



CONTINUING EDUCATION *Summer* 2012



CITY COLLEGES of CHICAGO
Olive-Harvey
Education that Works

JUNE 4, 2012 TO AUGUST 11, 2012

REGISTER TODAY

GARDENING • FOREIGN LANGUAGE • FAMILY FUN • PERSONAL FINANCE • DANCE • AND MORE!

10001 South Woodlawn Ave. | Chicago, IL 60628 | 773.291.6292 | ccc.edu/oliveharvey/continuinged

Table of Contents

Allied Health	Page	1
Nurses Assistant		
Pharmacy Technician		
Phlebotomy Technician		
Medical Billing/Coding		
Transportation	Page	3, 4
Taxi Driver		
Supply Chain Mgt.		
Commercial Drivers		
Forklift Operator		
Professional Development	Page	5
Personal Finance		
Microsoft Office		
Professional Sales Skills		
Business Writing		
Business Management	Page	7
Building Teams		
Project Mgt.		
Supervision		
Fitness	Page	8
Adult Education/GED/ESL	Page	8



Reinvent yourself in a matter of weeks.

The continuing learning needs of the South Side’s business and social community are served through Olive-Harvey’s continuing education initiative. **Register early**, as classes must meet a minimum standard of enrollment to run. Consider enrolling with your friends, family, or co-workers.

Visit The Adult & Continuing Education Admissions Office in Room 3114 for information about Adult & Continuing Education classes or call (773) 291-6292.

Allied Health

Basic Nursing Assistant (BNA)

CE 014 624, CE 014 625, and PER OH 1540

This program provides the training necessary to earn the Illinois State Certificate as a Certified Nursing Assistant. Training includes classroom, laboratory instruction and clinical experience. Home health care is stressed in order to qualify the student for both home and institutional employment. Prerequisite: Evaluation and orientation.

Tuition: \$968 (Books, materials are not included in tuition)

Instruction for this program occurs at the Olive-Harvey South Chicago Learning Center.

TWR 9 AM – 2PM

(Day Classes) 9AM-3PM

Meetings: June 5 – August 9

MTWH 5:15PM – 10 PM

(Evening Classes)

Meetings: June 4 – August 10

Pharmacy Technician

CE HLTH 171, CE HLTH 172, and CE HLTH 173

Learn to provide technical and clerical support to pharmacists in hospitals, clinics or retail pharmacies. Program completers can earn certification from the Pharmaceutical Technician Certification Board (PTCB).

Prerequisite: High School Diploma or GED

Tuition: \$1,350 WIA eligible

*Additional expenses include books, Pharmacy Tech license fee and exam fee.

Meetings: (June 5 – August 10)

T, TH, 7PM - 9:30 PM

Phlebotomy Technician

CE HLTH 102

Get the comprehensive skills required to obtain blood specimens from patients.

Phlebotomists are employed in a variety of patient-care settings, including hospitals, clinics, physicians' offices and laboratories. Program completers can earn certification through the National Phlebotomy Association.

Tuition: \$1,630 | Additional expenses include books, uniforms, equipment, physical, medical requirements, background check, drug screen, and exam fee. **REGISTER EARLY FOR FALL**

Meetings: (September 4– December 20)

T, W, TH 6PM – 10PM

Computerized Medical Billing & Coding

CE HLTH 104, CE HLTH 105, CE HLTH 106, CE HLTH 153, CE HLTH 154, and CE HEALTH 155

Provide value in a doctor's office by solving billing problems, filing claims, completing insurance forms, tracing delinquent claims, appealing denied claims, and using generic forms to streamline billing procedures.

Prerequisite: High school diploma or GED

Tuition: \$1,575 | Additional expenses include books and exam fee.

REGISTER EARLY FOR FALL

Meetings: (September 4– December 20)

Certified Emergency Vehicle Operator (CEVO)

VOC OH 3512

This six-hour program trains emergency vehicle operators to use defensive driving techniques. A must for private, volunteer and municipal emergency vehicle operators.

Tuition: \$125

Length of program: one day

June Sessions: 9, 16, 23

July Sessions 7, 14, 21

S, 9AM – 3PM

HIPAA Compliance (ONLINE CLASS)

Are you a health care professional or considering a career in the health care industry? Do you provide products or services to a health care organization? If the answer to either of these questions is yes, then it's mandatory that you understand the requirements of HIPAA compliance. This groundbreaking legislation requires all health care professionals to take careful steps to protect private information. But what exactly does HIPAA require?

In this course, we'll demystify the compliance process. We'll focus specifically on the Administrative Simplification portion of HIPAA, starting by defining the lingo of HIPAA and identifying the important players. Then we'll cover transactions, code sets, and identifiers, which are all key elements in electronic health care transmissions.

We'll use real-world examples to help explain the Privacy Rule, which governs patient rights, disclosure of protected health information (PHI), business associates, and many other

relationships within the health care industry. Since computers are an integral part of health care these days, we'll see how they fit into the Security Rule. We'll also examine administrative safeguards, physical safeguards, technical safeguards, and policy and procedure creation—all of which are crucial components of the Security Rule.

By the time you finish this course, you'll be confident and capable of implementing HIPAA's requirements in your own organization. If you're just starting your career in the health care field, you'll have a priceless addition to your resume.

Tuition: \$89

Must register online:

www.ed2go.com/ohc

Continuing Education/Certifications for Allied Health Professionals (ONLINE)

Certificate in Bioenergy and Spiritual Healing

This online certificate program provides continuing education for medical professionals who work with or want to work with energy healing. It is appropriate for nurses, nursing assistants, energy healers, social workers, therapists, administrators, psychologists, and more. Participants will gain a broad understanding of bioenergy and spiritual healing. They'll learn current issues and emerging trends related to healing. Gain additional healing skills and enhance their professional marketability.

Tuition: \$190

Must register online:

www.ed2go.com/ohc

Certificate in Complementary and Alternative Medicine

In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness, and the public's growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and alternative medicine (CAM). Rapidly gaining in popularity, CAM is used by more than 40% of the U.S. population. The Certificate in Complementary and Alternative Medicine is designed to provide a

multidisciplinary educational experience. Your CAM certificate will distinguish you as a knowledgeable, skilled, and committed professional in the field of complementary and alternative medicine.

Tuition: \$210

Must register online:

www.ed2go.com/ohc

Certificate in End of Life Care

The Certificate in End-of-Life Care represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience.

Tuition: \$190

Must register online:

www.ed2go.com/ohc

Certificate in Gerontology

With the population aging at a rapid rate, the number of individuals over 65 will more than double by the year 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing. The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of health care professionals who work with the older adults.

Tuition: \$205

Must register online:

www.ed2go.com/ohc

Certificate in Legal and Ethical Issues in Nursing

This certificate program is designed to enhance the knowledge and skills of nurses who work with all types of patients. By examining key issues ranging from basic legal concepts to bioethical dilemmas, you'll learn relevant and practical information you can immediately use to improve your practice and provide the most effective care to your patients.

Tuition: \$190

Must register online:

www.ed2go.com/ohc

Certificate in Pain Assessment and Management

Pain assessment and management is a crucial part of compassionate and effective patient care. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area. If you work with patients who are in pain, this certificate program will help you increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Tuition: \$170

Must register online:
www.ed2go.com/ohc



Certificate in Spirituality, Health and Healing

Spirituality, religion, and culture play an important role in health and healing. Health care systems and health care professionals must recognize and understand a variety of spiritual and religious values, beliefs, and practices and their impact on health and healing.

To meet the needs of a spiritually and culturally diverse client population, today's health care system is evolving in its approach. Knowledgeable providers who can deliver compassionate, effective care and meet their clients' and patients' spiritual needs are in dramatically increasing demand. To gain a broad understanding of spirituality, health, and healing and to stay current with emerging trends, health professionals who work with diverse religious and spiritual populations will need continuing professional education.

Tuition: \$210

Must register online:

www.ed2go.com/ohc

Real Estate Investing (ONLINE Course)

Want to invest in real estate but have no money and no idea where to start? In this course, we'll demystify the technical aspects of acquiring and profiting from property. We'll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you'll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.

Length of course: 6 weeks

Tuition: \$89

Must register online:

www.ed2go.com/ohc

Transportation, Warehousing & Logistics

New Program!

Taxi Training*

The taxicab course is a two-week, comprehensive training program with day and evening classes. It is designed to prepare students to become public chauffeurs in the City of Chicago, and to take the licensing examination given by the Department of Business Affairs and Consumer Protection.

The course begins weekly on a Saturday with orientation and a bus tour. The training includes geography, City of Chicago rules and regulations, safety, customer service, accessibility training, and two four-hour bus tours.

Tuition: \$275

*This program will be offered pending ICCB approval.

Commercial Driver Training - Class A

(See advisor for course numbers) Designed for individuals with little or no commercial driving experience, the Olive Harvey Commercial Driver Training Program trains students for entry level employment as commercial motor vehicle operators. In partnership with the Illinois Department of Transportation, this program prepares you to obtain a Commercial Driver's License in the State of Illinois.

Tuition: \$5,000

Length of Program: 8 Weeks *WIA eligible*

Meetings: Classes begin monthly.

Days M-F, 8:30AM – 3PM

Evenings M-F, 4PM – 10PM

School Bus Operator Endorsement

CE TRDE 117

Expand your driving options: Get licensed to drive a school bus. You must already have a CDL.

Tuition: \$910

Length of Program: 4 Weeks *WIA eligible*

Meetings: Classes begin monthly.

Mornings M-F, 8:30AM – 3PM

Commercial Driver Training - Class B

Designed for individuals with little or no experience. Students will be trained to operate Class B passenger and non-passenger commercial motor vehicles.

Tuition: \$1,470

Length of Program: 5 weeks

Meetings: Classes begin monthly.

Days M-F, 8:30AM – 3PM

Evenings M-F, 4PM – 10PM

Commercial Driver Training (Refresher Course)

Designed for individuals with commercial driver training experience; this course provides drivers with a review of the current rules, regulations and requirements to which all commercial drivers must adhere. Students must have a valid Illinois CDL and a current DOT Medical Card prior to enrollment.

Tuition: \$775

Length of Course: 40 hours

Meetings: Classes begin monthly

Days: M-F, 8:30PM-3:00PM

Evenings: 4PM-10PM

Hazardous Materials Endorsement

This one day class covers the basic requirements needed to take and pass the State of Illinois-administered written test for Hazardous Materials endorsements. Students must have a current Illinois CDL prior to enrollment.

Tuition: \$200

Length of class: 6 hours

Meeting: Classes begin monthly

Days: Th-F, 8:30AM-12:30PM

Forklift Operator

CE TRDE 118

The Forklift Operation and Safety certificate is a program that prepares students to become safe and effective forklift operators. Upon completion of the program students will have a working knowledge of the basic need and use of the lift truck. In addition, they will be able to safely inspect and operate lift trucks. This course includes theory and practical training.

Tuition: \$860

Length of Program: 1 week

Meetings: Classes begin monthly

Days: M-F, 9AM-3PM

Evenings: M-F, 4PM – 9PM

Unarmed Security Training

VOC OH 8774

For employment as an unarmed security officer you will need both your 20-Hour Basic Security Training and your PERC (Blue Card) for employment purposes. This class will provide the training required by the State of Illinois and provide PERC application assistance.

Tuition: \$100

Length of program: 2 ½ days

June Classes: June 14, 15 (TH, F)

9 AM – 5 PM and June 16 (S) 9AM – 1PM

July Classes: June 12, 13 (TH, F)

9 AM – 5 PM and July 14 (S) 9AM – 1PM

Summer Learning Camp 2012

June 18 – July 27, 2012

*Safe, fun, and meaningful
summer activities for school-
aged children in our community.*

That is the mission of the Olive-Harvey College Summer Learning Camp. For nearly 15 years, young students (ages 9-14) have benefitted from expert instruction, exploration in math, science, and art, engaging in physical activity and team sports, and a nurturing environment.

The Summer Learning Camp at Olive-Harvey is one of the most well-rounded summer programs available in your community.

Academic Camp [Grades 4-7]

(FAM OH 4730)

Reading/Writing

Math/Science

Critical Thinking

9 a.m. – 12 p.m. M-F

Program Fee: \$225



Sports Camp [Grades 4-8]

(FAM OH 8598)

Swimming

Basketball/Baseball

Track and Field

1 p.m. – 4 p.m. M-F

Program Fee: \$225

REGISTER EARLY
SPACE IS LIMITED!

Microsoft Office

PER OH 8768

Don't be embarrassed: using the programs in Microsoft Office can be frustrating. In six weeks learn how to perform many essential functions in Word, Excel, PowerPoint and Access. Mastering these programs will give you a competitive advantage in the office and/or in the job market. Certificate of Completion issued at end of course.

Course fee: \$79

Meetings: June 7 – July 12

TH, 6:00PM – 8:00PM

CompTIA Security+ Certification Prep

(Online Class)

The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2012. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-201 exam.

In this six-week course, you'll learn everything you need to know to pass the exam and get your Security+ certificate. This is not a course on how to study for the exam. This course is fully self-contained and contains everything you need to know to ace the exam and leave the exam center with your Security+ credential in-hand.

Tuition: \$110

Must register online: www.ed2go.com/ohc

Get Paid to Travel (ONLINE CLASS)

Do you love to travel and enjoy working with individuals? Tour directors are hired to escort local, domestic, and international tours and cruises, earning as much as \$1,900 per week. We will cover group tour procedures, documentation, and handling emergencies. Gain information on full and part-time career opportunities, as well as prospective employers.

Tuition: \$89

Must register online: www.ed2go.com/ohc

Effective Business Writing

(ONLINE CLASS)

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Going Green in the Workplace

(ONLINE CLASS)

Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Professional Sales Skills (ONLINE CLASS)

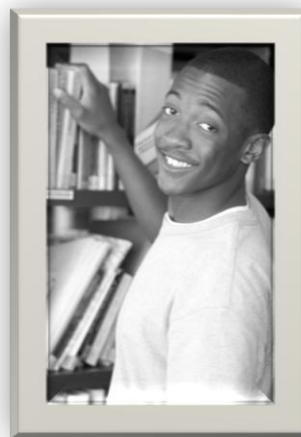
Opportunities abound for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you've always dreamed of becoming successful in sales, this course is exactly what you need.

You'll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more! Length of course: six weeks

Begin September 15 or October 20

Tuition: \$89

Must register online: www.ed2go.com/ohc



Master the 48 Laws of Power

PER OH 9037

Be strategic about your success. There are 48 controversial laws of getting ahead at work and in life. In six weeks learn explore and master the 48 laws of power, as outlined in Robert Greene's bestselling book. Learn how to reach new levels of personal performance. *Law #34 says "Be royal in your own fashion: act like a king to be treated like one."*

Course Fee: \$60

Class meetings: June 2 – July 14
9AM – noon Saturdays.

Photographing People with Your Digital Camera

Digital Camera (ONLINE CLASS)

Learn to take beautiful pictures of adults, children, and babies. Don't be nervous if you're new to digital photography, because we'll start with the basic principles you need to know in order to become a skilled people photographer. You'll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc**Math Refresher (ONLINE CLASS)**

This course can help you gain confidence in your basic math skills so you can start using math to your advantage. Each of your lessons will be filled with practical exercises and information that you can put to immediate use. You'll get valuable hands-on experience and advice determining the proper amount to pay in tips, discounts, and taxes; managing your income and expenses; checking your bills and bank statements for errors and overcharges; shopping for the best loans; buying a home; determining the right amount of paint, carpet, or tile for your next home improvement project; converting from one type of currency to another; calculating the chances that something will happen; interpreting a graph; comparing test results; understanding a statistical survey; and more.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc**Grammar Refresher (ONLINE CLASS)**

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you're a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc**Write Your Life Story (ONLINE CLASS)**

It's your story. It's time to write it so you can tell history, share your secrets and successes, and better understand yourself. Learn what it takes to write essays, a legacy letter (sometimes called an ethical will), a memoir, an autobiography or the story of a loved one's life in simple, easy steps that will get you ready for whatever you want to tell. It's fun, it's exciting and it's your truth. The step-by-step process begins with capturing ideas and ends by providing all the tools to tell the stories in your life.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc**Get Assertive! (ONLINE CLASS)**

Are you tired of being intimidated and treated badly by others? Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Discover how you lose your power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. It's your turn to speak out!

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc**Goodbye to Shy (ONLINE CLASS)**

Want to learn how to overcome shyness? Now you can—from someone who has been there!

The ability to interact with others affects everything we do, from selecting a mate to advancing in our careers. If shyness keeps you from having the life you want, here's your chance to learn the secrets to overcoming it. In this encouraging and practical course, you'll find out how to reduce anxiety, build self-esteem, strike up conversations with others, win friends, and act confidently in romantic relationships.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Business Management

Building Teams that Work (ONLINE CLASS)

Teams are becoming a staple in today's workplace. In this course, you'll learn the components of a successful team and the stages of its development. You'll master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you'll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Mastery of Business Fundamentals (ONLINE)

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Project Management (ONLINE)

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations.

Unfortunately, most organizations do not manage projects well, creating an

unprecedented demand for project management practitioners.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Fundamentals of Supervision (ONLINE)

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Health and Fitness

Lose Weight and Keep it Off (ONLINE CLASS)

Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you'll discover how to establish a healthy approach to weight loss and weight maintenance. You'll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Luscious, Low-Fat, Lightning-Quick Meals (ONLINE CLASS)

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! You'll discover dozens of easy ways to make lowered-fat food taste terrific. You'll learn a dietitian's trade secrets for getting in and out of the kitchen quicker, and explore her tricks of the trade for encouraging reluctant family members to eat more healthfully.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Introduction to Natural Health

(ONLINE CLASS)

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and

you'll discover that true health means wholeness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health.

Length of course: 6 weeks

Tuition: \$89

Must register online: www.ed2go.com/ohc

Adult Swim Beginners

PER OH 6051

Course fee: \$60

Summer and swimming go together! Plan to be in the water during the first class. Classes are offered in six-week blocks.

Mondays and/or Saturdays.

Mondays (May 21 – June 11)

7:15PM – 8:15PM

Mondays (May 21 – June 11)

7:15PM – 8:15PM

Saturdays (May 26 – June 16)

1 PM- 2PM

Saturdays (May 26 – June 16)

1 PM- 2PM

Aqua-Exercise

PER OH 6050

Course fee: \$60

Get in shape with aerobics and calisthenics done in the shallow end of the pool. Choose

Wednesdays and/or Saturdays.

Wednesdays (May 23 – June 13)

7:15PM – 8:15PM

Wednesdays (May 23 – June 13)

7:15PM – 8:15PM

Saturdays (May 26 – June 16)

8AM –9AM

Saturdays (May 26 – June 16)

8AM –9AM

Family Time Swim Instruction

PER OH 9005

Course fee: \$45 (per family member)

Mommy and me, Daddy and me ... or all together. Learn to swim as a family.

Saturdays (May 26 – June 16)

12PM – 1PM

Saturdays (May 26 – June 16)

12PM – 1PM

Youth Swim Instruction

FAM OH 4471

Classes are offered in six week blocks.

Course fee: \$60

Saturdays (May 26 – June 16)

Ages 6–12 9AM

Ages 13 –16 10AM

Ages (open swim/all ages) 11AM

Saturdays (May 26 – June 16)

Ages 6–12 9AM

Ages 13 –16 10AM

Ages (open swim/all ages) 11AM



Adult Education

Adult Education courses are designed for those interested in preparing for the Cook County GED Test. Most classes meet twice a week, Mondays & Wednesdays and/or Tuesdays & Thursdays. Choose morning or evening classes. Afternoon and/or weekend classes are offered (on an as-needed basis). We also offer English as a Second Language (ESL) courses, Citizenship courses and Constitution exam review. Classes are available at the Main campus or South Chicago Learning Center (satellite campus).

iPathways

Some students may qualify for taking GED classes via the Internet (online). If you are close to passing the GED or need only to work on certain subjects or skills, our online GED program (iPathways) may suit your needs. To qualify for iPathways, you must pass a placement test in reading and math, and have reliable access to a computer with a high-speed Internet connection. You will need basic computing skills such as keyboarding, using e-mail, and navigating the Internet. Adult Education classes are Tuition Free!

**Summer 2012
GED/ESL Classes
Begin
May 21**

Admission is based on mandatory placement testing to determine appropriate class level. We will monitor your progress and recommend when you are ready to take the Cook County GED exam.

Registration in three easy steps!

Step 1: Admission to program
Visit room 3114 to get "Quick Admitted."
Office hours: M-Th 9A-7P, F 9-5

Step 2: Take a Placement Test

Testing is in room 2414, on TUESDAYS – 9:00 a.m. and 2:00 p.m. or WEDNESDAYS – 1:00 p.m. and 5:00 p.m.

Step 3: Orientation/Registration

Visit room 3114. Daily orientation/registration Monday–Friday at 10:00 am; Monday and Thursday at 5:00 pm.

South Chicago Learning Center

(3055 East 92nd Street)

Orientation/Testing Times

Monday – 9:00AM

Wednesday – 9:00AM or 5:00PM

Tuesday – 9:00 AM (ESL Testing)

Thursday – 9:00AM or 5:00PM (ESL Testing)

Registration Checklist

(Things you must have to enroll)

- Photo Identification (State of Illinois ID or Illinois Drivers License)
- A current piece of mail to verify your address
- High school release form (if you are under 18 years of age)

TUITION AND FEES

Tuition and fees vary, depending on the program. The following programs also include a \$30 registration fee: CDL, Forklift, Basic Nurse Assistant, Computerized Medical Billing and Coding, and Pharmacy Technician.

PAYMENTS

All Tuition/Fees are due and payable in full at the time of registration. Registration is not complete until all tuition and fees are paid in full; partial payments are not accepted. Cash, credit cards, money order or personal checks made payable to Olive-Harvey College will be accepted.

CANCELLED CLASSES

A full refund for all tuition and fees will be sent to the student if the Administration withdraws or cancels a class. Charge accounts will be credited. Allow four to six weeks for processing. Registration fees (if applicable) are non-refundable.

SCHEDULE CHANGES

A student who must withdraw from one or more courses must do so in person or in writing to the Office of Continuing Education. Notification to the instructor is not sufficient. Withdrawal does not necessarily entitle the students to refunds.

PLAN YOUR SCHEDULE CAREFULLY.

All revisions/ withdrawals must be made in the Office of Adult & Continuing Education, (Building 5, Room 508) and approved by the Dean.

NO SHOW POLICY (for continuing ed)

Students must attend classes as soon as they begin. Students not attending the first two class sessions will be administratively withdrawn from the class, such students will not be reinstated. The administrative withdrawal does not relieve the student of their responsibility of following the formal withdrawal procedure. Withdrawal forms are available in the Continuing Education office.

TUITION ASSISTANCE

The Federal Workforce Investment Act (WIA) offers a comprehensive range of workforce development activities through statewide and local organizations. Available workforce development activities provided in local communities can benefit job seekers, laid off workers, youth, incumbent workers, new entrants to the workforce, veterans, persons with disabilities, and employers. The purpose of these activities is to promote an increase in

the employment, job retention, earnings, and occupational skills improvement by participants. This, in turn, improves the quality of the workforce, reduces welfare dependency, and improves the productivity and competitiveness of the nation.

- CDL Truck Driving
- Basic Nurses Assistant
- Medical Billing/Coding
- Pharmacy Technician

This schedule is published each semester for informational purposes and should not be regarded as an irrevocable contract between the student and the college. The college reserves the right to change, without notice, curriculum course structure, content, class times, fees and other charges, program requirements and other matters within its control.

Registration is Simple...

To register for Adult & Continuing Education classes, visit the Office of Adult & Continuing Education in Building 5, Room 508 at Olive-Harvey College. Payment for registration is accepted at the Business Office window. For your convenience, cash, check, Visa or MasterCard are accepted. For further information about Adult & Continuing Education classes please call 773-291-6292.

Get the Skills. Get the Job.

Olive-Harvey College is creating new ways to meet the needs of needs of people who have not attained a high school credential and/or are in need of skills to get a good job. There are thousands of available jobs in Illinois, and we can help you get the degree, and get the job.

There are several new programs being planned for Adult Education to bridge the gap between educational attainments and employment. These programs may also be available even if you have already received a high school diploma, but need skills enhancement to gain employment. These course offerings are **FREE**. These programs are pending approval from the Illinois Community College Board, but expected to begin in the Fall of 2012. Contact the Office of Adult & Continuing Education to schedule an appointment to meet with a representative from our admissions team to receive more information. **Get on our waiting lists for these exciting new FREE course offerings. Space is limited.**

Olive-Harvey College
Office of Adult and Continuing Education
10001 South Woodlawn Avenue | Room 3114
Chicago, IL 60628 | (773) 291- 6292

New* Free Programs – A First Look

College Skills Institute (CSI)

An innovative 12- to 16-week College Prep ABE/GED program for students at the 7th-8th grade reading level that prepares them to pass the GED test while guiding them through the process of entering college, with an emphasis on critical thinking skills that promote employability.

Jump Start Program

This program begins with a four-week introductory course: “Jump Start,” which is intended to re-introduce students to school by exploring common barriers to educational completion. Students move directly into 12 weeks of intensive instruction to enhance skills needed to be successful on the GED exam: reading, writing, math, science and social studies.

Transportation, Logistics and Distribution and Vocational and Bridge Programs

We have tuition-free opportunities for students to receive vocational training that can lead to employment in the fast-growing transportation industry. A vocational program is intended to give you the skill necessary to obtain employment in specific vocation. These programs are short-term (completion with in one semester). New vocational programs will include:

Introduction to Warehousing

In this short-term program students will learn how operate a forklift and receive certification from the National Safety Council®. The program will also include an introduction to supply chain management, in which students learn the entry-level skills for working in a warehouse. This program option is also available for students who have a high school diploma, but need skills for employment.

*These programs are pending ICCB approval.

