

# Olive-Harvey College

Catalog 2008-2010



**Success Starts Here.**

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# City Colleges of Chicago

## Non-Discrimination Policies and Procedures

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

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

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

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

### Discrimination and Harassment Complaint Procedures

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

Students may contact the EEO Officer by direct number at (312) 553-2869, through the Office of Human Resources at (312)553-2900, via e-mail to [eeofficer@ccc.edu](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 & Alcohol Use**

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

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

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

## **Privacy of Educational Records**

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

## **Disclaimer**

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

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

**THIS IS NOT A CONTRACT.**

## **Student Applicability Statement**

This catalog applies to students admitted to the college during the Spring semester 2008 and those in semesters thereafter through Fall 2010.



**City Colleges of Chicago**

# **Community College District No. 508**

Cook County State of Illinois

## **BOARD OF TRUSTEES**

- James C. Tyree**  
*Chairman*
- James A. Dyson**  
*Vice Chairman*
- Terry E. Newman**  
*Secretary*
- Ralph G. Moore**  
*Member*
- Rev. Albert D. Tyson, III**  
*Member*
- Nancy J. Clawson**  
*Member*
- Gloria Castillo**  
*Member*
- Student Member**  
*From one campus of  
City Colleges of Chicago  
each year*

## **OFFICERS OF THE DISTRICT**

- Wayne D. Watson, Ph.D.**  
*Chancellor*
- Deidra J. Lewis**  
*Executive Vice Chancellor*
- Xiomara Cortes-Metcalf**  
*Vice Chancellor of Human Resources  
and Staff Development*
- James Reilly**  
*General Counsel*
- Kenneth C. Gotsch**  
*Vice Chancellor of Finance*
- Sylvia Ramos, Ed. D.**  
*President, Richard J. Daley College*
- Clyde El-Amin**  
*President, Kennedy-King College*
- Ghingo Brooks**  
*Interim President, Malcolm X College*
- Valerie R. Roberson, Ph.D.**  
*President, Olive-Harvey College*
- Lynn Walker**  
*Interim President, Harry S. Truman College*
- John Wozniak**  
*President, Harold Washington College*
- Charles Guengerich, Ph. D.**  
*President, Wilbur Wright College*

## Welcome to Olive-Harvey College!



### **Greetings!**

I am delighted to welcome you to Olive-Harvey College where students come first! As President, it is my goal to ensure that your academic journey at Olive-Harvey College is challenging and rewarding. The faculty, staff, and administrators are committed to your success. Our goal is to provide service excellence in all aspects of the College experience.

Whether transferring to a baccalaureate institution, upgrading skills, receiving training to enter the workforce, or taking a class just for pleasure, Olive-Harvey College is committed to serving the student population and the community. You can be assured that Olive-Harvey College has an array of programs and services that are designed to fit your goals and schedule.

In addition to academic programs, Olive-Harvey College has a number of supportive resources including computer labs, tutoring services, library and a child care center to increase your chances to succeed. The Office of Student Services provides assistance for those desiring financial aid, academic advising, career counseling, disability services and more. Students enjoy a variety of activities, organizations and athletics that offer fun learning experiences outside of the classroom.

Olive-Harvey College is a resource that is available to the community. We exist to provide educational and cultural experiences to the entire family. Please check our website monthly for updates. There is always something new at Olive-Harvey College.

Valerie R. Roberson, Ph. D.

President

## City Colleges of Chicago

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

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

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

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

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

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

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

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

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



# City Colleges of Chicago

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

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

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

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

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

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

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

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

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

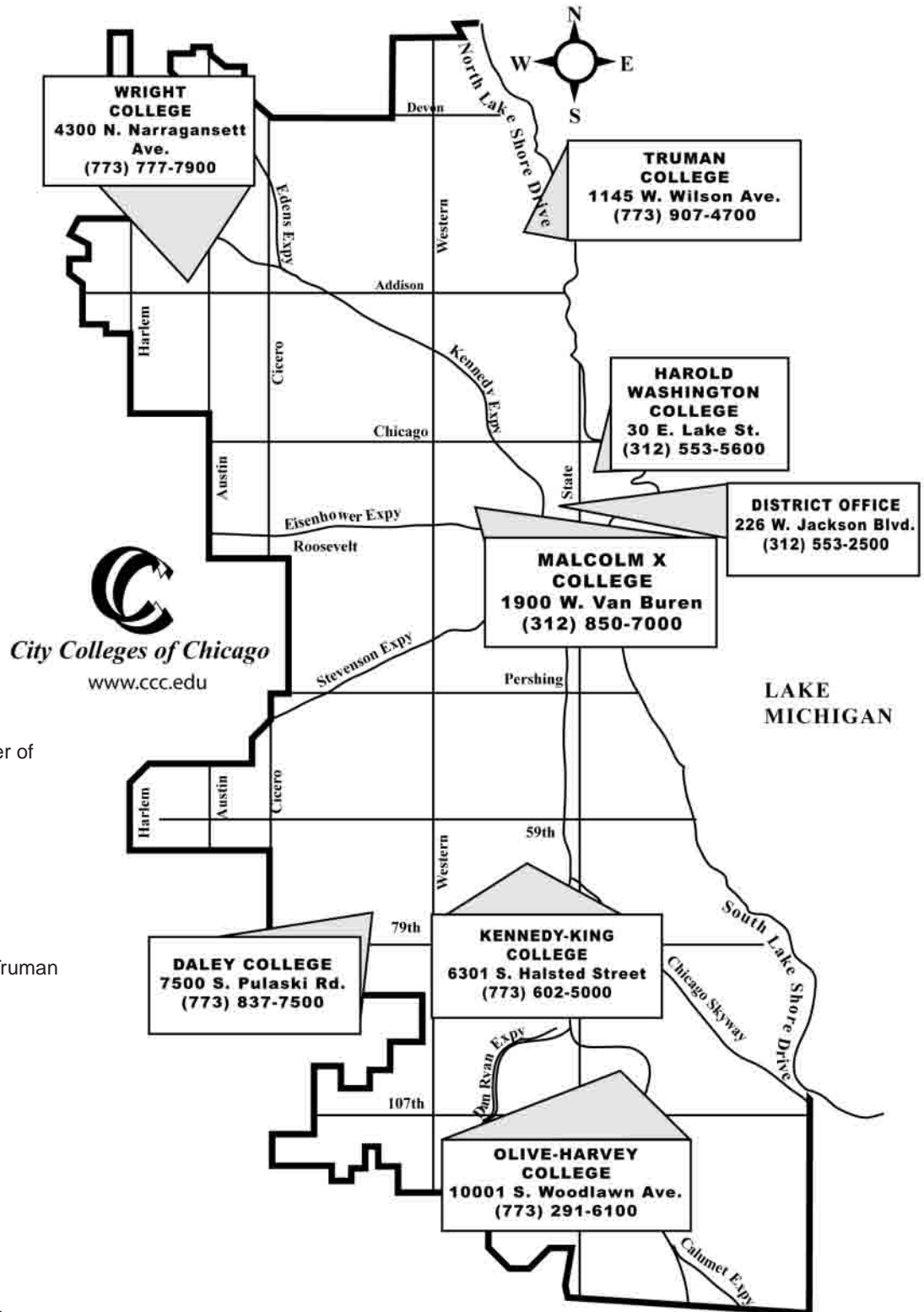
Lakeview Learning Center of Truman  
College  
3310 N. Clark St.  
(773) 907-4400

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

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

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

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





# City Colleges of Chicago

## Academic Calendar 2008

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

# City Colleges of Chicago

## Academic Calendar 2009

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

# City Colleges of Chicago

## Academic Calendar 2010

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

## Academic Calendar 2011

Spring 2011 Term	Activity/Event
January 10, 2011 (Monday)	Spring 2011 Term begins
January 10 – 15, 2011 (Monday – Saturday)	Early registration for Spring 2011 Term
January 17, 2011 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 18, 2011 (Tuesday)	First day of classes for Spring 2011 Term
January 18 – 22, 2011 (Tuesday – Saturday)	Late registration for Spring 2011 Term
January 22, 2011 (Saturday)	Saturday classes begin
January 27, 2011 (Thursday)	STAT date
February 14, 2011 (Monday)	Lincoln's Birthday (Holiday)
March 16, 2011 (Wednesday)	Mid-term date for Spring 2011 Term
April 18 – 24, 2011 (Monday – Sunday)	Spring break
April 25, 2011 (Monday)	Last day for student initiated withdrawal
May 14, 2011 (Saturday)	Last day of Spring 2011 Term
Summer 2011 Term	Activity/Event
June 6, 2011 (Monday)	Summer 2011 Term begins
June 6 – 7, 2011 (Monday – Tuesday)	Registration for Summer 2011 Term
June 8, 2011 (Wednesday)	First day of classes for Summer 2011 Term
June 8 – 9, 2011 (Wednesday – Thursday)	Late registration for Summer 2011 Term
June 10, 2011 (Thursday)	STAT date
July 4, 2011 (Sunday)	Independence Day (Holiday)
July 6, 2011 (Wednesday)	Mid-term date for Summer 2011 Term
July 13, 2011 (Wednesday)	Last day for student initiated withdrawals
July 23, 2011 (Saturday)	Last day of Summer 2011 Term
Fall 2011 Term	Activity/Event
August 8, 2011 (Monday)	Fall Semester begins
August 8 – 13, 2011 (Monday – Saturday)	Early registration for Fall 2011 Term
August 15 – 20, 2011 (Monday – Saturday)	Registration for Fall 2011 Term
August 22, 2011 (Monday)	First day of classes for Fall 2011 Term
August 22 - 27, 2011 (Monday–Saturday)	Late registration for Fall 2011 Term
August 27, 2011 (Saturday)	Saturday classes begin
August 31, 2011 (Wednesday)	Labor Day (Holiday)
September 5, 2011 (Monday)	STAT date
October 19, 2011 (Wednesday)	Mid-term date for Fall 2011 Term
November 14, 2011 (Monday)	Last date for student initiated withdrawal
November 24 – 25, 2011 (Thursday & Friday)	Thanksgiving Holiday
December 17, 2011 (Saturday)	Last day of Fall 2011 Term

**Subject to change per board approval**

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# City Colleges of Chicago

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

### 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 services.

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.

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## City Colleges of Chicago

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 this 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. 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 15th of each year.

### **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.

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# City Colleges of Chicago

## 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

## 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.

## 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.
- Student 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.

## Information Technology Policy

The City Colleges of Chicago's computer and technology resources are provided for educational and administrative purposes and are to be used in a manner that is consistent with those purposes. Students using college technological services and facilities have access to valuable City Colleges of Chicago resources. It is important for all students to conduct themselves in a responsible, ethical, and legal manner when utilizing these resources. Students must respect the rights of others and must abide by the licenses and other contractual and legal obligations by which the City Colleges of Chicago makes technology resources available to all. In addition, all students have a responsibility to help the City Colleges Chicago maintain a secure technology network that can be shared by everyone.

- Unauthorized use of City Colleges of Chicago resources for commercial purposes, personal gain, or for any other purpose inconsistent with the mission of the City Colleges of Chicago is prohibited.
- Students are asked to be sensitive to the needs of others; use only your fair share of computing resources. Use of City Colleges of Chicago resources for non educational purposes including, but not limited to, game playing, chain letters, or other mass mailings or activities that could damage, unduly burden, or disrupt the normal operations of District systems are prohibited.
- Students are asked to refrain from displaying material on screens in shared facilities or forwarding material (e.g., violent or sexually explicit materials) that may cause discomfort or embarrassment to others.
- Technological resources are not to be used to retrieve or send pornographic, obscene, harassing, or illegal materials or messages.

# City Colleges of Chicago

- Students are asked to be civil when communicating with others (write as if you expect the whole word to read every message). There is no guarantee of privacy in the use of computers and technology resources. Further, there may be occasions when it will be necessary for the City College of Chicago administration to access computer or telephone accounts in order to prevent disruption to the network or other shared services.
- Identify yourself clearly and accurately in electronic communications. Individuals or campus organizations that obtain access to a telephone, computer, or e-mail may only use their own passwords, and are responsible for protecting those passwords from use by others. Additionally, you are responsible for reporting any unauthorized use of the system as well as any breach of system security that they are aware of.
- Students are expected to use computing resources in ways that are ethical and honest. It is unethical to represent someone else's work as your own, or to allow someone to represent your work as theirs. Plagiarism and cheating will not be tolerated. Additionally, altering the electronic communications of others may be a form of fraud, which is prohibited. It is the intention of the City Colleges of Chicago to honor all software licenses it holds as well as all other contractual and legal obligations regarding the use of software and other computer related products.
- The City Colleges of Chicago forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software. Using City Colleges of Chicago equipment to make illegal copies of software is prohibited.
- No student shall attempt to open files or documents or gain access to areas or systems for which they have not been granted authorization.

City Colleges of Chicago students who violate this policy are subject to appropriate disciplinary action including, but not limited to the suspension of their computer privileges. Serious violations of this policy may result in expulsion or discharge. Individuals who violate state or federal privacy laws, copyright

laws, or software licensing agreements also may be subject to criminal or civil action by the appropriate authorities or by the owner of the copyright.

## **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.

## **Educational Guarantee**

### **(for Credit and 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 non-credit 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.

## **Accreditation**

Olive-Harvey College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (their offices are located at 30 North LaSalle, Suite 2400, Chicago, IL 60602, 312-263-0456) and approved by the Illinois Community College Board and the Illinois Office of Education, Department of Adult Vocational, and Technical Education. Olive-Harvey College is also approved by the Illinois Board of Higher Education and the Illinois State Board of Education.



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# City Colleges of Chicago

## Sunset Policy

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

## 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.



# Olive-Harvey College General Information



**Milton Lee Olive, III**

(1946 – 1965)

While participating in a Search and Destroy operation in the vicinity of Phu Cong on October 22, 1965, Private First Class Milton Lee Olive, III, without hesitation, saved the lives of fellow Soldiers by falling on a live grenade and absorbing the shock of the blast with his body. Olive was posthumously awarded the Congressional Medal of Honor by President Lyndon Johnson. He was the third United States service- man to be awarded the Medal of Honor for heroism in Vietnam.



**Carmel Bernon Harvey, Jr.**

(1946 – 1967)

Specialist Four Carmel Bernon Harvey, Jr. was awarded the Congressional Medal of Honor by President Richard Nixon for exhibiting exceptional valor during combat in Binh Dinh Province, Vietnam. On June 21, 1967, a grenade which was clipped to Harvey's belt became activated while he was defending a grounded helicopter. Unable to detach it and realizing imminent death, Harvey charged a communist machine gun position, enabling two wounded Americans to evacuate the endangered area.

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## Olive-Harvey College At a Glance

Olive-Harvey College began its service to residents of the South Side in the late 1950s with the opening of the Fenger and Southeast campuses of the City Colleges of Chicago. These two campuses were consolidated and renamed Olive-Harvey College in 1970. The college moved to nine buildings located at its present site at Woodlawn Avenue and 101st Street pending the construction of a new building.

The college is named in honor of two Chicagoans who lost their lives in Vietnam while on duty with the United States armed forces: Milton Lee Olive, III, paratrooper, and Carmel Bernon Harvey, Jr., infantryman. Both were posthumously awarded the Congressional Medal of Honor.

### Facilities

The main campus of Olive-Harvey College was completed with the opening of a four-level building on a 67-acre campus at 101st Street and Woodlawn Avenue in 1981. The campus is conveniently located just off the Bishop Ford Expressway. Chicago Transit Authority buses stop directly in front of the main building. For students wishing to drive, large, well-lighted parking lots are available.

The college is the largest campus of any of the City Colleges providing an atmosphere conducive to personal, social, and academic growth and success.

The main facility, including outdoor physical education fields and landscaping, was built at a cost of approximately \$28.5 million. The building houses 35 special instructional areas and laboratories, 50 classrooms, a cafeteria, and Learning Resource Center, which houses the college's largest open computer laboratory. Physical education facilities include an indoor swimming pool and gymnasium, weight and exercise room, softball diamond, and a soccer field, all located on a landscaped campus. Other facilities include a Child Development Laboratory Center which provides day-care services for children of students and for the community.

The college has 30 computing centers, including a state-of-the-art academic computing center, and a MacLab. Nine one-story buildings on the campus provide space and facilities for other programs, including technical programs and short-term skills training.

In 1988, the college completed construction of the South Chicago campus which provides additional educational programs and services in the heart of South Chicago. Its classrooms, laboratories, and service offices provide educational opportunities to students in a location readily accessible to residents of South Chicago. Located at 3055 East 92nd Street, the South Chicago campus provides a variety of academic and vocational educational opportunities for adults, including short-term technical training programs. Students in these programs are encouraged to pursue additional opportunities by continuing in programs at Olive-Harvey College on the main campus.

The student body reflects diverse academic, cultural, and economic backgrounds. The college recognizes that education for this population of students has historically served as a means of improving their quality of life as well as providing access to participation in a larger society.

Olive-Harvey College recognizes the aspirations and expectations of its students, the need for mastery of basic skills and knowledge, and the need for students to know themselves and the world in which they live. The college pledges itself and all of its resources to help students gain the knowledge, skills, and understanding requisite to effective participation and success in this rapidly changing and complex world.

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## Mission Statement

The mission of Olive-Harvey College is to provide high quality educational programs and support services. Olive-Harvey College is dedicated to student learning and academic and career success through instructional excellence and responsiveness to student, business and community needs. Our goal is to support students in the completion of an associate's degree in preparation for transfer to institutions of higher education. Further, we support a wide array of excellent opportunities for life-long learning; career preparation, training, and advancement; and basic skills enhancement.

### Core Beliefs

- We believe that learning has the power to change lives.
- We value the diversity of people and perspectives.
- We prize excellence in instruction aimed at increasing student learning.
- We believe instruction should be relevant, current, and designed to allow students to compete in a global economy.
- We believe that instruction should prepare students to participate in society as responsible citizens and consumers.
- We believe our educational programs should be accessible and affordable.

# Admissions, Policies and Proceedings

## 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 completers
- ☞ Transfer students from other colleges or universities
- ☞ Adult students 18 years of age or older who have not earned a high school diploma or a GED (these students must take a college placement exam for course placement)
- ☞ Students 16-18 years of age recommended by their principal or accepted for participation in a special area of study who score at college-level on the placement exam

All new students seeking a degree (AA, AS, AAS, AGS), without documentation of the following requirements, must remedy this deficiency through assessment or successful course completion as follows:

Course-Specific Requirements	Deficiency Compensation
English (4 years)	Placement in English 101
Social Studies (3 years)	Successful completion of a 101-level Social Science Department course with a grade of C or better
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: 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, prepare for the GED examination, and/or study English as a second language. Adult Education classes are also taught in Spanish to prepare students who wish to take the GED test in Spanish. Students enrolled in Adult Education classes do not earn college credit in these classes.

Adult Education Program classes are tuition-free and open to adults, 18 years of age or older who do not have high school diplomas. Individuals who are 16 or 17 years of age may enroll only if they are not attending traditional high school. These students, aged 16 to 17, must provide one of the following forms of documentation to be admitted to the Adult Education Program:

- ☞ their 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 a student information card and outcome form, and may be asked to supply additional documentation. Adult education students may enroll for a maximum of 16 hours in beginning and intermediate classes, and a maximum of 19 hours in advanced or GED-level classes.

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# Admissions, Policies and Proceedings

## 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 student information card
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.)

*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)**

New students who are not seeking a degree or certification must complete the following steps:

1. Submit a completed student information card
2. Take the appropriate placement tests (based on program requirements) or submit verification of previous college work
3. 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 reenrolling 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. College petition form
2. Any additional documentation requested by the Readmission Committee

### **Students at Large**

Students enrolled in credit courses but who are not pursuing a degree are considered students at large. 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 student at large has accumulated 15 credit hours, they are required to complete the placement tests, and declare an intended major.

### **Admission for Signature Programs**

Signature programs are conducted on a limited enrollment basis and have admissions requirements in addition to the general admissions criteria. Students who apply for admissions to signature programs must follow special procedures.

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# Admissions, Policies and Proceedings

## 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 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. Such students must present proof of this insurance upon every registration and/ or upon request.

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

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

## Students with Disabilities

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 considered for enrollment in credit courses at the college. Students must have the written consent of their high school principal or counselor and have qualified for college classes through placement testing or previous course completion.

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



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## Admissions, Policies and Proceedings

### 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.

### 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.

## Assessment and Placement

Prior to registration, to ensure proper academic placement, all first time credit and Adult Education students will take appropriate District assessment/ 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 assessment and placement test(s).

Admission to a college does not ensure entrance into a particular course or program of study. Students will be given assessment and placement tests appropriate to their program.

Results from the District assessment and placement tests will determine enrollment level in the program of choice (depending on program requirements).

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 Associates degree or higher. Students requesting a waiver must provide appropriate documentation of successful completion of college-level course work.

### Adult Education

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

## International Students

### Requirement for Test of English as a Foreign Language (TOEFL) and Waivers.

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

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# Admissions, Policies and Proceedings

## 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 and/or assessment 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.*

### **Credit by Evaluation**

A student may request evaluation for college credit of on-the-job training and development courses, or of courses taken at a non-collegiate institution. A student may earn college credit through one or more of the following evaluation processes: *Portfolio Evaluation, Military Evaluation, Evaluation of Foreign Credentials, Evaluation of Certified Child Development Associate Credential, Evaluation of Emergency Medical Services (Paramedic Training), and/or Evaluation for Licensed/Practical Nursing Bridge Programs.*

Standard fees may apply. Credit earned through the Credit for Prior Learning Program is considered transfer credit and will not be calculated into grade point average. Credit for Life Experience may be awarded to CCC students *after they have earned fifteen (15) hours within the City Colleges of Chicago.* The Chancellor or designee will establish procedures for the awarding of such credit consistent with the policies of accrediting institutions. For more information about Credit for Prior Learning Programs, please contact the Office of Student Affairs at (312) 553-3363.

## Advanced Placement Program

High School students completing advanced placement courses and receiving scores of 3 (Qualified), 4 (Well Qualified) or 5 (Extremely Well Qualified) on the College Board Advanced Placement Examinations will be awarded transfer credit for the equivalent college credit course. For more information on the Advanced Placement Program, please contact the Office of Student Affairs at (312) 553-3361.

## 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 Office of Student Affairs at (312) 553-3363.

## Orientation

Ongoing orientation sessions are held to introduce all new students, transfer students, full and part-time students to Olive-Harvey College programs and requirements. During these sessions students are provided information regarding academic standards, Financial Aid, program offerings, student services and general information which allows for smooth matriculation at Olive-Harvey College. The Admissions Office will notify new students of the dates and times for orientation sessions.

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# Admissions, Policies and Proceedings

## Placement Testing

All new credit Olive-Harvey College students and continuing or former students without scores on file, are required to take math, English, and reading placement tests before registering. The results from the district assessment and placement tests will determine enrollment in the college level, the developmental level or the non-credit college preparatory level.

Scores will also determine course placement for those intending to enroll in beginning levels of math, English, data processing, word processing or any course requiring a specified competency level. All students are urged to complete testing before the date on which they are scheduled to register. Transfer students need to comply with the criteria on page 25.

## Registration Dates

The Olive-Harvey College Schedule of Classes released each semester and term will provide the dates and times for registration and registration instructions.

## Registration Checklist

Prior to registration students should:

- Complete a student information card by deadline date
- Attend Orientation, if applicable
- Take Placement Test, if applicable
- Complete Financial Aid application, if applicable (Report to Financial Aid Room 1410; veterans, report to Veterans Office, Room 1410 A03, to obtain deferment forms).
- Be prepared to provide evidence of legal residence in Chicago which is required at time of registration such as driver's license, voter's card, permanent residency card, utility bill, telephone bill, etc. Students cannot register without proof of residency.
- Provide Placement test results, if applicable
- Pay for courses (see tuition and fees), secure financial aid or veteran's deferment form.

## Revision Policy

Students must plan their schedule carefully before they register. Registration constitutes an agreement between the student and the college to follow the program selected. That program is final and will not be changed except for the following conditions:

1. Class is canceled by the college.
2. Student failed a course which is the prerequisite for a course in which he/she has officially registered. Student must bring proof of failure (i.e., grade report). College has right to withdraw pre-registered students from courses in which they have failed the prerequisite course(s).
3. Programming error made by the college. Registration records must show error.

**There will be no exceptions to the above conditions.**

## Admission to Class

No student may be admitted to any class in which he/she is not officially enrolled. No enrollment can be official until a registration card or revision form for the course has been processed by the admissions and records office. A student will NOT be allowed to register for a class which has already met unless proper authorization is given. Payment for course(s) must be made within 48 hours or registration will be automatically canceled.

Online Registration: Returning students in good standing may also register online via [my.ccc.edu](http://my.ccc.edu).

Students who do not attend at least two of the first three class sessions during Fall and Spring and the first class session during summer and do not inform the instructor of their intention to continue in the class will be withdrawn from the class by the instructor and issued a NSW (No Show Withdrawal). No refund of tuition and/or fees will be issued for NSW.

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# Admissions, Policies and Proceedings

## Special Registration Services

**Early Registration:** Current students in good academic standing may register for the semester after mid-term grades are posted.

**Off-Campus Registration:** For most off-campus classes, special registration arrangements are made at the class site. Information is available through the site coordinator.

**Students with Disabilities:** Support services for testing and registration may be requested for disabled students: Contact the Disability Access Center, (773) 291-6170, Room 1401.

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## Tuition, Fees, Waviers and Refunds

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

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

### Residency

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

Preferred documents which can be used for residency verification include:

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

Dependent Registrants may present the following:

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

#### ***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 by their own district community college, should refer to the Tuition Chargeback section of this catalog.

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

#### ***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 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 (H-1, J-1, J-2) visa are ineligible for adult education classes. **All Adult Education classes and materials are free.**

### Distance Learning

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

### Miscellaneous Fees

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

### Required Fees

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

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

### Non-Refundable Fees

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

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

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# Tuition, Fees, Wavers and Refunds

## Financial Obligation

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

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

## 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

There are three common waivers:

### **Senior Citizens (65 years of age or older)**

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

### **Public Aid Recipients**

Public Aid recipients who have a Public Aid number beginning with 04 may apply for tuition waivers only after they apply for Financial Aid and have been determined as Financial Aid ineligible. Public Aid recipients may be eligible for a tuition waiver of up to five credit hours. No waiver is applicable when six or more credit hours are scheduled.

### **Tuition Waiver for City Colleges Employees**

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

### **Adult Education Program**

Adult education classes and materials are free.

## Refunds

Students are commonly afforded three types of refunds:

### **Refunds for Credit Courses**

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

### **Refunds for Continuing Education**

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

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## Tuition, Fees, Waviers and Refunds

### Refunds for No-Show Withdrawal / No Show One- Day (NSW and NS1)

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

### Distance Learning Courses

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

### Student Initiated Withdrawal

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

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

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

### Workforce and Community Development Withdrawals

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

### Adult Education Program Enrollment Exclusions

Adult education students who are unable to complete coursework must officially withdraw from classes by completing withdrawal forms in the registrar's office or in the adult education office.

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

**Students who have been marked "No Show" or "ADW" for two consecutive semesters will not be allowed to register for adult education classes for one semester.**

### Tuition and Fees Obligation

**The Board of Trustees of the City Colleges of Chicago reserves the right to adjust or change tuition and fees without notice.** For the most up to date tuition and fee costs, please check the current term schedule. Students who register for classes have a legal obligation to pay all tuition and fees. Payment is due at the time of registration unless partial payment or financial aid deferment arrangements have been made. Partial payment options are available both during early and open registration.

Olive-Harvey College accepts payment via cash, checks, Visa and MasterCard credit cards. Proof of residency must be provided at the time of registration. Unpaid tuition and fees are subject to the collection procedures of the college, which may include placing holds on future registration, withholding transcripts, and the possible referral of an unpaid account to a collection agency.

**Tuition and Fees Subject to Change.**

# Tuition, Fees, Wavers and Refunds

## Tuition per credit hour for Chicago residents

	Academic Year 2008	Academic Year 2009	Academic Year 2010
Credit	\$72.00	To be announced	To be announced
Pre-Credit	\$20.00	To be announced	To be announced
Vocational/Technical	\$72.00	To be announced	To be announced
Continuing Education	\$72.00	To be announced	To be announced

## Out of District Fees

For Academic Year 2008, the calculated out-of-district rate is the applicable tuition rate from the above table plus a surcharge of \$117.95:

Credit, Vocational/Technical and Continuing Education \$189.95 per credit hour

Pre-Credit \$137.95 per credit hour

## Out of State Fees

For Academic Year 2008, the calculated out-of-state rate is the applicable tuition rate from the above table plus a surcharge of \$237.76:

Credit, Vocational/Technical and Continuing Education \$309.76 per credit hour

Pre-Credit \$257.76 per credit hour

## Registration Fees

**Registration Fees** \$ 25.00 per semester/term

### Student Activity Fee

Full-Time Students (12 or more credit hours) \$100.00

Part-Time Students (11 or less credit hours) \$ 50.00

## Other Fees

**Lab Fees (see class schedule)** \$ 20.00

**Nursing Laboratory Fee** \$450.00 per clinical course

**Partial Payment Plan Fee** \$ 25.00

**Center for Distance Learning Licensing fee** (non-refundable) \$ 30.00

**I-20 processing fee** (non-refundable, paid the first semester the I-20 is issued. \$50.00 is applied to tuition when students enrolled) \$100.00

**Returned Check Fee (NSF)** \$ 25.00  
Fee assessed for any check returned Non-Sufficient/Collection funds by a bank. In addition, students will not be allowed to make future payments to the College by check.

Transcripts (payment only accepted by cash, credit card or money order):

**First request** Free

**Each additional** \$ 5.00

**Within 24 hours** (even if 1st request) \$ 10.00

**ID Replacement Fee** \$ 5.00

**Graduation Fee** \$ 20.00

**Schedule Reprints** \$ 2.00



# Academic, Policies and Information

## Student Course Load

Students who expect to complete an Associate degree program (60 + credit hours) in two years will need to take 15 or more credit hours per semester or enroll in one or more summer terms. The length of associate degree programs can vary from 60 to 85 program credit hours (additional hours may be necessary if remediation and/or prerequisites are required).

Students will need a cumulative GPA of 3.0 or greater -- and the written permission of the Registrar (or designee) -- to enroll in 19 or more credit hours for fall or spring semesters and 10 or more credit hours during the summer.

Number of Semesters	Needed to Earn 60 Credit
Credit hours per Semester	No. of Semesters Needed to Earn 60 Hours
15	4
12	5
9	7
6	10
3	20

## Student Status

### Full-Time Status

A full-time student is one who is enrolled in a minimum of 12 or more credit hours during the fall and spring semesters, or a minimum of 6 or more hours in the summer.

### Full-Time Status

#### *Clock-Hour Certificate Programs*

A full-time student is one who is enrolled in 24 clock hours per week.

### Part-Time Status

#### *Clock Hour Certificate Programs*

Students enrolled in fewer than 24 clock hours per week are considered part-time. In addition, a minimum number of contact hours per day is required to comply with other accrediting agency requirements.

### Definition of a Freshman

A freshman is a student who has earned 30 or fewer graduation hours. This includes credit hours transferred from another institution.

## Concurrent Enrollment

### Concurrent Enrollment in More than One College

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.

### Concurrent Enrollment in More than One College – Adult Education

Students may enroll in adult education classes at only one of the City Colleges in any one semester.

### Concurrent Enrollment in More than One Program

Concurrent enrollment within the district (in more than one program) may be permitted. Restrictions may apply depending upon the program or department requirements. Please consult the appropriate department with questions regarding admissions requirements, financial aid eligibility, etc.

### Concurrent Enrollment in More than One Program – Adult Education

Students enrolled in advanced-level ESL/ GED classes may concurrently enroll in credit classes. Advanced-level ESL students are those who are enrolled in Level 8 or Level 9 classes. Advanced-level GED students are those who score 9.0 or higher on the Tests of Adult Basic Education (TABE) examination.

## Attendance

**Class Attendance:** Students are required to attend class. Failure to attend class may result in the student being withdrawn from the course or failing the course. See explanation of NSW/NS1 (No-Show Withdrawals) and ADW (Administrative Withdrawals). Failure to attend courses may also affect financial aid eligibility. Faculty may consider excessive absenteeism or tardiness in the evaluation of a student's final grade. For program specific attendance policies, please refer to the program coordinator. It is the student's responsibility to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade.

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## Academic, Policies and Information

### **Class Attendance: Adult Education**

Students enrolled in Adult Education classes should attend all scheduled days. Course instructors, referred to as Adult Educators, are required to record student attendance for each day that meets during the semester. Students who do not attend regularly may not achieve course objectives, fail the class, or be administratively withdrawn from the class by the Adult Educator. Students who must miss more than three days of class must contact their instructor or other Adult Education staff about missed assignments and their standing in class. Instructors and/or other Adult Education staff will attempt to contact students who have not called after three consecutive absences.

### **Students Called to Active Military Service**

The District supports federal initiatives in times of national emergency involving the activation of individuals and/or the call to active duty of reserve units. In such event(s) the student will not be disadvantaged due to military service prior to or after the call to active duty. Upon having been presented with verifiable documentation prior to the mid-term date, the College will initiate a withdrawal process. After said date, the student may request of instructors an early final examination or the assignment of an incomplete (in which instance the activated will have one year from the date of deactivation/ discharge to complete the undone class work), provided the individual is in good academic standing in affected courses. If the action occurs before mid-term, the student may either receive a full refund or leave such funds on account for use no later than two years after release from the military. After mid-term, the student will have the same options unless the person elects to receive an Incomplete. Any dispute in matters controlled by this policy will be resolved by the College President after involvement of all parties to the issue.

### **Returning Students**

If a student has not attended for 2 years or more, at the time of readmission, he/she will be governed by the policies of the current catalog as well as the current Student Policy Manual. A continuing or short-term stop-out student, whose program was begun 10 years ago (or more), will also be governed by the requirements of the current Student Policy Manual.

# Grade Designations and Policies

## Grade Designations and Policies

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

Instructors will inform students, via the syllabus, of 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	Satisfactory	-
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 mid-term of the following semester (not including a Summer term). If the completed course requirements are not received by the instructor by the deadline, the "I" grade will be converted to an "F" grade. When the instructor cannot be contacted for purposes of completion, the student should contact the department chairperson.

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

### AUD – Audit

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

### NSW/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

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## Grade Designations and Policies

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). NSW/NS1 are not used in Center for Distance Learning classes; students who fail to actively pursue a Center for Distance Learning course by midterm will receive an ADW.

### ***ADW – Administrative Withdrawals***

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

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

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

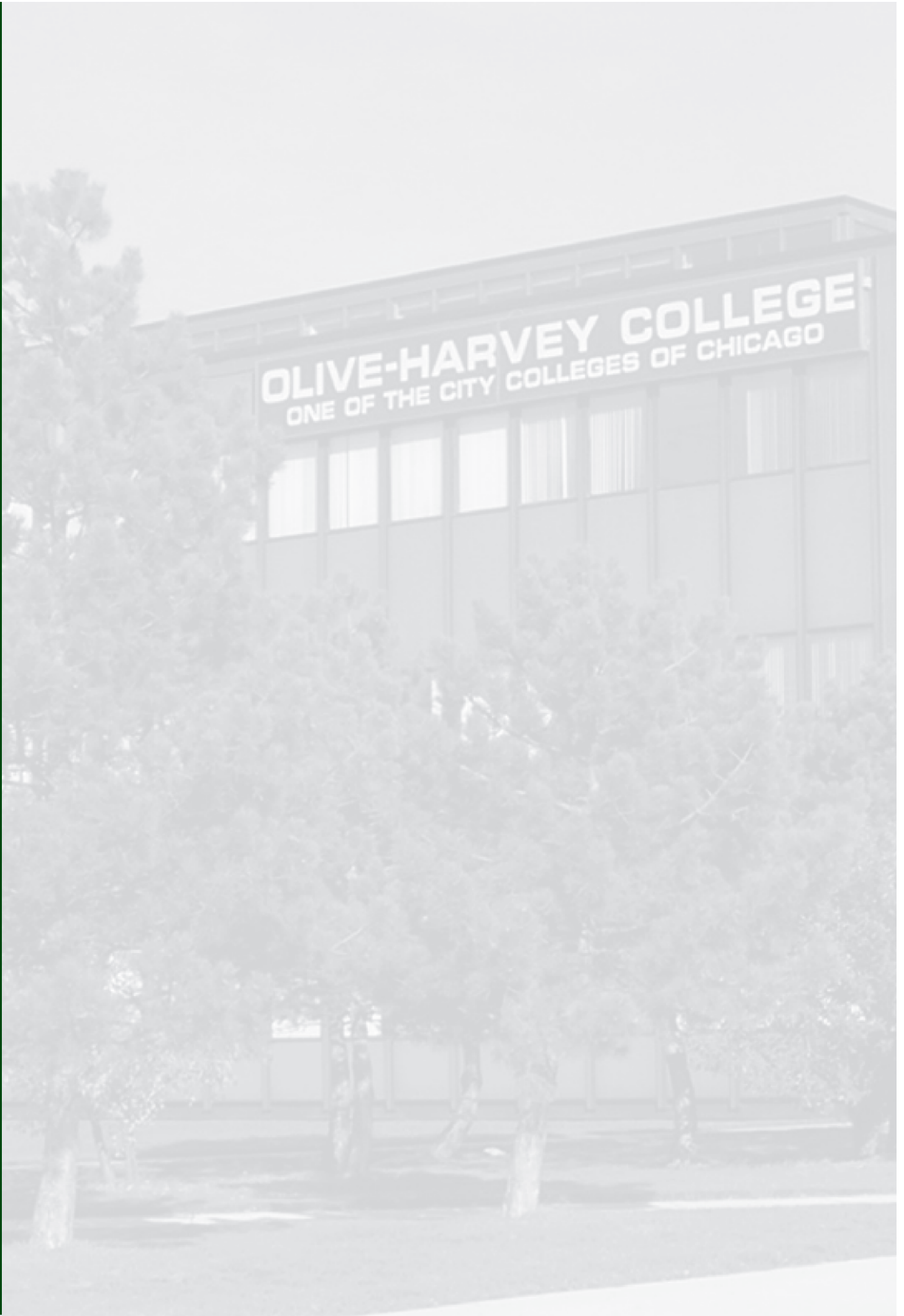
A student taking a Pre-Credit class who receives an ADW and is reinstated may not elect to withdraw from the class at a later time.

### ***WTH – Student Initiated Withdrawals***

It is the student's responsibility to officially withdraw from courses. Failure to withdraw may result in mandatory payment of tuition/fees and/or a failing grade. A student may withdraw from a course through 75% of the duration of the course (or until the published withdrawal date) if s/he has not already received an ADW, NSW, or 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.

# Student Services



## Student Services Center

Olive-Harvey Student Services Center provides the following:

- ✓ Academic Advisement
- ✓ Admission
- ✓ Processes admissions of all students, domestic and foreign
- ✓ Evaluates transfer credits
- ✓ Career Planning and Placement
- ✓ Community Referral Services
- ✓ Deferments
- ✓ Financial Aid Assistance
- ✓ Scholarships
- ✓ Recruitment
- ✓ Registration
- ✓ Testing and Assessment
- ✓ Transfer Center
- ✓ Veteran Administration
- ✓ Processes loan deferments
- ✓ Processes readmissions/ unsatisfactory progress

## Registrar

The Registrar's Office, Room 1405, (773) 291-6401 coordinates admissions, registration, add/drop of classes, grade processing, creation and maintenance of academic records, transcript requests, and graduation activities during the academic year. In addition to those major functions, the Registrar's Office maintains the official academic records of students and the official seal of Olive-Harvey College.

Staff members are available to assist students with registration, records, information, and college policies and procedures. The office is open from 8:00 a.m. - 7:00 p.m. Monday - Thursday, from 8:00 a.m. - 5:00 p.m. on Friday and from 9:00 a.m. - 3:00 p.m. on Saturday.

## The Registrar's Office:

- ✓ Provides registration information
- ✓ Registers students for courses
- ✓ Certifies enrollment and academic status
- ✓ Records grades
- ✓ Produces grade reports
- ✓ Produces official transcripts
- ✓ Processes changes of address, name, or resident classification
- ✓ Verifies degrees earned
- ✓ Evaluates credentials and certifies students for graduation
- ✓ Provides commencement information
- ✓ Maintains students academic records

## Advisement

### College Advisors

College Advisors work with students to help them plan academic programs that fulfill the graduation requirements. College Advisors are available to assist students in meeting their academic goals; however, every Olive-Harvey College student is responsible for his/her own academic planning. Students are strongly encouraged to see college advisors and to become familiar with the graduation requirements for both their major and their general education. Together the College Advisor and student work to design a two-year education plan.

In addition to helping students complete their major course of study, College Advisors also advise students regarding academic success, career options, academic and nonacademic resources both on and off campus to enhance their educational experience and personal growth.

## Student Services

### Placement Testing

All new, continuing and/or former Olive-Harvey College students without scores on file are required to take the COMPASS, ASSET or ACT placement test before registering. Results from the district assessment and placement tests will determine enrollment at the college level. In addition, students planning to take courses in business, mathematics, or nursing must take the appropriate placement test(s) if they have earned no previous college credit in that subject. The COMPASS exams are not timed; most students need approximately 3 hours:

#### College Reading Exam

#### Pre-Algebra Exam

#### Algebra

#### College Algebra

#### Trigonometry

#### City Colleges Essay Exam

*You may use a calculator for the COMPASS math tests except for the pre-algebra ASSET exam.*

*Students are urged to complete placement testing before the date they are scheduled to register.*

### Transfer Center

The Transfer Center assists students in transferring to four-year colleges and universities to earn their Bachelor's degrees after they leave Olive-Harvey College. Students have access to catalogs, applications, scholarship information, and course equivalency listings to help ease their transition to a four-year college. The Transfer Center staff conducts workshops where one can learn about financial assistance, admission procedures and the transfer process.

University representatives visit Olive-Harvey College throughout the school year to provide individual transfer advisement to students. The Center also sponsors an annual college fair. Students have an opportunity to meet with representatives from more than sixty colleges and universities throughout the region. The Center has resource materials which include college videos, computerized scholarship search databases, transfer guides, articulation agreements, college selection information and application deadline dates. College tours are conducted throughout the school year by the Center. Students are encouraged to visit the Transfer Center in Room 1410. For more information, call (773) 291-6414.

### Evening Student Services

Most Olive-Harvey College offices and services maintain evening hours to accommodate students' needs. Services available during the evening are: Academic Support Center, Admissions and Records, Bursar, SSSC, Office of Financial Assistance, Learning Resource Center and NovaNET lab, Microcomputer Labs, and the Transfer Center. Hours may vary; consult posted office hours or call for more specific information. In addition, an evening administrator is on duty to handle problems or emergency situations.

## Student Learning Supports

### Tutoring/Computer Labs

The Olive-Harvey College Tutorial Service program is designed to offer tutorial services to students in a variety of disciplines. A key objective of the program is to provide academic assistance in the form of tutoring in an effort to improve students' chances for success. Funding for the program is provided in part through the Carl Perkins III Grant.

All students have access to NovaNET, a system of computer-assisted instruction which permits the review of class work and allows one to learn at his/her own pace. Some use the system independently, others as part of a NovaNET course supervised by an instructor. NovaNET does not require any previous computer knowledge or experience.

Students may request and receive one-on-one tutoring on a voluntary basis and/or through faculty referrals. Group tutoring is available upon request.

## Student Service Centers

Lab	Department	Room #	Internet Access	# of Computers
Admissions	Student Services	1410 A28	Y	10
Career Placement Center	Career Placement Center	1410 A28	Y	5
Library	Learning Resource Center	2423	Y	50
Testing Center	Asses. & Placement Center	2401	Y	10
Transfer Center	Transfer Center	1410 A28	Y	10
				Total= 85

### Learning Resource Center

The Learning Resource Center is located on the second floor, in Room 2423, (773) 291-6477. This department provides academic support services for the entire college community.

The Library offers the following services:

- Library Instruction/ Orientation
- Electronic Resources
- Online Catalog
- Internet Access
- Word Processing
- Reference
- Photocopiers
- Group Study rooms
- Inter-Library Loan

The Learning Resource Center houses a circulating collection of over 50,000 volumes. Most books can be borrowed for two weeks by students, staff and faculty with a valid library card. Instructors often place heavily-used, course-related materials on reserve at the Circulation Desk for availability to many students for shorter periods.

Reference Librarians provide to individual students and entire classes of students information, service and assistance in the use of the library. The reference collection includes both general and specialized encyclopedias, handbooks, indexes and other reference tools. These books may not be taken out of the library. Online databases provide students and faculty the capability of searching for books, magazines, journals, and newspaper articles both in the library and off-campus.

To provide an atmosphere conducive for study, the use of cell phones, head phones and other auxiliary devices are not permitted.

### Life Management Supports

#### Child Development Center

The Child Development Center is a state licensed and NAEYC (National Association for the Education of Young Children) accredited laboratory facility that provides care and education for children ages 3 to 5. During the summer, the Center expands its program to include twenty school age children 6 to 10 years of age. The Center also serves as a training resource site for various academic programs within the College.

Openings are always available for children of non-student parents. The Center provides a planned program of daily activities for children through structured, informal learning activities, including: music, art, science, math experiences, indoor/outdoor play, well-balanced meals and snacks, and a rest period. It also provides opportunities for children to benefit from both group activities and individualized adult interactions. The Center is designed and equipped to exceed all licensing and safety standards. Year-round services from 7:30 a.m. to 5:30 p.m. are provided. The Center is equipped with a large observation facility and welcomes visitors.

Fees are assessed on a sliding scale according to income and family size. A limited number of openings are available for children of non-student parents. The application and intake process takes place in Room 1105. For more information, call (773) 291-6317.

#### Career Planning And Placement Center

The Career Planning and Placement Center located in room 1410 A28 is available for students, alumni, and community residents who are seeking job search assistance in order to obtain employment. We have available a variety of job search tools including, but not limited to:

- career workshops and seminars
- resume and cover letter assistance
- job advertisements
- internships
- Internet job search

Students and employer satisfaction is our primary concern, and we are always seeking innovative ways of improving our services to be more responsive to students and employers needs.



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# Student Services

## Special Services

### Disability Access Center (DAC)

It is the policy at Olive-Harvey College to comply with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Pursuant to these laws; no qualified individual with a disability shall unlawfully be denied access to participation in, or benefits from any services, programs or activities of Olive-Harvey College. The college is strongly committed to promoting and achieving equitable learning opportunities and participation for students with disabilities. Existing barriers, whether physical, programmatic, or attitudinal must be removed. There must be an ongoing vigilance to ensure that new barriers are not erected.

Disability is defined as a physical or mental impairment that substantially limits one or more of the major life activities of the individual. For those qualified applicants, support services are available to those who have provided appropriate documentation. Documentation must be current, no more than two years old.

Some disability accommodations provided for students include; note takers, sign language interpreters, exam proctors, readers, transcribers, adaptive equipment, information and referral services, financial assistance, and academic advisement. For more information call (773) 291-6170, or visit Room 1401.

### Veterans Affairs

The Office of Veterans Affairs is located in Room 1410 A8. Veterans must report to this office each semester prior to registration. Services are provided for veterans, National Guard, survivors and dependents of veterans, reservists, and other individuals receiving educational benefits administered by the Veterans Administration. Staff is available to assist these individuals with processing of papers for receipt of benefits, academic advisement, and dissemination of related information, specifically for the veterans and their families. Scholarship information is also available regarding the Illinois Veteran Scholarship and the National Guard Scholarship programs.

## Student Activities

### Student Center

The Student Center is located on the lower level (L426A). The Center consists of the following:

- The Office of the Director, Student Support Services
- The Office of the President, Student Government Association (SGA)
- A meeting and workroom for the officers of the Student Government Association
- Meeting rooms and offices for student clubs and organizations
- Phi Theta Kappa Office

Olive-Harvey College strongly encourages involvement in co-curricular and extra-curricular activities as a vital part of a student's educational experience. It is the college's belief that a broad base of activities and educational programs will be beneficial to the student and will complement his/her academic endeavors.

The Office of Student Support Services offers many opportunities for students to become active participants in the college community. If you do not find an organization that interests you, a new club can be organized. For more information call (773) 291-6365 or (773) 291-6164.

### Student Government Association (SGA)

The Student Government Association (SGA) is the official voice of the students. It is a channel to get involved with the governance of the college. The procedures exist for voicing opinions and participating in the decision-making process. Input is needed from students. The officers of the SGA consist of the president, three executive officers, and fifteen senators; these officers are elected annually at the end of the spring semester.

Student Government Association membership and meetings are open to all students enrolled at Olive-Harvey College. The Office of Student Support Services and Student Government Association oversee all student clubs and organizations, allocate student activity funds, defend students' rights, represent students' opinions to the administration, and participate in the formulation of academic and institutional policies.

# Student Services

## Student Clubs and Organizations

Any group of Olive-Harvey College students may apply for club recognition from the Office of Student Activities. Clubs vary from year to year, reflecting the changing interests of the student body.

Clubs and Organizations
African-American Studies Association
Speech/Debate Club
OLAS (Organization of Latin American Students)
Nursing Association
Gay Straight Alliance
Respiratory Care Club

### Requirements for New Clubs:

- Signatures of eight persons who will be members of the club.
- Elected officers.
- Name, address, telephone number, and class schedule of the Sponsor and the Club President and completed Sponsor Approval form.
- A standard statement of nondiscrimination.
- Three suggested club projects.
- Petition including 50 student signatures

### Sponsor:

The faculty or staff sponsor of clubs should be present at all meetings and events. The sponsor should be aware of all plans and expenditures and interpret college policies to ensure compliance with regulations.

### Financial Responsibility of Clubs:

Recognized clubs must comply with established policies and procedures pertaining to financial matters. All monies raised on campus are the property of the Board of Trustees of the City Colleges of Chicago and must be deposited in the appropriate account in the Business Office, Room 1108C1.

### Requesting Campus Facilities and Dates for Club Activities:

- Secure application forms from the Office of Student Support Services.
- Secure approval for events from the Student Government Activities Committee and the Director of Student Support Services.
- Submit request at least three (3) weeks in advance of the event.

### Requesting Funds for Club Events/Activities:

Clubs must submit their budget and/or specific request to the budget committee of the SGA for consideration.

The President of the SGA makes a recommendation to the Director of Student Support Services; a final decision is then given to the club president. Each request requires two (2) weeks lead time for consideration.

### Privileges for Recognized Clubs and Organizations:

- Use of school facilities during campus hours for meetings and functions.
- Use of bulletin boards, and newspaper to publicize meetings and events.
- Use of Student Government funds (if approved) for club-related activities.
- Use of the college duplicating services for club events.

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## Student Services

### Phi Theta Kappa Honor Society

Membership in Phi Theta Kappa (PTK), the national junior college honor society, is open to Olive-Harvey College students who have completed 12 or more hours with a grade point average of 3.5 or higher. The Olive-Harvey College PTK Chapter sponsors trips to special seminars and conventions, fundraising activities, and community and college service projects. PTK members are also eligible for special scholarships.

### College Athletics

The mission of Olive-Harvey is to provide personal, academic and athletic development to the student athlete. To accomplish this mission, Olive-Harvey offers intercollegiate athletics and intramural sports. Our athletic program consists of Division II men's and women's basketball, as well as Division I men's baseball. The Intramural sports program offers students the opportunity to participate in physical activity as well as develop socially.

### National Junior College Athletic Association (NJCAA)

#### Team Sports

Men's Basketball

Women's Basketball

Men's Baseball

Women's Volleyball

Men's Wrestling

## Financial Aid

### Eligibility

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. This part of 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.

### Federal Financial Aid Refund Policy

Students who officially withdraw (WTH), administratively withdrawn (ADW), and/or no-showed (NSW/NS1) from all their classes prior to completing 60% of the period of enrollment charged, will be required to return a portion of the Title IV funds they have received. Title IV funds include Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant and Federal Family Education Loans. The City Colleges of Chicago will apply a federally regulated calculation, "Return of Title IV Funds," to determine the unearned tuition, fees, room and board, and other charges that may have

been overpaid. The dates that the Student Services Administrators of the college receive the students' notice of withdrawal (in writing) will be incorporated with the date submitted by their instructors in the calculation. Students are responsible to return this money. Students who do not pay these funds will be placed on hold prohibiting future registrations and denied request for academic transcripts from any City Colleges of Chicago, as well as financial aid in the future.

### Earned Credit Rate

#### Satisfactory Progress

In order to receive Financial Aid, a student must enroll in a financial aid eligible academic program and successfully complete at least 67% of their cumulative attempted hours at the end of each term. Successful completion is evaluated based upon final grades of A, B, or C, or 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% 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 accessible via [my.ccc.edu](http://my.ccc.edu). 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.

### Appeal Procedure

To appeal an earned credit rate/ unsatisfactory progress hold a student must file an official appeal form. Students must initiate the appeal in the office of the Dean of Student Services. The appeal facts, circumstances, and outcomes must satisfy the requirements described in the Satisfactory Academic Guidelines for the Appeal Process found in the Student Policy Manual. 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:

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# Student Services

## Financial Aid

**Administrative Error** – Defined as inappropriate academic plan, approved grade change request, erroneous course requirement, and/or corrections to Credit hours and/or Registered hours. This includes correctional changes from a Workforce and Community Education 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 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.

## 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 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% 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 will also 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.

### **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.

### **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.

## Financial Aid

### **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.

## Special Benefit Provisions

### **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.

### **Ability to Benefit Provision**

Students who have not graduated from a high school or have not earned a GED certificate must score at or above a federally-designated level, on a test approved by the U.S. Department of Education, in order to be eligible for financial aid. The test must be administered at the City Colleges of Chicago.

### **Harold Washington Academic**

#### **Scholarship Criteria**

Upon the recommendation of the College Presidents, the Board of Trustees of the City Colleges of Chicago may award scholarships to students with academic potential shown by:

- high school average of B or above
- a GED score of 2600 or above
- current GPA of 3.00 or above
- Chicago residency
- full-time enrollment in a degree or certificate program
- expectation of maintaining a GPA of 3.0 or higher
- any other attributes recognized, in the College President's judgment, as warranting consideration

Students may apply for the scholarship at the Financial Aid Office. This scholarship will cover tuition and the registration fee only. All other fees incurred are the responsibility of the student.

### **Harold Washington Service Award**

Upon the recommendation of the College Presidents, the Board of Trustees of the City Colleges of Chicago may award Harold Washington Service Awards to students who provide services to the Colleges via Student Government, athletics, college ambassadors, etc. or are enrolled in the Chicago Police and Firefighters Training Program. Minimum requirements include:

- current GPA of 2.00 or above
- Chicago residency
- full-time enrollment in a degree or certificate program
- expectation of maintaining a GPA of 2.0 or higher
- recognized service to the college community
- any other attributes recognized, in the College President's judgment, as warranting consideration

Students may apply for the Service Award at the Financial Aid Office. This award will cover tuition and the registration fee only. All other fees incurred are the responsibility of the student.

### **Adult Education Program**

Scholarships and financial aid may be available to GED graduates who want to attend college. Please visit the Financial Aid Office at the college for further details.

### **Pre-Credit Classes**

Financial Aid will not pay for classes denoted as "pre-credit."

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## Student Services

### Student Rights and Responsibilities

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

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

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

#### 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.

### Student Rights and Responsibilities

1. The hearing required must meet at a minimum, the following requirements:
  - a. The hearing shall be held within ten (10) school days after the College has received the request for the hearing from the student;
  - b. The College shall give the student notice of the date, time, and place, within five (5) days in advance of the hearing;
  - c. 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;
  - d. 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;
  - e. The decision of the hearing officer shall be made in writing within a reasonable period of time after the hearing;
  - f. 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.
2. 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.

3. 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.

#### 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:



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## Student Services

### Student Rights and Responsibilities

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 decisions 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.
    7. 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.
    8. Persons in compliance with a lawfully signed release form from the student.
    9. 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.
    10. 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.
    11. 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.
    12. 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.

#### 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.

### Student Rights and Responsibilities

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

1. Those requests made by students for their own use.
2. Those disclosures made in response to written requests from students.
3. 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.
4. Those specified as Directory Information.

Documentation of requests and disclosures of student information must also 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.

#### Parental Access to Information

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

- Obtaining the student's written consent, or
- 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

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 the Registrar

- Permanent record cards
- Registration cards
- Class revisions cards
- Transcripts from other educational institutions
- Class lists
- Mid-term 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

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# Student Services

## Student Rights and Responsibilities

### Student Information

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

#### Right to Organize

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

#### 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.

## Student Rights and Responsibilities

### 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:

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

### Student Misconduct and Disciplinary Hearings

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

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

- The President's decision will be communicated to the student in writing. The College President may decide that:
  - No discipline should be issued
  - The student should be disciplined by suspension of up to five (5) school days, the student should be deprived of some privilege afforded other students, or a combination of both
  - If evidence and circumstances suggest that discipline of expulsion or a suspension of six (6) or more school days is appropriate, the President may convene a formal disciplinary hearing. Except where the College President decides to convene a formal disciplinary hearing, the College President's decision will be effective immediately.

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## Student Services

### Student Rights and Responsibilities

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

- The College President may suspend the student pending such hearing where it is deemed that the student's presence on the campus is likely to interfere with the maintenance of proper order. When a student has been suspended pending the hearing, the student will have a right to a hearing within five (5) days school days of the first day of the suspension.
- The hearing will be conducted by a hearing committee designated as follows: two administrators will be appointed by the College President, two faculty members will be appointed by the College Faculty Council, two student representatives (at least one of which must be an elected officer) will be appointed by the College Student Government Association.
- The College President will designate a chairperson from among the appointed committee members who will be charged with ensuring the orderly conduct of the hearing, plus the maintenance of the record, including all materials and evidence admitted in support or in opposition to the charges. The accused student may waive the technical composition of the hearing committee if it is impractical to make the necessary appointments. At least twenty-four (24) hours prior to such hearing, the student will be advised in writing of the charges against him or her. The student will be entitled to representation by an attorney or advisor of the student's choice at the hearing and to the extent possible under the facts and circumstances of the case, the hearing will be scheduled to accommodate the student's schedule.
- The student will be given an opportunity to testify and to present evidence, as well as witnesses, and will have an opportunity to hear and question adverse witnesses. In no case will the committee consider statements against the student unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
- If an accused student fails to attend a formal disciplinary hearing after notice of the hearing in accordance with this Rule, the hearing committee may convene the hearing, take evidence on the charges against the student, and render a recommendation to the College President without the student's participation.
- The hearing committee's written recommendation to the College President will be based solely upon evidence submitted at the hearing.
- After the hearing, the hearing committee will advise the College President of its recommendation in writing within five (5) school days. The recommendation will include a summary of the evidence on which that recommendation is based. The College President may accept or reject the committee's recommendation. The College President will advise the student, in writing, of his/her decision within five (5) school days of the receipt of the written recommendation of the committee.
- The College President's written decision to expel or to suspend the student in excess of five (5) days shall be forwarded to the Chancellor for approval and shall contain a summary of the evidence on which the decision is based. The student shall be notified that the decision has been forwarded to the Chancellor. The College President's decision shall not take effect until approved by the Chancellor after the appeal process, set forth in this Rule as follows, has been exhausted.

### Student Rights and Responsibilities

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

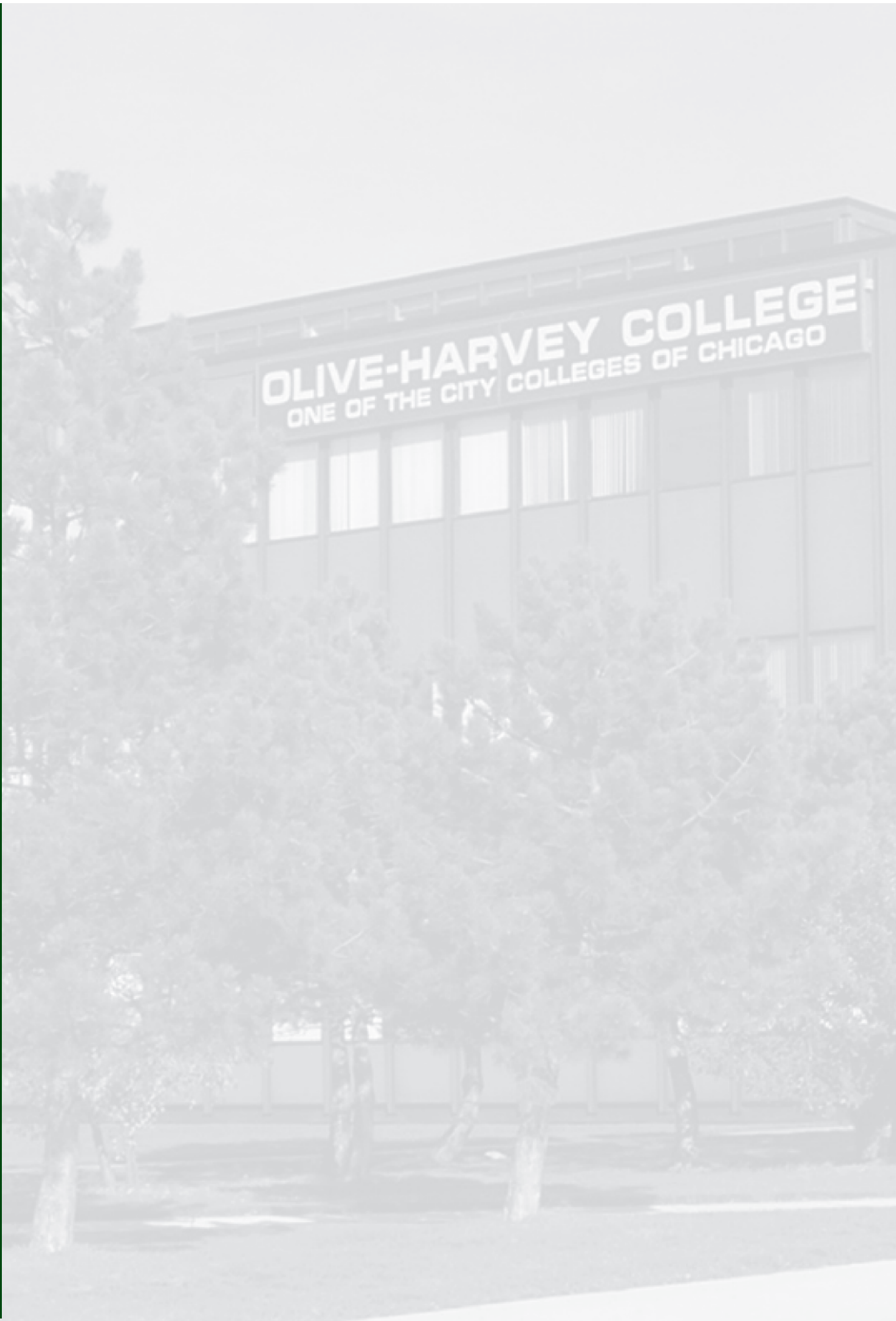
If the student feels aggrieved by a fellow student, the student should submit a written complaint within five (5) days of the incident to the Dean of Student Services, or their designated representative, detailing the aggrieved incident. The matter will be investigated and a response will be provided 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.

### Student Grievances

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. 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.

# Degrees and Certificates



## Degrees and Certificates

An overview of educational options

### Transfer Degree Programs

(Preparation for transfer to bachelors programs)

#### Associate of Arts Degree (AA)

**62 Credit hours**

38 general education credit hours

24 concentration and elective credit hours

##### Available Areas of Concentration:

African-American Studies

Art Education

Business Administration/General Business

Drawing and Painting

Fine Arts (Art History)

Foreign Languages

Pre-Law

Music

Photography

Social Sciences

#### Associate of Science Degree (AS)

**64 Credit hours**

39 general education credit hours

25 concentration and elective credit hours

##### Available Areas of Concentration:

Biology

Chemistry

Dentistry, Medicine and Optometry

Earth Science

Mathematics

Pharmacy

Physics

### Career Occupational Degree Programs

(Preparation for occupations)

#### Associate of Applied Science Degree (AAS)

**60-68 Credit hours**

15-30 general education credit hours

Major credit hours vary depending on program.

##### Available Areas of Concentration

##### Program Core:

Accounting (0001)

Child Development Pre-school Education (0278)

Computer Information Systems (0011)

Management/Marketing (0021)

Nursing (0239)

Respiratory Care (0234)

### Occupational Certificate Programs

(Preparation for career or job enhancement)

#### Basic Certificate (BC)

**30 or less Credit hours of Focus in Discipline**

##### Available Areas of Focus:

Accounting (0002)

Child Development Pre-school Education (0293)

Computer Information Systems (0012)

Criminal Justice/Public Police (0324)

Management/Marketing (0023)

#### Advanced Certificate (AC)

**30 to 50 Credit hours of Focus in Discipline**

##### Available Areas of Focus:

Accounting (0003)

Child Development Preschool Education (0282)

Computer Information Systems (0013)

Management/Marketing (0022)



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# Degrees and Certificates

An overview of educational options

## General Studies Degree Program

(Explores broad variety of disciplines)

## Associate of General Studies Degree (AGS)

**60 Credit hours**

25-30 general education credit hours 30-35 other general courses

### Available Area of Concentration:

Study is interdisciplinary, spanning multiple disciplines.

## Adult Education Programs

Available Areas of Study:

Adult Basic Education Courses (ABE)

General Educational Development Courses (GED)

English As A Second Language (ESL)

Citizenship Preparations

Workforce Preparation

Workforce Bridge Program

## Short-Term Workforce Training Programs

(ICCB-Approved, WIA-Certified)

### Available Areas of Study:

Certified Patient Nurse Assistant

Emergency Medical Technician - Basic

Medical Billing and Coding

Pharmacy Technician

Phlebotomy Technician

Truck Driving Training

Hospital Unit Secretary

School Bus Operator

Forklift Operator

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# Transfer Degree Programs

## Purpose of the Transfer Degree Curriculum

**The Associate of Arts and the Associate of Science Degrees** are intended for students planning to transfer to a four-year college or university to complete a baccalaureate degree. These degrees are designed to provide the courses that students traditionally take in their first two years of four-year college study. However, since requirements vary from institution to institution, it is recommended that you meet with an advisor early and create a plan that will best suit your educational needs.

## Types of Transfer Degrees

Olive-Harvey College offers two transfer degrees: the Associate of Arts, and the Associate of Science. The Associate of Arts is the degree for students who intend to transfer to a four year institution and major in communications, social sciences, humanities or other related professional fields. The Associate of Science is the degree for students who wish to transfer to a four year institution and major in science, mathematics or other related professional fields.

Within the Associate of Arts and Associate of Science degrees you can choose from among several concentrations. You may also plan for an interdisciplinary concentration with your college advisor.

## Type of Courses In Transfer Degrees

Courses that make up a transfer, occupational, or general studies degree program of study are of three types:

**Specialized Required Courses** that develop skill or knowledge directly related to a student's major or to a career field.

**General Education Courses** that provide a breadth of academic knowledge, enhance understanding and appreciation of one's cultural heritage, promote civic competence, and improve personal ability and interests.

**Elective Courses** permit the student free choice of courses so that a student may sample new academic areas or pursue special interests. Such courses should, at best, be additional courses in the student's major field of study.

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# Transfer Degree Programs

## Mandatory Graduation Requirements

### Associate of Arts Degree

1. **62 semester credit hours.** All courses submitted for graduation must be college level and numbered 101 or higher. The following courses, though numbered 101 or higher, are not college level and may not be submitted for graduation: Math 110, 112; English 115, 116, 127; Reading 115, 116, 125; Speech 115, 116, 140.
2. **2.0 or higher grade point average.** Olive-Harvey College grades are on a four-point scale. A=4, B=3, C=2, D= 1, F=0.
3. **Grades of “C” or better in all general education and required core courses.** (This requirement applies to all students entering after May 1, 1998).
4. **Completion of examination on the Constitution of the United States and the State of Illinois, the Code of the American Flag, and the Declaration of Independence.** This requirement may be met by completion of the test for Illinois high school graduation or an Illinois GED Certificate, by credit in History 111 or Political Science 201, or by passing the Constitution exam (see Department of Social Sciences, Room 2307).
5. **Human diversity requirement.** Each student must satisfy a three credit-hour human diversity requirement by taking one course that explores human diversity within the United States or from a or non-western perspective. This course may satisfy a general education requirement, a concentration or an elective. Please see page 101 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
6. **Completion of the General Education Core Curriculum (38 hours).**
7. **Completion of major field, area of concentration, or elective courses.**
8. **Fulfillment of residency requirement.** To be eligible for any degree or certificate, transfer students must have earned 15 credit hours of required course work at Olive-Harvey College.
9. **All financial obligations to the College and to the District must be settled.**

### Associate of Science Degree

1. **64 semester credit hours.** All courses submitted for graduation must be college level and numbered 101 or higher. The following courses are not college level and may not be submitted for graduation: Math 110, 112; English 105, 116, 127; Reading 115, 116, 125; Speech 115, 116, 140.
2. **2.0 or higher grade point average.** Olive-Harvey College grades are on a four-point scale. A=4, B=3, C=2, D= 1, F=0.
3. **Grades of “C” or better in all general education and required core courses.** (This requirement applies to all students entering after May 1, 1998).
4. **Completion of examination on the Constitution of the United States and the State of Illinois, the Code of the American Flag, and the Declaration of Independence.** This requirement may be met by completion of the test for Illinois high school graduation or an Illinois GED Certificate, by credit in History 111 or Political Science 201, or by passing the Constitution exam (see Department of Social Sciences, Room 2307).
5. **Human diversity requirement.** Each student must satisfy a three credit-hour human diversity requirement by taking one course that explores human diversity within the United States or from a or non-western perspective. This course may satisfy a general education requirement, a concentration or an elective. Please see page 101 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
6. **Completion of the General Education Core Curriculum (39 hours).**
7. **Completion of major field, area of concentration, or elective courses.**
8. **Fulfillment of residency requirement.** To be eligible for any degree or certificate, transfer students must have earned the 15 credit hours of required course work at Olive-Harvey College.
9. **All financial obligations to the College and to the District must be settled.**

# Transfer Degree Programs

## Associate of Arts (AA) 0210

### African-American Studies Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements **8-17 Credit hours**

*You may choose courses from among the following:*

African American Studies 101	Introduction to African-American Studies	3
History 114	The African-American in American History	3
History 115	African-American History Since 1865	3
History 247	African History to Colonial Period	3
History 248	African History/Modern Period	3
Literature 121	Contemporary African-American Literature	3
Music 200	Black Music Workshop	3
Political Science 211	Analysis of White Racism	3
Psychology 209	Black Psychology	3
Sociology 241	Institutional Racism	3

### Elective Requirements **4-17 Credit hours**

### Total Credit hours **62 Credit hours**

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

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# Transfer Degree Programs

## Associate of Arts (AA) 0210

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### Art Education Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements 8-17 Credit hours

*You may choose courses from among the following:*

Art 141	Introduction to Visual Arts	2
Art 103	Art Appreciation	3
Art 115/116	Photography (Beginning and Advanced)	2-4
Art 131	General Drawing	2
Art 166/167	Oil Painting Techniques (Beginning and Advanced)	2-4
Art 196/197	Ceramics and Sculpture (Beginning and Advanced)	2-4

### Elective Requirements 4-17 Credit hours

### Total Credit hours 62 Credit hours

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Arts (AA) 0210

### Business Administration/General Business Concentration

62 Credit hours

**General Education Requirements \*** **38 Credit hours**

Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

**Human Diversity Requirement \*\***

**Concentration Requirements** **8-17 Credit hours**

*You may choose courses from among the following:*

Business 111	Introduction to Business	3
Business 181	Financial Accounting	4
Business 182	Managerial Accounting	4
Business 211 or 214	Business Law I or The American Legal System	3
CIS 120	Introduction to Microcomputers	3

**Elective Requirements** **4-17 Credit hours**

**Total Credit hours** **62 Credit hours**

**Satisfaction of Program Requirements:**

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Arts (AA) 0210

### Drawing and Painting Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements 8-17 Credit hours

*You may choose courses from among the following:*

Art 103	Art Appreciation	3
Art 131	General Drawing	3
Art 141	Introduction to Visual Arts	2
Art 142/143	Figure Drawing and Composition (Beginning and 2-4 Advanced)	2-4
Art 144	Two Dimensional Design	2
Art 166/167	Oil Painting Techniques (Beginning and Advanced)	2-4

### Elective Requirements 4-17 Credit hours

### Total Credit hours 62 Credit hours

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Arts (AA) 0210

### Fine Arts Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

#### Concentration Requirements **8-17 Credit hours**

*You may choose courses from among the following:*

Art 103	Art Appreciation	3
Art 115/116	Photography (Beginning and Advanced)	2-4
Art 166/167	Oil Painting Techniques (Beginning and Advanced)	2-4
Spanish 101	First Course	4
Spanish 102	Second Course	4
Spanish 103	Third Course	4
Spanish 104	Fourth Course	4

#### Elective Requirements **4-17 Credit hours**

#### Total Credit hours **62 Credit hours**

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.



# Transfer Degree Programs

## Associate of Arts (AA) 0210

### Foreign Languages Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements **8-17 Credit hours**

*You may choose courses from among the following:*

Geography 101	World Geography	3
History 215	History of Latin America	3
Humanities 205	World Literature I	3
Spanish 101	First Course	4
Spanish 102	Second Course	4
Spanish 103	Third Course	4
Spanish 104	Fourth Course	4

### Elective Requirements **4-17 Credit hours**

### Total Credit hours **62 Credit hours**

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Arts (AA) 0210

### Pre-Law Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements 8-17 Credit hours

*You may choose courses from among the following:*

Anthropology 202	Cultural Anthropology	3
Business 211	Business Law I	3
Business 212	Business Law II	3
Criminal Justice 102	Administration of Criminal Justice	3
Criminal Justice 114	Administration of Juvenile Justice	3
Criminal Justice 234	Criminal Law and Procedure	3
Criminal Justice 256	Constitutional Law	3
History 111	History of the American People to 1865	3
History 112	History of the American People since 1865	3
Mathematics 125	Introductory Statistics	4
Political Science 201	The National Government	3
Psychology 201	General Psychology	3
Sociology 201	Introduction to the Study of Society	3

### Elective Requirements 4-17 Credit hours

### Total Credit hours 62 Credit hours

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

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# Transfer Degree Programs

## Associate of Arts (AA) 0210

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### Music Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements **8-14 Credit hours**

*You may choose courses from among the following:*

Music 101	Fundamentals of Music Theory	3
Music 105	Group Piano I	2
Music 106	Group Piano II	2
Music 121	Introduction to Music	3
Music 131	Chorus	1
Music 200	Black Music Workshop	3

### Elective Requirements **7-17 Credit hours**

### Total Credit hours **62 Credit hours**

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Arts (AA) 0210

### Photography Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements 8-17 Credit hours

*You may choose courses from among the following:*

Art 103	Art Appreciation	3
Art 115	Photography	2
Art 116	Advanced Photography	2
Art 117	Beginning Color Photography	2
Art 131	General Drawing	2
Art 141	Introduction to Visual Arts	2
Art 144	Two Dimensional Design	2
Art 172	Communications Design I	3
Art 176	Graphics Design I	3

### Elective Requirements 4-17 Credit hours

### Total Credit hours 62 Credit hours

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Arts (AA) 0210

### Social Sciences Concentration

62 Credit hours

<b>General Education Requirements *</b>	<b>38 Credit hours</b>
Communications	9
Mathematics	4
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements 8-17 Credit hours

*You may choose courses from among the following:*

Anthropology 202	Cultural Anthropology	3
Economics 201	Principles of Economics I	3
Economics 202	Principles of Economics II	3
History 111	History of the American People to 1865	3
History 112	History of the American People since 1865	3
Political Science 201	The National Government	3
Psychology 201	General Psychology	3
Sociology 201	Introduction to the Study of Society	3

### Elective Requirements 4-17 Credit hours

### Total Credit hours 62 Credit hours

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Science (AS) 0211

### Biology Concentration

64 Credit hours

<b>General Education Requirements *</b>	<b>39 Credit hours</b>
Communications	9
Mathematics	5
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

<b>Concentration Requirements</b>	<b>14 Credit hours</b>
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*You may choose courses from among the following:*

Biology 122	Biology II Organismal Biology Ecology and Evolution	5
Biology 226	Human Structure and Function I	4
Biology 227	Human Structure and Function II	4
Microbiology 233	General Microbiology	4

<b>Elective Requirements</b>	<b>11 Credit hours</b>
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<b>Total Credit hours</b>	<b>64 Credit hours</b>
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#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Science (AS) 0211

### Chemistry Concentration

64 Credit hours

<b>General Education Requirements *</b>	<b>39 Credit hours</b>
Communications	9
Mathematics	5
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements 14 Credit hours

*You may choose courses from among the following:*

Biology 122	Biology I Cellular and Molecular Biology	5
Chemistry 201	General Chemistry I w/Calculations	7
Chemistry 203	General Chemistry II	4
Chemistry 205	Organic Chemistry I w/Lab techniques	6
Chemistry 207	Organic Chemistry II w/Lab	5
Math 208	Calculus and Analytic Geometry	5
Math 209	Calculus and Analytic Geometry	5
Math 210	Differential Equations	3
Physics 235	Engineering Physics I-Mechanics and Wave Motion	4
Physics 236	Engineering Physics II-Electricity and Magnetism	4
Physics 237	Engineering Physics III Heat, Light and Modern Physics	4

### Elective Requirements 11 Credit hours

### Total Credit hours 64 Credit hours

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Science (AS) 0211

### Pre-Dentistry, Medicine, Optometry Concentration

64 Credit hours

<b>General Education Requirements *</b>	<b>39 Credit hours</b>
Communications	9
Mathematics	5
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

<b>Concentration Requirements</b>	<b>14 Credit hours</b>
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*You may choose courses from among the following:*

Biology 122	Biology II Organismal Biology Ecology and Evolution	5
Chemistry 201	General Chemistry I w/Calculations	7
Chemistry 203	General Chemistry II	4
Chemistry 205	Organic Chemistry I w/Lab	6
Chemistry 207	Organic Chemistry II w/Lab	5
Mathematics 208	Calculus and Analytic Geometry II	5
Mathematics 209	Calculus and Analytic Geometry III	5
Physics 231	General Physics I – Mechanics and Wave Motion	4
Physics 232	General Physics II – Electricity and Magnetism	4
Physics 235	Engineering Physics I – Mechanics and Wave Motion	4
Physics 236	Engineering Physics II – Electricity and Magnetism	4

<b>Elective Requirements</b>	<b>11 Credit hours</b>
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<b>Total Credit hours</b>	<b>64 Credit hours</b>
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#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.



# Transfer Degree Programs

## Associate of Science (AS) 0211

### Earth Science Concentration

64 Credit hours

<b>General Education Requirements *</b>	<b>39 Credit hours</b>
Communications	9
Mathematics	5
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

<b>Concentration Requirements</b>	<b>14 Credit hours</b>
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*You may choose courses from among the following:*

Biology II	Organismal Biology Ecology and Evolution	5
Chemistry 201	General Chemistry II w/Calculations	7
Chemistry 203	General Chemistry II	4
Geology 201	Physical Geology	3
Oceanography 101	Introduction to Oceanography	3
Physics 231	General Physics I – Mechanics and Wave Motion	4
Physics 232	General Physics II – Electricity and Magnetism	4

<b>Elective Requirements</b>	<b>11 Credit hours</b>
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<b>Total Credit hours</b>	<b>64 Credit hours</b>
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#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Science (AS) 0211

### Mathematics Concentration

64 Credit hours

<b>General Education Requirements *</b>	<b>39 Credit hours</b>
Communications	9
Mathematics	5
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

<b>Concentration Requirements</b>	<b>14 Credit hours</b>
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*You may choose courses from among the following:*

Mathematics 208	Calculus and Analytic Geometry II	5
Mathematics 209	Calculus and Analytic Geometry III	5
Mathematics 210	Differential Equations	3
Mathematics 212	Linear Algebra	3

<b>Elective Requirements</b>	<b>11 Credit hours</b>
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<b>Total Credit hours</b>	<b>64 Credit hours</b>
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#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Science (AS) 0211

### Pharmacy Concentration

64 Credit hours

#### General Education Requirements \* 39 Credit hours

Communications	9
Mathematics	5
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

#### Human Diversity Requirement \*\*

#### Concentration Requirements 14 Credit hours

*You may choose courses from among the following:*

Biology 122	Biology II Organismal Biology Ecology and Evolution	5
Chemistry 201	General Chemistry I w/Calculations	7
Chemistry 203	General Chemistry II	4
Chemistry 205	Organic Chemistry I w/Lab	6
Chemistry 207	Organic Chemistry II w/Lab	5
Mathematics 208	Calculus and Analytic Geometry II	5
Mathematics 209	Calculus and Analytic Geometry III	5
Microbiology 233	General Microbiology	4
Physics 231	General Physics I – Mechanics and Wave Motion	4
Physics 232	General Physics II – Electricity and Magnetism	4
Physics 235	Engineering Physics I – Mechanics and Wave Motion	4

#### Elective Requirements 11 Credit hours

#### Total Credit hours 64 Credit hours

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

# Transfer Degree Programs

## Associate of Science (AS) 0211

### Physics Concentration

64 Credit hours

<b>General Education Requirements *</b>	<b>37-41 Credit hours</b>
Communications	9
Mathematics	5
Humanities & Fine Arts	9
Social & Behavioral Sciences	9
Physical & Life Sciences	7-8

### Human Diversity Requirement \*\*

### Concentration Requirements 4-10 Credit hours

*You may choose courses from among the following:*

Biology 122	Biology II Organismal Biology Ecology and Evolution	5
Chemistry 201	General Chemistry I w/Calculations	7
Chemistry 203	General Chemistry II	4
Chemistry 217	Introduction to Instrumental Analysis	4
Mathematics 208	Calculus and Analytic Geometry II	5
Mathematics 209	Calculus and Analytic Geometry III	5
Mathematics 210	Differential Equations	3
Physics 215	Statics	3
Physics 216	Dynamics	3
Physics 235	Engineering Physics I – Mechanics and Wave Motion	4
Physics 236	Engineering Physics II – Electricity and Magnetism	4
Physics 237	Engineering Physics II – Heat, Light and Modern Physics	4

### Elective Requirements 13-23 Credit hours

### Total Credit hours 64 Credit hours

#### Satisfaction of Program Requirements:

1. \* To satisfy your **General Education Requirements** and ascertain transferability of courses to baccalaureate study, you may choose from courses approved by the Illinois Articulation Initiative (IAI). Please refer to pages 95-97 for the current list of approved courses.
2. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy a general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
3. To see full AA Degree **Graduation Requirements**, please refer to page 58.

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## Career Occupational Degree Programs

### Purpose of Career Occupational Degree Programs

Career occupational programs are designed for students seeking specialized training in preparation for employment. While the majority of these programs are not designed for students who intend to transfer to a senior institution, some programs will transfer in whole or in part towards requirements for a baccalaureate degree. Both the associate of applied science (usually a two-year program) and certificates (two year or less) are offered in many technical areas.

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# Career Occupational Degree Programs

## GRADUATION REQUIREMENTS

### Associate of Applied Science Degree

1. **60-68 semester credit hours.** All courses submitted for graduation must be college level and numbered 101 or higher. The following courses, though numbered 101 or higher, are not college level and may not be submitted for graduation: Math 110, 112; English 115, 116, 127; Reading 115, 116, 125; Speech 115, 116, 140.
2. **A 2.0 or higher grade point average.** Olive-Harvey College grades are on a four-point scale. A=4, B=3, C=2, D= 1, F=0.
3. **Grades of “C” or better in all general education and required core courses.** (This requirement applies to all students entering after May 1, 1998).
4. **Completion of examination on the Constitution of the United States and the State of Illinois, the Code of the American Flag, and the Declaration of Independence.** This requirement may be met by completion of the test for Illinois high school graduation or an Illinois GED Certificate, by credit in History 111 or Political Science 201, or by passing the Constitution exam (see Department of Social Sciences, Room 2307).
5. **Human diversity requirement.** Each student must satisfy a three credit-hour human diversity requirement by taking one course that explores human diversity within the United States or from a or non-western perspective. This course may satisfy a general education requirement, a concentration or an elective. Please see page 101 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
6. **Completion of career program.**
7. **Fulfillment of residency requirement.** To be eligible for any degree or certificate, transfer students must have earned the last 15 credit hours of required course work at Olive-Harvey College.
8. **All financial obligations to the College and to the District must be settled.**

# Career Occupational Degree Programs

## Associate of Applied Science (AAS)

### Accounting (0001)

#### 60 Credit hours

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

#### Human Diversity Requirement

You can satisfy the Human Diversity requirement by taking one course that studies human diversity within the United States or from a non-western perspective. This course can help satisfy one of the general education requirements, concentration or elective. Please see page 101 for a list of courses that satisfy the human diversity requirement.

<b>General Education</b>	<b>Required Courses</b>	<b>15 Credit hours</b>
Communications	English 101	3
Mathematics	Any one college level math course	3
Humanities & Fine Arts	Choose one from among African-American Studies 101; Humanities 201, 202, 205; Philosophy 105, 106, 107; Spanish 104; Art 103; Music 121	3
Social & Behavioral Sciences	Choose one course from among Anthropology 202; Economics 133, 201, 202; History 111, 112, 215, 247, 248; Psychology 201, 207; Social Science 101, 102; Sociology 201, 203, 241	3
Physical & Life Sciences	Choose one course from among Chemistry 121, 201; Geology 201; Physical Science 107, 111, 112; Physics 222; Biology 114, 12, 226	3
<b>Area of Concentration/Program Core:</b>		<b>15</b>
Business 181	Financial Accounting I	4
Business 182	Managerial Accounting	4
Business 204*	Computer Applications in Intermediate Accounting	1
Business 205	Intermediate Accounting	3
Business 208	Federal Income Tax	3

\* Concurrent enrollment with Business 205

<b>Other Accounting</b>	<b>(Substitutes Accepted):</b>	<b>6 Credit hours</b>
<b>Courses Required</b>		
Business 250	Computerized Accounting Systems or approved substitute	3
<b>Business Courses Required:</b>		<b>12</b>
Business 111	Introduction to Business	3
Business 211	Business Law or	3
Business 214	Legal and Social Environment	3
Business 241	Introduction to Finance	3
CIS 120	Introduction to Microcomputers	3

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## Career Occupational Degree Programs

<b>Other Business Courses Required</b>	<b>3</b>	
<b>(Substitute Accepted):</b>		
Business 141	Business Mathematics (or appropriate math course)	3
<b>Electives</b>	<b>9 Credit hours</b>	
<b>Total Credit hours</b>	<b>60 Credit hours</b>	

**Satisfaction of Program Requirements:**

1. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy A general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
2. To see full AAS Degree **Graduation Requirements**, please refer to page 77.



# Career Occupational Degree Programs

## Associate of Applied Science (AAS)

### Child Development Preschool Education (0278)

#### 62 Credit hours

The study of children from birth through age six, by focusing on their physical, intellectual and emotional development. This degree prepares students to work in a variety of childcare settings, including, preschools, childcare centers and head starts.

#### Human Diversity Requirement

You can satisfy the Human Diversity requirement by taking one course that studies human diversity within the United States or from a non-western perspective. This course can help satisfy one of the general education requirements, concentration or elective. Please see page 100 for a list of courses that satisfy the human diversity requirement.

<b>General Education</b>	<b>Required Courses</b>	<b>15 Credit hours</b>
Communications	English 101	3
Humanities & Fine Arts	Choose one from among African-American Studies 101; Humanities 201, 202, 205; Philosophy 105, 106, 107; Spanish 104; Art 103 Music 121	3
Social & Behavioral Sciences	Choose one course from among Anthropology 202; Economics 133, 201, 202; History 111, 112, 215, 247, 248; Psychology 201, 207; Social Science 101, 102; Sociology 201, 203, 241	3
Physical & Life Sciences or Math	Choose one course from among Biology 114, 121; Chemistry 100, 121; Physical Science 111; Math 118, 122, 125	3

<b>Areas of Concentration/ Program Core</b>		<b>(35 semester Credit hours)</b>
Child Development 101	Human Growth and Development I	4
Child Development 107	Child Care, Health, and Nutrition	3
Child Development 109	Language Development	3
Child Development 120	Introduction to Child Care Profession/ Group Care of Children	3
Child Development 143	Science and Mathematics for Young Children	3
Child Development 149	Creative Activities for Children	3
Child Development 201	Observation and Management of Child Behavior	3
Child Development 258	Principles of Preschool Education	4
Child Development 259	Practicum in Preschool Education	6
Child Development 262	Child, Family and Community Relations	3

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## Career Occupational Degree Programs

<b>Suggested Electives</b>		<b>12 Credit hours</b>
Child Development 102	Human Growth and Development II	3
Child Development 205	Development of the Exceptional Child	3
Psychology 201	General Psychology	3
Psychology 207	Child Psychology	3
Economics 133	Consumer Economics	3
Political Science 201	The National Government	3
<b>Total Credit hours</b>		<b>62 Credit hours</b>

**Satisfaction of Program Requirements:**

1. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy A general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
2. To see full AAS Degree **Graduation Requirements**, please refer to page 77.

# Career Occupational Degree Programs

## Associate of Applied Science (AAS)

### Computer Information Systems (0011)

#### 60 Credit hours

Study of basic business principles and technical skills used in programming and operating electronic data processing equipment; can lead to entry-level jobs such as computer-programmer, programmer analyst, and systems analyst, and operations manager, unit supervisor in private and public firms or organizations.

#### Human Diversity Requirement

You can satisfy the Human Diversity requirement by taking one course that studies human diversity within the United States or from a non-western perspective. This course can help satisfy one of the general education requirements, concentration or elective. Please see page 101 for a list of courses that satisfy the human diversity requirement.

<b>General Education</b>	<b>Required Courses</b>	<b>15 Credit hours</b>
Communications	English 101	3
Mathematics	Any one college level math course	3
Humanities & Fine Arts	Choose one from among African-American Studies 101; Humanities 201, 202, 205; Philosophy 105, 106, 107; Spanish 104; Art 103; Music 121	3
Social & Behavioral Sciences	Choose one course from among Anthropology 202; Economics 133, 201, 202; History 111, 112, 215, 247, 248; Psychology 201, 207; Social Science 101, 102; Sociology 201, 203, 241	3
Physical & Life Sciences	Choose one course from among Chemistry 121, 201; Geology 201; Physical Science 107, 111, 112 ; Physics 222; Biology 114, 121, 226	3
<b>Areas of Concentration/ Program Core</b>		<b>(30 semester Credit hours)</b>
CIS 101	Introduction to Computer Information Systems	3
CIS 250	Introduction to Systems	3
Plus any eight of the following CIS courses for a total of 24 semester credit hours: *		
CIS 102	Introduction to Programming Logic	3
CIS 103	Introduction to Basic Languages	3
CIS 120	Introduction to Microcomputers	3
CIS 123	Introduction to Spreadsheets on Microcomputers	3
CIS 142	Introduction to C or "C++" Language	3
CIS 144	Introduction to Java Programming Language	3
CIS 145	Introduction to Database on Microcomputers	3
CIS 158	Beginning Internet	3
CIS 181	Web Development I/Basic Web Technologies	3
CIS 182	Web Development II/Client Side Scripting	3

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## Career Occupational Degree Programs

CIS 250	Introduction to Systems	3
CIS 251	Introduction to Database Management Systems	3
CIS 255	Operating Systems	3
CIS 258	Advanced Internet and JavaScript	3
CIS 265	Computer Information Systems Internship	3

**Other required business courses: (11 semester credit hours)**

Business 111	Introduction to Business	3
Business 181	Financial Accounting	4
Business 182	Managerial Accounting	4

**Electives: 4 Credit hours**

**Total Credit hours 60 Credit hours**

Networking Systems and Technologies courses (up to 12 hours) can substitute for required Computer Information Systems courses.

**Satisfaction of Program Requirements:**

1. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy A general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
2. To see full AAS Degree **Graduation Requirements**, please refer to page 77.

# Career Occupational Degree Programs

## Associate of Applied Science(AAS)

### Management/Marketing (0021)

#### 61 Credit hours

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

#### Human Diversity Requirement

You can satisfy the Human Diversity requirement by taking one course that studies human diversity within the United States or from a non-western perspective. This course can help satisfy one of the general education requirements, concentration or elective. Please see page 100 for a list of courses that satisfy the human diversity requirement.

<b>General Education</b>	<b>Required Courses</b>	<b>15 Credit hours</b>
Communications	English 101	3
Mathematics	Any one college level math course	3
Humanities & Fine Arts	Choose one from among African-American Studies 101; Humanities 141, 201, 202, 205; Philosophy 105, 106, 107; Spanish 104; Art 103; Music 121	3
Social & Behavioral Sciences	Choose one course from among Anthropology 201, 202; Economics 133, 201, 202; History 111, 112, 215, 247, 248; Psychology 201, 207; Social Science 101, 102; Sociology 201, 203, 241	3
Physical & Life Sciences	Choose one course from among Chemistry 121, 201; Geology 201; Physical Science 107, 111, 112; Physics 221, 222; Biology 114, 121, 226	3
<b>Area of Concentration/ Program Core</b>		<b>(29 Semester Credit hours)</b>
Business 111	Business Mathematics	3
Business 141	Introduction to Business (Math 118 or higher. Any business course can substitute)	3
Business 181	Financial Accounting	3-4
Business 182	Managerial Accounting	4
Business 211	Business Law I or	3
Business 212	Business Law II or	3
Business 214	Legal and Social Environment of Business	3
Business 231	Marketing	3
Business 241	Introduction to Finance	3
Business 269	Principles of Management	3
CIS 120	Introduction to Microcomputers	3

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## Career Occupational Degree Programs

**Electives: (17 Semester Credit hours. Below are possibilities for elective courses).**

		<b>Credit hours</b>
Business 271	Human Resource Management	3
Business 208	Federal Income Taxes	3
Business 211	Business Law I or	3
Business 212	Business Law II or	3
Business 214	Legal and Social Environment of Business	3
Psychology 201	General Psychology	3
CIS 123	Introduction to Spreadsheets	3
CIS 145	Introduction to Database on Microcomputers	3
<b>Total Credit hours</b>		<b>61 Credit hours</b>

**Satisfaction of Program Requirements:**

1. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy A general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
2. To see full AAS Degree **Graduation Requirements**, please refer to page 77.

# Career Occupational Degree Programs

## Associate of Applied Science (AAS)

### Nursing (0239)

#### 70 Credit hours

Nursing Program Description: The nursing program prepares students through the study of nursing theory and patient care techniques for a career as a registered nurse (RN). Classroom and clinical instruction address the health needs of all age groups, and provide students with a sound foundation for practicing as a registered nurse, in a variety of health care settings, serving a global community. The program also prepares students to take the National Council on Licensure Examination (NCLEX.).

#### Admission Requirements for the Nursing Program:

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

#### Prerequisite Requirements for Nursing Program:

- Biology 121;
- Earn a "B" or higher in Chemistry 100/121 or (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>Credit hours</b>
<b>Prerequisites:</b>		
Biology 121		5
Chemistry 100/121; or 121(WWC) or higher level chemistry		5
Math 118; 125 or college level Math		4
	<b>Total Hours for Prerequisite Courses</b>	<b>14</b>
<b>Nursing Core Courses:</b>		
Semester I	Nursing 101 Fundamentals of Nursing I	7
Semester 2	Nursing 102 Fundamentals of Nursing II	7
Semester 3	Nursing 210 Nursing Process and Alterations in Homeostasis I	6
Nursing 211	Nursing Process and Alterations in Homeostasis II	6
Semester 4	Nursing 212 Nursing Process and Alterations in Homeostasis III	6
	Nursing 213 Nursing Process and Alterations in Homeostasis IV	6
	Nursing 203 Nursing in Perspective	3
	<b>Total Hours for Core Courses</b>	<b>41</b>

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## Career Occupational Degree Programs

### 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
<b>Total General Education Courses</b>	<b>15</b>
<b>Total Program Credit hours</b>	<b>70</b>

### Other Requirements

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

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

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

### POLICIES ARE SUBJECT TO CHANGE.

The nursing program is approved by the Higher Learning Commission of the North Central Association of Colleges and Schools; The Illinois Department of Financial and Professional Regulation, The Illinois Community College Board, and the Illinois State Board of Education.

The Olive-Harvey College Nursing Program is located on the main campus, 10001 S. Woodlawn Ave., on the third floor in Rm. 3114. The telephone number is (773)291-6482

#### Satisfaction of Program Requirements:

1. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy A general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
2. To see full AAS Degree **Graduation Requirements**, please refer to page 77.



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# Career Occupational Degree Programs

## Associate of Applied Science (AAS)

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### Respiratory Care (0234)

68 Credit hours

Study of the theory and techniques instrumental in diagnosis, treatment, management, and preventive care of patients with cardiopulmonary problems. The Associate in Applied Science degree program will prepare the students to become a well rounded professional and competent advanced respiratory therapist. The graduate will be eligible to take the National Board for Respiratory Care entry-level respiratory care practitioner examination to become a "Certified Respiratory Therapist" and the advanced level respiratory care practitioner examination to become a "Registered Respiratory Therapist".

Successful completion of the program can lead to employment as a respiratory therapist in hospitals, clinics or home settings or branch off into research, sales, education or a multitude of other career opportunities.

Admission is competitive. In order to be considered for Admission to the Associate Degree Respiratory Program, a student must complete all of the following:

- Cumulative college GPA of 2.50.
- Earn a "C" or higher in Chemistry 100/121.
- Earn a "C" or higher in Math 118 or higher.
- Earn a "C" or higher in English 101 or higher.
- Earn a "C" or higher in Biology 226 & 227 Anatomy and Physiology.
- Complete Application Process

### Human Diversity Requirement

You can satisfy the Human Diversity requirement by taking one course that studies human diversity within the United States or from a non-western perspective. This course can help satisfy one of the general education requirements, concentration or elective. Please see page 101 for a list of courses that satisfy the human diversity requirement.

General Education /Degree Requirements		Credit hours
Communication	English 101	3
Mathematics	Math 118 or Higher	4
	Physics 131	3
Humanities: 1 course required	African-American Studies 101; Literature 121, 150	3

## Career Occupational Degree Programs

Term	Required Course	Credit hours
Fall I	Respiratory Care 114 Basic Respiratory Care	4
	Respiratory Care 116 Patient Assessment	2
	Respiratory Care 117 Respiratory Pharmacology	1
	Respiratory Care 118 Respiratory Microbiology	2
	Respiratory Care 119 Respiratory Care Laboratory I	3
Spring I	Respiratory Care 115 Cardiopulmonary/Renal Anatomy and Physiology	3
	Respiratory Care 127 Clinical Practice I	3
	Respiratory Care 137 Advanced Pathology and Clinical Application	3
	Respiratory Care 139 Respiratory Laboratory Care II	2
	Respiratory Care 141 Ventilatory Mechanics I	3
Summer	Respiratory Care 129 Clinical Practice II	3
	Respiratory Care 146 Ventilatory Mechanics II	3
Fall II	Respiratory Care 200 Respiratory Care Laboratory III	2
	Respiratory Care 222 Clinical Practice III	3
	Respiratory Care 225 Age Specific Care	3
	Respiratory Care 227 Critical Care Services	4
Spring II	Respiratory Care 224 Clinical IV	4
	Respiratory Care 230 Advanced Cardiopulmonary Monitoring	3
	Respiratory Care 250 Cardiopulmonary Rehabilitation Home Care	1
	Respiratory Care 260 Advanced Specialty Topics	3
<b>Total Credit hours</b>		<b>68 Credit hours</b>

### Satisfaction of Program Requirements:

1. \*\* To satisfy your IAI **Human Diversity Requirement**, you must take at least one course that explores human diversity within the United States or from a non-western perspective. This course may satisfy A general education, concentration, or an elective requirement. Please see page 100 for a sample list of Olive-Harvey College courses that satisfy the human diversity requirement.
2. To see full AAS Degree **Graduation Requirements**, please refer to page 77.

Similar to the associate of applied science, certificates are also designed with the purpose of preparing you for employment as soon as you complete the course work. Certificates, however, are shorter in duration than associate degrees. They prepare you for entry level jobs in a variety of fields. Olive-Harvey College offers two types of certificates: the Advanced Certificate and the Basic Certificate. The Advanced Certificate usually takes between one and two years to complete. The Basic Certificate can be completed in less than a year. Below are the certificates offered by Olive-Harvey's credit division:

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## Certificates and Programs

### Accounting (0002)

#### Basic Certificate (17-18 Semester Credit hours)

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Business 181	Financial Accounting I	4
Business 182	Managerial Accounting	4
Business 250	Computerized Accounting Systems or appropriate business course	3
CIS 120	Introduction to Microcomputers and	3
Plus <b>one</b> of the following <b>options</b> :		
Business 208	Federal Income Tax (or other appropriate business course)	3
Or		
Business 204	Computer Applications in Intermediate Accounting and	1
Business 205	Intermediate Accounting	3
<b>Total Credit hours</b>		<b>17-18</b>
<b>(Students should consult a Business Department Faculty Advisor)</b>		

### Accounting (0003)

#### Advanced Certificate (30 Credit hours)

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General Requirements		Credit hours
Business 111	Introduction to Business	3
Business 181	Financial Accounting I	4
Business 182	Managerial Accounting	4
Business 204	Computer Applications in Intermediate Accounting	1
Business 205	Intermediate Accounting	3
Business 208	Federal Income Tax	3
Business 241	Introduction to Finance	3
Business 250	Computerized Accounting Systems	3
<b>General Education and Electives</b> <b>(Students should consult a Business Department Faculty Advisor.)</b>		<b>6</b>
<b>Recommended Electives:</b> Your choice of Business 141		
Business 211	Business Mathematics (MATH 118 and 125 can substitute)	4
Business 214	Business Law I or	3
CIS 123	Introduction to Spreadsheets	3
Speech 101	Fundamentals of Speech Communication	3
English 101	Composition	3
English 102	Composition II	3
<b>Total Credit hours</b>		<b>30</b>

## Certificates and Programs

### Child Development Pre-School Education Option (0282)

#### Advanced Certificate (35 Credit hours)

General Requirements		Credit hours
Child Development 101*	Human Growth and Development I	4
Child Development 107	Health, Safety and Nutrition	3
Child Development 109	Language Development	3
Child Development 120	Introduction to Child Care Profession/ Group Care of Children	3
Child Development 143	Science and Mathematics for Young Children	3
Child Development 149	Creative Activities for Children	3
Child Development 201	Observation and Management of Child Behavior	3
Child Development 258	Principles of Preschool Education	4
Child Development 259	Practicum in Preschool Education	6
Child Development 262	Child Family and Community Relations	3
<b>Total Credit hours</b>		<b>35</b>

\* Student must be eligible for English 101 or have completed English 101 with at least a C grade.

### Computer Information Systems (0012)

#### Basic Certificate (12 Credit hours)

CIS 101	Introduction to Computer Information Systems	3
CIS 120	Introduction to Microcomputers	3
<i>Plus 6 credit hours of any CIS courses</i>		
<b>Total Credit hours</b>		<b>12</b>

### Computer Information Systems (0013)

#### Advanced Certificate (30 Credit hours)

General Requirements		Credit hours
Business 181	Financial Accounting	4
Business 182	Managerial Accounting	3
CIS 101	Introduction to Computer Information Systems	3
CIS 250	Introduction to Systems	3
Plus 12 semester credit hours of your choice of any CIS courses, and		12
Five semester credit hours of your choice of any electives		5
<b>Total Credit hours</b>		<b>30</b>

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## Certificates and Programs

### Management/Marketing \* (0023)

#### Basic Certificate (18 Credit hours)

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##### General Requirements

Business 111	Introduction to Business	3
Business 141	Business Mathematics (Math 118 or higher can substitute, or any business course)	3

Plus your choice of any of the following business courses:

Business 231	Marketing <b>or</b>	
Business 269	Principles of Management	3

Plus either:

English 101	Composition or	
Speech 101	Fundamentals of Speech Communications	3

Plus your choice of any two additional Business courses 6

**Total Credit hours 18**

### Management/Marketing (0022)

#### Advanced Certificate (35 Credit hours)

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##### General Requirements

Business 111	Introduction to Business	3
Business 141	Business Mathematics (Math 118 or higher can substitute)	3
Business 181	Financial Accounting	4
Business 182	Managerial Accounting	4
Business 211	Business Law I or	3
Business 212	Business Law II or	3
Business 214	Legal and Social Environment of Business	3
Business 231	Marketing	3
Business 241	Introduction to Finance	3
Business 269	Principles of Management	3
CIS 120	Introduction to Microcomputers	3
English 101	Composition	3
Speech 101	Fundamentals of Speech Communication	3

**Total Credit hours 35**

### Criminal Justice/Public Police Service (0324)

#### Basic Certificate (9 semester Credit hours)

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##### Required Core Courses:

Criminal Justice 102	Administration of Criminal Justice	3
Criminal Justice 114	Administration of Juvenile Justice	3
Criminal Justice 256	Constitutional Law	3

**Total Credit hours 9**

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## Degrees and Certificates

### Associate of General Studies (AGS) (0203)

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#### 60 Credit hours

Associate of General Studies (AGS) degree: The AGS degree is neither a transfer nor a career-entry degree. Students opting for this degree are generally undecided about future goals or are attempting to fulfill specific admission requirements of a program for which the individual has received provisional acceptance. Emphasis in the AGS degree is placed on exploration of a variety of subject offerings. Once a career or academic goal is determined, or once admissions standards to a specific program have been achieved, students may elect to enroll in an AA, AS, or AAS degree program.

(See a College Advisor or faculty advisor for assistance in choosing courses that will complete the minimum of 60 semester credit hours required for the AGS degree.)

#### GRADUATION REQUIREMENTS

1. 60 semester credit hours. All courses submitted for graduation must be college level and numbered 101 or higher. The following courses, though numbered 101 or higher, are not college level and may not be submitted for graduation: Math 110, 112; English 115, 116, 127; Reading 115, 116, 125; Speech 115, 116, 140.
2. A 2.0 or higher grade point average. Olive-Harvey College grades are on a four-point scale. A=4, B=3, C=2, D=1, F=0.
3. Grades of "C" or better in all general education and required core courses. (This requirement applies to all students entering after May 1, 1998.)
4. Completion of examination on the Constitution of the United States and the State of Illinois, the Code of the American Flag, and the Declaration of Independence. This requirement may be met by completion of the test for Illinois high school graduation or an Illinois GED Certificate, by credit in History 111 or Political Science 201, or by passing the Constitution exam (see Department of Social Sciences, Room 2307).
5. Completion of the General Education Core Curriculum and Human Diversity requirement (may be taken as part of General Education Core Curriculum).
6. Completion of elective courses. AGS programs require 30-35 hours.
7. Fulfillment of residency requirement. To be eligible for any degree or certificate, transfer students must have earned the last 15 credit hours of required course work at Olive-Harvey College.
8. All financial obligations to the College and to the District must be settled.

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# Degrees and Certificates

## Associate of General Studies (AGS) Degree

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### General Education Core Curriculum

#### Human Diversity Requirement

You can satisfy the Human Diversity requirement by taking one course that studies human diversity within the United States or from a non-western perspective. This course can help satisfy one of the general education requirements, concentration or elective. Please see page 101 for a list of courses that satisfy the human diversity requirement.

<b>Subject Area</b>	<b>Required Courses</b>	<b>Credit hour</b>
Communications:	English 101	3
	Speech 101	3
Mathematics: Choose 1	Math 118, 122, 125, 135, 207, 208, 209	3-5
Physical And Life Sciences: Choose 1	<b>Physical Sciences:</b> Chemistry 121 (lab), 201 (lab) Geology 201 (lab) Physical Science 107, 111 (lab), 112 (lab) Physics 231 (lab), 232 (lab)	3-5
Humanities And Fine Arts:	<b>Life Sciences:</b> Biology 114 (lab), 121 (lab), 226 (lab) <b>Humanities:</b> African-American Studies 101 Humanities 201, 202, 205 Literature 121 Philosophy 105, 106, 107 Spanish 104	4-5 3
	<b>Fine Arts:</b> Art 103 Music 121	3
Social And Behavioral Sciences: Choose 1	<b>Disciplines:</b> Anthropology 202 Economics 133, 201, 202 History 111, 112, 114, 115, 215, 247, 248 Political Science 201 Psychology 201, 207, 209 Social Science 101, 102 Sociology 201, 203, 241	3
<b>Your choice of electives</b>		16-23
<b>Total Credit hours</b>		<b>60</b>

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# Degrees and Certificates

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

#### Associate in Science:

**64 hours\***

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

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

- 9 hours of **Communication** (English 101, English 102, and Speech 101)
- 5 hours of **Mathematics** (minimum requirement for A.S. is Math 207)
- 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.



# Degrees and Certificates

## Current courses approved by the IAI at Olive-Harvey College

Olive-Harvey College Course No.	Course Title	IAI Credit hours	Course No.
<b>Communication</b>			
English 101	Composition I	3	C1 900
English 102	Composition II	3	C1 901R
Speech 101	Fundamentals of Speech Communication	3	C2 900
<b>Mathematics</b>			
Mathematics 118	General Education Mathematics	4	M1 904
Mathematics 122	Mathematics for Elementary Teachers II	4	M1 903
Mathematics 125	Introductory Statistics	4	M1 902
Mathematics 135	Finite Mathematics	4	M1 906
Mathematics 207	Calculus and Analytic Geometry I	5	M1900
Mathematics 208	Calculus and Analytic Geometry II	5	M1 900
Mathematics 209	Calculus and Analytic Geometry III	5	M1900
Mathematics 212	Linear Algebra	3	M1 906
<b>Physical and Life Sciences</b>			
Chemistry 121	Basic Chemistry I	4	P1 902L
Chemistry 201	General Chemistry I	5	P1 902L
Physical Science 111	General Course I	4	P9 900L
Physical Science 112	General Course II	4	P9 900L
<b>Life Sciences</b>			
Biology 114	General Education Biology	4	P1 900L
Biology 115	Human Biology	4	P1 904L
<b>Humanities and Fine Arts</b>			
<b>Humanities</b>			
African American Studies 101	Introduction to African American Studies	3	HF 906D
Humanities 201	General Course I	3	HF 900
Humanities 202	General Course II	3	HF 901
Humanities 205	World Literature I	3	H3 906
Literature 110	Introduction to Literature	3	H3 900
Literature 111	Poetry	3	H3 903
Literature 112	Drama	3	H3 902
Literature 133	African American Fiction	3	H3 910D
Literature 150	Women's Literature	3	H3 911D
Philosophy 105	Logic	3	H4 906
Philosophy 106	Introduction to Philosophy	3	H4 900
Philosophy 107	Ethics	3	H4 904
Spanish 104	Fourth Course Spanish	4	H1 900
<b>Fine Arts</b>			
African American Studies 101	Introduction to African American Studies	3	HF90D
Art 103	Art Appreciation	3	F2 900
Humanities 201	General Course I	3	HF 900
Humanities 202	General Course II	3	HF 901
Music 121	Introduction to Music	3	F1 900

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## Degrees and Certificates

### **Social and Behavioral Sciences 3 courses required (9 semester hours)**

Anthropology 202	Cultural Anthropology	3	S1 901N
Economics 201	Principles of Economics I	3	S3 901
Economics 202	Principles of Economics II	3	S3 902
History 111	History of the American People to 1865	3	S2 900
History 112	History of the American People from 1865	3	S2 901
History 141	The History of World Civilization to 1500 C.E	3	S2 912N
History 142	History of World Civilization Since 1500	3	S2 913N
History 215	The Art Philosophy of the African Continent	3	S2 910N
History 247	African History to Colonial Period	3	S2 906N
Political Science 201	The National Government	3	S5 900
Psychology 201	General Psychology	3	S6 900
Psychology 207	Child Psychology	3	S6 903
Social Science 101	General Course I	3	S9 900
Social Science 102	General Course II	3	S9 901
Sociology 201	Introduction to the Study of Society	3	S7 900
Sociology 203	Marriage and the Family	3	S7 902

# Degrees and Certificates

## ILLINOIS ARTICULATION INITIATIVE (IAI)

### TRANSFER MAJORS AS OF 05/28/05

In addition to being able to transfer general education courses, you can transfer courses that will apply to specific baccalaureate majors. Listed below are recommended IAI courses for transfer majors. Please note that not all schools participate in the IAI Transfer Majors. Visit the IAI website at [www.itransfer.org](http://www.itransfer.org) for a listing of schools participating in the transfer majors. Students should consult with their faculty advisor in selecting courses for a specific major. Completion of IAI transfer major courses do not satisfy the major area of concentration for an associate's degree. Students should refer to the degree requirements for the associate in arts, associate in science and the associate in engineering science degree in this catalog.

The following courses are for reference use only. Students should refer to the appropriate degree requirement section in this catalog.

Olive-Harvey College Course No	Semester Course Title	IAI Credit hours	Course No.
<b>Art</b>			
Art 115	Photography	3	ART 917
Art 131	General Drawing	3	ART 904
Art 132	Advanced General Drawing	3	ART 905
Art 142	Figure Drawing and Composition	3	ART 906
Art 144	Two-Dimensional Design	3	ART 907
Art 145	Three-Dimensional Design	3	ART 908
Art 166	Oil Painting Techniques	3	ART 911
Art 196	Ceramics	3	ART 912
<b>Biological Sciences</b>			
Biology 121	Biology I	5	BIO 990
Biology 122	Biology II	5	BIO 910
Chemistry 201	General Chemistry I	5	BIO 906
Chemistry 203	General Chemistry II	5	BIO 907
Chemistry 205	Organic Chemistry I	4	BIO 908
Chemistry 207	Organic Chemistry II	5	BIO 909
Physics 231	General Physics I:	4	BIO 903
Physics 235	Mechanics and Wave Motions		
	Engineering Physics I:	4	BIO 903
Physics 236	Mechanics & Wave Motions	4	BIO 904
	Engineering Physics II:		
Physics 237	Electricity & Magnetism	4	BIO 904
	Engineering Physics III: Heat & Light		
<b>Business</b>			
Business 111	Introduction to Business	3	BUS 911
Business 181	Financial Accounting	3	BUS 903
Business 182	Managerial Accounting	3	BUS 904
Business 211	Business Law I	3	BUS 912
Business 214	Legal & Social Environment of Business	3	BUS 913
Computer. Info. Sys. 120	Introduction to Micro Computers	3	BUS 902
Mathematics 125	Introductory Statistics	4	BUS 901
<b>Chemistry</b>			

## Degrees and Certificates

Chemistry 201	General Chemistry I	5	CHM 911
Chemistry 203	General Chemistry II	5	CHM 912
Chemistry 205	Organic Chemistry I	4	CHM 913
Chemistry 207	Organic Chemistry II	5	CHM 914
<b>Clinical Lab Science</b>			
Biology 101	General Course I	4	CLS 901
Biology 102	General Course II	4	CLS 902
Biology 226	Human Structure & Function I	4	CLS 903
Biology 227	Human Structure & Function II	4	CLS 904
Chemistry 201	General Chemistry I	5	CLS 906
Chemistry 203	General Chemistry II	5	CLS 907
<b>Criminal Justice</b>			
Criminal Justice 102	Administration of Criminal Justice	3	CRJ 901
Criminal Justice 114	Administration of Juvenile Justice	3	CRJ 914
Criminal Justice 234	Criminal Law and Procedures	3	CRJ 913
<b>Computer Science</b>			
Computer Info. Systems 101	Introduction to CIS	3	CS 910
Computer Info. Systems 142	Intro to C or C++ Language	3	CS 911
Computer Info. Systems 144	Intro to Java Programming Language	3	CS 911
<b>Early Childhood</b>			
Child Development 101	Human Growth & Development I	4	ECE 912
Child Development 120	Introduction to Child Care Profession	3	ECE 911
Child Development 205	Development of the Exceptional Child	3	ECE 913
Child Development 259	Practicum in Preschool	6	ECE 914
<b>Engineering</b>			
Chemistry 201	General Chemistry I	5	EGR 961
Chemistry 207	Organic Chemistry II	5	EGR 964
Mathematics 207	Calculus and Analytic Geometry I	5	EGR 901
Mathematics 208	Calculus and Analytic Geometry II	5	EGR 902
Mathematics 209	Calculus and Analytic Geometry III	5	EGR 903 L
Mathematics 210	Differential Equations	3	EGR 912
<b>Mathematics</b>			
Mathematics 207	Calculus and Analytic Geometry I	5	MTH 901
Mathematics 208	Calculus and Analytic Geometry II	5	MTH 902
Mathematics 209	Calculus and Analytic Geometry III	5	MTH 903
Mathematics 210	Differential Equations	3	MTH 912
<b>Special Education</b>			
Child Development 101	Human Growth and Development I	4	SPE 913
Psychology 201	General Psychology	3	SPE 913
<b>Theater Arts</b>			
Theater 133	Acting	3	TA 914

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## Degrees and Certificates

### Human Diversity Requirement

The state of Illinois requires that all students completing an associate degree satisfy a human diversity study requirement. You can meet this requirement by taking a course that examines aspects of human diversity from a non-western perspective. You can use this course to fulfill general education, area of concentration, or electives. Below is a current list of courses that fulfill the human diversity requirement:

Subject	Course Title	Course Number
African American Studies	Introduction to African American Studies	101
Anthropology	Cultural Anthropology	202
History	The African American in American History	114
History	African American History since 1865	115
History	History of Latin America	215
History	African American History to Colonial Period	247
Humanities	The Art of Philosophy of the African Continent	215
Humanities	The African Image	220
Literature	Contemporary African – American Literature	121
Literature	Women's Culture	150
Music	Black Music Workshop	200
Political Science	The Black Man in the United States	211
Psychology	Black Psychology	209
Sociology	The Black Man in the United States	209
Sociology	Institutional Racism	241

# CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

## ART, MEDIA AND COMMUNICATION

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0122	Architectural Drafting	AAAS	63		x					x
0124	Architectural Drafting	BC	16		x					x
0350	Digital Multimedia Design	AAAS	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	AAAS	60		x	x				
0093	Music Business	BC	21		x					
0094	Music Technology	BC	26		x					
0085	Theater Arts	AAAS	62			x				
0086	Theater Technology	AC	35			x				
0165	Visual Media Communications (Vis Med Com)	AAAS	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				

## CONSTRUCTION

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0760	Bricklayer	BC	16			x				
0159	Building Energy Technologies	BC	21							x
0780	Carpentry	AC	37			x				
0750	Communications Technology	AAAS	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	AAAS	65		x					
0766	Electrical Line Worker (Overhead)	AC	35			x				
0761	Elevator Construction Technology	AAAS	64			x				
0762	Elevator Construction Technology	AC	48			x				
0763	Elevator Construction Technology	BC	24			x				
0373	Painting & Decorating Technology	AAAS	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				

## BACCALAUREATE/TRANSFER

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0210	Associate in Arts	AA	62	x	x	x	x		x	x
0212	Associate of Arts in Teaching - Secondary Math	AAT	62							
0100	Associate in Engineering Science	AES	64	x	x				x	x
0217	Associate in Fine Arts-Art (Education)	AFA	60		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					
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

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0001	Accounting	AAAS	60	x	x	x			x	x
0002	Accounting	BC	17	x	x	x			x	x
0003	Accounting	AC	30	x	x	x			x	x
0861	Bank Teller (Professional)	BC	17	x	x					
0042	Business Admin - General Business	AC	30	x	x				x	
0061	Hospitality	AAAS	63		x					
0062	Hospitality Front Office	AC	32		x					
0021	Management/Marketing	AAAS	61	x	x	x			x	x
0022	Management/Marketing	AC	34	x	x	x			x	x
0023	Management/Marketing	BC	18	x	x				x	
0794	Medical Office Technology	BC	24	x	x					
0883	Office Specialist	BC	20	x	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					

# CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

## CONSUMER & SOCIAL SERVICES

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0716	Community Health Care Worker	AAS	63	x						
0717	Community Health Care Worker	AC	47	x	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	BC	66		x					
0317	Social Work - Generalist	AAS	37			x				
0370	Social Work -Youth Work	AC	63		x					
0371	Social Work-Youth Work	AC	31		x					
0372	Social Work-Youth Work	BC	15		x					
0884	Travel Agent	BC	3	x						

## EDUCATION/CHILD DEVELOPMENT

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

## CULINARY ARTS/FOOD TECHNOLOGY

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

## HEALTH

No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0343	Addictions Studies	AC	37		x	x				
0344	Addictions Studies	AAS	63		x	x				
0345	Addictions Studies	BC	18		x	x				
0218	Biostatistics	AC	32			x				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		
0252	Emergency Medical Technician I (Ambulance)	BC	6							x
0263	EMT II Paramedic	AAS	61			x	x			
0265	EMT II Paramedic	AC	31			x				
0804	Medical Billing/Coding	BC	2		x					
0862	Medical Billing/Coding (Computerized)	BC	7					x		
0869	Medical Coding (Basic)	BC	17							x
0870	Medical Transcription Program	BC	12							x
0257	Mortuary Science	AAS	62			x				
0247	Nephrology - Renal Technology	AAS	66			x				
0700	Nurse Assistant	BC	7			x				
0801	Nurse Assistant (Certified Patient)	BC	12		x	x				
0239	Nursing	BC	12		x	x				
0240	Nursing - Practical	AAS	68		x	x				
0241	Obstetrics & Gynecologic Technology	AC	68			x				
0221	Occupational Therapy Assistant (Certified)	BC	40			x				
0229	Occupational Therapy Assistant (Certified)	BC	11			x				
0802	Pharmacy Technician	AAS	73				x			
0871	Pharmacy Technician (Advanced)	BC	3		x					
0254	Pharmacy Technician	BC	10			x				
0219	Pharmacy Technology	AC	33			x				
0866	Phlebotomy	BC	11			x				
0866	Phlebotomy (Accelerated)	BC	15			x				
0803	Phlebotomy Technician	BC	12		x					
0262	Physician Assistant	BC	78			x				
0246	Radiography	AAS	75			x				
0248	Renal Dialysis Technology	AAS	37			x				
0234	Respiratory Care	AC	37			x				
0269	Sterile Processing Clinical	AAS	68			x		x		
0267	Surgical Technology	BC	11			x				
0267	Surgical Technology	AAS	65			x				

# CITY COLLEGES OF CHICAGO - APPROVED OCCUPATIONAL PROGRAMS

## INFORMATION TECHNOLOGY/COMPUTER NETWORKING

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

## PUBLIC SAFETY

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

## TRANSPORTATION

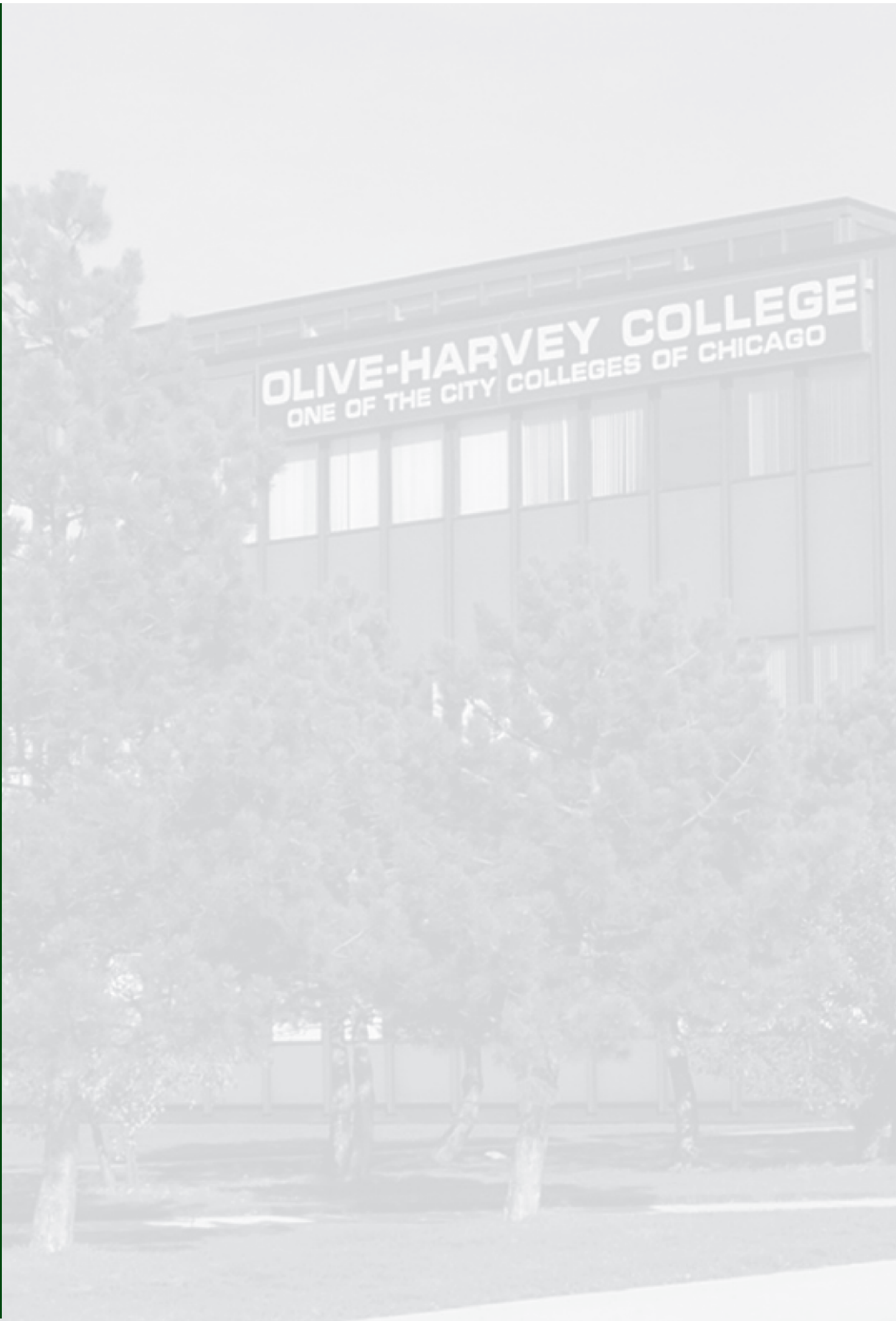
No.	Program	Award	Hrs	DA	HW	KK	MX	OH	TR	WR
0112	Auto Body Reconstruction Technology	BC	23			x				
0111	Auto Body Repainting Technology	BC	24			x				
0133	Automotive Body Technology	AC	46			x				
0128	Automotive Maintenance	BC	27			x				
0185	Automotive Parts Specialists	BC	21			x				
0116	Automotive Technology	BC	20			x			x	
0125	Automotive Technology	AAS	66			x			x	
0130	Automotive Technology	AC	41			x			x	
0134	Chassis Maintenance	BC	19			x				
0875	Commercial Passenger Driver - Class B	BC	6		x					
0890	Defensive Driving - Attitudinal	BC	1					x		
0848	Forklift Operation & Safety	BC	2						x	
0136	Fuel Management Technology	BC	25							
0889	Limousine - Residential Chauffeur Training	BC	1		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	

## MANUFACTURING, ENGINEERING & APPLIED TECHNOLOGY

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



# Adult Education Programs



## Adult Education Programs

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

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

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

### Mandatory Pre-registration Meeting Schedule

#### Main Campus

Main Building - Room 3105  
10001 South Woodlawn Avenue  
Chicago, IL 60628  
(773) 291-6700/6691

Monday-Thursday:  
(ABE/GED/ESL/Workforce Prep)  
9:00 am; 1:30 pm; 5:30 pm

#### South Chicago Campus

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

Monday & Wednesday  
(ABE/GED/ESL/Workforce Prep)  
9:30 am; 5:00 pm  
Tuesday & Thursday (ESL)  
9:30 am; 5:00 pm

Information about neighboring and offsite locations may be obtained by calling (773) 291-6690 or (773) 291-6770.

## Admission

Admission is open to applicants 18 years of age or older. Applicants who are 16 and 17 years of age and have been officially released from their high school may also be admitted. When registering, all applicants must have proof of address (i.e., driver's license, state issued identification card, voter registration card, or utility bill).

### Adult Basic Education

Adult Basic Education (ABE) classes are given the Tests of Adult Basic Education (TABE), which will determine reading/math placement. The placement test will take approximately two hours. Students enrolling in English as a Second Language (ESL) classes are given the Basic English Skills Test (BEST) or the Comprehensive English Language Skills Assessment (CELSA) to assess their English language skills. Test results and oral interviews determine course placement. Students enrolling in Workforce Preparation, or in the early school leavers program courses will also take a placement test.

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## Adult Education Programs

### Mandatory Pre-registration meeting

All applicants must attend a Mandatory Pre-registration Meeting prior to taking the placement test. Upon completion of the placement test, applicants will receive an appointment for advisement/course selection, verification of residency and completion of an outcome form.

### How Much Will Courses Cost?

Adult Education courses are tuition-free.

## GED Examination

Although Olive-Harvey College offers GED preparatory classes, the Cook County GED Testing Program administers the GED examination. The GED certificate is issued by the Illinois State Board of Education. Students interested in applying for a GED test date or for additional information should contact the Cook County GED Testing Program directly by calling (1-847) 328-9795. The official examination for certification is approximately eight hours in length and will be taken over a two-day period.

The fee for the GED test is \$35.00. GED Test information can be obtained through the website at [www.cookcountyped.org](http://www.cookcountyped.org). GED Test dates and registration applications are available at this website.

Students must have documentation of having successfully passed the Constitution Test and GED Test in order to receive the GED certificate.

## 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.

## Adult Education Programs

### **Intermediate General Skills - 0460**

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

### **Advanced General Skills - 0860, 0960**

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

### **Beginning Supplemental - 0190**

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

### **Intermediate Supplemental - 0490**

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

### **Advanced Supplemental - 0890**

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

### **Beginning General Studies - 1100**

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

### **Intermediate General Studies - 1400**

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

### **Advanced General Studies - 1800, 1900**

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

### **Pre-GED Science, Intermediate - 0482**

4 credit hours: 0482, 0483

### **Pre-GED Science, Advanced - 0484**

4 credit hours: 0484

### **Pre-GED Social Studies, Intermediate - 0485**

4 credit hours: 0485, 0486

### **Pre-GED Social Studies, Advanced - 0487**

4 credit hours: 0487

### **Intermediate Constitution - 0480**

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

### **Advanced Constitution - 0880**

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

### **ABE Beginning Reading - Spanish - 0110**

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

### **ABE Intermediate Reading - Spanish - 0410**

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

### **GED Advanced Reading - Spanish - 0810, 0910**

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

### **ABE Beginning Math - Spanish - 0130**

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

### **ABE Intermediate Math - Spanish - 0430**

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

### **GED Advanced Math - Spanish - 0830, 0930**

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

### **ABE Beginning Writing - Spanish - 0150**

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

### **ABE Intermediate Writing - Spanish - 0450**

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

### **GED Advanced Writing - Spanish - 0850, 0950**

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

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## Adult Education Programs

### **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

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## Adult Education Programs

### **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

## Olive-Harvey Middle College

The Olive-Harvey Middle College, is a full-time high school program for students who no longer attend school within a traditional setting. The program serves students between the ages of 16 and 21 who have been dropped officially from their previous school systems.

The Olive-Harvey Middle College seeks to improve the achievement, attendance, social growth and cultural awareness of each student. For further information contact the Middle College Office, Building #7 (773) 291-6518.



# Workforce & Community Education Programs



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## Workforce & Community Education Programs

The lifelong continuing learning needs of the local workforce, business and social community are served through the Olive-Harvey Workforce and Community Education Center (WCE). The WCE Center promotes the concept of lifelong learning by providing to area residents and local businesses classes, seminars, workshops, and services that promote short-term career preparation, professional skills training, business skills upgrading, and special interest learning for adults, youth, and families as a whole.

The Center also initiates and cultivates collaborative relationships with local companies, government, social service agencies and other community-based organizations in order to ensure the continued economic and social health of area residents. Finally, the Center meets the needs of local businesses through specifically customized training, courses, workshops, and other requested activities. For information, contact the Workforce and Community Education Office, Room 1118, (773) 291-6292.

### Three Distinct Units

The Workforce and Community Education Center of Olive-Harvey houses three specialized units:

- Workforce Training Institute
- Business and Industry Services Center
- Community & Personal Education Center

### Workforce Training Institute

The workforce preparation needs of local community residents are addressed by the Workforce Training Institute. Through the Workforce Training Institute, Olive-Harvey College offers a variety of short-term career programs, which, upon completion, provide the skills necessary for employment across a number of job sectors.

The principal goals of the Institute are to provide:

1. Short-term vocational training for entry-level employment.
2. Pre-employment training and job placement assistance to area residents.

Pursuant to these goals, the Workforce Training Programs range from 5 to 30 weeks in duration. Upon satisfactory completion of specific programs trainees receive certificates of completion and placement assistance. For information on any of these programs, please call (773) 291-6292.

### Admission

Ideal candidates for these programs are unemployed, underemployed, displaced workers or persons seeking an opportunity to begin or continue their education. Any adult is eligible to register at the Workforce and Community Education Center of Olive-Harvey College or its South Chicago Campus. An applicant who is 16 or 17 years of age and who has been officially released from their high school may also be admitted to these programs.

### Locations

The Olive-Harvey Workforce and Community Education Center programs and courses are available at two Olive-Harvey campuses:

#### Main Campus

10001 South Woodlawn Avenue

Chicago, IL 60628

(773) 291-6100

#### South Chicago Campus

3055 East 92nd Street

Chicago, IL 60617

(773) 291-6770

### Short-Term Career Training Programs of Study

Students are eligible to receive a certificate of completion upon successful fulfillment of any of a variety of short-term, Workforce Investment Act (WIA)-certified, ICCB-approved training programs. See current schedule for other career and special interest courses. New certificate programs are always in development. For more information on programs or to inquire about your eligibility for funding, please call (773) 291-6292: To follow are the current WIA-certified, ICCB-approved programs:

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## Workforce & Community Education Programs

### **Certified Nurse Assistant (0801)**

This is a 10-week (day) or 12-week (evening) program, which provides the participant with the training necessary to take the Illinois State competency exam to become certified as a Nurse Assistant. Training includes classroom and laboratory instruction and clinical experience within a hospital or nursing home which qualifies the participant for both home and institutional employment.

**Requirement:** College placement exam.

### **Emergency Medical Technician - Basic**

The 16 week program will demonstrate the use of pre-hospital equipment to provide airway management, defibrillation, bandaging, splinting, poison control, shock management and other means of treatment and immobilization, along with safe transport to a medical facility. After successful completion of this program, the student may be eligible to sit for the National Registry Examination for the Emergency Medical Technician - Basic.

**Requirement:** High School diploma or GED.

### **Medical Billing and Coding (0804)**

This 30-week program is designed to prepare students for entry-level employment as certified coders. Students learn to solve billing problems, file claims, complete insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. This course covers medical terminology, insurance procedures, coding and computerized medical billing. Program completers can earn national certification as a certified Professional Coder from the American Academy of Professional Coders (AAPC.)

**Requirement:** High School diploma or GED.

### **Pharmacy Technician (0802)**

This 16-week program will train students to provide technical and clerical support to pharmacists in hospitals, clinics, or retail pharmacies. The pharmacy technician training will include medical terminology, reading, interpretation of prescriptions, inventory management and control, drug compounding, dosage calculations and dose conversions. Course content also includes the dispensing of prescriptions, billing, and reimbursement.

Program completers can earn certification from the Pharmaceutical Technician Certification Board (PTCB).

**Requirement:** High School diploma or GED.

### **Phlebotomy Technician (0803)**

This 18-week training program provides students with the comprehensive skills required to obtain blood specimens from clients for the purpose of evaluation, diagnosis and monitoring of medical treatment. Phlebotomists are employed in a variety of patient-care settings, including hospitals, clinics, physician offices and laboratories. Program completers can earn certification from the National Phlebotomy Association (NPA) or the American Society of Clinical Pathologist (ASCP).

**Requirement:** High School diploma or GED.

### **Truck Driving Training (0876)**

Designed for individuals with little or no commercial truck driving experience. The 6 week program trains students for entry-level employment as truck drivers. Olive-Harvey College, in partnership with the Illinois Department of Transportation, offers this 6-week program to prepare students to obtain a Commercial Driver's License in the State of Illinois.

Each qualified student will receive a Department of Transportation commercial driver's license learner's permit, endorsement preparation, Department of Transportation rules and regulations, log books, map reading guidelines, trip planning essentials, and complete vehicle training to prepare them for employment in the trucking industry. Successful completers qualify for the Commercial Drivers License (CDL) Examination and all endorsements required for a truck driver.

**Requirements:** Must be 21 years of age or older with an active, current Illinois driver's license that is not suspended, revoked, nor cancelled. Must bring a current copy of your Motor Vehicle Report by the first day of class and must complete and submit results of a physical examination by the end of the 1st week of class.

### **Hospital Unit Secretary (0874)**

This 12-week program is designed to provide students with competency in the many non-clinical functions performed in health-care facilities, i.e., hospitals, clinics, nursing homes, or medical offices. Program completers master the essentials of performing general clerical duties as a receptionist, and they develop competency in inputting doctor's orders and requisitioning tests.

**Requirements:** Possess 9th grade reading and math levels or better, and high school diploma or GED.

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## Workforce & Community Education Programs

### **CDL Class B with Passenger and School Bus Endorsements**

This five weeks program is designed for individuals with little or no commercial driving experience. Olive-Harvey CDL Class B Training Program trains students for entry level employment as passenger vehicle or School Bus Operators. Student will be trained in accordance with all federal, state and local laws, rules and regulations upon successful completion of the program, student will receive a State of Illinois Commercial Driver License.

**Admission Requirements:** Prospective students must be 21 years of age or older with an active, current Illinois driver's license. The student must bring a current copy of their Motor Vehicle report (Court Purpose) prior to admission. Additionally, all students are required to secure a Department of Transportation Physical Examination by the end of the first week of class.

### **Fork Lift Operators**

This one week (30 hours) course is designed to meet OSHA requirements by providing students with the necessary training to become a safe and effective Fork Lift Operator. Students will receive training in vehicle inspection, operation, maintenance and safe operations.

## **Business and Industry Services Center**

Through its Business and Industry Services Center, the Workforce and Community Education Center provides specialized, often customized, training and business services for local businesses. The Business and Industry Services Center was created to assist in the growth and revitalization of the local Chicago business community. By joining the forces of education, business, industry, government and consumers, the Olive-Harvey Business and Industry Services Center leverages strategic partnerships and information sharing for the purposes of improving overall performance of neighboring businesses.

We recognize the need for many organizations to have training customized for their particular work environment. Training, seminars, workshops, single-topic presentations, and countless other services may be designed for an individual business or groups of business. Our consultants or trainers will work with

area businesses - large or small - to develop content or services specific to your workplace. Classes or seminars may be conducted at your job site or at the Olive-Harvey campus, and they may be condensed or expanded to fit the needs of your workers. For information, please call (773) 291-6207.

## **Community & Personal Education Center**

Through its Community & Personal Education Center, the Olive-Harvey Workforce and Community Education Center administers to the educational, professional, economic, social and personal needs of the community and its individuals.

A changing series of special interest career enhancement, self-improvement, leisure, recreational, personal enrichment and hobby courses are offered for adults and youth. Classes, workshops and seminars are provided year round for the enterprising entrepreneur.

Through shared-facility arrangements, Olive-Harvey College houses various external partnering programs that enhance community offerings and save area residents cost, time, and the inconvenience of travel to secure specialty educational and social services. For information, please call (773) 291-6292.

Math, reading, martial arts, swimming, and computer courses are held on Saturdays for teen and pre-teen youth ages 6 to 14. During the summer, a six-week Summer Learning Camp is available for youth ages 6-14. For information on any of these programs, please call (773) 291-6292.



# Course Descriptions

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## Course Descriptions

### AFRICAN-AMERICAN STUDIES (117) [AFRO AM]

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#### AFRO-AMERICAN STUDIES 101

*Introduction to African-American Studies* - Survey of African-American Studies from an interdisciplinary perspective; team-taught course utilizing expertise of African-American Studies staff, embraces five basic categories of the African-Studies program/plan. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

### ANTHROPOLOGY (081) [ANTHRO]

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#### 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.**

### ART (010) [ART]

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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 3 credit hours or 1 lecture and 2 lab hours per week 2 credit hours.**

#### ART 116

*Advanced Photography* - Advanced techniques in development and printing. Introduction to other formats. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 115 or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

#### ART 117

*Beginning Color Photography* - Introduction to techniques, art and theory of color photography; printing from color negatives and/or transparencies, developing color negatives and/or transparencies; characteristics of different color film types, lighting for color photography; covers color theory and use of color in composition. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 115 and Art 116, or Consent of Department Chairperson. **1 lecture and 2 lab hours per week. 2 credit hours.**

#### ART 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 3 credit hours or 1 lecture and 2 lab hours per week 2 credit hours.**

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## Course Descriptions

### 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 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 172

*Communications Design I* - Design application and merchandising of products and ideas; theory of design of form and function applied to products, brochures, packaging, display, and other commercial designs; application of design in television, newspapers, magazines, billboards, and posters for advertising industry. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 144 or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

### ART 176

*Graphics Design I* - Creative approach to graphics, using traditional and modern media, such as drawing, painting, photography, constructed and sculptured art; includes reproduction of illustrations relating to advertising, periodical and book publishing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 144. **2 lecture and 2 lab hours per week. 3 credit hours.**

### ART 177

*Graphics Design II* - Continuation of Art 176. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 176. **2 lecture and 2 lab hours per week. 3 credit hours.**

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## Course Descriptions

### 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 3 credit hours or 1 lecture and 2 lab 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 the student and instructor. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. Not more than an accumulated 6 hours will be counted towards graduation. **1 lecture and 2 lab hours per week. 2 credit hours.**

### ART 275

*Computer Art and Applications* - An introduction and exploration of electronic imaging through hands-on experience of applications in computer graphics. A variety of software packages pertaining to art will be utilized, as well as input and output devices. The goal of the course is to begin to develop imaging skills in graphics systems. Students will also be introduced to computer concepts of design, color, image importing and exporting, image manipulation, and sequencing techniques. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Art 144, and Art 131, and Art 115 or Consent of Department Chairperson. **6 lab/studio hours per week. 3 credit hours.**

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## BIOLOGY (023) [BIOLOGY]

### BIOLOGY 114

*General Education Biology* - A laboratory course emphasizing scientific inquiry through selected concepts of biology, such as organization, function heredity, evolution, and ecology. Biological issues with personal and social implications will be introduced to enable students to make informed decisions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **3 lecture and 2 lab hours per week. 4 credit hours.**

### BIOLOGY 115

*Human Biology* - Examines practical aspects of selected concepts in biology and their application to technology. Concepts may include heredity, growth, development, and ecology. Human systems may be studied as they relate to the major topics. Emphasis will be placed on the relationship of the issues to the individual and society. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **3 lecture and 2 lab hours per week. 4 credit hours.**

### BIOLOGY 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.**

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# Course Descriptions

## **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 226**

*Human Structure and Function I* - Human anatomy and physiology. This laboratory course is recommended for those contemplating a career in the health professions and emphasizes the structure and function of the human body. Microscopic and gross anatomy are correlated with physiology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 114 or Biology 115 or Biology 121, or Consent of Department Chairperson. (Previous completion of Biology 120 Terminology for Medical Careers strongly suggested). **2 lecture and 4 lab hours per week. 4 credit hours.**

## **BIOLOGY 227**

*Human Structure and Function II* - Continuation of Biology 226. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Biology 226 or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

## **BOTANY (025) [BOTANY]**

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### **BOTANY 201**

*General Botany I* - General biological principles applied to anatomy, physiology, reproduction, and heredity of seed plants. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a C or better, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

## **BUSINESS (030) [BUSINES]**

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### **BUSINESS 111**

*Introduction to Business* - Survey of modern U.S. business, analyzing organization and types of businesses, major business functions, business and the environment, roles played by business and consumers in the economy and various economic systems. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

### **BUSINESS 141**

*Business Mathematics* - Review of basic arithmetic principles, application of arithmetic operations to business forms and to analysis and solution of problems of percentage, markup, and markdown, discounts, interest, prorating, life and property insurance, taxation, and payrolls. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

### **BUSINESS 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.**



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## Course Descriptions

### **BUSINESS 182**

*Managerial Accounting* - This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions are included. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181 or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

### **BUSINESS 203**

*Introductory Cost Accounting* - General accounting principles applied to factory operations. Includes methods of finding costs of specific orders, lots and processes, and basis of allocating overhead expenses. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 181 or Business 182. **150 minutes per week. 3 credit hours.**

### **BUSINESS 204**

*Computer Applications for Intermediate Accounting* - Utilizes a computer to perform major accounting tasks such as recording entries, posting to ledgers, generation of trial balances and financial statements, as well as special reports, all encountered in Business 205. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 205. **50 minutes per week. 1 credit hour.**

### **BUSINESS 205**

*Intermediate Accounting* - Application of funds, analysis of working capital, investments, inventories, amortization and depreciation, and cost expirations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 182 or Business 204. **150 minutes per week. 3 credit hours.**

### **BUSINESS 206**

*Auditing* - Includes external balance-sheet audits, recent developments in techniques of auditing cash, receivables, inventories, investments, fixed assets, and liabilities. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 205, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### **BUSINESS 208**

*Federal Income Tax* - Study of the principles of the Internal Revenue Code, practical application of tax rules to the preparation of returns, application of accounting rules to tax matters. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 182, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### **BUSINESS 211**

*Business Law I* - Laws of business transactions, including contracts, agency, employment and partnerships, and study of the Uniform Commercial Code. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

### **BUSINESS 212**

*Business Law II* - Continues study of laws covering corporations, negotiable instruments, sales, real estate, and bailments. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

### **BUSINESS 214**

*The Legal and Social Environment of Business* - A study of the legal and social environment of business with emphasis on business ethics and corporate social responsibilities. Areas of concentration include governmental regulation of business, securities law, consumer protection law, labor law and employment law. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

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## Course Descriptions

### **BUSINESS 216**

*Entrepreneurship* - Entrepreneurial skills, organization, promotion and management in self-employment or administration in occupations and organizations; research and discussions with successful owners and managers in the business community. Students receive practice in planning, decision-making and self-evaluation. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

### **BUSINESS 231**

*Marketing* - Examines the functions and objectives of marketing. Includes flow of industrial and consumer goods through the marketing system, and the role of the consumer, the product, the market, the pricing policies, promotion and distribution methods. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Business 111. **150 minutes per week. 3 credit hours.**

### **BUSINESS 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 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 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.**

## **CHEMISTRY (073) [CHEM]**

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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.**

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## Course Descriptions

### CHEMISTRY 201

*General Chemistry I* - Topics include the periodic table of the elements, atomic structure, basic concepts of quantum theory, bonding, stoichiometry of compounds and reactions, thermo chemistry, the gaseous state, basic concepts of the liquid and solid states, solutions, acids and bases. Writing assignments, as appropriate to discipline, are part of the course. *Prerequisite:* Eligibility for Mathematics 140 or higher, with a grade of C or better in Chemistry 121, or one year of high school Chemistry, or Consent of Department Chairperson. **4 lecture and 4 lab hours per week. 5 credit hours.**

### CHEMISTRY 203

*General Chemistry II* - Topics include equilibrium, acid-base equilibria, solubility equilibria, kinetics, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry and descriptive topics in organic chemistry. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Chemistry 201, or Consent of Department Chairperson. **4 lecture and 4 lab hours per week. 5 credit hours.**

### CHEMISTRY 205

*Organic Chemistry I* - Fundamentals of organic chemistry, orbital and structural theory, aliphatic and aromatic hydrocarbons, alkyl halides, structural isomerism, introduction to functional groups, nomenclature, stereochemistry, reaction mechanisms, resonance theory, and spectroscopy. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Chemistry 203, or Consent of Department Chairperson.

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

### CHEMISTRY 207

*Organic Chemistry II* - Continuation of the study of organic chemistry: alcohols, and ketones, carboxylic acids, functional derivatives of carboxylic acids, O, N and S containing compounds, heterocyclic compounds, spectroscopy; laboratory emphasis on organic synthesis and spectroscopic analysis. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Chemistry 205, or Consent of Department Chairperson. **4 lecture and 4 lab hours per week. 6 credit hours.**

### CHILD DEVELOPMENT (090) [CHLD DV]

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#### 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.**

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## Course Descriptions

### 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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## Course Descriptions

### COMPUTER INFORMATION SYSTEMS (032) [CIS]

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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 six will be counted towards elective credit and requires the Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### COMPUTER INFORMATION SYSTEMS 122

*Introduction to Word Processing on Microcomputers* - This course will provide the students with the in-depth concepts of word processing as they apply to microcomputers in business and personal use. Laboratory assignments provide hands-on experience with microcomputer word processing software. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT requirements. Additional earned credit hours up to six will be counted towards elective credit and requires the Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### COMPUTER INFORMATION SYSTEMS 123

*Introduction to Spreadsheets on Microcomputers* - Fundamental concepts of computer programs as exemplified in the electronic spreadsheet. Emphasis on business applications and personal financial management and tax preparation. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three credit hours will count towards the CIS/IT degree requirements. Additional earned credit hours up to 6 will be counted towards elective credit and requires the Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### COMPUTER INFORMATION SYSTEMS 142

*Introduction to C or C++ Language* - Fundamentals of structured problem-solving in C language: emphasis on syntax, data types, operators, control structures, functions program structure, pointers, arrays, input, and output; students will complete programs of moderate size and complexity. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 103, or CIS 106, or CIS 107, or CIS 130, or CIS 135, and Math 099 or higher, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

# Course Descriptions

## COMPUTER INFORMATION SYSTEMS 144

*Introduction to Java Programming Language* - In this course the students will learn the basics of a block-structured high-level programming language commonly used in internet applications. The topics include the introduction to: procedural and data abstraction programming styles; the concepts of design, testing, and documentation in programming, programming platforms, and software developments; selection, repetition, and sequence control structures; the basic programming elements of arrays, records, and files. Upon completion of this course, the students will be equipped with the basic skills of internet programming for problem solving and algorithm development. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 142 with a grade of C or better. **2 lecture and 2 lab hours per week. 3 credit hours.**

## COMPUTER INFORMATION SYSTEMS 145

*Introduction to Database on Microcomputers* - In-depth concepts of database as they apply to Microcomputers in business and personal use to build information management systems. The network, hierarchical, and relational models are discussed. DBMS on microcomputers are used for lab assignments to implement the relational models. Writing assignments, as appropriate to the discipline, are part of the course. Not more than three hours will count towards the CIS/IT degree requirements. Additional earned hours up to six will be counted towards elective credit and requires the Consent Department Chairperson. **150 minutes per week. 3 credit hours.**

## COMPUTER INFORMATION SYSTEMS 158

*Beginning Internet* - This course will introduce the student to the basic concepts and usage of the Internet. Emphasis will be on the access of information from and development of HTML documents for the World Wide Web. Consideration will also be given to other Internet protocols (Gopher, FTP, Email, and Usenet) and to the principles and terminology relevant to networking in general. Writing assignments, as appropriate the discipline, are part of the course. *Prerequisite:* CIS 101, or CIS 120, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

## COMPUTER INFORMATION SYSTEMS 181

*Web Development I/Basic Web Technologies* - Introduction to Web Development with emphasis on web site architecture, layout structure, template development, documentation and form development. This course will focus on the development of a basic template for a data driven web site. Style sheets will be used to organize and present page content. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 116, or CIS 120, or Consent of Department Chairperson.

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

## COMPUTER INFORMATION SYSTEMS 182

*Web Development II/Client Side Scripting* - Continuation of the Web Development series. This course integrates all of the skills learned in CIS 181 and focuses on client side scripting to verify data entry, manipulate and control web page elements, and store information on the client machines using cookies. Methods for initiating user authentication will also be covered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 181, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

## COMPUTER INFORMATION SYSTEMS 244

*Advanced Java Programming Language* - In this course, the students shall will the advanced topics of using the Internet programming language for design and implementation of large-scale problems; management of abstract data types; data structures (files, sets, pointers, lists, stacks, queues, trees, graphs); program verification and complexity; recursion; dynamic concepts (memory scope, block structures); Text processing; introduction to searching and sorting algorithms. The programming for computer graphics and animation will be introduced and implemented for Internet usage. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 144 with a grade of C or better. **2 lecture and 2 lab hours per week. 3 credit hours.**

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## Course Descriptions

### COMPUTER INFORMATION SYSTEMS 250

*Introduction to Systems* - Introduction to analysis and design of information systems; includes analysis of organization and procedure, forms and work-flow, equipment selection, and implementation of systems. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 244 with a grade of C or better. **150 minutes per week. 3 credit hours.**

### COMPUTER INFORMATION SYSTEMS 251

*Introduction to Database Management Systems* - Examination of data manipulation needs and comparison of traditional processes for meeting needs with data base approach; through computer simulations, the student will practice database management system (DBMS) techniques by applying them to real world situations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### COMPUTER INFORMATION SYSTEMS 255

*Introduction to Operating Systems* - General principles and specific applications of operating system on various computers. An overview. A theoretical and practical framework for the study of controlling software. The concepts of interrupt handling, multi-programming, multi-processing, scheduling and query techniques, and access and storage methods will be clarified through readings and discussions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### COMPUTER INFORMATION SYSTEMS 258

*Advanced Internet* - This course will extend the introductory concepts of CIS 158 by exposing the students to a variety of Internet and general networking concepts. These include interactive forms and CGI programming for the World Wide Web, multimedia development, Intranets, server installation and management, and database connectivity. Upon completion of the course, the student should be able to administer a simple website. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 158, or CIS 257, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### COMPUTER INFORMATION SYSTEMS 265

*Computer Information Systems Internship* - Students gain data processing experience by working at an appropriate and supervised work-training station. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **2 lecture and 5 lab hours per week. 3 credit hours.**

### COMPUTER INFORMATION SYSTEMS 281

*Web Development III/ Server Side Programming* - Continuation of the Web Development series. Part III integrates skills learned in previous courses and presents dynamic web programming using server side programming techniques. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 182, or Consent of Department Chairperson. **2 lecture and 2 lab hours per week. 3 credit hours.**

### COMPUTER INFORMATION SYSTEMS 282

*Web Development IV/Web Database Integration* - Part IV integrates all of the skills using basic markup, a scripting language and server-side programming and focuses on the integration databases into a web site. Retrieval, storage, modification, and presentation of data from a database are all covered. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* CIS 281, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

## Course Descriptions

### **COOPERATIVE WORK EXPERIENCE (008) [COOP EX]**

#### **COOPERATIVE WORK EXPERIENCE 101**

*Cooperative Work Exploration* - Career planning, job entry skills, guidance to assist students in exploring and assessing their interests, aptitudes and abilities for consideration of career goals; development of skills necessary for job search success and job entry preparation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Credit or concurrent enrollment in English 100, or English 127, and Reading 125, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### **Cooperative Work Experience**

The Cooperative Education courses listed below are designed to provide employment skills as a concurrent and integral part of a student's educational program in a number of career areas. Students are placed in an approved employment situation mutually agreed upon by the student, college staff, and employer, with the opportunity of applying knowledge and being exposed to work methods unavailable in the classroom. College staff members develop with each student a written educational plan, including performance-based measurable objectives. Guidance and supervision is regularly provided by college staff members who visit students at work and confer with the employer, measure progress, and work out any concerns. Follow-up seminars with the staff may be scheduled for up to two hours per week.

Cooperative Work Experience (CWE) 105 and 205 – Business Technologies

Cooperative Work Experience (CWE) 106 and 206 – Computer Information Systems

Cooperative Work Experience (CWE) 107 and 207 – Health

Cooperative Work Experience (CWE) 108 and 208 – Engineering and Industrial Technologies

Cooperative Work Experience (CWE) 109 and 209 – Natural Science Technologies

Cooperative Work Experience (CWE) 110 and 210 – Public and Human Services

Students are assigned a job directly related to their academic program/plan, which will enhance educational goals without infringing upon course and program/plan obligations. Academic credit during the regular semester is awarded on a ratio of 1 semester hour of credit to each 5 hours of approved employment per week for part time employment up to 20 hours per week, with a maximum of 4 semester hours credit for the work component.

Academic credit for full time employment is awarded on a ratio of 1 semester hour of credit for each 10 hours of approved employment with a maximum of 4 semester hours of credit for the work component. If offered in conjunction with the work component, 1 semester credit hour is awarded for each seminar hour per week up to a maximum of 2 semester credit hours.

In total, variable credit may be acquired depending on the number of hours on the job and the extent of follow-up seminars, up to a maximum of 3 hours for the summer term or 6 hours during the fall or spring semester. During the summer term, which is one-half the length of the fall or spring semester, semester hours of credit are awarded for credit earned in approved employment. Seminars, if offered, require two hourly meetings per week for one semester hour of credit to a maximum of 1 semester hour of credit. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson. Enrollment in an approved program/plan. Completion of a minimum of 12 semester hours or equivalent courses (those required for the major field of study) in the student's major prior to or taken concurrently with such program/plan. No more than 12 semester hours of credit in work experience will be accepted for graduation.



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## Course Descriptions

### **CRIMINAL JUSTICE (080) [CRM JUS]**

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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 234**

*Criminal Law and Procedure* - Analysis of the nature of substantive criminal law, with emphasis on its historical and philosophical development in the United States. Examination of constitutional rights of the defendant, as these relate to arrest, rules of evidence, and courtroom procedure at pre-trial and trial level. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### **CRIMINAL JUSTICE 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.**

### **ECONOMICS (082) [ECON]**

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#### **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.**

### **EDUCATION (083) [EDUC]**

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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. 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.**

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# Course Descriptions

## EDUCATION 102

*Using Technology in the Class* - Prepare pre-service and in-service teachers to integrate technology, including computer and multimedia software, into pre-K through 12th grade classes. Survey concepts of technology use, provides hands-on experience with hardware and software, and addresses human, social, and ethical issues related to the use of technology in education. Meets national and state technology standards. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

## EDUCATION 103

*Students with Disabilities in School* - A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, the Individual with Disabilities Act (IDEA) and the services that are provided under this act, and the diversity of exceptional populations with implications for service delivery. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 101, or Psychology 207. **150 minutes per week. 3 credit hours.**

## EDUCATION 203

*Educational Psychology* - Assessment of aptitudes, capacities, interests, and achievements; and the educational implications of physical, emotional and social development. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Psychology 201, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

## EDUCATION 269

*Practicum in Elementary Education -16 Wks* - Students spend 20 hours per week, under supervision, as a teacher aide in a primary grade classroom, 8 or 16 weeks; course includes 2-hour weekly seminar. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Child Development 102, and Child Development 107, and Child Development 114, and Education 256, and Education 283, and Consent of Department Chairperson. **1-2 lecture and 10-20 lab hours per week. 3-6 credit hours.**

## ENGLISH (035) [ENGLISH]

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### ENGLISH 098

*Composition* - Elements of reading, writing and speaking basic English. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or grade of C or better in Reading 099, and Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### ENGLISH 100

*Basic Writing Skills* - Emphasis on individual expression in paragraph form, sentence clarity through knowledge of sentence structure, and correct word forms. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Grade C or better in English 098, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### ENGLISH 101

*Composition* - Development of critical and analytical skills in writing and reading of expository prose. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Grade of C or better in English 100, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### ENGLISH 102

*Composition* - Continuation of English 101. Introduces methods of research and writing of investigative papers. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 101. **150 minutes per week. 3 credit hours.**

### ENGLISH 105

*Business Writing* - Fundamentals of basic forms of business correspondence. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

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## Course Descriptions

### 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 241

*Creative Writing* - Descriptive and narrative writing, concentrating on the writing of poetry, drama, and fiction. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### ENGLISH 299

*Special Topics in English* - Selected topics in English for students interested in further developing their understanding of specific authors, movements, genres, styles of writing, and forms of language; emphasis on linguistic structure, social contact and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of six variable credits. Consent of Department Chairperson required for repeatability. **50-150 minutes per week. 1-3 credit hours**

## ENGLISH AS A SECOND LANGUAGE (SEE ESL)

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### ESL READING (137) [ESLREAD]

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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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## Course Descriptions

### ESL SPEECH (195) [ESLSPCH]

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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. 3 credit hours.**

#### ESL SPEECH 099

*High Intermediate Speech* - Emphasis on conversation, group discussion, and listening skills to improve communication to enhance academic pursuits. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. *Prerequisite:* Placement Test and oral interview or completion of Speech-ESL 098 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### ESL SPEECH 100

*Advanced Speech* - The goal of this speech class is to upgrade the oral communication skills of students whose native language is not English, and to prepare them for Speech 101. Emphasis is placed on oral presentations, as well as comprehensibility and use of conversational techniques. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times and may count for a maximum of three credit hours. Consent of Department Chairperson required for repeatability. *Prerequisite:* Placement Test and oral interview, or completion of Speech-ESL 099 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### ESL WRITING (135) [ESLWRIT]

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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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## Course Descriptions

### FRENCH (051) [FRENCH]

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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.**

### GEOGRAPHY (084) [GEOG]

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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.**

### GEOLOGY (075) [GEOLOGY]

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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.**

### HISTORY (085) [HISTORY]

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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.**

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## Course Descriptions

### HISTORY 115

*Afro-American History Since 1865* - Reconstruction period after the Civil War; Black politics in the new South; rise of Jim Crow sentiment; alliance of northern industry and southern Bourbonism; early northward migrations and urban culture; growth of civil rights organizations; W. E. B. DuBois and Booker T. Washington; Blacks in WWI and WWII; post-war developments. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### HISTORY 141

*History of World Civilization to 1500* - Definition and flowering of the classical civilizations of Eurasia, Africa, and the Americas. Emphasizes environment, cultural diffusion, and technology as shaping forces in world history; empires and trade links; the major religious systems to 1500 C.E. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### HISTORY 142

*History of World Civilization from 1500* - Effects of the military, scientific, industrial, and democratic revolutions on the balance of civilization after 1500 C.E. Topics include: the gunpower empires; the "Columbian exchange"; colonialism and the price revolution; capitalism and liberalism in global perspective; nationalism and dictatorship; the century of total war; the shifting of world balance in the new millennium. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### HISTORY 215

*History of Latin America* - Political and constitutional history of principal Latin American nations; European, American and Indian backgrounds, movements for independence, and social and economic movements pertinent to their present relationships with the United States. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### HISTORY 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.**

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## Course Descriptions

### **HORTICULTURE (096) [HORTIC]**

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#### **HORTICULTURE 101**

*Introduction to Ornamental Horticulture* - Plant structures, terminology and use of identification keys; study of culture and use of annuals, biennials, herbaceous perennials. Writing assignments, as appropriate to the discipline, are part of the course. **2 lecture and 2 lab hours per week. 3 credit hours.**

#### **HORTICULTURE 104**

*Plant Propagation* - Techniques used in reproducing plants, both from seed and vegetative parts; propagating units, factors affecting rooting, growth substances, rooting media and seed treatment; principles of heredity, structure of genetic material and mechanics of transmission, and importance of genetics in hybridization. Writing assignments, as appropriate to the discipline, are part of the course. **200 minutes per week. 4 credit hours.**

### **HUMANITIES (041) [HUM]**

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#### **HUMANITIES 201**

*General Course I* - Introduction to the interdisciplinary study of arts and ideas, with emphasis on principles of analysis and interpretation. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### **HUMANITIES 202**

*General Course II* - Continuing the interdisciplinary study of arts and ideas; with emphasis on principles of analysis and interpretations. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### **HUMANITIES 205**

*World Literature I* - Masterpieces of world literature including principal works from selected literary periods and traditions. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### **INTER-DISCIPLINARY STUDIES (104) [INTDSP]**

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#### **INTER-DISCIPLINARY STUDIES 101**

*College Success Seminar* - This course is designed to introduce students to academic skills that will foster success in college and after college. Students will gain expertise in critical-thinking, reading and writing as well as study skills, time management and stress management. Students will be introduced to the use of technology for communication and research. These skills will be learned through the topic of the course which will be based in the idea of "Self and Community", but will vary depending on the instructor and department teaching the course. Topics will be approached from a variety of perspectives that represent interdisciplinary academic inquiry, and students will consider how to take personal responsibility for academic and career choices through exploration of relationship between self and community. Students will be required to do either twelve hours of service learning related to the content of the course, or to meet other criteria for an equivalent number of hours spent in outside activities as determined by the instructor. Writing assignments, as appropriate to the discipline, are part of the course. **50-150 minutes per week. 1-3 credit hours.**

### **LITERATURE (036) [LIT]**

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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:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

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## Course Descriptions

### 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 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 123

*Literature of the United States from the Civil War to the Present* - Development of the literature of the United States from the Civil War to the present through the analysis of representative texts. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* 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 129

*United States Latino(a) Literature* - This course explores the trends and movements of various periods of U.S. Latino(a) Literature in relation to U.S. Latino(a) social and cultural history. As part of the literature of the United States, these works are distinct from, although sometimes influenced by, Latin American Literature, which is written in Spanish or Portuguese by authors native to Latin American and Caribbean countries. U.S. Latino(a) texts in this course-poetry, fiction, drama, memoir, chronicle-depict various issues and themes pertinent to this ethnic segment of the United States, including Latino(a) writers stylistic and thematic contributions to American mainstream literature. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 150

*Women's Literature* - Ideas and philosophy of women writers as represented in their works; problems of women and works portraying women characters in modern British and American works. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### LITERATURE 155

*Literature and Film* - Analysis of literature in film; comparison of literary and film techniques, verbal and visual language, and film and modern literature. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 101, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**



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## Course Descriptions

### MATHEMATICS (045) [MATH]

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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 118

*General Education Math* - This course is designed to fulfill general education requirements. It is not designed as a prerequisite for any other college mathematics course. This course focuses on mathematical reasoning and the solving of real-life problems. Three topics are to be studied in depth, chosen from the following list: counting techniques and probability, game theory, geometry, graph theory, linear programming, logic/set theory, mathematics of finance, and statistics. Mathematical modeling must be integrated in any combination of topics selected. Applications involving problem-solving skills are emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Math 099 with a C grade or better, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

#### MATHEMATICS 121

*Mathematics for Elementary Teachers I* - This course focuses on mathematical reasoning and problem solving. Topics include operations with rational and irrational numbers, sets, functions, logic, numeration systems and number theory, solution of linear equations in one variable. Applications are included throughout the course. Problem-solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Math 099 with a C grade or better, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

#### MATHEMATICS 122

*Mathematics for Elementary Teachers II* - This course is a continuation of Math 121. Topics include probability and statistics; lines, angles, polygons, Pythagorean Theorem, circles, solids, areas, volume, measurements. Applications are included throughout course. Problem solving with the use of calculators and computers is emphasized throughout the course. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 121 with a grade of C or better, or Consent of Department Chairperson. **200 minutes per week. 4 credit hours.**

## Course Descriptions

### 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 202

*Number Concepts/Mid School Teaching* - This course has been designed keeping both the Illinois Professional Content Standards for Teaching (Mathematics) content necessary to prepare students to be middle school mathematics and science teachers. A wide range of topics across number of theory and measurement will give the students a grasp of the depth and breadth of mathematics outside of the traditional course structure. Problem solving, estimation, measurements, and construction of simple theories of numbers will be treated with and without the use of technology. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Math 126, or Math 140, or Math 143. **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.**

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## Course Descriptions

### 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.**

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### MICROBIOLOGY (024) [MCROBIO]

#### 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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### MUSIC (060) [MUSIC]

#### MUSIC 101

*Fundamentals of Music Theory* - Introduction to music theory and application: rhythm, meter, scales, intervals, triads and musical terminology; development of aural and keyboard skills. Writing assignments, as appropriate to the discipline, are part of the course. No credit toward graduation for music majors. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### MUSIC 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.**

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## Course Descriptions

### 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 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 200

*Black Music Workshop* - Contributions of African-American musicians to development of classical music, American style; study of work of contemporary artists, use of Afro-Cuban instruments. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week. 3 credit hours.

## NURSING (063) [NURSING]

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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/plan 239. **150 minutes per week. 3 credit hours.**

### NURSING 203

*Nursing in Perspective* - Survey of the nursing career; responsibilities and changing role of a registered nurse. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210 and Nursing 211. **150 minutes per week. 3 credit hours.**

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## Course Descriptions

### NURSING 210

*Nursing Process and Alterations In Homeostasis I* - Care for the family in crisis. Application of concepts of growth and development, health maintenance and promotion. Emphasis on observational skills, interpersonal relationships; communications and psychodynamics of human behavior. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 102, and Biology 226, and Biology 227, and Microbiology 233. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

### NURSING 211

*Nursing Process and Alterations in Homeostasis II* - Continuation of the nursing process with focus on alteration in health status within the expanding family system. Physical, social and psychological assessments of patients. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 102, and Biology 226, and Biology 227, and Microbiology 233. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

### NURSING 212

*Nursing Process and Alterations in Homeostasis III* - Continuation and implementation of the nursing process in the care of patients within the family unit. Consideration given to various stages of growth and development across the life cycle where patients and family are adapting to stressors. Use of a variety of learning experiences for initiating and implementing change in nursing approaches to client care. All clinical laboratories are under supervision of professional nursing faculty; clinical laboratory proceeded and followed by group seminar. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210, and Nursing 211. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

### NURSING 213

*Nursing Process and Alterations in Homeostasis IV* - Terminal integrating experiences utilizing the nursing process to meet the needs of patients and families in complex health care situations. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Grade of C or better in Nursing 210 and Nursing 211. **4.5 lecture and 4.5 lab hours per week. 6 credit hours.**

### NURSING 250

*Health Assessment* - This course offers an introduction to health assessment through the application of holistic nursing theory and nursing process to clinical nursing practice. The nursing process and the role of the nurse are examined in relation to the health assessment of individuals across their lifespan. Emphasis is placed on modes of investigation and inquiry in gathering data concerning physiological, psychosocial, cultural, and spiritual aspects of human experiences. Legal and ethical considerations related to the nurse's role in health assessment are explored. Theoretical concepts and clinical nursing skills contained in this course are consistent with the skills standards developed for the State of Illinois. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Admission into Nursing program/plan 239 or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### NURSING 299

*Special Topics Nursing* - Special topics in Nursing will be presented along with appropriate lab and/or clinical activities. New developments will be emphasized, related to National League of Nursing Accreditation Commission and changes in Department of Professional Regulations rules, as well as best practices issues. Writing assignments, as appropriate to the discipline, are part of the course. Course may be repeated up to three times when topics are different, and may count for a maximum of eight variable credits. Consent of Department Chairperson required for repeatability. *Prerequisite:* Admission to the Nursing program/plan 239. **1-4 lecture and 2-8 lab hours per week. 1-8 credit hours.**

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## Course Descriptions

### **OCEANOGRAPHY (070) [OCEAN]**

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#### **OCEANOGRAPHY 101**

*Introduction to Oceanography* - Third dimension of the ocean, its depth, and as a 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.**

### **PHARMACOLOGY (028) [PHARM]**

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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 doses of drugs. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

### **PHILOSOPHY (043) [PHIL]**

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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.**

### **PHYSICAL EDUCATION (065) [PHYS ED]**

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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 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 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.**

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## Course Descriptions

### 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 SCIENCE (076) [PHY SCI]

### 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.**

## PHYSICS (077) [PHYSICS]

### PHYSICS 215

*Statics* - Rigid bodies, fluid statics, friction, moments of inertia, centroids, and virtual work. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235 and Mathematics 208, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### PHYSICS 216

*Dynamics* - Problems in kinematics, dynamics of a particle and a system of particles, dynamics of a rigid body, work, energy, small oscillations, and general plane motion. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235 and Mathematics 208, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

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## Course Descriptions

### 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.**

### PHYSICS 235

*Engineering Physics I: Mechanics and Wave Motion* - Similar to Physics 231; emphasizes methods of analysis practical and theoretical problems in mechanics and wave motion involving use of elementary calculus. Primarily for students majoring in engineering or the physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Credit or concurrent enrollment in Mathematics 207 and Physics 224, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

### PHYSICS 236

*Engineering Physics II: Electricity and Magnetism* - Similar to Physics 232; emphasizes problem solving involving the use of calculus. Primarily for students majoring in engineering or the physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235, or Consent of Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

### PHYSICS 237

*Engineering Physics III: Heat, Light and Modern Physics* - Similar to Physics 233; emphasizes practical and theoretical problems involving the use of calculus. Primarily for students majoring in engineering or physical sciences. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Physics 235, or Consent Department Chairperson. **2 lecture and 4 lab hours per week. 4 credit hours.**

## POLITICAL SCIENCE (086) [POL SCI]

### 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 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.**



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## Course Descriptions

### PSYCHOLOGY (087) [PSYCH]

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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 209

*Black Psychology* - Relationship of psychology to colonized situation; understanding Colonial experience in psychological terms, emphasis on effects for Black and White persons in America of status of Blacks during and after legalized slavery. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### PSYCHOLOGY 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.**

### READING (037) [READING]

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#### READING 099

*Developmental Reading Skills I* - Provides skills necessary for efficient reading of textbooks and other materials. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test. **50-150 minutes per week. 1-3 credit hours.**

#### READING 125

*Developmental Reading Skills II* - For students who need to improve their reading skills; efficient reading of textbooks and other materials including work in mechanics of reading, vocabulary development, comprehension, and rate of reading. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or Grade of C or better in Reading 099, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### READING 126

*Structural Analysis and Critical Reading* - Ability to read and to analyze college level materials. For students with advanced reading skills. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or grade of C or better in Reading 125, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

# Course Descriptions

## RESPIRATORY CARE (061) [RESP CR]

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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.**

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## Course Descriptions

### 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.**

## Course Descriptions

### 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 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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## Course Descriptions

### **SOCIAL SCIENCE (088) [SOC SCI]**

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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 grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### **SOCIAL SCIENCE 102**

*General Course II* - Introduction to the Scientific Study of Human Behavior - A survey of subject matter and concepts selected from the disciplines of economics, geography, history, and political science. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

#### **SOCIAL SCIENCE 110**

*Introduction to Global Studies* - To prepare students for an increasingly interdependent world, this multidisciplinary core course cultivates an active conversation about the interconnected global context of our lives. The class examines shared and divergent histories, politics, aesthetics, communication practices, cultures, and economies, as well as human impacts on the environment by paying close attention to contradictions among ethnic and religious identities, strong national affiliations, and the fluidity of nation-state borders. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes. 3 credit hours.**

### **SOCIOLOGY (089) [SOC]**

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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 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 241**

*Institutional Racism* - Survey of racism in basic institutions of American life: education, law enforcement, health services, government, business, industry, religion, entertainment, science, and housing. Writing assignments, as appropriate to the discipline, are part of the course. *Prerequisite:* Placement Test, or English 100 with a grade of C or better, or Consent of Department Chairperson. **150 minutes per week. 3 credit hours.**

### **SPANISH (057) [SPANISH]**

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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.**

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# Course Descriptions

## 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 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.**

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## SPEECH (095) [SPEECH]

### SPEECH 001

*Speech Improvement* - Practice in oral speech to improve diction, articulation of vowels and consonants, intonation and voice projection. Writing assignments, as appropriate to the discipline, are part of the course. **150 minutes per week. 3 credit hours.**

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## THEATER ART (099) [THR ART]

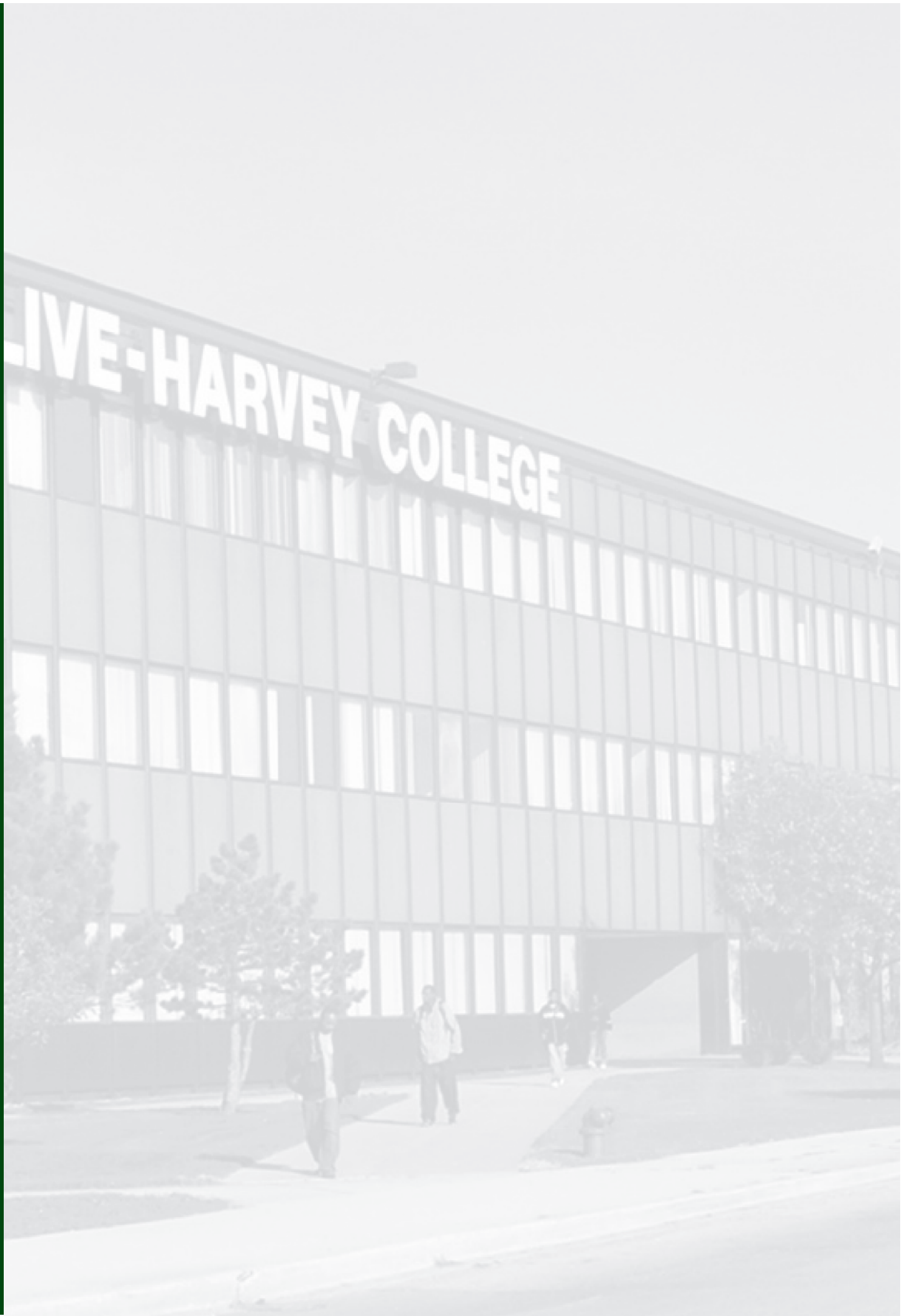
### THEATER ART 133

*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.**









### **DIRECTIONS TO OLIVE-HARVEY COLLEGE**

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#### **BY CAR**

103rd Street east or west to Woodlawn. Turn north and follow road to Main Building. Parking is available in lots north and south of mobiles ONLY.

#### **BY BUS**

**#28-Stony Island**

Originates at 47th and Dan Ryan. Bust MUST say Olive - Harvey College. Travels east to Lake Park/Stony Island. Continues south Olive - Harvey College.

#### **#30-South Chicago (WEST BOUND)**

Bus originates at 132nd and Exchange. Take to 92nd and Commercial, transfer to bus #95 East and take to Stony Island. There you take bus #28- Olive - Harvey, which goes to the campus.

#### **OR**

**#100 Jeffery Manor Express (WEST BOUND)**. Runs during rush hour 6 - 9 am. Bus originates at 112th and Avenue C. Take to 95th and Day Ryan. Bus MUST say Olive - Harvey. Direct service to campus.

#### **Saturday Service**

Only bus #106 comes to the campus. Service from 95th and Dan Ryan 7:30 am - 5:50 pm.

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# Reference

## Telephone Guide

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### AREA CODE (773):

#### GENERAL CAMPUS LOCATIONS

GENERAL CAMPUS NUMBER .....	291-6100
Academic Affairs .....	291-6312
Admissions .....	291-6362
Adult Education .....	291-6320
Bookstore .....	291-6533
Business Services .....	291-6200
Center for Distance Learning.....	291-6472
Child Development Center .....	291-6316
College Advisors .....	291-6319
Disability Advocacy Services .....	291-6345
Financial Assistance.....	291-6391
Office of Facilities .....	291-6431
Office of Instruction and Career Programs.....	291-6309
Marketing and Public Relations .....	291-6310
Placement Testing Information.....	291-6472
Records Office .....	291-6383
Registrar .....	291-6383
Skill Center .....	291-6292
South Chicago Campus.....	291-6770
Student Government Association.....	291-6257
Student Support Services .....	291-6365
Testing (Assessment and Placement) .....	291-6472
Transfer Center.....	291-6358
Tutorial Services.....	291-6251
Veterans Affairs Office .....	291-6389
Workforce & Community Education .....	291-6292
The Writing Center .....	291-6654

#### ACADEMIC DEPARTMENTS

African-American Studies .....	291-6224
Business.....	291-6240
Computer Information Systems.....	291-6240
English/Speech .....	291-6421
Humanities/Foreign Language .....	291-6530
Learning Resource Center .....	291-6354
Mathematics.....	291-6423
Middle College.....	291-6518
Natural Sciences (Biology) .....	291-6544
Nursing.....	291-6482
Natural Sciences (Physical Science).....	291-6544
Respiratory Care .....	291-6568
Social Sciences/Child Development/Physical Education .....	291-6447

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## Administration

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**Associate of Science (AS)  
Student Planning Worksheet**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Academic Plan OH \_\_\_\_\_ Credit hours Required: \_\_\_\_\_

General Education Requirements

A:	Communications (9 credit hours)	Grade	Credit Hours	Date Completed
	1. English 101	_____	_____	_____
	2. English 102	_____	_____	_____
	3. Speech 101	_____	_____	_____

B:	Mathematics (3-6 credit hours)	Grade	Credit Hours	Date Completed
	1. Math 207	_____	_____	_____

C:	Humanities and Fine Arts (9 credit hours; minimum of one course in each area)	Grade	Credit Hours	Date Completed
	1. _____	_____	_____	_____
	2. _____	_____	_____	_____
	3. _____	_____	_____	_____

D:	Social & Behavioral Sciences (9 credit hours: select from two areas)	Grade	Credit Hours	Date Completed
	1. _____	_____	_____	_____
	2. _____	_____	_____	_____
	3. _____	_____	_____	_____

E:	Physical & Life Sciences (7-8 credit hours; one lab course required)	Grade	Credit Hours	Date Completed
	1. _____	_____	_____	_____
	2. _____	_____	_____	_____

Area of Concentration (12-16 credit hours from Math and Science and 11 credit hours from open electives)

Area (or undeclared) \_\_\_\_\_

Area of Concentration & Electives

Courses Taken:		Grade	Credit Hours	Date Completed
	1. _____	_____	_____	_____
	2. _____	_____	_____	_____
	3. _____	_____	_____	_____
	4. _____	_____	_____	_____
	5. _____	_____	_____	_____
	6. _____	_____	_____	_____
	7. _____	_____	_____	_____
	8. _____	_____	_____	_____

# Reference

## Associate of General Studies (AGS) Student Planning Worksheet

Name \_\_\_\_\_ Date: \_\_\_\_\_

Academic Plan OH \_\_\_\_\_ Credit hours Required: \_\_\_\_\_

### General Education Requirements

A: Communications (3 credit hours)      Grade      Credit Hours      Date Completed  
1. English 101      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

B. Mathematics (3-5 credit hours)      Grade      Credit Hours      Date Completed  
1. Math 207      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

C. Humanities and Fine Arts (3 credit hours)      Grade      Credit Hours      Date Completed  
1. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

D. Social & Behavioral Sciences (3 credit hours)      Grade      Credit Hours      Date Completed  
1. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

E. Physical & Life Sciences (3-5 credit hours;  
one lab course required)      Grade      Credit Hours      Date Completed  
1. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

F. Human Diversity Requirement      Grade      Credit Hours      Date Completed  
1. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

### Electives (to bring total to at least 60 credit hours)

Courses Taken:      Grade      Credit Hours      Date Completed  
1. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
2. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
3. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
4. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
5. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
6. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
7. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
8. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

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