

# Harold Washington College

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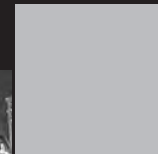


# General Information

General Information

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## Greetings from the President

Dear Student,

Welcome to Harold Washington College. You have chosen the City College with the greatest diversity of programs and students and the best location for those of you who will need to work while taking classes. With the downtown as our campus, we are just steps away from seventeen bus routes and five train stops. The City Colleges of Chicago's Center for Distance Learning offers our students the opportunity for anytime, anywhere learning. You can take classes through a variety of distance learning technologies, including, of course, web-based courses on the Internet.



Harold Washington College continues to respond to your evolving educational needs and to the workforce training needs of our business partners. That includes new training programs for our business and agency partners as well as a new curriculum that better prepares you for transfer to a four-year college or for placement in a more challenging job.

Since it opened in 1962, Harold Washington College (HWC) has served all types of learners. Students planning to transfer to four-year institutions begin at HWC and benefit from one of the lowest tuition rates in Illinois, as well as the College's guarantee to offer the classes it publicizes. Students seeking career advancement or vocational training benefit from HWC's partnerships with downtown and loop businesses and HWC's proximity to the workplace, as well as our flexible schedule.

The College has recently undergone an exciting renovation process to provide the best laboratory and classroom equipment and space for our students. State-of-the-art science labs, computer labs, and library/Media Center will enhance Harold Washington College's role as an integral part of Chicago and its educational and cultural opportunities.

As you can see, you have chosen a dynamic and exciting college in HWC. Faculty, staff and administration are eager to help you prepare for the many challenges and opportunities in your life. Best of luck in your pursuit of those opportunities.

John R. Wozniak

President  
Harold Washington College

**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.*

## **THE CITY COLLEGES OF CHICAGO COMPLIANCE STATEMENT**

### **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, 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](mailto:eeofficer@ccc.edu) or by mail to the City Colleges of Chicago, Attention: EEO Officer, 226 West Jackson Blvd., 12<sup>th</sup> 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](http://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.

**Disclaimer**

Any item in this catalog is subject to change by the Board of Trustees for Community College District No. 508.

This catalog contains information regarding City Colleges of Chicago, which is current as 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 catalog and its provisions are subject to change at any time, and may be revised by City Colleges of Chicago in the future without advance notice.

**THIS IS NOT A CONTRACT**

## Mission Statement

Harold Washington College is a learning-centered urban institution of higher education that offers accessible and affordable opportunities for academic advancement, career development, and personal enrichment. The College is committed to upholding high institutional and academic standards and to understanding and improving student learning.

To accomplish its mission, Harold Washington College:

- demonstrates institutional integrity;
- provides liberal arts and career education;
- gathers and uses assessment information to improve student learning;
- employs new technologies to enable students to thrive in a global and technological world;
- builds local and global partnerships to address the changing needs and interests of a community comprised of a variety of cultures and backgrounds;
- promotes and supports diversity;
- encourages responsible citizenship; and
- sustains an environment that promotes optimal learning for all students.

In every detail, our mission honors the vision of Harold Washington, former Mayor of Chicago.



## Values Statement

We believe that the following values are essential to an optimum learning and working environment at Harold Washington College:

### **Integrity**

- To provide opportunities to examine one's values, character and role as a citizen
- To encourage standards of excellence in conduct and achievement
- To promote honesty, fairness, open communication and trust within the institution and to emphasize these values in classroom instruction

### **Justice**

- To reward and acknowledge achievement equitably
- To provide opportunities and services with impartiality
- To furnish avenues to seek redress of grievances

### **Knowledge**

- To foster scholarly activities that advance education and training
- To support and promote learning gained through experience and study
- To encourage lifelong learning

### **Respect**

- To embrace diversity of individual differences, opinions and perspectives
- To hear and acknowledge one another's views, ideas and concerns
- To treat those we serve and each other with compassion and dignity
- To communicate information about changes and issues affecting the College

### **Responsibility**

- To fulfill our roles within the institution in a timely and dependable manner
- To account for our actions to one another and our constituencies
- To be accountable to the public trust for fulfilling our mission

## Accreditation: Regional

Harold Washington College (HWC) is accredited by The Higher Learning Commission and is a member of the North Central Association, which is located at the following address:

30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602 (312) 263-0456

Additionally, HWC is operated under the auspices of the Illinois Community College Board District 508.

## Accreditation: Specialized

**ACBSP:** The Associate in Arts in Business at Harold Washington College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, KS 66211, 913-339-9356.

**NAEYC:** The Associate of Applied Science (AAS) in Child Development at Harold Washington College is Nationally Accredited by the National Association for the Education of Young Children (NAEYC). NAEYC is located at 1313 L. Street NW, Suite 500, Washington, DC 20005-4101.

## Certification and Licensure

Public Agency and Special Programs are certified by the following external entities:

Fire Science and Technology (Associate in Applied Science)	Chicago Fire Department R. J. Quinn Fire Academy 558 W. DeKoven St., Chicago, IL 60607
Food Service Sanitation (Basic Certificate)	City of Chicago Department of Health Food and Dairy Protection 2133 W. Lexington St., Chicago, IL 60612
Mental Health: Addiction Studies (Associate in Applied Science and Basic Certificate)	Illinois Alcohol and Other Drug Abuse Professional Certification Association 401 E. Sangamon, Springfield, IL 62704
Police Recruit Program (Basic Certificate)	Chicago Police Department T. J. O'Connor Police Training Center 1300 W. Jackson Blvd., Chicago, IL 60607

## Certification and Licensure *(continued)*

Public Chauffeur Training Institute (PCTI)  
(Basic Certificate)

City of Chicago  
Department of Consumer Services  
Room 208  
50 W. Washington Street  
Chicago, IL 60602

Office of Vocational  
Training and Development

The Council on Quality and Leadership  
100 West Road, Suite 406  
Towson, MD 21204

The Illinois Community College Board approves all Continuing Education courses offered by Harold Washington College. The following agencies award certification or licensure to the following Divisions within the Department of Continuing Education:

Addictions Counselor  
Continuing Education

Illinois Alcohol and Other Drug Abuse  
Professional Certification Association  
401 E. Sangamon  
Springfield, IL 62702

Professional Development  
for Social Workers

State of Illinois  
Department of Professional Regulations  
Springfield, IL 62704

Real Estate Licensure

Real Estate Division  
Office of the Commissioner of Savings and  
Residential Finance  
500 E. Monroe, Suite 200  
Springfield, IL 62701

The Illinois Community College Board approves the Vocational Skills courses offered by Harold Washington College. Divisions within Vocational Skills are certified by the following agency:

Certified Nursing Assistant (CNA)  
(Basic Certificate)

Illinois Department of Public Health  
Health Education and Training Department  
525 W. Jefferson St.  
Springfield, IL 62761



Admissions Information

# Admissions Information



## Section Summary

- Admissions Information
- General Admissions Procedures
- Placement Testing
- Credit for Prior Learning
- Transferring Credits to Harold Washington College
- Transferring Credits from Harold Washington College
- Dual Admissions Programs
- Registration



## Admissions Information

### Admission Requirements for Transfer Programs

The State of Illinois Public Act 86-0954 establishes minimum admissions standards for students enrolling in transfer programs—Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in General Studies (A.G.S.). These transfer programs, which are offered by public community colleges, transfer to baccalaureate, four-year colleges and universities. Students who intend to enroll in a transfer program must successfully complete at least 15 units of high school course work from the following course-specific categories:

<b>Category</b>	<b>Units</b>	<b>Description</b>
English	4	Emphasizing written and oral communications and literature
Social Studies	2	Emphasizing history and government
Mathematics	3	Introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming
Science	2	Laboratory sciences
Electives	2	Foreign language, music, vocational education, or art
Flexible academic	2	Additional courses from any of the five subject areas units described above

A deficiency may be satisfied through placement testing and/or completion of specified remedial/developmental or college-level courses. A student with deficiencies will be required to complete appropriate course work prescribed through the placement testing and assessment requirements for transfer-level courses that will satisfy the admissions requirement.

## Admission Requirements for Transfer Programs *(continued)*

Students must meet the placement testing requirements regardless of whether or not they meet the high school course-specific requirements. Students will be tested in English, mathematics, and reading to assist placement in courses appropriate to their level of academic skills. Placement test scores will help determine if a student demonstrates knowledge and skills expected to have been acquired in the high school courses required for admission. Placement test scores are required to enroll in English and mathematics courses or other specified courses identified in the catalogue.

Students who graduated prior to 1993, those who earned a GED certificate, and those high school graduates with high school course work deficiencies will be provided with appropriate placement testing and course work either to verify their competencies or to compensate for specific deficiencies. A student with deficiencies may satisfy the high school course work requirement in each area by demonstrating competency based on a specific proficiency examination provided by the college or by a placement test score that allows the student to enroll in transfer-level courses. A student also may satisfy the high school course work requirement by passing a transfer-level course in each of the specific subject areas where a deficiency exists.

Students who have successfully completed 24 semester hours of transfer-level course work at an accredited college or university will be considered having the equivalent of the required high school course work shown above.



*Donna Richardson of the Office of the Registrar assists a registering student.*

## General Admissions Procedures

### Who Can Apply

Harold Washington College is an open-admission institution. Applications are welcome from:

- Graduates of accredited high schools
- General Educational Development (G.E.D.) Certificate completers
- Transfer students from other colleges and universities
- Students 18 or older who have not completed high school or a GED. These students must take a college placement exam for course placement.
- Students 16–18 years of age who have been recommended by their principal, or accepted for participation in a special area of study, and who have scored at the college-level on placement exams

### New Students

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

- Complete a Harold Washington College New/Continuing Student Information form
- 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).\*

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 Harold Washington College. All parts of the test must be taken on the same day.



## General Admissions Procedures *(continued)*

### Transfer Students

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

- Complete a Harold Washington College New/Continuing Student Information form;
- Submit official transcripts from regionally accredited colleges and universities previously attended and/or;
- Take the 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.

### Students with College Degrees

Students who have earned a college degree and who are seeking additional study at Harold Washington College must complete the following steps:

- Complete a Harold Washington College New/Continuing Student Information form
- Submit a copy of college transcript(s) or diploma(s) \*

\* Harold Washington College will accept unofficial transcripts (or copies of transcripts) for registration purposes. However, official transcripts must be on file for evaluation of transfer credit. An official high school transcript or GED test scores must be submitted in order for the College to process a student's financial aid.

## International Students

City Colleges of Chicago grants In-District tuition to H-1B, H-1C, J-1, and J-2 visa holders living in the City of Chicago. Once submitted, the visa holder's application will be completed and the potential student will be authorized to enroll in the maximum hours outlined in their employment contract.

The criteria for granting approval of H-1B, H-1C, J-1 and J-2 visa holders 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.

The following additional documents are required from international students:

- Complete student information sheet (to be completed by applicant only).
- Notarized or true copies of academic transcripts from all secondary or college institutions attended.
- Certified translation and evaluation in English of academic records.
- Applicants must take the TOEFL (Test of English as a Foreign Language).  
A minimum score of 450 or 133 computer-base result is required for admittance.  
H.W.C. code is #1089.
- Notarized I-134 Affidavit of Support Form (to be completed by sponsor).
- Certified Bank Letter of Verification. A sponsor must show a minimum of \$15,000 US in his/her account.
- Employment Verification Form (sponsor must show a minimum of \$30,000 annually).
- \$100 application process fee (certified check or money order payable to:  
Harold Washington College).
- Effective September 1, 2004, the U.S. Department of Homeland Security requires new F, M, or J non-immigrants to pay a \$100 fee in support of the SEVIS reporting system. This fee is required prior to the issuance of the F-1 visa. Perspective students must complete the Form I-901. For details, please review <http://www.fmjfee.com/index.jhtml>

## International Students *(continued)*

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:

- Submit an international student admissions application packet
- Submit transcripts from all secondary institutions attended, as outlined on our website at [www.ccc.edu/isa/](http://www.ccc.edu/isa/)
- Pay the I-20 student visa-processing fee;
- 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;
- 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

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

- Complete the International Student Application Packet;
- Complete the transfer verification form;
- Send an official copy of all transcripts from universities or colleges attended;
- Pay the I-20 student visa-processing fee;
- 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: Restrictions and Related Information

- Applicants cannot sponsor themselves, unless the student can demonstrate adequate funding is available.
- All international students must provide proof of health insurance or purchase health insurance through Harold Washington College at the time of registration.
- All visa-holding students must pay out of state tuition.
- When the proper documents have been submitted and approved, the International Student Office will issue the Form I-20 to the applicant.
- Forms may be acquired from the International Student Office at HWC.
- Monetary amounts listed are subject to change.

## International Students: Request for Change of Status

- International students who require a Change of Status should report to the International Student Office.

\* Effective September 1, 2004, the U.S. Department of Homeland Security requires new F, M, or J non-immigrants to pay a \$100 fee in support of the SEVIS reporting system. This fee is required prior to the issuance of the F-1 visa. Perspective students must complete the Form I-901. For details, please review <http://www.fmjfee.com/index.jhtml>

## Students with Disabilities

No qualified individual with a disability shall, because 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 enrolled in a high school in the Chicago district may be considered for enrollment in credit courses at the college. Students must have written consent of their high school principal or counselor. 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 their high school principal. In order to be eligible to enroll in a college level course, high school students must take a placement examination and score at college level in Reading and Writing, and/or Mathematics. In-district high school students may enroll in college courses prior to receiving a high school diploma through either Dual Credit or Dual Enrollment.

**Dual Credit:** An academically qualified high school junior or senior, who successfully completes a college level course, will earn concurrently college credit and high school credit.

**Dual Enrollment:** An academically qualified high school junior or senior, who successfully completes a college level course, will earn exclusively college credit, but not high school credit.

## 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 of 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.

## Excluded Students

Any full-time or part-time student excluded or dropped from one of the City Colleges of Chicago and wish to enroll at Harold Washington College must petition for readmission. Students who have been excluded from any of the City Colleges of Chicago and Petitioning students must submit the following to the Office of Student Services:

- Completed Harold Washington College Petition for Readmission form
- Any additional documentation requested by the Readmission Committee

## Notification of Acceptance

The Office of Student Services will notify all approved students of their acceptance and registration arrangements. For petition applications and further information, contact the Office of Student Services at (312) 553-5664.

## Health Requirements

Students must comply with any requirement of the Department of Health of the City of Chicago as a precondition to their admission or continuance as Harold Washington College students and must submit to a health examination when directed to do so by the College President.

## Placement Testing

### New Students or Former Students

All students without placements scores on file are required to take a District-approved placement test before registering. Scores will indicate course placement for students who intend to enroll in beginning levels of English, mathematics, or any course that requires a specified reading and writing level. All new students must apply for admission and obtain a student ID number in the Office of Admissions in room 101.

All first-time college students must either provide high school transcripts that document course-specific requirements or a GED certificate. Students who do not have a high school diploma or a GED must make up any deficiency through placement testing or successful course completion. Students whose placement scores are one year old or older are required to re-take the placement test.

### Transfer Students

Incoming students who have earned a grade of “C” or better in college-level English or math course from a regionally accredited institution <http://www.ncahigherlearningcommission.org/> are exempt from being tested, provided official transcripts are submitted verifying successful completion of courses.

## Placement Testing *(continued)*

### 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](http://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.

### Adult Education Students

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

International students seeking F-1 status are required to take the Test of English as a Foreign Language (TOEFL) prior to admission to Harold Washington College. The minimum TOEFL score for admission is 450 (or 133 computer-based).\* The Designated School Officials are Assistant Dean Devon Glover and Ms. Yolanda Townsend. They cannot issue an I-20 form unless the completed application has been approved and a TOEFL transcript with a score of 450 or more has been submitted. As part of the registration process, all new, first time students, including F-1 students, must take placement tests according to the student placement testing policies established by the City Colleges of Chicago. Standardized placement criteria used for native-born students also apply to international students. For more information, contact the International Student Admissions Office at (312) 553-5878.

\* The minimum TOEFL score for admission is subject to change.

## Placement Testing *(continued)*

### High School Students

High School graduates may use ACT scores for placement. However, the ACT scores must be less than two years old.

<b>Course-Specific Requirements</b>	<b>Deficiency Compensation</b>
English (4 years)	Placement in English 101
Social Studies (3 years)	Completion of a 101 level course in the social sciences set with a grade of "C" or better
Mathematics (3 years)	Placement in Mathematics 118 or higher
Science (3 years of laboratory science)	Completion of one of the natural science lab courses with a grade of "C" or better
Electives (2 years of electives in foreign language, music, art, or vocational education)	Completion of one course in a foreign language, art, music, or vocational education with a grade of "C" or better

Students who are admitted without a high school diploma or G.E.D. Certificate and who may be eligible to receive financial aid are held to federal regulations for "Ability to Benefit" (see Financial Aid section).

For more information about placement testing, contact the Testing Center, Room 402 or call (312) 553-3195, or e-mail the Placement Testing Center contacts: Teresita Díaz-Lewis [tdiaz-lewis@ccc.edu](mailto:tdiaz-lewis@ccc.edu) or Anna Makmok [pmakmok@ccc.edu](mailto:pmakmok@ccc.edu). You may also visit the Testing Center website at <http://hwc.ccc.edu/testing> for additional information and hours of operation.

### 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.



## Placement Testing Exemptions

All students, new students and former students, without placement test scores on file, are required to take a District approved placement test before registering. Scores will indicate course placement for students wishing to enroll in beginning levels of English, mathematics, or any course requiring a specified reading level. All students should complete testing before the date they plan to register.

For placement testing specifics, visit or call the Testing Center at (312) 553-3167.

Students must show a photo ID and have a New/Continuing Student Information form on file in the Admissions Office before taking the placement test.

Students whose placement test scores are two years old or older may be required to re-take the placement test.

## Credit for Prior Learning

Adults who have acquired college-level learning on the job or through other non-collegiate experiences may assemble a portfolio equating their experience to specific skills and learning outcomes. Students may request an evaluation for knowledge and skills acquired on the job, through training or developmental courses.

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 by examination and acquired through non-traditional learning.

## Credit by Examination

*General Education Examinations (CLEP):* Students may earn up to 30 credit hours by completing general examinations in English, Mathematics, Humanities, Natural Sciences, and Social Sciences/History.

*National Occupational Competency Testing Institute (NOCTI):* Students with journeyman level, on-the-job experience may earn from 15 to 30 hours of college credit, depending on the level of competence demonstrated on the comprehensive vocational test.

*Medical Terminology Test:* Students who have knowledge of medical terminology but lack formal coursework may be tested. Three credit hours for Biology 120 are awarded for passing this test.

## Credit for Non-Traditional Learning

Harold Washington College grants credit for college-level knowledge and skills acquired outside the classroom.

In addition to traditional classroom instruction, Harold Washington College provides the opportunity to earn college credit through non-traditional means. College credit is awarded based on:

- Training, military courses, and occupational specialties (MOSs, AFSCs, and NERs);
- CLEP, ACT-PEP, and USAFI/DANTES examinations;
- Portfolio Assessment: for students who possess college-level learning earned through the military.

The following methods are used to evaluate non-collegiate experience: Credit by Examination, Credit by Assessment, and Credit for Military Training.

## Transferring Credits to Harold Washington College

**Transfer Students.** Transfer students who plan to earn a degree or certificate from Harold Washington College (HWC) must have official transcripts from all previous colleges sent to the Admissions Office at the time they apply for admission. These transcripts will be informally evaluated for course placement. Once the student has earned 15 credit hours with HWC, a Transfer Evaluation Request Form should be completed. A College Advisor will perform an official transcript evaluation and have the accepted credit hours, earned at a regionally accredited college or university, added to the student record.

**Transfer Requirements.** To be eligible for any degree or advanced certificate, students who transfer from another regionally accredited college must earn at least 15 semester hours at HWC. Students applying for certificates requiring 15 hours or fewer must earn all of those hours at HWC. HWC retains the right to determine which transfer courses will fulfill graduation or departmental program requirements. All transfer credits accepted will be entered on the student's permanent record, but grades earned will not be computed in the student's cumulative grade point average for graduation. Evidence of completion of college courses at another educational institution does not, in and of itself, qualify a student for federal financial aid eligibility through Ability to Benefit provisions.

**Transfer Credit from a Foreign Country.** To obtain a formal evaluation of transfer credits from a foreign country, transcripts must be evaluated by an official evaluating agency. Only courses that relate to the students' chosen major at Harold Washington College will be entered into their credit history. Only courses with a grade equivalent to a "C" or better are eligible for transfer credits, but students must earn a minimum of 15 credit hours of graduation credit before transfer credit can be officially evaluated and posted to their academic record. See the International Student College Advisor for further information.

## Transferring Credits from Harold Washington College

### Articulation Agreements

Articulation agreements are officially approved guidelines that permit the smooth transfer of courses or completed degree concentrations from a community college, such as Harold Washington College, to a four-year institution. In partnership with a host of four-year institutions, Harold Washington College has created a number of such formal arrangements. Credits earned in specific programs may be applied toward direct entry or advanced standing at another institution. Articulation agreements assist students in taking the appropriate and necessary courses that will transfer for credit toward a bachelor's degree, allowing students to continue their education at a four-year college or university without having to repeat certain courses to graduate. Most credit courses at HWC are transferable to four-year colleges and universities and are certified under the Illinois Articulation Initiative (IAI). Overall, the City Colleges of Chicago has articulation agreements with more than 200 programs at over 50 four-year colleges and universities.

If the requirements of an articulation agreement are satisfied, students will be able to:

- Focus early and successfully on a course of study (within a concentration);
- Stay on track toward the completion of the associate's degree;
- Complete the associate's degree;
- Secure admission to a four-year institution (if requirements are met);
- Apply earned degree credits toward advanced standing at a senior institution;

Requirements vary depending on the articulation agreement. Please see a College Advisor or the faculty coordinator of a specific program for further details. HWC frequently adds and updates articulation agreements. For more information, please call the Office of Advising at 312-553-5879.

## Articulation Agreements *(continued)*

Below is a partial list of colleges and universities with which Harold Washington College has formal articulation agreements:

### **Dual/Joint Admissions:**

DePaul University Roosevelt University  
National-Louis University University of Illinois at Springfield

Typical benefits of a Dual/Joint Admissions arrangement *may* include:

- Access to four-year institution's academic resources, including library materials;
- Access to counseling, financial aid and advising services;
- Application fee waiver.

**2+2 Agreements:** (2+2 articulation agreements are defined as the completion of an associate's degree at Harold Washington College plus two years at a four-year institution toward a bachelor's degree):

Eastern Illinois University Northern Illinois University  
Indiana University at Bloomington Southern Illinois University at Carbondale  
National-Louis University

Typical benefits of a 2+2 arrangement *may* include:

- Full acceptance of earned credit of the associate's degree;
- Admission into a four-year degree program at advanced standing (if undergraduate requirements are met).

## Articulation Agreements *(continued)*

**Articulation/Transfer Guides:** Articulation/Transfer Guides are defined as formal course transfers for advanced entry at four-year institutions. Harold Washington College maintains Articulation/Transfer Guides with the following four-year colleges and universities:

Chicago State University	Loyola University
Clarke College (Iowa)	National-Lewis University
Columbia College	North Park University
DePaul University	Northeastern Illinois University
Dominican University	Northern Illinois University
Eastern Illinois University	Robert Morris College
Elmhurst College	Roosevelt University
Governors State University	Saint Xavier University
Illinois Institute of Technology	Southern Illinois University at Carbondale
Illinois State University	University of Illinois at Chicago
Lake Forest College	University of Illinois at Springfield
Lewis University	Western Illinois University

## Registration

Students can register Monday through Saturday in person or online.\* Harold Washington College encourages all students to register early. Open and Late Registration dates and times for each semester are printed in the HWC *Schedule of Classes*.

\* During the off-peak season, in-person registration is not available on Saturday. Please consult the HWC website and the HWC *Schedule of Classes*.

## Registration Restrictions

### Students on Academic Warning

Students on Academic Warning have not met the minimum grade point average (GPA) required to be considered in good academic standing. Those students are on academic probation and may register for no more than 9 credit hours of new coursework. Full-time enrollment is allowed only if at least one 3-credit course is a repeat of a previously earned “D” or “F.” Students on Academic Warning are not allowed to register for more than 12 credit hours. Early Registration is prohibited.

### Students on Exclude Status

Students on Academic Warning who do not achieve good academic standing by the end of the probationary term will be excluded from the College. Excluded students wishing to enroll at Harold Washington College must petition for readmission through the Office of Student Services. A readmitted student is likely to be subject to specific course and credit hour restrictions.

For more information on Grade Point Average (GPA), Academic Standing, Academic Warning, and Exclude Status, refer to the *City Colleges of Chicago Student Policy Manual*, part V, “Academic Standing,” or go to [http://ccc.edu/ss/Student\\_Policy\\_Manual.shtml](http://ccc.edu/ss/Student_Policy_Manual.shtml) to access or download the CCC *Student Policy Manual*.

### Late Registration

Students may not register for a class that has already met once. A written explanation documenting extenuating circumstances that would warrant an exception must be submitted for appeal to the Dean of Instruction and must be approved by the Vice President for Academic and Student Affairs.

## Registration Services

### Early Registration

To ensure that current students receive the widest possible choice of courses and class times, Harold Washington College offers an Early Registration option with partial tuition payment. Current students in good academic standing may register for the following semester after midterm grades are posted. Students may register in person, at the College, during regular office hours, or online.

### Online Registration

Continuing students, in good academic standing, may register online by clicking on the link from the <https://my.ccc.edu> home page and following the instruction for on-line registration. Please consult the schedule of classes or the CCC website for step-by-step online registration instructions. The online registration system cannot be used during late registration (once classes have started).

### English as a Second Language (ESL) Registration

New and continuing students whose first language is not English and who have not completed English 101-Composition I, or an equivalent course, should report to the Department of English as a Second Language or to the Office of International Student Admissions. There, students will receive information about placement testing and admissions requirements. All ESL students need to take a standardized test, complete a writing sample, and submit to an oral interview to determine accurate course placement. Based on the test results, students may be placed in pre-credit (non-credit) or college credit courses.

Harold Washington College offers three levels of Pre-Credit ESL and three levels of credit ESL courses. Please note that all international student visa holders (F-1 Status) must place into Level 4 or above as part of the admissions requirements. (See section on admission requirements for international students-F-1 Status). ESL students must also attend orientation on an assigned date.



## Course Load and Credit Hours

The College measures coursework and calculates tuition charges using the credit hour unit. A credit hour is equivalent to 800 minutes of instruction. Students enrolled for 12 or more College credit hours are considered full-time; students enrolled in 11 or fewer hours are considered part-time. Harold Washington College (HWC) reserves the right to restrict students to less than a full-time enrollment or to assign students to specific courses, when necessary, on the basis of placement test results or previous academic performance.

Students will need a cumulative GPA of 3.0 or greater and the written permission of the Registrar to enroll in 19 or more credit hours per semester (10 or more in the summer). The Registrar may impose additional restrictions.

## Orientation

The Office of Student Services and the Office of Advising schedule orientation sessions to introduce all new students to HWC programs and services. An orientation session is required for all full-time students and all readmitted petitioners. Part-time students are encouraged to attend sessions specifically designed to answer questions about registration and program planning. The Office of Student Services (room 201) or the Advising Office (room 101) will notify new or readmitted students of the dates and times for orientation sessions.



*Attentive students focus during class lecture.*



Tuition and Financial Aid

# Tuition and Financial Aid

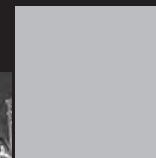
## Section Summary

### Tuition and Fees

- Registration Charges
- Tuition and Fees
- Miscellaneous Fees and Charges
- Waivers
- Refunds and Withdrawals
- Residency Status
- Tuition Chargeback

### Financial Aid

- Eligibility Requirements
- Federal Grants
- Federal Work Study Program
- State Grants
- Scholarships
- Federal Family Education Loan Program (FFELP)
- Veterans' Educational Benefits



## Tuition and Fees

Tuition, fees, and charges are determined by the Board of Trustees of Community College District No. 508, which operates the City Colleges of Chicago. **These are subject to change at any time by the Board.**

All tuition, fees and charges are payable in full at registration. Payment may be made in cash, by check (personal checks require identification), MasterCard, Visa, certified check, cashier's check, or money order. Students who have completed all the necessary Financial Aid application procedures and who meet eligibility requirements may be allowed to enroll based upon anticipated financial aid.

### Registration Charges

General Registration Charge	\$25.00 Non-refundable. This charge is required of all students. <b>It is not waived for any student.</b>
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### Tuition and Fees (Effective Summer 2007)

Chicago Residents	\$72.00 per credit hour	
Residents of Illinois outside of Chicago	\$189.95 per credit hour	Includes \$72.00 per credit hour fee plus a \$117.95 out-of-district surcharge.
Out-of-state residents and international / other visa holder students	\$309.76 per credit hour	Includes \$72.00 per credit hour fee plus a \$237.76 out-of-state surcharge.

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## Miscellaneous Fees and Charges

CDL Licensing Fee	\$30.00 per course	For each Center for Distance Learning (CDL) course.
Laboratory Fee	\$20.00 for each lab course. (Except for Art 117: \$30.00 fee)	
I-20 (Student Visa) Processing Fee	\$100.00	Non-refundable. Payable upon application by new foreign-student applicants.
Transcript Fee	\$5.00	Every student is entitled to <b>one</b> free transcript. A \$5.00 fee is charged for each additional transcript. A \$10.00 fee will be charged for 24-hour service. ONLY cash, money order, VISA, or MasterCard will be accepted.
Graduation Fee	\$25.00	Payable by any student who wishes to participate in commencement exercises.
Activity Fee	Spring and Fall: \$100.00 full-time \$50.00 part-time  Summer: \$50.00 full-time \$25.00 part-time	<b>Non-refundable.</b> The Activity Fee entitles students to participation in a wide variety of student activities.  The Activity Fee also supports the use of instructional technology.
NSF Charge	\$25.00	The NSF Charge is levied for any check returned by the bank. No subsequent payment by personal check will be allowed at any of the City Colleges of Chicago for five years.

## Waivers

Senior Citizens receive a waiver of tuition for up to 6 credit hours during Late Registration, if seats are available. Senior citizens enrolling for 7 or more credit hours must pay *all* applicable tuition and fees for all courses.

Public Aid Recipients may receive a tuition waiver for up to 5 credit hours, if deemed financial aid ineligible. Public Aid recipients enrolling for 6 or more credit hours must pay *all* applicable tuition and fees for all courses. This option requires approval from the Financial Aid Office.

**Please note that all charges and fees are subject to change.**

**Out-of-district and out-of-state fees  
may not be eligible for payment  
under certain financial aid programs.**

**Contact the Office of Financial Aid for additional information.**



## Refunds and Withdrawals

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).

**No Show Withdrawal (NSW):** Students who do not attend two of the first three class sessions for a class that meets twice a week (or the first class session if the class meets once a week) may be reported as a “No Show” (NSW) by the instructor. Students reported as “No Show” are administratively withdrawn from the class with no refund.

**Administrative Withdrawal (ADW):** Students who have been continuously absent three weeks prior to the mid-point of the class will also be administratively withdrawn (ADW).

Students who officially withdraw (WTH), are administratively withdrawn (ADW), and/or no-showed (NSW or NS1) from all their classes prior to completing 60% of the period of enrollment will be required to return the unearned portion of the Title IV funds they have received. Title IV funds include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the Federal Family Education Loan Program (FFELP).

The City Colleges of Chicago will apply a federally regulated calculation, “Return of Title IV Funds,” to determine the amount of unearned Title IV funds that may have been overpaid. Calculation of amount of Title IV funds to be returned will be based upon student initiated withdrawal date or last recorded date of attendance, whichever is earlier. Students are responsible for returning this money. Students who do not repay these funds will be placed on hold prohibiting future registrations, denied requests for academic transcripts from any of the City Colleges of Chicago, and denied financial aid in the future.

#### ***Student Initiated Withdrawal***

It is the student’s responsibility officially to 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*.

***Continuing Education Withdrawal***

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.

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 Registrar's office or in the Adult Education Office.

A student enrolled in an Adult Education class who is absent for the first three class meeting days should be marked NSW (No-show withdrawal). After 5 consecutive absences, if the student is absent on the next scheduled class day, the student must be ADW (administrative withdrawal). If the withdrawal occurs after the mid-term date of the class, the student may be eligible for re-enrollment into the same class and marked with RNS (Re-instated).

Students who have been marked "No Show" or "ADW" for two consecutive terms will not be allowed to register for adult education classes for one term



## Residency Status

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:

- Driver's License
- Voter Registration Card
- Copy of Lease
- Utility or Telephone Bill
- State of Illinois Identification Card
- Mexican Consular ID

Dependent Registrants may present the following:

- State of Illinois Identification Card
- Utility or Telephone Bill
- 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.

## **Tuition Chargeback**

Non-Chicago residents, who plan to enroll at HWC in a program that is not offered at a community college in their district, should apply for tuition assistance to their local community college board office or to the high school district in those districts having no community college board. Chicago residents, who wish to enroll in a program not available at any of the City Colleges of Chicago, may apply to the City Colleges of Chicago for tuition assistance to attend another Illinois public community college where the program is offered.

Students must contact the Chargeback Office at City Colleges of Chicago, 226 West Jackson Boulevard, Chicago, Illinois 60606, or call (312) 553-2764, to request an application, at least 30 days prior to the beginning date of the semester or term of enrollment at Harold Washington College.



*Students review information during Spring registration.*

## Financial Aid

Harold Washington College (HWC) prides itself on providing a quality education at an affordable price. Although a college education is ultimately the responsibility of the student and her/his family, HWC works with a variety of federal, state, and private funding sources to help students pay tuition, fees, books, supplies, transportation, and other college expenses. Students who qualify for financial aid may receive scholarships or grants or may earn money in the Federal Work Study Program. Neither scholarships nor grants have to be repaid. To qualify for a scholarship, students have to demonstrate academic achievement or talent. To qualify for a grant, students must demonstrate financial need.

### Eligibility Requirements

Harold Washington College (HWC) ascribes to the guidelines established by the U.S. Department of Education in determining eligibility for financial aid.

To be considered for financial aid, students must show proof of their family's size and income. When the student submits the Free Application for Federal Student Aid (FAFSA) to the Department of Education, the family's size, income, and other data will be calculated into a federal formula. The HWC Financial Aid Office then uses the results, the Expected Family Contribution (EFC), to assemble an individualized financial aid package. This package is a combination of federal and state grants, scholarships, and possibly part-time employment.

Harold Washington College cannot always meet the full financial need for all students. Students may have to pay the balance of their direct educational costs that financial aid is unable to cover.

## Eligibility Requirements *(continued)*

In order to qualify for federal and state financial aid, the student must:

- be a United States citizen or eligible non-citizen;
- enroll in a financial aid eligible course of study leading to a degree or approved certificate;
- document or prove financial need;
- not be in default on any Title IV loans or owe a repayment on any Title IV grants;
- register with Selective Service, if required by law;
- have graduated from high school, completed a GED, or be able to demonstrate “Ability To Benefit”; and\*
- maintain satisfactory academic progress. \*\*

The Financial Aid Office is responsible for verifying student eligibility for funds. Harold Washington College (HWC) has the right to require additional information from a student before approving or disbursing any funds.

- \* Students admitted to HWC without a high school diploma from an accredited U.S. high school or without a G.E.D. Certificate must score at or above a federally designated level on college placement exams in order to be eligible for financial aid.
- \*\* Students receiving federal financial aid must maintain the academic progress standards found in the *CCC Student Policy Manual*. Students who fail to meet the minimum grade point average (GPA) and credit hour completion standards will lose eligibility for federal and state financial aid.

Students who lose their financial aid eligibility, due to unsatisfactory academic progress, may file an appeal to the Office of Student Services. If the appeal is approved, students will regain and maintain financial aid eligibility, as long as they continue to meet the terms of the approval.

Financial aid funds may be used for up to 30 credit hours of remedial/developmental course work attempted as prerequisites to classes required for the completion of the student’s financial aid eligible academic program.

## Federal Grants

Grants are gifts of money that do not have to be repaid. Grants are given through the college by federal and state governments to students who demonstrate financial need and maintain eligibility according to program guidelines.

### Federal Pell Grant

The Pell Grant is money that the federal government provides to assist the student in covering the cost of tuition, fees, books, living expenses, and transportation. The amount of the grant depends on the number of credit hours for which the student is enrolled and the Expected Family Contribution (EFC) on the Student Aid Report (SAR), and the overall cost of education.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

For students with extraordinary financial need, the federal government supplements a student's Federal Pell Grant. The amount of the award is determined by Harold Washington College (HWC) based on the availability of funds and the student's prompt completion of his or her financial aid file.

### Federal Academic Competitiveness Grant

The Federal Academic Competitiveness Grant is a merit-based program, which does not have to be repaid. Students may qualify for a monetary award if they:

- are a U.S. citizen;
- graduated from high school after January 1, 2005;
- are eligible as a full-time, first or second year students; and
- completed a *rigorous program of study* in high school.

An official transcript from an Illinois accredited high school must be on file in the college Admissions Office. It is the student's responsibility to ensure that the proper documentation is sent to the college for evaluation of eligibility criteria.

## Federal Academic Competitiveness Grant *(continued)*

A rigorous program of study at an Illinois high school is defined as successful completion of course work in the following areas of concentration:

- four years of English;
- three years of mathematics (prescribed course work is defined);
- three years of science (prescribed course work is defined);
- three years of social studies; and
- one year of a foreign language.

## Federal Work Study Program

Through the Federal Work Study (FWS) program, students have the opportunity to earn money by working a part-time job, if they are enrolled in at least 6 credit hours at Harold Washington College (HWC) and demonstrate financial need. The jobs are on campus in academic departments, administrative offices, or in the library. The starting pay is consistent with the federally-approved minimum wage guidelines, with periodic raises possible. Students can work from 10-20 hours per week during the academic year and during holidays and semester breaks, with permission of the departmental supervisor and the Financial Aid Office.

## State of Illinois Grants

Like federal grants, state grants do not have to be repaid.

### Monetary Award Program (MAP)

This grant is for Illinois residents only. It covers the cost of tuition and certain fees for the academic year. The student must apply early for this grant by completing the Free Application for Federal Student Aid (FAFSA).

### Silas Purnell Illinois Incentive for Access Program (IIAP)

This grant, also for Illinois residents only, is a one-time award for first-year students who demonstrate maximum financial need. The IIAP is funded by the same agency that administers the MAP grant.

## Scholarships

While the federal and/or state government provides grants, HWC provides scholarships to eligible students. Scholarships do not have to be repaid; however, students must earn them.

Students may apply for the following scholarships administered by HWC:

- Harold Washington Academic Achievement Scholarship
- Harold Washington Service Scholarship
- Chicago Police and Fire Training Academy Scholarship

### Harold Washington Academic Achievement Scholarship

The Harold Washington Academic Achievement Scholarship is a merit-based scholarship, which pays tuition and most fees. Both new and continuing students may qualify. The scholarship is renewable for four semesters or 60 credit hours. Students must continue to meet the renewal criteria each semester in order to maintain eligibility for this scholarship. The Harold Washington Academic Achievement Scholarship is awarded in the fall and spring semesters. The HWC Academic Achievement Scholarship does not pay for summer term enrollment.



*Scholarships awarded to the three winners of the Harold Washington College Oratorical Festival.*

## Harold Washington Academic Achievement Scholarship *(continued)*

Students *new* to HWC can qualify for the Harold Washington Academic Achievement Scholarship full-tuition award if they:

- have a “B” or better high school average or GED score of 2600, if tested after January 1, 2002;
- are enrolled in at least 6 credit hours at HWC;
- provide a letter of recommendation from a high school counselor or teacher;
- score at the 101 level on the Harold Washington College placement test in English;
- are a U.S. citizen or permanent resident;
- reside in Chicago; and
- have received their final grades.

*Continuing* students at HWC can qualify for the Harold Washington Academic Achievement Scholarship if:

- have completed 12 or more credit hours of *graduation* credit at HWC;
- have a GPA of 3.0 or higher in *graduation* credit hours (transfer credit not included);
- have a previous semester GPA of 3.0 or higher;
- are enrolled in at least 6 credit hours of college credit at HWC;
- are a U.S. citizen or permanent resident; and
- reside in Chicago; and
- have received their final grades.



*Certified Nursing Assistant students show their certificates at the CNA graduation ceremony.*



## Harold Washington Service Scholarship

Harold Washington College awards the Harold Washington Service Scholarship to full-time and part-time students who actively participate in some type of service organization or club. The scholarship pays for tuition and most fees. The Harold Washington Service Scholarship is awarded in the Fall and Spring semesters. However, the scholarship does not pay for summer term enrollment. Students who qualify for a tuition-specific State of Illinois grant are ineligible for this scholarship.

To be considered for the Harold Washington Service Scholarship, a student must:

- be an active participant in a college-sponsored organization;
- be nominated by an HWC faculty member or administrator;
- have a GPA of 2.5 or higher in *graduation* credit hours at HWC (transfer credit hours and grades not included);
- be enrolled in at least 6 credit hours at HWC;
- have scored at the 101 level on the HWC placement in English;
- be a U.S. citizen or permanent resident; and
- reside in Chicago; and
- have received their final grades.

## Harold Washington College Chicago Police and Fire Training Academy Scholarship (CPFTA)

The Harold Washington College (HWC) Chicago Police and Fire Training Academy Scholarship is designed for graduates of the Chicago Public High Schools and private high schools who have successfully completed the initial two-year requirements of the Chicago Police and Fire Training Academy Program. This tuition and registration fee award is intended to facilitate the completion of a criminal justice or fire science program for its participants. The CPFTA Scholarship is awarded in the Fall semester and is renewable for the number of credit hours necessary to complete an associate degree. Students must continue to meet renewal criteria each semester to maintain eligibility for this scholarship.

## Harold Washington College Chicago Police and Fire Training Academy Scholarship (CPFTA) *(continued)*

To be considered for this scholarship, a student must:

- be a high school graduate;
- have successfully completed and met all requirements of the CPFTA Program, H.S. Division;
- provide two letters of recommendation, one from a teacher and another from a CPS CPFTA Coordinator;
- complete the FAFSA application and have a completed financial aid file; and
- reside in Chicago; and
- have received their final grades.

## Harold Washington Scholarship Fund

The Harold Washington Scholarship Fund was established to provide financial assistance to students based upon scholastic merit. Scholarship monies are to be used to defray educational costs. The scholarship is renewable dependent upon eligibility criteria and funding availability.

Information concerning eligibility criteria, deadline dates, application procedures, and contact information is available on the Financial Aid webpage under “Financial Aid 101”:

<http://webapps.ccc.edu/fund/view.jsp>

## External Scholarships

The Harold Washington College works with certain private funding sources, which may offer external scholarships to eligible students. The scholarship criteria vary and are determined by the private funding sources in conjunction with the College. The scholarships may be a flat-rate amount or a sliding scale based upon tuition and fees, book and supplies, cost of education, or any portion of the amount or fees.

Information concerning external scholarships is available on the Financial Aid webpage under “Financial Aid 101”: <http://webapps.ccc.edu/fund/view.jsp>

## Federal Family Education Loan Program (FFELP)

Although most HWC financial aid recipients find their tuition and fees paid through grants and scholarships, there are special situations where a student may require a loan to continue his/her educational pursuits. Since loans must be repaid in full with interest charged on the principal, HWC does not automatically include loans within the financial aid package. A student must make a separate application for a loan certification. For further information, contact the HWC Office of Financial Aid.

## 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 Coordinator at Harold Washington 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 Veterans Coordinator in the Office of Financial Aid.



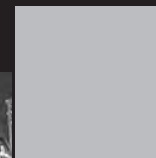


# Student Information

Student Information

## Section Summary

- Academic Standards
- Academic Status
- Academic Progress
- Student Rights and Responsibilities
- Security Policies
- Student Support Services
- Student Clubs and Organizations



## City Colleges of Chicago (CCC) Academic Standards and Status

### Student Policy Manual

The academic policy of the City Colleges of Chicago includes Academic Standards and Academic Status. Students must maintain Academic Standards established by the District. Failure to meet and maintain Academic Standards or changes in Academic Status may affect financial aid eligibility. Policies are summarized below. For complete details, see the *Student Policy Manual*, available online at [http://ccc.edu/ss/Student\\_Policy\\_Manual.shtml](http://ccc.edu/ss/Student_Policy_Manual.shtml). It is the responsibility of the student to familiarize him/herself with these policies.

### Academic Standards

#### Class Attendance

Students are expected to attend classes. Instructors record attendance at every class session. Failure to attend classes may result in one of the following administrative actions:

***No Show Withdrawal (NSW/NS1):*** Students who do not attend any of the first three class sessions will be withdrawn from the class by instructor and issued an NSW (No Show). Students who attend only one of the first three class sessions, will be withdrawn from the class by the instructor and issued an NS1. Students who do not attend the first class session of a course which meets only once per week will be withdrawn and issued a NS1.

No refunds of tuition and/or fees will be issued for classes with No-Show withdrawals (NSW or NS1). Students will be held accountable for the payment of tuition and fees of NSW/NS1 courses. Federal financial aid cannot be processed for NSW/NS1 classes.

**No Show Withdrawal (NSW/NSI) for Distance Learning Courses:** Students registered in distance learning courses who fail to log-on to the web site for their course at least *two* times before 10<sup>th</sup> day of the term will be withdrawn from the class and issued an NSW.

**Administrative Withdrawal (ADW):** Students who have been continuously absent during the three weeks just prior to the midterm (one and a half weeks during the summer term) of the class will be withdrawn from class and issued a grade of ADW, or “Administrative Withdrawal,” 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. **ADWs 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.

**Center for Distance Learning (CDL)** students who fail to actively pursue a CDL course by midterm will receive an ADW.

After five consecutive absences, if an **Adult Education** student is absent on the next scheduled class day, the student must be administratively withdrawn (ADW). If the withdrawal occurs after the mid-term date of the class, the student may be eligible for re-enrollment into the same class and marked with RNS (Reinstated).

***Student-Initiated Withdrawal (WTH):*** It is the student's responsibility officially to withdraw from courses. Failure to withdraw may result in mandatory payment of tuition and fees, forfeiture of financial aid eligibility, and/or a failing grade. A student may withdraw from a course prior to or on the date specified in the College Class Schedule if she/she has not already received an ADW, NSW, or NS1 from the instructor. Thereafter, the student may withdraw during the remainder of that term 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 occurring after the stat date will be counted as registered hours.



*Students prepare to register by visiting the Registration Office, where they meet with academic advisors.*

## Grading System

Final Grade Description		Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0
I	Incomplete	0
AUD	Auditor	—

**Incompletes (I):** Students will receive a grade of “I” (Incomplete) if they have actively participated in a course and are doing acceptable work at the end of the course, but have not taken the final examination or have not completed other specific assignments such as a term paper. A student must make prior arrangements and receive, from the instructor, a written understanding of the work needed to complete the requirements of the course. When the instructor cannot be contacted for purposes of completion, the student should contact the department chairperson.

To remove an “I” grade, the 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 convert to an “F” grade. A student who has an “I” grade will not be allowed to re-register for that course. However, once the “I” is changed to either a “D” or an “F,” the student may then re-register for that course.



## Grading System *(continued)*

***Auditing (AUD):*** Students may register for courses as auditees (without receiving credit) if space is available in the class after all credit-earning students have been enrolled. 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. The AUD 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. Auditing students do not receive credit, but are still required to pay tuition. Students generally audit classes to review material. A student may not choose to audit a class after having enrolled in the class as an actively registered student. Conversely, a student auditing a class may not later choose to take the class for a grade.

***Midterm Grades:*** Midterm grades are issued to students via the internet after the mid-point of the semester/term. They are provided as an indicator to inform students of how they are progressing through their course work. Credit students receiving midterm grades below "C" should meet with their instructor immediately to seek ways to improve their standing in the course. A student whose midterm grade is not "C" or better in the first course in a sequence will not be allowed to pre-register for the next course in that sequence, or for any course requiring "successful completion" as a prerequisite. Grades can be accessed at [my.ccc.edu](http://my.ccc.edu).

***Cumulative Grade Point Average (GPA):*** The cumulative GPA is calculated on the basis of all grades ("A" through "F") earned in college credit courses at Harold Washington College and any of the City Colleges of Chicago. If a student repeats a course in which a "D" or an "F" grade was previously earned, only the most recently earned grade is counted in the grade point average. The minimum qualification for graduation or program completion is a 2.0 cumulative GPA in all college level courses completed.

***Repeating a Course to Raise a Grade:*** Any course in which a student has received a "D" or an "F" grade may be repeated once. Only the most recent grade earned will be calculated in the student's grade point average (GPA), but both grades received in the course will appear on the official transcript.

***Repeatable Courses***

Select college credit courses (i.e. in art, music, physical education, theater, and computer information technology) are repeatable. (See the “Course Description” section of the college catalog for specific courses.)

If a student intends to repeat a repeatable course with the intention to improve grades, at the time of registration for the replacement course, the student **MUST** submit a request to the Office of the Registrar to have her/his improved grade counted in the calculation of the cumulative and graduation GPA, while excluding the grade earned for the repeatable course from the previous attempt(s).

***Repeatable Courses—Adult Education:*** A student who fails a course and receives a final grade of “F” may repeat that course up to four times. Students who have failed a course should seek assistance from the Adult Education or Tutoring department staff.

***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 designated by ICCB as repeatable may be repeated only if a failing grade has been received.

***Appealing an Instructional Grading Procedure:*** There is an established grade appeal process. See the *City Colleges of Chicago Student Policy Manual* for details, by going to the City Colleges of Chicago website at [http://ccc.edu/ss/Student\\_Policy\\_Manual.shtml](http://ccc.edu/ss/Student_Policy_Manual.shtml).

## Academic Status

To remain in good academic standing in college credit courses, a student must maintain a minimum cumulative (overall) grade point average (GPA) based on the total number of registered credit hours (credit hours attempted) at Harold Washington College or any of the other City Colleges of Chicago. A minimum GPA of 2.0 is **required** for program or certificate completion. However, to ensure that students are progressing towards maintaining a minimum 2.0 GPA, students will be placed on Academic Warning and should seek appropriate academic advising if their GPA falls below the following schedule:

<b>Registered Credit Hours</b>	<b>Cumulative Minimum GPA Required</b>
<b>1 to 29</b>	<b>1.75</b>
<b>30 or more</b>	<b>2.00</b>

Academic standing for Vocational Skills Programs is defined as follows:

<i>Vocation Skills Programs of 31 Credits or More</i>		
<b>Hours</b>	<b>Clock</b>	<b>Cumulative Minimum GPA Required</b>
1 to 30	1 to 900	1.75
31 or more	900 and above	2.00
<i>Vocational Skills Programs of 30 Credits or Less</i>		
<b>Hours</b>	<b>Clock</b>	<b>Cumulative Minimum GPA Required</b>
1 to 29	1 to 900	1.75
30 or More	900 and above	2.00

## Transfer Students

Credits transferred to Harold Washington College (HWC) from a regionally accredited institution may count toward graduation if a grade of “C” or higher was received.

Transfer credits will not affect academic status. A transfer student must complete at least 15 credit hours at HWC to be eligible for a degree.

## Academic Warning

Academic Warning is a probationary condition. Students who are on academic warning may still be eligible for financial aid. Any student whose cumulative GPA falls below the minimum required to be in good academic standing at the end of any semester will be placed on Academic Warning for the following semester.

***Probationary Status:*** Students who are on academic warning are in a probationary status and:

- are urged to repeat at least one course in which a “D” or an “F” was earned previously;
- can register for no more than 9 credit hours of new coursework (3 credit hours during the summer term). Those who want to be full-time students may register for 13 credit hours (6 credit hours in the summer term) only by repeating at least one course in which a “D” or an “F” grade was previously earned. In no case may a student on Academic Warning register for more than 13 credit hours;
- are in danger of being excluded from Harold Washington College (HWC) unless the cumulative GPA can be raised to the minimum acceptable level during the semester on Academic Warning;
- are not allowed to register early for the upcoming semester;
- are financial aid eligible during the probationary period.

If the end-of-semester student status indicates “Academic Warning,” the student should meet with an College Advisor as soon as the next semester begins.

**CITY COLLEGES OF CHICAGO  
ACADEMIC POLICY**

SOURCE OFFICE: Academic Affairs      ISSUED BY: W. Watson      DATE: 08/07

REVIEWED: 2007

REVIEWED BY: COMMITTEE OF CHAIRS, VICE PRESIDENTS, AND PRESIDENTS

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Postsecondary College Credit programs

POLICY: Dual Credit/Dual Enrollment

In order to offer in-district high school students the opportunity to take postsecondary courses prior to receiving a high school diploma, the following policies have been established:

**Dual Credit** – an instructional arrangement where an academically qualified junior or senior level student currently enrolled in high school enrolls in a college-level course, and upon successful course completion, concurrently earns both college credit and high school credit. Students are taught by qualified, college faculty.

**Dual Enrollment** – an academically qualified junior or senior level student who is still enrolled in high school also enrolls in a college level course. Upon successful completion, the student exclusively earns college credit. No high school credits are earned. Students are taught by qualified, college faculty.

**Eligibility** – in order to enroll in a college level course, students must take a placement examination and score at college level in Reading and Writing and/or Math.

**Funding** – is paid for by the high school district, waivers, additional funding, or the student.

## Academic Exclusion - Petition for Readmission

Students on Academic Warning who do not achieve the minimum cumulative GPA by the end of the probationary term will be excluded. In order to return to HWC or enroll at any other City Colleges of Chicago, an excluded student must submit a Petition for Readmission (available in the Office of Student Services) before the deadline date stated on the petition.

## Readmission

After consultation with the Readmission Committee, the Office of Student Services may allow immediate readmission or may determine that the student should sit out of HWC for a semester before returning. The Petition Committee may impose certain enrollment restrictions (e.g., “one course only,” “part-time only,” “must take English”). When the readmission letter does not state specific conditions, readmitted students are restricted to the same conditions and credit hour limits as students on Academic Warning. Readmitted students must see a College Advisor to register and develop an academic plan of study.

Readmitted students who register for 6 or more credit hours and earn a semester GPA of 2.25 or higher will not have to petition each semester unless they reach 30 or more registered hours with a cumulative GPA under 2.00.

Readmitted students are considered financial aid eligible for the upcoming semester.



*Tenda Bailey assists a student in the Office of the Registrar.*

## Academic Progress

The City Colleges of Chicago is required to establish satisfactory academic progress policies and procedures, for federal and state financial aid recipients, in accordance with the U.S. Department of Education regulations (34 CFR 668.16(e)). Students must maintain satisfactory academic progress in order to continue to be financial aid eligible. Satisfactory academic progress is calculated at the end of each semester or term. Students who do not meet minimum satisfactory academic progress requirements, at the end of the semester/term, will be placed on probation. Financial aid eligibility will continue during the probationary period. However, if a student does not meet minimum satisfactory progress requirements at the end of the probationary semester/term, that student will lose financial aid eligibility for future enrollments.

### Satisfactory Academic Progress Requirements

- Student must be enrolled in a financial aid eligible degree or certificate program.
- Student must be registered in classes that are financial aid eligible.
- Student must maintain minimum GPA requirements to be considered in good academic standing.
- Student must complete a minimum percentage of registered hours.
- Student must complete his/her degree or certificate within the limit of one and one half times the number of hours required to complete her/his program.



*Students preparing for the laboratory portion of their Chemistry class.*

## Appeal Processes for Satisfactory Academic Progress Holds: Negative Service Indicators

Students may lose financial aid eligibility by being placed on the following holds:

Academic Exclude

Unsatisfactory Progress

Credit Hour Limit

**Negative Service Indicators** (i.e., unsatisfactory progress holds) will occur for one or more of the following reasons:

- Withdrawals from classes that are either student or teacher initiated;
- “D” or “F” grades;
- Incompletes;
- Enrollment in classes that do not lead to the declared certificate.

The appeal process for Negative Service Indicators involves explaining and providing official documentation for extenuating circumstances that caused the student’s unsatisfactory progress.

In the case of credit hour limits, extenuating circumstances do not apply. Limits are set by the U.S. Department of Education and are fixed.

Academic Progress Holds must be appealed to the Office of Student Services. No financial aid will be processed for a student until the negative service indicator has been released. Harold Washington College cannot retroactively process financial aid for a student in a semester in which an unsatisfactory progress negative service indicator remained in place, on that student’s record, throughout the semester.



## Student Rights and Responsibilities

### College Obligations to the Student

Harold Washington College is obliged to guarantee students:

- the right to organize;
- privacy of student records;
- the right to access and challenge educational records;
- the right to a hearing if accused of violating the standards of conduct; and

### Student Obligations to Harold Washington College (HWC)

Students are obliged to:

- familiarize themselves with and follow HWC policies and procedures and requirements to register and complete courses and programs;
- maintain standards of conduct;
- comply with CCC health examination requirements as listed in the *CCC Student Policy Manual*;
- adhere to academic integrity policy;
- meet financial obligations to the College; and
- adhere to conditions of admission or readmission.

Faculty are in charge of the classroom at all times. In their syllabi, faculty members establish policies and standards of behavior that they feel best support instruction given the facilities, the discipline being taught, and their own teaching style. Students are expected to comply with these written classroom policies.

For more details regarding student rights and responsibilities, see the *CCC Student Policy Manual*, available at [http://www.ccc.edu/ss/Student\\_Policy\\_Manual.shtml](http://www.ccc.edu/ss/Student_Policy_Manual.shtml)

## Security Policies

Harold Washington College (HWC) students, faculty, and employees access the College campus through the front doors of the building on Lake Street. Disabled persons access the building through two disabled-accessible doors, also on Lake Street. Security Officers are assigned at the Information/Security Desk, which is located in the lobby, east of the College's entrances, to ensure that no unauthorized person enters the campus and that no unauthorized equipment leaves the campus.

### Identification Cards

All students, faculty, and employees are required to obtain a current college identification card and have this card in their possession while on HWC's premises. As a security precaution, security staff may ask anyone on HWC's premises to show his/her identification card. Anyone who does not have a security card but believes s/he has a legitimate reason for being on HWC's premises will be asked by security to explain these reasons. If security determines that any such explanations are insufficient, security may ask the person to leave the premises.

The Security Department is responsible for issuing the Harold Washington College Identification Cards. Identification cards must be updated by the Security Department during early, open, and late registration of each semester and during the semester on Monday and Thursday from 9:00 A.M. to 6:00 P.M.

All persons removing equipment, bulk material, or items from HWC's premises that are not their personal property, must have a City Colleges of Chicago Property Pass. The College President, Vice President, or the Business Manager issues the Property Pass.

The *Security Policies Manual* is available upon request from the Security Office.

## Reporting of Crimes and Other Emergencies

Harold Washington College (HWC) students, faculty, and employees are required to report all violations of the law, including non-criminal incidents (such as disruptive disagreements between two people, loud or boisterous persons, or unauthorized persons on campus) to the Security Department. Security Officers, many of whom are also off-duty Police Officers, have the authority to make arrests when they have evidence that a crime has been committed. They are on call 24 hours a day, seven days a week. The Security Department Office is located on the second floor, room 206. Security Department staff members are stationed at the College's Information/Security Desk in the main lobby and assigned specific areas to patrol on a 24-hour basis. The telephone numbers for the Security Department are (312) 553-5643, 5644, and 5698.

Report incidents in person to a Security Officer or contact the front desk at (312) 553-5643 or 5644. Report emergencies or criminal activity by using the red phones on each floor at stairwell A, the northwest corner of the building.

## Alcohol and Illegal Drugs

City Colleges of Chicago and Harold Washington College policy prohibits the unlawful use or possession of illicit alcohol or illicit drugs on college property. Violation of this policy will subject students to disciplinary action up to and including expulsion from the College and arrest by the Chicago Police Department. Harold Washington College maintains a proactive stand against alcohol and drug abuse by providing educational materials, referrals, and programs designed to increase awareness of how alcohol and other drugs affect us.

Beyond those listed in this catalog, Harold Washington College publishes other statements of rules and regulations and of changes in policy. Every student is responsible for keeping informed of such statements.

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of Harold Washington College to make available its campus crime statistics to all current and prospective students. Campus crime statistics are available upon request from the Security Department and are available at <http://hwwashington.ccc.edu/crimestats.asp?section=sec&navpage=cstats>.

## Student Support Services

### Academic Advising

#### Faculty Advisors

Harold Washington College (HWC) faculty members work with students to provide academic advisement. Faculty Advisors assist students in registering for classes, selecting courses to fulfill degree requirements, creating an educational plan, and utilizing job placement resources. Students new to the College should choose a faculty member within their major or program concentration who will advise them during their stay at HWC.

#### College Advisors

Professionally trained College Advisors are available to assist students in determining their educational goals, exploring career choices, and selecting a university or college for the bachelor's degree. College Advisors can also talk with students about problems that may interfere with academic progress. Individual sessions allow students confidentially to discuss academic and educational issues. Group workshops are conducted for students who are at a certain point in their degree pursuit (i.e. new students, students admitted from a particular high school, academically at-risk students, or students who are near program completion). College Advisors may refer students to community agencies as appropriate. College Advisors can help with registration, withdrawals, reinstatements, readmissions, and scholarships, and other areas where students may need assistance.

College Advisors conduct orientation sessions for new HWC students and advise students who plan to withdraw from individual classes or the College. Additionally, in collaboration with faculty, the Transfer Center, and the Tutoring Center, the College Advisors offer a variety of workshops to assist students in being successful in meeting their academic and career goals. Although College Advisors encourage students to make advance appointments, they will accept walk-ins whenever possible. For more information, call the Office of Advising at (312) 553-5879.

## Health Services

Pursuant to Title IV of the Higher Education Act, HWC maintains a drug abuse prevention program that provides referrals for students, faculty, and staff to selected community agencies. Contact the College Advisors at (312) 553-5879 for more information.

## Disabilities Access Center (DAC)

### Services for Students With Disabilities

The Disabilities Access Center (DAC) provides registration assistance and testing accommodations for placement testing for students with disabilities. Also provided are sign language interpreters, readers, scribes, note takers, adaptive equipment, and computer technology, as well as referrals to agencies that supply tape-recorded textbooks, personal care assistants, special transportation services, and other products and services.

Students requesting accommodations need to set up an appointment with the Director of the Disabilities Access Center at least six weeks before classes begin in order to ensure that services can be arranged by the beginning of the semester. The student needs to bring in documentation of her/his disability for the meeting with the Director of DAC.

Students who have disabilities and may need assistance exiting the building in the event of an evacuation need to bring a copy of their class schedule to DAC at the beginning of each semester. Locations of students with disabilities are kept in the Security Office so that the Fire Department and Security staff can locate and assist students during an evacuation.

## Disabilities Access Center: Building Evacuation Procedures

The Chicago Fire Department has informed HWC of procedures that students with disabilities need to follow if there is an emergency evacuation of the building. *If you think you may need assistance exiting the building during an emergency evacuation, we recommend you do the following:*

1. Give a copy of your class schedule to the Disability Access Center (DAC) in room 107 every semester of session. The DAC will add your name, type of disability, and location of your classes to the Fire Evacuation List, which is kept in the Security Office.
2. At the beginning of each semester, inform your teachers about the assistance you will need if there is an evacuation. We recommend that you recruit one or two classmates from each of your classes to assist you if you need assistance because of your disability.
3. If possible, exit using the stairways. You may wait until the foot traffic in the stairway slows down so you can descent the stairs slowly.
4. If you cannot exit using the stairway, please wait near the freight elevator for Security staff or Fire Department personnel to assist you. The freight elevator is located in the northwest corner of each floor, near both the women's restroom and around the corner from the emergency red phone. The Security and Fire Department personnel will determine the safest way to evacuate you from the building. Please plan ahead to find the location of the freight elevator in advance.
5. If you are in danger because of the presence of fire or smoke, move into a stairwell once it is free of foot traffic, but only if you can do so safely. Let the door close behind you and wait there for Fire Department personnel.
6. After exiting the building, inform Security staff that you are safely outside.
7. Once outside, immediately cross the street. Do not wait near the building. Do not reenter the building unless instructed to do so by Security staff.

If you have any questions, or would like information about support services and accommodations for students with disabilities, please contact the Disabilities Access Center at (312) 553-6096 (voice/TTY).

## Student Resource Center

The Student Resource Center, located in room 713, is dedicated to addressing the distinctive academic, personal, and professional support needs of HWC students, faculty, staff, and administrators. Officially opened in August of 2005 through the progressive, multi-disciplinary efforts of faculty within the Women's Studies Committee and the Department of Applied Sciences, the Student Resource Center is committed to supporting and empowering all members of the college community, with students being its primary focus.

Community wellness is central to Harold Washington College's mission; as such, the Student Resource Center is committed to supporting and empowering all members of the college community, with students being its primary focus. To accomplish this mission, the Student Resource Center will:

- Offer confidential individual and group consultations,
- Facilitate community forums and workshops,
- Provides access to needed referrals and resources, and
- Establish and maintain networks with community organizations.

Interns trained in clinical psychology or social work offer individual and group consultations and are available for general information and referrals to external agencies. Under the general oversight of its Advisory Board, the interns are supervised by licensed clinical psychologists and licensed social workers within the Harold Washington College community. **All services are free of charge.**

The Student Resource Center is open to all students, faculty, administrators, and staff regardless of race, sex, gender, age, disability, class, sexual orientation, or religion. For general information or to schedule an appointment for a consultation during the academic year (September – April), individuals may call 312-553-6072 and leave a confidential message. Generally, one of the interns or the intern supervisor will return the call to set up an appointment. Walk-ins are also welcome. Additional information about the Student Resource Center is available at <http://hwc.ccc.edu/studentresource.htm>

## International Student Services

For more than 200 international students with student visas (F-1) enrolled at HWC each year, the International Student Office provides general support services, academic counseling, and assistance with the Bureau of Citizenship and Immigration Services, formerly known as Immigration and Naturalization Services (INS). For more information, contact the International Student Office at (312) 553-5878.

## Open Computer Training Lab

The Open Computer Lab is located in room 404. The Open Computer Lab houses 150 computers that are available for student use. Each computer is connected to the Internet and is fully equipped with the latest software, including the Microsoft Office Suite.

In addition to PC computers, the Open Computer Training Lab also offers the following equipment: Apple computers, scanners, and Pay-for-Print printers. Students can purchase a print card in the Computer Training Lab to pay for black and white or color copies.

Throughout the semester, the Open Computer Training Lab offers workshops to assist student in using the most common software applications to complete class assignments and access student information about the Harold Washington College online community. The Open Computer Training Lab offers “How To” guides and online resources to assist students.

Computer lab assistants are available during lab hours to assist students. The Open Computer Training Lab is open Monday – Thursday 8:00 a.m. – 9:00 p.m., Fridays 10:00 a.m. – 7:00 p.m., and Saturdays 10:00 a.m. – 3:00 p.m. during the fall and spring semesters. During the summer semester, the Open Computer Lab is open Monday – Thursday 8:30 a.m. – 7:30 p.m., Fridays 10:00 a.m. – 5:00 p.m., and closed Saturdays and closed holidays and scheduled breaks.

For additional information, please call 312-553-3208 or go to <http://hwc.ccc.edu/oit>



## Student E-Mail

Registered students are provided a free student e-mail account. The City Colleges of Chicago uses the student e-mail system to communicate college related news and events to students. To access your student e-mail account, go to <http://student.ccc.edu>.

## Wireless Network (Wi-Fi)

Free Wireless Internet (Wi-Fi) is available at Harold Washington College. Students can use their laptop computers for Internet connections throughout the College.

## Computer Use Policy

Harold Washington College's computer and technology resources are provided for educational and administrative purposes and are to be used in a manner that is consistent with those purposes. It is important for all students to conduct themselves in a responsible, ethical, and legal manner when utilizing these resources. The CCC Board of Trustees adopted on August 3, 2006, a **Responsible Computer Use Policy**, which is available on line at [http://ccc.edu/aboutccc/computer\\_policy.shtml](http://ccc.edu/aboutccc/computer_policy.shtml). Students are encouraged to read carefully the entire Responsible Computer Use Policy, but especially, Section V, "Prohibited Conduct," which defines misuse of computer and technology resources.



*Eprhim Rabin & blackboard tech lab*

## Library/Multimedia Center

The Library/Multimedia Center, located on the fifth floor of the college, is composed of three major areas: Circulation, Reference, and Audio-Visual. The Circulation area provides a variety of services to the Harold Washington College community, including checking out books, access to current print journals and newspapers, and access to course reserve items. Copy machines are also available for students' use in Circulation.

Librarians staff the Reference area. They are available to assist students with their research needs during all library hours. There are three reference desk stations where students can seek assistance. The computer print management system is also located in the Reference area.

The Audio-Visual area has many services available to faculty and students. There are facilities for listening to and viewing a variety of media formats. Videos for most Center for Distance Learning courses are available for student viewing. Within the Audio-Visual area are additional computer stations equipped with special multimedia software to meet curriculum needs. The Audio-Visual area also includes Disability Access Center equipment for students requiring additional assistance.

The Library houses 54 computers providing access to the Internet, Blackboard, on-line registration, the library's online catalog, a rapidly expanding number of electronic resources, and word processing capabilities. The library's book collection includes more than 72,000 volumes of circulating and reference items.

In addition to quiet study space, the Library provides two group study rooms for student use. Rules and regulations for use of these rooms are available at the main Reference Desk.

Students must have a current Harold Washington College identification card to use library facilities and services. The ID card functions as a library card and as a print / copy card. The ID card is essential to access all services that the library offers.

## Library/Multimedia Center *(continued)*

Librarians are available for classroom instruction sessions and for one-on-one instruction during open library hours. The library is open, during the fall and spring semesters, Monday through Thursday from 8:00 a.m. to 9:00 p.m., Friday from 8:00 a.m. to 6:00 p.m., Saturday from 8:30 a.m. to 1:30 p.m., and is closed on Sundays. Summer hours are Monday, Wednesday, and Thursday from 8:00 a.m. to 8:00 p.m., and Tuesday, 8:00 a.m. to 4:00 p.m. The library is closed on weekends during the summer term.

Students may access the library's online resources from home via the library's homepage at <http://hwclibrary.info>. The library maintains subscriptions to a large number of electronic databases, providing access to a vast amount of content in the form of periodical articles, reference information and E-book collections. See a librarian for more information about using this service.



*Sherry Ledbetter, Head Librarian, reviews library inventory.*

## Transfer Services

Transfer Services provide students with assistance as they prepare to transfer to a four-year college or university. Physical resources available to students include a comprehensive library of catalogs, scholarship listings, and application materials. In addition, computerized databases simplify scholarship searches and offer college exploration programs. Staff members assist students with the complex details of the transfer process and arrange for workshops, one-on-one advising sessions, and campus tours. Admissions representatives from various colleges and universities come to Harold Washington College (HWC) to assist students in planning for transfer. The Transfer Center is open to the public. For more information go to room 106E or call (312) 553-3007.

## Career Planning and Placement Services (CPPS)

CPPS offers an array of services and resources for people seeking jobs. Services designed to prepare students for an effective job search include videotaped mock interviews and resume writing tips. Templates for resumes and cover letters simplify the writing of these documents, and fax machines are available to send them to potential employers. In addition, full-time and part-time employment opportunities are posted regularly. Most popular among job seekers is the Internet Job Match. CPPS also coordinates an annual Job Fair, bringing together employers and prospective employees in an informative, professional setting.

Students who are undecided about their career choices benefit from state-of-the-art computer software programs that help them identify suitable careers. Students also receive career advisement and assistance in developing an individual career/educational plan. The services are open to the public.

For more information, contact the Career Planning and Placement in room 203B or call (312) 553-3000.

## Tutoring Services

The Learning Center, free to all Harold Washington College (HWC) students, offers tutoring in several subject areas. Students who are attending classes and completing their assignments can gain a deeper comprehension of the subject by participating in group and individual tutoring sessions. Staffed by both students and faculty, the Center provides guidance in General Education courses in addition to many advanced courses. Ongoing sessions are offered in General Education courses. Students can make appointments or take advantage of the drop-in service. Study groups can also be arranged. For more information, contact the Learning Center in room 409 or call (312) 553-5699.

## Evening and Weekend Student Services

To meet the needs of working students, the following offices at Harold Washington College have evening and/or weekend hours:

- Academic Support Center (tutoring services)
- Admissions Office
- Advising Office
- Business Office
- Financial Aid Office
- Library/Media Center
- Office of the Registrar
- Open Computer Lab (room 404)
- Testing Center

An administrator is on duty during the hours the College is open to answer questions and to respond to emergency situations.



*Tutoring in all disciplines is available to day and evening students.*

## Student Clubs and Organizations

Harold Washington College (HWC) students can choose from a large selection of clubs and organizations or form their own. Club membership and participation enhance the academic experience by providing opportunities for students to grow socially, network professionally, and share in the overall college experience.

Students interested in joining any of HWC's student clubs and organizations should request a Club Interest Form from the Office of Student Services. Students interested in forming a new club may apply for club recognition from the same office and must have at least one sponsor who is a full-time credit faculty member. The faculty sponsor assists in coordinating activities and programs, oversees finances, and chaperones all social events and meetings. For more information about clubs and activities, contact the Student Activities Coordinator at (312) 553-5679 or 553-5681.

Because of the changing needs and interests of the student body, student clubs vary from year to year. The list below reflects clubs that were active during the 2007-2008 academic year.

### Black Student Union (BSU)

The objective of the Black Student Union is to promote and emphasize academic excellence by encouraging African-American students to maintain a good academic record. The BSU works to promote unity throughout the campus and the community and serves as a forum for discussion of the needs and problems affecting African-Americans in our college, community, and the world at large.

### Conqueror's Club

The Conqueror's Club is open to HWC students who have disabilities. The main focus of the club is to facilitate disability awareness, among faculty, staff, and students, and actively to address issues of accessibility that affect students with disabilities at the college.

## Creative Writing Club (CWC)

The Creative Writing Club provides students with an open forum for artistic expression through creative writing. Club members are dedicated to promoting a culture of writing at Harold Washington College. CWC members study all aspects of publishing and produce their own magazine, *Eight*, which features the work of students. The CWC encourages beginners and professionals to attend its meetings.

## Criminal Justice Club

The Criminal Justice Club arranges for representatives from the criminal justice profession to speak at the College. Professionals from the FBI, the Department of Corrections, and related agencies discuss their careers and industry issues. Students have the opportunity to socialize, network, and broaden their understanding of this very exciting field.

## Equilibrium

The Equilibrium is a club for students, faculty, and staff interested and committed to learning and teaching others how to achieve balance in mental, physical, and emotional well being. The club invites participants to attend free classes and workshops that will advance the participants' physical, emotional, and mental health.



### Friendship Union Club

The Friendship Union Club supports the philosophy that social and cultural awareness form a central part of education. International and American-born students work together to plan group activities and excursions. The field trips and activities are organized to ease the international student's transition to a new country and to heighten the native student's awareness of other cultures.



### More Teachers for Chicago— Tomorrow's Teachers

The mission of the More Teachers for Chicago—Tomorrow's Teachers Club is to identify and support students who have an interest in teaching. Club members will be able to observe interactions between students and teachers at child care centers and at colleges and universities. The Club helps future teachers graduate from HWC and successfully transfer to teacher preparation programs at four-year colleges and universities by offering preparation workshops and skill development in teaching and learning.





### Organization of Latin American Students (OLAS)

The mission of OLAS is to celebrate the diversity of Latin American culture. The Club coordinates activities for Hispanic Heritage Month, El Dia de Los Muertos Celebration, the Latin American Café, and various events that promote Latin America. Club members are invited to participate in cultural and educational activities, on and off campus, which celebrate the diversity of Latin America.



### Phi Beta Lambda (PBL)

Phi Beta Lambda is a professional business organization. The purpose of the PBL Club is to provide students with leadership opportunities and career development programs that will prepare them for work in the business field. Club members will be provided with opportunities to participate in academic and career competitions, community service, and career fairs. PBL also promotes a sense of civic and personal responsibility.



### Phi Rho Pi, National Speech and Forensics Society

Phi Rho Pi is a national honor society for speech competitors enrolled in two-year colleges. The Forensics Team prides itself in fostering the development of novice and experienced speakers. Team members compete in forensics tournaments in the greater Chicago area as well as within the state of Illinois. Annually, members have the opportunity to advance to the state and national tournaments.



## Phi Theta Kappa (PTK)

The purpose of PTK is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides opportunities for the development of leadership and service, for an intellectual climate for the exchange of ideas, for the lively fellowship for scholars, and for promoting continuing academic excellence. PTK also provides opportunities for individual growth and development through student participation in honors, leadership, service, and fellowship.



## Student Government Association (SGA)

Advocating student rights and services, SGA represents the student body and presents their concerns to the college administration. All HWC students participate in elections to determine who their SGA representatives will be each year.



## Pride Alliance

Pride Alliance Club members strive to provide an inclusive, welcoming, affirming, and safe environment for all students and faculty by collaborating with college departments, organizations. Members also organize services, activities, and social programs with a focus on LGBTQ culture and social thought. Pride Alliance advocates LGBTQ students' concerns to the college administration, alumni, and local government.



## Other Student Activities

Participation in the following student activities requires enrollment in specific academic courses.

### Design Workshop

Bringing together the diverse talents and “visual sensibilities” of HWC art students, the annual Commercial Design Workshop is a place for volunteer artists to collaborate on a design for the holiday card sent by the Office of the President. This is an innovative approach to teaching the technical and creative aspects of art. On their own time, the students work together, articulate a concept, and determine the best visual medium and solution for communicating that concept to the viewer. The students then present the final designs to “the client”—the President—who determines which one or two will become the official HWC Holiday Card.

### The Garland Court Review

The Garland Court Review is a collection of student poems, short stories, songs and essays as well as drawings, photographs, paintings, and other graphic art. HWC’s literary journal is produced by an editorial board of students who select, edit, and print work submitted by HWC students. All students are encouraged to submit work.

### The Herald

HWC’s student newspaper is published several times each year. Articles and submissions are welcome from all students, but students must be enrolled in *English 150: College Newspaper* to participate on the newspaper staff.

### The Loop Players

Since 1963, Harold Washington College’s (HWC) resident theater company, The Loop Players, has been an integral part of the College’s cultural life. The theater division has presented over 100 main stage productions and countless workshops and recitals for Chicago’s theater-going audience. The program has generated a deep respect and appreciation among its patrons for live theater. To participate, students must be enrolled in one or more theater classes. For more information, contact the English, Speech, and Theatre Department at (312) 553-5988.

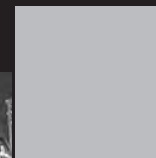


# College Information

College Information

## Section Summary

History of the City Colleges of Chicago  
City Colleges of Chicago Map  
History of Harold Washington College  
Community College District No. 508,  
County of Cook, State of Illinois  
Administration, Faculty, and Staff



## History of the City Colleges of Chicago

Community college education has existed in Chicago since 1911, when Crane Technical High School opened its doors to 28 adults seeking higher education.

This led to the establishment of Crane Junior College (now Malcolm X College). From this modest beginning, the City Colleges of Chicago (CCC) has grown to a system of seven individually accredited colleges, three learning centers, and three technical institutes.

Clarence Darrow, the renowned Chicago lawyer, argued in the defense of the City Colleges when, during the Depression, its existence was threatened by a financially strapped Board of Education. Darrow stated that higher education in the form of the then “junior college, had to endure” because the City Colleges were “for the people.”

As a result of state legislative action in the late 1960's, the City Colleges' status as a junior college changed to that of a comprehensive community college.

The City Colleges of Chicago, Community College District 508, today reaches more than 200,000 people annually, through the 13 facilities of the City College system, programs conducted in local community centers, public and parochial high schools, social service centers, and branches of the Chicago Public Library. Students can also take internet-based courses via television through CCC's Public Broadcast Station, WYCC-TV Channel 20, and the Center for Distance Learning.

The district offers a variety of Associate Degree Programs that prepare students for transfer with junior level standing to universities. A comprehensive offering of certificate programs also prepares students for immediate entry in their chosen careers.

City Colleges provides specialized training for many workforce development programs, and tuition-free Adult Education courses including English as a Second Language (ESL), Adult Basic Education (ABE), and General Education Equivalency (GED), as well as Continuing Education (CE) programs that add value to the quality of life.

City Colleges continues to serve its community, offering highly qualified faculty, a sustained commitment to affordable tuition and excellence in higher education for all citizens of Chicago.

Visit the City Colleges of Chicago at <http://www.ccc.edu>



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

Arturo Velasquez  
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

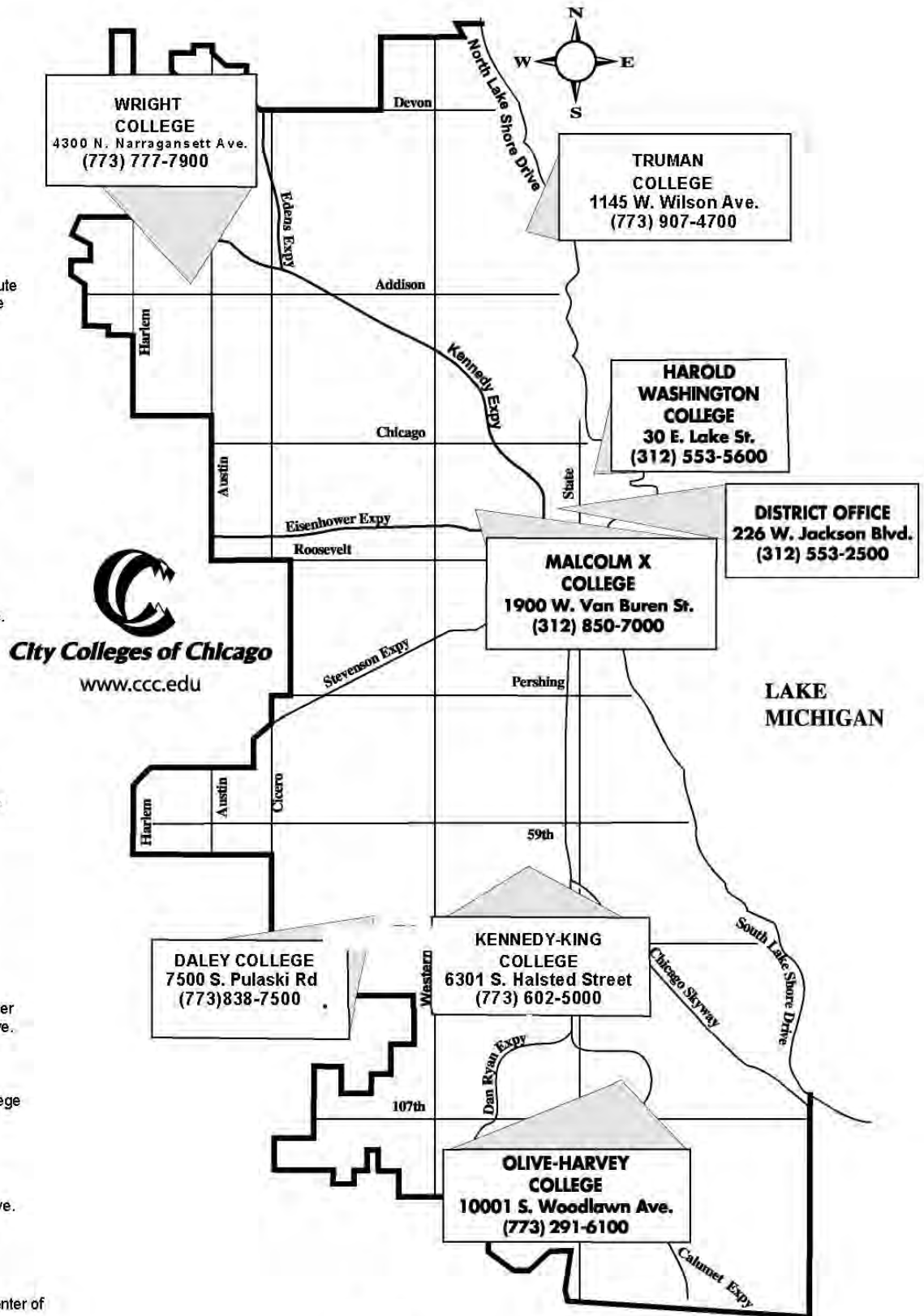
Lakeview Learning  
Center of  
Truman College  
3310 N. Clark St.  
(773) 907-4400

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



## History of Harold Washington College

Since 1962, Harold Washington College (HWC) has symbolized educational integrity to a student population rich in cultural and ethnic diversity. Our students arrive from various backgrounds and with diverse purposes and academic interests.

When the first students of what was then Loop College arrived for opening day of the Fall 1962 semester, classes were located at 64 East Lake Street. Totalling only 250, the students anxiously waited for the elevator operators to whisk them to the eleventh floor of the former University of Chicago/DePaul Center. For more than ten years, Loop College existed in the six floors above two other colleges with just enough funding to pay the rent.

In January of 1983, the College obtained its own building back at the State and Lake site. Constructed with only local funds, the College at 30 East Lake was built as inexpensively as possible with almost no student amenities.

Although the 1983 building was designed as City College of Chicago's Central Office, Chicago City-Wide College, and Loop College, it was all that the faculty needed to teach and it was all that the students needed to learn. Adults working in the Loop and students graduating from high schools throughout the Chicagoland area continued to enroll in an array of transfer, occupational, and career-oriented programs. Once enrolled, the students stayed, completed, and succeeded. Harold Washington College, renamed in 1987 to honor one Chicago's greatest public servants, looks back on 38 years of service to individuals, business and industry, and the community.

On April 19, 1988, the College was officially dedicated to honor the memory of Mayor Harold Washington. The first African-American Mayor of Chicago and a City Colleges of Chicago alumnus, Harold Washington spoke about the importance of community during his commencement address at Loop College on May 10, 1984: "It is from the diversity of city life and the variety of cultures and backgrounds it offers, that we find the common threads that bring us together to form a college community."

Today, enrollment stands at approximately 7,000 credit students and 6,000 non-credit students. Students from nearly 50 countries throughout the world and from every sector of the Chicago Metropolitan Area combine to make Harold Washington College truly a world-class institution.

## History of Harold Washington College *(continued)*

Harold Washington College provides a comprehensive program on general education in the liberal arts, sciences, vocational education, and courses in English as a Second Language. The campus boasts well-equipped laboratories, with amenities such as chemistry's spectrophotometer, computer information systems' microcomputers, computer-assisted design for architecture and engineering students, and extensive foreign language cassettes. In addition, the library contains a computer training lab, audio taping facilities, student carrels with television receivers, video and audio tape recorders, phonographs, and slide viewers. Every department demonstrates commitment to educational excellence through these modern, state-of-the-art facilities.

Through a rapidly expanding variety of programs, Harold Washington College prepares students for advancement in the workplace, immediate transfer to baccalaureate-granting institutions, and further pursuit of their personal and professional goals. In spite of increasing class sizes, nationally recognized professors continue to offer individualized instruction in and out of the classroom. College advisors, tutors and special needs support staff assist academically underprivileged students to prepare them for college-credit programs. Traditional classes incorporate the latest computer technology facilitated by professors abreast of current pedagogical philosophies.

In addition to serving individuals, the college has a long history of serving the community. Through its Public Agency Special Programs (PASP) unit, the College offers training to employees of many government agencies and local businesses.

The faculty, staff, and administration of Harold Washington College have generated impressive results. When high hopes confronted the harsh realities of budget cuts and shrinking grant dollars, the College and its faculty responded with progressive, innovative programs, and the federal government responded with a first time ever \$2.7 million grant from the National Science Foundation.

Harold Washington College's administration, faculty, and staff take pride in the quality of our programs, the excellence of our teaching, and in the variety of services we offer our students.





## Community College District No. 508

Cook County, State of Illinois

### BOARD OF TRUSTEES

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**Gloria Castillo**  
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**Student Member**  
*From one campus of  
City Colleges of Chicago  
each year*

### OFFICERS OF THE DISTRICT

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**Xiomara Cortes-Metcalf**  
*Vice Chancellor of Human Resources & Staff  
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*Vice Chancellor Information Technology*

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**Clyde El-Amin**  
*President, Kennedy-King College*

**Zerrie D. Campbell**  
*President, Malcolm X College*

**Valerie Roberson, Ph.D.**  
*President, Olive-Harvey College*

**Lynn Walker**  
*Interim President, Harry S Truman College*

**John R. Wozniak**  
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**Charles Guengerich, Ph. D.**  
*President, Wilbur Wright College*

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**WOZNIAK, JOHN R.**  
*President*  
B.A. Loyola University  
Ed.M. University of Illinois, Chicago



**BLAIR, WENDELL**  
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M.S. Northwestern University



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Ph.D. Arizona State University



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M.S. University of St. Francis



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M.A. Roosevelt University



**BROWN, ROBERT**  
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M.A. Spertus College



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M.S.W. Aurora University



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B.S. Howard University  
M.A. University of Chicago



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Ed.D. Northern Illinois University



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B.A. Governors State University



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A.A. Harold Washington College



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**DÍAZ, MARIO**  
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## ADMINISTRATION



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M.A. Duke University



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M.A. Ahemadu Bello University, Nigeria  
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## FACULTY



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 Ph.D. University of Chicago



**COX, MYRA (1999)**  
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 M.A. Northeastern Illinois University  
 M.S. Nova Southeastern University



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 B.S. University of Karachi, Pakistan  
 M.S. University of Karachi, Pakistan  
 A.S.C.P. Registered Microbiologist  
 Ed.S. Northern Illinois University

## FACULTY



**DIVITA, ROSE (2002)**  
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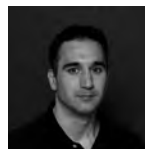
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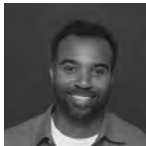
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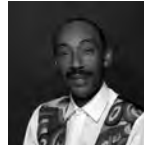


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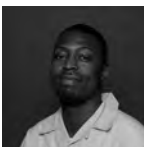
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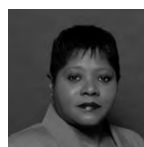
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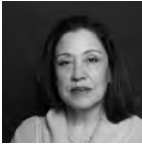


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B.S. Kiev University of Economics



**STEWART, FRANCINE**  
*Center for Distance Learning*  
A.A.S. Harold Washington College



**RICHARDSON, DONNA D.**  
*Office of the Registrar*



**TAYLOR, JUANITA**  
*Office of Admissions*

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not  
available

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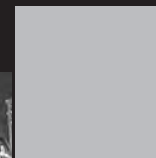


# Non-Traditional Program Information

Non-Traditional  
Program Information

## Section Summary

Workforce Development  
and Other Innovative Programs  
Customized Training for Business and Industry  
Center for Distance Learning  
Certified Nursing Assistant  
Continuing Education  
Public Agency and Special Programs



## Workforce Development & Other Innovative Programs

Harold Washington College serves over 17,000 students at a variety of locations, in addition to the 30 East Lake Street campus. Students learn outside of the traditional classroom through innovative delivery systems such as distance learning technologies and worksite training. Programs include:

- Customized Training for Business & Industry Services Program
- Center for Distance Learning (CDL)
- Certified Nursing Assistant (CNA)
- Continuing Education
- Early School Leaver Program
- Public Agency and Special Programs

### Customized Training for Business and Industry

For more than a quarter of a century, Harold Washington College (HWC) has been providing quality, affordable training programs tailored specifically to the needs of Chicago companies and organizations.

***Our customized training includes, but is not limited to the following subjects:***

Conversational Spanish

Diversity Awareness

Business English

Persuasive Writing

Business and Report Writing

Professional Bank Teller Training

English as a Second Language (ESL)

Time and Meeting Management

External & Internal Customer Service

Microsoft Access, Excel, PowerPoint,  
Publisher, and Word

***Our satisfied clients include:***

Blue Cross Blue Shield

Exelon / Commonwealth Edison

Chicago Public Library

Marquette Bank

Chicago Department of Planning  
& Development

National Restaurant Association Education  
Foundation

Club Quarters

YMCA of the USA

Evans, Lowenstein, Shimanowski  
& Moscardini

University of Chicago Hospital Academy

Uhlich Children's Advantage Network

## Center for Distance Learning (CDL)

Students who need more options than a traditional classroom setting may enroll in courses offered by the Center for Distance Learning (CDL). CDL offers a wide variety of college credit courses, including courses in business, computer science, economics, English, foreign languages, geography, geology, history, humanities, philosophy, political science, psychology, science and sociology. Distance learning courses have the same prerequisites, academic requirements, credits, and transferability as courses taught in the traditional classroom format.

In the distance-learning model, students learn through instructor-facilitated courses delivered by various media such as the Internet and television. Students log-on to the course web site, view weekly television/video programs, read required materials, submit homework assignments, and take exams. Instructors and students communicate via e-mail and telephone. Some courses have live, on-site conferences at designated times throughout the semester. CDL offers two types of delivery modes: Teleweb and Web.

### **TELEWEB (TW)**

Teleweb courses combine TV/video programs with course materials and interaction on the Internet. Students log-on to the course's website to gain access to the course material, submit homework assignments, communicate with their instructor, and take exams. Students access the video component of the course by watching the programs on WYCC-TV/ Channel 20 or by renting the videocassettes.

### **WEB (WW)**

Web courses take place primarily on the Internet. Students log-on to the course website to gain access to the course material, submit homework assignments, communicate with their instructor, and take exams. Courses may require students to take exams in a proctored setting.



## Center for Distance Learning (CDL) *(continued)*

For more information about distance learning courses and the CDL visit our website <http://cdl.ccc.edu>, use our email [cdl@ccc.edu](mailto:cdl@ccc.edu), or telephone (312) 553-5975.

Students can register for any CDL course at any of the City Colleges of Chicago. Tuition is paid to, and grades and transcripts are issued by, the campus where registration took place. Upon registration, students are directed to the CDL website at <http://cdl.ccc.edu> for further instructions.

## Certified Nursing Assistance (CNA)

Certified Nursing Assistance (CNA) program consists of a twelve-week course of study. The theoretical and clinical content is approved by the Illinois Department of Public Health. Upon successful completion of the CNA course of study, students are eligible to sit for the Illinois Nurse Aid Competency Exam. Admission to many college or university nursing programs now requires individuals to pass both a CNA curriculum *and* the State of Illinois CNA Competency Exam. Many nursing programs also require CNA program completion and certification as a prerequisite to entrance into a Registered Nurse (RN) program.



*CNA students graduate at Casa Central*

## Continuing Education

The Continuing Education program is designed for students with broadly varying educational backgrounds and academic goals. Offering classes in the evenings, on weekends, and in intensive workshop formats, Continuing Education attracts part-time students who seek certification in a particular area, as well as students who take classes for personal enrichment or recreational purposes.

Continuing education classes are approved by the Illinois Community College Board and carry Adult Education Units (AEU) of credit, which are applicable to a certificate, but not to an Associate Degree. Harold Washington College (HWC) offers approved courses in business, general studies, adult basic education, and technical, occupational, health, and remedial program areas. A sampling of recent courses ranges across such areas as business, computer training, financial planning, fine arts, foreign languages, investments, management, medical training, music, phonics, photography, real estate, and sign language.

In addition, Continuing Education offers a series of certificate and training programs. They include the following:

Business Success Training	Medical Billing and Coding Training
Computer Training	Mortgage Loan Originator Training
Computerized Accounting	Office Management Training
CPR (cardiopulmonary resuscitation) and First Aid Certification Training	Our Money Matters: Financial Literacy Training
EKG (electrocardiogram) Technician	Paralegal Training
Grant Writing	Pharmacy Technician
How to Start a Small Business	Real Estate Broker Training
IAODAPCA Addiction Counselor Review Training	Real Estate Salesperson Training

The Department of Continuing Education also works as a service provider at off-campus locations. A major facility is Gallery 37 Center for the Arts, located at 66 East Randolph, where HWC offers classes and workshops in fine arts, dance, photography, computer graphics, and other software-based classes.

## Gallery 37 Center for the Arts

Gallery 37 Center for the Arts is a stunning showplace and lively teaching facility. This year-round facility features a wide range of studio, performance, instructional, and showcase spaces, allowing Gallery 37 Center for the Arts and Harold Washington College to broaden their celebration of Chicago's artistic spirit. For more information, call (312) 553-5940.

## Early School Leaver Program

HWC's Early School Leaver Program provides career planning services and work based learning opportunities for 16 to 21 year old G.E.D. and alternative high school students. Students complete a job interest and skills self-assessment, prepare a career plan and professional résumé, and receive professional-skills training and job placement assistance. Candidates for this program must be 16 to 21 years old, score 9.0 or greater on the COMPASS test, or on an equivalent reading test, and be enrolled in a G.E.D. program or an alternative high school. Applications are available in the Office of Admissions and the Office of Advising (room 101) or on HWC's home web page: <http://hwashton.ccc.edu>.



## Public Agency and Special Programs

Harold Washington College (HWC) offers learning opportunities both on campus and off campus. Through a variety of partnerships, HWC instructors provide training at the worksite for a number of public and community organizations. Employees throughout the public sector, including federal, state, and local government, benefit from on-site instruction developed by HWC and the partnering agency.

HWC customizes each program to meet the educational and professional needs of the partnering agency and its employees. Options and educational formats include specialized classes as well as certificate and degree programs, workshops, and in-service training. Outcomes include improved job performance, new or enhanced skills, and certification or preparation for the required licensing exam in a particular industry. HWC staff members coordinate evaluation and focus groups to help the agency identify its goals and the best way to reach them.

HWC's worksite training programs serve the following organizations and public agencies:

Chicago Area Project	City of Chicago Department of Public Health
Chicago Board of Education	City of Chicago Fire Academy
Chicago Building Department	City of Chicago Police Training Academy
Chicago Park District	Cook County Bureau of Human Resources
Chicago Public Library	Cook County Juvenile Detention Center
Chicago Transit Authority	Cook County Office of Automation
Chinese Community Center	Greater Chicago Food Depository
City of Chicago Department of Consumer Services	Korean-American Restaurant Association of the Midwest
City of Chicago Department of Human Services	St. Augustine College
City of Chicago Department of Personnel	

For more information, contact Public Agency and Special Programs at (312) 553-5960.

## Food Service Sanitation Program

The Food Service Sanitation Program is a partnership between Harold Washington College (HWC) and the Chicago Department of Public Health. The program offers training in food service sanitation in four languages: English, Spanish, Chinese, and Korean.

The Food Service Sanitation Program prepares personnel from food establishments for certification and re-certification by the City of Chicago and the State of Illinois. This program also trains and certifies food vendors participating in outdoor summer festivals.

Food Service Sanitation 222, is described in the Course Description section of this catalog.

For more information, contact the Food Service Sanitation Program at (312) 553-5800 or go to <http://hwwashington.ccc.edu>. Scroll down to the bottom of the screen, and click on “PROGRAMS.” Then look at the left hand column and click on “Foodsvc.Sanitation.” You can also use the following URL for a direct link to the Food Service Sanitation Program: <http://hwwashington.ccc.edu/fssanitation.asp?section=pgms&navpage=foodsvc>



*Mary Troken of Public Agency and Special Programs conducts Food Safety courses at Harold Washington College*

## **Human Services/Child Development Associate (CDA) Training**

The Human Services/CDA unit is funded by the Chicago Department of Children and Youth Services to provide training and education for staff of Head Start and Child Care programs. Participants must be employed and referred by a program funded by the Chicago Department of Children and Youth Services.

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

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

## **Career Advancement Program**

The Human Services/CDA unit assists Head Start and Child Care teachers and Social Service Workers to complete the requirement for an Associate in Applied Science degree in Child Development or Social Service.

## **Bridge to the Baccalaureate**

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

## **Off Campus Courses**

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

## **Contact Information:**

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

## Office of Vocational Training and Development (OVTD)

The Office of Vocational Training and Development (OVTD), funded by the Illinois Department of Human Services, offers various service alternatives to assist persons with developmental disabilities\* in the attainment of their vocational goals. It is one of the only programs of its kind offered at a community college. Clients may choose to take academic development courses, participate in vocational training, or utilize job placement/supported employment services. In addition, clients may decide to combine these service alternatives to increase further their employability. OVTD endeavors to offer flexibility in its service options. Our goal is to provide continuous support toward achievement of competitive employment.

OVTD offers more than 30 courses designed to enhance the quality of life of persons with developmental disabilities. Students take courses to enrich their lives, further their education, prepare for entry into our job-training program, and help secure employment. Courses run for 8 weeks, and there are 5 terms per year. There is a course fee.



*OVTD Certificate of Recognition Ceremony March 2007*

## Office of Vocational Training and Development *(continued)*

OVTD offers training designed to expand opportunities for competitive employment for adults with developmental disabilities. Many participants receive on-the-job training at the Hyatt Regency Chicago Hotel and the University of Illinois Hospital. These sites offer training in food service, housekeeping, laundry, and materials management. Job coaching and supported employment services are provided to ensure that the client can handle the responsibilities of the position. OVTD Placement Specialists work diligently to secure job opportunities for each client. Once a client is placed on a job, staff assists employers in providing the additional support necessary for job success.

*\* A developmental disability is defined as a disability, which is attributable to mental retardation, cerebral palsy, epilepsy, autism, or any other condition, which results in impairment similar to that caused by mental retardation. Such a disability must originate before the age of 18, be expected to continue indefinitely, and constitute a substantial handicap. (405ILCS5/1-106)*

### Eligible participants:

- must be at least 18 years old with a valid state identification card;
- must have written verification of a developmental disability; and
- must be a resident of Chicago or a community that does not have an equivalent program.

For more information, contact OVTD at (312) 553-5810.





## Public Chauffeur Training Institute (PCTI)

The Public Chauffeur Training Institute (PCTI) is a joint venture between Harold Washington College and the Department of Consumer Services. The PCTI program prepares prospective taxi and limousine drivers for the city's licensing exams. The following are courses offered by the PCTI Program:

Defensive Driving

Language Enhancement

Limousine Training

Medallion Holder Training

Taxi Access Program

Taxi Training—two weeks

***The PCTI Program also offers the following Remedial Training Modules:***

Continuing Education / License Renewal

Two-hour Driver Training (Behind the Wheel)

Discourtesy Training

Refusal of Service

For more information, contact the Public Chauffeur Training Program at (312) 553-3070.



*On February 7, 2007, the Public Chauffeur Training Institute and the Chicago Department of Consumer Services celebrated the 20th Anniversary of partnership.*

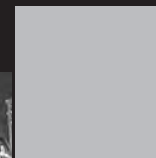


# Academic Programs

Academic Programs

## Section Summary

- General Program Information
- Transfer Programs
- Career Programs
- Associate in General Studies Degree
- Developmental Programs



## General Program Information

### Degrees and Certificates Offered at HWC: Graduation Requirements

AC	Advanced Certificate	30 – 59 credit hours
BC	Basic Certificate	01 – 29 credit hours
AA	Associate in Arts	minimum 62 credit hours
AS	Associate in Science	minimum 64 credit hours
AAS	Associate in Applied Science	minimum 60 credit hours
AES	Associate in Engineering Science	minimum 64 credit hours
AFA	Associate in Fine Arts	minimum 62 credit hours
AGS	Associate in General Studies	minimum 60 credit hours

In order to qualify for the listed Associate's Degrees, the student must:

- Complete 60–79 semester hours. Only courses numbered 101 or higher (except for Chemistry 100) may be counted. Mathematics courses must be numbered 118 or higher to be counted.
- Complete examinations for the Constitution of the United States and of the State of Illinois, the Code of the American Flag, and the Declaration of Independence. The requirement is waived for students who completed the test for Illinois high school graduation and a GED Certificate, or for students who have earned credit in History 111 or Political Science 201.
- Complete all courses for the General Education Core.



## Graduation Requirements *(continued)*

- Complete all general education and required core course work with a minimum of a 2.0 cumulative GPA. Grades at Harold Washington College (HWC) are on a four-point scale:

A = 4

B = 3

C = 2

D = 1

F = 0

- Select a major field and complete required core courses and elective courses. Specific degree programs vary (See Program Requirements listed separately for each degree program).
- Earn at least 15 credit hours at HWC. Students applying for certificates requiring 15 credit hours or fewer may not use any transfer credits to fulfill program requirements.
- Apply for graduation and make an appointment to see an Academic Advisor.

## Requirements for Earning a Second Degree

A student may earn a second degree at Harold Washington College. However, the second degree must be different from the first degree earned. For example, a student can earn an AAS degree and then return to complete an AA degree, but the student can not earn two AA degrees.

Only General Education courses may be double-counted toward the second degree. Students seeking a second degree or certificate must complete a minimum of 15 additional credit hours at Harold Washington College.

## Certificate Requirements

Students who have successfully completed a particular cluster of career courses receive a certificate stating that they have acquired a certain level of skill and knowledge within a specific career or vocational field. Credit earned in completing a certificate may be applied to related Associate's Degree programs.

## Academic and Scholastic Honors

Degree candidates who maintain a minimum 3.00 grade point average (GPA) throughout their enrollment at Harold Washington College (HWC) receive scholastic honors at graduation. Transfer students may receive graduation honors based on their Harold Washington College GPA and on the grades earned at other institutions in courses that have been accepted toward HWC degree requirements. All honors awarded appear on the student's permanent record.

- Honors = 3.00–3.49 GPA
- High Honors = 3.50–4.00 GPA

## Degree and Certificate Programs

All Harold Washington College programs are sequences of courses leading to a degree or a certificate. Degree programs include some combination of the following:

- **General Education Courses**—Courses in selected academic areas that introduce the student to the broad range of human knowledge and achievement.
- **Elective Courses**—Courses outside the student's declared program taken to pursue special interests, develop new competencies, or augment general knowledge.
- **Specialized Concentration Courses**—Courses directly related to a specific field or career goal.

## Transfer Programs: Pre-Transfer Concentrations

### Associate in Arts Degree (AA) (0210)

The Associate in Arts degree prepares students for transfer to another college or university to major in the arts, humanities, language and literature, social sciences, and such associated professional fields as law, teaching, social work, or business administration. Courses in language and literature, the arts, humanities, and the social sciences are emphasized in this program. Students must also complete the General Education Requirements.

#### *Pre-Transfer Concentrations:*

Addictions Studies	Philosophy
Business Administration	Physical Science
Child Development:	Pre-Journalism
Early Childhood Education	Pre-Law
Cinema and Media Studies	Pre-Public Safety
Criminal Justice	Social Science
Diversity/Ethnic Studies	Social Work
Elementary Education	Social Work: Youth Work
English	Speech Communication & Theatre Arts
Fine Arts	Theatre Arts
Foreign Languages	Women's Studies
Latin American & Latino Studies	



## Associate in Science Degree (AS) (0211)

For those students interested in the biological or physical sciences, mathematics, or architecture, the AS program emphasizes these subject areas in addition to the General Education Core.

### *Pre-Transfer Concentrations:*

Biology	Pre-Architecture
Chemistry	Pre-Dentistry
Computer Science	Pre-Medicine
Mathematics	Pre-Pharmacy
Physics	

## Associate in Engineering Science Degree (AES) (0100)

Students pursuing a career in engineering find Harold Washington College's Associate in Engineering Science (AES) to be excellent preparation for entry into a Bachelor's Degree program in engineering. Required courses include the General Education Core courses and additional advanced courses in Mathematics, Chemistry, Physics and Engineering. Because the AES program is demanding, students must meet program admission standards and be prepared to compete with other students. Regular meetings with a faculty advisor to discuss program requirements and course selection are essential.

## Associate in Fine Arts Degree (AFA)

Students interested in the Associate in Fine Arts (AFA) degree select a major in Art, Art Education or Studio Art. Completion of the AFA enables students to transfer to a Bachelor's Degree program as juniors. Courses include General Education Core courses and required art courses. Students selecting the Art Education major must also complete the courses required for the Illinois Teachers' Certificate. Like the AES program, admission to the AFA program is highly competitive. Students must meet program standards and are encouraged to work with their academic advisors.

### *Pre-Transfer Concentrations:*

Associate in Fine Arts – Art Education	60 credit hours	(0217)
Associate in Fine Arts – Art (Studio)	61 credit hours	(0216)
Associate in Fine Arts – Music Education	63 credit hours	(0208)
Associate in Fine Arts – Music Performance	68 credit hours	(0205)

## Preparing for Transfer

For students planning eventually to attend another college or university where they can earn a Bachelor's Degree, Harold Washington College is a good place to start. At Harold Washington College, they can choose from a wide selection of courses in liberal arts and sciences that will transfer to another college or university. By earning one of the following two-year degrees, students are usually able to transfer to another college or university with junior status. It takes, at minimum, 62 to 64 credit hours or two years of full-time enrollment, including summers, to complete one of these degrees:

- Associate in Arts (AA)
- Associate in Engineering Science (AES)
- Associate in Fine Arts (AFA)
- Associate in Science (AS)

To enroll in the AA, AES, AFA, or the AS degree programs, students must score at the English 101 level on the placement test or complete a series of developmental English and Reading courses. Developmental courses do not transfer to other schools and are not calculated into the credit hours required for graduation.

All of the Associate's Degree Programs leading to transfer require the General Education Core, a grouping of courses that includes Communications, Humanities, Social Sciences, Mathematics and Natural Sciences. For a complete listing of specific classes and credit hour requirements, see General Education Requirements. In addition to the General Education Core, students are encouraged to select an area of concentration or elective courses such as Business Administration, Teaching, or Social Work.

Students planning to attend another institution should prepare for transfer ahead of time by contacting the Admissions Office at the prospective college or university to obtain admission, graduation, and departmental requirements. Another excellent source of information about transfer is Harold Washington College's Transfer Center, which houses a comprehensive library of college catalogs as well as a listing of transfer requirements at area institutions. Finally, students must consult their faculty advisors or College Advisors to plan their Harold Washington College courses in preparation for transfer.



## Illinois Articulation Initiative (IAI): Model for CCC Transfer Degrees and Minimum General Education Requirements

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 became effective for students entering a participating college or university as first-time, first-year students the summer of 1998. Benefits for students are as follows:

- Students who complete the A.A. or A.S. degree at City Colleges, and who meet the admission requirements of the IAI-participating baccalaureate degree granting institution to which they transfer, will have completed the lower-division general education requirements for an associate or 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 and transfer to participating institutions have the assurance that lower-division general education requirements for an associate or 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 <http://www.itransfer.org/newwebsite/> 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 minimum General Education requirements has been designed. This model facilitates the need for a smooth transition for the student's path to degree completion. The District-wide model for CCC Transfer Degrees and General Education Minimum Requirements are as follows:

## Model for CCC Transfer Degrees and General Education Minimum 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\* 39 hours of General Education  
25 hours of additional graduation requirements,  
electives, and concentration area requirements

\*These represent minimum hours for graduation.

The General Education component of both degrees equates with the Illinois Articulation Initiative (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)
- 4-6 hours of **Mathematics**
- 9 hours of **Social and Behavioral Sciences** (Select *three* courses from at least *two* different disciplines. For example, no more than two courses from any one discipline.)
- 9 hours of **Humanities and Fine Arts** (Select *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.)
- 7-8 hours of **Physical and Natural Sciences** (Select *one* course each from the physical and natural (life) sciences. For the A.A. degree, at least *one* science course must be a lab course; for the A.S. degree, *two* science lab courses are required.)

## Illinois Articulation Initiative (IAI) and City Colleges of Chicago (CCC) Human Diversity Requirement

At least *one* course must meet the State of Illinois' 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 on the IAI Website.

### **These courses meet the IAI General Education Human Diversity Requirement:**

<u>Harold Washing College Course # and Title</u>	<u>IAI #</u>
ANTHROPOLOGY 202: <i>Cultural Anthropology</i>	S1 901 N
GEOGRAPHY 101: <i>World Geography</i>	S4 900 N
GEOGRAPHY 102: <i>Economic Geography</i>	S4 903 N
HISTORY 141: <i>The History of World Civilization to 1500</i>	S2 912 N
HISTORY 215: <i>History of Latin America</i>	S2 910 N
HISTORY 225: <i>History of Modern Middle East</i>	S2 919 N
HISTORY 243: <i>The Far East in the Modern World</i>	S2 909 N
HISTORY 247: <i>African History to Colonial Period</i>	S2 906 N
HISTORY 248: <i>African History - Modern Period</i>	S2 907 N
HUMANITIES 208: <i>Women in Creative and Performing Arts</i>	HF 907 D
HUMANITIES 212: <i>Non-Western Humanities</i>	HF 904 N
HUMANITIES 215: <i>The Art and Philosophy of the African Continent</i>	HF 904 N
LITERATURE 121: <i>Contemporary Afro-American Literature</i>	H3 910 D
LITERATURE 122: <i>Perspectives in Black Literature</i>	H3 910 D
LITERATURE 128: <i>Latin American Literature</i>	H3 908 N
LITERATURE 131: <i>Survey of Afro-American Poetry</i>	H3 910 D
LITERATURE 150: <i>Women's Literature</i>	H3 911 D
POLITICAL SCIENCE 204: <i>International Relations</i>	S5 904 N
SOCIOLOGY 207: <i>Sociology of Sex and Gender</i>	S7 904 D
SOCIOLOGY 211: <i>Race and Ethnic Relations</i>	S7 903 D

## IAI Approved General Education Courses

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
ANTH 202	S1 901 N	Cultural Anthropology
ART 103	F2 900	Art Appreciation
ASTRO 201	P1 906	Descriptive Astronomy
BIO 104	L1 904	Human Biology
BIO 109	L1 907	Human Genetics and Evolution
BIO 114	L1 900L	General Education Biology
BIO 115	L1 904L	Human Biology
CHEM 121	P1 902L	Basic Chemistry I
CHEM 201	P1 902L	General Chemistry I
ECON 201	S3 901	Principles of Economics I
ECON 202	S3 902	Principles of Economics II
ENGL 101	C1 900	Composition
ENGL 102	C1 901 R	Composition
FNART 105	F2 900	History of Painting, Sculpture & Architecture
FNART 107	F2 901	History of Architecture, Painting & Sculpture I
FNART 108	F2 902	History of Architecture, Painting & Sculpture II
FNART 109	F2 909	History of Cinema
FREN 104	H1 900	Fourth Course French
FREN 213	H3 916	Modern Literature French
FREN 214	H3 916	Readings in French
GEOG 101	S4 900 N	World Geography
GEOG 102	S4 903 N	Economic Geography
GEOL 201	P1 907 L	Physical Geology

IAI Approved General Education Courses *(continued)*

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
HIST 111	S2 900	History of American People to 1865
HIST 112	S2 901	History of American People from 1865
HIST 141	S2 912 N	The History of World Civilization to 1500 C.E.
HIST 142	S2 913 N	The History of World Civilization since 1500 C.E.
HIST 215	S2 910 N	History of Latin American
HIST 225	S2 919 N	Modern Middle East History
HIST 247	S2 906 N	African History to Colonial Period
HIST 248	S2 907 N	African History of Modern Period
HUM 109	F1 909	History of the Cinema
HUM 201	HF 900	General Course I, Humanities
HUM 202	HF 901	General Course II, Humanities
HUM 205	H3 906	World Literature I
HUM 207	H3 907	The Great Books
HUM 208	HF 907 D	Women in the Creative and Performing Arts
HUM 210	H9 901	Comparative Mythology
HUM 212	HF 904N	Non-Western Humanities
HUM 215	HF 904N	The Art & Philosophy of the African Continent
ITAL 104	H1 900	Fourth Course Italian
JAPN 104	H1 900	Fourth Course Japanese
JAPN 213	H3 916	Modern Literature Japanese
JAPN 214	H3 917	Readings in Japanese
LIT 110	H3 900	Introduction to Literature
LIT 111	H3 903	Poetry
LIT 112	H3 902	Drama

IAI Approved General Education Courses *(continued)*

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
LIT 113	H3 901	Fiction
LIT 116	H3 914	American Lit.: Colonial Period to Civil War
LIT 117	H3 915	American Literature: Civil War to 20 <sup>th</sup> Century
LIT 118	H3 912	English Literature: From Beginnings to Johnson
LIT 119	H3 913	English Lit.: Romantic Revival to 20 <sup>th</sup> Cent.
LIT 121	H2 910 D	Contemporary African American Literature
LIT 122	H3 910 D	Perspectives in Black Literature
LIT 128	H3 908 N	Latin American Literature
LIT 131	H3 910 D	African American Poetry
LIT 150	H3 911 D	Women's Literature
LIT 156	H3 904	Creative Nonfiction
LIT 211	H3 905	Shakespeare
MATH 118	M1 904	General Education Math
MATH 122	M1 903	Mathematics for Elementary Teachers II
MATH 125	M1 902	Introductory Statistics
MATH 135	M1 906	Finite Math
MATH 146	M1 905	Discrete Mathematics
MATH 204	M1 900	Calculus for Business & Social Science
MATH 207	M1 900	Calculus & Analytical Geometry I
MATH 208	M1 900	Calculus & Analytical Geometry II
MATH 209	M1 900	Calculus & Analytical Geometry III
MUS 121	F1 900	Introduction to Music
MUS 223	F1 901	Music History to 1750
MUS 224	F1 902	Music History from 1750

IAI Approved General Education Courses *(continued)*

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
OCEAN 101	P1 905	Introduction to Oceanography
PHIL 105	H4 906	Logic
PHIL 106	H4 900	Introduction to Philosophy
PHIL 107	H4 904	Ethics
PHIL 108	H4 905	Philosophy of Religion
PHIL 201	H4 901	History of Philosophy (Greek - Renaissance)
PHIL 202	H4 902	History of Philosophy (Enlightenment - Present)
PHYS 221	P1 900 L	Mechanics & Heat
PHYSICI 107	P9 900	Current Public Issues Physical Science
PLSCI 201	S5 900	The National Government
POLSCI 207	S5 902	U.S. State and Local Government
PSYC 201	S6 900	General Psychology
PSYC 207	S6 903	Child Psychology
SOC 201	S7 900	Introduction to the Study of Society
SOC 203	S7 902	Marriage & Family
SOC 205	S7 901	Social Problems
SOC 207	S7 904 D	Sociology of Sex and Gender
SOCSCI 101	S9 900	General Course I Social Science
SOCSCI 102	S9 901	General Course II Social Science
SPAN 104	H1 900	Fourth Course Spanish
SPAN 213	H3 916	Modern Literature Spanish
SPAN 214	H3 917	Readings in Spanish
SPCH 101	C2 900	Fundamentals of Speech Communication
THEA 134	F1 907	Theater in the Modern World

## IAI Approved Major Courses for Harold Washington College

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
ART 131	ART 904	General Drawing
ART 132	ART 905	Advanced General Drawing
ART 142	ART 906	Figure Drawing and Composition
ART 144	ART 907	Two-Dimensional Design
ART 145	ART 908	Three-Dimensional Design
ART 166	ART 911	Oil Painting Techniques
ART 196	ART 912	Ceramics
ART 126	ART 914	Printmaking I (Lithography, Relief)
ART 127	ART 914	Printmaking II (Intaglio, Serigraphy)
ART 917	ART 115	Photography
BIO 111	CLS 901	General Course I with Laboratory
BIO 112	CLS 902	General Course II with Laboratory
BIO 121	BIO 912	Biology I
BIO 122	BIO 911	Biology II
BIO 126	NUR 903	Human Structure and Function I
BIO 227	CLS 904	Human Structure and Function II
BIO 226	CLS 903	Human Structure and Function I
BIO 127	NUR 904	Human Structure and Function II
BUS 111	BUS 911	Introduction to Business
BUS 181	BUS 903	Financial Accounting
BUS 182	BUS 904	Managerial Accounting
BUS 211	BUS 912	Business Law I
BUS 214	BUS 913	Legal & Social Environment of Business



## IAI Approved Major Courses for Harold Washington College

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
BUS 236	MC 912	Advertising
CHEM 201	BIO 906	General Chemistry I
CHEM 203	BIO 907	General Chemistry II
CHEM 205	BIO 908	Organic Chemistry I
CHEM 207	BIO 909	Organic Chemistry II
CHEM 201	EGR 961	General Chemistry I
CHEM 201	CHM 911	General Chemistry I
CHEM 201	NUR 906	General Chemistry I
CHEM 203	NUR 907	General Chemistry II
CHEM 203	CHM 912	General Chemistry II
CHEM 203	CLS 907	General Chemistry II
CHEM 203	EGR 962	General Chemistry II
CHEM 205	CHM 913	Organic Chemistry I
CHEM 205	EGR 963	Organic Chemistry I
CHEM 207	CHM 914	Organic Chemistry II
CHEM 207	EGR 964	Organic Chemistry II
CHDEV 101	SPE 913	Human Growth & Development I
CHDEV 101	EED 902	Human Growth & Development I
CHDEV 101	ECE 912	Human Growth & Development I
CHDEV 120	ECE 911	Introduction to Child Care Profession
CHDEV 205	ECE 913	Development of the Exceptional child
CHDEV 250	ECE 901	Health Education
CHDEV 259	ECE 914	Practicum in Preschool

## IAI Approved Major Courses for Harold Washington College

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
CIS 101	CS 910	Introduction to Computer Information Systems
CIS 120	BUS 902	Introduction to Microcomputers
CIS 135	CS 913	COBOL
CIS 142	CS 911	Introduction to C or C++ Language
CIS 144	CS 911	Introduction to JAVA Programming Language
CIS 203	CS 914	Advanced Basic Programming
CIS 235	CS 913	Advanced COBOL Programming
CIS 242	CS 912	Advanced C or C++ Programming
CRJ 102	CRJ 901	Administration Criminal Justice
CRJ 114	CRJ 914	Administration Juvenile Justice
CRJ 150	CRJ 911	Correctional Institution Management
CRJ 155	CRJ 911	Introduction to Corrections
CRJ 234	CRJ 913	Criminal Law & Procedure
CRJ 250	CRJ 912	Introduction to Criminology
DMD 168	ART 919	Computer Art
EDUC 256	EED 901	American Public School
EDUC 256	SED 901	American Public School
ENGL 152	MC 911	Introduction to Mass Communication
ENGR 190	EGR 922	Computer Applications in Engineering
HIST 111	HST 911	History of American People to 1865
HIST 112	HST 912	History of American People from 1865
MATH 125	BUS 901	Introductory Statistics

IAI Approved **Major** Courses for Harold Washington College *(continued)*

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
MATH 146	CS 915	Discrete Mathematics
MATH 207	EGR 901	Calculus & Analytic Geometry I
MATH 208	EGR 902	Calculus & Analytic Geometry II
MATH 209	EGR 903	Calculus & Analytic Geometry III
MATH 210	EGR 904	Differential Equations
MATH 216	BUS 901	Statistics for Business
MUS 102	MUS 901	Music Theory I
MUS 103	MUS 902	Music Theory II
MUS 105	MUS 901	Group Piano I
MUS 106	MUS 902	Group Piano II
MUS 111	MUS 901	Aural & Keyboard Skills I
MUS 112	MUS 902	Aural & Keyboard Skills II
MUS 133	MUS 908	Concert Band
MUS 134	MUS 908	Orchestra
MUS 170	MUS 909	Applied Music Piano
MUS 171	MUS 909	Applied Music Piano
MUS 172	MUS 909	Applied Music Voice
MUS 173	MUS 909	Applied Music Voice
MUS 174	MUS 909	Applied Music Brass
MUS 175	MUS 909	Applied Music Brass
MUS 176	MUS 909	Applied Music Woodwinds
MUS 177	MUS 909	Applied Music Woodwinds
MUS 178	MUS 909	Applied Music Strings

## IAI Approved Major Courses for Harold Washington College

<b>HWC Course #</b>	<b>IAI Code</b>	<b>Title</b>
MUS 179	MUS 909	Applied Music Strings
MUS 181	MUS 909	Applied Music – Freshman Level I
MUS 182	MUS 909	Applied Music – Freshman Level II
MUS 201	MUS 903	Music Theory III
MUS 202	MUS 904	Music Theory IV
MUS 221	MUS 905	Music Literature and History
MUS 281	MUS 909	Applied Music – Sophomore Level I
MUS 282	MUS 909	Applied Music – Sophomore Level II
MICB 233	NUR 905	General Microbiology
POLSCI 201	PLS 911	The National Government
PHYS 236	EGR 912	Engineering Physics II
PHYS 237	EGR 914	Engineering Physics III
PHYS 215	EGR 942	Statics
PHYS 217	EGR 945	Mechanics of Materials
PSYC 211	PSY 908	Social Psychology
PSYC 215	PSY 907	Psychology of Personality
SOC 203	SOC 912	Marriage and the Family
SPCH 144	TA 916	Oral Reading and Interpretation
THEA 133	TA 914	Acting
THEA 135	TA 918	Theatre Projects

## Career Programs

### Associate in Applied Science Degree (AAS)

Many students pursuing a job or career through Harold Washington College's (HWC) career programs work toward an Associate in Applied Science Degree (AAS). Students in HWC's career programs earn either the AAS upon completing a minimum of 60 credit hours or may select from shorter certificate programs. To obtain the Advanced Certificate (AC), the student must complete 30-50 credit hours. To obtain the Basic Certificate (BC), the student must complete fewer than 30 credit hours. Many students earn certificates in increments, adding courses to reach the next level.

HWC students can select from an array of business, education, technical, human service, and public service courses. The college offers instruction in more than twenty-one career areas. Varying in length, the programs are designed to prepare students for employment upon completion. Courses are available for full-time and part-time students, enabling those with jobs to attend school and work simultaneously. Many working students pursue courses so that they may advance in their jobs or prepare for new careers. Students also benefit from the opportunity to upgrade their existing job skills.

In each career program, HWC faculty collaborate with an advisory committee of practicing professionals who assist in the development of the program. All programs are approved by the Illinois Community College Board, the Illinois Board of Higher Education, and the Department of Adult, Vocational and Technical Education. .

#### ***Degree Programs:***

Accounting	Digital Multimedia Design
Addictions Studies	Fire Science and Technology
Architectural Drafting	Horticulture
Child Development: Elementary Education	Hospitality
Child Development: Bilingual Teacher Aide	Management and Marketing
Child Development: Pre-School Education	Social Work: Generalist
Child Development: School Age Child Care	Social Work: Youth Work
Computer Information Systems	Teaching, Leadership, and Support Professionals
Criminal Justice: Public Police Services	

***Advanced Certificate Programs:***

Addictions Studies  
Business—Accounting  
Child Development: Elementary Education  
Child Development: Pre-School Education -- Infant/Toddler  
Child Development: Pre-School Education  
Computer Information Systems  
Criminal Justice: Public Police Services  
Digital Multimedia Design  
Digital Multimedia, Multimedia  
Hospitality  
Management and Marketing  
Social Work: Generalist  
Social Work: Youth Work  
Teaching, Leadership, and Support Professionals

***Basic Certificate Programs:***

Addictions Studies  
Architectural Drafting  
Computer Information Systems  
Criminal Justice: Public Police Services  
Digital Multimedia: Video and Sound  
Digital Multimedia: Three-Dimensional Graphics  
Digital Multimedia: Multimedia with Interactive Media  
Food Sanitation  
Management and Marketing  
Music Business  
Music Technology  
Police Recruit  
Public Passenger Vehicle Training/Taxi  
Social Work: Youth Work

## Occupational Program Educational Guarantee

City Colleges of Chicago will provide an employed graduate of a career entry program (AAS, Advanced Certificate, or Basic Certificate) up to nine additional post-graduation credit hours or the equivalent at no extra cost for tuition and specified fees.

This option is for working graduates who lack the skills consistent with the position for which their AAS degree/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 employer must document the skills deficiency in writing within 90 days of initial employment. The Office of the President is responsible for the final approval of the graduate's retraining program.

Please refer to the *CCC Student Policy Manual* for conditions and procedures guiding the Occupational Program Educational Guarantee.

## Associate in General Studies Degree (AGS)

The Associate in General Studies (AGS) degree is designed for students who have chosen to pursue a broad general program rather than a specific occupational-related or baccalaureate-oriented program of studies. It is an alternative degree for those students who are undecided about future education or career goals or who need a 60-hour degree. The AGS allows students to explore a range of subjects without concentrating on any particular area of study.

The AGS is not designed for transfer to a four-year college or university. The general education requirements for the AGS do not fulfill IAI (Illinois Articulation Initiative) General Education Core curriculum guidelines. While other colleges may accept credit earned toward the AGS degree, no articulation agreements guaranteeing that the student will enter a Bachelor's Degree program with junior standing has been established. Students planning to transfer to a four-year college or university should consider a major area of concentration in the Associate in Arts (AA) or the Associate in Science (AS) degree program.

## Developmental Education

Harold Washington College offers non-transferable college credit and non-credit courses for students whose placement test scores indicate inadequate preparation for college level work. All students new to City Colleges of Chicago are required to take placement testing before they register and may be required to take developmental classes in writing, reading, mathematics, and English as a Second Language in preparation for college transfer-level coursework.

### English as a Second Language (ESL)

English as a Second Language (ESL) offers three semesters of courses in writing/reading and speech to prepare students for entry into Harold Washington College degree programs, for career-related English skills, and for day-to-day living in Chicago. Courses in writing, reading, and speech are available and range from high intermediate to advanced levels. Initial placement is determined by a standardized test, a writing sample, and an oral interview.

The writing/reading courses develop skills in grammar and sentence patterns of American English, leading students from sentences to paragraphs to essays in fluent written English as well as focus on reading comprehension, vocabulary, idioms, and American culture. The speech courses emphasize American pronunciation, intonation patterns, speech rhythms, vocabulary, and gestures, and require regular use of listening materials. Computerized learning aids supplement the student's reading, writing and speaking skill.

See English as a Second Language courses in the Course Descriptions section of the catalog. For more information, contact the Foreign Language/English as a Second Language Department at (312) 553-5870.





## Pre-Credit Program

Designed to help students succeed in college, the Pre-Credit Program offers students who score below the minimum standard score on the placement test the opportunity to study in a non-credit environment.

The program requires 8 hours of classroom instruction per week for a 16-week semester. Instruction in mathematics, reading and writing is emphasized, with additional instruction in study skills. Because class size in this program is carefully monitored, students receive individual attention and have access to tutors.

Tuition and fees for Pre-Credit courses for the 2007-08 academic year are:

Costs per Pre-Credit hour:	\$20.00
Registration Fee	\$25.00
Activity Fee	\$100.00

Students also must purchase books and supplies. At the end of the semester, students take exit exams in reading and writing. Scores on the exit exams determine if, or at which level, the student should enter the credit program.

**Please Note:**  
**Financial Aid does *not* cover**  
**Pre-Credit courses.**

For more detailed information, call the Pre-Credit Program at (312) 553-5851.

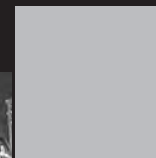


# Program Requirements

Program Requirements

## Section Summary

Assessment of Student Learning  
Philosophy of General Education  
General Education Goals  
General Education Student  
Learning Outcomes  
Definition and Philosophy  
Course Requirements  
Transfer Program Requirements  
Career Program Requirements



## Philosophy of General Education

The general education program offered at Harold Washington College (HWC) provides a breadth of study from which students may obtain a body of common knowledge and intellectual concepts as well as the cognitive skills that the College's faculty members believe every educated person should possess.

General Education at HWC is intended to impart an appreciation of diverse cultures, a mastery of fundamental modes of inquiry, the ability to analyze and communicate information effectively, and an awareness of the importance of creativity to the human spirit. HWC's General Education program is also intended to help students gain competence in the exercise of independent inquiry, to encourage the development of leadership and individual responsibility, and to support students' participation in the aesthetic, cultural, and civic life of the Community. The HWC faculty believes these attributes to be essential to living a principled life and for the informed exercise of local, national, and international citizenship.

## General Education Goals

Harold Washington College's goals for student learning across its general education program are consistent with the foundation skills its faculty believes every educated adult should possess. These skills are demonstrated by the ability of students:

- To think critically and to analyze and solve problems;
- To communicate effectively, orally and in writing, and use information resources and technology competently;
- To use mathematics for computation, reasoning, and problem solving;
- To understand cultures, institutions, and patterns of human behavior and the application of the scientific method to their study;
- To understand the major principles of the natural sciences and the application of the scientific method to biological, physical, and environmental systems;
- To understand and appreciate the arts, literature, history, and philosophical systems of major world cultures;
- To understand and respect human diversity in regard to race, ethnicity, gender, and other issues pertinent to improving human relations.

## General Education Student Learning Outcomes

Members of the Harold Washington College Assessment Committee have approved Student Learning Outcomes for several of the goals for the General Education curriculum. The approved Student Learning Outcomes are as follows:

### Critical Thinking

#### *Student Learning Outcomes:*

Upon completion of the general education requirement for critical thinking, students will demonstrate:

1. Interpretation skills by  
Formulating categories, making comparisons, and classifying and grouping data, findings, and opinions; distinguishing between direct and indirect persuasion; and clarifying meaning
2. Analysis skills by  
Detecting an argument and analyzing an argument
3. Evaluation skills by
  - a. Evaluating the importance of an argument; the reasonableness of an argument; the credibility and reliability of sources of information; statistical information used as evidence to support an argument; how well an argument anticipates possible objectives or alternative positions; bias and contradictions in a person's point of view; clear and consistent use of language.
  - b. Determining if an argument rests on biased assumptions; how new data might confirm or question a conclusion; and how an argument makes sense.
  - c. Judging the appropriateness of stated or unstated values or standards upheld in an argument; the consistency of supporting reasons; and the strength of an argument.
4. Inferences skills by  
Collecting and questioning evidence; developing alternative hypotheses; and drawing conclusions

## General Education Student Learning Outcomes

### Oral and Written Communication

#### *Objectives:*

Core courses in English and Speech (English 101, English 102, and Speech 101) are designed to enable students to write, read, and listen critically; to gather and synthesize information; to think independently and to express themselves clearly, effectively and creatively (both written and oral), recognizing the role of culture in communication.

#### *Student Learning Outcomes:*

Upon completion of the General Education Requirements in Communications, the student will be able to:

1. Explain how the primary thesis in a written document is supported by logical arguments.
2. Conduct an information search that includes a variety of reference sources (e.g., indexes and library catalogs, bibliographies, and Internet searches) and incorporate and document selected information into written and oral presentations.
3. Write essays and research papers that support a given thesis using clear prose, logical organization, and standard spelling, punctuation, and grammar.
4. Deliver an oral presentation that provides a specific purpose, clear and logical organizational pattern, and language appropriate to the topic, audience, occasion, and purpose.
5. Use vocal and physical delivery techniques including rate, pitch, volume, pronunciation, grammar, articulation, posture, and eye contact.
6. Read, listen, and respond with critical comprehension, discriminating between statements of fact and statements of opinion, and distinguishing between emotional and logical statements.

## General Education Student Learning Outcomes

### Information and Computer Literacy

#### *Student Learning Outcomes:*

Upon completion of an Associate degree, the information literate student:

1. Determines the nature and extent of the information needed;
2. Accesses needed information effectively and efficiently;
3. Evaluates information and its sources critically and incorporates selected information into her/his knowledge base and value system;
4. Understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

### Understanding of the Arts and Humanities

#### *Student Learning Outcomes:*

Upon completion of the General Education Requirements in arts and the humanities, students will demonstrate:

1. Analysis skills by identifying historical periods, major movements, and theories related to the evolution of a particular discipline.
2. Evaluation skills by establishing criteria to assess the major characteristics, and to draw inferences from a work (e.g., a painting, novel, play)
3. Interpretation skills by responding through the “self” to the synthesis and integration of analyzed and evaluated information.
4. Application skills by using techniques relative to the discipline to construct a physical manifestation as a vehicle for communication.
5. Communication skills by articulating ideas, emotions, or interpretations through dialogue, reading, writing, and visual imagery (e.g., an essay, an oral presentation, a painting).

## General Education Student Learning Outcomes

### Understanding and Respect for Human Diversity

#### *Definition:*

Human Diversity describes variations within the full range of cognitive, behavioral, and psychosocial practices through which human beings share life in common spaces. Experiences of diversity include race, ethnicity, gender, religion, socio-economic status, sexual orientation, physical attributes and disabilities, age, health, language, education, political beliefs, and other differences in cultural expression and tradition.

#### *Student Learning Outcomes:*

Upon completion of significant educational experiences at HWC, students will:

1. Analyze and discuss contemporary multicultural, global, and international questions in a diverse setting;
2. Identify and respect that there are various ways of thinking, communicating, and interacting, for example, by working with culturally diverse groups towards a larger goal;
3. Evaluate diverse moral and intellectual perspectives, principles, systems, and structures;
4. Articulate the value of cross cultural campus and community activities and their impact on the lives of others.



## Definition and Philosophy: Assessment of Student Learning

Harold Washington College (HWC) is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor, there must be meaningful input from students and strong support from the Administration. HWC characterizes “assessment of student learning” as a comprehensive process that is ongoing, systematic, structured, and sustainable. To be effective, the assessment process involves:

1. Establishing faculty expectations for student learning and attainment that are explicitly and publicly stated and that set standards for the quality of the learning experience as well as its outcomes;
2. Aligning assessment activities, methods, and instruments with the learning outcomes expected by the faculty;
3. Gathering, analyzing, and interpreting evidence of student development and attainment to determine how well their performance aligns with faculty’s stated expectations and standards;
4. Using assessment information from both direct and indirect measures:
  - a. To examine assumptions about learning;
  - b. To understand how, when, and where learning takes place;
  - c. To identify in what areas and for which students learning needs to be improved;
  - d. To encourage efforts to make changes in modes of instruction, program curricula, learning resources, and support services designed to improve student learning;
  - e. To create and sustain an institutional culture in which it is the College’s priority to assure and improve the quality of education each academic program promises and offers.

To learn more about Harold Washington College’s assessment efforts, please contact any member of the Assessment Committee or the Chair of the Assessment Committee, or visit our Assessment website: <http://faculty.ccc.edu/colleges/hwashington/assessment/>



## AA: Associate in Arts (0210)

### AA Degree Requirements

### Minimum 62 Credit Hours

The Associate in Arts degree prepares students for transfer to another college or university to major in the arts, humanities, language and literature, social sciences, and such associated professional fields as law, teaching, social work, or business administration. Courses in language and literature, the arts, humanities, and the social sciences are emphasized in this program. Students must also complete the General Education Core courses.

### General Education Core Requirements

### Minimum 38 credit hours

#### I. Communications

#### Minimum 09 credit hours

English 101, English 102, **and** Speech 101

#### II. Humanities and Fine Arts

#### Minimum 09 credit hours

- Take at least *one* IAI approved course from those listed in Group “**A**” **and** *one* IAI approved course from Group “**B**.”
- Upon completion of the requirements for Group “**A**” **and** Group “**B**,” take any *one* of the 200 level Humanities courses listed in Group “**C**.”

#### *Group A: Humanities*

Humanities 123, 143, 145, 203- 208; 210, 212 **or** 215;  
Literature 110-211;  
Philosophy 105-110, 201, 202, **or** 225;  
Foreign Language 104 (or above, including 200 level).

#### *Group B: Fine Arts*

Art 103; Fine Arts 104, 105, 107, 108, 109, **or** 110;  
Music 121, 122, 124, **or** 221; Theatre Arts 134.

#### *Group C:\**

Humanities 201, 202, 203, 205, 206, 207, 208; 210, 212 **or** 215.

\*Students who have already taken HUM 201 AND HUM 202, may take **any** third course from Group A, B, **or** C to fulfill the Humanities requirement. (Students must obtain a waiver to that effect from the Chair of the Department of Humanities.)

**AA: Associate in Arts (0210)****General Education Course Requirements** *(continued)***III. Social Sciences/Behavioral Sciences** **Minimum 09 credit hours**

- Any course in Anthropology, Economics, Geography, History, Political Science, Psychology, Social Science, **or** Sociology.
- No more than two courses from any one discipline.

**IV. Mathematics** **Minimum 04 credit hours**

Choose any IAI approved numbered course 118 and above.

**V. Natural and Physical Sciences** **Minimum 07 credit hours**

- Biology: at least **one** course, chosen from Biology, Microbiology, **or** Zoology
- Physical Sciences: at least **one** course, chosen from Astronomy, Chemistry, Geology, Meteorology, Physical Science, or Physics

**Minimum Requirement:** **One** science courses must be a lab course.

**ELECTIVES** **Minimum 24 credit 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 requirement, a concentration, or an elective.

**AS: Associate in Science (0211)****AS Degree Requirements****Minimum 64 Credit Hours**

For those students interested in the biological or physical sciences, mathematics, or architecture, the AS degree program emphasizes these subject areas in addition to the General Education Core.

**General Education Core Requirements****Minimum 39 credit hours****I. Communications****Minimum 09 credit hours**

English 101, English 102, **and** Speech 101

**II. Humanities and Fine Arts****Minimum 09 credit hours**

- Take at least *one* IAI approved course from those listed in Group “A” **and** *one* IAI approved course from Group “B.”
- Upon completion of the requirements for Group “A” **and** Group “B,” take any **one** of the 200 level Humanities courses listed in Group “C.”

**Group A: Humanities**

Humanities 123, 143, 145, 203- 208; 210, 212 **or** 215;  
 Literature 110-211;  
 Philosophy 105-110, 201, 202, **or** 225;  
 Foreign Language 104 (or above, including 200 level).

**Group B: Fine Arts**

Art 103; Fine Arts 104, 105, 107, 108, 109, **or** 110;  
 Music 121, 122, 124, **or** 221; Theatre Arts 134.

**Group C:\***

Humanities 201, 202, 203, 205, 206, 207, 208; 210, 212 **or** 215.

\*Students who have already taken HUM 201 AND HUM 202, may take **any** third course from Group A, B, **or** C to fulfill the Humanities requirement. (Students must obtain a waiver to that effect from the Chair of the Department of Humanities.)

**AS: Associate in Science (0211) (continued)****General Education Course Requirements (continued)****III. Social Sciences/Behavioral Sciences** **Minimum 09 credit hours**

- Any course in Anthropology, Economics, Geography, History, Political Science, Psychology, Social Science, **or** Sociology.
- No more than two courses from any one discipline.

**IV. Mathematics** **Minimum 05 credit hours**

Choose any IAI approved numbered course 207 and above.

**V. Natural and Physical Sciences** **Minimum 07 credit hours**

- Biology: at least **one** course, chosen from Biology, Microbiology, **or** Zoology
- Physical Sciences: at least **one** course, chosen from Astronomy, Chemistry, Geology, Meteorology, Physical Science, or Physics

**Minimum Requirement:** *Two* science courses must be lab courses.

**ADDITIONAL REQUIREMENTS:** **Minimum 14 credit hours**

- Mathematics: Any IAI approved course 208 and above
- Biology: Any IAI approved course 122 and above
- Botany: Any IAI approved course 201 and above
- Microbiology: Any IAI approved course 233 and above
- Zoology: Any IAI approved course 211 and above
- Astronomy: Any IAI approved course 201 and above
- Chemistry: Any IAI approved course 201 and above
- Geology: Any IAI approved course 201 and above
- Physics: Any IAI approved course 231 and above

**ELECTIVES** **Minimum 12 credit 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 requirement, a concentration or an elective.

## AAS: Associate in Applied Science

### AAS Degree Requirements

**Minimum 60 Credit Hours**

The Associate in Applied Science degree programs prepare students for direct career entry in vocational and technical, business, and human services fields.

#### *General Education Core Requirements*

**15-17 credit hours**

- |   |                           |
|---|---------------------------|
| <p><b>I. Communications</b><br/>English 101 mandatory</p>   | <b>03 credit hours</b>    |
| <p><b>II. Humanities and Fine Arts</b></p> <ul style="list-style-type: none"> <li>• Humanities 123</li> </ul>   | <b>03 credit hours</b>    |
| <p><b>III. Social Science</b></p> <ul style="list-style-type: none"> <li>• Social Science 101 <b>or</b> Social Science 102</li> <li>• If you elect to take 6 credit hours in Social Science, select <b>one</b> course from Anthropology, Economics, Geography, History, Political Science, Psychology, <b>or</b> Sociology</li> </ul>   | <b>03 credit hours</b>    |
| <p><b>IV. Mathematics</b><br/>Choose any Mathematics course 118 and above.</p>  | <b>03-04 credit hours</b> |
| <p><b>V. Natural and Physical Sciences</b></p> <ul style="list-style-type: none"> <li>• Biology: at least <i>one</i> course, chosen from Biology <b>or</b> Microbiology</li> <li>• Physical Sciences: at least <i>one</i> course, chosen from Astronomy, Chemistry, Geology, Meteorology, Physical Science <b>or</b> Physics</li> </ul> | <b>03-04 credit hours</b> |

#### **Specified Occupational Courses**

**30 credit hours**

#### **Elective Courses**

**15 credit 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 requirement, a concentration, or an elective.

**AES: Associate in Engineering Science (0100)****AES Degree Requirements****Minimum 64 credit hours**

The AES program offers engineering specialty courses required to transfer to another college or university to major in engineering sciences. The AES also offers the courses required to meet General Education Core requirements.

**General Education Core Requirements****09-18 credit hours****I. Communications****06 credit hours**English 101 **and** English 102**II. Humanities and Fine Arts****03-09 credit hours**

Humanities 123

Additional courses may be taken from any of the following disciplines:

Fine Arts, Humanities, Foreign Languages (104 or above),

Literature, Philosophy, Music (121, 122, 124, **or** 221), **or** Art 103.

**III. Social Sciences****00-09 credit hours**

Students are encouraged to take **one** Social Science **or one** Humanities course in non-Western civilization.

**Required Prerequisite Courses****36 credit hours**

Math 207, 208, 209: Calculus and Analytical Geometry I, II, III 15

Chemistry 201: General Chemistry I 05

Physics 235, 236, 237: Engineering Physics I, II, III 12

Engineering 190: Intro to Computer Applications in Engineering 03

**Electives****06-10 credit hours**

Select from among the following in consultation

with a Faculty Advisor:

Engineering 131: Engineering Graphics &amp; Introduction to Design 03

Chemistry 203: General Chemistry II 05

Math 210: Differential Equations 03

Physics 215: Statics 03

Physics 216: Dynamics 03

Physics 217: Mechanics of Materials 03

## AFA: Associate in Fine Arts

### AFA Degree Requirements

### Minimum 60-68 Credit Hours

The AFA degree is available in four areas: the AFA in Art Education (0217), the AFA in Art Studio (0216), the AFA in Music Education (0208), and the AFA in Music Performance (0205). The AFA degree serves as the foundation for more advanced study in studio arts, graphic/commercial art, and digital arts at four-year colleges, universities, and art schools. Areas of study include, but are not limited to the disciplines of painting, drawing, ceramics, sculpture, photography, design and printmaking (etching, silkscreen, lithography, and relief). A critical approach to aesthetics and content is an integral part of the courses.

### General Education Core Requirements

### 38-41 credit hours

*Note: The General Education Core Requirements vary according to the specific requirements for each of the four AFA degrees:*

*Art Studio=32-33 credit hours; Art Education=37-40 credit hours;*

*Music Education=38-41 credit hours; Music Performance=29-31 credit hours.*

*Please refer to the specific "Transfer Program Requirements" section of the Catalog for your area of concentration.*

#### I. Communications

**09 credit hours**

English 101, English 102, **and** Speech 101

#### II. Humanities

**06 credit hours**

Any *two* IAI approved courses from: Foreign Languages, Humanities, Literature, Music, and Philosophy

#### III. Social Sciences

**03-06 credit hours**

Any *two* IAI approved course in Anthropology, Economics, Geography, History, Political Science, Psychology, Social Sciences, **or** Sociology.

#### IV. Mathematics

**04-06 credit hours**

Choose any IAI approved course 118 or higher.

For students who entered college during or after the Summer 1998 term, College Algebra (Math 140) and Trigonometry (Math 141) may not be used to satisfy the Mathematics requirement.

#### V. Natural and Physical Sciences

**07-08 credit hours**

- Biology: at least *one* course, chosen from Biology, Microbiology, **or** Zoology
- Physical Sciences: at least *one* course, chosen from Astronomy, Chemistry, Geology, Meteorology, Physical Science, **or** Physics

**Minimum Requirement:** *One* science courses must be a lab course.

**AGS: Associate in General Studies (0203)****AGS Degree Requirements****Minimum 60 Credit Hours**

The AGS is a 60-hour degree program. To earn the AGS, a student must complete no fewer than 30 credit hours *minimum* in general education. At least *one* course from *each* of the five general education categories listed below is *required*:

- |   |                           |
|---|---------------------------|
| <b>I. Communications</b>  | <b>03 credit hours</b>    |
| English 101 mandatory   |                           |
| <b>II. Humanities</b>   | <b>03 credit hours</b>    |
| Any one course in humanities; literature; philosophy; fine arts; Music Appreciation (Music 121, 122, 124, or 221); Art Appreciation (Art 103); <b>or</b> a foreign language course 104 or above |                           |
| <b>III. Social Sciences</b>   | <b>03 credit hours</b>    |
| Any course in anthropology, economics, geography, history, political science, psychology <b>or</b> sociology  |                           |
| <b>IV. Mathematics</b>  | <b>03–04 credit hours</b> |
| Math 118 or above   |                           |
| <b>V. Natural and Physical Sciences</b>   | <b>03–04 credit hours</b> |
| Any course in biology, microbiology, astronomy, chemistry, geology, meteorology, physical science, <b>or</b> physics  |                           |
| <b>VI. Other</b>  | <b>13–15 credit hours</b> |
| 13–15 additional general education credit hours, above the developmental level, chosen from any of the five categories listed above.  |                           |

**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 requirement, a concentration, or an elective.



## CCC COURSE PREREQUISITE EXCEPTION POLICY

### OVERVIEW

The City Colleges of Chicago (CCC) adopted a new course prerequisite policy, effective fall 2007. All college level courses will require eligibility for English 101 unless a higher prerequisite is noted.

### COURSE EXEMPTIONS INCLUDE:

<b>Course Number</b>	<b>Course Name</b>
Art 115 and Art 116	Photography
Art 116	Advanced Photography
Art 117	Beginning Color Photography
Art 126 and 127	Printmaking I and Printmaking II
Art 141	Introduction to the Visual Arts
Art 142	Figure Drawing and Composition
Art 143	Advanced Figure Drawing
Art 144	Two Dimensional Design
Art 145	Three Dimensional Design
Art 166	Oil Painting Techniques
Art 167	Advanced Oil Painting Techniques
Art 171	Production Art
Art 172	Communications Design I
Art 176 and Art 177	Graphics Design I and Graphics Design II
Art 196 and Art 197	Ceramics and Advanced Ceramics and Sculpture
Computer Info Systems 120	Introduction to Microcomputers
CWE 101	All Cooperative Work Experience Courses
ESL	All English as a Second Language: 098, 099, 100
Fine Arts 104	The World of Cinema
Health 250	Health Education
Humanities 105	Mass Media
Humanities 107	Popular Culture
Music 105 and 106	Group Piano I and Group Piano II
Music 131	Chorus
Music 135	Instrumental Ensembles
Music 181	Applied Music / Freshman Level I
Music 182	Applied Music / Freshman Level II
Music 281	Applied Music / Sophomore Level I
Music 282	Applied Music / Sophomore Level II
Spanish 113	Spanish for Near Native Speakers I
Spanish 114	Spanish for Near Native Speakers II
Theater 133	Acting I

### POLICY OVERRIDE

The President, Vice President, and Dean of Instruction may approve exceptions to this policy.

## ADDICTIONS STUDIES

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Addictions Studies Concentration

**Minimum 62 credit hours**

The Associate in Arts Degree (AA) degree with an Addictions Studies concentration provides basic liberal arts and introductory courses for students who intend to transfer to another college or university in preparation for careers in Addictions counseling.

#### Required General Education Courses

**37–41 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### Required Concentration Course

Psychology 211: Social Psychology	3
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#### Recommended Concentration Courses:

**20-25 credit hours**

Computer Information Systems 120: Introduction to Microcomputers	3
Criminal Justice 102: Administration of Criminal Justice	3
Criminal Justice 114: Administration of Juvenile Justice	3
Mental Health 223: Introduction to Addictions Studies	3
Mental Health 224: Principles and Practices of Addictions Studies	3
Mental Health 230: Addictions and the Family: Treatment	3
Mental Health 231: Addictions Treatment of Special Populations	3
Psychology 201: General Psychology	3
Psychology 213: Abnormal Psychology	3
Psychology 215: Psychology of Personality	3
Sociology 201: Introduction to the Study of Society	3
Sociology 210: Diverse Cultures in a Global Age	3

**Program Advisor:** *Anthony Ealey, CADC, Department of Applied Science (312) 553-6092*

## ART: ART EDUCATION

### ASSOCIATE IN FINE ARTS DEGREE (AFA) (0217)

#### Art Education Concentration

**Minimum 60-64 credit hours**

The program serves as a basis of study for individuals whose goal is to be an educator of the arts and serve as a preparation for transfer. Students will be exposed to relevant general education studies while developing skills in studio arts, including a critical approach to aesthetics and content. Students who transfer to senior institutions offering Art Education programs will be prepared to continue working on the appropriate certification towards teaching K-12 in the arts. Further employment opportunities vary based on the student's area of specialization.

#### Required General Education Courses

**37-40 credit hours**

English 101: Composition I	3
English 102: Composition II	3
Speech 101: Fundamentals of Speech Communication	3
Mathematics: <i>one</i> course, Mathematics 118 or above (except 140 or 141)	3-5
Math 121/122 (Math for Elementary Teachers are recommended)	
Natural & Physical Sciences: Choose <i>one</i> Biology course and <i>one</i> Physical Sciences course. One of these must be a lab course.	7-8
Humanities: One course from any of the following disciplines: Foreign Languages, Humanities, Literature, Music, Philosophy	6
Fine Arts 107: History of Architecture, Painting, and Sculpture I	3
Fine Arts 108: History of Architecture, Painting, and Sculpture II	3
Psychology 201: General Psychology	3
History 111: History of the American People to 1865 or	3
History 112: History of the American People from 1865	
Political Science 201: The National Government	3

#### Required Concentration Courses

**12 credit hours**

Art 131: General Drawing	3
Art 132: Advanced General Drawing	3
Art 144: Two Dimensional Design	3
Art 145: Three Dimensional Design	3

#### Recommended Art Elective Courses

**12 credit hours**

Art 115: Photography	3
Art 126: Printmaking I	3
Art 127: Printmaking II <b>or</b> Art 142: Figure Drawing and Composition	3
Art 166: Oil Painting Techniques	3
Art 196: Ceramics	3

**Program Advisor:** *Armen Sarrafian, Chairperson, Art Department, (312) 553-5732.*

## ART: STUDIO ART

### ASSOCIATE IN FINE ARTS DEGREE (AFA)\* (0216)

#### Studio Art Concentration

**Minimum 61-64 credit hours**

The AFA degree program serves as the foundation for more advanced study in studio arts, graphic/commercial art, and digital arts at four-year colleges, universities, and art schools. Areas of study include, but are not limited to the disciplines of painting, drawing, ceramics, sculpture, photography, design and printmaking (etching, silkscreen, lithography, and relief). A critical approach to aesthetics and content is an integral part of the courses.

Employment opportunities are varied and are usually based on the student's personal interest and area of specialization, including all professions based in the visual arts.

NOTE: Most schools of art require a portfolio review for admission to a B.F.A. program. For scholarship consideration, art schools typically require core credit in studio courses and/or a second studio course in a specific medium.

#### Required General Education Courses

**32-33 credit hours**

English 101: Composition I	3
English 102: Composition II	3
Speech 101: Fundamentals of Speech Communication	3
Mathematics: <i>one</i> course, Mathematics 118 or above (except 140 or 141)	3-5
Natural & Physical Sciences: Choose <i>one</i> Biology course and <i>one</i> Physical Sciences course. One of these must be a lab course.	7-8
Humanities: Two courses from any of the following disciplines: Foreign Languages, Humanities, Literature, Music, Philosophy	6
Social Sciences: Two courses from any of the following disciplines: Anthropology, Economics, Geography, History, Political Science Social Science, or Sociology	6

#### Required Concentration Courses:

**21 credit hours**

Art 131: General Drawing	3
Art 132: Advanced General Drawing	3
Art 142: Figure Drawing and Composition	3
Art 144: Two Dimensional Design	3
Art 145: Three Dimensional Design	3
Fine Arts 107: History of Architecture, Painting, and Sculpture I	3
Fine Arts 108: History of Architecture, Painting, and Sculpture II	3

#### Recommended Studio Art Electives:

**09 credit hours**

Art 115: Photography	3
Art 126: Printmaking I <i>or</i> Art 127: Printmaking II	3
Art 166: Oil Painting Techniques	3
Art 196: Ceramics	3

**Program Advisor:** *Armen Sarrafian, Chairperson, Department of Art, (312) 553-5732*

## BIOLOGY

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Biology Concentration

**Minimum 64 credit hours**

Basic liberal arts and science courses are appropriate for the student planning to pursue further study in the biological sciences or related health fields. The AS degree with a Biology concentration can lead to a career in medicine, nursing, research, teaching, mental health, or various therapeutic or technical fields.

#### Required General Education Courses

**39 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### In General Education Area V: Natural Sciences, take:

Chemistry 201: General Chemistry I	5
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#### Recommended Concentration and Elective Courses

**25 credit hours**

#### Recommended Concentration Courses:

Biology 121: Biology I	5
Biology 122: Biology II	5
Biology 226: Human Structure & Function I	4
Biology 227: Human Structure & Function II	4
Microbiology 233: General Microbiology	4

#### Some college biology or medical professional programs may prefer courses selected from the list below:

Chemistry 205: Organic Chemistry I	6
Physics 221: Mechanics and Heat	4
Physics 222: Electricity, Sound and Light	4

Consult the HWC Biology Program Advisor, the Transfer Center or the HWC Advising Office and check with the other college or university to which you plan to transfer.

**Program Advisor:** *Uthman Erogbogbo, Department of Biology, (312) 553-5671*

## BUSINESS ADMINISTRATION

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Business Administration Concentration

**Minimum 62 credit hours**

A concentration in business administration is appropriate for students who intend to transfer to another college or university. The Associate in Arts (AA) degree with a Business Administration concentration can lead to business, industry, or government employment in such management fields as accounting, economics, finance, labor economics, marketing, and human resources management.

#### General Education Courses

**37–42 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### General Education Area III: Social Sciences, take:

Economics 202: Principles of Economics II (Microeconomics)	3
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#### General Education Area V: Mathematics, take:

Mathematics 125: Introductory Statistics	4
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#### Recommended concentration and elective courses:

**21–25 credit hours**

Business 111: Introduction to Business	3
Business 181: Financial Accounting	4
Business 182: Managerial Accounting	4
Business 211: Business Law I <b>or</b>	3
Business 214: The Legal and Social Environment of Business	
Computer Information Systems 120: Introduction to Microcomputers	3

#### Some college business programs may prefer courses selected from those listed below:

Mathematics 125: Introductory Statistics	4
Mathematics 144: Finite Mathematics	4
Mathematics 204: Calculus for Business & the Social Sciences	4-5
Economics 201: Principles of Economics I	3
Computer Information Systems 120: Introduction to Microcomputers	3
Psychology 201: General Psychology	3

Consult the HWC Program Advisor, the Transfer Center, or the HWC College Advising Office and check with the college or university to which you plan to transfer.

**Program Coordinator:** Anita, Kelley, Chairperson, Department of Business and Information Technology, (312) 553-2995

## CHEMISTRY

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Chemistry Concentration

**Minimum 64 credit hours**

Basic liberal arts and science courses for the student planning to pursue an Associate in Science (AS) degree with a concentration in chemistry are listed. This program fulfills the basic requirements for transfer to another college or university in preparation for a career as a practicing chemist in industry or research, or for careers in teaching, engineering, or the health sciences.

#### General Education Courses

**39–41 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### General Education Area V: Natural Sciences take:

Chemistry 201: General Chemistry I*	5
-------------------------------------	---

#### Recommended Concentration Courses

**25–27 credit hours**

Chemistry 203: General Chemistry II*	5
Chemistry 205: Organic Chemistry I	6
Chemistry 207: Organic Chemistry II	6
Physics 235: Engineering Physics I	4
Physics 236: Engineering Physics II	4
Physics 237: Engineering Physics III	4
Mathematics 208: Calculus and Analytic Geometry II	5
Mathematics 209: Calculus and Analytic Geometry III	5

\*The Chemistry 201 / 203 sequence should be completed to ensure transferability.

**Program Advisor:** *Mike Davis, Chairperson, Department of Physical Sciences, (312) 553-3211*



*Professor Mike Davis and Students*

## CHILD DEVELOPMENT: EARLY CHILDHOOD EDUCATION

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

**Child Development: Early Childhood Concentration      Minimum 62 credit hours**

The Associate in Arts (AA) degree with a concentration in Child Development: Early Childhood includes general education core requirements and recommended elective courses. The program is recommended for students planning studies or careers in teaching or managing in early childhood care settings.

#### General Education Courses

**37–41 credit hours**

See General Education Core Requirements  
for the AA Degree (pp. 152-153)

#### In General Education Area III: Social Science, take:

Psychology 201: General Psychology	3
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#### Recommended Concentration Courses\*

**21–25 credit hours**

Child Development 101: Human Growth and Development I	3
Child Development 107: Health, Safety, and Nutrition	3
Child Development 120: Introduction to Early Childhood Education / Group Care of Children	3
Child Development 205: Development of the Exceptional Child	3
Geography 101: World Geography	3
History 111: History of the American People to 1865	3
History 112: History of the American People from 1865	3
History 212: History and Culture of China	3
History 215: History of Latin America	3
History 243: The Far East in the Modern World	3
History 247: African History to Colonial Period	3
History 248: African History—Modern Period	3
Political Science 201: The National Government	3
Psychology 208: Psychology of Exceptional Children	3

\*Child Development courses require students to complete clinical experience/observation hours.

**Program Advisors:** *Jennifer Asimow (312) 553-3087, Department of Applied Science*



## CINEMA and MEDIA STUDIES

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Cinema and Media Studies Concentration

**Minimum 62 credit hours**

Harold Washington College is nestled in the hub of Chicago's Theatre District across the street from the Gene Siskel Film Center, and within walking distance from the city's other major centers for film, video, broadcasting, and media centers. Students in Cinema and Media Studies at Harold Washington College have a unique opportunity to experience their field firsthand. The cinema and Media Studies concentration, focusing on this kind of experiential learning, includes a program of study designed to allow direct experiences with the film industry: history, production, analysis (both mainstream and independent) as well as ways in which the cinemas of the world interact with other forms of mass media (TV, print journalism, radio, internet, advertising) and media arts (photography, video, animation, digital multi-media). These courses are taught both from a cinema studies perspective (analyzing, studying, critiquing) and a studio perspective (creating, producing, exhibiting). This selection of courses is intended to expand awareness of the world's various cultural histories and to understand how cinema and media operate in our lives and in contemporary society.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area II: Humanities take:

Humanities 201: General Course I (Poetry, Painting, Fiction, Architecture)	3
Humanities 202: General Course II (Drama, Music, Philosophy)	3
Humanities 203: Contemporary Arts in America	3

#### Recommended Concentration Courses

##### Course Emphases

**9 credit hours**

At least *one* course *each* with a Women's/Gender Studies, Latin American/Latino Studies, and Black Studies emphasis (in any discipline), including the Humanities

##### Studio/Performance Courses:\*

**6 credit hours**

Choose any *two* courses from:

- Art (Design, Photography, Printmaking)
- Digital Multimedia Design (Video, Animation, Multimedia)
- Theatre Arts, **or**
- English 150: College Newspaper

\* A Studio Course involves the actual production of a work of art or performance

## CINEMA and MEDIA STUDIES *(continued)*

**Cinema/Media Courses:** Select the following *four* courses:

Fine Arts 104: The World of the Cinema	3
Fine Arts 109: History of Cinema	3
Humanities 105: The New World of Mass Media	3
Literature 155: Literature and Film	3

**Recommended Elective Courses:**

Anthropology 202: Cultural Anthropology	3
Art 141: Introduction to the Visual Arts	3
Business 231: Principles of Marketing	3
English 151: News Reporting and Writing	3
English 152: Introduction to Mass Communications	3
Fine Arts 110: Opera and the Humanities	3
Humanities 107: Popular Culture: Mirror of American Life	3
Humanities 123: Introduction to Arts and Ideas	3
Humanities 208: Women in the Creative and Performing Arts	3
Music 121: Introduction to Music	3
Philosophy 110: Social and Political Philosophy	3
Psychology 211: Social Psychology	3
Social Science 105: American Social Issues	3
Theater Arts 131: Introduction to Theater	3
Theatre Arts 134: Theater in the Modern World	3

**Program Advisor:** *Amanda Loos, Coordinator of Fine Arts/Cinema Studies,  
Department of Humanities (312) 553-5729*

## COMPUTER SCIENCE

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Computer Science Concentration

**Minimum 64 credit hours**

Basic courses in mathematics and computer programming languages prepare students for transfer to other colleges and universities in preparation for careers in the computer fields of programming, systems analysis, or computer research.

#### General Education Courses

**39–41 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### Recommended Concentration and Elective Courses\*

**25–27 credit hours**

Choose any *three* of the following Computer Information Systems courses:

Computer Information Systems 101: Introduction to Computer Information Systems	3
Computer Information Systems 142: Introduction to C or C++ Language	3
Computer Information Systems 144: Introduction to Java Programming Language	3
Computer Information Systems 242: Advanced C or C++ Language	3
Computer Information Systems 244: Advanced Java Programming Language	3

Choose *two* of the following four Mathematics courses:

Mathematics 146: Discrete Mathematics	4
Mathematics 209: Calculus & Analytic Geometry III	5
Mathematics 210: Differential Equations	3
Mathematics 212: Linear Algebra	3

\* Take *one* additional Mathematics course numbered 118 or above **or** *one* additional Computer Information Systems course as necessary to achieve the 22 credit hour minimum requirement.

The Harold Washington College (HWC) General Education Core Requirements and the Concentration Courses suggested above follow the curriculum in “Mathematics and Information Technology” at the University of Illinois-Chicago. Other college or university Computer Science programs may recommend somewhat different courses.

Consult the HWC Computer Science Program Advisors, the Transfer Center, or the HWC Advising Office and check with the college or university to which you plan to transfer.

**Program Advisor:** Anita Kelly, Chairperson, Department of Business and Information Technology, (312) 553-5688

## CRIMINAL JUSTICE

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Criminal Justice Concentration

**Minimum 62 credit hours**

The basic liberal arts and introductory courses that constitute the AA degree with a concentration in Criminal Justice provide the foundational skills and competencies needed to transfer to another college or university in preparation for careers in criminal justice.

#### General Education Courses

**38–41 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area II: Humanities, take:

Philosophy 105: Logic <b>or</b>	3
Philosophy 107: Ethics	3

#### In General Education Area III: Social Science, take:

Psychology 211: Social Psychology <b>or</b>	3
Sociology 201: Introduction to the Study of Society	3

#### In General Education Area IV: Mathematics, take:

Any Mathematics course 118 <b>or</b> above	3-4
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#### In General Education Area V: Natural Science, take:

Physical Science 111: General Course I	4
Biology 104: Human Biology <b>or</b>	
Biology 107: Nutrition <b>or</b>	
Biology 114: General Education Biology	4

#### Recommended Concentration and Elective Courses

**24–25 credit hours**

Child Development 101: Human Growth and Development I	4
Child Development 102: Human Growth and Development II	3
Criminal Justice 102: Administration of Criminal Justice	3
Criminal Justice 114: Administration of Juvenile Justice	3
Criminal Justice 202: Issues in Criminal Justice	3
Criminal Justice 222: Professional Responsibilities in Criminal Justice	3
Criminal Justice 234: Criminal Law and Procedure	3
Mental Health 223: Introduction to Addictions Studies	3
Sociology 210: Diverse Cultures in a Global Age	3

**Program Advisor:** *Ellen Eason-Montgomery, Department of Applied Science*  
(312) 553-3138

## DIVERSITY/ETHNIC STUDIES

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Diversity/Ethnic Studies Concentration

**Minimum 62 credit hours**

The Associate in Arts (AA) degree with a concentration in Diversity/Ethnic Studies draws from literature, history, sociology, philosophy, political science, and cultural studies to study the experience, literature, and politics of African Americans, Latinos, Native Americans, Asian Americans, and European Americans. The concentration provides exposure to the broad field of diversity and who are considering careers in education, psychology, sociology, criminal justice, journalism, law, politics, public health, public relations, urban planning, and community development.

#### General Education Courses

**38–41 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

General education courses should be taken from courses with a diversity emphasis, (e.g. Diversity Studies, Women’s Studies, Asian Studies, and Cultural Anthropology).

#### Required Concentration Courses

**24 credit hours**

Anthropology 202: Cultural Anthropology	3
History 115 (African American History since 1865)	3
Humanities 145: Introduction to Ethnic Studies	3
Literature 132: Native American Literature	3
Psychology 203: Psychology of Women	3
Sociology 210: Diverse Cultures in a Global Age	3

#### Recommended Elective Courses

Student may choose 3-4 courses, each from a different discipline:

Business 114: Introduction to Urban Mass Transit	3
Child Development 262 or 101: Human Growth and Development	3
Criminal Justice 202: Issues in Criminal Justice (Women and Crime)	3
Criminal Justice 250: Introduction to Criminology	3
Education 103: Students with Disabilities in School	3
Geography 201: Physical Geography-World Studies	3
Humanities 105: The New World of Mass Media (Media & Gender)	3
Humanities 123: Introduction to Arts and Ideas-Asian Studies emphasis	3
Humanities 143: Introduction to Latin American/Latino Studies	3
Humanities 203: Contemporary America	3
Literature 137: The Black Woman in Fiction	3
Social Science 105: American Social Issues	3
Sociology 207: Sociology of Sex and gender	3
Sociology 211: Race and Ethnic Relations	3

**Program Advisor:** *Dr. Judy Rivera van Schagen, (312) 553-5883, Department of English*

## ELEMENTARY EDUCATION

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Elementary Education Concentration

**Minimum 62 credit hours**

The Associate in Arts (AA) Degree with a concentration in Elementary Education includes general education requirements and recommended elective courses. This program is recommended for students intending to transfer to another college or university in preparation for a teaching career in elementary schools.

#### General Education Courses

**38–41 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area III: Social Science, take:

Psychology 201: General Psychology	3
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#### Recommended Concentration Courses

**24 credit hours**

Child Development 101: Human Growth and Development I*	4
Child Development 205: Development of the Exceptional Child	3
Education 256: The American Public School	3
Geography 101: World Geography	3
History 111: History of the American People to 1865	3
History 112: History of the American People from 1865	3
History 212: History and Culture of China	3
History 215: History of Latin America	3
History 243: The Far East in the Modern World	3
History 247: African History to Colonial Period	3
History 248: African History – Modern Period	3
Political Science 201: The National Government	3
Psychology 208: Psychology of Exceptional Children	3

\*Requires completion of clinical experience/observation hours.

**Program Advisor:** *Jennifer Asimow, (312) 553-3087, Department of Applied Science*

## TEACHING—SECONDARY EDUCATION (0210)

Students intending to pursue a career in high school teaching should choose an AA or AS concentration in the field in which they intend to teach: Art, Biology, Chemistry, Drama, English, Foreign Languages, Mathematics, Music, Physical Science, Physics, Social Science, or Speech.

## ENGLISH

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### English Concentration

**Minimum 62 credit hours**

The Associate in Arts (AA) degree with a concentration in English provides a selection of courses in writing and literature for students planning to transfer to another college or university. The concentration in English is recommended for those planning careers in teaching, public relations, writing, journalism, editing, broadcasting, translating or interpreting, politics, or law.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area II: Humanities, take:

Literature 110: Introduction to Literature	3
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#### Recommended Concentration and Elective courses

**24 credit hours**

English 201: Advanced Composition <i>and</i>	3
Literature 111: Poetry <i>or</i>	3
Literature 112: Drama <i>or</i>	
Literature 113: Fiction and	3
Literature 211: Shakespeare	3
English 241: Creative Writing	3

**Program Advisor:** *John Hader, Co-Chairperson, Department of English and Speech*  
(312) 553-5994



## FINE ARTS

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Fine Arts Concentration

**Minimum 62 credit hours**

Harold Washington College (HWC) is nestled in the hub of Chicago's Theatre District and walking distance from the city's major arts centers; students in the Fine Arts at HWC have a unique opportunity to experience the arts firsthand. The Fine Arts concentration, focusing on this kind of experiential learning, includes a program of study designed to allow direct experiences with the "traditional" fine arts (painting, sculpture, architecture, music, theatre, dance) as well as the "newer" arts (film, video, photography, digital multi-media). These courses are taught both from an art historical perspective (analyzing, studying, critiquing) and a studio perspective (creating, producing, exhibiting). This selection of courses is intended to expand awareness of the world's various cultural histories and to understand how the arts – in all the realms of human expression - operate in our lives and in contemporary society. Students in Fine Arts may transfer to programs in studio art, cinema studies, art history, music, or theatre, and may go on to become artists, composers, filmmakers, writers, critics, curators, teachers, or arts administrators.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area II: Humanities, take:

Humanities 201: General Course I (Poetry, Painting, Fiction, Architecture)	3
Humanities 202: General Course II (Drama, Music, Philosophy)	3
Humanities 203: Arts of Contemporary America	3

#### Recommended Concentration Courses

**24 credit hours**

##### Course Emphases

Students pursuing the Fine Arts concentration should take at least *one* course *each* (in any discipline) with an emphasis in Women's/Gender Studies, Latin American/Latino Studies, and Black Studies.

#### Recommended Concentration Courses

**Studio/Performance Courses:\*** Choose any *two* courses from:

Art (Drawing, Painting, Ceramics, Sculpture, Design, Photography, Printmaking)  
 Architecture  
 Digital Multimedia Design (Video, Animation, Multimedia)  
 English 241: Creative Writing  
 Music **or**  
 Theatre Arts

\* A Studio Course involves the actual production of a work of art or performance



## FINE ARTS *(continued)*

**Art History / Analysis Courses:** Select a minimum of *four* courses:

Fine Arts 104: The World of the Cinema	3
Fine Arts 105: History of Painting, Sculpture, Architecture	3
Fine Arts 107: History of Architecture, Painting, Sculpture I	3
Fine Arts 108: History of Architecture, Painting, Sculpture II	3
Fine Arts 109: History of Cinema	3
Fine Arts 110: Opera and the Humanities	3
Humanities 105: The New World of Mass Media	3

**Recommended Elective Courses:**

Art 103: Art Appreciation	
Art 130: African-American Art	3
Humanities 105: New World of Mass Media	3
Humanities 107: Popular Culture: Mirror of American Life	3
Humanities 123: Introduction to Arts and Ideas	3
Humanities 205: World Literature	3
Humanities 208: Women in the Creative and Performing Arts	3
Humanities 212: Non-Western Humanities	3
Humanities 215: Art and Philosophy of the African Continent	3
Literature 155: Literature and Film	3
Music 122: Perspectives in Jazz	3
Music 124: Trends in Modern American Music	3
Philosophy 225: Philosophy of Art	3
Theater Arts 131: Introduction to Theater	3
Theater Arts 134: Theater in the Modern World	3

**Program Advisor:** *Amanda Loos, Coordinator of Fine Arts/Cinema Studies,  
Department of Humanities (312) 553-5729*

## FOREIGN LANGUAGES

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Foreign Language Concentration

**Minimum 62 credit hours**

Concentration in one of four foreign languages—French, Italian, Japanese and Spanish—is ideal for students who intend to transfer to another college or university. Most foreign language majors are employed as teachers, translators, or interpreters in government service or international trade, or in the travel or hotel industry. Foreign language study is valuable, as well, to those planning careers in the health professions, human services (social work, law enforcement, fire protection), hotel-motel management, business, banking, or the fine arts.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### Recommended Concentration and Elective Courses

**24 credit hours**

Foreign Language 101	4
Foreign Language 102	4
Foreign Language 103	4
Foreign Language 104	4

Students with previous foreign language study, or who have completed Foreign Language 104 as a General Education requirement, may include 200-level courses (206, 210, 213, and 214) for completion of the concentration in Foreign Languages.

#### Recommended Elective Courses:

Depending on their career goals, foreign language students will want to take advantage of courses in world history, world literature, geography, humanities, and the fine arts, as well as in business and economics.

**Program Advisor:** *Gabriella Cambiasso, Chairperson, Department of Foreign Languages/ESL, (312) 553-5863*

## LATIN AMERICAN and LATINO STUDIES

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Latin American and Latino Studies Concentration

**Minimum 62 credit hours**

The Associate in Arts (AA) degree with a concentration in Latin American & Latino Studies includes a variety of courses in the general education requirements with a Latin American & Latino Studies emphasis. The program is particularly appropriate for students interested in integrating studies in the humanities and social sciences and for students preparing to work and interact with diverse communities and cultures in the Chicago area in such fields as education, human services, business, journalism, and public administration:

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### General Education Area II: Humanities: Art, Fine Arts, Music, Literature, and Foreign Languages

**06 credit hours**

Choose *two* of the following courses which have sections that specify a Latin American and Latino Studies Emphasis in the Harold Washington College Schedule of Classes:

Art 103: Art Appreciation	3
Fine Arts 104: The World of Cinema	3
French 213: Introduction to Modern Literature	3
French 214: Readings in Literature	3
Humanities 107: Popular Culture: Mirror of American Life	3
Humanities 123: Introduction to Arts and Ideas	3
Humanities 201: General Course I	3
Humanities 202: General Course II	3
Humanities 205: World Literature I	3
Humanities 206: World Literature II	3
Humanities 208: Women in Creative and Performing Arts	3
Humanities 212: Non-Western Humanities	3
Literature 128: Latin American Literature	3
Music 121: Introduction to Music	3
Spanish 213: Introduction to Modern Literature	3
Spanish 214: Readings in Literature	3

## LATIN AMERICAN and LATINO STUDIES *(continued)*

**General Education area II: Humanities: Foreign Languages and  
General Education Area III: Social Sciences: History**

**3 credit hours**

Choose *one* of the following courses, which has sections that specify a Latin American and Latino Studies emphasis in the Harold Washington College Schedule of Classes:

French 210: Modern Civilization and Culture	3
History 211: Problems in History	3
History 215: History of Latin America	3
Spanish 210: Modern Civilization and Culture	3

**General Education Area II: Humanities: Foreign Languages**

**4 credit hours**

Choose *one* of the following courses. At least one semester of Foreign Language must be at the College level:

French 101-104: First - Fourth Course	4
Spanish 101-104: First - Fourth Course	4
Spanish 113: Spanish for Near Native Speakers I	4
Spanish 114: Spanish for Near Native Speakers II	4

**Recommended Concentration and Elective courses**

**24 credit hours**

Any courses with a Latin American and Latino Studies emphasis listed in the Harold Washington College Schedule of Classes.

**Program Coordinator/Advisor:** *Dr. Adriana Tápanes-Inojosa, Department of Humanities, (312) 553-5727*

## MATHEMATICS

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Mathematics Concentration

**Minimum 64 credit hours**

The Associate in Science (AS) degree constitutes a basic mathematical course sequence prepares students for transfer to other colleges in such fields as engineering, accounting, business, actuarial sciences, mathematics education, statistics and data analysis, computer programming, and the health care fields.

#### General Education Courses

**39 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### Recommended Concentration and Elective courses

**25 credit hours**

Mathematics 208: Calculus & Analytic Geometry II	5
Mathematics 209: Calculus & Analytic Geometry III	5
Mathematics 210: Differential Equations	3

#### **AND one of the following:**

Mathematics 125: Introductory Statistics	4
Mathematics 144: Finite Mathematics	4
Mathematics 146: Discrete Mathematics	4
Computer Information Systems 103: Introduction to BASIC Language	3

*Please consult with Business and Information Technology Department when selecting any Computer Information Systems course.*

**Program Advisor:** *Dr. Arthur DiVito, Department of Mathematics, (312) 553-5931*



## MUSIC: MUSIC EDUCATION

### ASSOCIATE IN FINE ARTS DEGREE (AFA) (0208)

#### Music Education Concentration

**Minimum 63 credit hours**

The Associate in Fine Arts Degree (AFA) with a concentration in Music Education serves as a basis of study for individuals whose goal is to become a music educator, and provides the preparation for transfer to four-year colleges, universities, and music schools. Students will be exposed to relevant general education studies while developing their musicianship (aural and keyboard skills, theory, and music literature) and performance abilities (solo and group) in their main instrument or voice. Students who transfer to senior institutions offering Music Education programs will be prepared to continue working on the appropriate certification towards teaching K-12 in music. Employment opportunities vary based on the student's area of specialization (vocal, general instrumental, or piano).

#### Required General Education Courses

**38-41 credit hours**

English 101: Composition I	3
English 102: Composition II	3
Speech 101: Fundamentals of Speech Communication	3
Humanities (any <i>two</i> IAI approved Humanities courses)	6
Mathematics: one <b>or</b> two Math courses, 118 or above	3-6
Natural Sciences: <i>two</i> courses (1 lab) in Biology or in Physical Sciences	7-8
History 112: History of the American People from 1865 <b>or</b>	3
Political Science 201: The National Government	

#### Recommended Concentration Courses\*

**26-29 credit hours**

Music 102, 103, 201, and 202: Theory I - IV	12
Music 111, 112, 211, and 212: Aural and Keyboard Skills I - IV	8
Music 105 and 106: Keyboard for Music Majors [special sections]	4
Music 221: Music Literature and History	3

Choose **four** courses from Music 131, 134, 135, **or** 136 for a total of *four* credits:

Music 131: Chorus	2
Music 134: Orchestra	1
Music 135: Instrumental Ensembles	1
Music 136: Vocal Ensembles	1
Music 181, 182, 281, <b>and</b> 282: Applied Music, Freshman Levels I & II and Applied Music, Sophomore Levels I and II	8

\* Keyboard Exit Exam is required for this concentration.

**Program Advisor:** Isabelle Bélance, Department of Humanities, 312 553-5728

## MUSIC: MUSIC PERFORMANCE

### ASSOCIATE IN FINE ARTS DEGREE (AFA) (0205)

#### Music Performance Concentration

**Minimum 68 credit hours**

The Associate in Fine Arts degree (AFA) with a concentration in Music Performance provides the necessary foundation for more advanced study in music performance, music theory, music history, or music composition at four-year colleges, universities, and music conservatories. Performance areas include all instruments and voice. Employment opportunities are varied and are usually based on the student's personal interest and area of specialization, including all professions based in the musical arts (performance, composition, research and analysis, music management, library science, music publishing, music therapy, among others).

#### Required General Education Courses

**29-31 credit hours**

English 101: Composition I	3
English 102: Composition II	3
Speech 101: Fundamentals of Speech Communication	3
Humanities (any <i>two</i> IAI approved Humanities courses)	6
Mathematics: any Math course, 118 or above	4-5
Natural Sciences: <i>two</i> courses (1 lab) in Biology or in Physical Sciences	7-8
Social Science 101: General Course I <b>or</b>	3
Social Science 102: General Course II	3

#### Required Concentration Courses \*

**39 credit hours**

Music 102, 103, 201, and 202: Theory I - IV	12
Music 111, 112, 211, and 212: Aural and Keyboard Skills I - IV	8
Music 105 and 106: Keyboard for Music Majors [special sections]	4
Music 221: Music Literature and History	3

Choose **four** courses from Music 131, 134, 135, **or** 136 for a total of **four** credits:

Music 131: Chorus	2
Music 134: Orchestra	1
Music 135: Instrumental Ensembles	1
Music 136: Vocal Ensembles	1
Music 181, 182, 281, <b>and</b> 282: Applied Music, Freshman Levels I & II and Applied Music, Sophomore Levels I and II	8

\* Keyboard Exit Exam is required for this concentration.

**Program Advisor:** Isabelle Bélance, Department of Humanities, 312 553-5728

## PHILOSOPHY

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Philosophy Concentration

**Minimum 62 credit hours**

The study of philosophy develops natural abilities of critical thinking and evaluation by exploring ways in which philosophers have sought basic principles of being, thinking, and acting. A background in philosophy is helpful in professions such as law, politics, education, journalism, or city planning. Analytic skills developed through the study of philosophy also help prepare for such careers as social work, law enforcement, and business.

#### Required General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### Required Concentration Courses

**09 credit hours**

Philosophy 105: Logic	3
Philosophy 106: Introduction to Philosophy	3
Philosophy 107: Ethics	3

#### Recommended Concentration Courses

**24 credit hours**

Anthropology 202: Cultural Anthropology	3
History 141: History of World Civilization to 1500	3
History 142: History of World Civilization from 1500	3
Humanities 215: Art and Philosophy of the African Continent	3
Philosophy 108: Philosophy of Religion	3
Philosophy 110: Social and Political Philosophy	3
Philosophy 201: Greek Philosophy to the Renaissance	3
Philosophy 202: Enlightenment to the Present	3
Psychology 201: General Psychology	3

**Program Advisor:** *David Richardson, Chairperson, Department of Humanities, (312) 553-5724*



## PHYSICAL SCIENCE

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Physical Science Concentration

**Minimum 62 credit hours**

The Associate in Arts (AA) degree with a concentration in the physical sciences is a basic survey of the physical sciences for students planning to transfer to another college or university. The AA concentration in Physical Science places more emphasis on humanities and the social sciences and less on mathematics and the natural sciences than an AS in Chemistry or Physics. The AA is recommended for students who want a background in the physical sciences for some technical programs, business, or teaching.

All students are urged to consult with the Harold Washington College (HWC) Physical Science Program Advisor, the Transfer Center, or the HWC College Advisors, and to check the college or university to which they plan to transfer.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area V: Natural Sciences, take:

Chemistry 201: General Chemistry I	5
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#### Recommended Concentration and Elective Courses

**24 credit hours**

Chemistry 203: General Chemistry II *	5
Mathematics 125: Introductory Statistics	4
Mathematics 141: Plane Trigonometry	3
Physics 221: Mechanics and Heat	4
Physics 222: Electricity, Sound and Light	4

\* All courses in the Chemistry 201 / 203 sequence should be completed to ensure transferability.

**Program Advisor:** *Liliana Marín, Department of Physical Sciences (312) 553-5794*

## PHYSICS

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Physics Concentration

**Minimum 64 credit hours**

The Associate in Science (AS) degree with a concentration in Physics provides basic course sequences fulfilling requirements for transfer to other colleges in preparation for careers in the physical sciences, health sciences, engineering, and related technical fields.

#### General Education Courses

**39–41 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### In General Education Area V: Natural Sciences, take:

Chemistry 201: General Chemistry I	5
Physics 235: Engineering Physics I: Mechanics and Wave Motion	4

#### Recommended Concentration Courses

**25–27 credit hours**

Chemistry 203: General Chemistry II *	5
Physics 236: Engineering Physics, Electricity and Magnetism II	4
Physics 237: Engineering Physics, Heat, Light, and Modern Physics III	4
Mathematics 208: Calculus and Analytical Geometry II	5
Mathematics 209: Calculus and Analytical Geometry III	5
Mathematics 210: Differential Equations	3

\* All courses in the Chemistry 201 / 203 sequence should be completed to ensure transferability.

**Program Advisor:** *Dr. Jaime Millan, Department of Physical Sciences (312) 553-5788*

## PRE-ARCHITECTURE

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Pre-Architecture Concentration

**Minimum 64 credit hours**

Basic architecture and liberal arts courses for students who intend to transfer to a university with an accredited architectural program are listed. A Bachelor's Degree or an advanced degree in architecture opens self-employment opportunities or employment opportunities in architecture, interior design, sales, or supervision in the building industries.

#### General Education Courses

**39–41 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### In General Education Area V: Natural Sciences, take:

Physics 235: Engineering Physics I, Mechanics and Wave Motion 4

#### Recommended Concentration Courses

**25–27 credit hours**

Physics 236: Engineering Physics II, Electricity and Magnetism 4

Chemistry 201: General Chemistry I 5

Architecture 121: Architectural Drawing I 4

Architecture 122: Architectural Drawing II 4

Architecture 166: Concepts of Planning 5

#### Some universities with accredited architectural programs may prefer courses selected from the list below:

Architecture 104: History of Architecture I\* 3

Architecture 105: History of Architecture II\* 3

Architecture 123: Architectural Drawing III 4

Architecture 170: Computer-Aided Design for Architectural Drafting I 3

Architecture 171: Computer-Aided Design for Architectural Drafting II 3

Architecture 172: Computer-Aided Design for Architectural Drafting III 3

Architecture 174: Computer-Aided Design for Architectural Drafting IV 3

Architecture 202: General Construction 4

Architecture 204: General Construction, Advanced 4

Architecture 266: Architectural Planning 5

Art 131: General Drawing 3

Art 200: Individual Art Projects \*\* 2

Art 142: Figure Drawing and Composition 3

\*These courses are accepted at the University of Illinois at Chicago and the Illinois Institute of Technology (IIT) per guidelines on their respective web sites. Consult the HWC Pre-Architecture Program Advisor, the Transfer Center, or the HWC College Advisors, and check with the accredited university to which you plan to transfer.

\*\*Portfolio work is required for transfer students for proper placement in studio courses.

**Program Advisor:** *Ivanhoe Tejada, Department of Applied Sciences (312) 553-6088*

## PRE-DENTISTRY

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Pre-Dentistry Concentration

**Minimum 64 credit hours**

Basic liberal arts and sciences courses are appropriate for the student who intends to transfer to another college or university in preparation for admission to a professional school of dentistry. The Associate in Science (AS) degree with a Pre-Dentistry concentration can lead to a career as a dentist in private practice or public health, or to ultimate specialization in oral surgery, orthodontics, periodontics, or pathology.

#### General Education Courses

**39–41 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### General Education Area V: Natural Sciences, take:

Biology 121: Biology I, Cellular and Molecular Biology	5
Chemistry 201: General Chemistry I	5

#### Recommended Concentration and Elective courses

**25–27 credit hours**

Biology 122: Biology II	5
Biology 226: Human Structure and Function I	4
Biology 227: Human Structure and Function II	4
Chemistry 203: General Chemistry II	5
Chemistry 205: Organic Chemistry I	6
Microbiology 233: General Microbiology	
Physics 221: Mechanics and Heat	4
Physics 222: Electricity, Sound and Light	4

**Program Advisor:** Cheryl Dias, Department of Biology, (312) 553-5673

## PRE-ENGINEERING

### ASSOCIATE OF ENGINEERING SCIENCE DEGREE (AES) (0100)

#### Pre-Engineering Concentration

**Minimum 64 credit hours**

Courses leading to the Associate of Engineering (AES) degree with a concentration in pre-engineering provide students with general education and engineering skills and competencies required for transfer to a university with an accredited engineering program.

#### General Education Courses

**18 credit hours**

See General Education Core Requirements for the AES Degree (pp. 157)

#### Required General Education Core Courses:

English 101: Composition I	3
English 102: Composition II	3

#### Recommended Social Sciences

**0-9 credit hours**

Students are encouraged to take **one** Social Science **or one** Humanities course in non-Western civilization.

#### Required Concentration Courses

**38 credit hours**

Math 207, 208, 209: Calculus and Analytical Geometry I, II, III	15
Chemistry 201: General Chemistry I	5
Physics 235, 236, 237: Engineering Physics I, II, III	12
Engineering 190: Introduction to Computer Applications	3

#### Recommended Electives

**08 credit hours**

##### Selected in consultation with an advisor:

Engineering 131: Engineering Graphics & Intro to Design	3
Chemistry 203: General Chemistry II	5
Math 210: Differential Equations	3
Physics 215: Statics*	3
Physics 216: Dynamics*	3
Physics 217: Mechanics of Materials*	3

\* Please consult with the Program Advisors s before selecting any Physics course.

**Program Advisors:** Mark Henschel, Department of Mathematics (312) 553-6093, and Dr. Anthony Escudro, Department of Physical Sciences, (312) 553-5788

## PRE-JOURNALISM

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Pre-Journalism Concentration

**Minimum 62 credit hours**

News writing and reporting techniques are important skills for students who intend to transfer to another college or university and earn a Bachelor's Degree in Journalism. The Associate in Arts (AA) degree with a Pre-Journalism concentration can lead to a career in newspaper, radio, television, or magazine writing; in publishing; in public relations; or in public information.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area III: Social Sciences, take:

Any American History **or** Geography course 3

#### Recommended Concentration and Elective Courses

**24 credit hours**

##### Choose from among:

Art 115: Photography	2-3
Art 171: Production Art	2
Art 174: Advanced Commercial Art	2
Computer Information Systems 120: Introduction to Microcomputers	3
English 150: College Newspaper (4 semesters)	4
English 151: News Reporting and Writing	3
English 152: Introduction to Mass Communication	3
English 153: Journalism	3

**Program Advisors:** *John Hader and Matt Usner, Co-Chairpersons, and Molly Turner, Department of English and Speech (312) 553-3141.*

## PRE-LAW

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Pre-Law Concentration

**Minimum 62 credit hours**

Liberal arts study is ideal for the student who intends to transfer to another college or university in preparation for law school. Lawyers find careers in business, labor, industry, government service, education, or private practice.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area II : Humanities, take:

Philosophy 105: Logic	3
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#### In General Education Area III -Social Sciences, include:

History 111: History of the American People to 1865	3
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#### In General Education Area IV -Mathematics, choose:

Mathematics 125: Introductory Statistics	4
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#### Recommended Concentration Courses

**24 credit hours**

Anthropology 202: Cultural Anthropology	3
Business 211: Business Law I	3
Business 212: Business Law II	3
Geography 101: World Geography	3
History 112: History of the American People from 1865	3
Philosophy 107: Ethics	3
Political Science 201: The National Government	3
Psychology 201: General Psychology	3
Sociology 201: Introduction to the Study of Society	3

Students are advised to visit the Transfer Center or their transferring institution to ensure that all program entry prerequisites are met and that all courses will appropriately transfer.

**Program Advisor:** *Brian T. Nix, J.D., Department of Social Science, (312) 553-5702*

## PRE-MEDICINE

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Pre-Medicine Concentration

**Minimum 64 credit hours**

This basic natural science and liberal arts course of study is appropriate for students who intend to transfer to another college or university in preparation for medical school. The Associate in Science (AS) degree with a Pre-Medicine concentration can lead to a career as a physician in private or public health, general practice, or specialization in any field of medicine.

#### General Education Courses

**39–41 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### In General Education Area V: Natural Sciences, take:

Biology 121: Biology I	5
Chemistry 201: General Chemistry I	5

#### Recommended Concentration Courses

**25–27 credit hours**

Biology 122: Biology II	5
Chemistry 203: General Chemistry II	5
Chemistry 205: Organic Chemistry	6
Mathematics 208: Calculus and Analytic Geometry II	5
Physics 221: Mechanics and Heat	4
Physics 222: Electricity, Sound and Light	4

**Program Advisor:** *Augusthy Kulakkattolickal, Department of Biology, (312) 553-5678*



*Professor Salajeon helps students during an anatomy class.*



## PRE-PHARMACY

### ASSOCIATE IN SCIENCE DEGREE (AS) (0211)

#### Pre-Pharmacy Concentration:

**Minimum 64 credit hours**

Natural sciences and the liberal arts are appropriate for students who intend to enter a professional school of pharmacy. Qualified pharmacists are employed in drugstores, medical institutions, government installations, and private or public health research and development.

#### General Education Courses

**39–41 credit hours**

See General Education Core Requirements for the AS Degree (pp. 154-155)

#### In General Education Area V: Natural Sciences, choose:

Biology 121: Biology I	5
Chemistry 201: General Chemistry I	5

#### Recommended Concentration Courses

**25–27 credit hours**

Biology 122: Biology II	5
Biology 226: Human Structure and Function I	4
Biology 227: Human Structure and Function II	4
Chemistry 203: General Chemistry II*	5
Chemistry 205: Organic Chemistry I	6
Chemistry 207: Organic Chemistry II	6
Economics 201: Principles of Economics I**	3
Microbiology 233: General Microbiology	4
Physics 221: Mechanics and Heat	4
Physics 222: Electricity, Sound and Light	4

*\*The Chemistry 201/203 sequence should be completed to ensure transferability.*

*\*\* If not taken as part of General Education requirements.*

The Harold Washington College General Education requirements and the concentration courses suggested above are all recommended by, and transferable to, the College of Pharmacy, University of Illinois at Chicago.

**Program Advisor:** *Dr. Thomas Higgins, Department of Physical Sciences, (312) 553-5791*

## PRE-PUBLIC SAFETY

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Pre-Public Safety Concentration

**Minimum 62 credit hours**

The Chicago Police and Fire Training Academy's Pre-Public Safety Program will provide training for students interested in pursuing careers in public safety. This curriculum allows Chicago Public Schools juniors and seniors to progress seamlessly from high school directly into any of the City Colleges of Chicago to complete a two-year Pre-Public Safety concentration Associate in Arts Degree. All students graduating from the program will have met the minimum requirements to take the Chicago Police and Fire Department examinations for entry into their respective academies.

Currently, applicants must be at least 21 years of age to sit for the Chicago Police and Fire Department examinations. A proposal is under consideration to waive this requirement for graduates of the two-year Public Safety Program.

#### Required General Education Courses

**38 credit hours**

English 101 and English 102: Composition I, II	6
Speech 101: Fundamentals of Speech Communication	3
English 107: Report Writing	3
Humanities 201: General Course I	3
Humanities 202: General Course II	3
Philosophy 107: Ethics	3
Social Science 101: General Course I	3
Social Science 102: General Course II	3
Psychology 201: General Psychology	3
Psychology 213: Abnormal Psychology	3
Computer Information Systems 120: Introduction to Microcomputers	3
Mathematics course 118 or above (excluding 140 and 141)	3-4
EMS 103: First Responder	3
Natural Sciences*	7-8

\*At least one science course must be a laboratory course.

#### Police Options:

Criminal Justice 102: Administration of Criminal Justice	3
Criminal Justice 114: Administration of Juvenile Justice	3
Criminal Justice 234: Criminal Law and Procedure	3
Criminal Justice 250: Introduction to Criminology	3

#### Fire Science Options:

Fire Science 101: Introduction to Fire Science	3
Fire Science 102: Fire Fighting Tactics I	3
Fire Science 203: Fire Protection Systems	3
Fire Science 213: Fire Causes and Arson Investigation	3

**Program Advisor:** Anna Blum, Dean, Public Agency and Special Programs, (312) 553-5960

## SOCIAL SCIENCE

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Social Science Concentration

**Minimum 62 credit hours**

The Associate in Arts (AA) degree with a concentration in Social Science provides a basic background in a spectrum of the social sciences for students intending to enter a wide variety of careers, ranging from business to government or community service. Knowledge of the social sciences is essential to those planning to become psychologists, sociologists, economists, historians, political scientists, anthropologists, counselors, caseworkers, occupational therapists, urban planners, city planners, or market researchers.

Students interested in teaching careers should access The State of Illinois Teaching Certification Requirements found on the Illinois State Board of Education web page at [www.isbe.net/certification](http://www.isbe.net/certification).

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area IV: Mathematics, take:

Mathematics 125: Introductory Statistics	4
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#### Recommended Concentration Courses

**24 credit hours**

Anthropology 202: Cultural Anthropology	3
Economics 201: Principles of Economics I	3
Economics 202: Principles of Economics II	3
History 141: World Civilization to 1500	3
History 142: World Civilization from 1500	3
Geography 101: World Geography	3
Political Science 201: The National Government	3
Psychology 201: General Psychology	3
Sociology 201: Introduction to the Study of Society	3

#### Recommended Elective Courses

Students are advised to complete at least *one* IAI approved course in each of the social science disciplines.

\*Students should confer with an Academic College Advisor or visit the Transfer Center or their transferring institution to ensure that all program entry prerequisites are met and all courses appropriately transfer.

**Program Advisor:** *Misbahudeen Ahmed-Rufai, Chairperson, Department of Social Science, 312-553-5747*

## SOCIAL WORK

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Social Work Concentration

**Minimum 62 credit hours**

The Associate in Arts (AA) degree with a Social Work concentration provides basic liberal arts and introductory courses for students who intend to transfer to another college or university's school of social work in preparation for careers in social work as counselors or caseworkers.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area II: Humanities, take:

Art 103, Music 121, or any literature or philosophy course 3

#### In General Education Area III: Social Science, take:

Sociology 210: Diverse Cultures in a Global Age 3

#### In General Education Area IV: Mathematics, take:

Mathematics 125: Introductory Statistics 4

#### Recommended Concentration Courses

**24 credit hours**

Anthropology 202: Cultural Anthropology	3
Economics 201: Principles of Economics I <b>or</b>	3
History 111: History of the American People to 1865	3
History 112: History of the American People from 1865	3
Political Science 201: The National Government	3
Psychology 201: General Psychology	3
Social Services 101: Introduction to Social Work	3
Social Services 201: Principles of Social Work Practice <b>or</b>	3
Social Services 212: Introduction to Group Process	3
Sociology 201: Introduction to the Study of Society	3

**Program Coordinator:** *Dr. Sammie Dortch, LCSW, Department of Applied Science, (312) 553-6090.*

## SOCIAL WORK

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Social Work and Youth Work Concentrations

**Minimum 62 credit hours**

The Associate in Arts (AA) Degree with concentrations in Social Work, Gerontology, or Youth Work provides basic liberal arts and introductory courses for students who intend to transfer to another college or university's school of social work in preparation for careers in social work with an emphasis on aging or youth work.

#### General Education Courses

**38 credit hours**

See General Education core Requirements for the AA Degree (pp. 152-153)

#### In general Education Area II: Humanities, take:

Art 103, Music 121, **or** any IAI approved literature **or** philosophy course

#### In General Education Area III: Social Science, take:

Sociology 210: Diverse Cultures in a Global Age

#### In General Education Area IV: Mathematics, take:

Mathematics 125: Introductory Statistics

#### Recommended Concentration Courses

**24 credit hours**

#### Social Work:

Anthropology 202: Cultural Anthropology	3
Computer Information Systems 120: Introduction to Microcomputers	3
Economics 210: Principles of Economics 1 <i>or</i>	3
History 111: History of the American People to 1865	3
History 112: History of the American People from 1865	3
Mental Health 223: Introduction to Addiction Studies	3
Political Science 201: the National Government	3
Psychology 201: General Psychology	3
Social Service 101: Introduction to Social Work	3
Social Service 102: Introduction to Gerontology *	4
Social Service 201: Principles of Social Work Practice <i>or</i>	3
Social Service 212: Introduction to Group Process	3

**SOCIAL WORK** *(continued)***ASSOCIATE IN ARTS DEGREE (AA) (0210)****Social Work and Youth Work Concentrations****Recommended Courses:****24 credit hours****Gerontology:**

Computer Information Systems 120: Introduction to Microcomputers	3
Social Services 102: Introduction to Gerontology*	3
Gerontology: Anthropology 202: Cultural Anthropology	3
Economics 210: Principles of Economics 1 <b>or</b>	3
History 111: History of the American People to 1865	
History 112: History of the American People from 1865	3
Mental Health 223: Introduction to Addiction Studies	3
Political Science 201: the National Government	3
Psychology 201: General Psychology	3
Social Services 101: Introduction to Social Work	3
Social Services 102: Introduction to Gerontology*	4
Social Services 105: Physiology of Aging	3
Social Services 106: Aging and the Family	3
Social Services 204: Cross Cultural Studies in Gerontology	3

**Youth Work:**

Anthropology 202: Cultural Anthropology	3
Computer Information Systems 120: Introduction to Microcomputers	3
Economics 210: Principles of Economics 1 <b>or</b>	3
History 111: History of the American People to 1865	
History 112: History of the American People from 1865	3
Mental Health 223: Introduction to Addiction Studies	3
Political Science 201: the National Government	3
Psychology 201: General Psychology	3
Social Service 101: Introduction to Social Work	3
Social Service 248: Principles of Youth and Group work	3

\*Requires completion of field experience/observation hours

**Social Work and Youth Work Program Coordinator:** *Michael Heathfield, Ph.D., Department of Applied Sciences (312) 553-2679.*

**Gerontology Program Coordinator:** *Jacquelyn Mattfeld, Ph.D., Department of Applied Sciences (312) 553-6091.*

## SPEECH COMMUNICATION

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Speech Communication Concentration

**Minimum 62 credit hours**

The study of speech, drama, theatre, and the humanities is ideal for students who intend to transfer to another college or university. The Associate in Arts (AA) degree with a Speech Communication concentration can lead to employment in education, sales, business, industry, or government service.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area II: Humanities, take:

Humanities 201: General Course I	3
Humanities 212: Non-Western Humanities	3
Philosophy 107: Ethics	3

#### In General Education Area III: Social Science, take:

Political Science 201: The National Government	3
Social Science 101: Introduction to the Scientific Study of Human Behavior	3
Social Science 102: Introduction to the Scientific Study of Society	3

#### Required Concentration Courses

**09 credit hours**

Speech 104: Group Communication	3
Speech 143: Training of the Speaking Voice	3
Speech 144: Oral Reading and Interpretation	3

#### Recommended Electives

**15 credit hours**

Speech 243: Speech for Teachers	3
Theatre Arts 131: Introduction to Theatre	3
Theatre Arts 135: Theatre and Speech Projects	3
Any Speech/Theater Course	3

**Program Advisors:** *John Hader and Matt Usner, Co-Chairpersons, and Molly Turner, Department of English and Speech (312) 553-3141.*

## SPEECH COMMUNICATION and THEATRE ARTS

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Speech Communication and Theatre Arts Concentration

**Minimum 62 credit hours**

The study of speech, drama, theatre, and the humanities is ideal for students who intend to transfer to another college or university. The Associate in Art (AA) degree with a Speech Communication and Theatre Arts concentration can lead to employment in education, sales, business, industry, or government service.

#### General Education courses

**38 credit hours**

See General Education Core Requirements  
for the AA Degree (pp. 152-153)

#### In General Education Area II: Humanities, take:

Humanities 201: General Course I	3
Humanities 208: Women in Creative and Performing Arts	3
Philosophy 110: Social and Political Philosophy	3

#### In General Education Area III: Social Science, take:

Social Science 101: Introduction to the Scientific Study of Human Behavior	3
Social Science 102: Introduction to the Scientific Study of Society	3
Sociology 201: Social and Political Philosophy	3

#### Required Concentration Courses:

**15 credit hours**

Speech 104: Group Communication	3
Speech 143: Training of the Speaking Voice	3
Speech 144: Oral Reading and Interpretation	3
Theatre Arts 131: Introduction to Theatre	3
Theatre Arts 133: Acting I	3

#### Recommended Electives:

**06 credit hours**

**At least *three* credit hours must be in Speech Communication  
and *three* credit hours in Theatre Arts**

Speech 102: Public Speaking	3
Speech 160: Business and Professional Speech	3
Theatre Arts 135: Theatre and Speech Projects	3

**Speech Communication & Theatre Program Advisors:** *Sydney Daniels (312) 553-5988, Kathryn Nash (312) 553-5997, and Margaret Stubbs (312) 553-3152*  
*Department of English, Speech, & Theatre*



## THEATRE ARTS

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Theatre Arts Concentration

**Minimum 62 credit hours**

The study of speech, drama, theatre, and the humanities is ideal for students who intend to transfer to another college or university. The Associate in Arts (AA) degree with a Theatre Arts concentration can lead to employment in education, sales, business, industry, or government service.

#### General Education courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### In General Education Area II: Humanities, take:

Humanities 202: General Course II	3
Humanities 203: Arts of Contemporary America	3
Literature 112: Drama	3

#### In General Education Area III: Social Science, take:

Psychology 201: General Psychology	3
Social Science 101: Introduction to the Scientific Study of Human Behavior	3
Social Science 102: Introduction to the Scientific Study of Society	3

#### Theatre Arts Concentration Requirements

**15 credit hours**

Speech 144: Oral Reading and Interpretation	3
Theatre Arts 131: Introduction to Theatre	3
Theatre Arts 132: Theatre Production, Direction and Management	3
Theatre Arts 133: Acting I	3
Theatre Arts 235: Acting II	3

#### Theatre Arts Electives

**10-12 credit hours**

Theatre Arts 132: Theatre Production, Direction and Management	3
Theatre Arts 134: Theatre in the Modern World	3
Theatre Arts 135: Theatre and Speech Projects	3
Theatre Arts 143: Acting Workshop	3
Theatre Arts 235: Acting II	3

**Theatre Arts Program Advisors:** *Sydney Daniels (312) 553-5988*  
and *Kathryn Nash (312) 553-5997, Department of English, Speech, and Theatre.*

## WOMEN'S STUDIES

### ASSOCIATE IN ARTS DEGREE (AA) (0210)

#### Women's Studies Concentration

**Minimum 62 credit hours**

Harold Washington College is a member of the National Association of Women's Studies Programs. The concentration in Women's Studies includes a spectrum of courses in the general education requirements with a Women's Studies emphasis and recommended elective courses from English, Biology, Humanities, Social Science, and Criminal Justice. These courses focus on the contributions of women in all aspects of past and current times and the construction of gender in contemporary society. This program is recommended for students planning further studies or careers in teaching, counseling, the arts, law, politics, urban planning, social work, human resources, or government service.

#### General Education Courses

**38 credit hours**

See General Education Core Requirements for the AA Degree (pp. 152-153)

#### Required Concentration Courses

**15 credit hours**

Biology 113: Biology of Women	3
Humanities 208: Women in the Creative and Performing Arts	3
Literature 150: Women's Literature	3
Psychology 203: Psychology of Women	3
Sociology 207: Sociology of Sex and Gender	3

#### Recommended Electives

**10-18 credit hours**

**Note:** Women's Studies or Gender Studies Emphasis are listed in the Harold Washington College Catalog and Course Schedule.

Criminal Justice 202: Issues in Criminal Justice (Women and Crime)	3
Fine Arts 104: World of the Cinema (Women in Film)	3
History 118: Women in American History	3
Humanities 105: The New World of Mass Media (Media and Gender)	3
Humanities 205: World Literature I (Women's Emphasis)	3
Literature 137: The Black Woman in Black Fiction	3
Literature 150: Women's Literature	3
Philosophy 110: Social and Political Philosophy (Gender Studies Emphasis)	3
Psychology 215: Psychology of Personality (Women's Emphasis)	3

**Program Advisors:** *Tim Donahue, Department of English and Speech, (312) 553-5887; Cheryl Dias, Department of Biology, (312) 553-5673; Betty Harris, M.S.W. Department of Social Science, (312) 553-5754; and Amanda Loos, Department of Humanities (312) 553-5729.*

<b>ART, MEDIA &amp; COMMUNICATION</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
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	Vis Med Com-Animation	BC	15			x				
0191	Vis Med Com-Electronic Pre-Press Publishing	BC	15			x				
0190	Vis Med Com-General Technician	BC	15			x				
0189	Vis Med Com-Offset Pressman	BC	12			x				
0192	Vis Med Com-Page Layout	BC	15			x				
0193	Vis Med Com-Web Page Design	BC	15			x				

<b>BACCALAUREATE/TRANSFER</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
0210	Associate in Arts	AA	62	x	x	x	x	x	x	x
0212	Associate of Arts in Teaching - Secondary Math	AAT	62						x	
0100	Associate in Engineering Science	AES	64	x	x				x	x
0217	Associate in Fine Arts-Art (Education)	AFA	60		x					
0216	Associate in Fine Arts-Art (Studio)	AFA	61		x				x	
0208	Associate in Fine Arts - Music Education	AFA	63		x					
0205	Associate in Fine Arts - Music Performance	AFA	68		x					x
0203	Associate in General Studies	AGS	60	x	x	x	x	x	x	x
0211	Associate in Science	AS	64	x	x	x	x	x	x	x

<b>BUSINESS, MARKETING &amp; MANAGEMENT</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
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					x
0042	Business Admin - General Business	AC	30	x					x	
0061	Hospitality	AAS	63		x					
0062	Hospitality Front Office	AC	32		x					
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					

<b>CONSTRUCTION</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
0760	Bricklayer	BC	16			x				
0159	Building Energy Technologies	BC	21							x
0780	Carpentry	AC	37			x				
0750	Communications Technology	AAS	65	x						
0759	Concrete Masonry	BC	16			x				
0775	Construction Carpentry	BC	16			x				
0779	Construction (Exterior)	BC	29			x				
0778	Construction (Interior)	BC	24			x				
0768	Construction Painter	BC	16			x				
0752	Electrical Construction Technology	AAS	65	x						
0766	Electrical Line Worker (Overhead)	AC	35			x				
0761	Elevator Construction Technology	AAS	64			x				
0762	Elevator Construction Technology	AC	48			x				
0763	Elevator Construction Technology	BC	24			x				
0373	Painting & Decorating Technology	AAS	66			x				
0374	Painting & Decorating Technology	AC	50			x				
0753	Plumbing & Fire Protection	BC	16			x				
0774	Roadway Basic Skills	BC	6			x				
0772	Roadway Construction (Careers in)	BC	16			x				
0773	Roadwork Construction (Carpentry in)	BC	16			x				
0758	Welder (Combination)	BC	16			x				

<b>CONSUMER &amp; SOCIAL SERVICES</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
0716	Community Health Care Worker	AAS	63	x						
0717	Community Health Care Worker	AC	47	x						
0718	Community Health Care Worker	BC	18	x						
0349	Cosmetology	AC	36						x	
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				
0317	Social Work - Generalist	AC	37		x					
0370	Social Work-Youth Work	AAS	63		x					
0371	Social Work-Youth Work	AC	31		x					
0372	Social Work-Youth Work	BC	15		x					

<b>CULINARY ARTS/FOOD TECHNOLOGY</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
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				
0253	Food Sanitation	BC	2		x	x			x	
0891	Food Service Sanitation - Recertification	BC	1		x				x	
0746	L'Art de la Patisserie	BC	24			x				

EDUCATION/CHILD DEVELOPMENT										
Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0275	Child Care (School Age)	AAS	61		x					
0293	Child Development	BC	10					x		
0280	Child Development Elem Educ	AAS	61		x	x				
0284	Child Development Elem Educ	AC	33		x	x				
0300	Child Development - IDC Level I	AC	41	x						
0331	Child Development - Infant Toddler Care	AAS	62			x				
0332	Child Development - Infant Toddler Care	AC	32			x				
0286	Child Development - Pre-School Educ/Infant Toddler	AC	32		x					
0277	Child Development - Pre-School Education	BC	10						x	
0278	Child Development - Pre-School Education	AAS	62	x	x	x	x	x	x	
0282	Child Development - Pre-School Education	AC	32	x	x	x	x	x	x	
0281	Child Development Special Educ	AAS	63			x				
0285	Child Development Special Educ	AC	33			x				
0055	Teaching, Leadership & Support Professionals	AAS	63		x					
0057	Teaching, Leadership & Support Professionals	AC	35		x					

<b>HEALTH</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
0343	Addictions Studies	AC	37		x	x				
0344	Addictions Studies	AAS	63		x	x				
0345	Addictions Studies	BC	18		x	x				x
0218	Bioinformatics	AC	32						x	
0215	Biotechnology	AAS	67						x	
0236	Clinical Laboratory Technology	AAS	65				x			
0868	Dental Assistant	BC	4							x
0222	Dental Hygiene	AAS	72			x				
0867	Emergency Medical Technician (EMT)	BC	9					x		x
0252	Emergency Medical Technician I (Ambulance)	BC	6				x			
0263	EMT II Paramedic	AAS	61				x			
0265	EMT II Paramedic	AC	31				x			
0804	Medical Billing/Coding	BC	2	x		x		x		
0862	Medical Billing/Coding (Computerized)	BC	7						x	
0869	Medical Coding (Basic)	BC	17							x
0870	Medical Transcription Program	BC	12							x
0257	Mortuary Science	AAS	62				x			
0247	Nephrology - Renal Technology	AAS	66				x			
0700	Nurse Assistant	BC	7	x	x	x	x			x
0801	Nurse Assistant (Certified Patient)	BC	12	x		x	x	x	x	x
0239	Nursing	AAS	68	x		x	x	x	x	
0240	Nursing - Practical	AC	40			x				x
0221	Obstetrics & Gynecologic Technology	BC	11				x			
0259	Occupational Therapy Assistant (Certified)	AAS	73							x
0802	Pharmacy Technician	BC	3	x	x	x		x	x	
0871	Pharmacy Technician (Advanced)	BC	10							x
0254	Pharmacy Technology	AC	33				x			
0219	Phlebotomy	BC	11				x			
0866	Phlebotomy (Accelerated)	BC	15							x
0803	Phlebotomy Technician	BC	12	x		x		x	x	
0262	Physician Assistant	AAS	78				x			
0246	Radiography	AAS	75				x			x
0248	Renal Dialysis Technology	AC	37				x			
0234	Respiratory Care	AAS	68				x	x		
0269	Sterile Processing Clinical	BC	11				x			
0267	Surgical Technology	AAS	65				x			

<b>INFORMATION TECHNOLOGY/COMPUTER NETWORKING</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
0806	A+ Certified Computer Technician	BC	6	x						x
0132	Architectural CAD	BC	9							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	x
0012	Computer Information Systems	BC	12	x	x	x	x	x	x	x
0013	Computer Information Systems	AC	30	x	x	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	

<b>MANUFACTURING, ENGINEERING &amp; APPLIED TECHNOLOGY</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
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							x
0161	Environmental Technology	BC	18							x
0790	Industrial Maintenance	AC	36	x						x
0770	Manufacturing Tech - Maintenance Mechanic	AAS	64	x						
0771	Manufacturing Tech - Maintenance Mechanic	AC	37	x						
0163	Mechanical Technology CAD	BC	9							x
0787	Precision Metalworking	AC	30	x						



<b>PUBLIC SAFETY</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
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						
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		x		x		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					

<b>TRANSPORTATION</b>										
<b>Nr.</b>	<b>Program</b>	<b>Award</b>	<b>Hrs</b>	<b>DA</b>	<b>HW</b>	<b>KK</b>	<b>MX</b>	<b>OH</b>	<b>TR</b>	<b>WR</b>
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				
0116	Automotive Technology	BC	20						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			x				
0889	Limousine - Residential Chauffeur Training	BC	1		x					
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		

## CAREER ENTRY PROGRAMS OFFERED AT HAROLD WASHINGTON COLLEGE

	Associate in Applied Science	Advanced Certificate	Basic Certificate
Accounting	•	•	•
Addictions Studies	•	•	•
Architectural Drafting	•		•
Child Development: Bilingual Education	•		
Child Development: Elementary Education	•	•	
Child Development: Pre-School Infant/Toddler		•	
Child Development: Pre-School Education	•	•	
Child Development: School Age Child Care	•		
Computer Info Systems	•	•	•
Criminal Justice: Public Police Services	•	•	•
Digital Multimedia Design	•	•	
Digital Multimedia: Video and Sound			•
Digital Multimedia: Three-Dimensional Graphics			•
Digital Multimedia: Multimedia with Interactive Media			•

**CAREER ENTRY PROGRAMS OFFERED  
AT HAROLD WASHINGTON COLLEGE** *(continued)*

	Associate in Applied Science	Advanced Certificate	Basic Certificate
Fire Science & Technology	•		
Food Sanitation			•
Horticulture	•		
Hospitality	•	•	
Management & Marketing	•	•	•
Music Business			•
Music Technology		•	
Police Recruit			•
Public Passenger Vehicle Training/Taxi			•
Social Work: Generalist	•	•	
Social Work: Youth Work	•	•	•
Teaching, Leadership, and Support Professionals	•	•	
Transit Management			•

## ACCOUNTING

The Associate in Applied Science (AAS) degree with a concentration in accounting provides basic business and accounting skills that can lead to employment as a junior accountant, accounts receivable clerk, or accounts payable clerk.

### **ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) Accounting Concentration (0001)**

**Minimum 60 credit hours**

#### **General Education Courses for the AAS degree**

**Minimum 15 credit hours**

See General Education Core Requirements  
for the AAS Degree (p. 156)

#### **Required Courses**

**39 credit hours**

Business 111: Introduction to Business	3
Business 141 Business Mathematics <b>or</b> other Mathematics course above 118	3
Business 181: Financial Accounting	4
Business 182: Managerial Accounting	4
Business 203: Introductory Cost Accounting	3
Business 204: Computer Applications for Intermediate Accounting	1
Business 205: Intermediate Accounting I	3
Business 206: Auditing	3
Business 208: Federal Income Tax	3
Business 211: Business Law I	3
Business 241: Introduction to Finance	3
Business 250: Computerized Accounting Systems	3
Computer Information Systems 120: Introduction to Microcomputers	3

#### **Recommended Elective Courses:**

**06 credit hours**

All accountants need to be proficient in mathematics, and many accounting positions require training in computer and electronic information systems. Courses such as those listed below are strongly recommended:

Mathematics 125: Introductory Statistics	4
Mathematics 144: Finite Mathematics	4
Computer Information Systems 123: Intro to Spreadsheets on Microcomputers	3

**ACCOUNTING** *(continued)***ADVANCED CERTIFICATE (AC) –  
Accounting (0003)****30 credit hours****Required Courses:**

Business 111: Introduction to Business	3
Business 181: Financial Accounting	4
Business 182: Managerial Accounting	4
Business 203 Or Business 250	3
Business 204: Computer Applications for Intermediate Accounting	1
Business 205: Intermediate Accounting I	3
Business 208: Federal Income Tax	3
Business 241: Introduction to Finance	3
Computer Information Systems 120: Introduction to Microcomputers	3
Additional Business or Computer Information Systems courses	3

**BASIC CERTIFICATE (BC) –  
Accounting (0002)****17 credit hours****Required Courses****08 credit hours**

Business 181: Financial Accounting	4
Business 182: Managerial Accounting	4

**Elective Courses (Choose from those below)****09 credit hours**

Business 203: Introductory Cost Accounting	3
Business 204: Computer Applications for Intermediate Accounting	1
Business 205: Intermediate Accounting I	3
Business 208: Federal Income Taxes	3
Business 250: Computerized Accounting Systems	3
Computer Information Systems 120: Introduction to Microcomputers	3

**Program Coordinator:** *Bridgette Mahan, Department of Business and Information Technology  
(312) 553-5688*

## ADDICTIONS STUDIES

The AAS Degree in Addictions Studies is ideal for prospective mental health practitioners or those already working in the field who wish to receive training and credentials in Addictions Studies. A core program of four courses in Addictions Studies is offered in conjunction with classes in social service and human growth and development, followed by a one-semester practicum in an appropriate clinical setting. Many Addictions Studies practitioners find employment in medical and non-medical detoxification centers, rehabilitation programs, community mental health centers and family service centers, halfway houses, therapeutic communities, business, or industry. Some combine counseling with such primary professions as nursing, social work, school guidance counseling, or the clergy.

The Harold Washington College (HWC) program is accredited by the Illinois Alcoholism and Other Drug Abuse Professional Certification Association (IAODAPCA).

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Addictions Studies Concentration (0344)

**Minimum 63 credit hours**

#### General Education Courses for the AAS degree

**Minimum 15 credit hours**

See General Education Core Requirements  
for the AAS Degree (p. 156)

#### Required Courses:

**43 credit hours**

Child Development 101: Human Growth & Development I	4
Child Development 102: Human Growth & Development II	3
Mental Health 223: Introduction to Addictions Studies	3
Mental Health 224: Principles and Practices of Addictions Studies	3
Mental Health 229: Practicum in Addictions Treatment	6
Mental Health 230: Addictions and the Family: Treatment	3
Mental Health 231: Addictions Treatment of Special Populations	3
Psychology 201: General Psychology	3
Psychology 213: Abnormal Psychology	3
Social Services 101: Introduction to Social Work	3
Social Services 109: Report Writing for Social Service Aides	3
Social Services 201: Principles of Social Work Practice	3
Social Services 212: Introduction to Group Process	3

#### Recommended Electives

Courses in such fields as social service, human growth and development, psychology, education, speech/communication, sociology, and nursing are valuable adjuncts to primary studies in alcoholism and substance abuse.

## **ADDICTIONS STUDIES** *(continued)*

### **ADVANCED CERTIFICATE (AC)**

**37 credit hours**

#### **Addictions Studies (0343)**

Child Development 101: Human Growth & Development I	4
Child Development 102: Human Growth & Development II	3
Mental Health 223: Introduction to Addictions Studies	3
Mental Health 224: Principles and Practices of Addictions Studies	3
Mental Health 229: Practicum in Addictions Treatment	6
Mental Health 230: Addictions and the Family: Treatment	3
Mental Health 231: Addictions Treatment of Special Populations	3
Social Services 101: Introduction to Social Work	3
Social Services 109: Report Writing for Social Service Aides	3
Social Services 201: Principles of Social Work Practice	3
Social Services 212: Introduction to Group Process	3

### **BASIC CERTIFICATE (BC)\***

**18 credit hours**

#### **Addictions Studies (0345)**

Mental Health 223: Introduction to Addictions Studies	3
Mental Health 224: Principles & Practices of Addictions Studies	3
Mental Health 229: Practicum in Addictions Treatment	6
Mental Health 230: Addictions & the Family: Treatment	3
Mental Health 231: Addictions Treatment of Special Populations	3

\* This is an Advanced Standing program option for students who have already completed social work and developmental psychology courses at another college or university. For further information, contact the Program Coordinator.

**Program Coordinator:** *Anthony Ealey, CADC, Department of Applied Science, (312) 553-6098*

## ARCHITECTURAL DRAFTING

Architectural Drafting is a study of techniques necessary to produce working drawings by which a building is constructed or remodeled. Completing the certificate or degree requirements in architectural drafting can lead to employment in drafting or detailing for an architectural or engineering firm, or to jobs in contracting, subcontracting, materials supply, or other construction-related industries.

### **ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)**

#### **Architectural Drafting Concentration (0122)**

**Minimum 63 credit hours**

#### **General Education Courses for the AAS degree**

**Minimum 15 credit hours**

See General Education Core Requirements  
for the AAS Degree (p. 156)

#### **Required Courses**

**40 credit hours**

Architecture 121: Architectural Drawing I	4
Architecture 122: Architectural Drawing II	4
Architecture 123: Architectural Drawing III	4
Architecture 166: Concepts of Planning	4
Architecture 202: General Construction	4
Engineering, Mathematics, Art or other Architecture courses	15

#### **Recommended Elective Courses**

**9–13 credit hours**

Additional courses in Mathematics, Art and Engineering  
are strongly recommended.

### **BASIC CERTIFICATE (BC)**

**16 credit hours**

#### **Architectural Drafting (0124)**

Architecture 121: Architectural Drawing I	4
Architecture 122: Architectural Drawing II	4
Architecture 202: General Construction	4
Architecture 204: General Construction, Advanced	4

**Program Coordinator:** *Ivanhoe Tejada, Department of Applied Science, (312) 553-6088*



## CHILD DEVELOPMENT: ELEMENTARY EDUCATION

The Associate in Applied Science (AAS) Degree with a concentration in Child Development: Elementary Education offers courses in child development theory and skills needed to assist teachers of elementary school children or to work in after-school care programs.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Child Development:

#### Elementary Education Concentration (0280)

**Minimum 61 credit hours**

#### General Education Courses for the AAS degree

**Minimum 15 credit hours**

See General Education Core Requirements  
for the AAS Degree (p. 156)

#### Required Courses:

Child Development 101: Human Growth and Development I*	4
Child Development 107: Health, Safety, and Nutrition	3
Child Development 109: Language Development	3
Child Development 120: Intro to Early Childhood Education/Group Care of Children	3
Child Development 143: Science and Mathematics for Young Children	3
Child Development 149: Creative Activities for Children	3
Child Development 201: Observation and Management of Child Behavior*	3
Education 260: Principles of Practice in Elementary Education	3
Education 269: Practicum in Elementary Education**	6

#### Elective Courses

**12–14 credit hours**

Those interested in careers in child development should develop a strong background in English Composition, Psychology, and Sociology.

#### Recommended Elective Courses:

Child Development 205: Development of the Exceptional Child	3
Psychology 201: General Psychology	3
Psychology 207: Child Psychology	3
Sociology 201: Introduction to the Study of Society	3
Sociology 203: Marriage and the Family	3

Take additional elective courses if needed to meet minimum credit hour requirements for the degree.

\* Requires completion of clinical experience/observation hours.

\*\* Course is held in a school age setting.

**Program Coordinator:** Jennifer Asimow (312) 553-3087, Department of Applied Science.

## CHILD DEVELOPMENT: ELEMENTARY EDUCATION *(continued)*

### ADVANCED CERTIFICATE (AC)

**Child Development: Elementary Education (0284)**

**Minimum 33 credit hours**

#### Required Courses:

Child Development 101: Human Growth and Development I*	4
Child Development 102: Human Growth and Development II	3
Child Development 107: Health, Safety, and Nutrition	3
Child Development 109: Language Development	3
Child Development 120: Intro to Early Childhood Education/Group Care of Children	3
Child Development 143: Science and Mathematics for Young Children	3
Child Development 201: Observation and Management of Child Behavior*	3
Education 260: Principles of Practice in Elementary Education	3
Education 269: Practicum in Elementary Education**	6

**Elective Course as needed to meet minimum 33 credit hour requirements for the degree.**

\* Requires completion of clinical experience/observation hours.

\*\* Course is held in a school age setting.

**Program Coordinator:** *Jennifer Asimow (312) 553-3087, Department of Applied Science.*

## **CHILD DEVELOPMENT: PRE-SCHOOL EDUCATION – INFANT TODDLER**

The Advanced Certificate in Pre School Education Infant Toddler prepares students for employment in center or home-based programs that provide day care for infants and toddlers. The study of child development theory and skills is necessary for those interested in becoming “nannies” or live-in infant and child care providers.

### **ADVANCED CERTIFICATE (AC)**

**Child Development: Pre-School Education--Infant Toddler (0286)      32 credit hours**

#### **Required Courses:**

Child Development 101: Human Growth and Development I*	4
Child Development 107: Health, Safety, and Nutrition	3
Child Development 109: Language Development	3
Child Development 120: Introduction to Early Childhood Education/Group Care of Children	3
Child Development 142: Methods and Materials for Infant and Toddler Care	3
Child Development 201: Observation and Management of Child Behavior*	3
Child Development 248: Principles and Practice of Infant and Toddler Care	4
Child Development 259: Practicum in Pre-School Education**	6

\* Requires completion of clinical experience/observation hours.

\*\* Course is held in an infant/toddler care setting.

#### **Strongly Recommended Electives:**

Child Development 230: Introduction to Early Intervention	3
Child Development 262: Child, Family and Community Relations	3

**Program Coordinator:** *Jennifer Asimow (312) 553-3087, Department of Applied Science.*

## CHILD DEVELOPMENT: PRE-SCHOOL EDUCATION

Graduates of the Child Development program will have met the educational requirements to qualify as private day care teachers or directors, or as child care workers and teacher aides in most child care programs. For students who intend to teach or supervise in child care settings, the AAS Degree in Child Development programs provides a basic background for transfer to another college. Those already employed in the field are encouraged to enroll in specific courses meeting their needs for career advancement or personal enrichment.

The AAS Degree program prepares students for careers in public or private nursery schools, kindergartens, day care centers, or for private home day care providers.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Child Development:

#### Pre-School Education Concentration (0278)

**Minimum 62 credit hours**

#### General Education courses for the AAS degree \*\*

**Minimum 15 credit hours**

See General Education Core Requirements  
for the AAS Degree (p. 156)

#### Required Courses:

Child Development 101: Human Growth and Development I*	4
Child Development 107: Health, Safety, and Nutrition	3
Child Development 109: Language Development	3
Child Development 120: Intro to Early Childhood Education/Group Care of Children	3
Child Development 143: Science and Mathematics for Young Children	3
Child Development 149: Creative Activities for Children	3
Child Development 201: Observation and Management of Child Behavior*	3
Child Development 262: Child, Family and Community Relations	3
Child Development 258: Principles of Pre-School Education*	4
Child Development 259: Practicum in Pre-School Education	6

#### Elective Courses \*\*

**Minimum 12 hours**

#### Strongly Recommended Elective Course:

Child Development 205: Development of the Exceptional Child	3
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Those interested in careers in Child Development: Pre-School Education should develop a strong background in English Composition, Psychology, and Sociology.

\* Requires completion of clinical experience/observation hours.

\*\* Select these general education and elective courses in consultation with your Academic Advisor.

## **CHILD DEVELOPMENT: PRE-SCHOOL EDUCATION** *(continued)*

### **ADVANCED CERTIFICATE (AC)—**

**Child Development: Pre-School Education (0282)**

**Minimum 32 credit hours**

#### **Required Courses:**

Child Development 101: Human Growth and Development I*	4
Child Development 107: Health, Safety, and Nutrition	3
Child Development 109: Language Development	3
Child Development 120: Intro to Early Childhood Education/Group Care of Children	3
Child Development 143: Science and Mathematics for Young Children	3
Child Development 149: Creative Activities for Children	3
Child Development 201: Observation and Management of Child Behavior*	3
Child Development 258: Principles of Pre-School Education*	4
Child Development 259: Practicum in Pre-School Education	6

#### **Strongly Recommended Elective Course:**

Child Development 262: Child, Family and Community Relations	3
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\* Requires completion of clinical experience/observation hours.

**Program Coordinator:** *Jennifer Asimow (312) 553-3087, Department of Applied Science.*

## CHILD DEVELOPMENT: SCHOOL AGE CHILD CARE

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Child Development:

#### School Age Child Care Concentration (0275)

**Minimum 61 credit hours**

Graduates of the AAS with a concentration in Child Development School Age Child Care will have met the educational requirements to qualify as group workers and child care providers of school age children. The setting for which this concentration is appropriate are private child-care centers and before and after school programs. Graduates of the Child Development School Age Child Care concentration also will qualify to be assistant teachers or education support staff in public elementary schools.

#### General Education Courses for the AAS degree

**Minimum 15 credit hours**

See General Education Core Requirements for the AAS Degree (p. 156)

#### Required Concentration Courses

Child Development 101: Human Growth and Development I*	4
Child Development 102: Human Growth and Development II	3
Child Development 107: Health, Safety, and Nutrition	3
Child Development 144: School Age Activity Programming	3
Child Development 201: Observation & Management of Child Behavior*	3
Child Development 205: Development of the Exceptional Child	3
Child Development 262: Child, Family and Community Relations	3
Child Development 268: Principles and Practice of School Age Programs	4
Child Development 269: Practicum in School Age Child Care**	6
Social Services 212: Introduction to Group Process	3

#### Elective Courses

**Minimum 11 credit hours**

\* Requires completion of clinical experience/observation hours.

\*\* Course is held in a school age setting

**Program Coordinator:** *Jennifer Asimow (312) 553-3087, Department of Applied Science.*

## COMPUTER INFORMATION SYSTEMS

The Associate Applied Science (AAS) degree in Computer Information Systems provides courses in basic business principles and the technical skills used in programming and operating computer information systems equipment. This career program can lead to direct employment in data-entry operations, computer operations, commercial applications programming, or to acquisition of computer information systems skills to improve employment or career advancement possibilities in business, government, or education. Skilled personnel are in great demand to handle the information needs of corporations and organizations. A general knowledge of computers and information systems is also essential for almost any career.

### Program Entrance Requirements

The prerequisite for all Computer Information Systems programs is successful completion of English 101 or the equivalent of an Harold Washington College placement test score at the English 101 level.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

**Computer Information Systems Concentration (0011)      Minimum 60 credit hours**

See General Education Courses for the AAS degree      **Minimum 15 credit hours**  
for the AAS Degree (p. 156)

### Required Courses      38 credit hours

Business 111: Introduction to Business	3
Business 181: Financial Accounting	4
Business 182: Managerial Accounting	4
Computer Information Systems 101: Introduction to Computer Information Systems	3
Computer Information Systems 250: Introduction to Systems	3
Additional Mathematics courses numbered 118 or higher	6
Additional Computer Information Systems concentration courses	15

Choose *five* additional Computer Information Systems courses.

**If you are interested Mainframe/Minicomputer courses, choose from:**

Computer Information Systems 102, 103, 142, 158, or 203

If you are interested in Personal Computer courses, choose from:

**Computer Information Systems 102, 103, 120, 122, 123, 142, 145, 158, or 258**

### Elective Courses      Minimum 07 credit hours

### Recommended areas of supporting courses:

Business, communication (reading, writing, speech), and mathematics skills are necessary for success in Information Technology. In addition to the courses required for program completion, students are urged to elect additional supporting coursework in these areas.

## COMPUTER INFORMATION SYSTEMS *(continued)*

### ADVANCED CERTIFICATE (AC)

#### Computer Information Systems (0013)

**Minimum 30 credit hours**

#### Required Courses:

**14 credit hours**

Business 181: Fundamental of Accounting	4
Business 182: Managerial Accounting	4
Computer Information Systems 101: Introduction to Information Technology	3
Computer Information Systems 250: Introduction to Systems	3

Choose *four* additional Computer Information Systems courses.

#### If you are interested in Mainframe/Minicomputer courses, choose from:

Computer Information Systems 102: Introduction to Programming Logic	3
Computer Information Systems 103: Introduction to BASIC Language	3
Computer Information Systems 142: Introduction to C or C++ Language	3
Computer Information Systems 203: Advanced BASIC Programming	3
Computer Information Systems 242: Advanced C or C++ Language	3

#### If you are interested in Personal Computer courses, choose from:

Computer Information Systems 122: Intro to Word Processing on Microcomputers	3
Computer Information Systems 123: Intro to Spreadsheets on Microcomputers	3
Computer Information Systems 145: Introduction to Database on Microcomputers	3
Computer Information Systems 158: Beginning Internet	3
Computer Information Systems 258: Advanced Internet	3

#### Recommended Elective Courses

**Minimum 5 credit hours**

English 101: Composition I	3
Mathematics course numbered 118 or higher	4-5
Computer Information Systems elective	3



## COMPUTER INFORMATION SYSTEMS *(continued)*

### BASIC CERTIFICATE (BC)

**Computer Information Systems (0012)**

**Minimum 12 credit hours**

**Required Courses:**

Computer Information Systems 101: Introduction to Information Technology	3
Computer Information Systems 120: Introduction to Microcomputers	3
Additional Computer Information Systems courses	6

*Choose additional Computer Information Systems courses from **one** of the two categories listed below:*

**If you are interested in Mainframe/Minicomputer courses, choose from:**

Computer Information Systems 102: Introduction to Programming Logic	3
Computer Information Systems 103: Introduction to BASIC Language	3
Computer Information Systems 142: Introduction to C or C++ Language	3
Computer Information Systems 144: Introduction to JAVA Programming Language	3
Computer Information Systems 203: Advanced Basic Language	3
Computer Information Systems 242: Advanced C or C++ Language	3
Computer Information Systems 244: Advanced Java Programming Language	3

**If you are interested in Personal Computer courses, choose from:**

Computer Information Systems 122: Intro to Word Processing on Microcomputer	3
Computer Information Systems 123: Introduction to Spreadsheets on Microcomputers	3
Computer Information Systems 145: Introduction to Database on Microcomputers	3
Computer Information Systems 158: Beginning Internet	3
Computer Information Systems 258: Advanced Internet	3

**Program Coordinator:** *Anita Kelley, Chairperson, Department of Business and Information Technology (312) 553-5688*

## CRIMINAL JUSTICE: PUBLIC POLICE SERVICES

The AAS Degree in Criminal Justice with a concentration in Public Police Services offers courses in the theory and practice of contemporary criminal justice for those who plan careers as police officers or for police officers who want to advance in rank or to administrative levels in criminal justice.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

Criminal Justice: Public Police Services Concentration (0294)

**Minimum 60 credit hours**

#### General Education Courses for the AAS degree

**Minimum 15 credit hours**

See General Education Core Requirements  
for the AAS Degree (p. 156)

#### Required Courses

**30 credit hours**

Criminal Justice 102: Administration of Criminal Justice	3
Criminal Justice 114: Administration of Juvenile Justice	3
Criminal Justice 202: Issues in Criminal Justice	3
Criminal Justice 211: Introduction to Investigation	3
Criminal Justice 221: Police Organization and Management	3
Criminal Justice 222: Professional Responsibilities in Criminal Justice	3
Criminal Justice 234: Criminal Law and Procedure	3
Criminal Justice 256: Constitutional Law	3
Computer Information Systems 120: Introduction to Microcomputers	3
Political Science 201: The National Government <b>or</b>	3
Psychology 201: General Psychology <b>or</b>	
Sociology 201: Introduction to the Study of Society	

#### Recommended Elective Courses

**12 credit hours**

Criminal Justice 150: Correctional Institution Management	3
Criminal Justice 155: Introduction to Corrections	3
Criminal Justice 250: Introduction to Criminology	3
Mental Health 223: Introduction to Addictions Studies	3

Take additional elective courses, if needed, to complete the required credit hours for the degree.

**Program Advisor:** *Ellen Eason-Montgomery, Department of Applied Science, (312) 553-6089*

## **CRIMINAL JUSTICE: PUBLIC POLICE SERVICES** *(continued)*

### **ADVANCED CERTIFICATE (AC)**

#### **Criminal Justice: Public Police Services (0295)**

**Minimum 30 credit hours**

#### **Required Courses:**

Criminal Justice 102: Administration of Criminal Justice	3
Criminal Justice 114: Administration of Juvenile Justice	3
Criminal Justice 202: Issues in Criminal Justice	3
Criminal Justice 211: Introduction to Investigation	3
Criminal Justice 221: Police Organization and Management	3
Criminal Justice 222: Professional Responsibilities in Criminal Justice	3
Criminal Justice 234: Criminal Law and Procedure	3
Criminal Justice 256: Constitutional Law	3
Computer Information Systems 120: Introduction to Microcomputers	3

#### **Recommended Elective Course**

**03 credit hours**

Mental Health 223: Introduction to Addictions Studies	3
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### **BASIC CERTIFICATE (BC) - PUBLIC POLICE SERVICES**

#### **Criminal Justice: Public Police Services (0296)**

**15 credit hours**

#### **Required Courses:**

Criminal Justice 102: Administration of Criminal Justice	3
Criminal Justice 114: Administration of Juvenile Justice	3
Criminal Justice 202: Issues in Criminal Justice	3
Criminal Justice 211: Introduction to Investigation	3
Criminal Justice 234: Criminal Law and Procedure or	3
Criminal Justice 256: Constitutional Law	

**Program Advisor:** *Ellen Eason-Montgomery, Department of Applied Science, (312) 553-6089*

## DIGITAL MULTIMEDIA DESIGN

The Digital Multimedia Design Program is designed to prepare students for entry-level positions in the field of interactive and multimedia design, and for possible transfer into a four-year institutions. Requirements for a major in Digital Multimedia Design will equip students with the necessary skills both technically and aesthetically to create digital multimedia presentations. Output can be delivered on CD, DVD, video, or in the form of web pages over the Internet. The program has three areas of specialization: Video/Sound, Multimedia Design and Development, and Animation/Three Dimensional Graphics. Certificates are designed to provide advanced skills in the area of specialization. Transferability of these courses varies on a case-by-case basis with four-year institutions.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Digital Multimedia Design Concentration (0350)

**Minimum 67 credit hours**

#### General Education Courses for the AAS degree

**Minimum 16 credit hours**

English 101: Composition	3
Mathematics 118 or higher	4
Biology or Physical Science: Any IAI approved course	3
Fine Arts 107: History of Architecture, Painting, and Sculpture I	3
Social Science: Any IAI approved course	3

#### Digital Arts Foundations

**24 credit hours**

Fine Arts 104: The World of Cinema	3
Fine Arts 108: History of Architecture, Painting, and Sculpture II	3
Art 131: General Drawing	3
Art 142: Figure Drawing and Composition	3
Art 144: Two-Dimensional Design	3
Art 145: Three Dimensional Design	3
Digital Multimedia Design 168: Computer Art I3	
Digital Multimedia Design 299: Portfolio Development	3

#### Video & Sound

**09 credit hours**

Digital Multimedia Design 115: Digital Sound Track	3
Digital Multimedia Design 179: Video I	3
Digital Multimedia Design 279: Video II	3

#### Three-Dimensional Graphics

**09 credit hours**

Digital Multimedia Design 105: Animation	3
Digital Multimedia Design 121: 3D Graphics I	3
Digital Multimedia Design 221: 3D Graphics II	3

#### Multimedia with Interactive Media

**09 credit hours**

Digital Multimedia Design 131: Multimedia I	3
Digital Multimedia Design 231: Multimedia II	3
Digital Multimedia Design 233: Multimedia III	3

**Program Coordinator:** Rose Divita, Department of Art, (312) 553-3084

## DIGITAL MULTIMEDIA DESIGN *(continued)*

### ADVANCED CERTIFICATE (AC)

#### Digital Multimedia Design (0351)

**36 credit hours**

**Students take the following courses as a foundation and choose *one* of the three areas of specialization for the Advanced Certificate.**

Fine Arts 104: The World of Cinema	3
Fine Arts 107: History of Architecture, Painting, and Sculpture I	3
Fine Arts 108: History of Architecture, Painting, and Sculpture II	3
Art 131: General Drawing	3
Art 142: Figure Drawing and Composition	3
Art 144: Two-Dimensional Design	3
Art 145: Three Dimensional Design	3
Computer Information Systems 120: Introduction to Microcomputers	3
Digital Multimedia Design 168: Computer Art I	3

**Choose *one* from the following three areas of specialization:**

*Digital Multimedia Video & Sound:*

Digital Multimedia Design 115: Digital Sound Track	3
Digital Multimedia Design 179: Video I	3
Digital Multimedia Design 279: Video II	3

*Digital Multimedia 3D Graphics:*

Digital Multimedia Design 105: Animation	3
Digital Multimedia Design 121: 3D Graphics I	3
Digital Multimedia Design 221: 3D Graphics II	3

*Digital Multimedia Interactive Media:*

Digital Multimedia Design 131: Multimedia I	3
Digital Multimedia Design 231: Multimedia II	3
Digital Multimedia Design 233: Multimedia III	3

**Program Coordinator:** *Rose Divita, Department of Art, (312) 553-3084*



*Digital Multimedia Design students learn computerized animation.*

**DIGITAL MULTIMEDIA** *(continued)***BASIC CERTIFICATE (BC)****Digital Multimedia: Video and Sound (0352)****18 credit hours**

Art 144: Two-Dimensional Design	3
Computer Information Systems 120: Introduction to Microcomputers	3
Digital Multimedia Design 115: Digital Sound Track	3
Digital Multimedia Design 168: Computer Art I	3
Digital Multimedia Design 179: Video I	3
Digital Multimedia Design 279: Video II	3

**BASIC CERTIFICATE (BC)****Digital Multimedia: 3D Graphics (0353)****21 credit hours**

Art 144: Two-Dimensional Design	3
Art 145: Three-Dimensional Design	3
Computer Information Systems 120: Introduction to Microcomputers	3
Digital Multimedia Design 105: Animation	3
Digital Multimedia Design 121: 3D Graphics I	3
Digital Multimedia Design 168: Computer Art I	3
Digital Multimedia Design 221: 3D Graphics II	3

**BASIC CERTIFICATE (BC)****Digital Multimedia: Interactive Media (0354)****18 credit hours**

Art 144: Two-Dimensional Design	3
Computer Information Systems 120: Introduction to Microcomputers	3
Digital Multimedia Design 168: Computer Art I	3
Digital Multimedia Design 131: Multimedia I	3
Digital Multimedia Design 231: Multimedia II	3
Digital Multimedia Design 233: Multimedia III	3

**Program Coordinator:** *Rose Divita, Department of Art, (312) 553-3084*

## FIRE SCIENCE AND TECHNOLOGY

The Fire Science and Technology Program includes the study of principles, practices, and equipment used in fire prevention, protection, and suppression. This degree may lead to employment with municipal, industrial, or government fire departments as a fire fighter, arson investigator, safety and fire prevention specialist, or fire science training instructor, or can help promote advancement in rank for persons employed as fire fighters.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Fire Science and Technology (0336)

**60 credit hours**

#### General Education requirements

**15 credit hours**

See General Education Core Requirements for the AAS Degree (p. 156)

#### In General Education Area V choose:

Physical Science 112: General Course II with laboratory	4
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#### Required Courses

Fire Science Technology 101: Introduction to Fire Science	3
Fire Science Technology 102: Fire Fighting Tactics I	3
Fire Science Technology 103: Fire Suppression Systems	3
Fire Science Technology 104: Fire Suppression Apparatus	3
Fire Science Technology 201: Fire Service Hydraulics	3
Fire Science Technology 202: Building Construction for Fire Service	3
Fire Science Technology 203: Fire Protection Systems	3
Fire Science Technology 204: Fire Fighting Tactics II	3
Fire Science Technology 205: Chemistry of Flammable Materials	3
Fire Science Technology 210: Fire Prevention Fundamentals I	3

#### Elective Courses

**15 credit hours**

Fire Science elective courses	6
Additional electives or Fire Science courses	9

**Program Coordinator:** Charles Burns, Jr., Public Agency and Special Programs, (312) 553-3416

## FOOD SANITATION

### BASIC CERTIFICATE (BC)

#### Food Sanitation (0253)

**02 credit hours**

Food Service Supervision 222: Food Service Sanitation	2
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**Program Advisor:** Mary Troken, Public Agency and Special Programs, (312) 553-5807

## HORTICULTURE

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Horticulture Concentration (0241)

**Minimum 63 credit hours**

#### General Education Courses

**17 credit hours**

English 101: Composition	3
Botany 201: General Botany I	4
Sociology 210: Diverse Cultures in a Global Age	3
Mathematics 118: General Education Mathematics	4
Humanities: Any IAI approved course	3

#### Required Courses

**46 credit hours**

Horticulture 101: Introduction to Ornamental Horticulture	3
Horticulture 102: Turfgrass Management	3
Horticulture 103: Landscape Pest Management	3
Horticulture 104: Plant Propagation	4
Horticulture 105: Identification of Herbaceous Landscape Plants	4
Horticulture 106: Identification of Woody Landscape Plants I	3
Horticulture 107: Soils and Fertilizers	3
Horticulture 201: Supervised Horticulture Experience	5
Horticulture 202: Landscape Design I	4
Horticulture 203: Landscape Design II	4
Horticulture 204: Landscape Installation	3
Horticulture 205: Arboriculture	3
Horticulture 206: Identification of Woody Landscape Plants II	4

**Program Advisors:** *Dr. Jerry Garner, Professor of Horticulture, (312) 553-5940*  
*and Dr. Phyllis Daniels-Ward, Dean, Career Programs, (312) 553-5948*



## HOSPITALITY

**ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)**

**Hospitality Concentration (0061)**

**Minimum 63 credit hours**

**See General Education Core Requirements  
for the AAS Degree (p. 156)**

**17 credit hours**

**General Education Required Courses:**

English 105: Business Writing	3
Speech 101: Fundamentals of Speech Communication	3

**Required Courses:**

**50 credit hours**

Business 181: Financial Accounting	4
Business 203: Introduction to Cost Accounting	4
Business 211: Business Law I	3
Business 231: Marketing	3
Business 269: Principles of Management	3
Business 271: Management/Human Resources	3
Computer Information Systems 101: Intro to Computer Information Systems	3
Food Service supervision 222: Food Service Sanitation	2
Hospitality Industry 205: Hospitality Industry Purchasing	3
Hotel—Motel Management 102: Hotel—Motel Sales Promotion	3
Hotel—Motel Management 103 Food and Beverage Supervision	3
Hotel—Motel Management 108 Intro to Meeting & Convention Planning/Mgt.	3
Hotel—Motel Management 202: Front Office/Rooms Division Management	3
Cooperative Work Experience 101: Cooperative Work Experience	3
Cooperative Work Experience 105: Business Technologies	6

**ADVANCE CERTIFICATE (AC)**

**Hospitality (0062)**

**Minimum 32 credit hours**

English 101: Composition	3
Speech 101: Fundamentals of Speech Communication	3
Business 181: Financial Accounting	4
Business 182: Managerial Accounting	3
Business 211: Business Law I	3
Business 269: Principles of Management	3
Hospitality Industry 104: Intro to the Hospitality Industries	3
Hotel—Motel Management 202: Front Office/Rooms Division Management	3
Cooperative Work Experience 105: Business Technologies	6

**Program Advisors:** *Dr. Brian Hill, Department of Business and Information Technology,, (312) 553-2995 and Dr. Phyllis Daniels-Ward, Dean, Career Programs, (312) 553-5948*

## MANAGEMENT and MARKETING

The AAS degree in Management and Marketing provides core business skills along with more in-depth study in a chosen field such as management, marketing, or entrepreneurship. These skills can lead to employment as an assistant, trainee, supervisor, or manager in manufacturing, merchandising, or service firms or in government service. The AAS degree in Management and Marketing also prepares students to start a business or improve their operation of a currently existing business.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Management and Marketing Concentration (0021)

**Minimum 61 credit hours**

See General Education Courses for the AAS degree  
for the AAS Degree (p. 156)

**Minimum 15 credit hours**

#### Required General Education Courses:

Speech 101: Fundamentals of Speech Communications	3
Economics 201: Principles of Economics I <b>or</b>	3
Economics 202: Principles of Economics II	

#### Required Business Courses:

**Minimum 29 credit hours**

Business 111: Introduction to Business	3
Business 141: Business Mathematics <b>or</b> Mathematics 118 or above	3-4
Business 181: Financial Accounting	4
Business 182: Managerial Accounting	4
Business 211: Business Law I <b>or</b> Business 212: Business Law II <b>or</b>	3
Business 214: The Legal and Social Environment of Business	
Business 231: Principles of Marketing	3
Business 241: Introduction to Finance	3
Business 269: Principles of Management	3
Computer Information Systems 120: Introduction to Microcomputers	3

#### Recommended Business Electives:

**15-18 credit hours**

Business 208: Federal Income Tax	3
Business 236: Advertising	3
Business 237: Selling	3
Business 244: Fundamentals of Investments	3
Business 258: Small Business	3
Business 271: Human Resources Management	3
Additional Business Law courses not used above: Business 211, 212, <b>or</b> 214	3
Computer Information Systems 191: Introduction to E-Commerce	3

#### Recommended Electives:

Computer Information Systems 123: Introduction to Spreadsheets on Microcomputers	3
Computer Information Systems 145: Introduction to Databases on Microcomputers	3
Computer Information Systems 158: Beginning Internet	3
Computer Information Systems 258: Advanced Internet	3

## **MANAGEMENT and MARKETING** *(continued)*

### **ADVANCED CERTIFICATE (AC) Management and Marketing (0022)**

**Minimum 34 credit hours**

#### **Required Courses (35 credit hours):**

Business 111: Introduction to Business	3
Business 141: Business Mathematics <b>or</b> Mathematics 118 or above	3-4
Business 181: Financial Accounting	4
Business 182: Managerial Accounting	4
Business 211: Business Law I <b>or</b> Business 212: Business Law II <b>or</b>	3
Business 214: The Legal and Social Environment of Business	
Business 231: Principles of Marketing	3
Business 241: Introduction to Finance	3
Business 269: Principles of Management	3
Computer Information Systems 120: Introduction to Microcomputers	3
English 101: Composition	3
Speech 101: Fundamentals of Speech Communication	3

### **BASIC CERTIFICATE (BC) Management and Marketing (0023)**

**Minimum 18 credit hours**

#### **Required courses:**

Business 111: Introduction to Business	3
Business 141: Business Mathematics <b>or</b> Mathematics 118 or above	3-4

#### **One of the following Business courses:**

Business 231: Principles of Marketing	3
Business 236: Advertising	3
Business 237: Selling	3
Business 258: Small Business	3
Business 269: Principles of Management	3

#### **One of the following General Education courses:**

English 101: Composition	3
Speech 101: Fundamentals of Speech Communication	3
Speech 160: Business and Professional Speech	3

**Plus any *two* additional Business courses**

**06 credit hours**

**Program Advisor:** Anita Kelley, Chairperson, Department of Business and Information Technology, (312) 553-2995

## MUSIC BUSINESS

Students enrolled in the Music Business Basic Certificate Program will study the techniques and standards needed for a career as a manager, publisher, professional musician, or agent. Completion of Music Business Basic Certificate Program can lead to employment with such businesses as recording companies, management firms, publishing companies, music festivals, or music production companies. Practical experience within the music industry is included. The field is highly competitive, but employment opportunities are expanding rapidly.

### BASIC CERTIFICATE

**Music Business (0093)**

**Minimum 21 credit hours**

Music 102: Music Theory I	3
Music 105: Group Piano I	2
Music 111: Aural & Keyboard Skills I	2
Business 111: Introduction to Business	3
Business 231: Marketing	3
Music 120: Introduction to Music Business	3
Music 221: Music Literature and History	3
Individual Project/Service Learning	2

**Program Advisor:** Matt Shevitz, (312) 553-5935, [mshevitz@ccc.edu](mailto:mshevitz@ccc.edu),  
Department of Humanities and Music

## MUSIC TECHNOLOGY

The Advanced Certificate in Music Technology offers study of techniques and standards needed for careers as a recording engineer, producer, professional musician, or composer/arranger. The Advanced Certificate can lead to employment with such businesses as advertising agencies, recording studios, recording companies, video game companies, publishing companies, radio stations, or as a free-lance artist. The field is highly competitive, but employment opportunities are expanding rapidly.

### ADVANCED CERTIFICATE (AC)

#### Music Technology (0094)

**Minimum 26 credit hours**

Digital Multimedia 115: Digital Soundtrack	3
Music 102: Music Theory I	3
Music 103: Music Theory II	3
Music 105: Group Piano I	2
Music 106: Group Piano II	2
Music 111: Aural & Keyboard Skills I	2
Music 112: Aural & Keyboard Skills II	2
Music 204: Commercial Music Workshop I	2
Music 205: Commercial Music Workshop II	2
Music 221: Music Literature and History	3
Individual Project/Service Learning	2

**Program Advisor:** Matt Shevitz, (312) 553-5935, [mshevitz@ccc.edu](mailto:mshevitz@ccc.edu),  
Department of Humanities and Music



## POLICE RECRUIT

The Police Recruit Basic Certificate provides the study of theory, practices, and current trends in public safety police work through competency-based instruction. This program is open only to citizens who have been hired by the City of Chicago Police Department as recruits.

### BASIC CERTIFICATE (BC)

#### Police Recruit (0347)

**Minimum 16 credit hours**

Public Service 131: Communication and Case Reporting	2
Public Service 132: Law and Court Procedures	3
Public Service 133: Law Codes I	3
Public Service 134: Criminal Investigations I	4
Public Service 135: Problems in Human Behavior	2
Public Service 230: Police Operations II	2

**Program Advisor:** *Anna Blum, Dean, Public Agency and Special Programs,*  
(312) 553-5962

## PUBLIC PASSENGER VEHICLE TRAINING/TAXI

### BASIC CERTIFICATE (BC)

#### Public Passenger Vehicle Training/Taxi (0715)

**Minimum 06 credit hours**

#### Required Course

**06 credit hours**

330-0100 Public Passenger Vehicle Training/Taxi	6
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**Program Advisor:** *Elvan Jones, Director, Public Chauffeur Training Institute, (312) 553-5835*



*Taxi Medallion Award*

## SOCIAL WORK: GENERALIST

The AAS degree in Social Work includes the study of the generalist approach to working with the individual, family, group, and community. The degree can lead to employment as an aide to a social worker in government, community, and private social service agencies.

### ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)

#### Social Work: Generalist Concentration (0313)

**Minimum 66 credit hours**

#### General Education Courses for the AAS degree

**Minimum 15 credit hours**

See General Education Core Requirements  
for the AAS Degree (p. 156)

#### Required Courses:

Child Development 101: Human Growth and Development I*	4
Child Development 102: Human Growth and Development II	3
Child Development 107: Health, Safety, and Nutrition	3
Mental Health 223: Introduction to Addictions Studies <b>or</b>	3
Mental Health 228: Principles of Mental Health Practices	
Social Services 101: Introduction to Social Work	3
Social Services 109: Report Writing for Social Service Aides	3
Social Services 201: Principles of Social Work Practice	3
Social Services 212: Introduction to Group Process	3
Social Services 215: Social Problems & Social Action I	3
Social Services 228: Methodology for Social Work	3
Social Services 229: Practicum in Social Service	6

#### Elective courses (12–14 credit hours)

#### Recommended Areas of Supporting Coursework:

Students are urged to take elective courses in psychology, sociology, child development, anthropology, criminal justice, and addictions studies to become familiar with various approaches to individual, group, or societal problems. In addition, Computer Information Systems 120: Introduction to Microcomputers and English 102: Composition are strongly recommended.

\* Requires completion of clinical experience/observation hours.

**SOCIAL WORK: GENERALIST** *(continued)***ADVANCED CERTIFICATE (AC)****Social Work: Generalist (0317)****37 credit hours**

Child Development 101: Human Growth and Development I*	4
Child Development 102: Human Growth and Development II	3
Child Development 107: Health, Safety, and Nutrition	3
Mental Health 223: Introduction to Addictions Studies or	3
Mental Health 228: Principles of Mental Health Practices	
Social Services 101: Introduction to Social Work	3
Social Services 109: Report Writing for Social Service Aides	3
Social Services 201: Principles of Social Work Practice	3
Social Services 212: Introduction to Group Process	3
Social Services 215: Social Problems & Social Action I	3
Social Services 228: Methodology for Social Work	3
Social Services 229: Social Service Practicum	6

\* Requires completion of clinical experience/observation hours.

**Program Coordinator:** *Michael Heathfield, Ph.D., Department of Applied Sciences (312) 553-2679.*



## **SOCIAL WORK: YOUTH WORK\***

There is increasing federal, state, and local interest in the youth work domain and the professional and academic development of this important workforce. Youth workers work with teens in out-of-school time programs, clubs, and community centers focusing on the personal, social, and educational development of youth as they transition to adulthood. In 2003, Harold Washington College partnered with the Chicago Area Project and the Chicago Department of Children and Youth Services to provide the Youth Development Practitioner Program. This program blends aspects of the U.K. training system with an innovative informal education curriculum for those working in the field.

As an option under Social Work, the academic program for the professional development of workers includes basic and advanced certificates and an Associate Applied Science degree. Where applicable, under this professional development option, college credit will be awarded for prior learning experiences up to a maximum of fifteen credit hours.

Enrollment in the program is open to anyone employed working with youth in out-of-school time, e.g., after-school workers, school-age workers, grassroots youth workers, community activists, outreach workers, probation officers, prevention specialists, teen reach workers, managers, and supervisors.

**ASSOCIATE IN APPLIED SCIENCE (AAS)  
Social Work: Youth Work Concentration (0370)**

**Minimum 63 credit hours**

**Required General Education Courses:**

**Minimum 16 credit hours**

English 101: Composition	3
Humanities: Any IAI approved course	3
Mathematics 118: General Education Mathematics	4
Natural Science: Any IAI approved course	3
Social Science 101: Introduction to the Scientific Study of Human Behavior	3

**Required Courses:**

**37 credit hours**

Business 268: Introduction to Supervision	3
Child Development 101: Human Growth and Development I*	4
Child Development 102: Human Growth and Development II	3
Mental Health 223: Introduction to Addictions Studies	3
Mental Health 228: Principles of Mental Health Practices	3
Psychology 211: Social Psychology	3
Social Services 109: Report Writing in Social Work	3
Social Services 212: Introduction to Group Process	3
Social Services 215: Social Problems and Social Action I	3
Social Services 248: Principles of Youth and Group Work	3
Social Services 249: Practicum in Youth Work	6

\*Requires completion of clinical experience/observation hours.

## **SOCIAL WORK: YOUTH WORK** *(continued)*

### **ASSOCIATE IN APPLIED SCIENCE (AAS)**

#### **Social Work: Youth Work Concentration (0370)**

Take additional elective course(s) if needed to meet minimum credit hour requirement for the degree.

### **ADVANCED CERTIFICATE (AC)**

#### **Social Work: Youth Work (0371)**

**Minimum 31 credit hours**

Social Services 109: Report Writing for Social Service Aides	3
Social Services 212: Introduction to Group Process	3
Social Services 215: Social Problems and Social Action I	3
Social Services 248: Principles of Youth and Group Work	3
Social Services 249: Practicum in Youth Work	6
Child Development 101: Human Growth and Development I	4
Child Development 102: Human Growth and Development II	3
Mental Health 223: Introduction to Addictions Studies	3
Mental Health 228: Principles of Mental Health Practices	3

### **BASIC CERTIFICATE (BC)**

#### **Social Work: Youth Work (0372)**

**Minimum 15 credit hours**

Social Services 109: Report Writing for Social Services Aides	3
Social Services 215: Social Problems and Social Action I	3
Social Services 248: Principles of Youth and Group Work	3
Social Services 249: Social Service Practicum in Youth Work	6

**Chicago Area Project Advisors:** *Amina Green, (312) 663-3574 ext. 245 or Monica Harris (312) 663-3574 ext. 223 or*

**Harold Washington College Program Advisors:** *Dr. Michael Heathfield, Department of Applied Sciences (312) 553-2679 or Anna Blum, Public Agency and Special Programs (312) 553-5960.*

## TEACHING, LEADERSHIP, AND SUPPORT PROFESSIONALS

### Associate in Applied Science (AAS)

**Teaching, Leadership and Support Professionals (0055) Minimum 63 credit hours**

The proposed AAS degree program with a concentration in Teaching, Leadership and Support Professionals includes general education requirements and elective courses. This program is recommended for students who are interested in pursuing entry-level positions in educational institutions with emphasis on observation and practice.

**General Education Courses for the AAS degree 16 credit hours**

#### Required General Education Core Courses:

English 101	3
Humanities 123	3
Social Science 101	3
Mathematics for Elementary Teachers 121	4
Natural Science: Any IAI approved course	3

**Required Specialized Concentration Courses: 26 credit hours**

An Introduction to Education 101	3
Using Technology in the Classroom 102	3
Psychology 201	3
Diverse Cultures in Global Age 210	3
Introduction to Teacher's Assistant 205	3
Principles of Practice in Elementary Education 260	3
Special Topics in Education 299-3	4
School Leadership and Support Professionals 208	4

**Required Practicum Courses 12 credit hours**

Select any two courses:	
Observation/Seminar/Practicum in Teaching, Leadership/ Support Professionals in Elementary Education 209	6
Observation/Seminar/Practicum in Teaching, Leadership/ Support Professionals in Secondary Education 210	6
Observation/Seminar/Practicum in School Leadership/ Support Professionals in Community Colleges 211	6

**Elective Courses 09 credit hours**

Select *three* courses from below:

Students with Disabilities in School 103	3
American Public School 256	3
Language Development 109	3
Education Psychology 203	3
Child Development 101	4

**Program Advisor:** *Dr. Phyllis Daniels-Ward, Dean, Career Programs, (312) 553-5948*

## **TEACHING, LEADERSHIP, AND SUPPORT PROFESSIONALS** *(continued)*

### **ADVANCED CERTIFICATE (AC)**

#### **Teaching, Leadership and Support Professionals (0057) 35 credit hours**

The Advance Certificate program in Teaching, Leadership and Support Professionals is recommended for students who are interested in pursuing entry-level positions in educational institutions. The Advanced Certificate has as its emphasis observation and practice. The Advanced Certificate is also recommended for educational support professionals who may want to upgrade their skills or credentials.

#### **Required Certificate Courses: 23 credit hours**

English 101	3
An Introduction to Education 101	3
Using Technology in the Class 102	3
General Psychology 210	3
Principles of Practice in Elementary Education 260	3
Special Topics in Education 299	4
School Leadership and Support Professionals 208	4

#### **Required Practicum Courses 12 credit hours**

Select any <i>two</i> courses:	
Observation/Seminar/Practicum in Teaching, Leadership/ Support Professionals in Elementary Education 209	6
Observation/Seminar/Practicum in Teaching, Leadership/ Support Professionals in Secondary Education 210	6
Observation/Seminar/Practicum in School Leadership/ Support Professionals in Community Colleges 211	6

**Program Advisor:** *Dr. Phyllis Daniels-Ward, Dean, Career Programs, (312) 553-5948*

## TRANSIT MANAGEMENT

The Basic Certificate in Urban Mass Transit provides students with the skills needed for entry-level management positions within the mass transit industry.

### **BASIC CERTIFICATE (BC) Transit Management (0346)**

**Minimum 15 credit hours**

Business 114: Introduction to Urban Mass Transit	3
Business 268: Introduction to Supervision	3
English 107: Report Writing	3
Sociology 210: Diverse Cultures in a Global Age	3

### **Elective Courses**

**03 credit hours**

Choose *one* additional course from among the following:

Business 103: Introduction to Accounting and Financial Software	3
Computer Information Systems 120: Introduction to Microcomputers	3
Computer Information Systems 158: Beginning Internet	3

**Program Advisor:** *Anna Blum, Dean, Public Agency and Special Programs, (312) 553-5962*

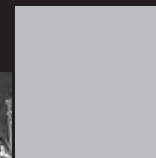


# Adult Education Program

Adult Education Program

## Section Summary

- Adult Education Programs
- Adult Basic Education (ABE)
- Adult Secondary Education (ASE)
- GED Illinois (GED On-Line)
- Citizenship
- English as a Second Language (ESL)
- Adult Education Courses



## **ADULT EDUCATION PROGRAM**

The Harold Washington College Adult Education Program offers tuition-free, educational services to persons 18 years or older who want to enhance their basic literacy skills, improve English language proficiencies, or prepare for the General Education Development (GED) examination in English or Spanish. The Adult Education Program provides a variety of instructional formats to address the educational needs of diverse populations. In addition to classroom instruction, a number of support services are available to students.

### **Adult Basic Education (ABE)**

Adult Basic Education (ABE) classes are designed for adults who need practice and to improve reading, writing, and math skills for self-enrichment, to further their education, or to enter job training programs. Job skills and life skill courses are also incorporated into the ABE curriculum. The ABE component is divided into two sections. Literacy courses cover grade levels 1 through 4. Intermediate level courses covers grade levels 5 through 8.

### **Adult Secondary Education (ASE)**

Adult Secondary Education (ASE) classes provide educational content reading, mathematics, vocabulary, and other subject areas traditionally taught in grades 9 through 12. Coursework is intended to lead to the acquisition of skills considered the equivalent of the skills of an individual with a high school diploma. Job skills and life skills are also incorporated into the ASE curriculum.

### **GED Illinois (GED On-line)**

The second distance learning program offered by the Adult Education Department is GED Illinois. This program provides GED instruction on-line to students who are unable to attend traditional GED classes or prefer a non-traditional mode of instruction. Students in this program must read at the 9th grade level and must meet other criteria in order to register for this program. All criteria must be met in order to register for this program.

### **Citizenship**

Citizenship courses assist individuals prepare for the Immigration and Naturalization Examination to become U.S. citizens. The curriculum includes instruction on American history, federal, state, and local government, the constitution and customs, and the naturalization process.

## **ADULT EDUCATION COURSES**

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. Workforce Preparation courses include Employment Readiness, Career Assessment and Exploration, and a Workforce Bridge courses.

Students who enroll in Adult Education classes must be at least 18 years of age. Special consideration for enrollment may be given to students who are 17 years of age if these students can show evidence (i.e., High School Release Form) that they are no longer enrolled in another secondary level educational program.

Classes are offered in a variety of times and in a variety of different formats. *All credit-hour formats may not be available and/or offered at each of the seven City Colleges of Chicago every semester.*

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



## **Adult Basic Education (ABE) and General Education Development (GED) Courses**

**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



*Students from around the globe come to Harold Washington College to improve their English writing and speaking skills.*



# Course Descriptions

Course Descriptions

## Section Summary

Anthropology	English	Mathematics
Architecture	E.S.L.	Mental Health
Art	Fine Arts	Microbiology
Astronomy	Fire Science Technology	Music
Biology	Food Service Administration	Philosophy
Botany	French	Phi Theta Kappa
Business	Geography	Physical Science
Chemistry	Geology	Physics
Child Development	Health	Political Science
Chinese	History	Psychology
Computer Info Systems	Horticulture	Public Service
Computer Security and Forensic Investigation	Hospitality	Reading
Cooperative Work Experience	Humanities	Social Science
Criminal Justice	Industry	Social Services
Digital Multimedia Design	Inter-disciplinary Studies	Sociology
Economics	Italian	Spanish
Education	Japanese	Speech
Engineering	Linguistics	Theatre Arts
	Literature	

**[ANTHRO] ANTHROPOLOGY (081)****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.**

**[ARCHITC] ARCHITECTURE (005)****ARCHITECTURE 104**

*History of Architecture I* - The study of the development of early architecture through the mid-18th century. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**ARCHITECTURE 105**

*History of Architecture II* - The study of architecture since the mid-18th century. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**ARCHITECTURE 121**

*Architectural Drawing I* - Introduction to techniques of graphic expression, emphasis on using graphic means for communication. Writing assignments, as appropriate to the discipline, are part of the course.

**3 lecture and 2 lab hours per week. 4 credit hours.**

**ARCHITECTURE 122**

*Architectural Drawing II* - Continuation of Architecture 121. Emphasis on developing skills in shading, proportion, pencil and introduction to pictorial and other rendering techniques. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 121 or Consent of Department Chairperson.

**3 lecture and 2 lab hours per week. 4 credit hours.**

**ARCHITECTURE 123**

*Architectural Drawing III* - Continuation of Architecture 122. Emphasis on developing skills in pictorial and perspective drawing and sketching, color, form, and presentation skills. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 121, or Architecture 122, or Consent of Department Chairperson.

**3 lecture and 2 lab hours per week. 4 credit hours.**

**ARCHITECTURE 166**

*Concepts of Planning* - In-depth examination of criteria which influence architecture; programming, site analysis, mechanical and structural considerations; applications of delineation techniques; examination of philosophy of significant architects and their work. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson.

**4 lecture and 2 lab hours per week. 5 credit hours.**

**ARCHITECTURE 170**

*Computer-Aided Design for Architectural Drafting Tech.* - Introduction to design and drafting techniques using computer-aided design (CAD) systems; use of basic command structures, keyboard and menu tablets; text, dimensioning and pen and layer selection. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 121, or Engineering 100, or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**ARCHITECTURE 171**

*Computer-Aided Design II for Architectural Drafting Tech.* - Intermediate drafting and design techniques using computer-aided design (CAD) systems; dimensioning and text, 3-D geometric constructs, advanced editing techniques, file handling and plotter utilization. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 170 or CAD Technology 170.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**ARCHITECTURE 172**

*Computer-Aided Design III for Architectural Drafting Tech.* - Advanced drafting and design techniques using computer-aided design/drafting (CAD) programs; techniques of file handling, 3D drawing, solid modeling and rendering. Hardware and software requirements will be discussed. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 171 and CAD Technology 171, or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**ARCHITECTURE 174**

*Computer Aided Design V for Architectural Drafting* - Introduction to Third Party programs used to develop architectural designs and construction documents via computer-aided design (Add on program to the base drafting package AutoCAD). Students will have experience with 3-D studio. This course will include three-dimensional modeling with complete rendering. The model will include texture of materials, various lighting schemes with shade and shadow. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 172 or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**ARCHITECTURE 202**

*General Construction* - Study of materials used in residential building construction, their growth or manufacture, preparation and application; emphasis on frame and masonry construction types; working drawings and structural details. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 121 or Consent of Department Chairperson.

**2 lecture and 4 lab hours per week. 4 credit hours.**

**ARCHITECTURE 204**

*General Construction, Advanced* - Continuation of Architecture 202. Emphasis on advanced structural detailing and working drawings. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 202 or Consent of Department Chairperson.

**2 lecture and 4 lab hours per week. 4 credit hours.**

**ARCHITECTURE 266**

*Architectural Planning* - Application of planning concepts to basic architectural problems through development of selected design projects emphasizing relation of form to function; project presentation will employ models and pictorial rendering techniques in various media; current architectural thought explored through examples of various building types. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Architecture 166, or Consent of Department Chairperson.

**4 lecture and 2 lab hours per week. 5 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 126**

*Printmaking I* - Processes of lithography and relief printmaking; includes line, shape, texture, value and color in stone lithography, wood, linoleum printmaking. Writing assignments, as appropriate to the discipline, are part of the course.

**6 lab/studio hours per week. 3 credit hours.**

**ART 127**

*Printmaking II* - Processes of intaglio, dry point and screen printmaking, includes line, shape, texture, value and color in printmaking process. Writing assignments, as appropriate to the discipline, are part of the course.

**6 lab/studio hours per week. 3 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**

*Advance 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 Draw 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 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 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 172**

*Communications Design I* - Design application and merchandising of products and ideas; theory of design of form and function applied to products, brochures, packaging, display, and other commercial designs; application of design in television, newspapers, magazines, billboards, and posters for advertising industry. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 144 or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**ART 174**

*Advanced Commercial Art I* - Advanced and practical application of commercial art for newspapers, magazines; layout and lettering, point-of-purchase and package design problems. Lecture and field trips. 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 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.**

**[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 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 109**

*Human Genetics and Evolution* - Basis of inheritance; analysis of human pedigrees; sex-linkage; physical and behavioral aspects of human evolution. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**BIOLOGY 110**

*Human Ecology* - Effects of dense population, effect of humans on air, minerals, noise; and how these affect humans. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**BIOLOGY 113**

*The Biology of Women* - A comprehensive look at the human female throughout her entire life span. Deals with biological sex differentiation, fetal development and reproductive anatomy. Explains events of a woman's reproductive life from menarche to menopause, sexuality, birth control, infertility, and pregnancy. Discusses transmitted diseases, gynecological problems, breast cancer, controversial treatments and health care. Examines sociological and cultural health factors that influence a woman's nutrition, physical activity, use of cosmetics, use and abuse of drugs. 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 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 .5 lab 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 250**

*Introduction to Molecular Biology* - The first course in a three-part series in the biotechnology program/plan 215. This course stresses an introduction to current concepts and progress in modern molecular biology with emphasis on DNA science and genetic engineering as it applies to molecular, cellular and organismic biology. Writing assignments, as appropriate to the discipline, are part of the course.

*Prerequisite:* Grade of C or better in Biology 121, or Consent of Department Chairperson. Not more than an accumulated 6 credit hours will be counted towards graduation.

**150 minutes per week. 3 credit hours.**

**BIOLOGY 251**

*Molecular Biology I* - The second course in a three-part series in the biotechnology program/plan 215.

The course stresses the theory and practice of separation techniques and safety procedures that would be employed in the purification and assay of such biomolecules as nucleic acids, proteins and other related substances and the relationship of these molecules to living organisms. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Biology 250, or Consent of Department Chairperson.

**2 lecture and 4 lab hours per week. 4 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.**

**[BUSINES]                      BUSINESS (030)****BUSINESS 105**

*Business Writing* - Fundamentals of basic forms of business correspondence. 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.**

**BUSINESS 110**

*Development of Modern Business* - Survey course covering world background of business, economic status of the United States, corporate history in America, areas of business development of American business institutions, business leaders, government in business. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**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 114**

*Intro To Urban Mass Transit* - Overview of the public and private transit system including formation and implementation at the national, local and regional levels. Examination of recent trends, traditional problems, and merging issues in urban and regional transportation. Emphasis on management strategies that can be used in daily operations of a public or private transit system including obligation to customer role, of urban transit manager, demand management, paratransit alternatives, and safety issues. 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.**

**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 207**

*Intermediate Accounting II* - Accounting for the rights of creditors and stockholders; principles of fund accounting; statement analysis; special problems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 205.

**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 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 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 268**

*Introduction to Supervision* - Understanding fundamental requirements for successful leadership and supervision. Methods for handling the day-to-day problems of supervision. 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.**

**[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 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 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 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.**

**CHEMISTRY 296**

*Independent Research in Chemistry II* - 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:* Chemistry 295 or Consent of Department Chairperson.

**1-2 lecture and 5-20 lab hours per week. 3-6 credit hours.**

**CHEMISTRY 297**

*Independent Research in Chemistry III* - 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:* Chemistry 296 or Consent of Department Chairperson.

**1-2 lecture and 5-20 lab hours per week. 3-6 credit hours.**

**CHEMISTRY 298**

*Independent Research in Chemistry IV* - 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:* Chemistry 297 or Consent of Department Chairperson.

**1-2 lecture and 5-20 lab hours per week. 3-6 credit hours.**

**CHEMISTRY 299**

*Independent Research in Chemistry V* - 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:* Chemistry 298 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 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 130**

*Special Topics Child Development* - Study of a single topic in child development that would enhance the student's ability to support children and the families of young children. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson. Not more than an accumulated 4 credit hours will be counted toward graduation.

**50 minutes per week. 1 credit hour.**

**CHILD DEVELOPMENT 142**

*Methods and Materials for Infant and Toddler Care* - Acquaints current and prospective caregivers with the ways infant and toddlers play and learn at specific developmental levels. Through use of observations students will plan to meet needs of individual children in a group setting. Emphasis will be on creating a context for responsive and respectful care giving in a group setting. 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 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 144**

*School-Age Activity Programming* - Designed to introduce the student to a basic understanding of the benefits of play and recreation for school-age children. Provide students with the basic skills to plan and implement developmentally appropriate activities for school-age children and adolescents. Writing assignments, as appropriate to the discipline, are part of the course.

**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 230**

*Introduction to Early Intervention* - Introduction to the field of early intervention and the role of the Early Intervention Associate. Includes units covering the background and current status of the field, an overview of the characteristics of normal versus at-risk and special needs population of infants and toddlers, and theoretical models and strategies of early intervention, including Individualized Family Service (IFS) planning and team building. 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.**

**CHILD DEVELOPMENT 248**

*Principles and Practice of Infant and Toddler Care* - Acquaints prospective teachers and care-givers of infants and toddlers with theory and practice of care and education of very young children in a group setting. Writing assignments, as appropriate to the discipline, are part the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

**CHILD DEVELOPMENT 257**

*Principles and Practices of Family Child Care* - An overview of operating a family child care home that meets the physical, socio-emotional, and cognitive development needs of children (infant through school-age) in a home child care setting. Includes the place of family child care in the early childhood profession; home arrangement; activity planning, including age appropriate activities and goals and ways to meet the needs of multiple age groups; and policies. 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.

**200 minutes per week. 4 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.**

**CHILD DEVELOPMENT 268**

*Principles and Practice of School Age Programs* - Designed to introduce the student to the principles of developmentally appropriate practice in a school-age group setting. The student will review the developmental stages of school-age children in the social, emotional, physical and cognitive domains and apply these principles to the design and establishment of the physical environment, program scheduling, health and safety practices and group management. Techniques for parental involvement will be included. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test and Grade of C or better in Child Development 101.

**200 minutes per week. 4 credit hours.**

**CHILD DEVELOPMENT 269**

*Practicum in School Age Child Care* - Students spend 20 hours a week, under supervision, working with children in a school-child care setting; 17 weeks with a 2 hour seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement test, or English 100 with a grade C or better, or Consent of Department Chairperson.

**2 lecture and 20 lab hours per week. 6 credit hours.**



**[CHINESE]****CHINESE (141)****CHINESE 101**

*Introduction to Chinese* - This course introduces the basic elements of Mandarin Chinese that will enable the students to develop communicative language skills. It is designed for students who need to build up their basic conversational skills as well as grammar and vocabulary knowledge in Chinese. Intensive drills on sounds and tones, vocabulary, and sentence patterns in meaningful contexts will be used in order for the students to communicate appropriately and accurately in authentic contexts. The course will introduce students to the diverse culture, history, and social etiquette of 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.

**200 minutes per week. 4 credit hours.**

**CHINESE 102**

*Chinese II* - This course is designed for students who have acquired some oral proficiency, but lack formal training and literacy. It teaches more advanced grammar rules while reviewing the basic ones. Students will learn how to use a bilingual dictionary to assist their reading of essays and short stories. They will learn to write notes, letters, and paragraphs. The course will introduce students to the diverse culture, history, and social etiquette of China. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chinese 101 with a C grade or better or Consent of Department Chairperson.

**200 minutes per week. 4 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 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 of 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 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 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 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 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 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.**

**[COMPSFI] COMPUTER SECURITY AND FORENSIC INVESTIGATION (162)****COMPUTER SECURITY AND FORENSIC INVESTIGATION 101**

*General Technology Essentials* – This course uses a basic requirement for both the Information Security certificate and the Computer Forensics certificate program/plan. This course is designed to provide essential knowledge in the information security field. It will explore the basic areas of knowledge necessary to understand information security architecture and lay a firm foundation for further study and coursework.

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.**



*2006 Forensic Team Members*

**[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 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 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.**

**[DMD]****DIGITAL MULTIMEDIA (138)****DIGITAL MULTIMEDIA 105**

*Animation* - This is a studio course in which the primary orientation is the development of the student's portfolio. The course will investigate principles, practices and philosophy of animation, with the primary emphasis on the creation of a short animation. The student will create sketches, overlays, storyboards and a short animation. Writing assignments, as appropriate to the discipline, are part of the course.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 115**

*Digital Soundtrack* - This is a studio course whose primary orientation is the development of the student's portfolio. The course will investigate and develop soundtracks for video, film and multimedia. Students will develop soundtracks using digitized sounds, traditional foley effects, general midi music and dubbed effects, with the primary emphasis on the creation of a video and multimedia soundtrack. The use of professional sound and editing techniques will be emphasized. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 101.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 121**

*3D Graphics I* - This is a studio course whose primary orientation is the development of the student's portfolio. The course will introduce students to 3D graphics, principles of perspective and basic principles of 3D modeling. The theory of 3D on the computer will be explored. Writing assignments, as appropriate to the discipline, are the part of the course. *Prerequisite:* English 101, and Digital Multimedia 168, both with a C grade or better, or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 131**

*Multimedia I* - This is a studio course whose primary orientation is the development of the student's portfolio. The course will introduce the student to multimedia. Principles of interactivity and basic principles of 2-dimensional interactive will be explored. Simple scripting will be used. Scripts, flow charts and storyboards will be developed. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101, and Digital Multimedia 168, both with a grade of C or better.

**6 lab hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 168**

*Computer Art I* - Students will be introduced to the concepts of computer art using representative programs and concepts from the profession. Students will be introduced to both raster paint/photo retouching programs and professional quality vector programs. Students will also be introduced to the history of computer art. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 120, and Placement Test, or Consent of Department Chairperson.

**6 lab/studio hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 179**

*Video I* - This is a studio course in which the primary orientation is the development of the students portfolio. The course will investigate video production, with primary emphasis on the creation of a video and in-camera editing. The student will create storyboards, scripts, shooting lists and a short film. Writing assignments, appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, and CIS 120, or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 221**

*3D Graphics II* - This is a studio course whose primary orientation is the development of the students portfolio. The course will develop the students understanding of 3D graphics, 3D modeling with an emphasis on movement, using systems and inverse kinematics and the use of constraints and bones. Advanced modeling will be used such as skins and mesh deformation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Digital Multimedia 121, and Digital Multimedia 168, or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 231**

*Multimedia II* - This is a studio course whose primary orientation is the development of the student's portfolio. The course will develop the students understanding of multimedia. Extensive use of scripting, programming with an emphasis on using professional techniques and standards. Sound, video, animation and interactivity will be combined in an interactive work. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Digital Multimedia 131, or Digital Multimedia 279, or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 233**

*Multimedia III* - This is a studio course whose primary orientation is the development of the student's portfolio. The course will develop the student's ability to work as part of a group. Extensive use of professional production management techniques will be explored. The student will develop a group multimedia project using professional techniques and standards. Sound, video, animation and interactivity will be combined to create an interactive work. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Digital Multimedia 231, or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**



**DIGITAL MULTIMEDIA 279**

*Video II* - This is a studio course whose primary orientation is the development of the student's portfolio. The course will investigate advanced video production, with the primary emphasis on the creation of a video. The student will create storyboards, scripts and shooting lists for a short video. The use of professional lighting, sound and editing techniques will be emphasized. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Digital Multimedia 179, or Digital Multimedia 115, or Consent of Department Chairperson.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**DIGITAL MULTIMEDIA 299**

*Portfolio Development* - This is a seminar course to prepare students to successfully present their ideas and art in the marketplace. Portfolio development and presentation, along with the mechanics of writing a proposal, preparing a budget and presenting the proposal will be examined in depth. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 101.

**2 lecture and 2 lab hours 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.**

**[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 205**

*Introduction To Teacher Assistant* - This course is one of the requirements of the Teacher Assistant certificate programs/plans 273 and/or 274. It is designed to provide an introduction to the rules and duties, the responsibilities and expectations of the teacher's assistant in Chicago Public Schools (CPS). This should include an orientation to the profession of teaching; the role of the teacher and the teacher's assistant; current trends and problems in education, particularly in the CPS. 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 208**

*School Leadership and Support Professionals* - This course is one of the requirements of the Teaching, Leadership and Support Professionals AAS degree program/plan 055 and the Advanced Certificate program/plan 057. This course will examine the administrative process at educational institutions. Emphasis will be on the role of the principal and staff relations. Functions in an elementary/secondary schools and community colleges will be highlighted. In addition, school finance, planning, personnel, organizational structure, governance, and problem solving in elementary/secondary and community colleges will be explored. 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.

**200 minutes per week. 4 credit hours.**

**EDUCATION 209**

*Observation/Seminar Elementary Education* - This course is an extensive combination of lectures, seminars, oral presentations, classroom observations, practice, and shadowing in an elementary school. The course will provide students with authentic experiences and knowledge which impact teaching in the elementary school classroom. The practicum will provide students hands-on experience with school activities and responsibilities. Students will evaluate and design unit and lesson plans based on Illinois Learning Standards (ILS); review curriculum and instructional materials; shadow an entry-level elementary school leader and education support personnel; maintain an observation log; maintain a reflective journal with daily entries; and complete written reports on topics relevant to teaching and leadership support in elementary schools. This experience will be evaluated under the guidance of the classroom teacher and monitored by the college instructor. 3200 minutes of field experience will occur at college-approved sites. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Education 208.

**2 lecture and 20 lab hours per week. 6 credit hours.**

**EDUCATION 210**

*Observation/Seminar Secondary Education* - This course is an extensive combination of lectures, seminars, oral presentation, presentations, classroom observation, practice, and shadowing in a secondary school. The course will provide students with authentic experiences and knowledge which impact teaching in the elementary school classroom. The practicum will provide students hands-on experience with school activities and responsibilities. Students will evaluate and design unit and lesson plans based on Illinois Learning Standards (ILS); review curriculum and instructional materials; shadow an entry-level secondary school leader and educate support personnel; maintain an observation log; maintain a reflective journal with daily entries; and complete written reports on topics relevant to teaching and leadership support in secondary schools. This experience will be evaluated under the guidance of the classroom teacher and monitored by the college instructor. 3200 minutes of field experience will occur at college-approved sites. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Education 208.

**2 Lecture and 20 Lab hours per week. 6 credit hours.**

**EDUCATION 211**

*Observation/Seminar Community Colleges* - This course will incorporate lectures, seminars, observations, shadowing and practice in community college setting. Students will participate in a required supervised practicum at the college level. They will be exposed to functions associated with leadership and support professionals and will participate in duties relevant to college responsibilities. Each student will shadow a support professional and an entry-level manager; develop an observation log; maintain a reflective journal with daily entries; develop a handbook on college positions; complete written reports; and develop a special project for leadership services. The course will include guest speakers, and oral presentations. Field experience will occur at college-approved sites. This experience will be monitored and supervised by the faculty member teaching the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Education 208.

**2 Lecture and 20 Lab hours per week. 6 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.**

**EDUCATION 260**

*Principles of Practice in Elementary Education* - Organizational procedures, curriculum, principles classroom management, and the role of the teacher in stimulating learning. 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 269**

*Practicum in Elementary Education*-16 Wks - Students spend 20 hours per week, under supervision, as a teacher aide in a primary grade classroom, 8 or 16 weeks; course includes 2-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 102, and Child Development 107, and Child Development 114, and Education 256, and Education 283, and Consent of Department Chairperson.

**1-2 lecture and 10-20 lab hours per week. 3-6 credit hours.**

**EDUCATION 299**

*Special Topics in Education* - Special topics in education will be discussed. New developments in research and practice including the use of technology in the classroom will be emphasized. 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 four variable credits. Consent of Department Chairperson required for repeatability. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**50-200 minutes per week. 1-4 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 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 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.**

**[ENGLISH]****ENGLISH (035)****ENGLISH 089**

*English Skills* - The course will enable students to improve reading and writing by focusing on a specific area, for example, reading and writing in a content area, preparing for a specific standardized test, review of grammar, or development of writing style. Focus of the course will vary and will be specified. A particular focus may be repeated a maximum of 3 semesters. Writing assignments, as appropriate to the discipline, are part of the course.

**50-150 minutes per week. 1-3 credit hours**

**ENGLISH 098**

*Composition* - Elements of reading, writing and speaking basic English. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or grade of C or better in Reading 099, and Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**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 152**

*Introduction to Mass Communication* - Scope of modern journalism and dominant theories of communication; influences of the media in today's society. 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 197**

*Communications Skills* - Writing and analysis of essays, letters and reports, with emphasis on clarity and logical development. Writing assignments, as appropriate 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 201**

*Advanced Composition* - Intensified work in expository and argumentative writing for students who need to improve writing skills for professional careers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 102.

**150 minutes per week. 3 credit hours.**

**ENGLISH 203**

*The Structure of English* - A study of linguistics applied to American English. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101 with a grade of C or better.

**150 minutes 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 242**

*Intercultural Communication* - Examination of communication barriers through a study varieties of the English, including dialects, structural and phonetic differences among ethnic groups, both present and historical, beginning with the Old English period moving to the present. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**ENGLISH 276**

*Feature Writing for Newspapers and Magazines* - This course teaches feature writing for newspapers and magazines. Study and applied skill emphasize idea development for the extended feature article, personality profile, and focus story. Assignments may also include advanced practice in writing critical reviews on books, music, theater, restaurants, and writing humor. The course also focuses on selling feature articles and introduces students to the business of freelance writing. 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 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**

**ENGLISH AS A SECOND LANGUAGE (SEE ESL)****[ESLINTG]****ESL (INTEGRATED) (136)****ESL (INTEGRATED) 098**

*Intermediate Integrated ESL* - This is an integrated reading/writing course at the intermediate ESL Level designed to increase student's receptive and productive command of written English. The focus is on grammatical structures, as well as reading and composition at the intermediate level. 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 six credit hours. Consent of Department Chairperson required for repeatability. *Prerequisite:* ESL Placement Test and interview, or Consent of Department Chairperson.

**300 minutes per week. 6 credit hours.**

**ESL (INTEGRATED) 099**

*High Intermediate ESL* - This is an integrated reading/writing course at the high-intermediate ESL Level designed to increase student's receptive and productive command of written English. The focus is on sentence structure, reading of authentic texts, and essay writing. 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 six credit hours. Consent of Department Chairperson required for repeatability. *Prerequisite:* ESL Placement Test and interview, or successful completion of ESL 098, or ESL English 098, and Reading 098, or Consent of Department Chairperson.

**300 minutes per week. 6 credit hours.**

**ESL (INTEGRATED) 100**

*Advanced Integrated ESL* - This is an integrated reading/writing course at the Advanced ESL Level designed to increase student's receptive and productive command of written English. There is a review of sentence structure and sentences connection; extensive reading of authentic texts, including academic ones; and frequent essay-writing. 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 six credit hours. Consent of Department Chairperson required for repeatability. *Prerequisite:* ESL Placement Test and interview or successful completion of ESL 099 or ESL English 099 and Reading 099, or Consent of Department Chairperson.

**300 minutes per week. 6 credit hours.**

**[ESLSPCH]****ESL SPEECH (195)****ESL SPEECH 098**

Intermediate Speech - Emphasis on achieving competency required for successful pursuit of higher education: pronunciation drills, pattern drills, participation in group discussion and presentation of brief speeches. 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 three credit hours. Consent of Department Chairperson required for repeatability. *Prerequisite:* Placement Test and oral interview, English-ESL 098 and Reading-ESL 098, or Consent of Department Chairperson.

**150 minutes. 3 credit hours.**

**ESL SPEECH 099**

*High Intermediate Speech* - Emphasis on conversation, group discussion, and listening skills to improve communication to enhance academic pursuits. 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 three credit hours. Consent of Department Chairperson required for repeatability. *Prerequisite:* Placement Test and oral interview or completion of Speech-ESL 098 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**ESL SPEECH 100**

*Advanced Speech* - The goal of this speech class is to upgrade the oral communication skills of students whose native language is not English, and to prepare them for Speech 101. Emphasis is placed on oral presentations, as well as comprehensibility and use of conversational techniques. 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 three credit hours. Consent of Department Chairperson required for repeatability. *Prerequisite:* Placement Test and oral interview, or completion of Speech-ESL 099 with a grade of C or better, 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 17<sup>th</sup> 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 18<sup>th</sup> 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 109**

*History of Cinema* - An international survey of the history of cinema, from the silent era to contemporary filmmaking, emphasizing a study of various film genres from around the world and innovations in film production that have had significant influence on film as an art form. Full-length films and film clips will be screened in class. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Concurrent enrollment in English 101.

**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.**

**[FIRE TC] FIRE SCIENCE TECHNOLOGY (116)****FIRE SCIENCE TECHNOLOGY 101**

*Introduction To Fire Science* - History of fire science; principles of fire prevention, protecting, and extinguishing; discussion of individual career opportunities. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 102**

*Fire Fighting Tactics* - Basic procedures for suppression of fire; application to principles of building construction; coordination of human resources and equipment. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 103**

*Fire Suppression Systems* - Fire suppression and protection systems, including characteristics and usage of sprinkler systems, wet pipe systems, stand pipe systems, heat detectors, smoke detectors; covers components of sprinkler systems, valves, OSY and P.I.V. valves, spacing of sprinkler heads according to occupancy classification, temperature rating and color coding of sprinkler heads, and Fire Department support, connections and emergency involvement. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 104**

*Fire Suppression Apparatus* - Basic principles of fire apparatus construction, operation, and maintenance; consideration of pumps, pumper procedures and tests, aerial, ladders and platforms, elementary hydraulic calculations. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 201**

*Fire Service Hydraulics* - Review of basic mathematics for study of properties of fluids, force, pressure and flow velocities; operation and characteristics of fire pumps; generation of fire streams and water distribution systems. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 202**

*Building Construction for Fire Service* - Study of exterior and interior material and structural construction of buildings in relation to fire resistance, safety, and fire fighting. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 203**

*Fire Protection Systems* - Study of required standards for water supply, protection systems, automatic sprinklers and special extinguishing systems; analysis of automatic signaling and detection systems. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 204**

*Fire Fighting Tactics II* - Study of human labor and apparatus management; types of fires requiring a unique suppression approach. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 205**

*Chemistry of Flammable Materials* - Properties and fire suppression of chemically active and hazardous materials; flammable liquids, combustible solids, oxidizers, corrosive materials. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 210**

*Fire Prevention Fund I* - Principles of fire prevention program; planning and implementation of fire inspection; recognition of fire hazards and causes; building construction types and materials, and private protective systems. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 211**

*Fire Prevention Fund II* - Protection of public and private industrial properties against fire, explosion, lightning, and wind damage. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 212**

*Fire Insurance Rating* - Study of multiple line insurance policy types, rate determination, claim adjustments, and types of rate schedules. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 213**

*Fire Causes and Arson Investigation* - Techniques and procedures for investigation of fires; determining origin and causes of fires; fundamentals of arson investigation; gathering evidence for technical reports; criminal procedures related to local and state statutes. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 220**

*Fire Service Training I Instructor* - Methods and techniques of teaching for fire service instructors; principles of teaching adults, how adults learn, teaching procedures and methods, training aids and services, testing and evaluation; includes practice teaching and evaluation by qualified observers; course will meet requirements of the Illinois Fire Protection Personnel Standards and Education Commission for the Basic Level Instructor Certification. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**FIRE SCIENCE TECHNOLOGY 221**

*Fire Service Training II Instructor* - Methods and techniques for planning, development, conducting a Fire Service Training program/plan 336; covers objectives of a program, evaluating training, techniques of conference leadership; course will meet requirements of the Illinois Fire Protection Personnel Standards and Education Commission for the Standard Level Instructor Certificate. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Fire Science 220, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**[FOODSRV]****FOOD SERVICE ADMINISTRATION (038)****FOOD SERVICE ADMINISTRATION 222**

*Food Service Sanitation* - Sanitation in preparation and service of food; sanitation chemicals, equipment and materials; ordinances and inspection procedures to insure sanitary dispensing of food. Writing assignments, as appropriate to the discipline, are part of the course.

**100 minutes per week. 2 credit hours.**

**[FRENCH]****FRENCH (051)****FRENCH 101**

*First Course French* - 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.**

**FRENCH 102**

*Second Course French* - Continuation of French 101. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or French 101, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

**FRENCH 103**

*Third Course French* - Review and development of basic language skills, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or French 102, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

**FRENCH 104**

*Fourth Course French* - Review of language structure and interpretation of readings, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or French 103, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

**FRENCH 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 French 104, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

**FRENCH 210**

*Modern Civilization and Culture* - Recent social, cultural, and historical trends, conducted in French 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.**

**FRENCH 213**

*Introduction to Modern Literature* - Selections from contemporary writings, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or French 104, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**FRENCH 214**

*Readings In Literature* - Works from selected historical periods, conducted in French. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or French 104, 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 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.**

**[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 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 115**

*Afro-American History Since 1865* - Reconstruction period after the Civil War; Black politics in the new South; rise of Jim Crow sentiment; alliance of northern industry and southern Bourbonism; early northward migrations and urban culture; growth of civil rights organizations; W. E. B. DuBois and Booker T. Washington; Blacks in WWI and WWII; post-war 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 116**

*Women in History* - Historical roots of the position of women in society; women in antiquity, biblical attitudes towards women, women in the medieval period, women in the Industrial Revolution, the feminist movement, and women in contemporary society; role of women in non-Western (African and Chinese) societies will be examined; emphasis on the relationship between the social position of women and historically existing social, economic, and ideological forces. 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 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 225**

*Modern Middle East History* - This course examines the history of the Modern Middle East since World War I by looking at the challenges posed by imperialism and the rise of nationalism in the area. The region studied encompasses the Arab World, Israel, Turkey and Iran. 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 243**

*The Far East in the Modern World* - Historical development of China, India, and Japan. Evolution of Oriental culture, economy, society, and government; the relation of America and the Far East, and the impact of Western ideas and institutions on the region. Survey of Philippines, Indo-China, Indonesia and Korea. 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 248**

*African History - Modern Period* - Growth of colonial government; the economic role of colonies; early opposition movements against European imperialism; the psychology of the colonizer and colonized; civil wars and independence. 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.**



**[HORTIC]                      HORTICULTURE (096)****HORTICULTURE 101**

*Introduction to Ornamental Horticulture* - Plant structures, terminology and use of identification keys; study of culture and use of annuals, biennials, herbaceous perennials. Writing assignments, as appropriate to the discipline, are part of the course.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**HORTICULTURE 102**

*Turfgrass Management* - Lawn grasses and ground covers and insects, diseases and pests common to them; lawn planning, constructions, renovation, weed control and fertilizing. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**HORTICULTURE 103**

*Landscape Pest Management* - Diagnosis of plant diseases and disorders, physiological and pathological, and application of control measures for insects, diseases and pests of ornamental plants; survey of diagnostic and identification keys. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**HORTICULTURE 104**

*Plant Propagation* - Techniques used in reproducing plants, both from seed and vegetative parts; propagating units, factors affecting rooting, growth substances, rooting media and seed treatment; principles of heredity, structure of genetic material and mechanics of transmission, and importance of genetics in hybridization. Writing assignments, as appropriate to the discipline, are part of the course.

**200 minutes per week. 4 credit hours.**

**HORTICULTURE 105**

*Identification of Herbaceous Landscape Plants* - This course focuses on identification of herbaceous used in the landscape. Study the ornamental value, use and culture of annuals, biennials and perennials. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into the Horticulture program/plan 241.

**3 lecture and 2 lab hours per week. 4 credit hours.**

**HORTICULTURE 106**

*Identification of Woody Landscape Plants I* - This course focuses on the identification, ornamental value and culture of wood landscape plants. Emphasis on deciduous trees and coniferous evergreen trees and shrubs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into the Horticulture program/plan 241.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**HORTICULTURE 107**

*Soils and Fertilizers* - Study of soils, the formation of soils, physical and biological properties of soil, the relationship of water in soils. Units to include soil fertility, fertilizers and fertilizers applications, damage to soil, and soilless media. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Horticulture program/plan 241.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**HORTICULTURE 201**

*Supervised Horticulture Experience* - This course focuses on placing students with a horticulture company during seasonal semesters. A focus on practical experiences as performed in the horticulture industry. Regular supervisory visits by the instructor. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Horticulture program/plan 241.

**250 minutes per week. 5 credit hours.**

**HORTICULTURE 202**

*Landscape Design I* - Aesthetic and economic importance of grounds improvement, residential and commercial; site analysis, requirements of landscape plans, scale drawings and landscape symbols; nursery classification, selection of plant materials and landscape construction. Writing assignments, as appropriate to the discipline, are part of the course.

**200 minutes per week. 4 credit hours.**

**HORTICULTURE 203**

*Landscape Design II* - Continuation of Horticulture 202, with emphasis on commercial landscaping; blueprint reading planning and construction of decorative gardens, athletic fields, and public parks. Writing assignments, as appropriate to the discipline, are part of the course.

**200 minutes per week. 4 credit hours.**

**HORTICULTURE 204**

*Landscape Installation* - This course focuses on landscape construction including site preparation; drainage, irrigation, and lighting systems; installing edging, walls, fences, paving decks, water features, and plantings. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Horticulture program/plan 241.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**HORTICULTURE 205**

*Arboriculture* - Continuation of plants identification, covering use and culture of deciduous and evergreen trees and shrubs. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**HORTICULTURE 206**

*Identification of Woody Land Plants II* - This course focuses on a continuation of woody landscape plant identification with emphasis on deciduous shrubs, broadleaf evergreens, vines and ground covers. Ornamental value and plant culture are also covered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Horticulture program/plan 241.

**3 lecture and 2 lab hours per week. 4 credit hours.**

**[HOSPITY] HOSPITALITY (003)****HOSPITALITY 102**

*Hotel-Motel Sales Promotion* - Organization and function of sales department. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Hospitality Industry 104

**150 minutes per week. 3 credit hours.**

**HOSPITALITY 103**

*Food and Beverage Supervision* - Overview of the food and beverage field as part of hospitality industry and the departments that make up food and beverage operation in a hotel. Preparation and service of food and alcoholic beverage are included. The course is taught at a Chicago hotel. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Hospitality Industry 104.

**150 minutes per week. 3 credit hours.**

**HOSPITALITY 104**

*Introduction to the Hospitality Industries* - History and organization of the Hospitality Industry, Hotel-Motel, Food Service, Travel-Tourism, with emphasis on career opportunities and jobs, economic projections and industry trends, and on the meaning of hospitality in each industry. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**HOSPITALITY 108**

*Introduction to Meeting and Convention Management and Planning* - The study of the Meeting and Convention Industry; the role and responsibilities of planners employed by associations, businesses and other segments of the industry. The course will also include the study of key concepts of Meeting and Convention Planning such as: specific goal setting; research and selection of locations; facilities; transportation; support services; development of marketing, promotion and publicity programs to achieve goals. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Hospitality Industry 104, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**HOSPITALITY 202**

*Front Office and Room Division Management* - Overview of the front office operation within the context of the hotel industry including the understanding of the special problems of room division management. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Hospitality Industry 104, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**HOSPITALITY 205**

*Hospitality Industry Purchasing* - Study of organization and administration of quantity purchasing policies and procedures; specifications, inventory buying, receiving and issuing of items used in hospitality operations. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**HOSPITALITY 209**

*Applied Meeting and Convention Management* - Employs material covered in previous Meeting and Convention Management courses and provides in-depth study of insurance, liabilities, legal aspects, managing exhibits, on-site management of catered events, and emergency and contingency plans. Using a case study format, each student will design and execute a convention/meeting. 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 105**

*The New World of Mass Media* - Analysis and evaluation of the strengths, limitations, impact and social media biases of both print and electronic mass media. Writing assignments, as appropriate to the discipline, are part of the course.

**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 143**

*Introduction to Latin American/Latino Studies* - This course presents an interdisciplinary study of Latin American cultures, including Latino cultures in the U.S., from literary, artistic and philosophical perspectives. It explores various links between cultures in the U.S. and other Latin American countries through the study of historical and artistic periods, major movements and integrated theories. 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 145**

*Intro to Diversity/Ethnic Studies* - This course presents an introduction to the broad field of diversity/ethnicity through the interdisciplinary study of art, music, literature, history, and philosophy. This course will emphasize the content, style, and historical context of the various diversity/ethnicity related artifacts, particularly those created by and featuring depictions of diverse/ethnic groups. The course will feature African Americans, Latino/Latin American, Native Americans, and European Americans artists, artistic expressions, and portrayals of these groups in the arts, by themselves and "outsiders" and the impact of these portrayals with the groups and society at large. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisites:* English 101 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 203**

*Arts of Contemporary America* - Analysis and evaluation of major art forms of today - film, television, poster art, journalism, poetry, fiction, painting and music. 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 206**

*World Literature II Existentialism* - Introduction to Existentialist philosophers, dramatists, and novelists. 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.**

**HUMANITIES 208**

*Women in Creative and Performing Arts* - Examination of the changing views of woman's nature, her relationship to man and to society as found in the creative and performing arts and philosophical works of a specific culture or cultures. 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.

**150 minutes per week. 3 credit hours.**

**HUMANITIES 210**

*Comparative Mythology* - A comparative introduction to mythology throughout the world. The emphasis is on the nature of mythology through the study of mythological themes in folklore, myth, and legendary narratives and the visual representation of those themes. The course includes non-Western and multi-cultural components. Writing assignments, as appropriate to the discipline, are part of the course.

*Prerequisite:* English 101 placement, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**HUMANITIES 212**

*Non-Western Humanities* - An interdisciplinary survey of significant intellectual and artistic achievements of non-Western cultures through selected works of literature, philosophy, visual art, music and other performing arts. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101 placement, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**HUMANITIES 215**

*The Art and Philosophy of the African Continent* - African culture of the past and present including art, music, literature, history, language, political science and economics. 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.**

**[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.**

**[JAPANESE]                      JAPANESE (054)****JAPANESE 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.**

**JAPANESE 102**

*Second Course* - Continuation of Japanese 101. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Japanese 101, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

**JAPANESE 103**

*Third Course* - Review and development of basic language skills, conducted in Japanese. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Japanese 102, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

**JAPANESE 104**

*Fourth Course* - Review of language structure and interpretation of readings, conducted in Japanese. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Japanese 103, or Consent Department Chairperson.

**200 minutes per week. 4 credit hours.**

**[LING]****LINGUISTICS (132)****LINGUISTICS 101**

*Language and Culture* - Examines the relationship between language and culture. Includes the language socialization of children, gender differences in language, standard varieties and dialects of language, the effects of language on thought, the nature of language in personal relationships. 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.**

**LINGUISTICS 102**

*Introduction to Linguistics* - A general introduction to the theory of language, this course will focus on language systems, with particular attention to phonology, morphology, syntax, semantics, and regional and social varieties of English. Examples of general linguistic principles will be drawn from English as well as other languages known to those who teach the course. 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.**

**LINGUISTICS 103**

*Instructional Media Second Language Teachers* - Introduction to a variety of instructional media in classrooms and learning centers. Includes creative and effective use, adaptive application of materials, selection and evaluation, use and maintenance, and special techniques and devices for class instruction. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in CIS 101, or CIS 120, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**LINGUISTICS 104**

*Cross-Cultural/Multi-Cultural Education* - Study of complex problems facing educational and institutions in multi-cultural or pluralistic communities. Includes the role education as an agent for change and the study of effective teaching strategies and resources for cross-cultural and multi-cultural teaching. 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.**

**LINGUISTICS 201**

*Issues in First and Second Language Acquisition* - Topics in first and second language acquisition applying principles to specific problems through case studies, simulation, special projects, or problem-solving procedures. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Linguistics 102, 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 116**

*American Literature from Colonial Days to Civil War* - Early American social and political documents, novels, short stories and poems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent 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 118**

*English Literature from its Beginnings to the Age of Johnson* - Important writers and representative literary forms from its Beginnings to the Age of Johnson. 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 119**

*English Literature from the Romantic Revival to the Twentieth Century* - Important writers and representative literary forms. 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 122**

*Perspectives In Black Literature* - Sequence and scope of writing development by Blacks in America; analysis and interpreting of major works of prose, poetry and drama. 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 130**

*Children's Literature* - Survey of children's books, stories, magazines and related audio-visual material; criteria evaluated for building literature program within the classroom. 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 131**

*Survey of Afro-American Poetry* - Historical and critical survey of African-American poetry; minor emphasis on Harlem Renaissance and major emphasis on contemporary African-American arts movements. 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 132**

*Native American Literature* - Emphasizing perceptions and perspectives, this introductory course will examine the construction of Native American identity by exploring the works of different Native American writers and filmmakers. It will carry out its pursuit by engaging with and interrogating the Eurocentric view of the Native Americans and the Native Americans' view of themselves. The course will emphasize the history, style, and content of the literature, situating it in a political, social, and cultural context. 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 137**

*The Black Woman In Black Fiction* - Exploration of images of the African-American in novels and short stories through lectures, discussion and optional out-of-class group sessions. 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 153**

*Gay and Lesbian Literature* - Guided each year by a central sub-theme of the Queer culture, this course focuses on literary works by gay, lesbian, bisexual transgendered individuals. Students will learn and combine principles of argumentation, making clear distinctions between emotion and rationality, in responses (in both oral and written form) to course content. As historical cultural content for those readings are provided, the course will examine the theories (for instance, on topics related to class, race and gender) and their relevance in contemporary Queer Culture. 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 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.**

**[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.**

**[MENHLTH] MENTAL HEALTH (118)****MENTAL HEALTH 223**

*Introduction to Addictions Studies* - Includes treatment strategies, perspectives and understanding of the addiction process and its effects upon the individual, the family, employers, and society. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**MENTAL HEALTH 224**

*Principles and Practices of Addictions Studies* - Basic clinical skills in alcoholism and substance abuse field; strategies in working with denial and resistance; diagnostic and assessment skills; history-taking; individual, family and group treatment modalities utilized with the alcoholic and/or substance abuser; termination process; aftercare and referral process. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Mental Health 223, or Consent of Department Chairperson

**150 minutes per week. 3 credit hours.**

**MENTAL HEALTH 229**

*Practicum In Addictions Treatment* - Students work 20 hours per week in a mental health setting in the community under supervision of mental health professionals and participate in a two-hour seminar once a week, relating field experiences to mental health theory. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Mental Health 228, or Consent of Department Chairperson.

**2 lecture and 20 lab hours per week. 6 credit hours.**

**MENTAL HEALTH 230**

*Addictions and Family Treatment* - Study of affects of alcoholism and substance abuse of the family; how spouse, children and extended family react to problematic drinking or drug abuse; examination of treatment including self-help groups. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Mental Health 223, and Mental Health 224, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**MENTAL HEALTH 231**

*Addictions Treatment of Special Populations* - Application of needs of special treatment populations, diagnosis and treatment of adolescent and elderly clients, sexual issues; patient education, prevention strategies, spirituality, relapse prevention and employee assistance programming, AIDS and eating disorders. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Mental Health 223, and Mental Health 224, and Mental Health 230, 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 109**

*Jazz/Pop Ensemble* - Rehearsal and performance of songs from jazz and popular music repertoires. In addition, the course will cover the skills needed as a professional musician. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* 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 120**

*Introduction to Music Business* - Overview of the music business including recording, publishing, management, marketing and other related topics. 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.**

**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.**

**MUSIC 122**

*Perspectives In Jazz* - Introduction to jazz, its historical background and its development in 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.**

**MUSIC 124**

*Trends in Modern American Music* - Exploration of what has been happening in this century in American music; includes review of social conditions that have nourished these trends and discussion of folk, blues, jazz, country and western, rock, musical theater, and classical music. 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.**

**MUSIC 131**

*Chorus* - This course trains students in vocal performance, familiarizes them with choral literature, and provides opportunities for public performances and musical performances for college functions. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 6 credit hours will be counted towards graduation.

**1 lecture and .5 or 2 lab hours per week. 1 or 2 credit hours.**

**MUSIC 135**

*Instrumental Ensembles* - String quartets, brass ensembles, jazz workshops, stage band. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. *Prerequisite:* Consent of Department Chairperson.

**1 lecture and .5 lab hours per week. 1 credit hour.**

**MUSIC 136**

*Vocal Ensembles* - Madrigal groups, trios, quartets, etc. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. *Prerequisite:* Consent of Department Chairperson.

**1 lecture and .5 lab hours per week. 1 credit hour.**

**MUSIC 150**

*Class Voice I* - Group instruction in fundamentals of singing, voice production, breathing, diction, vocalizing, and technical exercises; elementary song literature as student progresses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 151**

*Class Voice II* - Continued development of proper use of the voice; greater attention to literature; songs in English, Italian, German. Writing assignments, as appropriate to the discipline, are part of the course. Juried examination for credit. *Prerequisite:* Music 150, or Consent of Department Chairperson.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 181**

*Applied Music/Freshman level I* - Individual instruction in applied music. Includes private lesson (minimum of one hour). First of a four-course sequence of private lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 182**

*Applied Music/Freshman II* - Continuation of the process initiated in Music 181. Individual instruction in applied music. Includes weekly private lessons (minimum one hour). Second of a four-course sequence of private music lessons required of students in Associate in Fine Arts Music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 181.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 201**

*Music Theory III* - Written harmonization of melodies with strict style figuration. Eleventh and thirteenth chords, modal and chromatic alterations, chromatic modulation. Harmonic analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 103.

**150 minutes per week. 3 credit hours.**

**MUSIC 202**

*Music Theory IV* - Extended tonality, chromatic harmonies, contemporary harmonic trends, inharmonic modulation. Harmonic analysis. Keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 201.

**150 minutes per week. 3 credit hours.**

**MUSIC 204**

*Commercial Music Workshop I* - Composition, arrangement, and performance of commercial music. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 205**

*Commercial Music Workshop II* - Continuation of Music 204. Extended original composition; use of microphone and recording techniques; their influence upon orchestration. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 204.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 211**

*Aural and Keyboard Skills III* - Continuation of Music 112. Further development of aural perception (melodic, rhythmic, and harmonic dictation) and abilities in sight-singing (single melodies and duets). Application of harmonic concepts at the keyboard. This course is the third in a four-semester sequence of courses in which music majors need to enroll each term of the freshman and sophomore year. The course may be offered separately or with one or more topics combined. Aural skills include sequential development of ear training, sight singing, and dictation and may also include computer-assisted instruction and/or other applications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 112.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 212**

*Aural and Keyboard Skill IV* - Continuation of Music 113. Further development of aural perception (melodic, rhythmic, and harmonic dictation) and abilities in sight-singing (single melodies and duets). Application of harmonic concepts at the keyboard. This course is the fourth in a four-semester sequence of courses in which music majors need to enroll each term of the freshman and sophomore year. The course may be offered separately or with one or more topics combined. Aural skills include sequential development of ear training, sight singing, and dictation, and may also include computer-assisted instruction and/or other applications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 113.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 221**

*Music Literature and History* - Introduction to the standard concert repertory through intensive guided listening. Representative works by major composers are chosen to illustrate the principal styles, forms and techniques of vocal and instrumental music. Assumes a fundamental knowledge and understanding of the elements of music. Introduction to the standard concert repertory through intensive guided listening. Representative works by major composers are chosen to illustrate the principal styles, forms and techniques of vocal and instrumental music. Assumes a fundamental knowledge and understanding of the elements of music. 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.**

**MUSIC 225**

*Individual Project* - Individual project as determined with the instructor. Students would also be required to complete an internship as chosen through a discussion with the instructor. Eligibility for course repetition for additional credit hours determined by the instructor. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation.

**1 lecture and .5 or 2 lab hours per week. 1 or 2 credit hours.**

**MUSIC 281**

*Applied Music-Sophomore Level I* - Individual instruction in applied music. Includes weekly private lesson (minimum of one hour). Third course in a four-course sequence of private music lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Satisfactory completion of Music 181.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**MUSIC 282**

*Applied Music-Sophomore Level II* - Individual instruction in applied music. Includes weekly private lesson (minimum of one hour). Last course in a four-course sequence of music lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Satisfactory completion of Music 281.

**1 lecture and 2 lab hours per week. 2 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 110**

*Social and Political Philosophy* - Discussion of readings in philosophy covering issues such as justice, authority, obligation, rights, power, freedom and well-being. 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 201**

*Greek Philosophy to the Renaissance* - Introduction to philosophical problems encountered in science, ethics and politics, and art. Readings from Plato, Aristotle, St. Augustine, St. Thomas, St. Bonaventure and other Renaissance thinkers. 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 202**

*Enlightenment to Present* - Continuation of Philosophy 201; covers the periods from the 17th century to the present. Readings from Descartes, Spinoza, Locke, Hume, Kant, Russell, and Sartre. 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 225**

*Philosophy of Art* - Basic artistic concepts, including artistic creation, the aesthetic experiences; focus on values and meaning in the arts. 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 107**

*Current Public Issues in Physical Science* - Interdisciplinary approach to physical sciences; current public issues serve as framework for course that covers earth sciences (conservation, pollution, space exploration) as well as other branches of science and social humanistic aspects; integrates significant aspects of physical science with students other studies as well as daily living. 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.**

**PHYSICAL SCIENCE 118**

*Introduction to Meteorology* - An introductory course examining the physical properties of the atmosphere, radiation heating and cooling, precipitation, clouds, weather disturbances, climate controls, map reading, and application of the scientific method in analyses of the weather elements. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Completion of English 101

**3 lecture and 2 lab hours per week. 4 credit hours.**

**[PHYSICS]                      PHYSICS (077)****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 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 III: 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 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 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 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 203**

*The Psychology of Women* - An application of the general principals of psychological scholarship and research to the subject of gender and women. 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 208**

*Psychology of Exceptional Children* - Considers children who do not respond to usual classroom teaching procedures. Includes problems of identification, diagnosis and potential assessment; surveys appropriate instruction and remedial teaching of mentally retarded, physically handicapped, gifted, culturally deprived and maladjusted children. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 207, 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.**



**[PUB SRV]****PUBLIC SERVICE (069)****PUBLIC SERVICE 131**

*Communication and Case Reporting* - Fundamentals of note taking, directives, traffic reports and interviews. Emphasis will include composition of police narrative writing primarily in terms of the organization and language of such reports commonly used by law enforcement officers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, and Public Service 130, or Consent of Department Chairperson.

**100 minutes per week. 2 credit hours.**

**PUBLIC SERVICE 132**

*Law and Court Procedures* - Principles of constitutional law, arrest, ethics, search and seizure; review of court systems, procedures from initial incident to final court disposition. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Public Service 130, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**PUBLIC SERVICE 133**

*Law Codes I* - Analysis of state and municipal codes as they apply to law enforcement. Emphasis on structure, essential elements and most frequently used sections. Review of day to day duties of a law enforcement officer. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Public Service 130 and Public Service 131 and Public Service 132, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**PUBLIC SERVICE 134**

*Criminal Investigation I* - Fundamentals of investigation, identification and arrest, collection of evidence; modus operandi. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Public Service 130 and Public Service 131 and Public Service 132, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

**PUBLIC SERVICE 135**

*Problems in Human Behavior* - Study of normal and deviant behavior, collective behavior and narcotics offenses. Study of interpersonal relations from the perspective of working and serving the public from various background and cultures. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Public Service 130 and Public Service 132, or Consent of Department Chairperson.

**100 minutes per week. 2 credit hours.**

**PUBLIC SERVICE 230**

*Police Operations II* - Review of police line operations including patrol, traffic and special operational units; operations for civil disorders and disasters. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Public Service 130 and Public Service 131 and Public Service 132 and Public Service 133, or Consent of Department Chairperson.

**100 minutes per week. 2 credit hours.**

***Kathy Osterman Award: Recognizing Superior Public Service:***



*Mary Chan Troken, Winner,  
Outstanding General Service Employee Category*



*Armen Sarrafian, Winner,  
Outstanding Educational Employee*



*Cecilia L. López, Finalist,  
Outstanding Executive Employee Category*

**[READING]**

**READING (037)**

**READING 099**

*Developmental Reading Skills I* - Provides skills necessary for efficient reading of textbooks and other materials. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test.

**50-150 minutes per week. 1-3 credit hours.**

**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.**

**[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 105**

*American Social Issues* - Critical study of selected current social problems such as labor relations, the welfare system, civil rights and automation. 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 SER] SOCIAL SERVICE (091)****SOCIAL SERVICE 101**

*Introduction to Social Work* - Concepts, principles, and processes encountered by social service workers; questions of motivation, acceptance, attitude, techniques of listening and interviewing. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**SOCIAL SERVICE 102**

*Introduction to Gerontology* - An overview of elder issues including the social, psychological and physical aspects of the aging process. The course will also examine the economic and social impact of the growing elderly population on US society and global community and will explore career opportunities in this expanding field. Writing assignments, as appropriate to the discipline, are part of the course.

*Prerequisite:* Placement test.

**150 minutes per week. 3 credit hours.**

**SOCIAL SERVICE 109**

*Report Writing for Social Service Aides* - Introduction to records, reports, and forms required in social agencies; report writing and record keeping. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101.

**150 minutes per week. 3 credit hours.**

**SOCIAL SERVICE 201**

*Principles of Social Work Practice* - Introduction to social welfare resources of the community; discussion of methods to help persons make use of these resources, including analysis of the helping relationship, role of non-professional worker, problem-solving approach to individual, family, and community problems. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**SOCIAL SERVICE 212**

*Introduction to Group Process* - For persons who work with groups; parent groups, community action programs, recreation programs, church groups, or in child care programs. How individuals function as group members; role of the leader; encouraging participation and group action for achieving group goals. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**SOCIAL SERVICE 215**

*Social Problems and Social Action I* - For group workers, community leaders, and teachers. Problems of urbanization, industrialization, cultural and educational deprivation, juvenile delinquency, and techniques and programs organized to combat these problems. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**SOCIAL SERVICE 228**

*Methodology for Social Work* - Principles of casework applied to work with families; community resources available to meet economic, emotional, and health needs, techniques for implementing referrals for such services. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, and Child Development 102, and Social Service 101, and Social Service 201, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**SOCIAL SERVICE 229**

*Social Service Practicum* - Field work placement in a family welfare agency 20 hours per week, 8 or 16 weeks; 2-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Service 228, and Child Development 107, or Consent of Department Chairperson.

**2 lecture and 20 lab hours per week. 6 credit hours.**

**SOCIAL SERVICE 248**

*Principles of Youth and Group Work* - Social development and behavior of young people and other adults in all group settings; church groups, street gangs, tutoring programs, recreational groups, YMCAs and YWCAs settlement or delinquency prevention programs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 102, and Social Service 201, and Social Service 213, and Social Service 215, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

**SOCIAL SERVICE 249**

*Practicum in Youth Work* - Field work assignment in youth agency 20 hours per week, or 8-16 weeks; 2-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, and Child Development 102, and Social Service 101, and Social Service 248, or Consent of Department Chairperson.

**2 lecture and 20 lab hours per week. 6 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 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.**

**SOCIOLOGY 207**

*Sociology of Sex and Gender* - Examines the difference between behavior based on what society says is appropriate in order to be masculine or feminine. Examines the question of what forces in society are most influential in determining the place of men and women with special emphasis on power. Examines how this influence works in the process of socialization and core social institutions, including marriage and family, education, religion, the economy, and politics. 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.**

**SOCIOLOGY 210**

*Diverse Cultures in a Global Age* - Examines the issues of diversity and prepares students to speak and act with sensitivity and awareness of others. Students will gain proficiency in global events and their implications; students will learn how to interact with international visitors through the use of role playing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* English 101.

**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 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 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 102**

*Public Speaking* - Advanced theory and practice of oral communication in public speaking in speaker-audience situations; discussion of psychological effects of speech techniques, choice of words, attitudes, and structuring; role of speech in gaining consensus in a confrontation of the rhetoric of agitation and control; studies of outside speakers from personal viewing, television viewing, and examination of speech texts, argumentative techniques used in the persuasive speech. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite*: Speech 101, 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 131**

*Introduction to the Theater* - Elementary principles of acting, directing, scene design, scene construction, costuming, lighting, sound and makeup for the stage. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**SPEECH 135**

*Speech Projects* - For students involved in theater projects, forensics, radio and television, choral reading; any type of speech project being performed outside the classroom as an activity included in this classification. 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.

**3 lab hours per week. 1 credit hour.**

**SPEECH 143**

*Training the Speaking Voice* - Improvement and development of an individuals speech, pitch, volume, and overall articulation through use of phonetics of American English. 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 145**

*Radio and Television* - Historical development of broadcasting and analysis of existing programs; objectives of radio and television, study of program types, acceptable standards for broadcasting, and career opportunities. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 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 129**

*Introduction to Theater History* - Introduction to theater history from its origins to the present including theatrical styles and literature. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**THEATER ART 131**

*Introduction to Theater* - Introduction to basic acting, survey of the theater plant and literature, makeup and technical aspects together with terminology of theater. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**THEATER ART 132**

*Theater Production, Direction and Management* - Production and direction of plays; experience in play selection, theater organization, scheduling, audience analysis, box office and record keeping, and publicity. Writing assignments, as appropriate to the discipline, are part of the course.

**2 lecture and 4 lab hours per week. 4 credit hours.**

**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.**

**THEATER ART 135**

*Theater and Special Projects* - Special project permitting independent research and or study includes writing of a play or design and execution of a costume or a special and unusual unit of scenery. Writing assignments, as appropriate to the discipline, are part of the course.

**50 minutes per week. 1 credit hour.**

**THEATER ART 143**

*Acting Workshop* - Practical workshop in performance styles, stage techniques, timing, scene study and improvisations; students will cooperate in class-produced one-act plays. Writing assignments, as appropriate to the discipline, are part of the course.

**1 lecture and 2 lab hours per week. 2 credit hours.**

**THEATER ART 235**

*Acting II* - A continuation of Acting I with an emphasis on an intensive approach to acting exercises, improvisation and scene study. Writing assignments, as appropriate to the discipline, are part of the course.

*Prerequisite:* Theater 133 with a grade of C or better.

**150 minutes per week. 3 credit hours.**

**THEATER ART 242**

*Improvisational Theater Workshop* - Theory and practice of improvisational acting techniques; development of scripting in the moment, development of character and styles; designing and performing an improvisational show. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

**THEATER ART 252**

*Children's Theater Workshop* - The students will participate in a production of a play for children. The class will operate as a theater company and students will work in all phases of theater including acting, directing, stage managing and producing as a full company experience. Writing assignments, as appropriate to the discipline, are part of the course.

**2 lecture and 2 lab hours per week. 3 credit hours.**

**City Colleges of Chicago – Academic Calendar  
2008**

<b>Spring 2008 Term</b>	<b>Activity/Event</b>
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 withdrawals
May 10, 2008 (Saturday)	Last day of Spring 2008 Term
<b>Summer 2008 Term</b>	<b>Activity/Event</b>
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 date for student initiated withdrawal
July 26, 2008 (Saturday)	Last day of Summer 2008 Term
<b>Fall 2008 Term</b>	<b>Activity/Event</b>
August 11, 2008 (Monday)	Fall 2008 Term 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 day for student initiated withdrawal
November 27-28, 2008 (Thursday & Friday)	Thanksgiving (Holiday)
December 13, 2008 (Saturday)	Fall Term ends

**City Colleges of Chicago – Academic Calendar  
2009**

<b>Spring 2009 Term</b>	<b>Activity/Event</b>
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 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 withdrawals
May 16, 2009 (Saturday)	Spring 2009 Term ends

<b>Summer 2009 Term</b>	<b>Activity/Event</b>
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

<b>Fall 2009 Term</b>	<b>Activity/Event</b>
August 10, 2009 (Monday)	Fall 2009 Term 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 – 29, 2009 (Monday–Saturday)	Late registration for Fall 2009 Term
August 29, 2009 (Saturday)	Saturday classes begin
September 2, 2009 (Wednesday)	STAT date
September 7, 2009 (Monday)	Labor Day (Holiday)
October 21, 2009 (Wednesday)	Mid-term date for Fall 2009 Term
November 16, 2009 (Monday)	Last day for student initiated withdrawal
November 26-27, 2009 (Thursday & Friday)	Thanksgiving (Holiday)
December 12, 2009 (Saturday)	Fall Term ends

**City Colleges of Chicago – Academic Calendar  
2010**

<b>Spring 2010 Term</b>	<b>Activity/Event</b>
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 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
March 29 – April 4, 2010 (Monday – Sunday)	Spring break
April 19, 2010 (Monday)	Last day for student initiated withdrawals
May 15, 2010 (Saturday)	Spring 2010 Term ends

<b>Summer 2010 Term</b>	<b>Activity/Event</b>
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 (Wednesday)	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

<b>Fall 2010 Term</b>	<b>Activity/Event</b>
August 9, 2010 (Monday)	Fall 2010 Term 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)	STAT date
September 6, 2010 (Monday)	Labor Day
October 20, 2010 (Wednesday)	Mid-term date for Fall 2010 Term
November 15, 2010 (Monday)	Last day for student initiated withdrawal
November 25-26, 2010 (Thursday & Friday)	Thanksgiving (Holiday)
December 18, 2010 (Saturday)	Fall Term ends

**City Colleges of Chicago – Academic Calendar  
2011**

<b>Spring 2011 Term</b>	<b>Activity/Event</b>
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 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 withdrawals
May 14, 2011 (Saturday)	Spring 2011 Term ends

<b>Summer 2011 Term</b>	<b>Activity/Event</b>
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 (Monday)	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, 2010 (Saturday)	Last day of Summer 2011 Term

<b>Fall 2011 Term</b>	<b>Activity/Event</b>
August 8, 2011 (Monday)	Fall 2011 Term 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)	STAT date
September 5, 2011 (Monday)	Labor Day
October 19, 2011 (Wednesday)	Mid-term date for Fall 2011 Term
November 14, 2011 (Monday)	Last day for student initiated withdrawal
November 24-25, 2011 (Thursday & Friday)	Thanksgiving (Holiday)
December 17, 2011 (Saturday)	Fall Term ends

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**26510**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGES DISTRICT NO. 508**  
**County of Cook and State of Illinois**

**RESOLUTION:** Establishment of a Sunset Policy and Procedures  
at the City Colleges of Chicago

**Whereas,** the City Colleges is engaging in an intensive and methodical review of academic programs and services via the Annual Programs and Services Analysis (APSA) to encourage excellence in the delivery of instruction and services, and

**Whereas,** it is anticipated that the APSA review will prompt the recommendation for certain academic programs to be recommended for termination, and

**Whereas,** a phase out process needs to be established to insure fairness and consistency across the District,

**Therefore,** the Chancellor recommends the adoption of the City Colleges of Chicago Sunset Policy & Procedures outlined below:

**CITY COLLEGES OF CHICAGO**  
**SUNSET POLICY and PROCEDURES**

The purpose of the CCC "Sunset Policy" is to ensure a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB). Therefore, any program slated as such should adhere to the following policy and procedures to ensure proper completion of the program for currently enrolled students.

1. When a college(s) discontinues offering an approved program to additional new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules: of the ICCB, Section 1501.302, f, p. 27).
2. The college(s) will announce the pending closure of the program and the date of discontinuation (reported to ICCB as either inactive or withdrawn\*) through all means available, such as campus postings, notification in class schedules, and the college's website. The reported ICCB date will also be known as the "sunset date" for purposes of the Sunset Policy.\*
3. The college(s) will obtain a listing of all students in the identified program code who have declared it as their major program of study and will:
  - a. notify the students of the actions in items 1 & 2 above by certified mail, or if necessary, by phone;
  - b. will require the student to consult with a College Advisor to design an educational plan in order to complete coursework prior to the program's discontinuation.

4. College Advisors will:
  - a. design an educational program of study that is consistent with the date of the program's discontinuation reported to ICCB\* in order to facilitate the student's successful completion of all required courses;
  - b. identify specific courses that will meet the student's graduation requirements;
  - c. identify reasonable alternative substitutions for required courses in extreme circumstances and only upon the approval of the Vice President.
  
5. A document, Memorandum of Understanding (MOU), signed by both the student and the College Advisor will be completed that explicitly states the specific courses the student must complete the timeline and sequence that these courses must be completed in order for the student to finalize the program of study within the prescribed time limit. A copy of the MOU should be provided to the student and the Registrar, and retained by the College Advisor. The MOU will be available for inspection by ICCB and/or the Higher Learning Commission of the North Central Association (HLC/NCA).
  
6. Students who are unable to complete the agreed upon program of study prior to the sunset date should be advised to pursue:
  - a. enroll in another program based on the coursework for which they have completed and credit earned;
  - b. transfer to another City College where a suitable program is offered; the sending and receiving colleges will facilitate the student's smooth transition;
  - c. transfer to a local Illinois community college through the Chargeback process if the desired program is not offered at any other CCC campus.

\*The inactivation or withdrawal date reported to ICCB will serve as the "sunset date". It is the date selected by the college(s) which complies with ICCB Administrative Rules which states as follows: "...the College must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled." (REF: Administrative Rules of the ICCB, Section 1501.302, g) 4), p. 29). For example, at the time a college decides to discontinue an approved program, it takes into consideration the currently enrolled students and what point they're at in their current semester and then bases the selection of the inactivation or withdrawal date on how many semesters/terms are left for the students to successfully complete the program.

January 6, 2005



College & Satellite Campus KK  DTI  WCI  HW  MX  WSLC  TR  LLC  TTC  OH  SCLC  DA  WSTI  WR  HPV

Term  (SU: Summer, FA: Fall, SP: Spring) Year 2 0 0 Prefix  (Miss, Mr, Mrs, Ms, Dr)

First name  Last name  Middle initial

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)

Home phone number  -  -  Phone number  -  -  Area code

Home e-mail address  (A CCC Student E-mail Account will be assigned upon completion of registration.)

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

City  State  Zip  County

City

Declaration of Intent (Required for all new students & returning students changing their academic plans)

Academic career  Semester Credit

Academic program

Skills

Continuing Education

C O N T

TRN: Transfer

WKY: Workforce (Business/ Occupational) financial aid eligible

WKN: Workforce (Business/ Occupational) non-financial aid eligible

CRS: Course Taker

SYL: Academic plans with fewer than or equal to 30 hours & financial aid eligible

SNL: Academic plans with fewer than or equal to 30 hours & non-financial aid eligible

SYG: Academic plans with more than 30 hours & financial aid eligible

SNG: Academic plans with more than 30 hours & non-financial aid eligible

CONT: Continuing Education / Special Interest

Academic plan

For office use only (Students must reside at the current residency for more than 30 days prior to the beginning of term in order to qualify for the proper tuition rates.)

Residency  (ID: In district, OD: Out-of-district [in Illinois, not Chicago], OS: Out-of-state, VI: Visa) Visa type  (F1, H1B, H1C, J1, or J2)

Employment status  (1: Full-time [over 35 hours weekly], 2: Part-time [over 15 hours weekly], 3: Part-time [15 hours or fewer weekly], 4: Homemaker, 5: Unemployed, 6: Other)

Working in the City of Chicago  (Y: Yes, N: No) Name of employer \_\_\_\_\_ Employer phone number \_\_\_\_\_

Document used to verify residency: \_\_\_\_\_ Verified by: \_\_\_\_\_

Please complete information on back page.







Please complete the Student Intent and Residency information every term.

Student intent (1: Transfer to 4-year college, 2: Improve present job skills, 3: Prepare for future job, 4: GED / Basic Skills / ESL, 5: Pursue personal interest, 6: Unknown / other)

Residency (ID: In district, OD: Out-of-district [in Illinois, not Chicago], OS: Out-of-state, VI: Visa)
Employment status (1: Full-time [over 35 hours weekly], 2: Part-time [over 15 hours weekly], 3: Part-time [15 hours or fewer weekly], 4: Homemaker, 5: Unemployed, 6: Other)
Working in the City of Chicago (Y: Yes, N: No) Name of employer
Employer phone number
Document used to verify residency: Verified by:

Please update the following information if there have been changes since your last enrollment.

Name change (First name, Middle initial, Last name)
New home street address
City
Home phone number (Area code, Phone number)
New emergency contact (Last name, First name)
Relationship: (e.g. Father, Mother, Spouse, .....)
Emergency contact address
City
Contact home phone (Area code, Phone number)

Marital status (S: Single, M: Married)
Military status (A: Active reserve, C: Current, I: Inactive reserve, N: No military service, R: Retired, V: Veteran)
Family income (A: Less than \$2,999, B: \$3,000 - 5,999, C: \$6,000 - 8,999, D: \$9,000 - 11,999, E: \$12,000 - 14,999, F: \$15,000 - 17,999, G: \$18,000 - 20,999, H: \$21,000 - 23,999, I: \$24,000 - 26,999, J: \$27,000 - 29,999, K: \$30,000 - 35,999, L: \$36,000 - 41,999, M: \$42,000 - 47,999, N: \$48,000 - 53,999, O: \$54,000 - 59,999, P: \$60,000 or more, Q: Not indicated)
Number of children













**Please complete the Student Intent and Residency information every term.**

Student intent  (1: Transfer to 4-year college, 2: Improve present job skills, 3: Prepare for future job, 4: GED / Basic Skills / ESL, 5: Pursue personal interest, 6: Unknown / other)

**For office use only (Students must reside at the current residency for more than 30 days prior to the beginning of term in order to qualify for the proper tuition rates.)**

Residency  (ID: In district, OD: Out-of-district [in Illinois, not Chicago], OS: Out-of-state, VI: Visa) Visa type  (F1, H1B, H1C, J1, or J2)

Employment status  (1: Full-time [over 35 hours weekly], 2: Part-time [over 15 hours weekly], 3: Part-time [15 hours or fewer weekly], 4: Homemaker, 5: Unemployed, 6: Other)

Working in the City of Chicago  (Y: Yes, N: No) Name of employer \_\_\_\_\_ Employer phone number \_\_\_\_\_

Document used to verify residency: \_\_\_\_\_ Verified by: \_\_\_\_\_

**Please update the following information if there have been changes since your last enrollment.**

Name change  
 First name                      
 Middle initial    Last name

New home street address                       
 City                       
 Home phone number   -   -   (B: Business, C: Cellular) Phone number   -   -   Area code

New emergency contact                       
 Last name                       
 Relationship: \_\_\_\_\_ (e.g. Father, Mother, Spouse, .....)  
 First name                       
 Emergency contact address

City                       
 State                       
 Contact home phone   -   -   (B: Business, C: Cellular) Phone number   -   -   Area code  
 Zip

Marital status  (S: Single, M: Married) Military status  (A: Active reserve, C: Current, I: Inactive reserve, N: No military service, R: Retired, V: Veteran)  
 Family income  A: Less than \$2,999 G: \$18,000 - 20,999 M: \$42,000 - 47,999  
 B: \$3,000 - 5,999 H: \$21,000 - 23,999 N: \$48,000 - 53,999  
 C: \$6,000 - 8,999 I: \$24,000 - 26,999 O: \$54,000 - 59,999  
 D: \$9,000 - 11,999 J: \$27,000 - 29,999 P: \$60,000 or more  
 E: \$12,000 - 14,999 K: \$30,000 - 35,999 Q: Not indicated  
 F: \$15,000 - 17,999 L: \$36,000 - 41,999  
 Number of children







