



Malcolm X College  
One of the City Colleges of Chicago



empowerment through education

**Mission Statement:** Malcolm X College will be a leader in the post-secondary education to enlighten and empower the urban community. **Vision:** Malcolm X College, a learning and assessment-centered community college, empowers students of diverse backgrounds and abilities to achieve academic, career, and personal success. **Mission:** Malcolm X College, a learning and assessment-centered community college, empowers students of diverse backgrounds and abilities to achieve academic, career, and personal success. **Core Values:** **Accountability:** We emphasize diligence and innovation in order to promote efficient and effective learning. **Communication:** In order to promote understanding and accessibility we encourage sharing ideas and information. **Community:** We support our community by promoting collaboration and cooperation in activities that enhance the quality of life. **Integrity:** Our policies and practices center around honesty, professional ethics, responsibility, and fairness. **Diversity:** We value differences among individuals and prepare ourselves to live successfully in a global society. **Learning:** We promote student-centered learning and lifelong learning among faculty, staff, and students. **Quality:** We emphasize continuous improvement in the quality of student learning experiences. **Respect:** We appreciate and consider the choices, endeavors

# 2008-10 Catalogue

# Malcolm X College Mission Statement

## Vision

Malcolm X College will be a leader in the post-secondary education to enlighten and empower the urban community.

## Mission

Malcolm X College, a learning and assessment-centered community college, empowers students of diverse backgrounds and abilities to achieve academic, career, and personal success.

## Core Values

- ▶ **Accountability:** We emphasize diligence and innovation in order to promote efficient and effective learning.
- ▶ **Communication:** In order to promote understanding and accessibility we encourage sharing ideas and information.
- ▶ **Community:** We support our community by promoting collaboration and cooperation in activities that enhance the quality of life.
- ▶ **Diversity:** We value differences among individuals and prepare ourselves to live successfully in a global society.
- ▶ **Integrity:** Our policies and practices center around honesty, professional ethics, responsibility, and fairness.
- ▶ **Learning:** We promote student-centered learning and lifelong learning among faculty, staff, and students.
- ▶ **Quality:** We emphasize continuous improvement in the quality of student learning experiences.
- ▶ **Respect:** We appreciate and consider the choices, endeavors and relationships of others.
- ▶ **Service:** We are committed to providing supportive services that meet the needs of our students.

## Goals

1. Provide comprehensive, updated, and articulated baccalaureate curricula, which enable students to transfer successfully to four-year institutions.
2. Offer accredited career and occupational programs to prepare students for the workforce.
3. Provide learning opportunities of different levels and types to promote learning, personal growth, skill improvement, and academic development.
4. Sustain and augment partnerships with community organizations, businesses and industries, and K-12 schools in order to support community growth and enhancement.
5. Institute an assessment process to evaluate student growth and improve instruction.
6. Sponsor events and develop curricula in order to promote cultural and global awareness.
7. Provide superior customized and comprehensive support services in order to increase students' access to and success in higher education.
8. Maintain and develop administrative and fiscal policies and practices which foster fairness and accountability.

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# Acknowledgements

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Malcolm X College ♦ One of the City Colleges of Chicago ♦ Zerrie D. Campbell, president

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# 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)553-2538, through the Office of Human Resources at (312)553-2900, via e-mail to [eeofficer@ccc.edu](mailto:eeofficer@ccc.edu) or by mail to the City Colleges of Chicago, Attention: EEO Officer, 226 West Jackson Blvd., 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](http://www.ccc.edu/studentpolicy).

## Prohibition Against Retaliation and Intimidation

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

## Smoke Free Workplace

City Colleges of Chicago is a smoke-free environment.

## Prohibition On Unlawful Drug and Alcohol Use

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

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

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

## Privacy Of Educational Records

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

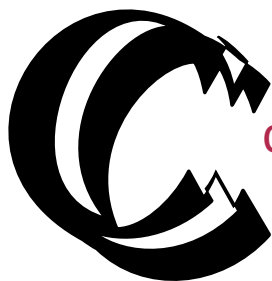
## Disclaimer

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

This catalog contains information regarding City Colleges of Chicago, which is current as the time of Publication. It is not intended to be a complete description of all City Colleges of Chicago policies and procedures, nor is it intended to be a contract. This catalog and its provisions are subject to change at any time, and may be revised by City Colleges of Chicago in the future without advance notice.

**THIS IS NOT A CONTRACT.**

# Officers of the District



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

## Officers of the District

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*Interim Vice Chancellor*

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Staff Development*

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*Vice Chancellor Chief Financial Officer*

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*Director of Public Relations & Marketing*

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**Ghingo Brooks**  
*Interim President, Malcolm X College*

**Valerie Roberson, PhD**  
*President, Olive-Harvey College*

**John Wozniak**  
*President, Harold Washington College*

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

**Chuck Guengerich**  
*President, Wilbur Wright College*

**Sylvia Ramos, EdD**  
*President, Richard J. Daley College*

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



# 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 entry foyer of the City Colleges of Chicago offices at 226 W. Jackson. CCC photo

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>



# President's Welcome

**M**alcolm X College is committed to student success. It is an institution that is prepared to meet the many needs of students by helping them to improve the quality of their lives. Our mission to empower through education, reflects our pledge to provide you with the most relevant curricula paired with innovative teaching and learning methods to assist you in attaining your educational goals. Our vision is to be a leader in postsecondary education to empower the urban community.

**By creating a top-of-the-mind presence** as a high-quality institution with exemplary programs, services and core values, Malcolm X College has demonstrated its commitment to the enhancement of the community at large, and to the citizens of Chicago, the State of Illinois, our nation and to the global society. Heightened awareness of program offerings, job placement rates, university articulation agreements, educational achievements, and collaborative partnerships have made the institution the icon it has become.

Through our commitment to academic excellence, we are a learning- and assessment-centered community college committed to extending learning experiences beyond the classroom setting to the global community through a wealth of cultural programs, extracurricular activities and socially relevant symposia. In addition to thousands of graduates working in health care professions and hospitals throughout the country, Malcolm X College boasts a number of distinguished men and women among its illustrious alumni, including, scores of attorneys, educators, entrepreneurs, artists, musicians and the first Black female Astrophysicist.

**Malcolm X College embodies a culture of diversity.** Our institution welcomes everyone.

We take "Service Excellence" to a different level as it is our way of doing business. Annually the College hosts more than 1,000 meetings and community events serving in excess of 100,000 individuals. In partnership with the Shule Ya Watoto (School for Children), Malcolm X College has the distinction of hosting one of the nation's only seven-day Kwanzaa observances in the country, at no expense to the public. Also, the College addresses the needs of its multicultural student body and the surrounding community through numerous events and celebrations, including Black History Month, Asian American Month, Hispanic Heri-



tage Month, Women's History Month and Veterans Day.

**The College continues to earn awards** and recognition from local, state, and national entities, attesting to the quality and integrity of the institution's mission. Malcolm X College is a major stakeholder in creating opportunities that make a positive impact on the quality of

life for all of our students. The College recently received national recognition from the Community College Survey of Student Engagement for practices that promote high levels of student learning and retention. Faculty and staff members have been recognized by The Carnegie Foundation for the Advancement of Teaching, the Council for Advancement and Support of Education the Illinois Community College Trustees Association and by various public, faith-based and community organizations. Just as the faculty and students consistently receive statewide awards and scholarships from the Illinois Community College Journalism Association and the Illinois Funeral Directors' Association respectively, staff too, are honored annually as recipients of the Kathy Osterman Award for Superior Public Service.

As the only institution of higher education in the country named in memory of Malcolm X El-Hajj Malik El-Shabazz, you honor him by creating a legacy of self-determination and educational success for your future and for the generations of Malcolm X College students who share the same destiny of achievement.

Thank you for pursuing learning for a lifetime at Malcolm X College.

Go Hawks!!!

A handwritten signature in black ink that reads "Zerrine D. Campbell". The signature is fluid and cursive, written in a professional but personal style.

Zerrine D. Campbell  
President



# City Colleges of Chicago District Map

**Daley College**

7500 S. Pulaski Road  
Chicago, IL 60652  
(773) 838-7500

**Arturo Velasquez West Side  
Technical Institute of Daley  
College**

2800 S. Western Avenue  
Chicago, IL 60608  
(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 Street  
Chicago, IL 60609  
(773) 451-2100

**Malcolm X College**

1900 W. Van Buren Street  
Chicago, IL 60612  
(312) 850-7000

**West Side Learning Center of  
Malcolm X College**

4624 W. Madison Street  
Chicago, IL 60644  
(312) 850-7420

**Olive-Harvey College**

10001 S. Woodlawn Avenue  
Chicago, IL 60628  
(773) 291-6100

**South Chicago Learning  
Center of Olive-Harvey College**

3055 E. 92nd Street  
Chicago, IL 60617  
(773) 291-6770

**Harry S. Truman College**

1145 W. Wilson Avenue  
Chicago, IL 60640  
(773) 907-4700

**Lakeview Learning Center of  
Truman College**

3310 N. Clark Street  
Chicago, IL 60657  
(773) 907-4400

**Truman Technical Center**

1200 W. Sunnyside Avenue  
Chicago, IL 60640  
(773) 907-3983

**Harold Washington College**

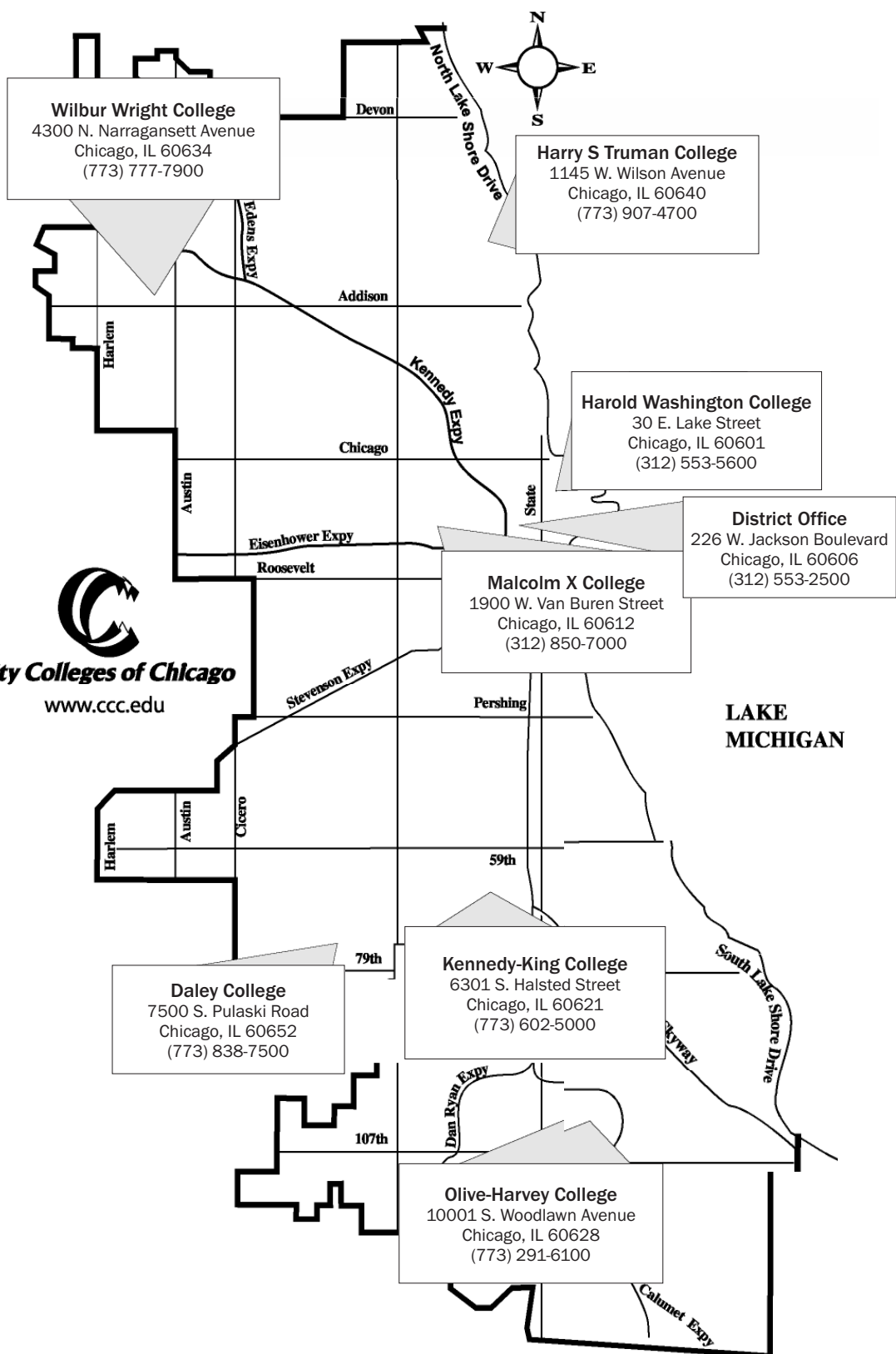
30 E. Lake Street  
Chicago, IL 60601  
(312) 553-5600

**Wilbur Wright College**

4300 N. Narragansett Avenue  
Chicago, IL 60634  
(773) 777-7900

**Humboldt Park**

Vocational Education Center  
of Wright College  
1645 N. California Avenue  
Chicago, IL 60647  
(773) 489-8989



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

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

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

**District Office**  
226 W. Jackson Boulevard  
Chicago, IL 60606  
(312) 553-2500

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

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

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

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



# City Colleges of Chicago Policy on Dual Credit/Dual Enrollment

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

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

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

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

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

# 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.

# City Colleges of Chicago— Sunset Policy and Procedures

ADOPTED – BOARD OF TRUSTEES OF COMMUNITY  
COLLEGE DISTRICT NO. 508 –  
26510 COUNTY OF COOK AND STATE OF ILLINOIS  
JANUARY 6, 2005

BOARD OF TRUSTEES OF COMMUNITY COLLEGES DISTRICT NO. 508  
County of Cook and State of Illinois

**RESOLUTION:** Establishment of a Sunset Policy and Procedures  
at the City Colleges of Chicago

**Whereas**, the City Colleges is engaging in an intensive and methodical review of academic programs and services via the Annual Programs and Services Analysis (APSA) to encourage excellence in the delivery of instruction and services, and

**Whereas**, it is anticipated that the APSA review will prompt the recommendation for certain academic programs to be recommended for termination, and

**Whereas**, a phase out process needs to be established to insure fairness and consistency across the District,

**Therefore**, the Chancellor recommends the adoption of the City Colleges of Chicago Sunset Policy & Procedures outlined below:

## CITY COLLEGES OF CHICAGO SUNSET POLICY and PROCEDURES

The purpose of the CCC “Sunset Policy” is to ensure a smooth transition for students enrolled in a program that is identified for discontinuation by a CCC college(s) or its funding agency, the Illinois Community College Board (ICCB). Therefore, any program slated as such should adhere to the following policy and procedures to ensure proper completion of the program for currently enrolled students.

1. When a college(s) discontinues offering an approved program to additional new students, it will be reported to ICCB and removed from the college catalog and other documents advertising the program offerings to the public. (REF: Administrative Rules: of the ICCB, Section 1501.302, f, p. 27).
2. The college(s) will announce the pending closure of the program and the date of discontinuation (reported to ICCB as either inactive or withdrawn\*) through all means available, such as campus postings, notification in class schedules, and the college’s website. The reported ICCB date will also be known as the “sunset date” for purposes of the Sunset Policy.\*
3. The college(s) will obtain a listing of all students in the identified program code who have declared it as their major program of study and will:
  - a. notify the students of the actions in items 1 & 2 above by certified mail, or if necessary, by phone;
  - b. will require the student to consult with a College Advisor to design an educational plan in order to complete coursework prior to the program’s discontinuation.



4. College Advisors will:
  - a. design an educational program of study that is consistent with the date of the program's discontinuation reported to ICCB\* in order to facilitate the student's successful completion of all required courses;
  - b. identify specific courses that will meet the student's graduation requirements;
  - c. identify reasonable alternative substitutions for required courses in extreme circumstances and only upon the approval of the Vice President.
5. A document, Memorandum of Understanding (MOU), signed by both the student and the College Advisor will be completed that explicitly states the specific courses the student must complete the timeline and sequence that these courses must be completed in order for the student to finalize the program of study within the prescribed time limit. A copy of the MOU should be provided to the student and the Registrar, and retained by the College Advisor. The MOU will be available for inspection by ICCB and/or the Higher Learning Commission of the North Central Association (HLC/NCA).
6. Students who are unable to complete the agreed upon program of study prior to the sunset date should be advised to pursue:
  - a. enroll in another program based on the coursework for which they have completed and credit earned;
  - b. transfer to another City College where a suitable program is offered; the sending and receiving colleges will facilitate the student's smooth transition;
  - c. transfer to a local Illinois community college through the Chargeback process if the desired program is not offered at any other CCC campus.

\*The inactivation or withdrawal date reported to ICCB will serve as the "sunset date". It is the date selected by the college(s) which complies with ICCB Administrative Rules which states as follows: "...the College must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled." (REF: Administrative Rules of the ICCB, Section 1501.302, g) 4), p. 29). For example, at the time a college decides to discontinue an approved program, it takes into consideration the currently enrolled students and what point they're at in their current semester and then bases the selection of the inactivation or withdrawal date on how many semesters/terms are left for the students to successfully complete the program.

January 6, 2005



# City Colleges of Chicago— Occupational Grid

## City Colleges of Chicago: Active Programs November 2007

### ART, MEDIA & COMMUNICATION

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0122	Architectural Drafting	AAS	63		x					x
0124	Architectural Drafting	BC	16		x					x
0350	Digital Multimedia Design	AAS	67		x					
0351	Digital Multimedia Design	AC	36		x					
0354	Digital Multimedia - Interactive Media	BC	18		x					
0353	Digital Multimedia - 3D Graphics	BC	21		x					
0352	Digital Multimedia - Video & Sound	BC	18		x					
0083	Media Communications	AAS	60			x				
0093	Music Business	BC	21		x					
0094	Music Technology	BC	26		x					
0085	Theater Arts	AAS	62			x				
0086	Theater Technology	AC	35			x				
0165	Visual Media Communications (Vis Med Com)	AAS	60			x				
0166	Visual Media Communications (Vis Med Com)	AC	30			x				
0194	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

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0210	Associate in Arts	AA	62	x	x	x	x	x	x	x
0212	Associate of Arts in Teaching - Secondary Math	AAT	62						x	
0100	Associate in Engineering Science	AES	64	x	x				x	x
0217	Associate in Fine Arts-Art (Education)	AFA	60		x					
0216	Associate in Fine Arts-Art (Studio)	AFA	61		x				x	
0208	Associate in Fine Arts - Music Education	AFA	63		x					
0205	Associate in Fine Arts - Music Performance	AFA	68		x					x
0203	Associate in General Studies	AGS	60	x	x	x	x	x	x	x
0211	Associate in Science	AS	64	x	x	x	x	x	x	x

### BUSINESS, MARKETING & MANAGEMENT

Nr.	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		x					
0062	Hospitality Front Office	AC	32		x					
0021	Management/Marketing	AAS	61	x	x	x		x	x	x
0022	Management/Marketing	AC	34	x	x	x		x	x	x
0023	Management/Marketing	BC	18	x	x	x		x	x	x
0794	Medical Office Technology	BC	24		x					
0883	Office Specialist	BC	20		x					
0882	Real Estate Broker	BC	5	x						
0008	Real Estate Management	BC	17		x					
0874	Secretary (Unit)	BC	9					x		
0886	Skills Enhancement	BC	6		x					

### CONSTRUCTION

Nr.	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				
0779	Construction (Exterior)	BC	29			x				
0778	Construction (Interior)	BC	24			x				
0768	Construction Painter	BC	16			x				
0752	Electrical Construction Technology	AAS	65	x						
0766	Electrical Line Worker (Overhead)	AC	35			x				

### CONSTRUCTION (continued)

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
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				

### CONSUMER & SOCIAL SERVICES

Nr.	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						
0349	Cosmetology	AC	36						x	
0339	Gerontology Aide	BC	12							x
0340	Gerontology Specialist	AAS	61							x
0195	HIV/STI Prevention Education	BC	24							x
0241	Horticulture	AAS	63		x					
0303	Library Technical Assistant	AAS	60							x
0330	Library Technical Assistant	BC	12							x
0341	Nursing Home Administration	BC	12							x
0304	Paralegal	AAS	63							x
0368	Property Management/Desk Clerk	BC	12							x
0369	Property Management/Leasing Specialist	BC	12							x
0258	Psychiatric Rehabilitation	BC	14							x
0313	Social Work - Generalist	AAS	66		x	x				
0317	Social Work - Generalist	AC	37		x					
0370	Social Work-Youth Work	AAS	63		x					
0371	Social Work-Youth Work	AC	31		x					
0372	Social Work-Youth Work	BC	15		x					
0884	Travel Agent	BC	3	x						

### CULINARY ARTS/FOOD TECHNOLOGY

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0365	Baking & Pastry Arts	AAS	60			x				
0366	Baking & Pastry Arts	AC	38			x				
0367	Baking & Pastry Arts	BC	15			x				
0362	Culinary Arts	AAS	66			x				
0363	Culinary Arts	AC	44			x				
0364	Culinary Arts	BC	16			x				
0253	Food Sanitation	BC	2		x	x				x
0891	Food Service Sanitation - Recertification	BC	1		x					x
0746	L'Art de la Patisserie	BC	24			x				

### EDUCATION/CHILD DEVELOPMENT

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0275	Child Care (School Age)	AAS	61		x					
0293	Child Development	BC	10						x	
0280	Child Development Elem Educ	AAS	61		x	x				
0284	Child Development Elem Educ	AC	33		x	x				
0300	Child Development - IDC Level I	AC	41	x						
0331	Child Development - Infant Toddler Care	AAS	62			x				
0332	Child Development - Infant Toddler Care	AC	32			x				
0286	Child Development - Pre-School Edu/Infant Toddler	AC	32		x					
0277	Child Development - Pre-School Education	BC	10							x
0278	Child Development - Pre-School Education	AAS	62	x	x	x	x	x	x	x
0282	Child Development - Pre-School Education	AC	32	x	x	x	x	x	x	x
0281	Child Development Special Educ	AAS	63			x				
0285	Child Development Special Educ	AC	33			x				
0055	Teaching, Leadership & Support Professionals	AAS	63		x					
0057	Teaching, Leadership & Support Professionals	AC	35		x					

Hrs=credit hours, DA=Richard J. Daley College, HW=Harold Washington College, KK=Kennedy-King College, MX=Malcolm X College, OH=Olive-Harvey College, TR=Harry S. Truman College, WR=Wilbur Wright College

## City Colleges of Chicago: Active Programs November 2007

### HEALTH

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0343	Addictions Studies	AC	37		x	x				
0344	Addictions Studies	AAS	63		x	x				
0345	Addictions Studies	BC	18		x	x				x
0218	Bioinformatics	AC	32						x	
0215	Biotechnology	AAS	67						x	
0236	Clinical Laboratory Technology	AAS	65				x			
0868	Dental Assistant	BC	4							x
0222	Dental Hygiene	AAS	72			x				
0867	Emergency Medical Technician (EMT)	BC	9					x	x	
0252	Emergency Medical Technician I-BASC	BC	6				x			
0263	EMT II Paramedic	AAS	61				x			
0265	EMT II Paramedic	AC	34				x			
0804	Medical Billing/Coding	BC	2	x		x		x		
0862	Medical Billing/Coding (Computerized)	BC	7						x	
0869	Medical Coding (Basic)	BC	17							x
0870	Medical Transcription Program	BC	12							x
0257	Mortuary Science	AAS	62				x			
0247	Nephrology - Renal Technology	AAS	66				x			
0700	Nurse Assistant	BC	7	x	x	x	x			x
0801	Nurse Assistant (Certified Patient)	BC	12	x		x	x	x	x	x
0239	Nursing	AAS	68	x		x	x	x	x	
0240	Nursing - Practical	AC	40			x				x
0221	Obstetrics & Gynecologic Technology	BC	11				x			
0259	Occupational Therapy Assistant (Certified)	AAS	73							x
0802	Pharmacy Technician	BC	3	x	x	x		x	x	
0871	Pharmacy Technician (Advanced)	BC	10							x
0254	Pharmacy Technology	AC	33				x			
0219	Phlebotomy	BC	11				x			
0866	Phlebotomy (Accelerated)	BC	15							x
0803	Phlebotomy Technician	BC	12	x		x		x	x	
0262	Physician Assistant	AAS	78				x			
0246	Radiography	AAS	75				x			x
0248	Renal Dialysis Technology	AC	37				x			
0234	Respiratory Care	AAS	68					x	x	
0269	Sterile Processing Clinical	BC	11				x			
0267	Surgical Technology	AAS	65				x			

### INFORMATION TECHNOLOGY/COMPUTER NETWORKING

Nr.	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	x	x
0012	Computer Information Systems	BC	12	x	x	x	x	x	x	x
0013	Computer Information Systems	AC	30	x	x	x	x	x	x	x
0852	Computer Literacy	BC	7							x
0297	Computer Security & Forensic Investigation	BC	20							x
0719	Information Processing	AC	31							x
0141	Networking Systems & Technologies	AAS	60	x						x
0142	Networking Systems & Technologies	AC	30	x						x
0143	Networking Systems & Technologies	BC	18	x						x
0152	Web Development	BC	16							x
0155	Web Development	AC	31							x

### MANUFACTURING, ENGINEERING & APPLIED TECHNOLOGY

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0153	Air Conditioning - Commercial Refrigeration	BC	17				x			
0177	Air Conditioning - Domestic Refrigeration	BC	17				x			
0117	Air Conditioning & Refrigeration	AAS	62				x			
0118	Air Conditioning & Refrigeration	AC	36				x			
0348	Appliance Technology	AC	41							x
0137	Chemical Laboratory Technology	AAS	62							x
0748	Computerized Numerical Control	AC	41							x
0160	Environmental Technology	AAS	68							x
0161	Environmental Technology	BC	18							x
0790	Industrial Maintenance	AC	36	x						x
0770	Manufacturing Tech - Maintenance Mechanic	AAS	64	x						
0771	Manufacturing Tech - Maintenance Mechanic	AC	37	x						
0163	Mechanical Technology CAD	BC	9							x
0787	Precision Metalworking	AC	30	x						

### PUBLIC SAFETY

Nr.	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	x
0295	Criminal Justice - Public Police Services	AC	30	x	x	x			x	x
0296	Criminal Justice - Public Police Services	BC	15	x	x	x			x	x
0324	Criminal Justice - Public Police Services	BC	9	x		x		x		x
0355	Emergency Management	AAS	64							x
0358	Emergency Preparedness	BC	18							x
0336	Fire Science & Technology	AAS	60	x						
0356	Homeland Security	BC	18							x
0357	Incident Command	BC	18							x
0347	Police Recruit	BC	16	x						

### TRANSPORTATION

Nr.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0112	Auto Body Reconstruction Technology	BC	23				x			
0111	Auto Body Repainting Technology	BC	24				x			
0133	Automotive Body Technology	AC	46				x			
0128	Automotive Maintenance	BC	27				x			
0185	Automotive Parts Specialists	BC	21				x			
0116	Automotive Technology	BC	20							x
0125	Automotive Technology	AAS	66				x			x
0130	Automotive Technology	AC	41				x			x
0134	Chassis Maintenance	BC	19				x			
0875	Commercial Passenger Driver - Class B	BC	6							x
0890	Defensive Driving - Attitudinal	BC	1	x						
0848	Forklift Operation & Safety	BC	2							x
0136	Fuel Management Technology	BC	25				x			
0889	Limousine - Residential Chauffeur Training	BC	1	x						
0713	Logistics/Transportation/Distribution	AAS	63	x						
0715	Public Passenger Vehicle Training - Taxi	BC	6				x			
0877	Railroad Conductor Training	BC	10	x						
0346	Transit Management	BC	15				x			
0712	Transportation & Distribution Logistics	AC	36	x						
0876	Truck Driving	BC	12							x

Hrs=credit hours, DA=Richard J. Daley College, HW=Harold Washington College, KK=Kennedy-King College, MX=Malcolm X College, OH=Olive-Harvey College, TR=Harry S Truman College, WR=Wilbur Wright College

# How this catalogue can help you

**T**o more easily find what you are looking for in this catalogue, use the [Table of Contents](#) on page 1.

To look up important dates, turn to the [Academic Calendar](#) on pages 16–17. There you will find a listing of registration dates, the first and last day of each term, holidays, Spring Break, last day to withdraw from class, and other important dates.

To learn more about various careers for which you can prepare at Malcolm X College, explore the many program selection opportunities in [Transfer Programs](#) beginning on page 87, and [Career Programs](#), starting on page 105.

To find out more information about any course, read detailed [Course Descriptions](#) beginning on page 138.

To assure you complete all requirements for an associate degree at Malcolm X College, carefully read Graduation Requirements beginning on page 72.

To find out which courses fulfill [General Education Requirements](#) for an associate degree, turn to page 78.

To find information about the requirements to [transfer from Malcolm X College](#) to a four-year college or university in Illinois, turn to page 86. Also, review the [Illinois Articulation Initiative](#) (IAI) for General Education Core course information on page 78.

To review Malcolm X College rules and regulations that were established to foster higher quality education for you, read the [General Policies & Notifications](#) starting on page 59 and [Academic Policies](#), page 45.

# Academic Calendar: 2008–2009

## Spring 2008 Term Academic Calendar

Spring 2008 Term begins .....	January 7
Early registration for Spring 2008 Term.....	January 7–12
First day of classes for Spring 2008 Term.....	January 14
Late registration for Spring 2008 Term .....	January 14–19
Saturday classes begin.....	January 19
Martin Luther King, Jr. Day (Holiday) .....	January 21
STAT date.....	January 24
Lincoln's birthday (Holiday).....	February 12
Mid-term date for Spring 2008 Term .....	March 12
Spring Break.....	March 17–23
Last day for student initiated withdrawals.....	April 14
Last day of Spring 2008 Term.....	May 10

## Summer 2008 Term Academic Calendar

Summer 2008 Term begins .....	June 2
Registration for Summer 2008 Term.....	June 2–3
First day of classes for Summer 2008 Term.....	June 4
Late registration for Summer 2008 Term .....	June 4–5
STAT date.....	June 5
Mid-term date for Summer 2008 Term .....	July 2
Independence day (Holiday).....	July 4
Last date for student initiated withdrawal.....	July 16
Last day of Summer 2008 Term.....	July 26

## Fall 2008 Term Academic Calendar

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

## Spring 2009 Term Academic Calendar

Spring 2009 Term begins .....	January 12
Early registration for Spring 2009 Term.....	January 12–17
Martin Luther King Holiday .....	January 19
First day of classes for Spring 2009 Term.....	January 20
Late registration for Spring 2009 Term .....	January 20–24
Saturday classes begin.....	January 24
STAT date.....	January 29
Lincoln's Birthday (Holiday).....	February 12
Mid-Term date for Spring 2009 Term.....	March 18
Spring break.....	April 6–12
Last day for student initiated withdrawals.....	April 20
Spring 2009 Term ends.....	May 16

## Summer 2009 Term Academic Calendar

Summer 2009 Term begins .....	June 1
Registration for Summer 2009 Term.....	June 1–2
First day of classes for Summer 2009 Term.....	June 3
Late registration for Summer 2009 Term .....	June 3–4
STAT date.....	June 4
Mid-term date for Summer 2009 Term .....	July 1
Independence Day (Holiday).....	July 4
Last day for student initiated withdrawals.....	July 15
Last day of Summer 2009 Term.....	July 25

## Fall 2009 Term Academic Calendar

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

# Academic Calendar: 2010–2011

## Spring 2010 Term Academic Calendar:

Spring 2010 Term begins .....	January 11
Early registration for Spring 2010 Term.....	January 11–16
Martin Luther King Holiday .....	January 18
First day of classes for Spring 2010 Term.....	January 19
Late registration for Spring 2010 Term .....	January 19–23
Saturday classes begin.....	January 23
STAT date.....	January 28
Lincoln's Birthday (Holiday).....	February 12
Mid-Term date for Spring 2010 Term.....	March 3
Spring break.....	March 29–April 4
Last day for student initiated withdrawals.....	April 19
Spring 2010 Term ends.....	May 15

## Summer 2010 Term Academic Calendar:

Summer 2010 Term begins .....	June 7
Registration for Summer 2010 Term.....	June 7–8
First day of classes for Summer 2010 Term.....	June 9
Late registration for Summer 2010 Term .....	June 9–10
STAT date.....	June 10
Independence Day (Holiday) .....	July 4
Mid-term date for Summer 2010 Term .....	July 7
Last day for student initiated withdrawals.....	July 14
Last day of Summer 2010 Term.....	July 24

## Fall 2010 Term Academic Calendar

Fall 2010 Term begins .....	August 9
Early registration for Fall 2010 Term.....	August 9–14
Registration for Fall 2010 Term.....	August 16–21
First day of classes for Fall 2010 Term.....	August 23
Late registration for Fall 2010 Term .....	August 23–28
Saturday classes begin.....	August 28
STAT date.....	September 1
Labor Day .....	September 6
Mid-term date for Fall 2010 Term .....	October 20
Last day for student initiated withdrawal.....	November 15
Thanksgiving (Holiday) .....	November 25–26
Fall Term ends.....	December 18

## Spring 2011 Term Academic Calendar

Spring 2011 Term begins .....	January 10
Early registration for Spring 2011 Term.....	January 10–15
Martin Luther King Holiday .....	January 17
First day of classes for Spring 2011 Term.....	January 18
Late registration for Spring 2011 Term .....	January 18–22
Saturday classes begin.....	January 22
STAT date.....	January 27
Lincoln's Birthday (Holiday).....	February 14
Mid-Term date for Spring 2011 Term.....	March 16
Spring break.....	April 18–24
Last day for student initiated withdrawals.....	April 25
Spring 2011 Term ends.....	May 14

## Summer 2011 Term Academic Calendar:

Summer 2011 Term begins .....	June 6
Registration for Summer 2011 Term.....	June 6–7
First day of classes for Summer 2011 Term.....	June 8
Late registration for Summer 2011 Term .....	June 8–9
STAT date.....	June 10
Independence Day (Holiday) .....	July 4
Mid-term date for Summer 2011 Term .....	July 6
Last day for student initiated withdrawals.....	July 13
Last day of Summer 2011 Term.....	July 23

## Fall 2011 Term Academic Calendar:

Fall 2011 Term begins .....	August 8
Early registration for Fall 2011 Term.....	August 8–13
Registration for Fall 2011 Term.....	August 15–20
First day of classes for Fall 2011 Term.....	August 22
Late registration for Fall 2011 Term .....	August 22–27
Saturday classes begin.....	August 27
STAT date.....	August 31
Labor Day .....	September 5
Mid-term date for Fall 2011 Term .....	October 19
Last day for student initiated withdrawal.....	November 14
Thanksgiving (Holiday) .....	November 24–25
Fall Term ends.....	December 17

# Correspondence

Malcolm X College  
1900 West Van Buren Street  
Chicago, IL 60612  
(312) 850-7000  
<http://malcolmx.ccc.edu>

To communicate in writing about the following subjects, address your correspondence or phone call to the person(s) or office(s) listed below. All phone numbers are 312 area code:

<i>Academic Advising</i> Student Success Center	850-7091	MXC_ADVISING_@ccc.edu
<i>Academic Transcripts</i> Records	850-7098	MXC_ADMS_REC@ccc.edu
<i>Admissions &amp; Registration</i> New Student Service Center	850-7007	MXC_ADMS_REC@ccc.edu
<i>Career Planning &amp; Development</i>	850-7087	MXC_ASC@ccc.edu
<i>Career Programs</i>	850-7409	MXC_CAREERS@ccc.edu
<i>Child Development Laboratory Center</i>	850-7177	MXC_CHILD_CARE@ccc.edu
<i>Child Development Program</i>	850-7294	MXC_CHILD_DEV@ccc.edu
<i>Clinical Laboratory Technician</i>	850-7368	MXC_CLT@ccc.edu
<i>Continuing Education</i>	850-7136	MXC_CONT_ED@ccc.edu
<i>Customized Training</i> Business & Industry Services	850-7181	MXC_BUS_IND@ccc.edu
<i>Disability Access Center</i>	850-7128	
<i>Early School Leavers Program</i>	850-7007	MXC_EARLY_SCHOOL_LEAVERS@ccc.edu
<i>Emergency Medical Technician</i>	850-7410	MXC_EMS@ccc.edu
<i>English as a Second Language (ESL)</i> Adult Education Program	850-7300	MXC_AEP@ccc.edu
<i>Financial Aid</i>	850-7146	MXC_FIN_AID@ccc.edu
<i>GED</i> Adult Education Program	850-7300	MXC_AEP@ccc.edu
<i>Institutional Research</i>		MXC_RESEARCH@ccc.edu



<i>Instruction</i>	850-7302	MXC_OOI@ccc.edu
<i>Mortuary Science</i>	850-7214	MXC_MORTUARY_SCI@ccc.edu
<i>Nephrology/Renal Technology</i>	850-7370	MXC_NEP_REN@ccc.edu
<i>Nursing</i>	850-7145	MXC_NURSING@ccc.edu
<i>Paramedic</i>	850-7303	MXC_EMS@ccc.edu
<i>Student Accounts</i> Business Office	850-7010	MXC_BUS_OPER_SER@ccc.edu
<i>Pharmacy Technology</i>	850-7385	MXC_PHARMACY@ccc.edu
<i>Phlebotomy</i>	850-7368	MXC_PHLEBOTOMY@ccc.edu
<i>Physician Assistant</i>	850-7255	MXC_CCHPA@ccc.edu
<i>Placement Testing</i>	850-7238	MXC_TESTING@ccc.edu
<i>Pre-Credit</i>	850-4502	MXC_PCI@ccc.edu
<i>Public Safety &amp; Security</i>	850-7167	MXC_SECURITY@ccc.edu
<i>Radiography</i>	850-7361	MXC_RADIOLOGY@ccc.edu
<i>Respiratory Care</i>	850-7382	MXC_RESPIRATORY@ccc.edu
<i>Student Life</i>	850-7066	MXC_STUDENT_LIFE@ccc.edu
<i>Student Government Association</i>	850-7456	MXC_SGA@ccc.edu
<i>Student Services</i>	850-7066	MXC_STUDENT_ser@ccc.edu
<i>Surgical Technology</i>	850-7343	MXC_SURGICAL_TECH@ccc.edu
<i>Transfer Services</i> Student Success Center	850-7091	MXC_ADVISING@ccc.edu
<i>Veterans Affairs</i>	850-7135	MXC_VET@ccc.edu
<i>West Side Learning Center</i>	850-7420	MXC_WSLC@ccc.edu

# Malcolm X College Profile

**M**alcolm X College has a rich and varied history. As the oldest of the seven City Colleges of Chicago, the institution was founded in September 1911 as Crane Junior College.

Initially, the College served a first-generation immigrant community and was housed in Crane High School. In 1933, the College was closed due to the Great Depression. As a result of the activist efforts of Hull House founder Jane Addams and noted attorney Clarence Darrow, the College reopened the following year. It was operated by the Board of Education until 1967. At the request of students and community residents, Crane Junior College was renamed Malcolm X Community College in 1969.

Malcolm X College's mission has always been a unique one, primarily because of the diverse community it serves. Housed on the West Side of Chicago, Malcolm X College draws its students from a broad community with residents from many ethnic, social, and economic backgrounds. As a result, the College offers innovative and progressive programs to meet the needs of these students. In recognition of these efforts, Malcolm X College was awarded the 1994 Illinois Community College Board Award for Excellence in Strategic Planning, the 1995 Illinois Community College Board Award for Excellence in Teaching and Learning, and the National Collegiate Athletic Association's Meritorious Award for Outstanding National Youth Sports Program Performance in 1994 and 1995.

And in 2000, the College achieved another milestone, The National Center of Educational Statistics, a branch of the United State Department of Education, reported Malcolm X College to be among the top 20 colleges in the nation among urban community colleges for its graduation rate.

## Facilities

Attempt to foster cultural pride and enrichment through a consortium of programs and activities. These activities are facilitated in a contemporary four-story building, situated on 20 acres of land. It features

a modern Academic Support Center with cutting edge computer-assisted learning technologies

state-of-the-art laboratories for Nursing, Radiography, Clinical Laboratory Technology, Pharmacy Technology, Respiratory Care and Mortuary Science

a 430-seat, acoustically-perfect Bruce K. Hayden Performing Arts Center

a newly-renovated library with more than 40,000 volumes

and a large physical education center with a gymnasium, swimming pool, dance studios, and weight training center.

The Carter G. Woodson Library is the focal point of academic life at the College. Located on the west end of the building on the second floor, the facility provides a general reading area, reference section with electronic and World Wide Web (Internet) database searching capacity, periodicals and audiovisual services. Print and multimedia materials appropriate to support the various curricula are carefully selected and accessible. The book collection presently numbers more than 40,000 volumes. In addition to the course-related materials, there are ample selections in topics of current interest and career opportunities. The facility has been upgraded to provide enhanced services including online search capabilities.

The Chicago Center for Early Education opened in May 2002. This state-of-the-art resource center provides training and materials for Early Childhood professionals and students. The Chicago Center for Early Education was created in partnership with the Department of Human Services and the University of Illinois-Chicago.

Instruction in the use of the library is provided for individuals and classes. To obtain full library privileges each semester, students are required to secure a library card.

The college boasts an accredited Child Development Center, which provides full day care services for children ages 3 to 5, as well as practicum training for students in the Child Development Program. Additionally, the campus bookstore and cafeteria have convenient hours to serve students. The college facilities also are accessible to people with disabilities.

## Programs

Like the other City Colleges of Chicago, Malcolm X College offers pre-Baccalaureate/Transfer programs for students who intend to go on to four-year colleges and universities. The courses offered are equivalent to those provided in the freshman and sophomore years at four-year institutions. An Associate in Arts or an Associate in Science degree is awarded to students successfully completing the two-year program.

Malcolm X College also meets the needs of students who do not plan to extend education beyond the two years. Greater latitude in elective course choices is provided to students and to allow for certain special skill development in the pursuit of immediate gainful employment. Successful completion of programs that award the Associate in Applied Science degree can lead to immediate employment in the health sciences and child care professions. The Continuing Education Division, the Adult Education Program, the West Side Learning Center, and the Latino and International Student Center round out the full-service programs provided to Malcolm X College students.

Another major component of the College's activities is allowing broader access to its facilities in ongoing, proactive collaborations with business, professional, and community organizations.

## Students

In the fall of 2006, 6,600 students were enrolled at Malcolm X College. Of them, 53 percent were enrolled in the credit programs. Of the noncredit students which comprise the remaining 47 percent, 43 percent were working toward their GED and the remainder were enrolled in literacy programs,

studying English as a second language, developing vocational skills, pursuing personal interests, or improving basic skills in reading, writing, and mathematics.

## Operating Hours

### Administrative Offices

Administrative offices are open from 8:30 a.m.–6 p.m., Monday through Friday. Certain student services offices are open until 7 p.m. and Saturdays as posted.

### Building Hours

Building hours for the fall and spring semesters are: 8 a.m.–10 p.m., Monday through Friday, and 8 a.m.–5 p.m. on Saturday. Building hours may vary when classes are not in session and during the summer term.

### Faculty Offices

Office hours of faculty members are posted on the doors of the faculty offices and also are available in the respective department offices.

### Library Hours

The Carter G. Woodson Library of Malcolm X College is open from: 8 a.m.–8 p.m., Monday through

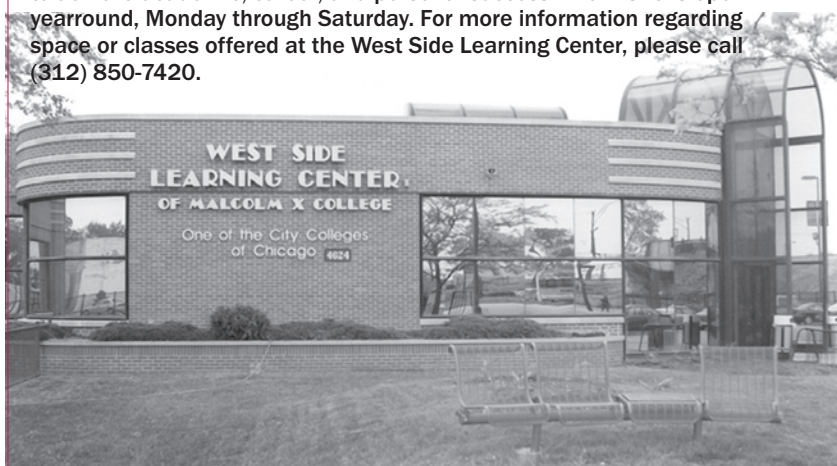
Thursday, and 8 a.m.–4 p.m. on Friday. Saturdays 9 a.m.–1 p.m.

### Public Safety and Security

The Public Safety and Security Office is open 24 hours a day, seven days a week.

#### Malcolm X College West Side Learning Center

An extension to the main campus, the West Side Learning Center (WSLC) is located at 4624 W. Madison Street. The building is a beautiful, architecturally redesigned structure that houses, primarily, Adult Education classes. Additionally, select Continuing Education and Business and Industry classes are held at the WSLC. Committed to fulfilling the College's mission, classes held at the WSLC assist community residents to achieve academic, career, and personal success. The WSLC is open yearround, Monday through Saturday. For more information regarding space or classes offered at the West Side Learning Center, please call (312) 850-7420.



# Educational Options

## Degrees and certificates

Malcolm X College offers four degrees and more than 15 certificates in specialized areas. For a more comprehensive listing, see page 79.

An associate degree typically requires two years of full-time study to complete, although the length of time may vary according to individual student programs.

Associate in Arts (A.A.) degrees are awarded in the areas of liberal arts.

Associate in Science (A.S.) degrees are awarded in the areas of natural science and mathematics.

Associate in Applied Science (A.A.S.) degrees prepare the student for career entry immediately upon completion of the degree, and applicable licensure or certification examinations.

Associate in General Studies (A.G.S.) degrees permit the student to choose and attend classes while deciding upon future goals. Emphasis is placed upon exploration and development through the study of a variety of subject offerings. This is not designed to be a baccalaureate transfer degree.

Non-degree continuing education courses for adults also are offered at Malcolm X College on a regular basis during the day, evening, and on Saturday.

## Personalized Curriculum Institute

The Personalized Curriculum Institute (PCI) is designed to help students who need extra academic skill development to be successful in college-level courses. PCI instructors are specially trained in the direct instruction method to assist the students in developing academic skills in reading, writing, mathematics and critical thinking.

The Personalized Curriculum Institute provides assistance to students with deficiencies in requisite college-level math, writing and reading skills. This Institute uses accelerated teaching practices to remediate problem areas rapidly. The Testing and Assessment Department administers the COMPASS Exam and a variety of other tests to determine student academic level, course readiness and placement.

To enroll in PCI, students must have a high school diploma or GED certificate and qualify for PCI courses based on college placement test scores. Most students will find that one or two semesters in the PCI curriculum are sufficient to prepare them for college-level courses. However, all students are encouraged to progress at their own pace.

## Continuing Education

Malcolm X College offers an extensive Continuing Education and Community Service program through a flexible delivery system for all ages regardless of their educational backgrounds. Courses are offered in four 8-week sessions that meet days, evening and weekends at both the main campus and West Side Learning Center as well as many off-campus, community-based locations such as schools, senior centers, community centers and churches.

Noncredit courses, workshops, symposia, and forums are among programs offered in concert with and for hundreds of community agencies and organizations. Community forums are featured throughout the year.

General Studies courses, the name applied to Continuing Education classes, are approved by the Illinois Community College Board (ICCB). These Continuing Education Units (CEU) of credit are applicable to a certificate upon successful completion of a program, but cannot be applied toward an associate degree.

More than 600 courses have been approved for Continuing Education. Included are courses in food service certification, medical terminology, medical billing, medical coding, review seminars for respiratory therapy, and basic ECG interpretation. Business courses encompassing programs as diverse as micro-computers and entrepreneurship also are featured.

Continuing Education also offers developmental courses. Constantly growing in number and scope, these classes include career development (job-readiness skills), mathematics, and reading. Conversational Spanish as well as sign language courses are offered for those who wish to learn different methods of communication.

In our quest to assist in bridging the digital divide, we offer computer-related courses tailored to meet the growing demand of older adults and senior citizens.



## Accreditation

Malcolm X College holds a 10-year accreditation from the Higher Learning Commission of the North Central Association. The office is located at 30 North LaSalle Street, Chicago, Illinois 60602. They can be reached by calling (312) 263-0456.

The College is approved by the Illinois Community College Board, the Illinois Board of Higher Education and the Department of Adult, Vocational, and Technical Education of the Illinois State Board of Education.

Additionally, the current specialized accreditation status of each health program is illustrated in the table below.

Program	Status	Accrediting Body
Certified Nursing Assistant	Approved	Illinois Department of Public Health
Child Development	Seeking accreditation	National Association for the Education of Young Children
Clinical Laboratory Technician	Seeking candidacy	National Accrediting Agency for Clinical Laboratory Sciences, (NAACLS)—NAACLS is recognized by the U.S. Department of Education.
Emergency Medical Technician	Approved	Illinois Department of Public Health
Mortuary Science	Accredited	American Board of Funeral Service Education
Nephrology/Renal Technology	Approved	Board of Nephrology Examiners for Nursing & Technology (BONENT)
Nursing	Approved Seeking candidacy	Illinois Department of Professional Regulations  National League for Nursing Accrediting Commission
Paramedic	Approved	Illinois Department of Public Health
Pharmacy Technology	Accredited	American Society of Health System Pharmacists
Phlebotomy	Accredited	National Phlebotomy Association
Physician Assistant	Accredited	Accreditation Review Commission for PA (ARC-PA) Education
Radiography	Probation	Joint Review Committee on Education in Radiologic Technology, U.S. Department of Education
Respiratory Care	Accredited	Committee for Accreditation of Respiratory Care (CoARC)
Surgical Technology	Accredited	Committee on Education in Surgical Technology, CAAHEP

Self-awareness, self-esteem, and good attitudes toward the normal aging process are developed through class participation. Senior citizens learn of many new avenues open 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 hobbies and special interest courses that are periodically updated to meet the changing interest of adults. Courses included are braids galore, adult karate, aerobics and weight training, contemporary Latin dancing, New York style mambo, Chinese dance and stepping.

We also offer a “College for Kids” with special interest courses designed to meet the needs of our younger clients.

For further information or a complete schedule of courses, call the Division of Continuing Education at (312) 850-7136.

## Adult Education Program

The purpose of Adult Education is to:

- ◆ Assist adults in becoming literate and obtain the knowledge and skills necessary for employment and self sufficiency
- ◆ Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and
- ◆ Assist adults in the completion of secondary school.

The Adult Education Program offers tuition-free courses to adults in Literacy, Adult Basic Education (ABE), General Educational Development (GED) preparation in English and Spanish and English as a Second Language (ESL). Classes are offered in eight (8) and sixteen (16) week sessions at the main campus, the West Side Learning Center and various locations throughout the city. The Adult Education Program offers Monday – Thursday and Saturday only classes morning, afternoon and evening.

To enroll in Adult Education classes, individuals must:

- ◆ be at least 18 years of age (16 and 17 year olds may enroll if they provide documentation that they are no longer enrolled or required to enroll in secondary school)

- ◆ Not have a secondary school diploma or its equivalent; or
- ◆ Are unable to speak, read, or write the English language.

Please note: Although practice GED tests may be given, the official GED test is not offered as part of the GED preparation class. Students seeking the official GED test can contact Cook County GED Testing Program at [www.cookcountyped.org](http://www.cookcountyped.org) or (847) 328-9795. For more information regarding registration and start dates, contact the Adult Education Program at (312) 850-7300.

## Business & Industry Services

Business & Industry Services (BIS) is a department of Malcolm X College that is a full service training and consulting provider. It specializes in solutions to help organizations remain competitive. Experts are employed to address industry employment and training needs. In addition, the department hosts seminars to assist entrepreneurs with business plan development, marketing, financial and legal aspects of operating your own business, insurance, loan packaging and more. Call (312) 850-7181 or 7183.

## Distance Learning

Students who need more options than a traditional classroom setting may enroll in courses offered by the Center for Distance Learning (CDL). The Center 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 logon to the course, view weekly television/video programs, read required materials, submit homework assignments and take exams. Instructors and students communicate via e-mail and telephone. Some courses have live, on-site conferences at designated times throughout the semester.



CDL offers two types of delivery modes:

**TELEWEB (TVW)**

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

**WEB (WWW)**

Web courses take place primarily on the Internet. Students logon to the course 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.

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

# Admission 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). Incoming students who have earned a grade of “C” or better in a college level English or math courses (from an accredited institution) are exempt from being tested if they provide official transcripts of these 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 recipients
- ◆ 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.
- ◆ All new students seeking a degree (AA, AS, AAS, AGS, AES, or AFA degree) must present high school transcripts documenting course-specific requirements. Students without documentation of the following requirements must remedy this deficiency through assessment or successful course completion as illustrated in the following table:

Course-specific Requirements	Deficiency Compensation
English (4 years)	Placement in English 101 Successful completion of a 101-level Social Science Department course with a grade of C or better
Social Studies (3 years)	
Mathematics (3 years)	Placement in Math 118 or higher
Science (3 years of laboratory science)	Successful completion of a natural science lab course with a grade of C or better
Electives (2 years of foreign language, art, music, or vocational education)	Successful completion of one course in foreign language, art, music, or vocational education with a grade of C or better

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.” (See Part IV: financial aid Eligibility).

## 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, and prepare for the GED examination, and/or study English as a second language. Adult Education classes also are 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 high school diplomas. Persons who are 16 or 17 years of age may enroll only if they are not attending traditional high school.

These students (ages 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 high school diplomas may only be served in adult education programs if they test below the sixth-grade level in reading.

A student who wishes to enroll is required to participate in orientation, take a placement test

complete an admissions data form and outcome form

and may be asked to supply additional documentation.

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

## 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. Submit a completed admissions data 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 are exempt from testing)\*
3. Attend a New Student Orientation

\* Note: 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." Ability to benefit means that a student who does not have a high school diploma or GED certificate must score at or above a

federally designated level on an approved U.S. Department of Education test administered by the City Colleges of Chicago in order to be eligible for financial aid.

### New Students (non-degree/ non-certificate seeking)

1. New students who are not seeking a degree or certification must complete the following steps:
2. Submit a completed admissions data form
3. Take the appropriate placement tests (based on program requirements) or submit verification of previous college work
4. Meet course prerequisites for all other courses

### New Adult Education Students

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

### Transfer Students (in good standing)

Complete the same steps as "New Students (degree/certification seeking)." In addition, forward official transcripts from accredited colleges and universities previously attended and/or take appropriate placement tests based on program requirements.

### Former Students (in good standing)

Former students in good standing who have not attended another college do not have to apply for readmission.

### Adult Education Students

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

### Excluded Students

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

1. Petition form
2. Any additional documentation requested by the designated college representative.

## ◆ Course-Takers

Students enrolled in credit courses but who are not pursuing a degree are considered course-takers. Students at large are not required to complete the placement tests, unless they intend to take courses requiring successful completion of the tests in order to meet course eligibility requirements. Once a course-taker has accumulated 15 credit hours, they are required to complete the placement tests, and declare an intended major.

## Admission Requirements for Health Sciences Programs

The Health Sciences Programs are conducted on a limited-enrollment basis and have admission requirements in addition to the general admissions criteria. Students who apply for admission to the programs in Emergency Medical Technician, Physician Assistant, Mortuary Science, Respiratory Care, Clinical Laboratory Technician, Nursing, Pharmacy Technology, Radiography, Surgical Technology and Nephrology/Renal Technology must follow special procedures. The admission requirements are listed under the specific academic program in this catalogue.

## 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, with certified English translations and U.S. course equivalencies
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
5. Show proof of health insurance. All international students with F-1 nonimmigrant students 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. 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 students' 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. Students must present proof of this insurance upon every registration and/or upon request.

## Students with Disabilities

It is the policy of the City Colleges of Chicago that 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. Our 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 Center (DAC). The DAC 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 consid-

ered 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 considered for enrollment in 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 Departments.

### **Concurrent Enrollment**

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.

If a student receives financial aid, the student must have written approval for concurrent enrollment outside the District from the financial aid Office.

### **Placement Testing**

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

Admission to a college does not ensure entrance into a particular course or program of study. Students will be given placement tests appropriate to their program. Results from the District placement tests will determine enrollment level in the program of choice (depending on program requirements).

Credit students may obtain a waiver if they have received a grade of “C” or better in a college-level English or math course or have already earned an associate’s degree or higher. Students requesting a waiver must provide appropriate documentation of successful completion of college-level course work.

### **Placement Testing—Adult Education**

Prior to registering in adult education classes, students are required to take necessary placement examinations. All students also are 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. 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’s 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 accredited institutions 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). A transfer student must complete at least 15 credit hours of residency at CCC to be eligible for graduation from any of the Colleges within the District.

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

### **Credit for Prior Learning**

College credit may be granted for specialized courses, general education courses, or elective courses through the evaluation of appropriate prior learning experiences. 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.

#### **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 City Colleges of Chicago's Office of Student Affairs at (312) 553-3361.

#### **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 City Colleges of Chicago's Office of Student Affairs at (312) 553-3363.

# Registration

**S**tudents can register Monday through Saturday in person or online. Malcolm X College encourages all students to register early. Open registration dates and times for each semester are printed in the Malcolm X College schedule of classes.

New students will be required to take a placement test prior to registering. Transfer students who wish to use college credit earned from other institutions must provide evidence of completion of classes with a "C" or better to be exempt from placement testing.



# Tuition, Fees, Waivers and Refunds

**T**uition, fees and charges are determined by the Board of Trustees of Community College District 508 which operates the City Colleges of Chicago. All tuition, 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.

## Residency

Enrollment of students is classified, for the purpose of determining fees and tuition, as in-district, out-of-district, out-of-state students, and international students.

### 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.

### 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, and not their own district community college, should refer to the Tuition Chargeback section of this manual.

### 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 that reside outside of the City of Chicago may not enroll in the City Colleges of Chicago Adult

Education Program unless they have documentation of employment or childcare services within the City.

Students that 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 visas are ineligible for Adult Education classes.

All Adult Education classes and materials are free.

## Distance Learning

For courses offered via Internet or TV College, 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 classes begin)

## Financial Obligation

Students are expected to pay at the time of registration. Payment options include cash, check, money order, VISA or Mastercard. Personal checks must be made payable to Malcolm X College and presented along with a valid driver's license, state identification, or Matricula Consular de Mexico ID cards. (Note: the College does not accept personal checks without the imprint of account owner's name and bank check

number. A third-party check submitted on behalf of the student must include the account owners' valid driver's license or state identification information.)

Other payment options include student scholarships, third-party payment agreements, and the College's partial payment plan through eFACTS. Students eligible for financial aid may apply and receive a financial aid deferment. (See the section on financial aid.)

The following tuition and fees have been adopted by the Board of Trustees of Community College District No. 508. Tuition and fees are subject to change.

### Tuition—Credit Courses, Continuing Education and Skills

Chicago resident	\$72.00 per credit hour
Illinois resident who lives outside Chicago	\$189.95 per credit hour: includes \$117.95 out of district surcharge plus \$72.00 per credit hour tuition
Non-Illinois resident and all Foreign students	\$309.76 per credit hour: includes \$237.95 out of state fee plus \$72.00 per credit hour tuition

### Tuition—Pre-Credit Courses

Chicago resident	\$20.00 per credit hour
Illinois resident who lives outside Chicago	\$137.95 per credit hour: includes \$117.95 out of district surcharge plus \$20.00 per credit hour tuition
Non-Illinois resident and all foreign students	\$257.95 per credit hour: includes \$237.95 out-of-state fee plus \$20.00 per credit hour tuition

### Registration Fees

Registration Fee <sup>1</sup>	\$25.00 per semester/phase for credit, Continuing Education, pre-credit, or skills classes
Continuing Education <sup>1</sup>	\$25.00 per phase applicable to Continuing Education students.

### Other Fees

Laboratory Fee	\$30.00 for each laboratory course—credit only (effective Fall 2008)
Nursing Laboratory Fee	\$900 for students enrolled in the Nursing Program
Special Interest Courses/Program	The cost of course/program varies.
Course Fees	Special fees relating to the cost of certain courses may be assessed in addition to listed tuition and fees.
Center for Distance Learning licensing fee	\$30.00 for each TV College or Internet course
Graduation Fee	\$20.00, assessed when student applies for graduation
I-20 Processing	\$100.00 non-refundable fee, payable when new foreign students apply for admission. \$50.00 of fee is credited toward tuition costs when student enrolls.
NSF Check Fee	\$25.00 fee assessed for any check returned for Non-Sufficient Funds. In addition, students will not be permitted to make future payments to the College by check.
Nursing and Health Sciences Program Fee	A special fee <i>may be</i> assessed for particular students enrolled in Nursing and Health Sciences programs.

### Other Fees, continued

Activity Fee (non-refundable after classes begin)	Full-time student: \$150.00 (effective Fall 2008) Part-time student: \$50.00
Transcripts (for Express Transcripts a \$5.00 assessed even if it is the first transcript)	First transcript: Free Each additional: \$5.00 Express transcript: \$5.00
ID Replacement Fee	\$10.00 to replace lost or stolen Malcolm X College ID card

## Outstanding Debts

Students who have a delinquent account with the District will have a financial hold placed against all records. Students with financial holds will not be allowed to register or receive transcripts, degrees or certificates until the debt is paid. 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 open registration, if seats are available. Proof of senior citizen status is birth certificate, driver's license, or RTA Special Users' Pass, and must be presented at time of registration. The student must pay all fees at the time of registration.

**Public Aid Recipients**—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. The student must pay all fees at the time of registration.

## Adult Education Program

Adult education classes and materials are free.

## Refunds—Credit Courses (WTH)

Refunds for student-initiated withdrawals (WTH) are available at 100 percent of tuition and applicable fees only if processed during the first seven days (includ-

ing weekends and holidays) from the start of class for main session (or equitable time period for special sessions). No refund will be allowed if a student withdraws after the first seven days of class.

## Refunds—Continuing Education (WTH)

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/(NSW and NS1)

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW). Students will be held accountable for the payment of tuition and fees of NSW courses. Federal financial aid cannot be used to cover the cost of NSW 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 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 logon to the for their course at least two (2) times before the 10th day of the term will be withdrawn from the class and issued an NSW. No refunds will be issued.

## 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 100 percent, minus any applicable fess, if processed during the first seven days (including weekends and holidays) of the start of class for main session (or equitable time 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.

# Financial Aid

## City Colleges of Chicago financial aid Eligibility and Policies

The eligibility of students to participate in federal student financial aid programs is determined by several criteria. Enrollment status, financial need, and satisfactory academic progress are just three of many requirements. The Student Policy Manual contains only descriptions of class attendance, remedial/developmental courses, Ability to Benefit, and satisfactory academic progress requirements that must be satisfied for eligibility. Students should contact the financial aid office for detailed information about any other requirements of eligibility.

Federal student financial aid is available for students whose educational purpose is to earn advanced certificates, associate degrees, and/or basic certificates

(program length of 16 credit hours or greater). They are required to exhibit their educational purposes by completing various intent documents [34 CFR 668.16(e)] and by diligently completing the requirements of their academic programs.

City Colleges of Chicago is required to establish satisfactory academic progress policies for federal and state financial aid recipients in accordance with United States Department of Education regulations [34CFR668.16(e)]. These standards insure that only recipients demonstrating satisfactory academic progress towards the completion of their documented educational intentions and goals can continue to qualify to receive financial aid.

Students must satisfy the conditions described in the Student Policy Manual to be eligible for financial aid. The City Colleges of Chicago will review the enrollment status and progress of students at the end of each semester/term.



▲ Physician Assistant students attending a town hall meeting on Stem Cell research makes points that resonate with the audience. Alonzo Rhoden photo.



### **Satisfactory Progress/Earned Credit Rate**

In order to receive financial aid, a student must enroll in a financial aid eligible academic program and successfully complete at least 67 percent of their cumulative attempted hours at the end of each term. Successful completion is evaluated based upon final grades of A, B, or C, D, in courses that can be used toward graduation.

The credit hours earned by students that can be counted toward graduation must reach the minimal percentage of their cumulative registered credit hours for them to maintain financial aid eligibility. Students should earn enough credits each term to successfully complete their certificate or degree requirements within 150 percent of the length of their academic programs, regardless of funding source. They must earn the final grades of A, B, or C, in courses that count toward their graduation hours.

Students will be informed of their academic status on final grade reports which are mailed at the end of the term. Financial aid eligibility may continue during the probation term. If students do not successfully complete the required number of hours by the end of the probation term, they will have an Unsatisfactory Progress Hold placed on their record. This hold may prevent the awarding of financial aid for the subsequent terms of enrollment.

### **Satisfactory Progress/Earned Credit Rate—Appeal Procedure**

To appeal an earned credit rate/Unsatisfactory Progress hold a student must file an official appeal form. Students must secure an official form at the desig-

nated office and file therein. The appeal facts, circumstances, and outcomes must satisfy the requirements described in the Satisfactory Academic Progress Guidelines for the Appeal Process. Its criteria must be satisfied and be documented in the institution's records in order to establish a student's eligibility for assistance under the Federal Financial Assistance Programs. Students must show either:

**Administrative Error**—Defined as inappropriate academic program code, approved grade change request, erroneous course requirement, and/or corrections to Credit Hours and/or Registered Hours. This includes correctional changes from a Workforce Development or Vocational Skills program to the credit program and vice versa.

**Extenuating Circumstances**—The student had a legitimate reason beyond his/her control for failing to complete a minimum number of required hours per semester. Documentation must be relative to the applicable semester(s) of enrollment. The requirement to provide documentation is waived if the difference between the minimum satisfactory hours and the student's graduation hours earned is less than four (credit) hours. Acceptable causes may be:

- ◆ The death of a relative and/or guardian of the student
- ◆ An injury or illness of the student and/or the student's guardian

- ◆ Other mitigating circumstances approved by the College.

A successful appeal may preserve the student's eligibility for financial aid for the following semester

however, the student may be subject to specific course and credit hour restrictions. If the appeal is unsuccessful, the student may continue at the College without financial aid, provided all other academic requirements are met.

### **Satisfactory Progress/Earned Credit Rate—Regaining Financial Aid Eligibility**

To regain financial aid eligibility, students must complete, at their own expense, enough credit hours to raise their cumulative graduation credit hours to equal the minimal required hours for quantitative satisfactory academic progress. If general academic policies are met, the student may regain financial aid eligibility, provided the student has not reached the Credit Hour Limit.

#### **Credit Hour Limit**

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

All registered credit hours, including remedial and transfer hours will be counted in the Credit Hour Limit determination. Those semesters when a student may not have received financial aid at the City Colleges of Chicago also will be included.

Students will be placed on alert status when their cumulative college credit hours come within 12 credit hours of their credit hour limit. Alert status may prohibit the use of a federal financial aid deferment during early registration.

#### **Credit Hour Limit—Appeal Procedure**

Students may file an official appeal regarding their Credit Hour Limit with the appropriate college administrator. The appeals will be reviewed by designated college officials. The appeal facts, circumstances, and outcomes must satisfy the requirements described in the Satisfactory Academic Progress Guidelines for the Appeal Process. Its criteria must be satisfied in order to establish a student's eligibility for assistance under the Federal Financial Assistance Programs. Students will be notified about the status of their appeals.

If a student maintains satisfactory status in both the Earned Credit Rate and Credit-hour Limit components of the satisfactory academic progress, financial aid eligibility can remain unimpaired. Unsatisfactory status in one or both of these components can temporarily suspend financial aid eligibility of students. Status will be calculated at the end of each term.

#### **Credit Hour Limit—Regaining financial aid Eligibility**

Students who successfully appeal their hold status may regain financial aid eligibility. Students who are unsuccessful may attend the College at their own expense, provided all other academic requirements are met and provided that the student has not reached the maximum hour limit.

#### **Credit Hour Limit—Transfer Students**

Students transferring from one of the City Colleges of Chicago to another will have their cumulative registered credit and clock hours, earned at any of the Colleges, applied toward their Credit Hour Limit. Students transferring to the City Colleges of Chicago from outside the District will have their cumulative accepted hours applied toward their Credit Hour Limit. Accepted hours are all hours earned in college-level courses in which the student received a grade of C or better and are applicable towards a degree or certificate at the City Colleges of Chicago. Exceptions may be appealed to the Office of Student Services.

#### **Remedial/Developmental Courses**

Financial aid will pay for up to 30 credit hours of remedial/developmental course work specified as prerequisites to classes required for the completion of the student's financial-aid-eligible academic program.



## The Malcolm X College Financial Aid Office

Malcolm X College's financial aid Office makes every effort to assist students who are enrolled in or expected to enroll in an eligible degree or certificate program and need financial assistance.

- ◆ Federal, state and local governmental agencies fund an assortment of financial assistance programs. Funds also may be obtained from various private businesses, foundations or other philanthropic organizations. However, students are rarely able to find enough resources to fully fund the complete cost of college attendance and should be aware that the primary responsibility for financing educational expenses belongs to the student and his/her family.

Malcolm X College's financial aid program includes:

- ◆ The Federal PELL Grant—[www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- ◆ Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP)—[www.collegezone.com](http://www.collegezone.com)
- ◆ Silas Purnell Illinois Incentive for Access (IIA)—[www.collegezone.com](http://www.collegezone.com)
- ◆ Federal Supplemental Educational Opportunity Grant (FSEOG)—[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

- ◆ Federal Academic Competitiveness Grant (ACG)—[www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- ◆ Federal Work Study (FWS)—[www.studentaid.ed.gov](http://www.studentaid.ed.gov)
- ◆ Veterans Educational Benefits—[www.gibill.va.gov](http://www.gibill.va.gov)
- ◆ Scholarships provided by Malcolm X College—[www.ccc.edu/scholarships](http://www.ccc.edu/scholarships)
- ◆ The Federal Family Educational Loan Program (FFELP)—[www.studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp](http://www.studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp)
- ◆ Loans and scholarships from independent funding sources—[www.plato.org](http://www.plato.org) and [www.teri.org](http://www.teri.org).

For information on all or any of these programs, students should contact the Financial Aid Office located in room 1431. The federal student aid , [www.studentaid.ed.gov](http://www.studentaid.ed.gov) offers extensive information regarding federal student financial assistance programs, as well as, links to other helpful sites to students in search of financial aid.

## Description of Some Available Programs

### Federal Pell Grant

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Federal monies are awarded to students based on the information provided on the Free Application for Federal Student Aid (FAFSA). Student eligibility is determined by the Expected Family Contribution (EFC) found on the Student Aid Report (SAR), the amount of money the institution has determined it will cost the average student to attend and the student's enrollment status. A Federal PELL Grant is restricted to undergraduate students who have not earned a bachelor's or professional degree or its equivalent. Certain deadlines apply.

Students are encouraged to apply as soon as possible—even before being admitted to Malcolm X College. Funds are disbursed to students whose Student Aid Report (SAR) or Institutional Student Information Record (ISIR) has been reviewed by a financial aid Advisor and determined complete and accurate while meeting all other eligibility requirements. Files are reviewed on a first come first served basis according to the date the Student Aid Report (SAR) is submitted to the financial aid Office. Pell awards range from \$400–\$4,310 for the 2007–2008 award year.

### Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP)

[www.collegezone.com](http://www.collegezone.com)

These grants are restricted to Illinois residents who are enrolled in an eligible credit hour program. Independent students must establish residency in the state of Illinois one year prior to the beginning of their first enrollment period. Dependent students are considered Illinois residents if their parents or guardians establish residency in Illinois one year prior to the start of their first enrollment period. Vocational and technical programs are NOT covered by the MAP grant. To apply, students need to complete and mail the Free Application for Federal Student Aid. Applications must be received by the state deadline date. To receive payment, students must meet eligibility requirements that are similar to those indicated for Pell Grant and other federal financial aid programs. Certain other restrictions may apply. Students attend-

ing Malcolm X College may receive MAP payments for tuition and mandatory fees up to a maximum of 16 credit hours.

### Silas Purnell Illinois Incentive for Access Grant (IIA) [www.collegezone.com](http://www.collegezone.com)

This grant is sponsored by ISAC and is restricted to Illinois residents. Students must be enrolled for a minimum of 6 credit hours in an approved degree or certificate program. Certain other restrictions apply. To apply students need to complete and mail the Free Application for Federal Student Aid by the state deadline date. To receive payment students must meet MAP eligibility requirements and have a zero EFC on an eligible SAR or ISIR. The grant provides a non-renewable award of \$500.00 to freshmen level students.

### Minority Teachers of Illinois Scholarship (MTI) [www.collegezone.com](http://www.collegezone.com)

This ISAC sponsored program is for undergraduate minority students enrolled in college full time as sophomores or higher who are seeking certification as a teacher at the preschool, elementary, or secondary school level. To apply students must complete and mail the Free Application for Federal Student Aid and the ISAC Teacher Education Scholarship Programs Application. Eligible students will have a minimum 2.50 grade point average and meet other general state financial aid eligibility requirements. The scholarship pays up to \$5,000.00 per academic year and must be repaid only if the student fails to meet required teaching obligations.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

This program is a supplement to the Federal PELL Grant for students with exceptional financial need. Awards are given on a first come, first served basis according to the date a student submits a valid Student Aid Report (SAR) or ISIR, completes a financial aid file, and is certified eligible by the College. Funds are limited. Other restrictions may apply. Awards at Malcolm X College range from \$200–\$800.

### Federal Work Study

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

The Federal Work-Study Program provides opportunities for earning needed money for school expenses.

Students work part-time while enrolled at Malcolm X College, beginning at the federally approved minimum wage with periodic increments. Most jobs are located on campus. Federal Work Study students work 15 to 20 hours a week. Positions are limited and offered to students on a first-come, first-served basis according to eligibility certification dates. To apply, students need to have a SAR or ISIR on file and be certified eligible by the College. Students will receive a notice from the financial aid Office regarding their status. Other restrictions may apply. Awards range up to \$4,000 a year.

### **Other Funding Sources** [www.fastweb.com](http://www.fastweb.com) or [www.collegezone.com](http://www.collegezone.com)

In addition to the s indicated above, Malcolm X College coordinates a variety of scholarships that are available to students based on academic excellence and other criteria. A list of scholarships with guidelines and duration can be found posted in the Financial Aid Office, or on our , or in a scholarship booklet in the Financial Aid Office.

### **Partial listing of institution-based scholarships**

- ◆ President's Scholarship
- ◆ United Center Neighborhood Scholarship
- ◆ United Center Scholarship
- ◆ Local 1600 Union Scholarship
- ◆ Dr. Randall Johnson Scholarship

## **How to Apply for Federal and State financial aid programs/FAFSA**

Students can apply for federal and state financial assistance either by completing and mailing the Free Application for Federal Student Aid (FAFSA) or by completing and mailing the Renewal Free Application for Federal Student Aid if they are a continuing student. Students are encouraged to apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The Central Processor will determine a student's eligibility based on the information provided on the FAFSA. If applying electronically a response will be transmitted to your e-mail address or mailed to your

home within two to four days. Students who complete the paper application must wait four to six weeks to receive a SAR. The Student Aid Report will reflect the information from the student's application. If there are no processing problems or additional questions that need to be answered, it will provide an EFC number. The EFC helps determine how much the student or their family can be expected to contribute toward your education and how much aid the student need from other sources. The Central Processor will automatically transmit the result of the FAFSA to Malcolm X College and to the Illinois Student Assistance Commission (MAP and IIA) for all students who indicate Malcolm X College (school code: 001650) as their school choice when completing the FAFSA.

### **Who is eligible**

To receive financial assistance for most federal and state financial aid programs, students must:

- ◆ Be a U.S. citizen or eligible non-citizen.
- ◆ Demonstrate financial need.
- ◆ Document high school graduation from an institution whose accreditation is recognized by the City Colleges of Chicago
- ◆ or met General Education Development (GED) completion requirements
- ◆ or met the academic requirements of an independently-administered test approved by the U.S. Department of Education.
- ◆ Be enrolled as a regular student working toward a degree or certificate in an eligible program.
- ◆ Have a valid Social Security Number.
- ◆ Make satisfactory academic progress as defined in the City Colleges of Chicago Student Policy Manual.
- ◆ Sign a statement of educational purpose/certification statement on refunds and default (found on the FAFSA).
- ◆ Sign a statement of updated information
- ◆ if required (found on the FAFSA and SAR).
- ◆ Have met Selective Service registration requirements.
- ◆ Not be in default of a student loan or owe the U.S.

Department of Education a refund on a Federal PELL Grant or other federally sponsored financial aid program.

- ◆ Not have a recent conviction for the sale or possession of illegal drugs. (Ask your financial aid advisor or call 1-800 4-FED-AID for more detail.)
- ◆ Not have earned a baccalaureate degree (most federal and state financial aid programs)

## Ability to Benefit Provision

According to the Higher Education Technical Amendments Act of 1987, specifically the “ability to benefit” provision, students admitted to the City Colleges of Chicago after July 1, 1987 without a high school diploma or GED certificate are required to meet one of the conditions below to maintain financial aid eligibility:

1. To have earned a GED prior to the completion of a course of study, or by the end of the first year of the course of study, whichever is earlier.
2. To have successfully completed an institutionally prescribed remedial program within one school year, if recommended after being tested and advised by the College.

Students who do not require either of the above are not affected by the “ability to benefit” provision of the law.

## Required documentation

Students must submit their SAR or provide access to the Institutional Student Information Record (ISIR) with a valid EFC to the financial aid Office at Malcolm X College. Students should review their Student Aid Report (SAR) to verify its accuracy. Students also may be required to submit the following documents:

- ◆ Verification of citizenship or Permanent Residency Status
- ◆ Proof of family income
- ◆ Students who were or are currently in default of a student loan must present a recent letter from the Department of Education or the agency that guaranteed the loan, indicating that the loan is in satisfactory repayment status, is current or is not considered in default.

- ◆ Students not registered with the Selective Service but are or were required to do so must provide a letter from that agency indicating their registration or exemption status.

- ◆ Other documentation as requested.

It is very important that the information you report on the FAFSA be as accurate as possible. We recommend that students begin gathering all necessary documents as soon as possible. Copies of misplaced documents can be obtained from the appropriate state or federal agency’s local office, but the process may take several weeks.

The Department of Education has authorization to electronically match the information you provide on your FAFSA with the appropriate governmental agencies. For example:

- ◆ Your social security number, date of birth and age will be matched with the information on file at the Social Security Administration
- ◆ your citizenship status will be matched with the INS
- ◆ the income tax information you provide may be matched with IRS records. Any conflicting information must be resolved and corrected before processing for financial aid payment can be completed.

The Department of Education has delegated to each college’s financial aid office the responsibility for verifying the student’s entitlement to funds. Malcolm X College retains the right to require additional information from an applicant before approving any disbursement of funds.

## Dependent/Independent Student Status

When students apply for federal student aid, their answers to certain questions will determine whether they are considered dependent on their parent(s) or independent of their parent(s) for application purposes. If it is determined that the student is considered dependent, the parents’, as well as the student’s, income and assets must be reported. If it is determined that the student is considered independent, only the student’s, and his/her spouse’s (if applicable) income and assets have to be reported. Students are classified as dependent or independent because federal student aid programs are based on the idea that students



(and their parents or spouse, if applicable), if they are financially capable, have the primary responsibility of paying for their postsecondary education. Students who have access to parental support or spousal support should not receive need-based federal funds at the expense of students who do not have such access.

A student is considered independent if at least one of the following applies:

- ◆ age 24 before January 1 of the award year
- ◆ married
- ◆ enrolled in a graduate or professional educational program
- ◆ have legal dependents other than a spouse
- ◆ is an orphan or ward of the court (or was a ward of the court until age 18)
- ◆ or a veteran of the U.S. Armed Forces or is currently serving on active duty for purposes other than training

If a student claims to be an independent student, the financial aid office may require proof before any federal student aid is received. Students who do not meet the above-mentioned definition of an independent student, but who think they have unusual circumstances that would make them independent, should talk to a financial aid administrator. The financial aid administrator can exercise professional judgment to change a student's status if he/she thinks, using established guidelines, the student's circumstances warrant it, based on the documentation provided. But remember the financial aid administrator won't automatically do this. That decision is based upon a review of the documentation submitted and the judgment of the aid administrator, and it's final at that point—students can not appeal the decision to the U.S. Department of Education.

### **Citizen/Eligible Noncitizen Status**

Students must be one of the following to receive federal student aid:

- ◆ U.S. citizen
- ◆ U.S. national (includes natives of American Samoa or Swain's Island)
- ◆ U.S. permanent resident who has an I-151, I-551, or I-551C (Alien Registration Receipt Card)

If a student is not in one of these categories, then he/she must have an Arrival-Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations:

- ◆ "Refugee"
- ◆ "Asylum Granted"
- ◆ "Indefinite Parole" and/or "Humanitarian Parole"
- ◆ "Cuban-Haitian Entrant, Status Pending"
- ◆ "Conditional Entrant" (valid only if issued before April 1, 1980)
- ◆ Other eligible noncitizen with a Temporary Resident Card (I-688)

Or a student can be eligible based on the Family Unity Status category with an approved I-797 (Voluntary Departure and Immigrant Petition). If the student has only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464), he/she is not eligible for federal student aid.

If a student is in the U.S. on an F1 or F2 student visa only, or on a J1 or J2 exchange visitor visa only, he/she can't get federal student aid. Also, persons with G series visas (pertaining to international organizations) are not eligible for federal student aid.

Note: Only citizens and noncitizen nationals can receive federal aid for an approved study-abroad program. Permanent residents of the Republic of Palau may be eligible for all of the student aid programs mentioned. Citizens of the Federated States of Micronesia and the Republic of the Marshall Islands are eligible for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), or Federal Work-Study (FWS) only. These applicants should check with the financial aid Office for more information.

### **Cost of Attendance (COA)**

The Cost of Attendance is the total amount it will cost a student to go to school. It is determined by each institution using rules established by the U.S. Congress. The COA includes:

- ◆ tuition and fees
- ◆ a housing allowance
- ◆ an allowance for books, supplies, transportation,



dependent care, costs related to a disability and other miscellaneous expenses.

An institution cannot exceed the cost of attendance when determining a student's financial aid package (the total amount of financial aid a student will receive). The cost of attendance may vary from student to student, depending on the length of attendance, dependency status, enrollment status and other factors. The average cost of attendance at Malcolm X College is approximately \$12,500 for the 2007–2008 award year for an in-district student.

## How to Register Using Financial Aid

Malcolm X College offers Tuition Payment Extensions to students who potentially qualify for and present the appropriate documentation to determine eligibility for: Pell Grant, IVG, National Guard, Vocational Rehabilitation Programs, United Center–Joint Venture Scholarship and some other tuition based grants and scholarships recognized by the Malcolm X College Business Office.

The financial aid office provides PELL Grant Registration Payment Extensions to students who:

- ◆ Have an eligible SAR/ISIR and all required documentation on file
- ◆ Present an eligible SAR and all required support documentation at the time of registration

Support documentation includes but is not limited to:

- ◆ The previous year's Federal Income Tax Returns and appropriate schedules for the student and/or parents' household
- ◆ Verification of child support payments, social security, public aid, unemployment compensation or any other means of support claimed for the previous year. Students also may be required to verify household size and number in college and other items as required by the application process.

### Special Groups

- ◆ The Veterans Coordinator provides Program Registration Payment Extensions to students who present letters of eligibility for the following programs:

1. Illinois Veterans Grant
2. Illinois National Guard
3. MIA–POW
4. Vocational Rehabilitation

Veterans should see the Veterans' Coordinator in Room 1325 for details concerning tuition payment extensions and enrollment certification of other types of Veterans' Benefits.

- ◆ Tuition Registration Payment extensions are provided to those dependents of police officers and firefighters who present appropriate documentation from the State certifying their eligibility for tuition payments.
- ◆ Students with private scholarship awards, third party payment vouchers or employer reimbursements should present them directly to the cashier during registration.

### Book Vouchers

The College offers Book Voucher advances for the fall and spring semesters during open and late registration to students who received a Tuition Payment Extension based upon a completed financial aid file. Instructions for obtaining a book voucher will be available on line at [my.ccc.edu](http://my.ccc.edu) prior to the Open Registration period.

## Federal Policy Concerning Return of Title IV Financial Aid Funds

Students who receive federal financial aid (Title IV) funds and who officially withdraw (WTH), are administratively withdrawn (ADW), and/or no-show (NSW or NS1) from all classes prior to completing more than 60 percent of the eligible period of enrollment, will be required to return to the Department of Education or other designated funding agency a portion or all of the Title IV funds received. A student's date of withdrawal is based upon the last recorded date of attendance in the case of an ADW or the actual date of withdrawal for a student initiated withdrawal (WTH). Title IV funds include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Academic Competitiveness Grant (ACG) and Federal Family Educational Loan Program. The City Colleges of Chicago will apply a federally



regulated calculation, “Return of Title IV Funds,” to determine the amount of unearned tuition, fees, room and board and other charges that must be repaid.

All required refunds and/or repayments of financial aid funds will be charged to the student’s tuition account and become the student’s payment obligation. Students who do not repay these funds will be placed on a hold which will prohibit future registrations, requests for academic transcripts and future Title IV eligibility at any City College of Chicago. Delinquent tuition accounts also may be reported to credit agencies.

No Shows (NSW or NS1), Cancellations, Deletes and Audit courses are not eligible for federal financial aid payments. Students who may have received payment based on enrollment in courses they failed to attend, or were later canceled or deleted, or registered as audit only, will have all applicable funds returned to the appropriate funding agency and charged back to their tuition account. Contact the Office of Business and Operational Services, room 1418, (312) 850-7010 for more details concerning refund policies.

Students eligible for a post withdrawal disbursement will be notified by mail within 45 days of the recorded withdrawal action (WTH or ADW).

## Veterans Educational Benefits

Those students who have served in the armed forces of the United States may have certain federal and/or state benefits available to them. Malcolm X College is approved by the Illinois Department of Veterans’ Affairs State Approving Agency, and has personnel trained to assist eligible veterans in applying for entitlements. Some of the programs available to veterans include:

- ◆ *G.I. Bill (Montgomery)*—provides monthly stipend while attending an approved program
- ◆ *Veterans Dependents Allowance*—educational benefits for dependents of deceased or disabled veterans and MIA/POW’s
- ◆ *Vocational Rehabilitation Benefits*—for occupational retraining of veterans with service related injuries
- ◆ *Illinois Veterans Grant*—pays tuition for most Illinois Veterans

- ◆ *Illinois National Guard/Naval Militia Scholarship*—pays tuition for students serving in the Illinois National Guard or Naval Militia
- ◆ *MIA-POW Benefits*—for dependents of soldiers designated missing in action or prisoners of war. This program also benefits dependents of disabled veterans or veterans killed in the line of duty
- ◆ *Work-Study Program*—permits eligible veterans to perform services for the Department of Veterans Affairs in return for a monetary allowance

For additional information or help preparing the required applications, contact the Veterans’ Coordinator in Room 1325. The U.S. Department of Veterans Affairs Office may be contacted directly by calling their toll free number: 1-888-GI-BILL-1 (1-888-442-4551) or at the Internet site: [http://www.gibill.va.gov/GI\\_bill\\_Info/programs.htm#IHL](http://www.gibill.va.gov/GI_bill_Info/programs.htm#IHL). For information and/or applications for programs sponsored specifically for Illinois Veterans and Reservists write the Illinois Student Assistance Commission, 1755 Lake Cook Road, Deerfield, Illinois 60015 or go on line at [www.collegezone.com](http://www.collegezone.com).

## Satisfactory Progress

To be eligible for educational benefits, veteran students must maintain qualitative satisfactory academic progress. To be eligible for state and federal financial aid programs, students must maintain both qualitative and quantitative satisfactory academic progress as defined in the City Colleges of Chicago Student Policy Manual. Qualitative academic progress requires both full-time and part-time students to have at least a 2.00 cumulative grade point average by the end of their second academic year (46 credit hours) of attendance in an approved academic program. Quantitative academic progress requires a student to enroll in an approved academic program, and expects students to complete their program in a timely manner, based upon cumulative registered hours. For additional information on how to maintain satisfactory academic progress, obtain a copy of the City Colleges of Chicago Student Policy Manual from the Malcolm X College Office of Admissions/New Student Service-Center.

## Federal Tax Credits and Other Initiatives

### Hope Scholarship and the Lifetime Learning Credit

The HOPE Scholarship and the Lifetime Learning Credit can be claimed on your income tax return and are direct, dollar-for-dollar reductions in your tax liability. The HOPE Scholarship, a tax credit worth up to \$1500 per student, is available to first and second year students enrolled at least half time. The Lifetime Learning Credit is a tax credit equal to 20 percent of a family's tuition expenses, up to \$5000 for undergraduate, graduate or professional study. Students can be enrolled for less-than-half time and benefit from the Lifetime Learning Credit. For more information on these and other tax benefits for postsecondary education, see the Internal Revenue Service's Publication 970 or download the publication from <http://www.irs.gov/pub/irs-pdf/p970.pdf>.

### AmeriCorps

AmeriCorps provides full-time educational awards in return for work in community service. Students can work before, during, or after your postsecondary education and use the funds either to pay current educational expenses or to repay federal student loans. For more information call 1-800-942-2677 or log on to [www.americorps.gov/about/programs/index.asp](http://www.americorps.gov/about/programs/index.asp).

## Things to Remember

Each year, financial aid from various sources is available to eligible students. The college administers a variety of federal, state and local programs, as well as, providing computerized search programs and application materials for an assortment of private scholarship and grant sources. The Malcolm X College financial aid Office staff is eager to answer students' questions and provide assistance to students in determining their eligibility for financial assistance. All information students provide will be held in confidence as required by the Family Rights and Privacy Act of 1974. We try to prevent any duplication of effort, and work as quickly as possible.

Follow these guidelines to make the application process easier:

1. Apply early! Gather the requested documents and submit your application well before the published deadlines so there is time to resolve any problems.
2. You and/or your parents must maintain copies of IRS tax forms, Social Security or Pension Benefit Letters or other official documents needed to complete the application and verify family income.
3. Read all instructions carefully before completing your application.
4. Ask for help if necessary.
5. Make certain your mailing address is reported accurately, and report any change of address.
6. Don't leave items blank in the sections you complete on the FAFSA. If the answer is zero, enter (0).
7. When you receive mail from the College, the Department of Education, the state scholarship commission or other similar agencies, open immediately, read carefully and respond promptly.
8. Even if you are awarded financial assistance, it will rarely cover all of your expenses while attending college. You will be expected to contribute some portion of the total cost.

# Academic Policies

## Responsibility of the Student

It is the student's responsibility to meet course prerequisites and graduation requirements. Students who plan to complete the admission and graduation requirements of a transfer institution should refer directly to the catalogue of that institution and the [IAI guidelines](#) (see page 73). In addition, students are encouraged to contact the Student Services Center for assistance.

The curricula of Malcolm X College are described in this catalogue. The college offers a number of resources to assist students in planning their educational programs. Advising services are available, but it is the student alone who makes final choices and assumes responsibility for decisions and actions.

## Academic Policy

The Academic Policy of the City Colleges of Chicago covers Academic Standards and Satisfactory Progress for financial aid. The Academic Standards policy is listed below. The Satisfactory Progress for financial aid is under the financial aid section of this catalogue. Students also should refer to the Student Handbook for the most current academic policies.

## Academic Standards

### Attendance requirements

Students are expected to attend all classes in which they are enrolled. Absence and tardiness contribute to academic failure, and interfere with the instructional process.

The course instructor can best judge the effect of any absence on the progress of a student. It is the instructor's prerogative to report excessive absences, to recommend withdrawal or to drop a student from the course when, in the instructor's judgment, such problems seriously interfere with learning. See explanation of NSW (No-Show Withdrawal) and ADW (Administrative Withdrawal).

Absences due to illness or participation in a college-sponsored activity are extenuating circumstances and may affect the instructor's decision.

Makeup work (if allowed) for absences of any kind must be completed to the satisfaction of the instructor. All instructors recognize the unavoidable nature of an illness, but no absence, whatever the reason, relieves the student of responsibility for completing all work assigned.

Each instructor will, according to the course requirements, establish grading criteria and also will specify in writing both course objectives and standards for attendance in each class.

## The Academic Year

The Malcolm X College academic year is divided into two 16-week semesters. The fall semester begins in late August and ends in December. The spring semester begins in mid-January and ends in mid-May. In addition, the College may offer the following:

**Summer Session**—An eight-week term (June through mid-August) with a limited selection of courses offered by each department. Classes usually meet twice a week and carry a full semester's credit.

**Special Session**—A shortened semester accommodates students who are not able to enroll at the beginning of the regular term. These classes carry a full semester's credit. Course offerings vary from year to year.

Class schedules listing specific courses and class meeting times are available from the New Student Service Center and the Student Success Center several weeks before each term begins.

## Course Syllabus

During the first week of class, the instructor will provide a course syllabus which includes an outline of course goals, student learning objectives and outcomes, methods of instruction, course content, reading materials, grading practices, and attendance.

## Academic Honors

The Deans and Honors lists are issued at the end of each semester. Students completing at least 12 credit hours within a semester with a semester grade point average of 3.50 or higher, are placed on the Dean's List. Full-time students with a semester grade point average of 3.00–3.49 are placed on the Honors List.

A student may graduate with High Honors by earning an overall grade point average of 3.5 or above and may graduate with Honors with a grade point average

between 3.00–3.49. Transfer students may be considered for Honors. In calculating the graduation grade point average of a student transferring into one of the City Colleges of Chicago, the College may include transfer grades earned for courses accepted toward degree requirements.

## Grade Designations and Policies

Grades are awarded to students based on their academic performance or attendance in each class.

### Protection Against Improper Academic Evaluation

Instructors will inform students, via the syllabus, the grading requirements at the beginning of the course.

### Grade Designations

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):

#### Credit and Workforce Development Programs

Grade	Description	Points
A	Excellent	4
B	Good	3
C	Average	2
D	Minimum Passing	1
F	Failure	0

The following grades are issued to non-degree seeking students to record status of course completion:

#### Pre-Credit & Continuing Education Programs

Grade	Description	Points
S	S	Satisfactory
F	F	Failure

## Adult Education Program

Grade	Description	Points
P	Student has completed all course and level requirements and should take a course at the next level.	–
R	Student has completed all course requirements however, more work is needed at this level. The student should be placed in another course at the same level.	–
F	Student has failed to meet the requirements of this course.	–

All credit program letter grades earned plus ADW's and WTH's will be included in a student's permanent academic record or transcript.

### Non-Grade Designations

Grades issued to degree-seeking students which do not apply towards graduation, yet are recorded on students' permanent academic record or transcript are not used towards the calculation of students' grade point average:

#### I—Incomplete

Students who have actively pursued a course and earned a passing grade up to the final examination period, but have not completed the final examination and/or other specific course assignments, may be issued a grade of "I" by the instructor. The student should make prior arrangements and receive, from the instructor, a written understanding of the work needed to complete the requirements of the course.

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

Students with an "I" grade will not be allowed to re-register for that course. However, if the "I" is



changed to either a “D” or “F”, the student may then re-register for that course.

### **AUD—Audit**

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

## **Withdrawals**

### **NSW/NS1—No-Show Withdrawals**

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 costs of NSW/NS1 classes. Students who do not attend at least two of the first three class sessions will be withdrawn from the class by the instructor and issued an NSW, or an NS1, if they only attended one of the first three class sessions. A student, who does not attend, the first class session of a course, which meets only once per week, will be considered a no-show (NSW/NS1).

**Distance Learning Courses**—students registered in distance learning courses who fail to log onto the for their course at least two (2) times before the statistical reporting day of the term will be withdrawn from the class and issued an NSW. Students will be issued an NS1 if they only log onto the for the course one time before this statistical reporting date of the term.

### **ADW—Administrative Withdrawals**

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

A student who has legitimate reasons for such absences must meet with the instructor no later than

two weeks after the midterm date (one week during the summer term) and state those reasons and other relevant considerations for requesting reinstatement. The instructor may recommend reinstatement after consultation with the student.

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

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

### **WTH—Student Initiated Withdrawals**

It is the student’s responsibility to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade. A student may withdraw from a course through 75 percent of the duration of the course (or until the published withdrawal date) if s/he already has not received an ADW, NSW, or NS1 from the instructor. Thereafter, the student may withdraw during the remainder of that semester only with the approval of the college president or designee upon demonstration of extenuating circumstances. A student initiated withdrawal must be requested on the College’s official withdrawal form, which may be obtained in the Registrar’s Office. The WTH will appear on the student’s permanent academic record but will not be used to calculate cumulative grade point average. Student Initiated Withdrawals are counted as registered hours to determine satisfactory progress, academic warning, and exclude status.

## **Midterm Grades**

Midterm grades are issued to students one week after the midpoint of the term. Students receiving grades below “C” should meet with their instructor immediately to seek ways to improve their standing in the course. A student whose midterm grade is not “C” or better in the first course in a sequence will not be allowed to enroll in the next course in that sequence until open registration.

## Cumulative Grade Point Average

Cumulative grade point average (GPA) is calculated on the basis of all grades, “A” through “F,” earned in college credit courses at the City Colleges of Chicago. If a student repeats a course in which a grade of “D” or “F” was received, only the last grade earned will be counted in the grade point average although both grades will appear on the permanent academic record. All grades earned in permitted courses will be calculated in the GPA.

## Minimum Cumulative Grade Point Average

To remain in good academic standing, a student must maintain a minimum cumulative grade point average in accordance with the following schedule:

<i>Registered* Hours</i>	<i>Minimum Cumulative GPA Required</i>
1 to 29	1.50
30 or more	2.00

\*Registered hours include courses for which grades “A” through “F,” “I,” ADW and WTH are assigned. Only grades “A” through “F” are used to compute a GPA. A student’s total registered hours determine the minimum cumulative GPA required.

To receive a degree or certificate, a student must have a cumulative grade point average of at least 2.0 in courses required for a degree or certificate and an overall cumulative grade point average of at least 2.0 in all courses. Students who return after two years must meet graduation requirements in the current college catalogue.

## Academic Warning

Students who do not achieve the minimum required GPA at the end of each term will be placed on academic warning for the following term. Students will be informed of academic warning status on the final grade report. A student whose GPA has not improved to meet the minimum cumulative level by the end of the warning term will be excluded, or prevented from registering until they meet with the dean and the dean approves the student to re-enroll. Currently enrolled students on academic warning will not be allowed to preregister for the following term. Students on academic warning from previous semesters and not

currently enrolled may be permitted to preregister at the same college for the following term.

## Exclusion

Students on academic warning who do not achieve the minimum required cumulative grade point average by the end of the warning term will be excluded. “Exclude” status will be indicated on the final grade report. Students who are excluded from one City College are not allowed to register at any other City College.

Excluded students must petition the College from which they were excluded on an official petition form. The readmission petition may be approved by the College administration for good and sufficient reasons. A readmitted student will not be allowed to preregister for the following term.

A petition is valid only for the semester for which submitted. Further, a readmitted student may be subject to specific course and credit hour restrictions. If any excluded student is readmitted, the student may apply to any of the other City Colleges.

## Repeating a Course to Raise a Grade

A student who has received a “D” or “F” in a course may repeat the course once in an attempt to raise the grade without administrative approval. After the student repeats the course, administrative approval must be granted. Then, the last grade earned for the course will be calculated in the students’s cumulative and graduation GPA (even if the last grade is not the highest grade earned for the course). However, all grades will appear on the permanent academic record.

## Repeatable Courses

(Approved for repeatability by the Illinois Community College Board/ICCB)

Certain courses, e.g. Art, Music, Physical Education, Theater etc. may be repeated more than once. (Refer to the catalogue course descriptions for specific times course has been approved for repeatability.)

If the student intends to repeat a repeatable course with the intention to improve grades, at the time of registration for the replacement course, the student MUST submit a request to the Registrar’s Office to have their improved grade counted in the calculation of the cumulative and graduation GPA, while exclud-



ing the grade earned for the repeatable course from the previous attempt(s).

### **Repeatable Courses—Adult Education**

A student who fails a course and receives a final grade of “F” may repeat that course. Students who have failed a course should seek assistance from the Adult Education or Tutoring department staff of their college.

### **Repeatable Courses—Continuing Education**

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

### **Grade Policy**

In any course of instruction for which grades are awarded, the instructor of the course shall determine the grade to be awarded in accordance with the course syllabus and the grading designations listed above. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith or incompetence. A grade given in error may be corrected by the instructor of record within one semester of the initial award of the grade. See the Student Handbook for more information; copies are available from the New Student Service Center or the Student Success Center.

### **Privacy of Records**

Malcolm X College maintains various student records to assist students in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission from the student. The college complies fully with the provisions of the Family Educational Rights and Privacy Act.

### **Transcripts of Academic Records**

The Office of Records will provide a transcript of a student’s academic record upon request. All requests for transcripts must be in writing, either by letter or by completing the Transcript Request Form supplied by the Office of Records. Students also may fax their written and signed requests for transcripts to (312) 850-7098. No transcripts will be released without the

written permission of the student. Therefore, transcript requests by telephone will not be honored at Malcolm X College.

Each student is entitled to one transcript without charge. A fee of \$5.00 is charged for each additional copy—\$10.00 if student requests same day service. Written requests for transcripts must be accompanied by the appropriate fee. The college reserves the right to withhold transcripts of persons who have past-due monetary obligations to the College, such as tuition, fees or materials.

### **Transfer Students**

Prior to registration, students transferring to the City Colleges of Chicago are required to submit transcripts of all credits earned at other institutions. Successfully completed coursework from accredited institutions will be evaluated by the College registrar. If accepted as satisfying degree requirements, these transfer hours will be counted towards graduation but will not be counted in the calculation of the GPA except as it relates to the awarding of honors (see Academic Honors). A transfer student must complete at least 15 credit hours at the College to be eligible for graduation.

### **Standards of Satisfactory Progress for Financial Aid Eligibility**

All students must meet the Academic Standards described in PART I of the City Colleges of Chicago Student Academic Policy Manual. In addition, to be eligible for financial aid under Title IV of the Higher Education Act (Pell Grant, College Work Study, SEOG, and Perkins Student Loan) and certain state-funded programs (Guaranteed Student Loan, Illinois State Scholarship, Illinois Veterans Grant, and National Guard Scholarship), students must maintain Satisfactory Progress.

- To maintain Satisfactory Progress, students must:
- ◆ Complete a specific number of hours each semester and finish their program within a certain time limit.
- ◆ Achieve at least a 2.0 cumulative grade point average by the end of their second academic year (46

credit hours) of all registered hours taken at the City Colleges of Chicago.

Audit and No-Show Withdrawal courses are not counted as registered hours.

### Unsatisfactory Progress/Hold

To receive financial aid, students must be enrolled in a program of study approved for financial aid and must successfully complete, as evidenced by the letter grades “A–D,” a minimum number of hours each semester. Students must register for at least six credit hours each semester to be eligible for financial aid. Satisfactory Progress is calculated after the fall and spring semesters and will be calculated only for students who have registered for at least six hours in a semester.

Full-time students must successfully complete at least 75 percent of registered hours; part-time students 67.7 percent.

Students who do not earn the minimum number of hours at the end of a semester will be placed on Unsatisfactory Progress probation for the next term. Students will be informed of probation status on the final grade report.

During the probation term, financial aid eligibility will continue. Students on probation are treated as students on academic warning in terms of early registration options. (See Academic Warning.)

If a student does not complete the required number of hours by the end of the probation term, the student’s record will be placed on an Unsatisfactory Progress Hold, which prevents the award of financial aid for the student’s next semester of enrollment.

### Appeal Procedure

To appeal Unsatisfactory Progress status, a student must file an official appeal form. The student must show either:

1. Extenuating Circumstances—The student had a legitimate reason beyond his/her control for failing to complete a minimum number of hours per semester. Documentation relative to the most recent semester of enrollment is required.
2. Administrative Error—There was a miscalculation of GPA or of registered or successfully completed hours.

A successful appeal may preserve the student’s eligibility for financial aid the following semester. If the appeal is unsuccessful, the student may continue at the College without financial aid, provided Academic Standards are met.

### Regaining financial aid Eligibility

If Satisfactory Progress and Academic Standards are met, the student may regain financial aid eligibility, provided the student has not reached the Maximum Time Frame (see Student Policy Manual).

### Credit Hour Limit

The Credit Hour Limit is the time allotted to a student to complete a course of study during which the student may be eligible for financial aid. The minimum program length for financial aid is 24 credit hours. The Maximum Time Frame is 150 percent of the program length. In other words, a student in a 30-hour program is allotted 45 hours in which to complete a program. All registered hours will be counted in the Maximum Time Frame determination, including those semesters in which a student may not have received financial aid at the City Colleges of Chicago. (See Academic Status.)

Full-time students who are within 12 hours of reaching their Maximum Time Frame (part-time students, within 6 hours) will be placed on alert. Alert status will be indicated on the student’s final grade report. While on alert, students may continue to receive financial aid. They will be treated as academic warning students in terms of the preregistration option. (See Academic Warning.)

If a student does not complete the program in the next term of enrollment, a Maximum Time Frame Hold will be placed on the student’s record, and the student will not be eligible to receive financial aid.

### Appeal Procedure

Students may file an official appeal requesting an extension of their Maximum Time Frame. An extension may be approved for the following reason:

- ◆ Students who have enrolled in remedial/developmental courses (not counted toward the AA, AS or AAS degree) may extend their Maximum Time Frame up to 30 hours.

Students may extend their Maximum Time Frame up to an additional 30 hours for any combination of the following reasons:

1. Enrollment in prerequisite courses.
2. Enrollment in program fulfillment courses in which the student received a grade of “D” or “F”
3. Enrollment in courses required to complete a new program of study.

Students who successfully appeal their Hold status will regain financial aid eligibility. Students who are unsuccessful may attend the College at their own expense, provided they meet the College’s academic standards.

### **Transfer Students: Maximum Time Frame**

Students transferring from one of the City Colleges of Chicago to another may have their cumulative registered hours applied toward their Maximum Time Frame. Students transferring to the City Colleges from outside the system will have their cumulative accepted hours applied toward their Maximum Time Frame. Accepted hours are all hours earned in college level courses in which the student received a passing grade.

### **Identification Cards**

At registration new students receive an identification card that is good for their period of enrollment at Malcolm X College. The card is validated at registration for each term in which the student is registered. The identification card is important because it is:

1. the student’s permit to enter the College building
2. one of the requirements for checking out books in the library.
3. an admittance card to many student activities and college events.
4. how to access benefits such as reduced rates at plays, concerts and other public events.

A fee of \$10.00 will be assessed for replacing a lost identification card.

### **Revision of Regulations**

Any regulation adopted by the Board of Trustees, District 508, City Colleges of Chicago and Malcolm X College, subsequent to the printing of this catalogue,

shall have the same force as a printed regulation within the catalogue. The new regulation shall supersede any ruling on the same subject, which may either appear in the printed catalogue or in official bulletins of the College.

### **Evening Student Services**

Most Malcolm X College offices and services are open until 6 p.m. Monday through Friday and from 9:00 AM to 2:00 PM on Saturdays. Services available during the evening include Enrollment Services, Financial Aid, Academic Support Services, Student Success Center, Library, and computer laboratories. Consult posted office hours or call the College, (312) 850-7000, for more specific information.

# Students' Rights and Responsibilities

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

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

## Educational Records—Limitations of Students' Rights to Inspect and Review

The college is not required to permit students to inspect and review the following:

- ◆ Financial information submitted by parents.
- ◆ Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for which collected.
- ◆ Confidential letters and recommendations associated with admission, employment or job placement, or honors to which students have waived right of inspection and review.
- ◆ Education records containing information about more than one student
- ◆ however, in such cases the institutions must per-

mit access to that part of the record which pertains only to the inquiring student.

## Educational Records—Challenge of the Contents

Students will have the right to challenge the contents of their records which they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights. The students must utilize the following procedure in order to properly raise their challenge:

The challenge must: (1) be made in writing, (2) include the title and date of the document being challenged, and (3) include the reason(s) for such challenge as well as any documented evidence that the student desires to submit.

The written challenge must be submitted to the College Administrator in charge of the Department from which the record being challenged is located, within ten (10) school days of the date of knowledge, but in no event later than two (2) years from when the record was placed in the student's record. The administrator will make a determination regarding the matter within a reasonable period of time and notify the student in writing of the decision.

If the Administrator's resolution to the challenge is not satisfactory, the student will have the right of appeal to the college president within ten (10) school days of receipt of the Administrator's decision. The President will investigate the matter and respond in writing with his/her decision within ten (10) school days.

If the college president decides not to amend the record as requested, the college president shall inform the student of his or her right for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

1. The hearing required must meet at a minimum, the following requirements:
2. The hearing shall be held within ten (10) school days after the College has received the request for the hearing from the student
3. The College shall give the student notice of the



date, time, and place, within five (5) days in advance of the hearing

The hearing may be conducted by any individual, including an official of the College or District Office who does not have a direct interest in the outcome of the hearing

The student shall be given a full and fair opportunity to present evidence relevant to the issues raised, namely that the content of the student's education records is inaccurate, misleading or in violation of the privacy rights of the student and the student may, at their own expense, be assisted or represented by one or more individuals of his own choice, including an attorney

The decision of the hearing officer shall be made in writing within a reasonable period of time after the hearing

The decision of the hearing officer must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

1. If, as a result of the hearing, there is a determination that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the College shall: (1) amend the record accordingly, and (2) inform the student of the amendment in writing.
2. If as a result of the hearing, there is a determination that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the College shall inform the student of the right to place a statement in the record commenting on the contested information in the record and stating why he or she disagrees with the decision. If such a statement is then placed in the education records of a student the College shall (1) maintain the statement with the contested part of the record for as long as the record is maintained, and (2) disclose the statement whenever it discloses the portion of the record to which the statement relates.

## **Educational Records–Disclosure**

**Disclosure with written student consent**–The College must obtain written consent from students before

releasing any personally identifiable information from their education record (with the exception as noted below). In order for the written consent to be valid, it must specify:

- ◆ The records to be released
- ◆ The purpose of the disclosure
- ◆ The identity of the party(s) to whom disclosure may be made.

The most important requirement, however, is that the written consent be signed and dated by the student.

**Disclosure without written student consent**–Written student consent is not always necessary the College must disclose student records when requested by the following:

Students who request information from their own records, however, the request must be appropriately documented.

Authorized representatives of the following for audit and evaluation of Federal supported programs or for the enforcement of or compliance with Federal legal requirements related to those programs:

1. Comptroller General or Attorney General of the United States
2. The Secretary of the United States Department of Health, Education and Welfare
3. The United States Commissioner of Education, Director of National Institute of Education, or Assistant Secretary of Education
4. State and local educational authorities

Student Education records may be disclosed to the following:

1. Personnel within the College determined by the College to have legitimate educational interests.
2. Officials of other colleges in which the students seeks to enroll, on condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, or makes such transfer of information a stated institutional policy.
3. Persons or organizations providing to the student financial aid or determining financial aid deci-

sions concerning eligibility, amount, condition, and enforcement of terms of said aid.

4. Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Institutions are advised to obtain such assurance in writing.
5. Accrediting organizations carrying out their accrediting functions.
6. Parents of a student who has established that a student's status as a dependent according to Internal Revenue Code 4 of 1954, Section 152, [http://www.irs.gov/irb/2008-02\\_IRB/ar14.html](http://www.irs.gov/irb/2008-02_IRB/ar14.html). Persons in compliance with a judicial order or a lawfully issued subpoena provided that the institution first make a reasonable attempt to notify the student. In such cases, a letter will be sent to the student at his/her last known address. A copy of this letter should be retained along with the subpoena in the student's file.
7. Persons in compliance with a lawfully signed release form from the student.
8. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.
9. In specific circumstances, to state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. In specific circumstances, final results of disciplinary proceedings held against a student for a crime of violence or a non-forcible sex offense may be disclosed including disclosure to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense.
10. In specific circumstances, to a parent of a student under the age of 21 years old regarding the student's violation of any federal, state or local law or of any rule or policy of the institution, governing

the use or possession of alcohol or a controlled substance.

## Educational Records—Records of Requests and Disclosures

The College Officers where the records are located will be required to maintain separated records of requests and disclosures, or personally identifiable information. The records of requests, whether granted or not, will include the name and address of the person(s) requesting the information and his/her legitimate interest in the information.

Records of requests and disclosures should not be maintained for the following:

- ◆ Those requests made by students for their own use.
- ◆ Those disclosures made in response to written requests from students.
- ◆ Those made by college officials, administrators, faculty or other college staff member deemed to have the right of access by the administrator in charge of the office from which the student records are being requested.
- ◆ Those specified as Directory Information.

Documentation of requests and disclosures of student information also must be made by the College Office where the records are kept, and kept in the student's file. This document, once completed, is deemed part of the student's education record and should be incorporated as such thereby, it must be retained as an official student record for the life of the document to which it refers.

## Educational Records—Parental Access to Information

A student's parent may obtain personally identifiable information from a student's educational records by:

1. Obtaining the student's written consent, or
2. Having the parent establish the student's dependency as defined by Internal Revenue Code of 1954, Section 152. If the parent is claiming dependency, proof of such must be submitted at the time the request is made.



## College Responsibility towards Released Information

A college is responsible for informing parties to whom personally identifiable information is released, that the recipients are not permitted to disclose the information to others without written consent of the students. When a response is made pursuant to any request for student information, other than those requests by students, a document with the following statement should be attached to the disclosed information:

“The attached information has been forwarded to you at the request of the student with understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information without the student’s written consent. Please return this material to us if you are unable to comply with this condition of release.”

### Records to be found in the Office of Admissions and Records

- ◆ Admissions Data forms
- ◆ Permanent record cards
- ◆ Registration cards
- ◆ Class revisions cards
- ◆ Transcripts from other educational institutions
- ◆ Class lists
- ◆ Midterm grades
- ◆ Final Grades
- ◆ Test scores
- ◆ Petitions for readmission
- ◆ Attendance records
- ◆ Correspondence from Social Security, Bureau of Citizenship and Immigration Services, etc.

### Records to be found in the financial aid Office

- ◆ Applications for financial aid
- ◆ Grants awarded
- ◆ Supplemental documentation in support of financial aid applications

## Directory Information

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

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

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

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

## 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.

## Student Citizen Rights

Students who are citizens of the United States enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others. Foreign-born stu-

dents have the same rights and responsibilities, except as limited by law. Among these basic rights are freedom of speech, freedom of press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence, and personal abuse. The exercise of such rights will be subject to the necessity for the orderly functioning of the College, and are subject to valid and constitutional regulations by the College.

### **Right to Organize**

Students have a right to form or join any college organization or club provided that they submit (and receive approval from) to the director of student activities (or designee) (1) a statement of purpose for the organization

(2) a standard statement of nondiscrimination and (3) a list of officers or organizers. Such organizations or clubs will be permitted use of college facilities during normal operating hours when such use does not interfere with instructional or other activities at the College. Such organizations or clubs will comply with the rules and regulations of the College.

### **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.

### **Standards of Conduct**

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

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

1. All forms of dishonesty such as stealing, forgery, alteration or improper use of college documents, records, or identification cards with intent to defraud, and knowingly furnish false information to the College.
2. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other college activities.
3. Physical abuse of any person on institution premises, off-campus sites, City Colleges of Chicago owned property or at college sponsored or supervised functions.
4. Conduct which threatens or endangers the health and safety of any such persons who are present at supervised functions and places.
5. Theft or damage to college premises or damage to property of a member of the College community on institution premises.
6. Unauthorized use of college facilities.
7. Failure to comply with college officials acting in the performance of their duties.
8. Violations of the following City Colleges of Chicago Policies
9. (1) Academic Integrity, (2) Policy on Equal Opportunity in Employment (EEO), Programs, Services and Activities, (3) Drug and Alcohol Free Campus Policy, (4) Safety and Security Policy, and (5) IT Policy.
10. Retaliation against any students, program participants, employees or other persons who made complaints or who cooperate in the investigation of EEO matters and complaints, Student Grievances and/or Student Disciplinary matters.
- 11.

## Student Misconduct and Disciplinary Hearings

### Student Misconduct

Any violation of the above stated categories may result in one or a combination of the following sanctions, as deemed appropriate by a City Colleges of Chicago official:

<b>Disciplinary Warning</b>	A written reprimand stating that further misconduct will bring more serious action
<b>Disciplinary Probation</b>	A written statement disqualifying a student for a specific period of time from participating in extra/co-curricular activities at any college. Additionally, written sanctions may be detailed describing more serious action if further violations occur.
<b>Restitution</b>	A written requirement that the student provide reimbursement for misappropriation or damage to City Colleges property, or that of an individual
<b>Community Service</b>	A written requirement that a student performs a certain number of community service hours either at the college or at a partnering community based agency prior to end of term at the City Colleges of Chicago. Completion will afford students full reinstatement of privileges.
<b>College Suspension</b>	A written notice of exclusion from the College, classes, privileges, and all College activities for a specified period of time. Reinstatement would be contingent on an appeal to the Dean of Student Services
<b>College Dismissal</b>	Privileges to attend a certain College are permanently revoked. Attendance at another City College are contingent on the other College's approval
<b>Expulsion</b>	Student indefinitely restricted from enrolling or attending classes, or accessing any extra or co-curricular activities offered at any of the City Colleges of Chicago

### Disciplinary Hearings

Informal Hearing (for suspensions of up to 5 days)—If, based upon existing evidence, the college president or Designee determines that the alleged student misconduct should result in discipline of the student of

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

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

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

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

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

- ◆ The college president may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order. When a student has been suspended pending the hearing, the student will have a right to a hearing within five

(5) days scholastic or academic days of the first day of the suspension.

- ◆ The hearing will be conducted by a hearing committee designated as follows: two administrators will be appointed by the college president or Designee, two faculty members will be appointed by the College Faculty Council, two student representatives (at least one of which must be an elected officer) will be appointed by the College Student Government Association.
- ◆ The college president will designate a chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. The accused student may waive the technical composition of the hearing committee if it is impractical to make the necessary appointments. At least twenty-four (24) hours prior to such hearing, the student will be advised in writing of the charges against him or her. The hearing will be scheduled to accommodate the student's schedule within the time frame for due process to occur.
- ◆ The student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
- ◆ If an accused student fails to attend a formal disciplinary hearing after notice of the hearing in accordance with this Rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the college president without the student's participation.
- ◆ The hearing committee's written recommendation to the college president will be based solely upon evidence submitted at the hearing.
- ◆ After the hearing, the hearing committee will advise the college president of its recommendation in writing within five (5) scholastic or academic days. The recommendation will include a summary of the

evidence on which that recommendation is based. The college president may accept or reject the committee's recommendation. The college president will advise the student, in writing, of his/her decision within five (5) scholastic or academic days of the receipt of the written recommendation of the committee.

- ◆ The college president's written decision to expel or to suspend the student in excess of five (5) days shall be forwarded to the General Counsel for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision has been forwarded to the Chancellor. The college president's decision shall not take effect until approved by the Chancellor after the appeal process, set forth in this Rule as follows, has been exhausted.

In the event the student charged disagrees with the decision of the college president, the student may appeal the decision in writing to the Chancellor within ten (10) scholastic or academic days of the student's receipt of the college president's decision. The written appeal must specify the aspect(s) of the decision with which the student disagrees. The Chancellor shall decide the appeal in writing within ten (10) scholastic or academic days after receipt of the student's appeal or within five (5) scholastic or academic days after the appeal period has expired. The Chancellor may uphold the college president's decision, limit its duration, reverse the decision, permit the student to enroll in another College in the system or make such other disposition as the Chancellor deems just and proper in the circumstances. The Chancellor's decision on the appeal shall be final and shall be effective immediately upon issuance.

### **Student Grievances (Non-Academic)**

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

1. If the student believes he/she is in immediate danger, or is threatened in any way, security should be notified immediately and a report filed.
2. If the student feels aggrieved by a staff person, the student should submit a written complaint within five (5) days of the incident, describing the aggrieved incident to the staff person's supervisor.



# General Policies & Notifications

The supervisor will investigate the incident and report back to the student their finding within five (5) school days. Based on the supervisor's findings the necessary action will be taken in accordance with the City Colleges of Chicago - Rules of the Board of Trustees, or the appropriate procedures outlined by the Collective Bargaining Unit. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.

3. If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) days of the incident to the Dean of Student Services, or their designated representative, detailing the aggrieved incident. The matter will be investigated and a response will be provided to the student within five (5) school days. If it is determined that a hearing is warranted to resolve the matter, a Student Disciplinary Committee (comprised of students, faculty, and administrators) will be convened to hear the grievance and render a recommendation. The Dean will receive the Disciplinary Committee's recommendation and make a final decision on the matter within five (5) school days from receiving the ruling from the Committee. The student filing the non-academic grievance should be notified in writing of the final ruling within five (5) school days of the hearing. If the student's grievance is sexual harassment or discriminatory related, they should follow the procedures outlined by the Policy on Equal Opportunity in Employment, Programs, Services and Activities.

## Responsibility of the Student

It is the student's responsibility to meet course prerequisites and graduation requirements.

Students who plan to complete admission and graduation requirements of a transfer institution should refer directly to the catalogue of that institution and the Illinois Articulation Initiative (IAI) guidelines (page 76).

Students also are encouraged to contact a college advisor or the Student Success Center in Room 2308A for assistance.

The curricula of Malcolm X College are described in this catalogue. The college offers a number of resources to assist students in planning their educational programs. Academic advisement is available. All students are strongly encouraged to take advantage of these resources to plan their academic careers. It is the student alone who is in the position to make final choices and the student must assume responsibility for making decisions and following through.

## Student Conduct

Student conduct at the College or at any college-sponsored activity shall be governed by federal, state, and local statutes as well as by City Colleges of Chicago policy. Students are expected to conduct themselves in a manner that is not detrimental to the general welfare of the College and that does not interfere with the orderly and proper operation of the College. Inappropriate conduct shall include, but is not limited to, academic dishonesty, falsification of any study record, possession or use of alcoholic beverages or illegal substances, and any form of disruptive behavior. Please consult the Student Handbook. Copies are available in the Office of Student Services.



## Policy on Equal Opportunity in Employment, Programs, Services and Activities

*(Equal Employment Opportunity Policy, Title IX-Gender Discrimination Policy, Section 504/ADA Compliance Policy)*

### Non-Discrimination Policy Statement

Except as allowed by law, the Board of Trustees prohibits discrimination 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 or the exercise of rights guaranteed by local, state or federal law. "Discrimination" shall include harassment or the creation of a hostile work 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. Any employee, student or other person who believes that he or she has been the victim of prohibited discrimination shall file a complaint within 180 days of the occurrence of the discrimination in accordance with the procedures set forth below.

### EEO Officer and Complaint Resolution Process

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 employees, complaints of discrimination may concern hiring, wages, salary, benefits, promotions, transfers, work environment or any other term or condition of employment.

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 condition of participation in Board programs, services and activities.

For purposes of this policy, "discrimination" includes harassment or the creation of a hostile working

or learning environment because of a person's race, creed, color, national origin, ethnicity, citizenship, gender, sexual preference or orientation, marital status, disability or handicap, age, veteran status, or membership or lawful participation in the activities of any organization. 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, or 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.

EEO complaints must be made to the EEO Officer in writing within 180 days of the discriminatory act. The EEO Officer may develop form complaints. The EEO Officer shall act as the Board's designated Title IX Officer and Section 504/ADA Compliance Coordinator. Complaints may be made by or against employees, students or other participants in Board programs, activities and service

Employees must report incidents of discrimination, harassment or hostile work environment to the EEO Officer. Complaints and reports shall be held in confidence to the extent that such confidence is consistent with policy of eliminating and correcting incidents of discrimination or harassment and bringing the Board and its facilities into compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

All employees, students and complainants must provide their full cooperation to the EEO Officer when that cooperation is requested. Retaliation against employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited.

When a complaint of discrimination is made to the EEO Officer, the Officer will conduct an investigation of the complaint and bring the complaint resolution process to a conclusion within forty-five (45) calendar days of its receipt, if feasible. In investigating and resolving EEO complaints, the EEO Officer will do the following:

1. Determine whether the complaint concerns an

equal employment opportunity issue or whether it is more appropriately addressed in the grievance or problem-solving procedures provided in the Employee Manual and Student Policy Manual.

2. Work with disabled employees, student or other persons and appropriate Board personnel to find reasonable accommodation for disabilities.
3. Investigate all complaints of discrimination, including harassment and retaliation in a fair, impartial and expeditious manner, by at minimum, transmitting a copy of the complaint to the employee or student alleged to have engaged in prohibited conduct, allowing the responding employee or student an opportunity to respond to the complaint, either through interviews or in writing, and allowing the complainant and the responding employee or student a full and fair opportunity to present evidence to the EEO Officer in support of or in mitigation of their respective positions.
4. Where feasible and desirable, conciliate conflicts that exist for reasons other than discrimination.
5. Where the complaint is determined to be without substantive merit, issue a determination to the complaining employee advising the employee that no further EEO action will be taken and, where appropriate, refer the employee to other processes or services to address the employee's issues.
6. Where discriminatory conduct or non-compliance with statutory or regulatory mandates is found to exist, consult with the Chancellor, college president or Vice Chancellor and where appropriate, the complaining party, on a corrective action recommendation, which may include discipline up to and including termination of employment, student disciplinary action, up to and including expulsion, transfer or other remedies deemed feasible and appropriate to correct the discrimination and insure that there is no recurrence of the discrimination.
7. Where discriminatory conduct or non-compliance with statutory or regulatory mandates is found, issue a corrective action determination to the chancellor, college president or vice chancellor as appropriate, via the vice chancellor for Human Resources.
8. Conduct a follow-up investigation within thirty

(30) calendar days of issuing a corrective action determination to ensure that the corrective action recommendation is followed.

9. Where a corrective action determination has not been followed, issue a report to the Vice Chancellor of Human Resources and the Chancellor to seek assistance in enforcing the corrective action determination.

### **Reporting**

The EEO Officer shall make an annual report of all EEO complaints and dispositions to the chancellor no later than July 15 of each year.

### **Compliance Actions**

Malcolm X College does not discriminate on the basis of race, religion, sex, age, national origin, marital status, physical or mental disability. This policy governs the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of the College's programs and activities as specified by federal laws and regulations.

Inquiries regarding Affirmative Action should be directed to the Vice President for Academic Affairs. Inquiries regarding College compliance with Section 504 of the Rehabilitation Act of 1973 should be directed to the vice president of Enrollment Management & Student Services, Room 1335.

### **Health Examinations**

All students must comply with any requirement of the Department of Health of the City of Chicago as a precondition to their admission or continuance as students of the City Colleges of Chicago and must submit to a health examination when directed to do so by the college president.

### **Infectious Diseases**

The chancellor, college president or their designees will report all incidents of infectious diseases to the City of Chicago Department of Health or other responsible public agency as required by law upon report, to the chancellor, college president or their designees will follow the direction of the responsible public agency.

### **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.

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations (Federal Register, January 31, 1989), it is the policy of the Board of Trustees of the City Colleges of Chicago that its workplace be drug-free. The City Colleges of Chicago has established rules and regulations implementing said policy and requiring appropriate disciplinary action for violations of said policy. More information regarding the Drug-Free Workplace policy can be obtained from the Office of Human Resources or the Office of the vice chancellor for Human Resources and Labor Relations.

### **Prohibition on Unlawful Drug & Alcohol Use**

The City Colleges of Chicago prohibit 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. 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 or dismissal from employment.

### **College Rules**

- ◆ Except on special occasions, all food consumption is limited to the student lounges and cafeteria. Food and drink may not be taken to other unauthorized places.
- ◆ Students must leave college premises at closing time unless written permission has been received from an authorized official.

- ◆ Every student is required to carry an official college identification card at all times and to display it upon request of any member of the faculty, staff, administration, and security officers.
- ◆ Children must not be left unattended and should not be on campus for extended periods.
- ◆ Gambling is not allowed on college premises.
- ◆ Changes of names and addresses must be reported promptly to the Registrar's Office.

### **Safety & Security Policy**

The City Colleges of Chicago has an obligation to provide a safe environment free from violence and threats of violence where civility is valued. To that end, it is the intent of the City Colleges of Chicago to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property.

### **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. Malcolm X College has been designated as a smoke-free campus. This means that smoking is prohibited in all buildings and enclosures at the College and at any activities sponsored by the College. This policy is to protect the well-being of students, faculty, staff, and guests.

### **Sexual Harassment Policy**

Sexual harassment by employees or students of the City Colleges of Chicago is prohibited. Sexual harassment occurs when an individual is subjected to unwelcome conduct of sexual nature where:

- ◆ submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education

- ◆ submission to or rejection of such conduct by an individual is used as the basis for an academic or employment decision affecting the individual, or
- ◆ such conduct has the purpose of interfacing with the individual's academic or work performance or creating an intimidating, hostile, or offensive learning or work environment.

The District has established a procedure for reporting alleged incidents of sexual harassment. Copies of the City Colleges of Chicago sexual harassment policy can be obtained from the Office of Human Resources. An individual who believes he or she has been sexually harassed should report the incident to the Office of the college president within 120 days after the alleged incident.

### Student Grievance Procedures

Student allegations of discrimination or other issues must follow the grievance procedure listed in the Student Handbook, which all students are expected to read. Copies are available in the Student Government Office.

### Student Academic Grievance Procedures

The grievance procedure is established for grievances relating to grades and to other academic concerns, excluding conduct and behavior of students. Students may not appeal the professional judgment exercised by an instructor in assigning a grade except under the following circumstances:

- a) grades resulting from deviations in the instructor's established and announced grading procedures;
- b) errors in application of grading procedures;
- c) modification of grades for nonacademic reasons;
- d) gross errors in judgment by the instructor.

Students must begin the grievance procedure within 30 days of the publication of grades (and for grievances relating to spring semester grades, within 30 days from the beginning of the fall semester) by requesting a conference with the instructor. Please consult the Student Handbook.

### 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 president or designee may suspend or place on disciplinary probation following due process a student who has failed to honor the Malcolm X College Standards of Conduct (see Student Handbook).

**Condition of Registration**—The Admissions Office may restrict a student who has not fulfilled a duly established condition of registration.

### Student Accidents and Losses

Although the College exercises reasonable precautions, it can assume no responsibility for accidents to students that may occur incidental to attendance at or participation in classroom or laboratory work or intramural or intercollegiate activities. The College does not accept responsibility for any personal property lost, stolen or misplaced.



# Supportive Learning Environment

## Academic Support Center

The mission of the Academic Support Center is to assist students in successfully completing credit, pre-credit and noncredit courses. A variety of services are available to help students achieve their goals. The Student Success Center provides individual and group tutorial services via NovaNet, an easy to use interactive computer system for the review and reinforcement of classroom instruction. Person-to-person tutoring is offered in accounting, biology, business, chemistry, critical thinking, economics, English, ESL, GED, math, nursing and statistics. The Center also provides assistance with Distance Learning college courses. The Student Success Center is located in Room 1601, phone (312) 850-7473.

## Computer Assisted Instruction

Computer Assisted Instruction—NovaNET, PLATO, and ELLIS—is a vital part of the Academic Support Center. It offers students interactive instruction and the opportunity to learn at their own pace. They may use the computers for a review, reinforcement of classroom instruction, exercises, practice, or advance work. Prior knowledge of Windows and Web browser is helpful but not necessary. Minimum typing skills are required to operate the computers.

## Tutorial Services

The services of master tutors and peer tutors are available at the Academic Support Center.

All master tutors have a bachelor's degree. Many are certified public school teachers who work at Malcolm X College on a part-time basis, ensuring their competence and qualifications as tutors. Peer tutors are Malcolm X College students who have a B+ average and have shown mastery in the area they tutor.

Tutoring is free, upon request, to all students in all subjects taught at Malcolm X College. The Academic Support Center also provides assistance with Distance Learning college courses.

## Carter G. Woodson Library

The mission of Carter G. Woodson Library is to support the curriculum and mission of Malcolm X College. We provide access to resources in multiple formats, teach information literacy and promote life-long learning to all our users (CGW Library Mission Statement, Revised October 2007).

The Library is located in Room 2600. The Library's fall and spring hours are Monday through Thursday from 8:00 am to 9:00 pm; Friday and Saturday from 8:00 am to 4:00 pm; and closed Sunday (and all CCC observed holidays). When closed, please return all books using the book drop located at the entrance. All returns will be processed the next business day. Please note on time returns are the Library user's responsibility.

The Library provides print and non-print access to over 60,000 titles, 200 serial publications (magazines, scholarly journals, trade publications and newspapers), and 30 electronic databases. The library also maintains an extensive course reserves collection; 22 library research computer terminals (and priority access terminals); and fee-based photocopy and print services.

As part of several improvement projects, the Library provides mandatory quiet study space, an archive and special collection, and subject guide/library research publications. The Library also serves the campus and community by providing a number of programs such as its One Book One Campus campaign, National Library Week programming, and an annual book scholarship.

Carter G. Woodson Library faculty is available during all library hours to provide course and individual library instruction classes as part of our Information Literacy Instruction Program. While our resources are available to all users, circulation privileges and remote access to our electronic databases are granted to MXC faculty, staff and students who are registered for library use. (This requires a valid college identification card. Please consult our Circulation Desk for additional registration information.)

## Instructional Media Services

Media services are available to faculty, staff, and students. Instructional media may be ordered in Room 2609 or by calling (312) 850-3526.



## The C&W Bookstore

The bookstore is located on the second floor at the west end of the building. Textbooks and supplies for courses at Malcolm X College are available for purchase. Call (312) 850-7186 for more information.

## Student Union

The Malcolm X College Student Union is adjacent to the cafeteria. It is an area where students may visit before or after classes when they would like to mingle with other students or just relax.

## Bruce Kennard Hayden, Jr. Center for the Performing Arts

In honor of his memory and contributions to both Malcolm X College and the musical community of Chicago, this center continues Hayden's legacy through theater productions and concert programs including jazz, popular, classical and chamber music. The 1993 renovation provided the center with a state-of-the-art sound system, staging area, pit, and a semicircular stage surrounded by 433 seats. In addition to the theater productions and musical programs, the Center hosts public meetings and seminars for students and the community.

## Child Development Lab Center

The Malcolm X College Child Development Lab Center is a NAEYC-accredited program that provides full-day, year-round services to children ages 2 to 5 years old. The center is committed to the philosophy of educating, nurturing, and developing the children to their full potential by using an array of activities and experiences that stimulate and motivate growth and development of the mind and body. The Center provides quality comprehensive program designed to foster the social and academic development of pre-school age children in a stimulating environment.

Fees are assessed on a sliding scale basis and private placements are available. Funding sources include: Chicago Public Schools Pre-Kindergarten Program, Illinois Department of Human Services, and Head Start.

Hours of operation are 7:30 a.m. to 5:30 p.m., Monday through Friday. Breakfast, lunch, and afternoon snacks are provided.

For information please telephone the center at (312) 850-7177 or (312) 850-7490, or visit room 1622.

## Public Safety & Security

All persons entering Malcolm X College must present a valid Malcolm X College identification card or sign in at the Security Desk at the main entrances.

Malcolm X College is an alcohol, drug and smoke-free campus. Use of alcohol, drugs and smoking is prohibited on campus. Additionally, Malcolm X College has a "no hat" policy. Gentlemen are required to remove their hats upon entering the building.

## The Latino and International Student Center

The Latino and International Student Center provides bilingual support services such as advising, recruitment, retention, and advocacy for Latino and all international students.

The office develops activities, seminars, cultural and educational programs to serve the international student population in both credit and noncredit programs. The center also promotes cultural diversity by increasing awareness of non-US cultures. The staff serves as a liaison between the College and the Latino community by fostering relationships with community-based organizations.

For more information, contact the Latino and International Student Center in Room 1304.

## Student Success Center

The Student Success Center (SSC) provides advisement to all continuing students at Malcolm X College who are interested in earning a certificate or any of the four associate degrees available at this campus. Students can receive information on degree requirements, academic programs, and admission to Nursing and the other Allied Health programs. If students are undecided about a major, career, or transferring to a university, the SSC staff can help them make the right choice. college advisors can administer career interest, personality and other instruments to guide students in the decision-making process.

The Center provides the following services:

- ◆ Academic Advising
- ◆ Career Planning & Development
- ◆ Transfer Services

## Academic Advising

Malcolm X College offers academic advising. Our trained professional college advisors are available to assist you in career decisions, in understanding test scores, and in personal and social problems. The staff also provides preadmission and withdrawal information. Our college advisors will help you plan your schedule and put you in touch with other college resources. In addition, staff are responsible for New Student Orientation and sponsoring workshops to assist students to become “master students.”

## Career Planning & Placement

The primary goal of Career Planning & Placement is to prepare students to seek and secure employment. Specifically, the staff assists students and alumni in the areas of job placement, part-time and summer employment, job readiness workshops and career advisement. The office also sponsors Career Expos (on campus and at the Malcolm X College West Side Learning Center) which are supported by hundreds of employers who recruit and hire our students.

## Transfer Services

For those who are interested in transferring to a four-year college or university offering the bachelor’s degree, the SSC has a wide array of services and resources to assist you.

Students have access to catalogues, applications and course equivalency listings to help facilitate their transition to a four-year college or university. Through the services offered, students receive one-on-one advisement from college representatives, visit college campuses, and obtain scholarship and admission information. The center has resource materials to assist students in selecting the appropriate college or university. Staff members follow-up on Student Success Center users, keeping them abreast of application deadlines, college representative visits, Open Houses, scholarship opportunities, and their progress toward meeting specific admission criteria for the Colleges or universities to which they want to transfer.

For information on advising and transferring, contact the Student Success Center at (312) 850-7185, or visit the Center in Room 1600.

## Disability Access Center

The Disability Access Center provides support services to offset functional limitations and promote full participation in the College by all students. Malcolm X College adheres to the guidelines set forth in the Americans with Disabilities Act.

Among the services available to students with disabilities are support personnel such as note takers, exam aides, and interpreters. Adaptive equipment is available in the Disability Access Center. Referrals and information regarding campus and community resources, career assessment, and placement are provided to students with disabilities..

For further information, contact the Disability Access Center at (312) 850-7342, Room 1509.

## TRIO Programs for the Community

### Educational Opportunity Center

The purpose of the Educational Opportunity Center (EOC) is to provide:

Information regarding financial aid and academic assistance available for individuals desiring postsecondary education;

Assistance entering institutions of postsecondary education; including preparing necessary forms and applications (financial aid and admissions applications);

Information & Services offered by the Educational Opportunity Center (EOC):

- ◆ Admissions information application completion assistance
- ◆ Financial aid information
- ◆ Financial aid application completion assistance
- ◆ Loan default remedy assistance
- ◆ Academic counseling/advising
- ◆ Career exploration counseling/planning
- ◆ Course selection assistance
- ◆ General Educational Development (GED)/secondary school completion assistance
- ◆ Entrance Exam preparation (placement test)

- ◆ Advocacy (promote participant enrollment, financial aid grants, and retention on behalf of participants in the institution)
- ◆ Referrals to agencies that address obstacles that prohibit enrollment (i.e., child care, domestic violence, drug addiction, homelessness, etc.)
- ◆ Cultural activities that increase participants' knowledge of admissions and financial aid policies, career opportunities and skills necessary for matriculation (i.e., leadership conferences)

To participate in the Educational Opportunity Center (EOC), you must be:

- ◆ A citizen or permanent resident
- ◆ At least 19 years of age (some exceptions apply)
- ◆ Desirous of postsecondary education or currently enrolled in a program of postsecondary education
- ◆ Or a veteran

## Student Support Services (TRIO)

*For Malcolm X College Students*

The Student Support Services (SSS) program works hand-in-hand with the Academic Support Center to help students successfully complete their postsecondary education. The goal of SSS is to increase the retention and graduation rates of its participants.

### Free Services Provided by SSS

Our services include:

- ◆ Academic advisement
- ◆ Career counseling
- ◆ Computer-assisted instruction
- ◆ Tutorial services
- ◆ Workshops
- ◆ Financial assistance

*Requirements to Participate in SSS*

Students must be:

- ◆ Enrolled or accepted for enrollment at Malcolm X College
- ◆ Enrolled in a minimum of 12 semester hours

- ◆ Pursuing an associate degree or planning to transfer to a four-year college/university

Each student who participates in SSS at Malcolm X College should:

- ◆ Attend an orientation session
- ◆ Participate in tutoring sessions and/or workshops
- ◆ Update an SSS advisor about current progress

*Benefits of Participation in SSS*

According to the U.S. Department of Education, students in the Student Support Services (TRIO) program are more than twice as likely to remain in college than students from similar backgrounds who do not participate in the program. Take advantage of the services we provide!

### Upward Bound

The Upward Bound Program is *for high school students* and provides support to participants in their preparation and continuance in college. The program offers opportunities for students to continue an educational career successfully. The goal of the Upward Bound Program is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education.

*Services*

Upward Bound Program services include instruction in:

- ◆ Math
- ◆ Science
- ◆ English/Composition
- ◆ Literature
- ◆ Foreign language

*Who Can Qualify?*

First generation, low-income students and/or students with disabilities are eligible to apply. Participants are selected without regard to race, color, nationality, ethnic origin, sex, or physical handicap.

The benefits of being selected include:

- ◆ Individual tutoring
- ◆ Study skill enhancement

- ◆ Cultural opportunities
- ◆ Educational and career counseling

*How much does it cost?*

Upward Bound is a federally funded program. There are no costs to the students.

*Participant Responsibilities*

As an Upward Bound Program participant it is your responsibility to participate in all services as requested. This program will assist you in achieving a successful educational and career opportunity.

*How do I apply?*

To apply for admission into Malcolm X College Upward Bound, simply call the Upward Bound office at (312) 850-7495 and request an application or speak with your high school counselor about admission into the program.

**Educational Talent Search**

ETS is an academic outreach program sponsored by Malcolm X College and funded through the U.S. Department of Education. It is designed to identify and select qualified youth who, with support, enroll in a postsecondary institution, and select careers.

*Purpose*

The Malcolm X College Educational Talent Search program teaches the skills needed to succeed in school; graduate and enroll in a postsecondary program; and assist students in reaching their academic and career goals. The Malcolm X College ETS program provides individualized and group tutoring; standardized test taking workshops; one-on-one academic and personal counseling; and other resources and services to guarantee each student's success.

*What services are available?*

- ◆ Self-esteem/values workshops
- ◆ College tours
- ◆ Test-taking skills workshops
- ◆ Tutoring
- ◆ Mentoring
- ◆ Standardized Test Preparation (e.g., ITBS, SAT, ISAT, Prairie Sate, and IOWA)

- ◆ Career assessment and development
- ◆ Cultural awareness activities
- ◆ Assistance in completing admissions application, financial aid forms (federal & state), and scholarship applications for postsecondary education.

*How Much Does It Cost?*

All services are free! Students must be:

- ◆ Between the age of 11 and 27.
- ◆ At a low income family level.
- ◆ Potential first generation college student.
- ◆ U.S. Citizen or permanent resident.
- ◆ Express a sincere desire to improve/excel academically.

**Early School Leavers Program**

The Early School Leavers Program is a cooperative vocational education program designed to assist high school non-completers between the ages of 16-21 with re-entry into the educational system. The intent of the program is to help students increase self-esteem, explore career options, develop a positive work attitude, gain entry level employment skills, and earn a General Educational Development (GED) certificate or high school diploma. For more information, contact the New Student Service Center at 312 850-7007.

**Telephone and Vending Machines**

Public telephones have been placed at several locations in the building for the convenience of students. Pay telephones are restricted to outgoing calls only. Vending machines dispensing a variety of beverage and snack items are located on the Concourse, Second and Third Levels.

**Restrooms**

Restrooms for men and women are located on every level.

**Parking**

A parking lot for students and visitors is available on Jackson Boulevard directly across the street from the



campus. Security for the parking lot is provided by off-duty Chicago police officers and a private security staff. Vehicles without appropriate parking permits will be ticketed and are subject to being towed at the owner's expense. Permits are available from the Security Office, Room 1208.

## Cafeteria

The cafeteria, located on the second floor of the building, offers a wide variety of foods, including breakfast, lunch and light snacks. Vending machines are also available. The cafeteria is open Monday through Thursday 8 a.m.–2:30 p.m.

## Cafe Kiosk

An added convenience to our students, the Cafe Kiosk is located in the southwest corner of the building on the main level. A variety of food and snack items are available throughout the day.

# Enhancing the MXC Experience

A variety of events, activities and organizations are offered to add to the quality of campus life. The following social, physical, recreational, cultural, and educational opportunities are provided:

## Student Government Association

The Student Government Association (SGA) is the governing body of Malcolm X College students and student organizations. The Student Government Association is governed by the City Colleges of Chicago District Guidelines.

Student Government Association membership is open to all students registered at Malcolm X College with six credit hours or more, who are in good standing. The Student Government Association defends student rights, participates on committees that formulate academic and institutional policy, and sponsors social and cultural events throughout the academic year.

Students who are interested in developing leadership skills are encouraged to become involved in student government. Elections for SGA officers and senators occur every spring semester.

For more information, contact the Student Government Association at (312) 850-7456 or the Assistant Dean for Student Development, (312) 850-7066.

## Phi Theta Kappa— Academic Honor Society

Phi Theta Kappa, the International Honor Society of two-year colleges, was established in 1918. It is the only internationally acclaimed honor society serving institutions which offer associate degree programs. Membership has been given significance by the recognition of the American Association of Community Colleges as the official honor society for two-year colleges.

The purpose of Phi Theta Kappa is to encourage scholarship and community service. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership in an intellectual



climate to exchange ideas, for lively fellowship, and for stimulating interest in continued academic excellence.

Included in the lifetime membership is a nationwide job search program and the availability of transfer scholarships. The Malcolm X College chapter's name is Alpha Lambda Iota. For more information contact the PTK advisor at (312) 850-7325, Room 2530.

### Student Newspaper

The award winning Malcolm X College student newspaper, The Malcolm Xpress, is published five times each academic year. Work on the paper is open to students enrolled in journalism classes as well as other interested students. Contact The Malcolm Xpress at (312) 850-7462, or the Xpress Advisor, (312) 850-4504, Room 2519, for more information.

### Sports and Recreation

Malcolm X College offers a variety of intercollegiate and intramural sports activities, including men's and women's basketball, volleyball, aerobics, fitness, and more.

The Hawks basketball teams participate in National Junior College Athletic Association (NJCAA) competition. Home games are played in the Malcolm X College Sports Complex.

### Student Clubs

Student organizations cover a wide range of interests and activities. New clubs are always welcome.

Current active organizations are:

- ◆ Chess Club
- ◆ Chemistry Club
- ◆ Gamma Phi Delta Sorority
- ◆ Latino/International Cultural Society
- ◆ Mortuary Science Club
- ◆ Music Club
- ◆ Phelexx (Pharmacy Club)
- ◆ Phi Theta Kappa Honor Society
- ◆ Radiography Club
- ◆ Respiratory Care Club

- ◆ Surgical Technology Scrubs and Bulls Club
- ◆ West Side Learning Center Adult Education Ambassadors

Students interested in joining or forming an organization or club should contact the Student Government Association Office, Room 2302A.

### Annual Events

Malcolm X College students may participate in the annual celebrations listed below:

- ◆ Academic Achievement Awards Ceremony
- ◆ Arab Cultural Month
- ◆ Asian-Pacific Heritage Month
- ◆ Black History Month
- ◆ Commencement Exercises
- ◆ Dia de los Muertos (Day of the Dead)
- ◆ El Cinco De Mayo (The Fifth of May)
- ◆ Hispanic Heritage Month
- ◆ Homecoming Parade and Celebration
- ◆ Kwanzaa
- ◆ Malcolm X El Hajj Malik El-Shabazz Birthday Celebration
- ◆ Martin Luther King, Jr. Birthday
- ◆ Polish Constitution Day
- ◆ Veterans Day Celebration
- ◆ Women's History Month

### Student Honors/Awards

Academic achievement is valued and honored at Malcolm X College. To recognize deserving students and their pursuit of academic excellence, honors and awards can be earned by those students enrolled in a minimum of 12 credit hours of course work.

Presidential Scholars—Students who achieve a cumulative grade point average of 4.00 are recognized as Presidential Scholars and honored accordingly during our Annual Spring Academic Achievement Awards Ceremony.

Dean's List—Students who complete a minimum of 12 credit hours in one semester, and achieve a

semester grade point average of 3.50 to 3.99 will be named to the Dean's List.

**Honor Roll**—Students who complete a minimum of 12 credit hours in one semester and achieve a semester grade point average of 3.00 to 3.49, will be named to the Honor Roll.

**Graduation Honors**—Graduates of Malcolm X College who have achieved academic distinction are recognized at commencement.

Students completing associate degree programs with prescribed cumulative grade point averages are recognized as honor students via college commencement exercises and diplomas. Honor students also will be eligible to wear the appropriate designation at commencement.

All courses and grades earned by students at Malcolm X College and other colleges and universities are included in calculating grade point averages for graduation and academic honors.

Academic honors are as follows:

High Honors      3.50–4.00 GPA

Honors            3.00–3.49 GPA

These honors are noted on the awardee's transcript.

## Health Services

If assistance is needed, contact the New Student Service Center or the Student Success Center. Students interested in obtaining medical insurance should contact the above offices.

# General Education, Assessment & Diversity

## Philosophy of General Education at Malcolm X College

Malcolm X College's General Education curriculum empowers students to acquire the broad base of knowledge necessary to understand their personal, moral, and ethical responsibilities to act as leaders.

The learning experiences provided through general education are designed to build effective communication skills, to strengthen critical thinking, to foster analytical inquiry, to inspire awareness of history, to embrace diversity, cultural pride and identity, and to form a basis for responsible citizenship.

To provide the broad educational base, Malcolm X College requires students in all degree programs to take courses in communication, mathematics, biological sciences, humanities, and the physical and social sciences.

By completing their general education requirements, students will be able to:

- ▶ Think and read critically so that they can solve problems using appropriate information resources and reasoning processes.
- ▶ Read, write, speak, and listen effectively so that the expectations of appropriate audiences in the academic, public, and private sectors are met.
- ▶ Demonstrate quantitative, scientific and technological literacy, especially computer literacy, for interpreting data, reasoning, and problem-solving.
- ▶ Appreciate global diversity in gender, age, race, class, and culture as well as difference in physical abilities.
- ▶ Develop ethical values, life goals, and interpersonal skills that will prepare them for life-long learning, employability, and effective citizenship.

## Statement on Assessment

Malcolm X College is committed to placing student learning at the center of its educational activities and endeavors. The College's position is informed by its Mission Statement, which says it is "a learning- and assessment-centered community college [that] em-

powers students of diverse backgrounds and abilities to achieve academic, career, and personal success.” The College has the obligation to ensure that it is fulfilling its stated mission. Assessment is an effective strategy for not only determining student learning, but also for ensuring public accountability. The success of the College’s mission will be based on integrating assessment into all of the endeavors and activities of the College.

The assessment process is faculty-driven and involves:

1. The faculty to determine the student learning outcomes and objectives of each course.
2. The faculty to design and align activities and instruments to assess the accomplishment of stated learning outcomes and objectives for each course.
3. The faculty to implement assessment instruments.
4. The faculty to analyze the data and identify areas to effect improvement.
5. Recommendations for improvement of student learning are to be submitted to the Assessment Committee for implementation.

Malcolm X College’s commitment to student learning and assessment will ensure that students gain the knowledge, skills, and competencies they need to achieve academic, career, and personal success in the 21<sup>st</sup> century.

### Statement on Diversity

Malcolm X College embraces the diversity of its constituents: students, faculty, staff, administration, and the community-at-large. The College recognizes and is enriched by its eclectic communities of religion, race, gender, sexual orientation and ethnicity. As such, Malcolm X College believes that cultivating respect for diversity removes prejudices, challenges assumptions, broadens experiences, increases understanding and strengthens communities. Thus, by providing a variety of learning environments, the College actively promotes collaboration, encourages sharing of ideas, and educates its stakeholders to be effective global citizens.

# Transfer Degrees/ General Education Requirements

## Graduation Requirements

It is the student’s responsibility to ensure that all graduation requirements are satisfied. Students are encouraged to consult with a faculty advisor, Student Success Center advisor, or college advisor to monitor their educational progress. To be eligible for graduation in all credit degree and certificate programs, students must complete all general education and required core course work with a grade of “C” or better, and maintain a minimum cumulative GPA of 2.0.

## CCC model for Transfer degrees and General Education requirements

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

<b>Associate in Arts</b>	<b>62 hours*</b>
38	hours of General Education
24	hours of additional graduation requirements, electives, and concentration area requirements
<b>Associate in Science</b>	<b>64 hours*</b>
39–41	hours of General Education
23–27	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 **Communications** (English 101, English 102 and Speech 101)
- ◆ 3–6 hours of **Mathematics**
- ◆ 9 hours of **Social Sciences** (Social Science includes Social Science, History, Anthropology, Political Science, Psychology, Sociology, Economics)
- ◆ 9 hours of **Humanities** (Humanities includes Humanities, Philosophy, Literature, Religion and Foreign Language 104 and above, and the Fine Arts)

Note: the Fine Arts category does not allow studio arts 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 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 in the IAI .

\* These represent minimum hours for graduation.

## Illinois Articulation Initiative (IAI)

The 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 ease the transfer of students. The IAI became effective for students entering a participating college or university as first-time freshmen the Summer of 1998. Benefits for students are:

- ◆ Students who complete an AA or AS degree, and who meet the admission requirements of the IAI-

participating baccalaureate degree granting institution to which they transfer, will have completed the lower-division general education requirements for an associate or baccalaureate degree in lieu of the receiving institution's general education requirements.

- ◆ Students who complete the IAI General Education Core Curriculum (GECC) and transfer to participating institution have the assurance that lower-division general education requirements for an associate or baccalaureate degree have been satisfied. A 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 ([www.itransfer.org](http://www.itransfer.org)) includes information on requirements for general education and specific majors, course descriptions, and a student planning worksheet.

Malcolm X College supports the Illinois Articulation Initiative (IAI) described on page 75 and the Student Success Center is your link to using this agreement to make a smooth transition from this college to any of the participating institutions in the state. The SSC staff will acquaint students with the IAI and explain how to use the agreement to guarantee that their coursework will transfer and apply directly to their bachelor's degree.

The General Education Core (GEC) courses for both the AA and AS degrees were implemented in the summer of 1998. Students may access the IAI , [www.itransfer.org](http://www.itransfer.org) to research the most current transfer information in Illinois. Some of the four-year colleges and universities that participate in the IAI are:

- ◆ Aurora University
- ◆ Barat College
- ◆ Benedictine University
- ◆ Bradley University
- ◆ Chicago State University
- ◆ Columbia College-Chicago
- ◆ DePaul University
- ◆ DeVry Institute of Technology–Chicago

- ◆ DeVry Institute of Technology–DuPage
- ◆ Dominican University
- ◆ Eastern Illinois University
- ◆ Eureka College
- ◆ Elmhurst College
- ◆ Governors State University
- ◆ Illinois Institute of Technology
- ◆ Illinois State University
- ◆ Judson College
- ◆ Kendall College
- ◆ Knox College
- ◆ Lake Forest College
- ◆ Lakeview College of Nursing
- ◆ Lewis University
- ◆ MacMurray College
- ◆ McKendree College
- ◆ Millikin University
- ◆ NAES College
- ◆ National Louis University
- ◆ North Central College
- ◆ North Park University
- ◆ Northeastern Illinois University
- ◆ Northern Illinois University
- ◆ Olivet Nazarene University
- ◆ Quincy University
- ◆ Robert Morris College
- ◆ Rockford College
- ◆ Roosevelt University
- ◆ Southern Illinois University/Carbondale
- ◆ Southern Illinois University/Edwardsville
- ◆ St. Anthony College of Nursing
- ◆ St. Francis Medical Center College of Nursing
- ◆ St. Xavier University
- ◆ Trinity Christian College
- ◆ University of Illinois at Chicago
- ◆ University of Illinois at Springfield
- ◆ University of Illinois at Urbana–Champaign
- ◆ University of St. Francis
- ◆ Western Illinois University
- ◆ West Suburban College of Nursing



# Illinois Articulation Initiative (IAI)

## Approved course list

City Colleges of Chicago major courses approved by IAI will transfer to four-year institutions if the IAI ([www.itransfer.org](http://www.itransfer.org)) indicates that the four-year institution has courses in that major. Please check the IAI for a current list of transferable courses.

### Anthropology

Anthropology 201 Introduction to Biology and Cultural Evolution of Humans	S1 900N
Anthropology 202 Cultural Anthropology	S1 901N

### Art

Art 131 General Drawing	ART 904
Art 132 Advanced General Drawing	ART 905
Art 142 Figure Drawing and Composition	ART 906
Art 144 Two-Dimensional Design	ART 907
Art 145 Three-Dimensional Design	ART 908
Art 166 Oil Painting Techniques	ART 911

### Astronomy

Astronomy 201 Descriptive Astronomy I	P1 906
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### Biology

Biology 107 Nutrition Consumer Education	L1 904
Biology 114 General Education Biology	L1 900L
Biology 114 General Education Biology	CLS 902
Biology 115 Human Biology	L1 904L
Biology 115 Human Biology	CLS 901
Biology 116 Anatomy and Physiology	L1 904L
Biology 121 Biology I	BIO 910
Biology 122 Biology II	BIO 910
Biology 226 Human Structure and Function I	CLS 903
Biology 226 Human Structure and Function I	NUR 903
Biology 227 Human Structure and Function II	CLS 904
Biology 227 Human Structure and Function II	NUR 904

### Business

Business 111 Introduction to Business	BUS 911
Business 181 Financial Accounting	BUS 903
Business 182 Managerial Accounting	BUS 904
Business 211 Business Law I	BUS 912
Business 214 Legal and Social Environment of Business	BUS 913

### Child Development

Child Development 101 Human Growth and Development I	ECE 912
Child Development 101 Human Growth and Development I	EED 902
Child Development 120 Introduction to Child Care Profession	ECE 911
Child Development 205 Development of the Exceptional Child	ECE 913
Child Development 259 Practicum in Preschool	ECE 914

### Chemistry

Chemistry 121 Basic Chemistry I	P1 902L
Chemistry 201 General Chemistry I	P1 902L
Chemistry 201 General Chemistry I	BIO 906
Chemistry 201 General Chemistry I	CHM 911
Chemistry 201 General Chemistry I	CLS 906
Chemistry 201 General Chemistry I	NUR 906
Chemistry 203 General Chemistry II	BIO 907
Chemistry 203 General Chemistry II	CHM 912
Chemistry 203 General Course II	CLS 907
Chemistry 203 General Chemistry II	NUR 907
Chemistry 205 Organic Chemistry I	BIO 908
Chemistry 205 Organic Chemistry I	NUR 908
Chemistry 207 Organic Chemistry II	BIO 909

### Computer Information Systems

Computer Information Systems 101 Introduction to CIS	CS 910
Computer Information Systems 120 Introduction to Micro Computers	BUS 902
Computer Information Systems 142 Introduction to C or C++ Language	CS 911
Computer Information Systems 144 Introduction to JAVA Programming Language	CS 911
Computer Information Systems 203 Advanced Basic Programming	CS 914

Computer Information Systems 242 Advanced C or C++ Language	CS 912
Computer Information Systems 244 Advanced Java Programming Language	CS 912

### Criminal Justice

Criminal Justice 102 Administration Criminal Justice	CRJ 901
Criminal Justice 114 Administration Juvenile Justice	CRJ 914
Criminal Justice 234 Criminal Law and Procedure	CRJ 913

### Dietetics

Dietetics 104 Fundamentals of Nutrition	L1 904
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### Economics

Economics 201 Principles of Economics I	S3 901
Economics 202 Principles of Economics II	S3 902
Education 256 American Public Schools	EED 901

### English

English 101 Composition	C1 900
English 102 Composition	C1 901R

### Fine Arts

Fine Arts 104 The World of Cinema	F2 908
Fine Arts 107 History of Architecture, Painting, Sculpture I	F2 901
Fine Arts 108 History of Architecture, Painting, Sculpture II	F2 902

### Geography

Geography 101 World Geography	S4 900N
Geography 102 Economic Geography	S4 903N

### History

History 111 History of the American People to 1865	S2 900
History 111 History of the American People to 1865	HST 911
History 112 History of the American People from 1865	S2 901
History 112 History of the American People from 1865	HST 912
History 141 History of World Civilization to 1500	S2 912N
History 142 History of World Civilization Since 1500	S2 913N
History 247 African History to Colonial Period	S2 906N
History 248 African History-Modern Period	S2 907N

### Humanities

Humanities 205 World Literature	H3 906
Humanities 207 Great Books	H3 907
Humanities 210 Comparative Mythology	H9 901
Humanities 212 Non-Western Humanities Literature	HF 904N
Literature 110 Introduction to Literature	H3 900
Literature 111 Poetry	H3 903
Literature 111 Poetry	EGL 915
Literature 112 Drama	H3 902
Literature 112 Drama	EGL 916
Literature 113 Fiction	H3 901
Literature 113 Fiction	EGL 917
Literature 116 Survey of American Literature (Colonial/Civil War)	H3 914
Literature 119 English Literature/Romantic to 20th Century	H3 913
Literature 121 Contemporary African American Literature	H3 910D
Literature 122 Perspectives in Black Literature	H3 910D
Literature 128 Latin American Literature	H3 908N
Literature 129 United States Latino/a Literature	EGL 918
Literature 131 Survey of African American Poetry	H3 910D
Literature 133 African-American Fiction	H3 910D
Literature 150 Women's Literature	H3 911D
Literature 211 Shakespeare	H3 905

### Math

Math 118 General Education Math	M1 904
Math 122 Mathematics for Elementary Teachers II	M1 903
Math 125 Introductory Statistics	M1 902
Math 125 Introductory Statistics	BUS 901
Math 135 Finite Math	M1 906
Math 204 Calculus for Business and Social Science	M1 900-B
Math 207 Calculus and Analytic Geometry I	M1 900-1
Math 207 Calculus and Analytic Geometry I	EGR 901
Math 207 Calculus and Analytical Geometry I	MTH 901
Math 208 Calculus and Analytic Geometry II	M1 900-2
Math 208 Calculus and Analytic Geometry II	EGR 902
Math 208 Calculus and Analytical Geometry II	MTH 902
Math 209 Calculus and Analytic Geometry III	M1 900-3
Math 209 Calculus and Analytic Geometry III	EGR 903
Math 209 Calculus and Analytical Geometry III	MTH 903

## Microbiology

Microbiology 233 General Microbiology NUR 905

## Medical Laboratory Technology

Medical Laboratory Technology  
106 Hematology and Coagulation I CLS 912

Medical Laboratory Technology 107  
Immunochemistry CLS 912

Medical Laboratory Technology 121  
Clinical Chemistry I CLS 912

Medical Laboratory Technology 203  
Medical Laboratory Procedures CLS 912

Medical Laboratory Technology 204  
Clinical Laboratory Practicum & Seminar I CLS 912

Medical Laboratory Technology 212  
Principles of Hematology and Coagulation CLS 912

Medical Laboratory Technology 213  
Immunology and Immunochemistry CLS 912

Medical Laboratory Technology 216  
Clinical Microbiology CLS 912

Medical Laboratory Technology 220  
Lab Instrumentation and Computers CLS 912

Medical Laboratory Technology 221  
Clinical Chemistry II CLS 912

Medical Laboratory Technology 222  
Clinical Practicum and Seminar II CLS 912

## Music

Music 102 Music Theory I MUS 901

Music 103 Music Theory II MUS 902

Music 105 Group Piano I MUS 901

Music 106 Group Piano II MUS 902

Music 111 Aural and Keyboard Skills I MUS 901

Music 112 Aural and Keyboard Skills II MUS 902

Music 181 Applied Music Freshman Level I MUS 909

Music 182 Applied Music Freshman Level II MUS 909

Music 201 Music Theory III MUS 903

Music 202 Music Theory IV MUS 904

Music 281 Applied Music Sophomore Level I MUS 909

Music 282 Applied Music Sophomore Level II MUS 909

## Phlebotomy

Phlebotomy 109 Phlebotomy Practicum  
and Seminar I CLS 912

Phlebotomy 209 Phlebotomy Practicum  
and Seminar II CLS 912

## Philosophy

Philosophy 105 Logic H4 906

Philosophy 106 Introduction to Philosophy H4 900

Philosophy 107 Philosophy of Ethics H4 904

Philosophy 108 Philosophy of Religion H4 905

## Physics

Physics 221 Mechanics and Heat P1 900L

Physics 231 Mechanics and Wave Motion BIO 903

Physics 232 Electricity and Magnetism BIO 904

## Physical Science

Physical Science 102 Physical Science Gen Course II P9 900

Physical Science 112  
Physical Science Gen Course II w/lab P9 900L

Physical Science 101  
General Course Physical Science P9 900

Physical Science 111  
General Course. I, Physical Science P9 900L

## Political Science

Political Science 201 The National Government S5 900

Political Science The National Government PLS 911

Political Science 203 Comparative Government S5 905

Political Science Comparative Government PLS 914

Political Science 204 International Relations S5 904N

Political Science International Relations PLS 912

## Psychology

Psychology 201 General Psychology S6 900

Psychology 201 General Psychology SPE 912

Psychology 207 Child Psychology S6 903

Psychology 211 Social Psychology S8 900

Psychology 211 Social Psychology PSY 908

Psychology 213 Abnormal Psychology PSY 905

Psychology 214 Adolescent Psychology PSY 902

Psychology 222 Adult Development and Aging S6 905

Psychology 222 Adult Development and Aging PSY 903

## Sociology

Sociology 201 Introduction to the Study of Society S7 900

Sociology 203 Marriage and the Family S7 902

Sociology 203 Marriage and the Family SOC 912

## Social Science

Social Science 101  
General Course I Social Science S9 900

Social Science 102  
General Course II Social Science S9 901

### Speech

Speech 101 Fundamentals of  
Speech Communication C2 900

### Theater

Theater 132 Theater Production, Direction  
and Management TA 918

Theater 133 Acting I TA 914

Theater 232 Theater Workshop TA 918

Theater 235 Acting II TA 915

## 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](http://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\*

38–41 hours of General Education

24–25 hours of additional graduation requirements, electives, and concentration area requirements

### Associate in Science: 64 hours\*

38–41 hours of General Education

25–27 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.



# Associate in Arts (AA) Degree (0210)

**M**any students have plans for completing a baccalaureate degree at a four-year college or university. The Associate in Arts (A.A.) degree is designed to prepare students for transfer into Bachelor of Arts programs at four-year colleges and universities.

The programs listed in the following pages present suggested course groupings for the major programs at transfer institutions. Since the programs of individual colleges and universities vary, students who plan to attend a particular college should consult the catalogue of that college for information concerning required and elective courses. College advisors and faculty at Malcolm X College can assist students in the selection of electives beyond the General Education Core (GEC) listed below that fit into major sequences. The College provides transfer guides in the Student Success Center for many area colleges.

In the Associate in Arts degree program, emphasis is placed upon Communications, Social Sciences, and Humanities. The program requires successful completion of at least 62 semester hours with an overall grade point average of 2.00 ("C"). It is required that all GEC and core required courses be completed with a grade of "C" or better. All courses submitted for graduation must be numbered 101 or higher. Students transferring to Malcolm X College from other colleges must complete the last 15 semester hours of required course work in residence at Malcolm X College to be eligible to receive an Associate in Arts degree. In addition, the School Code of Illinois states that students planning to graduate from Malcolm X College must receive a passing grade on an examination of 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 an official high school transcript or official GED Score Report, verifying successful completion of this examination. The completion of

Political Science 201 or History 111, with a grade of "C" or higher, will meet this requirement.

Thirty-eight of the required 62 (minimum) semester hours must be distributed among the five GEC areas of communications, math, physical and life sciences, humanities and fine arts, and social sciences. The general education core enables students to understand and appreciate their culture and environment, develop a system of personal values that leads to civic and social responsibility, and to attain skills in communications, computation, and critical thinking necessary for future growth as learners and productive members of society.

It is recommended that the remaining 21–25 semester hours of elective courses be selected from one of the major areas of concentration listed. Students who plan to transfer to a four-year institution may elect to earn an AA degree without a specific major area of concentration of study, but must meet minimum degree requirements. Students are urged to visit the Student Success Center.

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## Associate in Arts (AA) degree GEC requirements—Program Code: (0210)

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(38 semester credits, 12–13 courses)

To ensure transferability of the AA degree, courses should be selected from the following General Education Core list:

<b>Communications</b>	<b>9 semester credits</b>
English 101, 102 Speech 101	
<b>Mathematics</b>	<b>4–6 semester credits</b>
Mathematics 118, 121, 122, 125, 135, 204, 207, 208, 209	
<b>Physical, Life Sciences</b>	<b>7–8 semester credits</b>
(one course in two different areas; one must be a lab course)	
Astronomy 201 Biology 114, 115, 121, 122 Chemistry 100/121, 201, 203, 205 Physical Science 101, 102, 111, 112 Physics 131, 221, 222, 231, 232	
<b>Humanities, Fine Arts</b>	<b>9 semester credits</b>
(three courses selected from at least two disciplines)	



# Associate in Science (AS) Degree (0211)

Art 103, 131, 132, 142, 144, 145, 166  
 Fine Arts 104, 107, 108  
 Any Foreign Language 104 and above  
 Humanities 201, 202, 205, 207  
 Literature 110, 111, 112, 113, 116, 121, 122, 131,  
 133, 150, 211  
 Music 121, 223, 224  
 Philosophy 105, 106, 107, 108

**Social Sciences** **9 semester credits**  
 (three courses selected from at least two disciplines)

Comparative Religion 101, 106  
 Economics 201, 202  
 History 111, 112, 141, 142, 247, 248  
 Political Science 201, 203, 204  
 Psychology 201, 207  
 Social Science 101, 102  
 Sociology 201, 203

**Total General Education Requirements** **38**  
**Concentration/Open Electives** **24**  
**Degree Requirement (62 minimum credit hours)**

**I**n the Associate in Science degree program, emphasis is placed on the Natural Sciences and Mathematics.

The program requires the successful completion of at least 64 semester hours with an overall grade point average of 2.00 (“C”). It is required that all GEC and core required courses be completed with a grade of “C” or better for the purpose of transfer. All courses submitted for graduation must be numbered 101 or higher. Students transferring to Malcolm X College from other colleges must complete the last 15 semester hours of required course work in residence at Malcolm X College to be eligible to receive an Associate in Science degree. In addition, the School Code of Illinois states that students planning to graduate from Malcolm X College must receive a passing grade on an examination of 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 an official high school transcript or official GED Score Report, verifying successful completion of this examination. The completion of Political Science 201 or History 111, with a grade of “C” or higher, will meet this requirement.

Thirty-nine (39) to 41 of the 64 (minimum) required semester hours must be distributed among the five GEC areas of communications, mathematics, physical and life sciences, humanities and fine arts and social science. The GEC enables students to understand and appreciate their culture and environment, develop a system of personal values that lead to civic and social responsibility, and to attain skills in communications, computation, and thinking necessary for future growth as learners and productive members of society.

Students planning to complete the degree requirements for the AS degree must successfully complete an additional 12–16 credit hours in Math and Science. Elective courses totaling 11 credit hours also must be completed with a grade of “C” or better. Students who plan to transfer to a four-year college may elect to earn an AS degree without a specific major area

of concentration or study, but must meet minimum degree requirements. All students are urged to visit the Student Success Center.

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**Associate in Science (AS) degree GEC requirements—  
Program Code: (0211)**

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To ensure transferability of the AS degree, courses should be selected from the following GEC list:

**Communication 9 semester credits**  
English 101, 102  
Speech 101

**Mathematics 5 semester credits**  
Mathematics 207 or above

**Physical and Life Sciences 7–8 semester credits**  
(one course in each area and one must be a lab course)

Astronomy 201  
Biology 122 and above  
Chemistry 121, 201, 203, 205, 207  
Physical Science 101, 102, 111, 112  
Physics 131, 221, 222, 231, 232

**Humanities and Fine Arts 9 semester credits**  
(three courses from at least two disciplines; at least one course in the Humanities and one course in the Arts)

Any Foreign Language 104 and above  
Humanities 201, 202, 205  
Literature 110, 111, 112, 113, 116, 121, 122, 131, 133, 150, 211  
Philosophy 105, 106, 107, 108  
Art 103, 131, 132, 142, 144, 145, 166  
Fine Arts 104, 107, 108  
Music 121, 223, 224

**Social and Behavior Sciences 9 semester credits**  
(three courses selected from at least two disciplines)

Comparative Religion 101, 106  
Economics 201, 202  
History 111, 112, 141, 142, 247, 248  
Political Science 201, 203, 204  
Psychology 201, 207  
Social Science 101, 102  
Sociology 201, 203

<b>Total Requirements General Education</b>	<b>39–41</b>
<b>AS degree Requirement (from Math and Sciences)</b>	<b>14</b>
<b>Concentration/Open Electives</b>	<b>11</b>
<b>Degree Requirement (64 minimum credit hours)</b>	

# Associate in General Studies (AGS) Degree (0203)

The Associate in General Studies degree is neither a transfer nor career degree. It permits the individual to choose and attend classes while deciding upon future goals.

The degree also enables the student to fulfill specific course requirements of a program for provisional admission. While four-year colleges and universities may accept credits earned for this degree, no articulation agreement for guaranteed junior-level status has been established.

Emphasis in the Associate in General Studies degree program is placed upon exploration and development through the study of a variety of subject offerings. Students may be admitted to one of the other degree programs upon reaching program admissions standards. The program requires the successful completion of a total of 60 semester hours of general education and elective courses with a cumulative grade point average of “C” (2.00). All courses submitted for graduation must be numbered 101 or higher. Students transferring from other colleges or universities must complete the last 15 semester hours of required course work in residence at Malcolm X College to be eligible for an Associate in General Studies degree. In addition, the School Code of Illinois states that students must receive a passing grade on an examination of the Constitution of the State of Illinois, the code of the American Flag and the Declaration of Independence. This requirement can be met by proof on an official transcript or GED Score Report verifying successful completion of this examination. Political Science 201 or History 111 with a grade of “C” or higher will meet this requirement.

A minimum of 30 of the 60 (minimum) semester hours required must be distributed among the GEC areas of communication skills, consumer education, mathematics, natural and social sciences. Students are encouraged to take courses listed under the GEC of the Illinois Articulation Initiative (IAI) list in case

they want to transfer to a four-year college or university.

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**AGS degree General Education requirements—**  
*Program Code: (0203)*

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<b>Communication Skills</b>	<b>3 semester credits</b>
English 101 (Mandatory), 102 Speech 101	
<b>Consumer Education</b>	<b>3–6 semester credits</b>
Business 111, 117, 180, 181, 182, 211 Child Development, Any course Criminal Justice 102, 114, 222, 234 Computer Information Systems 120 Economics 201, 202 Geography 101 Other courses which may improve consumer competence	
<b>Mathematics</b>	<b>3–4 semester credits</b>
Math 118 or higher	
<b>Natural Sciences</b>	<b>3–6 semester credits</b>
Biology 114, 115 Physical Science 111, 112 Chemistry 100/121, 201 Physics 131 or higher	
<b>Social Sciences</b>	<b>3–9 semester credits</b>
Art 103 Economics 201, 202 Foreign Language, Any course History 111, 112, 141, 142, 247, 248 Humanities 201, 202, 204, 205 Literature 110, 111, 112, 113, 116, 121, 122, 131, 133, 211 Music 121 Philosophy 105, 106, 107, 108 Political Science 201 Psychology 201, 207 Social Science 101, 102 Sociology 201, 203 Other courses emphasizing man’s relationship to his social and cultural environment	

<b>Total Requirements</b>	
<b>General Education</b>	<b>30–34 hours</b>
<b>General Studies/Electives</b>	<b>26–40-hours</b>
<b>Degree Requirement</b>	<b>(60 minimum credit hours)</b>

## General Education Core Competencies

Malcolm X College is strongly committed to a comprehensive educational program that merges opportunities for intellectual, cultural, and social growth with specialized training. To provide a broad educational base, Malcolm X College requires students in all degree programs to take courses in communication, mathematics, biological sciences, humanities, the physical and social sciences. These courses constitute the General Education Core (GEC) of Malcolm X College’s various degree program.

The faculty in these general education disciplines has developed a list of abilities Malcolm X College students should demonstrate upon successful completion of their GEC courses. Some of these abilities are cross-curricular, i.e., developed in varying degrees by all general education courses. Others are discipline-specific, i.e., produced by curricula particular to one of the broad subject areas included in the GEC. Completing the GEC as part of the Associate of Arts or Associate of Sciences degree also fulfills the general education requirements of all IAI-participating institutions. Students who transfer after completing an AA or AS degree containing the GEC and a carefully selected curriculum of major and open electives courses can have the entire associate degree apply to their degree at the receiving college or university.

### Discipline-Specific, General Education Abilities

- ◆ Apply theoretical communication principles and the conventions of formal American English for reading, writing, speaking, and listening tasks required of community college graduates.
- ◆ Apply mathematical concepts leading to competence in reasoning and critical thinking and problem-solving.
- ◆ Cause and effect explanation of human origins, developments, and dynamics.
- ◆ Understand historical and structural development of western and non-western values from the ancient world to the present.
- ◆ Analyze, synthesize, and evaluate the visual arts, music, literature, and philosophy.

- ◆ Gain insight into natural science to make informed decisions on scientific principles impacting their daily lives and the world.
- ◆ Demonstrate competence in performing laboratory activities, analysis, interpreting data, and clearly communicating valid conclusions.

# Associate in Applied Science (AAS) Degree

**T**he Associate in Applied Science degree prepares the student for career entry immediately upon completion and applicable licensure or certification examination.

Some four-year colleges and universities will take college work pursued for an AAS degree toward similar majors of concentration.

Emphasis in the Associate in Applied Science degree program is placed on specialized skills that prepare the individual for employment at the professional/technical level. The programs require the successful completion of all major courses with a minimum of a “C” (2.00) grade. All courses submitted for graduation must be numbered 101 or higher. Students transferring to Malcolm X College from other colleges must complete the last 15 semester hours of required course work in residence at Malcolm X College in order to be eligible to receive an Associate in Applied Science degree. In addition, the School Code of Illinois states that students planning to graduate from Malcolm X College must receive a passing grade on an examination of 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 an official transcript or GED Score Report verifying successful completion of this examination. The completion of Political Science 201 or History 111, with a grade of “C” or higher, will meet this requirement.

At least 15 semester hours must be distributed among the General Education areas of communication skills, consumer education, natural sciences, and sociocultural studies. The general education component enables students to understand and appreciate their culture and environment, develop a system of personal values that lead to civic and social responsibility, and to attain skills in communication, computation, and critical thinking necessary for future growth as learners and productive members of society.

## Majors for the Associate in Applied Science Degree

It is required that the remaining semester hours of courses be concentrated in one of the Majors listed below:

- ◆ Child Development
- ◆ Clinical Laboratory Technician
- ◆ Mortuary Science
- ◆ Nephrology/Renal Technology
- ◆ Nursing
- ◆ Paramedic
- ◆ Physician Assistant
- ◆ Radiography
- ◆ Respiratory Care
- ◆ Surgical Technology



▲ PTK induction ceremony.



## Program Accreditation

Program accreditation ensures that students who complete the requirements of the Associated in Applied Science degree are qualified to take the specific certification or licensure examination applicable to their program. The following Health Sciences programs are accredited by the organizations listed below.

Note: The successful completion of all course work required for a degree in a state-licensed career does not guarantee that the candidate will be licensed to practice by the state of Illinois.

Program	Status	Accrediting Body
Certified Nursing Assistant	Approved	Illinois Department of Public Health
Child Development	Seeking accreditation	National Association for the Education of Young Children
Clinical Laboratory Techni-	Seeking candidacy	National Accrediting Agency for Clinical Laboratory Sciences, (NAACLS)—NAACLS is recognized by the U.S. Department of Education.
Emergency Medical Techni-	Approved	Illinois Department of Public Health
Mortuary Science	Accredited	American Board of Funeral Service Education
Nephrology/Renal Technol-	Approved	Board of Nephrology Examiners for Nursing & Technology (BONENT)
Nursing	Approved Seeking candidacy	Illinois Department of Professional Regulations National League for Nursing Accrediting Commission
Paramedic	Approved	Illinois Department of Public Health
Pharmacy Technology	Accredited	American Society of Health System Pharmacists
Phlebotomy	Accredited	National Phlebotomy Association
Physician Assistant	Accredited	Accreditation Review Commission for PA (ARC-PA) Education
Radiography	Probation	Joint Review Committee on Education in Radiologic Technology, U.S. Department of Education
Respiratory Care	Accredited	Committee for Accreditation of Respiratory Care (CoARC)
Surgical Technology	Accredited	Committee on Education in Surgical Technology, CAAHEP

## AAS Certificate Requirements

Certificates are awarded to students who have successfully completed a cluster of career courses and indicated a certain level of skill in a specific vocational field. Credit earned in the completion of a certificate may be applied to a related Associate in Applied Science (AAS) degree program. To be eligible for graduation in all credit degree and certificate programs, students must complete all general education and required core course work with a grade of “C” or better.

Advanced Certificate: 30–50 hours

Basic Certificate: 2–29 hours

## Transferring from Malcolm X College to a Four-Year College or University

Most four-year institutions will grant full credits for up to 60 credit hours of community college general education courses, but each college has its own admission, graduation and departmental program requirements. The Student Success Center maintains a large resource library of current college catalogues, a file of specific transfer agreements with area colleges, and a regular schedule of visits from admissions counselors representing four-year institutions. Students intending to transfer are urged to begin planning early.

Malcolm X College will send transcripts to other institutions at the student’s written request unless the student has financial or other obligations to the College. Transcripts are processed within 5–7 working days following receipt of the request. Same day and next day pickup service is available. Please refer to Tuition and Fees for more information.

## Educational Guarantees

### Associate in Applied Science Degree, Advanced Certificate and Basic Certificate Programs

Upon application by the graduate and his employer, the District will provide an Associate of Applied Science (AAS) or Career Program Certificate graduate up to nine (9) additional post-graduation credit hours or the equivalent noncredit training hours in a career or certificate program (as determined by the chancellor or his designees) at no tuition or fees. To qualify under this section, the application must be made by the graduate within ninety (90) days of the graduate’s initial employment. The employer must certify in writing to the chancellor that the employee lacks specified skills to perform in a position for which the AAS degree or career certificate should have prepared that employee. Employment must have commenced within twelve (12) months of the employee’s degree or certificate award, and the achievement of same occurring over a period of no more than four (4) years in the case of a thirty (30) credit hour or more program, and two (2) years when the program is less than thirty (30) credit hours. The Office of the Vice President for Academic Affairs is responsible for the final approval of a graduate’s retraining plan. Please refer to the Student Policy Manual for specific conditions and procedures guiding the Career Program Educational Guarantee.

# Programs of Instruction

## Baccalaureate/Transfer

It is required that all GEC and core required courses be completed with a grade of “C” or better for the purpose of transfer.

The course sequences in this section are recommended for students who intend to transfer to four-year institutions to earn the baccalaureate degree in an academic discipline (concentration) of their choice. To prepare for this transfer, students are encouraged to meet with a Malcolm X College college advisor at the Student Success Center to plan early.

In addition, transfer students are also encouraged to contact or meet with a counselor from their selected four-year college or university.

Please remember: to graduate with an AA or AS degree (pages 79 and 81), the curriculum must adhere to the Illinois Articulation Initiative (IAI, page 75) in order to transfer to the colleges and universities participating with this agreement.

The following curricula and academic disciplines (concentrations) are highlighted to provide information on a variety of personal and professional academic preferences. Information about potential professions, work environments, worker portraits and salaries are provided to assist the student in making this important decision. To design your AA or AS transfer degree from the options listed below or other possible opportunities, please meet with a Malcolm X College advisor at the Student Success Center, phone (312) 850-7091, Room 1600.

## AS Degree: Suggested Areas of Concentration

- ◆ Biology/Pre-Professional Science
- ◆ Chemistry
- ◆ Computer Science
- ◆ Dentistry
- ◆ Engineering

- ◆ Mathematics
- ◆ Medicine
- ◆ Pharmacy
- ◆ Physics

## Biology/Professional Sciences

### The professions

- ◆ Horticulturists, Genetic engineering (for genetic manipulation DNA studies)
- ◆ Teacher
- ◆ Botanist
- ◆ Zoologist
- ◆ Fishery
- ◆ Endocrinologist
- ◆ Plant pathologist
- ◆ Ecologist
- ◆ Virology (research in diagnosis treatment of AIDS)

### About the professions

Horticulturist/Botanist—Plays a variety of roles in maintaining land, landscaping, gardening in private companies, government offices, universities and colleges.

Teacher—Teaches biology at secondary and college levels.

Zoologist/Fishery—Plays a role as director of aquariums and zoological gardens anywhere in the country.

Endocrinologist—Works in research areas of a hospital or lab studying hormones in animals and their application in curing human disorders and diseases.

### Work environment

#### Employers

- ◆ Nurseries, agriculture, landscaping companies
- ◆ Aquariums, zoo gardens
- ◆ Research institute
- ◆ High schools and colleges

### Typical schedule

- ◆ 35–40-hour work week normal
- ◆ Part-time/evening possible

### Tools & equipment

- ◆ Spectrophotometers electronic counters /meters
- ◆ Tractors, garden, tools, garden items
- ◆ Microscopes, electron microscopes, refrigerated centrifuges
- ◆ Assay tools and techniques
- ◆ Radioactivity detection equipment
- ◆ Computers, imaging techniques (CT, MRI, ultra sound)
- ◆ Lab equipment

### Worker portrait

#### Skills & aptitudes

- ◆ Works with people at different levels in different areas (teachers, architects, engineers, curators); works in hospitals with patients and doctors; and works in commercial establishments as technicians.

#### Interests

- ◆ Gardens, lawn, fruit orchards, nurseries
- ◆ Research using modern computer technology, microscopes and dissecting tools
- ◆ Classroom, lab, teaching with modern technology

## Dentistry

To be admitted to a college of dentistry, a student should have a Bachelor of Science or Bachelor of Arts degree or at least 90 semester hours of college work and be eligible for full senior status in college. Course selections should include strong emphasis in chemistry, physics, and biology. The Dental Aptitude Test is usually required of an applicant for admission to dental school.

## Medicine

Students desiring admission to a college of medicine should have a Bachelor of Science or Bachelor of Arts degree or at least 90 semester hours of college work and be eligible for full senior status in college. Their chosen courses should have emphasis in biology, chemistry and physics. The Medical College Admissions Test is required by most medical schools.

## Pharmacy

Two years of this curriculum may be taken in liberal arts and the next four-years in a college of pharmacy. Chemistry and mathematics courses should be included in chosen courses.

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### Art—area of concentration of study for the AA Degree

Program Code 0210

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Study of art for students who intend to transfer to a four-year college or university.

First Semester	Credit Hours
ENG 101 Composition.....	3
Speech 101 Fundamentals of Speech	
Communication .....	3
Social Science elective* .....	3
Fine Arts 104 World Cinema .....	3
Art 103 Introduction to the Arts .....	3
Semester total .....	15

Second Semester	Credit Hours
English 102 Composition .....	3
Art 131 General Drawing .....	3
Fine Arts 107 or 108 .....	3
Mathematics elective* .....	3-5
Social Science elective* .....	3
Semester total .....	16-18

Third Semester	Credit Hours
Art 142 Figure Drawing and Composition .....	3
Fine Arts 107 or 108 .....	3
Physical/Life Sciences elective* .....	4-5
Social Science elective* .....	3
Semester total .....	13-15

**Fourth Semester** **Credit Hours**

Art elective <sup>2</sup> .....	3
Art elective <sup>2</sup> .....	3
Physical/Life Sciences elective* .....	4-5
General Education electives* .....	6
Semester total .....	16-18

**Communication 9 semester credits**

English 101, 102  
Speech 101

**Mathematics\* 3 semester credits**

Mathematics 118, 121, 122, 125, 135, 204, 207,  
208, 209

**Physical and Life Sciences\* 7-8 semester credits**

(one course in two different areas; one must be a lab course)

Astronomy 201  
Biology 114, 115, 121, 122  
Chemistry 100/121, 201, 203, 205  
Physical Science 101, 102, 111, 112  
Physics 131, 221, 222, 231, 232

**Humanities and Fine Arts\*, <sup>2</sup> 9 semester credits**

(three courses selected in two disciplines; <sup>2</sup> indicates that the course may be used for either a Theater or Theater, Humanities, or Dramatic Literature elective)

Art 103, 131, 132, 142, 144, 145, 166  
Fine Arts 104, 107, 108  
Humanities 203, 205 <sup>2</sup>, 207<sup>2</sup>, 210, 212  
Literature 110, 111, 112<sup>2</sup>, 113, 114, 116, 117, 121, 122, 131, 133, 150, 211<sup>2</sup>  
Music 121, 223, 224  
Philosophy 105, 106, 107, 108

**Social Sciences 9 semester credits**

(three courses selected from at least two disciplines)

Economics 201, 202  
History 111, 112, 113  
Political Science 201, 203, 204  
Psychology 201, 207  
Social Science 101, 102  
Sociology 201, 203

**Art<sup>2</sup> 15–21 semester credits**

(<sup>2</sup> indicates that the course may be used as an Art elective)

Art 130<sup>2</sup>, 143<sup>2</sup>, 145<sup>2</sup>, 161<sup>2</sup>, 166<sup>2</sup>

## Business Administration/ General Business

**the professions**

- ◆ Marketing Analyst
- ◆ Human Resources Specialist
- ◆ Computer Administration Manager
- ◆ Education Administrator
- ◆ Hospital Administrator
- ◆ Funeral Home Manager
- ◆ Human Resource Manager
- ◆ Construction Manager
- ◆ Controller
- ◆ Tax Examiner
- ◆ Loan Officers
- ◆ Staff Accountant/CPA
- ◆ Accounting Auditor
- ◆ Management Analyst
- ◆ Small Business Owner/Manager
- ◆ Buyer/Purchasing Agent/ Expediter
- ◆ Purchasing Manager
- ◆ Meeting and Convention Planner
- ◆ Property Manager/Real Estate Agent
- ◆ Supervisor
- ◆ Retail Sales Representative

**Mission**

The mission of the Malcolm X College Business Program is to:

1. Provide a comprehensive, updated and articulated Associate in Arts in Business curricula; and
2. Provide students a career or entrepreneurial oriented business education.

The program also will emphasize personal and professional integrity, as well as stress the social responsibility aspects of business.



## About the professions

**Managers** are needed in every business to plan, organize, lead, and lend direction towards organizational goals. The many job titles used for managers can reflect the specific responsibility of a position or the industry in which the manager works.

**Supervisors** direct the activities of their employees and make sure the work is done correctly, teach employees safe work practices, train new workers to learn different aspects of the job, and ensure that equipment and materials are used properly and efficiently.

**Purchasing agents** buy raw materials, equipment, furniture, supplies and vehicles so that the production process runs smoothly.

They select the suppliers with the best combination of quality, service and price. Computers are often used to keep track of inventory and purchasing decisions.

**Expeditors and production controllers** coordinate the flow of work, goods, or supplies within a business. They review production schedules and work orders, and revise according to the availability of work, materials and equipment.

**Mid-level managers** hold intermediary positions between supervisory and top management. They might be responsible for a region, division, or activities such as handling personnel, sales, service, or production.

**Small business managers** run businesses that have fewer than 500 employees. They are responsible for the total operation of the business including personnel, inventory, advertising and accounting decisions. They work in a wide variety of retail, manufacturing and service-oriented businesses.

Quality business management assures the company's best possible use of natural and human resources.

## Work environment

*Employers: Service companies*

- ◆ Wholesale and retail firms
- ◆ Construction firms
- ◆ Non-for-profit organizations
- ◆ Law offices

- ◆ Consulting firms

*Industrial and manufacturing companies*

- ◆ Corporations and small business operations
- ◆ Government and non-profit organizations

*Typical schedule*

- ◆ 40–50+ hour work week norm
- ◆ Customarily work weekdays
- ◆ Some shift work in manufacturing/services
- ◆ Some overtime/weekend/night work

*Analysis & Business Tools*

- ◆ Financial statements and reports
- ◆ Work schedules and personnel records
- ◆ Business correspondence, forms and files
- ◆ Computers and telephones
- ◆ Fax machines

## Worker portrait

*Skills & aptitudes*

- ◆ Maintains high employee morale
- ◆ Communicates clearly in writing and speech
- ◆ Organized, objective and tactful
- ◆ Fair and responsible
- ◆ Able to think logically
- ◆ Decision maker
- ◆ Team builder/team participant

*Interests*

- ◆ Likes variety and challenge
- ◆ Enjoys being responsible for success of the business
- ◆ Likes motivating people
- ◆ Develops and uses many contacts with a diverse group of people

## Business Administration Concentration (minimum 62 credit hours)

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

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### General Business Curriculum for the AA Degree

Program Code: 0210

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First Semester	Credit Hours
Economics 201 .....	3
English 101 .....	3
Business 111 Introduction to Business .....	3
Business 284 Business Communications.....	3
Physical/Life Science Elective.....	4
Semester Total .....	16

Second Semester	Credit Hours
Business 181 Financial Accounting .....	4
Business 269 Principles of Management.....	3
English 102 .....	3
Physical/Life Science Elective.....	4
Humanities/Fine Arts Elective .....	3
Semester Total .....	17

Third Semester	Credit Hours
Bus 182 Managerial Accounting .....	4
Business Elective ** .....	3
Social Science Elective .....	3
Economics 202.....	3
Humanities/Fine Arts Elective .....	3
Semester Total .....	16

Fourth Semester	Credit Hours
Business 258 Small Business Management.....	3
Business 244 Fundamentals of Investments .....	3
Bus 211 Business Law I.....	3
Humanities/Fine Arts Elective .....	3
Humanities/Fine Arts Elective .....	3
Semester Total .....	15
Total Credit Hours.....	64

#### Program Prerequisites

CIS120 or 122; Math 135, Math 125 and Speech 101; qualification for English 101

#### Business Electives\*\*

- Business 212 Business Law II
- Business 231 Marketing
- Business 241 Introduction to Finance
- Business 257 Principles of Retailing
- Business 271 Human Resources Management
- Business 272 Sales Management
- Business 285 Real Estate Management

#### Admission Requirements

Must be enrolled as a student in good standing at Malcolm X College. For further information, call (312) 850-7199.

## Criminal Justice

#### The professions

- ◆ Security Guard
- ◆ Police Officer
- ◆ Corrections Officer

#### About the professions

Police, detectives, guards and correction officers are employed to safeguard lives and property. They prevent or minimize the loss of life and property. They enforce the laws and regulations that protect our safety and constitutional rights.

Police officers' responsibilities range from controlling traffic to preventing and investigating crimes, and arresting suspects. Some are assigned to traffic, investigations, crime prevention and police community relations. Some are trained and expert in chemical and microscopic analysis, firearms identification, and handwriting and fingerprint identification.

Private police duties vary according to the employer. In office buildings and banks, guards protect employees, merchandise and money. In retail, guards attempt to prevent theft by customers or employees. In factories and government buildings, guards check credentials of persons and vehicles entering and leaving the premises. Guards must be constantly alert for threats to the people, assets and properties they protect.

Correction officers provide direct supervision of persons who have been arrested, are awaiting trial, or who have been convicted of a crime and sentenced. They maintain order, enforce regulations, supervise

work assignments, count inmates frequently to make sure all are present, and try to remain impartial.

The safety of our nation's cities, towns and highways depends on the work of our criminal justice professionals. These men and women are expected to exercise authority without excessive force and without violations of individual rights and liberties as they serve and protect the public.

**Work environment**

*Employers*

- ◆ Correctional institutions
- ◆ Municipal, county, or state police departments
- ◆ Departments stores/schools, hotels, business and industrial environments
- ◆ Private security forces

*Typical schedule*

- ◆ 40–48 hour work week norm
- ◆ Overtime/shift work usual
- ◆ Frequent weekend/holiday/night work

*Tools & equipment*

- ◆ Daily reports, inmate records, court summons and other records
- ◆ Handcuffs, nightsticks and firearms
- ◆ Radio telephones and walkie-talkies
- ◆ Electronic surveillance devices

**Worker portrait**

*Skills & aptitudes*

- ◆ Acts on decisions quickly
- ◆ Handles detailed work well
- ◆ Performs duties in accordance with laws and departmental rules
- ◆ Takes and gives directions easily
- ◆ Provides leadership
- ◆ Alert, dependable and emotionally stable
- ◆ Thorough, accurate and observant

*Interests*

- ◆ Enjoys working with people
- ◆ Interested in performing a useful service that benefits society
- ◆ Enjoys working with little supervision

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**Criminal Justice concentration for the AA Degree**

*Program Code: 0210*

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Study of theory and practice of contemporary criminal justice for those who plan careers as police officers, or for police who wish to advance in rank or into administrative levels of criminal justice.

**First Semester** **Credit Hours**

English 101 .....	3
Social Science 101 .....	3
Mathematics 125 .....	4
Criminal Justice 102.....	3
Humanities/Fine Arts Elective .....	3
Semester total .....	16

**Second Semester** **Credit Hours**

English 102 .....	3
Sociology 201 .....	3
Criminal Justice 114.....	3
Physical/Life Science Elective.....	4
Humanities/Fine Arts Elective .....	3
Semester total .....	16

**Third Semester** **Credit Hours**

Speech 101 .....	3
Psychology 201 .....	3
Physical/Life Science Elective.....	4
Criminal Justice 155.....	3
Criminal Justice 234.....	3
Semester total .....	16

<b>Fourth Semester</b>	<b>Credit Hours</b>
Criminal Justice 250.....	3
Criminal Justice 256.....	3
Psychology 213 .....	3
Humanities/Fine Arts Elective .....	3
Social Science Elective .....	3
Semester total .....	15
Total credit hours.....	63

Note: This program satisfies both the entrance and/or promotion requirement for the Chicago Police Department.

## Education

### The professions

- ◆ Child Development
- ◆ Early Childhood Education
- ◆ Elementary Teacher Education
- ◆ Secondary Teacher Education
- ◆ Special Teacher Education

### About the professions

Teacher education programs tend to be interdisciplinary in scope and practical in orientation. In these majors, students learn how to apply knowledge about human growth and development. In order to teach at the elementary and secondary level, a bachelor's degree is required, and in most states, certification to teach at the appropriate grade level. College teachers require at least a master's degree.

### Work environment

#### Employers

- ◆ Private school districts
- ◆ Public school districts
- ◆ Community agencies
- ◆ Colleges and universities

#### Typical schedule

- ◆ Weekdays
- ◆ 30–40-hour work week
- ◆ 38–40 weeks per school year

### Worker portrait

#### Skills & aptitudes

- ◆ Excellent communication skills
- ◆ Patient, dependable and emotionally stable
- ◆ Provide guidance for young children
- ◆ Well organized
- ◆ Lifelong learner

#### Interests

- ◆ Enjoys doing valuable work for society
- ◆ Loves to take on challenging tasks
- ◆ Enjoys work in teams to accomplish goals and objectives
- ◆ Interested in variety

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### Elementary Education concentraton for the AA Degree

*Program Code: 0210*

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The following sequence of courses is recommended for students planning to transfer to a four-year institution to pursue a bachelor's degree in Elementary Education.

<b>First Semester</b>	<b>Credit Hours</b>
English 101 .....	3
Speech 101.....	3
History 111.....	3
Psychology 201 .....	3
Physical and Life Science elective .....	4
Semester total .....	16

<b>Second Semester</b>	<b>Credit Hours</b>
English 102 .....	3
Economics 202.....	3
Geography 101.....	3
Art 103.....	3
Physical and Life Science elective .....	3
Semester total .....	15

<b>Third Semester</b>	<b>Credit Hours</b>
Music 121.....	3
Non-Western History.....	3
Mathematics 121.....	4
Foreign Language.....	4
Sociology 201.....	3
Semester total.....	17

<b>Fourth Semester</b>	<b>Credit Hours</b>
Political Science 201.....	3
Literature 110.....	3
Philosophy 106.....	3
Mathematics 122.....	4
Education elective.....	3
Semester total.....	16
Total credit hours.....	64

### High School Education concentration for the AA Degree

Program Code: 0210

The following sequence of courses is recommended for students planning to transfer to a four-year institution to pursue a bachelor's degree in High School Education.

<b>First Semester</b>	<b>Credit Hours</b>
English 101.....	3
Speech 101.....	3
History 111.....	3
Psychology 201.....	3
Physical and Life Science elective.....	4
Semester total.....	16

<b>Second Semester</b>	<b>Credit Hours</b>
English 102.....	3
History 112.....	3
Music 121.....	3
Foreign Language.....	4
Physical and Life Science elective.....	3
Semester total.....	16

<b>Third Semester</b>	<b>Credit Hours</b>
Political Science 201.....	3
Non-Western History.....	3
Mathematics 118.....	4
Foreign Language.....	4
Education elective.....	3
Semester total.....	17

<b>Fourth Semester</b>	<b>Credit Hours</b>
Sociology 201.....	3
Literature 110.....	3
Chemistry 201.....	5
Philosophy 106.....	3
Semester total.....	14
Total credit hours.....	63

## Chemistry

### The professions

- ◆ Chemists
- ◆ Teacher
- ◆ Technical sales representative
- ◆ Forensic chemists
- ◆ Food and air control chemists

### About the professions

Chemistry plays a vital role in industrial manufacturing. Chemists are pivotal in many biochemical and medical fields. They play an important role in federal and local agencies to regulate environmental problems.

### Work environment

#### Employers

- ◆ Chemical manufacturing companies
- ◆ Federal and state government agencies
- ◆ Hospitals and other medical facilities

#### Typical schedule

- ◆ 30–40-hours per week based on the workplace

#### Tools & equipment

- ◆ A well-equipped lab

### Worker portrait

#### Skills and Aptitude

- ◆ Knows chemical principles manufacturing, and regulatory rules

#### Interests

- ◆ Enjoys problem-solving in various fields



- ◆ Enjoys interpersonal relationships within different agencies
- ◆ Enjoys helping agencies solve regulatory problems

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### Concentration in the Natural Sciences for Teachers—AS degree

*Program Code: (0211)*

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This Associate in Science degree program is designed for students pursuing careers as science teachers. The program in Physics, Chemistry, Biology and Mathematics is offered with concentration in the Natural Sciences (Physics, Chemistry, Biology) and Mathematics.

For the successful completion of the program, the student must complete a minimum of 64 semester hours with a cumulative grade point average of 2.00 (“C”). The GEC and core courses must be completed with a grade of “C” or better for the purpose of transfer. All courses submitted for graduation must be numbered 101 or higher.

Students transferring to Malcolm X College from other colleges must complete a minimum of 15 semester hours of required course work in residence at Malcolm X College to be eligible to receive the degree.

In addition, the School Code of Illinois states that students planning to graduate from Malcolm X college must receive a passing grade in an examination on 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 an official high school transcript or official GED Score Report verifying successful completion of this requirement. The completion of Political Science 201 or History 111, with a grade of “C” or higher, will meet this requirement.

Thirty-nine (39) of the 64 (minimum) required semester hours must be distributed among the five GEC areas of Physics, Chemistry, Biology, Mathematics, Communications and Social Sciences. The GEC enables students to acquire skills and values that lead to lifelong learning and to become productive members of society.

Students planning to complete the degree requirement for this program must successfully complete an additional 25 credit hours in the concentration and electives of Physics, Chemistry, Biology, and Mathematics.

### Concentration in the Natural Sciences and Mathematics for Teachers—AS degree

To ensure transferability, courses should be selected from the following IAI-approved concentration courses:

**Physics** **8–11 semester credits**  
Physics 231, 232, 235 236, 237

**Chemistry** **13–18 semester credits**  
Chemistry 201, 203, 205/206, 207, 208, 209

**Biology** **12–16 semester credits**  
Biology 122, 226, 227, 241, 242

**Minimum 14 credits**

#### General Education Requirements

**Communication** **9 semester credits**  
English 101, 102  
Speech 101

**Mathematics** **5 semester credits**  
Mathematics 207 or above

**Physical and Life Sciences** **7–8 semester credits**  
(one course in each area and one must be a lab course)  
Astronomy 201  
Biology 122 and above  
Chemistry 121, 201, 203, 205, 207  
Physical Science 101, 102, 111, 112  
Physics 131, 221, 222, 231, 232

**Humanities and Fine Arts** **9 semester credits**  
(three courses from at least two disciplines; at least one course in the Humanities and one course in the Arts)  
Any Foreign Language 104 and above  
Humanities 201,202, 205  
Literature 110, 111, 112, 113, 116,121, 122, 131, 133, 150, 211  
Philosophy 105, 106, 107, 108  
Art 103, 131, 132, 142, 144, 145, 166  
Fine Arts 104, 107, 108  
Music 121, 223, 224

**Social and Behavior Sciences 9 semester credits**  
(three courses selected from at least two disciplines)

- Economics 201, 202
- History 111, 112, 141, 142, 247, 248
- Political Science 201, 203, 204
- Psychology 201, 207
- Social Science 101, 102
- Sociology 201, 203

<b>Total Requirements General Education</b>	<b>39</b>
<b>Concentration</b>	<b>14</b>
<b>Open Electives</b>	<b>11</b>
<b>Degree Requirement (64 minimum credit hours)</b>	

**Concentration in the Natural Sciences and Mathematics for Teachers—AS degree**

*Program Code: (0211)*

**First Semester Credit Hour**

English 101 .....	3
Mathematics 121 .....	4
Social Science 101 .....	3
Physics 131 .....	4
Semester total .....	14

**Second Semester Credit Hours**

Sociology 201 .....	3
Chemistry 210.....	5
Math 122 .....	4
Physics 221 .....	4
Semester total .....	16

**Third Semester Credit Hours**

Biology 114 .....	4
Chemistry 203.....	5
Speech 101.....	3
Mathematics 207 .....	5
Semester total .....	17

**Fourth Semester Credit Hours**

Biology 115 .....	4
Physics 222 .....	4
Chemistry 205.....	5
Psychology 201 .....	3
Humanities/Fine Arts elective.....	3
Semester total .....	19

**English**

**The professions**

- ◆ Advertising

- ◆ Civil service
- ◆ Contract Specialist
- ◆ Diplomat
- ◆ Information Specialist
- ◆ Legislative Assistant
- ◆ Librarian
- ◆ Methods Analyst
- ◆ Public Relations Researcher
- ◆ Technical Writer
- ◆ Business Administrator
- ◆ Journalist
- ◆ Editor
- ◆ Evaluator
- ◆ Insurance Examiner
- ◆ Lawyer
- ◆ Writer
- ◆ Lexicographer
- ◆ Manager
- ◆ Program Developer
- ◆ Publisher
- ◆ Teacher
- ◆ Writing Consultant
- ◆ Fundraiser

**About the professions**

A wide variety of career options is available because English majors must develop strong analytical and imaginative abilities as well as superior skills in oral and written communications. Their abilities go well beyond those required of researchers and writers. A poll of the nation's top 400 firms, for instance, revealed that English majors predominated among those they hire as entry level managers.

**Work environment**

*Employers*

- ◆ Most often office jobs with formal or informal work atmosphere

- ◆ Several fields lend themselves to home-based self-employment via consulting and freelance work

*Typical schedule*

- ◆ 35–40-hour work week common
- ◆ Daytime schedule in office; freelancers and consultants often work from home during all hours

*Tools & equipment*

- ◆ Computer skills
- ◆ Extensive word processing experience

**Worker portrait**

*Skills & aptitudes*

- ◆ Skilled and prolific writer
- ◆ Able to handle multiple tasks simultaneously
- ◆ Able to meet deadlines for written assignments

*Interests*

- ◆ Widely read
- ◆ Conversant with current events and cultural developments in literature, the humanities, and social and political sciences

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**English concentration for the AA Degree**

*Program Code 0210*

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

**First semester** **Credit Hours**

English 101 Composition .....	3
Literature 110 Introduction to Literature .....	3
English 241 Creative Writing.....	3
Humanities/Fine Arts elective* .....	3
CIS elective.....	3
Semester total .....	15 hours

**Second semester** **Credit Hours**

English 102 Composition .....	3
Literature 112 Introduction to Poetry .....	3
Mathematics elective* .....	3-5
Humanities/Fine Arts elective* .....	3
Social Science elective* .....	3
Semester total .....	15–17 hours

**Third Semester**

**Credit Hours**

Speech 101 Fundamentals of Speech Communication .....	3
English 201 Advanced Composition .....	3
Literature elective .....	3
Biological/Physical Science elective* .....	4-5
Social Science elective* .....	3
Semester total .....	16–17 hours

**Fourth semester**

**Credit Hours**

Humanities/Fine Arts elective* .....	3
Social Science elective* .....	3
Biological/Physical Science elective* .....	4-5
General electives* .....	6
Semester total .....	16–17 hours

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**Journalism concentration for the AA Degree**

*Program Code 0210*

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; in public relations or public information.

**First semester**

**Credit Hours**

English 101 Composition .....	3
Humanities/Fine Arts electives* .....	6
Social Science elective* .....	3
CIS 120 Introduction to Microcomputers.....	3
Semester total .....	15 hours

**Second semester**

**Credit Hours**

English 102 Composition .....	3
English 150 College Newspaper.....	1
English 151 News Reporting and Writing.....	3
Physical Science elective* .....	4–5
Mathematics elective* .....	4
Semester total .....	15–16 hours

**Third Semester**

**Credit Hours**

Speech 101 Fundamentals of Speech Communication.....	3
Physical Science elective* .....	4–5
Humanities/Fine Arts electives* .....	3
English 152 Introduction to Mass Communications .....	3
Social Science elective* .....	3
Semester total .....	16–17 hours

<b>Fourth semester</b>	<b>Credit Hours</b>
Social Science elective* .....	3
General electives .....	12
Semester total .....	15 hours

## History

### The professions

- ◆ Archivist
- ◆ Consultant
- ◆ Foreign service
- ◆ Historian
- ◆ Market Researcher
- ◆ Museum curator
- ◆ Public Relations
- ◆ Teacher
- ◆ Writer

### About the professions

History is concerned with past human experience, and social, political and economic events. The professions employ analysis, writing and in-depth skills.

### Work environment

#### Employers

- ◆ Occupations are usually “theme” oriented with emphasis on goal attainment. Work environments include non-profit agencies, government and social institutions, and private businesses.

#### Typical schedule

- ◆ Varies according to occupation

#### Tools & equipment

- ◆ Communications instruments, books

### Worker portrait

#### Skills & aptitudes

- ◆ Analytical thinker
- ◆ Good writer
- ◆ Investigator
- ◆ Consummate reader

#### Interests

- ◆ Curiosity about the “why” of social events in history
- ◆ Interested in shaping future happenings

## Humanities and Fine Arts concentration for the AA Degree

Program Code 0210

Study of the humanities and fine arts for students who intend to transfer to a four-year college or university.

<b>First Semester</b>	<b>Credit Hours</b>
English 101 Composition .....	3
Humanities 203 Arts in Contemporary America.....	3
Social Science elective* .....	3
Literature elective* .....	3
CIS elective* .....	3
Semester total .....	15

<b>Second Semester</b>	<b>Credit Hours</b>
English 102 Composition .....	3
Humanities 210 Comparative Mythology .....	3
Art/Music elective* .....	3
Mathematics elective* .....	3–5
Social Science elective* .....	3
Semester total .....	15–18

<b>Third Semester</b>	<b>Credit Hours</b>
Humanities 212 Non-Western Cultures.....	3
Fine Arts 104 World Cinema .....	3
Physical/Life Sciences elective* .....	4–5
Social Science elective* .....	3
Semester total .....	12–15

<b>Fourth Semester</b>	<b>Credit Hours</b>
Philosophy elective .....	3
Humanities/Fine Arts elective* .....	3
Physical/Life Sciences elective* .....	4–5
General electives* .....	6
Semester total .....	16–18

**Communications** **9 semester credits**  
 English 101, 102  
 Speech 101

**Mathematics\*** **3 semester credits**  
 Mathematics 118, 121, 122, 125, 135, 204, 207,  
 208, 209

**Physical and Life Sciences\*** 7–8 semester credits  
(one course in two different areas; one must be a lab course)

- Astronomy 201
- Biology 114, 115, 121, 122
- Chemistry 100/121, 201, 203, 205
- Physical Science 101, 102, 111, 112
- Physics 131, 221, 222, 231, 232

**Humanities and Fine Arts\*,<sup>2</sup>** 9 semester credits  
(three courses selected in two disciplines;  
<sup>2</sup> indicates that the course may be used for either a Theater or Theater, Humanities, or Dramatic Literature elective)

- Art 103, 131, 132, 142, 144, 145, 166
- Fine Arts 104, 107, 108
- Humanities 203, 205<sup>2</sup>, 207<sup>2</sup>, 210, 212
- Literature 110, 111, 1122, 113, 114, 116, 117, 121, 122, 131, 133, 150, 2112
- Music 121, 223, 224
- Philosophy 105, 106, 107, 108

**Social Sciences** 9 semester credits  
(three courses selected from at least two disciplines)

- Economics 201, 202
- History 111, 112, 113
- Political Science 201, 203, 204
- Psychology 201, 207
- Social Science 101, 102
- Sociology 201, 203

**Humanities and Fine Arts<sup>2</sup>** 15–17 semester credits

<sup>2</sup> indicates that the course may be used as a Humanities elective)  
 Fine Arts 104, 107<sup>2</sup>, 108<sup>2</sup>  
 Humanities 203, 205<sup>2</sup>, 207<sup>2</sup>, 210, 212  
 All Literature, Music, Art and Philosophy courses can be used as electives.

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### Latin American Studies concentration for the AA Degree

*Program Code 0210*

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Study of Latin American cultures for students who intend to transfer to a four-year college or university.

<b>First Semester</b>	<b>Credit Hours</b>
English 101 Composition .....	3
Speech 101 Fundamentals of Speech Communication .....	3
Social Science elective* .....	3
Spanish 101 First Course .....	4
Latin American Literature 129 .....	3
Semester total .....	16

<b>Second Semester</b>	<b>Credit Hours</b>
English 102 Composition .....	3
History 215 History of Latin America .....	3
Spanish 102 Second Course .....	3
Mathematics elective* .....	3–5
Social Science elective* .....	3
Semester total .....	15–18

<b>Third Semester</b>	<b>Credit Hours</b>
Latin American Literature 128 .....	3
Spanish 103 Third Course .....	3
Physical/Life Sciences elective* .....	4–5
Social Science elective* .....	3
Semester total .....	13–15

<b>Fourth Semester</b>	<b>Credit Hours</b>
Spanish 104 Fourth Course .....	3
Humanities and Fine Arts elective .....	3
Physical/Life Sciences elective* .....	4–5
General Education electives* .....	6
Semester total .....	16–17

**Communication** 9 semester credits  
 English 101, 102  
 Speech 101

**Mathematics\*** 3 semester credits  
 Mathematics 118, 121, 122, 125, 135, 204, 207, 208, 209

**Physical and Life Sciences\*** 7–8 semester credits  
(one course in two different areas; one must be a lab course)  
 Astronomy 201  
 Biology 114, 115, 121, 122  
 Chemistry 100/121, 201, 203, 205  
 Physical Science 101, 102, 111, 112  
 Physics 131, 221, 222, 231, 232



**Humanities and Fine Arts\***, \*\* **9 semester credits**  
(three courses selected in two disciplines;  
<sup>2</sup> indicates that the course may be used for either a  
Theater or Theater, Humanities, or Dramatic Literature  
elective)

Art 103, 131, 132, 142, 144, 145, 166  
Fine Arts 104, 107, 108  
Humanities 203, 205<sup>2</sup>, 207<sup>2</sup>, 210, 212  
Literature 110, 111, 112<sup>2</sup>, 113, 114, 116, 117, 121,  
122, 131, 133, 150, 211<sup>2</sup>  
Music 121, 223, 224  
Philosophy 105, 106, 107, 108

**Social Sciences** **9 semester credits**  
(three courses selected from at least two disciplines)

Economics 201, 202  
History 111, 112, 113  
Political Science 201, 203, 204  
Psychology 201, 207  
Social Science 101, 102  
Sociology 201, 203

## Psychology

### The professions

- ◆ School counseling
- ◆ Mental NSLP worker
- ◆ Therapist (Psychologists, Psychiatrist)
- ◆ Employment counselor
- ◆ Personnel Management Specialist
- ◆ Drug Abuse Counselor
- ◆ Behavioral Researcher
- ◆ Teaching
- ◆ Childcare

### About the professions

Specialists in psychology help evaluate job skills, diagnose and treat behavioral disorders, research the field of human behavioral, research and teach human behavior at all levels. They can help care for people in pre-school, day care, and senior citizen settings.

### Work environment

#### Employers

- ◆ Non-profit agencies

- ◆ Government agencies
- ◆ Educational institutions at all levels
- ◆ Individual and group practice
- ◆ Hospitals
- ◆ Mental health clinics
- ◆ Private industry

#### Typical schedule

- ◆ Depends on the special occupations

#### Tools & equipment

- ◆ Knowledge of human behavior
- ◆ Testing/evaluations tools
- ◆ Good interpersonal skills

### Worker portrait

#### Skills & aptitudes

- ◆ Analytical and statistical skills
- ◆ Well-balanced temperament
- ◆ Well-adjusted personality

#### Interests

- ◆ Interested in understanding human behavior
- ◆ Demonstrates human empathy and likes helping others

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## Social Science concentration for the AA degree

Program Code: 0210

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### Required courses:

History 111 and 112

Political Science 201

Sociology 201

Psychology 201

Economics 201

Social Science 101 and 102

Students would be able to choose between two to three electives from among all the other course offerings in the social sciences. These electives could be chosen from history, political science, psychology, economics, sociology or social science.

### Sample Schedule of classes:

First Semester	Credit Hours
Math.....	3–5
English 101 .....	3
Social Science 101 .....	3
Humanities/Fine Arts electives .....	3
History 111 .....	3
Semester total .....	15–17

Second Semester	Credit Hours
English 102 .....	3
History 112 .....	3
Physical and Life Sciences elective .....	4–5
Social Science 102 .....	3
Social Science elective.....	3
Semester total .....	16–17

Third Semester	Credit Hours
Speech 101 .....	3
Physical and Life Sciences .....	4–5
Humanities/Fine Arts elective.....	3
Political Science 201 .....	3
Social Science elective.....	3
Semester total .....	16–17

Fourth Semester	Credit Hours
Sociology 201 .....	3
Economics 201 .....	3
Humanities/Fine Arts elective.....	3
Psychology 201 .....	3
Math.....	3–5
Semester total .....	15–17
Total .....	62–68

## Theater

### The professions

- ◆ Actor
- ◆ Director
- ◆ Writer
- ◆ Producer
- ◆ Model
- ◆ Teacher
- ◆ Casting Director
- ◆ Theatrical Agent
- ◆ Theater Manager

- ◆ Critic
- ◆ Presenter at Trade or Industrial Shows
- ◆ Corporate Presenter
- ◆ Consultant
- ◆ Technical Director
- ◆ Costume Designer
- ◆ Sound Technician
- ◆ Stage Manager

### About the profession

Theater is a highly competitive and rewarding field. Although acting is the most visible aspect in theater, there are many other positions in the theater from producer to stage manager. In addition, the presentational and creative skills learned by a theater major can just as well be used in business and industry. It is a creative field and most theater professionals like going to work.

### Work Environment

Theatrical work is done not only in theaters but also in film studios, television and radio stations, convention centers, halls, conference rooms, and classrooms.

The work environment is intense and team oriented.

### Typical schedule

The schedule is atypical. Usually the work is consuming followed by a period of leisure.

The schedule could be daytime or at night or both.

### Worker Portrait

#### Skills and aptitudes

- ◆ To be creative
- ◆ To understand human nature
- ◆ To be a team player

#### Interests

- ◆ Any and all interests can apply to this profession since it is a reflection of life

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### Theater concentration for the AA Degree

*Program Code: 0210*

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Study of theater for students who intend to transfer to a four-year college or university.

**First Semester** **Credit Hours**

English 101 Composition .....	3
Speech 101 Fundamentals of Speech Communication .....	3
Social Science elective* .....	3
Humanities/Fine Arts elective* .....	3
Theater 131 Introduction to the Theater .....	3
Semester total .....	15

**Second Semester** **Credit Hours**

English 102 Composition .....	3
Theater 132 Theater Design, Production and Management .....	4
Theater 133 Acting I .....	3
Mathematics elective* .....	3–5
Social Science elective* .....	3
Semester total .....	16–18

**Third Semester** **Credit Hours**

Theater 232 Theater Workshop .....	3
Theater, Humanities, or Dramatic Literature elective <sup>2</sup> .....	3
Physical/Life Sciences elective* .....	4–5
Social Science elective* .....	3
Semester total .....	13–15

**Fourth Semester** **Credit Hours**

Theater elective** .....	3
Humanities/Fine Arts elective* .....	3
Physical/Life Sciences elective* .....	4–5
General Education electives* .....	6
Semester total .....	16–18

**Communications** **9 semester credits**

- English 101, 102
- Speech 101

**Mathematics\*** **3 semester credits**

- Mathematics 118, 121, 122, 125, 135, 204, 207, 208, 209

**Physical and Life Sciences\*** **7–8 semester credits**

(one course in two different areas; one must be a lab course)

- Astronomy 201
- Biology 114, 115, 121, 122
- Physical Science 101, 102, 111, 112
- Physics 131, 221, 222, 231, 232

**Humanities and Fine Arts\*,<sup>2</sup>** **9 semester credits**

(three courses selected in two disciplines; <sup>2</sup> indicates that the course may be used for either a Theater or Theater, Humanities, or Dramatic Literature elective)

- Art 103, 131, 132, 142, 144, 145, 166
- Fine Arts 104, 107, 108
- Humanities 203, 205<sup>2</sup>, 207<sup>2</sup>, 210, 212
- Literature 110, 111, 112<sup>2</sup>, 113, 114, 116, 117, 121, 122, 131, 133, 150, 211<sup>2</sup>
- Music 121, 223, 224
- Philosophy 105, 106, 107, 108

**Social Sciences** **9 semester credits**

(three courses selected from at least two disciplines)

- Economics 201, 202
- History 111, 112, 113, 116, 121, 122, 131, 133, 150, 211
- Political Science 201, 203, 204
- Psychology 201, 207
- Social Science 101, 102
- Sociology 201, 203

**Theater<sup>2</sup>** **15–21 semester credits**

(<sup>2</sup> indicates that the course may be used as a Theater elective)

- Theater 129<sup>2</sup>, 131, 132<sup>2</sup>, 133, 232, 242<sup>2</sup>, 252<sup>2</sup>

**Broadcasting and Video Production<sup>2</sup>** **3 semester credits**

(<sup>2</sup> indicates that the course may be used as a Theater elective)

- Broadcasting 231

**Associate in Arts: Additional curriculum choices**

- ◆ Art Education
- ◆ Communications (English, Speech)
- ◆ Health Administration
- ◆ Political Science
- ◆ Music
- ◆ Sociology
- ◆ Social Work

## Computer Information Systems

**The professions**

- ◆ Computer Operator
- ◆ Computer Programmer

- ◆ Computer Programmer/Analyst
- ◆ Computer Specialist/Trainer
- ◆ Data Entry Clerk
- ◆ Manager
- ◆ Entrepreneur
- ◆ Consultant

### About the professions

Computers have become essential to the operation of stores, banks, colleges and universities, government agencies, hospitals, factories, and many other organizations in our society. From word processing in business offices to computerized reservation systems in airports, computers have increased productivity and led to faster and more efficient services. As with machines, the usefulness of computers depends on the skill of the people who run them. Computer personnel include operators, programmers, systems analysts, microcomputer specialists, computer-user trainers, and network administrators.

Computer programmers write software, i.e., lists of logical steps the computer uses to organize data, solve problems or perform other tasks. Applications programmers write programs to handle specific jobs, such as inventory control. They may work for all types of firms that use computer systems. Systems programmers usually work for organizations with large computer centers and for firms that manufacture computers or develop software. They make changes in the sets of instructions that determine how the computer handles the various jobs it has been given.

Working from operating instructions prepared by programmers or operations managers, computer operators set controls on the computer and other equipment required to run particular jobs. Computer operators load the equipment with tapes, disks, and paper as needed. They monitor the computer console and respond to operating and computer messages.

Advances in technology have increased the computer's applications in the factory, the office and the telecommunications industry. As computer use grows, so will the need for workers who are able to cope with change and adapt to new technologies.

## Work environment

### Employers

- ◆ Wholesale and retail trade establishments
- ◆ Banks and other financial institutions
- ◆ Manufacturing firms and public utilities
- ◆ Government agencies
- ◆ Data processing service organizations
- ◆ Medical institutions

### Typical schedule

- ◆ 40-hour work week norm
- ◆ Occasional overtime
- ◆ Shift and part-time work possible
- ◆ Occasional travel

### Tools and equipment

- ◆ Computers and auxiliary equipment (PCs, mainframes and portable computers)
- ◆ Computer printouts, work logs and reports
- ◆ Handbooks, diagrams, instruction sheets, statistics and charts

### Worker portrait

#### Skills and aptitudes

- ◆ Work independently
- ◆ Work quickly and accurately
- ◆ Able to think logically and use good judgment
- ◆ Mechanical and mathematical aptitudes
- ◆ Patient and persistent
- ◆ Detail oriented

#### Interests

- ◆ Enjoys solving problems
- ◆ Enjoys working with ideas
- ◆ Interested in new technical advancements
- ◆

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## Computer Information Systems AS Degree

Program Code: 0211

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### First Semester Credit Hours

CIS 101 .....	3
CIS 102 .....	3
English 101 .....	3
Humanities and Fine Arts elective.....	3
Semester total .....	12

### Second Semester Credit Hours

Social and Behavioral Sciences elective.....	3
CIS 120 .....	3
English 102 .....	3
Speech 101.....	3
Physical and Life Sciences elective .....	4
Semester total .....	16

### Third Semester Credit Hours

CIS electives (one programming course required) .....	6
Mathematics 135.....	4
Social and Behavioral Sciences elective.....	3
Humanities and Fine Arts elective.....	3
Semester total .....	16

### Fourth Semester Credit Hours

Social and Behavioral Sciences elective.....	3
Humanities and Fine Arts elective.....	3
CIS 158.....	3
CIS 250.....	3
Mathematics 140.....	4
Semester total .....	16
Total credit hours.....	60

### Physical/Life Sciences electives 4 credits

(one course in each area and one must be a lab course)

Astronomy 201  
Biology 114, 115, 121, 122  
Chemistry 121, 201, 203, 205, 207  
Physical Science 101, 102, 111, 112  
Physics 131, 221, 221,231

### CIS electives 6 credits

CIS 103, 122, 123, 142, 144, 158, 203, 242, 244,  
258, 250

### Humanities/Fine Arts electives 9 credits

(three courses selected from at least two disciplines)

Art 103, 131, 132,142, 144, 145, 166  
Fine Arts 104, 107, 108  
Humanities 201, 202, 204, 205, 208  
Literature 110, 111, 112,113, 116, 121, 131, 133,  
150, 211  
Music 121, 223, 224  
Philosophy 105, 106, 107, 108

Any foreign language

### Social/Behavioral Sciences electives 9 credits

(three course selected from at least two disciplines)

Anthropology 201, 202  
History 111, 112, 141, 142, 247, 248  
Political Science 201, 203, 204  
Psychology 201, 207, 211, 222  
Social Science 101, 102  
Sociology 201, 203

### Admission requirements

Must be enrolled as a student in good standing at Malcolm X College. For further information, please call (312) 850-7199 or visit Room 0204.



# Programs of Instruction

## Career Programs

It is required that all GEC and core required courses be completed with a grade of “C” or better for the purpose of transfer.

## Child Development

### Mission:

To prepare students with the knowledge and practical experience necessary to foster developmentally appropriate experiences for young children

### The professions

- ◆ Early Childhood Teacher
- ◆ Early Childhood Director
- ◆ Early Childhood Teacher Assistant
- ◆ After School Teacher/Program Director
- ◆ Home Child Care Provider
- ◆ Child Care Center Provider
- ◆ Activities Supervisor in recreational or hospital programs

### About the professions

With the ever changing family structure, there is an increasing demand for quality care of young children. Malcolm X College responds to this demand for trained childcare specialists through its Child Development Program which prepares students to work with children and young people in schools, preschools, child care centers and recreational facilities.

Children are our nation’s most valuable resource and early childhood educators provide rich experiences that influence children all their lives. Those caring for infants and toddlers follow a routine of basic care-feeding, bathing, diapering, playing, and comforting. Those working with older children, in addition to taking care of their basic needs, plan and carry out

programs to stimulate children’s physical, emotional, intellectual, and social growth.

Early childhood educators’ duties depend on the setting in which they work. Childcare workers in a child care or preschool setting are in charge of groups of children under the supervision of a director who also handles administrative and program development responsibilities. School teacher aides help with individual or small group instruction of children, in addition to handling routine tasks to give teachers more time for teaching. Preschool teachers introduce young children to formal learning, and plan and lead basic educational programs. Child care or home care providers will find the courses in this curriculum helpful.

Early childhood educators recognize that competent and loving childcare contributes to the total development of children and well-being of families.

### Work environment

#### Employers

- ◆ Preschools
- ◆ Child care centers
- ◆ Home child settings
- ◆ Head Start programs
- ◆ Head Start programs
- ◆ Public, private, or religious schools
- ◆ After-School Centers
- ◆ Group homes

#### Typical schedule

- ◆ Work customarily on weekdays
- ◆ 35–40 hour workweek norm
- ◆ Occasional night work

#### Tools & equipment

- ◆ Toys, plants, animals, books, art and craft supplies, playground and gym equipment
- ◆ Schedules, records and various forms
- ◆ Lunches, refreshments and other food items
- ◆ Children’s garments

## Worker portrait

### Skills & aptitudes

- ◆ Relates well to children
- ◆ Skills in art, music, drama and storytelling
- ◆ Provides fair but firm discipline
- ◆ Kind, patient, dependable and emotionally stable
- ◆ Creative and imaginative
- ◆ Enthusiastic, with a sense of humor

### Interests

- ◆ Enjoys working with children and helping others
- ◆ Enjoys variety
- ◆ Enjoys doing valuable work for society

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## Child Development-Pre-School Education Associate in Applied Science Degree

Program Code: 0278: Department Number: 090

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Study of child development and general education courses for the student who intends to seek employment in day care centers or nursery schools as teacher aides and activity supervisors.

### First Semester Credit Hours

Child Development 101 .....	4
Child Development 107 .....	3
Child Development 120 .....	3
English 101 .....	3
Mathematics 118 .....	4
Semester total .....	17

### Second Semester Credit Hours

Child Development 149 .....	3
Child Development 109 .....	3
English 102 .....	3
Social Science Elective .....	3
Science electives .....	3
Semester total .....	15

### Third Semester Credit Hours

Child Development 143 .....	3
Child Development 201 .....	3
Child Development 258 .....	4
Social Science Elective .....	3
Science electives .....	3
Semester total .....	16

### Fourth Semester Credit Hours

Child Development 259 .....	6
Humanities electives.....	5
Speech 101 .....	3
Semester total .....	14
Total credit hours.....	62

## General Education Requirements and Electives (31 hours)

### Communication Skills 9 semester credits

Students must complete the following courses

English 101 .....	3
English 102 .....	3
Speech 101.....	3
Mathematics .....	4*

Students must complete one of the following courses:

Math 118 or higher .....	4*
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\* Course previously offered as 3 credit hours

### Social Sciences 6 semester credits

Students must complete two of the following courses

History 111 .....	3
History 112.....	3
Social Science 101.....	3
Social Science 102.....	3
Sociology 201 .....	3
Psychology 201 .....	3
Humanities & Fine Arts.....	5

Students *must* complete at least **two** courses from two different areas\*:

Literature  
Music  
Art  
Philosophy  
Fine Arts  
Humanities

\* Combination of courses must equal at least 5 credit hours

## Biological and Physical Sciences 6

Students must complete two of the following courses:

Physical Science 101 .....	3
Physical Science 102 .....	3
Biology 114 .....	4
Biology 115 .....	4
Chemistry 100/121 .....	5
Physics 131 .....	4
Total .....	30

### Admission requirements

For further information, contact the Career Department at 312/850-7409, Room 3506.

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## Child Development Pre-School Education Advanced Certificate

*Program Code: 0282; Department Number: 090*

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First Semester	Credit Hours
Child Development 101 .....	4
Child Development 107 .....	3
Child Development 109 .....	3
Child Development 120 .....	3
Child Development 143 .....	3
Child Development 149 .....	3
Child Development 201 .....	3
Child Development 258 .....	4
Child Development 259 .....	6
Total credit hours.....	32

### Admission requirements

For further information, contact the Career Department at 312/850-7409, Room 3506.

## Clinical Laboratory Technician

### The occupation

- ◆ Clinical Laboratory Technician

### About the profession

Clinical laboratory science provides health information based on the examination of body fluids, tissue, and cells through collaborative efforts of various clinics. In clinical chemistry, the levels of blood constituents are analyzed (i.e. blood glucose, cholesterol, etc.); in coagulation, blood clotting disorders are analyzed; in hematology, red blood cells and white blood cells are evaluated in assessing anemias and leukemias; in immunohematology, blood is typed and cross-

matched for transfusions; in immunology, blood is analyzed for the presence of antigens and antibodies which signal diseases; in microbiology, various specimens (i.e. blood, urine, feces, wound, etc.) are cultured and examined for the presence of disease-producing microorganisms and their susceptibility to antibiotics; in phlebotomy, blood drawing skills are acquired; and in urinalysis, urine is analyzed for the diagnosis of renal diseases, diabetes and other metabolic disorders.

Clinical laboratory testing plays a crucial role in the detection, diagnosis, and treatment of disease. The practice of modern medicine would be impossible without the tests performed in the clinical laboratory.

Clinical Laboratory Technicians (CLT) may advance to the Medical Technology (MT) level with additional education and/or work experience.

### Work environment

#### Employers

- ◆ Hospital laboratories
- ◆ Clinics
- ◆ Physician offices
- ◆ Blood bank laboratories
- ◆ Research and testing laboratories
- ◆ Public health facilities
- ◆ Other laboratory settings

#### Typical schedule

- ◆ 40-hour work week is norm
- ◆ Day, evening, or night shift
- ◆ May work weekends and holidays
- ◆ Rotating shifts

#### Tools and equipment

- ◆ Automated instruments
- ◆ Computers
- ◆ Microscopes
- ◆ Other micro instruments

## Worker portrait

### Skills and Aptitudes

- ◆ Communicates with patients, families, and other health care professionals
- ◆ Works well as part of a team
- ◆ Works quickly and accurately under stress
- ◆ Operates technical equipment
- ◆ Detail oriented and observant
- ◆ Alert, attentive, patient and tactful
- ◆ Manual dexterity
- ◆ Able to stand for long hours
- ◆ Lift, carry, push or pull objects up to 15 pounds
- ◆ Tolerate occasional exposure to unpleasant odors

### Interests

- ◆ Enjoys science
- ◆ Enjoys working alone, and in teams
- ◆ Enjoys working with machines and technology

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## Clinical Laboratory Technician AAS Degree

*Program Code: 0236; Department Number: 019*

The Clinical Laboratory Technician program prepares students for all functions in clinical laboratory (clinical chemistry, coagulation, hematology, immunohematology, immunology, microbiology, and urinalysis). Learned are routine test procedures of moderate and high complexity. Graduates of the program are eligible for certification through the American Society of Clinical Pathologists (ASCP), the National Certification Agency (NCA) for Medical Laboratory Personnel and other certifying agencies. The program is seeking accreditation by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS).

## Prerequisites

(must be met through credit, exemption or waiver)

Health Science 101.....	3
English 101 Composition .....	3
Biology 114 .....	4
or BIO 121 .....	5
Math 118.....	4
Chemistry 100/121 .....	5

### First Semester

### Credit Hours

Elective .....	4
Biology 226 .....	4
Clinical Laboratory Technician 104 .....	2
Clinical Laboratory Technician 105 .....	3
Clinical Laboratory Technician 106 .....	2
Semester total .....	15

### Second Semester

### Credit Hours

Biology 227 .....	4
Chemistry 201.....	5
Clinical Laboratory Technician 107 .....	2
Clinical Laboratory Technician 109 .....	2
Clinical Laboratory Technician 121 .....	2
Clinical Laboratory Technician 123 .....	2
Semester total .....	17

## Second Year

### Third Semester

### Credit Hours

Microbiology 233 .....	4
Clinical Laboratory Technician 124 .....	3
Clinical Laboratory Technician 204 .....	6
Clinical Laboratory Technician 206 .....	2
Clinical Laboratory Technician 207 .....	2
Semester total .....	17

\* Note: Students enrolling in the Practicum and Seminar courses (CLT 204, 218) are assigned to an off-campus clinical facility on Wednesday, Thursday and Friday from 6 a.m. to 5 p.m. for up to eight hours per day. Students should arrange their schedules to successfully complete these courses. The 6 a.m. start time is for phlebotomy experience and will last from six days to two weeks.

<b>Fourth Semester</b>	<b>Credit Hours</b>
Elective .....	4
Clinical Laboratory Technician 218 .....	6
Clinical Laboratory Technician 219 .....	2
Clinical Laboratory Technician 221 .....	2
Clinical Laboratory Technician 224 .....	2
Semester total .....	16
Total credit hours .....	65

**\*Recommended electives**

- English 102
- Speech 101
- Political Science 201
- History 111
- Social Science 101
- Social Science 102
- Humanities 201, 202 or Psychology 201
- Math 125

**Admission requirements**

- ◆ Submit a completed application to the Clinical Laboratory Technician program, including an official high school transcript or GED certificate showing date of graduation or completion.
- ◆ A minimum grade of “C” in Chemistry 100/121, Biology 114, Mathematics 118, and Health Science 101, or exemptions based on equivalent credit from other colleges.
- ◆ Provide letters of reference from instructors, college advisors, faculty advisors, clergymen, or employers.
- ◆ Interview with members of the Clinical Laboratory Technician program faculty.
- ◆ All foreign students will be required to submit transcripts from all secondary institutions attended, with certified English translations and U.S. course equivalencies.

Students are admitted into the program in the fall semester of each year. For further information, please contact the Clinical Laboratory Technician Department at (312) 850-7368, Room 3410.

## Emergency Medical Technician

**the profession**

- ◆ Emergency Medical Technician—Basic
- ◆ Paramedic

**About the profession**

A career in Emergency Medical Services (EMS) provides the student with the knowledge and training to recognize symptoms of illness and injury and to provide emergency medical care. Professionals in the field of EMS are prepared to make quick decisions based on classroom, laboratory, and field experience. Emergency medical technicians and paramedics perform their jobs with and for people. Students must have a sincere desire to work with people and must be empathetic to the needs of the sick and injured. Regional EMS systems utilize two levels of practice, EMT-B and Paramedic, which are licensed by the State of Illinois.

**Entry level training: EMT-B**

Emergency Medical Technician—Basic (EMT-B) training provides basic knowledge and skills that can be used at home, school, or the work place, whenever a medical emergency is present. Successful completion of the course enables the student to sit for the state licensing exam. Students must attain license as an EMT-B before pursuing the paramedic level. EMT-B licensing is required by most municipalities for employment as fire fighter and other public service career.

**Advanced level training: Paramedic**

Once the EMT license is attained a student can advance to the paramedic program. This program offers a higher level of skill and knowledge to render advanced life saving techniques to an emergency situation. Successful completion of the program enables the student to sit for the state licensing exam. Paramedic licensing is required for all advanced life support ambulance service.

**Work environment:**

*Employers*

- ◆ Private ambulance companies
- ◆ Health care facilities



- ◆ Private industry
- ◆ Municipal agencies

*Typical schedule*

- ◆ Irregular hours
- ◆ 24-hour or 10–12 hour shift
- ◆ Work required in many different settings
- ◆ Weekend/Holiday work probable

*Tools and equipment*

- ◆ All basic and advanced life support equipment
- ◆ Computers
- ◆ Report and record keeping

**Worker portrait:**

*Skills and Aptitudes*

- ◆ Sets priorities
- ◆ Works well under pressure
- ◆ Able to communicate effectively
- ◆ Good manual dexterity and physical health
- ◆ Detail oriented and observant
- ◆ Dependable and emotionally stable
- ◆ Good judgment and common sense
- ◆ Empathetic and tolerant

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**Emergency Medical Technician—Basic (EMT-B)**

*Program Code: 0252; Department Number: 120*

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<b>Course</b>	<b>Credit Hours</b>
Emergency Medical Technician-Basic 101 .....	6
Total credit hours:.....	6

**EMT-B Admission requirements**

1. Official high school transcripts or GED certificate showing date of graduation or completion
2. 18 years of age or older
3. Must be eligible to enroll in or have passed English 101 or successful completion of EMT 103.
4. Must complete interview with program director

**Paramedic Program**

**Admission requirements**

Courses runs for three consecutive semesters starting each fall semester, Applications are accepted the previous spring. To be considered for admission the applicant must:

1. Be a high school graduate or GED Certificate holder.
2. Be currently licensed by the State of Illinois as an EMT-B (note: Students enrolled in a current spring semester EMT class who have not completed the state exam are not eligible to apply *unless from MXC EMT class* with acceptable course grade).
3. Earn a passing grade in Biology 116, equivalent A&P course or higher (such as Human Structure and Function/BIO 226 and 227).
4. Have a current CPR card.
5. Ambulance experience as an EMT-B (approximately 500 hours) by start of program is strongly recommended.
6. Achieve acceptable scores on admissions examinations.
7. Submit, by deadline, completed program application with transcripts, to the Paramedic Program Director at Malcolm X College.

**Applicant interviews**

Interviews with EMS Region XI Admissions Committee are granted to those applicants who have met or exceeded the candidates' admission criteria.

**Selection factors**

Selection of candidates for this program is highly competitive and conducted by interview process. Evaluation of applicant ability is based on academic history, EMS work experience, references, and communication skills. Emphasis is placed on academic history as demonstrated by GPA, and motivation as demonstrated by experience in EMS field.

## EMT Paramedic Program— Advanced Certificate Track

*Program Code: 0265 Department Number: 120*

The Advanced Certificate in the Paramedic Program is awarded to the student that successfully completes the Paramedic Core Curriculum. Courses run for three consecutive semesters starting each fall. Applications are accepted the previous spring. Successful completion of the core curriculum provides eligibility to take the licensing examination offered by the Illinois Department of Public Health or the National Registry of EMTs.

### Paramedic Core Curriculum

#### First Semester Credit Hours

EMT 221 Essentials of Paramedic Medicine I .....	9
EMT 222 Paramedic Medicine Practicum I .....	5
Semester total .....	14

#### Second Semester Credit Hours

EMT 223 Essentials of Paramedic Medicine II .....	9
EMT 224 Paramedic Medicine Practicum II .....	5
Semester total .....	14

#### Third Semester Credit Hours

EMT 227 Field Internship .....	6
Semester total .....	6
Total credit hours for advanced certificate .....	34 credit hours

## EMT Paramedic Program—AAS Degree Track

*Program Code: 0263; Department Number: 120*

In addition to the Advanced Certificate, Malcolm X College offers the only paramedic program in the city of Chicago and is one of the few colleges in Illinois to offer an Associate in Applied Science Degree (AAS) in this professional specialty. Successful completion of the Paramedic Core Curriculum in addition to complementary General Education Courses enables the paramedic student to attain an AAS degree. Completion of the AAS degree can broaden the student's marketability, as well as provide a strong basis for continued professional learning.

This program is presented as a collaborative effort by Malcolm X College, Chicago Fire Department, and the Chicago Resource Hospitals: Advocate Illinois Masonic Medical Center, Northwestern Memorial Hospital, and University of Chicago Hospitals. The

Paramedic Program is approved and accredited by the Illinois Department of Public Health, Division of Emergency Medical Services and Highway.

## Associate in Applied Science Degree

*Program Code 0263, Department Number: 120*

### General Education Courses

Course	Credit Hours
English 101 .....	3
Biology 120 .....	3
Sociology 201 .....	3
Psychology 201 .....	3
Communications elective .....	3
Social Science electives .....	5
Humanities/Fine Arts electives .....	3
Physical/Life Sciences electives .....	4
Total .....	27

### Core Courses

Course	Credit Hours
EMT 221 Essentials of Paramedic Medicine I .....	9
EMT 222 Paramedic Medicine Practicum I .....	5
EMT 223 Essentials of Paramedic Medicine II .....	9
EMT 224 Paramedic Medicine Practicum II .....	5
EMT 227 Field Internship .....	6
Total .....	34

### Credit hour requirements for the AAS Degree

#### General Education 27 credit hours

- ◆ Courses must be distributed among Communications, Humanities/Fine Arts, Physical/Life Sciences and Social Sciences.

#### Major 34 credit hours

- ◆ Core courses include all classes in the Paramedic Course Curriculum.

#### Degree requirement 61 credit hours

For further information about attaining an Associate in Applied Science degree in Emergency Medical Services, contact the EMS Program Office at (312) 850-7124.



# Mortuary Science

## the Occupation

- ◆ Funeral Director and Embalmer (Mortician)

## About the Occupation

The Mortuary Science profession is constantly in transition as the profession adheres to meeting the needs of the families in which it serves. The profession anticipates continuous growth due to the Baby Boomer retirement phase of the profession. As this occupation is in constant transition and on a rise, we as professionals must maintain fiduciary relations, public health safety and grief facilitation for bereaved family members. We strive for better care of the deceased and for giving the family of the deceased a lasting memory of their loved one, by helping the family begin a peaceful closure.

Funeral directors are to be caring and compassionate people that are willing to perform the services for bereaved families. Students who want to pursue a mortuary science profession should have a sincere desire to work with and for people, and be empathetic to the needs of the family during their bereavement.

Embalmers are technically trained to embalm and restore distorted features of the deceased to bring them back to a natural appearance. Embalmers are thoroughly trained pedagogically to administer and judge various embalming chemicals and techniques by analyzing the case prior to the embalming process.

Education to become a Funeral Director and Embalmer is rigorous and requires excellent time management, commitment to studies, and excellent organizational skills. The intent is to arrive at the satisfaction of knowing that your work as the practitioner contributed directly to the well-being of the general public and family served, because they chose you to be the reliable expert and service their needs.

## Work Environment

### Employers

- ◆ Funeral Homes
- ◆ Funeral Services

- ◆ Independent Trade Work (Embalming and Removal Services)
- ◆ County and Hospital Morgues
- ◆ Hospital Pathology Departments

### Typical Schedule

- ◆ Irregular hours
- ◆ 24-hour on call accessibility
- ◆ Availability 365 days (weekends/holidays)

### Tools and Equipment

- ◆ Embalming Instruments and Equipment
- ◆ Forms and Permits (Authorization Forms)
- ◆ Personal Protective Equipment
- ◆ Removal Cart and Utility Vehicle
- ◆ Technological Tools (Computer)

## Worker Portrait

- ◆ Skills and Aptitudes in the funeral profession
- ◆ Communicate well with families and other health care professionals
- ◆ Communicate well with other funeral service constituents (Cemeteries, Casket & Insurance Companies, County & Municipal Offices, Department of Health, etc.)
- ◆ Communicate with usage of professional language and proper terminology
- ◆ Meet legal requested needs of the bereaved and external agencies
- ◆ Ability to process legal contracts, organizes, supervise, direct, perform duties, and understand business procedures in funeral service
- ◆ Acquainted with moral, legal and ethical standards of funeral service

## Interests

- ◆ Enjoys being constructively active in business operations and community affairs
- ◆ Desires to patronize community and human services

- ◆ Desires to work with people and professional constituents/agencies
- ◆ Desires to be of service to all humankind
- ◆ Desires to promote professionalism

## **Mortuary Science Associate in Applied Science Degree**

*Program Code 0257 Department Number 0128*

Students enrolled in the Mortuary Science program will learn how to embalm and restore human remains, arrange and conduct funerals, manage funeral home operations and sale funeral merchandise, assist grieving families and assist members of the medical profession in areas related to human remains. Funeral home establishments may employ students prior to the state of Illinois required internship. The program is in compliance with the standards, guidelines and curriculum of the American Board of Funeral Service Education and the Illinois Department of Financial and Professional Regulations (IDFPR).

**Program Mission:** Mortuary Science, a comprehension and assessment-centered program empowering students of diverse backgrounds and abilities to achieve academic, career and personal success.

**Program and College Theme:** Empowerment through Education.

**Goals of the Program:** To provide a relevant, current and comprehensive ABFSE curriculum, provide comprehensive public safety and technical experiences through laboratory education. To establish mastery levels at which students can successfully complete all program requirements and pass the International Conference of Funeral Service Exam (ICFSE), provide students with the necessary academic preparation to become licensed by the IDFPR, and to establish and maintain program policies that supports a well rounded professional for empowerment.

**Central Aims of the Program** recognizes the importance of funeral service education personnel as: Members of a human services profession, members of the community in which they serve, participants in the relationship between bereaved families and those engaged in the funeral service profession. As, professionals knowledgeable of and compliant with federal, state, provincial, and local regulatory guidelines; as

well as professionals sensitive to the responsibilities for public health, and welfare in caring for human remains.

**Objectives of the Program:** To enlarge the background and knowledge of students about the funeral service profession; to enlarge students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession, as defined by the Preamble above. To educate students concerning the responsibilities of the funeral service profession to the community at large and to emphasize high standards of ethical conduct; to provide a curriculum at the postsecondary level of instruction; and to encourage student and faculty research in the field of funeral service.

The program qualifies graduates to register with the IDFPR for intern state licensure upon successful completion of the program and a registered score on the ICFSE.

To graduate with an Associate in Applied Science degree in Mortuary Science and be eligible to apply to the IDFPR, the student must:

1. Complete the required prerequisite courses
2. Complete the 62 credit hours of the Mortuary Science curriculum
3. Earn at least a 2.0 grade point average, a “C” or higher in Mortuary Science courses
4. Participate in the Morticians Assessment Testing Simulator (MATS)
5. Pass the Practice National Board Exam and Comprehensive Exit Examinations in capstone course.
6. Meet all graduation requirements of the College and program

Application Deadline is April 7 of every year. New students are accepted into the Mortuary Science program during the spring of each year, with the program starting during the spring term in May and during the fall term in August. Courses are offered Monday–Thursday during the fall enrollment in the day from 8 a.m.–3:20 p.m.; during the spring enrollment in the evening from 6–8:50 p.m.; and during the summer enrollment in the evening from 4–9:50 p.m.

Upon acceptance into the Mortuary Science program, students must provide documentation of



current health insurance, immunizations and recent medical examination. The student must exemplify professionalism, good communication and language skills and an overall comprehension of public health and sanitation.

Some of the required courses have their own prerequisite course. Please see each course descriptions in the College catalogue.

### Prerequisite Courses

These requirements must be completed before applicant applies to the Mortuary Science Day Program. Each course must be taken by all students to establish eligibility for admission and fulfillment of the Associate in Applied Science degree requirements.

Biology 120 Medical Terminology or Health Science 102 .....	3
Biology 121 Biology I.....	5
English 101 Composition .....	3
Speech 101 Fundamentals of Speech Communications.....	3
Mathematics 118 General Education Mathematics.	4

### Mortuary Science ABFSE Core-Courses and General Education Courses

18-Month DAY Curriculum begins in fall/August

#### First Semester (Aug.–Dec.) Credit Hours

Mortuary Science 102 Microbiology for Embalmers	3
Mortuary Science 103 Chemistry for Embalmers....	3
Mortuary Science 104 Pathology for Embalmers....	3
Mortuary Science 111 History of Funeral Service....	3
Biology 226** Human Structure and Function I.....	4
Semester total .....	16

#### Second Semester (Jan.–May) Credit Hours

Mortuary Science 108 Accounting in Funeral Service	3
Mortuary Science 109 Sociology for Funeral Service	3
Mortuary Science 207 Restorative Art .....	3
Mortuary Science 213 Embalming Theory I.....	3
Biology 227** Human Structure and Function II.....	4
Semester total .....	16

#### Third Semester (Aug.–Dec.) Credit Hours

Mortuary Science 203 Funeral Directing.....	3
Mortuary Science 204 Mortuary and Business Law	3
Mortuary Science 215 Restorative Art Laboratory..	2
Mortuary Science 216 Embalming Theory II.....	3
Biology 130 & 131** Human Cadaver Anatomy I and II .....	2
Business 258***Small Business Management.....	3
Semester total .....	16

#### Fourth Semester (Jan.–May) Credit Hours

Mortuary Science 210 <sup>1</sup> Advanced Mortuary Science Practice/Ethics .....	2
Mortuary Science 211 Psychology of Funeral Service	3
Mortuary Science 209 Funeral Management and Merchandise.....	3
Mortuary Science 214 Embalming Laboratory.....	3
CIS 120*** Introduction to Microcomputers .....	3
Semester total .....	14

Total GEC/ABFSE hours .....	16
Total Core Course hours .....	46
Total Program hours.....	62

\*\*General Education courses included in program credit hours

\*\*\*ABFSE Business Management courses required and included in program credit hours

<sup>1</sup>Capstone Course: Beginning January 1, 2004 all Funeral Service Education Students must take the National Board Examination as a requirement for completion of the program. To register for this course, students must have successfully completed semesters one–three and are concurrently enrolled in the fourth semester.

#### Accelerated Curriculum—14-Month EVENING Curriculum

This program of study is available to any student who has successfully complete all of the prerequisite electives and general education courses. This program is designed to meet the needs of those applicants who have completed the minimum requirement of 34 college credit hours within the required prerequisite electives and general education courses.

Permission must be received from the Director of the Mortuary Science Program prior to acceptance



into 14-Month Evening Program. Courses are offered in the Evenings Only. Students in the accelerated program can only attend courses in the evening. Students are not allowed to attend day course offerings and vice-versa. Application deadline is April 7 of every year.

Courses are offered Monday–Thursday from 4–9:50 p.m. during first and fourth semesters, and from 6–8:50 p.m. during second and third semesters. The accelerated curriculum begins in May and ends in July of the following year. All students are encouraged to have access to a computer and Internet services. Several course offerings will require basic computer skills due to Blackboard course materials and assessments. Several computer labs are located on campus for student convenience.

**Prerequisite Electives and General Education Courses**

These requirements must be completed before applicant applies to the Mortuary Science Evening Program. Each course must be taken by all students to establish eligibility for admission and fulfillment of the Associate in Applied Science degree requirements.

Biology 120 or Health Science 102 .....	3
Biology 121 (226,227,130,131**)	5, 4, 4, 1, 1
English 101 .....	3
Speech 101 .....	3
Mathematics 118 .....	4
Business 258*** .....	3
CIS 120*** .....	3

\*\* General Education courses included in program credit hours

\*\*\*ABFSE Business Management Courses required and included in program credit hours

**Mortuary Science Core Courses**

*14-Month Evening Curriculum begins in spring/May*

**First Semester (May–Aug.) Credit Hours**

Mortuary Science 109 Sociology for Funeral Service	3
Mortuary Science 111 History of Funeral Service...	3
Mortuary Science 104 Pathology for Embalmers.....	3
Mortuary Science 211 Psychology of Funeral Service	3
Semester total .....	12

**Second Semester (Aug.–Dec.) Credit Hours**

Mortuary Science 102 Microbiology for Embalmers	3
Mortuary Science 103 Chemistry for Embalmers...	3
Mortuary Science 213 Embalming Theory I.....	3
Mortuary Science 207 Restorative Art .....	3
Semester total .....	12

**Third Semester (Jan.–May) Credit Hours**

Mortuary Science 203 Funeral Directing.....	3
Mortuary Science 204 Mortuary and Business Law	3
Mortuary Science 214 Embalming Laboratory.....	3
Mortuary Science 216 Embalming Theory II.....	3
Semester total .....	12

**Fourth Semester (May–Aug.) Credit Hours**

Mortuary Science 108	
Accounting in Funeral Service .....	3
Mortuary Science 209	
Funeral Management and Merchandise.....	3
Mortuary Science 215 Restorative Art Laboratory.	2
Mortuary Science 210 <sup>1</sup> Advanced Mortuary	
Science Practice/Ethics.....	2
Semester total .....	10
Total GEC/ABFSE hours .....	16
Total Core Course hours .....	46
Total Program hours.....	62

<sup>1</sup>Capstone Course: Beginning January 1, 2004 all Funeral Service Education Students must take the National Board Examination as a requirement for completion of the program. To register for this course, students must have successfully completed semesters one–three and are concurrently enrolled in the fourth semester.

Credit hours counted in the total program hours include:

- \*\*General Education courses
- \*\*\*ABFSE Business Management Courses

**Admission Requirements**

- ◆ Be at least 18 years of age
- ◆ Official high school transcripts or General Education Certificate (GED) showing date of graduation or completion date (as applicable) for first-time college enrollment
- ◆ Official college transcripts from all institutions attended

- ◆ Completion of 18 semester credit hours in BIO 120, BIO 121, English 101, Speech 101, and Mathematics 118 for fall/August Day enrollment or,
- ◆ Completion of 34 semester credit hours in BIO 120, BIO 121, English 101, Mathematics 118, BIO 226, BIO 227, BIO 130 and 131, Business 258 and CIS 120 for spring/May Evening enrollment
- ◆ Grade Point Average must be at least “C” (GPA 2.0) for fall enrollment or,
- ◆ Grade Point Average must be at least “C” (GPA 2.0) for spring enrollment
- ◆ Grade C or better in English 101 and Mathematics 098 or a 10th grade reading and math level on the placement examination
- ◆ Completion of all Prerequisite Electives & General Education courses specified in curriculum
- ◆ Submission of completed application to the Mortuary Science Program
- ◆ Submission of three Letters of Recommendation
- ◆ Submission of Essay
- ◆ \$35.00 non-refundable application fee with application submission
- ◆ Interview with Program Director and Advisory Board Members

Biology 226 and 227 general education courses for transferability must have been completed within five years of admission. If more than five years these courses must be audited or successfully tested out through program assessment. All courses strictly in Mortuary Science must be taken in the program. Transfer students must submit a full application packet and meet with Program Director. Transfer status is not a guaranteed acceptance. MXC college advisors perform transcript evaluations at the request of the student. Transcript evaluation forms is available at the Office of Admissions and Student Records on campus. For further information, call the Mortuary Science Program office at 312-850-7214

**Application fee:** \$35.00

**Application deadline:** April 7 of every year

**Notification of acceptance by program:** April

**Applicant response to acceptance offer:** April

**Conviction of a felony:** Contact the IDFPR (217)782-8556 to inquire if license would be awarded to practice in this profession.

#### **Acceptance Policy**

Candidates offered admission may not defer admission to a subsequent year. Applicants who decline admission must reapply.

The Mortuary Science Program Information and Application is available on the web: [www.malcolmx.ccc.edu/aas/mortuaryscience](http://www.malcolmx.ccc.edu/aas/mortuaryscience).

“The annual passage rate of first-time takers on the National Board Examination for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE [www.abfse.org](http://www.abfse.org).

The Mortuary Science Program at Malcolm X College is accredited by the American Board of Funeral Service Education (ABFSE) 3432 Ashland Avenue, Suite U, St. Joseph, Missouri 64506 (816) 233-3747. [www.abfse.org](http://www.abfse.org) Executive Director: Dr. Michael Smith.

## **Nephrology/Renal Technology**

#### **The Occupations:**

- ◆ Nephrology/Renal Technologist
- ◆ Renal Technician

#### **About the occupation**

Nephrology (Renal Dialysis) is a medical discipline specializing in the treatment of patients with end stage renal disease and/or dysfunction. Nephrology technologists are members of a health care team dedicated to helping patients on renal dialysis. Technologists operate technical and sophisticated medical equipment which removes excess fluids and toxins from the circulatory system. They monitor, adjust settings, and record patient data during dialysis. Technologists must become familiar with associated medical support equipment, the application of such, and their safe handling and cleaning.

After 2000, nearly 20 percent of the American population will be over 65 years of age. If current trends continue, many will have End Stage Renal Disease. This increase, and technological advances in

Nephrology, require technicians/technologists to have more advanced skills.

**Work environment**

- ◆ Hospital
- ◆ Private clinics
- ◆ Free standing units
- ◆ Private industry
- ◆ Free standing clinics
- ◆ Private industry
- ◆ Federal, state and local government agencies
- ◆ Private homes
- ◆ Home health care agencies

*Typical schedule*

- ◆ 40-hour work week
- ◆ Day and evening shifts
- ◆ May include some weekends and holidays

*Tools and equipment*

- ◆ Biomedical equipment
- ◆ Dialysis instruments and support equipment
- ◆ Artificial kidneys
- ◆ Laboratory equipment
- ◆ Calibration equipment
- ◆ Reprocessing equipment

**Worker portrait**

*Skills and Aptitudes*

- ◆ Works well as a team member
- ◆ Works efficiently under stress
- ◆ Can operate complex equipment
- ◆ Performs precise tasks
- ◆ Attention to detail
- ◆ Communicates well with patients and team members
- ◆ Exercises good judgment and uses critical thinking skills

- ◆ Caring and compassionate
- ◆ Good hand/eye coordination
- ◆ Able to transport patients and equipment

*Interests*

- ◆ Working with people
- ◆ Working with medical equipment
- ◆ Science

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**Nephrology/Renal Technology AAS Degree**

*Program Code: 0247; Department Number: 018*

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**Prerequisite**

English 101 ..... 3

**First Year**

<b>Fall Semester</b>	<b>Credit Hours</b>
Biology 120 .....	3
Nephrology/Renal Technology 101 .....	3
Nephrology/Renal Technology 102 .....	3
Nephrology/Renal Technology 103 .....	3
Nephrology/Renal Technology 104 .....	3
Semester total .....	15

<b>Spring Semester</b>	<b>Credit Hours</b>
Chemistry 100/121 .....	5
Nephrology/Renal Technology 105 .....	3
Nephrology/Renal Technology 106 .....	3
Nephrology/Renal Technology 107 .....	3
Nephrology/Renal Technology 108 .....	3
Semster Total .....	17
Total credit hours .....	32

<b>Summer Semester</b>	<b>Credit Hours</b>
Nephrology/Renal Technology 109 .....	3

**Second Year**

<b>Fall Semester</b>	<b>Credit Hours</b>
Psychology 201 .....	3
Nephrology/Renal Technology 201 .....	3
Nephrology/Renal Technology 202 .....	3
Nephrology/Renal Technology 203 .....	3
Nephrology/Renal Technology 204 .....	3
Semester total .....	15

**Spring Semester** **Credit Hours**

Mathematics 118 .....	4
Nephrology/Renal Technology 205 .....	3
Nephrology/Renal Technology 206 .....	3
Nephrology/Renal Technology 207 .....	3
Nephrology/Renal Technology 208 .....	3
Semester total .....	16
Total credit hours .....	31
Total for Associate Applied Science Degree.....	66

**Advanced Certificate in Renal  
Dialysis Technology**

*Program Code: 0248; Department Number: 018*

**Prerequisite**

English 101 .....	3
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**First Year**

**First Semester** **Credit Hours**

Biology 121 .....	5
Nephrology/Renal Technology 101 .....	3
Nephrology/Renal Technology 102 .....	3
Nephrology/Renal Technology 103 .....	3
Nephrology/Renal Technology 104 .....	3
Semester total .....	17

**Second Semester** **Credit Hours**

Chemistry 100/121 .....	5
Nephrology/Renal Technology 105 .....	3
Nephrology/Renal Technology 106 .....	3
Nephrology/Renal Technology 107 .....	3
Nephrology/Renal Technology 108 .....	3
Semester total .....	17

**Summer Semester** **Credit Hours**

Nephrology/Renal Technology 109 .....	3
Total credit hours .....	37

**Enrollment Procedures**

A program application is required for entry. Students are admitted in the spring semester with the program starting in the fall semester.

**Admission requirements**

1. Must be at least 18 years of age
2. Submit completed application to the Office of Nephrology/Renal Technology program along with official high school transcripts or GED certificate showing date of graduation and two

letters of recommendation from former teachers, employers, counselors or minister.

3. Provide official transcripts for all college courses taken by applicant.
4. Submit letter to the Nephrology/Renal Technology office stating why the applicant chose the field of Nephrology/ Renal Technology.
5. Achieve a minimum grade “C” or better in English 101.

New students are accepted into Nephrology/Renal Technologist program during the spring semester of each year. Program begins in the fall semester.

For more information on the Nephrology/Renal Technology program please call (312) 850-7370 or 7371. Offices are located in Rooms 3414 and 3415.

**Nursing**

**The profession**

◆ Registered Nurse

**About the profession**

The American health care system is rapidly growing as people attempt to maintain wellness and provide better care for the sick and disabled. Nurses provide a major portion of care, holding nearly 2.5 million jobs nationwide in hospitals, clinics, schools, agencies and other alternative health care setting. They use their skills and expertise to assess, prioritize and assist in the collaborative treatment of clients.

Registered nurses provide for the physical, mental and emotional needs of their clients. They observe, assess, and record symptoms, reactions and progress; administer medications; assist in convalescence and rehabilitation; instruct clients and their families in proper care; and help individuals and groups take steps to improve and/or maintain their health.

Career advancement for experienced nurses may mean more education to become a head nurse, director, or nurse practitioner.

Students who want to pursue a nursing career should have a sincere desire to work with people and be empathetic to their needs. Becoming a nursing professional is rigorous, but most nurses derive con-

siderable satisfaction from knowing that their work contributes directly to the well-being of others.

### Work environment

#### *Employers*

- ◆ Hospitals
- ◆ Long-term health facilities
- ◆ Community and public health facilities
- ◆ Physicians offices
- ◆ Clinics
- ◆ Profit and non-profit agencies
- ◆ Health Maintenance Organizations
- ◆ Occupational health centers
- ◆ Insurance companies and corporations
- ◆ Ambulatory care settings/one-day surgery centers
- ◆ Public schools and colleges

#### *Typical schedule*

- ◆ Flexible hours
- ◆ Shift work required in many settings
- ◆ Weekend/holiday work probable

#### *Tools and equipment*

- ◆ Basic nursing equipment
- ◆ Stethoscope
- ◆ Bandages
- ◆ Scissors
- ◆ Pin light flashlight
- ◆ High-tech monitoring devices
- ◆ CPR (current) card

### Worker portrait

#### *Skills and Aptitudes*

- ◆ Sets priorities
- ◆ Works well under pressure
- ◆ Able to communicate effectively
- ◆ Good manual dexterity and physical health

- ◆ Detail oriented and observant
- ◆ Dependable and emotionally stable
- ◆ Good judgment and common sense
- ◆ Empathetic and tolerant

#### *Interests*

- ◆ Desires to work with people
- ◆ Enjoys science
- ◆ Working as part of a team

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## Nursing AAS Degree

*Program Code: 0239; Department Number: 063*

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 requirements for the Nursing program:

Admission is competitive. The District has one admission policy for all the City Colleges of Chicago RN programs. Admission to the program requires admission to the College, approval by the Nursing Admissions Committee and the completion of the following:

#### Prerequisites requirements for the Nursing Program

- ◆ Earn a “B” or higher in Chemistry 100/121 or (121 WWC\*) or take a higher level chemistry course passing with a “C” or higher (one year of high school chemistry with lab and a grade of “B” or better);
- ◆ Math 118; Math 125; or college level math with a “C” or higher;
- ◆ Cumulative college GPA of 2.5 or higher;
- ◆ Documented reading score of 90 or above on COMPASS Placement Exam;
- ◆ High school transcripts, GED, and other applicable transcripts;



- ◆ Chemistry and Biological Science courses must be completed within five years of admission to the nursing program. These courses can be audited after five years. If audited, the student must meet the requirements of the course.

<b>Prerequisites</b>	<b>Credit Hours</b>
Biology 121 .....	5
Chemistry 100/121; or higher level chemistry.....	5
Math 118; 125 or college level math.....	4
Total Hours for Prerequisite Courses .....	14

### **Nursing Core Courses**

#### **Semester 1**

Nursing 101 Fundamentals of Nursing I ..... 7

#### **Semester 2**

Nursing 102 Fundamentals of Nursing II..... 7

#### **Semester 3**

Nursing 210 Nursing Process and  
Alterations in Homeostasis I..... 6

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

#### **Semester 4**

Nursing 212 Nursing Process and  
Alterations in Homeostasis III ..... 6

Nursing 213 Nursing Process and  
Alterations in Homeostasis IV ..... 6

Nursing 203 Nursing in Perspective..... 3

Total Hours for Core Courses..... 41

### **Other General Education/Degree Requirements:**

English 101 ..... 3

Biology 226 (must be taken before  
enrolling in third semester of nursing)..... 4

Biology 227 (must be taken before  
enrolling in third semester of nursing)..... 4

Microbiology 233 (must be taken before  
enrolling in third semester of nursing)..... 4

Total General Education/Degree Requirements..... 15

Core Courses and General Education..... 56

Prerequisites..... 14

Total Program Credit Hours..... 70

### **Other Requirements**

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

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

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

### **Policy Subject To Change**

Students applying for licensure will be asked to provide information regarding any prior felony convictions, denial of any professional license and dishonorable discharge from the armed forces

Note: All nursing students also must participate in Comprehensive and NCLEX-RN preparatory activities as designed by the department of nursing. Nursing program graduates are eligible to apply for the National Council Licensure Examination for Registered Nurses. The Committee on Nursing of the Illinois Department of Financial and Professional Regulation will determine the eligibility of an applicant to take the NCLEX-RN if there is a history of any of the following:

1. Conviction of a felony
2. History of mental illness or substance abuse
3. Denial of any professional license
4. Dishonorable discharge from the service
5. Other than a U.S. citizen or lawfully admitted alien

For information on the Nursing program please call (312) 850-7350, or visit Room 3204, or visit our at <http://malcolmx.ccc.edu>.

## Pharmacy Technology

### The occupation

- ◆ Pharmacy Technician

### About the occupation

Pharmacy technicians assist and support licensed pharmacists in providing health care and medications to patients. They may perform many of the same duties as pharmacists, but all technicians' work must be checked by a pharmacist before medication is dispensed. While Pharmacy Technicians can work everywhere pharmacists work, some state laws may limit the duties they perform.

### Work environment

#### Employers

- ◆ Hospitals
- ◆ Retail pharmacies
- ◆ Home health care pharmacies
- ◆ Nursing home pharmacies
- ◆ Clinic pharmacies
- ◆ Nuclear medicine pharmacies
- ◆ Mail order prescription pharmacies
- ◆ Medical insurance companies
- ◆ Medical computer software companies
- ◆ Drug manufacturing companies
- ◆ Drug wholesale companies

#### Typical schedule

- ◆ Irregular hours
- ◆ Shift work required in some settings
- ◆ Weekend and holiday work possible

### Worker portrait

#### Skills and Aptitudes

- ◆ Works under the direction of a licensed pharmacist

- ◆ Stocks and inventories prescription medications
- ◆ Maintains written or computerized records
- ◆ Prepares medications for dispensing
- ◆ Has good communication and interpersonal skills
- ◆ Manual dexterity
- ◆ Physical demands
- ◆ Works independently without constant instruction
- ◆ Performs precise work where details can be a matter of life or death
- ◆ Completes a repetitive task always accurately
- ◆ Maintains accuracy even in stressful or emergency situations

#### Interests

- ◆ Enjoys working with their hands
- ◆ Likes helping and caring for the sick

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### Pharmacy Technology Advanced Certificate

*Program Code (0254); Department Number (062)*

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This program prepares students for employment as Pharmacy Technicians. The program is accredited by the American Society of Health-System Pharmacists. Graduates receive an advanced certificate upon completion.

<b>First Semester</b>	<b>Credit Hours</b>
Pharmacy Technology 102 .....	4
Pharmacy Technology 103 .....	4
Pharmacy Technology 104 .....	3
Pharmacy Technology 201 .....	1
Pharmacy Technology 204 .....	4
Semester total .....	16
<b>Second Semester</b>	<b>Credit hours</b>
Pharmacy Technology 101 .....	4
Pharmacy Technology 113 .....	2
Pharmacy Technology 121 .....	3
Pharmacy Technology 202 .....	4
Pharmacy Technology 205 .....	4
Semester total .....	17
Total credit hours .....	33

## Enrollment procedures

A special application is required for entry into the program. Upon acceptance into the program, students must provide proof of current health insurance and recent medical examination

## Admission requirements

- ◆ No conviction of felony crime
- ◆ Submit a completed application to the Pharmacy Technology program before June 1 for fall semester admission only.
- ◆ Provide official high school transcripts or GED certificate showing date of graduation as well as official transcripts of all college courses taken by applicant
- ◆ Provide official results of the College placement examination indicating college level scores in Mathematics, English, and reading comprehension
- ◆ Submit three letters of recommendation either from former teachers, employers, counselors or ministers to the Pharmacy Technology office, Room 3524
- ◆ Personal interview with members of the program's admissions committee

For more information on the Pharmacy Technology program please call (312) 850-7385, or visit Room 3524.

## Phlebotomy

### The occupation

- ◆ Phlebotomist

### About the occupation

The phlebotomist is responsible for drawing both venous and arterial blood specimens from patients and sending blood to the laboratory. In some cases physician approval is required.

Phlebotomists serve as the direct link between the patient and the laboratory, The laboratory technologist relies on the integrity and accuracy of the phlebotomist in procuring the proper specimens. Accurate diagnosis of a patient's condition can depend on quality work.

Phlebotomy is an entry-level position in the health care industry. Phlebotomists can further their education and become laboratory technicians or technologists.

## Work environment

### Employers

- ◆ Hospitals and long-term care facilities
- ◆ Physicians offices
- ◆ Clinics
- ◆ Health maintenance organizations
- ◆ Insurance companies
- ◆ Home health care agencies

### Typical schedule

- ◆ Irregular hours
- ◆ Shift work required in many settings
- ◆ Weekend/holiday work probable

### Tools and equipment

- ◆ Blood collection apparatus

## Worker portrait

### Skills and Aptitudes

- ◆ Sets priorities
- ◆ Works well under pressure
- ◆ Able to communicate effectively
- ◆ Good manual dexterity and physical health
- ◆ Detail-oriented and observant
- ◆ Dependable and emotionally stable
- ◆ Good judgment and common sense
- ◆ Empathetic and tolerant

### Interests

- ◆ Likes to work with people
- ◆ Enjoys working as part of a team
- ◆ Enjoys being active

◆ **Phlebotomy**

*Program Code: 0219; Department Number: 113*

A Phlebotomist is an entry-level health care worker. The phlebotomist is responsible for drawing blood specimens from patients and transporting the specimens to the laboratory.

The Malcolm X College Phlebotomy program is a two-semester certificate program which leads to certification through the National Phlebotomy Association (NPA), the American Society of Clinical Pathologists (ASCP), and the American Society of Phlebotomy Technicians (ASPT).

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**Phlebotomy Basic Certificate**

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<b>Courses</b>	<b>Credit Hours</b>
Phlebotomy 109.....	5
Phlebotomy 209.....	6
Total credit hours.....	11

**Admission requirements**

- ◆ Submit a complete application to the Phlebotomy program
- ◆ Provide an official high school transcripts or GED certificate showing date of graduation or completion
- ◆ Personal interview with program personnel

Applications for the program are taken April through August and the program begins each fall. For more information on the Phlebotomy program, please call (312) 850-7383 or 7354, Room 3514.

# Physician Assistant

## The occupation

◆ Physician Assistant

### About the occupation

Physician Assistants, as defined by the American Academy of Physician Assistants, are “health professionals licensed to practice medicine with the supervision of licensed physicians. Physician assistants are qualified by graduation from an accredited physician assistant educational program and/or certification by the National Commission on Certification of Physician Assistants. Within the physician/PA relationship, physician assistants exercise autonomy in medical decision-making and provide a broad range of diagnostic and therapeutic services.”

Physician assistants, as described by the PA education accrediting agency, are “academically and clinically prepared to provide health care services with the direction and responsible supervision of a physician. Physician assistants are responsible for their own actions as well as being accountable to their supervising physician. Approximately 40,000 graduate PAs are performing many of the medical tasks traditionally performed by physicians. Educated in a medical program, the first established in 1967, physician assistants are qualified to perform approximately 80% of the duties most commonly done by physicians. PAs perform histories and physical examinations, diagnose and treat illnesses, order and interpret laboratory tests, counsel patients on preventive health, suture wounds, set fractures, and assist in surgery. Physician assistants can write prescriptions in 50 states, the District of Columbia and Guam.

All PAs must, by law or regulation, have a supervising physician. It is not necessary, however, for the physician and the PA to be located in the same building or even the same town. Most state laws allow the supervising physician to be away from the practice or working in another town when a PA is seeing patients. The scope of practice and delegation of medical tasks is determined by the supervising physician in compliance with state statute and regulation, and institutional policy. Each physician/PA team strives to establish a process for supervision and ongoing

performance evaluation, which ensures high quality patient care, satisfaction, and continued professional growth.

## Work Environment

### Employers

The United States Bureau of Labor Statistics predicts the most common employers of PAs are group practices (31%), private and public hospitals (30%) and solo-physician offices (10%). The majority of PAs are based in family general medicine (40%), surgery and surgical sub-specialties (19%), internal medicine (14%), and emergency medicine (10%). They also work in Pediatrics, Occupational Medicine, Obstetrics and Gynecology and other medical specialties and subspecialties:

- ◆ Group practices
- ◆ Private and public hospitals
- ◆ Solo physician offices
- ◆ Urban and inner-city hospitals
- ◆ Rural clinics
- ◆ Community health centers
- ◆ Correctional health centers
- ◆ Health maintenance organization
- ◆ Community hospitals
- ◆ Veterans Administration hospitals
- ◆ Research

Professional opportunities for PAs are varied and plentiful so graduates may select from a variety of professional opportunities. Starting salaries for new graduates generally range between \$55,000 and \$60,000, depending on the type of practice and locale.

### Typical Schedule

- ◆ A full-time PA will work an average of 40-60 hours per week On call (available 24 hours per day)
- ◆ Weekends/holidays
- ◆ Irregular hours/shifts



### *Tools and Equipment*

- ◆ Basic to complex medical equipment
- ◆ Medical reference books, journals and other forms of information

### **Worker Portrait**

#### *Skills, Aptitudes and Interests*

As stated in the Accreditation Review Committee on PA Education, “the role of the physician assistant demands intelligence, sound judgment, intellectual honesty, the ability to relate with people and the capacity to react to emergencies in a calm and reasoned manner. An attitude of respect for self and others, adherence to the concepts of privilege and confidentiality in communicating with patients and a commitment to the patient’s welfare are essential attributes.

Physician assistants must be able to correctly and quickly interpret written instructions and/or information. The PA must then act appropriately in responses to instructions or information. In addition, a PA must be able to clearly and efficiently communicate to others in writing.

The Physician assistant is required to interpret and respond to verbal instructions and to communicate verbally with patients and colleagues. As health care professional, PAs must have excellent verbal and non-verbal communication skills, which are culturally appropriate. They must have the capacity for compassion, caring and empathy. PAs must be mature adults who understand the nature of the profound responsibility they carry as health care providers.

A physician assistant is required to have detailed knowledge of basic sciences, behavioral sciences and a foundation in general higher education. They must apply this knowledge in an ever changing medical environment. Physician assistants are expected to build on a foundation of problem solving and critical thinking skills, to develop additional capabilities in these areas, and continue lifelong, self-directed learning which is required in the performance of their professional role as health care providers.

#### *Licensure and Certification*

All states require physician assistant to pass a national certifying examination as a requirement for state licensure. To maintain certification, PAs must complete 100 hours of continuing medical education

every two years and take a recertification examination every six years.

### **The Program**

The John H. Stroger Jr. Hospital of Cook County/Malcolm X College PA program was the first physician assistant program established in Illinois and remains the sole publicly-sponsored program in northern Illinois. It was first accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in 1988 and is presently accredited under the Accreditation Review Committee on Physician Education (ARC-PA), the successor agency Commission in Accreditation on Allied Health Education Programs (CAAHEP).

The SHCC/MXC PA program is a full-time 25-month program with resources located at Malcolm X College, John H. Stroger Jr. Hospital of Cook County and several other medical facilities. The majority of instruction is provided by the physician assistant program’s clinical faculty and attending physicians of John H. Stroger Jr. Hospital of Cook County and other medical facilities.

Graduates receive an Associated of Applied Science degree and Certificate of Completion. They are then eligible to take the Physician Assistant National Certifying Examination of the National Commission on Certification of Physician Assistants (NCCPA). National certification is a requirement for licensure in Illinois and most other states.

Master’s degree Option—Students entering the Program with a Bachelor’s degree have the option to enroll into a Master of Medical Science during their clinical year. The affiliation is with St. Francis University, Lorreto, PA.

The SHCC/MXC academic program requires the completion of 78 credit hours. During the first or pre-clinical year of the program, 38 credit hours in physician assistant core curriculum courses are required. Students participate in instructional activities approximately 1500 hours in the first thirteen months of PA education.

The second year of training in clinical settings requires the completion of 40 credit hours, which is 11 clinical courses/rotations of 3 credits each. Plus a research course and special topics course during their second year. During the clinical year students receive

instruction for a minimum of 40 hours per week to a maximum of 60 hours a week, depending on the setting. Some clinical rotations require overnight call schedules, which means students are required to remain on duty in hospital or other training site premises for periods of 24 to 36 hours. Students must be able to maintain sufficient flexibility to respond to unexpected patient care demands.

John H. Stroger Jr. Hospital of Cook County, the largest public teaching hospital in the Chicago metropolitan area and a major tertiary care teaching hospital with a network of ambulatory primary care and specialty clinics, is the co-sponsor of the physician assistant program with Malcolm X College. John H. Stroger Jr. Hospital of Cook County and the Cook County Bureau of Health Services provide a majority of instructional personnel and the settings for the clinical instruction for physician assistant students.

The educational objectives of the SHCC/MXC Physician Assistant Program are to provide physician assistant students with a curriculum in basic medical science and clinical medicine that will enable them to provide health and medical care services including:

**Evaluation:** Elicit a detailed and accurate history, perform an appropriate physical examination, order, perform, and interpret appropriate diagnostic studies, delineate problems, develop management plans, and record and present data

**Monitoring:** Implement patient management plans, record progress notes, and participate in the provision of continuity of care

**Therapeutic:** Perform therapeutic procedures and manage or assist in the management of medical and surgical conditions, which may include assisting surgeons in the conduct of operations and taking initiative in performing evaluation and therapeutic procedures in response to life-therapeutic procedures in response to life-threatening situations

**Patient Education:** Counsel patients regarding issues of health care management to include compliance with prescribed therapeutic regimens, normal growth and development, family planning, and emotional problems of daily living

**Referral:** Facilitate the referral of patients to other health care providers or agencies as appropriate

In order to prepare PAs for positions in primary care, medically underserved communities, and in other specialty settings, the SHCC/MXC PA curriculum includes instruction in such key areas as behavioral science and communications, aspects of community-oriented primary care and public health, health promotion/disease prevention, and several medical disciplines. Clinical education and training is focused in medically underserved communities throughout Chicago and other communities. Students are expected to build on a foundation of problem-solving and critical thinking skills, to develop additional capabilities in these areas, and to learn tools and strategies to assist them in life-long, self-directed learning which will be required in the performance of their professional role as health care providers.

### Admission Requirements

To be considered for admission a applicant must have the following:

- ◆ Must have a GPA of 3.0 in completion of courses, must have a minimum grade of “C” in all course credit
- ◆ Must have a high school diploma or GED
- ◆ Must have two years of health care experience
- ◆ Foreign transcripts must be evaluated

### Prerequisites

- ◆ Math statistics (Math 125)
- ◆ Organic Chemistry I or Biochemistry\* (Chemistry 205/206)
- ◆ Organic Chemistry II or Upper Level Sciences with medical descriptions: Immunology, Genetics, Medical Microbiology, etc. (Chemistry 207)
- ◆ Microbiology 233
- ◆ Anatomy/Physiology I (Biology 226) or Anatomy with lab
- ◆ Anatomy/Physiology II or Physiology (Biology 227) with lab
- ◆ Introduction to Microcomputers (CIS 120) or Competency
- ◆ Medical Terminology or Competency\*\*

## Other Admission Requirements

To be eligible for consideration for admission, the applicant must have the minimum academic prerequisites and health care experience.

- ◆ All science courses must have been completed within five years of admission.
- ◆ Has experience in the health care field. A minimum of two years full-time experience is recommended. Direct patient contact and health care delivery experience is strongly preferred. Professional experience is preferred to voluntary experience and direct hands-on patient care is rated higher than administrative or laboratory experience.

**\*Science Course Five-Year Rule:** These science courses must be completed within the last five years or be retaken. Applicants may choose to take higher level courses or competency examinations, e.g., ACT or CLEP, for credit. A waiver of the five-year rule may be granted at the discretion of the PA Program staff and faculty on limited case-by-case basis for the candidate with documented academic excellence and appropriate clinical experience. Waiver requests using program forms and including the appropriate documentation should be received by November 15. Please refer to the waiver request form in the application for additional instructions and policies.

**Medical Terminology:** Noncredit courses in Medical Terminology and those from noncollege diploma programs (for example, many hospital-based health technician programs) are not equivalent to a three credit course in Medical Terminology at an accredited college or university. Applicants may arrange an examination for college credit in Medical Terminology by contacting the City Colleges of Chicago Office of Testing (312) 553-3363. There is a fee of \$30.00 and preregistration is required. Examinations are scheduled Monday mornings at 226 West Jackson in Chicago. Please allow at least 6 weeks to arrange for testing and final scores to be computed. You must request your scores be sent directly to the PA program. Candidates who fail the examination may not repeat until six (6) months have passed.

**Health Care Experience:** The PA Admissions Committee, using a standardized procedure, considers the nature and quality of health care experience in evaluating an applicant's preparation. Applicants

who work, as volunteers are encouraged to document their patient care contact and experiences in a log and submit the log with their applications.

Direct patient care and other health care experience in the United States' health care system is ranked higher than experience in other areas. Once an applicant reports more than 10 years' experience, the Admission Committee does not assign the applicant additional recognition. Applicant Interviews: Interviews are granted only to those applicants who have met or exceeded the Admissions Committee's criteria. If an interview is requested, participation by the applicant is required to be considered for final selection.

**Selection Factors:** Evaluation of applicants is based on academic history, references, health care experience, personal statements/short essays, personal interviews, and a preadmission exam. Priority is given to Illinois residents and to those with a documented commitment to primary care and an underserved community practice.

Admission to the SHCC/MXC PA Program is extremely competitive. Completion of prerequisites and length of health care experience does not guarantee acceptance into the program.

**Application Deadline and Fee:** Second week of January each year and a \$50.00 fee.

**Notification of Admission to the Program:** Acceptance to the program is offered in May of each year.

**Applicant Response to Acceptance Offer:** mid May; candidates offered admission may not defer. There is no waiting list, therefore, those who are not accepted must reapply.

### Other Costs:

In addition to tuition and fees, PA students are required to bear the additional estimated costs listed below:

**Medical Equipment and Supplies:** \$1,300

**Books and Classroom Supplies:** \$2,000

**Health Insurance:** Physician assistant students are required to maintain comprehensive health insurance coverage because of the risk for accidental exposure to infectious agents and to other hazards associated with the health care environment.

Physician assistant students will incur additional travel costs for off-site clinical training experiences in the Chicago metropolitan area.

**Financial Aid:** Eligibility and amounts will vary

**Policies Affecting Accepted/Admitted Physician Assistant Students:** The program is a full-time course of studying with no provision for part-time or evening study. Due to the intensity of the physician assistant program and the necessary time commitment for classroom instruction, clinical training experiences, and study, students are strongly discouraged from working. Therefore, physician assistant students must be able to maintain sufficient flexibility to respond to schedule changes, unexpected patient care demands, and the educational objectives of the program. Students are strongly discouraged from attempting to work in order to maintain the required flexibility and to fulfill their responsibilities as physician assistant students.

**Advanced Placement:** The SHCC/MXC PA Program does not offer advanced placement in core PA courses regardless of a student's previous course work or experience in another health care/medical field.

**Health Evaluation, Physical Examination and Immunity:** Students are required to submit documentation of their medical histories, physical examination and proof of immunity in the forms of laboratory test results, immunization documents, and/or letters from their physicians before receiving a hospital ID or badge. Immunization documentation and laboratory tests must be updated as required by clinical training sites. The Hepatitis B immunization series is required for students who are not immune.

**Academic Performance and Attendance:** Students in the SHCC/MXC PA Program must earn a grade of "C" or better in all PA courses and course enhancements in order to remain in the program. Grading systems includes measures of professionalism and participation in program classes and activities. Attendance in all scheduled classes, activities, clinical rotation, physical diagnosis and skills practice sessions is required. Scheduled classes/activities may occur all days of the week (including weekends), during day, evening and night hours.

**Malpractice Insurance:** The City Colleges of Chicago provides enrolled physician assistant students with malpractice insurance coverage.

**Licensure Issues:** Please be advised that the State of Illinois and other jurisdictions and credentialing bodies, determine the criteria for professional licensure, certification, registration, or employment. Physician assistants must meet the same high standards required of physicians, nurses and other health professionals. Applicants with histories of impairments such as alcoholism, drug and substance abuse, certain mental illnesses or other disabilities may be denied licensure, etc. by health care organizations. Applicants with felony and other convictions also may be denied licensure, etc. by these same organizations.

**Conduct:** Students are required to follow the rules of conduct policies and procedures established by Malcolm X College and John H. Stroger, Jr. Hospital of Cook County, and other affiliated settings, and the physician assistant program.

**Changes:** Physician assistant program admission requirements, curriculum, courses, affiliations, and expenses are subject to change without notice.

### Physician Assistant—Year 1

<b>Summer Session</b>	<b>Credit Hours</b>
PA 110 Human Gross Anatomy for Physician Assistant Students .....	3
PA 111 Professional Development for Physician Assistants .....	1
PA 112 Pathophysiology for Physician Assistant Students.....	2
Semester total .....	6
<b>Fall Semester</b>	<b>Credit Hours</b>
PA 101 Applied Clinical Skills I.....	4
PA 102 Medical Science I .....	4
PA 103 History & Physical Assessment I .....	3
PA 107 Medical Pharmacology I.....	2
PA 113 Pathophysiology II .....	2
Semester total .....	15
<b>Spring Semester</b>	<b>Credit Hours</b>
PA105 Medical Science II.....	4
PA 106 History & Physical II.....	3
PA 114 Medical Pharmacology .....	2
PA 215 Nutritional Concepts for PAs .....	3
Semester total .....	12



### Spring Subterm V (May–June) Credit Hours

PA 104 Applied Clinical Skills II .....	2
PA 109 Medical Science III .....	3
PA 214 Independent Study.....	3
Semester total .....	8
Total First Year.....	41

### Physician Assistant Year 2

#### Summer, Fall, Spring and Mini Summer Terms

PA 201 Internal Medicine.....	3
PA 202 Emergency Medicine.....	3
PA 203 General Surgery.....	3
PA 204 Trauma Surgery.....	3
PA 205 Pediatrics.....	3
PA 206 Obstetrics/Gynecology .....	3
PA 207 Family Practice.....	3
PA 208 Psychiatry/Mental Health .....	3
PA 209 Geriatrics .....	3
PA 210 Orthopedics .....	3
PA 211 Elective Clinical Rotations .....	3
PA 213 Seminar Special Topics in Health Care .....	4
Total Second Year.....	37
Total credit hours.....	78

## Radiography

### The occupation

- ◆ Radiographer

### About the occupation

Imagine being able to see a picture of a fractured bone. The radiographer uses procedures by which x-radiation is used to obtain radiographs (films) for the diagnosis and treatment of diseases. Procedures can show internal organs—heart, blood vessels, stomach, intestines, kidneys—and abnormalities of the bones.

Career advancement for experienced radiologic technologists with further education can lead to positions in Magnetic Resonance Imaging, Computerized Tomography and Mammography.

Students may matriculate through an institution of higher learning to earn a baccalaureate degree. Student also may matriculate through other Radiology-related career paths in the areas of intervention studies, Nuclear Medicine, Radiation Therapy, Radiopharmaceutical sales representative and equipment applications specialist, repair, or maintenance.

The average salary for an entry-level radiographer is \$22.00 per hour. Salaries increase based on education and experience. Radiographers are paid higher salaries for certification in related modalities, such as CT, MRI, Mammography and Interventional studies.

### Work environment

#### Employers

- ◆ Hospitals
- ◆ Health Maintenance Organizations
- ◆ Private clinics
- ◆ Doctors' offices
- ◆ Federal, state, and local government agencies

#### Typical Schedule

- ◆ 40-hour week (days, evenings and nights)
- ◆ Weekend and holiday work possible

#### Tools and Equipment

- ◆ X-ray equipment
- ◆ Film processing equipment and accessories
- ◆ Emergency resuscitation equipment
- ◆ Vital sign monitoring equipment
- ◆ Wheelchairs and stretchers

### Worker Portrait

#### Skills and Aptitudes

- ◆ Works well on a team
- ◆ Works efficiently under stress
- ◆ Operates complex equipment
- ◆ Has a good command of the English language
- ◆ Communicates well with patients
- ◆ Exercises good judgment and common sense
- ◆ Caring and compassionate
- ◆ Manual dexterity
- ◆ Able to stand for long hours
- ◆ Able to lift 25 lbs. to 50 lbs.
- ◆ Able to help lift patients



- ◆ Able to transport patients and equipment

*Interests*

- ◆ Enjoys helping and caring for the sick
- ◆ Enjoys working with machines

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### Radiography AAS Degree

*Program Code: 0246; Department Number: 021*

This program prepares students for employment as Radiographers and to take the National Board examination administered by the American Registry of Radiologic Technologists. The program is accredited by the Joint Review Committee on Education in Radiologic Technology. Before employment, graduates must apply for state licensure from the Illinois Emergency Management Agency.

#### First Year

<b>Summer Session</b>	<b>Credit Hours</b>
Radiography 101.....	2
ENG 101.....	3
Biology 226.....	4
Semester total .....	9

<b>First Semester</b>	<b>Credit Hours</b>
Biology 227 .....	4
Radiography 115.....	3
Radiography 124.....	2
Radiography 131.....	2
Radiography 208.....	3
Radiography 140.....	4
Semester total .....	18

<b>Second Semester</b>	<b>Credit Hours</b>
Radiography 102.....	2
Radiography 232.....	4
Radiography 105.....	3
Radiography 128.....	1
Radiography 141.....	4
Semester total .....	14

<b>Summer Session</b>	<b>Credit Hours</b>
Radiography 242.....	4

<b>Third Semester</b>	<b>Credit Hours</b>
Radiography 205.....	3
Radiography 233.....	4
Radiography 234.....	2
Radiography 243.....	4
Psychology 201 .....	3
Semester total .....	16

<b>Fourth Semester</b>	<b>Credit Hours</b>
CIS 120 .....	3
Radiography 206.....	2
Radiography 200.....	3
Radiography 202.....	1
Radiography 244.....	5
Semester total .....	14
Total credit hours.....	75

#### Who is Eligible

- ◆ Students age 18 or older; completion of the following **prerequisite courses** with grades of “C” or better:

- Math 140
- Biology 121
- Health Sciences 102

#### Applicants must:

1. Be at least 18 years of age.
2. Submit a completed application form with a \$30.00 application fee (applications will not be processed without fee—cash or money order only—No Refunds).
3. Provide a copy of GED certificate if applicable.
4. Submit two letters of recommendation on letterhead paper from a past teacher, employer, counselor or minister, etc. to the Radiography Office. The letters must be typed.
5. Provide a copy of high school and college tran-

scripts. Send a copy to the Malcolm X College Admissions Office and a copy to the Radiography Office, or you may request a copy directly from the Registrar's office. (Grades must be at least a 2.5 GPA to be considered for eligibility).

6. All foreign students will be required to submit transcripts from all secondary institutions attended with certified English translations and U.S. course equivalencies.
7. Submit an essay on the theme "Why I would like to study Radiologic Technology at Malcolm X College" and submit it to the Radiography program office. Essay must be typed.
8. Be interviewed by members of the program's selection committee before acceptance into the program.
9. Write the assessment (COMPASS) examination in the areas of Math, English, and Reading. (For further information regarding this examination, telephone (312) 850-7473).
10. Complete with a 2.5 GPA or better the minimal competencies and other general education courses listed on the curriculum.

The following are factors for consideration for admission into the program: GPA ranking, personal interview ranking, completion of assessment examination and scores, characterization of recommendations, and content, language/grammar and format of essay.

Math and Science course credit must be within the past six years to be used for admission credit.

#### **Documents need to Register into the Program**

Acceptance into the program for general program registration. Health insurance (documentation) and current medical examination for clinical rotations.

#### **Tuition/Fees**

\$30.00 Program application fee (non-refundable)  
\$2,199.81—Program/professional fees/books/uniforms (approximate)

*Plus City Colleges of Chicago standard tuition and fees*

There may be an additional fee assessment based on clinical site requirements for the respective hospital (beg. Communicable disease testing. Drug screening and/or criminal background checks).

#### **Application Period**

Admission applications are accepted Feb. 1 through April 1 of each year.

#### **Length of Course/Program**

- ◆ The program is accredited for 25 months
- ◆ The student typically attends classes on campus two days a week and clinical three days a week
- ◆ The curriculum is two full calendar years (including summers)
- ◆ Students must follow the curriculum designed by the program
- ◆ Complete the application on line, then print and mail to:

Radiography Program

Room 3419

Malcolm X College

1900 West Van Buren Street

Chicago, IL 60612

Note: All documents must be attached to the application. Incomplete applications will not be considered.

New students are accepted into the Diagnostic Radiography program during the spring semester of each year, with the program starting in summer. Upon acceptance, students must provide proof of current health insurance and a recent medical examination.

For more information on the Radiography program please call (312) 850-7373, 7374, or 7211 or visit Rooms 3419, 3420, or 3416.

## **Respiratory Care**

#### **The occupation**

- ◆ Registered Respiratory Therapist

#### **About the occupation**

Respiratory Care, formerly referred to as Respiratory Therapy, is an allied health specialty employed

in the treatment, management, education and care of patients with diseases associated with breathing and respiration. Registered Respiratory Therapists (RRT) are professionals trained in respiratory care to assess and assist patients with cardiopulmonary or associated disabilities and/or diseases. Therapists work under the supervision of a physician and provide a variety of services, treatments, and support for many medical conditions. They observe, assess, and record symptoms, reactions and progress. They administer medications, draw arterial blood gases, assist in convalescence and rehabilitation and instruct patients and their families in proper use and care of equipment upon discharge from the hospital.

Therapists are prepared to provide an assortment of therapies and services ranging from the administration of oxygen to continuous mechanical ventilatory support. Treatment may range from providing temporary relief to people with asthma to emergency care for heart failure, stroke, drowning or shock. Other duties include checking and maintaining respiratory therapy equipment and patient records. Therapists perform several diagnostic procedures to assess the current status of a patient, such as, pulmonary function testing, arterial blood gases, exercise testing, and metabolic cart studies.

RRTs must use computers because they ease the tasks of respiratory care units and pulmonary laboratories. They monitor patients and print records and instantly report changes in a patient's condition or equipment function. Computers also handle some of the recordkeeping work.

Career advancement for experienced RRT's with further education may mean becoming a supervisor, manager, or director of a department or division. These positions require an ability to lead and supervise others and determine priorities of care.

### Work environment

#### Employers

- ◆ Private, public, and federal hospitals and clinics
- ◆ Pulmonary laboratories
- ◆ Cardiovascular laboratories
- ◆ Nursing homes
- ◆ Rehabilitation facilities

- ◆ Long-term health care facilities
- ◆ Doctors' offices
- ◆ Home health care organizations
- ◆ Insurance companies
- ◆ Schools
- ◆ Temporary agencies
- ◆ Research laboratories

#### Typical schedule

- ◆ Shift work required in many places
- ◆ Work irregular hours
- ◆ 40-hour work week with overtime possible
- ◆ Weekend/holiday work probable
- ◆ Probably required to work rotating weekends/holidays

#### Tools and equipment

- ◆ Sophisticated medical equipment
- ◆ Computers
- ◆ Computerized equipment
- ◆ Technical and delicate equipment
- ◆ Disinfecting/cleaning agents
- ◆ Measuring and monitoring equipment

### Worker portrait

#### Skills and Aptitudes

- ◆ Communicates well with patients, families, and other health care professionals
- ◆ Works well as part of a team
- ◆ Critical thinking/complex reasoning/problem-solving
- ◆ Works quickly and accurately under stress
- ◆ Operates complicated equipment
- ◆ Enjoys science and mathematics
- ◆ Alert, attentive, patient and tactful
- ◆ Mechanical aptitude
- ◆ Manual dexterity

- ◆ Strong enough to walk or stand for long hours
- ◆ Able to lift/carry 25 lbs. to 50 lbs.

*Interests*

- ◆ Working with people
- ◆ Caring for and helping others

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## Respiratory Care AAS Degree

*Program Code: 0234; Department Number: 061*

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### First Semester Credit Hours

Respiratory Care 114.....	4
Respiratory Care 115.....	3
Respiratory Care 116.....	2
Respiratory Care 117.....	1
Respiratory Care 118 (or Microbiology 233).....	2
Respiratory Care 119.....	3
CIS 120 or equivalent.....	3
Semester total.....	18

### Second Semester Credit Hours

Physics 131 or equivalent.....	3
Respiratory Care 139.....	2
Respiratory Care 137.....	3
Respiratory Care 141.....	3
Respiratory Care 127.....	3
Semester total.....	14

### Summer Term Credit Hours

Respiratory Care 146.....	3
Respiratory Care 129.....	3
Semester total.....	6

### Third Semester Credit Hours

Respiratory Care 200.....	2
Respiratory Care 225.....	3
Respiratory Care 227.....	4
Respiratory Care 222.....	3
Speech 101.....	3
Semester total.....	15

### Fourth Semester Credit Hours

Respiratory Care 224.....	4
Respiratory Care 230.....	3
Respiratory Care 250.....	1
Respiratory Care 260.....	3
General Education elective*.....	4
Semester total.....	15
Total credit hours.....	68

## Admission requirements

1. Submit a complete application to the Respiratory Care program along with three letters of reference.
2. Provide official transcripts of all college courses taken by applicant.
3. Possess a cumulative 2.5 grade point average.
4. Achieve a minimum grade of “C” or better in Chemistry 100/121 or other college-level chemistry equivalent, Math 118 or higher, English 101, Biology 116 or Biology 226 and 227.
5. Have a personal interview with program personnel.

For further information, contact the Respiratory Care Department at (312) 850-7382, Room 3509.

## Surgical Technology

### The occupations

- ◆ Surgical Technologist
- ◆ Certified First Assistant

### About the occupations

Surgical technologists (formerly called operating room technicians) perform many different responsibilities in the operating room. They act as the scrub person, as the circulator, and as the first assistant on the surgical team.

Surgical technologists’ responsibilities involve preparing the operating room and instruments, equipment and supplies that will be needed; positioning and preparing the patient for surgery; and passing instruments, sponges, and sutures to the surgeon.

Surgical technologists are the surgical team’s experts in aseptic technique, being constantly vigilant for any break in the technique that could endanger the sterile field. Surgical technologists belong to a separate non-nursing profession and are highly skilled, having completed the necessary specialized education and training focused on working in the operating room. The preferred entry-level education for the surgical technologist is the associate degree.

### **Certified First Assistant**

To be eligible for testing individuals must be a graduate of an AST-approved surgical first assisting program or a CST with current certification who meets a number of other eligibility requirements.

The CST/CFA who functions as a surgical first assistant to the surgeon during the operating does so under the direction and supervision of that surgeon and in accordance with hospital policy and appropriate laws and regulations.

First assistant provides aid in exposure, homeostasis, and other technical functions that help the surgeon carry out a safe operation with optimal results for the patient.

### **Work environment**

#### *Employers*

- ◆ Hospitals and medical centers
- ◆ Surgical centers and other health care agencies
- ◆ Private employment by physicians
- ◆ Self-employment as a technologist

#### *Typical schedule*

- ◆ Work rotating shifts or on-call assignments
- ◆ Evening, weekend and holiday work probable

#### *Tools and equipment*

- ◆ Operating sterilizers
- ◆ Operation lights
- ◆ Suction machines
- ◆ Electrosurgical units
- ◆ Sterile supplies and equipment
- ◆ Tools used to apply non-sterile dressings such as plaster or synthetic casting

### **Worker portrait**

#### *Skills and Aptitudes*

- ◆ Under Illinois statutes, this health care worker cannot be a convicted felon. Background checks will be conducted.
- ◆ Ability to write accounts of the surgical procedure being performed

- ◆ Highly organized; takes direction and instruction well
- ◆ Meticulous adherence to rules and procedures
- ◆ Manual dexterity
- ◆ Ability to stand long hours
- ◆ Works accurately under pressure
- ◆ Strength to lift heavy objects and equipment of approximately 50 pounds

#### *Interests*

- ◆ Working with others
- ◆ Patient care in a pre- and post-operative mode
- ◆ Health care delivery and provider
- ◆ Flexible working hours

## **Obstetrics Technology**

### **Obstetrics Technology Basic Certificate Program**

*Program Code: 0221; Department Number: 0016*

- ◆ One Semester Basic Certificate Program

This course is designed to present the basic concepts and principles for developing skills and competencies needed in special procedures which the physician may use to assist the mother in labor and delivery. This course will offer knowledge and obligation in aseptic technique, scrubbing, gowning and gloving. The female anatomy, layers of abdomen, proper positioning, draping, patient safety, skin preparation, instrumentation, supplies, drugs, equipment, and different terminology including different types of anesthesia used during labor and delivery.

### **Work environment**

#### *Employers*

- ◆ Hospitals, medical centers, and surgery centers
- ◆ Private employment by physicians

#### *Typical schedule*

- ◆ May work rotating shifts, weekends, holidays or on-call

#### *Instruments and equipment*

- ◆ Operating various sterilizers



- ◆ Handling surgical instruments
- ◆ Sterile supplies and equipment

#### Worker Portrait

- ◆ Highly organized and meticulous
- ◆ Manual dexterity
- ◆ Ability to stand long hours
- ◆ Works accurately under pressure
- ◆ Self directed individual

#### Interests

- ◆ Working with infants and mothers
- ◆ Patient care in a pre, inter, and post-operative mode
- ◆ Health care delivery and provider, and employees

#### Program prerequisites

1. Consent of Program Director
2. Co-enrollment in Surgical Technology 214 and 215
3. Prerequisite for Surgical Technology 215 is a "C" or better in 214

#### Courses

#### Credit hours

English Composition 101 .....	3
Obstetrics Theory and lab 214 sub term .....	4
Obstetrics Clinical 215 sub term .....	4
Total credit hours.....	11

#### Admission requirements

- ◆ Submit an application and interview with the program director

## Sterile Processing Technology

### Sterile Processing Technology Basic Certificate Program

Program Code: 0269; Department Number: 0016

- ◆ One semester Basic Certificate Program
- ◆ Eligible to write the International Association of Health care Central Service Material Management Examination (IAHCSMM)

This course is designed to present the basic concepts and principles for developing skills and competencies required for infection prevention and control in the sterile processing department in a health care facility. This course will offer basic knowledge related to instrumentation connected with surgical procedures. The students will be involved processes such as cleaning, disinfecting, decontamination, sterilization, Standard precautions, and Universal precautions. The student will learn basic knowledge concerning various types of central service equipment such as ultrasonic cleaning, washer sterilizers, cart washers, autoclaves, steris, sterrad and ethylene oxide (ETO) machines.

#### Work environment

##### Employers

- ◆ Hospitals, medical centers, and surgery centers
- ◆ Private employment by physicians
- ◆ Agency employment as a Processing Technologist

##### Typical schedule

- ◆ May work rotating shifts, weekends, holidays or on-call

##### Instruments and equipment

- ◆ Operating various sterilizers
- ◆ Washers/sterilizers
- ◆ Ultra sonic units
- ◆ Handling surgical instruments
- ◆ Sterile supplies and equipment

#### Worker Portrait

- ◆ Highly organized and meticulous
- ◆ Manual dexterity
- ◆ Ability to stand long hours
- ◆ Works accurately under pressure
- ◆ Self-directed individual

#### Interests

- ◆ Working with others
- ◆ Patient care in a pre- and post-operative mode

- ◆ Health care delivery and provider

**Program prerequisites**

1. Consent of Program Director
2. Co-enrollment in Surgical Technology 216 and 217
3. Prerequisite for Surgical Technology 217 is a “C” or better in 216

<b>Courses</b>	<b>Credit hours</b>
English 101 .....	3
Sterile Processing Theory and lab 216 .....	4
Sterile Processing Clinical 217 .....	4
Total credit hours.....	11

**Admission requirements**

- ◆ Submit an application and interview with the program director

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**Surgical Technology—AAS Degree**

*Program Code: 0267; Department Number: 0016*

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**Program prerequisites.**

*Must be met through credit, waiver or exemption*

<b>Courses</b>	<b>Credit Hours</b>
English 101 .....	3
Biology 120 or Health Science 102 .....	3
Biology 121 .....	5
Biology 226 .....	4
Total credit hours.....	15

**First Year**

<b>First Semester</b>	<b>Credit Hours</b>
Business Communications 284 .....	3
Surgical Technology 111.....	3
Surgical Technology 112.....	4
Surgical Technology 113.....	3
Biology 227 .....	4
Semester total .....	17

**Second Semester** **Credit Hours**

Surgical Technology 114.....	4
Surgical Technology 115.....	4
Surgical Technology 116.....	4
Semester total .....	12
Summer Term .....	Credit Hours
Speech 101.....	3
Surgical Technology 117.....	2
Surgical Technology 200.....	3
Semester total .....	8

*Second Year*

**Third Semester** **Credit Hours**

Sociology 201 .....	3
Social Science 101 or 102 .....	3
Surgical Technology 211.....	2
Surgical Technology 212.....	5
Semester total .....	13

**Fourth Semester** **Credit Hours**

Psychology 201 .....	3
Surgical Technology 213.....	8
Semester total .....	11
Total program courses .....	65

**Admission requirements**

1. Submit a complete application to the Surgical Technology program
2. Submit three letters of recommendation
3. Provide official transcripts of all college courses taken by applicant
4. Conduct a personal interview with program personnel
5. Submit application by April 15 of each year to the Surgical Technology Department, Room 3511.
6. Complete all of the program prerequisites

For more information, contact the Surgical Technology Department, (312) 850-7351, Room 3511.

# Course Descriptions

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## Anthropology (081)

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### 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.

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## Art (010)

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### 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 130

*African-American Art*—Survey of African-American art over last 150 years; covers African-American crafts and sculpture during 19th Century; realistic painters of early 20th Century; cubistic and abstractionist influences on painting and sculpture; non-revolutionary artists such as Charles White, Henry O. Tanner, Aaron Douglas and Hughie Lee-Smith. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

### ART 131

*General Drawing*—Still-life, landscape and human figure; experimentation with various media. Writing assignments, as appropriate to the discipline, are part of the course.

6 lab/studio hours per week. 3 credit hours.

### ART 132

*Advance General Drawing*—This course builds on and refines the experiences of General Drawing focusing on a variety of color media. Emphasis is on invention and formal concerns. Explorations into abstraction, non-objective, and fabricated image making are covered in this class. Course includes vocabulary development, critical analysis activities, and reference to historic models of drawing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 131.

6 lab/studio hours per week. 3 credit hours.

### ART 141

*Introduction to the Visual Arts*—Practical application of fundamentals of visual arts. Includes study of line, texture, color, shape and volume in various media. Recommended for pre-teachers. Writing assignments, as appropriate to the discipline, are part of the course.

6 lab/studio hours per week or 1 lecture and 2 lab hours per week.

3 credit hours. 2 credit hours

### ART 142

*Figure Draw and Composition*—Study of the human figure in action and still poses; rapid sketching, long poses, memory work, and portraiture. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 131 or Consent of Department Chairperson.

6 lab/studio hours per week. 3 credit hours.

### ART 143

*Advanced Figure Drawing*—Development of skills.

Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 142.

**6 lab/studio hours per week. 3 credit hours.**

#### **ART 144**

*Two Dimensional Design*—A studio course exploring the fundamentals of the formal systems and basic elements of visual organization through two-dimensional design principles and theories using a variety of media. Fundamental design and experimentation in relationships of line, shape, textures, and color. Writing assignments, as appropriate to the discipline, are part of the course.

**6 lab/studio hours per week. 3 credit hours.**

#### **ART 145**

*Three Dimensional Design*—Study of the fundamentals of the formal systems and basic elements of visual organization through three-dimensional design principles and theories; use of a variety of media, including recent and traditional materials, such as clay and plaster. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 144 or Consent of Department Chairperson.

**6 lab/studio hours per week. 3 credit hours.**

#### **ART 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  
3 credit hours**

**hours per week  
2 credit hours.**

#### **ART 163**

*Water Color Painting*—Elementary painting and sketching including still life, landscape and figure painting. Writing assignments, as appropriate to the discipline, are part of the course.

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

#### **ART 166**

*Oil Painting Techniques*—A studio course that serves as an introduction to basic painting techniques and color principles applied to the exploration of oil and

acrylic painting media. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Art 131 or Consent of Department Chairperson.

**6 lab/studio hours per week. 3 credit hours.**

#### **ART 167**

*Advanced Oil Painting Techniques*—Advanced techniques and experimentation in use of materials and the development of creative styles in oil painting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Art 166 or Consent of Department Chairperson.

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

#### **ART 181**

*Multi-Media Production*—Study of multi-media and multi-image production; includes planning and producing a slide/tape projection; planning an audio-visual center in-house production facility; programming and dissolve controls, graphics for copy photography, and audio production. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

#### **ART 196**

*Ceramics*—Ceramics formed by coil, slab or free form methods. Writing assignments, as appropriate to the discipline, are part of the course.

**6 lab/studio hours per week or 1 lecture and 2 lab  
3 credit hours** **hours per week  
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 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.**

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## Astronomy (071)

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### ASTRONOMY 201

*Descriptive Astronomy I*—Descriptive survey of major astronomical facts, concepts, and relationships, starting with the solar system and extending to stars, galaxies, and cosmogonies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.  
**150 minutes per week. 3 credit hours.**

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## Biology (023)

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### 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 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 composition and utilization, food preparation and preservation, nutrition, special diets, fad foods, and foods of the future; social and political aspects of food in the world's future. Writing assignments, as appropriate to the discipline, are part of the course.  
**150 minutes per week. 3 credit hours.**

### BIOLOGY 114

*General Education Biology*—A laboratory course emphasizing scientific inquiry through selected concepts of biology, such as organization, function heredity, evolution, and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. This course is equivalent to the Articulation Initiatives General Education generic course numbered L1900L. Writing

assignments, as appropriate to the 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 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 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 116

*Anatomy and Physiology*—Laboratory studies in gross and microscopic mammalian anatomy. Lectures correlating human anatomy and physiology. Writing assignments, as appropriate to the discipline, are part of the course.

**2 lecture and 4 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 130**

*Human Cadaver Anatomy I*—Student-directed learning experiences designed to enhance histology and human cadaver competence. Includes osteology, articulations, skeletal muscles, and neurology. Will satisfy 30 contact hour requirement of Occupational Therapy, Physical Therapy and other medical programs. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Biology 226.

**.5 lecture and 1 lab hours per week. 1 credit hour.**

### **BIOLOGY 131**

*Human Cadaver Anatomy II*—Continuation of Biology 130. Directed learning experiences are designed to enhance histology and human cadaver competence. Primarily stresses the following areas: cardiovascular, thoracic and abdominal cavity systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Biology 226 and Biology 227, or Consent of Department Chairperson.

**.5 lecture and 1 lab hours per week. 1 credit hour.**

### **BIOLOGY 201**

*Individual Topics in Biology*—Students may conduct laboratory research, engage in a library project, 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 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 Career strongly suggested.)

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

### **BIOLOGY 227**

*Human Structure and Function II*—Continuation of Biology 226. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 226 or Consent of Department Chairperson.

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

### **BIOLOGY 241**

*Genetics*—Principles of heredity, structure of genetic material, mechanism of transmission, and the role of genetics in evolution. Application of these principles to human and other organisms is included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 101 and 102, or Biology 114 and Biology 115, or Biology 121 and 122, or Consent of Department Chairperson.

**2-3 lecture and 4 lab hours per week. 3-4 credit hours.**

### **BIOLOGY 242**

*Evolution*—Origin, history and development of plants and animals. Includes evidence from anatomy, paleontology, comparative physiology, biochemistry, immunology, and genetics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 101 and Biology 102 or Biology 114 and Biology 115 or Consent of Department Chairperson.

**50 to 150 minutes per week. 1-3 credit hours.**

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## **Business (030)**

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### **BUSINESS 111**

*Introduction to Business*—Survey of modern US business, analyzing organization and types of businesses, major business functions, business and the environment, roles played by business and consumers in the economy and various economic systems. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

### **BUSINESS 114**

*Intro To Urban Mass Transit*—Overview of the public and private transit system including formation and implementation at the national, local and regional levels. Examination of recent trends, traditional problems, and merging issues in urban regional transportation. Emphasis on management strategies that can be used in daily operations of a public or private transit system including obligation to customer, of urban transit manager, demand management, paratransit alternatives, and safety issues. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **BUSINESS 180**

*Fundamentals of Accounting*—This course emphasizes-

es 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 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 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 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 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 268**

*Introduction to Supervision*—Understanding fundamental requirements for successful leadership and supervision. Methods for handling the day-to-day problems of supervision. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

#### **BUSINESS 269**

*Principles of Management*—Analysis of major functions and principles of management; emphasis on supervisory and operating levels of management; theories, policy-making, effective communications and art of decision-making. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **BUSINESS 271**

*Human Resources Management*—Employment techniques, wages and hours, job evaluation, training, employee ratings, collective bargaining, employment counseling and collateral benefits, such as pensions and fringe benefits. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

#### **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 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 285**

*Real Estate Principles*—Preparation for state real estate examination. Includes real property, deeds, agreements of sale, mortgages, financing, valuation and appraisal, leases and closing statements. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 111, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

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## **Chemistry (073)**

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#### **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 the discipline, are part of the course. Prerequisite: Eligibility for Mathematics 140 or higher, and 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, heterocyclic compounds, spectroscopy; laboratory emphasis 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 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.**

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## Child Development (090)

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### 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 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 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 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.**

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## Chinese (141)

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### CHINESE 101

*Introduction to Chinese*—This course introduces the basic elements of Mandarin Chinese that will enable the students to develop communicative language skills. It is designed for students who need to build up their basic conversational skills as well as grammar and vocabulary knowledge in Chinese. Intensive drills on sounds and tones, vocabulary, and sentence patterns in meaningful contexts will be used in order for the students to communicate appropriately and accurately in authentic contexts. The course will introduce students to the diverse culture, history, and social etiquette of China. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C

or better, or Consent of Department Chairperson.  
**200 minutes per week. 4 credit hours.**

### CHINESE 102

*Chinese II*—This course is designed for students who have acquired some oral proficiency, but lack formal training and literacy. It teaches more advanced grammar while reviewing the basic rules. Students will learn how to use a bilingual dictionary to assist their reading of essays and short stories. They will learn to write notes, letters, and paragraphs. The course will introduce students to the diverse culture, history, and social etiquette of China. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chinese 101 with a grade of C grade or better or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

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## Clinical Laboratory Technology (019)

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### CLINICAL LABORATORY TECHNOLOGY 101

*Intro Clinical Laboratory Science*—This course covers the history, scope and future trends of the profession; basic skills of the practitioner; laboratory safety, specimen collection and handling both venous and capillary punctures quality control and infection control procedures, supplies and equipments handling. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, or Consent of Department Chairperson.

**100 minutes per week. 2 credit hours.**

### CLINICAL LABORATORY TECHNOLOGY 105

*Urinalysis & Other Body Fluids*—This course covers the physical, chemical and microscopic examination of urine and disease correlations; the analysis of other body fluids such as cerebrospinal fluid, seminal fluid, synovial fluid, serous fluid (pleural, pericardial, peritoneal). Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, or Consent of Department Chairperson.

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

### CLINICAL LABORATORY TECHNOLOGY 106

*Hematology and Coagulation I*—This course covers an introduction to hematology, hematopoiesis, manual blood counts, hematocrit and hemoglobin determinations. RBC indices, normal blood smear evaluations and the WBC differential; manual reticulocytes and eosinophils counts; introduction to coagulations with a study of platelets, clotting factors, intrinsic and extrinsic systems and basic coagulation tests. Writing

assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology 106 course.

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

#### **CLINICAL LABORATORY TECHNOLOGY 107**

*Immunohematology I*—This course covers an introduction to the basic theory of Blood Banking, donor selection, the ABO and Rh systems and the procedures of ABO, Rh and Du Typing Tests. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology 106 course.

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

#### **CLINICAL LABORATORY TECHNOLOGY 109**

*Immunology I*—This course covers the desirable consequences of immunity (innate and acquired), the interactions of antigens and antibodies and syphilis serology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology course 104, or Consent of Department Chairperson.

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

#### **CLINICAL LABORATORY TECHNOLOGY 121**

*Clinical Chemistry I*—This course covers an introduction to Clinical Chemistry with emphasis on clinical laboratory math and principles of chemical measurements: the chemistry of proteins and carbohydrates; electrolytes and water balance, and associated diseases and conditions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology course 106 and Clinical Laboratory Technology course 107.

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

#### **CLINICAL LABORATORY TECHNOLOGY 123**

*Lab Instrumentation & Computers*—This course covers various types of laboratory instruments; discussion of physical and chemical principles involved in operation, study of essential components, calibration and maintenance, precautions and troubleshooting; and introduction to computers with emphasis on laboratory information systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology course 121.

**100 minutes per week. 2 credit hours.**

#### **CLINICAL LABORATORY TECHNOLOGY 124**

*Clinical Microbiology I*—This course covers an introduction to clinical microbiology, the Gram Stain, a comprehensive study of staphylococcal organisms; the family enterobacteriaceae; biochemical tests of the identification of gram positive cocci and gram negative bacilli. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology course 104, or Consent of Department Chairperson.

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

#### **CLINICAL LABORATORY TECHNOLOGY 204**

*Clinical Practicum and Seminar I*—At an assigned clinical site, students receive supervised, hands on clinical laboratory work experience via scheduled rotations through clinical chemistry, coagulation, endocrinology, hematology, immunohematology, immunology, microbiology, parasitological, phlebotomy, and urinalysis laboratories and seminars on pertinent topics and current issues. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program courses 107 and 121.

**3 lecture and 21 lab hours per week. 6 credit hours.**

#### **CLINICAL LABORATORY TECHNOLOGY 206**

*Hematology and Coagulation II*—This course covers the structure, function and metabolism of red blood cells; the pathogenesis and blood picture of anemias, leukemias and lymphomas; evaluation of red cell and white cell morphology; vascular and platelet disorders, defects of plasma clotting factors and the interactions of the fibrinolytic, coagulation and kinin systems of homeostasis; and the applicable laboratory procedures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology 106 course.

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

#### **CLINICAL LABORATORY TECHNOLOGY 207**

*Immunohematology II*—This course covers major blood group systems (other than ABO and Rh), compatibility testing (crossmatch, antibody screen, panel cell antibody identification, autocontrol and the direct and indirect antiglobulin techniques), Hemolytic Disease of the newborn, transfusion reactions, transfusion transmitted diseases, component preparation, storage and hemotherapy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Labora-

tory Technology 107 course.

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

### **CLINICAL LABORATORY TECHNOLOGY 218**

*Clinical Practicum and Seminar II*—This course provides a continuation of the supervised, hands-on-clinical laboratory experiences at an assigned clinical site, via scheduled rotations through clinical chemistry, coagulation, endocrinology, hematology, immunohematology, immunology, microbiology, parasitology, phlebotomy and urinalysis laboratories and seminars on pertinent topics and current issues. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology 204 course.

**3 lecture and 21 lab hours per week. 6 credit hours.**

### **CLINICAL LABORATORY TECHNOLOGY 219**

*Immunology II*—This course covers the theory of immunologic and serologic procedures; immunologic manifestations of infectious and autoimmune diseases. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology course 109.

**100 minutes per week. 2 credit hours.**

### **CLINICAL LABORATORY TECHNOLOGY 221**

*Clinical Chemistry II*—Automated principles and procedures applied in analysis of carbohydrates, electrolytes, blood gases, enzymes, protein and toxic substances; analysis of body fluids with emphasis on collection and handling. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Clinical Laboratory Technology 107.

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

### **CLINICAL LABORATORY TECHNOLOGY 224**

*Clinical Microbiology II*—This course covers a review of the gram positive cocci and gram negative enteric bacilli, a study of other bacterial microorganisms commonly encountered in the clinical laboratory, a study of commonly encountered parasites, molds, yeast, fungi and viruses and associated diseases and infections. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Clinical Laboratory Technology program/plan 236, and Clinical Laboratory Technology 124 course, and Microbiology 233.

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

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## **Comparative Religion (133)**

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### **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 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.**

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## **Computer Information Systems (032)**

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### **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 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 6 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 processing software. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT requirements. Additional earned credit hours up to six will be counted towards elective credit and requires the Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **COMPUTER INFORMATION SYSTEMS 123**

*Introduction to Spreadsheets on Microcomputers*—Fundamental concepts of computer programs as exemplified in the electronic spreadsheet. Emphasis on business applications and personal financial management and tax preparation. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credit hours up to 6 will be counted towards elective credit and requires the Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **COMPUTER INFORMATION SYSTEMS 135**

*Introduction To COBOL Programming*—Writing programs in COBOL for typical business problems. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

#### **COMPUTER INFORMATION SYSTEMS 142**

*Introduction to C or C++ Language*—Fundamentals of structured problem-solving in C language emphasis

on syntax, data types, operators, control structures, functions program structure, pointers, arrays, input, and output; students will complete programs of moderate size and complexity. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 103, or CIS 106, or CIS 107, or CIS 130, or CIS 135, and Math 099 or higher, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **COMPUTER INFORMATION SYSTEMS 144**

*Introduction to Java Programming Language*—In this course the students will learn the basics of a block-structured high-level programming language commonly used in internet applications. The topics include the introduction to: procedural and data abstraction programming styles; the concepts of design, testing, and documentation in programming, programming platforms, and software developments; selection, repetition, and sequence control structures; the basic programming elements of arrays, records, and files. Upon completion of this course, the students will be equipped with the basic skills of Internet programming for problem solving and algorithm development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 142 with a grade of C grade 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. Prereq-

quisite: CIS 101, or CIS 120, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **COMPUTER INFORMATION SYSTEMS 181**

*Web Development II/Basic Web Technologies*—Introduction to Web Development with emphasis on 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 . 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 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 will learn 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, black 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 C or better.

**150 minutes per week. 3 credit hours.**

### **COMPUTER INFORMATION SYSTEMS 258**

*Advanced Internet*—This course will extend the introductory concepts of CIS 158 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 Web site. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: CIS 158, or CIS 257, or Consent of Department Chair-



person.

**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 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 . 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.**

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## **Cooperative Work Experience (008)**

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### **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 con-

current 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) 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. 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. No more than 12 semester hours of credit in work experience will be accepted for graduation.

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## Criminal Justice (080)

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### CRIMINAL JUSTICE 102

*Administration of Criminal Justice*—Operation of the agencies of criminal justice: police, prosecution, courts, correctional institutions, probation and parole. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

### CRIMINAL JUSTICE 114

*Administration of Juvenile Justice*—Studies in the etiology of juvenile delinquency, analysis of the agencies of control of juvenile behavior, and the roles of courts and correctional institutions in the administration of juvenile justice. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

### CRIMINAL JUSTICE 155

*Introduction to Corrections*—This course covers the history and development of corrections at the local, state and federal levels with emphasis on the goals, structure, and operations of correctional institutions. Included are alternatives to incarceration and the future of corrections within the American criminal justice system. Writing assignments, as appropriate to the discipline, are part of the course.

150 minutes per week. 3 credit hours.

### CRIMINAL JUSTICE 202

*Issues In Criminal Justice*—Critical issues related to crime and urban society; analysis and evaluation of documents in the field of Criminal Justice. Consideration of newly proposed reforms and the method of implementing these reforms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better.

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, 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 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

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## Dietetic Technician (012)

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### DIETETIC TECHNICIAN 104

*Fundamentals of Nutrition*—Nutrition and its role in health care and maintenance. Study of the major nutrients in foods and how the body uses them. Nutrient of foods, the food exchange list system, balanced diets, the basic four food ideal body weights, energy and protein requirements. Recommended daily allowances

nutrients, principles of meal planning for normal nutrition, dietary guidelines, nutrient calculations and 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.**

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## Economics (082)

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### 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 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 US monetary and banking business cycles, international exchange, Federal Reserve System, and use of 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.**

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## Education (083)

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### 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. A 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. Surveys 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**

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## **Emergency Medical Technician (120)**

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### **EMERGENCY MEDICAL TECHNICIAN 100**

*Emergency Medical Technician-First Responder Training*—Development of basic skills in patient assessment and emergency medical care procedures required for minimizing patient suffering and the prevention of further injury. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

### **EMERGENCY MEDICAL TECHNICIAN 101**

*Emergency Medical Technician-Ambulance*—This course provides training to recognize the nature or extent of a patient's condition, administer appropriate emergency medical care to stabilize their condition and transport them safely to the proper medical facility. This course follows United States Department of Transportation (DOT) guidelines for EMT-B Training. Students will receive appropriate in class clinicals in addition to the course lecture, CPR training/certification and ten (10) hours working in hospital clinical 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. **300 minutes per week. 6 credit hours.**

### **EMERGENCY MEDICAL TECHNICIAN 221**

*Essentials of Paramedic Medicine I*—This course introduces the student to the roles of the paramedic. The content focuses on the introduction, assessment, management and stabilization of various patient conditions. This course follows the United States Department of Transportation Guidelines for Paramedic Training. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Suc-

cessfully complete the Paramedic Program Application and Entrance Process; Concurrent enrollment in EMT 222; Current EMT-B Illinois State License and Consent of Department Chairperson.

**450 minutes per week. 9 credit hours.**

### **EMERGENCY MEDICAL TECHNICIAN 222**

*Paramedic Medicine Practicum I*—This course provides the student the opportunity to focus on the integration of the principles learned in EMT 221 and apply this knowledge into practical application. Includes: Direct patient care; Patient simulation, Clinical rotations and ambulance ride time. This course follows the United States Department of Transportation Guidelines for Paramedic Training. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Concurrent enrollment in EMT 221; Current EMT-B Illinois State License and Consent of Department Chairperson.

**2 lecture and 6 lab hours per week. 5 credit hours.**

### **EMERGENCY MEDICAL TECHNICIAN 223**

*Essentials of Paramedic Medicine II*—This course provides continued instruction which was introduced in EMT 221. The content focuses on the assessment, management and stabilization of various patient conditions. This course follows the United States Department of Transportation Guidelines for Paramedic Training. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of EMT 221; Successful completion of EMT 222; Concurrent enrollment in EMT 224, Current EMT-B Illinois State License and Consent of Department Chairperson.

**450 minutes per week. 9 credit hours.**

### **EMERGENCY MEDICAL TECHNICIAN 224**

*Paramedic Medicine Practicum II*—This course provides the student the opportunity to focus on the integration of the principles learned in EMT 221, 222 (and concurrent course 223) and apply this knowledge into practical application. Includes: Direct patient care; Patient simulation, Clinical rotations and Ambulance ride time. This course follows the United States Department of Transportation guidelines for Paramedic Training. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of EMT 221; Successful completion of EMT 222; Concurrent enrollment in EMT 223, Current EMT-B Illinois State License and Consent of Department Chairperson.

**2 lecture and 6 lab hours per week. 5 credit hours.**

### EMERGENCY MEDICAL TECHNICIAN 227

*Paramedic Medicine Field Internship*—This course provides the student the opportunity to integrate, synthesize and apply the knowledge gained in EMT 221, 222, 223 and 224 toward in field situations. The student will be under the direct supervision of Paramedic Preceptors and will work with assigned Resource Hospitals as well as the Course Coordinator. This course will involve ambulance ride time. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: EMT 221, 222, 223 and 224 courses. Current EMT-B Illinois State License and Consent of Department Chairperson.

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

### EMERGENCY MEDICAL TECHNICIAN 250

*EMS Instructor*—This course is designed to provide students with those skills necessary to successfully present any of the Department of Transportation National Highway Traffic Safety Administration EMS course. The course provides a solid foundation in learning theory, yet moves directly into hands-on application. With the emphasis on practical skill development, instructor trainees will complete with the confidence that they can successfully teach any course in the National Standard Curricula for which they are technically qualified. Successful completion of this course enables the participant to acquire state recognition as an EMS Lend Instructor. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

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## Engineering (034)

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### 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.**

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## English (035)

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### 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 107

*Report Writing*—Letters and reports, methods of collecting and organizing data, 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, tape, magazine, newspaper advertisements. Writing assignments, as appropriate to the discipline, are part of the course.

**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 197

*Communications Skills*—Writing and analysis of essays, letters and reports, emphasis on clarity and logical development. 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 201

*Advanced Composition*—Intensified work in expository and argumentative writing for students who need to improve writing skills for professional careers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 102.

**150 minutes per week. 3 credit hours.**

### ENGLISH 241

*Creative Writing*—Descriptive and narrative writing, concentrating on the writing of poetry, drama, and fiction. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### ENGLISH 299

*Special Topics in English*—Selected topics in English for students interested in further developing their understanding of specific authors, movements, genres, styles of writing, and forms of language; emphasis on linguistic structure, social contact and interpretation. Writing assignments, as appropriate to the discipline,

are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability.

**5-150 minutes per week. 1-3 credit hours**

**English as a Second Language (See ESL)**

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## ESL Reading (137)

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### 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.**

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## ESL Speech (195)

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### 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 per week. 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.**

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## ESL Writing (135)

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### 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.**

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## Fine Arts (042)

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### FINE ARTS 104

*The World of The Cinema*—Study of various types of films; covers historical development, production methods, technique of films and critical evaluation. Writing assignments, as appropriate to the discipline, are part of the course.  
**150 minutes per week. 3 credit hours.**

### FINE ARTS 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.**

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## French (051)

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### 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.**

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## Geography (084)

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### 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.**

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## Geology (075)

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### GEOLOGY 201

*Physical Geology*—Basic earth processes: weathering, erosion, deposition, mountain building, metamorphism, volcanism, and plate tectonics. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

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

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## Health (001)

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### 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.**

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## Health Science (124)

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### HEALTH SCIENCE 101

*Trends and Issues in Health Care Delivery*—Introduction to health care delivery systems; various health professions will be presented with emphasis on their primary role and how they interact or complement each other in delivery of health care services. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

### HEALTH SCIENCE 102

*Professional Medical and Health Care Practices*—This course includes the study of acronyms and professional jargon used in the medical and health care environment. Emphasis includes examination of data used in the delivery of health care and the



characteristics of the health care workforce. Chronic illness and rehabilitative care will be examined as well as primary and specialty care in light of managed care. The process of accrediting and licensure of health science programs will be explored. A case study format involving inter-disciplinary health science programs will be reviewed, emphasizing systematic clinical applications. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

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## History (085)

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### **HISTORY 111**

*History of American People to 1865*—Exploration of the new world and its colonization; study of colonial life with emphasis on cultural heritage and the American Revolution; emergence of the American nation traced through major trends and events in economic, political, cultural, social and intellectual affairs; includes past and present American culture patterns. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **HISTORY 112**

*History of American People from 1865*—American history from the close of the Civil War to the present; political and economic developments, and social, intellectual and cultural changes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **HISTORY 114**

*The Afro-American in American History*—Role of the African-American in American culture and the historical traditions which give rise to current dilemmas confronting the American community: traces history of people of African heritage from the background of African culture and slave trade as they became a part of American life. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **HISTORY 115**

*Afro-American History Since 1865*—Reconstruction period after the Civil War; black politics in the

new South; rise of Jim Crow sentiment; alliance of northern industry and southern Bourbonism; early northward migrations and urban culture; growth of civil rights organizations; W. E. B. DuBois and Booker T. Washington; Blacks in WWI and WWII; post-war developments. Writing assignments, as appropriate to 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 grade of 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 212**

*History and Culture of China*—Study of Chinese history from Asian dynasties to the present. Political, economic, and cultural structure of traditional Chinese civilization, foreign relations, invasions, and consequences including the rise of the Communist party and the emergence of modern Communist China. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **HISTORY 215**

*History of Latin America*—Political and constitutional history of principal Latin American nations; Euro-

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## Humanities (041)

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pean, 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 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.**

### HUMANITIES 201

*General Course I*—Introduction to the interdisciplinary study of arts and ideas, with emphasis on principles of analysis and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### HUMANITIES 202

*General Course II*—Continuing the interdisciplinary study of arts and ideas; with emphasis on principles of analysis and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### HUMANITIES 203

*Arts of Contemporary America*—Analysis and evaluation of major art forms of today—film, television, poster art, journalism, poetry, fiction, painting and music. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### HUMANITIES 205

*World Literature I*—Masterpieces of world literature including principal works from selected literary periods and traditions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### HUMANITIES 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 legend-



ary 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.**

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## **Inter-Disciplinary Studies (104)**

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### **INTERDISCIPLINARY 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.**

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## **Literature (036)**

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### **LITERATURE 110**

*Introduction to Literature*—Representative poetry and prose. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Place-

ment 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 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, short stories and poems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **LITERATURE 117**

*American Literature from the Civil War to the Twentieth Century*—American prose and poetry from 1865 to 1914. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### LITERATURE 118

*English Literature from its Beginnings to the Age of Johnson*—Important writers and representative literary forms from its Beginnings to the Age of Johnson. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 119

*English Literature from the Romantic Revival to the Twentieth Century*—Important writers and representative literary forms. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 121

*Contemporary African American Literature*—Survey of major African-American writers from the period of Harlem Renaissance to present day. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 122

*Perspectives In Black Literature*—Sequence and scope of writing development by Blacks in America; analysis and interpreting of major works of prose, poetry and drama. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 126

*Contemporary American Literature*—Major American writers of fiction, poetry, drama and essays of the 20th century. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 128

*Latin American Literature*—This course spans the centuries and the Western Hemisphere. It includes the pre-Columbian Mayan Indian authors of Popol Vuh and the world-renowned contemporary practitioners of magic realism. The course includes authors from Mexico, the Caribbean, Central America, and South America. Close attention will be paid to the historical

and cultural context of the works. Readings, lectures, and course work will be in English. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 129

*United States Latino(a) Literature*—This course explores the trends and movements of various periods of U.S. Latino(a) Literature in relation to U.S. Latino(a) social and cultural history. As part of the literature of the United States, these works are distinct from, although sometimes influenced by, Latin American Literature, which is written in Spanish or Portuguese by authors native to Latin American and Caribbean countries. U.S. Latino(a) texts in this course—poetry, fiction, drama, memoir, chronicle—depict various issues and themes pertinent to this ethnic segment of the United States, including Latino(a) writers stylistic and thematic contributions to American mainstream literature. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 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 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 assign-

ments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **LITERATURE 211**

*Shakespeare*—Critical reading and discussion of representative Shakespearean histories, tragedies, comedies and sonnets. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **LITERATURE 220**

*World Literature*—Survey of masterpieces in world literature: principal works and writers, literary periods, and traditions with selections from ancient times through present day. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 101, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **LITERATURE 221**

*Topics in Literature: Romanticism in British and American Literature*—A study of works that exhibit the trends in literature and thought in Britain and America in the nineteenth century, and their Continental cross-currents. The course may emphasize particular authors, literary movements, or the development of a genre, or early examples of contemporary concerns. It may trace a problem, such as industrialization or the shift to urban life. Topics may change semester to semester but the chronological parameter will remain the same and the relevance to Literature 220 will be emphasized. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Literature 220, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **LITERATURE 299**

*Science Fiction: Psychology and Prophecy*—A survey of major writers of science fiction. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 101, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

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## **Mathematics (045)**

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#### **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 109**

*Concepts in Mathematics*—Selected topics from various branches of mathematics illustrate the development of important ideas in mathematics and how these concepts interrelated. Topics include sets and logic, numbers and sequences; measurement, interest and percent; calculators and computers; equations and linear programming, probability and statistics. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 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 grade of 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 grade of 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 grade of C grade or better, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

### **MATHEMATICS 122**

*Mathematics for Elementary Teachers II*—This course is a continuation of Math 121. Topics include probability and statistics; lines, angles, polygons, Pythagorean Theorem, circles, solids, areas, volume, measurements. Applications are included throughout course. Problem solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 121 with a grade of C or better, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

### **MATHEMATICS 125**

*Introductory Statistics*—This course provides students with an opportunity to acquire a reasonable level of statistical literacy as it applies to a variety of societal issues. This course emphasizes interpretations and applications of techniques using descriptive and inferential statistics. Topics include: frequency distributions, histograms, and measures of central tendency, measures of dispersion, and measures of position, probability concepts, the binomial distribution, the normal distribution, the Central Limit Theorem, confidence intervals, hypothesis testing, and an introduction to correlation. The use of technology, e.g., graphing, calculator, computer software, etc., is an integral part of this course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 099 with a grade of C or better, or Placement Test, or Consent of Department Chairperson.

**50-200 minutes per week. 1-4 credit hours.**

### **MATHEMATICS 140**

*College Algebra*—College Algebra emphasizes the notion of a function as a unifying concept. The following families of functions and their characteristics are examined within this course: polynomial, rational, exponential and logarithmic functions. Additional topics will include solving inequalities and systems of non-linear equations. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 099 with a grade of C or better, or Placement Test, or Consent of Department Chairperson.

**200 minutes per week. 4 credit hours.**

### **MATHEMATICS 141**

*Plane Trigonometry*—In this course, students will



develop an understanding of the trigonometric functions and apply trigonometry to the sciences. Topics include: definitions, properties and graphical characteristics of trigonometric functions; radian measure; trigonometric identities and equations; Law of Sines and Law of Cosines; inverse trigonometric functions; DeMoivre's Theorem; and vectors. Applications involving problem-solving skills will be emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### **MATHEMATICS 144**

*Finite Mathematics*—This course covers mathematical applications that are useful in solving problems in business and social science. Topics include: linear functions, linear systems, linear programming, finance, set theory, logic, counting techniques and probability theory. The use of technology, e.g., graphing calculator, computer software, etc., is an integral part of this course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

#### **MATHEMATICS 146**

*Discrete Mathematics*—Introduction to mathematical analysis of finite collections and mathematical foundations of sequential machines, digital logic circuits, data structures, and algorithms. Includes sets, counting, recursion, graph theory, nets, automata, and formal grammars and languages. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

#### **MATHEMATICS 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 200**

*Mathematics for Technicians III*—Methods and results of the calculus useful in analysis of technical and industrial applications, including elementary differential equations and their application to engineering. Introduction to Laplace transform, and application to circuit problems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 108 with a grade of C or better. **200 minutes per week. 4 credit hours.**

#### **MATHEMATICS 204**

*Calculus for Business and Social Sciences*—For students of business and social science. Introduction to differential and integral calculus with applications pertinent to business and social science. The five-credit hour course will include functions of several variables, partial derivatives, maximum, minimum of functions of several variables and LaGrange multipliers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, or Placement Test, or Consent of Department Chairperson. **50-250 minutes per week. 1-5 credit hours.**

#### **MATHEMATICS 207**

*Calculus and Analytic Geometry I*—Equations of lines, circles and conic sections, limits, and continuity. Derivatives and their applications to curve sketching, maxima-minima and related rate problems. The anti-derivative and definite integral, including change of variables and the fundamental theorem of calculus. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 140 with a grade of C or better, and Math 141, or Placement Test, or Consent of Department Chairperson. **250 minutes per week. 5 credit hours.**

#### **MATHEMATICS 208**

*Calculus and Analytic Geometry II*—Derivatives of trigonometric and inverse trigonometric functions, logarithmic and exponential functions. Techniques and applications of integration. Indeterminate forms and L-Hospitals rule. Improper integrals, series and power series. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 207 with a grade of C or better, or Consent of Department Chairperson. **250 minutes per week. 5 credit hours.**

#### **MATHEMATICS 209**

*Calculus and Analytic Geometry III*—Curves in the

plane and in 3 spaces. Polar coordinates and parametric equations. Vectors in 2 dimensional and 3 dimensional space. Derivatives of vector-valued functions. Partial derivatives. Double and triple integrals. Applications. Line integrals and Greens theorem. Divergence and curl. Surface integrals. Gauss theorem and Stokes theorem. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson.  
**250 minutes per week. 5 credit hours.**

#### **MATHEMATICS 210**

*Differential Equations*—A first course in ordinary differential equations; solutions of first order and first degree differential equations, linear differential equations with constant co-efficients. Linear differential equations of higher order, special differential equations of second order and differential equations of first order but not of first degree. Numerical methods, series solutions and applications included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson.  
**150 minutes per week. 3 credit hours.**

#### **MATHEMATICS 212**

*Linear Algebra*—Introduction to Linear Algebra for students who have studied some calculus; computations with vectors and matrices will be emphasized, proofs also will be examined; major topics include systems of linear equations and matrices, determinants, vectors in Euclidean space, abstract vector spaces, linear mappings, computation of eigenvalues and eigenvectors. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 208 with a grade of C or better, or Consent of Department Chairperson.  
**150 minutes per week. 3 credit hours.**

#### **MATHEMATICS 216**

*Statistics for Business Majors*—The basic concepts of statistical analysis used in business decision-making, including probability and how uncertainty is dealt within 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**

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### **Media Communications (011)**

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#### **MEDIA COMMUNICATIONS 231**

*TV Production I*—Introduction to the 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.**

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### **Microbiology (024)**

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#### **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.**

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### **Mortuary Science (128)**

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#### **MORTUARY SCIENCE 102**

*Microbiology for Embalmers*—The basic principles of microbiology related to the principles of funeral service education, especially as they pertain to embalming sanitation, morgue disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation is discussed. The methods of transmission of infectious diseases, control procedures of these diseases with special emphasis on protection to the embalmer are described to differentiate between indigenous microorganisms and pathogens and /or opportunists causing diseases commonly associated with

the human host and dead human remains. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 121, 120 and Health Science 102.

**150 minutes per week. 3 credit hours.**

### **MORTUARY SCIENCE 103**

*Chemistry for Embalmers*—The basic principles of chemistry related to the principles of funeral service education. Especially stressed are the principles and precautions involved in the sanitation and disinfection of dead human remains, focusing strictly on chemistry and embalming chemicals, modifying agents, supplemental fluids and autopsy compounds. Potentially harmful chemicals used in the preparation room and their regulations are emphasized along with the essential characteristics of fermentation, and putrefaction in the area of the chemistry of decomposition of dead human remains. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 121, 120/Health Science 102.

**150 minutes per week. 3 credit hours.**

### **MORTUARY SCIENCE 104**

*Pathology for Embalmers*—This course in Pathology is designed to study the pathological conditions of the human body in its postmortem state and how those pathological conditions affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Pathological conditions discussed will dictate the embalming procedures, methods and chemicals for preservation demand required by the embalmer. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 121, 120/Health Science 102.

**150 minutes per week. 3 credit hours.**

### **MORTUARY SCIENCE 108**

*Accounting in Funeral Service*—An introduction to basic principles of accounting theory; applications to funeral home operations are made throughout financial statements and their analysis, worksheets, journalizing, receivables, payables, deferrals and accruals. Inventory cost models for funeral merchandise, is covered along with depreciation models and payroll accounting. Accounting proficiencies will enable understanding of funeral service records and the funeral directors guidelines of funeral arrangements as prescribed by Federal Trade Commission Regula-

tions rule on funeral industry practices. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Acceptance into the Mortuary Science program/plan 257.

**150 minutes per week. 3 credit hours.**

### **MORTUARY SCIENCE 109**

*Sociology for Funeral Service*—Sociology studies family structures, social structures, and the factors of change within those groups. This course relates those factors of change to the impacts of death and the relationship of the role of the funeral director in providing closure through funeral rites, ceremonies, customs, religion and rituals. Emphasis is placed on the cultural requirements and diversities of each family the funeral director is privileged to serve and an awareness of the changing social factors, which affect American Funeral Rites and the families served. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Acceptance into the Mortuary Science program/plan 257.

**150 minutes per week. 3 credit hours.**

### **MORTUARY SCIENCE 111**

*History of Funeral Service*—Survey of current expectations in American Funeral practice with emphasis on task and personality of the practitioner. Trends and issues in embalming practice from ancient Egyptian burial rites to current American practices and foreign procedures. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Acceptance into the Mortuary Science program/plan 257.

**150 minutes per week. 3 credit hours.**

### **MORTUARY SCIENCE 203**

*Funeral Directing*—This course of Funeral Directing recognizes the wide variation of funeral customs across the country, attempting to point out some general practices that contain minimal geographic and cultural differences, including general information on notification of death, transfer of remains, conduct of the arrangement conference, pre-funded/preplanned funerals. Included is the cross-section of religious funeral practices, fraternal and military funerals, shipment of remains, cremation and aftercare. Guidelines for the course are designed to introduce the Federal Trade Commission and the Trade Regulation Rule on Funeral Industry Practices. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the



discipline, are part of the course. Prerequisite: Mortuary Science 111.

**150 minutes per week. 3 credit hours.**

#### **MORTUARY SCIENCE 204**

*Mortuary And Business Law*—The student is introduced to the sources of law, the legal status of the dead human body. The funeral directors responsibilities are examined as practicing professionals in relationship to that of the final disposition. Blackboard Course (BBOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of two semesters in the Mortuary Science program/plan 257.

**150 minutes per week. 3 credit hours.**

#### **MORTUARY SCIENCE 207**

*Restorative Art*—Study of techniques employed to bring about restoration of a deceased human being to as near a normal appearance as possible. The subject area for Restorative Art is designed to introduce the techniques and importance of creating an acceptable appearance of the deceased for the benefit of the surviving family members. Blackboard Course (BBOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Biology 226 recommended.

**150 minutes per week. 3 credit hours.**

#### **MORTUARY SCIENCE 209**

*Funeral Management and Merchandise*—This course covers the construction and features caskets, outer burial containers, and other funeral related products such as cemetery headstones and markers. Merchandising examines methods of purchasing, pricing, display, and sale of funeral merchandise as well as services. Emphasis are placed on the component parts of funeral merchandise, including materials used, component part styles, finishes, dimensions/functions and pricing methods. General management techniques and theory as they relate to specific funeral home operational procedures and practices are emphasized. Management examines specific areas of funeral service practice and the managerial guidelines for the contemporary concepts of funeral service management as they relate to client families and community, staff personnel, and professional associates and associations/agencies. Blackboard Course (BBOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mortuary Science 203

**150 minutes per week. 3 credit hours.**

#### **MORTUARY SCIENCE 210**

*Advanced Mortuary Science Practice/Ethics*—A survey of topics presented by the Director of the Mortuary Science program, providing an overview of various tasks and subjects a director will encounter in the role of a practitioner. Legal and Moral Ethics are covered. An overview of the curriculum and the practical application of theory as it relates to the ethnical practice of mortuary science. Exit Examinations/Core Competency Capstone Course. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Acceptance into the Mortuary Science program/plan 257.

**100 minutes per week. 2 credit hours.**

#### **MORTUARY SCIENCE 211**

*Psychology of Funeral Service*—The underlying value and relevance of this course for preparing the funeral director is that the symbolic and ritualistic aspects of the funeral have a significant impact upon the emotional experience of the bereaved. Emphasis on the grief process and its variations across individuals as influenced by psychological factors aids the funeral director in becoming a facilitating agent for effective mourning through personal interactions as well as the design and implementation of the funeral service. This course will also prepare the funeral director to know when to make a referral for mental health services. Issues relating to children and death and particular theories/theorist are also stressed. Blackboard Course (BBOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Program Director.

**150 minutes per week. 3 credit hours.**

#### **MORTUARY SCIENCE 213**

*Embalming Theory I*—The involvement of all aspects of embalming theory. From the evaluation of features to the case analysis, embalming reports and instrumentation. A study of phenomenon of death in the human body is detailed. Theory I includes the study of government regulations applicable to the embalming process. Blackboard Course (BBOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mortuary Science 102, 103 and 104.

**150 minutes per week. 3 credit hours.**

#### **MORTUARY SCIENCE 214**

*Embalming Laboratory*—Practical application of embalming techniques and laboratory procedures of the deceased human body. Blackboard Course (BBOC) computer skills recommended but not required. Writ-



ing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mortuary Science 102, 103, 207, 213, 215, 216 and Biology 226, 227, 130, 131. **1 lecture and 4 lab hours per week. 3 credit hours.**

#### **MORTUARY SCIENCE 215**

*Restorative Art Laboratory*—Applied experience in restoring damaged human remains to achieve a normal life appearance of the deceased. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mortuary Science 207, Biology 226 and 227.

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

#### **MORTUARY SCIENCE 216**

*Embalming Theory II*—Course examines the difficulties encountered by the embalmer due to disease and pathological changes of the deceased, examination of preparation of autopsied cases as well as the procedures for handling and embalming more difficult cases. Theory II includes the study of special treatments and techniques for different conditions encountered in the dead human body. Blackboard Course (BbOC) computer skills recommended but not required. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Mortuary Science 213, Biology 226, 227, 130, and 131.

**150 minutes per week. 3 credit hours.**

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## **Music (060)**

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#### **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 the 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 132**

*A Cappella Singing*—Limited to students with adequate music background and vocal training. 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: Music 111, or Consent of Department Chairperson.

**1 lecture and .5 lab hours per week. 1 credit hour.**

### **MUSIC 136**

*Vocal Ensembles*—Madrigal groups, trios, quartets, etc. Writing assignments, as appropriate to the discipline, are part of the course. Not more than an accumulated 4 credit hours will be counted towards graduation. Prerequisite: Consent of Department Chairperson.

**1 lecture and .5 lab hours per week. 1 credit hour.**

### **MUSIC 150**

*Class Voice I*—Group instruction in fundamentals of singing, voice production, breathing, diction, vocalizing, and technical exercises; elementary song literature as student progresses. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.

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

### **MUSIC 151**

*Class Voice II*—Continued development of proper use of the voice; greater attention to literature; songs in English, Italian, German. Writing assignments, as appropriate to the discipline, are part of the course. Juried examination for credit. Prerequisite: Music 150, or Consent of Department Chairperson.

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

### **MUSIC 181**

*Applied Music/Freshman level I*—Individual instruction in applied music. Includes private lesson (minimum of one hour). First of a four-course sequence of private lessons required of students in Associate in Fine Arts music curriculum. Writing assignments, as appropriate to the discipline, are part of the course.

**Prerequisite: Consent of Department Chairperson.**

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

### **MUSIC 182**

*Applied Music/Freshman II*—Continuation of the process initiated in Music 181. Individual instruction in applied music. Includes weekly private lessons (minimum one hour). Second of a four-course sequence of private music lessons required of students in Associate in Fine Arts Music curriculum. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 181.

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

### **MUSIC 201**

*Music Theory III*—Written harmonization of melodies with strict style figuration. Eleventh and thirteenth chords, modal and chromatic alterations, chromatic modulation. Harmonic analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 103.

**150 minutes per week. 3 credit hours.**

### **MUSIC 202**

*Music Theory IV*—Extended tonality, chromatic harmonies, contemporary harmonic trends, inharmonic modulation. Harmonic analysis. Keyboard application. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Music 201.

**150 minutes per week. 3 credit hours.**

### **MUSIC 204**

*Commercial Music Workshop I*—Composition, arrangement, and performance of commercial music. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Consent of Department Chairperson.

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

### **MUSIC 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 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.**

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## **Networking Technologies (165)**

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### **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.**

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## Nursing (063)

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### **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 239.

**150 minutes per week. 3 credit hours.**

### **NURSING 203**

*Nursing in Perspective*—Survey of the nursing career; responsibilities and changing role of a registered nurse. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of 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.

### **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.**

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## **Oceanography (070)**

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### **OCEANOGRAPHY 101**

*Introduction to Oceanography*—Third dimension of the ocean, its depth, and as new frontier awaiting exploration; interdisciplinary study of ocean and interphase between air and water and how it affects the

physical 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.**

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## **Pharmacology (028)**

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### **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 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.**

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## **Pharmacy Technology (062)**

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### **PHARMACY TECHNOLOGY 101**

*Pharmacology for Allied Health Personnel*—Principles and characteristics of drugs, including physical and chemical properties, dosage calculations, effects and reactions, toxicity, emergency procedures and methods of administration. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into Pharmacy Technology program/plan 254.

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

### **PHARMACY TECHNOLOGY 102**

*Basic Science for Allied Health Personnel*—Fundamental biological and biochemical principles as applied to allied health personnel. Writing assignments, as appropriate to discipline, are part of the course.

Prerequisite: Admission to the Pharmacy Technology program/plan 254.

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

### **PHARMACY TECHNOLOGY 103**

*Introduction to Pharmacy Technology*—This course introduces the student to the field of pharmacy technology. Included is an overview of the Pharmacy Technician certificate program/plan, definition of the pharmacy technicians role, and a review of opportunities open to the pharmacy technician. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Pharmacy Technology program/plan 254.

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

### **PHARMACY TECHNOLOGY 104**

*Pharmaceutical Calculations*—Designed to provide mathematical tools for students enrolled in the pharmacy technology program. Emphasis is on practical aspects of mathematics and less upon the theoretical. Topics include, but are not limited to fundamentals of measurement and calculation; interpretation of prescription or medication order; the metric system; calculation of doses; reducing and enlarging formulas; and percentage and ratio calculation. Writing assignments, as appropriate the discipline, are part of the course. Prerequisite: Admission into the Pharmacy Technology program/plan 254 and Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **PHARMACY TECHNOLOGY 113**

*Prescription Processing*—Provides basic understanding of the person/pharmacy computer prescription processing software and the development of key-boarding skills; learn to produce all requisite documentation for the pharmacy. Writing assignments, as appropriate to the discipline, and part of the course. Prerequisite: Admission the Pharmacy Technology program/plan 254.

**100 minutes per week. 2 credit hours.**

### **PHARMACY TECHNOLOGY 121**

*Pharmacy Communication*—Provides basic communication skills and pharmacy practice including verbal, nonverbal communication. Communication barriers, listening/empathic responding, assertiveness, interviewing assessment, patient outcomes, communications with special patients/children about medications are explored in this profession. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

### **PHARMACY TECHNOLOGY 201**

*Introduction to Pharmacy Law*—Overview of legal

aspects of the pharmacy practice, including the review of the Federal Controlled Substances Act and Illinois statues, rules and regulations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Pharmacy Technology program/plan 254.

**50 minutes per week. 1 credit hour.**

### **PHARMACY TECHNOLOGY 202**

*Pharmacy Operations*—Fundamentals and specifics of drug distribution in hospital and retail pharmacies, including bulk compounding, packaging, quality control, inventory control, drug storage and a variety of drug delivery systems. Mathematical calculations for basic pharmacy operations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission to the Pharmacy Technology program/plan 254.

**3 lecture and 2 lab hours per week. 4 credit hours.**

### **PHARMACY TECHNOLOGY 204**

*Clinical Practicum I*—This course is designed to provide employment skills as a concurrent and integral part of a student's educational program in pharmacy technology. Supervised work experience in ambulatory care pharmacy practice is provided by applying the knowledge and training learned in related pharmacy technology courses. Training also involves progression from role of observer to assistant, then to relative independence under the direct supervision of a registered pharmacist and clinical coordinator. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Pharmacy Technology 103 and Pharmacology 103.

**2 lecture and 10 lab hours per week. 4 credit hours.**

### **PHARMACY TECHNOLOGY 205**

*Clinical Practicum II*—This course is designed to provide employment skills as a concurrent and integral part of a student's educational program in pharmacy technology. Supervised work experience in ambulatory care pharmacy practice is provided by applying the knowledge and training learned in related pharmacy technology courses. Training also involves progression from role of observer to assistant, then to relative independence under the direct supervision of a registered pharmacist and clinical coordinator. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Pharmacy Technology 101 and Pharmacy Technology 102 and Pharmacy Technology 201 and Pharmacy Technology 202 and Pharmacology 103.

**2 lecture and 10 lab hours per week. 4 credit hours.**

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## Philosophy (043)

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### 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.

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## Phlebotomy (113)

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### PHLEBOTOMY 109

*Phlebotomy Practicum and Seminar I*—This course provides principles of phlebotomy techniques and examines the phlebotomist role as a member of the health care delivery team. Students will perform simulated phlebotomy procedures on campus and actual procedures in a clinical setting. Medical terminology, anatomy and physiology, communications, interpersonal relations, professional behavior, safety requirements in the health care institution, venipuncture and capillary puncture techniques will be discussed.

Writing assignments, as appropriate to the discipline, are part of the course.

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

### PHLEBOTOMY 209

*Phlebotomy Practicum and Seminar II*—This course provides the student will 200 hours of hands-on experience in both intravenous and capillary blood drawing in a clinical setting, plus 40 lectures on campus in phlebotomy related theory. The student will be expected to perform a minimum of 135 successful unsupervised venipuncture using standard equipment, as well as syringe and butterfly apparatus. Topics such as stress management, legal aspects, quality control and quality assurance, data entry and basic computer skills, cardio-pulmonary resuscitation (CPR), continuation of medical terminology will be discussed. Writing assignments, as appropriate to the discipline, are part of the course.

3 lecture and 15 lab hours per week. 6 credit hours.

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## Physical Education (065)

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### 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 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 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.**

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## Physical Science (076)

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### PHYSICAL SCIENCE 101

*General Course*—Introduction to the scientific method of astronomy, geology, meteorology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### PHYSICAL SCIENCE 102

*General Course*—Introduction to physics and chemistry; the relationship of matter and energy to physical and chemical changes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### PHYSICAL SCIENCE 107

*Current Public Issues in Physical Science*—Interdisciplinary approach to physical sciences; current public issues serve as framework for course that covers earth sciences (conservation, pollution, space exploration) as well as other branches of science and social humanistic aspects; integrates significant aspects of physical science with students other studies as well as daily living. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### PHYSICAL SCIENCE 111

*General Course I*—See description of Physical Science 101. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**3 lecture and 2 lab hours per week. 4 credit hours.**

### PHYSICAL SCIENCE 112

*General Course II*—See description of Physical Science 102. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**3 lecture and 2 lab hours per week. 4 credit hours.**

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## Physician's Assistant (129)

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### PHYSICIAN'S ASSISTANT 101

*Applied Clinical Skills I*—Basic skills applicable to the clinical environment including interpretation and theory of body fluids and tissues, and their implications in arriving at preliminary diagnosis. Topics include clinical biochemistry, hematology and urinalysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physician Assistant 110 with a grade of C or better, and Admission into the Physician Assistant program/plan 262.

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

### PHYSICIAN'S ASSISTANT 102

*Medical Sciences I*—Systematic approach to theory of clinical medicine, including the pathophysiology of human disease. Epidemiology, dermatology, otolaryngology, ophthalmology and cardiovascular medicine for pediatric, adult and geriatric patients. The lab will combine and alternative small group discussion and presentation with research and role playing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physician Assistant 110 with a grade of C or better, and Admission into the Physician Assistant program/plan 262.

**3 lecture and 2 lab hours per week. 4 credit hours.**

### PHYSICIAN'S ASSISTANT 103

*History and Physical Assessment I*—Clinical data gathering skills, and introduction to physical examination using the problem-oriented medical record and patient simulation. Normal history, physical and neurological exam and progressive case presentations which correlate with the pathophysiology of disease systems covered in Physician Assistant 102. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: A grade of C or better in Physician Assistant 100 and Physician Assistant 110, and Admission into the Physician Assistant program/plan 262.

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

### PHYSICIAN'S ASSISTANT 104

*Applied Clinical Skills II*—The student is exposed to the basic concepts and skills of electrocardiography, radiology, intravenous procedures, Laryngoscopy and intubations, suturing skills, casting and splinting. Basic Life Support and Advanced Cardiac Life support certification. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

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

### PHYSICIAN'S ASSISTANT 105

*Medical Sciences II*—Continuation of the systematic approach to the theory of clinical medicine including pathophysiology of human disease, illness and injury. Neurology, behavior science, infectious disease, gastroenterology, endocrine, musculoskeletal, hematology and oncology. Professional development and alternative/cultural issues are covered. The lab will combine and alternative small group discussions and presentations with research and role playing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physician Assistant 102, and Admission into the Physician Assistant program/plan 262.

**3 lecture and 2 lab hours per week. 4 credit hours.**

### PHYSICIAN'S ASSISTANT 106

*History and Physical Assessment II*—Normal history, physical and neurological exam and progressive case studies correlating with the clinical symptoms covered in Physician Assistant 105 includes obstetrical and gynecological exam using patient simulations and patient models, and physical assessment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262, and Physician Assistant 103 course, and Consent of Department Chairperson.

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

### PHYSICIAN'S ASSISTANT 107

*Medical Pharmacology I*—Basic principles of pharmacology including pharmacokinetics, drug action, interaction and toxicity. Physiological and biochemical actions, absorptions distribution, metabolism. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

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

### PHYSICIAN'S ASSISTANT 109

*Medical Sciences III*—Continuation of systematic approach to the theory of clinical medicine to include the following areas of concentration: Pediatrics, OB/Gyn, Geriatrics and Long Term care and surgery. Basic



concepts and procedures of surgery including preoperative and postoperative conditions including orientation in anesthesiology, radiology and emergency triage and care. Professional development and alternative/cultural issues are covered. The students will also be orientated to the care and management of patients in a long term care facility. The lab will combine and alternative small group discussions and presentations with research and role playing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physician Assistant 105 with a grade of C or better, and Admission into the Physician Assistant program/plan 262.

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

#### **PHYSICIAN'S ASSISTANT 110**

*Gross Anatomy for Physician Assistants*—This course covers identification and description of major organ systems relevant to the practicing clinician in primary care. The course includes laboratory (cadaver) experience and pathophysiology. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

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

#### **PHYSICIAN'S ASSISTANT 111**

*Professional Development for Physician Assistants*—A first year course for Physician Assistant that reviews the history and an overview of core competencies that discuss political issues, ethical issues, cross-cultural perspectives, and current trends of Physical Assistant profession in the health care industry. Writing assignments, as appropriate to the discipline, are part of the course. (15 hours of lecture and presentations will be provided.)

**50 minutes per week. 1 credit hour.**

#### **PHYSICIAN'S ASSISTANT 112**

*Pathophysiology 1 for Physician Assistants*—This course in Pathophysiology for physician assistants gives an introduction to clinical medicine. The understanding of the mechanisms underlying disease and to facilitate the basic disease entities will be presented. Cell structure and function, cell response, genetic control of cell function and genetic and congenital disorders will be discussed. Writing assignments, as appropriate the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

**100 minutes per week. 2 credit hours.**

#### **PHYSICIAN'S ASSISTANT 113**

*Pathophysiology II For Physician Assists*—This is a continuation building from Pathophysiology I. This

course will further instruct clinical topics consisting of analyzing mechanisms of production of the signs and symptoms of different disease syndromes of organ systems through the disorders of the renal systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physician Assistant 112 course, and admission into the Physician Assistant program/plan 262.

**100 minutes per week. 2 credit hours.**

#### **PHYSICIAN'S ASSISTANT 114**

*Medical Pharmacology II*—Students are introduced to the basic principles of pharmacology including pharmacokinetics, drug actions, drug interaction and drug toxicities involved in the clinical use of drugs. Emphasis will be placed on the physiological and biochemical actions, absorption, distribution, metabolism, excretions and therapeutic use of drugs in the following areas: oral hypoglycemic/insulin, thyroid agents, steroids, hormones, analgesics, antipyretics, gastrointestinal medications, anticonvulsant, psychotropic medications, antineoplastics, and over the counter medications. Counter medications. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

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

#### **PHYSICIAN'S ASSISTANT 201**

*Internal Medicine*—Students on site in the Department of Medicine will, under supervision, be assigned to patients for medical history, physical examinations, diagnostic testing and patient management within the limitations imposed by their education and experience. They also will attend daily rounds and special conferences, participating, where possible, in diagnosis and formulation of therapeutic plans. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

**2 lecture and 5 lab hours per week. 3 credit hours.**

#### **PHYSICIAN'S ASSISTANT 202**

*Emergency Medicine*—Students on site in the Department of Medicine will, under supervision, participate in the assessment, diagnosis and treatment of diseases and disorders in Internal Medicine. Students will rotate through Intensive Care Unit, Coronary Care Unit and Emergency Room. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

**2 lecture and 5 lab hours per week. 3 credit hours.**



### PHYSICIAN'S ASSISTANT 203

**General Surgery**—Students on site in the Department of Surgery will be assigned patients for medical history review, physical examination, diagnostic testing, and within limits imposed by education and previous experiences, patient management, including supportive involvement in major and minor surgical procedures. They will attend daily rounds and special conferences, participating, when possible, in preoperative confirmation of clinical impression and preparation of patient surgical procedures, as well as in post-surgical care. Writing assignments, as appropriate the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.  
**2 lecture and 5 lab hours per week. 3 credit hours.**

### PHYSICIAN'S ASSISTANT 204

**Trauma Surgery**—Students on site in the Department of Surgery, under supervision, will be assigned patients for medical history review, physical examination, diagnostic testing, and within limits imposed by education and previous experience, patient management, including supportive involvement in major and minor surgical procedures. They will attend daily rounds and special conferences, participating, when possible, in preoperative confirmation of clinical impression and preparation of patient surgical procedures, as well as post-surgical care. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.  
**2 lecture and 5 lab hours per week. 3 credit hours.**

### PHYSICIAN'S ASSISTANT 205

**Pediatrics**—Students on site in the Department of Pediatrics will, under supervision, participate in patient care activities in outpatient clinics, emergency room, and pediatric inpatient services. They will be assigned patients for medical history review, physical examinations, and diagnostic testing in preparation for supportive roles, in the patient's management. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.  
**2 lecture and 5 lab hours per week. 3 credit hours.**

### PHYSICIAN'S ASSISTANT 206

**Obstetrics and Gynecology**—Students on site in the Department of Obstetrics and Gynecology will, under supervision, participate in patient care activities with emphasis during this rotation on patients who have reproductive tract abnormalities and to those involved with normal or complicated pregnancies. Students will be assigned patients for medical history

review, physical examination and diagnostic testing in preparation for a supportive role during labor and delivery or gynecologic surgery. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

**2 lecture and 5 lab hours per week. 3 credit hours.**

### PHYSICIAN'S ASSISTANT 207

**Family Practice**—Students on site in the Department of Family Practice will, under supervision, be assigned patients for medical history review, physical examinations, diagnostic testing, and within limitations imposed by education and experience, patient management. They will also attend daily rounds and special conferences, participating in the diagnosis and formulation of therapeutic plans. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

**2 lecture and 5 lab hours per week. 3 credit hours.**

### PHYSICIAN'S ASSISTANT 208

**Psychiatry and Mental Health**—Students on site in Department of Psychiatry and Mental Health will, under supervision, be assigned patients for medical history, physical examinations, diagnostic testing and patient management, performance of psychiatric history and mental status examination, and participation in and understanding of basics of therapeutics in the Mental Health Education Log. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Physician Assistant program/plan 262.

**2 lecture and 5 lab hours per week. 3 credit hours.**

### PHYSICIAN'S ASSISTANT 209

**Geriatric Medicine**—Students on site with a grade of Combination of patient care in Geriatric Medicine and Long term care, under the supervision of a physician, will be assigned to patients for medical history, physical examinations, diagnostic testing, medical procedure, and patient management within the limitations imposed by their education and experience. Students will attend and participate in daily medical rounds and education conferences. Students will participate, where possible, in the diagnostic and formulation of medical plans and interventions. Students are expected to be familiar with diagnostic interviews, therapeutic communications, and an interdisciplinary approach to patient health care management. Patient and family education, critical thinking, evidence based. Writing assignments, and intense self-directed study, as appropriate to the discipline, are part of the course. Weekly



contact with program through the Clinical Coordinator is also required. Course requires a minimum of 40 clinical rotation hours per week for 4 weeks including on call, weekend, and swing shift medical coverage. Two of the weeks will be spent at the campus doing a clinical lab for developing teaching skills with focus in geriatric issues. Prerequisite: Admission into the Physician Assistant program/plan 262.

**2 lecture and 5 lab hours per week. 3 credit hours.**

### **PHYSICIAN'S ASSISTANT 210**

*Orthopedics*—Students on site in the Department of Surgery will, under the supervision of a physician, be assigned to patients for medical history, physical examinations, diagnostic testing, medical procedure, and patient management within the limitations imposed by their education and experience. Students will attend and participate in daily medical rounds and special education conferences. Students will participate, where possible, in the diagnosis and formulation of medical plans and interventions. Students are expected to be familiar with preoperative clinical assessments, patient preparation for surgical procedures, post-operative patient management, diagnostic work-up, and an interdisciplinary approach to patient health care management. Patient and family education, critical thinking, evidence based. Writing assignments, and intense self-directed study, as appropriate to the discipline, are part of this course. Weekly contact with program through the Clinical Coordinator is also required. Requires a minimum of 40 clinical rotation hours per week for 4 weeks, including on call, weekend, and swing shift medical coverage. After eight weeks students return to the campus for didactic seminars and board reviews. Prerequisite: Admission into the Physician Assistant program/plan 262.

**2 lecture and 5 lab hours per week. 3 credit hours.**

### **PHYSICIAN'S ASSISTANT 211**

*Elective Clinical Rotation*—Student will select an area of Medical interest for their elective rotation. Focus on Primary Care is encouraged. Elective rotations site will follow established departmental guidelines plus any additional restrictions mandated by rotation site. Established general outline for our students that are students under physician supervision that they be assigned to patients for medical history, physical examinations, diagnostic testing, medical rounds and special medical education conferences. Students will participate, where possible, in the diagnosis and formulation of medical plans and interventions. Students are expected to be familiar with an interdisciplinary approach to patient health care management. Patient and family education, critical thinking,

evidence based. Writing assignments, and intense self-directed study, as appropriate to the discipline, are part of this course. Additional students guidelines will be addressed, defined, and agreed to by the Clinical Rotation site, the Student, and the Physician Assistant Program prior to the beginning of the clinical clerkship. Weekly contact with program through the Clinical Coordinator is also required. Course requires a minimum of 40 Clinical Rotations per week for 4 weeks including on call, weekend, and swing shift medical coverage. This course is taken near the end of the program. Prerequisite: Admission into the Physician Assistant program/plan 262.

**2 lecture and 5 lab hours per week. 3 credit hours.**

### **PHYSICIAN'S ASSISTANT 213**

*Special Topics in Health Care*—Seminars, discussions, board reviews and peer mentoring group sessions that focus on Special Topics in Health Care. The primary areas of study include topics related to but not limited to Internal Medicine, Primary Care and issues on the PA professions. Writing assignments, as appropriate to the discipline, are part of the course. Students are required to take a minimum of 1 credit hour per semester. Prerequisite: Admission into the Physician Assistant program/plan 262.

**50-200 minutes per week. 1-4 credit hours.**

### **PHYSICIAN'S ASSISTANT 214**

*Independent Study*—Course is designed to increase the student's level of medical knowledge on a specific topic and to serve as in introduction for advanced medical research for future projects. Elements of medical research will be discussed to enhance the student's critical thinking skills. Students will be required to select a specific topic related medical issues in an underserved population or community. Students are required to perform independent research skills and interpret their own findings, as well as the supporting evidence found in current medical literature. Findings will be written and orally presented by the student at the end of the second academic year. Writing assignments, as appropriate to the discipline, are part of the course. (Students sign up each semester for one credit hour.) Prerequisite: Admission into the Physician Assistant program/plan 262.

**50-150 minutes per week. 1-3 credit hours.**

### **PHYSICIAN'S ASSISTANT 215**

*Nutritional Concepts*—Concepts of applied anatomy, physiology and chemistry in human metabolism and nutrition; planning, selecting and preparing diets for specific diseases or combination of disorders requiring modified diets. Included are enteral parenteral

nutrition support. Relates pathophysiology of the cardiovascular, renal, digestive, endocrine systems, and metabolic imbalances to the application of therapy. Skills and techniques for modifying diets for individuals including counseling are emphasized relative to diseases and symptom, and relative to promotion. Writing assignments, as appropriate to the discipline, are part of the course.  
**150 minutes per week. 3 credit hours.**

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## Physics (077)

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### PHYSICS 131

*Mechanics and Power*—Limited number of principles is covered with stress placed on applications. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.  
**2 lecture and 2 lab hours per week. 3 credit hours.**

### PHYSICS 221

*Mechanics and Heat*—Foundations and concepts in physics, including elementary problems in mechanics and heat; primarily for students in liberal arts, pre-medical or technical curricula. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Math 118 or above with a grade of C or better, or Consent of Department Chairperson.  
**2 lecture and 4 lab hours per week. 4 credit hours.**

### PHYSICS 222

*Electricity Sound and Light*—Continuation of Physics 221. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Physics 231 or Physics 235 or Consent of Department Chairperson.  
**2 lecture and 4 lab hours per week. 4 credit hours.**

### PHYSICS 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.**

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## Political Science (086)

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### POLITICAL SCIENCE 200

*Principles of Political Science*—Basic principles of political science. History, theories, and various traditional and modern approaches to the study of political institutions and ideas. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or English 100 with a grade of C or better, or Consent of Department Chairperson.  
**150 minutes per week. 3 credit hours.**

### POLITICAL SCIENCE 201

*The National Government*—Development, organization, and functioning of the American national government; origin, growth, and interpretation of the Constitution; and legislative, executive, and judicial processes; administrative development, controls, organization and activities. Successful completion of this course may be used to fulfill the graduation requirement to pass the United States Constitution examination. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 101, or Social Science 102, or Consent of Department Chairperson.  
**150 minutes per week. 3 credit hours.**

### POLITICAL SCIENCE 202

*Urban Government and Politics*—Development, forms, functions, powers and problems of urban government in the United States. Emphasis on metropolitan areas, such as Chicago, and intergovernmental relations; examination of local politics and pressure group activity, administrative organization and fiscal responsibilities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 102 or Consent of Department Chairperson.  
**150 minutes per week. 3 credit hours.**

### POLITICAL SCIENCE 203

*Comparative Government*—Principles of comparative study of political systems; political culture, governmental structures and institutions, political parties, groups and ideology; understanding of political systems other than American. Writing assignments, as appropriate to the discipline, are part of the course.



Prerequisite: Social Science 102, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **POLITICAL SCIENCE 204**

*International Relations*—Study of international relations, analysis of international behavior; role of nation-state and international organizations; factors underlying the development, character and, application of foreign policy; war and peace; major social and political forces at work in the contemporary world system. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Social Science 102, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **POLITICAL SCIENCE 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 211**

*Analysis of White Racism*—Nature of white racism: political, economic, social, psychological effects on blacks and whites. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **POLITICAL SCIENCE 213**

*Labor and Law in the United States*—Legal foundations of unionism, statutes such as the conspiracy acts. Federal Anti-Injunction Act; study of National Labor Relations Act and landmark court decisions. 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 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.**

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## **Psychiatric Rehabilitation (134)**

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#### **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 fundamental of physical wellness, including diet, nutrition, exercise, sanitation, disease prevention and control, and special health considerations for persons with serve 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 serve 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 serve 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.

0 lecture and 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.**

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## **Psychology (087)**

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#### **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 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.**

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## **Public Service (069)**

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### **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 as-

signments, 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.**

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## **Radiography (021)**

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### **RADIOGRAPHY 101**

*Introduction to Radiation Sciences*—Fundamental concepts of medical imaging and the radiation sciences; includes origins of the profession, common terminology and chemicals; technical factors influencing development of the radiograph and technical factors which produce the image. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

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

### **RADIOGRAPHY 102**

*Attitudes In Patient Care*—Skills needed for proper patient care; includes physical and psychological skills to cope with various situations. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**100 minutes per week. 2 credit hours.**

### **RADIOGRAPHY 105**

*Imaging Physics*—Structure of matter, electric circuitry, especially the x-ray circuit, interactions between ionizing radiation and matter and principles necessary for production of sonographic image. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

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

### **RADIOGRAPHY 115**

*Basic Principles of Image Production*—Analysis of various technical factors and accessories which affect radiographic and sonographic image; includes basic qualitative factors of image production, and laboratory experiments. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

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

### **RADIOGRAPHY 124**

*Introduction to Patient Care*—Proper positioning and basic nursing procedures necessary for patient care; includes proper placement and manipulation of patient and equipment. Writing assignments, as

appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

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

#### **RADIOGRAPHY 128**

*Image Evaluation*—Analysis of image and quality of radiographs and sonographic images submitted for interpretation; covers patients size, cooperation and pathological condition relative to and influencing accuracy and quality of resultant image. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**50 minutes per week. 1 credit hour.**

#### **RADIOGRAPHY 131**

*Radiographic Procedures I*—Proper positioning of patient for demonstration of suspect pathology of abdomen and its contents, correlated with course in anatomy and physiology, and routine and contrast media procedures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

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

#### **RADIOGRAPHY 140**

*Introduction to Clinical Education*—Physical and technical skills needed to apply ionizing radiation to human beings; clinical orientation and assessment to determine professional preparedness. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**1 lecture and 30 lab hours per week. 4 credit hours.**

#### **RADIOGRAPHY 141**

*Radiography Clinical Education I*—Orientation and initial skills development in basic radiographic procedures; visualization of abdomen and its contents stressed to prepare student for further study in major area of specialization; includes communication, operation of equipment, patient care and technical skills development. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**1 lecture and 30 lab hours per week. 4 credit hours.**

#### **RADIOGRAPHY 200**

*Pathology*—Covers disease process with radiographic and sonographic manifestations; laboratory sessions include use of radiographs and images from other modalities to visualize various types of pathologic conditions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admis-

sion into the Radiography program/plan 246.

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

#### **RADIOGRAPHY 202**

*Radiology Management*—Administration, purchasing and personnel control; practical experience in department administration. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**50 minutes per week. 1 credit hour.**

#### **RADIOGRAPHY 205**

*Applied Radiographic Techniques*—Practical applications of previously learned concepts; effects of technical factor selection, use of accessories and changes in patient type and condition. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

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

#### **RADIOGRAPHY 206**

*Imaging*—The components of radiological imaging system chains; imaging systems will be explored, including current systems and new and emerging modalities. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite Admission into the Radiography program/plan 246.

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

#### **RADIOGRAPHY 208**

*Radiobiology*—Effects of radiation on cells, organs, and organisms and implications on present and future populations, use of ionizing radiation in internal and external treatment of benign and malignant disease. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

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

#### **RADIOGRAPHY 232**

*Radiographic Procedures II*—Positioning and patient-care skills applied to additional body systems and correlated with clinical study; proper positioning of patient for demonstration of suspect pathology correlated with previous procedures; includes skeletal and urinary systems. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**3 lecture and 2 lab hours per week. 4 credit hours.**

#### **RADIOGRAPHY 233**

*Radiographic Procedures III*—Study of additional body systems; includes procedures less frequently performed and those requiring special skills or equip-

ment; procedures covered will not normally require invasive techniques. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**3 lecture and 2 lab hours per week. 4 credit hours.**

#### **RADIOGRAPHY 234**

*Special Radiographic Procedure*—Procedures frequently performed in modern department but which employ surgical or other invasive techniques and injection of contrast media into circulatory system; covers emergency procedures and pertinent aspects of some pharmaceuticals. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

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

#### **RADIOGRAPHY 242**

*Radiography Clinical Education II*—Application of concepts learned in related radiography classes; emphasis on progression from role of observer to assistant, then to relative independence under supervision of qualified clinical instructors, radiographers and faculty. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**1 lecture and 30 lab hours per week. 4 credit hours.**

#### **RADIOGRAPHY 243**

*Radiography Clinical Education III*—Progression from role of assistant to greater independence under supervision of qualified clinical instructors. Quality and related aspects of special consent will be covered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**1 lecture and 30 lab hours per week. 4 credit hours.**

#### **RADIOGRAPHY 244**

*Radiography Clinical Education IV*—Progression of student to full clinical independence, upon demonstrating clinical competency, student can refine skills through independent practice; includes field experiences in elective specialization. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Radiography program/plan 246.

**1 lecture and 40 lab hours per week. 5 credit hours.**

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## **Reading (037)**

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### **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.**

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## **Religion (See Comparative Religion (133))**

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## **Renal Technology/Nephrology (018)**

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### **RENAL TECHNOLOGY/NEPHROLOGY 101**

*Introduction to Health Care Field and Nephrology*—Concepts of the health care field and hemodialysis, history and theory of dialysis; batch systems and proportioning systems, single and multiple patient systems, types of dialyzers: plate, coils and capillaries. Types of membrane surfaces, filtration, diffusion; dialysis clearance and physics of extra-corporeal circuits. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**1 lecture and 4 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 102**

*Basic Hemodialysis Principles I*—Overview of dialysis equipment, types of dialyzers, blood lines, conductivity meter, blood pump, air bubble detector, dialysis monitoring; negative and positive pressure dialysis, blood flow, vital signs, water treatment (deionization, reverse osmosis). Heparinization, safety monitor, single needle apparatus. Writing assignments, as appropriate to the discipline, are part of the course.



Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**1 lecture and 4 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 103**

*Basic Hemodialysis Principles II*—Drug therapy and complications, antihypertensive agents, antibiotics, anticoagulants, phosphate binders. Calculation of dosages, apothecary metric. Administration procedures, circulatory hemodynamics of the heart, CHF normal EKG, EKG and ESRD. Writing assignments, as appropriate to the discipline, are part of the course. Admission into the Renal Technology program/plan 247 or 248.

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

### **RENAL TECHNOLOGY/NEPHROLOGY 104**

*Hemodialysis Procedures I*—Advantages and disadvantages of various types of machines, dialyzers and supplies. Dialysis related problems; disequilibrium, air embolism, excessive ultrafiltration, dialyzer rupture, dialyzer clotting, line separation, pyrogenic reaction, hemolysis, convulsions, hepatitis; conductivity and temperature; effect of end stage renal disease on the patient, family and dialysis personnel; disease control. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**6 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 105**

*Heparinization/Bacteriology in Dialysis*—Aseptic technique, medical ethics, legal aspects in the field of nephrology, infectious disease control, isolation techniques, patient care techniques, professional relationships of being a member of a health care team, legal aspects of medical records, patient care plan, physician orders, EKG for normal ESRD and arrhythmias. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**6 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 106**

*Diagnostic Tests and Procedures in Nephrology*—Diagnostic tests and their interpretations, urinalysis, collection and examination, hematology, serology, clinical chemistry, including Na<sup>+</sup> and K<sup>+</sup>, flame photometry, diagnostic tests for renal, pulmonary, cardiovascular disorders, EKG and EEG overview. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**6 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 107**

*Hemodialysis Procedures II*—Theory of negative pressure; laboratory instructions in building, sterilizing, priming, testing, washing and preparing for use. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program 247 or 248.

**1 lecture and 4 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 108**

*Clinical Experience I*—Observation of hemodialysis in medical units. Surgical principles and techniques, care and maintenance of the AV fistula, AV shunt, use of the AV fistula or shunt for hemodialysis, venipuncture techniques, types of access devices and accessories, Thomas femoral shunt, dual lumen catheter, types of water treatment delivery systems, blood pumps, interactions and seminars with nephrologist, social worker and dietician. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**1 lecture and 4 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 109**

*Clinical Experience II*—Introduction of diagnostic procedures; evaluation and interpretations of physiological or psychological status of the nephrology patient, emphasis on diagnostic tests and their interpretations; evaluation of skills and sterile techniques, setting up plate and hollow fiber dialyzers; infection control. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

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

### **RENAL TECHNOLOGY/NEPHROLOGY 201**

*Renal Physiology and Renal Diseases*—Anatomy of the kidney; microscopic description of renal parenchyma; physiology—general mechanism of urine formation; know urinary renal function; principal symptoms of end stage renal disease. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**1 lecture and 4 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 202**

*Renal Disease and Pathophysiology*—Renal failure; conditions under which renal failure may appear; hypertension, infection, obstruction, nitrogen retention; equilibrium of water and electrolytes; hyperkalemia, acidosis; conservative management; peritoneal dialysis, hemodialysis, diets in renal disease. Writing



assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**1 lecture and 4 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 203**

*Clinical Experience III*—Clinical experience in medical facilities under the supervision of the college coordinator, clinical facilities staff and nephrologist. Complete hemodialysis treatment of chronic dialysis patients. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**1 lecture and 4 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 204**

*Clinical Experience IV*—Continuation of clinical experience in medical facility. Primary emphasis on developing new skills in care and treatment of acute and chronic renal patient; equipment maintenance procedures, emergency procedures, special procedures patient dietary and fluid regulation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**1 lecture and 4 lab hours per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 205**

*Uremic Syndrome*—Renal failure; chronic renal disease; classification—glomerular, tubular, interstitial, vascular and others; general manifestations of chronic renal disease; anemia; water imbalance, electrolyte abnormalities, gastrointestinal manifestation, neurological manifestations of renal disease; treatment, chronic hemodialysis; renal transplantation, acute hemodialysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

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

### **RENAL TECHNOLOGY/NEPHROLOGY 206**

*Advanced Technology in Nephrology*—Completion of didactic experiences in a classroom setting. New modalities in dialysis; CAPD and new delivery system for dialysis, self-care, home training, complications. Patient pre- and post-teaching for nephrectomy and transplants; peritoneal dialysis; manual and automated. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Renal Technology program/plan 247 or 248.

**150 minutes per week. 3 credit hours.**

### **RENAL TECHNOLOGY/NEPHROLOGY 207**

*Clinical Experience V*—Continuation of clinical

experience in medical facility, under the supervision of the college coordinator, clinical instructor and staff personnel, and nephrologist. Development of the following skills: advanced cannula and fistula care, administration of blood, blood sample collection, medical community support; advanced principles of hemodialysis, dietary and fluid review. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in both Renal Technology 203 and Renal Technology 204, or Consent of Department

**Chairperson.**

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

### **RENAL TECHNOLOGY/NEPHROLOGY 208**

*Clinical Experience VI*—Completion of clinical experiences in medical facility CAPD and new delivery systems for dialysis, self-care, home training, complications; chronic and acute patients. Patient pre- and post-teaching for nephrectomy and transplants; peritoneal dialysis, manual and automated; complications and emergency procedures, plasmapheresis, bicard, short-time, hemoperfusion. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in both Renal Technology 203 and Renal Technology 204, or Consent of Department Chairperson.

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

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## **Respiratory Care (061)**

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### **RESPIRATORY CARE 114**

*Basic Respiratory Care*—Theoretical and protocol based applications of, indications for, and assessment of efficacy and patient response to basic respiratory care modalities in the cardiopulmonary compromised patient population. Includes such therapeutic modalities as: O<sub>2</sub>/gas therapy, aerosol and humidity therapy, bronchial hygiene, and hyperinflation therapy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 100, and Chemistry 121, and Mathematics 118, and English 101, and Biology 116 and Biology 120.

**3 lecture and 2 lab hours per week. 4 credit hours.**

### **RESPIRATORY CARE 115**

*Cardiopulmonary/Renal Anatomy and Physiology*—Study of cardiac, pulmonary and renal structure and function with emphasis on physiology as applied to the practice of respiratory care. This includes the integrated functions of ventilation, respiration, gas transport and acid base regulation. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Respiratory Care courses 114, and 116, and 117, and 118, and 119, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

#### **RESPIRATORY CARE 116**

*Patient Assessment*—Introduction to the role of a respiratory therapist in the hospital setting as a member of a health care team. Includes professional behavior, ethics, legalities, communications, medical terminology, medical charts and cardiopulmonary assessment. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 100 and Chemistry 121, and Math 118, and English 101, and Biology 116 and Biology 120.

**100 minutes per week. 2 credit hours.**

#### **RESPIRATORY CARE 117**

*Respiratory Pharmacology*—Anatomy and physiology of the nervous system as applied the pharmacodynamics of bronchodilation and the effects various drugs have on the cardiovascular and pulmonary systems is emphasized. Indications, dosages, routes of administration, contraindications, adverse effects and dose calculations will be discussed. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 100 and Chemistry 121, and Math 118, and English 101, and Biology 116 and Biology 120.

**50 minutes per week. 1 credit hour.**

#### **RESPIRATORY CARE 118**

*Respiratory Microbiology*—Applied microbiology and infection control practices as related to the hospital environment and respiratory care modalities and equipment. OSHA, JCAHO infection control practices including screening tests and risk factors as well as understanding of all hospital isolation techniques is presented. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Chemistry 100 and Chemistry 121, and Math 118, and English 101, and Biology 116, and Biology 120.

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

#### **RESPIRATORY CARE 119**

*Respiratory Care Lab I*—Introduction to basic equipment: design, function, troubleshooting and care of respiratory therapy devices and circuitry used to deliver therapy, humidity and aerosol therapy, bronchial hygiene, hyperinflation modalities. Professionalism, communication techniques, monitoring will be practiced in conjunction with laboratory simulated hospital procedures and situations. Basic CPR certification and all proficiency testing of clinical procedures will be done. Writing assignments, as appropriate

to the discipline, are part of the course. Prerequisite: Chemistry 100 and Chemistry 121, and Math 118, and English 101, and Biology 116, and Biology 120.

**6 lab hours per week. 3 credit hours.**

#### **RESPIRATORY CARE 127**

*Clinical Practice I*—Introduction to the hospital setting and the set-up, maintenance and discontinuation of oxygen; aerosol and humidity therapy; intermittent modalities to include bronchial hygiene and hyperinflation therapies. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 114, and 116, and 117, and 118, and 119 or Consent of Department Chairperson.

**12 lab hours per week. 3 credit hours.**

#### **RESPIRATORY CARE 129**

*Clinical Practice II*—Supervised clinical course with an introduction to airway management techniques, basic ventilator care techniques, pediatric respiratory care and refinement of floor therapy skills with acute patients. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 115, and 127, and 137, and 139, and 141 or Consent of Department Chairperson.

**12 lab hours per week. 3 credit hours.**

#### **RESPIRATORY CARE 137**

*Advanced Pathology and Clinical Application*—Acute and chronic respiratory and cardiac pathological processes and their associated renal complications and compensations: diagnostic testing including arterial blood gases, basic radiographic interpretation, pulmonary function studies, interpretation of laboratory studies, treatment and prevention of disease processes. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 114, and 116, and 117, and 118, and 119 or Consent of Department Chairperson.

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

#### **RESPIRATORY CARE 139**

*Respiratory Care Lab II*—Introduction to hospital specific policies and procedures, continuation of application and practice of respiratory care modalities, now applied to the critically ill patient. Emphasis on airway management, mechanical ventilators, circuitry, mechanical ventilation management and techniques. Comprehensive laboratory competency testing. Clinical cases presented as technical management corollaries. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 114, and 118, and 119 or Consent of Department Chairperson

**4 lab hours per week. 2 credit hours.**

### **RESPIRATORY CARE 141**

*Ventilatory-Mechanics I*—Theory of basic mechanical ventilator function, methods of ventilation, modes, classification of ventilators, demonstration of basic equipment and circuitry. Airway management indications, selection of type, intubation, management assessment, hazards, extubation and troubleshooting the artificial airway will be covered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 117, and 118, and 119 or Consent of Department Chairperson.  
**2 lecture and 2 lab hours per week. 3 credit hours.**

### **RESPIRATORY CARE 146**

*Ventilatory Mechanics II*—Introduction to the theory of mechanical ventilation in the adult patient. Selection of ventilator parameters, commitment, maintenance, weaning. In-depth presentation, discussion, demonstration of specific adult ventilator systems, CPAP, BiPAP circuits, practice and testing. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 115, and 127, and 137, and 139, and 141 or Consent of Department Chairperson.  
**2 lecture and 2 lab hours per week. 3 credit hours.**

### **RESPIRATORY CARE 200**

*Respiratory Care Lab III*—In depth presentation, discussion, demonstration of specific pediatric/neonatal ventilator systems, CPAP circuits, practice and testing. Continuation of adult ventilator practice, practice and integration of other critical care procedures. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 129, and 146, or Consent of Department Chairperson.  
**4 lab hours per week. 2 credit hours.**

### **RESPIRATORY CARE 222**

*Clinical Practice III*—Supervised clinical course providing advanced airway management skills, advanced ventilator techniques and diagnostic procedures in the hospital setting. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care 129, or Consent of Department Chairperson.  
**12 lab hours per week. 3 credit hours.**

### **RESPIRATORY CARE 224**

*Clinical Practice IV*—Supervised clinical course providing advanced airway management skills, advanced adult ventilatory techniques, neonatal respiratory procedures and advanced cardiopulmonary diagnostic procedures. Exposure to alternate sites of care. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses

200, and 222, and 227, or Consent of Department Chairperson.

**24 lab hours per week. 4 credit hours.**

### **RESPIRATORY CARE 225**

*Age Specific Care*—Introduction to age appropriate considerations of patient education, application of therapeutic modalities and manifestations of cardiopulmonary diseases throughout the human life span. This course will also address managed care, management, patient care plans and alternate sites of care. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 129, and 146, or Consent of Department Chairperson.

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

### **RESPIRATORY CARE 227**

*Critical Care Services*—Advanced cardiopulmonary monitoring is presented with emphasis on ECG interpretation and hemodynamic and exhaled gas monitoring and therapeutic interventions. Chest radiograph, CT and MRI interpretation will be introduced. Pharmacological agents that affect the cardiopulmonary, renal, and acid base regulatory systems; paralyzing agents, analgesics, sedatives, administration safety, dose range monitoring response to and basic fluid and electrolyte balance will be presented. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 129, and 146, or Consent of Department Chairperson.  
**3 lecture and 2 lab hours per week. 4 credit hours.**

### **RESPIRATORY CARE 230**

*Advanced Cardiopulmonary Monitoring*—Case studies with PFTs, blood gases, hemodynamic profiles, ECGs and related diagnostic testing will be presented along with related pathophysiological changes of cardiopulmonary diseases. Advanced adult, pediatric, neonatal cardiopulmonary life support will be covered. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 200, and 222, and 225, and 227, or Consent of Department Chairperson.  
**2 lecture and 2 lab hours per week. 3 credit hours.**

### **RESPIRATORY CARE 250**

*Cardiopulmonary Rehabilitation Home Care*—Care of patients with chronic cardiopulmonary disease in a sub-acute setting and in their homes. Long term therapeutic prescriptions, equipment selection, cleaning and asepsis of equipment in the non-acute care setting. Pulmonary rehabilitation goals and programs presented along with adjunct exercises, equipment and assistive devices. Writing assignments, as appro-



appropriate to the discipline, are part of the course. Prerequisite: Respiratory Care courses 200, and 222, and 225, and 227, or Consent of Department Chairperson.

**50 minutes per week. 1 credit hour.**

### **RESPIRATORY CARE 260**

*Advanced Specialty Topics*—Respiratory care research topics presented, ethics and board examination preparation, computer-assisted clinical simulations along with branching logic, latent image practice and mock certification and registry examination preparation and practice. Resume, portfolio and job interview preparation will be included. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite: Respiratory Care courses 225, and 227, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

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## **Social Science (088)**

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### **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 C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **SOCIAL SCIENCE 102**

*General Course II* – Introduction to the Scientific Study of Human Behavior—A survey of subject matter and concepts selected from the disciplines of economics, geography, history, and political science. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

### **SOCIAL SCIENCE 105**

*American Social Issues*—Critical study of selected current social problems such as labor relations, the welfare system, civil rights and automation. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson.

**150 minutes per week. 3 credit hours.**

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## **Sociology (089)**

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### **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 218**

*Legal Aspects of Delinquency*—Analysis of Family Court Act of Illinois, structure of the Family Court; study of legal rights of juveniles from arrest to disposition of case, State of Illinois laws and United States Supreme Court decisions studied. Writing assignments, as appropriate to the 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 220**

*Poverty and the Law I*—Analysis of laws pertaining to credit buying, housing and real estate, domestic relations (nonsupport, divorce, paternity); study of present state of these laws and impact on the poor. Writing assignments, as appropriate to the 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 222**

*Urban Planning Law*—Survey of ancient rights and common law rights that limit owners use of property; includes restrictive covenants, easements, eminent domain, zoning decision-making structure, housing and building code violations. Writing assignments, as appropriate to the 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.**

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## **Spanish (057)**

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### **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 113**

*Spanish For Near-Native Speakers I*—Review of formal structure and sound system of language for near-native speakers; emphasis on accurate, fluent and effective oral expression. Writing assignments, as appropriate to the discipline, are part of the course.

**200 minutes per week. 4 credit hours.**

### **SPANISH 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 198**

*Study Abroad: Intensive*—Utilizing a collaborative cohort model, this course prepares students to fully participate in, and benefit from, the Spanish summer language and cultural immersion study abroad program. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisites: Completion of Spanish 0102 or concurrent enrollment and selection by committee.  
**100 minutes per week. 2 credit hours.**

### **SPANISH 199**

*Study Abroad: Immersion* – This course will bridge the content delivered in Spanish 0198 and will provide immersion in Spanish language and culture. This specifically designed course will consist of two parts: a pre and post set of sessions in Chicago and a four-week immersion language program in Salamanca, Spain. The language program in Spain, to be delivered by the University of Salamanca, will consist of five-hour daily sessions. Monday through Friday. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Spanish 0198.

**200 minutes per week. 4 credit hours**

### **SPANISH 206**

*Intensive Oral Practice*—Practice in spoken language, fluency and accuracy. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement Test, or Spanish 104, or Consent of Department Chairperson.  
**200 minutes per week. 4 credit hours.**

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## **Speech (095)**

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### **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 105**

*Contemporary Communications*—Primary modes of communication used in modern society. Writing assignments, as appropriate to the discipline, are part of the course.  
**150 minutes per week. 3 credit hours.**

### **SPEECH 106**

*Human Communications*—Types of verbal and non-verbal 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 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 2

credits will be counted toward 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 individuals speech, pitch, volume, and overall articulation through use of phonetics of American English. Writing assignments, as appropriate to the discipline, are part of the course.

**150 minutes per week. 3 credit hours.**

#### **SPEECH 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 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.**

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## **Surgical Technology (016)**

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#### **SURGICAL TECHNOLOGY 111**

*Introduction to Surgical Technology*–This course is designed to present the basic concepts and principles for developing skill competencies required to assist in surgery. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Surgical Technology program/plan 267 or 268.

**150 minutes per week. 3 credit hours.**

#### **SURGICAL TECHNOLOGY 112**

*Preparation for Surgery*–This course acquaints the student with skills necessary to help prepare the operating room for surgery. Emphasis is placed on psy-

chosocial and physical needs of the patient requiring surgery. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Surgical Technology program/plan 267 or 268.

**3 lecture and 2 lab hours per week. 4 credit hours.**

#### **SURGICAL TECHNOLOGY 113**

*Special Patient Care*–This course prepares students to acquire skills necessary to take care of unique patients, emphasis is placed on ambulatory, geriatric, pediatric trauma surgeries and contemporary issues. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Surgical Technology program/plan 267 or 268.

**150 minutes per week. 3 credit hours.**

#### **SURGICAL TECHNOLOGY 114**

*Surgical Interventions I*–The clinical portion of the course allows the students put into action the theory acquired in Surgical Technology 112. Emphasis is placed on reading a preference card, acquiring items needed for the case, hand washing, OSHA and CDC guidelines, don sterile gowns and gloves for self and others, ORSPD, back table set-up, and getting to their field successfully. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Surgical Technology courses 111, and 112, and 113, and Admission into the Surgical Technology program/plan 267 or 268.

**3 lecture and 2 lab hours per week. 4 credit hours.**

#### **SURGICAL TECHNOLOGY 115**

*Surgical Intervention II*–A study of surgical procedures with emphasis on surgery of the liver, biliary tract pancreas and spleen thyroid and parathyroid, breast surgery, ophthalmic, otology surgeries. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Surgical Technology courses 111, and 112, and 113, and Admission into the Surgical Technology program/plan 267 or 268.

**3 lecture and 2 lab hours per week. 4 credit hours.**

#### **SURGICAL TECHNOLOGY 116**

*Surgical Intervention III*–A study of surgical procedures with emphasis on laryngologic, head and neck orthopedic, neurosurgery, plastic and reconstructive surgery. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Surgical Technology courses 111, and 112, and 113, and Admission into the Surgical Technology program/plan 267 or 268.

**3 lecture and 2 lab hours per week. 4 credit hours.**

#### **SURGICAL TECHNOLOGY 117**

*Surgical Pharmacology*–Introduces the scientific



principles of compound and chemicals as they are used in the surgical setting. This course defines the rationale for use of specific drugs, and their side effects. It renders the student competent in safe handling and labeling medications. Helps student measure and mix medications given to them by the nurse or physician to be used on the field. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Surgical Technology program/plan 267 or 268.

**100 minutes per week. 2 credit hours.**

### **SURGICAL TECHNOLOGY 200**

*Application Aseptic Techniques*—The clinical portion of the course allows the student to put into action the theory acquired in previous courses. Hand washing, gowning, self and other, gloving self and other, establishing and maintaining a sterile field, getting to the field successfully. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Admission into the Surgical Technology program/plan 267 or 268.

**15 lab hours per week. 3 credit hours.**

### **SURGICAL TECHNOLOGY 211**

*Surgical Intervention IV*—A study of surgical procedures with emphasis on thoracic, vascular and cardiac surgery. There is also emphasis placed on resume writing, job placement, interviewing and negotiating in the job market. Review for the national exam. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Surgical Technology 200.

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

### **SURGICAL TECHNOLOGY 212**

*Clinical Practicum I*—A clinical course designed to provide opportunities for the student to more fully develop proficiency in the skills required of an entry level Surgical Technologist. Current issues in surgery, resume writing, interviewing negotiating in the job market. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Surgical Technology 211.

**15 lab hours per week. 5 credit hours.**

### **SURGICAL TECHNOLOGY 213**

*Clinical Practicum II*—A forum for the discussion of salient issues related to the practice of surgery as they affect the Surgical Technologist. Preparation for employment, as well as review of comprehensive exam. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Successful completion of all Surgical Technology courses.

**24 lab hours per week. 8 credit hours.**

### **SURGICAL TECHNOLOGY 214**

*Obstetrics/Gynecologic Technology*—This course is designed to present the basic concepts and principles for developing skills competencies required for assisting in surgery. The course will offer knowledge in aseptic techniques, scrubbing, gowning and gloving the female anatomy, proper positioning, patient safety, skin preparation instrumentation, supplies and drugs, equipment, and the surgical interventions. Writing assignments, as appropriate to the discipline, are part of the course. The lab portion of the course allows the student to practice the theory offered. Prerequisite: English 101 and Consent of Department Chairperson and concurrent enrollment in Surgical Technology 215.

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

### **SURGICAL TECHNOLOGY 215**

*Obstetrics/Gynecologic Technology*—This course is designed to present the basic concepts and principles for developing skills competencies required for assisting in surgery. The course will offer knowledge and application in aseptic techniques, scrubbing, gowning and gloving the female anatomy, proper positioning, patient safety, skin preparation instrumentation, supplies and drugs, equipment, and the surgical interventions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: English 101 and Consent of Department Chairperson and concurrent enrollment in Surgical Technology 214.

**12 lab hours per week. 4 credit hours.**

### **SURGICAL TECHNOLOGY 216**

*Sterile Processing Technology*—This course is designed to present the basic and principles for developing skills and competencies required for infection and control in the sterile processing department in a health care facility. This course will offer knowledge in cleaning, disinfecting, decontamination, sterilization, Standard precautions, and Universal precautions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of English 101, and Consent of Department Chairperson, and co-enrollment in Sterile Technology 217 with a grade of C grade or better.

**3 lecture and 2 lab hours per week. 4 credit hours.**

### **SURGICAL TECHNOLOGY 217**

*Sterile Processing Technology Lab*—This course is designed to provide clinical training and the application of principles required for infection prevention and control in the sterile processing department in a health care facility. This course will offer clinical experience in cleaning, disinfecting, decontamina-



tion, sterilization, Standard precautions, and Universal precautions. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Completion of English 101, and Consent Department Chairperson, and co-enrollment in Sterile Technology 216 with a grade of C grade or better.  
**12 lab hours per week. 4 credit hours.**

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## Theater Art (099)

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### THEATER ART 129

*Introduction to Theater History*—Introduction to theater history from its origins to the present including theatrical styles and literature. Writing assignments, as appropriate to the discipline, are part of the course.  
**150 minutes per week. 3 credit hours.**

### THEATER ART 131

*Introduction to Theater*—Introduction to basic acting, survey of the theater plant and literature, makeup and technical aspects together with terminology of theater. Writing assignments, as appropriate to the discipline, are part of the course.  
**150 minutes per week. 3 credit hours.**

### THEATER ART 132

*Theater Production, Direction and Management*—Production and direction of plays; experience in play selection, theater organization, scheduling, audience analysis, box office and record keeping, and publicity. Writing assignments, as appropriate to the discipline, are part of the course.  
**2 lecture and 4 lab hours per week. 4 credit hours.**

### THEATER ART 133

*Acting I*—Acting techniques, stressing exercises, improvisations, prepared and general acting situations; theories of method and technical methods explained and presented; survey of acting styles. Writing assignments, as appropriate to the discipline, are part of the course.  
**150 minutes per week. 3 credit hours.**

### THEATER ART 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 the course.  
**2 lecture and 2 lab hours 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 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

*Childrens 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.**

# Adult Education and ESL 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 hours: 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



# Administrative Staff

				
<p><b>Abdul-Rasheed Akbar (1996)</b> <i>Registrar</i></p> <p>AA, Loop College BA, Sangamon State University MA, University of Illinois-Springfield</p>	<p><b>Ron Antoine (2007)</b> <i>Director, Human Resources</i></p> <p>BS, Purdue University</p>	<p><b>Ramo Bey (2007)</b> <i>Associate Dean, Student Services</i></p> <p>AS, Kishwaukee Community College BS, Northern Illinois University MSEd, Higher Education</p>	<p><b>Ghingo Brooks (1978)</b> <i>Interim President</i></p> <p>AA, Kennedy-King College BA, Illinois State University MA, Northern Illinois University</p>	<p><b>Lorenzo Clemons (2007)</b> <i>Director, Safety and Security</i></p> <p>BA, Northeastern Illinois University MDHR, National-Louis University</p>
				
<p><b>Michael Gorman (2002)</b> <i>Associate Dean, Instruction</i></p> <p>BA, St. Xavier University</p>	<p><b>Kimberly Hollingsworth (2007)</b> <i>Dean, Student Services</i></p> <p>BS, Eastern Illinois University MSEd, Eastern Illinois University</p>	<p><b>Byron Javier (2007)</b> <i>Assistant Dean, Research and Planning</i></p> <p>BA, Northeastern Illinois University MS, Northeastern Illinois University PhD, University of Illinois at Chicago</p>	<p><b>Eduardo Jones (1996)</b> <i>Chief Engineer</i></p> <p>Licensed Engineer OSHA 30-hr Certified Licensed Minister</p>	<p><b>Ileen E. Kelly (2007)</b> <i>Executive Director, Business and Industry Services</i></p> <p>AA Loop City College BA Roosevelt University BAABS, National-Louis University EdM, University of Illinois-Urbana</p>
				
<p><b>Antonio Lopez (2000)</b> <i>Dean, Instruction</i></p> <p>BA, University of New Mexico MA, University of California EdD, Northern Illinois University</p>	<p><b>Charles McCleanon (1997)</b> <i>Assistant Dean, Information Technology</i></p> <p>BSEE, Illinois Institute of Technology</p>	<p><b>John Morley (1994)</b> <i>Chief Engineer</i></p>	<p><b>Audrey L. Phillips (2004)</b> <i>Assistant Dean, Student Services</i></p> <p>BA, Jacksonville State University BS, Jacksonville State University MS, Jacksonville State University</p>	<p><b>Lynda Pinson (2005)</b> <i>Assistant Chief, Public Safety &amp; Security</i></p> <p>A.A., Kendall College</p>

				
<p><b>Jurellene Rigsby (2004)</b> <i>Director, Child Development Laboratory Center</i></p> <p>AA, Malcolm X College BA, Chicago State University MSEd, Chicago State University</p>	<p><b>Franklin D. Smith III (1997)</b> <i>Assistant Chief of Engineering</i></p> <p>Basic Plant Operations of Stationary Engineers, Triton College MSEA for Building Operators, Johnson Control Institute Stationary Engineers License, City of Chicago</p>	<p><b>Victoria Smith-Murphy (1991)</b> <i>Executive Director, Business and Administrative Services</i></p> <p>BSBA, Roosevelt University MS, Roosevelt University</p>	<p><b>William Stewart, Jr.</b> <i>Coordinator, Materials Management</i></p>	<p><b>Roy Walker III (2007)</b> <i>Associate Dean of Instruction</i></p> <p>BS, University of Illinois Urbana-Champaign MS, Georgia State University</p>
				
<p><b>Katonja K. Webb (2007)</b> <i>Associate Dean, Continuing Education</i></p> <p>BA, Harvard University EdM, Boston University</p>	<p><b>Alta L. Williams (1997)</b> <i>Dean, Career Programs</i></p> <p>BA, University of Illinois at Chicago MEd, North Park University MBA, North Park University MM, North Park University MOT, University of Illinois at Springfield</p>	<p><b>Lisa A. Willis (2002)</b> <i>Associate Dean, Instruction</i></p> <p>AAS, Malcolm X College BS, National-Louis University MBA, National-Louis University</p>		









# Faculty


				
<p><b>Carleta L. Alston (2003)</b> <i>Instructor, Communications and Fine Arts</i></p> <p>BA, Purdue University MA, Purdue University</p>	<p><b>Beverly Anderson (1991)</b> <i>Associate Professor, Nursing</i></p> <p>BSN, Bradley University MSN, DePaul University MOT, University of Illinois at Springfield</p>	<p><b>Nneka Anigbogu (2007)</b> <i>Instructor, Mathematics</i></p> <p>BSc, University of Jos, Nigeria MS, Northeastern University PGDE, University of Jos, Nigeria</p>	<p><b>Eduardo J. Barajas (2007)</b> <i>Instructor, Mathematics</i></p> <p>BS, California Polytechnic State University MS, Loyola University</p>	<p><b>Edna K. Boone (2007)</b> <i>Instructor, Chemistry</i></p> <p>BA, Fisk University MA, Fisk University PhD, Georgia Institute of Technology PhD, Divinity-Christian Education</p>
				
<p><b>C. Adam Callery (2007)</b> <i>Instructor, Business</i></p> <p>BS, Illinois Institute of Technology MBA, University of North Carolina</p>	<p><b>Michael Callon (2003)</b> <i>Instructor, English</i></p> <p>BA, University of Illinois at Chicago MA, University of Illinois at Urbana-Champaign</p>	<p><b>Shelytia Cocroft (2007)</b> <i>Instructor, Sociology</i></p> <p>BA, University of Illinois at Chicago MA, DePaul University</p>	<p><b>Lois B. Collins (2002)</b> <i>Instructor, Biology</i></p> <p>BS, University of Pennsylvania MSN, Rush University MD, Rush University Medical College</p>	<p><b>Joannetta Copeland (1992)</b> <i>Assistant Professor, Child Development</i></p> <p>AAS, Malcolm X College BA, Northeastern Illinois University MA, Northeastern Illinois</p>
				
<p><b>Kennette N. Crockett (2006)</b> <i>Instructor, Communications and Fine Arts</i></p> <p>BA, Mundelein College MA, DePaul University</p>	<p><b>Billy Cunningham II (2003)</b> <i>Instructor, Computer Information Systems</i></p> <p>BS, Governors State University MS, DePaul University</p>	<p><b>Ruby Davis (2007)</b> <i>Adjunct Faculty, Mortuary Science</i></p>	<p><b>Helen Doss (2004)</b> <i>Co-Chairperson, Communications and Fine Arts</i></p> <p>BA, University Minnesota, Twin Cities MA, University of California, Santa Cruz PhD, University of California, Santa Cruz</p>	<p><b>Boniface Ekpenyong (1996)</b> <i>Chairperson, Physics and Chemistry Professor, Physics and Chemistry</i></p> <p>BSc, University of Nigeria MS, University of Chicago</p>

				
<p><b>Luc Elie (2007)</b> <i>Chairperson, Career Programs</i></p> <p>BSc, Ogun State University MSc, DePaul University</p>	<p><b>Hope Essien (2005)</b> <i>Chairperson, Instructor, Mathematics Department</i></p> <p>BSc, Illinois Institute of Technology MS, Chicago State University</p>	<p><b>Ralph Fackler (1980)</b> <i>Professor</i></p> <p>BS, Carthage College MS, Chicago State University</p>	<p><b>Linnea Forsberg (2002)</b> <i>Assistant Professor, Speech and Theater</i></p> <p>BA, University of Illinois at Chicago MA, University of Illinois at Chicago</p>	<p><b>Betty J. Gammon (1991)</b> <i>Instructor, Nursing</i></p> <p>BSN, Aurora University MSN, Aurora University MOT, University of Illinois-Springfield Certificate in Nursing Education, University of Illinois at Chicago</p>
				
<p><b>Zakia Gaston-Hobbs (2006)</b> <i>Instructor, Mortuary Science</i></p> <p>AAS, Malcolm X College BA, Northeastern Illinois University Licensed Funeral Director/Embalmer</p>	<p><b>Gail Grabczynski (2002)</b> <i>Instructor, Social Science</i></p> <p>BS, Eastern Michigan University MSW, University of Illinois at Chicago</p>	<p><b>Ronald D. Grimmette (1992)</b> <i>Instructor, Director of Pharmacy Program</i></p> <p>AAS, Malcolm X College BS, Xavier University MAdEd, National-Louis University</p>	<p><b>Jenny Gustavson (2005)</b> <i>Co-Chair, Communications and Fine Arts, Instructor, Reading</i></p> <p>BA, North Park University MA, Northeastern University MEd, University of Texas</p>	<p><b>Tracie Y. Hudson (2004)</b> <i>Assistant Professor, Biology</i></p> <p>BS, University of Illinois at Urbana MA, Washington University</p>
				
<p><b>Jerry R. Jackson (1994)</b> <i>Adjunct Faculty, Biology Instructor, PCI</i></p> <p>BA, Wayne State University MS, University of Cincinnati</p>	<p><b>Ali M. Jafri (1995)</b> <i>Instructor, Biology</i></p> <p>BSc, Aligarh University MS, Utah State University PhD, Washington State University</p>	<p><b>Kayode Jowosinci (2004)</b> <i>Instructor, Instructor</i></p> <p>BSc, Ogun State University MSc, DePaul University</p>	<p><b>Ahmed Khan (2006)</b> <i>Instructor, Nephrology/ Renal Technology</i></p> <p>MD, Kakatiya University MPH, University of Illinois at Chicago</p>	<p><b>Cranston S. Knight (2002)</b> <i>Instructor, History</i></p> <p>BA, Southern Illinois University MA, Northeastern Illinois University PhD, Loyola University</p>


















				
<p><b>Beverly D. Letcher (1983)</b> <i>Assistant Professor, Nursing</i></p> <p>BS, North Park University MS, St. Xavier University MOT, University of Illinois at Springfield Certified Nurse Educator, National League for Nursing</p>	<p><b>Rong Lin (2007)</b> <i>Instructor, Chinese</i></p> <p>BA, Hunan Normal University MA, Hunan University</p>	<p><b>Joseph K. Lwanga (1971)</b> <i>Professor, Biology</i></p> <p>MS, Ohio University</p>	<p><b>Maria Marelli (2005)</b> <i>Chairperson, Instructor, Biology Department</i></p> <p>MS, University of Bridgeport MD, University of Rosario</p>	<p><b>Megan Marie (2005)</b> <i>Instructor, Communication and Fine Arts</i></p> <p>BA, Kansas State University BS, Kansas State University MAED, Baker University MA, Kansas State University ABD, University of Illinois at Chicago</p>
				
<p><b>Nelita T. Mateo (2005)</b> <i>Instructor, Surgical Technology</i></p> <p>BA, Philippine Women's University</p>	<p><b>Marietta E. McDuffy (1999)</b> <i>Director, Instructor, Surgical Technology</i></p> <p>AAS, Triton College BS, University of Illinois at Chicago MEd, North Park University</p>	<p><b>Ruth Mortha (2007)</b> <i>Instructor, Mathematics</i></p> <p>MS, Osmania University MS, Nagarjuna University</p>	<p><b>Daniel Mulvihill (2003)</b> <i>Librarian</i></p> <p>BA, University of Wisconsin, Madison MLS, University of Pittsburgh</p>	<p><b>M. Gabriela Muralles-Ball (2004)</b> <i>Instructor, Communications and Fine Arts</i></p> <p>BA, University of Toledo MA, University of Toledo</p>
				
<p><b>Gertrude Novak (1987)</b> <i>Instructor, Physician Assistant Program</i></p> <p>BA, Cornell University MS, Northwestern University MD, New York Medical College MPH, University of Illinois</p>	<p><b>William T. O'Donnell (2005)</b> <i>Director, Instructor, Child Development</i></p> <p>BA, University of Missouri MS, Erickson Institute</p>	<p><b>Joshua O. Oladipo (2007)</b> <i>Instructor</i></p> <p>BScTech, University of Technology MSc, University of Illorin MSc, Queen's University MSc, University of Illinois at Chicago MEd, DePaul University Chartered Physicist, Institute of Physics, United Kingdom</p>	<p><b>Lisa Owens (2005)</b> <i>Instructor, English</i></p> <p>BA, University of Illinois at Urbana-Champaign MA, DePaul University</p>	<p><b>Gitendra C. Paul (2005)</b> <i>Instructor, Chemistry</i></p> <p>MS, Auburn University PhD, Iowa State University</p>


				
<p><b>Michelle Renee Perkins (2006)</b> <i>Instructor, Communications and Fine Arts</i></p> <p>BA, Hampton University MFA, Howard University</p>	<p><b>Athena Porter (2007)</b> <i>Instructor, Psychology</i></p> <p>BS, Xavier University of Louisiana MA, DePaul University PhD, DePaul University</p>	<p><b>Janice M. Powell (1991)</b> <i>PCI Reading Instructor</i></p>	<p><b>Kathy Rayford (1993)</b> <i>Director, Physician Assistant Program</i></p> <p>BS, Chicago State University BMS, Howard University MMS, St. Francis University</p>	<p><b>Albert M. Reba (1995)</b> <i>Instructor, Biological Sciences</i></p> <p>BA, Wabash College MT, St. Margaret's Hospital MS, Illinois Institute of Technology</p>
				
<p><b>Jane Reynolds (1986)</b> <i>Instructor, Respiratory Care</i></p> <p>BS, University of St. Francis MS, National College of Education</p>	<p><b>David A. Rice (1980)</b> <i>Instructor, Communications and Fine Arts</i></p> <p>BA, Virginia Union University MA, University of Chicago MA, Chicago State College</p>	<p><b>Judy Rieser (1993)</b> <i>Associate Professor, Communications and Fine Arts</i></p> <p>BA, Northwestern University MA, New York University PhD, Northwestern University</p>	<p><b>Ben Rubin (2002)</b> <i>Instructor, Fine Arts</i></p> <p>BA, Hiram College MA, University of Iowa MFA, University of Iowa</p>	<p><b>Fumilayo Tyehimba-Rufai (1992)</b> <i>Assistant Professor, Library Chairperson</i></p> <p>B.A., Cleveland State University M.L.S., Case Western Reserve University</p>
				
<p><b>Tony Scipione (1978)</b> <i>EMT-P and Director, EMT Program and AHA Community Training Programs</i></p> <p>Certified Lead Instructor for EMS, IDPH Regional Faculty, American Heart Association Certified BTLIS Instructor, American College of Emergency Physicians</p>	<p><b>Mary Pat Sheppard (2005)</b> <i>Instructor, Mathematics</i></p> <p>BA, University of San Diego MS, Northeastern Illinois University</p>			





				
<p><b>Stephanie Soorgan Owen (2007)</b> <i>Reference Librarian</i></p> <p>BA, Bowling Green State University MLIS, University of South Carolina</p>	<p><b>David St. John (2007)</b> <i>Instructor, Mathematics</i></p> <p>BS, Loyola University MS, Loyola University MS, University of Illinois at Chicago</p>	<p><b>Claire Stuart-Quintanilla (2005)</b> <i>Instructor, Political Science</i></p> <p>MA, Northwestern University</p>	<p><b>Avni Thaci (2007)</b> <i>Instructor, Biology</i></p> <p>MD, University of Prishtna</p>	<p><b>Henry Velarde (2007)</b> <i>Instructor, Business</i></p> <p>BA, Lewis University MS, Roosevelt University MA, Roosevelt University</p>
				
<p><b>Reginah Walton (2006)</b> <i>Instructor, Department of Communications and Fine Arts</i></p> <p>AAS, Kennedy King College BA, Northeastern Illinois University MA, Northeastern Illinois University MA, Northeastern Illinois University</p>	<p><b>George West (2000)</b> <i>Director, Associate Professor, Respiratory Care Program</i></p> <p>BA, Wayne State University MA, State University of New York/Buffalo RRT, National Board for Respiratory Care</p>	<p><b>Michael White (1998)</b> <i>Instructor, Radiography Program</i></p> <p>AAS, Malcolm X College BS, Chicago State University MEd, Chicago State University</p>	<p><b>Sheila M. Wicks (2005)</b> <i>Instructor, Biology</i></p> <p>BSc, University of Illinois   MSc, Chicago State University MS, Midwest College MD, Guangzhiu University MBA, Keller Graduate School of Management</p>	<p><b>Richard Williams (1969)</b> <i>Professor, Mathematics</i></p> <p>BS, Chicago State University MS, Chicago State University EDD, Nova University</p>
	<p><b>Terry Patterson (2003)</b> <i>Instructor, Mathematics</i></p> <p>BS, Jackson State University MS, Jackson State University</p>	<p><b>Robert Williams (2003)</b> <i>College Advisor</i></p> <p>BA, Chicago State University BS, Illinois Benedictine University MA, Chicago State University</p>	<p><b>Jim Witteman (2007)</b> <i>Director, Paramedic Program</i></p> <p>BA, University of Illinois</p> <p>Certified Lead Instructor for EMS, Illinois Department of Public Health</p> <p>Certified ITLS Instructor, American College of Emergency Physicians</p> <p>Certified PEPP Instructor, American College of Pediatrics</p>	
<p><b>CM! Winters Palacio (2005)</b> <i>Chair, Library Department</i></p> <p>BA, DePaul University MS, University of Illinois at Urbana-Champaign ABD, Florida State University</p>				

# Staff

				
<p><b>Annette Aguilera (1998)</b> Administrative Assistant to the Vice President AS, Malcolm X College</p>	<p><b>Alex Ajishegiri (2004)</b> <i>Facilities and Operations</i></p>	<p><b>Akiza Boddie-Willis (2002)</b> <i>College Advisor</i> BS, Cornell University MS, Rutgers University</p>	<p><b>Lois Britton (2002)</b> <i>Director, Educational Talent Search</i> BS, Eastern Illinois University MSEd, Eastern Illinois University</p>	<p><b>Vivian Bridges</b> <b>Security</b> MBA, St. Xavier University</p>
				
<p><b>Zenobia Brooks (1987)</b> <i>College Advisor</i> BA, National College of Education MDiv, Chicago Theological Seminary</p>	<p><b>Jose Ceballos (2006)</b> <i>Lab Manager</i> AA, Columbia College</p>	<p><b>Cynthia-Val Chapman (1997)</b> <i>Graphic Designer, Advisor, Malcolm Xpress</i> BS, Florida A&amp;M University</p>	<p><b>Tanya Cox (2007)</b> <i>College Advisor</i> BS, Southern Illinois University MS, Southern Illinois University</p>	<p><b>Jose Diaz (1982)</b> <i>Adult Education Manager</i> AB, University of Illinois at Chicago</p>
				
<p><b>Kenyon Douglass (2002)</b> <i>College Advisor</i> BA, Eastern Illinois University MSEd, Eastern Illinois University</p>	<p><b>Hubert Dure (1991)</b> <i>Director, Upward Bound</i> BA, Eastern Illinois University</p>	<p><b>Reuben Hassan (2006),</b> <b>Security</b></p>	<p><b>Mary Hernandez (2007)</b> <i>Student Development Services</i></p>	<p><b>Jessica M. Holloway (1997)</b> <i>Coordinator II</i> AA, Malcolm X College BS, DeVry University</p>



				
<p><b>Mary H. Johnson (1978)</b> <i>Executive Assistant to the President</i> AAS, Malcolm X College</p>	<p><b>Latasha Johnson (2005)</b> <i>Account Analyst</i> BA, Roosevelt University</p>	<p><b>Todd Laycock (2005)</b> <i>IT Coordinator</i> BS, University of Illinois at Chicago</p>	<p><b>Pamela Lynch (1977)</b> <i>Manager, Adult Education</i> BA, Chicago State University MEd, Chicago State University</p>	<p><b>Mary Marsh (1972)</b> <i>College Clerical Supervisor I</i> AA, Malcolm X College</p>
				
<p><b>Carmen Navarrete (2004)</b> <i>College Advisor</i> BA, Governor's State University MA, Governor's State University</p>	<p><b>Ellen Nickerson (1981)</b> <i>Maintenance</i></p>	<p><b>Donnetta Ramsey (2001)</b> <i>Administrative Assistant</i> AS, Malcolm X College</p>	<p><b>Mark Reyes (2005)</b> <i>Project Director, TRiO Student Support Services</i> BA, Lewis University MSW, University of Illinois at Chicago Academy of Certified Social Workers (ACSW)</p>	<p><b>Alonzo Rhoden (2002)</b> <i>Webmaster</i> IWA Certification, Illinois Institute of Technology</p>
				
<p><b>Michael Ryniec (1990)</b> <i>International &amp; Veteran Student Coordinator</i> AA, Malcolm X College BA, St. Xavier University Chef Training Certificate, Washburne Trade School</p>	<p><b>Greg Shumpert (1995)</b> <i>Coordinator, Enrollment Management</i> BA, St. Mary of the Lake Seminary</p>	<p><b>Rosemary Steward (1989)</b> <i>College Advisor</i> BA, Chicago State University</p>	<p><b>Sheila Vaughn (2005)</b> <i>Assistant to Dean of Instruction</i></p>	<p><b>Victoria L. Walker (2004)</b> <i>CCA II</i></p>

				
<p><b>Sherrea O. Washington (1996)</b>  <i>College Clerical Assistant II</i>  AAS, Malcolm X College</p>	<p><b>Aaron Wissmann (2002)</b>  <i>Director, Educational Opportunity Center TRiO</i>  BA, Southern Illinois University  MSEd, Southern Illinois University</p>	<p><b>Marjorie Worrell (2005)</b>  <i>Support Staff</i>  AA, City Wide College</p>	<p><b>Aleksandr Zvodinsky (2004)</b>  <i>Adult Educator</i>  M, Belorussian University of Culture</p>	

# Employee Listing (as of 1 Nov 2007)

Abrego, Sonia Y  
Counseling and Guidance

Adams Sr, Aaron  
Financial Aid

Adams, Aaron G  
Plant Operation-staff

Adams, Sydney  
Facilities Operations

Adams, Tiffany N.  
Financial Aid

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Office of Instructional Services

Ahmad, Khaja K  
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Ahmed, Gias U  
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Aigner, Jeffrey A  
Adult Education Program

Ajishgiri, Alex O  
Facilities Operations

Akbar, Abdul-Rashee  
Registrars Office

Akua, Rukiya  
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Alexander, Verlinda  
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Alston, Carleta  
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Amadi, Samuel  
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Anderson, Beverly  
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Anderson, Nancy E  
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Anigbogu, Nneka Maria  
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Antoine, Ron  
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Arango, Matilde  
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Arias, Carlos  
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Arriaga, Laura P  
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Arriaga, Victor  
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Avalos, Alberto  
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Avila, Michael  
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Baines, Andrea L  
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Barajas, Eduardo  
Mathematics

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Barney, Byron E  
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Bates, Tyrone M  
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Bays, Ludwetta  
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Athletic

Bell, Judith  
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Bell, Lakeisha  
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Bell, Lillian A  
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Bell-Smith, Jacqueline F  
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Benjamin, Tammy R  
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Bey, Ramo S  
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Bibbs, Laura A  
Dean - Career Programs

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Bitoy, Edward K  
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Blanton, Demetrius  
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Boddie-Willis, Akiza  
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Bolor III, William H  
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Boone, Edna K  
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Borowiec, Joanna K  
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Bowen, Rosaland A  
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Boyd, Darlene A  
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Bradley, Sharon L  
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Brown,Vonetta Financial Aid	Chao,Grace Adult Education Program	Cremins,Brian W. Communications Arts and Skills
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Butler Jr.,James D Adult Education Program	Clemons,Lorenzo Security Services-staff	Cunningham,Katrina L Adult Education Program
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Callery,Claude A. Business	Coleman-Hill,Tamarra D Office of Instructional Services	Darrow Jr.,Gayne A Office of Student Services
Callon,Michael D Communications Arts and Skills	Collins,Celestine Basic and Continuing Education	Daughtery,Natalie P Financial Aid
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Carr,Diane Continuing Education	Copeland,Joanetta M Social Services and Child Devel	Davis,James Office of Instructional Services
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Carter,Vincent B Information Technology	Corr,Elizabeth Office of Instructional Services	Davis,Marlene Office of the President
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Castronovo,Kim M Adult Education Program	Cotto,Edwin Adult Education Program	Davis,Vera L Adult Education Program
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Flowers-Rice,Wilma  
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Francis,Beni  
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Furfori,Jennifer  
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Jenkins,Quianna C  
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Jones,Horace Adult Education Program	Kihoi,Scott Tbd	Lewis,Rose M Adult Continuing Education
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Jones,Omar Plant Operation-staff	King,Leola V Adult Education Program	Li,San Kit Academic Support
Jones,Paulette Office of Student Services	Kirk,Lisa M Financial Aid	Li,San Y Academic Support
Jones,Shantate Human Resources	Kirkpatrick,Kathleen Office of Instructional Services	Liberty,Manuel Plant Operation-staff
Jones,Stephen M Security Services-staff	Kirkwood,Kate Security Services-staff	Liddell,David Adult Education Program
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Jones,William H Security Services-staff	Kolp,Mark Office of Instructional Services	Lindsey,Masheetta E Financial Aid
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Jordan,Jatonne Financial Aid	Kraus,Consuelo Child Development Center	Lloyd,David M Financial Aid
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Lopez, Natanael Adult Education Program	Mayefsky, Jay H Office of Instructional Services	Mercado, Faustina C Whitney N. Young Business Inst
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Lozoya, Sylvia C. Financial Aid	McCaleb-Benton, Victoria Adult Education Program	Miller, Michael Institutional Research
Lugo, Lourdes Adult Education Program	McCarty, Carla Office of Instructional Services	Minenger, Priscilla Office of Student Services
Lukaszek, Barbara Adult Education Program	McClendon, Olympia L Financial Aid	Minor, Theresa Academic Support
Lumpkin, Brian Security Services-staff	McConnell, Carol Medical Laboratory Technician	Mombo, Charles S Office of Instructional Services
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Malone, Patricia Records	McHugh, Sharon A Security Services-staff	Moran, Veronica Financial Aid
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Marshall, Samuel Reprographics	McDonald, Phillise Plant Operation-staff	Mosley, Monique Security Services-staff
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Martinez, Edna Financial Aid	Meadors, Patricia Office of Instructional Services	Muhammad, Lateefah Office of Student Services
Martinez, Lissette Adult Education Program	Medansky, Stuart I Adult Education Program	Muhammad, Patrice Office of Instructional Services
Martinez, Yvette S Basic and Continuing Education	Melson Wheeler, Vanessa L Financial Aid	Mullally, Christine E Lectureship Assignment
Martinez-Rodriguez, Blanca I 21033-0001 Headstart Wrap Around	Menconi, James P Adult Education Program	Mulroe, Thomas P Office of Instructional Services



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O'Shea, Annie 20227-0001 Computer Liter	Payton, Cornelius Security Services-staff	Pretzsch, Rick D. Behavioral Science
Ochoa, Angel Plant Operation-staff	Pearlman, Nasra Office of Instructional Services	Purcell, Kotricth D. Security Services-staff
Ochoa, Maria Plant Operation-staff	Pearson, Bernetta Office of Instructional Services	Purcell-Tillery, Karen Security Services-staff
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Ollins, Linda Adult Education Program	Perez, Luzmaria Adult Education Program	Ramsey, Donnetta Office of Business and Operati
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Ortiz, Fernando Plant Operation-staff	Perteet, Beverly Adult Education Program	Randolph, Sandra Plant Operation-staff

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Rhoden,Alonzo  
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Robinson,Syga  
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Sandifer,LaShanda  
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Schecter,Jeff  
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Shields,Jesse  
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Sneed,Kenyauta  
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Sokhi,Ranbir  
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Soler,Samuel  
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Taylor,Zedich Security Services-staff	Velarde,Henry A Business	Watson,Shavonda L Financial Aid
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Thomas,Carl S Plant Operation-staff	Villanueva,Anna L Financial Aid	Webb, Katonja Continuing Education
Thomas,Chiquena Financial Aid	Villanueva,Claudia E. 22270-0221 Isbe Ad.ed. & Liter	Webber,Cleveland S Adult Education Program
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Thomas,Tanika M Financial Aid	Waindle,Barbara Acad Supp Health Science	Welch,Deborah L Office of Student Services

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White, Michael L  
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White, Teresa  
Security Services-staff

Whiteside, Dennis  
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Wright, John L  
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Adult Education Program

Young, Franneshia T.  
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Young, Lydia M  
Financial Aid

Young, T'neikia L  
Financial Aid

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Zajaczkowska, Grazyna A  
Adult Education Program

Zambello, Steven  
Office of Instructional Services

Zarazua, Magdalena  
Adult Education Program

Zheng, Tianwei  
Office of Student Services

Zvodinsky, Aleksandr Y  
Academic Support



# Malcolm X College in the Community

**D**uring the year, Malcolm X College hosts more than 1,000 meetings. The facility is also used by more than 100,000 members of various community, civic, business, educational, and national organizations.

## **TRIO Talent Search Program**

The TRIO Talent Search Program is an academic outreach program sponsored by Malcolm X College and funded through the U.S. Department of Education. It is designed to provide academic services such as one-on-one academic and personal counseling, tutoring, mentoring, college tours, cultural awareness, and parental education to youth ages 11 to 27 who are enrolled in the area middle and high schools, from low-income families, and potential first generation college students. Through these services, the program is aimed at enabling them to be able to enroll in a postsecondary institution.

## **TRIO Upward Bound Program**

The TRIO Upward Bound Program provides academic support to the area high school students, who are from low income families and potential first generation college students, in their preparation of and continuance in college. The participants receive academic enhancement in math, science, English/composition, literature, and foreign language as well as services in advising, tutoring, and college orientation. The goal of the Upward Bound Program is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education. The TRIO Upward Bound is funded through the U.S. Department of Education.

## **TRIO Educational Opportunity Centers Program**

The TRIO Educational Opportunity Centers Program, funded from the U.S. Department of Education, is designed to assist low income and potential first generation college students in accessing higher education. The program provides assistance in the preparation and completion of financial aid and college admission forms as well as academic services to individuals who desire to pursue a program of post-secondary education, complete a G.E.D. program, and enroll in a post secondary institu-

tion of their choice. The program serves community residents who are least 19 years of age and/or from low-income families and will be potential first-generation college students in the service areas of Austin, East Garfield Park, Humboldt Park, Near West Side, North Lawndale, West Town, West Garfield Park, and South Lawndale.

For more information on services or eligibility requirements, please contact the Educational Opportunity Center office at (312) 850-7464.

## **Illinois Department of Human Services**

A partnership between Malcolm X College and the Illinois Department of Human Services (IDHS) helps displaced homemakers become independent.

## **Kwanzaa**

Malcolm X College, in partnership with Shule A Watutu, is the only institution of higher education in the country that commemorates Kwanzaa with a seven-day observance open to the public.

## **Artists-in-Residence— Najwa Dance Corps**

This dance troupe celebrating African and African-American dance is housed at Malcolm X College.

## **West Side Home Care Institute**

A ground-breaking partnership between Malcolm X College, the West Side Consortium, and the UIC Neighborhood Initiative provides training in how to develop a home-based child care business. Students receive training in child development and small business management.

## **Chicago Center for Early Education**

The Chicago Center for Early Education opened in May 2002. This state-of-the-art resource center provides training and materials for Early Childhood professionals and students. The Chicago Center for Early Education was created in partnership with the Department of Human Services and the University of Illinois-Chicago.

## **Chicago Fire Department**

The Chicago Fire Department utilizes space at Malcolm X College to train its paramedics. This partnership exemplifies the efficient and creative use of city

resources for the betterment of the entire Malcolm X College community.

### **Chicago Public Schools: Area 21 HEAT Initiative**

Malcolm X College, Chicago Public Schools Area 21, and the Higher Education Advisory Taskforce, a committee comprised of over 50 college and university administrators, partner to provide high school juniors and seniors services to ease their transition from high school to Illinois community colleges and four-year universities. The goal of the partnership is to ensure that students graduating from high school are prepared to enter Illinois' higher education system.

### **Chicago Public Schools: CPR and AED Training**

Malcolm X College's EMT/Paramedic program partners with the Chicago Public Schools to provide state-required CPR and automated external defibrillator (AED) training to over 1,300 CPS staff and faculty.

### **Chicago Public Schools: Principal for a Day**

Each fall, administrators from Malcolm X College serve as "Principals for a Day" at several Chicago schools. Through the program, Malcolm X College broadens its understanding of the accomplishments and challenges of CPS students, teachers and principals and renews its commitment to CPS by providing volunteers and resources to support the schools.

### **Chicago State University: Project SUCCESS**

In collaboration with Chicago State University, Malcolm X College hosts this program which assists disadvantaged adults to gain access to higher education.

### **Grow Your Own**

The "Grow Your Own" program is a partnership between Malcolm X College, Illinois State University, ISBE, Kenwood-Oakland Community Organization (KOCO) and the Little Village Community Organization to allow community residents to take college classes leading to certification as elementary school teachers.

### **Illinois Department of Employment Security: Chicago Area Project**

Through a partnership with IDES, Malcolm X College recruits community members for employment. IDES assists prospective candidates with completing resumes and preparing for interviews.

### **Local Elected Officials**

Malcolm X College maintains solid working relationships with a number of elected officials in the community. The College hosts and supports a variety of community-based initiatives including resource fairs, town hall meetings, and employment fairs.

### **United Center**

Malcolm X College teams with the United Center to provide annual scholarships to Malcolm X College students. The scholarships are funded by revenue raised by an agreement that allows the United Center to use Malcolm X College parking spaces during low-use hours.

### **Veterans Day Observance**

Annually, Malcolm X College salutes outstanding military service with its "Courage Under Fire" award. This exciting event features dynamic speakers and performances, including the Chicago Public Schools Drill Team.

### **You Can, Too!**

Malcolm X College houses the You Can, Too program, an initiative sponsored by the Black United Fund and Northeastern Illinois University. You Can, Too provides students with the tools they need to enroll in and graduate from colleges and universities.

### **Community Celebrations**

- ◆ African-American History Month Celebration
- ◆ Asian-Pacific Heritage Month
- ◆ Bud Billiken Parade
- ◆ Kwanzaa
- ◆ Hispanic Heritage Month Celebration
- ◆ No Crime Day"
- ◆ "Unity Day"
- ◆ Women's History Month Celebration

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From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office of Admissions  
Malcolm X College  
1900 West Van Buren Street  
Chicago, IL 60612

From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office of Admissions  
Malcolm X College  
1900 West Van Buren Street  
Chicago, IL 60612

**Do something nice for your car.**

**Send me information...  
I'd like to know more  
about Malcolm X College**

(check all that apply)

- Campus tour
- Career programs
- Financial aid/scholarships
- Transfer programs
- Send info on these programs:

\_\_\_\_\_

\_\_\_\_\_

I expect to enter college in the

- Fall (Aug.—Dec.)
- Spring (Jan.—May)
- Summer \_\_\_\_\_ (year)

**Send the Information To:**

\_\_\_\_\_

Last Name (please print) First Name Middle initial

\_\_\_\_\_

Address City State Zip

\_\_\_\_\_

Area code Home phone Area code Work/alternate phone Birth date (mo/day/yr)

\_\_\_\_\_

High School Year of Graduation or GED

\_\_\_\_\_

email

**Send me information...  
I'd like to know more  
about Malcolm X College**

(check all that apply)

- Campus tour
- Career programs
- Financial aid/scholarships
- Transfer programs
- Send info on these programs:

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\_\_\_\_\_

Address City State Zip

\_\_\_\_\_

Area code Home phone Area code Work/alternate phone Birth date (mo/day/yr)

\_\_\_\_\_

High School Year of Graduation or GED

\_\_\_\_\_

email

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OF STATE OFFICE, OR CALL  
**312/793-1000.**



# Malcolm X College

One of the City Colleges of Chicago

1900 West Van Buren Street  
Chicago, IL 60612  
(312) 850-7055

New Admission  Readmission - Data Form

I am applying for (check one):  Fall  Spring  Summer Year 200 \_\_\_\_\_

**Note:** Admission to the Nursing and Health Science programs require individual applications. Contact the One Stop Enrollment Center to receive the Healthcare Profession Application.

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex:  Male  Female

Name: \_\_\_\_\_, \_\_\_\_\_ M.I. \_\_\_\_\_

Former Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.: ( \_\_\_\_\_ ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ 1-Cook 2-De Kalb 3-Du Page 4-Grundy 5-Kane 6-Kankakee 7-Kendall 8-Lake 9-LaSalle  
A-McHenry B-Will X-Other

Country: \_\_\_\_\_ Province: \_\_\_\_\_

Ethnic: 1-Asian/Pacific Islander 2-American Indian or Alaskan Native 3-Black non-Hispanic  
4-Hispanic 5-White non-Hispanic 6-Other \_\_\_\_\_

When did you last attend this college? \_\_\_\_\_  
1-This is my first registration at any of the City Colleges of Chicago.  
2-This is my first registration at this college.  
3-I attended this college last term.  
4-I formerly attended this college in \_\_\_\_\_ (year)

Are you:  
A United States citizen? Yes  No   
A permanent resident? Yes  No   
In the U.S. on a Visa? Yes  No   
What type of Visa? \_\_\_\_\_  
Are you applying for student Visa (I-20)? Yes  No

Employment Status: \_\_\_\_\_  
1-Full time-over 30 hours weekly  
2-Part time-over 15 hours weekly  
3-Part time-15 hours or less weekly  
4-Homemaker  
5-Unemployed  
6-Other

Are you going to apply for Financial Aid? Yes  No   
Family Income:  
00-Less than \$2,999 05-\$15,000-\$17,999 10-\$30,000-\$35,999  
01-\$3,000-\$5,999 06-\$18,000-\$20,999 11-\$36,000-\$41,999  
02-\$6,000-\$8,999 07-\$21,000-\$23,999 12-\$42,000-\$47,999  
03-\$9,000-\$11,999 08-\$24,000-\$26,999 13-\$48,000-\$53,999  
04-\$12,000-\$14,999 09-\$27,000-\$29,999 14-\$54,000-\$59,999  
15-Over \$60,000

Is English your native language? Yes  No  Are you a Veteran of the U.S. armed forces? Yes  No  Are you currently serving on active military duty? Yes  No

What country were you born in? \_\_\_\_\_



How did you hear about Malcolm X College? \_\_\_\_\_  
\_\_\_\_\_

**High School or G.E.D. Information**

Name of last high school attended:

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Province: \_\_\_\_\_

**Complete the information that best describes your high school status**

- I graduated from high school on ... \_\_\_\_/\_\_\_\_/\_\_\_\_
- I passed the G.E.D. test on... \_\_\_\_/\_\_\_\_/\_\_\_\_
- I am still attending high school and will graduate on ... \_\_\_\_/\_\_\_\_/\_\_\_\_
- I am not a high school graduate and have not received the G.E.D.

**Other Colleges and Universities you have attended (begin with the most recent).**

- |                            |      |               |  |
|----------------------------|------|---------------|--|
| 1.) _____<br>(School Name) | City | State/Country | Degree Received?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.) _____<br>(School Name) | City | State/Country | Degree Received?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

**Intent/Goal** \_\_\_\_\_

- |   |                                 |
|---|---------------------------------|
| 01-To prepare for transfer to a four-year college | 04-To prepare for G.E.D. test   |
| 02-To improve present job skills                  | 05-To pursue personal interests |
| 03-To prepare for future job immediately          | 06-Unknown/Other                |

**Academic Objective:**

- 1-To take one or several courses
- 2-To obtain a Certificate
- 3-To obtain an Associate Degree

What do you plan to major in? _____ _____
When do you plan to graduate? _____ _____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only</b>	
<b>Declaration of Intent</b>	<b>Admission Term:</b>
Program Code _____	Term _____ Year _____
Program Title _____	<b>Expected Term of Completion</b>
_____	Term _____ Year _____

Field of Interest Program Code _____ (if different from above)
--



**Malcolm X College**  
One of the City Colleges of Chicago

1900 West Van Buren Street  
Chicago, IL 60612-3197  
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and relationships of others. **Service:** We are committed to providing supportive services that meet the needs of our students. **Goals:** Provide comprehensive, updated, and articulated baccalaureate curricula, which enable students to transfer successfully to four-year institutions. Offer accredited career and occupational programs to prepare students for the workforce. Provide learning opportunities of different levels and types to promote learning, personal growth, skill improvement, and academic development. Sustain and augment partnerships with community organizations, businesses and industries, and K-12 schools in order to support community growth and enhancement. Institute an assessment process to evaluate student growth and improve instruction. Sponsor events and develop curricula in order to promote cultural and global awareness. Provide superior customized and comprehensive support services in order to increase students' access to and success in higher education. Maintain and develop administrative and fiscal policies and practices which foster fairness and accountability.