

The New
KENNEDY-KING COLLEGE

ONE OF THE CITY COLLEGES OF CHICAGO

2008 - 2010 Catalog



6301 South Halsted Street • Chicago, Illinois 60621
(773) 602-5000 • <http://kennedyking.ccc.edu/>

Dawson Technical Institute of Kennedy-King College
3901 South State Street • Chicago, Illinois 60609
(773) 451-2000 • <http://kennedyking.ccc.edu/dawson/>

Washburne Culinary Institute of Kennedy-King College
U Building, 740 West 63rd Street • Chicago, Illinois 60621
(773) 602-5487 • <http://kennedyking.ccc.edu/washburne/>

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

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

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

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

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

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

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

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

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

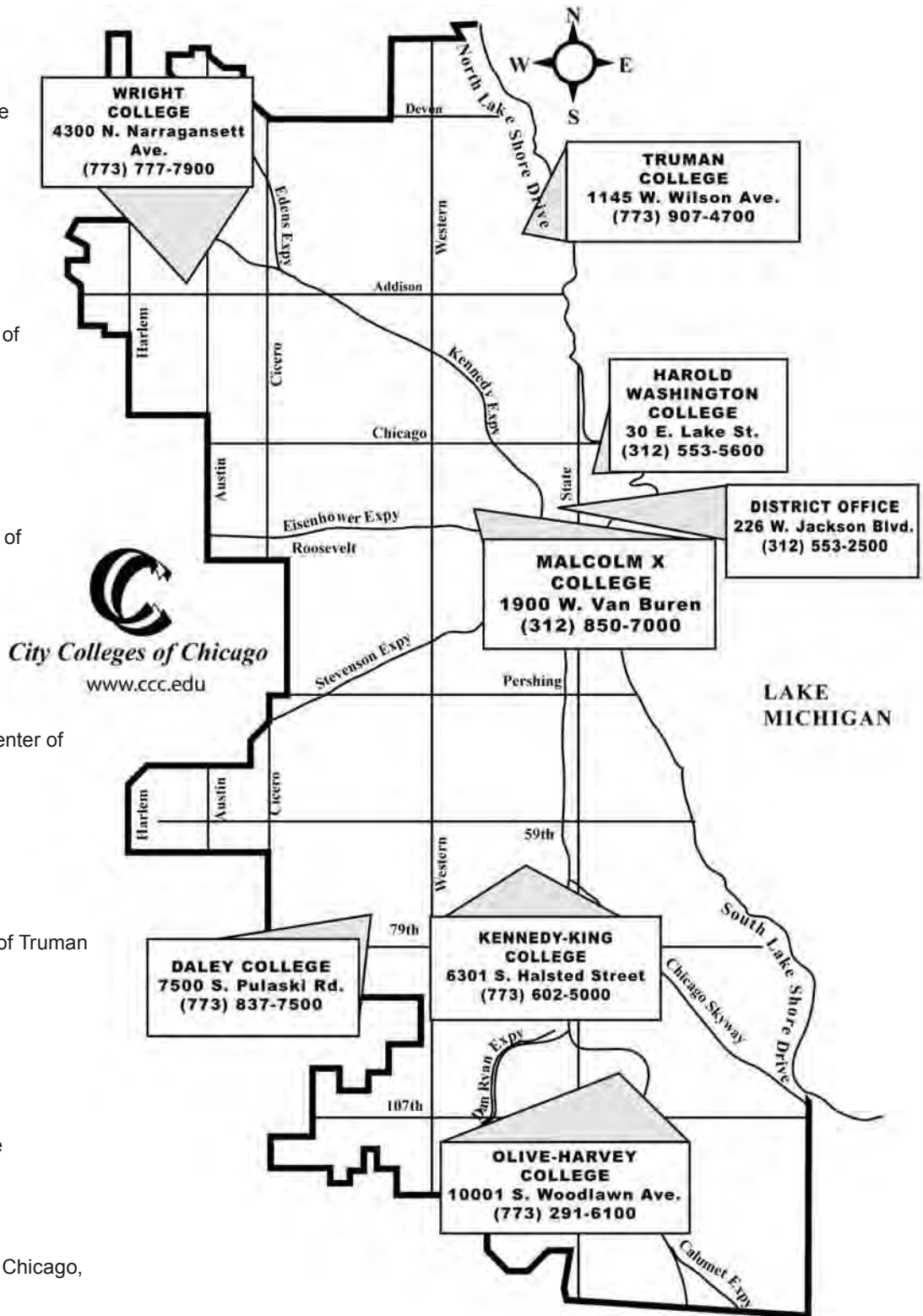
Lakeview Learning Center of Truman
College
3310 N. Clark St.
(773) 907-4400

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

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

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

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





Community College District No. 508

Cook County State of Illinois

BOARD OF TRUSTEES

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Chairman

James A. Dyson
Vice Chairman

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*From one campus of
City Colleges of Chicago
each year*

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Executive Vice Chancellor

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*Vice Chancellor of Human Resources
and Staff Development*

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General Counsel

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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 Wozniak
President, Harold Washington College

Charles Guengerich, Ph. D.
President, Wilbur Wright College

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>.



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

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

DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES

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

Students may contact the EEO Officer by direct number at (312) 553-2869, through the Office of Human Resources at (312)553-2900, via e-mail to eeofficer@ccc.edu or by mail to the City Colleges of Chicago, Attention: EEO Officer, 226 West Jackson Blvd., 12th Floor, Chicago, Illinois 60606 The complete text of the District’s non-discrimination policies are contained in the Student Policy Manual. Copies of the City Colleges of Chicago Equal Opportunity Complaint Procedures and the Discrimination Complaint Form are available in the District Office, Office of Human Resources and in the Personnel Office at each of the seven City Colleges of Chicago locations. The policies and complaint procedures are also available at the City Colleges Website at www.ccc.edu/studentpolicy.

PROHIBITION AGAINST RETALIATION AND INTIMIDATION

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

SMOKE FREE WORKPLACE

City Colleges of Chicago is a smoke-free environment.

PROHIBITION ON UNLAWFUL DRUG & ALCOHOL USE

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

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

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

PRIVACY OF EDUCATIONAL RECORDS

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

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 at the time of Publication. It is not intended to be a complete description of all City Colleges of Chicago policies and procedures, nor is it intended to be a contract. This 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

City Colleges of Chicago - Academic Calendar 2007

Spring 2007 Term	Activity/Event
January 8, 2007 (Monday)	Spring 2007 Term begins
January 8 - 13, 2007 (Monday - Saturday)	Early registration for Spring 2007 Term
January 15, 2007 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 16, 2007 (Tuesday)	First day of classes for Spring 2007 Term
January 16 - 20, 2007 (Tuesday - Saturday)	Late registration for Spring 2007 Term
January 20, 2007 (Saturday)	Saturday classes begin
January 25, 2007 (Thursday)	STAT date
February 12, 2007 (Monday)	Lincoln's Birthday (Holiday)
March 14, 2007 (Wednesday)	Mid-term date for Spring 2007 Term
April 2 - 8, 2007 (Monday - Sunday)	Spring break
April 16, 2007 (Monday)	Last day for student initiated withdrawal
May 12, 2007 (Saturday)	Last day of Spring 2007 Term

Summer 2007 Term	Activity/Event
June 4, 2007 (Monday)	Summer 2007 Term begins
June 4 - 5, 2007 (Monday - Tuesday)	Registration for Summer 2007 Term
June 6, 2007 (Wednesday)	First day of classes for Summer 2007 Term
June 6 - 7, 2007 (Wednesday - Thursday)	Late registration for Summer 2007 Term
June 7, 2007 (Thursday)	STAT date
July 4, 2007 (Wednesday)	Independence Day (Holiday)
July 5, 2007 (Thursday)	Mid-term date for Summer 2007 Term
July 18, 2007 (Wednesday)	Last day for student initiated withdrawals
July 28, 2007 (Saturday)	Last day of Summer 2007 Term

Fall 2007 Term	Activity/Event
August 13, 2007 (Monday)	Fall Semester begins
August 13 - 18, 2007 (Monday - Saturday)	Early registration for Fall 2007 Term
August 20 - 25, 2007 (Monday - Saturday)	Registration for Fall 2007 Term
August 27, 2007 (Monday)	First day of classes for Fall 2007 Term
August 27 - September 1, 2007 (Monday-Saturday)	Late registration for Fall 2007 Term
September 1, 2007 (Saturday)	Saturday classes begin
September 3, 2007 (Monday)	Labor Day (Holiday)
September 6, 2007 (Thursday)	STAT date
October 24, 2007 (Wednesday)	Mid-term date for Fall 2007 Term
November 19, 2007 (Monday)	Last date for student initiated withdrawal
November 22 - 23, 2007 (Thursday & Friday)	Thanksgiving Holiday
December 15, 2007 (Saturday)	Last day of Fall 2007 Term

City Colleges of Chicago - Academic Calendar 2008

Spring 2008 Term	Activity/Event
January 7, 2008 (Monday)	Spring 2008 Term begins
January 7 - 12, 2008 (Monday - Saturday)	Early registration for Spring 2008 Term
January 14, 2008 (Monday)	First day of classes for Spring 2008 Term
January 14 - 19 2008 (Monday- Saturday)	Late registration for Spring 2008 Term
January 19, 2008 (Saturday)	Saturday classes begin
January 21, 2008 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 24, 2008 (Thursday)	STAT date
February 12, 2008 (Tuesday)	Lincoln's Birthday (Holiday)
March 12, 2008 (Wednesday)	Mid-term date for Spring 2008 Term
March 17 - 23, 2008 (Monday - Sunday)	Spring break
April 14, 2008 (Monday)	Last day for student initiated withdrawal
May 10, 2008 (Saturday)	Last day of Spring 2008 Term

Summer 2008 Term	Activity/Event
June 2, 2008 (Monday)	Summer 2008 Term begins
June 2 - 3, 2008 (Monday - Tuesday)	Registration for Summer 2008 Term
June 4, 2008 (Wednesday)	First day of classes for Summer 2008 Term
June 4 - 5, 2008 (Wednesday - Thursday)	Late registration for Summer 2008 Term
June 5, 2008 (Thursday)	STAT date
July 2, 2008 (Wednesday)	Mid-term date for Summer 2008 Term
July 4, 2008 (Friday)	Independence Day (Holiday)
July 16, 2008 (Wednesday)	Last day for student initiated withdrawals
July 26, 2008 (Saturday)	Last day of Summer 2008 Term

Fall 2008 Term	Activity/Event
August 11, 2008 (Monday)	Fall Semester begins
August 11 - 16, 2008 (Monday - Saturday)	Early registration for Fall 2008 Term
August 18 - 23, 2008 (Monday - Saturday)	Registration for Fall 2008 Term
August 25, 2008 (Monday)	First day of classes for Fall 2008 Term
August 25 - August 30, 2008 (Monday–Saturday)	Late registration for Fall 2008 Term
August 30, 2008 (Saturday)	Saturday classes begin
September 1, 2008 (Monday)	Labor Day (Holiday)
September 4, 2008 (Thursday)	STAT date
October 15, 2008 (Wednesday)	Mid-term date for Fall 2008 Term
November 17, 2008 (Monday)	Last date for student initiated withdrawal
November 27 - 28, 2008 (Thursday & Friday)	Thanksgiving Holiday
December 13, 2008 (Saturday)	Last day of Fall 2008 Term

City Colleges of Chicago - Academic Calendar 2009

Spring 2009 Term	Activity/Event
January 12, 2009 (Monday)	Spring 2009 Term begins
January 12 - 17, 2009 (Monday - Saturday)	Early registration for Spring 2009 Term
January 19, 2009 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 20, 2009 (Tuesday)	First day of classes for Spring 2009 Term
January 20 - 24, 2009 (Tuesday - Saturday)	Late registration for Spring 2009 Term
January 24, 2009 (Saturday)	Saturday classes begin
January 29, 2009 (Thursday)	STAT date
February 12, 2009 (Thursday)	Lincoln's Birthday (Holiday)
March 18, 2009 (Wednesday)	Mid-term date for Spring 2009 Term
April 6 - 12, 2009 (Monday - Sunday)	Spring break
April 20, 2009 (Monday)	Last day for student initiated withdrawal
May 16, 2009 (Saturday)	Last day of Spring 2009 Term

Summer 2009 Term	Activity/Event
June 1, 2009 (Monday)	Summer 2009 Term begins
June 1 - 2, 2009 (Monday - Tuesday)	Registration for Summer 2009 Term
June 3, 2009 (Wednesday)	First day of classes for Summer 2009 Term
June 3 - 4, 2009 (Wednesday - Thursday)	Late registration for Summer 2009 Term
June 4, 2009 (Thursday)	STAT date
July 1, 2009 (Wednesday)	Mid-term date for Summer 2009 Term
July 4, 2009 (Saturday)	Independence Day (Holiday)
July 15, 2009 (Wednesday)	Last day for student initiated withdrawals
July 25, 2009 (Saturday)	Last day of Summer 2009 Term

Fall 2009 Term	Activity/Event
August 10, 2009 (Monday)	Fall Semester begins
August 10 - 15, 2009 (Monday - Saturday)	Early registration for Fall 2009 Term
August 17 - 22, 2009 (Monday - Saturday)	Registration for Fall 2009 Term
August 24, 2009 (Monday)	First day of classes for Fall 2009 Term
August 24 - August 29, 2009 (Monday–Saturday)	Late registration for Fall 2009 Term
August 29, 2009 (Saturday)	Saturday classes begin
September 2, 2009 (Wednesday)	Labor Day (Holiday)
September 7, 2009 (Monday)	STAT date
October 21, 2009 (Wednesday)	Mid-term date for Fall 2009 Term
November 16, 2009 (Monday)	Last date for student initiated withdrawal
November 26 - 27, 2009 (Thursday & Friday)	Thanksgiving Holiday
December 12, 2009 (Saturday)	Last day of Fall 2009 Term

City Colleges of Chicago - Academic Calendar 2010

Spring 2010 Term	Activity/Event
January 11, 2010 (Monday)	Spring 2010 Term begins
January 11 - 16, 2010 (Monday - Saturday)	Early registration for Spring 2010 Term
January 18, 2010 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 19, 2010 (Tuesday)	First day of classes for Spring 2010 Term
January 19 - 23, 2010 (Tuesday - Saturday)	Late registration for Spring 2010 Term
January 23, 2010 (Saturday)	Saturday classes begin
January 28, 2010 (Thursday)	STAT date
February 12, 2010 (Friday)	Lincoln's Birthday (Holiday)
March 3, 2010 (Wednesday)	Mid-term date for Spring 2010 Term
April 2 - 8, 2010 (Monday - Sunday)	Spring break
April 19, 2010 (Monday)	Last day for student initiated withdrawal
May 15, 2010 (Saturday)	Last day of Spring 2010 Term

Summer 2010 Term	Activity/Event
June 7, 2010 (Monday)	Summer 2010 Term begins
June 7 - 8, 2010 (Monday - Tuesday)	Registration for Summer 2010 Term
June 9, 2010 (Wednesday)	First day of classes for Summer 2010 Term
June 9 - 10, 2010 (Wednesday - Thursday)	Late registration for Summer 2010 Term
June 10, 2010 (Thursday)	STAT date
July 4, 2010 (Sunday)	Independence Day (Holiday)
July 7, 2010 (Thursday)	Mid-term date for Summer 2010 Term
July 14, 2010 (Wednesday)	Last day for student initiated withdrawals
July 24, 2010 (Saturday)	Last day of Summer 2010 Term

Fall 2010 Term	Activity/Event
August 9, 2010 (Monday)	Fall Semester begins
August 9 - 14, 2010 (Monday - Saturday)	Early registration for Fall 2010 Term
August 16 - 21, 2010 (Monday - Saturday)	Registration for Fall 2010 Term
August 23, 2010 (Monday)	First day of classes for Fall 2010 Term
August 23 - 28, 2010 (Monday-Saturday)	Late registration for Fall 2010 Term
August 28, 2010 (Saturday)	Saturday classes begin
September 1, 2010 (Wednesday)	Labor Day (Holiday)
September 6, 2010 (Monday)	STAT date
October 20, 2010 (Wednesday)	Mid-term date for Fall 2010 Term
November 15, 2010 (Monday)	Last date for student initiated withdrawal
November 25 - 26, 2010 (Thursday & Friday)	Thanksgiving Holiday
December 18, 2010 (Saturday)	Last day of Fall 2010 Term

City Colleges of Chicago - Academic Calendar 2011

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

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

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



Introducing the New Kennedy-King College

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Message to the Students from the President

Kennedy-King College belongs to you. Our highest priority is to help you achieve your goals. This 2008-2010 catalog includes programs and courses offered at our three locations: the main campus at Halsted and 63rd Streets, Dawson Technical Institute at 39th and State Streets in Bronzeville, and the French Pastry School at 226 W. Jackson. Most Dental Hygiene courses are offered at the University of Illinois College of Dentistry. Kennedy-King's Washburne Culinary Institute offers classes at the Halsted and 63rd Street campus. If you are clearly focused on what your next career move is, we will help you design a program of study that will greatly improve your chances for success. If you are still exploring possibilities, we look forward to bringing more direction and assistance to your search.

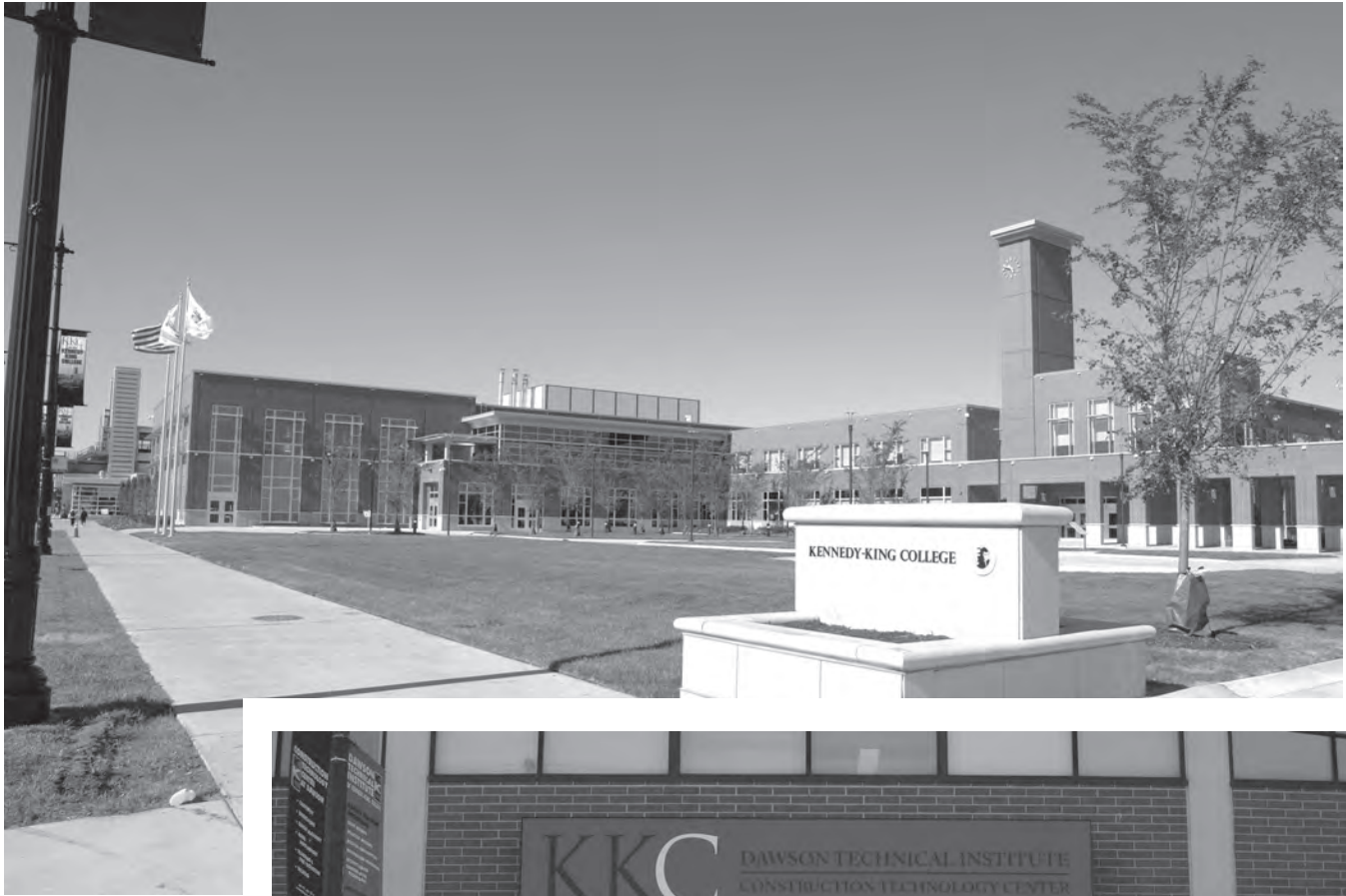
We are proud to be your comprehensive community college, distinguished by our mission to help all of the members of our community improve the quality of their lives through education. We meet you where you are. Perhaps you want to begin studies that lead to a bachelor's degree and transfer to a four-year college. Maybe you want to gain a valuable skill that will give you an advantage in today's highly technological, global job market. Have you recently decided that you must earn your GED? If you are ready, we stand ready to serve as your partner in success. All we require is a commitment to apply yourself and to use all of the resources we offer to aid your success, both at our campuses and through online classes.

A wide range of student services await you at our new state-of-the art new campus as well as at our Dawson Technical Institute facility. Our Academic Support Services can train you in smarter, more effective ways to boost your grades and save study time, as well as just provide you with a much needed boost through tutoring. College Advisors assist you in developing program completion plans that blend well with your other responsibilities. Of course, we also provide access to a variety of forms of financial assistance for all who qualify. Job Placement assistance is also available, offered in collaboration with a community partner.

Contact us using our website (kennedyking.ccc.edu), by phone, or in person. As you are aware, learning must be a life long commitment for those who will be successful in the 21st Century.

Wishing You Success!

Clyde El-Amin
President



The History of Kennedy-King College



Kennedy-King College, formerly known as Woodrow Wilson Junior College, was established in the fall of 1935 at 6800 South Stewart Street as one of three colleges in the Junior College System of the City of Chicago operated by the Chicago Board of Education.

On July 1, 1966, the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, was established under the Illinois Public Community College Act. This law transferred control from the Chicago Board of Education to the Illinois State System of Community College Districts and changed the College's status from that of a junior college to that of a comprehensive community college. The Board of Trustees, City Colleges of Chicago, serves as the policy-making body for Kennedy-King College and the other colleges that form the City Colleges of Chicago system.

In July 1969, the name was officially changed from Woodrow Wilson Junior College to Kennedy-King College in honor of Robert F. Kennedy and Martin Luther King, Jr.

Since then, Dawson Technical Institute and Washburne Culinary Arts Program have become units of Kennedy-King College.

Kennedy-King College is the home of the City Colleges of Chicago radio station WKKC-FM 89.3. and WYCC-TV20.

The History of Dawson Technical Institute



Dawson Technical Institute began with a planning grant from the Economic Development Administration (EDA). During the planning stage for a new skill center, a temporary facility to house the vocational training programs was located at 1819 West Pershing Road. In the fall of 1968 the City Colleges of Chicago contracted with the Thiokol Chemical Corporation to provide training and instruction in drafting, clerk-typing, bookkeeping and stenography. While the Thiokol Chemical Corporation was providing training services for the City Colleges of Chicago, the Chancellor and members of his staff worked with city and federal government representatives to develop a permanent facility which was eventually to be located at 3901 South State Street.

The facility was designed as an occupational training center. In 1973 the building was dedicated as the William L. Dawson Skill Center under the direction of the Chicago Skill Center, later known as the Chicago Urban Skills Institute (CUSI). In 1985, Dawson Skill Center became part of Chicago City-Wide College and was renamed the William L. Dawson Technical Institute. After the closure of City-Wide College in 1993, Dawson Technical Institute was transferred to Harold Washington College, and then in 1995 Dawson became part of Kennedy-King College.

The William L. Dawson Technical Institute is a memorial in honor of William Levi Dawson (1886-1970), the late United States Representative from the First Congressional District in Illinois.

History of Washburne Culinary Institute



Founded in 1937, Washburne Culinary Institute is the oldest continuously running culinary school in the country. In celebration of the 70th Anniversary, a state-of-the-art facility was opened on the new Kennedy-King College campus. With four culinary and two pastry kitchens, a new restaurant and pastry shop, Washburne now has the newest and best facilities in the City of Chicago.

With a long history of successful graduates, including Jimmy Bannos, Chef/Owner, Heaven On Seven Restaurants, Larry Raymond, Creator of Sweet Baby Ray's Barbecue Sauce; John Meyer, Executive Chef/Owner, B.J.'s Market and Bakery; Jim Kallas, President, Eurest Dining Services, Midwest; Freddy Sanchez, Executive Chef/ Partner, Adobo Grill Restaurants and numerous culinary educators at both the high school and college level, Washburne is unmatched in the City of Chicago.

The curriculum emphasizes hands on application of the techniques and methods taught. The highly rated Parrot Cage Restaurant, at the South Shore Cultural Center, and the new restaurants at Kennedy-King College, give students the opportunity to get real world kitchen experience before they graduate.



89.3 WKCC-FM is located on the campus of Kennedy-King College. The station is housed in building U at 63rd and South Union Avenue.

89.3 WKCC-FM is the official radio station of the City Colleges of Chicago.

The station is on the air twenty-four hours a day, seven days a week, manned by a mix of full-time and part-time employees, as well as unpaid community volunteers and Kennedy-King College students and faculty.

The station operates at 250 watts of power and covers an approximate five square mile area that can be heard from 55th south to 105th south and from Stony Island Avenue west to Pulaski Road.

The station format is comprised of a musical mix of Jazz, Blues, and Old School as well as R&B, Hip-Hop, Gospel and Praise/Love & Inspiration music. The station airs "specialty" Spoken Word, Reggae, and World Music programs, as well as Community Affairs, Sports and talk programming on Saturday mornings.

89.3 WKCC-FM has been on the air for approximately 25 years. 89.3 is Chicago's # 1 college radio station. Tune it in, listen and enjoy...





WYCC-TV20 is licensed to the City Colleges of Chicago as an educational license, affiliated with the Public Broadcasting Service (PBS). Our mission is to enrich, enlighten, entertain and engage the diverse and multicultural Chicago area communities with wise television production and programming. We produce and broadcast programs that combine a global vision with a local focus while bridging racial, ethnic, class and gender divisions.

WYCC provides primary television support for the Media Communications program at Kennedy-King College. The station also serves the other 6 City Colleges as well as District Office.

WYCC is the largest minority controlled PBS station in the country, out of a network of 349 stations. WYCC ranks 9th in total households out of 18 Chicago broadcast television stations. We reach 26 counties in Illinois, Indiana and Wisconsin, with a potential audience reach of 3,497,500.

WYCC broadcasts 24 hours a day featuring a mix of instructional, informational and educational programs, not to mention highly regarded primetime comedy and drama programming. 72 hours of its broadcast schedule are dedicated every week to college level instructional telecourses, many of which may be taken for college credit through the Center for Distance Learning of Kennedy - King College.

The station has just moved into a brand new High Definition facility, at the Kennedy - King College campus, 6258 S. Union Avenue, Chicago, IL 60621.



ACCREDITATION / CERTIFICATIONS

Kennedy-King College is accredited by
The Higher Learning Commission
of the North Central Association
of Colleges and Schools
30 N. LaSalle Street
Chicago, IL 60602
(312) 263-0456

www.ncahigherlearningcommission.org

In addition, Kennedy-King College is approved by the Illinois Community College Board and the Illinois Office of Education, Department of Adult, Vocational, and Technical Education.

The Addictions Studies Program is accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc., (IAODAPCA).

The Child Development Center day care facility is licensed by the Department of Children and Family Services, State of Illinois.

The Dental Hygiene Program is accredited by the commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education.

The Nursing Program is approved by the Illinois Department of Financial and Professional Regulation.

The Department of Registration and Education of the State of Illinois approves the real estate programs.

Kennedy-King College is recognized by the State Approving Agency for Veterans' Education as well as the federal Veterans' Administration for the Training of Veterans.

VISION STATEMENT

As a culturally diverse institution, Kennedy-King College is committed to excellence in education and training, and the development of well-educated, well-rounded students who are prepared for success and leadership.

MISSION AND PURPOSE

Kennedy-King College is dedicated to providing high quality, comprehensive, accessible education and training opportunities that respond to changing community needs and that enables individuals to reach their full potential and successfully compete in the global marketplace. As a learning-centered institution, Kennedy-King College is committed to improving student learning in all programs and services through an ongoing comprehensive assessment process.

To this end, the College adopted the following purposes:

- Offer quality curricula that prepare students to successfully compete in the workforce or to achieve higher education goals;
- Provide a comprehensive general education program in the liberal arts and sciences;
- Provide an educational delivery system that upgrades skill levels, enhances employability, and responds to changing needs of the local, regional and national labor markets;
- Provide adult programs for basic educational attainment, English language proficiency, and lifelong learning throughout the community;
- Provide a comprehensive, systematic, student support system that enhances students' opportunities for successful matriculation;
- Ensure that students who complete programs are academically, socially and vocationally competent individuals.

GENERAL EDUCATION GOALS

In an increasingly dynamic world, the college must clearly state its educational philosophy in terms of the outcomes it seeks to create for its graduates.

OUR GRADUATES:

1. Communicate effectively in speech and writing.
2. Understand modern concepts of science and scientific inquiry and relationships in contemporary life.
3. Understand mathematics and computer technology and the relationship between mathematical and technological realities in contemporary life.
4. Have a responsiveness to the aesthetic, emotive and intellectual expressions of human concerns.
5. Understand the ways in which individuals perceive, experience, and behave in their personal and social environment.
6. Are effective self-evaluators and seek lifelong education.

ASSESSMENT OF STUDENT LEARNING

The college assessment process is designed to:

- Examine and enhance the process of instructional delivery to improve teaching and learning
- Identify and explore support for successful instructional delivery that recognizes the diversity of learning styles and learning outcomes, and partners with students and other stakeholders to assess and improve teaching and learning
- Recommend and provide departments and programs the technical assistance to improve teaching and learning
- Evaluate and identify gaps in program development and curriculum changes to meet the needs of students, community and business stakeholders
- Identify the strengths and challenges of program areas in order to make appropriate budgetary decisions, plan and enhance learning resources, support services, programs and activities, and meet annual and long-range tactical plans

- Gather, analyze and interpret data in order to improve the alignment of stated learning objectives, methods of instructional delivery, and learning outcomes.

Kennedy-King College offers:

Transfer Programs

The first two years of a degree program for students who intend to transfer to a senior college or university to pursue a Baccalaureate Degree. Students can earn an Associate in Arts with areas of concentration in business, communications (English, speech, foreign language and media), computer information systems, social sciences, humanities, and pre-professional fields, Associate in Science, or Associate in General Studies Degree.

Career Programs

Specialized courses for students who intend to enter immediate employment or upgrade their professional and technical skills. Courses are offered in business, computer technology, culinary arts, theater, media communications (formerly radio and tv broadcasting), air conditioning and refrigeration, automotive technology, visual media communications (formerly graphic communications), dental hygiene, nursing, child development, and mental health. Students can earn an Associate of Applied Science Degree or a Certificate of Completion.

Pre-Credit/Developmental Program

Background courses of study and academic support for high school graduates to build and enhance their basic academic skills.

Dual Enrollment Program

The Dual Enrollment Program is available for high school students who wish to enroll in academic or career programs. In their junior and senior years, qualifying students: (1) have exposure to college prior to high school graduation; (2) earn college credits; and (3) earn credit at their high school for participation in college courses.

Vocational Skills Program

Short-term training in business, health and industrial occupations.

Adult Education

Literacy, GED (High School Equivalency) test preparation, and ESL (English as a second language) courses are taught for adult learners who want to improve their reading, writing, and math skills; earn their high school equivalency certificate; or become more proficient in English language skills.

Continuing Education/Business and Industry Services

Educational Services for a large educationally diverse population are available. The programs are designed to provide students with lifelong learning opportunities. Non-credit courses include personal enrichment, career advancement, customized training for businesses and organizations, and certificate training programs.



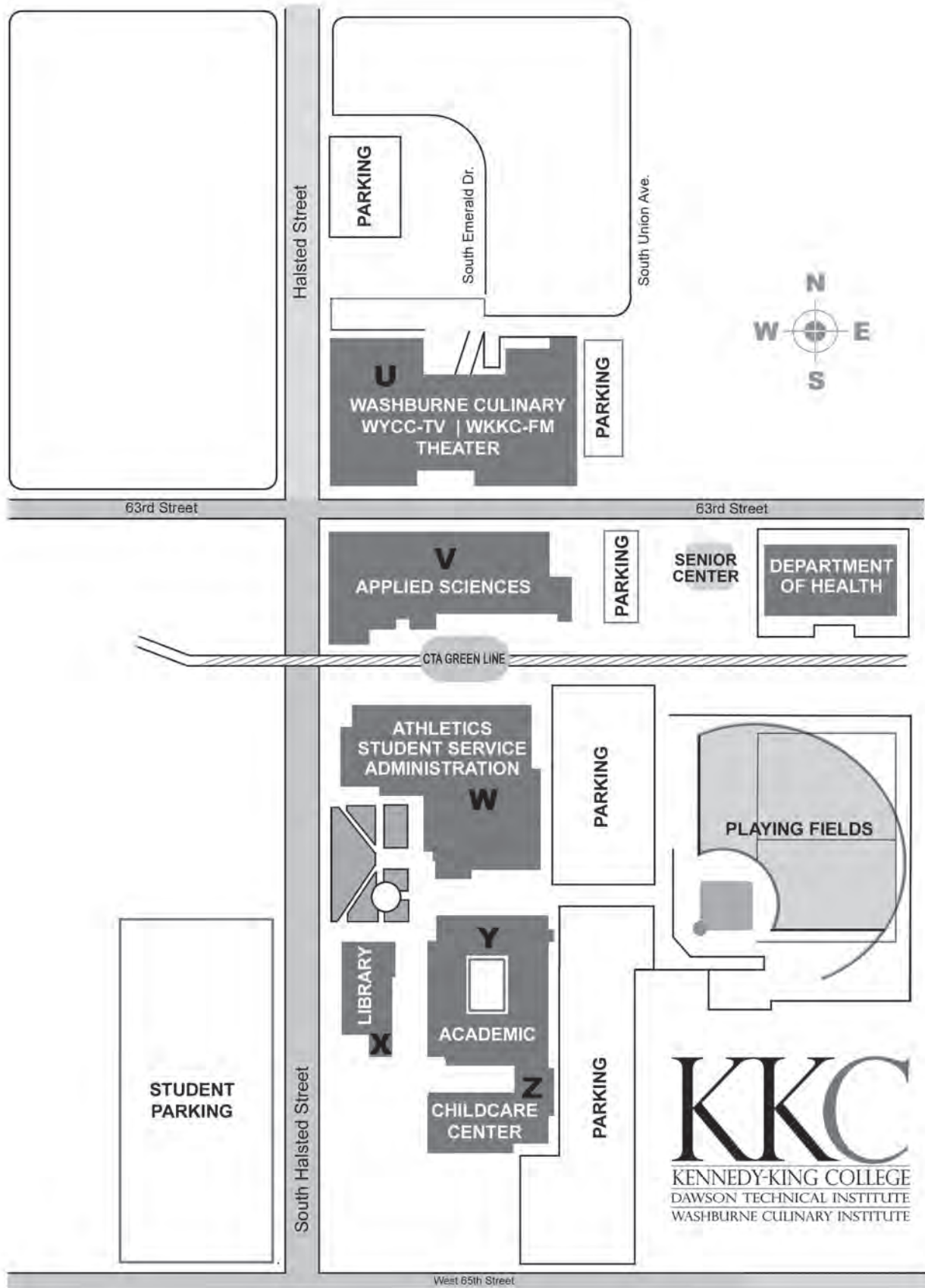
KKC Campus Directory

Switchboard(773) 602-5000

Academic Departments

Applied Science	V114.....	602-5141
Biological Sciences.....	Y241.....	602-5209
Business/Computer Information Systems	Y265.....	602-5268
Communications, Foreign Language and Speech	Y181.....	602-5176
Dental Hygiene	Y162.....	602-5229
Human and Developmental Services	Y131.....	602-5351
Humanities, Fine Arts and Theater	Y171.....	602-5195/5196
Library.....	X Building.....	602-5449
Mathematics	Y261.....	602-5324
Media Communications	U155.....	602-5555
Nursing.....	Y161.....	602-5222
Physical Education.....	Y241.....	602-5202
Physical Science.....	Y241.....	602-5202
Social Science	Y131.....	602-5173
Academic Advisors.....	W110.....	602-5111
Academic Resources and Services	W230.....	602-5518
Admissions	W110.....	602-5062
Adult Learning Skills Program (GED).....	V211.....	602-5340
Athletics/Athletic Teams	W264.....	602-5081/602-5355
Bookstore	V109.....	602-5362
Bursar (Cashier)	W211.....	602-5064
Business Office	W210.....	602-5064
Cafeteria	W151.....	602-5580
Career Center.....	W101.....	487-3747
Center for Distance Learning (CDL).....	W245.....	487-6955
Child Development Center	Z102.....	602-5481
College and University Transfer Center	W104.....	602-5425
Continuing Education	W240.....	602-5043
Disability Access Center	W102.....	602-5278
Financial Aid.....	W110.....	602-5133
Library	X Building.....	602-5449
Office of the Dean of Adult Education.....	V211.....	602-5340
Office of the Dean of Arts and Sciences.....	W224.....	602-5087
Office of the Dean of Career Programs	V120.....	602-5501
Office of the Dean of Continuing Education.....	W220.....	602-5041
Office of the Dean of Student Services.....	W125.....	602-5081
Placement Testing/Assessment	W251.....	602-5523
Registrar.....	W113.....	602-5062
Security	V132.....	602-5148
Student Government Association.....	W144/W146.....	602-5108/602-5092
Student Newspaper.....		602-5179
Theater	U155.....	602-5545
Washburne Culinary Institute	U 201.....	602-5487
WKCC-FM 89.3	U155.....	602-5026
Women's Center, Mary McCleod Bethune	Y280.....	602-5188
WYCC-TV20.....	U1L4.....	224-3300

KKC Campus Map





ADMISSION TO KENNEDY-KING COLLEGE

Kennedy-King College is an open-admission institution.

The college welcomes prospective students who are:

- Graduates of accredited high schools
- Holders of general education development (G.E.D.) certificates
- Transfer students from other colleges and universities
- Persons 18 years of age or older who have not earned a high school diploma or a GED, but can demonstrate an “ability to benefit” from a college credit program as determined by the college placement exam
- Students 16-18 years of age recommended by their principal or accepted for participation in a special area of study who score at college level on the placement exam.

All new students seeking a degree or certificate must complete a Student Information Form and take a placement test. Students submitting proof of successful completion of college level math, English and reading or using ACT scores may be exempt from testing.

Students who are admitted without a high school diploma or GED certificate and who may be eligible to receive financial aid are held to federal regulations for “ability to benefit.”

A Student Information Form may be obtained by contacting:

Kennedy-King College
6301 South Halsted Street
Chicago, IL 60621
(773) 602-5062

<http://kennedyking.ccc.edu/>

Student Information Forms should be sent to the Office of Admissions and Records prior to the start of the term in which the student wishes to enroll. It is the student’s responsibility to see that all documents are submitted in a timely manner. Once the documents are received, they become the property of the college and will not be returned to the student in any form.

Kennedy-King College Admission Procedures

New Students: If this is your first time enrolling in a college or university, you must:

1. Submit a Student Information Form to the Office of Admissions and Records.
2. Have your high school send an official transcript that includes your final semester. If you have earned high school equivalency through GED examinations, you must submit official GED results.
3. Show proof of residency, such as a Voter’s Registration Card, State I.D. or Driver’s License.
4. Attend a new student orientation.
5. Take the College’s placement examinations. Official ACT (<http://www.act.org>) scores for High School graduates can be used in place of placement tests if the official ACT transcript is received.

Transfer Students: Students transferring credits to Kennedy-King College from another college (including other City Colleges) or university, must complete the following steps:

1. Submit a Student Information Form to the Office of Admissions and Records.
2. Have your official transcript from all accredited institutions previously attended sent directly from each school to the Office of Admissions and Records
3. Students, enrolling for a summer session only, need proof of previous college attendance. If enrolling in English or math, proof of completing the prerequisite must be provided.

Former Students: Former students who temporarily discontinued attendance at this college and who were in good academic standing upon leaving will need to file an updated Student Information Form. If another college was attended in the interim, it will be necessary to have that college send a transcript directly to the Office of Admissions and Records.

Students “Excluded” at the end of their last period of attendance should refer to the paragraph below pertaining to students not in good scholastic standing.

Students Not in Good Scholastic Standing:

- Former students who have been academically excluded from any of the City Colleges of Chicago must petition for re-admission. Prior to the beginning of open registration, petitions for readmission are available at the Advisement Center.

International Students must submit the following:

- An International Admissions Application packet
- Official transcripts from all secondary and post-secondary institutions attended must be evaluated by a City Colleges of Chicago recognized evaluating agency
- Evidence of passport or visa and
- Current health insurance coverage
- TOEFL exam scores
- A statement of financial support or one which indicates financial independence
- Student visa processing fee

Out-of-District, Out-of-State, International Students: Students who are not legal residents of the City of Chicago may be admitted only as nonresident students. The following statement governs the admission of such students:

1. Students residing outside the City of Chicago will be required to pay nonresident tuition plus tuition and fees paid by Chicago residents.
2. Students who have not attained their majority and whose parents or legal guardians reside outside the City of Chicago will be required to pay nonresident tuition plus tuition and fees paid by Chicago residents.
3. Any adult or emancipated minor student who actually resides within the City of Chicago and has not moved to the city for the sole purpose of attending the College shall be considered a resident of the City of Chicago as of the date of arrival in the city.
4. Any student may at any time be required to submit proof of residence in the city. In addition to such public records as may tend to establish proof of residence, an affidavit of the parent or guardian in the case of minor students,

and from the student himself in the case of a student who has reached his majority, may be required.

5. By definition, all international students, whether holding diplomatic, student, visitor, or other non-immigrant visas, must pay non-Illinois resident tuition plus tuition and fees paid by Chicago residents. A student who will require an I-20 form to be sent to the local immigration office must contact the Office of Admissions and Records prior to registering in order to complete all College requirements. A foreign student who fails to do this may find that (s)he is not eligible for an I-20 form and hence may be subject to deportation.

Residency Requirement

Students transferring to Kennedy-King College from other institutions of higher learning must earn a minimum of 15 semester hours at Kennedy-King College to be eligible for the Associate degree.

Admission to Signature and Special Programs

Admission to the Nursing, Dental Hygiene and the Culinary Arts programs requires approval of the Selection committee as well as admission to the college. Applicants should contact the Nursing Department or the Dental Hygiene Department, or Washburne Culinary Institute for additional information regarding specific admission requirements.

Registration

Early Registration usually starts after midterm grades have been issued. The time and date are issued to all currently enrolled students and to all new students who apply before the beginning of registration. All other applicants are served on a first come/first served basis. Registration dates and times for each semester are printed in the ***Schedule of Classes***.

Orientation

Orientation sessions are scheduled to introduce all new students, both full- and part-time, to the programs and requirements of the college. For full-time students and all readmitted petitioners, an orientation session is required. The Office of Admissions and Records will notify new students of the dates and times for orientation sessions.

Placement Testing

All new Kennedy-King students and continuing or former students without scores on file are required to take general English, reading and mathematics placement tests before registering. These results are used to determine course placement for those intending to enroll in beginning levels of English, mathematics, or any course requiring a specific level.

SPECIAL REGISTRATION SERVICES

Early Registration

To ensure current students the widest possible choice of courses and class times, Kennedy-King College offers an early registration option. Students currently enrolled with good academic standing may register for the following semester with the help of their advisor during the specified early registration time period.

Online Registration

Continuing students may register online by going to the City Colleges of Chicago online registration page (<http://ccc.edu/ss/myccclaunch.shtml>) or by following the step-by-step instructions in the Kennedy-King **Schedule of Classes**.

Special Needs Students

Registration assistance may be requested through the Disability Access Center.

Students on Academic Warning

Students on academic warning may not register for more than nine credit hours of new course work. Full-time (12 credit hour) programs may be allowed only if at least one three-credit hour course is a repeat of a previously earned “D” or “F.”

Students on academic warning may not register for more than thirteen credit hours.

Readmitted Petitioners

In the absence of specific conditions imposed by the Readmission Committee, readmitted petitioners are subject to the same restrictions as students on academic warning. The Committee may impose additional credit hour or course enrollment restrictions.

Transferring Credits to Kennedy-King College

Transfer students and veterans who intend to earn a degree or certificate from Kennedy-King College must have official transcripts from all previous colleges sent to the Office of Admissions and Records at the time of application for admission.

Kennedy-King College will grant credit for acceptable course work (courses in which the student has earned a grade of “C” or better) completed at regionally accredited colleges and universities up to a total of 45 semester hours. The college retains the right to determine which transfer courses will fulfill graduation or departmental program requirements.

Evaluations of transfer credits are made upon written request only.

Credit by Testing and Assessment

Kennedy-King College grants credit for college-level knowledge and skills acquired outside the classroom in two ways:

1. **Credit by Examination: General Education Examinations (CLEP):** Students may earn up to 30 semester hours of college credit by successfully completing general examinations in English, mathematics, humanities, natural sciences, or social sciences/history.
2. **Credit by Assessment:** Adults who have acquired learning on the job or through other non- classroom experiences may assemble a portfolio equating their experiences to specific skills and learning outcomes. Students may also request evaluation for college credit of on- the-job training and development courses, and courses taken at a non-collegiate institution. Examinations may be taken, portfolios assembled or evaluations requested immediately upon enrollment, but credits granted through testing or assessment will not be posted on a student's record until the student has successfully completed 12-15 hours of college level course work within the City Colleges of Chicago system.

Concurrent Enrollment with other Colleges and Universities

Students planning to register at Kennedy-King College and simultaneously in any other institution of higher learning must receive written permission from both schools prior to registration. Failure to do so will jeopardize acceptance of concurrent credits by either or both institutions.

Graduation Criteria

Each prospective graduate is responsible for applying for graduation. The graduation application form is available in the Registrar's Office. Dates for filing applications for graduation will be published and announcement posters will be placed on bulletin boards throughout the college.

All prospective candidates for the associate's degrees, in addition to completing the required minimum credit hours as outlined in the program descriptions, must meet the following criteria:

1. All students must earn a grade of "C" or better in all General Education and core courses and must maintain a minimum "C" (2.00) grade point average overall.
2. All courses submitted for graduation must be college level courses (non-remedial).
3. Students transferring to the City Colleges of Chicago from other institutions of higher education must earn a minimum of 15 credit hours in the City Colleges before they are eligible for an associate's degree.
4. Students must also receive a passing grade on a special examination on the Constitution of the United States, the Code of the American Flag, and the Declaration of Independence. This requirement can be met by:
 - a. Taking the specified constitution examination during the semester prior to graduation,
 - b. Completing the constitution examination for high school or General Education Development (GED) test with the results officially recorded on the high school or GED transcript received by the Kennedy-King College Office of Admissions and Records, or
 - c. Successfully completing Political Science 201 prior to graduation. If a student has not attended for two or more years, at the time of readmission, he/she will be governed by the policies of the current college catalog. A continuing or short-term stop-out student, whose program was begun 10 years ago or more, will also be governed by the requirements of the current college catalog. (See Student Policy Manual)
5. All students must see a College Advisor for initial degree audit review

Transferring from Kennedy-King College to a Four-Year Institution

Kennedy-King College general education and liberal arts courses are designed for transfer to four-year colleges and universities. The transferability of career and vocational program courses, designed primarily to lead to employment, varies according to the area of study and the particular institution's requirements. Students should, therefore, visit the Transfer Center during the first semester to select the institution to which they intend to transfer, review its requirements carefully, and plan a Kennedy-King program in consultation with a Transfer Center advisor, or college advisor.

Most four year institutions will grant full credit for up to 60 credit hours of community college courses, but each college has its own admission, graduation and departmental program requirements, which Kennedy-King College courses may not, in all cases, satisfy. The Transfer Center maintains a large resource library of current college catalogs, a file of specific transfer agreements with area colleges, and a regular schedule of visits from admissions managers. Students intending to transfer are urged to begin planning early.

Kennedy-King College will send transcripts to other institutions (allow a minimum of 10 days), at the student's written request, unless the student has financial or other obligations to the college.

Second Degree Requirements

Only general education courses may be double-counted toward a second degree. Students seeking a second degree or certificate must complete a minimum of 15 additional credit hours at Kennedy-King College.

Obligations to the College

Students may be prohibited from registering and/or receiving grade reports and transcripts for reasons falling within the following general categories:

Financial/Materials: A properly authorized agent of the college may restrict a student who has failed to meet financial obligations or to return library or other materials to the college.

Judicial: The Dean of Student Services may suspend or place on disciplinary probation a student who has failed to honor the Kennedy-King College Standards of Conduct as outlined in the CCC Student Policy Manual.

Condition of Registration: The Office of Admissions and Records may restrict a student who has not fulfilled a duly established condition of registration.

Costs

The following Tuition and Fees were adopted by the Board of Trustees of Community College District No. 508 and will be subject to change at anytime by the Board of Trustees.

All tuition and fees are payable at the time of registration. Payment may be made by cash, check or charge card (MasterCard or Visa only)

Tuition

In-District Students
\$72.00 per credit hour;
\$100.00 per credit hour for
Dental Hygiene classes

Out-of-District Students
\$117.95 per credit hour
in addition to the In-district rate of \$72.00 per credit hour

Out-of State/International Students
\$237.95 per credit hour
in addition to the in-district rate of \$72.00 per credit hour

Registration Charges

General Registration Charge	\$25.00	Non-refundable. This charge is required of all students.
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Miscellaneous Fees and Charges

Center for Distance Learning WW/TW Course	\$30.00 License fee per course	Non-refundable
Laboratory Fee	Varies (See class schedule)	
Books and Supplies	Varies	Each student is responsible to provide his/her own books at his/her own expense
Course Materials Fee	Varies	Certain courses may require additional materials fees. These fees are published in the class schedule.
I-20 Student Application Processing Fee	\$100.00	Non-refundable. Assessed at the time of the 1-20 application for regular college-level and clock hour enrollments. Upon enrollment half of the \$100.00 charge (\$50.00) will be credited toward tuition costs.
Activity Fee	\$100.00 full-time students (12 hours or more) \$50.00 part-time students (Less than 12 hours)	
Graduation Application Fee	\$20.00	
Transcript Fee	Free (first request) \$5.00 (each additional request) \$10.00 (24 hour service)	Each student is entitled to one free transcript.
Returned Check Fee	\$25.00	If an "NSF" check was used to pay tuition, the students' registration may be canceled by the College.
ID Card Replacement Fee	\$5.00	

WAIVER OF TUITION AND FEES

Senior Citizens (65 years of age or older) may be eligible for a tuition waiver for enrollment in regular college credit classes for the first six regular college-level credit hours if seats are available during late registration. No waiver is applicable to such hours when seven or more credit hours are scheduled. Note that the \$25.00 per semester non-refundable Registration Fee, listed above, applies for these enrollments. Proof of Senior Citizen status is a birth or baptismal certificate, driver's license, or RTA Special Users Pass, and MUST be presented at time of registration.

Public Aid recipients may have tuition waived for the first five credit hours of regular college courses, if seats are available during regular registration and if a student is not eligible for financial aid. No waiver is applicable when six or more credit hours are scheduled. Note that the \$25.00 per semester non-refundable Registration Fee, listed above, applies to these enrollments.

Tuition will be waived for all regular college-level credit hours and all continuing education credit hours enrolled by full-time City Colleges employees and their dependents; consistent with applicable collective bargaining contract provisions for covered employees. Non-refundable registration and other fees still apply.

REFUNDS AND WITHDRAWALS

Refunds of tuition, fees and other charges shall not be made after the deadlines listed below except as may be provided by law. Registration charges, activity fees, and late registration charges are not refundable except where so indicated.

1. Administrative Withdrawals [College credit, pre-credit and clock hour classes]
 - a. If the administration cancels or withdraws a class, all tuition and fees, including non-resident tuition, paid by students for that class, shall be fully refunded.

- b. If a student does not attend a class and does not withdraw officially from the class, and is therefore marked NSW at the beginning of a term, no refund will be issued except as required by law. (See 3 below)

2. Student-Initiated Withdrawals (WTH) [College credit, pre-credit and clock hour classes]
 - a. If a student registers and withdraws formally from a class during the first 7 days from the start of class for regular session (or equitable time period for special session), all tuition and applicable fees shall be refunded in full. The registration charge(s) and activity fees are non-refundable.
3. Federal Student Financial Aid Refund Policy
Federal Student Financial aid (SFA) students who have withdrawn from all of their classes during the enrollment period for which they were charged, will be processed under the Return of Title IV Funds (R2T4) Regulation and CCC District policy. For SFA students who have withdrawn from all classes during their first term of enrollment, the larger amount of the district Refund Policy calculation and the Return of Title IV Funds calculation will be refunded to the student and federal SFA agencies. For SFA students who have withdrawn from all of their classes during a term that follows their first term of enrollment, the larger amount of the district Refund Policy calculation and the Federal Refund calculation will be refunded to the student and federal SFA agencies.

TUITION CHARGEBACK

Chicago residents who wish to enroll in a program not available at any of the City Colleges of Chicago may apply for tuition assistance to attend another Illinois Public Community College where the desired program is offered. An application may be obtained by contacting the Chargeback Info line at (312) 553-2764 at least 30 days prior to the beginning of the semester or term of enrollment.

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

RESIDENCY STATUS

In-District Students

Students must reside in the City of Chicago for at least 30 days immediately prior to the date of the semester.

Any student may at any time be required to submit proof of residence in the city. In addition to such public records as may tend to establish proof of residence (voter registration card, driver's license, state ID, tax, or utility bills), the college may require an affidavit from the parent or guardian of a minor student, or from adult or emancipated minor students themselves.

Out-of-District Students

Students who reside in Illinois, but outside of Chicago.

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 and length of employment. Verification on company letterhead with a Chicago address is deemed acceptable.

Out-of-State Students

Students who legally reside outside of Chicago.

International Students

Students holding F-1 non-immigrant visa are considered international students regardless of residency.

FINANCIAL AID

Kennedy-King College and Dawson Technical Institute make every effort to help students who need financial aid to pursue a college education.

Aid available to eligible student includes scholarship, work-study employment, grants and loans.

Types of Aid

There are four major types of aid available:

Scholarships awarded on the basis of achievement and do not need to be repaid.

Grants awarded on the basis of need and do not need to be repaid.

Employment requires work for paid wages. Includes the bases Federal College Work-Study Program. Students are employed part-time and employment opportunities exist in many offices and areas on campus.

Loans awarded on the basis of need and must be repaid once the student leave college or do not continue on at least a half-time basis.

Financial Aid Requirements

Financial aid students must maintain satisfactory academic progress in order to continue to receive aid. Aid recipients must complete at least 67% of all credit hours for which they registered with a 2.0 GPA and a cumulative of 2.0 GPA. Failure to accomplish this will result in student being placed on academic probation.

Federal Title IV programs limit Kennedy-King College and Dawson Technical Institute student's enrollment to 1.5 times the length of his or her program of study. After meeting this maximum, aid can be received only under special circumstances.

Students are awarded a maximum dollar amount, which can be earned on the Federal College Work-Study Program.

After this amount is earned, the student will no longer be allowed to work. A student employee may not exceed 20 hours of work per week.

Students may also be eligible for a federal student loan. An additional application is required. Contact the Financial Aid Office for information. Student must be enrolled in at least 6 credit hours in order to receive loan funds.

Students who receive Title IV Federal Aid (Loans, Pell Grants, Supplemental Educational Opportunity Grants (SEOG) and Federal Work-Study) and do not complete or attended class for at least 60% of the semester will be required to repay a pro-rated portion of their aid to the Federal Government based on the last date of any academic related activity.

Students are responsible for paying all charges that are not covered by financial aid.

Eligibility Requirements

Financial Need

Financial need is the difference between the cost of attending Kennedy-King College/ Dawson Technical Institute and the effective family contributions (EFC).

The EFC is computed using documented income, family size, number in college and other related information.

Federal Programs

Federal Pell Grant (PELL) is federal money intended to provide the base for a student's financial aid package. Eligible students may currently qualify for a maximum of **\$4310** a year to help cover the cost of Kennedy-King College/ Dawson Technical Institute tuition, fees, books, living expenses and transportation. The amount of the grant will depend on hours enrolled and the effective family contributions (EFC).

Federal Supplemental Educational Opportunity Educational Grant Program (FSEOG)

The Federal Supplemental Educational Opportunity Grant Program (FSEOG) is federal money for students who demonstrate exceptional financial need. Priority is given to Pell Grant recipients. The Financial Aid Office, based on the availability of funds, determines the amount of the award.

Federal Work-Study Programs (FWS)

The Federal Work-Study Program, “FWS” consists of part-time employment on campus, up to a maximum of 20 hours a week during the regular academic year.

Application Procedures

All financial aid applicants need to begin applying early. Some aid programs have early deadline dates; others may allocate their funding as applications are received, and full awards will not be available to late-comers.

Prospective students must fill out a Free Application for Federal Student Aid (FAFSA), obtainable from the Kennedy-King College/Dawson Technical Institute Financial Aid Offices. Students may mail or complete the application on line. The FAFSA web site is www.FAFSA.ed.gov/. **The school code is 001654.**

When the student’s information is received by mail (SAR) or electronically (ISIR), the prospective student should come in to Kennedy-King College/Dawson Technical Institute Financial Aid Office with the following documents:

Signed Federal Tax Return for the last year (the student’s own form 1040,1040A or 1040EZ and if married the spouse’s, or, if dependent on parents, the parent’s) or a public aid, unemployment, social security, or Veterans’ benefits statements for the last and the current year.

Students with approved Financial Aid files will be allowed to register with a tuition deferment, and if needed, a book voucher to purchase their books.

Ability to Benefit

For some federal grants, prospective students who have not earned a high school diploma from an accredited high school or a GED must score a level on approved tests in reading, writing, and math to prove that they have the ability to benefit from college-level education.

Those who wish to apply for the campus-based programs, Federal Work-Study (FWS) or Federal Supplementary Educational Opportunity Grant (SEOG) programs should contact the Financial Aid Office.

STATE PROGRAMS

Illinois Student Assistance Commission Monetary Award Program

The Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP) is for Illinois residents only. It covers tuition and mandatory fees for the academic year.

Illinois Incentive for Access Program (IIA)

This program is for qualified, Illinois resident freshman students, who based on the federal need calculation, are judged to have no family resources (0 EFC). Students must be enrolled at least half time.

SCHOLARSHIPS

Harold Washington Achievement Scholarship

This scholarship is for prospective and continuing students who demonstrate promise as evidenced by high school and college academic performance or exceptional GED scores. Students who have earned an Associate Degree or more than 62 credit hours are not eligible for this scholarship.

Scholarships are awarded in three areas:

- Academic
- Athletic
- Leadership

These scholarships are renewable based on class performance and local option, and cover the full cost of tuition. Contact a College Advisor for application deadlines.

Florence Ballenger Scholarship

This scholarship provides financial support to students who have demonstrated academic excellence and commitment to civil service.

The Florence Ballenger Scholarship is awarded to incoming, returning and transfer students. Students who have completed a baccalaureate program are not eligible for this award.

Eligibility:

- A cumulative grade point average of 3.0 or above
- A complete financial aid file (FAFSA)
- Enrollment in six (6) or more credit hours
- Submission of a personal statement detailing the student's goals, interests and community involvement
- Letters of recommendation

Other Scholarships and Awards

Other Scholarships and Awards information is available on the website,

<http://www.ccc.edu/scholarships>

or contact your College Advisor.

VETERANS' AFFAIRS OFFICE

The Veterans' Affairs Office is approved by the Illinois Department of Veterans' Affairs State Approving Agency. For additional information relating to DVA administered programs, please contact the Office of Veterans' Affairs.

The Veterans' Affairs Office will assist qualified veterans in securing benefits needed to meet their educational goals. Veterans enrolled in the college will have the Enrollment Certification form prepared on their behalf to insure payment from the Veterans' Administration in a timely manner.

Payments to veterans are based upon the following:

Full time enrollment	12 or more credit hours
3/4 time enrollment	9 - 11 credit hours
1/2 time enrollment	6 - 8 credit hours
Less than 1/2 time enrollment	1 - 5 credit hours

VETERANS' PROGRAMS

Illinois Veterans' Grant Program (IVG)

Honorably discharged veterans with at least one year of full-time active duty (or service in foreign hostilities); must have completed initial active duty commitment; be a resident of Illinois within six months before entering the service and within six months after separation; not be in default on any student loan, nor owe a refund on any state or federal grant; must maintain an acceptable GPA. This grant covers tuition and selected fees.

Illinois MIA-POW Benefits

Dependents of a person who was an Illinois resident at the time he or she entered active duty and has been declared to be a prisoner of war, missing in action, dead as a result of a service-connected disability, or disabled with 100 percent disability as the result of a service-connected cause as recognized by the Veteran's Affairs Department. These benefits cover tuition and selected fees.

Illinois National Guard Grant (ING)

Active Illinois National Guard with at least one full year of service; not be in default on any student loan, nor owe a refund on any state or federal grant; maintain an acceptable GPA. This grant will cover tuition and selected fees.

Vocational Rehabilitation

Veterans who have had a service-related disability. Veterans who have had a service-on or after September 16, 1940 may be eligible. Disabled veterans are encouraged to contact the DVA office nearest them to obtain detailed information and to request approval to participate.

Minimum Cumulative Grade Point Average

Veterans must remain in Good Academic Standing and maintain a minimum cumulative grade point average. In fact, a minimum GPA of 2.0 is required for program or certificate completion. However, to ensure that the Veterans are progressing toward maintaining a minimum 2.0 GPA, students will be placed on academic warning and receive appropriate academic advising if their GPA falls below the schedule shown (see Academic Standing at right). Veterans must earn a cumulative GPA that is greater than or equal to 2.00 after the end of 46 cumulative hours to maintain their eligibility for Veterans funds.

Veterans' Registration Information

Veterans with an approved Illinois Veterans' Grant, National Guard, MIA/POW or a Vocational Rehabilitation form will be granted a tuition deferment for registration. The Veteran prior to receiving the deferment must pay lab and certain fees.

ACADEMIC STANDARDS

The City Colleges of Chicago Student Policy Manual (http://ccc.edu/ss/Student_Policy_Manual.shtml), provides more detailed information regarding academic policies.

Academic Standing

To remain in good academic standing, students must maintain a minimum cumulative grade point average. 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:

Credit Program/Plans

Registered Credit Hours	Cumulative Minimum GPA Required To Remain in Good Academic Standing
1 to 29	1.75
30 or more	2.00

Registered Credit Hours	Registered Clock Hours	Cumulative Minimum GPA Required To Remain in Good Academic Standing
Skills Program/Plans with 30 Credits or Less		
1 to 15	1 to 450	1.75
16 to 30	451 or above	2.00
Skills Program/Plans with 31 Credits or More		
1 to 30	1 to 900	1.75
31 or more	901 or above	2.00



The City Colleges of Chicago Student Policy Manual provides more detailed information regarding policies, and is available through the City Colleges of Chicago website at http://ccc.edu/ss/Student_Policy_Manual.shtml, for additional information.

Course Load and Credit Hours

The credit hour is the unit by which the college measures course work and calculates tuition charges. Most courses meet for three instructional hours a week and carry three semester hours credit. Students enrolled for twelve or more credit hours are considered full-time. A course load of eleven hours or less is considered part-time. Kennedy-King College reserves the right to restrict students to less than full-time program, or to assign students to specific courses, on the basis of placement test results, a review of students' previous academic records, or such other criteria as the college sees fit.

Students may not register for more than 18 credit hours a semester (Fall or Spring) or 10 or more credit hours in the summer session without permission from the Registrar. Students uncertain about the course load appropriate in their particular circumstances are also urged to contact their College Advisor.

Class Attendance

Students are required to attend class. Failure to attend class may result in the student being withdrawn from the course or failing the course. Failure to attend courses may also affect financial aid eligibility. Faculty may consider excessive absenteeism or tardiness in the evaluation of a student's final grade. For program specific attendance policies, please refer to the program coordinator. **It is the student's responsibility to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade.**

The Kennedy-King College **Schedule of Classes**, listing specific courses and class meeting times, is available from the Admissions Office.

Grading

Grades issued to degree seeking students, which apply towards graduation and are recorded on students' permanent academic record or transcript, are used to calculate students' grade point average (GPA).

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

Academic Integrity

Students are expected to adhere to high standards of honesty in their academic endeavors. Plagiarism and cheating of any kind are serious violations of these standards and will result, minimally, in the grade of "F" by the instructor.

Scholastic Honors

The Dean's and Honor's lists are computed at the end of each semester.

Full-time students (those completing at least 12 credit hours within a semester) with a term grade point average of 3.5 or higher are placed on the Dean's List. Full-time students with a term grade point average of 3.0-3.49 are placed on the Honors List.

A student may graduate from an Associate Degree program with high honors by earning an overall grade point average of 3.5 or higher; honors is earned with an overall grade point average between 3.0-3.49.

INTRODUCTION

The City Colleges of Chicago have adopted a “student first” policy that is predicated on an awareness that student needs must be understood and met. Kennedy-King College and its satellite campuses, Dawson Technical Institute and the Washburne Culinary Institute, provide a host of guidance, developmental and academic support activities and services to enhance your college experience.

Some of the services that students find helpful in planning their futures include college orientation workshops, financial aid, placement testing, academic advising, job search assistance, career guidance, college credit through examination (CLEP), services for disabled students, veteran affairs, child care, and organizations to enhance student life.

If you are looking for a school dedicated to helping you succeed, Kennedy-King College stands ready to partner with you on your road to success.

ACADEMIC ADVISING CENTER

College Advisors are available to provide guidance services to prospective, current and returning students, to facilitate a successful college experience. College Advisors will assist students in developing educational and career plans, and provide guidance with registration and graduation requirements. Students will be informed of the meaning of academic holds, the resulting impact on their record and how to petition for readmission. Advisors will make available career inventory surveys for students who want help in identifying or selecting their educational/career goals.

Students can receive general information on the academic support services provided throughout the college. In preparation for registration, Advisors will assist students in choosing appropriate courses to fulfill their chosen degree or certificate program requirements. College Advisors will also provide information on intervention and social service providers to students in need of assistance in addressing personal needs. Scholarship information that is received by the office is posted in the area to inform students of available opportunities.

ADMISSIONS, REGISTRAR AND RECORDS

The Admissions, Registrar and Records Office helps students get enrolled into the college. Students may obtain admissions and registration information, high school and college transcript evaluation, request Kennedy-King College transcripts, grade inquiries, verify attendance, and apply for graduation. The Office of Admissions and Records refers new students to Academic Advisors for pre-enrollment assistance and information on academic programs. This office also refers new students to the Testing Center for placement testing.

ASSESSMENT and PLACEMENT TESTING

All new and prospective Kennedy-King students, and continuing or former students without test scores on file are required to go through the assessment process. The College Placement Test is used to determine the appropriate level of course placement for students. The test measures students’ skills in reading, writing, and mathematics. College and Faculty Advisors then make use of test results, student career interests, and previous academic experience to advise students about their academic programs.

CAREER CENTER

The Career Center assists students in finding full-time and part-time employment. Services include résumé writing tips, templates for résumés and cover letters, fax machines to send documents to potential employers, computer and Internet access. Full and part-time employment opportunities are posted regularly. The Career Center also coordinates an annual Job Fair which brings job seekers and a variety of potential employers together in one setting.

Students exploring a career decision can also get valuable information to help them determine which careers are most suitable, through a variety of software programs, and receive occupational outlook advice and assistance on their potential career choice.

These services are also open to the general public. For more information, contact the Career Center at 773-487-3747.

CHILD DEVELOPMENT CENTER

The Kennedy-King College Child Development Center is a laboratory preschool offering care to children ages two through five years. Services are available to children of students, staff and the community. The center provides practicum experiences for students in human services areas and is available as a training resource to such students. The Child Development Center operates Monday through Friday, and has both a day and an evening program. Tuition is based on a sliding scale and varies according to income.

COLLEGE ADVISORS

Professionally trained College Advisors are available to assist students in clarifying their educational objectives, exploring career choices, selecting a transfer institution, and making referral to community agencies to work out social or personal problems which may interfere with or challenge academic progress.

College Advisors orient new students to college life through pre-registration workshops. Advisors assist new students in interpreting placement test scores and offer a variety of workshops and seminars on study skills, education program planning, and college survival skills. The Advising staff also provides pre-admission, and registration counseling.

COLLEGE AND UNIVERSITY TRANSFER CENTER

The College and University Transfer Center at Kennedy-King College, located in the W Building, 6343 S. Halsted, assists former students, graduates, and current students in identifying, screening and selecting upper division (4 yr.) colleges and universities to attend. Students will be supported in completing procedures for transfer through direct assistance, workshops, seminars, meetings with four-year college representatives, and visits to transfer institutions.

COLLEGE BOOKSTORE

The Kennedy-King Bookstore is located in the V Building, 747 W. 63rd Street. Textbooks for courses at Kennedy-King, as well as supplies, are available. A variety of materials and paraphernalia are also available.

FACULTY ADVISORS

Members of the faculty serve as Faculty Advisors for students enrolled in their programs. Faculty Advisors assist students in planning their academic programs and in selecting courses. Faculty Advisors are available in the registration area during registration periods and in their offices during the semester. Students should choose a faculty member within their major to provide academic advice during their tenure at Kennedy-King. Advising hours are posted on faculty's office doors.

FINANCIAL AID OFFICE

Financial Aid Advisors help students obtain financial assistance to help cover their educational expenses. Full-time and part-time students, if they are eligible, can receive financial aid. Most financial aid is based on economic need. Contact the Financial Aid Office for further information.

KKC LIBRARY

The Kennedy-King College Library plays an integral role in the educational goals of the College and its students through the collections, electronic resources, and instruction. More than just a new building, the Library attempts to create a learning environment both physically and virtually: by housing more than 48,000 circulating and reference books, 192 print periodicals, and by providing access to several thousand journal and newspaper titles in full-text databases. Librarians work in partnership to collect the best of current and retrospective materials that provide accurate, up-to-date information and varying viewpoints for the variety of degree and certificate programs students are engaged in. The Library's home page serves as the portal to locate print and electronic information resources. Access to the KKC Library's holdings, along with other City Colleges libraries' materials, is provided through the online catalog. All City College students, staff, and faculty can access the catalog and other resources on campus or at home with their e-mail account.

The Library faculty provide formal instruction in a classroom setting and informal instruction while assisting students with independent study and research activities. Such instruction is designed to help students locate and make effective and efficient use of print and electronic resources and then evaluate that information. Students have the choice of printing or e-mailing pertinent articles to themselves. They also have the alternative of reading electronic books and periodicals at home. Students can get their questions answered online through the "Ask a Librarian" link on the Library's home page. Library faculty are available to staff and faculty for consultation.

The Library is the X Building at 6403 S. Halsted, on the south end of campus. Traditional study tables, informal lounge seating, and study rooms offer students a choice in study environments. Two photocopy machines, document printing, and class reserve books are available in the Library for student use. Students with limited vision have an imaging reader and large screen computer available for their use. The Library is open during the semester on weekdays, four weekday evenings, and Saturdays as posted. Consult the Library's home page for access to more information and electronic access to multiple online resources (<http://kennedyking.ccc.edu/library>).

DAWSON LRC

The Learning Resource Center at Dawson Technical Institute provides students with educational support according to individual needs through testing, modular instruction and tutoring services. A wide range of specialized programs are available within the Center to assist students who wish to enhance or improve their basic skills to meet entrance and/or course requirements. The LRC provides books and materials, services, and facilities necessary to complement and support the classroom instruction. The Audio-Visual Center provides non-print resources, such as videocassettes and filmstrips, geared to the programs offered at Dawson. NovaNET is a computer-based education system which links education with progressive technology and proven teaching methods to prepare students for the challenges of tomorrow and provides services for students. Walk-in students are also welcome. Modular instruction is available to students seeking to improve their basic reading, writing, and mathematics skills.

OFFICE OF ACADEMIC RESOURCES AND SERVICES (OARS)

OARS (Office of Academic Resources and Services) is the component of Kennedy-King College devoted to providing academic support to those students who request assistance. In the Computer Lab, students can use the NovaNet computer based tutoring system, do internet based research or compose and print written assignments of varying kinds.

Affiliated with the OARS, but supervised by the relevant departments, are Tutorial Labs for Writing, Mathematics and Biology. The CIS/ Business Departments maintain a separate set of labs for students studying in computer science/ business courses. The Nursing Department also operates a separate set of labs for Nursing students.

OARS offers regular study skills/critical thinking workshops for groups and/ or individuals and shows videos on such topics as Scientific Measurement and Einstein's Universe.

DISABILITY ACCESS CENTER

The Disability* and Advocacy Services Office, after individual assessment, provides registration assistance and alternative methods of testing for students with special needs. Based on assessment, it also provides note takers, readers, interpreters and adaptive equipment. Other services include referrals to agencies that provide recorded textbooks, personal care assistants and special transportation services. Students requiring the use of adaptive equipment are advised to set up adaptive equipment training by contacting the Disability and Advocacy Office at least six (6) weeks before classes begin.

New students requesting sign language interpreters and note takers must notify the Coordinator of Disability and Advocacy Services Office at least six (6) weeks before classes begin. Returning students requesting sign language interpreters must notify the Coordinator by midterm of the previous semester.

**Medical Verification Required*



STUDENT ACTIVITIES

Kennedy-King College provides a dynamic program of both extra-curricular and co-curricular activities, offering students an opportunity to broaden their educational experience and develop their talents and leadership skills. On-campus art exhibits, dance programs, musical concerts, and theatrical productions are offered in conjunction with the academic departments. In addition, the following opportunities are provided for students:

- HONOR SOCIETY - Academically qualified students are invited to join Phi Theta Kappa, the International Honor Society for community college students. PTK encourages and promotes academic excellence, develops leadership, and cultivates a social network dedicated to service. Members participate in seminars, community service, fund-raising activities, state and national conferences, and the Regional Honors Institute.
- STUDENT GOVERNMENT - The Student Government Association provides students the opportunity to participate in college governance. SGA is the main vehicle for student input in activities of the college and policies affecting student life. The SGA members are students who are elected as representatives by the student body and are advised by faculty and the Dean of Student Services.
- CLUBS AND ORGANIZATIONS - Students, have the opportunity for membership in social, service, professional, and honorary organizations. Numerous clubs are chartered at Kennedy-King College, and include the African American History Club, Auto Club, Cheerleaders, Christian Fellowship Club, CAB (Computers, Algorithms & Bites) Club, Dance Club, Delegation Pep Squad, Future Teachers of Chicago, GraphX Club, Hispanic Students Club, HVAC Club, International Student Organization, Mathematics Club, Phi Theta Kappa, Project Discover, Social Work Club, STEM (Science, Technology, Engineering and Math) Club, Student American Dental & Hygiene Association, Student Nursing Association, and more.
- ATHLETICS - Kennedy-King College, home of the "Statesmen" and "Lady Statesmen," is regarded as a top site for college, university and professional recruiting. Kennedy-King College's athletic program is a member of the National Junior Collegiate Athletic Association (NJCAA) Region IV at the Division I level. The sports teams consist of men and women's basketball, soccer, and men's wrestling. Statesmen athletic teams play national schedules and have achieved rankings as major powers. The Intramural Program offers young men and women the opportunity to manage, officiate, direct, and participate in physical activities. Intramural activities include basketball, volleyball and weight training.

VETERANS' AFFAIRS SERVICES

Kennedy-King College is approved by the Illinois Department of Veterans' Affairs, State Approving Agency. For additional information relating to DVA administered programs, please contact the Financial Aid Office



SAFETY AND SECURITY

Security

Kennedy-King College has an obligation to provide a safe environment, free from violence, and threats of violence where civility is valued. The College continually strives to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property.

Student ID Cards

Every student is required to wear an official Kennedy-King College identification card at all times and must relinquish it upon request of any member of the faculty, staff, administration, and security officers.

Drug and Alcohol Free Campus

Students are expected to behave in a manner appropriate to a place of study and learning. The following kinds of behavior are contrary to those expectations and will be cause for college disciplinary action:

- Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
- Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.

Smoke-Free Campus

In accordance with the Illinois Clean Indoor Air Act, and in recognition of the U.S. Surgeon General's Report indicating that secondary smoke (smoke that exists in the air because of a smoker nearby) is hazardous to the health of non-smokers, smoking is prohibited in all campus buildings.

Information Technology Policy

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. Students must respect the rights of others and must abide by the licenses and other contractual and legal obligations which makes technology resources available to all. In addition, all students have a responsibility to help maintain a secure technology network that can be shared by everyone.

General Education Requirements for Associate Degrees

Kennedy-King College offers the following degree programs: Associate in Arts (AA), Associate in Science (AS), Associate in General Studies (AGS), and Associate in Applied Science (AAS).

Illinois Articulation Initiative General Education Core Curriculum

The City Colleges of Chicago is an active participant in the statewide Illinois Articulation Initiative (IAI). The mission of the IAI is to facilitate transfer for students among Illinois colleges and universities. See page 50 for the IAI Model for CCC Transfer Degrees and General Education.

(0210) Associate in Arts (AA) Degree

Minimum 62 semester hours

GENERAL EDUCATION REQUIREMENTS

(Minimum 38 semester hours)

I. COMMUNICATION

Minimum 9 semester hours

English 101; English 102; Speech 101

II. MATHEMATICS

Minimum 4 semester hours

Any IAI approved general education math (Math 118 or above)

Mathematics 118, 122, 125, 135, 204, 207, 208, 209

III. PHYSICAL and LIFE SCIENCES

Minimum 7 semester hours

One course in Biology or Botany or Microbiology or Zoology; and
One course in Astronomy or Chemistry or Geology or Physical Science or Physics;
Minimum: one lab course from either Physical or Life Sciences is required.

Astronomy - Any IAI approved Gen Ed course

Biology - Biology 114, 115, 242, Any IAI approved Gen Ed course

Botany - Botany 201, Any IAI approved Gen Ed course

Chemistry - Chemistry 121, 201, Any IAI approved Gen Ed course

Environmental Science - Environmental Technology 107, Any IAI approved Gen Ed course

Geology - Any IAI approved Gen Ed course

Microbiology - Any IAI approved course

Oceanography - Any IAI approved course

Physical Science - Physical Science 101, 111, 112, Any IAI approved Gen Ed course

Physics - Physics 231, Any IAI approved Gen Ed course

Zoology - Zoology 201, Any IAI approved course

IV. HUMANITIES

Minimum 9 semester hours

At least one course in the Humanities - Group A (IAI approved), and one course in Fine Arts - Group B (IAI approved). An additional course must be selected from either area.

Group A*

Comparative Religion 101, 102, 103, 106**, 107**

Humanities 201, 202, 205, 207, 210, 212**

Literature 110, 111, 112, 113, 116, 117, 119, 121**, 150**, 211

Philosophy 105, 106, 107, 108

Spanish 104

Group B

Art - Any IAI approved course

Fine Arts 107, 108

Music 121, 223

Theater Arts 131, 134

* Some courses under Humanities may satisfy both Humanities (Group A) and Fine Arts (Group B)

V. SOCIAL/BEHAVIORAL SCIENCE

Minimum 9 semester hours

Anthropology 201**, 202**, Any IAI approved course

Economics 201, 202, Any IAI approved course

Geography 101**, 102**, Any IAI approved course

History 111, 112, 141**, 142**, 215**, 243**, 247**, 248**, Any IAI approved course

Political Science 201, 203, 204**, Any IAI approved course

Psychology 201, 207, 211, 214, 222, Any IAI approved course

Social Science 101,102, Any IAI approved course

Sociology 201, 203, 205, Any IAI approved course

** 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.



(0211) Associate in Science (AS) Degree

Minimum 64 semester hours

GENERAL EDUCATION REQUIREMENTS

(Minimum 39 semester hours)

I. COMMUNICATION

Minimum 9 semester hours

English 101; English 102; Speech 101

II. MATHEMATICS

Minimum 5 semester hours

Mathematics 207 or above

III. PHYSICAL and LIFE SCIENCES

Minimum 7 semester hours

Two courses, one of which must be a laboratory course:

One course in Biology or Botany or Microbiology or Zoology; and

One course in Astronomy or Chemistry or Geology or Physical Science or Physics

Astronomy - Any IAI approved Gen Ed course

Biology - Biology 114, 115, 242, Any IAI approved Gen Ed course

Botany - Botany 201, Any IAI approved Gen Ed course

Chemistry - Chemistry 121, 201, Any IAI approved Gen Ed course

Geology - Any IAI approved Gen Ed course

Microbiology - Any IAI approved course

Physical Science - Physical Science 101, 111, 112, Any IAI approved Gen Ed course

Physics - Physics 231, Any IAI approved Gen Ed course

Zoology - Zoology 201, Any IAI approved Gen Ed course

IV. HUMANITIES

Minimum 9 semester hours

At least one course in the Humanities - Group A (IAI approved), and one course in Fine Arts - Group B (IAI approved). An additional course must be selected from either area.

Group A*

Comparative Religion 101, 102, 103, 106**, 107**

Humanities 201, 202, 205, 207, 210, 212**

Literature 110, 111, 112, 113, 116, 117, 119, 121**, 150**, 211

Philosophy 105, 106, 107, 108

Spanish 104

Group B

Art - Any IAI approved course

Fine Arts 107, 108;

Music 121, 223

Theater Arts 131, 134

* Some courses under Humanities may satisfy both Humanities (Group A) and Fine Arts (Group B)

V. SOCIAL/BEHAVIORAL SCIENCE

Minimum 9 semester hours

Anthropology 201**, 202**
Economics 201, 202
Geography 101**, 102**
History 111, 112, 141**, 142**, 215**, 243**, 247**, 248**
Political Science 201, 203, 204**
Psychology 201, 207, 211, 214, 222
Social Science 101, 102
Sociology 201, 203, 205
No more than two courses from any one discipline

MATH/SCIENCE Requirement

Minimum 14 semester hours

Additional hours in Mathematics, Physical/Life Sciences
Mathematics - IAI approved course 208 and above
Biology - Any IAI approved course 122 and above
Botany IAI approved course 201
Microbiology - IAI approved course 233
Zoology - IAI approved course 211
Astronomy - IAI approved course 201
Chemistry - IAI approved course 201
Geology - IAI approved course 201
Physics - IAI approved course 231

ELECTIVES

Minimum 11 semester 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.



(0203) Associate in General Studies (AGS) Degree

Minimum 60 semester hours

GENERAL EDUCATION REQUIREMENTS for the AGS Degree

(Minimum 15 semester hours)

- I. Communication** **3 semester hours**
English 101 Mandatory
- II. Mathematics** **3-4 semester hours**
Math 118 or above
- III. Physical and Life Sciences** **3-4 semester hours**
Any course in biology, microbiology, botany, zoology, astronomy, chemistry, physical science, or physics
- IV. Humanities** **3 semester hours**
Any course in humanities, literature, philosophy, fine arts, Music appreciation (Music 121), Art Appreciation (Art 103), or foreign language course 104 or above
- V. Social and Behavioral Science** **3 semester hours**
Any course in anthropology, economics, geography, history, political science, psychology, social science, or sociology



Associate in Applied Science (AAS) Degree

Minimum from 60 semester hours (depending on program)

GENERAL EDUCATION REQUIREMENTS for the AAS degree

(Minimum 15 semester hours)

I. Communication

3 semester hours

English 101 (mandatory)

II. Mathematics

3-4 semester hours

College-level mathematics

III. Physical and Life Sciences

3-4 semester hours

Any course in biology, microbiology, botany, zoology, astronomy, chemistry, physical science, or physics

IV. Humanities

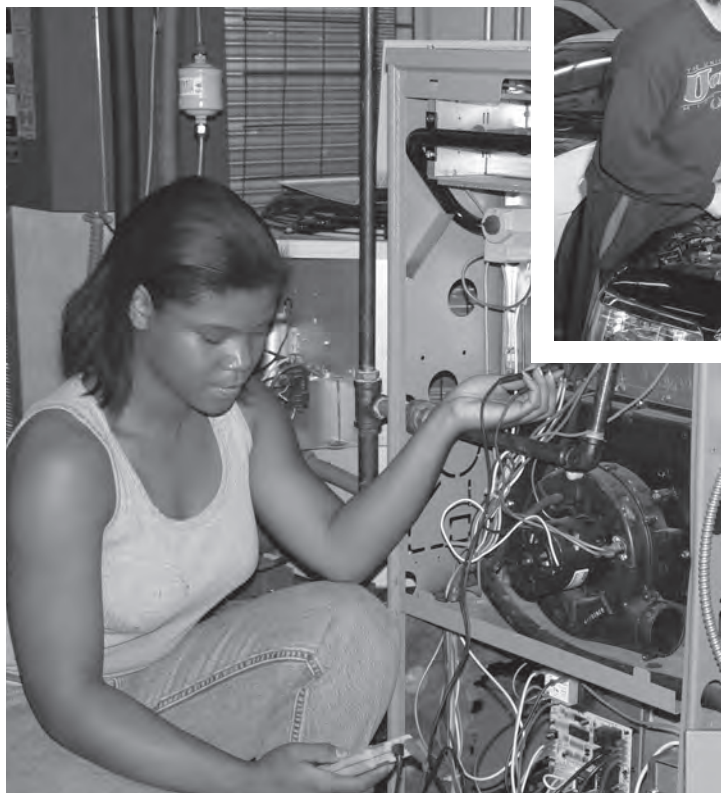
3 semester hours

Any course in humanities, literature, philosophy, fine arts, Music Appreciation (Music 121), Art Appreciation (Art 103), or foreign language course 104 or above

V. Social and Behavioral Science

3 semester hours

Any course in anthropology, economics, geography, history, political science, psychology, social science, or sociology



Illinois Articulation Initiative

(Model for CCC Transfer Degrees and General Education)

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

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

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

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

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

Uniform CCC Transfer Degree Requirements

Associate in Arts: 62 hours*

38 hours of General Education
24 hours of additional graduation requirements, electives, and concentration area requirements

Associate in Science: 64 hours*

39 hours of General Education
25 hours of additional graduation requirements, electives, and concentration area requirements

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

- 9 hours of **Communication** (English 101, English 102, and Speech 101)
- 4-6 hours of **Mathematics**
- 9 hours of **Social Sciences** (no more than 2 courses from any one discipline)
- 9 hours of **Humanities and Fine Arts** (one course from Humanities, one course from Fine Arts and one additional course from either Humanities or Fine Arts)
Note: Humanities includes Humanities, Philosophy, Literature, Religion, and Foreign Language 104 and above. The Fine Arts category does not allow studio art courses.)
- 7-8 hours of **Science** (one course each from the physical and life sciences at least one of which must be a lab course)

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

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

*These represent minimum hours for graduation.

KKC Transfer Courses and Majors

Approved General Education Courses for Kennedy-King College Illinois Articulation Initiative

IAI Course No	CCC Dept/Course No	Course Title
COMMUNICATION		
C1 900	English 101	Composition
C1 901R	English 102	Composition
C2 900	Speech 101	Fundamentals of Speech Communication
MATHEMATICS		
M1 904	Mathematics 118	General Education Mathematics
M1 903	Mathematics 122	Mathematics for Elementary School Teachers II
M1 902	Mathematics 125	Introductory Statistics
M1 906	Mathematics 135	Finite Mathematics
M1 900	Mathematics 204	Calculus for Business and Social Science
M1 900	Mathematics 207	Calculus and Analytical Geometry I
M1 900	Mathematics 208	Calculus and Analytical Geometry II
M1 900	Mathematics 209	Calculus and Analytical Geometry III
PHYSICAL AND LIFE SCIENCES		
L1 900L	Biology 114	General Course Biology
L1 904L	Biology 115	Human Biology
L1 907	Biology 242	Evolution
L1 901L	Botany 201	General Botany I
P1 902L	Chemistry 121	Basic Chemistry I
P1 902L	Chemistry 201	General Chemistry
P1 908	Environmental Technology 107	Environmental Geology
P9 900	Physical Science 101	Physical Science – General
P9 900L	Physical Science 111	General Physical Science I
P9 900L	Physical Science 112	General Physical Science II
P1 900L	Physics 231	General Physics I
P2 900L	Physics 235	Engineering Physics I
L1 902L	Zoology 201	General

IAI Course No	CCC Dept/Course No	Course Title
HUMANITIES AND FINE ARTS		
F2 901	Fine Arts 107	History of Architecture, Painting and Sculpture I
F2 902	Fine Arts 108	History of Architecture, Painting and Sculpture II
HF 900	Humanities 201	General Course I, Humanities
HF 901	Humanities 202	General Course II, Humanities
H3 906	Humanities 205	World Literature I
H3 907	Humanities 207	The Great Books
H9 901	Humanities 210	Comparative Mythology
HF 904N	Humanities 212	Non-Western Humanities
H3 900	Literature 110	Introduction to Literature
H3 903	Literature 111	Poetry
H3 902	Literature 112	Drama
H3 901	Literature 113	Fiction
H3 914	Literature 116	American Literature: Colonial Period to Civil War
H3 915	Literature 117	American Literature: Civil War to 20th Century
H3 913	Literature 119	English Literature: From Romantic Revival to 20th Century
H3 910D	Literature 121	Contemporary African-American Literature
H3 911D	Literature 150	Women's Literature
H3 905	Literature 211	Shakespeare
F1 900	Music 121	Introduction to Music
F1 901	Music 223	Music History to 1750
H4 906	Philosophy 105	Logic
H4 900	Philosophy 106	Introduction to Philosophy
H4 904	Philosophy 107	Ethics
H4 905	Philosophy 108	Philosophy of Religions
H5 900	Comparative Religion 101	Introduction to Religion
H5 901	Comparative Religion 102	The Bible: Old Testament
H5 901	Comparative Religion 103	The Bible: New Testament
H5 904N	Comparative Religion 106	Comparative Religions I
H5 904N	Comparative Religion 107	Comparative Religions II
H1 900	Spanish 104	Spanish IV
F1 907	Theater Arts 131	Introduction to Theater
F1 907	Theater Arts 134	Theater in the Modern World
SOCIAL AND BEHAVIORAL SCIENCES		
S1 901N	Anthropology 202	Cultural Anthropology
S3 901	Economics 201	Principles of Economics I
S3 902	Economics 202	Principles of Economics II
S4 900N	Geography 101	World Geography
S4 903N	Geography 102	Economic Geography
S2 900	History 111	History of the American People to 1865
S2 901	History 112	History of the American People from 1865
S2 912N	History 141	History of World Civilization to 1500
S2 913N	History 142	History of World Civilization from 1500
S2 910N	History 215	History of Latin America
S2 909N	History 243	Far East in the Modern World

IAI Course No	CCC Dept/Course No	Course Title
SOCIAL AND BEHAVIORAL SCIENCES (continued)		
S2 907N	History 248	African History: Modern Period
S5 900	Political Science 201	National Government
S5 905	Political Science 203	Comparative Government
S5 904N	Political Science 204	International Relations
S6 900	Psychology 201	General Psychology
S6 903	Psychology 207	Child Psychology
S8 900	Psychology 211	Social Psychology
S6 904	Psychology 214	Adolescent Psychology
S6 905	Psychology 222	Adult Aging and Development
S9 900	Social Science 101	General Course I, Social Science
S9 901	Social Science 102	General Course II, Social Science
S7 900	Sociology 201	Introduction to the Study of Society
S7 902	Sociology 203	Marriage and the Family
S7 901	Sociology 205	Social Problems

D = Courses designed to examine aspects of human diversity within the United States
N = Courses designed to examine aspects of human diversity from a non-Western perspective
L = Lab

Illinois Articulation Initiative

Kennedy-King College

Approved Majors

Kennedy-King College participates in the following 17 IAI Majors

Art (ART)	Elementary Education (EED)
Biology (BIO)	Engineering (EGR)
Business (BUS)	Mass Communication (MC)
Chemistry (CHM)	Music (MUS)
Criminal Justice (CRJ)	Nursing (NUR)
Computer Science (CS)	Political Science (PLS)
Early Childhood Education (ECE)	Psychology (PSY)
Education (EDU)	Theater Arts (TA)

(0210) Associate in Arts (AA) Degree

Minimum 62 credit hours

The Associate in Arts Degree prepares students for transfer to a four-year college or university. Emphasis is placed upon the communications, social sciences, humanities, and professional fields. Students who plan to transfer to a four-year college are urged to consult a Kennedy-King College Transfer Center Advisor, College Advisor, or Faculty Advisor.

AFRICAN-AMERICAN STUDIES (Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Involves students in an examination of past and present factors that affect the African-American experience. Permits students to transfer to a four-year college or university as a major in African-American Studies within the Humanities, Fine Arts, Social Sciences, or Literature disciplines.

General Education Requirements for the AA degree (Minimum 38 credit hours) See pages 44-45

Recommended Concentration Courses for the AA degree

Humanities 215 - The Art and Philosophy of the African Continent.....	3
Literature 121 - Contemporary Afro-American Literature	3
Political Science 211 - Analysis of White Racism or Sociology 209 - The Black Man in the United States.....	3
History 114 - The Afro-American in American History	3
History 247 - African History to Colonial Period or History 248 - African History Modern Period.....	3

ART

(Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Two years of study in fine arts and design for students who wish to transfer to a four-year college or university as art majors. Students concentrating in Art must take Fine Arts 107 and 108 as part of their general education Humanities requirement.

General Education Requirements for the AA degree (Minimum 38 credit hours) See pages 44-45

Recommended Concentration Courses for the AA degree

Art 131 - General Drawing.....	4
Art 144 - Two Dimensional Design	3
Fine Arts 107 - History of Architecture, Painting, and Sculpture I	3
Art 145 - Three Dimensional Design	3
Art 166 - Oil Painting Techniques	3
Fine Arts 108 - History of Architecture, Painting, and Sculpture II	3
Art 142 - Figure Drawing and Composition	3
Art 167 - Advanced Oil Painting Techniques..	2
Art 163 - Water Color Painting.....	2
Art elective**	2

** Art electives may be chosen from: Art 115, 116, 141, 143, 150, 196, 197, and 200.



**BUSINESS ADMINISTRATION -
GENERAL BUSINESS (Area of
Concentration for the Associate in Arts
Degree) Minimum 62 credit hours**

Study of basic business administration for students who intend to transfer to a four-year college or university, or can lead to employment in management positions in business, industry or government, such as accounting, economics, finance, labor economics, marketing, personnel management.

**General Education Requirements for the
AA degree (Minimum 38 credit hours)
See pages 44-45**

*Recommended Concentration Courses for
the AA degree*

Business 111 - Introduction to Business.....	3
Business 181 - Financial Accounting.....	4
Business 182 - Managerial Accounting	4
Computer Information Systems 120 - Introduction to Microcomputers.....	3
Business 211 - Business Law I.....	3

**COMPUTER INFORMATION SYSTEMS
(Area of Concentration for the Associate
in Arts Degree)
Minimum 62 credit hours**

Study of general education basic skills along with more in-depth study in computer information systems, which leads to transfer to the four-year institution.

**General Education Requirements for the
AA degree (Minimum 38 credit hours)
See pages 44-45**

*Recommended Concentration Courses for
the AA degree*

Computer Information Systems 101 - Introduction to CIS or Advanced elective .	3
Computer Information Systems 250 - Introduction to Systems.....	3
Computer Information Systems electives**	9
Business 181 - Financial Accounting.....	4
Business 182 - Managerial Accounting	4

** Computer Information Systems electives should be chosen from the following recommended courses: CIS 102, 120, 135, 142, 203, 235, 242.



ENGLISH

(Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Sequence of courses recommended for students planning to transfer to a four-year institution to pursue a bachelor's degree in English.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

General Education Area IV - Humanities

Choose:

Literature 110 - Introduction to Literature.....3

Recommended Concentration Courses

English 201 - Advanced Composition.....3

English 241 - Creative Writing 3

Recommended Elective Courses

English 105 - Business Writing.....3

English 107 - Report Writing.....3

English 151 - News Reporting and Writing.....3

Literature 121 - Contemporary
African American Literature3

FINE ARTS

(Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Recommended sequence of courses for students planning to transfer to a four-year institution to pursue a bachelor's degree in Fine Arts.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Fine Arts 103 - Theater Arts.....3

Fine Arts 106 - African Art.....2

Fine Arts 107 - History of Architecture,
Painting, and Sculpture I3

Fine Arts 108 - History of Architecture,
Painting, and Sculpture II3

Art 103 - Art Appreciation.....3

Music 121 - Introduction to Music3



FOREIGN LANGUAGE
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Study of modern foreign languages for students who intend to transfer to a four-year college or university. This specialization can lead to employment in government positions here and abroad, library work, international business firms and organizations, or teaching foreign languages.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Recommended Concentration and Elective Courses

Foreign Language 101 - First Course.....	4
Foreign Language 102 - Second Course	4
Foreign Language 103 - Third Course	4
Foreign Language 104 - Fourth Course	4

HISTORY
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Sequence of courses recommended for students planning to transfer to a four-year institution to pursue a bachelor's degree in History.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

History 111 - History of the American People to 1865.....	3
History 112 - History of the American People from 1865.....	3
History 141 - The History of World Civilization to 1500.....	3
History 247 - African History to Colonial Period	3
History electives	6

HUMANITIES

(Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Provides students intending to transfer to a four-year institution with two years of concentrated course work in Humanities.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Humanities 201 - General Course I.....	3
Humanities 202 - General Course II.....	3
Humanities electives	6
Fine Arts elective.....	3

JOURNALISM

(Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Two years of study in news writing and reporting techniques for students who intend to transfer to a four-year college or university. Can lead to career in newspaper, radio, television, or magazine writing; in publishing; public relations or public information.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

English 150 - College Newspaper	1
English 151 - News Reporting and Writing	3
English 152 - Introduction to Mass Communications	3
CIS 120 - Introduction to Microcomputers.....	3

LITERATURE

(Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Sequence of courses recommended for students planning to transfer to a four-year institution to pursue a bachelor's degree in literature.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Literature 110 - Introduction to Literature.....	3
Literature electives	6
English 241 - Creative Writing	3



MEDIA COMMUNICATIONS
(Area of Concentration for the Associate
in Arts Degree)
Minimum 62 Credit hours

Covers aspects of the Communication Industry related to Audio/Video/Internet/Production (AVIP), Media Sales and Marketing and Journalism. The Associate in Arts degree with concentrations in Audio/Video/Internet/Production (AVIP), Sales and Marketing, and Journalism prepares students for entry level positions in related fields and for possible transfer to a four-year institution.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Students may choose from three Concentrations:

Audio/Video/Internet/Production (AVIP)

Recommended Concentration courses for the AA degree

Speech 104 - Group Communications3
 Business 214 - Legal and Social Environment of Business.....3
 Media Communications 145 - Introduction to Media Communications.....3
 Media Communications - Introduction to Interactive Media *3
 Media Communications 221 - Radio Production I3
 Media Communications 231 - TV Production I3
 Media Communications 203 - Broadcast Writing3

Journalism

Recommended Concentration Courses for the AA degree

English 150 - College Newspaper1
 (May be repeated for a maximum 4 credit hours)
 English 151 - New Reporting and Writing.....3
 English 152 - Introduction to Mass Communication3
 English 153 - Journalism3
 Media Communications Introduction to Interactive Media *3
 Media Communications 203 - Broadcast Writing3

Media Sales and Marketing

Recommended Concentration Courses for the AA degree

Business 237 - Selling3
 Business 231 - Principles of Marketing3
 Business 236 - Advertising3
 Media Communications 260 - Media Sales and Marketing.....3
 Speech 102 - Public Speaking3
 English 105 - Business Writing.....3
 English 107 - Report Writing.....3
 Business 214 - Legal and Social Environment of Business.....3

* **Newly developed course**

MUSIC

(Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Study of basic music theory, composition and performance for the student who intends to transfer to a four-year college or university. This specialization can lead to employment as professional musician, teacher of music, composer or arranger for music groups or studios.

General Education Requirements for the AA degree (Minimum 38 credit hours)

See pages 44-45

Recommended Concentration Courses for the AA degree

Music 102 - Music Theory I	3
Music 103 - Music Theory II	3
Music 105 - Piano I.....	2
Music 106 - Piano II.....	2
Music 111 - Aural and Keyboard Skills I	2
Music 115 - Woodwind Class or Music 117 - Brass Class or Music 119 - Percussion Class	2
Music 131 - Chorus.....	1
Music 135 - Instrumental Ensembles	1
Music elective courses	5-9

PHILOSOPHY

(Area of Concentration for the Associate in Arts Degree)

Minimum 62 credit hours

Recommended sequence of courses for students planning to transfer to a four-year institution to pursue a bachelor's degree in Philosophy.

General Education Requirements for the AA degree (Minimum 38 credit hours)

See pages 44-45

Recommended Concentration Courses for the AA degree

Philosophy 105 - Logic	3
Philosophy 106 - Introduction to Philosophy.....	3
Philosophy 107 - Ethics or Philosophy 108 - World Religions	3
Philosophy 107 - Ethics or Philosophy 108 - World Religions	3

PHYSICAL EDUCATION
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Study of physical education and liberal arts courses for the student who intends to transfer to a four-year college or university. This specialization can lead to employment as teacher of physical education or supervisory positions in public or private recreation facilities and clubs.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Physical Education 200 - Introduction to Physical Education	2
Physical Education course or elective	6
Health 250 - Health Education	3

POLITICAL SCIENCE
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Recommended sequence of courses for students planning to transfer to a four-year institution to pursue a bachelor's degree in Political Science.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Political Science 201 - The National Government	3
Political Science 203 - Comparative Government	3
Political Science 204 - International Relations	3
Economics 201 - Principles of Economics I	3

PSYCHOLOGY
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Recommended courses for students planning to transfer to a four-year institution to pursue a bachelor's degree in Psychology.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Psychology 201 - General Psychology	3
Psychology 213 - Abnormal Psychology	3
Psychology electives	6

SOCIAL WORK
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Basic liberal arts and introductory courses for students who intend to transfer to a four-year college or school of social work in preparation for careers in social service as counselors or caseworkers.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Social Service 101 - Introduction to Social Work	3
Social Service 201 - Principles of Social Work Practice	3
Sociology elective.....	3
Economics 201 - Principles of Economics I.....	3
Political Science 201 - National Government.....	3

SOCIOLOGY
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Sequence of courses recommended for students planning to transfer to a four-year institution to pursue a bachelor's degree in Sociology.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

Sociology 201 - Introduction to the Study of Society	3
Sociology 203 - Marriage and the Family	3
Sociology 205 - Social Problems	3
Math 125 - Introduction to Statistics	4
Psychology 201 - General Psychology	3
Sociology elective.....	3

SPEECH AND DRAMA
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Study of speech, drama and humanities for students who intend to transfer to a four-year college or university; can lead to employment in theater, education, sales, a variety of positions in business, industry or government.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

- Speech 102 - Public Speaking or
- Speech 104 - Group Communication3
- Speech 131 - Introduction to the Theater or Theater 131 - Introduction to the Theater3
- Speech, Theatre or Dramatic Literature electives9

TEACHING - ELEMENTARY EDUCATION
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

Study of basic education and liberal arts courses for the student who intends to transfer to a four-year college or university.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

Recommended Concentration Courses for the AA degree

- Child Development 101 - Human Growth and Development4
- Geography 101 - World Geography3
- Health 250 - Health Education3
- History 112 - History of the American People from 18653

Mathematics 122** - Mathematics for Elementary Teachers II4

Psychology 201 - General Psychology3

** Students must complete all prerequisites courses for Math 122

TEACHING - HIGH SCHOOL EDUCATION
(Area of Concentration for the Associate in Arts Degree)
Minimum 62 credit hours

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, English, Foreign Languages, Mathematics, Music, Physical Science, Physics, Social Science, Speech or Drama.

General Education Requirements for the AA degree (Minimum 38 credit hours)
See pages 44-45

(0211) Associate in Science AS Degree

Minimum 64 semester hours

The Associate in Science Degree prepares students for transfer to a four-year college or university. Emphasis is placed upon the Science and Mathematics related fields, such as Biology, Chemistry and Chemical Engineering, Engineering, Mathematics and Physics. Students who plan to transfer to a four-year college are urged to consult a Kennedy-King College Transfer Center Advisor, College Advisor, or their Faculty Advisor.

BIOLOGICAL SCIENCES/BIOMEDICAL SCIENCE

(Area of Concentration for the Associate in Science Degree)

Minimum 64 credit hours

A study of the basic Biological Sciences and liberal arts for the student who intends to transfer to a four-year college or university to pursue a major or minor in Biology and/or to pursue a career in Medicine, Dentistry, Optometry, Podiatry, Osteopathy, Veterinary Medicine, or Clinical Laboratory Technician.

General Education Requirements for the AS degree (Minimum 39 credit hours)

See pages 46-47

Additional hours in Mathematics, Physical/Life Sciences for the AS degree (Minimum 14 Credit hours)

General Education Area V - Natural Sciences

Choose:

Chemistry 201 - General Chemistry I.....5

Recommended Concentration Courses for the AS degree

Biology 121 - General Course I with Laboratory5

Biology 122 - General Course II with Laboratory5

Biology 226 - Human Structure and Function I.....4

Biology 227 - Human Structure and Function II4

Microbiology 233 - Microbiology.....4

Pre-optometry students and those preparing for careers as opticians are advised to take Physics 233 in addition to the above courses.

HEALTH SCIENCES

(Area of Concentration for the Associate in Science Degree)

Minimum 64 credit hours

A study of the basic Biological Sciences and liberal arts for the student who intends to transfer to a four-year college or university to pursue a major or minor in Biology and to pursue a career in Dietetics, Medical Records Administration, Occupational Therapy, Physical Therapy, Radiation Therapy, or Pre-Mortuary Science.

General Education Requirements for the AS degree (Minimum 39 credit hours)
See pages 46-47

Additional hours in Mathematics, Physical/Life Sciences for the AS degree (Minimum 14 Credit hours)

General Education Area V - Natural Sciences

Choose:

Chemistry 201 - General Chemistry I.....5

Recommended Concentration Courses for the AS degree

Biology 121 - General Course I with Laboratory5

Biology 122 - General Course II with Laboratory5

Biology 226 - Human Structure and Function I.....4

Biology 227 - Human Structure and Function II4

Chemistry 203 - General Chemistry II.....4

Microbiology 233 - General Microbiology.....4

Dietetics and Medical Records Administration students are advised to elect Computer Information Systems 120. Physical Therapy and Radiation Therapy students are advised to take Physics 132, Occupational Therapy students should elect Psychology 207, 211, 213 or 215.

PHARMACY

(Area of Concentration for the Associate in Science Degree)

Minimum 64 credit hours

A study of the basic Sciences and liberal arts for the student who intends to transfer to a four-year college or university to pursue a career in Pharmacy.

General Education Requirements for the AS degree (Minimum 39 credit hours)
See pages 46-47

Additional hours in Mathematics, Physical/Life Sciences for the AS degree (Minimum 14 Credit hours)

General Education Area V - Natural Sciences

Choose:

Chemistry 201 - General Chemistry I.....5

Recommended Concentration Courses for the AS degree

Biology 226 - Human Structure and Function I.....4

Chemistry 205 - Organic Chemistry I.....6

Physics 231 - General Physics I - Mechanics and Wave Motion4

Physics 220 - Physics Calculations and Practice2

Chemistry 207 - Organic Chemistry II5

Physics 232 - General Physics II - Electricity and Magnetism.....4

CHEMISTRY/PHYSICS
(Area of Concentration for the Associate in Science Degree)
Minimum 64 credit hours

Intended for students who will transfer to a four-year college or university as a major in Chemistry, Physics, or another of the Physical Sciences.

General Education Requirements for the AS degree (Minimum 39 credit hours)
See pages 46-47

Additional hours in Mathematics, Physical/Life Sciences for the AS degree (Minimum 14 Credit hours)

General Education Area V - Natural Sciences

Choose:

Chemistry 201 - General Chemistry I.....5

Recommended Concentration Courses for the AS degree

Chemistry 203 - General Chemistry II.....4

Chemistry 205 - Organic Chemistry I.....6

Physics 235 - Engineering Physics I4

Physics 224 - Physics Calculations and Practice2

Physics 236 - Engineering Physics II4

Physics 237 - Engineering Physics III**4

** Chemistry 207 may be substituted for Physics 237.

MATHEMATICS
(Area of Concentration for the Associate in Science Degree)
Minimum 64 credit hours

Intended for students who will transfer to a four-year college as a major in Mathematics or a related field.

General Education Requirements for the AS degree (Minimum 39 credit hours)
See pages 46-47

Additional hours in Mathematics, Physical/Life Sciences for the AS degree (Minimum 14 Credit hours)

Recommended Concentration Courses for the AS degree

Mathematics 208 - Calculus and Analytic Geometry II.....5

Mathematics 209 - Calculus and Analytic Geometry II or above..... 3-5

Mathematics elective**9-12

** Mathematics electives may be chosen from: Mathematics 125, 135,140, 141, 146, 210, 212

(0203) ASSOCIATE IN GENERAL STUDIES (AGS) DEGREE

Minimum 60 semester hours

The Associate in General Studies Degree (AGS) is designed for students who are interested in a broad range general program, or are undecided upon future educational or career goals. The program places emphasis upon the exploration of knowledge through the study of a variety of subject offerings without concentrating on any particular area of study.

The Associate in General Studies Degree is not considered a transfer or a career degree. Some four-year colleges and universities may accept credit earned toward the A.G.S. Degree. However, no articulation agreements or guaranteed Junior-level status have been established. Students planning to transfer to a baccalaureate program at 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.

The program requires the successful completion, with a minimum of an overall C (2.00) grade point average, of a minimum of 60 semester hours. All courses submitted for graduation must be numbered 101 or higher.

**General Education Requirements for the
AGS degree (Minimum 15 credit hours)
See page 48**

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

The Associate in Applied Science Degree prepares students for career entry immediately upon completion of the degree, and as such, is not considered a transfer degree program. Some four - year colleges and universities will take course work pursued for an AAS Degree toward similar majors of concentration, but no articulation agreements for guaranteed Junior-level status have been established.

Emphasis in the Associate in Applied Science Degree program is placed upon the specialized skills that prepare the individual for employment at the professional/technical level. The program requires the successful completion, with a minimum of an overall C (2.00) grade point average, of a minimum of 60 semester hours (depending on program selected). All courses submitted for graduation must be numbered 101 or higher; students transferring to Kennedy-King College from other institutions of higher education must earn a minimum of 15 semester hours in residence before they are eligible to receive an Associate in Applied Science Degree. In addition, the School Code of Illinois states that students planning to graduate from Kennedy-King College must receive a passing grade on a special examination on the Constitution of the United States, the Constitution of the State of Illinois, the Code of the American Flag, and the Declaration of Independence. This requirement also can be met by proof, on an official transcript, of successful completion of the Constitution examination for high school graduation, or the completion of Political Science 201, with a grade of C or higher.

General Education Requirements for the AAS degree (Minimum 15 semester hours) See page 49

The general education component enables students to understand and appreciate their culture and environment; to develop a system of personal values that lead to civic and social responsibility; and to attain skills in communication, computation, and thinking necessary for future growth as learners and productive members of society.

Specialized and Electives Courses

Courses selected depend on the career program. Students should consult with a college advisor or an academic advisor in the department office.

CERTIFICATES

Certificates for studies within the Associate in Applied Science Degree programs are awarded upon successful (a grade of "C" or better) completion of clusters of courses designed to give the student a certain level of skill and/or knowledge.

Credit earned in completing a Certificate may be applied to related Associate in Applied Science Degree programs.

AC Advanced Certificate

30-59 Credit Hours

BC Basic Certificate

1-29 credit hours

EDUCATIONAL GUARANTEES

The City Colleges of Chicago has approved implementation effective Fall Semester 1996 of educational guarantees for occupational programs. The City Colleges of Chicago will provide an employed graduate of an Occupational Program (AAS, Advanced Certificate or Basic Certificate) up to nine additional, post graduation credit hours or the equivalent at no charge for tuition and specified fees. The Educational Guarantee applies to graduates who lack the skills consistent with the position for which their AAS degree or certificate is a requirement of employment. Graduates may apply for an educational guarantee through a written notice to the Office of the Vice President. The skills deficiency must be certified in writing by the employer within 90 days of initial employment. The Office of the President is responsible for the final approval of the graduate's retraining plan. Please refer to the Student Policy Manual for specific conditions and procedures guiding the Occupational Program Educational Guarantee.

ACCOUNTING - 001 Associate in Applied Science Degree (60 credit hours)

Study of basic business and accounting skills; can lead to employment as junior member of accounting staff, estimator, credit analyst, budget accountant, bank teller in public or private firms and organizations.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

Required Courses

Business 181 - Financial Accounting.....	4
Business 182 - Managerial Accounting	4
Business 205 - Intermediate Accounting I.....	3
Business 204 - Computer Applications for Intermediate Accounting.....	1
Business 208 - Federal Income Tax.....	3

Additional required Accounting courses:

Business 206 - Auditing (or other approved course).....	3
Business 250 - Computerized Accounting Systems.....	3

Other required Business courses:

Business 111 - Introduction to Business.....	3
Business 211 - Business Law I or Business 214 - Legal and Social Environment Business.....	3
Business 241 - Introduction to Finance	3
Business 141 - Business Mathematics (or other appropriate Mathematics course)	3
Computer Information Systems 120 - Introduction to Microcomputers.....	3

Electives

Business 203 - Introductory Cost Accounting	3
Computer Information Systems 123 - Introduction to Spreadsheets on Microcomputers.....	3
Computer Information Systems 145 - Introduction to Database on Microcomputers.....	3

ACCOUNTING - 003 Advanced Certificate (30 credit hours)

Required Courses

Business 111 - Introduction to Business.....	3
Business 181 - Financial Accounting.....	4
Business 182 - Managerial Accounting	4
Business 204 - Computer Applications for Intermediate Accounting.....	1
Business 205 - Intermediate Accounting.....	3
Business 206 - Auditing or Business 250 - Computerized Accounting Systems (or other appropriate Business course)	3
Business 208 - Federal Income Tax.....	3
Business 241 - Introduction to Finance	3

Electives

Business 203 - Introductory Cost Accounting	3
Computer Information Systems 123 - Introduction to Spreadsheets on Microcomputers.....	3
Computer Information Systems 145 - Introduction to Database on Microcomputers.....	3

ACCOUNTING - 002 Basic Certificate (17 credit hours)

Required Courses

Business 181 - Financial Accounting.....	4
Business 182 - Managerial Accounting	4
Business 206 - Auditing or Business 250 - Computerized Accounting Systems (or other appropriate Business course)	3
Computer Information Systems 120 - Introduction to Microcomputers	3

Choose one of the following options:

Option 1:

Business 205 - Intermediate Accounting.....	3
Business 204 - Computer Applications for Intermediate Accounting.....	1

Or

Option 2:

Business 208 - Federal Income Taxes (or other appropriate Business course).....	3
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**ADDICTIONS STUDIES -
344 Associate In Applied Science
Degree (63 credit hours)**

The Addictions Studies program is designed to provide students with education in theory and practice, which promotes optimal development of professional skills. Students completing the program may work in the following settings: social and medical detoxification centers, inpatient and outpatient units, residential programs, mental health agencies, correctional facilities, schools, public and private business and industry. Accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc., (IAODAPCA).

**General Education Requirements for the
AAS degree (Minimum 15 credit hours)
See page 49**

Required Courses

Mental Health 223 - Introduction to Alcoholism and Substance Abuse	3
Mental Health 224 - Principles and Practices in Alcoholism and Substance Abuse	3
Mental Health 230 - Alcoholism, Substance Abuse and the Family: Theory and Treatment	3
Mental Health 231 - Alcoholism, Substance Abuse Treatment of Special Populations .	3
Mental Health 229 - Practicum in Mental Health (2 hr. seminar plus 300 hours in the field).....	6
Social Service 101 - Introduction to Social Work.....	3
Social Service 109 - Report Writing	3
Social Service 201 - Principles of Social Work Practice	3
Social Service 212 - Introduction to Group Process	3

Child Development 101 - Human Growth and Development I	4
Child Development 102 - Human Growth and Development II	3
Psychology 201 - General Psychology	3
Psychology 213 - Abnormal Psychology	3
Take additional Elective Course(s) if needed to meet minimum credit hour requirement for the degree.	

**ADDICTIONS STUDIES -
343 Advanced Certificate
(37 credit hours)**

Required Courses

Mental Health 223 - Introduction to Alcoholism and Substance Abuse	3
Mental Health 224 - Principles and Practices in Alcoholism and Substance Abuse.....	3
Mental Health 230 - Alcoholism, Substance Abuse and the Family: Theory and Treatment	3
Mental Health 231 - Alcoholism and Substance Abuse Treatment of Special Populations	3
Mental Health 229 - Practicum in Mental Health (2 hr. seminar plus 300 hours in the field).....	6
Social Service 101 - Basic Concepts in Social Service	3
Social Service 109 - Report Writing	3
Social Service 201 - Principles of Social Work Practice	3
Social Service 212 - Introduction to Group Process	3
Child Development 101 - Human Growth and Development I	4
Child Development 102 - Human Growth and Development II	3

**ADDICTIONS STUDIES -
345 Basic Certificate (18 credit hours)**

Required Courses

Mental Health 223 - Introduction to Alcoholism and Substance Abuse3

Mental Health 224 - Principles and Practices in Alcoholism and Substance Abuse.....3

Mental Health 230 - Alcoholism, Substance Abuse and the Family: Theory and Treatment3

Mental Health 231 - Alcoholism and Substance Abuse Treatment of Special Populations3

Mental Health 229* - Practicum in Mental Health (2 hr. seminar plus 300 hours in the field).....6

* The Practicum is targeted to students who have already completed social work and developmental psychology courses at another college, university, or are seeking additional clock hours toward certification.

AIR CONDITIONING AND REFRIGERATION - 117 Associate in Applied Science Degree (62 credit hours)

Study of design, selection, maintenance, testing and installation of residential and commercial air conditioning, refrigeration and heating and ventilation systems, plus business skills; can lead to employment as assistant to engineers in industrial or business facility, air conditioning and refrigeration mechanic, furnace installer, oil burner mechanic, gas furnace mechanic with cooling and heating dealers, contractors, utility companies, or to self-employment.

**General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49**

Required Courses

Air Conditioning 101 - Introduction to Air Conditioning I.....3

Air Conditioning 102 - Introduction to Air Conditioning II.....3

Air Conditioning 103 - Duct, Design and Layout.....3

Air Conditioning 104 - Equipment and Systems Controls 3

Air Conditioning 105 - Owner-Contractor Management3

Air Conditioning 120 - Introductory Laboratory.....2

Air Conditioning 150 - Introduction to Refrigeration.....3

Air Conditioning 151 - Commercial Refrigeration3

Air Conditioning 155 - Refrigeration Laboratory2

Air Conditioning 158 - Commercial Refrigeration Laboratory2

Air Conditioning 160 - Introduction to Principles of Heating3

Air Conditioning 165 - Heating Laboratory2

Engineering 115 - Engineering Communications- Blueprint Reading.....3

Mathematics 107 - Mathematics for Technicians I (or advanced mathematics course)5

**Elective Courses (minimum 7 credit hours)
(Recommended)**

Air Conditioning 106 - Sheet Metal 3

Air Conditioning 107 - Welding I3

Air Conditioning 121 - Advanced Laboratory2

Air Conditioning 156 - Domestic Refrigeration Laboratory2

Air Conditioning 204 - Advanced Control Systems3

AIR CONDITIONING AND REFRIGERATION
118 Advanced Certificate (36 credit hours)

Required Courses

Air Conditioning 101 - Introduction to Air Conditioning I.....	3
Air Conditioning 102 - Introduction to Air Conditioning II.....	3
Air Conditioning 103 - Duct, Design and Layout.....	3
Air Conditioning 104 - Equipment and Systems Controls.....	3
Air Conditioning 120 - Introductory Laboratory.....	2
Air Conditioning 150 - Introduction to Refrigeration.....	3
Air Conditioning 151 - Commercial Refrigeration.....	3
Air Conditioning 155 - Refrigeration Laboratory.....	2
Air Conditioning 158 - Commercial Refrigeration Laboratory.....	2
Air Conditioning 160 - Introduction to Principles of Heating.....	3
Air Conditioning 165 - Heating Laboratory.....	2
Engineering 115 - Engineering Communications - Blueprint Reading.....	3
Mathematics 107 - Mathematics for Technicians.....	4

AIR CONDITIONING
153 Commercial Refrigeration - Basic Certificate (17 credit hours)

Required Courses

Air Conditioning 102 - Introduction to Air Conditioning II.....	3
Air Conditioning 105 - Owner-Contractor Management.....	3
Air Conditioning 151 - Commercial Refrigeration.....	3
Air Conditioning 157 - Analysis Laboratory.....	2
Air Conditioning 158 - Commercial Refrigeration Laboratory.....	2
Mathematics 107 - Mathematics for Technicians.....	4

AIR CONDITIONING
177 Domestic Refrigeration - Basic Certificate (17 credit hours)

Required Courses

Air Conditioning 101 - Introduction to Air Conditioning I.....	3
Air Conditioning 102 - Introduction to Air Conditioning II.....	3
Air Conditioning 120 - Introductory Laboratory.....	2
Air Conditioning 150 - Introduction to Refrigeration.....	3
Air Conditioning 155 - Refrigeration Laboratory.....	2
Mathematics 107 - Mathematics for Technicians.....	4

AIR CONDITIONING

178 Heating - Basic Certificate
(18 credit hours)

Required Courses

Air Conditioning 101 - Introduction to Air Conditioning I.....	3
Air Conditioning 103 - Duct, Design and Layout.....	3
Air Conditioning 105 - Owner-Contractor Management	3
Air Conditioning 160 - Introduction to Principles of Heating	3
Air Conditioning 165 - Heating Laboratory	2
Mathematics 107 - Mathematics for Technicians	4



AUTOMOTIVE TECHNOLOGY

125 Associate in Applied Science Degree
(66 credit hours)

Study of modern automotive technology to meet the changing demands of industry. Students will learn the technical skills essential to employment in the field of maintenance technology, auto body care, chassis, diesel, and power train, leading to employment in service, maintenance, and areas of technological specialty such as detailing, auto body paint and refinishing, in addition to management occupations or self-employment. Credits can be transferred to four-year programs in Industrial Engineering Technology in many universities.

**General Education Requirements for the
AAS degree (Minimum 15 credit hours)**
See page 49

Required Courses

Automotive Technology 101 - Intro to Automotive Technology.....	4
Automotive Technology 103 - Engine Concepts	4
Automotive Technology 104 - Electrical Systems and Power Accessories	4
Automotive Technology 105 - Fuel Management I	2
Automotive Technology 109 - Automotive Brakes.....	4
Automotive Technology 205 - Fuel Management II	4
Automotive Technology 206 - Fuel Management III	4
Automotive Technology 209 - Alignment, Suspension and Steering.....	4
Automotive Technology 211 - Garage Management.....	4
Automotive Technology 215 - Automotive Temperature Control Systems	4
Elective Courses (13 credit hours) (Strongly recommended)	
Automotive Technology 204.....	3

AUTOMOTIVE TECHNOLOGY
130 Advanced Certificate (41 credit hours)

Required Courses

Automotive Technology 101 - Intro to Automotive Technology	4
Automotive Technology 103 - Engine Concepts	4
Automotive Technology 104 - Electrical Systems and Power Accessories	4
Automotive Technology 105 - Fuel Management I	2
Automotive Technology 109 - Automotive Brake Systems	4
Automotive Technology 205 - Fuel Management II	4
Automotive Technology 206 - Fuel Management III	4
Automotive Technology 209 - Steering and Suspension Systems.....	4
Automotive Technology 211 - Garage Management	4
Automotive Technology 215 - Automotive Temperature Control Systems.....	4
Cooperative Work Experience 101 - Cooperative Work Exploration	3

AUTOMOTIVE TECHNOLOGY
111 Auto Body Repainting Technology - Basic Certificate (24 credit hours)

Required Courses

Automotive Technology 101 - Introduction to Automotive Technology	4
Automotive Technology 118 - Auto Body Repainting I.....	3
Automotive Technology 119 - Automotive Body Detailing	5
Automotive Technology 211 - Garage Management	4
Automotive Technology 218 - Auto Body Repainting II.....	3
Automotive Technology 220 - Collision Estimating	2
Cooperative Work Experience - Cooperative Work Exploration	3

AUTOMOTIVE TECHNOLOGY
112 Auto Body Reconstruction - Basic Certificate (23 credit hours)

Required Courses

Automotive Technology 101 - Introduction to Automotive Technology	4
Automotive Technology 107 - Automotive Body Welding	4
Automotive Technology 117 - Auto Body Reconstruction I.....	3
Automotive Technology 211 - Garage Management	4
Automotive Technology 217 - Auto Body Reconstruction II.....	3
Automotive Technology 220 - Collision Estimating.....	2
Cooperative Work Experience - Cooperative Work Exploration	3

AUTOMOTIVE TECHNOLOGY
128 Automotive Maintenance -
Basic Certificate (27 credit hours)

Required Courses

Automotive Technology 101 - Intro to Automotive Technology	4
Automotive Technology 104 - Electrical Systems and Power Accessories	4
Automotive Technology 109 - Automotive Brakes	4
Automotive Technology 209 - Steering and Suspension Systems	4
Automotive Technology 211 - Garage Management	4
Automotive Technology 215 - Automotive Temperature Control Systems.....	4
Cooperative Work Experience 101 - Cooperative Work Exploration	3

AUTOMOTIVE TECHNOLOGY
133 Automotive Body Technology -
Advanced Certificate (46 credit hours)

Required Courses

Automotive Technology 101 - Intro to Automotive Technology	4
Automotive Technology 104 - Electrical Systems and Power Accessories.....	4
Automotive Technology 107 - Automotive Welding Applications	4
Automotive Technology 109 - Automotive Brakes	4
Automotive Technology 117 - Auto Body Reconstruction I	3
Automotive Technology 118 - Auto Body Repainting I	3
Automotive Technology 119 - Automotive Detailing	5
Automotive Technology 209 - Steering and Suspension.....	4
Automotive Technology 211 - Auto Garage Management and Customer Relations.....	4
Automotive Technology 217 - Auto Body Reconstruction II	3
Automotive Technology 218 - Auto Body Repainting II	3
Automotive Technology 220 - Automotive Collision Appraisal	2
Cooperative Work Experience 101 - Cooperative Work Exploration	3

AUTOMOTIVE TECHNOLOGY
134 Chassis Maintenance -
Basic Certificate (19 credit hours)

Required Courses

Automotive Technology 101 - Intro to Automotive Technology	4
Automotive Technology 104 - Electrical Systems and Power Accessories.....	4
Automotive Technology 109 - Automotive Brakes	4
Automotive Technology 209 - Steering and Suspension Systems.....	4
Cooperative Work Experience 101 - Cooperative Work Exploration	3

AUTOMOTIVE TECHNOLOGY
136 Fuel Management Technology -
Basic Certificate (25 credit hours)

Required Courses

Automotive Technology 101 - Intro to Automotive Technology	4
Automotive Technology 103 - Engine Concepts	4
Automotive Technology 104 - Electrical Systems and Power Accessories.....	4
Automotive Technology 105 - Fuel Management I	2
Automotive Technology 205 - Fuel Management II	4
Automotive Technology 206 - Fuel Management III	4
Cooperative Work Experience 101 - Cooperative Work Exploration	3

AUTOMOTIVE TECHNOLOGY
185 Automotive Parts Specialist -
Basic Certificate (21 credit hours)

Required Courses

Automotive Technology 101 - Intro to Automotive Technology.....	4
Automotive Technology 104 - Electrical Systems and Power Accessories.....	4
Automotive Technology 111 - Automotive Parts Specialist I	6
Automotive Technology 112 - Automotive Parts Specialist II	4
Cooperative Work Experience - Cooperative Work Exploration	3



CHILD DEVELOPMENT

331 Infant/Toddler Care - Associate in Applied Science Degree (62 credit hours)

The program is designed to provide students with the educational theory and practices which promote optimal development of the professional skills extremely crucial to the development of the 21st century child.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

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 Child Care Professions/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
Child Development 262 - Child, Family and Community.....	3

Elective Courses (15 credit hours)

(Recommended)

Psychology 207 - Child Psychology	3
Sociology 203 - Marriage and Family.....	3

CHILD DEVELOPMENT

332 Infant/Toddler Care - Advanced Certificate (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 Child Care Professions/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
Elective Courses (Strongly recommended)	
Child Development 262 - Child, Family and Community	3



CHILD DEVELOPMENT
278 Preschool Education Option -
Associate in Applied Science Degree
(62 credit hours)

The Child Development Program is designed to provide students with education in both theory and practice for careers in child care programs.

Students will be prepared for employment in a variety of positions in home and group settings serving the needs of infants, toddlers, preschoolers, school age and children with special needs.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

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 143 - Science and Math for the Young Child	3
Child Development 149 - Creative Activities for the Young Child	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
Child Development 262 - Child, Family & Community Relations	3

Elective Courses (12 credit hours)

CHILD DEVELOPMENT
282 Pre-School Education Option -
Advanced Certificate (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 143 - Science & Math for the Young Child	3
Child Development 149 - Creative Activities for the Young Child	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

Elective Course

(Strongly recommended)

Child Development 262 - Child, Family & Community Relations	3
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** Eligibility: Completion of all Child Development courses (with grades of C or higher)

CHILD DEVELOPMENT

280 Elementary Education Option - Associate in Applied Science Degree (61 credit hours)

Study of child development theory and the skills needed to assist teachers of elementary school children; can lead to employment as teacher aide in public and private elementary schools.

General Education Requirements for the AAS degree (Minimum 15 credit hours) See page 49

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 & Math for the Young Child.....	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 (15 credit hours)

(Recommended)

Psychology 201 - General Psychology.....	3
Psychology 207 - Child Psychology	3
Sociology 201 - Intro 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.

CHILD DEVELOPMENT

284 Elementary Education Option - Advanced Certificate (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 Math 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 Courses (minimum 2 credit hours)

(Recommended)

Child Development 149 - Creative Activities for Children.....	3
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CHILD DEVELOPMENT
281 Special Education Option Associate
in Applied Science Degree
(63 credit hours)

Study of child development theory and the skills needed to assist teachers of the exceptional child-the emotionally, physically or mentally handicapped; can lead to employment as teacher aide in public and private special education schools and in residential child care facilities and hospitals.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

Required Courses

Child Development 101 - Human Growth and Development I4

Child Development 102 - Human Growth and Development II3

Child Development 107 - Child Care, Health, and Nutrition3

Child Development 120 - Introduction to Group Care Professions/Group Care of Children3

Child Development 141 - Activity Programming.....2

Child Development 201 - Observation and Management of Child Behavior3

Child Development 205 - Development of the Exceptional Child3

Child Development 225 - Supervision of the Exceptional Child3

Child Development 229 - Practicum in Residential Child Care.....6

Education 260 - Principles of Practice in Elementary Education3

Elective Courses (15 credit hours)

CHILD DEVELOPMENT
285 Special Education Option Advanced Certificate (33 credit hours)

Required Courses

Child Development 101 - Human Growth and Development I4

Child Development 102 - Human Growth and Development II3

Child Development 107 - Health, Safety and Nutrition3

Child Development 120 - Intro to Early Childhood Education/Group Care of Children3

Child Development 141 - Activity Programming.....2

Child Development 201 - Observation and Management of Child Behavior3

Child Development 205 - Development of the Exceptional Child3

Child Development 225 - Supervision of the Exceptional Child3

Child Development 229 - Practicum in Residential Child Care.....6

Education 260 - Principles of Practice in Elementary Education3

COMPUTER INFORMATION SYSTEMS
011 Associate in Applied Science Degree
(60 credit hours)

Study of technical skills used in programming and computer operations, including the basic business skills, needed for entry-level job placement in areas such as computer programming, microcomputer operations, programmer-analyst, system analyst, operation manager, or unit supervisor in private and public firms or organizations of all sizes.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

Required Courses

Computer Information Systems 101 -
 Introduction to Computer Information
 Systems.....3

Computer Information Systems 250 -
 Introduction to Systems.....3

Business 111 - Introduction to Business.....3

Business 181 - Financial Accounting.....4

Business 182 - Managerial Accounting 4

Programming Languages (9 credit hours)

Computer Information Systems 103 -
 Introduction to Basic Language3

Computer Information Systems 130 -
 Introduction to
 Assembler Programming.....3

Computer Information Systems 142 - Intro to C
 or C+ + Language3

Computer Information Systems 144 -
 Introduction to Java
 Programming Language.....3

Computer Information Systems 203 -
 Advanced BASIC Programming3

Computer Information systems 242 - Advanced
 C or C+ + Language.....3

Computer Information Systems 244 -
 Advanced Java
 Programming Language.....3

Elective Courses (minimum 19 credit hours)

COMPUTER INFORMATION SYSTEMS
013 Advanced Certificate (30 credit hours)

Required Courses

Computer Information Systems 101 -
 Introduction to Computer Information
 Systems3

Computer Information Systems 250 -
 Introduction to Systems.....3

Business 111 - Intro to Business.....3

Business 181 - Financial Accounting.....4

Business 182 - Managerial Accounting4

Programming Languages (3 credit hours)

Elective Courses (10 credit hours)

COMPUTER INFORMATION SYSTEMS
012 Basic Certificate (12 credit hours)

Required Courses

Computer Information Systems 101 -
 Introduction to Computer Information
 Systems.....3

Computer Information Systems 120 -
 Introduction to Microcomputers.....3

Programming Languages (3 credit hours)

Elective Courses
(minimum 3 credit hours)

(Recommended)

Business 111 - Intro to Business3

Business 182 - Managerial
 Accounting4

DENTAL HYGIENE

222 Associate in Applied Science Degree (72 credit hours)

Study of specialized educational, clinical, and therapeutic services in preventive oral healthcare preparing graduates for National, Regional, and State Board Examinations required for licensure as registered dental hygienists. Major responsibilities include examination of the teeth and oral structures; the removal of plaque, calculus and stain from teeth; exposing and developing x-rays; and educating patients in home oral healthcare techniques. Can lead to employment opportunities in private dental office, managed care facilities, dental product sales, public health clinics, or the insurance industry.

Unique partnership with the University of Illinois at Chicago, College of Dentistry, gives students the opportunity to complete prerequisite and general education courses at Kennedy-King followed by the core professional courses and clinical training at the College of Dentistry.

Special admission requirements for the Dental Hygiene Program include a college grade point average of 2.0 or better (on a 4.0 scale), satisfactory scores on standardized college placement and vocational aptitude tests, evidence of high school graduation or GED certificate, proof of current certification in CPR Basic Life Support at Healthcare Provider Level, letters of recommendation, autobiographical statement, and completion of 20 hours of college level prerequisites with a grade of "C" or better in:



Biology 121 - General Biology I.....	4
Biology 226 - Human Structure and Function I.....	4
Biology 227 - Human Structure and Function II.....	4
Chemistry 121 - Basic Chemistry I.....	4
Chemistry 100 - Basic Chemical Calculations.....	1
Sociology 201 - Introduction to the Study of Society	3
<hr/> <i>Total</i>	<hr/> <i>20</i>

Admission is competitive and limited to a maximum of 30 students each Summer Session (June). Students completing their prerequisite and general education courses at Kennedy-King College will receive preferential consideration in the selection process.

Selected candidates must complete a comprehensive physical and dental examination including appropriate immunizations prior to the beginning of classes. Students are responsible for the purchase of all required books, instruments, uniforms, gloves, and malpractice insurance. Program curriculum, admission requirements, and cost estimates are subject to change. Please contact the department office for current guidelines.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education.

The Dental Hygiene core professional courses listed below must be taken in sequence and passed with a grade of "C" or better before the student may advance in the program.

First Semester - Summer Credit Hours

Dental Hygiene 110 - Oral Microbiology and Immunology.....	2
Dental Hygiene 112 - Concepts of Preventive Therapy I	2
Mathematics 118 - Survey Course in Mathematics	4
<i>Total</i>	8

Second Semester - Fall Credit Hours

Dental Hygiene 121 - Principles of Dental Hygiene I (lecture).....	2
Dental Hygiene 123 - Principles of Dental Hygiene I (lab).....	2
Dental Hygiene 125 - Nutrition and Biochemistry.....	2
Dental Hygiene 131 - Oral Structures and Function.....	3
Dental Hygiene 133 - Head and Neck Anatomy	2
Dental Hygiene 135 - Concepts of Preventive Therapy II	1
English 101 - Composition.....	3
<i>Total</i>	15

Third Semester - Spring Credit Hours

Dental Hygiene 122 - Principles of Dental Hygiene II (lecture).....	2
Dental Hygiene 124 - Principles of Dental Hygiene II (lab).....	3
Dental Hygiene 126 - Dental Radiology	3
Dental Hygiene 128 - General and Oral Pathology	2
Dental Hygiene 130 - Dental Materials.....	3
Speech 101 - Fundamentals of Speech Communication	3
<i>Total</i>	16

Fourth Semester - Summer Credit Hours

Dental Hygiene 200 - Summer Clinic	3
Dental Hygiene 202 - Critique of Dental Literature.....	1
Psychology 201 - General Psychology.....	3
<i>Total</i>	7

Fifth Semester - Fall Credit Hours

Dental Hygiene 233 - Expanded Functions....	2
Dental Hygiene 235 - Community Dental Health I	2
Dental Hygiene 241 - Dental Pharmacology	2
Dental Hygiene 243 - Periodontics.....	2
Dental Hygiene 251 - Clinical Dental Hygiene I	5
<i>Total</i>	13

Sixth Semester - Spring Credit Hours

Dental Hygiene 250 - Oral Diagnosis	2
Dental Hygiene 252 - Clinical Dental Hygiene II	5
Dental Hygiene 254 - Dental Specialties.....	1
Dental Hygiene 256 - Community Dental Health	1
Dental Hygiene 258 - Ethics and Jurisprudence.....	2
Dental Hygiene 260 - Senior Seminar	2
<i>Total</i>	13

MANAGEMENT AND MARKETING
021 Associate in Applied Science Degree
(62 credit hours)

Study of basic business skills, along with more in-depth study in a chosen field such as management, marketing, or entrepreneurship which can lead to employment as assistant, trainee, supervisor or manager in manufacturing, merchandising or service firms, or government service. Also prepares one to start a business or improve operation of a currently existing business.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

Required Courses

Business 111 - Introduction to Business.....	3
Business 141 - Business Math or Math 118.....	3-4
Business 181 - Financial Accounting.....	4
Business 182 - Managerial Accounting.....	4
Business 211 - Business Law I or Business 214 - Legal and Social Environment Business.....	3
Business 231 - Marketing.....	3
Business 241 - Introduction to Finance.....	3
Business 269 - Principles of Management.....	3
Speech 101 - Fundamentals of Speech Communications.....	3
Computer Information Systems 120 - Introduction to Microcomputers.....	3
Economics 201 - Principles of Economics I or Economics 202 - Principles of Economics II.....	3

Elective Courses

(Recommended)

Computer Information Systems 123 - Introduction to Spreadsheets on Microcomputers.....	3
Computer Information Systems 145 - Introduction to Database on Microcomputers.....	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

MANAGEMENT/MARKETING
022 Advanced Certificate
(35 credit hours)

Required Courses

Business 111 - Introduction to Business.....	3
Business 141 - Business Math or Math 118.....	3-4
Business 181 - Financial Accounting.....	4
Business 182 - Managerial Accounting.....	4
Business 211 - Business Law I or Business 214 - Legal and Social Environment.....	3
Business 231 - Marketing.....	3
Business 241 - Introduction to Finance.....	3
Business 269 - Principles of Management.....	3
CIS 120 - Introduction to Microcomputers.....	3
English 101 - Composition.....	3
Speech 101 - Fundamentals of Speech Communications.....	3

MANAGEMENT/MARKETING
023 Basic Certificate (18 credit hours)

Required Courses

Business 111 - Introduction to Business.....3
Business 141 - Business Math or
Math 118 or above..... 3-4

Business Courses (9 credit hours)

Business 231 - Marketing3
Business 236 - Advertising3
Business 237 - Selling3
Business 258 - Small Business3
Business 269 - Principles of Management.....3

**One of the following Communications
Courses (3 credit hours)**

English 101 - Composition.....3
Speech 101 - Fundamentals of Speech
Communication3

MEDIA COMMUNICATIONS

083 Associate in Applied Science Degree (Minimum 60 credit hours)

The Media Communications program is a modification and extension of the former Radio & TV Broadcasting program and will cover aspects of the Communication Industry related to Audio/Video/Internet/Production (AVIP), which includes: television; Radio Production/Broadcasting; Media Sales and Marketing; Journalism; and Interactive Media Design. The program offers an Associate in Applied Science degree with which students may choose specialized courses that qualify them in the following areas: Audio/Video/Internet/ Production (AVIP), Radio Production/Broadcasting, Media Sales and Marketing, and Interactive Media Design. The program prepares students for entry level positions in related fields and for possible transfer to a four-year institution.

General Education Requirements for the AAS degree (Minimum 15 credit hours) See page 49

Required Core Courses for the AAS degree

Speech 104 - Group Communications	3
Business 214 - Legal and Social Environment of Business.....	3
Media Communications 145 - Introduction to Media Communications.....	3
Media Communications - Introduction to Interactive Media *	3
Business 141 - Business Math	3
Media Communications 250 - Practicum/ Internship.....	6
Media Communications - Capstone Project TV Production *	3

Students may select one of
four specialty areas:

* Newly developed course

Specialty Area (A)

Audio/Video/Internet/Production (AVIP)

Students will learn to create short subject video and audio projects and learn all facets of video and audio production from program design (pre-production), hands-on recording (production), through the editing process (post-production). Students will take courses in webcasting and streaming media, using state-of-the-art digital technology, facilities, and instruction. By the end of the program, students will have basic knowledge of lighting, camera operation, storyboarding and basic scripting, editing, sound, and producing techniques. Students will assume production roles as producers, directors, camera operators and video editors. Pre-and post-production, scripting, graphics, lighting, legal requirements and non-linear video editing skills will be emphasized.

Additional Required courses

Media Communications - Project Management & Team Dynamics for Media *	3
Visual Media Communications 202 - Web Page Design II	3
Media Communications 221 - Radio Production I	3
Media Communications 203 - Broadcast Writing	3
Media Communications 231 - TV Production I	3

Elective Courses

Media Communications 232 - TV Production II	3
Media Communications 270 - Introduction to TV Programming	3
Media Communications 235 - Television Graphics	3
Media Communications 240 - Mini-Cam and Video Editing	3
Media Communications 245 - Advanced Production Workshop	3
Media Communications - Advanced Videography, Gripping & Lighting Techniques *	3
Media Communications - Video Editing *	3
Media Communications 260 - Media Sales and Marketing	3
Media Communications - Advanced Audio & Video Production for Interactive Media * ..	3
Media Communications 222 - Radio Production II	3
Speech 160 - Business and Professional Speech	3

Specialty Area (B)

Radio Production/Broadcasting

The Radio Production/Broadcasting course of study is designed to provide students with a comprehensive overview of the Media Communications industry with a concentration in radio. The program will provide students with a real world, hands-on overview of the art and business of radio broadcasting, while developing in-depth knowledge and skills regarding the total operation of a radio station, to include the history of radio broadcasting from its inception to the latest radio technology. The program will train students in the areas of on-air talent, production, programming, or business, which includes radio marketing, promotions, and sales.

Additional Required courses

Media Communications 221 - Radio Production I	3
Media Communications 222 - Radio Production II	3
Speech 143 - Training of the Speaking Voice	3
Media Communications - Introduction and History of Radio Genres *	3
Media Communications 270 - Radio and TV Programming	3
Media Communications - Radio and TV Station Management *	3
Media Communications 260 - Media Sales and Marketing	3

Elective Courses

Media Communications 203 - Broadcast Writing	3
Media Communications 102 - Announcing	3
Speech 160 - Business and Professional Speech	3

Specialty Area (C)

Media Sales and Marketing

The curriculum for Sales and Marketing as part of Media Communications is a program designed to put graduates on the front lines of the business world and more specifically to prepare students to understand and communicate the value of media properties (TV, radio, newspaper, Internet, and out - of - home). Each course in the Sales and Marketing program is focused and detailed, yet part of a broad-based curriculum that balances relevant management principles with hands - on marketing procedures and techniques.

* Newly developed course

Additional Required Courses

Business 237 - Selling	3
Business 231 - Principles of Marketing	3
Business 236 - Advertising	3
Media Communications - Media Sales and Marketing *	3
Speech 160 - Business and Professional Speech	3
English 105 - Business Writing	3
English 107 - Report Writing	3

Elective Courses

Business - 230 E-Business Marketing	3
Speech 102 - Public Speaking	3
Business 272 - Sales Management	3
Business 216 - Entrepreneurship	3
Psychology 206 - Business and Industrial Psychology	3

Specialty Area (D)

Interactive Media Design

Students will learn the basic principles of graphic design and e-design - as they relate to designing for the Internet and multimedia. The program will introduce the students to time-based interactive design, exploring animation, audio, and digital video. The students will learn to create interactive experiences, developing original concepts and take a project from storyboarding to production. Narrative, linear and non-linear structures will be analyzed as well as advanced navigation schemes and dynamic web strategies.

Additional Required Courses

Visual Media Communications 102 - Electronic Publishing/Web Page	3
Visual Media Communications 202 - Web Page Design I	3
Visual Media Communications 212 - Digital Animation/Multimedia	3
Visual Media Communications 103 - Image Capture	3
Visual Media Communications 201 - Estimating and Management	3
Visual Media Communications 224 - Digital Image Creation/Manipulation I	3
Visual Media Communications 228 - Digital Image Creation/Manipulation II	3

Elective Courses

Art 141 - Introduction to the Visual Arts	3
Media Communications - Video Editing *	3
Media Communications - Advanced Audio & Video Production for Interactive Media *	3
Media Communications 203 - Broadcast Writing	3
Psychology 206 Business and Industrial Psychology (<i>Prerequisite:</i> Psych 201)	3

NURSING

239 Associate in Applied Science Degree (70 credit hours)

The nursing program prepares students through the study of nursing theory and patient care techniques to take the licensure examination for Registered Nurses (RN). Both classroom instruction and clinical experiences in Chicago area hospitals and primary care facilities are provided. The curriculum is designed to lead the student to employment as a Registered Nurse in hospitals, clinics, nursing homes, physician offices, schools, public health, government, the military, or industry.

Admission is competitive and early application is encouraged. The District has one admission policy for all the CCC RN programs. This policy is available on each campus in the Departments of Nursing. Selected candidates must complete a physical examination prior to start date. Students are responsible for the purchase of all books, uniforms and other equipment and diagnostic tools deemed relevant for successful completion of the program.

Licensed Practical Nurses (LPNs) may take a proficiency examination in nursing and may be granted advanced standing. All applicants must also meet the college admissions requirements. Applicants educated abroad must have education documents evaluated to comply with the educational standards in the State of Illinois. The Nursing Programs are approved by the Illinois Department of Professional Regulations, and are accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY, 10006, (212) 363-5555, www.NLNAC.org.

To graduate with an AAS Degree in Nursing and be eligible to write the Illinois State Licensure Examination (NCLEX-RN), the student must:

1. complete a minimum of 70 credit hours in courses numbered 101 or higher.
2. earn at least a 2.0 grade point average with a "C" or higher in each nursing course.
3. participate in NCLEX-RN and comprehensive examination preparatory activities.
4. pass a nursing comprehensive examination.
5. meet all graduation requirements of the college.

These requirements must be completed before the graduate applies for the NCLEX-RN.

In order to be considered for Admission to a District Associate Degree Nursing Program, a student must complete all of the following:

- Cumulative college GPA of 2.50.
- Earn a "B" or higher in Chemistry 100/121 or take a higher level chemistry course passing with a "C" or better.
- Earn a "B" or higher in Math 112 or take a higher level math course passing with a "C" or better. A student may place out of the math requirement by taking the Compass test.
- A student may fulfill the science or math requirement by completing one year of high school Science or Math with a grade of "B" or better within the last five years.
- The chemistry and biological science courses must be completed within five years of admission to the nursing program. These courses can be audited after five years.
- Evidence of eligibility for English 101.
- Evidence of eligibility for Biology 226.
- High school transcripts, GED, and other transcripts (applicable).
- Documented reading score equivalency of 12.0 or above (Compass Test).

A LPN Bridge course may be offered during the summer semesters. Students eligible for the Bridge course must complete all of the above requirements as well as Biology 226, Biology 227, and Biology 233. Upon completion of the LPN Bridge course, students can enroll in second level courses. After 15 semester hours of instruction (12 hours in the second level nursing courses) students can apply for 14 hours of credit for Nursing 101 and Nursing 102. The District LPN Admission Policy can be obtained in the Departments of Nursing. Policies are subject to change.

Educational Outcomes

At the conclusion of the Associate Degree Nursing Program, the student will be able to:

- Integrate principles from the physical, biological, and behavioral sciences into the utilization of the nursing process to assist individuals and groups in meeting basic human needs.
- Provide clinically competent care utilizing critical thinking and decision making within the framework of the nursing process.
- Utilize therapeutic communication skills to effectively interact with the individual family and other members of the health care team.
- Demonstrate the use of multiple resources for self-development and continued learning.
- Function as a provider of care and manager of care and a member within the disciplines of nursing.
- Practice within the profession's ethical and legal framework.
- Integrate cultural diversity in caring for clients.

General Education and Elective Courses

The Nursing Department highly recommends that students complete as many General Education requirements as possible before entering the Nursing program.

General Education Requirements

English 101 - Composition.....	3
English 102 - Composition, or Speech 101, or English 107.....	3
Biology 226 - Human Structure and Function I.....	4
Biology 227 - Human Structure and Function II.....	4
Microbiology 233 - Microbiology.....	4
Sociology 201 - Introduction to the Study of Society	3
Psychology 201 - General Psychology.....	3

Electives

Child Development 101 or 102; or Biology 107; or Pharmacology 103; or Spanish 101; or CIS 120

Required Courses

First semester	Credit Hours
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Nursing 101 - Fundamentals of Nursing I.....7

Second semester	Credit Hours
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Nursing 102 - Fundamentals of Nursing II.....7

Third semester	Credit Hours
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Nursing 210 - Nursing Process and Alterations
in Homeostasis I.....6

Nursing 211 - Nursing Process and Alterations
in Homeostasis II.....6

Fourth semester	Credit Hours
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Nursing 212 - Nursing Process and Alterations
in Homeostasis III.....6

Nursing 213 - Integration of Advanced
Concepts of Nursing.....6

Nursing 203 - Nursing in Perspectives.....3

PRACTICAL NURSING
240 Advanced Certificate
(40 credit hours)

The Practical Nursing Program at the Kennedy King College is a one year (three semesters), 40 credit hour advanced certificate program. The Practical Nursing (PN) Program provides students with a basic knowledge of nursing theory and practice. It prepares nursing graduates to take the National Council of Licensure Examination (NCLEX-PN). As a graduate of the Practical Nursing Program, students will earn an Advanced Certificate in Nursing from Kennedy King College. Graduates of the program may transfer their credits to an associate or baccalaureate level nursing program. The PN Program has specific admission requirements. Please note that admission to the College, completion of prerequisites or application to the program does not guarantee acceptance to the PN program. For more information regarding this program, contact the Nursing Department, at (773) 602-5222, or see a College Academic Advisor.

Admission Requirements:

- Meet with a Kennedy King College Advisor for academic planning
- Complete the college placement exam for both Math and Reading. Documented reading score equivalency of 12.0 or above (COMPASS)
- Complete required college preparatory classes as indicated by the college placement test
- Attend the Nursing Preparatory Institute
- Submit High School Diploma or GED
- Submit Official College Transcripts with required prerequisites courses to Academic Advisor for review
- Complete the Nursing Program Application
- Take the Nursing Placement Exam. (Student Cost: \$35.00)
- Complete a Criminal Background Check
- Complete a Drug Screen as designated by the nursing program

- Complete a Health Physical including immunizations with titers for measles, varicella, mumps, and rubella (MMR), and hepatitis B, unless a positive titer is present
- Submit a current 2-step tuberculin skin test or chest x-ray and a valid CPR card

Prerequisite Courses

Complete the following courses with a C or better:

English 101

College Level Math 118 or higher

Co-requisites Courses

Complete the following courses with a C or better:

Biology 226

Biology 227

Psychology 201

Upon completion of these courses:

Complete a Practical Nursing Program Application

Take the Pre-Admission Nursing Exam. The Pre-Admission Nursing Exam is given to those who have applied and have met the requirements for consideration. Files are reviewed after the deadline and if the requirements are met, you will be sent notification about a test date and time. There is a \$35.00 fee associated with the exam.

Policies are subject to change

Required Courses

Biology 226 - Human Structure and Function I.....	4
Biology 227 - Human Structure and Function II	4
Nursing 150 - Nursing Fundamental I.....	4
Nursing 151 - Nursing Fundamentals II	4
Nursing 152 - Nursing Perspectives	2
Nursing 153 - Nursing Thru Life Span I.....	5
Nursing 154 - Nursing Thru Life Span II.....	5
Nursing 155 - Nursing Thru Life Span III.....	6

SOCIAL WORK GENERALIST
313 Associate in Applied Science Degree
(66 credit hours)

Theoretical teaching and practical experience in understanding the manner in which external forces affect the lives of individuals as well as the family. Prepares individuals to assist professional social workers in social welfare agencies, Head Start and other early childhood education centers, and nursing homes.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

Required Courses

Social Service 101 - Introduction to Social Work	3
Social Service 109 - Report Writing in Social Work	3
Social Service 201 - Principles of Social Work	3
Social Service 212 - Introduction to Group Process	3
Social Service 215 - Social Problems and Social Action I	3
Social Service 228 - Methodology for Social Work Practice	3
Social Service 229 - Social Service Practicum	6
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 228 - Principles of Mental Health Practice	3

Elective Courses (14 credit hours)

THEATER ARTS
085 Associate in Applied Science Degree
(62 credit hours)

Study of acting, stagecraft, make-up, other technical skills of theater production; can lead to employment as set builder, apprentice set painter, or stage designer, assistant to costumer or make-up artist, light and sound technician, or assistant to manager.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

Required Courses

Theater 130 - Stagecraft	3
Theater 131 - Introduction to Theater	3
Theater 133 - Acting I	3
Theater 134 - Theater in the Modern World	3
Theater 136 - Make-Up for Stage, Screen and TV	2
Theater 137 - Stage Lighting	3
Theater 138 - Topics in Theater	3
Theater 140 - Sound for Theater	3
Theater 141 - Costumes and Wardrobe	3
Theater 230 - Stage Management	3
Theater 233 - Theater Design I	3
Theater 235 - Acting II	3
Theater 237 - Theater Production and Management	4

Elective Courses (8 credit hours)

THEATER TECHNOLOGY
086 Advanced Certificate
(35 credit hours)

Required Courses

Theater 131 - Introduction to Theater3
 Theater 132 - Theater Production,
 Direction and Management4
 Theater 133 - Acting I3
 Theater 134 - Theater in the
 Modern World3
 Theater 135 - Theater and
 Speech Projects1
 Theater 136 - Make-up for Stage
 Screen and TV2
 Theater 137 - Stage Lighting3
 Theater 143 - Acting Workshop2
 Theater 144 - Practice in Modern Theater2
 Theater 231 - Stagecraft3
 Theater 232 - Theater Workshop3
 Cooperative Work Experience6



VISUAL MEDIA COMMUNICATIONS
165 Associate in Applied Science Degree
(60 credit hours)

Study of graphic arts and printing techniques including desktop/electronic publishing, offset lithography, electronic prepress, commercial art and design, duplicating services and finishing procedures; can lead to employment as an apprentice or intern graphic designer, desktop/electronic publisher or typesetter, electronic prepress technician, camera, stripper, platemaker, press operator, bindery operator, estimator, production operator, sales and supervisory/management in commercial and printing in plants, publishing, advertising agencies or service bureaus.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

Required Courses

Visual Media Communications 101 -
 Introduction to Graphic Arts3
 Visual Media Communications 102 - Electronic
 Publishing/Web Page Design3
 Visual Media Communications 103 - Image
 Capture3
 Visual Media Communications 104 -
 Offset Presswork3
 Visual Media Communications 110 - Production
 Printing3
 Visual Media Communications 122 - Electronic
 Publishing I3
 Visual Media Communications 132 - Electronic
 Publishing Page Layout II3
 Visual Media Communications 134 -
 Electronic Illustration Drawing I3
 Visual Media Communications 202 -
 Web Page Design II3
 Visual Media Communications 203 -
 Offset Presswork II3
 Visual Media Communications 212 -
 Digital Animation Multimedia3

Elective Courses (12 credit hours)

(Recommended)

Visual Media Communications 201 - Estimating and Management3

Visual Media Communications 206 - Digital Image Capture II3

Visual Media Communications 210 - Newspaper Production3

Visual Media Communications 224 - Digital Image Creation/Manipulation3

Visual Media Communications 228 - Digital Image Creation/Manipulation II3

Business 236 - Advertising3

Cooperative Work Experience 108.....6

VISUAL MEDIA COMMUNICATIONS

166 Advanced Certificate

(30 credit hours)

Required Courses

Visual Media Communications 101 - Introduction to Graphic Arts3

Visual Media Communications 102 - Electronic Publishing/Web Page Design.....3

Visual Media Communications 103 - Image Capture.....3

Visual Media Communications 104 - Offset Presswork.....3

Visual Media Communications 110 - Production Printing3

Visual Media Communications 203 - Offset Presswork II.....3

Elective Courses (12 credit hours)

(Recommended)

Visual Media Communications 210* - Newspaper Production3

Art 115 - Photography.....2

Cooperative Work Experience and Seminar6

Take additional elective courses if needed to meet minimum credit hour requirements.

* May be substituted for Visual Media Communications 110

VISUAL MEDIA COMMUNICATIONS
189 Offset Pressman
Basic Certificate (12 credit hours)

Required Courses

Visual Media Communications 101 - Introduction to Graphic Arts	3
Visual Media Communications 104 - Offset Presswork.....	3
Visual Media Communications 110 - Production Printing.....	3
Visual Media Communications 203 - Offset Presswork II.....	3
Visual Media Communications 210 * - Newspaper Production.....	3

VISUAL MEDIA COMMUNICATIONS
190 General Technician
Basic Certificate (15 credit hours)

Required Courses

Visual Media Communications 101 - Introduction to Graphic Arts	3
Visual Media Communications 102 - Electronic Publishing/Web Page Design	3
Visual Media Communications 103 - Image Capture.....	3
Visual Media Communications 104 - Offset Presswork.....	3
Visual Media Communications 110 - Production Printing.....	3

Elective Courses

Art 115 - Photography.....	2
Visual Media Communications 210* - Newspaper Production.....	3

* May be substituted for Visual Media Communications 110

VISUAL MEDIA COMMUNICATIONS
191 Electronic Pre-Press Publishing
Basic Certificate (15 credit hours)

Required Courses

Visual Media Communications 101 - Introduction to Graphic Arts	3
Visual Media Communications 102 - Electronic Publishing/Web Page Design	3
Visual Media Communications 122 - Electronic Publishing I.....	3
Visual Media Communications 224 - Digital Image Creation & Manipulation.....	3
Visual Media Communications 110 - Production Printing	3

Elective Courses

Visual Media Communications 210* - Newspaper Production.....	3
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* May be substituted for Visual Media Communications 110

VISUAL MEDIA COMMUNICATIONS
192 Page Layout
Basic Certificate (15 credit hours)

Required Courses

Visual Media Communications 101 - Introduction to Graphic Arts	3
Visual Media Communications 102 - Electronic Publishing/Web Page Design	3
Visual Media Communications 110 - Production Printing.....	3
Visual Media Communications 122 - Electronic Publishing I.....	3
Visual Media Communications 132 - Electronic Publishing Page Layout II.....	3

Elective Courses

Visual Media Communications 210* - Newspaper Production.....	3
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* May be substituted for Visual Media Communications 110

VISUAL MEDIA COMMUNICATIONS

193 Web Page Design

Basic Certificate (15 credit hours)

Required courses

Visual Media Communications 101 - Introduction to Graphic Arts	3
Visual Media Communications 102 - Electronic Publishing/Web Page Design	3
Visual Media Communications 202 - Web Page Design II	3
Visual Media Communications 212 - Digital Animation/Multimedia	3

Elective Courses (3 credit hours)

VISUAL MEDIA COMMUNICATIONS

194 Animation

Basic Certificate (15 credit hours)

Required Courses

Visual Media Communications 202 - Web Page Design II	3
Visual Media Communications 134 - Electronic Illustration and Drawing I	3
Visual Media Communications 206 - Digital Image Capture II	3
Visual Media Communications 212 - Digital Animation/Multimedia	3
Visual Media Communications 224 - Digital Image Creation and Manipulation	3

Washburne Culinary Institute

General Information.....773-602-5487

Enrollment Information 602-5466

CULINARY ARTS

362 Associate in Applied Science Degree (66 credit hours)

The AAS Degree in Culinary Arts is a sequential learning program taught over five semesters. All semesters include lecture, discussion, demonstration and hands-on production that allow students to learn and practice the techniques of food production in a commercial foodservice environment. This course will introduce additional methods and techniques that will increase the student's repertoire of ethnic and classical menus. In addition, the coursework will include lectures and discussions on management skills, cost control, budgeting techniques, merchandising, business planning, resume writing and interviewing techniques. General Education classes must be completed to satisfy the degree requirements. Students who have already completed their General Education class work can achieve a degree in Culinary Arts in 4 semesters.

General Education Requirements for the AAS degree (Minimum 15 credit hours) See page 49

First Semester	Credit Hours
Culinary Arts 701 - Intro to Foodservice.....3	
Culinary Arts 703 - Sanitation I2	
Culinary Arts 705 - Chef Training I8	
Culinary Arts 702 - Intro to Classical Techniques3	

Second Semester	Credit Hours
Culinary Arts 706 - Chef Training II8	
Culinary Arts 704 - Sanitation II4	

Third Semester	Credit Hours
Culinary Arts 721 - Entrée Preparation7	
Culinary Arts 707 - Food Service Technology4	
Culinary Arts 723 - Food Service Management5	

Fourth Semester	Credit Hours
Culinary Arts 728 - Advanced Cooking7	



CULINARY ARTS
363 Advanced Certificate
(44 credit hours)

The Advanced Certificate is a sequential program and is taught over three semesters. The Advanced Certificate includes all courses included in the AAS degree program except for the General Education classes and Advanced Cooking. Supplementing the Basic Culinary Certificate Program, this course focuses on advanced techniques and offers extensive practice utilizing contemporary and classical menus. Eligible students will receive the ServSafe®, City of Chicago and State of Illinois Sanitation Certificates upon completion.

Required Courses

First Semester	Credit Hours
Culinary Arts 701 - Intro to Foodservice.....	3
Culinary Arts 702 - Intro to Classical Techniques	3
Culinary Arts 703 - Sanitation I	2
Culinary Arts 705 - Chef Training I	8
Second Semester	Credit Hours
Culinary Arts 704 - Sanitation II	4
Culinary Arts 706 - Chef Training II	8
Third Semester	Credit Hours
Culinary Arts 721 - Entrée Preparation	7
Culinary Arts 707 - Food Service Technology	4
Culinary Arts 723 - Food Service Management	5

CULINARY ARTS
364 Basic Certificate (16 credit hours)

The Basic Certificate in Culinary Arts curriculum introduces the student to the commercial kitchen environment by covering safety and sanitation procedures, basic mise en place including knife skills and station set-up, proper use and care of equipment, classical cooking terminology, standard cooking methods, stock preparation and sauce production. This program is designed to give the student the opportunity to investigate and assess Culinary Arts as a possible career goal.

Required Courses

Culinary Arts 701 - Intro to Foodservice.....	3
Culinary Arts 703 - Sanitation I	2
Culinary Arts 705 - Chef Training I	8
Culinary Arts 702 - Intro to Classical Techniques	3



Baking and Pastry Arts
365 Associate in Applied Science Degree
(62 credit hours)

The associate of applied science (AAS) in Baking and Pastry is a sequential learning program taught over four semesters. All semesters include lecture, discussion, demonstration and hands-on production that allow students to learn and practice the techniques of baking and pastry production in a commercial bakeshop environment. This program includes production for restaurant and bakeshop sales, offering the student real-world experience in the field.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49

First Semester **Credit Hours**

Baking and Pastry Arts 765 - Introduction to Baking	3
Baking and Pastry Arts 766 - Baking Safety and Sanitation	3
Baking and Pastry Arts 767 - Baking Techniques	3
Baking and Pastry Arts 768 - Pastry Techniques	3
Baking and Pastry Arts 769 - Cookies and Tarts	3

Second Semester **Credit Hours**

Baking and Pastry Arts 770 - Basic and Classical Cakes.....	3
Baking and Pastry Arts 771 - Special Occasion Cakes	3
Baking and Pastry Arts 772 - Individual Pastries	3
Baking and Pastry Arts 773 - Confectionary Arts.....	3

Third Semester **Credit Hours**

Baking and Pastry Arts 774 - Hearth Breads and Rolls	4
Baking and Pastry Arts 775 - Specialty Breads and Rolls	4
Baking and Pastry Arts 776 - Advanced Baking Principles.....	3

Fourth Semester **Credit Hours**

Baking and Pastry Arts 777 - Chocolate and Confections	3
Baking and Pastry Arts 778 - Contemporary Desserts	6

**Baking and Pastry Arts
366 Advanced Certificate
(38 credit hours)**

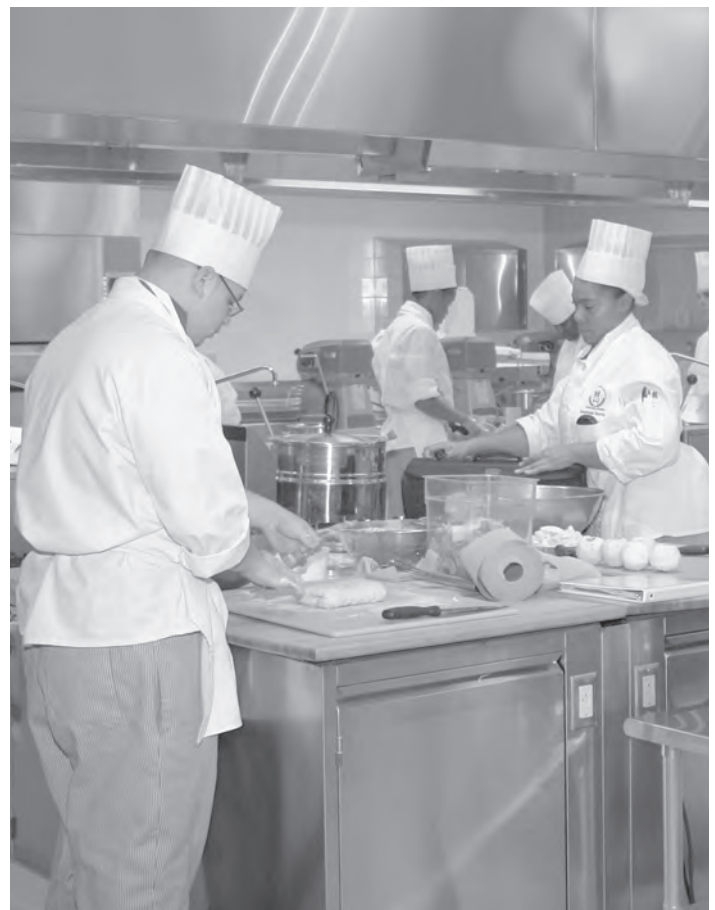
The Advanced Certificate is a sequential program taught over three semesters. The Advanced Certificate includes all courses included in the I.C.C.B. approved AAS degree program in baking and pastry except for Chocolates and Confections, Contemporary Desserts, and the General Education requirements.

First Semester	Credit Hours
Baking and Pastry Arts 765 - Introduction to Baking	3
Baking and Pastry Arts 766 - Baking Safety and Sanitation	3
Baking and Pastry Arts 767 - Baking Techniques	3
Baking and Pastry Arts 768 - Pastry Techniques	3
Baking and Pastry Arts 769 - Cookies and Tarts	3
Second Semester	Credit Hours
Baking and Pastry Arts 770 - Basic and Classical Cakes	3
Baking and Pastry Arts 771 - Special Occasion Cakes	3
Baking and Pastry Arts 772 - Individual Pastries	3
Baking and Pastry Arts 773 - Confectionary Arts	3
Third Semester	Credit Hours
Baking and Pastry Arts 774 - Hearth Breads and Rolls	4
Baking and Pastry Arts 775 - Specialty Breads and Rolls	4
Baking and Pastry Arts 776 - Advanced Baking Principles	3

**Baking and Pastry Arts
367 Basic Certificate (15 credit hours)**

The Basic Certificate in Baking and Pastry Arts introduces the student to the commercial baking environment, covering safety and sanitation skills and station set-up, proper use and care of equipment, baking and pastry terminology. The program is designed to give the student the opportunity to investigate and assess Baking and Pastry Arts as a possible career.

Required Courses	Credit Hours
Baking and Pastry Arts 765 - Introduction to Baking	3
Baking and Pastry Arts 766 - Baking Safety and Sanitation	3
Baking and Pastry Arts 767 - Baking Techniques	3
Baking and Pastry Arts 768 - Pastry Techniques	3
Baking and Pastry Arts 769 - Cookies and Tarts	3



Dawson Technical Institute Directory

Switchboard.....	(773) 451-2000
Admissions and Registration.....	Front Lobby..... 451-2100
Adult Education	201-O..... 451-2169
Child Care Center.....	145..... 536-2187
Financial Aid.....	Front Lobby..... 451-2115
Center for Student Excellence216..... 451-2087
Math Lab216-E..... 451-2094
NovaNet.....	.216-E..... 451-2091
Special Populations.....	.201-C..... 451-2035
Student Services.....	103-H..... 451-2162
Testing/Assessment	103-K..... 451-2134



Dawson Technical Institute

Admission to Dawson Technical Institute

A Student Information Form may be obtained by contacting

Dawson Technical Institute

3901 South State Street

Chicago, IL 60609

(773) 451-2170

<http://kennedyking.ccc.edu/dawson/>

Admission Procedures

Students are encouraged to begin the admission/enrollment process at least four to eight weeks before the program start date. Prospective Students must submit the following admission materials:

- Dawson Technical Institute Student Information Form
- State ID or Driver's License
- Reading and math placement test (placement test score minimum vary with individual programs)
- Official high school or GED transcript

Students who are admitted without a high school diploma or GED certificate and who may be eligible to receive financial aid are held to federal regulations for "Ability to Benefit."

All students must submit to and pass a drug screening.

New Students:

All new students are required to take reading and math placement tests. Placement will be determined by performance. Admission to the Institute will also require students to pass a drug screening; physical exams may be required for specific programs.

Former Students:

Former students in good standing who withdrew from the program for personal reasons and wish to re-enroll must petition for re-enrollment with the training program's department supervisor or designee.

Transfer Students:

Students transferring to the City Colleges of Chicago are required to submit official college transcripts of all credits earned at other institutions. Transfer students may obtain a waiver from the math and reading tests if they have received a grade of "C" or better in a college level English or math course or have already earned an Associate Degree or higher. Students requesting a waiver from testing must provide an official college transcript to the Registrar's office. Successfully completed course work, with a grade of "C" or better, from accredited institutions, will be evaluated. If accepted as satisfying certificate requirements, these transfer hours will be counted towards graduation and certificate completion.

International Student Admission:

The City Colleges of Chicago has adopted the Test of English as a Foreign Language (TOEFL) as an admission requirement for prospective international students. All prospective international students, whose native language is not English, applying for admission to CCC, are required to take the Test of English as a Foreign Language and submit TOEFL test scores as a requirement of the application process. As part of the registration process, all international students must also undergo assessment of their academic skills according to the student assessment policies established by the Chicago City Colleges.

Standardized placement criteria used for native students also apply to international students.

Dawson Graduation Requirement

The graduation ceremonies are held once each year at the end of the Spring semester (May). Graduation application can be obtained from the program department or the Registrar's office. Students should apply for graduation at the end of their training. To qualify for a certificate and to participate in the graduation, students must have maintained an over-all grade point average (GPA) of 2.0 or higher.

Health Requirements

Students must comply with the requirements of the Department of Health of the City of Chicago as a precondition to their admission or continuance as students of Kennedy-King College and Dawson Technical Institute and must submit to a health examination when directed to do so by the College President. This is in compliance with Board Rule 4.2.4.

Adult Education

We offer:

- Student Benefits
- Classes Free of Charge
- Flexible hours (morning, afternoon, & evening classes)
- 16, 12, and 8 week class sessions
- Individual tutoring and advising
- Access to academic resource center and college library
- Computer Literacy Classes
- Assistance for carfare for qualifying students
- Family oriented and culturally diverse activities throughout the year
- Annual graduation activities
- Scholarship opportunities (Seabury & Harold Washington)
- Transition to college credit or vocational career programs

The following programs are offered through Kennedy-King Adult Education Department:

- Adult Literacy: Designed for adults with little or no reading skills. Classes are small and instruction is often individualized.
- Adult Basic Education (ABE): Designed for adults who need to practice and improve reading, writing and math skills for self-enrichment, to prepare for the GED test, or to enter job training programs.
- General Education Development (GED): Designed for adults who need preparation for the High School Equivalency examination. Classes are offered in both English and Spanish.
- English as a Second Language (ESL): English classes for non-native adults who are not proficient in English. Classes range from beginning to advanced levels and are held at community locations. Citizenship classes are currently being offered.

In addition to the above programs, the Adult Education Department sponsors a number of student retention activities throughout the year. In September and February, the department participates in Hispanic Heritage and Black History Month celebrations respectively. In November, we also celebrate our cultural diversity by hosting International Day. During these months, off-campus classes not only participate at these celebrations, they also tour the college to learn about its programs and services. Students who excel academically are eligible for the Harold Washington and the Seabury Scholarships. For specific community locations and registration dates, contact the Adult Education Program at (773) 451-2169.

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

who are employed or receive childcare services in the City of Chicago.

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

Construction Technology

The Construction Technology Center at Dawson Technical Institute offers construction programs for students interested in a construction-related occupations or advancement in the construction industry. Construction programs are designed to help students who want to enter construction trades apprenticeship positions.

DEGREE/CERTIFICATE

AAS - Associate in Applied Science

AC - Advanced Certificate

BC - Basic Certificate

Program	Degree/Certificate
753 - Plumbing and Fire Protection	BC
758 - Combination Welder	BC
759 - Concrete Masonry	BC
760 - Bricklayer	BC
761 - Elevator Construction Technology	AAS
762 - Elevator Construction Technology	AC
763 - Elevator Construction Technology	BC
766 - Overhead Electrical Line Worker	AC
768 - Construction Painter	BC
775 - Construction Carpentry	BC

760 Bricklayer

Basic Certificate (16 credit hours)

The Bricklaying Program is designed to provide students with a basic understanding of the bricklaying trade. Students will receive hands-on training on the building of solid walls, chimneys using bricks and block and a range of bonds. Students will also learn basic blueprint reading.

Required Courses

BRICK 442 - Introduction to Bricklaying	3
BRICK 443 - Bricklaying Tools and Equipment	2
CM 428 - Mortar	3
CT 429 - Basic Mathematics and Specifications	2
BRICK 444 - Bricklaying Installation Procedures	3
CT 767 - Blueprint Reading	2
BCT 532 - Basic Computer Technology	1

758 Combination Welder

Basic Certificate (16 credit hours)

The Combination Welder Program is designed to provide student with training in basic welding skills in a shop setting. In addition to learning welding mathematics, blue print reading, layout and fabrication, students are also introduced to the basic fundamentals of job safety and ethics. Graduates of this program are qualified for entry level employment as an ARC, MIG, or TIG welder.

Required Courses

CW 509 - Intro to Basic ARC Welding	3
CW 510 - Blueprint, Layout and Fabrication	2
CW 518 - Manufacturing Materials & Processing	1
CW 520 - ARC Welding	4
CW 526 - Welding Mathematics I	1
CW 530 - Advanced Welding	4
BCT 532 - Basic Computer Technology	1

**759 Concrete Masonry
Basic Certificate (16 credit hours)**

Training consists of an orientation to the cement masonry trade, industry terminology, and blue print reading. Hands-on training to include: the proper use and maintenance of tools, job safety procedures, and building a sandbox. Students will learn the basic ingredients of concrete, placing rodding and floating, basic set-up and form work and clean-up.

Required Courses

CM 426 - Introduction to Concrete Masonry3

CM 427 - Masonry Tools and Equipment2

CM 428 - Mortar3

CT 429 - Basic Mathematics and Specifications2

CM 430 - Masonry Installation Procedures3

CT 767 - Blueprint Reading2

BCT 532 - Basic Computer Technology1



**775 Construction Carpentry
Basic Certificate (16 credit hours)**

The purpose of the Construction Carpentry Program is to prepare the student for an entry level apprentice position with a construction contractor. The construction industry is divided into four major divisions, including residential construction, commercial construction, highway and heavy construction. Residential carpentry is the largest of these categories and this program will provide an overview of residential carpentry to acquaint students with materials, tools, and equipment, in addition to work rules utilized in this segment of the construction industry.

Required Courses

CT 401 - Introduction to Labor and Trade Occupations2

CT 767 - Blueprint Reading I2

CT 429 - Basic Mathematics and Specifications2

BCT 532 - Basic Computer Technology1

CT 432 - Basic ARC Welding1

CT 409 - Construction Safety1

BCT 577 - Reading for Information.....1

CC 581 - Concrete Framing2

CC 582 - Residential Carpentry2

CT 583 - Basic Hand Tools.....2



**768 Construction Painter
Basic Certificate (16 credit hours)**

Students will learn the basic painting techniques and practices currently used in the industry. Program content includes safe and efficient work practices; drywall taping; paint mixing and matching; application procedures; math; and, the use, selection, application, and care of materials and tools. Students will also learn basic computer skills and employability skills. Graduates of the program will be prepared to work as a painter helper, painter, paper hanger, or drywall taper.

Required Courses

Math 107 - Mathematics for Technicians I.....	3
BCT 532 - Basic Computer Technology	1
BCT 577 - Reading for Information.....	1
CT 449 - Professional Development.....	2
CT 409 - Construction Safety	1
CP 466 - Introduction to Painting	2
CP 467 - Introduction to Painting Tools	2
CP 468 - Basic Taping.....	2
CP 465 - Painting and Decorating.....	2

**766 Overhead Electrical Line Worker
Advanced Certificate (35 credit hours)**

The Overhead Electrical Line Worker Program is structured to meet the current need for overhead electricians/electrical line workers in the electrical power industry. Upon completion, students who graduate from this program will be prepared to work as apprentices in the electric utility industry.

Required Courses

OELW 453 - Overhead Distribution Construction I	5
OELW 409 - Construction Safety	2
OELW 448 - Vocational Physical Training	6
Math 107 - Technical Math	3
OELW 452 - Basic Electrical Theory	3
English 197 - Communication Skills	3
OELW 449 - Professional Development.....	2
OELW 454 - Advanced Electrical Theory.....	3
OEWL 459 - Safety and Rescue	2
OEWL 458 - Overhead Distribution Construction II	4
OWEL 456 - Specialized Distribution Equipment	2



753 Plumbing and Fire Protection Basic Certificate (16 credit hours)

The Plumbing and Fire Protection program is designed to introduce students to plumbing and sprinkler systems. Students will be taught in the classroom and shop environment, with theory and hands-on applications. Upon successful completion of this program, the student will be able to work as a plumber's assistant and/or fitter assistant.

Required Courses

PFP 434 - Introduction to Plumbing	3
PFP 435 - Plumbing Tools and Equipment.....	2
PFP 436 - Plumbing Codes	1
PFP 437 - Basic Plumbing Related Mathematics.....	2
PFP 438 - Introduction to Fire Protection	3
PFP 439 - Home Plumbing Systems	4
CT 432 - Basic ARC Welding	1
BCT 532 - Basic Computer Technology	1

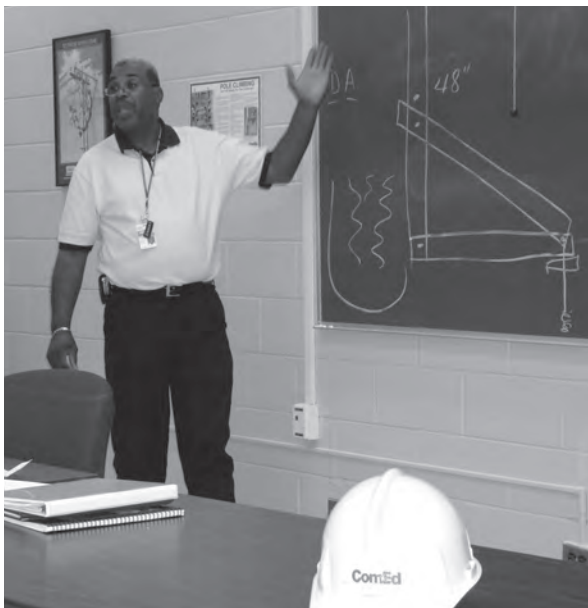


Apprenticeship Programs

761 ELEVATOR CONSTRUCTION TECHNOLOGY - Associate in Applied Science Degree (64 credit hours)

This construction apprenticeship training program is four years in duration. Starting with year one and continuing through year four, apprentices receive on-the-job training along with classroom instruction. Candidates are required to meet the admission requirements of the National Elevator Industry Educational Program of the International Union of Elevator Constructors; the Bureau of Apprenticeship Training, Department of Labor; and Kennedy-King College.

General Education Requirements for the AAS degree (Minimum 15 credit hours)
See page 49



Required Courses

ELEV 750 Fundamental of Print Reading	1
ELEV 751 Material Handling, Rigging & Hoisting	1
ELEV 752 Basic Electricity	4.5
ELEV 753 Meters	1
ELEV 754 Hydraulics	2
ELEV 755 DC Generators and Motors	1
ELEV 756 Solid State Electronics	2
ELEV 757 Circuit Tracing	4
ELEV 758 Elevator Industry Safety Fundamental	2
ELEV 759 Machine Room and Overhead Installation	1
ELEV 760 Car and Counterweight Assembly	2
ELEV 761 Pit Structures and Guide Rails	2
ELEV 762 Doors and Operators	2
ELEV 763 Construction Wiring Fundamentals	2
ELEV 764 Escalators and Moving Walks	2
ELEV 765 Elevator Maintenance	1
ELEV 766 OJT-Technical Concentration 1	2
ELEV 767 OJT-Technical Concentration 2	2
ELEV 768 OJT-Technical Concentration 3	2
ELEV 769 OJT-Technical Concentration 4	2
ELEV 770 OJT-Technical Concentration 5	2
ELEV 771 OJT-Technical Concentration 6	2
ELEV 772 OJT-Technical Concentration 7	2
ELEV 773 OJT-Technical Concentration 8	2

**762 ELEVATOR CONSTRUCTION
TECHNOLOGY - Advanced Certificate
(48 credit hours)**

Required Courses

ELEV 750 Fundamental of Print Reading.....	1
ELEV 751 Material Handling, Rigging & Hoisting	1
ELEV 752 Basic Electricity	4.5
ELEV 753 Meters	1
ELEV 754 Hydraulics	2
ELEV 755 DC Generators and Motors	1.5
ELEV 756 Solid State Electronics	2
ELEV 757 Circuit Tracing	4
ELEV 758 Elevator Industry Safety Fundamental	2
ELEV 759 Machine Room and Overhead Installation	1
ELEV 760 Car and Counterweight Assembly.....	2
ELEV 761 Pit Structures and Guide Rails	2
ELEV 762 Doors and Operators.....	2.5
ELEV 763 Construction Wiring Fundamentals.....	2
ELEV 764 Escalators and Moving Walks	2
ELEV 765 Elevator Maintenance.....	1.5
ELEV 766 OJT-Technical Concentration 1	2
ELEV 767 OJT-Technical Concentration 2	2
ELEV 768 OJT-Technical Concentration 3	2
ELEV 769 OJT-Technical Concentration 4	2
ELEV 770 OJT-Technical Concentration 5	2
ELEV 771 OJT-Technical Concentration 6	2
ELEV 772 OJT-Technical Concentration 7	2
ELEV 773 OJT-Technical Concentration 8	2

**763 ELEVATOR CONSTRUCTION
TECHNOLOGY - Basic Certificate
(24 credit hours)**

Required Courses

ELEV 758 Elevator Industry Safety Fundamental	2
ELEV 750 Fundamental of Print Reading.....	1
ELEV 751 Material Handling, Rigging & Hoisting	1
ELEV 761 Pit Structures and Guide Rails	2
ELEV 759 Machine Room and Overhead Installation	1
ELEV 760 Car and Counterweight Assembly.....	2
ELEV 766 OJT-Technical Concentration 1	2
ELEV 767 OJT-Technical Concentration 2	2
ELEV 752 Basic Electricity	4.5
ELEV 753 Meters	1
ELEV 755 DC Generators and Motors	1.5
ELEV 768 OJT-Technical Concentration 3	2
ELEV 769 OJT-Technical Concentration 4	2

CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

ART, MEDIA AND COMMUNICATION

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0122	Architectural Drafting	AAS	63		x					x
0124	Architectural Drafting	BC	16		x					x
0350	Digital Multimedia Design	AAS	67		x					
0351	Digital Multimedia Design	AC	36		x					
0354	Digital Multimedia - Interactive Media	BC	18		x					
0352	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				

BACCALAUREATE/TRANSFER

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0210	Associate in Arts	AA	62	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
0211	Associate in Science	AS	64	x	x	x		x	x	x

BUSINESS, MARKETING & MANAGEMENT

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

CONSTRUCTION

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
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				
0778	Construction (Exterior)	BC	29			x				
0779	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				

CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

CONSUMER & SOCIAL SERVICES

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0716	Community Health Care Worker	AAS	63	x						
0717	Community Health Care Worker	AC	47	x						
0718	Community Health Care Worker	BC	18	x					x	
0349	Cosmetology	AC	36							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					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	x				
0370	Social Work-Youth Work	AAS	63		x	x				
0371	Social Work-Youth Work	AC	31		x	x				
0372	Social Work-Youth Work	BC	15		x	x				
0884	Travel Agent	BC	3							

CULINARY ARTS/FOOD TECHNOLOGY

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0365	Baking & Pastry Arts	AAS	62			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	
0891	Food Service Sanitation - Recertification	BC	1		x				x	
0746	L'Art de la Patisserie	BC	24			x				

HEALTH

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0343	Additions Studies	AC	37		x					
0344	Additions Studies	AAS	63		x					
0345	Additions Studies	BC	18		x					
0218	Biostatistics	AC	32				x		x	
0215	Biotechnology	AAS	67							
0236	Clinical Laboratory Technology	AAS	65				x			
0828	Dental Assistant	BC	4			x				
0222	Dental Hygiene	AAS	72							
0867	Emergency Medical Technician (EMT)	BC	9					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				
0862	Medical Billing/Coding (Computerized)	BC	7						x	
0869	Medical Coding (Basic)	BC	17							x
0870	Medical Coding (Basic)	BC	12							x
0257	Mortuary Science	AAS	62				x			
0247	Nephrology - Renal Technology	AAS	66				x			
0700	Nurse Assistant	BC	7		x					
0801	Nurse Assistant (Certified Patient)	BC	12		x					
0239	Nursing	AAS	68				x			
0240	Nursing - Practical	AC	40				x			
0221	Obstetrics & Gynecologic Technology	BC	11				x			
0259	Occupational Therapy Assistant (Certified)	AAS	73							
0802	Pharmacy Technician	BC	3							
0871	Pharmacy Technician (Advanced)	BC	10							
0254	Pharmacy Technology	BC	33				x			
0219	Phlebotomy	BC	11							
0866	Phlebotomy (Accelerated)	BC	15							
0803	Phlebotomy Technician	BC	12							
0262	Physician Assistant	AAS	78							
0246	Radiography	AAS	75							
0248	Renal Dialysis Technology	AC	37							
0234	Respiratory Care	AAS	68							
0269	Sterile Processing Clinical	BC	11							
0267	Surgical Technology	AAS	65							

EDUCATION/CHILD DEVELOPMENT

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

CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

INFORMATION TECHNOLOGY/COMPUTER NETWORKING

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0806	A+ Certified Computer Technician	BC	6	x						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
0012	Computer Information Systems	BC	12	x	x				x	x
0013	Computer Information Systems	AC	30	x	x				x	x
0852	Computer Literacy	BC	7							x
0297	Computer Security & Forensic Investigation	BC	20							x
0719	Information Processing	AC	31							x
0141	Networking Systems & Technologies	AAS	60	x					x	
0142	Networking Systems & Technologies	AC	30	x					x	
0143	Networking Systems & Technologies	BC	18	x					x	
0152	Web Development	BC	16							x
0155	Web Development	AC	31							x

PUBLIC SAFETY

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

TRANSPORTATION

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

MANUFACTURING, ENGINEERING & APPLIED TECHNOLOGY

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

ADULT EDUCATION COURSES

The Adult Education Department is proud of its community presence in the service area of Kennedy-King College. Community education classes are held in partnership with the Chicago Public Library, Chicago Public Schools, Chicago Park District facilities, area churches, and community-based organizations. Class schedules are flexible, some meeting during mornings, afternoons and evening hours.

The Adult Education Departments primarily serves adults 18 years or older who want to become literate by improving their reading, math and writing skills; who want to prepare for the high school equivalency examination in English or Spanish; or who need to learn to speak English.

The following programs are offered through the Adult Education Department:

Adult Literacy: Designed for adults with little or no reading skills. Classes are small and instruction is often individualized.

Adult Basic Education (ABE): Designed for adults who need to practice and improve reading, writing and math skills for self-enrichment, to prepare for the GED test, or to enter job training programs.

General Education Development (GED): Designed for adults who need preparation for the High School Equivalency examination. Classes are offered in both English and Spanish.

English as a Second Language (ESL): English classes for non-native adults who are not proficient in English. Classes range from beginning to advanced levels and are held at community locations.

In addition to the above programs, the Adult Education Department sponsors a number of student retention activities throughout the year. Each June the department hosts a dance in conjunction with graduation ceremonies. Monthly writing contests are held to help students improve their writing skills in preparation for the essay examination on the Official GED Test. In September and February, the department participates in Hispanic Heritage and Black History Month celebrations respectively. During these months, off-campus classes not only participate at these celebrations, they also tour the college to learn about its programs and services. Students who excel academically are eligible for the Harold Washington and the Seabury Scholarships.

For specific community locations and registration dates, contact the Adult Education Department at (773) 602-5340.

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

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

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

CONTINUING EDUCATION

Kennedy-King College offers an extensive continuing education/lifelong learning program. There are continuing education classes taught to meet the specific needs of various segments of the community - adults, young adults, seniors, children and entire families.

Courses are generally offered in seven week or shorter sessions, including one to three day seminars or workshops. Most classes, meeting for an extended period of weeks, have evening sessions after 5:30 p.m. or on Saturdays. Classes can meet at almost any location on-campus, off-campus, and at community based locations such as schools, senior centers, community centers and churches.

Non - credit courses, workshops symposia and forums are titled "special interest" courses and/or programs: and these are offered individually and in concert with dozens of community agencies and organizations. The moniker "general studies" is the name that applies to continuing education classes that are approved by the Illinois Community College Board. These Continuing Education Units (CEU) of credit are applicable to certain certificates, upon successful completion of a program, but credits do not apply to the acquisition of an associate degree.

Program categories include computer technology, business, real estate, child development, education, fine arts, home economics, computer applications, language, sales and marketing, allied health occupations, health and fitness and many more. It is our intent to add a new course whenever the demand for such a course becomes apparent.

Continuing Education Certificate Granting Courses

Numerous courses have been approved in the aforementioned categories for continuing education credit. For example, a large selection of allied health, real estate and business courses are approved for credit. Additionally, continuing education is a provider of training for a number of health and industrial programs certification upon successful completion. Programs such as Phlebotomy Technician, Food Service Sanitation, Heating Ventilation and Refrigeration, Pharmacy Technician, Medical Billing and Coding, Physical Therapy Aide, Medical Office Assistant and Certified Nursing Assistant result in a recognized certificate for successful completion.

Business & Industry

Customized training opportunities are offered through the Business and Industry (B&I) Services unit. Emphasis is placed upon upgrading, reinforcing and the introduction of workplace skills to employees, employers and the unemployed. This unit will provide business and economic development outreach training and courses for the College's expanding community development, revitalization initiatives and cooperative efforts.

Senior Citizens and Families

Many of the adult and senior courses prepare one for retirement and new careers. Self awareness, self esteem and new attitudes toward the normal aging process are developed through class participation. Senior citizens learn of many new avenues open to them, of special services available to them and of services they can offer to society. Social action and social issues may be studied and cultural attainment is explored through a variety of classes. A number of classes are conveniently offered through the City of Chicago Department of Aging.

Hobbies and Culinary

Hobby and special interest courses are reviewed and changed to meet the interest of adults, children and families. These include photography, dancing, swimming, language, jewelry making, other arts and crafts and a number of culinary cooking classes.

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 Blackboard, e-mail and telephone. Some courses have live, on-site conferences and synchronous sessions at designated times throughout the semester. The Center for Distance Learning offers two types of delivery modes:

TELEWEB (TW) - Online with Video Component

Teleweb courses combine television and 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. Courses may require students to take exams in a proctored setting.

Students access the video component of the course by watching the programs on WYCC-TV/ Channel 20, by renting DVDs/VHS tapes or accessing streaming videos from selected CDL vendors.

INTERNET (WW) - Online

Web-based 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.

Students can register for CDL courses at any of the City Colleges of Chicago. Tuition is paid to, and grades and transcripts are issued by, the campus where the registration took place. After completing the registration process, students are directed to the CDL website's "Getting Started" at <http://cdl.ccc.edu> for further instruction.

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

Course Descriptions

Subject	Description	Subject	Description
118	MENHLTH Addictions Studies/Mental Health	027	ENVR TC Environmental Technology
094	AIR CON Air Conditioning	042	FIN ART Fine Arts
081	ANTHRO Anthropology	051	FRENCH French
010	ART Art	084	GEOG Geography
105	AUTOTEC Automotive Technology	001	HEALTH Health
330	330BKPS Baking and Pastry	085	HISTORY History
023	BIOLOGY Biology	041	HUM Humanities
025	BOTANY Botany	036	LIT Literature
030	BUSINES Business	045	MATH Mathematics
330	330BSCM Business and Commercial Technology (BCT)	011	MEDIA CM Media Communication
073	CHEM Chemistry	118	MENHLTH Mental Health/Addictions Studies
090	CHLD DV Child Development	024	MCROBIO Microbiology
133	RELIGN Comparative Religions	060	MUSIC Music
032	CIS Computer Information Systems	063	NURSING Nursing
332	332ENGR Construction Technology (CT)	028	PHARM Pharmacology
332	332TECH Construction Technology (CT)	043	PHIL Philosophy
008	COOP EX Cooperative Work Experience	065	PHYS ED Physical Education
080	CRM JUS Criminal Justice	076	PHY SCI Physical Science
330	330CUL Culinary Arts	077	PHYSICS Physics
100	DENTHYG Dental Hygiene	086	POL SCI Political Science
082	ECON Economics	087	PSYCH Psychology
083	EDUC Education	037	READING Reading
432	432ELEV Elevator Construction	088	SOC SCI Social Science
034	ENGR Engineering	091	SOC SER Social Service
035	ENGLISH English	089	SOC Sociology
137	ESLREAD English as a Second Language–Reading	057	SPANISH Spanish
195	ESLSPCH English as a Second Language–Speech	095	SPEECH Speech
135	ESLWRIT English as a Second Language–Writing	099	THR ART Theater Arts
026	ENVR ST Environmental Studies	009	VIS MC Visual Media Communications

ADDICTIONS STUDIES (SEE MENTAL HEALTH)

[AIR CON]

AIR CONDITIONING (094)

AIR CONDITIONING 101

Introduction Air Conditioning I - Fundamentals of heat and measurement; intensity, quantity, and modes of flow; factors of comfort studied and explored in relation to design of a system in connection with function of that system. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

AIR CONDITIONING 102

Introduction Air Conditioning II - Refrigeration, its theory, systems, components, and control as applied to air conditioning; study of refrigeration equipment, including function, selection, proper installation, maintenance, and service. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

AIR CONDITIONING 103

Duct Design and Layout - Conventional low velocity duct design; high velocity air distribution design and systems using sophisticated design techniques; layout techniques. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Air Conditioning 101 and Air Conditioning 102 and Engineering 100 or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

AIR CONDITIONING 104

Equipment and Systems Controls - Pneumatic, electric, electronic controls, and control systems; selection and design of control systems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

AIR CONDITIONING 105

Owner-Contractor Management - Fundamentals of management techniques for air conditioning dealers, contractors, and entrepreneurs. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

AIR CONDITIONING 106

Sheet Metal I - Fabrication and installation of ducts used in air conditioning, ventilation and heating systems. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

AIR CONDITIONING 107

Welding I - Techniques of welding and cutting different metals under a variety of conditions. Students will learn to weld, butt, edge, lap and fillet joints. Oxy-acetylene, oxy-propane and carbon arc methods are employed. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

AIR CONDITIONING 120

Introductory Laboratory - Shop and laboratory safety, use of hand tools for air conditioning, refrigeration and heating, use of meters, instruments and gauges. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

AIR CONDITIONING 121

Advanced Laboratory - Covers meters, instruments, and troubleshooting. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

AIR CONDITIONING 150

Introduction to Refrigeration - Servicing, installation, reinstallation, warranty, and troubleshooting of home and commercial systems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

AIR CONDITIONING 151

Commercial Refrigeration - Selection, maintenance, installation of commercial refrigeration. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Air Conditioning 150.

150 minutes per week. 3 credit hours.

AIR CONDITIONING 155

Refrigeration Laboratory - Gauges, meters, and troubleshooting. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

AIR CONDITIONING 156

Domestic Refrigeration Laboratory - Domestic and hermetic servicing. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

AIR CONDITIONING 157

Analysis Laboratory - Analysis of domestic and commercial hermetic systems, mechanical and electrical servicing. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week. 2 credit hours.

AIR CONDITIONING 158

Commercial Refrigeration Laboratory - Installation of components and complete systems, service and maintenance of those components and systems. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

AIR CONDITIONING 160

Introduction to Principles of Heating - Warm air systems, hot water systems, steam systems, gas fuel, oil fuel, and coal fuel at both residential and commercial levels; control systems and their installation, maintenance, service and sub-electrical systems and their service. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

AIR CONDITIONING 165

Heating Laboratory - General study of domestic and commercial systems. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

AIR CONDITIONING 204

Advanced Control Systems - Theory, maintenance and repair of advanced electrical, mechanical and electronic controls and control systems. Design techniques of control systems explored. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Air Conditioning 104.

2 lecture and 2 lab hours per week. 3 credit hours.

[ANTHRO]

ANTHROPOLOGY (081)

ANTHROPOLOGY 201

Introduction to Biological and Cultural Evolution of Humans - Survey and analysis of the fundamentals of prehistoric archaeology, fossil primates and primate evolution, primate behavior, human genetics and the variations of human populations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ANTHROPOLOGY 202

Cultural Anthropology - Comparative study of human societies and cultures of the world; cross-cultural investigation of social organization and political, economic, religious and family systems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ANTHROPOLOGY 299

Special topics in Anthropology - Special topics in Anthropology will be discussed along with appropriate research or field projects. Emphasis will be on the relevance and practical application of fundamental concepts, methodologies, and tools of anthropology, with special emphasis on the documentation and evaluation of real world social and cultural phenomena. Each special topic will have a unique subtitle. Students can take courses with different sub-titles and receive credit for each. 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- 300 minutes per week. 1-6 credit hours.**

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.**

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 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 150

Crafts Workshop - Creation and construction of art forms in clay, metal, cloth, fibers, plaster and wood; art process in both two and three dimensions; recommended for pre-teachers. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

ART 161

Freehand Drawing - Elementary drawing in charcoal and pencil from simple groups of block forms, still life and architectural ornament; includes developing pencil technique. No previous drawing experience necessary. Writing assignments, as appropriate to the discipline, are part of the course. **6 lab/studio hours per week or 1 lecture and 2 lab hours per week
3 credit hours 2 credit hours**

ART 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 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.**

[AUTOTEC] AUTOMOTIVE TECHNOLOGY (105)

AUTOMOTIVE TECHNOLOGY 101

Introduction to Automotive Technology - Lecture and laboratory course covering the operating principles of the modern automobile. Subjects will include cooling system service, fuel, ignition, engine, transmission systems, as well as accessories. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 103

Engine Concepts - Disassembly, inspection and service of typical automotive engines with major emphasis on operational theories. Engines used for instruction will run both before and after servicing as a major course requirement. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 104

Electrical Systems and Power Accessories - Introduction to theory, diagnosis and repair of automotive electrical and electronic components and systems. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 105

Fuel Management 1 - Service techniques and theories of operations necessary to maintain modern fuel delivery systems. Service will be performed on computerized carburetors and electronic fuel injection systems. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 3 lab hours per week. 2 credit hours.**

AUTOMOTIVE TECHNOLOGY 106

Fuel Systems - This further study of the fuel system provides students with an opportunity to acquire knowledge of the construction, operating principles and components of automotive fuel systems. Students perform service on carburetors as well as fuel injection systems in accordance with established industry standards. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Automotive Technology 101 and Automotive Technology 104. **2 lecture and 9 lab hours per week. 5 credit hours.**

AUTOMOTIVE TECHNOLOGY 107

Automotive Body Welding - Students will acquire knowledge and skills in using oxy-acetylene and mig-welding equipment to perform welding operations in repairing damaged auto bodies. Proficiencies will be developed in butt and lap welding, listing and cutting on light-gauge metal, and brazing and lead soldering. All work performed must be in accordance with established standards. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 108

Work Based Learning I - Introduction to applied automotive technology in an actual work setting. Provides hands-on experience in an automotive shop. Students work on actual vehicles, carrying jobs from assignment through completion. Business operators will supervise students at the worksite. Instructors will supervise all on-campus and also visit off-campus worksites to observe, monitor and critique student performance. Writing assignments, as appropriate to the discipline, are part of the course. **1-2 lecture and 10-20 lab hours per week. 3-6 credit hours**

AUTOMOTIVE TECHNOLOGY 109

Automotive Brakes - Theory of operation and servicing of braking systems, both conventional and computerized anti-lock brake systems. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 6 lab hours per week. 4 credit hours.

AUTOMOTIVE TECHNOLOGY 111

Automotive Parts Specialist I - Lecture and Laboratory course covering the principles of selling automotive parts in retail and wholesale parts establishments. Subjects will include: Customer relations, parts identification and usage, stocking control, products knowledge, telephone ethics, selling skills and cataloging. Writing assignments, as appropriate to the discipline, are part of the course.

3 lecture and 9 lab hours per week. 6 credit hours.

AUTOMOTIVE TECHNOLOGY 112

Automotive Parts Specialist II - Lecture and Laboratory course covering skills necessary to manage an automotive parts retail store. Subjects will include customer relations, building team staff, inventory control, corporate relationships, conflict resolution and business analysis. Writing assignment, as appropriate to the discipline, are part of the course.

2 lecture and 6 lab hours per week. 4 credit hours.

AUTOMOTIVE TECHNOLOGY 117

Auto Body Reconstruction I - Study of the principles and techniques of auto body metal connections, use and care of basic tools, types and application of fillers, analyzing the extent of damage, and perform required repair operations. Student develops skills in removing and installing trim and digging, filling, picking, and filling sheet metal. Emphasis is placed on developing proficiency in repairing body damages according to established standards. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 6 lab hours per week. 3 credit hours.

AUTOMOTIVE TECHNOLOGY 118

Auto Body Repainting I - Students will execute the techniques of preparing surface, selecting and mixing paint, and spraying. Work will be performed on sheet metal initially, and each student will progress to full-bodied automobiles. As refinishing skills increase in proficiency, each student will demonstrate skills in color-matching weathered finishes. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 6 lab hours per week. 3 credit hours.

AUTOMOTIVE TECHNOLOGY 119

Auto Body Detailing - Study of the principles of auto detailing preparation for new and used car customer delivery service. Students will develop skills in proper buffing techniques, preparation of plastic bumpers, and accessories, steam cleaning of engine components and care for rubber parts. Selection and use of cleaning and polishing materials is emphasized. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 9 lab hours per week. 5 credit hours.

AUTOMOTIVE TECHNOLOGY 204

Electrical Systems II - This course is designed to provide the necessary knowledge and skills to service today's automotive electrical systems. Selected topics include reading of wiring diagrams, electrical accessories diagnosis and operation and design of the ignition system. Students learn circuit testing and the proper handling of advanced solid state electronics such as air bags and computers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Automotive Technology 101 or Automotive Technology 104, or Consent of Department Chairperson.

1 lecture and 6 lab hours per week. 3 credit hours.

AUTOMOTIVE TECHNOLOGY 205

Fuel Management II - Emphasis on servicing of computerized carburetors and electronic fuel systems with relation to engine performance and exhaust emissions. Servicing techniques for domestic and foreign electronic carburetors and fuel injection systems. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 6 lab hours per week. 4 credit hours.

AUTOMOTIVE TECHNOLOGY 206

Fuel Management III - This course builds upon the knowledge gained in previous Fuel Management courses with emphasis on past fuel injection systems (gas and diesel). Diagnosis and service of these systems will be presented along with a study of injectors, fuel distribution, and fuel injection pumps. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 6 lab hours per week. 4 credit hours.

AUTOMOTIVE TECHNOLOGY 207

Transmissions/Transaxles and Drivelines - This course will cover three, four, and five speed transmissions/transaxles and all automotive transmissions/transaxles used on front wheel drive passenger cars. Diagnosis and repair procedures will be covered. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 208

Work-Based Learning II -Advanced hands-on experience in an automotive shop. Students work on actual vehicles, carrying jobs from assignment through completion. Business operators will supervise students at the worksite. Instructors will supervise all on-campus work based learning students, and also visit off-campus worksites to observe, monitor and critique student performance. Writing assignments, as appropriate to the discipline, are part of the course. **1-2 lecture and 10-20 lab hours per week. 3-6 credit hours**

AUTOMOTIVE TECHNOLOGY 209

Steering and Suspension Systems - Theory of operation and servicing of braking systems, both conventional and computerized anti-lock brake systems. Use of the 4-wheel alignment machine. Service techniques for C/V joints, McPherson struts, and rack and pinion steering assemblies. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 210

Performance and Driveability - This course covers the construction, operation and testing of the ignition systems. Training is offered on the use of oscilloscopes, infrared gas analyzers, and other diagnosis equipment such as scan tool testing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson. **2 lecture and 9 lab hours per week. 5 credit hours.**

AUTOMOTIVE TECHNOLOGY 211

Garage Management - Instruction in maintenance of inventory, writing tickets and billing, shop logistics and customer service. Developing managerial basic business abilities and fundamentals such as record keeping, merchandising and sales. Also students will develop skills in customer relations. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 212

Manual Drive Train and Axles - With successful completion of this course students will be able to demonstrate their understanding of design, construction, operation and service principles of automotive clutches, manual transmissions, drivelines, differentials and rear axles. Service work includes using appropriate repair and test equipment, determining problems or extent of damage, and performing corrective work in accordance with established industry standards. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 215

Auto Temperature Control Systems - Service procedures and theory of operation of both manual and electronically controlled heating and air conditioning systems. Emphasis will be on diagnosis, service and replacement of air conditioning components. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 6 lab hours per week. 4 credit hours.**

AUTOMOTIVE TECHNOLOGY 217

Auto Body Reconstruction II - Students will increase their knowledge and skills by repairing more complex, extensive damages. Removal and installation of trim, soldering and welding, aligning various components of the body, repairing door locks and window regulators, wiring of auto body and accessories, techniques of glass fitting, and repairing front and suspension damages. Students will also acquire basic skills in estimating extent of damage and cost of repairs. All work must be performed in accordance with established standards. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 6 lab hours per week. 3 credit hours.**

AUTOMOTIVE TECHNOLOGY 218

Auto Body Repainting II - Study of the principles and techniques of preparing body surface, selecting and mixing paint, and spraying. Work will be performed on sheet metal panels initially, and each student will progress to full-bodied automobiles. As refinishing skills increase in proficiency each student will acquire skills in color-matching weathered finishes. Because proficiency and quality is expected, students will be given ample opportunities to practice for skill building purposes. All work must be performed in accordance with established standards. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 6 lab hours per week. 3 credit hours.**

AUTOMOTIVE TECHNOLOGY 220

Collision Estimating - Estimating for automotive insurance appraisal claims and adjusting damages. Emphasis will be on appraisal procedures, flat rate computations, use of collision estimator and preparation of insurance claim forms. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 3 lab hours per week. 2 credit hours.

[330BKPS]

BAKING & PASTRY (330)

BKPS 765

Introduction to Baking - The focus of this course will be an introduction to culinary history with emphasis on baking and pastry; instruction in principles and procedures of basic equipment and its use and beginning fundamentals of baking. A look at the contemporary employment options in this field will compare restaurant, specialty (e.g. wedding cakes), retail and wholesale careers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for English 100, Reading 125, and Mathematics 098; concurrent enrollment in BAK/PAS 766, 767, 768, and 769. **150 minutes per week. 3 credit hours.**

BKPS766

Baking Safety and Sanitation - An introduction to safe food production practices. Topics will include prevention of food-borne illness, HACCP procedures, facility sanitation, legal guidelines, kitchen safety, and safe food preparation, storing, and reheating guidelines. The National Restaurant Association ServSafe examination will be a part of this course. Students who pass the exam are eligible for city and state certification. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for English 100, Reading 125, and Mathematics 098; concurrent enrollment in BAK/PAS 765, 767, 768, and 769.

150 minutes per week. 3 credit hours.

BKPS767

Baking Techniques - This course provides an introduction to the functions of baking ingredients (flour, sugar, fat, eggs and liquids) and mixing methods for doughs, fermentation techniques, and bread baking. Special emphasis will be placed on lean dough production and enriched dough methods (laminating, rubbing, and cut-in). Training in evaluation techniques of finished products will be emphasized. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for English 100, Reading 125, and Mathematics 098; concurrent enrollment in BAK/PAS 765, 766, 768, and 769. **9 lab hours per week. 3 credit hours.**

BKPS 768

Pastry Techniques - An introduction to pastry products and methods, this course will include lamination, short crust, liaison, meringue, pastry cream, pate a choux, vanilla sauce, ganache, custard and mousse. Assembling the various components into completed pastries will include filling, glazing, garnishing and making a variety of sauces. Students will learn to evaluate the quality of the items that are produced. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for English 100, Reading 125, and Mathematics 098; concurrent enrollment in BAK/PAS 765, 766, 767, and 769. **9 lab hours per week. 3 credit hours.**

BKPS 769

Cookies and Tarts - An introduction to a variety of mixing methods, doughs, batters, fillings and glazes with emphasis on preparing unfilled and filled cookies, mignardises, tarts, a variety of petit fours and other one bite items. Emphasis will be on production and will include specialty preparations, like gingerbread houses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for English 100, Reading 125, and Mathematics 098; concurrent enrollment in BAK/PAS 765, 766, 767, and 768.

9 lab hours per week. 3 credit hours.

BKPS 770

Basic and Classical Cakes - With emphasis on the different mixing and assembly methods, the students will prepare a variety of classical cakes from simple pound cakes to elaborate filled cakes and tortes. Classical preparations will include Sacher Torte, Dobos Torte, Opera Torte, Marjolaine, Gateaux St. Honore, and Charlottes. Piping skills will be introduced and practiced. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in BAK/PAS 767 and 768; concurrent enrollment in BAK/PAS 771, 772, and 773. **9 lab hours per week. 3 credit hours.**

BKPS 771

Special Occasions Cakes - Decorating techniques will be practiced, including flowers and borders, royal icing, fondant draping, crimping and ruffling and gum paste flowers. Students will prepare special occasion cakes, seasonal cakes, and classical and contemporary wedding cakes. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in BAK/PAS 767 and 768; concurrent enrollment in BAK/PAS 770, 772, and 773. **9 lab hours per week. 3 credit hours.**

BKPS 772

Individual Pastries - Quantity production will be a key element of this course. From scaling recipes and calculating yields to working a pastry station, each student will be exposed to volume production for pastry buffet tables and retail operations. Emphasis will include presentation and plate designs for banquet desserts. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in BAK/PAS 767 and 768; concurrent enrollment in BAK/PAS 770, 771, and 773. **9 lab hours per week. 3 credit hours.**

BKPS 773

Confectionary Arts - Display pieces are an important art in the pastry chef's repertoire. This course will serve as an introduction to chocolate, sugar, marzipan, finishing techniques, molds and templates. Each student will create a centerpiece utilizing the skills learned. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in BAK/PAS 767 and 768; concurrent enrollment in BAK/PAS 770, 771, and 772. **9 lab hours per week. 3 credit hours.**

BKPS 774

Hearth Breads and Rolls - Learn to mix, shape, bake and store bread and rolls. Emphasis will be on efficiency and increased speed in production of quality products. Students will use traditional fermentation methods, equipment, and methods to emphasize flavor, texture, and appearance as well as techniques that increase shelf life. Students will learn to evaluate the quality of the items that are produced. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in BAK/PAS 767; concurrent enrollment in BAK/PAS 775 and 776. **12 lab hours per week. 4 credit hours.**

BKPS 775

Specialty Breads - This course will introduce advanced bread principles and techniques, including regional and ethnic breads. Production will include multi-grain breads, sourdoughs, bagels, pretzels, holiday or seasonal breads, and flat breads. Special emphasis will be placed on mixing, shaping, and finishing specialty breads; and innovative baking methods. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in BAK/PAS 767; concurrent enrollment in BAK/PAS 774 and 776. **12 lab hours per week. 4 credit hours.**

BKPS 776

Advanced Baking Principles - We live in a world where many people have special dietary needs. This course examines baking methods and principles from a nutritional and chemical/physical point of view. Topics to be covered include: diets such as vegan, diabetic, low carb and gluten-free, nutritional analyses, and preparation of items for persons with special dietary needs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in BAK/PAS 774; concurrent enrollment in BAK/PAS 774 and 775. **9 lab hours per week. 3 credit hours.**

BKPS 777

Chocolate and Confections - This course introduces the student to the tempering chocolate, creation of chocolate sculptures and simple centerpieces, and production of chocolates and other confections including fudge, fondant, nougat, caramel, toffee and truffles. Emphasis will be on creating confections by hand and with special equipment. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Grade of C or better in BAK/PAS 768, 773, and 776; concurrent enrollment in BAK/PAS 778.

9 lab hours per week. 3 credit hours.

BKPS 778

Contemporary Desserts - Assembled and decorated with a modern approach, desserts will be produced using the latest technology and equipment. Students will use specialized equipment, practice new presentation methods, and focus on freshness, simplicity of style, and ease of production. Each student will produce a plated dessert and centerpiece using a variety of the techniques learned throughout the program and showing key elements of production, design, freshness of flavor and consistency. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in BAK/PAS 768, 773, and 776; concurrent enrollment in BAK/PAS 777. **18 lab hours per week. 6 credit hours.**

[BIOLOGY]

BIOLOGY (023)

BIOLOGY 100

Critical Readings in Biology - Prepares students to read in the life sciences. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BIOLOGY 101

General Course Biology I - Basic principles and concepts of biology; general considerations of biological processes, including cellular and organismic levels. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BIOLOGY 102

General Course Biology II - Continuation of Biology 101. Basic principles and concepts of biology, including how organisms reproduce and inherit; how life on earth evolved and how present day organisms relate to each other. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BIOLOGY 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 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 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 123

Biology of Drugs and Stress - A course oriented toward creating scientific awareness of the health hazards associated with the exposure to various chemical and physical agents. Student learns to avoid the misuse and addiction to over-the-counter or prescription drugs and minimizes the stress factors which cause abnormal physiological response. The knowledge gained in this course would also enable the student to help others. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BIOLOGY 200

Field Biology - Natural history of local biota. Laboratory and field identification of plants and animals with a study of their habitats and relationships. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 3 lab hours per week. 3 credit hours.**

BIOLOGY 201

Individual Topics in Biology - Students may conduct laboratory research, engage in library projects, and attend seminars. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 2 credit hours will be counted towards graduation. **1 lecture and .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 242

Evolution - Origin, history and development of plants and animals. Includes evidence from anatomy, paleontology, comparative physiology, biochemistry, immunology, genetics. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 101 and Biology 102 or Biology 114 and Biology 115 or Consent of Department Chairperson. **50 to 150 minutes per week. 1-3 credit hours.**

BIOLOGY 299

Special Topics in Biology - Special topics in biology and biotechnology will be discussed along with appropriate lab and/or field trip activities. New developments will be emphasized, especially materials useful in K-12 education and industry. 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. **.5 to 5 lecture and 1 to 2 lab hours per week. 1-6 credit hours**

BROADCASTING (SEE MEDIA COMMUNICATIONS)

[BUSINES]

BUSINESS (030)

BUSINESS 111

Introduction to Business - Survey of modern U.S. business, analyzing organization and types of businesses, major business functions, business and the environment, roles played by business and consumers in the economy and various economic systems. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 113

Basic Keyboarding - Instruction in the basic keyboard of a word processor or other automated office equipment. Skill development and application to basic business materials. Writing assignments, as appropriate to the discipline, are part of the course. **.5-2 lecture and 1-2 lab hours per week. 1-3 credit hours.**

BUSINESS 117

Keyboarding/Formatting - Basic touch typing techniques; business letters. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

BUSINESS 118

Keyboarding/Formatting II - Skill development and application to basic business materials. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 117, or Placement Test. **2 lecture and 2 lab hours per week. 3 credit hours.**

BUSINESS 136

Medical Office Procedures - Basic clerical duties and responsibilities in physicians offices, clinics, and hospitals. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 118 and Biology 114, Placement Test, or Consent of Department Chairperson. **50-150 minutes per week. 1-3 credit hours.**

BUSINESS 141

Business Mathematics - Review of basic arithmetic principles, application of arithmetic operations to business forms and to analysis and solution of problems of percentage, markup, and markdown, discounts, interest, prorating, life and property insurance, taxation, and payrolls. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 180

Fundamentals of Accounting - This course emphasizes an understanding of basic accounting principles and other business concepts as they apply to the reporting of financial data and other economic events of a business enterprise. Emphasis is on recording, analyzing, and interpreting historical data and showing its effect on the business financially. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 181

Financial Accounting - This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements as well, and the limitations of using these in making forward-looking business decisions are included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations, cash flow statements and financial statement analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 100 or Business 111 or Business 141 or Mathematics 098 or higher; or concurrent enrollment in Business 141; or Placement Test; or Consent of Department Chairperson.

200 minutes per week. 4 credit hours.

BUSINESS 182

Managerial Accounting - This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions are included. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181 or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

BUSINESS 203

Introductory Cost Accounting - General accounting principles applied to factory operations. Includes methods of finding costs of specific orders, lots and processes, and basis of allocating overhead expenses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181 or Business 182. **150 minutes per week. 3 credit hours.**

BUSINESS 204

Computer Applications for Intermediate Accounting - Utilizes a computer to perform major accounting tasks such as recording entries, posting to ledgers, generation of trial balances and financial statements, as well as special reports, all encountered in Business 205. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 205. **50 minutes per week. 1 credit hour.**

BUSINESS 205

Intermediate Accounting - Application of funds, analysis of working capital, investments, inventories, amortization and depreciation, and cost expirations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 182 or Business 204. **150 minutes per week. 3 credit hours.**

BUSINESS 206

Auditing - Includes external balance-sheet audits, recent developments in techniques of auditing cash, receivables, inventories, investments, fixed assets, and liabilities. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 205, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

BUSINESS 208

Federal Income Tax - Study of the principles of the Internal Revenue Code, practical application of tax rules to the preparation of returns, application of accounting rules to tax matters. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 182, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 211

Business Law I - Laws of business transactions, including contracts, agency, employment and partnerships, and study of the Uniform Commercial Code. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 212

Business Law II - Continues study of laws covering corporations, negotiable instruments, sales, real estate, and bailments. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 214

The Legal and Social Environment of Business - A study of the legal and social environment of business with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law and employment law. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 216

Entrepreneurship - Entrepreneurial skills, organization, promotion and management in self-employment or administration in occupations and organizations; research and discussions with successful owners and managers in the business community. Students receive practice in planning, decision-making and self-evaluation. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 221

Insurance - Preparation for the agents or brokers licensing examination. Includes life and casualty insurance, automobile, fire, health and accident, and workers compensation. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 230

E-Business Marketing - Explores resources, knowledge, skills, practices and techniques necessary to conduct business online. Explores nature and impact of e-commerce on business and business operation, resources required and available, customer relationship management, ordering systems, end-to-end marketing and performance, and control systems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111, or CIS 120, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

BUSINESS 231

Marketing - Examines the functions and objectives of marketing. Includes flow of industrial and consumer goods through the marketing system, and the role of the consumer, the product, the market, the pricing policies, promotion and distribution methods. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111.

150 minutes per week. 3 credit hours.

BUSINESS 236

Advertising - Study of basic functions, principles, and techniques of advertising, including the role of advertising in the marketing system. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 237

Selling - Factors of successful selling of goods or ideas; buying motives, sales psychology, customer approach, and sales techniques. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 241

Introduction to Finance - Surveys methods of financing business enterprises and their relationships to personal and company investment policies. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

BUSINESS 244

Fundamentals of Investments - Personal investment programs including the sources and uses of investment information. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 250

Computerized Accounting Systems - Computerized Accounting focuses on exposing the student to various computerized accounting systems and how these systems accomplish the goals of accounting information system of a business entity. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181, or CIS 120 or equivalent, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

BUSINESS 257

Principles of Retailing - Functions of retailing, including current trends and problems. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 258

Small Business - Organization and operation of small-scale retail, trading, service or manufacturing business. Problems of location, financing, labor, accounting and production, taxes, and insurance. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 269

Principles of Management - Analysis of major functions and principles of management; emphasis on supervisory and operating levels of management; theories, policy-making, effective communications and art of decision-making. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Business 111, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 270

Office Management - Application of management principles to planning, organization, and controlling of office work. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 271

Human Resources Management - Employment techniques, wages and hours, job evaluation, training, employee ratings, collective bargaining, employment counseling and collateral benefits, such as pensions and fringe benefits. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

BUSINESS 272

Sales Management - Planning of sales efforts; management of sales and services; human resources, and controlling sales operations. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Business 111 and Business 237, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours

BUSINESS 281

Office Procedures for Office Administrative Assistants - Records management, editorial duties, correspondence and reports, and work simplification procedures. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS 282

Business Administration for Office Assistants I - Current business problems and trends, economic systems emphasizing basic concepts in free private enterprise, labor force, financial systems, government regulation of business, acts affecting labor, marketing and pricing, credit, banking and investment programs and social responsibilities of 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 283

Business Administration for Office Administrative Assistants II - Business administration of human resources policies, financing and investing, problems and trends in production, distribution, transportation and various office functions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111, or Consent Department Chairperson. **150 minutes per week. 3 credit hours.**

BUSINESS 284

Business Communications - Study of communication (including motivation, perception, language, distortions, organizations, listening) and its role in the administrative process; patterns of mis-communications (such as by-passing, deception, generalizations, association, labeling) are examined for better understanding of communication process and to improve organizational environment; consideration given to psychological impact of various communications media. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

BUSINESS AND COMMERCIAL TECHNOLOGY (330) 330BSCM

BCT 532

Basic Computer Technology

The course will provide students with an overview of the basic computer concepts and terminology, the internet and the Microsoft Office applications. Writing assignments, as appropriate to the discipline, are part of the course. **1 credit hour.**

BCT 577

Reading for Information

This course is designed to provide skills necessary to analyze reading materials effectively. Writing assignments, as appropriate to the discipline, are part of the course. **1 credit hour.**

[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 210

Topics Biochemistry with Laboratory - Carbohydrates; lipids; amino acids and proteins, enzymes; biochemical energy; metabolism of carbohydrates, lipids, and amino acids; and nucleic acids. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chemistry 205.

1 lecture and 2 lab hours per week. 2 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**

[CHLD DV]

CHILD DEVELOPMENT (090)

CHILD DEVELOPMENT 100

Critical Reading in Child Development - Prepares students to read critically in the field of human development. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CHILD DEVELOPMENT 101

Human Growth and Development I - Foundation course in theory and principles of development, conception through early adolescence. In-depth study of physical, social/emotional, cognitive, language development including children's play. Fifteen hours of observations included. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test or English 101. **200 minutes per week. 4 credit hours.**

CHILD DEVELOPMENT 102

Human Growth and Development II - Continuation of Child Development 101. Emphasizes adolescence through late adulthood. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

CHILD DEVELOPMENT 107

Health Safety and Nutrition - Knowledge and application of practices that promote good nutrition, dental health, physical and mental health, and safety of infants/toddlers, preschool and school-aged children in a group setting as well as that of the adult student. Health lifestyle, preventative health and community resources and responding to emergencies are examined. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CHILD DEVELOPMENT 109

Language Development - Techniques and methods of encouraging development of language and emerging literacy skills in young children with emphasis upon understanding the developmental process and how the preschool teacher can facilitate this process. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

CHILD DEVELOPMENT 120

Introduction to Early Childhood Education - An introductory course designed to familiarize students with the historic roots and philosophical foundations of child care and education. Knowledge of different types of early childhood programs, their basic values, structure and organization. Examination of the student's personal qualities in relationship to expectations of the field. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

CHILD DEVELOPMENT 141

Activity Programming - Recreational and creative activities as factors which change patterns of behavior in children. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week. 2 credit hours.

CHILD DEVELOPMENT 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 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 225

Supervision of the Exceptional Child - Techniques in handling and communicating with the deaf, blind, developmentally delayed, and physically challenged child. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 205. **150 minutes per week.**

3 credit hours.

CHILD DEVELOPMENT 228

Principles of Child Care Practice - Role of the child care worker in group/residential settings; primary objectives and goals; re-examination of child rearing responsibilities in light of treatment goals. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101.

150 minutes per week. 3 credit hours.

CHILD DEVELOPMENT 229

Practicum in Residential Child Care - Twenty hours per week of professional supervised training in Child Care Treatment Program; includes two-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Completion of all required Special Education or Residential Child Care courses, or Consent of Department Chairperson. May not be taken concurrently with Child Development 228. **2 lecture and 20 lab hours per week. 6 credit hours.**

CHILD DEVELOPMENT 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 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 299

Special Topics Child Development - Special topics in Child Development or Early Childhood Education will be discussed. New developments such as the latest brain research and its implication to working with your children 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.**

COMPARATIVE RELIGION 101

Introduction to Religion - Introduction to the nature, origin, beliefs, practices, and development of religion in 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. **150 minutes per week. 3 credit hours.**

COMPARATIVE RELIGION 102

The Bible - Hebrew Old Testament - The study of the Old Testament with an emphasis on historical, cultural and intellectual settings; literary characteristics; and the scholarship related to its various translations 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.**

COMPARATIVE RELIGION 103

The Bible - New Testament - The study of the New Testament, with an emphasis on historical, cultural and intellectual settings; literary characteristics; and the scholarship related to its various translations 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.**

COMPARATIVE RELIGION 106

Comparative Religion I/Eastern Religion - Comparison and investigation of major Eastern religions. Includes origins, rituals, religious knowledge and destiny. This course concentrates on the religions of the Eastern world. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPARATIVE RELIGION 107

Comparative Religion II/ Western Religion - Comparison and investigation of major Western religions. Includes origins, rituals, religious knowledge and destiny. This course concentrates on the religions of the Western world. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPARATIVE RELIGION 108

Religion and Psychology - The study of the relationship between religion and psychology. Includes the similarities between religious and psychological phenomena; ways religion and psychology shape and influence one another; and how human needs are met through the blending of religious and psychological experiences. 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 101

Introduction to Computer Information Systems - Theory and application of computers in information management; career opportunities, problem solving techniques, input/output media, microcomputer applications, and Internet application. Writing assignments, as appropriate to the discipline, are part of the course. Laboratory hours to be arranged. *Prerequisite:* Placement Test or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 102

Introduction to Programming Logic - Techniques and problem-solving aids necessary for efficient solution of computer programming problems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 103

Introduction to BASIC Language - The most simplified of all computer languages. How to use the BASIC language in solving problems in mathematics, science, business and other fields. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test and Math 099 or higher, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 111

Computer Operations - Operation and routine maintenance of central processing unit; peripheral devices; initial program load; system utilities; and system scheduling. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 101, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

COMPUTER INFORMATION SYSTEMS 112

Advanced Computer Operation - Operating system concepts; program resources, and their allocations, job scheduling, exception handling, set-up, relationship between operating system, hardware and user program, time sharing and teleprocessing. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: CIS 111. **2 lecture and 4 lab hours per week. 4 credit hours.**

COMPUTER INFORMATION SYSTEMS 116

Introduction to Operating Systems - An overview including a theoretical and practical framework for the study of controlling software in the microcomputer environment using prevailing cooperating systems. The concepts of interrupt handling, scheduling and query techniques, and access and storage methods will be clarified through readings and discussions. Writing assignments, as appropriate to the discipline, are part 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 130

Introduction to Assembler Programming - Writing programs demonstrating use of assembler language. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 103, and CIS 135, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 135

Introduction To COBOL Programming - Writing programs in COBOL for typical business problems. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

COMPUTER INFORMATION SYSTEMS 142

Introduction to C or C++ Language - Fundamentals of structured problem-solving in C language: emphasis on syntax, data types, operators, control structures, functions program structure, pointers, arrays, input, and output; students will complete programs of moderate size and complexity. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 103, or CIS 106, or CIS 107, or CIS 130, or CIS 135, and Math 099 or higher, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 144

Introduction to Java Programming Language - In this course the students will learn the basics of a block-structured high-level programming language commonly used in internet applications. The topics include the introduction to: procedural and data abstraction programming styles; the concepts of design, testing, and documentation in programming, programming platforms, and software developments; selection, repetition, and sequence control structures; the basic programming elements of arrays, records, and files. Upon completion of this course, the students will be equipped with the basic skills of internet programming for problem solving and algorithm development. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 142 with a grade of C or better. **2 lecture and 2 lab hours per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 145

Introduction to Database on Microcomputers - In-depth concepts of database as they apply to Microcomputers in business and personal use to build information management systems. The network, hierarchical, and relational models are discussed. DBMS on microcomputers are used for lab assignments to implement the relational models. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three hours will count towards the CIS/IT degree requirements. Additional earned hours up to six will be counted towards elective credit and requires the Consent Department Chairperson **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 158

Beginning Internet - This course will introduce the student to the basic concepts and usage of the Internet. Emphasis will be on the access of information from and development of HTML documents for the World Wide Web. Consideration will also be given to other Internet protocols (Gopher, FTP, Email, and Usenet) and to the principles and terminology relevant to networking in general. Writing assignments, as appropriate the discipline, are part of the course. *Prerequisite:* CIS 101, or CIS 120, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 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 203

Advanced Basic Programming - A course in event-driven programming using the Visual Basic programming language. Includes algorithm development, structured design and file processing. Covers topics in the use of various controls including control arrays, exception handling and the use of multiple forms. Introduces database manipulation using Microsoft Access and database controls. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 103, and CIS 106, or CIS 142, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 235

Advanced COBOL Programming - Building on prior COBOL experience, structured programming design, implementation, testing, and documentation using COBOL. Arrays, records, string processing and files are covered. Direct access file techniques, control break logic, master file update, sorting, and searching techniques, and interactive programming. Program linkage and parametric processing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 135, and CIS 142, or CIS 106, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 242

Advanced C or C++ Language - Building on prior programming experience, design and implementation of large-scale programs. Abstract data types. Data structures: sets, pointers, lists, stacks, queues, trees, graphs. Program verification and complexity. Recursions. Dynamic concepts: memory, scope, block structures. Text processing. Introduction to searching and sorting algorithms. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 142, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 244

Advanced Java Programming Language - In this course, the students shall will the advanced topics of using the Internet programming language for design and implementation of large-scale problems; management of abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory scope, block structures); Text processing; introduction to searching and sorting algorithms. The programming for computer graphics and animation will be introduced and implemented for Internet usage. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 144 with a grade of C or better. **2 lecture and 2 lab hours per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 250

Introduction to Systems - Introduction to analysis and design of information systems; includes analysis of organization and procedure, forms and work-flow, equipment selection, and implementation of systems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 244 with a grade of C or better. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 251

Introduction to Database Management Systems - Examination of data manipulation needs and comparison of traditional processes for meeting needs with data base approach; through computer simulations, the student will practice database management system (DBMS) techniques by applying them to real world situations. 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 255

Introduction to Operating Systems - General principles and specific applications of operating system on various computers. An overview. A theoretical and practical framework for the study of controlling software. The concepts of interrupt handling, multi-programming, multi-processing, scheduling and query techniques, and access and storage methods will be clarified through readings and discussions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 257

Introduction to Business Telecommunications - Study of the basic principles that apply to the general design of business telecommunication systems; covers appreciation for the scope of these systems and a logical approach to solving communications problems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 258

Advanced Internet - This course will extend the introductory concepts of CIS 158 by exposing the students to a variety of Internet and general networking concepts. These include interactive forms and CGI programming for the World Wide Web, multimedia development, Intranets, server installation and management, and database connectivity. Upon completion of the course, the student should be able to administer a simple website. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 158, or CIS 257, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 260

Computer Information Systems Field Project - Provides students with practical application of data processing skills by participation in a planned and coordinated field project. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 265

Computer Information Systems Internship - Students gain data processing experience by working at an appropriate and supervised work-training station. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **2 lecture and 5 lab hours per week. 3 credit hours.**

COMPUTER INFORMATION SYSTEMS 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.**

COMPUTER INFORMATION SYSTEMS 299

Special Topic Computer Information Systems - Special topics in CIS will be discussed along with appropriate lab and/or field trip activities. New developments will be emphasized, especially materials useful in K-12 education and industry. 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.**

CONSTRUCTION TECHNOLOGY (332ENGR) and (332TECH)

BRICKLAYER

BRICK 442

Introduction to Bricklaying

This course is designed to provide an overview of the bricklaying trade, which includes its history and safety standards. Writing assignments, as appropriate to the discipline, are part of the course. **3 credit hours.**

BRICK 443

Bricklaying Tools and Equipment

This course is designed to provide the student with an overview of the tools and equipment used in the bricklaying industry. Writing assignments, as appropriate to the discipline, are part the course. **2 credit hours.**

BRICK 444

Bricklaying Installation Procedures

This course is designed for students to develop and practice the skills and techniques required in bricklaying. Writing assignments, as appropriate to the discipline, are part of the course. **3 credit hours.**

COMBINATION WELDER

CW 509

Introduction to ARC Welding

Various welding theories and processes; including classification and characteristics of welding rods, electrical terms, polarity principles; welding equipment and accessories, are taught. Students develop fundamental skills for performing operations with mild steel plates. Health hazards, safety rules/regulations and OSHA are discussed. Writing assignments, as appropriate to the discipline are part of the course. **6 credit hours.**

CW 510

Blueprint, Layout and Fabrication

Conventional orthographic drawings are studied. Welding symbols, as specified by the American Welding society, are fully presented as they relate to welding joints. Welding fabrication procedures are also explored. Skills to layout individual parts of a welded assembly, to locate, review, and determine welding requirements, are also taught. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CW 518

Manufacturing Materials and Processes

An introduction to manufacturing materials, methods, and processes for drafting and design technicians is provided. Basic cold and hot working processes, used to join, form weld, shape and cut materials to specified sizes, are also taught. Writing assignments, as appropriate to the discipline, are part of the course. **1 credit hour.**

CW 520

ARC Welding

This course provides continued development of the basic skills for performing operations with mild steel plates. Students progress in welding from flat to vertical, down to horizontal, and to vertical up positions. Flame cutting processes are demonstrated and used. Sound safety practices and rules are emphasized. Writing assignments, as appropriate to the discipline, are part of the course. **4 credit hours.**

CW 526

Welding Mathematics

This course gives a student a review of basic mathematics as it pertains to layout and blueprint reading. The course covers decimals, fractions, and converting whole inches to millimeters. Writing assignments, as appropriate to the discipline, are part of the course. **1 or 2 credit hours.**

CW 530

Advanced Welding

Instruction in the use and servicing of semi and fully automatic welding machines, using any combination of gases, is covered. Shop task analysis and performance objectives are used. Instruction is self-paced. Writing assignments, as appropriate to the discipline, are part of the course. **4 credit hours.**

CONCRETE MASONRY

CM 426

Introduction to Concrete Masonry

This course provides an overview of the concrete masonry trade, which includes the history and safety standards. Writing assignments, as appropriate to the discipline, are part of the course. **3 credit hours.**

CM 427

Masonry Tools and Equipment

This course is designed to provide the student with an overview of the types of tools and equipment used in the concrete masonry industry. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CM 428*Mortar*

This course is designed to introduce students to mortar applications. Writing assignments, as appropriate to the discipline, are part of the course. **3 credit hours.**

CM 430*Masonry Installations Procedures*

This course is designed to provide students the practical skills required to install masonry units. Writing assignments, as appropriate to the discipline, are part of the course. **3 credit hours.**

CONSTRUCTION CARPENTRY

CC 581*Concrete Framing*

This course will acquaint the student to industry terminology, the tools used in the trades, and safety procedures. Instruction and demonstration will introduce students to the application of footings, foundation walls, and slab and stair construction. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CC 582*Residential Carpentry*

Training consists of an orientation to the field of carpentry, industry terminology, and the discipline and the uses of tools of the trade. Students will receive hands-on training in the recognition and application of the materials used in residential structures. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CONSTRUCTION PAINTER

CP 465*Painting and Decorating*

In this course, students will be provided with instruction in the preparation of surfaces, the selection, mixing and application of paints, stains, varnishes, finishes, and wallpaper. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.** *Prerequisites:* Introduction to Painting and Decorating.

CP 466*Introduction to Painting*

This course is designed to provide an overview of the painting and decorating trade, which includes the history of the industry, job ethnics and terminology utilized within the industry. Critical thinking and employability skills will be also be covered. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CP 467*Introduction to Painting Tools*

This course is designed to provide the students with an overview of the proper use and care of painting tools and equipment, selection, mixing and application of materials used in painting. Emphases on safety practices and the storage and disposal of materials will be included. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CP 468*Basic Taping*

This course is designed to provide students with instruction in the preparation of surfaces and taping. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisites:* Introduction to Painting and Decorating. **2 credit hours.**

CONSTRUCTION TECHNOLOGY

CT 401

Introduction to Labor and Trade Occupations

This course will provide students with information about trades and crafts-related training programs, unions, occupational safety regulations, and working conditions. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CT 409

Construction Safety

This course is intended to provide the student with a basic understanding of safety practices found in the construction industry. Emphasis will be placed upon those areas in construction that are most hazardous, using OSHA standards as a guide. Upon successful completion, students will be issued the OSHA construction safety and health 10-hour course completion card. Writing assignments, as appropriate to the discipline, are part of the course. **1 or 2 credit hours.**

CT 429

Basic Mathematics and Specifications

This course is designed to teach basic applications of mathematics pertinent to the trade. Emphasis will be placed on actual measurements and calculations, different types of specifications used in the building industry as related to the trade. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CT 432

Basic ARC Welding

In this course, the student will concentrate and master basic welding skills and techniques. An overview of the safety rules and procedures will also be provided. Writing assignments, as appropriate to the discipline, are part of the course. **1 credit hour.**

CT 448

Vocational Physical Education

Vocational Physical Training focuses on preparing students for the physical challenges that line worker careers require. Students learn the basics of nutrition and how what we eat fuels our bodies. Students will learn proper techniques to stretch warm up and physically train. Emphasis is given to cardiovascular training, as well as leg and upper arm strength. Instructors work with students to overcome physical challenges and fears of basic pole climbing. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CT 449

Professional Development

This course is designed to provide the student with a basic understanding of the human relations skills necessary to obtain employment and succeed in a quality work environment. This course includes resume development, cover letter writing, job searching skills, networking skills, interviewing techniques, and post-interviewing skills. Additionally, this course helps students succeed while on the job, by exposing students to current workplace trends, team building skills, customer and co-worker relations, attitude and motivation, stress management, and financial management and planning. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CT 583

Basic Hand Tools

This course is designed to introduce students to the operation and safe use of various types of hand tools. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

CT 767

Blueprint Reading I

A course to develop the student's ability to interpret blueprints of varied complexity related to actual trade. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

OVERHEAD ELECTRICAL LINE WORKER

OELW 452

Basic Electrical Theory

This class covers theories behind basic electricity. The emphasis is on electron theory, magnetism, Ohm's Law and circuitry. Alternating current concepts, such as circuits with resistance, inductive and capacitive reactive circuits, and power factor and power factor correction, are covered. Basic math skills are used. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 107. **3 credit hours.**

OELW 453

Overhead Distribution Construction 1

This first semester lab and lecture class focuses on practical tasks and working concepts associated with electrical line work. Aerial climbing is introduced and practiced; power line equipment is used. Overhead distribution line design, specifications, and construction are part of this class. In this class, students learn basic rope knots, guying and anchoring techniques, electrical connectors, hand tools, and power tools. Additionally, students learn about single phase underground distribution concepts and metering principles. Writing assignments, as appropriate to the discipline, are part of the course. **5 credit hours.**

OELW 454

Advanced Electrical Theory

This course introduces three phase electrical power systems and the study of various power line transformers and secondary systems. Grounding principles are covered, as well as over voltage equipment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Basic Electrical Theory 452. **3 credit hours.**

OELW 456

Specialized Distribution Equipment

This class covers the introduction to current protective devices, including automotive throw covers, high voltage fuses, sectionalizers, and oil circuit reclosers. Students learn to identify various powerline type switches and are introduced to step-type voltage regulators. Students learn safety concepts common to line workers. Students also identify and read distribution maps. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

OELW 458

Overhead Distribution Construction II

In this second semester lecture and lab class, student learn about and use advanced levels of topics such as aerial climbing, rope knots and splices, electrical connectors and electrical test equipment, as well as hand and power tools. Students also learn basic hydraulic principles. Application and installation of various electrical apparatus in a lab environment are completed by the students. Overhead distribution structures are constructed, protective grounding is introduced and live line work, such as rubber gloving and hot stick use (deenergized lines) are covered. Underground distribution (UD) equipment is introduced, including cable terminating tools and cable locating equipment. Students will install and terminate UD cable. Three-phase concepts such metering and UD are covered. A modem trencher/cable plow, trucks, and other mobile equipment are used by the students. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Overhead Distribution Construction I 453. **4 credit hours.**

OELW 459

Safety and Rescue

This course is intended to provide the student with a basic knowledge of the pole top rescue requirements and procedures, rescue equipment and the skills to perform a pole top rescue. Emphasis will be placed upon those areas in the electrical line worker profession. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Construction Safety 409 and demonstrated ability to climb heights. **2 credit hours.**

PLUMBING AND FIRE PROTECTION

PFP 434

Introduction to Plumbing

This course is designed to provide an overview of the plumbing trade which includes the history and safety and sanitation procedures. Writing assignments, as appropriate to the discipline, are part of the course. **3 credit hours.**

PFP 435

Plumbing Tools and Equipment

This course is designed to provide the student with an overview of the types of tools and equipment used in the plumbing trade. Writing assignments, as appropriate to the discipline, are part of the course. **2 credit hours.**

PFP 436

Plumbing Codes

This course is designed to introduce students to the regulations of Illinois Department of Public Health. Writing assignments, as appropriate to the discipline, are part of the course. **1 credit hour.**

PFP 437

Basic Plumbing Related Mathematics

This course is designed to teach the basic application of mathematics pertinent to the plumbing industry. Emphasis will be placed on actual measurements and calculations of pipes and other fittings. Writing assignments, as appropriate to the discipline, are part of the course. **1 credit hour.**

PFP 438

Introduction to Fire Protection

This course is designed to provide an overview of the fire protection and sprinkler trade. Writing assignments, as appropriate to the discipline, are part of the course. **3 credit hours.**

PFP 439

Home Plumbing Systems

This course is designed to provide an overview of the plumbing systems within a home. Those systems include: waste, vent, and water piping. Writing assignments, as appropriate to the discipline, are part of the course. **4 credit hours.**

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.

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 151

Practice of Probation and Parole - Development, philosophy, organization and administration of probation and parole; survey of principles, investigation, supervision, treatment and utilization of community resources to rehabilitate and reintegrate the offender into society. 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 215

Terrorism - Detailed study of terrorism, counter terrorism, terrorist personalities, and terrorist groups, including types, tactics, and trends on a worldwide scale as well as domestically. This course also examines the issues of prevention, civil liberties, nation building, and homeland security. 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.**

[330CUL] CULINARY (330)

CULINARY 701

Introduction to Food Service I - Introduction to the food service industry (history, organization and future challenges); career opportunities; standards of professionalism; instruction in principles and procedures of basic equipment and its use; basic food and kitchen safety; beginning fundamentals of cooking. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for English 100 and Reading 125 and Math 098; concurrent enrollment in Culinary 702, 703, and 705. **150 minutes per week. 3 credit hours.**

CULINARY 702

Introduction to Classical Techniques - Focus will be on plate-presentation and technique, time management and station organization with a simulated restaurant set-up. Students simultaneously prepare several menu-items and portions; create food presentations on plates, work as a team in a classical kitchen environment (Brigade-System); serve their food; and evaluate their results. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for English 100 and Reading 125 and Math 098; concurrent enrollment in Culinary 701, 703, and 705. **2 lecture and 3 lab hours per week. 3 credit hours.**

CULINARY 703

Food Sanitation and Safety I - Instruction in basic principles and procedures of sanitation, hygiene, storage, preservation, energy conservation, refrigeration and food handling and crucial safety habits in a professional kitchen. Writing assignments, as appropriate to the disciplines, are part of the course. *Prerequisite:* Eligibility for English 100 and Reading 125 and Math 098; concurrent enrollment with Culinary 701, 702, and 705. **1 lecture and 3 lab hours per week. 2 credit hours.**

CULINARY 704

Sanitation and Safety II - ServSafe® training in safety and sanitation in a professional kitchen environment. This course will conclude with the ServSafe® examination and successful completion will provide eligibility for city and state certification. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Culinary 703, or consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

CULINARY 705

Chef's Training I - An introduction to the professional kitchen, this course is designed to give the student the opportunity to investigate and assess culinary arts as a possible career goal. It covers basic mise en place including knife skills, proper station set-up, classical cooking terminology, standard cooking methods, stock preparation, sauce preparation and heat transfer methods. Students will begin to develop the basic skills necessary for employment as foodservice professionals. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for English 100, Reading 125 and Mathematics 098; concurrent enrollment in Culinary 701,702, 703 and 721. **1 lecture and 21 lab hours per week. 8 credit hours.**

CULINARY 706

Chef's Training II - This course is designed to introduce the student to garde manger - cold kitchen techniques including production of soups, salads, sandwiches, sausages, terrines, pâtés, galantines, cheese, hors d'oeuvres, canapés, appetizers, condiments, pickles and breakfast items. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Culinary 705 or consent of Department Chairperson; concurrent enrollment in Culinary 704. **1 lecture and 21 lab hours per week. 8 credit hours.**

CULINARY 707

Food Service Technology - This class is designed to introduce the culinary student to kitchen calculations, including recipe costing and conversion, determining revenue and food cost, menu planning and pricing, cost control in a foodservice environment, and an overview of the use of computers in a professional kitchen. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for Mathematics 098, or consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

CULINARY 721

Entrée Preparation - Study of principles, methods and techniques involved in the preparation of international cuisines with an emphasis on specialized cooking methods and flavor profiles; practical experience in banquet and buffet production with an emphasis on presentation techniques and design; proper and safe use of tools, materials and quantity foodservice equipment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Culinary 706 or 705, or consent of Department Chairperson. **1 lecture and 18 lab hours per week. 7 credit hours.**

CULINARY 723

Food Service Management - Instruction in foodservice management and executive responsibility in all facets of the foodservice industry. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Eligibility for Mathematics 098, or consent of Department Chairperson. **4 lecture and 3 lab hours per week. 5 credit hours.**

CULINARY 728

Advanced Cooking - Study of principles, methods and techniques involved in quantity preparation of appetizers, sandwiches, salads, soups, stocks, sauces, meats, seafood, poultry, eggs, milk, cheese, bakery products, desserts and beverages; practical experience in proper and safe use of tools, materials and quantity foodservice equipment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Culinary 721, or consent of Department Chairperson. **1 lecture and 18 lab hours per week. 7 credit hours.**

DENTAL HYGIENE 110

Oral Microbiology and Immunology - Introduction to the general principles of microbiology, including the morphology, physiology, and classification of bacteria and related organisms. Basic concepts of immunology, especially in relationship to oral diseases are covered. Specific attention is given to oral microbial infections. Emphasizes concepts of applied microbiology as it pertains to dental hygiene practice. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Biology 226, and Biology 227, and Chemistry 121, all with a grade of C or better.

100 minutes per week. 2 credit hours.

DENTAL HYGIENE 112

Concepts of Preventive Therapy I - Orientation to the profession of dental hygiene and the role of the dental hygienist in the educational and therapeutic oral health services provided in the development of an individualized plaque control program. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 121

Principles of Dental Hygiene I - Fundamental theories and skills necessary to perform oral prophylaxis treatment. Principles of disease transmission, infection control, instrumentation, and the examining and charting of oral conditions will be presented. Concepts and procedures will be systematically presented through the lecture component and applied in the clinical laboratory sessions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Hygiene program/plan 222, and Dental Hygiene course 110, and Dental Hygiene course 112, and Consent of Department Chairperson.

100 minutes per week. 2 credit hours.

DENTAL HYGIENE 122

Principles of Dental Hygiene II - Systematic presentation of additional theories and skills necessary to perform an oral prophylaxes and supplementary techniques. Emphasis will be placed on additional principles of instrumentation, instrument sharpening techniques, polishing technique, use of fluorides, taking alginate impressions, comprehensive periodontal evaluation, dental and periodontal charting, blood pressure measurement, medical emergencies in the dental office, classification of dental care and use of phase microscope, and dental hygiene planning. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission the Dental Hygiene program/plan 222, and Dental Hygiene course 121 and Dental Hygiene course 123. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 123

Principles of Dental Hygiene I Laboratory - Companion course designed for the application of concepts presented in Dental Hygiene 121. Practice provided in the pre-clinical laboratory setting. Instrumentation skills are performed on typodonts and on student partners to a specified standard of competency. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Dental Hygiene course 110 and Dental Hygiene course 112. **6 lab hours per week. 2 credit hours.**

DENTAL HYGIENE 124

Principles of Dental Hygiene II Laboratory - Companion course designed for the application of concepts presented in Dental Hygiene 122 within the laboratory/clinical setting. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Dental Hygiene course 121 and Dental Hygiene course 123. **9 lab hours per week. 3 credit hours.**

DENTAL HYGIENE 125

Nutrition and Biochemistry - An introductory study to provide an integrated background of the fundamental principles of general biochemistry, metabolism, oral biochemistry and nutrition. Particular reference is made to the molecular components of cells, their chemical processes, the biological basis of dental disease, and the clinical application of nutritional theory on the counseling of dental patients. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Chemistry 121 course, and Consent of Department Chairperson. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 126

Dental Radiology-The application of the fundamental principles of radiology in the study of teeth and surrounding structures. Provides pre-clinical laboratory beginning clinical experience in exposing, processing, mounting, and basic interpretation of dental radiographs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Dental Hygiene course 131 and Dental Hygiene course 133. **2 lecture and 3 lab hours per week. 3 credit hours.**

DENTAL HYGIENE 128

General and Oral Pathology - A survey of general and oral pathology with emphasis on diseases and their manifestations in the oral cavity. Recognition and detection of such deviations from normal is also studied. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Dental Hygiene course 131 and Dental Hygiene course 133. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 130

Dental Materials - Introduces the student to the basic concepts of material science and physical properties while gaining practical experience in the manipulation of restorative materials used in dental hygiene practice. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission the Dental Hygiene program/plan 222, and Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

DENTAL HYGIENE 131

Oral Structures and Function - Introduction to the microscopic, embryologic and morphologic characteristics of the cells, tissues and structures associated with the oral cavity. Emphasis is placed on the development, structure and function periodontal tissues, external and internal morphology of the teeth and basic concepts of occlusion. Writing assignments, as appropriate to the discipline, are part the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Biology course 226, and Biology course 227, and Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

DENTAL HYGIENE 133

Head and Neck Anatomy - This course consists of lectures, readings, study of models and prosections that will introduce the student to the gross anatomical structure and function of the human head and neck including the face, oral cavity, and deep structure of the face. Clinical implications and correlations will be discussed. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Biology course 226, and Biology course 227, and Consent of Department Chairperson. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 135

Concepts of Preventive Therapy II - Continuation of Preventive Therapy I with special emphasis on the psychology of motivation, special patient care, and specific population groups. Procedures will be introduced for developing and presenting dental health educational materials primarily to children in the school setting. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Dental Hygiene course 112, and Consent of Department Chairperson. **50 minutes per week. 1 credit hour.**

DENTAL HYGIENE 200

Summer Clinic - A continuation of dental hygiene theory and clinical concepts applicable to dental hygiene practice. Emphasis will be placed upon specific topics pertinent to acquiring clinical expertise. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Dental Hygiene 122 and Dental Hygiene 124. **1 lecture and 6 lab hours per week. 3 credit hours.**

DENTAL HYGIENE 202

Critique of Dental Literature - Introduction to the fundamental concepts and skills needed to understand, interpret and critique professional literature. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Consent of Department Chairperson. **50 minutes per week. 1 credit hour.**

DENTAL HYGIENE 233

Expanded Functions - Principles and techniques utilized in comprehensive dental care. Instruction will include the mixing and placement of amalgam, composite, other restorative materials. Special attention is paid to pain management with use of local anesthesia and conscious sedation agents commonly utilized in the dental treatment setting. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Dental Hygiene 131, and Dental Hygiene 133, and Admission to the Dental Hygiene program/plan 222. **1 lecture and 2 lab hours per week. 2 credit hours.**

DENTAL HYGIENE 235

Community Dental Health I - An introduction to the current principles and issues in community health and their relationship to the delivery of dental care to the public sector. The role of the dental hygienist in the community disease prevention and health promotion activities will be emphasized. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Consent of Department Chairperson. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 241

Dental Pharmacology - This course includes a study of principles of pharmacology and understanding of the characteristics of major drug groups and their utilization in medicine and dentistry. Emphasis is placed on developing an understanding of those drugs used for medical treatment which require treatment modification by the dentist or dental hygienist and those drugs used in dental practice. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Biology course 227, and Dental Hygiene course 121, and Dental Hygiene course 123, and Dental Hygiene course 128. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 243

Periodontics - A lecture course which includes the etiology, classification, symptomatology, diagnosis, treatment, and prognosis of periodontal disease. Emphasis will be placed on the phases of periodontics pertinent to a dental hygienist. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Dental Hygiene 121. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 250

Oral Diagnosis - An overview course given as an introduction to the art of differential diagnosis as it relates to lesions occurring in and about the oral cavity. Attention is directed to the discussion of pathology, history, radiographic and clinical appearance, prognosis and treatment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson, and Admission to the Dental Hygiene program/plan 222. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 251

Clinical Dental Hygiene I - Enrichment of skills in performing health services in the clinical setting. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Dental Hygiene 200. **1 lecture and 12 lab hours per week. 5 credit hours.**

DENTAL HYGIENE 252

Clinical Dental Hygiene II - Enrichment of skills in performing oral health services in the clinical setting. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Dental Hygiene 251. **1 lecture and 12 lab hours per week. 5 credit hours.**

DENTAL HYGIENE 254

Dental Specialties - This course is designed to acquaint the dental hygiene student with the various dental specialties and current trends in dental treatment. Guest lecturers, who are specialists in the field, will provide pertinent information and in some cases, supervise practical experiences during clinical rotation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson, and Admission to the Dental Hygiene program/plan 222. **50 minutes per week. 1 credit hour.**

DENTAL HYGIENE 256

Community Dental Health II - A continuation of Dental Hygiene 235 developing, implementing and evaluating a community dental health program; utilization of health care services, epidemiology of dental disease, health care financing and health care delivery will also be discussed. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Dental Hygiene 235. **2 lab hours per week. 1 credit hour.**

DENTAL HYGIENE 258

Ethics and Jurisprudence - Provides the student with information on the personal and professional aspects of dental hygiene practice. Topics of discussion include: interpersonal and inter-professional communication, licensure and credentialing, elements of practice management, employment opportunities and strategies, ethics, legal responsibilities, and the professional organization. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Consent of Department Chairperson. **100 minutes per week. 2 credit hours.**

DENTAL HYGIENE 260

Senior Seminar - The course is a review of all material found on the national, regional, and State Dental Hygiene Board Examinations. The course is designed to prepare students for the Dental Hygiene Board Examinations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission to the Dental Hygiene program/plan 222, and Consent of Department Chairperson. **100 minutes per week. 2 credit hours.**

[ECON] ECONOMICS (082)

ECONOMICS 101

Elements of Economics - For students requiring one semester of economic theory; allocations of scarce resources among alternative uses in both the market place and within the individual consuming units; basic money and banking mechanisms, income determination in the larger economy and business fluctuations. 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 133

Consumer Economics - Principles of intelligent buying, investments, shelter, insurance and basic commodities; development of consumer cooperative movement, advertising, fraud, monopoly, and competition, and role of government in promoting consumer welfare. 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 201

Principles of Economics I - Covers macro or income analysis; includes money, income determination, public finance, and economic development. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ECONOMICS 202

Principles of Economics II - Covers micro or price analysis; includes the markets, production function, income distribution, and international trade. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ECONOMICS 203

Current Economic Problems - Representative contemporary economic problems and possible solutions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Economics 201, or Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ECONOMICS 204

Money and Banking - Economic history and operation of U.S. monetary and banking systems, business cycles, international exchange, Federal Reserve System, and use of national fiscal policies as instruments of economic control. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Economics 201 and Economics 202, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

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 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 277

Philosophy - Comparative study of philosophical views on the relationship of education to political institutions, social processes, material conditions and individual ideas. Designed primarily for future teachers; open to all students. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 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**

ELEVATOR 750

Fundamentals of Print Reading - Fundamental training in blueprint interpretation. Upon completion student will be able to read and understand prints used in the elevator industry. Writing assignments, as appropriate to the discipline, are part of course. **50 minutes per week. 1 credit hour.**

ELEVATOR 751

Material Handling, Rigging/Hoisting - This course is designed to introduce the student to the fundamentals of rigging and hoisting. Topics of discussion include the principle of handling and storing materials and how to properly use the tools for riggings and hoisting. Writing assignments, as appropriate to the discipline, are part of the course. **50 minutes per week. 1 credit hour.**

ELEVATOR 752

Basic Electricity - This course introduces information on basic electricity. Students will learn how to apply basic math skills to the needs of the elevator industry and the proper use mechanical and electrical measuring devices. Instruction provided on how to interpret graphs of simple electrical concepts and safe work practices. Writing assignments, as appropriate to the discipline, are part of the course.

2.5 lecture and 4 lab hours per week. 4.5 credit hours.

ELEVATOR 753

Meters - This course is designed to introduce students to the various measuring devices used in the elevator industry. Writing assignments, as appropriate to the discipline, are part of the course.

50 minutes per week. 1 credit hour.

ELEVATOR 754

Hydraulics - This course covers operation and basic hydraulic troubleshooting used in the elevator industry. Topics includes instruction on different types of hole drilling, welding procedures for the cylinder and plumbing the jack, installing the power and connecting pipe lines, car sling and cab assembly, and temporary car operation. Writing assignments, as appropriate to the discipline, are part of the course.

100 minutes per week. 2 credit hours.

ELEVATOR 755

DC Generator and Motors - This course provides in-dept information on the types of DC generators and motors used in the elevator industry. Topics include maintenance and services of these units and the various components of DC generators and motors. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 1 lab hours per week. 1.5 credit hours.**

ELEVATOR 756

Basic Elevator Solid State Electron - This course is designed to give the student information on the electrical concepts and applications used in the elevator industry. The course also covers how to properly use mechanical and electrical measuring devices. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

ELEVATOR 757

Circuit Tracing - The procedures that must be followed to successfully perform circuit tracing currently in used in the elevator industry are covered in this course. Students learn systematic methods for diagnosing system malfunctions and analyzing control circuitry to efficiently locate trouble source. Instruction also provided on basic relay components, logic reasoning applied to circuits and measuring current with a multimeter. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 4 lab hours per week. 4 credit hours.

ELEVATOR 758

Elevator Industry Safety Fundamentals - This course introduces students to some main OSHA standards and provides information to assist students in using and interpreting the Code of Federal Regulations; intended to increase workplace awareness and compliance. Writing assignments, as appropriate to the discipline, are part of the course. **100 minutes per week. 2 credit hours.**

ELEVATOR 759

Machine Room/Overhead Installation - Allows students to learn the proper job layout plans for the machine and machine room accessory installation. Topics include car and counterweight assembly, installation and alignment of deflector and secondary sheaves; and the types and classification of machines, governors, selectors, controllers, rope construction, enclosures used in relation to the elevator industry. Writing assignments, as appropriate to the discipline, are part of the course. **50 minutes per week. 1 credit hour.**

ELEVATOR 760

Car/Counterweight Assembly/Reropeing - This course examines procedures for the elements of car and counterweight assembly of car slings and platforms, car top accessories, counterweight frames and components, types of ropes construction, and the handling and reparation of ropes hoist governor, and compensation rope installation is explored and practice. Writing assignments, as appropriate to the discipline, are part of the course. **1.5 lecture and 1 lab hours per week. 2 credit hours.**

ELEVATOR 761

Pit Structure and Guide Rails - Designed to provide the student in the elevator industry with the fundamental knowledge and skills related to pit structure and installation of guide rails. Writing assignments, as appropriate to the discipline, are part of the course. **100 minutes per week. 2 credit hours.**

ELEVATOR 762

Doors and Operators - The methods and procedures used in the elevator industry to install, adjust, and construct elevator doors and gates for passenger, freight and dumbwaiters entrances. Writing assignments, as appropriate to the discipline, are part of the course. **1.5 lecture and 2 lab hours per week. 2.5 credit hours.**

ELEVATOR 763

Construction Wiring Fundamentals - This course is designed to educate those individuals in the elevator industry on the current terminology for the various types of electrical fittings; how to prepare the elevator to run properly; to plan and properly install raceway duct and conduit. Writing assignments, as appropriate to the discipline, are part of the course. **100 minutes per week. 2 credit hours.**

ELEVATOR 764

Escalator and Moving Walks - This course allows students to learn the mechanical components; how to interpret wiring and installation drawing; and the installation procedures for escalators and moving walks. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

ELEVATOR 765

Elevator Maintenance - This course is designed to educate those individuals in the elevator industry on the system components and requirements to safely perform routine maintenance and repairs. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 1 lab hours per week. 1.5 credit hours.**

ELEVATOR 766

OJT-Technical Concentration 1 - This course is designed to allow students to earn credit for supervised on-the-job experience (training) in a construction trade approved by the Department of Labor Bureau of Apprenticeship Training. Writing assignments, as appropriate to the discipline, are part of the course. **4 lab hours per week. 2 credit hours.**

ELEVATOR 767

OJT-Technical Concentration 2 - This course provides a continuation and completion of the first year apprentice training. Apprentice will continue to develop the required skill sets and earn credit for supervised on-the-job training in a construction trade approved by the Department of Labor Bureau of Apprentice Training. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Elevator 766. **4 lab hours per week. 2 credit hours.**

ELEVATOR 768

OJT-Technical Concentration 3 - This course is designed to prepare apprentices for the first phase of the second year of supervised on the job training in a construction trade approved by the Department of Labor Bureau of Apprentice Training. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Elevator 767. **4 lab hours per week. 2 credit hours.**

ELEVATOR 769

OJT-Technical Concentration 4 - This course is a continuation and completion of the second year apprentice training. Apprentices in this phase of training will continue to develop the skills to perform the tasks required of a second year apprentice in a construction supervised on the job training program approved by the Department of Labor Bureau of Apprentice Training. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Elevator 768. **4 lab hours per week. 2 credit hours.**

ELEVATOR 770

OJT-Technical Concentration 5 - This course is designed to prepare apprentice for the first phase of the third year of supervised on the job training in a construction trade approved by the Department of labor Bureau of Apprentice Training. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Elevator 769. **4 lab hours per week. 2 credit hours.**

ELEVATOR 771

OJT-Technical Concentration 6 - This course is a continuation and completion of the third year apprentice training. Apprentices in this phase to develop in the skill and perform the tasks required of a third year apprentice in a construction trade supervised on the job training program approved by the Department of Labor Bureau of apprentice Training. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Elevator 770. **4 lab hours per week. 2 credit hours.**

ELEVATOR 772

OJT-Technical Concentration 7 - This course is designed to prepare first phase of the fourth year of apprentice supervised on the job training in a construction trade approved by the Department of labor Bureau of Apprentice Training. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Elevator 771. **4 lab hours per week. 2 credit hours.**

ELEVATOR 773

OJT-Technical Concentration 8 - This course is a continuation and completion of the four year apprentice training. Apprentices in this phase of training will continue to develop the skills and perform the tasks required of a four year apprentice in a construction trade supervised on the job training program approved by the Department of Labor Bureau of Apprentice Training. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Elevator 772. **4 lab hours per week. 2 credit hours.**

[ENGR] ENGINEERING (034)

ENGINEERING 115

Engineering Communications-Blueprint Reading - For students in technical and non-technical curricula; principles and practices involved in interpretations of engineering graphics communications; emphasis on machine and structural graphic communications. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

ENGINEERING 165

Current Engineering Topics - Study of current topics including pollution control, transportation systems, water recycling, computer applications, automation and engineering analysis of these problems. Writing assignments, as appropriate to the discipline, are part of the course. **100 minutes per week. 2 credit hours.**

ENGINEERING 208

Strength of Materials For Architecture - Concepts of stress and strain relationships; analysis of elementary stress distributions and deformations; study of axial loading, shear and bending moment diagram, and bending theory application. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Engineering 206, and Math 141. **2-3 lecture and 2-3 lab hours per week. 3-4 credit hours.**

ENGINEERING 250

Engineering Projects - Projects of experimental and analytical nature to stimulate creativity; recommended scheduling and integrating subject material with selected engineering courses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Engineering 202 or Consent of Department Chairperson. **50-100 minutes per week.1-2 credit hours.**

ENGLISH 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 121

Communications - Ability to communicate: listen, view, talk, read, write; study of communications theory, investigation of other media: radio, television, film, records, tape, magazine, and newspaper advertisements. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

ENGLISH 127

Textual Analysis - Relating thinking to reading by analysis of written materials. 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 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 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 205

Advanced Business Writing - Business policies and practices in correspondence. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 102, or Consent of Department Chairperson. **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 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)

[ENVR ST] ENVIRONMENTAL STUDIES (026)

ENVIRONMENTAL STUDIES 102

Man and Environment II - Resource and land management, interaction of social, economic, and technological systems with environment and relationship of individuals and groups to the environment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Environmental Studies 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[ENVR TC]ENVIRONMENTAL TECHNOLOGY (027)

ENVIRONMENTAL TECHNOLOGY 107

Environmental Geology - This course will examine human interactions with geologic processes and hazards, including earthquakes, volcanoes, landslides, subsidence, hydrology, and flooding; occurrence and availability of geologic resources, such as energy, water, and minerals; principals of land-use planning, pollution, and waste disposal, environmental impact, health, and law. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

ESL READING 098

Special Reading Skills - Special reading skills for non-native speakers of English; focus is on comprehension and analysis of reading materials and study of American idioms. 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:* Qualifying score on ESL Placement Test and oral interview, Writing-ESL 098 and Speech-ESL 098 or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ESL READING 099

High Intermediate Reading Skills - 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. 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, or grade of C or better in Reading - ESL 098, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ESL READING 100

Advanced Reading Skills - Focus on comprehension and analysis of college-level reading materials and study of American idioms. 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, or grade of C or better in Reading-ESL 099, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

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.**

ESL WRITING 098

Special Grammar and Composition - Writing skills, linguistic and idiomatic patterns are emphasized. 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; Reading-ESL 098 and Speech-ESL 098, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ESL WRITING 099

High Intermediate Grammar and Composition - Intensive review and refinement of grammar and composition. 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, or grade of C or better in Writing-ESL 098, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

ESL WRITING 100

Advanced Grammar and Composition - Writing and analysis of paragraphs and essays and of logical development. 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, or grade of C or better in Writing-ESL 099, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

FINE ARTS 103

Theater Arts - A cross-disciplinary approach to the performing 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.**

FINE ARTS 106

African Art - Study of the ancient, traditional, and contemporary art of the peoples of the African continent, from the prehistoric paintings of Tassili-N-Ajer to the varied forms of contemporary African artists; influence of religion, philosophy, and social institutions. 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. **100 minutes per week. 2 credit hours.**

FINE ARTS 107

History of Architecture, Painting and Sculpture I - Survey of art from pre-history through the 17th century. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

FINE ARTS 108

History of Architecture, Painting and Sculpture II - Survey of art from the 18th century to the present. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

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 197

Fire Service Orientation - Organization and operation of the fire department; handling hoses, raising ladders, use of ropes, masks, and other fire service appliances; automatic fire alarm and sprinkler systems, telegraph fire alarm and code of signals. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

FIRE SCIENCE TECHNOLOGY 198

Emergency Medical Orientation - Instruction in emergency medical care of injured persons; operation of resuscitation and other emergency medical equipment; use of emergency extrication equipment; certification in standard emergency medical practices. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

FIRE SCIENCE TECHNOLOGY 200

Fire Administration - Analysis of basic objectives, personnel management, motor apparatus, equipment, buildings, communications, alarm systems; comparison of local, state, and federal fire control agencies. 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 206

Fire Codes - Study of national, building, and other codes relating to fire prevention and protection; relationship between building inspection agencies and fire prevention organizations. 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.

[FOODMGT] FOOD MANAGEMENT (066)

FOOD MANAGEMENT 101

Food Management Orientation - Orientation to food service industry, its background, organization, challenges and opportunities for service, including social-political-economic milieu in which it functions; field trips and discussions with food service industry representatives. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

FOOD MANAGEMENT 102

Food Service Systems - Study and practice of efficient work methods, space, equipment, planning and layout for functional flow of work; safety, sanitation and food-borne illnesses, their causes and prevention. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

FOOD MANAGEMENT 104

Principles of Food Preparation I - Application of scientific principles of food preparation of meats, yeast and quick breads, vegetables, fruits, milk, cereals and pastry; emphasis on preparation techniques for quality production and protection of nutritive values of foods. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

FOOD MANAGEMENT 106

Supervised Field Experience - Observation of all phases of food service organization in various institutions; student, employee and instructor conferences are scheduled as well as group meetings to discuss experiences; students relate knowledge they have accumulated to date. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 15 lab hours per week. 5 credit hours.**

FOOD MANAGEMENT 107

Beverages - Techniques and principles of making and serving alcoholic beverages; selection of glassware and use of beverages in food service. Writing assignments, as appropriate to the discipline, are part of the course. **50 minutes per week. 1 credit hour.**

FOOD MANAGEMENT 204

Principles of Food Prep II - Principles of marketing, menu planning, purchasing, preparation and service of foods with emphasis on good nutrition, time and money management; styles of table service, sanitation and safety stressed. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Food Management 104, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

FOOD MANAGEMENT 205

Quantity Food and Purchasing - Techniques of quantity food preparation and service to large groups; standardized quantity formulas development; study of quantity food purchasing, policies and procedures; inventory, receiving and issuing foods, food grading, comparative buying, food specifications and convenience foods; use of power and institution equipment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Food Management 104, and Food Management 204, or Consent of Department Chairperson. **300 minutes per week. 6 credit hours.**

FOOD MANAGEMENT 206

Institution Management - Policies, budgets, supervision of personnel policies, job descriptions, preparation of work schedules and work improvement; human relations techniques and interpersonal relationships; selection of various types of institutional food service equipment; materials, construction, operation cost, use and care. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Food Management 104, and Food Management 204, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

FOOD MANAGEMENT 219

Experimental Foods - Individual problem solving and formula development of new foods; study of factors influencing behavior of foods. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Food Management 104, and Food Management 204. **2 lecture and 2 lab hours per week. 3 credit hours.**

FOOD MANAGEMENT 220

Food Merchandising - Practical experience of merchandising food in all types of food service establishments, restaurants, snack bars, cafeterias and institutions, cost control, food production and record keeping. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

FOOD MANAGEMENT 221

Gourmet Foods - Principles of making ordinary foods into gourmet meals; unusual use of wine, herbs, spices in exotic foods. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week.**

FOOD MANAGEMENT 222

Baking - Principles and techniques in elements of quantity baking; including cake decorating, hotel pastry and display pieces. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

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 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.**

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.**

GRAPHIC COMMUNICATIONS (SEE VISUAL MEDIA COMMUNICATIONS)

[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.**

HEALTH 251

First Aid - Standard American Red Cross course in first aid; principles and practices of first aid for all age levels; safety and accident prevention stressed; First Aid Standard and Advanced certificates awarded to students completing the course successfully. 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 113

United States Labor History - Labor movements development in the United States; problems of workers such as wages, hours, working conditions analyzed within their historical context; labor legislation, collective bargaining, social insurance, government intervention and prospects for organized labor examined in their historical setting. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 114

The Afro-American in American History - Role of the African-American in American culture and the historical traditions which give rise to current dilemmas confronting the American community: traces history of people of African heritage from the background of African culture and slave trade as they became a part of American life. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HISTORY 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 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 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 232

Modern European History 1500-1830 - Medieval backgrounds, the Reformation and religious struggles, the development of nation-state, commercial revolution, colonization and European expansion. Includes the rise of Prussia and Russia and the French Revolution. 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 233

Modern European History since 1830 - Recent European history, includes 19th century background, emphasis on the period following the Versailles Treaty of 1919. 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.

[HUM]

HUMANITIES (041)

HUMANITIES 100

Critical Readings in Humanities - For students with little or no prior exposure to humanistic studies; an opportunity to improve and gain confidence in reading and writing skills in subject areas where creativity and imagination play a much greater part than they do in most basic skills courses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HUMANITIES 107

Popular Culture-Mirror of American Life - Interdisciplinary investigation of relationships between American life and popular culture; includes defining popular culture, and high culture; role of formulating popular culture in films, role of advertising in popular culture, stereotypes of the sexes and ethnic groups, role of sports in American life, popular music and its audience and television. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

HUMANITIES 141

Afro-American Arts - Examination of African and Afro-American music, literature, art and philosophy, stressing African sources of Afro-American heritage and their contribution to Western 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.**

HUMANITIES 201

General Course I - Introduction to the interdisciplinary study of arts and ideas, with emphasis on principles of analysis and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HUMANITIES 202

General Course II - Continuing the interdisciplinary study of arts and ideas; with emphasis on principles of analysis and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HUMANITIES 205

World Literature I - Masterpieces of world literature including principal works from selected literary periods and traditions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

HUMANITIES 207

The Great Books - For students who seek enrichment through acquaintance with formulation and ideas of Western civilization. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

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.**

HUMANITIES 216

Athletics in the Ancient World - A survey of ancient events that emphasizes the role of sports in ancient societies. The course focuses on various aspects of athletics and provides a comparative examination of ancient and modern sports activities and athletic values. Some topics will include: sportsmanship in the ancient world, rules of the games, training and competing, women in ancient athletics, religion in ancient athletics, and athletics in ancient myth. Students will examine and discuss many types of ancient evidence, including readings in translation from several ancient literary texts, paintings, sculpture, and archeological remains. 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 220

The African Image - Overview of Black-White relationships in Africa from end of 19th Century to present as mirrored in literary works primarily by contemporary Black and White authors; special attention to native artistic traditions of Black Africa. 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.**

[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 120

Contemporary British and American Literature - Major British and American writers of fiction, poetry and drama of the 20th 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.**

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 125

Psychology in Black Literature - Analysis of books by African-American writers from a psychological point of view; begins with autobiography of Frederick Douglass, concludes with Black experiences by contemporary writers Cleaver and Jones. 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.

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 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 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 133

African-American Fiction - Aesthetic values that determine quality of fiction written by African-Americans who profess a national consciousness; short fiction from anthologies, environment, style and social implications emphasized; critical and creative writings 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.**

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 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 107

Mathematics for Technicians I - Designed to provide mathematical tools for students in terminal technical curricula; emphasis on practical aspects of mathematics and less upon the theoretical; topics include elementary algebra operations, simultaneous and quadratic equations, exponents and radicals, logarithms, introduction to trigonometry, vectors, and use of calculator. Writing assignments, as appropriate to the discipline, are part of the course. **50-250 minutes per week. 1-5 credit hours.**

MATHEMATICS 108

Mathematics for Technicians II - Continuation of Mathematics 107. Topics include trigonometric functions, solution of oblique triangles, vectors, Cartesian and polar coordinate systems, graphs of functions and basics of differential and integral calculus. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Math 107, or Placement Test, or Consent of Department Chairperson. **50-250 minutes per week. 1-5 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 120

Modern Mathematics - Foundations of elementary mathematics to develop appropriate backgrounds for pre- and in-service teachers. Introduction to new materials of present day mathematics programs. Art and science of mathematics stressed over the usual skills and development. 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. **150 minutes per week. 3 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 143

Precalculus - Precalculus emphasizes the notion of a function as a unifying concept for the topics of college algebra and trigonometry. The following families of functions and their characteristics are examined within this course: polynomial functions; rational functions; exponential and logarithmic functions; and trigonometric functions. 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. **300 minutes per week. 6 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 165

Computer Mathematics - Concepts concerning sets, significant digits, flow charts. The decimal, octal, binary and hexadecimal number systems. Elementary symbolic logic. Rational numbers in non-decimal bases. Scientific notation. Operations with matrices. Graphical methods of linear programming and introduction to the simplex method. Elements of Boolean algebra. Rudiments of a programming language will be presented. 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. **150 minutes per week. 3 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-Hospital's 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 eigen values and eigenvectors. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 208 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

MATHEMATICS 216

Statistics for Business Majors - The basic concepts of statistical analysis used in business decision-making, including probability and how uncertainty is dealt with in real life. The student will analyze and work out simple problems and should be able to recognize applications of different statistical techniques, interpret the results of analysis and recognize instances in which statistical techniques have been misused. The following concepts and statistical techniques are included: measure of central tendency and variability, random variable and probability distributions, estimation, tests of hypotheses, chi square tests, linear regression and correlations and one-way analysis of variance. Applications are included throughout the course. Problem solving with the use of calculators and computers is emphasized. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 135 with a grade of C or better, or Placement Test, or Consent Department Chairperson. **200 minutes per week. 4 credit hours.**

MATHEMATICS 299

Special Topics Mathematics - Special Topics in Mathematics will be discussed along with appropriate computer and calculator activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Each special topics course will have a sub-title. Students can take courses with different sub-titles credit for each. 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. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **50-300 minutes per week. 1-6 credit hour.**

MEDIA COMMUNICATIONS 102

Announcing - Develops the ability to transform written copy or script into voice performance emphasizing copy preparation, breath control, pronunciation, articulation, use of full dynamic range, microphone techniques, and hand signals. A variety of copy, including commercials, news and public service announcements are covered. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

MEDIA COMMUNICATIONS 145

Introduction to Media Communication - A survey of the history, technology, structure and operation of the telecommunications industry. Topics include advertising, audience measurement, network television, radio station operations, cable television, broadcast regulations and licensure, satellite communications, pod casting, and careers in media communications. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

MEDIA COMMUNICATIONS 203

Media Writing - Creation and preparation of scripts for radio and television programs and segments which include news copy, commercial copy, public service announcements, continuity and dramatic copy. Special attention will be paid to format and form. Word processing skills will be utilized in this course. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

MEDIA COMMUNICATIONS 221

Radio Production I - Introduction to the audio control system and training in operation of related equipment. Emphasis will be placed on how the various components integrate into a system. Demonstration of expertise through class exercises laboratory projects will be required. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

MEDIA COMMUNICATIONS 222

Radio Production II - Review of the audio control system and its various equipment components. Emphasis will be placed upon creating, producing, and directing announcements, news and drama which may be utilized by Kennedy Kings own WKKC FM. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Media Communications 221, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

MEDIA COMMUNICATIONS 231

TV Production I - Introduction to the television production system and training in the operation of the video and audio equipment necessary to produce programming. Emphasis will be how the various components integrate into a system. The student will be required demonstrate expertise through class exercises and laboratory projects. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

MEDIA COMMUNICATIONS 232

TV Production II - Continuation in the development of student expertise in the use of various audio and video components. Television production projects will require creating treatments, storyboards, and scripts, for the production of a final program. Emphasis is placed on integration of equipment, production personnel, and script to create finished television production. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Media Communications 231, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

MEDIA COMMUNICATIONS 235

Television Graphics - The important function of television graphics in the packaging of television programs will be emphasized. The main focus of the course will be the operation of the character generator, digital effects generator, still store, 35mm slide projector, 16mm film projector, and learning the graphics capabilities of the video switcher and their use in graphics packaging Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Media Communications 231 or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

MEDIA COMMUNICATIONS 240

Mini-Cam and Videotape Editing - Evaluate, set-up, light, mike, and properly record in a single-camera remote environment for desired production results. Learn to log and digitally edit recorded footage into professional programs and segments, using video editing software and digital effects generator. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Media Communications 231 or Media communications 232, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

MEDIA COMMUNICATIONS 245

Advanced Production Workshop - Learn the steps necessary to develop a program concept and turn it into a completed radio and/or television program. Emphasis is placed upon coordinating technical, budgetary, personnel, scheduling, and equipment aspects of achieving effective productions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Media Communications 222 and Media Communications 232, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

MEDIA COMMUNICATIONS 250

Practicum Internship - Course of planned and supervised training in which the application of theory to actual practice prepares a student for working independently toward specific career objectives. The internship/practicum generally occurs after the student has completed twelve hours. It takes place at a regular worksite and instruction/supervision is provided by an employee at the worksite. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 20 lab hours per week. 6 credit hours.**

MEDIA COMMUNICATIONS 260

Media Sales and Marketing - A study of sales and marketing relative to broadcasting, cable television, and the internet. Introduction to the principles of packaging a product to advertisers and program buyers. Review of organization management at television stations, networks, cable outlets, and Internet Service Providers (ISP). Emphasis is placed upon theoretical practical aspects of developing presentation skills including instruction and utilization of media research materials such as rating books in positioning sales. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Media Communications 145, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

MEDIA COMMUNICATIONS 270

Intro to Radio & TV Programming - Survey of programming from various perspectives, including: comparison and contrast of major network approaches vs. approaches of independent producers. Introduction to program strategies through elements to be considered in positioning programs on the air. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Media Communications 145 and 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 225

Introduction to Developmental Disabilities - Survey of developmental disabilities from birth through adulthood, with emphasis on identification and evaluation. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

MENTAL HEALTH 228

Principles of Mental Health Practices - Mental health, the settings in which mental health problems are treated, and common types of mental health problems; review of treatment strategies and methods of intervention. Writing assignments, as appropriate to the discipline, are part of the course.

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.

MICROBIOLOGY 235

Pathogenic Microbiology - Classification, morphology, and biochemical activities of microorganisms found in skin, eyes, nose and throat sputum, blood, urine and feces. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Microbiology 233, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

MICROBIOLOGY 240

Microbiology of Water and Dairy Products - Principles and procedures of proper water, soft drink, and milk supply. Theory and techniques of routine analysis, comparison and evaluation of methods and tests. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Microbiology 233, or Consent of Department Chairperson.

2 lecture and 4 lab hours per week. 4 credit hours.

[MUSIC]

MUSIC (060)

MUSIC 101

Fundamentals of Music Theory - Introduction to music theory and application: rhythm, meter, scales, intervals, triads and musical terminology; development of aural and keyboard skills. Writing assignments, as appropriate to the discipline, are part of the course. No credit toward graduation for music majors. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

MUSIC 102

Music Theory I - Realization of figured and unfigured bases and harmonization of melodies. Triads and inversions. Harmonic analysis. Keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 101, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

MUSIC 103

Music Theory II - Realization of figured and unfigured bass and harmonization of melodies. Chords of the seventh and ninth sequences, diatonic modulation. Harmonic analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 102. **150 minutes per week. 3 credit hours.**

MUSIC 105

Group Piano I - Class instruction in beginning piano techniques through study in small groups. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 106

Group Piano II - Continuation of Music 105. Minimum of six hours practice per week required for credit. Students majoring in music are required to take two semesters of study with a private instructor following this course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 105, or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 111

Aural and Keyboard Skills I - Sight singing, ear training and rhythmic dictation with keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 101, or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 112

Aural and Keyboard Skills II - Continuation of Music 111. Advanced ear training and sight singing, melodic dictation and more complex harmonic structures. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 111, or Consent of Department Chairperson.

1 lecture and 2 lab hours per week. 2 credit hours.

MUSIC 115

Woodwind Class - Class instruction in woodwind instruments; each student is required to demonstrate techniques and develop performing skill; readings to be assigned. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 117

Brass Class - Class instruction in brass instruments; each student is required to demonstrate techniques and develop performing skill; readings to be assigned. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 119

Percussion Class - Class instruction in percussion instruments; each student is required to demonstrate techniques and develop performing ability; readings to be assigned. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

MUSIC 121

Introduction to Music - Elements, structure, listening, literature, aesthetic perspective; concert attendance. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

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 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 147

Music for Classroom Teacher - Required of students in elementary school education. At least one term of class/piano recommended. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

MUSIC 149

Music for Recreation Leaders - Required of physical education majors following the recreation sequence. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 105, or Consent of Department Chairperson. **50 minutes 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, in harmonic 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 223

Music History to 1750 - Music from primitive times to 1750. 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 224

Music History From 1750 - Music from 1750 to the present. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Music 223, or Consent of Department Chairperson. **150 minutes per week. 3 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.**

NETWORKING TECHNOLOGIES 121

Internetworking I - This course introduces the various communication equipment used in building an effective Internet infrastructure. This course provides product-specific installation and configuration. Equipment used in this class includes bridges, routers, gateways, integrated services, digital network (ISDN) modems, digital and channel service units (DSU/CSUs) and ISDN pipeline devices. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. *Prerequisite:* CIS 101, and CIS 116, or CIS 120, Placement Test, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

NETWORKING TECHNOLOGIES 122

Internetworking II - This course is designed to provide a hands-on introduction to Cisco multi-protocol routers. The class will include basic router operations, architecture, configuration and troubleshooting. Students will set up, wire and configure various Cisco routers in an intranet work environment. Topics include: Cisco IOS, Telnet, router operating modes, RIP, IGRP, IP, and Apple Talk. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee required. *Prerequisite:* Networking Technologies 121, or Placement Test, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

NETWORKING TECHNOLOGIES 221

Internetworking III - This course is designed to provide a hands-on experience in implementing and configuring complex Cisco multi-protocol routes and switches. This class will include an introduction to switched Ethernet networks, Virtual LAN technology, spanning - tree protocols and configuration of Cisco switching devices. This class will also include advanced router concepts including access list management, IP and IP filtering, traffic management, and IGRP implementation. Students will demonstrate the use of the Cisco IOS to configure network switching and routing devices. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. *Prerequisite:* Networking Technologies 122 or the equivalent, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

NETWORKING TECHNOLOGIES 222

Internetworking IV - This course is a project in WAN design. The class will include an overview of WAN technologies and WAN configurations on a Cisco router. The class involves the design, implementation, configuration and demonstration of a fully functional enterprise intranet including HTTP, FTP, NNTP, and e-mail services. Writing assignments, as appropriate to the discipline, are part of the course. Lab fee is required. *Prerequisite:* Networking Technologies 221 or the equivalent, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

NETWORKING TECHNOLOGIES 299

Special Topics Networking Systems and Technologies - Special topics in Networking Systems and Technology will be discussed along with appropriate lab and/or field trip activities. New developments will be emphasized, especially materials useful in K-12 education and industry. 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:* Consent of Department Chairperson. **50-200 minutes per week. 1-4 credit hours.**

NURSING 101

Fundamentals of Nursing - Introduction to the nursing process and practice; impact of illness and hospitalization affecting basic human needs regardless of age, sex or diagnosis; laboratory experience in hospitals and health agencies to acquire skills in application of nursing measures; student to demonstrate preparation for planned learning experience; all clinical laboratories under supervision of professional nurse faculty; clinical laboratory preceded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into Nursing program/plan 239. **5.5 lecture and 4.5 lab hours per week. 7 credit hours.**

NURSING 102

Fundamentals of Nursing II - Continuation of Nursing 101. Effects of illness and hospitalization on normal growth and development; laboratory experience to develop increased skills in basic nursing measures of care; all clinical laboratory experience supervised by professional nursing faculty, and preceded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 101.

5.5 lecture and 4.5 lab hours per week. 7 credit hours.

NURSING 140

Nursing Process and Documentation - Introduction to nursing process and documentation. Nursing theories are briefly surveyed. Emphasis is placed on the development critical thinking skills in the application of nursing process through exercises in care planning and nursing documentation. Students learn and utilize nursing diagnosis (NAN), nursing interventions classification (NIC), critical pathways, and other nursing documentation methods for these exercises. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into Nursing program/plan 239.

150 minutes per week. 3 credit hours.

NURSING 150

Nursing Fundamentals I - The concepts of holism, nursing practice, multicultural society and communication are studied for purposes of assisting persons to meet their basic needs. The role of the practical nurse in the use of the nursing process is studied and practiced in classroom, laboratory and long-term settings specifically in relation to protection against infection and providing for safety, mobility, comfort, hygiene, elimination and nutrition needs. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into the Practical Nursing program/plan 240. [2 lecture, 1 lab, 3 clinical hours per week = 4 credit hours]

2 lecture and 4 lab hours per week. 4 credit hours.

NURSING 151

Nursing Fundamentals II - Students learn to administer medications and to use the nursing process to care for persons having surgery. The nursing process is used to assist persons with oxygen, wound care, fluid and electrolyte, and rest and sleep needs and to assist persons who need relief from pain. Learning in classroom, lab and clinical settings foster professional growth. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 150.

[2 lecture, 1 lab, 3 clinical hours per week = 4 credit hours]

2 lecture and 4 lab hours per week. 4 credit hours.

NURSING 152

Nursing Perspectives - The course introduces students to the philosophy, conceptual framework, outcomes and competencies of the program. Nursing practice, nursing process and the therapeutic relationship are studied along with the ethical and legal aspects of nursing from the perspective of nursing practice in today's society. Contemporary health care delivery issues are also discussed. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into the Practical Nursing program/plan 240. **100 minutes per week. 2 credit hours.**

NURSING 153

Nursing Thru Life Span 1 - Focusing on meeting the basic needs of mothers and children and their families, the student integrates previous learning relating to the concepts of holism, nursing practice, nursing process, multicultural society and communication. Preventive, supportive and therapeutic care is learned in class, lab and clinical settings. Students are expected to demonstrate professional growth and to function within the provisions of the Illinois Nursing Act of 1987. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 151 and Nursing 152 and Biology 226. [3 lecture, 1 lab 3 clinical hours per week = 5 credit hours]

3 lecture and 4 lab hours per week. 5 credit hours.

NURSING 154

Nursing Thru Life Span II - This course focuses on the care of persons throughout the life span experiencing grief and death and the common disorders interfering oxygenation, nutrition, elimination, hormonal balance, and protection from infection. Students integrate previous related learning and are expected to demonstrate professional growth and to function within the provisions of the Illinois Nursing of 1987. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 153 and Biology 227. [2 lecture, 1 lab, 5 clinical hours per week = 5 credit hours] **2 lecture and 6 lab hours per week. 5 credit hours.**

NURSING 155

Nursing Thru Life Span III - This course focuses on the care of persons throughout the life span experiencing the most common disorders interfering with sexuality, mobility and safety (including mental health disorders.) Cancer is also studied because of its interferences with all basic needs. Students integrate previous related learning and are expected to demonstrate professional growth and to function within the provisions of the Illinois Nursing Act of 1987. Theoretical concepts and clinical nursing contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 154 and Biology 227. [2 lecture, 1 lab, 7 clinical hours per week = 6 credit hours] **2 lecture and 8 lab hours per week. 6 credit hours.**

NURSING 203

Nursing in Perspective - Survey of the nursing career; responsibilities and changing role of a registered nurse. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210 and Nursing 211.

150 minutes per week. 3 credit hours.

NURSING 210

Nursing Process and Alterations In Homeostasis I - Care for the family in crisis. Application of concepts of growth and development, health maintenance and promotion. Emphasis on observational skills, interpersonal relationships; communications and psychodynamics of human behavior. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 102, and Biology 226, and Biology 227, and Microbiology 233. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

NURSING 211

Nursing Process and Alterations in Homeostasis II - Continuation of the nursing process with focus on alteration in health status within the expanding family system. Physical, social and psychological assessments of patients. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 102, and Biology 226, and Biology 227, and Microbiology 233. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

NURSING 212

Nursing Process and Alterations in Homeostasis III - Continuation and implementation of the nursing process in the care of patients within the family unit. Consideration given to various stages of growth and development across the life cycle where patients and family are adapting to stressors. Use of a variety of learning experiences for initiating and implementing change in nursing approaches to client care. All clinical laboratories are under supervision of professional nursing faculty; clinical laboratory proceeded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210, and Nursing 211. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

NURSING 213

Nursing Process and Alterations in Homeostasis IV - Terminal integrating experiences utilizing the nursing process to meet the needs of patients and families in complex health care situations. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210 and Nursing 211. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

NURSING 250

Health Assessment - This course offers an introduction to health assessment through the application of holistic nursing theory and nursing process to clinical nursing practice. The nursing process and the role of the nurse are examined in relation to the health assessment of individuals across their lifespan. Emphasis is placed on modes of investigation and inquiry in gathering data concerning physiological, psychosocial, cultural, and spiritual aspects of human experiences. Legal and ethical considerations related to the nurse's role in health assessment are explored. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into Nursing program/plan 239 or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

NURSING 299

Special Topics Nursing - Special topics in Nursing will be presented along with appropriate lab and/or clinical activities. New developments will be emphasized, related to National League of Nursing Accreditation Commission and changes in Department of Professional Regulations rules, as well as best practices issues. 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 eight variable credits. Consent of Department Chairperson required for repeatability. *Prerequisite:* Admission to the Nursing program/plan 239. **1-4 lecture and 2-8 lab hours per week. 1-8 credit hours.**

[PHARM]

PHARMACOLOGY (028)

PHARMACOLOGY 103

Pharmacology for Nurses - Weights and measures in pharmacy, drug standards and techniques and skills for safe and accurate preparation of oral and hypodermic doses of drugs. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

PHARMACOLOGY 104

Pharmacodynamics and Nursing Care - This course offers an introduction to pharmacodynamics through the application of holistic nursing theory and nursing process to clinical nursing practice. General principles of drug action are discussed as they relate to the nursing care of patients of all age groups. The uses and modes of action for various classifications of medications will be presented. Principles from the basic sciences to include a holistic nursing perspective will be reinforced. Emphasis is placed on the nursing role in medication administration and evaluation of patient response to medications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 226, and Biology 227, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

[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 215

Problems In Philosophy - Philosophical problems from such fields as ethics, metaphysics, aesthetics, and philosophy of science. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

[PHYS ED] PHYSICAL EDUCATION (065)

PHYSICAL EDUCATION 110

Fitness - Concepts, techniques, methods of personal fitness, stressing effects of exercise, relaxation and weight control; fitness programs directed to individual improvement. 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. **.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.**

PHYSICAL EDUCATION 112

Gymnastics and Tumbling - General calisthenics and fundamentals of combinations of simple tumbling, gymnastics, stunts and/or modern gymnastics and practice; competitive aspects and scoring. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 114

Jogging - Running techniques to improve organic fitness through individualized programs. 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. **.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.**

PHYSICAL EDUCATION 116

Self Defense and Combatives - Elements of self-defense; understanding of combatives; conditioning, offensive and defensive tactics, rules and strategy for competition. 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. **.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.**

PHYSICAL EDUCATION 118

Weight Training - Development of physical fitness through weight training devices; lifting techniques, circuit training, competitive lifting procedures. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 120

Team Sports - Combination of one or more seasonal sports such as basketball, hockey, soccer, softball, touch football and volleyball; theory and practice of fundamental skills, rules of the game and strategy; competition and tournaments within classes. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 122

Individual Sports - One or more lifetime sports such as archery, badminton, bowling, fencing, golf, skating, skiing, tennis, and track and field; theory and practice of individual skills, rules of the game, techniques of game strategy; competitive tournaments within class. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 130

Fundamentals of Swimming - For beginning and intermediate swimmers; breathing techniques, basic strokes, diving and water safety skills. American Red Cross card issued to qualifiers. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 132

Advanced Swim and Water Games - Instruction in all strokes to improve efficiency and speed; diving from pool side, springboard, rescue skills and surface dives; preparation for lifesaving course; individual and team competition in such games as water basketball and water polo. American Red Cross Card issued to qualifiers. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 134

Aquatic Skills and Synchronized Swimming - Development of skills for participation in synchronized swimming activities; stunts and combinations of strokes for simple rhythmic routine composition; advanced diving and underwater skills. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 140

Dance Survey - Introduction to dance techniques such as square, folk, tap, contemporary, social and ballet. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 142

Square and Folk Dance - Fundamentals and practice in basic steps and figures of American and foreign folk dance. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 144

Ethnic Dance - Rhythms, dance and cultures of Africa and their interrelationships with Latin American dance and calypso movements. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 146

Contemporary Dance I - Contemporary dance including warm-ups, technique, dance patterns, analysis of rhythm and creative experience in improvisations and simple movement studies. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 148

Contemporary Dance II - Advanced technique, training and principles of movement perception, introduction to fundamentals of dance composition with emphasis on design, form and production. 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. **.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.**

PHYSICAL EDUCATION 150

Ballet - Form, style and performance of basic ballet movements and practice of beginning dances; fundamentals of music related to dance. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 152

Tap - Techniques of tap dance; practice and experience in creating simple routines. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 160

Adaptive Physical Education - For students restricted by health limitations; activity programs to meet specific needs of the individual. 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.

.5-1 lecture and 1-2 lab hours per week. 1-2 credit hours.

PHYSICAL EDUCATION 200

Introduction to Physical Education - History and objectives of physical education; opportunities in physical education, health and recreation; off-campus observations. Writing assignments, as appropriate to the discipline, are part of the course. **100 minutes per week. 2 credit hours.**

PHYSICAL EDUCATION 201

Dance Fundamentals - Rhythm as related to movement and dance; skill practice with emphasis on correct performance, interpretation of dance patterns, opportunities for student teaching. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 203

Contemporary and Modern Jazz Dance - Analysis through movement, exploration of dance forms, their similarities and differences; skill practice and teaching experience in each area. Writing assignments, as appropriate to the discipline, are part of the course. **.5 lecture and 1 lab hours per week. 1 credit hour.**

PHYSICAL EDUCATION 204

Wrestling - Analysis, instruction and theories of coaching, officiating and match strategy. Writing assignments, as appropriate to the discipline, are part of the course.

.5 lecture and 1 lab hours per week. 1 credit hour.

PHYSICAL EDUCATION 206

Football - Analysis, instruction, demonstration of fundamental skills; theory of coaching and officiating, styles of play and team strategy. Writing assignments, as appropriate to the discipline, are part of the course.

.5 lecture and 1 lab hours per week. 1 credit hour.

PHYSICAL EDUCATION 212

Volleyball - Instruction, demonstration and practice of skills; coaching and officiating, styles of play and team strategy. Writing assignments, as appropriate to the discipline, are part of the course.

.5 lecture and 1 lab hours per week. 1 credit hour.

PHYSICAL EDUCATION 216

Track - Skills and teaching techniques of track and field events; rules of competition, strategy and team organization of the sport. Writing assignments, as appropriate to the discipline, are part of the course.

.5 lecture and 1 lab hours per week. 1 credit hour.

PHYSICAL EDUCATION 218

Basketball - Fundamentals of basketball and techniques of team organization; skills of each position, offensive and defensive skills, team play, strategy and officiating. Writing assignments, as appropriate to the discipline, are part of the course. **.5 lecture and 1 lab hours per week. 1 credit hour.**

PHYSICAL EDUCATION 219

Sports Officiating - Rules and mechanics of officiating of various team and individual sports; responsibilities and qualifications of an official. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 221

Play and Rhythmic Activities of Early Childhood - Methods and materials for teaching simple rhythmic games, singing games and other movement experiences for pre-school child; analysis of play situations appropriate to their needs and abilities. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 224

Tumbling and Gymnastics - Instruction and practice in teaching fundamental exercises; correct execution, development of skills, methods of giving gymnastic commands, tumbling and pyramid building; instruction and theories of coaching, officiating and competitive needs. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 226

Swimming and Senior Life Saving - Skills of fundamental strokes to improve efficiency and speed; diving from pool side and springboard, rescue skills and surface dives; introduction to coaching of competitive swimming; safety, accident prevention; defense methods, rescue techniques. American Red Cross card issued to qualifiers. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 229

Water Safety Instructor - Swimming skills and techniques in all strokes, skills and techniques of life saving, water safety; practice in class management and teaching progressions; requirements meet those of American Red Cross Water Safety Instructors training program; American Red Cross Water Safety Instructors certificate issued to qualifiers. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 230

Baseball and Softball - Basic skills, coaching and officiating styles of play, teaching techniques and team strategy. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 234

Soccer - History, basic skills, playing tactics, officiating and teaching methods. Writing assignments, as appropriate to the discipline, are part of the course. **.5 lecture and 1 lab hours per week. 1 credit hour.**

PHYSICAL EDUCATION 236

Fitness Programs - Individual physical development; methods and teaching techniques of various fitness programs; introduction to physiology of exercise. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 237

Body Mechanics - Principles of fitness, including exercise, nutrition, diet, self-analysis, relaxation, posture, movement and sport activity analysis. Writing assignments, as appropriate to the discipline, are part of the course. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICAL EDUCATION 244

Tennis - Basic skills, strategy and playing techniques and teaching methods rules, history and court etiquette. Writing assignments, as appropriate to the discipline, are part of the course. **.5 lecture and 1 lab hours per week. 1 credit hour.**

PHYSICAL EDUCATION 246

Golf - Basic practices and teaching of grip, stance and swing; rules, strategy, course layout, etiquette. Writing assignments, as appropriate to the discipline, are part of the course. **.5 lecture and 1 lab hours per week. 1 credit hour.**

PHYSICAL SCIENCE 101

General Course - Introduction to the scientific method of astronomy, geology, meteorology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PHYSICAL SCIENCE 102

General Course - Introduction to physics and chemistry; the relationship of matter and energy to physical and chemical changes. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PHYSICAL SCIENCE 111

General Course I - See description of Physical Science 101. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **3 lecture and 2 lab hours per week. 4 credit hours.**

PHYSICAL SCIENCE 112

General Course II - See description of Physical Science 102. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **3 lecture and 2 lab hours per week. 4 credit hours.**

PHYSICAL SCIENCE 299

Special Topics Physical Science - Special topics in Physical Science will be discussed along with appropriate computer and laboratory activities. New developments will be emphasized, especially materials useful in K-12 education and industry. Each special topic course will have a sub-title. Students can take courses with different sub-titles and get credit for each. 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. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, Consent of Department Chairperson. **50-300 minutes per week. 1-6 credit hour.**

PHYSICS 132

Electricity Heat and Light - Continuation of Physics 131. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 131, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

PHYSICS 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 224

Physics Calculations and Practice - For students majoring in engineering or physical sciences. Detailed practice in problems and applications of theory involving calculus to provide better understanding of physics. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235 or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

PHYSICS 231

General Physics I: Mechanics and Wave Motion - Statics and dynamics of a particle and a rigid body; oscillatory and wave motion with application to sound. Primarily for liberal arts students and those in pre-medical curricula. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Mathematics 141 and Physics 220, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

PHYSICS 232

General Physics II: Electricity and Magnetism - Electrostatics, magneto statics, laws of DC and AC electromagnetic radiations and elementary electronics. Primarily for liberal arts students and those in pre-medical curricula. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 231, or Physics 235, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

PHYSICS 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.**

[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 202

Urban Government and Politics - Development, forms, functions, powers and problems of urban government in the United States. Emphasis on metropolitan areas, such as Chicago, and intergovernmental relations; examination of local politics and pressure group activity, administrative organization and fiscal responsibilities. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 102 or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 203

Comparative Government - Principles of comparative study of political systems; political culture, governmental structures and institutions, political parties, groups and ideology; understanding of political systems other than American. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 204

International Relations - Study of international relations, analysis of international behavior; role of nation-state and international organizations; factors underlying the development, character and, application of foreign policy; war and peace; major social and political forces at work in the contemporary world system. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 205

Public Administration - Introduction to principles of public administration including the role of administration in modern government and administrative responsibility; organization, personnel management, fiscal operations, budgeting, purchasing, and planning. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Political Science 201, or Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 206

American Foreign Policy - Examination of conduct and control of American foreign policy in today's complex world; analysis of development of American traditions in foreign policy, machinery which exists for conduct of American foreign relations, factors influencing foreign policy of the United States, and policies and problems relating to other countries and regions of the world. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Political Science 201, or Social Science 102, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 207

United States and Local Government - Study of state and local political jurisdictions and systems, including their powers, organization, functions, development and contemporary problems. This course will examine the American federal system with special focus directed to the governmental structures and public policies of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Political Science 201 or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

POLITICAL SCIENCE 215

Politics of Community Organization - Analysis of voting trends; discussion with community spokesmen and politicians; class participation in community politics such as registration and political education; how Chicago is governed; role of Republican and Democratic parties and independents. 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.**

[PS REHB] PSYCHIATRIC REHABILITATION (134)

PSYCHIATRIC REHABILITATION 101

Survey of Psychiatric Rehabilitation - This course is the first in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to servicing individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. The survey course has four major themes: Understanding psychiatric disability and current approaches to treatment; the mental health system and surrounding issues; psychiatric rehabilitation through vocational and skills training; family and community support systems. The orientation of the course is more practical than theoretical and there is considerable opportunity to observe and practice relevant skill. Consumers serve as guest speakers to highlight issues of empowerment and to increase understanding of consumer experiences with the mental health. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

PSYCHIATRIC REHABILITATION 102

Psychiatric Rehabilitation Skills - This course is the second in the series for the Psychiatric Rehabilitation Certificate. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students learn basic techniques for conducting interviews for use in assessment, treatment planning, and therapeutic interactions with consumers. Students learn to conduct skills training groups and apply behavioral techniques for implementing programs that promote desired skills. Techniques for intervening in crisis situations and preventing and managing aggression are presented. 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:* Grade of C or better in Psychiatric Rehabilitation 101. **150 minutes per week. 3 credit hours.**

PSYCHIATRIC REHABILITATION 103

Health Skills Psychiatric Rehab - This course examines three-dimensions of wellness: physical, emotional and environmental. Students will learn the fundamentals of physical wellness, including diet, nutrition, exercise, sanitation, disease prevention and control, and special health considerations for persons with severe mental illness. The emotional dimension of wellness includes social support, physical and sensory accommodations and geriatric and developmental disabilities. Students will learn the essentials of environmental safety, including use of safety equipment and proper mechanics. Students will develop and practice skill for determining vital signs and documenting their observations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychiatric Rehabilitation 101 and Psychiatric Rehabilitation 102. **150 minutes per week. 3 credit hours.**

PSYCHIATRIC REHABILITATION 104

Vocational & Community Living Skills - This course emphasizes the practical applications of vocational and community living skills development for individuals with severe mental illness. Students will observe and practice the fundamentals of vocational rehabilitation, including the duties and tasks commonly required in vocational settings and the development of employment sites. Practical application of current policies affecting employment sites is presented. Networking skills, common state and federal benefit programs and community-based service provision are presented. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychiatric Rehabilitation 101. **150 minutes per week. 3 credit hours.**

PSYCHIATRIC REHABILITATION 105

Internship/Survey Psychiatric Rehabilitation & Skills - This internship requires a minimum of 76 clock hours of field experience by student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The first half (or a minimum of 38 hours) will include five of the following areas: 1) inpatient milieu and general activities; 2) case management activities; 3) vocational training activities; 4) skills training activities; and 5) consumer led activities. The second half of the internship (a minimum of 38 hours) includes interviewing skills and leading skills training groups, and at least one of the following: behavior definition and task analysis, aggression management, assessment and treatment and planning, or crisis intervention. All experience should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director is also required. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Successful completion of Psychiatric Rehabilitation 101 and 102. **5 lab hours per week. 1 credit hour.**

PSYCHIATRIC REHABILITATION 106

Internship/Health Skills and Vocational Community Living - This internship requires a minimum of 76 clock field experience by the student. Experiences are a combination of observation participation interaction with consumers of mental health services. The first half (or a minimum of 38 hours) will include eight activities in the following areas: physical wellness, emotional and social wellness, environmental wellness, and documentation. The second half will include two areas: vocational rehabilitation and case management. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical and/or supervision by field placement director is also required. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Successful completion of Psychiatric Rehabilitation 103 and 104. **5 lab hours per week. 1 credit hour.**

[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 206

Business and Industrial Psychology - Psychological principles and techniques applied to activities and problems in business and industry; selling, advertising, market research, personnel work, employee selection and training, supervision, and morale. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 207

Child Psychology - Development, adjustment, and psychological problems from birth of the child through adolescence; relationship of scientific psychological findings to practical methods of child guidance and training by parents, teachers, and others. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 209

Black Psychology - Relationship of psychology to colonized situation; understanding Colonial experience in psychological terms, emphasis on effects for Black and White persons in America of status of Blacks during and after legalized slavery. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 210

Principles of Supervisory Psychology - Psychological principles applied to problems with employees, both from the standpoint of management and of employees. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 211

Social Psychology - Analyzes development of personality structures and patterns; cultural environment, social roles and status, attitude formation, personality types and measurement of personality. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Sociology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 213

Abnormal Psychology - Abnormal behavior and its social significance; symptoms and dynamics of psychological disorders; neuroses and psychosomatic reactions, sociopathic psychoses; consideration of therapies and theories of prevention. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 214

Adolescent Psychology - Continuation of Psychology 207. Physical, intellectual, educational, personality, and social development of adolescents in contemporary society; emphasis on problems of the adolescents adjustment to personal and social environment. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

PSYCHOLOGY 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.**

PSYCHOLOGY 222

Adult Development and Aging - Introduction to psychological problems, issues, facts, and theories relating to later adulthood and old age; societal values and institutions, socio-economic variables, biological and psychological changes, perception, cognition, psychosocial development, personality factors, sexuality and relationships, work and skill issues, adjustment and coping, psychopathology, and therapeutic intervention. 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.**

[PUB SRV] PUBLIC SERVICE (069)

PUBLIC SERVICE 130

Police Operations I - Orientation; police administration and organization; rules and regulations; policy and procedures. Writing assignments, as appropriate to the discipline, are part of the course. **50 minutes per week. 1 credit hour.**

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 136

Professional Skills for Police Officers- Field training and techniques used in conducting criminal investigations, or in another appropriate area of law enforcement approved by the instructor. 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.

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.**

[READING] READING (037)

READING 001

Basic Reading Skills - A preparatory reading course covering basic comprehension and decoding skills. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

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.**

RELIGION [SEE COMPARATIVE RELIGION (133)]

[SOC SCI] SOCIAL SCIENCE (088)

SOCIAL SCIENCE 088

Critical Reading in Social Science - Prepares students to read critically in social sciences. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

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 103

Introduction to Applied Social Science - General introduction to influence of modern scientific technology on the life of the worker, the study of social problems that affect lives of working people in the years to come, and contribution of social science to development of social participation skills necessary for vocational and marital success. Applicable for A.A.S. degree only. 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.**

SOCIAL SCIENCE 221

Black Economics - African Americans as producers rather than consumers, evaluation, understanding of Black power and militancy. 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 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 213

Advanced Group Process - For students who desire to develop skill in working with groups; discussion of techniques for working most effectively with different types of groups. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Service 212. **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.**

SOCIAL SERVICE 258

Principles of Practice in Community Organization - For students who work with community action programs, community planning, or neighborhood improvement. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 102, and Social Service 101, and Social Service 201, and Social Service 213, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SOCIAL SERVICE 259

Practicum in Community Service - Field work placement in a community service agency plus weekly seminars. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Service 258, or Consent of Department Chairperson. **2 lecture and 20 lab hours per week. 6 credit hours.**

[SOC] SOCIOLOGY (089)

SOCIOLOGY 110

Religion and Society - Sociological investigation into relationship between religious values and forms of social organization. Concentration on contemporary religious movements and includes examples from Christian, Jewish, Islamic and non-western religions. 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 201

Introduction to the Study of Society - Characteristics of group life, the effects of the group on human conduct, and the interrelationships between society, culture, and the individual. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SOCIOLOGY 202

Sociology of Urban Life - Study of urbanization, personal and social disorganization, collective behavior, social movements and voluntary associations, race and ethnic relations, social stratification, industrial relations, and political sociology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SOCIOLOGY 203

Marriage and the Family - Study of the family as a dynamic social institution; emphasis on love, sex, dating, courtship and marriage, child rearing, marital problems, and divorce. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Social Science 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SOCIOLOGY 205

Social Problems - Understanding current social problems; sociological concepts student learns in Social Science 101 and Sociology 201 will be employed in analysis of concrete social problems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Sociology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SOCIOLOGY 209

The Black Man in the United States - Environmental factors that identify African-Americans as an ethnic group in the United States; study of social values, attitudes, definition, behavior, social institutions and processes of this ethnic group. 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 225

Introduction to Criminal Justice - Philosophical background of criminal justice; history, constitutional limitations, agencies, processes of justice, human nexus; efficiency, morality, legality, compassion criteria for judgment; research areas and 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.**

SOCIOLOGY 241

Institutional Racism - Survey of racism in basic institutions of American life: education, law enforcement, health services, government, business, industry, religion, entertainment, science, and housing. 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]

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 191

Survival Spanish Nursing - This course is designed to prepare nurses and nursing students to communicate in Spanish in order to better assist and provide medical attention to Spanish-speaking patients in medical office settings and in hospitals. In addition to workplace Spanish, the course provides trans-cultural training for nurses and future nurses. Emphasis is on enhancing quality patient care. Note: This course is not a substitute for any nursing course. It is strictly to enhance learned knowledge of nursing protocols. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPANISH 192

Survival Spanish for Law Enforcement Officers - This course is designed to prepare non-Spanish speaking police officers to use Spanish language skills and cross-cultural strategies to enhance their ability to aid victims and control offenders in potentially dangerous situations involving native Spanish speakers. Note: This course is not a substitute for any criminal justice course. It is strictly to enhance learned knowledge of policing protocols. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPANISH 206

Intensive Oral Practice - Practice in spoken language, fluency and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Spanish 104, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

SPANISH 210

Modern Civilization and Culture - Recent social, cultural, and historical trends, conducted in Spanish and English. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPANISH 213

Introduction to Modern Literature - Selections from contemporary writings, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Spanish 104, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPANISH 214

Readings in Literature - Works from selected historical periods, conducted in Spanish. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Spanish 104, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

SPEECH 100

Introduction to Oral Communication - Study of the process of communication as it applies to interpersonal, group, or mass communication; emphasis on practical applications of communications in our lives; recommended for students in occupational and general studies programs. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Consent of Department Chairperson.

150 minutes per week. 3 credit hours.

SPEECH 101

Fundamentals of Speech Communication - Theory and practice of oral communication; development of poise and confidence, delivery, and speech organization; public speaking practice; small group discussion, and development of standards of criticism. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite :* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **50-150 minutes per week. 1-3 credit hours.**

SPEECH 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 106

Human Communications - Types of verbal and nonverbal communication, oral and visual as transmission of data and information to elicit a response; includes methods of encoding information for communication, history, social consequences of modern communication, both verbal and visual. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

SPEECH 112

Introduction to Oral Communication - Process of communication applied to interpersonal group and mass communication; emphasis on practical application of communication in our daily lives. Writing assignments, as appropriate to the discipline, are part of the course. **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 140

Speech Clinic – For students with problems in voice or diction. Huskiness, lack of vocal melody, nasality, slovenly diction, sound substitution, lack of ease in precise articulation of consonant and vowel sounds are treated. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 2 lab hours per week. 2 credit hours.

SPEECH 143

Training the Speaking Voice - Improvement and development of an individual's 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 201

Reader's Theatre - Theory, principles, production techniques; emphasis on dramatic literature but includes poetry, narratives, letters, diaries, biographies and use of musical accompaniment. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

SPEECH 206

Argumentation - Role of debate in a democratic society; principles of investigation analysis of issues, types and tests of evidence and reasoning as applied to public questions. 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 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.**

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 130

Stagecraft - Introduces safety procedures and basic techniques of scenery and property construction, tool use, scene painting, and backstage organization. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours 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 136

Make-Up Stage Screen and TV - Practical class in makeup and related arts, showing technique for using false hair, wigs, beards and other makeup specialties as well as general makeup of all kinds for stage, screen and television. Writing assignments, as appropriate to the discipline, are part of the course. **100 minutes per week. 2 credit hours.**

THEATER ART 137

Stage Lighting - Comprehensive study of theory and technique of lighting for the theater; use of all instruments and dimming controls, work on sound in theater. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

THEATER ART 138

Topics in Theatre - Special survey courses introducing employment opportunities and procedures in theatre. Writing assignments, as appropriate to the discipline, are part of the course. Course runs in a rotation of 3 topics. Courses may be repeated total of 3 credit hours. **50-150 minutes per week. 1-3 credit hours.**

THEATER ART 140

Sound for Theatre - Comprehensive study of theory and technique of sound and engineering; use of all instruments amplification and recording equipment. Writing assignments as appropriate to discipline, are part of the course. *Prerequisite:* Math 118. **150 minutes per week. 3 credit hours.**

THEATER ART 141

Costumes and Wardrobe - Introduces some theory of costume design, focusing on safety procedures and basic techniques of costume and accessory construction, tool use, fitting use, fitting and draping, and costume shop organization through projects in cutting, stitching, and finishing costumes for production. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

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 144

Practice in Modern Theater - Workshop in production of modern plays; readers theater methods will be used in total concept of modern theater production; less emphasis on detail than in Theater 143. 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 225

Independent Internship Assignment - A course of planned and supervised training that allows the application of theory to actual practice, preparing a student for working independently toward specific career objectives. It takes place at a regular theatre related worksite and instructions/supervision is provided by an employee at the worksite. Students may receive regular pay scale if allowed and if available. Course includes on-campus one-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson.

1-2 lecture and 10-20 lab hours per week. 1-6 credit hours.

THEATER ART 230

Stage Management - Practice in stage management; students will work with scenes and plays as a stage manager, will operate special sound effects and recording equipment and will make a complete sound track for a play. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Theater 131, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

THEATER ART 232

Theater Workshop - Participation in production of one-act and full length plays with the class, operated as a theater company; students will work in all phases of theater including touring theater, acting, directing, and other areas of theater 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.**

THEATER ART 233

Theater Design - Scene design including preparation of plans, scale models and ground plans; history of design; project: full design for play currently produced in the theater. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 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 236

Voice and Movement - The study of using voice and movement to interpret and perform works of literature, such as essays, letters, novels, poetry, and short stories, with an emphasis on communicating that interpretation to an audience. Writing assignments, as appropriate to discipline, are part of the course. *Prerequisite:* Theater 133 or Theater 134. **150 minutes per week. 3 credit hours.**

THEATER ART 237

Theatre Production and Management - Production and management of plays and theatres; survey of theatre and production organization, scheduling audience analysis, box office operation, record keeping and publicity. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 118 or higher, and Theatre 230 can be taken con-currently with instructor approval. **3 lecture and 2 lab hours per week. 4 credit hours.**

THEATER ART 240

Play Production - A literary exploration of the relationships between dramatic text and the play in performance, with special emphasis on basic terminology and methodology. Representative plays are studied in their genre, historical, and social contexts. Writing assignments, as appropriate to the discipline, are part of the course. **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.**

VISUAL MEDIA COMMUNICATIONS 101

Introduction to Graphic Arts - Introduction to fundamental processes of printing; theory and practical application of digital photography, scanning, proofing, plate-making and presswork. This course includes familiarization with the software applications used in graphic communications, printing and publishing industry. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 4 lab hours per week. 3 credit hours.

VISUAL MEDIA COMMUNICATIONS 102

Electronic Publishing/ Web Page Design - This course is designed to provide the student with an overview of the web page design site production process. It will also serve as an introduction to Internet basics, web design software and understanding html and dhtml. Writing assignments, as appropriate to the discipline, are part of the course.

1 lecture and 4 lab hours per week. 3 credit hours.

VISUAL MEDIA COMMUNICATIONS 103

Image Capture - This course is designed to familiarize the student with the basic procedures of digital image capture. This course explores the use of digital photography as related to graphic communication processes. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

VISUAL MEDIA COMMUNICATIONS 104

Offset Presswork - This course is designed to familiarize the student with the basic procedures of offset presswork operations including preparation and selection of stock; paper feed, transfer and delivery systems; press make ready; dampening and inking systems; quality control; preventive maintenance. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

VISUAL MEDIA COMMUNICATIONS 110

Production Printing - A study of the digital prepress and press production procedures for commercial printing; includes planning and problem solving in layout and design, desktop publishing, digital imaging, preflighting files, proofing and presswork. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

VISUAL MEDIA COMMUNICATIONS 114

Stripping I - Basic instruction and practice in stripping of line film, halftone film, and platemaking. Screen tints, color blocking, butting and overlapping; contacting, step and repeat procedures, proofing, preparation and folding dummies, outlining, and master marks; handling and use of paper, plastic, photo-direct, direct image, and pre-sensitized plates; masking, ruling, screen work, and image construction. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

VISUAL MEDIA COMMUNICATIONS 122

Electronic Publishing I - This course is designed to familiarize the student with page layout software application and basic desktop publishing hardware. This course will cover the introductory elements of desktop publishing, page layout, and electronic imaging. Emphasis is placed on creating projects for output to print and the web. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

VISUAL MEDIA COMMUNICATIONS 132

Electronic Publishing Page Layout II - This course is designed to provide the student with advanced page layout software and pre-press procedures. This course will cover the text input; importing of graphic files, creation of style sheets; master pages; color models and trapping information. Emphasis is placed on creating projects for output to put on the web. Writing assignments, as appropriate to the discipline, are part of the course.

2 lecture and 2 lab hours per week. 3 credit hours.

VISUAL MEDIA COMMUNICATIONS 134

Electronic Illustration and Drawing I - This course is designed to familiarize the student with an electronic drawing and illustration software packages used in the printing industry. Emphasis is placed on the study of various tools used for electronic drawing and illustrations to create projects for output to print and the web. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 201

Estimating and Management - The study of management practices using industry related software. Emphasis is placed on production, planning, paper and ink estimating, job cost, quality control, plant layout, purchasing, inventory control, personnel management and specification writing. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 202

Web Page Design II - This course is designed to provide the student with an advanced look at the web site production process. It will also explore animation on the web using current web page/site design publishing software applications. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Visual Media Communications 102 or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 203

Offset Presswork II - Advanced study in principles and practices of digital and offset presswork, including operation and maintenance of medium size offset press. This course includes the study of feed, register, delivery, dampening and inking systems, selection of stock, basic press operations including makeready, selection of inks, safety, quality control, and preventive maintenance. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Visual Media Communications 104. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 206

Digital Image Capture II - This course is designed to provide the student with advanced knowledge and use of digital photography as related to graphic communications processes. Emphasis will be placed on advanced operation and setup of digital camera equipment. Students will utilize a digital studio for completion of projects. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Visual Media Communications 224 or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 210

Newspaper Publication – Theory and practice of mechanical procedures involved in production of a small newspaper by digital and offset lithographic process; includes desktop publishing; graphic design; page layout; scanning; proofing and presswork. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 212

Digital Animation/Multimedia - This course is designed to familiarize the student with the basic procedures involved in the creation of animation using animation software. Emphasis will be placed on creating projects using video, sound and animation for output to the web. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Visual Media Communications 134, Visual Media Communications 224, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 214

Electronic Stripping and Platemaking II - This course is designed to teach the student advanced instruction and practice in image assembly utilizing electronic stripping software. Coursework includes creating electronic stripping software. Course work includes creating electronic impositions, templates, and platemaking, and master marks; handling and use dummies, color proofing, platemaking, and master marks. Course work includes the handling of RIP and CTP systems. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 224

Digital Image Creation/Manipulation - This course is designed to familiarize the student with the image editing and retouching applications as related to graphic communications and the printing industry. Emphasis is placed on creating projects for output to print and the web. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 228

Digital Image Creation/Manipulation II - This course is designed as an advanced level course used to further explore image editing and retouching applications as related to graphic communications and the printing industry. Emphasis is placed on creating projects for output to print and the web. Students will use tools used for advanced electronic image creation and manipulation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Visual Media Communications 224 or Consent of Department Chairperson. Not more than an accumulated 6 credit hours will be counted towards graduation. **2 lecture and 2 lab hours per week. 3 credit hours.**

VISUAL MEDIA COMMUNICATIONS 232

Advanced Electronic Publishing - This course is an advanced study of a page layout software application used in the graphics industry for desktop and electronic publishing, pre-press, and image setting. Emphasis is placed on creating projects for output to print and the web. Course work includes the handling of RIP and CTP systems. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 9 credit hours will be counted towards graduation. **2 lecture and 2 lab hours per week. 3 credit hours.**



STUDENT POLICY MANUAL

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

ADMISSIONS POLICIES AND PROCEDURES

Admission Eligibility

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

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

- Once submitted, the visa holder’s application will be complete and the potential student will be authorized to enroll in the maximum hours outlined in their employment contract.

Admission Eligibility and Procedures - Adult Education

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

Adult Education Program classes are open to adults, 18 years of age or older, who do not have a high school diploma or a GED certificate. Persons who are 16 or 17 years of age may enroll only if they are not attending traditional high school. These students (aged 16 to 17) must provide one of the following forms of documentation to be admitted to the Adult Education Program:

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

Students who have a high school diploma or a GED certificate may only be served in adult education programs if they test below the sixth-grade level in reading.

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

Adult education students may enroll in a maximum of 16 hours in beginning and intermediate classes and a maximum of 19 hours in advanced or GED-level classes per term.

General Admissions Procedures

New Students (degree/certificate seeking)

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

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

New Adult Education Students

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

Transfer Students

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

Former CCC Students

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

Adult Education students

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

Excluded Students

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

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

Admission for Signature Program/Plan

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

International Students

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

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

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

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

Students with Disabilities

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

High School Students

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

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

Concurrent Enrollment within the District

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

Concurrent Enrollment outside the District

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

Assessment and Placement

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

Admission to a City College does not ensure entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their program. Results from the District assessment and placement tests will determine enrollment level in the program of choice (depending on program requirements).

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

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

Assessment and Placement - Adult Education

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

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

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

Transfer Credit

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

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

Internal Inter-Career Transfer

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

Credit for Prior Learning / Credit by Assessment

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

Credit by Examination

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

Credit by Evaluation

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

Standard fees may apply to process Credit By Assessment /Prior Learning applications. Grades will not be awarded and credit earned will not factored into Grade Point Average (GPA). Credit earned through the Credit for Prior Learning Program is considered transfer credit and will not be calculated into grade point average. Credit for Prior Learning may be awarded to CCC students after they have earned fifteen (15) hours within the City Colleges of Chicago. The Chancellor or designee will establish procedures for the awarding of such credit consistent with the policies of accrediting institutions. For more information about Credit for Prior Learning Programs, please contact the Office of Student Affairs at (312) 553-3363 or go to the website (www.ccc.edu/admissions_Level2.shtml) and click on course offerings.

Sunset Policy

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

Advanced Placement Program

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

Military Credit

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

TUITION, FEES, WAIVERS AND REFUNDS

(current rate is subject to change without notice)

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

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

Residency

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

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

Dependent Registrants may present the following:

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

In-District Students

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

Out-of-District Students

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

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

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

Out-of-State Students

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

International Students

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

Adult Education Students

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

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

All Adult Education classes and instructional materials are free.

Distance Learning

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

Miscellaneous Fees

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

Required Fees

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

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

Non-Refundable Fees

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

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

Financial Obligation

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

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

Tuition Chargeback

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

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

Waivers

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

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

Tuition Waiver for City Colleges Employees

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

Drop Policy

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

Refunds - Credit Courses

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

Refunds - Continuing Education

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

Refunds - No-Show Withdrawal / No Show 1 Day (NSW and NS1)

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

Distance Learning Courses - Students registered in distance learning courses who fail to log-on to the web site for their course at least once (1) on two (2) different days before the statistical reporting day of the term will be withdrawn from the class and issued an NSW.

Student Initiated Withdrawal

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

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

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

Continuing Education Withdrawals

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

Adult Education Program Enrollment Exclusions

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

Student Responsibilities

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

Academic Integrity

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

Academic Dishonesty

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

Penalties for Academic Dishonesty

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

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