introduction to representative ethical systems; approaches to problems of values and conduct. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PHILOSOPHY 108

Philosophy of Religion - Introduction to major religious traditions, analyzing various conceptions of God, values, reason, and faith. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

PHILOSOPHY 215

Problems In Philosophy - Philosophical problems from such fields as ethics, metaphysics, aesthetics, and philosophy of science. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

PHILOSOPHY 216

Critical Thinking - Introduction to the development of cognitive skills to evaluate claims and arguments in order to make sound judgments about beliefs and actions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[PHY SCI] PHYSICAL SCIENCE (076)

PHYSICAL SCIENCE 101

General Course - Introduction to the scientific method of astronomy, geology, meteorology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PHYSICAL SCIENCE 102

General Course - Introduction to physics and chemistry; the relationship of matter and energy to physical and chemical changes. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

PHYSICAL SCIENCE 111

General Course I - See description of Physical Science 101. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **3 lecture and 2 lab hours per week. 4 credit hours.**

PHYSICAL SCIENCE 112

General Course II - See description of Physical Science 102. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **3 lecture and 2 lab hours per week. 4 credit hours.**

[PHYSICS] PHYSICS (077)

PHYSICS 102

Alternating Current - Principles of electromotive force, current and power in AC circuits, vector solution of AC circuits, series and parallel resonance, measurements, transformer, impedance matching. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 132, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week. 3 credit hours.

PHYSICS 131

Mechanics and Power - Limited number of principles is covered with stress placed on applications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

PHYSICS 132

Electricity Heat and Light - Continuation of Physics 131. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 131, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week. 3 credit hours.

PHYSICS 215

Statics - Rigid bodies, fluid statics, friction, moments of inertia, centroids, and virtual work. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235 and Mathematics 208, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PHYSICS 216

Dynamics - Problems in kinematics, dynamics of a particle and a system of particles, dynamics of a rigid body, work, energy, small oscillations, and general plane motion. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235 and Mathematics 208, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

PHYSICS 217

Mechanics of Materials - Study of elastic and inelastic relationships of external forces acting on deformable bodies. Includes stresses and deformations produced by tension and compression, torsion and bending, combined stresses, buckling, repeated loads, impact, and influence of properties of materials. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Engineering 210 or Physics 215 or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

PHYSICS 220

Physics Calculations and Practice - Detailed practice in problems and application of theory for better understanding of physics; application of ideas of physics such as conservation laws, wave motion, invariance and trigonometry, analytic geometry, vector analysis, probability and statistics. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 221 or Physics 223 or Consent of Department Chairperson.

1 lecture and 2 lab hours per week. 2 credit hours.

PHYSICS 221

Mechanics and Heat - Foundations and concepts in physics, including elementary problems in mechanics and heat; primarily for students in liberal arts, premedical or technical curricula. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Math 118 or above with a grade of C or better, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

PHYSICS 222

Electricity Sound and Light - Continuation of Physics 221. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 231 or Physics 235 or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

PHYSICS 224

Physics Calculations and Practice - For students majoring in engineering or physical sciences. Detailed practice in problems and applications of theory involving calculus to provide better understanding of physics. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235 or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICS 225

Mechanics and Heat - Primarily for students in pre-engineering and science. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 207 and Physics 224, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

PHYSICS 226

Electricity, Sound and Light - Continuation of Physics 225. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 225, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

PHYSICS 231

General Physics I: Mechanics and Wave Motion - Statics and dynamics of a particle and a rigid body; oscillatory and wave motion with application to sound. Primarily for liberal arts students and those in pre-medical curricula. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Mathematics 141 and Physics 220, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

PHYSICS 232

General Physics II: Electricity and Magnetism - Electrostatics, magneto statics, laws of DC and AC electromagnetic radiations and elementary electronics. Primarily for liberal arts students and those in pre-medical curricula. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 231, or Physics 235, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

PHYSICS 233

General Physics III: Heat, Light and Modern Physics - Introductory thermodynamics, geometrical and physical optics, atomic and nuclear radiations and associated elementary quantum aspects. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 231, or Physics 232, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

PHYSICS 235

Engineering Physics I: Mechanics and Wave Motion - Similar to Physics 231; emphasizes methods of analysis practical and theoretical problems in mechanics and wave motion involving use of elementary calculus. Primarily for students majoring in engineering or the physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Credit or concurrent enrollment in Mathematics 207 and Physics 224, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

PHYSICS 236

Engineering Physics II: Electricity and Magnetism - Similar to Physics 232; emphasizes problem solving involving the use of calculus. Primarily for students majoring in engineering or the physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

PHYSICS 237

Engineering Physics II: Heat, Light and Modern Physics - Similar to Physics 233; emphasizes practical and theoretical problems involving the use of calculus. Primarily for students majoring in engineering or physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235, or Consent Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

[POL SCI]**POLITICAL SCIENCE (086)****POLITICAL SCIENCE 200**

Principles of Political Science - Basic principles of political science. History, theories, and various traditional and modern approaches to the study of political institutions and ideas. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 201

The National Government - Development, organization, and functioning of the American national government; origin, growth, and interpretation of the Constitution; and legislative, executive, and judicial processes; administrative development, controls, organization and activities. Successful completion of this course may be used to fulfill the graduation requirement to pass the United States Constitution examination. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 101, or Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 202

Urban Government and Politics - Development, forms, functions, powers and problems of urban government in the United States. Emphasis on metropolitan areas, such as Chicago, and intergovernmental relations; examination of local politics and pressure group activity, administrative organization and fiscal responsibilities. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 102 or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 203

Comparative Government - Principles of comparative study of political systems; political culture, governmental structures and institutions, political parties, groups and ideology; understanding of political systems other than American. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 204

International Relations - Study of international relations, analysis of international behavior; role of nation-state and international organizations; factors underlying the development, character and, application of foreign policy; war and peace; major social and political forces at work in the contemporary world system. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 205

Public Administration - Introduction to principles of public administration including the role of administration in modern government and administrative responsibility; organization, personnel management, fiscal operations, budgeting, purchasing, and planning. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Political Science 201, or Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 206

American Foreign Policy - Examination of conduct and control of American foreign policy in today's complex world; analysis of development of American traditions in foreign policy, machinery which exists for conduct of American foreign relations, factors influencing foreign policy of the United States, and policies and problems relating to other countries and regions of the world. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Political Science 201, or Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 207

United States and Local Government - Study of state and local political jurisdictions and systems, including their powers, organization, functions, development and contemporary problems. This course will examine the American federal system with special focus directed to the governmental structures and public policies of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Political Science 201 or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

**[PSYCH]
PSYCHOLOGY (087)**

PSYCHOLOGY 201

General Psychology - Historical survey of psychology and a study of the sensory and perceptual processes: learning, thinking, remembering, emotional behavior, motivation, mechanism of adjustment, and the total personality. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Social Science 101, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 205

Applied Psychology - Applications of principles of psychology in industry, business, the professions, social welfare, and personal adjustment; career selection, industrial efficiency, advertising, sales, the arts; and detection and treatment of delinquents and criminals. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Social Science 101, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 206

Business and Industrial Psychology - Psychological principles and techniques applied to activities and problems in business and industry; selling, advertising, market research, personnel work, employee selection and training, supervision, and morale. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 207

Child Psychology - Development, adjustment, and psychological problems from birth of the child through adolescence; relationship of scientific psychological findings to practical methods of child guidance and training by parents, teachers, and others. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 210

Principles of Supervisory Psychology - Psychological principles applied to problems with employees, both from the standpoint of management and of employees. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 211

Social Psychology - Analyzes development of personality structures and patterns; cultural environment, social roles and status, attitude formation, personality types and measurement of personality. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Sociology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 213

Abnormal Psychology - Abnormal behavior and its social significance; symptoms and dynamics of psychological disorders; neuroses and psychosomatic reactions, sociopathic psychoses; consideration of therapies and theories of prevention. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 215

Psychology of Personality - Major personality theories to familiarize the student with systems concerned with comprehensively and dynamically interrelating developmental, motivational, and adaptive aspects of behavior; methods of personality assessment and experimental evidence relevant to the theories will also be considered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[READING]**READING (037)****READING 125**

Developmental Reading Skills II - For students who need to improve their reading skills; efficient reading of textbooks and other materials including work in mechanics of reading, vocabulary development, comprehension, and rate of reading. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Grade of C or better in Reading 099, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

READING 126

Structural Analysis and Critical Reading - Ability to read and to analyze college level materials. For students with advanced reading skills. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or grade of C or better in Reading 125, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

RELIGION (SEE COMPARATIVE RELIGION (133))**[SOC SCI]****SOCIAL SCIENCE (088)****SOCIAL SCIENCE 101**

General Course - Introduction to the Scientific Study of Human Behavior - A survey of subject matter and concepts selected from the disciplines of anthropology, psychology, and sociology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SOCIAL SCIENCE 102

General Course II - Introduction to the Scientific Study of Human Behavior - A survey of subject matter and concepts selected from the disciplines of economics, geography, history, and political science. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SOCIAL SCIENCE 106

North and South American Social Development - Structure and culture of modern urban and industrial development; topics include industrialization and leisure, their consequences for status and class organization in the work place and social organization in the wider community, social inequality, social stratification and mobility, and changing and social structures. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

[SOC]**SOCIOLOGY (089)****SOCIOLOGY 201**

Introduction to the Study of Society - Characteristics of group life, the effects of the group on human conduct, and the interrelationships between society, culture, and the individual. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 101, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

SOCIOLOGY 202

Sociology of Urban Life - Study of urbanization, personal and social disorganization, collective behavior, social movements and voluntary associations, race and ethnic relations, social stratification, industrial relations, and political sociology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SOCIOLOGY 203

Marriage and the Family - Study of the family as a dynamic social institution; emphasis on love, sex, dating, courtship and marriage, child rearing, marital problems, and divorce. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 101, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

SOCIOLOGY 205

Social Problems - Understanding current social problems; sociological concepts student learns in Social Science 101 and Sociology 201 will be employed in analysis of concrete social problems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Sociology 201, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

[SPANISH]**SPANISH (057)****SPANISH 101**

First Course - Pronunciation and basic structures, speech patterns, reading and writing skills. Writing assignments, as appropriate to the discipline, are part of the course. **200 minutes per week. 4 credit hours.**

SPANISH 102

Second Course - Continuation of Spanish 101. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test or Spanish 101, or Consent of Department Chairperson.

200 minutes per week. 4 credit hours.

SPANISH 103

Third Course - Review and development of basic language skills, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Spanish 102, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

SPANISH 104

Fourth Course - Review of language structure and interpretation of readings, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Spanish 103, or Consent Department Chairperson. **200 minutes per week. 4 credit hours.**

SPANISH 111

Spanish for Hispanic Americans - Formal structure of Spanish and preparation for enrollment in advanced courses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

2 lecture and 2 lab hours per week. 3 credit hours.

SPANISH 113

Spanish For Near-Native Speakers I - Review of formal structure and sound system of language for near-native speakers; emphasis on accurate, fluent and effective oral expression. Writing assignments, as appropriate to the discipline, are part of the course. **200 minutes per week. 4 credit hours.**

SPANISH 114

Spanish for Native Speakers II - Continuation of Spanish 113. Emphasis on reading and writing skills. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Spanish 113 with a C grade of better, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

SPANISH 191

Survival Spanish Nursing - This course is designed to prepare nurses and nursing students to communicate in Spanish in order to better assist and provide medical attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish, the course provides trans-cultural training for nurses and future nurses. Emphasis is on enhancing quality patient care. Note: This course is not a substitute for any nursing course. It is strictly to enhance learned knowledge of nursing protocols. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPANISH 192

Survival Spanish for Law Enforcement Officers - This course is designed to prepare non-Spanish speaking police officers to use Spanish language skills and cross-cultural strategies to enhance their ability to aid victims and control offenders in potentially dangerous situations involving native Spanish speakers. Note: This course is not a substitute for any criminal justice course. It is strictly to enhance learned knowledge of policing protocols. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPANISH 206

Intensive Oral Practice - Practice in spoken language, fluency and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Spanish 104, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

SPANISH 210

Modern Civilization and Culture - Recent social, cultural, and historical trends, conducted in Spanish and English. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPANISH 213

Introduction to Modern Literature - Selections from contemporary writings, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Spanish 104, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPANISH 214

Readings in Literature - Works from selected historical periods, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Spanish 104, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

**[SPEECH]
SPEECH (095)****SPEECH 100**

Introduction to Oral Communication - Study of the process of communication as it applies to interpersonal, group, or mass communication; emphasis on practical applications of communications in our lives; recommended for students in occupational and general studies programs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPEECH 101

Fundamentals of Speech Communication - Theory and practice of oral communication; development of poise and confidence, delivery, and speech organization; public speaking practice; small group discussion, and development of standards of criticism. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

50-150 minutes per week. 1-3 credit hours.

SPEECH 104

Group Communication - Principles and theories involved in discussion techniques; participation in various kinds of discussion groups to prepare student for leadership roles in community, business, and professional groups. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Speech 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPEECH 106

Human Communications-Types of verbal and nonverbal communication, oral and visual as transmission of data and information to elicit a response; includes methods of encoding information for communication, history, social consequences of modern communication, both verbal and visual. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

SPEECH 144

Oral Reading and Interpretation - Study of communication skills required for effective oral reading; experience in oral interpretation of representative examples from prose, poetry, and drama. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Speech 101. **50-150 minutes per week. 1-3 credit hours.**

SPEECH 160

Business and Professional Speech - Speech techniques used in selling, administrative reporting, public relations, program speaking, conference procedures and other industrial and professional presentations. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

SPEECH 243

Speech for Teachers - Correcting common errors of articulation, identifying and directing remedial cases, reading aloud with interest, controlling and directing simple classroom discussions, developing good speaking voices, and selecting and presenting assembly programs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Speech 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[THR ART]**THEATER ART (099)****THEATER ART 133**

Acting I - Acting techniques, stressing exercises, improvisations, prepared and general acting situations; theories of method and technical methods explained and presented; survey of acting styles. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

THEATER ART 134

Theater in the Modern World - Survey of styles and literature of modern theater from 20th century to present; includes musicals, dance, plays and educational, professional and off-Broadway trends. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[330TRNS]**TRANSPORTATION (330)****TRANSPORTATION 150**

Intro to Transportation/Admin.- Provides an overview of basic principles and processes for transportation-related functions in both the public and private sectors; covers state and federal regulations; provides a historical look at transportation in the U.S. and the impact it has on the economy; characteristics of different modes of transportation will be discussed. Review support functions for transportation management. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

TRANSPORTATION 152

Introduction to Business Logistics - An introduction to the interrelated activities involved with the inbound, in process and outbound movement and storage of goods as well as the related information from the manufacturer to the consumer. There will be a special emphasis placed on how the functional areas of logistics such as customer service, transportation, inventory control, warehousing and packaging impact supply channel decision-making. Introduction and analysis of the logistics concept to include a brief history of logistics, the management of transportation, inventory, packaging, warehousing, materials handling, order processing, facility location and customer service. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

TRANSPORTATION 154

Traffic Management Customer Service - An introduction of general customer service roles and functions. Functions include: import/export, vendor management inventory, order management, deduction management, credit, pricing and promotions, and delivery and tracking. Covers the fundamentals of finish goods movements from the point of production to the receipt by the customer; includes transportation, warehousing, inventory deployment and physical distribution. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

TRANSPORTATION 156

Warehousing and Distribution - Overview warehouse equipment, procedures and facility layout. Understanding the role of the warehouse and logistic and business. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* TRNS 150. **150 minutes per week. 3 credit hours.**

TRANSPORTATION 158

Purchasing - Overview of purchasing responsibilities, process, and procedures. Understanding supplier selection and administration. Sourcing strategies and identifying new suppliers. Negotiation techniques. Purchasing's influence on profitability and cost reduction techniques. How to write purchase orders and contracts. Supplier quality assurance. Role of purchasing in the logistics process and organization. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

TRANSPORTATION 200

Export/Import Management - A study of import/export shipping procedures including customs clearance, bonded shipping, import financing and letters of credit, diversion, customer regulations, insurance, import duties and trade restrictions; will discuss selection of transportation mode; covers raw materials, components and finished goods. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* TRNS 150.

150 minutes per week. 3 credit hours.

TRANSPORTATION 202

Labor & Bus Law/Legal Compliance - This course provides an overview of the National Labor Relations Act and various governmental agencies that oversee the operations of business in America. Covers the fundamental responsibilities of the employer in the workplace, as it relates to rules and regulations set forth by OSHA, DOT, and the FAA, as well as other agencies that govern business in one way or another. Covers state and federal regulations governing employee rights, collective bargaining units, and labor practices. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

TRANSPORTATION 204

Global Logistics Management - This course is designed to survey the impact of the emerging global market place on today's business environment. In particular, this case study course will integrate the concepts, theories, and evolving practices of global supply chains with today's marketplace. Topics include international terms of sale, impact of e-commerce on global strategies, international transportation carriers, documentation issues, global third-party providers, global sourcing and ethical considerations. Emphasis will be on how logistics functions as a tool for the integration of international operations. Case studies of companies involved in global logistics practices will be utilized in conjunction with other source materials. Special emphasis will be placed in identifying, analyzing, and solving complex business problems situations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* TRNS 152. **150 minutes per week. 3 credit hours.**

TRANSPORTATION 206

E-Commerce Technology - The purpose of this course is to provide the student with an understanding of the role of electronic commerce (e-commerce) and its impact on supply chain management decision-making. This course is designed to provide the student with a historical perspective of the evolution of e-commerce and how that has affected the supply chain in different organizations. The course will also provide the student with an understanding of some of the latest techniques utilized by leading companies in synchronizing and managing their extended supply chains. The course will examine the emerging role of electronic commerce (e-Commerce) and its impact on logistics and supply chain organizations. Topics include a history of e-commerce, business to business (B2B) models, business to consumer (B2C) models, as well as the evolving paradigm shift e-Commerce is creating for warehousing and transportation strategies and the way we conduct business. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 123 and Math 118 and TRNS 158. **150 minutes per week. 3 credit hours.**

TRANSPORTATION 208

Supply Chain Optimization and Systems - Understand tool supply chain cost; material flow from suppliers; warehousing and distribution costs and optimization; performance measurements for the supply chain; customer relationship management; strategic alliances in the supply chain; relationships with other parts of the organization; sales and operations planning. An overview and analysis of the various information management technology tools used across the supply chain. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* TRNS 150, TRNS 156, TRNS 158, and TRNS 200. **150 minutes per week. 3 credit hours.**

TRANSPORTATION 210

Inventory Control - Fundamental principles of inventory control; inventory classification - raw materials, work-in-process, and finished goods. Using the 80/20 rule and ABC classifications; importance of inventory record accuracy; inventory turnover and other inventory measurements; principles of Material Requirements Planning and MRP II; inventory control systems; internal and external lead time and cumulative lead time; excess and obsolete inventory; role of inventory control in the logistics process and organization; physical inventories and cycle counting; and scheduling techniques. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 123.

150 minutes per week. 3 credit hours.

TRANSPORTATION 212

Supervised Work-Based Learning - Learning is designed to provide an opportunity to perform in a supply-chain/warehousing setting. Students are placed in a college-approved employment situation for 200 hours during a semester. The students may work full or part-time to complete this requirement. Writing assignments, as appropriate to the discipline, are part of the course. **25 lab hours per week. 5 credit hours.**

**[ZOOLOGY]
ZOOLOGY (029)**

ZOOLOGY 211

General Zoology - Fundamental principles of animal morphology, physiology, genetics, and ecology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**



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Suffix (II, III, IV, Jr, Sr) Marital status (S: Single, M: Married) Social Security Number

Gender (F: Female, M: Male) Date of birth / / Country of birth

Military status (A: Active reserve, C: Current, I: Inactive reserve, N: No military service, R: Retired, V: Veteran) Do you have a F-1 type Visa / Permit? (Y: Yes, N: No)

Ethnic group (1: White, 2: Black, 3: Hispanic, 4: Asian / Pacific Islander, 5: American Indian / Alaskan Native) Disabled veteran (Y: Yes, N: No)

Home street address State Zip County

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Home e-mail address (B: Business, C: Cellular) Phone number - - Area code

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Number of children

Your highest degree previously earned Did your parents complete a four-year degree?

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