

## IMPORTANT DISCLAIMERS

**Tuition and Fees** - Tuition and fees are subject to change by official action taken by the Morton College Board of Trustees. Review of tuition and fees will occur at times deemed necessary by the Board in conjunction with the College administration. For up-to-date information, please visit our web-site at [www.morton.edu](http://www.morton.edu).

**Course Cancellations** - Courses will be held as scheduled unless cancelled due to insufficient enrollment or other College considerations. The College reserves the right to cancel any course for insufficient enrollment or for other reasons deemed necessary by the College. The College, at its discretion, may adjust course starting and ending dates as well as meeting times or days. Should a course be cancelled, a full refund of tuition and fees will be issued.

For more information, please see the Tuition Refund Schedule on our Web site at [www.morton.edu](http://www.morton.edu).

**Licensure Requirements** - Students enrolling in instructional programs with state and/or federal licensure requirements, including residency and employment eligibility requirements, should contact the appropriate regulatory agency prior to enrolling in classes.

**Morton College is not responsible for lost, stolen or damaged personal items.**

# STUDENT QUICK GUIDE

## **NEED INFORMATION ON FINANCIAL AID?**

The Financial Aid Office at (708) 656-8000, Ext. 228, can provide information on the various forms of financial aid available.

## **NEED INFORMATION ON REGISTERING FOR COURSES?**

We highly recommend seeing an Academic Advisor for academic guidance. The Office of Admissions and Records at (708) 656-8000, Ext. 346 can answer admission or registration questions. To make an appointment with an Academic Advisor, please call Ext. 250.

## **NEED INFORMATION ON PLACEMENT TESTING?**

The Testing Center at (708) 656-8000, Ext. 250, can help set up a testing appointment.

## **NEED INFORMATION ON PAYING YOUR TUITION?**

The Cashier's Office at (708) 656-8000, Ext. 268 or the Business Office, Exts. 305 through 308, can provide information on tuition payment options and due dates.

## **NEED INFORMATION ON TRANSFERRING COLLEGE CREDITS?**

The Academic Advising Center at (708) 656-8000, Ext. 250, can provide information on transferring college credit.

## **NEED INFORMATION ON ADULT EDUCATION PROGRAMS, INCLUDING ESL AND GED® COURSES?**

The Adult Education, Community Programming and Outreach Office at (708) 656-8000 can provide information about upcoming courses. For ESL information in English, dial Ext. 793. For ESL information in Spanish, dial Ext. 794. For GED information, dial Ext. 790. For general information, call Ext. 373 or Ext. 407.

## **NEED INFORMATION ON PROGRAMS FOR COMMUNITY MEMBERS?**

Information about Continuing or Community Education programs, as well as Business and Professional Services are also available through the Adult Education, Community Programming and Outreach Office at (708) 656-8000. For information on Continuing or Community Education programs, dial Ext. 281. For information on Business and Professional Services, dial Ext. 382.

## **NEED INFORMATION ON OBTAINING A STUDENT ID?**

The Student Activities Office at (708) 656-8000, Ext. 269, can provide information on when and where ID cards may be obtained.

## **NEED INFORMATION ON CAMPUS SAFETY?**

The Campus Safety Office at (708) 656-8000, Ext. 200, can provide assistance with vehicle/room lock-outs, automobile jump starts, escort to vehicle, and lost and found.

Academic Advising Center	Ext. 250	See Page 66
Admissions and Records	Ext. 346	See Page 3
Adult Education, Community Programming and Outreach	Ext. 407	See Page 79
Business and Professional Services	Ext. 382	See Page 95
Campus Safety	Ext. 200	See Page 67
Child Care Center	Ext. 284	See Page 68
Financial Aid	Ext. 228	See Page 21
Library	Ext. 321	See Page 69
Fitness Center	Ext. 274	See Page 74
<b>PARA INFORMACIÓN EN ESPAÑOL, LLAME AL (708) 656-8000, OPCIÓN 2</b>		

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# ACADEMIC CALENDAR 2010-2011

## FALL SEMESTER 2010

Semester Begins (All Classes)	August 23
Add/Drop Week	August 23-27
100% Refund	August 30
Labor Day Recess (College Closed)	September 4 - 6
50% Refund	September 7
Columbus Day (College Closed)	October 11
Midterm Week	October 17-23
Graduation Petition Deadline	October 22
Veterans Day (College Closed)	November 11
Spring '11 Priority Registration	November 8-12
Spring '11 Open Registration	November 15
Thanksgiving Recess (College Closed)	November 25-28
Last Day to Withdraw	December 1
Final Exam Week	December 11-17
Winter Recess Begins (No Classes)	December 18

## SPRING SEMESTER 2011

Martin Luther King's Birthday (College Closed)	January 17
Semester Begins (All Classes)	January 18
Add/Drop Week	January 18-25
100% Refund	January 25
50% Refund	January 26-February 2
Presidents' Day (College Closed)	February 21
Pulaski Day (College Closed)	March 7
Midterm Week	March 13-19
Spring Break (No Classes)	March 20-27
Graduation Petition Deadline	April 1
Fall & Summer '11 Priority Registration	April 18-21
Spring Recess (College Closed)	April 22-24
Fall & Summer '11 Open Registration	April 25
Last Day to Withdraw	April 29
Final Exam Week	May 13-19
Commencement	May 20
Memorial Day (College Closed)	May 30

## SUMMER SESSION 2011

<b>First 5-Week Session</b>	May 31-June 30
Add/Drop Week	May 31- June 2
Last Day to Withdraw (for 1st 5-Week Session)	June 16
<b>8-Week Session</b>	June 13-August 4
Graduation Petition Deadline	June 16
Independence Day Weekend (Closed)	July 4
<b>Second 5-Week Session</b>	July 5-August 4
Add/Drop Week (for 2nd 5-Week Session)	July 5-7
Add/Drop Week (for 8-Week Session)	July 11-14
Last Day to Withdraw (for 8-Week Session)	July 14
Last Day to Withdraw (for 2nd 5-Week Session)	July 21

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# LETTER FROM THE PRESIDENT

## DEAR STUDENTS,

Welcome to Morton College. Imagine what you can do!

Imagine . . .

- Choosing from 42 degree and certificate programs.
- Receiving the preparation you need to succeed.
- Walking across the stage in a cap and gown to accept your diploma or certificate.
- Transferring to the four-year college or university of your choice.
- Getting a better paying job.

This is possible because of small classes with dynamic teachers and a friendly environment where you will meet others like yourself, who are learning to imagine what they can do, too.

Again, on behalf of our Board of Trustees, faculty and staff, I want to thank you for choosing Morton College. We look forward to helping you realize your endless possibilities.

**SINCERELY,**

**LESLIE A. NAVARRO, PRESIDENT**

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# CARTA DEL PRESIDENTE

## ESTIMADOS ESTUDIANTES,

Bienvenidos a Morton College. ¡Imagina lo que puedes hacer!

Imagina . . .

- Tener la flexibilidad de escoger de entre 42 programas académicos y certificados.
- Recibir la educación que necesitas para lograr el éxito.
- Subir al estrado vestido de toga y birrete para aceptar tu diploma o certificado.
- Tener la posibilidad de transferirte a la universidad de tu elección.
- Tener acceso a mejores empleos y mayor remuneración gracias a tu educación.

Todo esto es posible gracias a nuestros excelentes profesores, al tamaño de las clases que ofrecemos y un ambiente único, abierto y amigable donde podrás conocer e interactuar con otros estudiantes como tú que también están aprendiendo a imaginar lo que pueden lograr.

A nombre del Consejo de Administración, nuestros profesores y el personal administrativo, te agradezco que hayas escogido a Morton College como tu institución educativa. Estamos preparados para ayudarte a lograr tus metas en un mundo de posibilidades infinitas.

**SINCERAMENTE,**

**LESLIE A. NAVARRO, PRESIDENTE**

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# COLLEGE MISSION AND GOALS

## MISSION

To enhance the quality of life of our diverse community through exemplary teaching and learning opportunities, community service, and life-long learning.

## GOALS

- Maximize the College's resources to support student learning.
- Conduct ongoing assessment of student learning to discover new ways to help students succeed.
- Develop responsive curricula and programs to serve community needs.
- Encourage community families to embrace the educational opportunities Morton College provides.

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# MISIÓN Y OBJETIVOS DE MORTON COLLEGE

## MISIÓN

Enriquecer la calidad de vida de nuestra comunidad a través de modelos ejemplares de enseñanza y aprendizaje, servicios comunitarios y oportunidades de aprendizaje perdurables.

## OBJETIVOS

- Maximizar los recursos institucionales enfocados al aprendizaje de nuestros estudiantes.
- Evaluar continuamente el proceso de aprendizaje de nuestros estudiantes con el objetivo de proporcionarles nuevas formas de apoyo para lograr el éxito.
- Desarrollar programas educativos que respondan y sirvan las necesidades de la comunidad.
- Motivar a las familias de nuestras comunidades a aprovechar las oportunidades que Morton College ofrece.

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# DIVERSITY STATEMENT

Diversity at Morton College is more than just a variety of people with different backgrounds. It is at the core of who we are as an educational culture and it supports our goals as an organization. Consistent with its mission of social responsibility and community involvement, Morton College continually works "to enhance the quality of life of our diverse community."

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Source: The Morton College Academic Plan for Excellence.

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# COLLEGE HISTORY

Morton College, the second oldest community college in Illinois, was founded in 1924 to meet the educational demands in the growing communities of Berwyn, Cicero, Forest View, Lyons, McCook, Stickney and other near western suburbs which were a national hub of economic activity.

As the community grew, so did Morton College. Originally housed at Morton East High School, the College was governed by the Morton High School Board of Trustees from 1924 until district residents voted to form the independent, Community College District No. 527 in 1966.

Finding a home of its own became the greatest challenge for the new independent college. It took several years to find the right site in a built-up community. In the meantime, the College leased classrooms at Morton East, storefronts and in community churches.

Construction began on the current Morton College campus at Pershing Road and Central Avenue in 1973. Twenty-one months later, the campus opened and quickly became the pride of the community. Long-term residents as well as aspiring young immigrants attended the school to realize their dreams.

Over the decades, Morton College's university transfer program has become known state-wide for academic excellence. The College's curriculum and mission also has expanded to include career, community, continuing and adult education programs.

Just as the College started in 1924 with 11 teachers and 76 students dedicated to a future-oriented philosophy, the College renews that commitment at the beginning of the 21st century with a series of renovations and upgrades to keep the College relevant long into the next century.

The renovated, award-winning Library opened in 2005 with triple the number of computers, wireless access, group study rooms and a cyber-café. Science and computer laboratories were upgraded to state-of-the-art facilities that rival any in the country.

A new Student Success Center, which houses a number of important student services such as tutoring, placement testing and career assistance, opened in 2007. Students also are able to relax between classes in the Center, which is equipped with contemporary technology.

And finally, to tie it all back to the College's start in 1924, the College honors the rich industrial past of the community through the 2007 opening of the Hawthorne Works Museum and Heritage Hall which pays homage to the thousands of individuals who lived and worked in the community.

From a remarkable beginning to a bright, promising future, Morton College continues to move forward in welcoming new and future students wanting to find meaning in their lives and prosper through higher education.

# CAMPUS QUICK GUIDE

## Building A

- (1) Cashier's Office
- (2) Jedlicka Performing Arts Center

Location	Ext.
First Floor	268
First Floor	230

## Building B

- (3) Adult Education (ESL/GED) Information Center
- (4) Financial Aid
- (5) Academic Advising Center
- (6) Admissions and Records
- (7) Library

Location	Ext.
First Floor	373
Second Floor	228
First Floor	250
First Floor	346
First Floor	321

## Building C

- (8) Adult Education, Community Programming and Outreach (ESL/GED)
- (9) Bookstore
- (10) Business Office
- (11) Business & Professional Services
- (12) Cafeteria
- (13) Campus Safety
- (14) Career Planning & Placement Office
- (15) Continuing Education/Community Service
- (16) Individual Learning Center (Tutorial Services)
- (17) Student Activities
- (18) Student Union
- (19) Testing Center
- (20) Transfer Services

Location	Ext.
220C	407
134C	222
203C	305
225C	382
First Floor	458
119C	200
SSC*	468
219C	406
SSC*	465
SSC*	261
SSC*	—
SSC*	250
SSC*	245

## Building D

- (21) Child Care Center
- (22) Physical Plant

Location	Ext.
105D	284
116D	221

## Building E

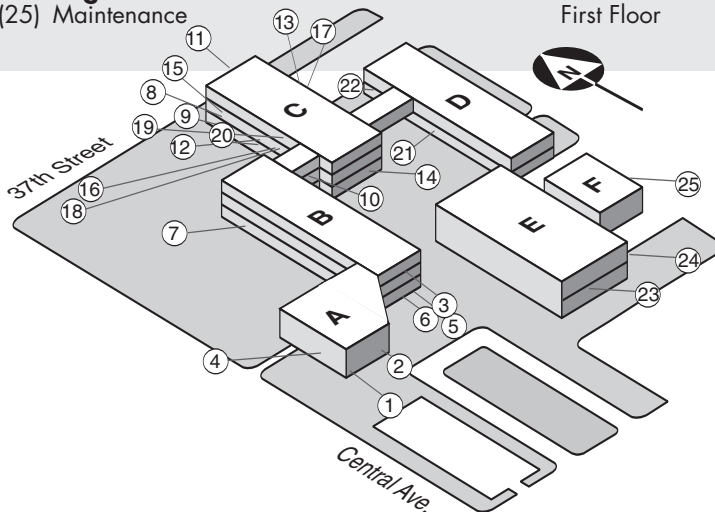
- (23) Athletics/Vais Gymnasium
- (24) Fitness Center

Location	Ext.
202E	370
116E	274

## Building F

- (25) Maintenance

Location	Ext.
First Floor	—



Note: All room locations followed by an asterisk (\*) are located in the Student Success Center (SSC), 2nd floor, Building C.



## GETTING STARTED AT MORTON COLLEGE

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2	Easy Steps for Enrollment
3	Admission to the College for Freshmen
3	Admission to Health Career Programs
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4	Transfer of Credit to Morton College
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# GETTING STARTED

## EASY STEPS FOR ENROLLMENT

### "I WANT TO ENROLL IN A DEGREE OR CERTIFICATE PROGRAM."

Follow Steps 1A, 2, 3, 4 and 5

### "I'M NOT SEEKING A DEGREE. I JUST WANT TO TAKE COURSES."

Follow Steps 1A, 2, 3, 4 and 5

### "I USED TO BE A STUDENT AT MORTON COLLEGE AND I WANT TO REAPPLY."

Follow Steps 1B, 2, 3, 4 and 5

### "I WANT TO TAKE ABE, ESL OR GED COURSES."

See the Adult Education, Community Programming and Outreach chapter in this Catalog or call (708) 656-8000 (for ESL information in English, dial Ext. 793; for ESL information in Spanish, dial Ext. 794; for GED information, dial Ext. 790). For general information call Ext. 373 or Ext. 407.

#### **1A** Fill out New Student Information Form\*

Fill out an application form and submit it to the Office of Admissions and Records along with a copy of your high school transcripts or GED test scores, as well as transcripts from all colleges previously attended.

#### **1B** Resubmit New Student Information Form\*

You must reapply for admission to Morton College if you have been away for more than five years. Fill out a re-application form and submit it to the Office of Admissions and Records. It is not necessary to fill out a re-application form if you have taken a course at Morton College within the last five years.

#### **2** Take the Placement Test

Students intending on enrolling in an English, math or a course that has a math or English prerequisite must take a placement test before registering. Students may be exempt from placement testing based on previous college credit or ACT scores. For more information, contact Academic Advising at (708) 656-8000, Ext. 250, to schedule an appointment.

#### **3** Meet with an Advisor

An Academic Advisor will help determine appropriate courses to take to pursue your degree/certificate. To meet with an Academic Advisor, call (708) 656-8000, Ext. 250, to schedule an appointment.

#### **4** Register for Courses

Register for courses in the Office of Admissions and Records located on the first floor of Building B.

#### **5** Pay Tuition and Fees

You may make your payment in person or online as follows:

- Online - Deferred payment plan through Nelnet (FACTS)
- Cashier's Office - cash, check, VISA, MasterCard and Discover
- Online - Visa, MasterCard and Discover

**NOTE:** You will receive a tuition bill at the time of registration from the Office of Admissions and Records. If payment is not received by the due date, you may be dropped from your courses. If you are dropped from your courses, you may re-register with no guarantee of obtaining the same course schedule. Additionally, non-attendance does not constitute official withdrawal from your courses. It is the student's responsibility to officially withdraw from a course. Unless you officially withdraw from a course, you are still responsible for all tuition and fees for any course for which you have registered. The College refunds tuition and fees only when official drop forms are properly completed, authorized and processed through the Office of Admission and Records and only according to the Tuition Refund Table found in the current Morton College course schedule. Telephone requests for courses to be "dropped" are not accepted.

**\*\*Please note that some health programs have additional admission requirements and a selective admissions process.**

To obtain an enrollment package, contact the Office of Admissions and Records at (708) 656-8000, Ext. 346.

# ADMISSION TO THE COLLEGE FOR FRESHMEN

Morton College's open-door admission policy is dedicated to serving all individuals demonstrating the ability to benefit from the instruction offered and meeting one of the following criteria:

- Individuals who are high school graduates or General Education Development (GED) recipients. (If you do not possess a high school diploma or GED, you may apply to the College by contacting the Office of Admissions and Records).
- Individuals still in attendance at a high school may be admitted for accelerated college enrollment on the basis of the high school's recommendation. Contact the Office of Admissions and Records at (708) 656-8000, Ext. 346, for more information. Official high school transcripts are required and students must have the written consent of their high school principal or counselor.
- Admission may be granted to other individuals by special permission, but applicants are subject to the requirements of specific programs or courses. The College reserves the right to advise applicants whether they meet these requirements.

## ADMISSION: HEALTH CAREER PROGRAMS

Health Career programs limit the number of students accepted each year. The College accepts the best qualified candidates for these programs, using past academic performance and recent achievement tests as guides. See individual programs for specific admission requirements. Admission priority is given to district residents meeting program requirements.

Health Career programs that utilize competitive enrollment include:

- Certified Nursing Assistant
- Licensed Practical Nurse
- Registered Nurse
- Physical Therapist Assistant
- Therapeutic Massage

**NOTE:** Students enrolling in instructional programs with state and/or federal licensure requirements, including residency and employment eligibility requirements, should contact the appropriate regulatory agency prior to enrolling in classes.

## ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER STUDENTS

The Illinois Board of Higher Education has established minimum admissions standards for all Illinois public universities and community colleges. The following requirements for high school subjects applies to all students planning to earn the Associate in Arts or Associate in Science degrees:

- Four units of English (emphasizing written and oral communication and literature).
- Two units of social studies (emphasizing history and government).
- Two units of mathematics (introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming).
- Two units of science (laboratory sciences).
- Two units of electives selected from foreign language, music, art or vocational education.
- Three flexible units selected from any of the above five categories.

## TRANSFER OF CREDIT TO MORTON COLLEGE

Students who have attended other colleges and universities will have their transcripts evaluated by the Office of Admissions and Records.

Transfer credit is accepted under the following conditions:

- The institution previously attended must be accredited by the North Central Association of Colleges and Schools or a comparable regional accrediting association.
- The student must submit an official transcript from each institution.
- Credit may be transferred only in college-level courses in which a grade of "D" or above has been earned (Most receiving institutions will not accept a "D" for transfer). A "C" is required in ENG 101 and ENG 102 or course equivalents in all transfer degrees (A.A., A.S., A.F.A., A.A.T.).
- A maximum of six semester hours of credit may be transferred in religion courses.

## GETTING STARTED AT MORTON COLLEGE

- Transfer credit will be granted for course work for which a passing letter has been earned. However, individual course grades will not be included in the computation of the GPA at Morton College.
- Credit from countries outside the United States may be considered. A certified evaluation by Educational Credential Evaluators, Inc., or by World Education Services, Inc., is required before acceptance of credit is determined.

## ILLINOIS ARTICULATION INITIATIVE

Morton College participates in the Illinois Articulation Initiative (IAI), a statewide agreement designed to facilitate the transfer of students from one Illinois college/university to another in order to complete a bachelor's degree (see the "IAI Participating Schools" table on pages 5 & 6). Effective as of 1998, students who complete the IAI General Education Core Courses (GECC) can transfer this "package" of course work and have it accepted in lieu of lower-division, general education course requirements. Students who complete an Associate in Arts or an Associate in Science degree that contains the IAI GECC also will have met their transfer college/universities' lower-division general education requirements and be granted junior standing. To learn more about the Illinois Articulation Initiative, contact the Academic Advising Center at (708) 656-8000, Ext. 250 or Transfer Services at Ext. 245; or visit [www.itransfer.org](http://www.itransfer.org).

### IAI PARTICIPATING SCHOOLS

#### Two-year Public Institutions

Black Hawk College  
Carl Sandburg College  
College of DuPage  
College of Lake County  
Daley College (Richard J.) (CCC)  
Danville Area Community College  
Elgin Community College  
Frontier Community College (IECC)  
Harold Washington College (CCC)  
Harper College  
Heartland Community College  
Highland Community College  
Illinois Central College  
Illinois Community Valley College  
John A. Logan College  
John Wood Community College

Joliet Junior College  
Kankakee Community College  
Kaskaskia College  
Kennedy-King College (CCC)  
Kishwaukee College  
Lake Land College  
Lewis & Clark Community College  
Lincoln Land Community College  
Lincoln Trail College (IECC)  
Malcolm X College (CCC)  
McHenry County College  
Moraine Valley Community College  
Morton College  
Oakton Community College  
Olive-Harvey College (CCC)  
Olney Central College (IECC)  
Parkland College

continued on next page

**IAI PARTICIPATING SCHOOLS [continued]**

Prairie State College  
 Rend Lake College  
 Richland Community College  
 Rock Valley College  
 Sauk Valley Community College  
 Shawnee Community College  
 South Suburban College  
 Southeastern Illinois College  
 Southwestern Illinois College  
 Spoon River College  
 Triton College  
 Truman College (Harry S) (CCC)

Wabash Valley College (IECC)  
 Waubensee Community College  
 Wilbur Wright College (CCC)

**Two-year Independent Institutions**

ITT Technical Institute (R)  
 MacCormac College  
 Northwestern Business College  
 Springfield College in Illinois  
 St. Augustine College  
 The College of Office Technology (R)

**Four-year Public Institutions**

Chicago State University  
 Eastern Illinois University  
 Governors State University (R)  
 Illinois State University  
 Northeastern Illinois University  
 Northern Illinois University

Southern IL University Carbondale  
 Southern IL University Edwardsville  
 University of Illinois at Chicago  
 University of Illinois at Springfield  
 University of Illinois at Urbana  
 Western Illinois University

**Four-year Independent Institutions**

Argosy University (R)  
 Aurora University  
 Benedictine University  
 Blackburn College  
 Bradley University  
 Concordia University Chicago  
 DePaul University  
 DeVry University, Chicago  
 DeVry University, DuPage  
 Dominican University  
 East-West University (R)  
 Ellis College of New York Institute of Technology (R)  
 Elmhurst College  
 Eureka College (R)  
 Illinois Institute of Art – Chicago (R)  
 Illinois Institute of Technology  
 Judson College  
 Kendall College  
 Knox College (R)  
 Lake Forest College (R)  
 Lakeview College of Nursing (R)  
 Lewis University

Lexington College  
 Lincoln Christian College  
 Lincoln College  
 MacMurray College  
 McKendree College (R)  
 Midstate College  
 Millikin University  
 NAES College (R)  
 National-Louis University  
 North Central College  
 North Park University  
 Olivet Nazarene University  
 Quincy University  
 Robert Morris University  
 Rockford College  
 Roosevelt College  
 Saint Xavier University  
 Saint Anthony College of Nursing (R)  
 Saint Francis Medical Center, Nursing (R)  
 Trinity Christian College  
 University of St. Francis  
 West Suburban College of Nursing (R)

\*School names followed by an asterisk(\*) are receiving schools only.

## TRANSFER AGREEMENTS

Transfer Agreements are designed for the pursuit of an associate's degree with the intent to transfer into a specific area of academic study at participating four-year colleges or universities. The agreement outlines two years of specific, full-time study at Morton College and an additional two years of full-time study at the four-year institution. Morton College has established Transfer Agreements with the following four-year institutions.

- Northern Illinois University
- Governors State University
- Western Illinois University
- Dominican University
- DePaul University - Computer Science, Telecommunications & Information Systems (CDM)
- Argosy University
- Concordia University Chicago
- National-Louis University

For more information, contact Transfer Services at (708) 656-8000, Ext. 250.

## DUAL ADMISSION

Dual Admission Agreements assist students with making a smooth, seamless transition from Morton College to their transfer college or university. The agreements between Morton College and participating universities provide students with the opportunity to be admitted to both institutions at the same time, obtain academic advising from both institutions, access various institutional programs and student services, all while taking advantage of the low tuition at Morton College. Morton College has Dual Admission Agreements with the following institutions:

- DePaul University — School of Computer Science, Telecommunications and Information Systems (CDM)
- Governors State University
- Northern Illinois University
- Northeastern Illinois University
- Robert Morris College
- Roosevelt University
- Western Illinois University

For more information about Dual Admission Agreements, contact Transfer Services at (708) 656-8000, Ext. 250.

## JOINT EDUCATIONAL AGREEMENTS

This agreement allows residents of the Morton College district to enroll in some programs at other Illinois public community colleges at rates the hosting colleges charge their in-district students. Applications for Joint Educational Agreements must be made 30 college business days before courses begin at the college the student wishes to attend. Proof of residence in Morton College District 527 must be provided at the time of application. Once approved, a student is issued an Authorization for Attending a Recognized Illinois Public Community College Under a Joint Agreement. Morton College has joint educational agreements with the following community colleges:

### COLLEGE PROGRAMS

#### College of DuPage

Digital and Microprocessor Technology  
Electro-Mechanical Technology  
Fire Science Technology  
Health Information Technology  
Ornamental Horticulture  
Paramedic  
Radiologic Technology  
Respiratory Therapy

#### Triton College

Fire Science  
Visual Communications  
Radiologic Technology

Residents of the Triton College district may enroll in the following Morton College programs for the in-district rate:

- Alternative Fuels/Compressed Natural Gas
- Physical Therapist Assistant
- Therapeutic Massage

**Cooperative Agreements** — Morton College is a participant in the South Metropolitan Career Network, a cooperative effort among 25 area community colleges that makes more educational programs available to the residents of each college district.

Residents of Morton College's district may enroll in any programs at the following colleges without paying out-of-district tuition:

- Black Hawk College
- Carl Sandburg College
- Danville Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Valley Community College
- John Wood Community College
- Joliet Junior College



- Kankakee Community College
- Kaskaskia College
- Kishwaukee Community College
- Lake Land College
- Lewis and Clark Community College
- Lincoln Land Community College
- McHenry County College
- Morton College
- Prairie State College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- South Suburban College
- Spoon River College
- Waubonsee Community College

Further information on these agreements is available in the Office of Admissions and Records.

## CHARGEBACK POLICY

A chargeback agreement allows residents of the Morton College District to enroll in some programs at other Illinois public community colleges at rates the hosting colleges charge their in-district students. Individual courses, program prerequisites and prerequisites for courses within programs are not approved for chargeback, nor are baccalaureate-oriented programs since the majority of the courses taken during the first two years of such programs are available at Morton College. Programs offered through Joint Educational and Cooperative Agreements between Morton College and another Illinois community college also are ineligible for chargeback. Distance and an inconvenience are not factors in determining the approval of chargebacks. The time of day, day of the week and semester of course or program offering are also not considered as factors affecting approval. Students will be responsible for paying the entire out-of-district tuition rate for courses not required in your program and for repeats of courses you have previously taken.

Applications for chargeback must be made 30 college business days before courses begin at the college the student wishes to attend. Proof of residence in Morton College District 527 must be provided at the time of application. Once approved, a student is issued an Authorization for Partial Tuition Support form. This authorization permits a student to be assessed the in-district tuition rate at the college offering the desired program. Further information and applications are available from the Office of Admissions and Records.

If Morton College has a cooperative agreement with another community college within a specific program, students must enroll where the agreement exists.

## INTERNATIONAL STUDENTS

Citizens of other countries wishing to enroll at Morton College must complete and submit an International Student Application along with the following supporting documents:

- Official scores from the Test of English as a Foreign Language (TOEFL). A minimum score of 500 (paper) or 173 (computer) is required to demonstrate English proficiency.
- Official transcripts of secondary school records and those from each college previously attended accompanied by a certified English translation by Educational Credential Evaluators, Inc., or by World Education Services, Inc.
- Tests of ability, aptitude and/or interest as may be required.
- Evidence of financial support.

Candidates must submit these documents at least eight weeks before the start of the term for which they plan to enroll. Once accepted, Morton College will issue an I-20 to the student.

Those attending Morton College on a student visa must enroll as a full-time credit student each semester and will be charged the international tuition rate. Federal and state financial aid may not be available to citizens of other countries.

## EDUCATIONAL GUARANTEES

Morton College has established an educational guarantee policy (approved April 1993) for transfer courses and career programs.

Transferability Guarantee – Morton College guarantees the acceptance of all transfer courses at 4-year, public Illinois colleges and universities for students who complete the Associate in Arts or Associate in Science Degree. If the terms noted below are met and a specific course or courses do not transfer, Morton College will refund the tuition paid by the student at the time the course(s) was/were taken. To qualify, any claims must be submitted within one calendar year of graduation from Morton College.

### Terms

1. All guaranteed course work must be completed at Morton College.
2. All course work must be completed within three years prior to graduation.
3. Transfer status of individual courses is based upon the receiving college's or university's agreement with Morton at the time of the student's graduation.
4. The student must have attained acceptable grades in individual courses as defined by the receiving university.

5. The student must have met with an authorized Morton College counselor and declared a major and transfer college or university prior to taking the courses under guarantee. Only those courses approved in writing by the authorized counselor are guaranteed transferable, and these courses are guaranteed to transfer as general education electives unless the counselor has specifically authorized them as meeting distributive general education or major area requirements.

**Career Program Guarantee** – Morton College guarantees that career program graduates can be expected to perform competently in positions for which their degrees or certificates are intended to prepare them. An employer who perceives that a Morton College graduate does not possess appropriate entry-level skills encompassed in the degree or certificate program, and can specify such deficiencies, may request that the student be permitted to retake a specific course or courses for up to nine credit hours without additional tuition charges. If the terms noted below are met, Morton College agrees to provide up to nine tuition-free credit hours in a career program degree or certificate curricula.

### Terms

1. The graduate must have earned the A.A.S. degree or certificate beginning May 1993 or thereafter in a career program identified in the college catalog.
2. All guaranteed program coursework must be completed at Morton College with a grade of “C” or better.
3. The graduate must have completed the A.A.S. degree within a four-year time span or the certificate within a two-year time span.
4. Graduates must be employed full-time in an entry level position for which the A.A.S degree or certificate is intended to prepare students. (Determination that the position falls within the terms of the guarantee may occur when the graduate initiates the career program guarantee as noted in #12 below.)
5. Employment must commence within 6 months of graduation.
6. The employer must certify in writing within 90 days of the graduate’s initial employment that the employee is lacking entry-level skills consistent with the position(s) for which the A.A.S. or certificate is intended to prepare students.
7. The student, program coordinator, and instructor, in consultation with the employer and/or division dean, will develop a written educational plan for retraining.
8. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. The student’s sole remedy against the District and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under

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conditions described above.

12. The career program remedy can be initiated through a written communication with the Office of the Vice President of Student Affairs.

**Note:** This guarantee applies to software releases and vendor-specific equipment used in the courses at the time the student enrolled in the course. The College is not responsible for guaranteeing student competency in subsequent releases of software or revised or new equipment. Likewise, the College is not responsible for guaranteeing student knowledge or skills that will be introduced in the future, or guaranteeing student knowledge or skills when non-academic problems cause the deficient performance.

## TUITION AND FEES

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# TUITION AND FEES

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## TUITION AND FEES\*

Tuition and fees are payable in U.S. currency on dates designated by the College. Students failing to meet published payment deadlines may be dropped from courses.

**NOTE:** You will receive a tuition bill at the time of registration from the Office of Admissions and Records. If payment is not received by the due date, you may be dropped from your courses. If you are dropped from your courses, you may re-register with no guarantee of obtaining the same course schedule. Additionally, non-attendance does not constitute official withdrawal from your courses. It is the student's responsibility to officially withdraw from a course. Unless you officially withdraw from a course, you are still responsible for all tuition and fees for any course for which you have registered. The College refunds tuition and fees only when official drop forms are properly completed, authorized and processed through the Office of Admissions and Records and only according to the Tuition Refund Table found in the current Morton College course schedule. Telephone requests for courses to be "dropped" are not accepted.

### TUITION AND FEES OVERVIEW\*

#### \*TUITION

In-District Resident (per credit hour) .....	\$79
Out-of-District Resident of Illinois (per credit hour) .....	\$207
Out-of-State Resident or International (per credit hour).....	\$271

#### \*FEES

Application Fee (first-time enrollees only) .....	\$10
Registration Fee (per semester) .....	\$10
Late Registration Fee (per semester) .....	\$50
Comprehensive Fee (per credit hour) .....	\$7
Technology Fee (per credit hour).....	\$7
Repair/Renovation Fee (per credit hour).....	\$6

## DESCRIPTION OF FEES

### Technology Fee:

The purpose of the fee is to enrich Morton College students' educational experience with technology. The fee is used for continued technology enhancements throughout the College including software, client hardware, and infrastructure to support services offered to Morton College students. These services include student e-mail, local and online learning resources, and network access.

### Comprehensive Fee:

The purpose of the fee is to enhance students' overall experience on campus. The fee is used to fund various student club organizations, performances and special events, library resources excluding technology, restoration and maintenance of various student and academic facilities, and the maintenance of parking facilities and campus security.

### Repair/Renovation Fee:

This fee will be assessed to students enrolled in credit courses. The fee will support the College's infrastructure and the renovation of outdated facilities.

\* Tuition and fees are subject to change by official action taken by the Morton College Board of Trustees. Review of tuition and fees will occur at times deemed necessary by the Board in conjunction with the College administration. For up-to-date information, please visit our website at [www.morton.edu](http://www.morton.edu).

## PAYMENT OF TUITION AND FEES

Registration is not final nor course enrollment complete until all tuition and fees have been paid. Students attending Morton College on financial aid or under veterans' benefits must visit the Financial Aid Office (second floor, Building B) before payment may be made at the Cashier's Office. Students registering during open registration or by mail must pay his/her total bill when they register. Students registering online should include credit card information to ensure timely payment.

Registered students not paying their complete tuition and fees by the tuition due dates may have their registration cancelled unless they have signed a FACTS/Nelnet Payment Plan Agreement (See the appropriate Course Schedule for each semester to obtain exact payment due dates). To qualify for a FACTS/Nelnet Payment Plan, total tuition and fees must exceed \$100. A service charge is added to the total and an initial payment is required. Payment plans are available at [www.morton.edu](http://www.morton.edu).

Students failing to meet financial obligations will be excluded from future enrollment, and all records and transcripts will not be released. In addition, money owed to the College will be due. If necessary, accounts may be turned over to a collection agency.

**NOTE: You will receive a tuition bill at the time of registration from the Office of Admissions and Records. If payment is not received by the due date, you may be dropped from your courses. If you are dropped from your courses, you may re-register with no guarantee of obtaining the same course schedule. Additionally, non-attendance does not constitute official withdrawal from your courses. It is the student's responsibility to officially withdraw from a course. Unless you officially withdraw from a course, you are still responsible for all tuition and fees for any course for which you have registered. The College refunds tuition and fees only when official drop forms are properly completed, authorized and processed through the Office of Admissions and Records and only according to the Tuition Refund Table found in the current Morton College course schedule. Telephone requests for courses to be "dropped" are not accepted. Failure to officially drop your courses will result in a failing grade of "E" (failure).**

## RESIDENCY

For tuition purposes, proof of residence must be submitted by all students enrolling at Morton College each semester. This can take the form of either a valid driver's license, current voters' registration card, utility bill or State of Illinois photo ID card. District residency does not apply to international students on visas. Students changing their residence during a semester are required to report their new address to the Office of Admissions and Records. Classification for admission and tuition will be made according to the regulations listed on the following pages.

## IN-DISTRICT STUDENTS

Morton College District 527 includes the suburbs of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney and is located west of Chicago and south of Oak Park, just six miles from Chicago's Loop.

To be eligible for the in-district tuition rate, one of the following criteria must be met:

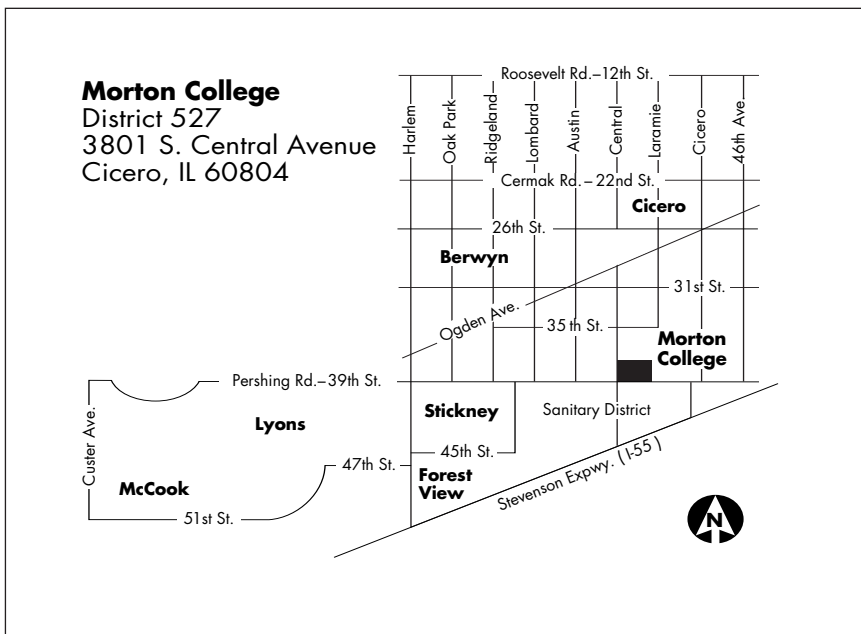
- Applicants who are 18 years of age or older and have established legal permanent residence in District 527 for a minimum of 30 days immediately preceding the first day of the semester.
- Applicants who are under 18 years of age must demonstrate that their parents or legal guardians have legal residence within District 527.
- Applicants who are under 18 years of age and emancipated (a minor who is legally independent from parental or guardian supervision) must demonstrate that they are in active military service, married, and have legal residence within District 527 for at least 30 days immediately preceding the first day of the semester.
- Applicants who will be attending Morton College through the Dual Enrollment Program.

## OUT-OF-DISTRICT STUDENTS

Any person whose legal place of residence lies outside Morton College District 527 but within the boundaries of the State of Illinois.

## OUT-OF-STATE STUDENTS

Any person whose legal place of residence lies outside the State of Illinois but within the United States.





## **INTERNATIONAL STUDENTS**

Any person whose permanent residence lies outside the United States.

## **CHARGEBACK STUDENTS**

Students living outside the district who have been approved for chargeback by their community college should present their authorization forms to the Office of Admissions and Records at registration. For more information, see the Chargeback Policy in this Catalog.

## **IN-DISTRICT EMPLOYEE TUITION RATE**

Employees of profit and nonprofit businesses or agencies located within the College district may enroll in Morton College courses at the in-district tuition rate with written approval of their employer. Verification of employment must be on company letterhead and include supervisor name, title of supervisor, contact phone number of supervisor and student's job position. To be eligible for this special tuition rate, employment verification must be presented at the time of initial registration for the semester. More information and employment verification forms are available in the Office of Admissions and Records located on the first floor of Building B.

## **IN-DISTRICT SENIOR CITIZEN TUITION WAIVER**

Morton College is committed to the principle of life-long learning and, therefore, waives tuition and the registration fee for its senior citizens (age 62 or older at time of registration) for credit and non-credit courses. Laboratory and other fees will be assessed where applicable. Additionally, the cost of books and personal supplies for classes are not covered by this waiver.

# **REFUND POLICY**

The College refunds tuition and fees only when official drop forms are properly completed, authorized and processed through the Office of Admissions and Records. Telephone requests to be "dropped" are not accepted. The College does not grant refunds to students who:

- voluntarily enlist in military service following the close of the refund period.
- are dismissed for disciplinary reasons.
- are financially obligated to any College department or office at the time of withdrawal.
- withdraw from courses after the drop deadline.

The college may award 100% refunds and late withdrawals to students who present documented extenuating circumstances. Extenuating circumstances include: serious illness or injury to the student that required extended recovery time or significant improvement, death or serious illness of an immediate family member, significant trauma in student's life that impaired the student's emotional and/or physical health, or any other documented circumstances. In these cases, students should submit all docu-

ments to support claim to the Office of Admissions and Records, Building B. These requests should be submitted no later than 30 college business days after the end of the semester in question. The Morton College refund committee reserves the right to approve or deny claims.

For specific refund deadlines, students should refer to the Tuition Refund Table published each semester in the Course Schedule. When the College cancels a course, a full refund will be made. See page 35 for Cancellation of Courses.

## ENROLLMENT VERIFICATION

Students in need of enrollment verification for such purposes as health insurance coverage or for employers must fill out and submit the Information Release Form available at the Office of Admissions and Records. This authorization must be submitted in person by the student. Verification letters will be issued only upon signed consent by the student and will be issued after the refund period of that semester. All enrollment verifications for any future semester will be processed after the refund period of the future semester.

## INCOME TAX DEDUCTION

Federal income tax regulations permit a tax deduction for educational expenses undertaken either to maintain or improve skills required in one's business or employment, or meet the requirements of an employer or of a law or regulation to keep one's salary, job status or employment. Morton College cannot determine whether educational expenses qualify as a tax deduction in any particular case. Students wanting to know whether the courses they have taken at Morton College are eligible for a tax deduction should consult with the Internal Revenue Service or a tax consultant.

## ALUMNI TUITION WAIVER

A Morton College graduate with an associate's degree may register for a single course per semester at no tuition charge but must pay fees. Like senior citizens, graduates cannot register under the provisions of this waiver prior to the week in which the course begins. Graduates cannot qualify for a tuition waiver for a course in which they are currently registered. This waiver applies to the fall and spring semesters only. It may not be used to audit a course.

Applications for Alumni Tuition Waivers and further information may be obtained from the Office of Admissions and Records located on the first floor of Building B. Laboratory and other fees will be assessed where applicable.





## FINANCIAL AID

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# FINANCIAL AID

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Financial aid is available in the form of federal, state and institutional grants, loans, work-study and scholarships. The Financial Aid Office coordinates these aid programs and assists students with the application process. Information on these following financial aid programs is available in the Financial Aid Office, Room 204B, Building B or by contacting a Financial Aid Advisor at (708) 656-8000, Ext. 428.

## AYUDA FINANCIERA

La ayuda financiera está disponible en forma de becas institucionales, estatales o federales, préstamos, opciones de trabajo para estudiantes y oportunidades de becas. La Oficina de Ayuda Financiera coordina estos apoyos y ayuda financiera a los estudiantes con el proceso de aplicación correspondiente. La información sobre estas oportunidades está disponible en la Oficina de Ayuda Financiera localizada en el cuarto 204B. También puede llamar a nuestros asesores al (708) 656-8000, Ext. 428.

## APPLICATION PROCESS

Students may apply for federal, state and institutional financial aid for the 2010-2011 school year by completing the Free Application for Federal Student Aid (FAFSA) form. Complete the FAFSA online, by visiting:

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

There is no charge for completing a Free Application for Federal Student Aid (FAFSA) if a Web site suggest charges, please contact the Financial Aid Office at Morton College to verify the correct Web site.

Before completing the FAFSA, apply for an electronic Personal Identification number (PIN) at:

<http://www.pin.ed.gov>.

If the application includes parental data, the parent must also apply for a PIN number. The PIN number is a unique number assigned to the student and parent, if applicable by the U.S. Department of Education to serve as a legal electronic signature that can be used to sign the FAFSA online.

FEDERAL SCHOOL CODE: 001728 - Please be sure to enter the Morton College Federal School Code 001728 on the FAFSA.

Students are encouraged to submit a completed FAFSA as soon as possible after January 1st. Completed FAFSA applications submitted before June 1st will be given first priority in processing Financial Aid awards. FAFSA applications and related information received after June 1st will be handled on a rolling basis and may not be processed by the start of the semester.

The following are steps required to complete the financial aid process at Morton College:

- Complete your FAFSA (If assistance is needed, please contact a Financial Aid Advisor at (708) 656-8000, Ext. 428).
- Complete a Morton College Financial Aid Data Form and

a Satisfactory Academic Progress Contract (These forms can be obtained from the Financial Aid Office or may be printed from the Financial Aid section of Morton College's web site at [www.morton.edu](http://www.morton.edu)).

- Immediately provide required forms or records requested by the Financial Aid Office.

## STUDENT ELIGIBILITY

To receive financial aid from any of the federal or state programs, you must meet all of the following criteria:

- May need to demonstrate financial need (Check program requirements).
- Have a high school diploma or General Education Development (GED) certificate (or demonstrate the ability to benefit from a college education).
- Have a valid Social Security number. If you need a Social Security number, you can apply at [www.ssa.gov](http://www.ssa.gov) or by calling 1-800-772-1213. For more information, please contact the Financial Aid Office at (708) 656-8000, Ext. 428.
- Be enrolled as a student working toward an eligible degree or certificate program (Please contact the Financial Aid Office for more details).
- Be a U.S. citizen or eligible noncitizen.
- Meet satisfactory academic progress standards as explained in this chapter.
- Certify you are not in default on a federal student loan and you do not owe money on a federal student grant as a result of an over award.
- Comply with the Selective Service registration, if required. If you are a male, age 18 through 25, and have not registered, you can give the Selective Service permission to register you by checking a box on the FAFSA form. You can also register at [www.sss.gov](http://www.sss.gov) or by calling 1-847-688-6888.
- You may not be eligible to receive federal student aid if you've been convicted under federal or state law of selling or possessing illegal drugs. To find out your financial aid eligibility, call 1-800-4-FED-AID or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), click on "worksheets" in the left column, then select "Drug Worksheet."
- Must be actively pursuing their coursework throughout the semester.

## FINANCIAL AID PROGRAMS AT MORTON COLLEGE

**Federal Pell Grant** — A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. Pell Grants provide a foundation of financial aid to which other aid may be added.

**Federal Work-Study Program** — The Federal Work-Study Program provides on- and off-campus jobs for students needing financial aid for their educational expenses. The program encourages community service work and work related to the student's course of study.

**TEACH Grant** — A non-need based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low-income elementary or secondary school as a highly qualified teacher, for at least four years within eight years of completing the program for which the TEACH Grant is awarded. If interested, please contact the Financial Aid Office to discuss the necessary steps to receive this grant.

**Federal Academic Competitiveness Grant (ACG)** — An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who have successfully completed a rigorous high school program by the state or local education agency and recognized by the Secretary of Education. Second-year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The program is available for the first time for the 2006-07 school year for first-year students who graduated from high school after January 1, 2006 and for second-year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

**Federal Direct Loan Program** — Students can receive low interest loans from the Department of Education to help pay for educational expenses not covered by grants or scholarships. Contact the Financial Aid Office for more information on how to apply.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** — The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest EFCs will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.



**Illinois Award Programs** — The Monetary Award Program (MAP) and the Silas Purnell Illinois Incentive for Access Grant (IIA) provide grants that do not need to be repaid. The grants do not cover audited courses, non-credit courses, continuing education courses and lab/course fees. The grants can be applied only toward in-district tuition. Students can apply for each grant by completing the FAFSA form. Funding for the MAP and IIA grants is limited. Students are encouraged to apply early for these grants to ensure full-year consideration.

**Scholarship Opportunities** — Morton College offers prospective and current students the opportunity to apply for scholarships. There are many scholarships available with various qualifications. Updated lists of available scholarships are published after February 1st. Scholarship applications can be obtained from the Financial Aid Office or may be printed from the Financial Aid section of Morton College's Web site at [www.morton.edu](http://www.morton.edu).

## VETERANS' EDUCATIONAL BENEFITS

Morton College is dedicated in helping veterans obtain educational benefits through a variety of programs offered by the Department of Veterans Affairs and Illinois Student Assistance Commission (ISAC). Our institution is approved to process the following educational benefits for qualifying students:

### ILLINOIS VETERANS' GRANT (IVG)

is a grant that pays tuition and allowable fees to anyone who has served at least one year of federal active duty honorably in the U.S. Armed Forces or who is serving in the Armed Forces. Recipients may use IVG for a maximum of 120 eligibility units which is the equivalent of four academic years of full-time enrollment. Students must complete an Illinois Veteran Grant application and submit with a copy of the DD214 member 4. It will be mailed to ISAC. Applications are available in the Financial Aid Office, Room 204, Building B.

### ILLINOIS NATIONAL GUARD GRANT (ING)

is a grant that covers tuition and certain fees at any Illinois public college, university and community college. Qualified applicants must be an Illinois National Guard member and completed one full year of service in the Illinois National Guard. Recipients may use ING for a maximum of 120 eligibility units which are the equivalent of four academic years of full-time enrollment. The eligibility for ING must be renewed each academic year. To apply, students must submit an online application at [www.collegezone.com](http://www.collegezone.com).

**Illinois MIA/POW Scholarship** – is a program for dependents (spouse or children) of veterans who were declared by the Department of Defense or U.S. Department of Veterans Affairs to be a prisoner of war; missing in action; died as a result of a service-connected disability; or be permanently disabled from service-connected causes

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with 100% disability. This scholarship covers in-district tuition and certain fees. Applications are available in the Financial Aid Office, Room 204, Building B.

**Post 9/11 GI Bill (Chapter 33)** – is a new education program that became effective August 1, 2009. This program is for individuals who served active duty on or after September 11, 2001 and who received an honorable discharge. This benefit expires 15 years from the last period of active duty of at least 90 consecutive days. Post 9/11 GI Bill pays directly to the school for student's tuition and fees up to the predetermined percentage of eligibility established by the Department of Veterans Affairs. For more information visit the Financial Aid Office or the Financial Aid section on Morton College's website.

**Montgomery GI Bill Active Duty (Chapter 30)** – is an education program that provides up to 36 months of educational benefits. It provides a monthly payment to the veteran directly. This benefit may be used for degree and some certificate programs. Generally, benefits are payable for 10 years following the release from active duty or after the 36 months are used up whichever comes first.

**Montgomery GI Bill Selected Reserves (Chapter 1606)** — is an education program that provides up to 36 months of education benefits to members of the Selected Reserves: Army, Marine Corps, Navy, Coast Guard, Air Force, Army National Guard and Air National Guard. Eligibility ends when a member leaves the Selected Reserves.

**Montgomery GI Bill Reserve Educational Assistance Program [REAP] (Chapter 1607)** — is a program that provides up to 36 months to a member of the Reserve component called or ordered to active service in response to a war or national emergency, as declared by the President or Congress.

**Vocational Rehabilitation and Employment Program [VR&E] (Chapter 31)** — is a program to help veterans with service-connected disabilities to prepare for, find, and keep suitable jobs. To apply a veteran must have an evaluation done by Vocational Rehabilitation Counselor to determine eligibility.

**Tuition Assistance** — is a benefit granted to eligible soldiers. Students must contact their commanding officer to obtain the application. All students receiving benefits must comply with academic regulations specified by Morton College.

Information on any of these programs is available in the Financial Aid Office, Room 204, Building B or by calling (708) 656-8000, Ext. 228.

**\*\*After financial aid awards are applied to students' tuition, fees and bookstore charges, the balances are released to students in two disbursements - at the end of the 4th week of the semester. Financial aid awards are disbursed only with student signature and address verification.**

# SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

To maintain financial aid eligibility, students receiving federal, state and institutional financial aid **must maintain satisfactory academic progress**. Financial Aid includes Pell Grants, the Illinois Monetary Award Program (MAP), Federal Work-Study, Stafford Loans and/or Parent Loan for Undergraduate Students (PLUS), Veterans’ Educational Benefits and institutional awards. The Financial Aid Office will review grades at the end of each semester. The Financial Aid Office will evaluate your compliance with the College’s Satisfactory Academic Progress Requirements at the end of your first Academic Year. Each semester, students must successfully complete a portion of their hours enrolled and earn grades that indicate satisfactory academic progress as detailed. Students failing to achieve satisfactory academic progress requirements (see Course Completion Requirements, Grade-Point Average detailed on the following page) will be placed on a Financial Aid Probation status but will remain eligible to receive Financial Aid for one semester. A student’s Financial Aid is suspended after the Probationary semester unless a minimum GPA of 2.0 in each of the courses attempted during the semester is achieved and all courses attempted are completed. Students whose Financial Aid is Suspended will be ineligible for additional Financial Aid unless a Satisfactory Academic Progress Appeal is submitted along with all requested documentation for extenuating circumstances specifically related to one of the following:

- Serious illness or injury to student that required extended recovery time or significant improvement.
- Death or serious illness of an immediate family member.
- Significant trauma in the student’s life that impaired the student’s emotional and/or physical health.
- Other documented circumstances.

If the Appeal is approved, eligibility for financial aid will be reinstated.

**Course Completion Requirement** — Financial aid recipients (except IVG & ING) must complete a minimum of two-thirds or 67 percent of the classes for which they are enrolled. The following table explains the number of credit hours that must be completed to meet the 67 percent requirement.

COMPLETION REQUIREMENTS	
Enrolled (Attempted) Credit Hours	Must Complete (Earned) Credit Hours
16 hrs . . . . .	11 hrs
14-15 hrs . . . . .	10 hrs
13 hrs . . . . .	9 hrs
11-12 hrs . . . . .	8 hrs
10 hrs . . . . .	7 hrs
8-9 hrs . . . . .	6 hrs
7 hrs . . . . .	5 hrs
6 hrs . . . . .	4 hrs
Less than 6 hrs . . . . .	all credit hours

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**Grade-Point Average (GPA) Requirement** — All students must maintain satisfactory academic progress. For financial aid purposes, the GPA is calculated using all Morton College 100 - and 200-level credit courses attempted, as well as all Morton College credit courses attempted in English and mathematics below the 100 level. A student must maintain a cumulative GPA of 2.00 (“C”) or higher to remain eligible for financial assistance.

**Maximum Time Allowable** — For an associate’s degree, students will not be allowed to receive financial aid after 93 semester hours attempted. For a one-year certificate, students will not be allowed to receive financial aid after 45 hours attempted. All previous Morton College course work and transfer hours are considered when determining financial aid eligibility even if no financial aid was previously received. Withdrawals and repeats will be counted as hours attempted. Students exceeding the Maximum Time Allowable will not be eligible to receive Financial Aid for any remaining time unless the Maximum Time Allowable has been exceeded as a result of:

- Completion of first degree.
- Documentation of a change in academic program.
- Need more hours in transfer program for 4-year university.
- Need(ed) to take developmental courses before taking college level courses.
- A Completed Appeal Review Determination along with a Program Summary signed by an Academic Advisor that confirms the total additional credit hours needed and the estimated time needed to complete those credits will be needed to support Appeal approval. Other documentation, as may be determined applicable, to support approval to extend the Maximum Time Allowable may be requested.

### **Financial Aid Probation/Suspension**

- The first time a student fails to maintain a minimum cumulative GPA of 2.0 and/or 67 percent credit hour completion rate, he/she will be placed on probation. Students placed on probation are still eligible to receive financial aid for one semester.
- Students will be placed on suspension status the following semester if he/she fails to achieve a GPA of 2.0 for the second time. A student will also be placed on suspension status if the current and/or cumulative attempted credit hour completion rate is less than 67 percent for the second time. Students placed on suspension status will be ineligible for future financial aid.

### Procedure for Appeal and Reinstatement

- Students on financial aid suspension status may appeal to the Financial Aid Standards of Academic Progress Committee if they have mitigating circumstances. Students wishing to appeal their status must obtain an official appeal form at the Financial Aid Office or at [www.morton.edu](http://www.morton.edu).
- Maximum time allowable appeals will only be considered from students who have completed a degree and document a change in academic program and/or have taken developmental course work.
- Students who have been reinstated by the Financial Aid Standards of Academic Progress Committee and/or the Director of Financial Aid must meet the Satisfactory Academic Progress requirements criteria from that point forward.

## FEDERAL RETURN OF TITLE IV FUNDS

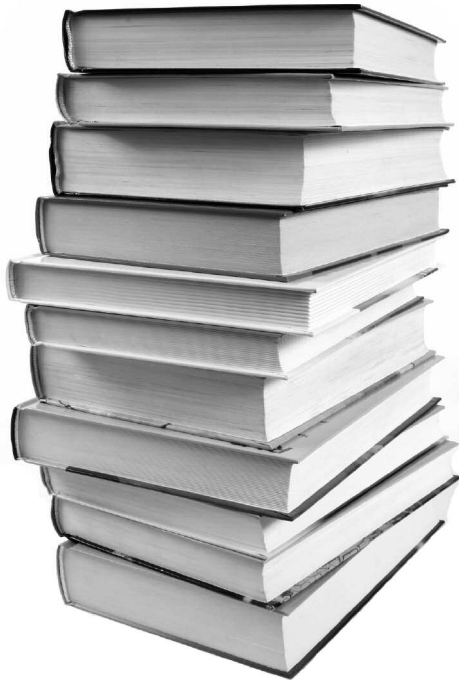
Federal financial aid recipients withdrawing and/or failing from courses may lose some or all of their financial aid eligibility. Based on the Federal Return of Title IV Funds Policy, unearned financial aid is returned to the federal government. Examples of the policy's rules are available by request from the Financial Aid Office.



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# REGISTRATION

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## REGISTERING FOR A COURSE

All students planning on attending Morton College must register for courses and pay tuition and fees before being considered officially enrolled. The Course Schedule, available online at [www.morton.edu](http://www.morton.edu), lists days and times courses are offered and registration instructions.

All students are strongly encouraged to meet with an Academic Advisor before registering to ensure that appropriate courses are taken. To set up an appointment, contact the Academic Advising Center at (708) 656-8000, Ext. 250.

**NOTE: Students who register late are subject to a \$50 late registration fee.**

## DROPPING A COURSE

For a 16-week course, a student may drop from a course after initial registration until two weeks before the last day of the semester. For Summer semester, it is one week before the end of the semester. Courses shorter than one semester may have different drop dates. To drop a course, please refer to the Course Drop Procedure as outlined below.

**NOTE: You will receive a tuition bill at the time of registration from the Office of Admissions and Records. If payment is not received by the due date, you may be dropped from your courses. If you are dropped from your courses, you may re-register with no guarantee of obtaining the same course schedule. Additionally, non-attendance does not constitute official withdrawal from your courses. It is the student's responsibility to officially withdraw from a course. Unless you officially withdraw from a course, you are still responsible for all tuition and fees for any course for which you have registered. The College refunds tuition and fees only when official drop forms are properly completed, authorized and processed through the Office of Admissions and Records and only according to the Tuition Refund Table found in the current Morton College course schedule. Telephone requests for courses to be "dropped" are not accepted.**

For courses dropped during the refund period, no academic record will be maintained. However, a grade of "W" (withdraw) will be recorded for courses dropped after that period.

## COURSE DROP PROCEDURE\*

Add/Drop forms are available from the Academic Advising Center and the Office of Admissions and Records. To drop a course, follow these steps:

- Fill out the Add/Drop Form.
- Students receiving financial aid must check with the Financial Aid Office before dropping courses.
- When dropping a credit course, an Advisor's signature is required after the refund period.
- Instructor's signature is required after the refund period and until one week after the last day of the midterm week.
- Students who are receiving financial aid and/or veterans' benefits must obtain a signature from the Financial Aid Office before dropping a course.



- Submit the completed Add/Drop Form to the Office of Admissions and Records for processing. The forms must be filed before the deadline date, which is available in the online Course Schedule at [www.morton.edu](http://www.morton.edu). Students may not drop a course after the deadline date.
- Refunds of tuition and fees will be allowed only as specified in the Refund Policy.

\* For information on dropping Adult Education courses, contact the Assistant Dean of Adult Education, Community Programming and Outreach at (708) 656-8000, Ext. 367.

## MILITARY SERVICE

Students of Morton College who are members of any reserve component of the United States Armed Forces who are mobilized to active military duty shall be allowed to withdraw from their courses according to the following policy:

### **Special Accommodations for Military Service By Students and Employees —**

Now, therefore be it hereby resolved by the Board of Trustees of Morton College, Community College District 527, County of Cook, State of Illinois, that any students of Morton College who are members of any reserve component of the United States Armed Forces, including the Illinois National Guard, who are mobilized to active military duty in connection with the war on terrorism, shall be allowed to withdraw from their courses without penalty and will full refund of tuition and fees, or request an "I" (incomplete) grade for the courses to be completed when returning to the College, or if after midterm and with instructor consent be allowed to take early final examinations.

Be it further resolved that any full-time employees of Morton College who are members of any reserve component of the United States Armed Forces, including the Illinois National Guard, who are mobilized to active military duty in connection with this war on terrorism, shall continue to receive their regular compensation as Morton College employees, plus any health insurance and other benefits they are currently receiving, minus the amount of their base pay for military activities.

For more information regarding this policy, contact the Office of Admissions and Records at (708) 656-8000, Ext. 346.

## ADMINISTRATIVE WITHDRAWAL

Students who no longer wish to continue in a course are responsible for withdrawing from it. Students, however, who have excessive absences as defined by the course syllabus, may be notified by their instructor of possible withdrawal. Students who fail to make satisfactory arrangements with their instructor to continue in the course may be subject to administrative withdrawal for nonattendance and a grade of "W" (withdrawal) will be assigned. It is the student's responsibility to officially withdraw from a course. Students administratively withdrawn from classes are still responsible for tuition and fees according to the College's Refund Policy and Tuition Refund Table.

Students administratively withdrawn from a course will receive notification from the Office of Admissions and Records. Students may appeal the withdrawal to the appropriate Dean within 10 days. The dean's decision to reinstate or not, will be based on the circumstances, the student's status in the class, and the instructor's recommendation. If the decision is made to reinstate the student, the Dean will notify the Office of Admissions and Records, the student, and the faculty. Mutually agreed upon conditions may be applied to certain reinstatements.

## AUDITING A COURSE

Students wishing to audit a course must meet all admissions and registration regulations and pay the required tuition and fees. Students may register to audit a course only during the first week of the desired course. However, a student may change from credit to audit or audit to credit by completing an Add/Drop Form and obtaining the instructor's written approval. Requests for change of audit status must be submitted to the Office of Admissions and Records before the course's midterm week or no later than the seventh week of a 16-week course, or the third week of an eight-week course. Courses shorter than eight weeks will have different deadlines. For further information, contact the Office of Admissions and Records.

A student auditing a course may participate fully in class activities, subject to the instructor's approval, but will not be required to take tests or examinations. No credit is awarded for courses audited and a grade of "V" (visitor) will be recorded. Students may register to audit a course only during Add/Drop week or the first week of the semester.

## **CANCELLATION OF COURSES BY THE COLLEGE**

Courses will be held as scheduled unless cancelled due to insufficient enrollment or other College considerations. The College reserves the right to cancel any course for insufficient enrollment or for other reasons deemed necessary by the College. The College, at its discretion, may adjust course starting and ending dates as well as meeting times or days. Should a course be cancelled, a full refund of tuition and fees will be issued.

For more information, please see the Tuition Refund Schedule on our website at [www.morton.edu](http://www.morton.edu).



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# ACADEMIC INFORMATION AND CAMPUS REGULATIONS

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## CODE OF STUDENT CONDUCT\*

Morton College requires that students govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The purpose of the Code of Student Conduct is to provide fair and reasonable rules and procedures to promote educational development and to ensure that students do not engage in conduct that interferes with the mission or the daily operation of the College.

For the College to carry out its responsibilities and to provide students with the most beneficial educational experience, the following actions have been deemed as violations of the College's Code of Student Conduct:

- All forms of academic dishonesty, including but not limited to cheating, plagiarism, forgery and alteration or use of College documents or instruments with intent to defraud.
- Acts interfering, disrupting or obstructing teaching, administration or authorized College activities.
- Theft or damage to College property or to the property of a member of the College community on campus or at an official College activity off campus.
- Possession, use, sale or distribution of illegal drugs, narcotics or alcoholic beverages, or being under the influence of these while on campus or at an official College activity off campus.
- Verbally, physically, or in a written form abusing, harassing, threatening, assaulting or endangering the health or safety of any person on campus or at an official College activity off campus.
- Sexual offenses/harassment.
- Stalking.
- Hazing.
- Unauthorized use of College telephones, e-mail system, photocopy machines or fax machines.
- Violation of local, state and federal laws, regulations and policies on campus or at an official College activity off-campus.
- Denying a trustee, employee, student or guest of the College freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; or occupying College buildings or property after due and legal notice to depart has been given.
- Loud, abusive or offensive language; loitering; creating a hostile environment; gambling; and lewd or obscene conduct.
- Illegal, unauthorized, or inappropriate possession of firearms,

## ACADEMIC INFORMATION AND REGULATIONS

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ammunition, explosives, other weapons or dangerous chemicals on College premises.

- Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested.
- Abuse of computer time including but not limited to unauthorized entry into a file to use, read or change the contents; unauthorized transfer of a file; unauthorized use of another individual's identification and password; unauthorized use of copyrighted material received or transferred over the network; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to access obscene Internet sites; use of computing facilities to interfere with normal operation of the College computing system; and use of computing facilities for personal profit or gain.

Students shall assume responsibility for their own conduct. All students involved in apparent acts of misconduct will have the right to due process.

## ACADEMIC HONESTY POLICY

Morton College treats ethical violations affecting course work with the utmost seriousness. Cheating of any kind will result in disciplinary action. Academic dishonesty in all modes of instruction (in or out of class) includes, but is not limited to:

- Copying someone else's work or answers.
- Putting your name on a paper written by someone else and handing it in for credit.
- Allowing another student to copy your work or answers for assignments.
- Using materials or information hidden on one's person or any electronic devices during quizzes and examinations.
- Obtaining and using teacher's editions of textbooks, instructor's manuals, tests or test answers in an unauthorized fashion.
- Providing course materials such as papers, lab data, reports, or answers to be presented by another student as his or her work
- Making up or falsifying information for the purpose of completing an assignment, quiz, exam or presentation.
- Taking an exam in place of another student or having someone take an exam in your place.
- Turning the same paper in to two different instructors without first receiving permission from both of them.
- Presenting a paper as a speech in a public speaking course which had been submitted as a paper in another course without first receiving permission from both instructors.

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- Copying a computer program for unauthorized use.
- Breaking into or utilizing College-owned computer files in an unauthorized manner.
- Altering a grade sheet or forging a signature on an academic document.
- Plagiarism (discussed below in more detail).

### **PLAGIARISM**

Is the intentional or unintentional theft of intellectual property. Although in academic writing one often presents intellectual material gathered from sources, it is imperative that these sources be clearly identified in the student paper. Only then can students avoid plagiarizing. Plagiarism, then, refers to the act of representing someone else's words, ideas or data as your own. Here are some examples:

- Including passages from source material in a paper without using quotation marks and a reference to the source to indicate the borrowing.
- Including pictures, graphs, statistics or other data in a paper without referencing the source.
- Summarizing or paraphrasing any material (not recognized as common knowledge) in a paper without referencing the source
- Purchasing a paper or having someone write a paper to submit as your own work. Students must also realize that the necessity to cite source material applies to any kind of source imaginable, including an interview with a person or persons, printed materials (newspapers, magazines, journals, books, etc.), and electronically accessed information (e-mail, chat rooms, databases, Web sites, etc.). The point is to recognize other people's work and their statements as their exclusive intellectual property. Students may borrow from it, but only as long as they acknowledge such borrowing and do so in ways recognized by the academic community.

### **REPORTING ACTS OF ACADEMIC DISHONESTY**

All members of the Morton College community including faculty, staff and students must work together to protect the academic integrity of the institution. Together they share the responsibility for reporting acts of academic dishonesty.

### **PROCEDURES FOR HANDLING ACTS OF ACADEMIC DISHONESTY**

If a student witnesses or learns of an apparent violation, he/she should report the incident to the appropriate faculty. That person will then meet with the student or students implicated by these witness(es). Alternately, a faculty member who believes he or she has detected academic dishonesty on his or her own will meet with the student or students in question to discuss the situation. In all cases, the following procedures will apply:



## ACADEMIC INFORMATION AND REGULATIONS

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- If the faculty member determines there is evidence of cheating, they will determine the penalty as it pertains to the course in question. A failing grade for the assignment and/or a failing grade for the course are the most likely penalties.
- The faculty member will then document the violation and the penalty on an Incident Report and forward a copy of this report to the appropriate academic dean.
- The appropriate academic dean will forward notification of the incident and course-level penalty to the Vice President of Academic and Student Development or designee.
- The Vice President of Academic and Student Development or designee will meet with any of the principals they deem necessary — the student(s), the faculty member, the appropriate academic dean — to determine whether further disciplinary action is called for. Such actions as probation, suspension, administrative withdrawal from an academic major or dismissal may result.
- All students involved in apparent acts of academic dishonesty will receive written notification outlining the disciplinary consequences from the Vice President of Academic and Student Development or designee.

Students who are dissatisfied with the results of these proceedings can appeal the disciplinary actions taken by writing to the Vice President of Academic and Student Development or designee within 30 college business days of receiving written notification of these actions. Appeals must include a clearly written summary of the alleged incident in addition to the reasoning that explains why the disciplinary process failed to adequately serve the student's rights or reach a fair conclusion.

### DISCIPLINARY ACTION \*

Students shall assume responsibility for their own conduct. In keeping with the educational purposes of the College, disciplinary action, other than an action requiring dismissal, shall be intended to be developmental rather than punitive. Consequently, most disciplinary proceedings shall be conducted between the student and Vice President of Academic and Student Development or designee.

A student violating the rules and regulations of the College may be subject to any of the following disciplinary actions depending on the nature of the offense and the student's previous conduct record. All disciplinary actions will be issued in writing.

1. **Official Warning** — Notification that the student has committed an act(s) of misconduct and warning that another offense may result in the imposition of a more serious sanction.
2. **Disciplinary Probation** — A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes some restrictions, requirements, referral for professional aid or assistance as determined by the individual case.
3. **Restitution** — Reimbursement for damage to property including the cost of replacement of parts and/or labor.
4. **Record Restriction** — Restricting a student from utilizing an official record or service of the College (examples, transcripts, registration, etc.) until the student's obligation has been met.

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5. **Suspension** — Separation from the College that denies the privilege of continuing enrollment for a definite period of time after which the student may be eligible to return. Suspension may include withdrawal from one or more classes. Conditions for readmission may be specified.
6. **Dismissal** — Permanent separation from the College.

Disciplinary action will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Vice President of Academic and Student Development or designee.

### DUE PROCESS

Disciplinary action against students may be initiated by any member of the College community by filing a complaint in writing to the Vice President of Academic and Student Development or designee. The Vice President of Academic and Student Development or designee can initiate a disciplinary action by notifying the student in writing of the misconduct charge. Any student formally charged with committing an act of misconduct will be subject to the disciplinary procedure. All students are guaranteed the right of due process. The Vice President of Academic and Student Development or designee and/or the Disciplinary Board will conduct hearings for students accused of violating College regulations in the following procedures:

1. The student shall be notified that he or she is accused of violating a regulation.
2. The student shall be notified that he or she may elect one of three courses of action:
  - a. The student may admit the alleged violation. the Vice President of Academic and Student Development or designee will then decide on the appropriate action and notify the student of said action in writing within five days of the meeting. The student, however, is entitled to appeal this disciplinary action in which case the Vice President of Academic and Student Development or designee will refer the student to the Disciplinary Board.
  - b. The student may deny the alleged violation, in which case the Vice President of Academic and Student Development or designee shall refer him or her to the Disciplinary Board.
  - c. The student may admit the alleged violation and request a hearing before the Disciplinary Board.
3. In preparation for a hearing before the Disciplinary Board, the student should submit to the Chairperson of the Disciplinary Board information including the student's name, address, phone number, relevant correspondence relating to the conduct violation and the student's recommended relief.
4. Prior to the hearing of the Disciplinary Board, the student shall be entitled to:
  - a. A written notification of the time and place of the hearing.
  - b. A written statement of charges and sufficient particularity to enable the

## **ACADEMIC INFORMATION AND REGULATIONS**

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- student to prepare the necessary defense.
- c. A written notification of the names of the witnesses directly responsible for reporting the alleged violation or, if there are no such witnesses, written notification of how the alleged violation was reported.
  5. The student shall be entitled to appear in person and present his or her defense to the Disciplinary Board and may call witnesses in his or her behalf. The student may have advice during the hearing from an individual from within the College community selected by the student. Representation by legal counsel is restricted to disciplinary hearings at which the College is utilizing an attorney. In this case, the student will be notified that the College intends to utilize an attorney. If the student elects not to appear, the hearing shall be held in his or her absence.
  6. The student shall be entitled to question the witness(es).
  7. The student shall not be required to testify against himself or herself.
  8. The student shall be entitled to an expeditious hearing of his or her case.
  9. A decision of the Disciplinary Board will be communicated to the student through the Vice President of Academic and Student Development or designee within 10 school days of the final hearing.
  10. The student shall be notified of his or her right to appeal the decision of the Disciplinary Board. If the student appeals, any decision by the Disciplinary Board shall be held in abeyance until the case has been reviewed. The student must notify the Vice President of Academic and Student Development or designee of his or her intention to appeal the decision of the Disciplinary Board within five school days of the decision.

### **DISCIPLINARY BOARD**

The Disciplinary Board will consist of five members and five alternates as follows:

- two students selected from the Student Association  
two alternates
- two faculty members  
two alternates
- one administrator  
one alternate

The Student Association will recommend to the President of the College the student members and alternates who will serve on the Disciplinary Board. The President will select the faculty members, administrator and alternates. The Disciplinary Board will elect their own chairperson. A secretary will be provided to the Committee through the Vice President of Academic and Student Development or designee office.

The Disciplinary Board will hear all cases under the due process procedures. It should seek all facts in the case and may request witnesses from the staff or the student body. Students appearing before the Disciplinary Board because of a misconduct charge may also bring witnesses. The Disciplinary Board will determine the disciplinary action if necessary.

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Accurate and complete records shall be kept of all hearings by the Vice President of Academic and Student Development office and made available to a Review Committee in case the decision of the Disciplinary Board is appealed.

### **APPEAL**

The action of the Disciplinary Board becomes final unless the accused student exercises his or her right to an appeal to the President. If the student appeals, the President will appoint a Review Committee to study the action taken by the Disciplinary Board. If the Review Committee and the Disciplinary Board disagree, the final decision will be made by the President.

### **STUDENT COMPLAINT AND GRIEVANCE INFORMATION**

A complaint and grievance procedure is available to Morton College students. The purpose of the procedure is to ensure students the opportunity to express their concerns regarding their relationship with the College or a member of the College's staff, and to comply with Title IX of the Educational Amendments of 1972, Section 504, of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These procedures are designed to cover complaints and grievances, as well as any alleged discrimination by reason of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.

If a complaint cannot be solved informally, the student may file a formal complaint in writing to the Title IX/Section 504 Coordinator, Kenneth Stock, Morton College, 3801 S. Central, Cicero, Illinois, 60804, (708) 656-8000, Ext. 298. Upon receipt of the complaint the Title IX/504 Coordinator will review it. Should the complaint filed pertain to race, color, religion, national origin, gender, sexual orientation, age, or marital status and the Title IX/504 Coordinator cannot solely resolve the issue, he will consult with the Director of Student Development and a Student Grievance Committee will be formed. Upon the formation of the Committee a hearing will be held to resolve the complaint.

In the event that the complaint filed with the Title IX/504 Coordinator pertains to disability, he will then consult with the Academic Advisor/Disabilities Specialist. A Student Grievance Committee will then be formed. Upon the formation of the Committee, a hearing will be held to resolve the complaint.

Based on the information provided during the hearing, the Committee, will make a recommendation to the Vice President of of Academic and Student Development who renders a final determination. If the decision rendered by the Vice President is unsatisfactory to the grievant, the grievant may request a review by the President. The request must be made in writing within 10 school days of receipt of the Vice President's determination. The Vice President will render a decision within 10 school days of receipt of the request, and the decision will be final.

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For a detailed description of the Grievance Procedure, contact the Title IX/Section 504 Coordinator, Kenneth Stock, Morton College, 3801 S. Central, Cicero, Illinois, 60804, (708) 656-8000, Ext. 298.

## ACADEMIC LOAD AND CLASSIFICATION

The following outlines the status of a student based on the number of semester hours he/she is registered for:

**Full-time** — 12 or more semester hours.

**Part-time** — Less than 12 semester hours.

A student may not enroll in more than 19 semester hours at one time (nine semester hours during the summer) without approval from an Academic Advisor. Students required to maintain a specific academic load to be eligible for various types of financial assistance or other programs should contact the Financial Aid Office for regulations regarding the necessary course load.

**First year or freshman** — A student who has earned 0 to 29 semester hours of credit.

**Second year or sophomore** — A student who has earned between 30 to 59 semester hours of credit.

## ASSESSMENT OF STUDENT LEARNING

The purpose of assessment is to improve curriculum, student learning and College services. Academic course assessment is based on a process in which faculty have identified objectives for specific courses and programs and employs a wide variety of measurements to determine that students are achieving educational goals. Academic general education assessment is used to verify that students are acquiring the academic foundations they will need to enhance their quality of life and become life-long learners. College services are assessed to ensure that those services are meeting the needs of learners.

## ENROLLMENT IN DEVELOPMENTAL COURSES

To help students achieve their educational goals, the College adheres to a policy of required placement testing and fulfillment of developmental course(s). All students who are degree-seeking, in a transfer track or enrolled in a certificate program requiring English or math must complete placement tests. Based on test results, students placing into developmental English or math courses must begin taking these courses within the first 12 semester hours of study at the College. Some registration restrictions may occur based on test results. For more information, see the Placement Testing section located in the Student Services chapter in this catalog or contact the Placement Testing Center at (708) 656-8000, Ext. 250.

## GRADING POLICY

At the end of each semester, students can access grade reports online at Morton College's Web site ([www.morton.edu](http://www.morton.edu)). Only final grades are entered on a student's academic record and used in computing the student's GPA. Only 100-level courses and above are used to determine the GPA.

### GRADE-POINT AVERAGE (GPA)

GPA is used to determine eligibility for graduation, the Dean's List, President's List, Academic Honors List, scholastic awards, athletics and other purposes. The GPA is determined by multiplying the number of semester hours attempted for each course by the grade points earned and then dividing the total by the number of semester hours attempted (quality points divided by quality hours). Computation of the grade average excludes credits earned by proficiency, for which no grade is earned; grades of "P," "U," "V" and "N" and grades earned at other institutions.

GRADE LEGEND					
Grade		Grade Points			
A	Excellent	4.00	U	Unsatisfactory	0.00
B	Good	3.00	V	Audit	0.00
C	Average	2.00	I	Incomplete	0.00
D	Poor	1.00	N	Course in Progress	0.00
E	Failure	0.00	W	Withdrawal	0.00
P	Pass	0.00			

## CLASS ATTENDANCE

The attendance policy for each course is outlined in the course syllabus distributed by the instructor on the first day of class. Instructors may consider tardiness and absences as factors when determining student achievement. Absences caused by approved College activities are not counted in this determination. Students are responsible for making arrangements with their instructors to complete course work missed due to such absences.

## FINAL EXAM WEEK

Morton College has instituted Final Exam Week to allow adequate and structured time for students to demonstrate mastery of learning. The schedule for exam week is listed in the Academic Calendar for the year and in the Course Schedule for each semester.

## SEMESTER CALENDAR

Morton College is on the semester system with the academic year divided into two 16-week semesters. Day and evening courses are offered each term to enable students to meet their educational needs. A summer session is provided.

## STANDARDS OF ACADEMIC PROGRESS

Students are required to demonstrate satisfactory academic progress toward achieving their educational goals. Satisfactory progress is demonstrated by the GPA and will apply to all students who have attempted a minimum of 12 credit hours including developmental courses. Additional requirements may apply to students receiving scholarships or financial aid.

### GOOD STANDING

A student who has attempted 12 semester hours of course work including developmental courses with a cumulative GPA of 2.00.

### ACADEMIC WARNING

Students who have attempted 12 to 23 semester hours of course work, including developmental courses, and who have a **GPA under 2.00** will be placed on academic warning which may lead to academic restrictions. Students are encouraged to review their academic progress with an advisor prior to registering for courses the next semester. To help develop academic success strategies and change ineffective academic patterns, students should complete the Contract for Academic Success with an Academic Advisor.

### ACADEMIC PROBATION

Students who have attempted 24 or more semester hours of course work including developmental courses with a **GPA under 2.00** will be placed on academic restriction and must review their academic progress with an advisor prior to registering for courses the next semester. To help develop academic success strategies and change ineffective academic patterns, students must complete the Contract for Academic Success with an Academic Advisor. Students on academic probation will be limited to a maximum of 12 credit hours per semester and may be required to participate in other success strategies developed with an Academic Advisor. Students on academic probation must show academic progress (subsequent semester GPA must be 2.00 or greater) or they will be placed on academic suspension.

### ACADEMIC SUSPENSION

Students on academic probation who earn a subsequent semester GPA under 2.00 will be placed on academic suspension. The suspension from the College will be for one semester (fall or spring). Students wishing to appeal the suspension must meet with an Academic Advisor to present evidence of a change in their academic circumstances and to complete the Appeal of Suspension form. If appeal of suspension is approved, the student will be placed on academic probation until their GPA is 2.00 or greater and required to meet with an Academic Advisor to complete a Contract for Academic Success.

## GRADE APPEAL PROCEDURE

Student grades as reported by faculty are considered final. In the event a student desires to appeal a grade, the following process will be followed:

- Within 10 school days of the grade being made available to the student (posted at [www.morton.edu](http://www.morton.edu)), the student must notify in writing (email or letter) the faculty member of their disagreement with the posted grade.
- The student must initiate a discussion with the course instructor and try to reach an accord with respect to the course grade within an additional 10 school days.
- If, after discussion with the course instructor, a student does not reach an accord with the faculty member's decision, the student may next appeal in writing to the appropriate academic dean within 10 additional school days.
- Subsequently, the dean will review the appeal and consult with the faculty member.
- If the dean and faculty member cannot resolve the situation, the dean will convene, within 10 school days, a committee comprised of three full-time faculty members teaching in the same discipline or a related discipline, if necessary.
- If the committee convened by the dean fails to reach a satisfactory resolution, then the faculty member or the student may, within 10 school days, appeal in writing to the Vice President of Academic and Student Development.
- The Vice President will review the appeal and render a decision. The decision of the Vice President shall be final.



## GRADE AND RECORD FORGIVENESS

Students experiencing previous academic difficulty at Morton College may remedy their academic records through the following options:

### GRADE FORGIVENESS

A student may repeat a course previously attempted at Morton College but will receive credit for it only once. The higher grade earned will be used in computing the student's cumulative GPA. The new GPA will be recalculated within eight weeks from the end of the semester in which the higher grade was earned (Students should be aware that there is no assurance that other institutions will recognize this forgiveness provision).

### RECORD FORGIVENESS

A student should see an Academic Advisor to begin petitioning the Vice President of Academic and Student Development or designee in writing to have up to three consecutive semesters (including Summer session) attempted at Morton College excluded from their grade computation. To petition for Record Forgiveness, a student must meet the following requirements:

- The student cannot have attended any college or university for at least 12 calendar months following the semester for which applying for Record Forgiveness.
- After the 12-month period, a minimum of 12 semester hours of credit must be earned at Morton College with a GPA of 2.00 ("C") or above.

After having met the above requirements, the student's petition will be reviewed and a decision will be made. The GPA will exclude the semester(s) of attempted credit forgiven. However, **all** courses forgiven will remain on the academic record with a statement of "forgiveness" indicated. (Students should be aware that there is no assurance that other institutions will recognize this forgiveness provision).

## NON-TRADITIONAL LEARNING PROGRAM\*

The Non-Traditional Learning program allows students to translate knowledge and skills acquired outside the classroom into college credit. For example, a student who has acquired knowledge by working in data processing may seek credit in specific data processing courses offered at Morton College. Students can obtain proficiency credit by either credential evaluation or Morton College proficiency examinations.

Students may be granted up to 30 credit hours in this program. Petitions for Non-Traditional Learning Credit and requests for additional information are available at the Academic Advising Center and from the appropriate academic Dean. Non-Traditional Learning Credit cannot be used to satisfy the Morton College academic residency requirement.

## 2010-2011 CATALOG

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A maximum of 30 semester hours of credit earned through Non-Traditional Learning may be applied toward graduation requirements. All other graduation requirements also must be met.

In accordance with state regulations, no grade received through Non-Traditional Learning is recorded for course credit. The student's academic record will indicate only that credit has been established. The student is responsible for finding out if such credit will transfer to another college or university and if it will be applied toward a specific degree or certificate program.

\*Students should consult with an Academic Advisor as the transferability of credit is related to one's major and the transfer institution.

### RECEIPT OF CREDIT

To receive Non-Traditional Learning credit, a student must meet the following criteria:

- A fee for each course must be paid when a student applies for a proficiency examination or credential evaluation. This fee covers the cost associated with taking the examination or being evaluated. The fee is not refunded to a student failing to qualify. In certain cases, the Illinois Veterans' Grant may pay the fees of Non-Traditional Learning credit. Veterans should consult the Coordinator of Financial Aid.
- A student must, however, complete six credit hours at Morton College before the proficiency credits can be recorded.

### PROFICIENCY EXAMINATION

Proficiency examinations are open to students who meet the requirements through previous course work, experience or a combination of both. Examinations may be taken in certain courses or programs upon petition by the student (Please note that not all courses are eligible for proficiency examination). Proficiency examinations may be taken only with the approval of the instructor and the appropriate academic Dean. Credit is given if the student passes a proficiency examination; however, no letter grade is given.

#### Regulations for Proficiency Examination —

- Proficiency exams may not be taken to improve a grade, remove a failure or replace an incomplete.
- Proficiency exams may not be taken before the student is admitted to Morton College.
- Proficiency exams may not be taken more than once for a given course.
- Proficiency examinations must be completed in proper course sequence for each discipline. Once a student has received credit for a particular course, either through enrollment or proficiency, he/she may not apply or receive credit for a lower-level course in

## ACADEMIC INFORMATION AND REGULATIONS

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that sequence. For example, after receiving credit in OMT 250, one may not apply for proficiency credit in OMT 101 or 102.

- A maximum of 30 semester hours of credit earned through proficiency may be applied toward a degree for graduation requirements. Only one-third of the semester hours of credit required for a certificate program may be earned through proficiency.

### PRIOR LEARNING EVALUATION

Credit for prior learning can be earned via a portfolio review illustrating how the experience correlates with course objectives. Credential evaluation requires the student to prepare a portfolio documenting relevant information on experiences and background and then have a conference with an appropriate faculty member. The instructor and the appropriate academic Dean will determine the student's eligibility for credit.

### COLLEGE LEVEL EXAMINATION AND ADVANCED PLACEMENT PROGRAMS

The College Level Examination Program (CLEP) is a national program that grants college credit through examination. Students who have taken a CLEP exam must submit an official examination report (in a sealed envelope from the College Entrance Examination Board (CEEB)) to Morton College's Office of Admissions and Records.

High school students who have taken an Advanced Placement (AP) Test conducted by CEEB may have their official test results sent to the Office of Admissions and Records.

Students should discuss the CLEP/AP option with an Academic Advisor prior to registering for classes at Morton College. Students must request and complete the AP/CLEP Credit request form from the Office of Admissions and Records. Once completed, the AP/CLEP Credit request form must be submitted to the Office of Admissions and Records. The form will be forwarded to the appropriate academic Dean for review. After review by the Dean, the form will be forwarded to the Office of Admissions and Records. The student will then be notified in writing concerning the number of credits awarded. Students are encouraged at that point to meet with an academic advisor.

Students must have earned six hours of credit at Morton College before CLEP or AP credits can be posted on their records. Students may earn up to 30 credit hours through CLEP/AP; however, they may not earn more than eight credits in any one subject. Students may not use CLEP/AP to improve a grade, remove a failure or replace an incomplete.

**Currently, the AP exams, course equivalences and credits awarded and accepted are evaluated on an individual basis by the appropriate academic Dean.**

**NOTE:** Students transferring to other schools are advised to check with the transfer school to determine its policy toward credit by examination.

### MILITARY SERVICE CREDIT

Military veterans who have served at least one year of active duty and have been honorably discharged are eligible for four semester hours of credit in physical education to be applied to their transcript. Additional credit may be granted for training received in certain service schools. A copy of the DD214 (separation papers) must be filed with the Office of Admissions and Records. Students who have completed college-level courses through the Defense Activity for Non-Traditional Education Support, the United States Army Fund or the American Council on Education, should submit official copies of their records for evaluation.

### DUAL CREDIT/DUAL ENROLLMENT

Morton College does offer opportunities for dual credit and dual enrollment. For more information, please contact the Dean of Careers and Technical Education at (708) 656-8000, Ext. 334.

## SECOND DEGREE AND/OR CERTIFICATE

The following requirements apply to students who have earned one degree or certificate and wish to qualify for an additional degree or certificate.

- The general education and program requirements for the second degree or certificate must be completed successfully.
- For each additional degree, a minimum of 15 semester hours of credit must be earned in residence in courses not applied to other degrees or certificates previously received.
- For each additional certificate, a minimum of one-fourth of the total semester hours of credit must be earned in residence in courses that were not applied to other degrees or certificates previously received.
- A student may qualify for an Associate in Applied Science degree and a certificate concurrently in the same program. **However, certificates in the same program of study will not be awarded after the degree has been completed.** Students who anticipate qualifying for a degree and certificate in the same semester should consult with an Academic Advisor for more information. Students may not qualify for more than two degrees/certificates in the same semester.

## TRANSCRIPT

A transcript of a student's academic record at Morton College may be obtained by filing a written request with the Office of Admissions and Records. Upon a student's written request, official copies can be mailed to other institutions, prospective employers and agencies. A transcript issued to a student for his or own records will be stamped "Student Copy." All financial obligations and other restrictions must be fulfilled before a transcript will be issued.

## AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY POLICY

In compliance with Illinois and Federal law, Morton College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability in its educational, admissions, or employment policies. Morton College is an educational institution and employer committed to a diverse multi-cultural, multi-ethnic learning and work environment. Morton College is also committed to ensuring that students with limited English speaking skills will not encounter barriers in admission or when participating in educational programs.

Individuals with questions in regards to discrimination should contact the Section 504 Coordinator/Title IX, Kenneth Stock, Morton College, 3801 S. Central Avenue, Cicero, Illinois 60804, (708) 656-8000, Ext. 298. Students should also review the Student Complaint and Grievance Information as outlined on Page 44 in this catalog.

### **ACCIÓN AFIRMATIVA /IGUALDAD DE OPORTUNIDADES**

En cumplimiento de las leyes federales y las leyes del estado de Illinois, Morton College no discrimina por razón de raza, color, religión, origen nacional, sexo, orientación sexual, edad, estado civil o discapacidad en sus políticas de empleo, ingreso, o educación.

Morton College es una institución educativa y empleador comprometido a un ambiente de trabajo y aprendizaje diverso, multi-cultural, y multi-étnico. Morton College también se ha comprometido a asegurar que los estudiantes con habilidades limitadas de inglés no encuentren obstáculos en el ingreso o la participación en programas educativos.

Cualquier pregunta se debe dirigir al Coordinador de la Sección 504/ Título IX, Kenneth Stock, Morton College, 3801 S. Central, Cicero, Illinois 60804, (708) 656-8000, extensión 298. Los estudiantes deben también revisar el Procedimiento sobre el tramite de Quejas disponible en la página 44 de este catálogo.

## **DRUG AND ALCOHOL-FREE CAMPUS**

Morton College promotes and maintains a healthy, drug and alcohol free learning environment and workplace. The College complies with all federal, state and local laws and ordinances to which it is subject, including the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.

Morton College prohibits the use, possession, distribution, dispensing and manufacturing of illicit drugs or alcohol on Campus property, including buildings, grounds, in College vehicles or any College-leased facility. Anyone on campus under the influence of drugs or alcohol is subject to appropriate sanctions consistent with local, state and federal laws, and may include incarceration and/or monetary fines. Incidents involving students referred to the campus disciplinary system will follow the procedures outlined in this chapter. Incidents involving employees will be processed in accordance with applicable laws and labor-management agreements.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **CONFIDENTIALITY OF STUDENT RECORDS**

Morton College is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments, and provides the following annual notice of rights accorded students under this law.

### **INFORMATION AVAILABLE FOR INSPECTION**

As outlined in FERPA, Morton College students have the right to inspect and review information contained in their official educational records within 30 days of the day the college receives a request for access. Such records include information on academic grades, application for admission, college and secondary school transcripts, student placement, financial aid and other materials. Students wishing to inspect their records should submit a written request to the Coordinator of Student Record Services in the Office of Admissions and Records. The Office of Admissions and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. For other information, contact the Office of Admissions and Records at (708) 656-8000, Ext. 401.

### **INFORMATION UNAVAILABLE FOR INSPECTION**

As outlined by FERPA, students may not inspect or review the following:

- Financial information submitted by their parents.
- Confidential letters and recommendations associated with admissions, employment or job placement.
- Honors to which they have waived their rights of inspection and review.

## **ACADEMIC INFORMATION AND REGULATIONS**

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- Educational records containing information about more than one student (in this example, the student may see only the part of the record pertaining to themselves).

The College is not required to allow students to inspect or review confidential letters and recommendations placed in their files before January 1, 1975, if those letters were collected under established policies of confidentiality and used only for the purpose collected.

In addition, students may not inspect or review student records kept by instructors or College staff that are in their sole possession and which are not accessible or have not been revealed to any individual, except a temporary substitute. Also, students may not review records maintained separately for on-campus law enforcement or employment records, except those positions requiring student status and for alumni records.

### **GUIDELINES FOR RELEASING INFORMATION TO OTHERS**

Morton College will not release to any individual or agency, nor permit them to access, the educational records of a student except directory information without the student's written consent. This restriction does not apply to:

- Morton College administrators, faculty, staff or other school officials demonstrating a legitimate educational interest.
- State and federal offices requiring specific institutional reports.
- Agencies or officials presenting a judicial order or subpoena.
- Persons needing to protect the health or safety of a student or other people in an emergency.

Student directory information may be made public, at the discretion of the College, without the written consent of a student under the following conditions:

- The College must publicly announce its intention to make directory information available.
- The type of information it will disclose.
- The procedure a student can follow to deny in writing the right of the College to publish this information.

### **DIRECTORY INFORMATION**

Morton College defines directory information as a student's name, address, telephone number, dates of attendance, major, awards and degrees received. The College may disclose any of these items unless a student submits a written request to withhold directory information to the Office of Admissions and Records. This request is valid for up to one academic year (July through June) and must be renewed each academic year, if the student so desires.

## **PROCEDURES FOR AMENDING RECORDS**

If a student believes that information in their educational record is inaccurate or misleading, he/she may submit a written request for its amendment to the Associate Dean of Student Development & Records. If the College does not approve the student's request to amend the educational records, the student will be notified within a reasonable amount of time of their right to request a hearing. If the outcome of this hearing is unsatisfactory to the student, he/she may then submit a written explanation stating their point of view. This will be made part of the educational record.

## **FERPA COMPLAINTS**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Morton College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **FREEDOM OF INFORMATION ACT**

Morton College acknowledges that the inspection and dissemination of public records must reflect an appropriate balance among the needs of the College for administrative purposes, the protection of the privacy of individuals and the legitimate interests of the public. To comply with the Freedom of Information Act, information concerning the College will be made available as required. Inquiries regarding this Act should be directed to the Office of the President.

## **CHRONIC COMMUNICABLE DISEASE POLICY\***

Morton College is dedicated to promoting and maintaining a healthy environment for students and employees. Consequently, the College places a high priority on the need to prevent the spread of chronic communicable diseases on campus. Chronic communicable diseases include those diseases and conditions which have been declared by the Center for Disease Control to be contagious, infectious, communicable and dangerous to the public health. The College is committed to educating students, employees and the community at large about chronic communicable diseases.

\* Because of possible changes in medical knowledge or legal requirements, the College reserves the right to modify this policy.



### **PREVENTATIVE MEASURES**

Laboratories used in a teaching context, such as those required in biology courses, should be safe experiences. Given the fact that the existence and identity of those with some chronic communicable diseases, such as Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or a positive Human Immunodeficiency Virus (HIV) antibody test, may not be known, procedures for the decontamination of environmental surfaces and objects soiled by blood or body fluids will be adopted and implemented. Laboratory courses requiring exposure to blood, such as finger pricks for blood typing or examination, will use disposable equipment. Lancets or other blood-letting devices will not be reused or shared. No student will be required to obtain or process the blood of others in a laboratory used in a teaching context. Students or faculty in allied health programs required to obtain or process the blood of others in a clinical context, and campus personnel who may be exposed to blood or body fluids, such as those giving first aid, will follow the appropriate guidelines established by the Center for Disease Control.

### **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 is hazardous to the health of nonsmokers, Morton College prohibits smoking in all campus buildings. Students who violate this policy are subject to disciplinary sanctions.

## HOSTILE ENVIRONMENT/ SEXUAL HARASSMENT

Morton College will not tolerate any behavior by administrators, faculty, staff or students which constitutes sexual harassment. For the purposes of this policy, sexual harassment will be defined as the following:

- unwelcome sexual advances,
- request for sexual favors, and/or
- other verbal or physical conduct or written communication of an intimidating, hostile or offensive sexual nature where
  - submission to such conduct is made either explicitly or implicitly as term or condition of the student's status in a course program or activity;
  - submission or rejection of such conduct by a student is used as a basis for academic or other decisions affecting a student; or
  - such conduct has the purpose or effect of substantially interfering with a student's educational experience or creating a hostile or offensive academic environment.

All faculty, staff, administrators and students will be held accountable for compliance with this policy. Violations may lead to disciplinary action to include suspension or termination. Complaints of harassment should be filed with:

**Title IX Coordinator/  
504 Coordinator  
Kenneth Stock**  
3801 S. Central Avenue  
Cicero, IL 60804  
  
(708) 656-8000, Ext. 298  
Room 211B

## DEGREE AND CERTIFICATE REQUIREMENTS

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# DEGREE AND CERTIFICATE REQUIREMENTS

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## DEGREES OFFERED AT MORTON COLLEGE

Students may apply for multiple degrees or certificates. Students who anticipate qualifying for a degree and certificate in the same semester should consult with an Academic Advisor for more information.

- **Associate in Arts (A.A.) and Associate in Science (A.S.)**  
These degrees are designed for students planning to earn a Bachelor's Degree at a four-year college or university.
- **Associate in Fine Arts in Art (A.F.A.)**  
This degree is designed for students planning to earn a Bachelor's Degree in art at a four-year college or university.
- **Associate in Liberal Studies (A.L.S.)**  
This degree is designed for students completing an individually-designed curriculum meeting their specific interests or needs. This degree is not transferable, but the courses may be.
- **Associate in Applied Science (A.A.S.)**  
This degree is designed for students interested in career curricula for employment after graduation in specific fields. This degree is not transferable, but the courses may be.
- **Associate in Arts Teaching (A.A.T.)**  
This degree is designed to allow a student to achieve an Associate in Arts Teaching (AAT) degree in Early Childhood Education. With successful completion of the AAT degree program requirements, a student will be able to transfer to a teacher preparation program at a senior institution to obtain their teaching certificate for birth to third grade.

## GENERAL EDUCATION REQUIREMENTS

Each degree program requires a combination of general education, elective and/or career courses; this combination gives each program its special emphasis. The core of general education courses provides students with a common academic experience. Requirements by category for each degree are listed on the succeeding pages.

## DEGREE AND CERTIFICATE REQUIREMENTS

### GENERAL EDUCATION REQUIREMENTS AND MINIMUM SEMESTER HOURS

Area	Degree Type					
	A.A.	A.S.	A.F.A.	A.L.S.	A.A.S.*	A.A.T.
Communication	9	9	9	3	6	9
Mathematics	4	8	4	4**	7**	8
Science	7	10	7			7
Behavioral and Social Science	9	9	6	3	5	9
Humanities / Fine Arts	9	9	6	3	3	9
Cultural Diversity	r	r	nr	nr	nr	nr
Health, Technology and College Readiness	2	2	nr	2	2	nr
Additional General Education Electives	nr	nr	nr	5	nr	nr
Minimum General Education Semester Hours	40	47	32	20	23	42
Program Requirements & Electives	22	15	30	42	39 - 48	22
Minimum Semester Hours for Graduation	62	62	62	62	62 - 71	64

\* = Specific program requirements vary.  
 \*\* = Credit may be earned in either Mathematics or Science.  
 r = Students need to complete one course that incorporates cultural diversity.  
 nr = Not required for degree.

## ASSOCIATE DEGREE REQUIREMENTS

It is the student's responsibility to see that all graduation requirements are completed. Students are encouraged to consult with an Academic Advisor to monitor their educational progress.

The following are graduation requirements for all associate degrees at Morton College:

- 1. Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Fine Art in Art (A.F.A.) Candidates** — Earn a minimum of 62 semester hours of credit in transfer courses numbered 100 and above.

## 2010-2011 CATALOG

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**Associate in Liberal Studies (A.L.S.) Candidates** — Earn a minimum of 62 semester hours of credit in courses numbered 100 and above.

**Associate in Applied Science (A.A.S.) Candidates** — Earn a minimum of 62 semester hours of credit in courses as outlined in the specific program of study.

**Associate of Arts in Teaching (A.A.T.) Candidates** — Earn a minimum of 64 semester hours of credit in transfer courses numbered 100 and above.

2. Achieve a minimum cumulative GPA of 2.00 ("C" average) for all Morton College courses attempted.
3. Students must earn a minimum of 15 credits required for the degree at Morton College. The last 10 credits must be completed at Morton College uninterrupted by course work from another institution.
4. File a Petition for Graduation form with the Office of Admissions and Records. Petition filing dates are published each semester in the Course Schedule.

## CAREER CERTIFICATE REQUIREMENTS

- Complete all specific certificate requirements. All courses should be numbered 100 or above except in continuing education certificate programs.
- Complete at least seven semester hours or one-third of the semester hours for the certificate at Morton College.
- Attend the College in the semester in which the certificate is completed.
- File a Petition for Graduation form with the Office of Admissions and Records. Petition filing deadlines are published each semester in the Course Schedule.

## CATALOG FOR GRADUATION

Students are responsible for fulfilling all degree/certificate requirements and graduation procedures.

Although academic program requirements may change with each edition of the College Catalog, students whose enrollment has been continuous may graduate under the current program requirements or any program requirements in effect since their enrollment. Students are not permitted to follow a catalog more than five years before their date of graduation.

Students whose enrollment has been interrupted for two consecutive semesters (excluding summer) must follow the graduation requirements of the catalog at the time of reentry. Courses discontinued before the publication of a catalog selected for graduation may, on approval of the appropriate academic dean, be used to fulfill elective requirements within a program. If a student changes his/her program, he/she must follow the academic regulations and graduation requirements of the catalog current at the time of the program change.

For additional information regarding degree and certificate requirements, visit the Academic Advising Center or call (708) 656-8000, Ext. 250.





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# STUDENT SERVICES

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## CAMPUS RESOURCES

Morton College provides a comprehensive program of student services, including educational planning, career advising, job placement assistance, financial assistance, veteran services, assistance for students with special needs and disabilities, student activities and intercollegiate athletics.

### ACADEMIC ADVISING

The Academic Advising Center is available to assist students in planning coursework to complete their academic goals. Every new degree or certificate-seeking student should meet with an Academic Advisor. Frequent advisor contact will help to ensure that students have current academic information and are making progress toward his/her educational goals. Academic Advisors offer the following services:

- **Educational Planning** — Advisors assist students with course selection, developing short- and long-term schedules and choosing core and elective courses for transfer to four-year colleges and universities and students pursuing certificate and career degrees.
- **Academic Information** — Advisors provide information on College policy, the College Catalog and refer students to appropriate campus facilities.
- **Graduation Planning** — Advisors assist students with meeting graduation requirements. Students are encouraged to meet with an advisor for a pre-graduation audit one semester prior to the expected graduation date.
- **Transfer Guides** – Transfer guides are planning tools used to select appropriate Morton College courses in preparation for transfer. Transfer guides are available for 38 schools within the state of Illinois.
- **College Representatives** – Throughout the year the college hosts individual visits from admission counselors, representing over 30 colleges and universities.
- **College Fairs** – The College sponsors various college fairs per year, one of them being the Private Illinois Colleges and Universities (PICU) Fair which features private transfer institutions.
- **College Campus Visits** – The College hosts visits to various transfer universities in Illinois. Campus visits provide students the opportunity to meet with university representatives, current undergraduate students and experience the campus first hand. Participation is free to all currently enrolled Morton College students who are in good standing.
- **Scholarship Information** – Students are provided with scholarship information offered by colleges, universities and private agencies.

## BOOKSTORE

Morton College operates a bookstore in Room 134C for the convenience of students. Textbooks, paperbacks, supplies, a variety of items for personal and school needs and College memorabilia are available. Students buy their textbooks and supplies specified by the official textbook list at the Bookstore. The Bookstore sells new and used books and purchases used textbooks from students during designated “Buy-Back” periods held the last three days of the fall and spring semesters. The Bookstore’s hours of operation are:

### Fall and Spring Semesters

8:30 a.m. to 8:00 p.m. Monday–Thursday  
8:30 a.m. to 4:00 p.m. Friday

### Summer Semester

8:30 a.m. to 8:00 p.m. Monday–Wednesday  
8:30 a.m. to 4:00 p.m. Thursday

For more information, contact the Bookstore at (708) 656-8000, Ext. 222.

## CAMPUS SAFETY

The Campus Safety Department is responsible for all law enforcement and emergency responses on campus. Campus emergencies can be reported by dialing Ext. 200 or by using one of over 30 emergency phones located throughout the campus and parking lots. When off campus, please dial (708) 656-8000, Ext. 200.

**Medical Emergencies** — The Campus Safety office handles medical emergencies and provides first aid assistance. Any student or staff member needing first aid should contact this office immediately. If further medical attention is required, Campus Safety will arrange transfer to a hospital.

If you require assistance in the event of an emergency evacuation, you must notify the Morton College Campus Safety department (located in Building C) of your request by providing Campus Safety personnel with your name, the nature of assistance requested, and class schedule (including all changes thereto). Such notice must be provided prior to the start of each semester you attend Morton College.

If, on a temporary basis, you require assistance in the event of an emergency evacuation, you must also notify the Morton College Campus Safety department of your request by providing Campus Safety personnel with your name, the nature of assistance requested, and class schedule (including all changes thereto). Such notice must be provided as soon as possible after your need for assistance arises.

**Parking Regulations** — Parking in Morton College’s parking lot is free and is permitted only during hours of operation and as posted. Morton College is not responsible for the theft or damage of any vehicle. Vehicle accidents that occur on campus must be reported to Campus Safety.

Bicycle parking is restricted to racks on the north side of Building D and in front of Building A. Bicycles should be secured to these racks with a chain and lock. Motorcycle parking is restricted to the south side of Building E as posted.

### **CAREER PLANNING AND PLACEMENT SERVICES**

The Career Planning and Placement Office offers services designed to help students make informed career choices and develop career plans. Services include:

- Individual career assessment and advising
- Annual job fair
- Resume assistance
- Electronic employment postings
- Computers available for job searches or resumé preparation
- Career resources such as videos and books on interviewing, resume writing and job searching techniques

For more information, call the Career Planning and Placement Office at (708) 656-8000, Ext. 468.

### **CHILD CARE CENTER**

Morton College students who are parents of children between the ages 2-1/2 to 6 may leave their children in the Child Care Center while they attend courses on campus or use on-campus facilities (subject to availability). This service is available between 8 a.m. and 2 p.m. weekdays during the fall and spring semesters. The Center charges an hourly fee and a one-time nonrefundable deposit to help offset the program's cost. Children also must be toilet trained and socially ready for the preschool environment. Parents should register early due to limited enrollment. Interested parents may contact the Child Care Center Coordinator in Room 105D or call (708) 656-8000, Ext. 284.

### **FOOD SERVICE**

Food service is available from the Cafeteria during the fall and spring semesters from 7:00 a.m. to 2:00 p.m. weekdays and Summer from 7:00 a.m. to 1:00 p.m. The service offers daily breakfast and lunch specials. Vending machines are also available. The Cafeteria is located on the first floor of Building C.

### **IDENTIFICATION CARDS**

Student identification cards are issued by the Student Activities Office. ID cards admit students to College activities and entitle them to discounts in the Chicago metropolitan area. Questions concerning IDs should be directed to the Student Activities Office, (708) 656-8000, Ext. 269.

## LIBRARY

The beautiful, completely wireless Library has won numerous awards for its renovation in 2005. The Library meets the educational needs of the College's students, faculty, staff and community residents by providing resources for research, teaching and learning. Students may access the Internet, Library databases, word processing software and other educational resources through more than 62 computers and 20 laptops. Students may check out laptops at the Circulation Desk to use anywhere within the Library.

The Library provides seven group study rooms for student use. Library users may also purchase drinks and lunch items at the Common Grounds Café located in the west end of the first floor. The group study rooms and the Common Grounds Café provide internet connections for users with laptops.

The Library's collection includes over 50,000 books and periodicals as well as 60 online, research periodical databases available from work or home wherever an internet connection is available. The college archives, music CDs, DVDs, videotapes, audio books and telecourses are located on the first floor of the Library.

Library users may receive assistance in the Library at three service points on the first floor: The circulation desk where materials may be checked out or borrowed from other libraries; the Computer Help Desk where paraprofessionals help students with computer software or e-mail; and the Reference Desk where reference librarians help students navigate the library's rich collection of online and print sources. Librarians also teach students how to find and evaluate sources on the Internet and how to cite research for college papers.

Students and faculty may borrow materials not in the Morton College Library from other libraries. Through Morton College's membership in a variety of library consortia, the Library is a member of the Metropolitan Library System which offers materials from 80 libraries in the west and southern suburbs and I-Share which offers materials from 64 large research and university libraries as well as 800 other libraries throughout Illinois. Reference librarians also help researchers locate materials through WorldCat, which is a database of materials in libraries worldwide.

**Library Cards:** A Morton College student ID serves as a Library card. Students should visit the Library to have staff assign a borrower's barcode. Barcodes are issued by the Library in Building B beginning on the first day of class of each semester. IDs with barcodes must be presented to check materials out of the Library.

### **Library Hours:**

Fall and spring semesters hours are:

- 7:30 a.m. to 9:30 p.m. Monday through Thursday
- 7:30 a.m. to 6:00 p.m. Friday
- 9:00 a.m. to 4:00 p.m. Saturday

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- 1:00 p.m. to 6:00 p.m. Sunday

Summer hours are:

- 7:30 a.m. to 7:00 p.m. Monday through Thursday
- Weekend hours may vary

For further information about Library services at Morton College Library, call (708) 656-8000, Ext. 321. To request tours or library instruction, call the Reference Desk at Ext. 429.

# HAWTHORNE WORKS MUSEUM

The Hawthorne Works Museum provides a variety of teaching and learning opportunities for students, faculty, staff and community members. Western Electric's famous Hawthorne Works was located at the corner of 22nd and Cicero Avenue in Cicero, Illinois from 1908 to 1986. Hawthorne Works was among the top 10 largest and most important manufacturers in the world in its time.

The Hawthorne Works Museum opened its doors in January 2007 with a seed collection from Lucent Technologies. Through donations and purchases, the museum boasts a rich collection of hundreds of artifacts ranging from turn-of-the-century switchboards to the transistor and fiber optics.

Western Electric was the manufacturing arm of the Bell Telephone System. By 1917, the Hawthorne Works facility employed 25,000 people, many of them local residents of Central European descent. By the mid-1950s, the plant employed over 43,000 employees who manufactured over 14,000 different types of apparatus to provide the telecommunications infrastructure for the exponential growth in telecommunications technology during the first half of the twentieth century.

Displays in the museum feature Nobel-Prize winning inventions. Western Electric engineers, in conjunction with researchers from Bell Labs, won six Nobel Prizes for inventions that ushered in the modern, information age such as the high vacuum tube, the loudspeaker, public address systems, radar, sound for motion pictures, and most importantly, the transistor which led to the development of computer and internet technology. Hawthorne was also the cradle of industrial psychology with a series of experiments that began in 1924. Displays in the museum cover topics as varied as telecommunications history, history of immigrant and work life, history of computers and switching systems, women's history, the Signal Corps and military history, and the Eastland Disaster in which 844 Western Electric employees and family members perished and was the worst disaster in terms of loss of human life in Chicago history. Former employees who worked at the plant as far back as the 1920s have donated their oral histories to the Museum.

Appointments for individuals or groups are available. Museum staff may be reached

at (708) 656-8000, Ext. 494. Educational tours and presentations for groups either on or off campus may be scheduled by calling (708) 656-8000, Ext. 320. To inquire about donations or volunteer opportunities, please call (708) 656-8000, Ext. 320. A virtual tour is available at [www.morton.edu/museum/index.html](http://www.morton.edu/museum/index.html).

### STUDENT ORIENTATION PROGRAM

Morton College invites all new and returning students to attend an orientation session program. These program sessions give students the opportunity to meet with academic advisors, key professional staff, current Morton College students, and tour the college.

Orientation sessions acquaint new and returning students with information and support needed to begin and maintain a successful college education. Incoming students are highly encouraged to attend an orientation prior to beginning their first semester at Morton College.

Orientation program sessions generally take place multiple times throughout the calendar year and require registration. Students can obtain more information and sign up by calling (708) 656-8000, Ext. 250 or stopping by the Academic Advising Center, located in the B Building, 1st Floor.

### PLACEMENT TESTING

The Testing Center administers placement tests in English and math to measure current skills. All students are required to complete placement testing if they are:

- Enrolling in an English composition course
- Enrolling in a math course
- Pursuing a degree or certificate program at Morton College requiring English or math

Before testing, students must complete the College's Application for Admission and pay the \$10 nonrefundable application fee. Morton College does not accept placement test results from other colleges or universities. Students are allowed two attempts at the placement test. A \$10 retesting fee will be imposed on all students seeking to retake the placement test. This fee applies to all students regardless of program of study.

In an effort to provide the most appropriate English and math placements, the College will periodically review the course placement criteria. Morton College reserves the right to adjust these criteria at any time. In the event of score changes, students currently enrolled in English or math course sequences will be allowed to complete those sequences. However, students who have not started their course sequence will be held to the criteria that are in effect at the time of their registration. Students who have begun their developmental course sequence and who have been enrolled in developmental courses within the past two years are ineligible for retesting. For more information or to schedule an appointment, call (708) 656-8000, Ext. 250.

### **SPECIAL SERVICES FOR STUDENTS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Morton College assists students with disabilities by providing equal access to all college programs and activities. To obtain information regarding special services students should contact the Academic Advising Center at (708) 656-8000, Ext. 250. To be eligible for services students are responsible for providing appropriate documentation of their disability(-ies).

In addition to providing appropriate documentation of your disability (-ies) to the Academic Advising Center, for purposes of campus safety, if you require assistance in the event of an emergency evacuation, you must notify the Morton College Campus Safety department (located in Building C) of your request by providing Campus Safety personnel with your name, the nature of assistance requested, and class schedule (including all changes thereto). Such notice must be provided prior to the start of each semester you attend Morton College.

If, on a temporary basis, you require assistance in the event of an emergency evacuation, you must also notify the Morton College Campus Safety department of your request by providing Campus Safety personnel with your name, the nature of assistance requested, and class schedule (including all changes thereto). Such notice must be provided as soon as possible after your need for assistance arises.

### **MAP PROGRAM**

The Morton Ambassador Program (MAP) is a volunteer program for Morton College students who are interested in developing leadership, organizational and professional skills. The program is designed to train volunteers in various one on one sessions and through the experience of supporting on campus events and offices.

Students gain practical experience by helping to plan, organize and participate in campus projects and events. For more information please contact the Coordinator of Student Success Programs at (708) 656-8000, Ext. 468.

### **STUDENT ACTIVITIES**

Participation in student activities contributes to the development of the whole student and results in stronger leadership skills. Students are encouraged to participate in College activities, such as student government, campus publications, dramatic performances, social services and club activities. Active clubs and organizations available at Morton College include:

- Anime Gamers Union
- Art Club
- Automotive Club
- Campus Activities Board
- College Bowl
- Collegian Newspaper



- Film Club
- Nursing Students Association
- Phi Theta Kappa Honors Society
- Physical Therapist Assistants Club
- Science Club
- Soccer Club
- Students Association Board

For additional information, visit the Student Activities Office, Room 213C-1, or call (708) 656-8000, Ext. 269.

### **TUTORIAL SERVICES**

The Individual Learning Center, Room 236C, in the Student Success Center, provides individualized educational assistance to all students at Morton College. Tutoring is available at all levels of instruction in writing and math; students can receive writing and/or math-related help for any classes they are enrolled in at the college. In addition to personalized instruction, the ILC offers a variety of small group workshops, including mid-term and finals reviews for math and portfolio preparation for English, along with state-of-the-art computerized teaching tools in writing and math. The ILC also provides makeup testing services for faculty and students.

For more information, contact (708) 656-8000, Ext. 465.

## **EMPLOYMENT OPPORTUNITIES**

### **ON CAMPUS EMPLOYMENT**

The Financial Aid Lobby, located on the first floor of Building A, assists students interested in working part-time on campus. Student Aide employment applications are available in the Financial Aid Lobby. The Human Resources Office posts permanent part-time and full-time employment opportunities for students, as well as others who meet requirements. For more information, contact Financial Aid at (708) 656-8000, Ext. 428, or Human Resources at (708) 656-8000, Ext. 298.

### **OFF CAMPUS EMPLOYMENT**

The Career Planning and Placement Office posts job notices on the Morton College Web site under Career Planning and Placement. For more information or assistance, contact the office at (708) 656-8000, Ext. 468.

## FITNESS CENTER

### **PARTICIPATION OPTIONS**

The Fitness Center is open to anyone who enrolls in any of the physical education courses listed below for credit or noncredit. Most physical activity programs are offered on an “open lab” basis and enrollees can workout whenever the Fitness Center is open.

### **Credit Options**

Individuals may enroll in one of our following Physical Education Activity Classes. First-time enrollees will start in PEC 171 Physical Fitness and then may progress through the other courses in the series:

PEC 171	Physical Fitness
PEC 172	Advanced Physical Fitness
PEC 173	Weight Training
PEC 174	Advanced Weight Training
PEC 175	Circuit Training
PEC 176	Advanced Circuit Training

Each of these one-credit hour courses are based on the completion of physical activity hours, a health/fitness evaluation and a midterm exam. Students must also attend a mandatory orientation session during the first week of each course start date (see “Getting Started” for details).

### **Noncredit Options**

Individuals may enroll in one of our Fitness Membership options (PEC 075) offered through our community service program. After completing a mandatory orientation session, the Fitness Center may be used for personal use as often as desired during our open hours (see “Getting Started” for details).

### **Getting Started**

Before starting, all students (credit and non-credit) must attend an orientation session in the Fitness Center (Room 116 E) during the first week of each course start date. During the orientation, members will be acquainted with our facilities and provided an explanation of course requirements and Center policies and they will complete a health questionnaire and have their blood pressure evaluated.

Credit-seeking students in PEC 171 will also have their fitness levels assessed during their orientation and therefore should come dressed for activity in workout clothes and gym shoes. Details of these specific orientation times and dates can be found in the Course Schedule. Students should stop by or call (708) 656-8000, Ext. 274 to sign up for an available timeslot.

### **Location and Hours**

The Total Fitness is located in the Henry J. Vais Gymnasium, Building E (Room 116E).

#### **Hours of Operation**

Monday through Thursday	6:30 a.m. to 2:00 p.m. & 4:30 p.m. to 8:30 p.m.
Friday	6:30 a.m. to 2:00 p.m.
Saturday	9:00 a.m. to 2:30 p.m.
Sunday	11:00 a.m. to 3:30 p.m.

\*Please note that we will be closed Friday through Sunday in the summer and there will be special hours for holidays. Contact the Fitness Center at (708) 656-8000, Ext. 274 for these special times or with any questions you may have.

For more information contact the Fitness Center at (708) 656-8000, Ext. 274.

## STUDENT ACHIEVEMENTS

### FULL-TIME STUDENTS

**Dean's List** — At the end of each semester, the Dean's office publishes the names of all full-time students (12 hours or more, excluding developmental courses) achieving a "B" (3.00) average or better. Students with a grade-point average of 3.00 to 3.74 qualify for the Dean's List.

**President's List** — At the end of each semester, the President's Office publishes the names of all full-time students (12 hours or more, excluding developmental courses) achieving a "B" (3.00) average or better. Students with a grade-point average of 3.75 to 4.00 are placed on the President's List.

### PART-TIME STUDENTS

**Academic Honors List** — Morton College recognizes the academic achievements of part-time students with an Academic Honors List. The honor, created by Morton College's Board of Trustees in 2003, recognizes students finishing between 6 to 11 semester hours with a grade-point average of 3.00 or higher on a 4.00 grade-point scale during the fall and spring semesters. Students named to the Academic Honors List will be recognized in the same manner as those named on the Dean's and President's List.

### PHI THETA KAPPA

Phi Theta Kappa has recognized academic excellence of students attending two-year colleges since 1918, and has become the largest and most prestigious honor society serving two-year institutions around the world. Morton College's chapter is called Theta Omicron.

Membership is based primarily on academic achievement. Members are able to transfer membership from other participating colleges. Invitation is open to all Morton College students who:

- Are enrolled full- or part-time at Morton College.
- Have completed at least 12 hours of course work leading to an associate's degree.
- Have an overall grade-point average of 3.5.

For more information, contact the Student Activities at (708) 656-8000, Ext. 269.

## HALE MEMORIAL AWARD

The Hale Award for Academic Excellence, established in memory of former Dean Robert M. Hale, is presented each year at commencement to the candidate for graduation with the highest scholastic average in an associate degree program. All credit must be earned at or granted by Morton College and the student must have attended continuously full-time.

## GRADUATION PROCEDURES

To receive a degree(s) and/or certificate(s) from Morton College, candidates must:

- Apply for graduation by meeting with an Academic Advisor for a graduation audit in the Academic Advising Center. The application deadline for graduation is listed each semester in the printed Course Schedule.
- Complete the Petition for Graduation Form which is available from an Academic Advisor in the semester in which graduation is intended.
- Return the completed Petition for Graduation Form to the Office of Admissions and Records for processing by the Graduation Petition deadline.

To add to the academic experience, students are encouraged to participate in May commencement exercises. Diplomas will be mailed to students approximately six to eight weeks after the semester has ended and upon completion of final graduation audits. Diplomas will not be issued until all graduation requirements and financial obligations to the College have been met. Students failing or withdrawing from required courses should immediately contact their Academic Advisor to change their graduation date.

For more information, please contact the Academic Advising Center at (708) 656-8000, Ext. 250.

## ATHLETIC PROGRAMS

### ATHLETIC HONORS

**The Robert H. Hack Award** is given to the outstanding male and female freshman student athletes in memory of Robert H. Hack. Selections are made by the Athletic Awards Committee.

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**The Academic Athlete Awards** are given to the sophomore male and female student athletes who have earned the highest cumulative grade-point average and have demonstrated both scholastic achievement and athletic ability.

**The Robert P. Slivovsky Award** is given to the most valuable male and female sophomore student athletes in memory of Robert P. Slivovsky. These selections are made by the Athletic Awards Committee.

### INTERCOLLEGIATE ATHLETICS

Morton College's athletic program provides student athletes with experienced coaches, quality instruction, participation in intercollegiate athletics, challenging competition, travel and an opportunity to earn athletic scholarships. Morton College offers the following intercollegiate sports:

<b>Men</b>	<b>Women</b>
Baseball	Softball
Basketball	Basketball
Cross Country	Cross Country
Soccer	Volleyball
	Soccer

The National Junior College Athletic Association governs a student athlete's eligibility for athletic participation. For more information, visit the Intercollegiate Athletic Department, Room 201E, in the Henry J. Vais Gymnasium, or call (708) 656-8000, Ext. 370.

### MORTON COLLEGE ATHLETIC ASSOCIATION

The Morton College Athletic Association (M.C.A.A.) supports the athletic department in promoting high-quality athletic programs by providing additional funding for special equipment, athletic travel, award ceremonies and scholarships. Membership consists of athletes, parents, coaches, college staff, alumni and friends of the College. For further information, visit the Intercollegiate Athletic Department, Room 201E, in the Henry J. Vais Gymnasium, or call (708) 656-8000, Ext. 370.

### NATIONAL, REGIONAL AND CONFERENCE AFFILIATION

Morton College is a proud member of the National Junior College Athletic Association, Region IV and the Illinois Skyway Community College Conference. The Illinois Skyway Conference, a pioneer among community college conferences, is considered to be one of the most competitive conferences in the Midwest. It consists of eight community colleges, offering competition not only in intercollegiate athletics but also in academic events including Art, Jazz, College Bowl and Writers' Fest. Conference members also compete for the All-Sports Award. For more information about the conference, visit [www.skywayconference.com](http://www.skywayconference.com).

## ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH

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86	Adult Education Courses
91	Continuing Education
92	Community Service Programs
95	Business and Professional Services



# ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH

## QUESTION

What programs are offered through the Adult Education, Community Programming and Outreach Department at Morton College?

## ANSWER

The Adult Education, Community Programming and Outreach Department at Morton College is divided into four major areas:

- Adult Education Courses and Programs
  - ESL courses
  - ABE/GED courses
  - Project CARE Adult Volunteer Literacy Program
- Continuing Education Courses/Programs
- Community Service Courses/Programs
- Business and Professional Services

## ADULT EDUCATION PROGRAMS

### QUESTION

Is there an age requirement to enroll in Adult Education courses?

### ANSWER

Adults 16 years of age and older may enroll in ESL courses. Adults 17 years of age and older may be eligible to enroll in GED® courses if they are not required to currently be enrolled in high school. ABE/GED students under the age of 18 must also present an official letter of separation from their resident high school.

### QUESTION

Are any provisions made for ABE/GED/ESL students with disabilities?

### ANSWER

It is the policy of the Adult Education programs at Morton College to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in class activities or to meet class requirements. ABE/GED/ESL students with disabilities are encouraged to contact the Public Assistance Specialist, at Morton College, 3801 S. Central Avenue, Cicero, IL 60804 in Room 217C or call (708) 656-8000, Ext. 364, to discuss their need for accommodations.



## **ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH**

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### **ENGLISH AS A SECOND LANGUAGE (ESL)**

#### **QUESTION**

**What does ESL mean?**

#### **ANSWER**

ESL stands for English as a Second Language. Students whose native language is not English can take ESL courses. These courses help students improve their speaking, listening, writing and reading skills.

#### **QUESTION**

**How do students know what level of ESL to enroll in?**

#### **ANSWER**

All ESL students are required to take a placement test as part of the enrollment process. This test assesses the student's knowledge of English, and assists staff in determining what level of ESL the student should enroll in.

#### **QUESTION**

**How many levels of ESL courses are there?**

#### **ANSWER**

Currently, there are six levels of ESL courses, literacy level through high intermediate. Each level is comprised of two, eight-week sessions.

In addition, an intensive English Program is offered through the Morton College English Department. Students must take a placement test prior to enrollment. Contact the Morton College Placement Testing Center at (708) 656-8000, Ext. 250, to make an appointment.

### **ADULT BASIC EDUCATION/ GENERAL EDUCATIONAL DEVELOPMENT (ABE/GED)**

#### **QUESTION**

**What does ABE mean?**

#### **ANSWER**

ABE means Adult Basic Education. ABE courses are part of the GED program and are for students whose reading level is below ninth grade. ABE courses concentrate on either reading or math. When students' reading levels increase sufficiently to handle GED coursework, they will enroll in GED preparation courses.

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### QUESTION

**How does Morton College determine a student's reading or math level?**

### ANSWER

All students need to take a placement test in Reading and/or Math to determine appropriate placement in classes. An additional placement test in Reading is required for some ABE/GED students.

### QUESTION

**What does GED mean?**

### ANSWER

GED stands for General Educational Development. This credential is considered the equivalent of a high school diploma in the United States. Morton College offers GED preparation courses in Math and General Test Review. GED-i, an online GED preparation course, is another option for students at this level. Upon successful completion of the GED Tests in Illinois, students may participate in the annual Morton College GED Recognition Ceremony.

### QUESTION

**If students already have 12 years of education in their native country, do they need to take ABE or GED preparation courses at Morton College?**

### ANSWER

If students already have 12 years of education in their native country, they are not eligible to take GED preparation courses because they already have 12 years of education.

### QUESTION

**Does Morton College offer GED preparation courses in Spanish?**

### ANSWER

Currently, we do not offer GED preparation courses in Spanish.

## PROJECT CARE

### QUESTION

**What is Project CARE?**

### ANSWER

Morton College receives funding from the Illinois State Library (ISL), a division of the Office of the Secretary of State, using funds designated for literacy, to administer Project CARE, a free literacy tutoring program for adults. It pairs up students, whose reading level is less than ninth grade or who are learning English, with trained adult

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volunteers who help students improve their basic skills. Students must take a placement test in order to enroll in this program. For more information about tutoring assistance, or to volunteer to become a tutor, please call (708) 656-8000, Ext. 383.

### **PLACEMENT TESTING & REGISTRATION**

#### **QUESTION**

**How do students sign up to take a placement test?**

#### **ANSWER**

Students can contact the Adult Education, Community Programming and Outreach (AECPO) area to find out when the next test sign-up period is occurring. This can be done by phone (see Student Quick Guide at the beginning of the catalog for phone numbers) or by stopping at the AECPO reception area, located on the first floor of Building A. The placement test is free, and the results are only valid for 120 days.

Students then come to test sign-up and get an appointment for the placement test. Biographical data is collected at that time.

#### **QUESTION**

**Once students take the placement test, how do they enroll in courses?**

#### **ANSWER**

When students complete the placement exam, they will select an appointment for orientation. At the end of the orientation session, they meet with an Academic Advisor, who gives them information about the courses they may take. Morton College does not guarantee there will be available spaces in the program. Course openings are filled by placement test results and available funding. Morton College also reserves the right to cancel a course for lack of funding or lack of enrollment.

### **COST**

#### **QUESTION**

**What is the cost of the programs?**

#### **ANSWER**

Morton College receives state and federal funding that allows them to offer most Adult Education programming at no cost or with a nominal fee. Project CARE, ESL and ABE courses are free. GED students pay \$9.00 per course.

### BOOKS

#### QUESTION

**Will books be used in these courses?**

#### ANSWER

Textbooks are an integral part of Adult Education programs. The books used in the ABE/GED/ESL programs at Morton College have been chosen to help you succeed as you continue your education. Books are available at the Morton College Bookstore located on the first floor of Building C. For further information, please contact the Adult Education Instructional Program Associate (708) 656-8000, Ext. 406.

### COURSE SITES

#### QUESTION

**When and where are courses held?**

#### ANSWER

For the students' convenience, courses are located at various educational and community sites in the Morton College district. Courses may meet on or off campus and may be offered at a variety of times throughout the day and evening. Not all levels of ESL courses are offered at every site. Off-campus locations are also available in Berwyn, Stickney, Lyons and Cicero during the evening. Courses are generally eight weeks long and usually meet twice a week for a total of six hours per week. ESL courses have two eight-week components, one after the other. Courses are usually held on Mondays and Wednesdays or Tuesdays and Thursdays. Specific course schedules are available at student orientation.

### STUDENT SERVICES

#### QUESTION

**What kinds of instructional support are available for ESL and ABE/GED students?**

#### ANSWER

The Adult Education, Community Programming and Outreach Department has the following instructional support services available to ESL and ABE/GED students:

- A dedicated computer laboratory that is available to all enrolled students as a supplement to their regular courses. Software programs are specifically geared to language learning and GED preparation. The lab also provides internet access, which allows them to use web-based programs and visit educational websites.
- Tutoring services are available through Project CARE and the Individual Learning Center. Both of these services are located in the Student Success Center, on the second floor of Building C.

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- The Morton College Library, located on the first floor of Building B, was completely renovated in 2005. It provides wireless access to a student's laptop computer, or students can borrow a laptop while in the library. The **George Russo Collection** is a special collection of books which were specifically selected for use by ESL and ABE/GED students.

In addition, all the library resources are available to ESL and ABE/GED students. They can take materials out of the library using their student ID as their library card.

### **QUESTION**

**Where can I obtain my Morton College student ID?**

### **ANSWER**

You can obtain your student ID in the Student Activities Office, located in the Student Success Center.

### **QUESTION**

**Is child care available during course hours?**

### **ANSWER**

Currently, there is limited child care availability during the day on campus at Morton College. Please contact the Child Care Center at (708) 656-8000, Ext. 284, for more information.

### **QUESTION**

**Are there other student services available for ESL and ABE/GED students?**

### **ANSWER**

Yes, other student services include:

- Academic Advising
- Career Planning and Placement Services
- Food Service
- Student Activities

## **PUBLIC AID STUDENTS**

### **QUESTION**

**Are there any special services available to public aid recipients who attend ESL/ABE/GED classes at Morton College?**

### **ANSWER**

Eligible public assistance adult education students may receive state financial assistance to help pay for tuition, books, fees, transportation and/or child care services. Please contact the Public Assistance Specialist at (708) 656-8000, Ext. 364, for more information.

## ADULT EDUCATION COURSES

### ENGLISH AS A SECOND LANGUAGE (ESL)

**ESL 008      ESL FUNDAMENTALS I      3 CREDITS**

This course is designed for students with very limited literacy skills in their first language and little or no English. Students learn the most basic English language patterns and vocabulary for use in daily life. Students in this course learn basic phonics, read and write simple street addresses, respond to basic yes/no questions and request information in English. Placement test required.

**ESL 009      ESL FUNDAMENTALS II      3 CREDITS**

This literacy course develops very basic reading, writing, listening and speaking skills through a variety of activities and exercises to assist students to function in daily life. This course is designed for ESL students with very limited literacy in their first language. Students in this course review phonics, read and fill out simple forms, write biographical information, express simple feelings and needs, recognize basic safety signs and respond to simple directions in English. Placement test required.

**ESL 010      ENGLISH AS A SECOND LANGUAGE I      3 CREDITS**

This course is for ESL students with minimal knowledge of English. The course develops basic reading, writing, listening and speaking skills for students to meet their immediate needs in their community or in the workplace. Students in this course learn to ask for simple information and clarification, give personal information orally and in writing, write a response to a simple question and express simple needs, wants, likes and dislikes in English. Placement test required.

**ESL 012      APPLICATIONS IN ESL I      3 CREDITS**

This course develops reading, writing, speaking and listening skills to enable ESL students to express themselves at a basic level in English. Students in this course express likes and dislikes in writing, ask for specific information, write a simple phone message, follow simple written instructions and write a simple paragraph. Placement test required.

**ESL 020      ENGLISH AS A SECOND LANGUAGE II      3 CREDITS**

This course builds ESL students' reading, writing, speaking and listening skills to satisfy survival needs as consumers and in community, social and work situations. Students in this course learn to ask for and give directions, make offers and requests, ask for and give advice and use basic English grammar to talk and write about daily life. Placement test required.

**ESL 022      APPLICATIONS IN ESL II      3 CREDITS**

This course provides ESL students with additional practice in reading, writing, listening and speaking in English, so that they can express themselves as consumers, and

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in community, social and work situations. Students in this course learn to ask for and give specific information, report emergencies, make suggestions, give advice and use standard English grammar to fulfill basic language requirements. Placement test required.

### **ESL 030      ENGLISH AS A SECOND LANGUAGE III      3 CREDITS**

This course provides ESL students with additional practice in reading, writing, listening and speaking. Students in this course develop English language skills that allow them to follow directions, read and understand vocabulary in written text and use standard English to express themselves with some confidence in community, social and work situations. Placement test required.

### **ESL 032      APPLICATIONS IN ESL III      3 CREDITS**

This course provides ESL students with additional practice in reading, writing, listening and speaking. This course enables ESL students to function with some independence as consumers and in community, social and work situations. Students in this course develop English language skills that allow them to use standard English grammar to express themselves orally and in writing. Placement test required.

### **ESL 035      BEGINNING CONVERSATIONAL PRACTICE      3 CREDITS**

This course introduces beginning ESL students to survival oral English. Students practice pronunciation, learn basic vocabulary and develop conversation skills to help them meet immediate survival needs in community, social and work situations. Placement test required.

### **ESL 036      INTRODUCTION TO CITIZENSHIP      1 CREDIT**

The purpose of this course is to help individuals prepare for the examination for naturalized citizenship that is administered by the Citizen and Immigration Services of the United States Department of Homeland Security. The course includes study of U.S. history and civics and focuses also on the development of oral and dictation skills necessary for the naturalization examination. The course also includes cultural information as well as interview practice skills to assist in preparation for the interview. Placement test required.

### **ESL 040      ENGLISH AS A SECOND LANGUAGE IV      3 CREDITS**

This course provides ESL students with further instruction in reading, writing, speaking and listening to allow them to engage in community, social and work situations with confidence. Students in this course apply grammatical structures orally and in writing, discuss solutions for specific problems and read short English text with little difficulty. Placement test required.

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**ESL 042      APPLICATIONS IN ESL IV      3 CREDITS**

This course gives ESL students additional practice in reading, writing, listening and speaking skills to allow them to function independently as consumers and in community, social and work situations. Students in this course read a variety of short English text and use standard English grammar orally and in writing. Placement test required.

**ESL 050      ENGLISH AS A SECOND LANGUAGE V      3 CREDITS**

This course continues to reinforce the reading, writing, speaking and listening skills of ESL students so they can participate effectively as consumers and in community, social and work situations. Students in this course read a variety of short English text and use standard English grammar orally and in writing. Placement test required.

**ESL 052      APPLICATIONS IN ESL V      3 CREDITS**

This course continues to emphasize reading, writing, listening and speaking so ESL students can participate with confidence as consumers and in community, social and work situations. This course is a continuation of ESL 050 and provides additional practice of the skills learned in that course. Placement test required.

**ESL 060      ENGLISH AS A SECOND LANGUAGE VI      3 CREDITS**

This course refines the reading, writing, listening and speaking skills of ESL students through the study of literature, culture and civics. Students in this course discuss theme, plot and other literary elements of literature. Placement test required.

**ESL 062      APPLICATIONS OF ESL VI      3 CREDITS**

This course provides ESL students with additional practice in reading, writing, listening and speaking. Students in this course continue to develop their English language skills through the study of literature, culture and civics. This course is intended to serve students who require additional time to master concepts of ESL 060. Placement test required.

**ESL 065      BEGINNING WRITING WORKSHOP      3 CREDITS**

This course provides writing skills in English for low-intermediate ESL students to meet workplace and personal communication needs. Students write and edit sentences, write opinions, learn new vocabulary and apply standard structures orally and in writing. Placement test required.

**ESL 067      BEGINNING WRITING WORKSHOP II      3 CREDITS**

This course provides writing skills in English for intermediate ESL students to meet workplace and personal communication needs. Students write and edit paragraphs, write summaries, learn new vocabulary and apply standard grammar structures orally and in writing. Placement test required.



## **ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH**

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### **ESL 090      CONVERSATIONAL PRACTICE I      3 CREDITS**

This course develops the oral communication skills of low-intermediate ESL students. Students in this course participate in small and large group discussions on a variety of topics. Students in this course read and discuss English text and apply standard grammar structures orally and in writing. Placement test required.

### **ESL 092      CONVERSATIONAL PRACTICE II      3 CREDITS**

This course develops the oral communication skills of intermediate ESL students. Students in this course participate in small and large group discussions on a variety of topics. Students in this course read and discuss English text and apply standard grammar structures orally and in writing. Placement test required.

### **ESL 098      CITIZENSHIP      1 CREDIT**

The primary purpose of this course is to help individuals prepare for the examination for naturalized citizenship that is administered by the Citizen and Immigration Services of the United States Department of Homeland Security. The course includes study of U.S. history and civics that will assist them in passing the naturalization interview examination. The course includes cultural information as well as interview practice skills to assist in preparation for the interview and the development of oral and dictation skills necessary for the naturalization examination. The U.S. history and civics, and English skills portions of this course are intended also to prepare students to continue their studies in other related academic programs at the College. Placement test required.

## **ADULT BASIC EDUCATION (ABE)**

### **ABE 030      READING AND ENGLISH III      3 CREDITS**

This intermediate level reading and English communications course is designed for a student who is performing at a 4.0-5.9 grade level. Emphasis at this level is on expanding student's reading, thinking, writing and oral communication skills. Placement test required. Formerly known as ABE 003.

### **ABE 040      READING AND ENGLISH IV      3 CREDITS**

This high intermediate level reading and English communications course is designed for a student who is performing at a 6.0-8.9 grade level. Emphasis is on having students learn and apply reading, thinking, writing and oral communication skills to contribute in work and life situations. Placement test required. Previously known as ABE 004.

### **ABE 090      MATHEMATICS I      3 CREDITS**

This is a beginning math course which will improve the math ability of adults. Instruction includes a review of basic math principles of whole numbers, fractions, decimals, percents and proportions. This class prepares the student for Mathematics II). Placement test required. Previously known as ABE 061.

### **ABE 091      MATHEMATICS II**

**3 CREDITS**

This is an intermediate math course which will improve the math ability of adults. Instruction includes a review of math principles of whole numbers, fractions, decimals, percents, data analysis and probability, algebra and geometry. This class prepares the student for Mathematics for Proficiency. Placement test is required. Previously known as ABE 062.

## **GENERAL EDUCATIONAL DEVELOPMENT (GED)**

### **MAT 012      MATHEMATICS FOR PROFICIENCY**

**3 CREDITS**

This course will prepare the student for the math portion of the GED exam. It will teach students to comprehend, evaluate, apply and analyze mathematical problems as a consumer and in the world of work. Placement test is required. Previously known as MAT 032.

### **GED 012      GED REVIEW**

**3 CREDITS**

This course is intended for adults who seek to earn the high school equivalency certificate (GED). It provides a comprehensive review of all test areas in the GED exams. Placement test required. Previously known as GED 010.

## **CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAMS**

The Continuing Education and Community Service programs at Morton College are designed to make available to the community a wide variety of courses and short seminars to help participants meet professional, civic, personal development and career goals. These courses focus on developing skills valuable to the workplace and enriching use of leisure time. Morton College offers Continuing Education and Community Service courses to provide community members with opportunities for life-long learning. Courses are designed to reflect the educational, vocational, civic, recreational, and cultural interests and needs of the community.

Continuing Education and Community Service course schedules are published three times per year as part of the Morton College Course Schedule. For more information, please contact (708) 656-8000, Ext. 281.

## **ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH**

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### **CONTINUING EDUCATION COURSES**

Credits for Continuing Education courses do not count toward a degree program, and are not transferable to another institution. The cost of these courses parallels the tuition fee schedule for transferable credit courses.

#### **ATM 048      AUTO TUNE-UP AND LIGHT REPAIR      2 CREDITS**

This course covers the operation of the various auto systems (cooling, lubrication, fuel and ignition) with special emphasis on preventive maintenance and light repair. Work on your own automobile in a fully equipped garage.

#### **EMT 010      EMERGENCY MEDICAL TECHNICIAN I      7.5 CREDITS**

Course includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. The course includes basic anatomy, physiology, assessment and treatment for traumatic injuries and medical emergencies. Upon successful completion of the course, the student is eligible to take the test for licensure through the Illinois Department of Public Health as an EMT-B. This is a prerequisite for the Paramedic course. Must have a high school degree or GED, and be 18 years of age to enroll in the course. Completion of the EMT program does not guarantee licensure. For specific licensing requirements, including residency or employment requirements, please contact the Illinois Department of Public Health at 535 West Jefferson, Springfield, IL 62761, (217) 782-4977 or [www.idph.state.il.us](http://www.idph.state.il.us)

#### **FSS 010      FOOD SERVICE SANITATION SUPERVISION      1.5 CREDITS**

This course has been developed in cooperation with the Illinois Department of Public Health, which requires that each food service facility have a manager trained in food service sanitation and has passed a certificate examination. A textbook is required. Available for purchase at the Morton College Bookstore, the book must be brought to the first course meeting. The test is given the last night of the course. You must be at least 18 years of age to enroll in this course and be able to read at a 10th grade level. Attendance mandatory. No missed classes allowed.

#### **REP 085      SMALL ENGINE REPAIR      2 CREDITS**

Course is for those wanting to have a better understanding of all phases of small gasoline engines, including lawn mowers, snow blowers and chain saws. It includes two- and four-cycle engines and practical work on your own engine in the procedures of preventive maintenance, major overhaul and tune-up. No engines first night of class.

Additional Continuing Education courses are available online. The senior citizen discount does not apply to these online courses. To explore our electronic catalog, please go to [www.ed2go.com/morton](http://www.ed2go.com/morton). Subject areas include:

- Accounting
- Business Administration
- Certification Preparation
- Computer Applications

## 2010-2011 CATALOG

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- Courses for Teaching Professionals
- Database Management & Programming
- Health Care Continuing Education
- Law & Legal Careers
- PC Troubleshooting, Networking, Security
- Sales & Marketing
- Start Your Own Business
- Web & Computer Programming
- Web Graphics & Multi-Media

### COMMUNITY SERVICE COURSES (NON-CREDIT COURSES)

ART	015	Take Better Photographs
ART	016	Take Better Photographs II
ART	018	Evolve Your Photographic Vision
ART	050	Ceramics
BAL	010	Children's Ballet
CIS	008	Computers for Beginners
CIS	011	Beginning Computer Workshop (for Adults)
DAN	036	Beginning Ballroom Dancing
DAN	037	Intermediate Ballroom Dancing
DRA	010	Theatre
LAN	010	Introduction to Spanish
MUS	022	College Singers
MUS	023	Popular Music Ensemble
MUS	027	Community Chorus
MUS	028	Community Orchestra
MUS	029	Community Band
MUS	060	Class Piano
MUS	061	Class Piano II
PEC	075	Physical Fitness Club
PEC	077	Adult Trim and Tone Fitness I
PSY	046	Waist Management
SPE	010	How to Lose Your Accent
TAP	010	Ballet and Tap for Kids

A special kind of Community Services class is PEC 075, Physical Fitness Club, which provides community residents and students the opportunity to use the College Fitness Center for personal fitness programs during selected hours which are posted each term. The monthly fee allows enrollees to use the Fitness Center an unlimited number of times.

## **ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH**

In addition to the courses listed above, we also offer a variety of personal enrichment courses online. The senior citizen discount does not apply to these online courses. To explore our electronic catalog, please go to [www.ed2go.com/morton](http://www.ed2go.com/morton).

## Online Non-Credit Continuing Education and Personal Enrichment Courses

Online learning anytime, anywhere...just a click away  
Most courses cost only \$99!

Morton College offers a wide range of highly interactive non-credit courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Most courses run for six weeks (with a 10-day grace period). To explore our electronic catalog, please go to [www.ed2go.com/morton](http://www.ed2go.com/morton)

Please note that senior citizen discounts do not apply to these online courses. Courses are offered in the following subject areas:

Computer Applications  
Basic Computer Literacy  
The Internet  
Graphic Design  
Web Graphics & Multi-Media  
Web Page Design  
Database Management & Programming  
Web & Computer Programming  
Certification Prep  
PC Troubleshooting, Networking, Security  
Languages  
Digital Photography & Digital Video  
Entertainment Industry  
Writing & Publishing  
Personal Finance & Wealth Building

Test Prep  
Personal Enrichment  
Health Care, Nutrition & Fitness  
Art, History, Psychology & Literature  
Child Care & Parenting  
Accounting  
Math, Philosophy & Science  
Start Your Own Business  
Grant Writing & Non-Profit Management  
Business Administration  
Personal Development  
Law & Legal Careers  
Sales & Marketing  
Courses for Teaching Professionals  
Health Care Continuing Education



**Online learning anytime, anywhere...**

**just a click away!**

**[www.ed2go.com/morton](http://www.ed2go.com/morton)**

## **BUSINESS & PROFESSIONAL SERVICES**

The Business and Professional Services office of Morton College seeks to develop partnerships designed to support area businesses and communities. Our services include customized solutions and opportunities to develop both personal and professional skills. Our resources include faculty knowledge and experience, workshops, classes and internet-based solutions.



Browse our catalog of instructor-facilitated online non-credit courses and learn more about what makes our courses so unique. Visit our electronic catalog at: [www.ed2go.com/morton-pro](http://www.ed2go.com/morton-pro)

### **Courses/subjects include:**

Computer Applications	Test Prep
Basic Computer Literacy	Personal Enrichment
The Internet	Health Care, Nutrition & Fitness
Graphic Design	Art, History, Psychology & Literature
Web Graphics & Multi-Media	Child Care & Parenting
Web Page Design	Accounting
Database Management & Programming	Math, Philosophy & Science
Web & Computer Programming	Start Your Own Business
Certification Prep	Grant Writing & Non-Profit Management
PC Troubleshooting, Networking, Security	Business Administration
Languages	Personal Development
Digital Photography & Digital Video	Law & Legal Careers
Entertainment Industry	Sales & Marketing
Writing & Publishing	Courses for Teaching Professionals
Personal Finance & Wealth Building	Health Care Continuing Education

## **SCORE**<sup>®</sup>

Counselors to America's Small Business

FREE Small Business Counseling  
Through our partnership with SCORE, Counselors to America's Small Businesses, Morton College offers free small business counseling. SCORE counselors are executives and business owners who have achieved success in their fields and now, as volunteers, want to help you do the same.

Spanish-speaking counselors are available by appointment.

For more information, please contact Susan Felice, Director of Business and Community Services at (708) 656-8000 Ext. 382, or [susan.felice@morton.edu](mailto:susan.felice@morton.edu).









## EDUCATIONAL PROGRAMS

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100	General Education Objectives
100	Career Programs
156	University Transfer Program
173	Liberal Studies Program



# EDUCATIONAL PROGRAMS

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Educational programs at Morton College include transfer, careers and technical programs and Adult Education, which enable students to fulfill their academic and career goals. The College also provides Adult Basic Education (ABE), English as a Second Language (ESL) and General Educational Development (GED) course work.

## GENERAL EDUCATION OBJECTIVES

Upon completion of degree requirements, Morton College students will:

- Communicate effectively through speaking and writing.
- Use mathematical and scientific models to collect data and analyze information.
- Use technology to acquire and process information.
- Understand the development of human culture through the humanities and the arts.
- Demonstrate the ability to think critically.

## CAREER PROGRAMS

### ASSOCIATE IN APPLIED SCIENCE

This degree is for students who intend to pursue employment upon graduation. Students must meet the general education requirements as listed in the Catalog for the Associate in Applied Science (A.A.S.) Degree. Students pursuing this degree must complete the remaining required semester hours according to the requirements of the program. See the “Associate in Applied Science (A.A.S.) Degree Requirements” table on the following pages for guidance when selecting courses.

### CERTIFICATE PROGRAMS

Career certificate programs provide basic skills in technical courses that prepare students for entry-level jobs. Certificate programs typically require one semester to one year of full-time study to complete. Career certificate programs are outlined in the following pages.

**CERTIFICATES AND A.A.S. DEGREES  
AVAILABLE AT MORTON COLLEGE**

AREA OF STUDY	AAS	Certificate
Accounting	Yes	No
Administrative Secretary	No	Yes
Alternative Fuels-Compressed Natural Gas	No	Yes
Architectural Drafting Design	No	Yes
Automotive Mobile Electronics	No	Yes
Automotive Service	No	Yes
Automotive Technology	Yes	Yes
Business Management	Yes	No
Clerical Office Support	No	Yes
Computer Aided Design Technology	Yes	Yes
Computer Information Systems	Yes	No
Computer Repair Technician	No	Yes
Computing Essentials	No	Yes
Drafting Technology	No	Yes
Early Childhood Aide	No	Yes
Early Childhood Assistant	No	Yes
Early Childhood Education	Yes	Yes
Heating, Ventilation, and Air Conditioning	Yes	Yes
Law Enforcement Education	Yes	No
Licensed Practical Nurse	No	Yes
Maintenance and Light Repair (Automotive)	No	Yes
Medical Records Assistant	No	Yes
Microsoft Office	No	Yes
Multimedia Development	No	Yes
Network Systems Administrator	No	Yes
Networking Essentials	No	Yes
Nurse Assisting	No	Yes
Nursing	Yes	No
Office Data Entry	No	Yes
Office Management Technology	Yes	No
Paraprofessional Educator	No	Yes
Physical Therapist Assistant	Yes	No
Therapeutic Massage	Yes	Yes
Web Site Development	No	Yes

## ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue employment upon graduation. Students must meet the general education requirements listed below for the Associate in Applied Science (A.A.S.) Degree. Students pursuing this degree must complete the remaining required semester hours according to the requirements of the program. Students should consult with an Academic Advisor when selecting elective courses.

### GENERAL EDUCATION REQUIREMENTS (23 CREDITS)

<p><b>A. COMMUNICATIONS</b></p> <p>ENG 101     Rhetoric I            ENG 102     Rhetoric II            SPE 101     Principles of Public Speaking</p>	<p><b>6 Semester Hours</b></p>
<p><b>B. BEHAVIORAL/SOCIAL SCIENCES</b></p> <p>ANT 101     Introduction to Anthropology            ANT 102     Introduction to Cultural Anthropology            ECO 101     Principles of Economics I            ECO 102     Principles of Economics II            GEG 105     World Regional Geography            GEG 110     Geography of North America            GEG 125     Geography of the Eastern World            HIS 105     American History to 1865            HIS 106     American History from 1865            HIS 140     American Popular Culture            POL 201     United States National Government            POL 202     State and Local Government            PSY 101     Introduction to Psychology            PSY 201     Social Psychology            PSY 202     Abnormal Psychology            PSY 210     Child Growth and Development            PSY 211     Adolescent Psychology            PSY 215     Life Span: A Survey of Human Development            SOC 100     Introduction to Sociology            SOC 101     The Family            SOC 102     Social Problems            SOC 201     Minority Group Relations            SOC 220     Introduction to Social Work            SSC 101     Social Science I            SSC 102     Social Science II            SSC 103     Successful Study            SSC 140     Women's Studies in Global Perspectives            SSC 180     Issues of Modern Existence in America</p>	<p><b>5 Semester Hours</b></p>

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE REQUIREMENTS (CONTINUED)

**C.SCIENCE AND MATHEMATICS**

BIO 100	Introducing Biology
BIO 102	Introduction to Biology
BIO 103	Anatomy and Physiology I
BIO 104	Anatomy and Physiology II
BIO 106	Human Anatomy and Physiology for the Allied Health Professions
BIO 110	Biology: A Cellular Approach
BIO 111	Biology: A Systems Approach
BIO 150	Heredity and Society
BIO 160	Plants and Society
BIO 161	Plants and Society Laboratory
BIO 202	Ecology of Man
BIO 212	Microbiology
BIO 215	Principles of Heredity
CHM 100	Fundamentals of Chemistry
CHM 101	General Chemistry I
CHM 102	General Chemistry II
CHM 105	Inorganic Chemistry I
CHM 106	Inorganic Chemistry II
CHM 205	Organic Chemistry I
CHM 206	Organic Chemistry II
CPS 101	Information Technologies
CPS 111	Business Computer Systems
CPS 120	Object-Oriented Technology with C++
CPS 122	Multimedia Applications
CPS 200	C++ Programming for Engineers
CPS 210	Programming in Visual Basic
CPS 220	Fortran Programming
GEG 101	Physical Geography
GEL 101	Physical Geology
MAT 102	General Education Mathematics
MAT 105	College Algebra
MAT 110	College Trigonometry
MAT 120	Mathematics for Elementary School Teachers I
MAT 121	Mathematics for Elementary School Teachers II
MAT 124	Finite Mathematics
MAT 141	Statistics
MAT 181	Discrete Mathematics
MAT 201	Calculus I
MAT 202	Calculus II
MAT 203	Calculus III
MAT 215	Differential Equations
MAT 224	Calculus for Business and Social Science
PHS 101	Astronomy
PHS 103	Physical Science I
PHY 101	General Physics I
PHY 102	General Physics II
PHY 105	Physics I
PHY 205	Physics II
PHY 206	Physics III

**7  
Semester  
Hours**

ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE REQUIREMENTS (CONTINUED)

**D. HUMANITIES**

ART 101	Two-Dimensional Fundamentals
ART 102	Three-Dimensional Fundamentals
ART 103	Drawing I
ART 104	Drawing II
ART 105	Painting I
ART 107	Watercolor
ART 111	Sculpture I
ART 113	Ceramics I
ART 115	Photography I
ART 116	Photography II
ART 117	Photography III
ART 120	Art Appreciation
ART 125	Art History Survey I: Prehistoric to Gothic
ART 126	Art History Survey II: Renaissance and Baroque
ART 127	Art History Survey III: The Modern World
ART 203	Figure Drawing I
ART 204	Figure Drawing II
ART 205	Painting II
ART 211	Sculpture II
ART 213	Ceramics II
ART 217*	Tribal Art
ART 220*	Latin American Traditions in Art
ENG 211	Introduction to Literature
ENG 215	American Literature I
ENG 216	American Literature II
ENG 218*	U.S. Latino/Hispanic Literature
ENG 220	English Literature I
ENG 221	English Literature II
HIS 103	Early Western Civilization
HIS 104	Modern Western Civilization
HUM 150	Humanities Through the Arts
HUM 151	Humanities Through History, Philosophy and Literature
HUM 153	Survey of Film History
HUM 154	Latin American Civilization and Culture
MUS 100	Music Appreciation
MUS 101	History of Music: Pre-Twentieth Century
MUS 102	History of Music: Twentieth Century
MUS 103	Music of Multicultural America
MUS 104	History of Rock and Roll
MUS 105	Introduction to American Music
MUS 106	History of Jazz
MUS 107	Music in the Theater
MUS 108	World Music Survey
MUS 109	Music and the Films
MUS 110	Harmony I
MUS 111	Harmony II
MUS 115	Ear Training and Sight Singing I
MUS 116	Ear Training and Sight Singing II
MUS 121	College Choir

**3  
Semester  
Hours**

*(Humanities continued on next page)*



**ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE REQUIREMENTS (CONTINUED)**

*(Humanities continued)*

MUS 122	College Singers
MUS 123	Popular Music Ensemble
MUS 127	Community Chorus
MUS 128	Community Orchestra
MUS 129	Community Band
MUS 130	Private Applied Music Major
MUS 131	Private Applied Music Minor
MUS 160	Class Piano
MUS 210	Harmony III
MUS 211	Harmony IV
MUS 215	Ear Training and Sight Singing III
MUS 216	Ear Training and Sight Singing IV
PHI 125	World Religions in Global Context
PHI 126	Introduction to Ethics
PHI 180	Social Ethics
PHI 201	Philosophy
PHI 202	Introduction to Logic
SPE 115	Oral Interpretation
SPN 101	Elementary Spanish I
SPN 102	Elementary Spanish II
SPN 120	Occupational Spanish I
SPN 121	Occupational Spanish II
SPN 130	Spanish for Hispanic Americans
SPN 201	Intermediate Spanish I
SPN 202	Intermediate Spanish II
SPN 215	Spanish Conversation and Composition I
SPN 216	Spanish Conversation and Composition II
SPN 220	Culture and Civilization of Latin America
SPN 225	Spanish American Literature I
SPN 226	Spanish American Literature II
THR 107	Theatre Practice Seminar
THR 108	Theatre Experience
THR 110	Introduction to Theatre
THR 112	Theatre Practicum
THR 113	Summer Theatre Workshop
THR 125	Fundamentals of Acting

**E. HEALTH, TECHNOLOGY AND COLLEGE READINESS**

CPS 101	Information Technologies
CPS 111	Business Computer Systems
CPS 120	Object-Oriented Technology with C++
CPS 122	Multimedia Applications
CPS 200	C++ Programming for Engineers
CPS 210	Programming in Visual Basic
CPS 220	Fortran Programming
CSS 100	College Study Seminar
PEC 101	Adaptive Physical Education
PEC 131	Softball
PEC 132	Volleyball
PEC 133	Power Volleyball
PEC 139	Golf
PEC 140	Golf II (Advanced)
PEC 155	Aerobic Exercise

*(Health, Technology and College Readiness continued on next page)*

**ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE REQUIREMENTS (CONTINUED)**

*(Health, Technology and College Readiness continued)*

PEC 158	Basketball
PEC 159	Advanced Basketball
PEC 171	Physical Fitness
PEC 172	Advanced Physical Fitness
PEC 173	Weight Training
PEC 174	Advanced Weight Training
PEC 175	Circuit Training
PEC 176	Advanced Circuit Training
PEC 177	Weight Control and Exercise
PEC 178	Soccer
PEC 181	Jogging and Power Walking for Fitness
PEC 183	Baseball
PEC 184	Advanced Baseball
PEC 185	Floor Hockey
PEC 190	Sports Officiating
PEH 101	Personal Community Health
PEH 102	First Aid
PEH 103	Nutrition
PEH 104	Foundations of Health/Physical Fitness
PEH 105	Wellness
PEH 106	Drug and Alcohol Abuse

**2  
Semester  
Hours**

**OTHER REQUIREMENTS**

- Complete the specific program requirements listed under Career Curricula. Any substitution of courses requires written approval of the appropriate academic dean.
- Complete a minimum of half of all occupational course work in a specific program at Morton College.

**ACCOUNTING PROGRAM (ACC)**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares students for employment in accounting. Students will study accounting theory and procedures, cost accounting, income tax procedures and the application of Computer Information Systems to accounting problems.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
BUS 101 Financial Accounting .....	3
BUS 111 Introduction to Business .....	3
CPS 111 Business Computer Systems .....	3
General Education Requirements .....	6
	Total 15
 <b>SECOND SEMESTER</b>	
BUS 102 Managerial Accounting .....	3
PSY 101* Introduction to Psychology .....	3
General Education Requirements .....	4
Electives** .....	6
	Total 16
 <b>THIRD SEMESTER</b>	
BUS 202 Intermediate Accounting I .....	3
BUS 230 Business Law and Contracts .....	3
or	
BUS 231 Business Law and Commercial Transactions	
General Education Requirements .....	7
Electives** .....	3
	Total 16
 <b>FOURTH SEMESTER</b>	
BUS 201 Cost Accounting .....	3
BUS 203 Intermediate Accounting II .....	3
BUS 253 Successful Career Strategies .....	2
General Education Requirements .....	3
Electives** .....	4
	Total 15
	Overall Total 62

**NOTES:**

\* This course may also be applied toward general education requirements.

\*\* Business electives are recommended.

*Candidates for the Associate in Applied Science degree must earn a minimum of 23 semester hours in general education courses.*

## AUTOMOTIVE TECHNOLOGY (ATA) ASSOCIATE IN APPLIED SCIENCE DEGREE

This curriculum prepares students for employment as automotive technicians. Through classroom study of automotive principles combined with hands-on experience, students learn about design, function, diagnosis and proper repair procedures for all major systems related to the automobile. These include engines, engine controls, electrical, braking, steering, suspension and air conditioning systems, transmissions and transaxles.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 101	Automotive Engine Design .....	5
ATM 104	Automotive Brakes .....	3
	General Education Requirements .....	6
		Total 14
 <b>SECOND SEMESTER</b>		
ATM 122	Automotive Air Conditioning .....	3
ATM 102	Fuel Systems and Emission Controls.....	3
ATM 105	Automatic Transmissions .....	4
	General Education Requirements .....	6
		Total 16
 <b>THIRD SEMESTER</b>		
ATM 201	Manual Transmissions and Transaxles.....	3
ATM 202	Automotive Electrical Systems .....	4
ATM 208	Automotive Computer Systems .....	3
PHS 103*	Physical Science .....	4
	General Education Requirements .....	2
		Total 16
 <b>FOURTH SEMESTER</b>		
ATM 203	Engine Performance .....	5
ATM 206	Steering and Suspension .....	3
ATM 204	Advanced Electrical Systems and Accessories .....	3
ATM 253	Successful Career Strategies .....	2
	General Education Requirements .....	5
		Total 18
		Overall Total 64

**NOTES:**

\* This course may be applied toward general education requirements.

Candidates for the Associate in Applied Science degree must earn a minimum of 23 semester hours in general education courses.

## **AUTOMOTIVE TECHNOLOGY**

### **AUTOMOTIVE TECHNOLOGY (ATC)**

#### **50 CREDIT CAREER CERTIFICATE**

This curriculum prepares students for employment as automotive technicians. Through classroom study of automotive principles combined with hands-on experience, students learn about design, function, diagnosis and proper repair procedures for all major systems related to the automobile. It also prepares students for the National Institute for Automotive Service Excellence (ASE) certification exams. Students are encouraged to take specific ASE exams upon completion of related courses. Successful completion of these exams certifies the student as a Master Automobile Technician. This program is certified by the National Automotive Technicians Education Foundation (NATEF).

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
ATM 101 Automotive Engine Design .....	5
ATM 104 Automotive Brakes .....	3
ATM 120 Basic Vehicle Mechanics.....	3
	Total 11
 <b>SECOND SEMESTER</b>	
ATM 102 Fuel Systems and Emission Controls.....	3
ATM 105 Automatic Transmissions .....	4
ATM 122 Automotive Air Conditioning .....	3
Automotive Elective.....	2
	Total 12
 <b>THIRD SEMESTER</b>	
ATM 201 Manual Transmissions and Transaxles.....	3
ATM 202 Automotive Electrical Systems .....	4
ATM 208 Automotive Computer Systems .....	3
ATM 220 Automotive Service I.....	3
	Total 13
 <b>FOURTH SEMESTER</b>	
ATM 203 Engine Performance.....	5
ATM 204 Advanced Electrical Systems & Accessories .....	3
ATM 206 Steering and Suspension .....	3
ATM 221 Automotive Service II.....	3
	Total 14
	Overall Total 50

**AUTOMOTIVE TECHNOLOGY**  
**ALTERNATIVE FUELS (CNG)**  
**35 CREDIT CAREER CERTIFICATE**

This curriculum provides students with the knowledge and skills needed to convert, maintain, diagnose and repair vehicles powered by alternative fuels. It also prepares students for the Automotive Service Excellence (ASE) exam for Light Vehicle Compressed Natural Gas. This program is certified by the National Automotive Technicians Education Foundation (NATEF).

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 102	Fuel Systems and Emission Controls.....	3
ATM 120	Basic Vehicle Mechanics.....	3
ATM 130	Compressed Natural Gas Conversion.....	4
ATM 140	Introduction to Alternative Fuels.....	2
		Total 12
<b>SECOND SEMESTER</b>		
ATM 115	Introduction to Electric and Hybrid Electric Vehicles.....	2
ATM 202	Automotive Electrical Systems.....	4
ATM 131	Compressed Natural Gas/Advanced Diagnosis.....	3
ATM 208	Automotive Computer Services.....	3
		Total 12
<b>THIRD SEMESTER</b>		
ATM 203	Engine Performance.....	5
ATM 230	Electric Vehicle Conversion.....	3
ATM 221	Automotive Service II.....	3
		Total 11
		Overall Total 35

**AUTOMOTIVE TECHNOLOGY**  
**AUTOMOTIVE SERVICE (ATS)**  
**19 CREDIT CAREER CERTIFICATE**

This curriculum prepares students for entry-level employment in automotive service. It provides the necessary knowledge and skills to service and maintain many systems of the automobile.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 104	Automotive Brakes .....	3
ATM 120	Basic Vehicle Mechanics.....	3
ATM 202	Automotive Electrical Systems .....	4
		<hr/>
		Total 10

<b>SECOND SEMESTER</b>		
ATM 122	Heating and Air Conditioning.....	3
ATM 206	Steering and Suspension .....	3
ATM 221	Advanced Automotive Service II .....	3
		<hr/>
		Total 9

Overall Total 19

## AUTOMOTIVE TECHNOLOGY

### AUTOMOTIVE MOBILE ELECTRONICS (AME) 16 CREDIT CAREER CERTIFICATE

This curriculum prepares students for entry-level employment as an Mobile Electronics Installer. Through classroom study and hands-on activities students learn how to properly install audio systems, alarm systems, remote start systems and the basics of video systems. This program prepares students for the Mobile Electronics Certified Professional Exam (MECP).

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 202	Automotive Electrical Systems .....	4
ATM 205	Mobile Electronics Installation I .....	3
		<hr/>
		Total 7
<b>SECOND SEMESTER</b>		
ATM 204	Advanced Electrical Systems and Accessories.....	3
ATM 207	Mobile Electronics Installation II .....	3
ATM 220	Automotive Service I.....	3
		<hr/>
		Total 9
		Overall Total 16



**AUTOMOTIVE TECHNOLOGY  
MAINTENANCE AND LIGHT REPAIR (MLR)  
13 CREDIT CAREER CERTIFICATE**

This curriculum prepares students for entry-level employment as automotive technicians for service departments of automobile companies. Through classroom study of automotive principles combined with hands-on experience, students learn about design, function, diagnosis and proper repair procedures. Upon successful completion students will earn Ford Training Credentials in the following areas: Brakes, Electrical, Air Conditioning, and Steering and Suspension.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 104	Automotive Brakes .....	3
ATM 202	Automotive Electrical Systems .....	4
		<hr/> Total 7
<b>SECOND SEMESTER</b>		
ATM 122	Automotive Air Conditioning .....	3
ATM 206	Steering and Suspension .....	3
		<hr/> Total 6
		Overall Total 13

**BUSINESS MANAGEMENT (BSM)**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares students for a business career immediately after graduation. It includes basic courses in accounting, economics, business and business law.

<b>FIRST SEMESTER</b>			<b>CREDIT HOURS</b>
BUS	111	Introduction to Business .....	3
BUS	101	Financial Accounting .....	3
		General Education Requirements .....	6
		Electives .....	3
			Total 15
<b>SECOND SEMESTER</b>			
BUS	107	Principles of Marketing .....	3
BUS	102	Managerial Accounting .....	3
		General Education Requirements .....	7
		Electives .....	3
			Total 16
<b>THIRD SEMESTER</b>			
BUS	230	Business Law and Contracts .....	3
	or		
BUS	231	Business Law and Commercial Transactions	
ECO	101*	Principles of Economics I .....	3
		General Education Requirements .....	3
		Electives .....	6
			Total 15
<b>FOURTH SEMESTER</b>			
BUS	208	Principles of Management .....	3
CPS	111	Business Computer Systems .....	3
BUS	253	Successful Career Strategies .....	2
		General Education Requirements .....	4
		Electives .....	4
			Total 16
			Overall Total 62

**NOTES:**

\* This course may be applied toward general education requirements.

Candidates for the Associate in Applied Science degree must earn a minimum of 23 semester hours in general education courses.

**COMPUTER AIDED DESIGN (MDT)**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares students for entry-level employment ranging from CAD operators to mechanical designers using AutoCAD software. Courses are taught in state-of-the-art facilities and feature the latest release of AutoCAD.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
CAD 100 AutoCAD Fundamentals .....	3
CAD 101 Fundamentals of Drafting .....	3
CAD 102 Descriptive Geometry .....	3
Mathematics* .....	3
General Education Requirements .....	3
	Total 15
 <b>SECOND SEMESTER</b>	
CAD 103 Sheet Metal and Weldments .....	3
CAD 104 Assembly Drawings .....	3
Mathematics* .....	3
General Education Requirements .....	6
	Total 15
 <b>THIRD SEMESTER</b>	
CAD 203 Electronics Drafting .....	3
CAD 205 Mechanical Design .....	3
General Education Requirements .....	7
Electives .....	3
	Total 16
 <b>FOURTH SEMESTER</b>	
CAD 215 3D Modeling .....	3
CAD 225 Industrial Applications.....	3
CAD 253 Successful Career Strategies.....	2
General Education Requirements .....	1
Electives .....	7
	Total 16
	Overall Total 62

**NOTES:**

\* MAT 100 and MAT 102 or MAT 105 and MAT 110 are recommended.

*Students are encouraged to consult with the instructor or advisor about the availability and scheduling of these courses.*

*Candidates for the Associate in Applied Science degree must earn a minimum of 23 semester hours in general education courses.*

## COMPUTER AIDED DESIGN

### ARCHITECTURAL DRAFTING DESIGN (ADD)

#### 21 CREDIT CAREER CERTIFICATE

This curriculum prepares students for entry-level employment in architectural CAD drafting using AutoCAD software.

REQUIRED COURSES		CREDIT HOURS
CAD 100	AutoCAD Fundamentals.....	3
CAD 101	Fundamentals of Drafting.....	3
CAD 130	Architectural Residential Design.....	3
CAD 215	3D Modeling .....	3
CAD 235	Architectural Commercial Design .....	3
	Mathematics.....	3
	English/Speech.....	3
		<hr/>
		Overall Total 21

**NOTES:**

*Students are encouraged to consult with the instructor or advisor about the availability and scheduling of these courses.*

*Students are encouraged to select a college-level Mathematics and English/Speech course.*

*Candidates for the career certificate must earn a minimum of 21 semester hours as distributed above.*

**COMPUTER AIDED DESIGN**  
**DRAFTING TECHNOLOGY (DTC)**  
**21 CREDIT CAREER CERTIFICATE**

This curriculum prepares students for entry-level employment in industrial drafting. Courses are offered evenings and weekends.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
CAD 100	AutoCAD Fundamentals.....	3
CAD 101	Fundamentals of Drafting .....	3
CAD 102	Descriptive Geometry .....	3
	Mathematics .....	3
		<hr/> Total 12
<b>SECOND SEMESTER</b>		
CAD 103	Sheet Metal and Weldments .....	3
CAD 104	Assembly Drawings .....	3
	English/Speech.....	3
		<hr/> Total 9
		Overall Total 21

**NOTES:**

*Students are encouraged to select an English, speech and mathematics course meeting their needs.*

*Students are encouraged to consult with the instructor or advisor about the availability and scheduling of these courses.*

**COMPUTER AIDED DESIGN  
TECHNOLOGY PROGRAM (CAD)  
12 CREDIT CAREER CERTIFICATE**

This curriculum assists students in upgrading their CAD drafting skills, using the latest release of AutoCAD software.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
CAD 100	AutoCAD Fundamentals.....	3
CAD 205	Mechanical Design .....	3
CAD 215	3D Modeling .....	3
CAD 225	Industrial Applications.....	3
		<hr/> Overall Total 12

*NOTES:*

*Students are encouraged to consult with the instructor or advisor about the availability and scheduling of these courses.*

*Candidates for the career certificate must earn a minimum of 12 semester hours as distributed above.*

## **COMPUTER INFORMATION SYSTEMS (CIS)**

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares students for entry-level employment as support and end users in a business environment. Students will learn skills from all major areas of computing including programming, Windows applications, networking, and computer repair.

All students must complete 21 credit hours of core courses, 14-20 additional hours of general education courses, and complete one of the following tracks: Generalist or Networking or PC-Repair or Web Development for an Associate in Applied Science Degree.

<b>CORE COURSES FOR CIS PROGRAM</b>			<b>CREDIT HOURS</b>
BUS	111	Introduction to Business .....	3
CIS	112	MS-DOS .....	1
CIS	105	Programming Logic .....	3
CIS	116	Internet Applications .....	3
CIS	132	Introduction to Networking.....	3
CIS	152	Upgrading and Repairing the PC .....	1
CIS	253	Successful Career Strategies.....	2
CPS	111	Business Computer Systems .....	3
CPS	122	Multimedia Applications.....	3
<b>Total Core Course Requirements</b>			<b>22</b>

#### **TRACKS:**

##### **GENERALIST**

CIS	121	Data Base Management.....	3	
CIS	220	Systems Analyst .....	3	
ENG	101	Rhetoric I* .....	3	
ENG	102	Rhetoric II* .....	3	
MAT	181	Discrete Math or higher*.....	3	
SPE	101	Principles of Public Speaking* .....	3	
			2 programming courses.....	6
			Electives .....	5
			Additional General Education Requirements .....	14
			Total Track Course Requirement .....	40
			Total Overall Degree Requirement .....	Total 62

##### **NETWORKING**

CIS	133	Network Configuration and Installation I.....	3
CIS	135	Client for Microsoft Networks I .....	4
CIS	136	Microsoft Windows Server.....	4
CIS	137	Managing Network Services.....	5

Continued on next page

## 2010-2011 CATALOG

### CIS Degree continued

MAT	181	Discrete Math or higher*.....	3
		Electives .....	1
		Additional General Education Requirements .....	20
		Total Track Course Requirement .....	40
		Total Overall Degree Requirement .....	Total 62

### PC REPAIR

CIS	133	Network Configuration and Installation I.....	3
CIS	160	Advanced MS-DOS .....	1
CIS	180	Fundamentals of Personal Computer Servicing.....	3
CIS	181	Advanced Personal Computer Diagnosis and Service .....	3
CIS	233	Network Configuration and Installation II.....	3
MAT	181	Discrete Mathematics or higher* .....	3
		Electives - 3 elective hours must be computer related .....	4
		Additional General Education Requirements .....	20
		Total Track Course Requirement .....	40
		Total Overall Degree Requirement .....	Total 62

### WEB DEVELOPMENT

CIS	103	Introduction to Dreamweaver .....	3
CIS	170	Introduction to Java .....	3
CIS	172	ASP Programming.....	3
MAT	181	Discrete Mathematics or higher* .....	
		2 programming courses.....	6
		Electives .....	2
		Additional General Education Requirements .....	20
		Total Track Course Requirement .....	40
		Total Overall Degree Requirement .....	Total 62

Overall Total 62

### PROGRAMMING COURSES

CIS	103	Introduction to Dreamweaver .....	3
CIS	170	Introduction to Java .....	3
CIS	172	ASP .....	3
CIS	299	Special Topics in CIS.....	1 to 5
CPS	120	Object-Oriented Technology with C++ .....	3
CPS	200	C++ Programming for Engineers.....	3
CPS	210	Programming in Visual Basic .....	3
CPS	220	Fortran Programming .....	3

### NOTES:

\* This course may be applied toward A.A.S. general education requirement.

Candidates for the Associate in Applied Science degree must earn a minimum of 23 semester hours in general education courses.



**COMPUTER INFORMATION SYSTEMS  
 NETWORK SYSTEMS ADMINISTRATOR (NSA)  
 32 CREDIT CAREER CERTIFICATE**

This curriculum assists students in upgrading necessary skills to administer a Microsoft Windows Network.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
CIS 112 MS-DOS .....	1
CIS 130 Introduction to Windows .....	1
CIS 132 Introduction to Networking.....	3
CIS 133 Network Configuration and Installation I.....	3
CIS 135 Client for Microsoft Networking .....	4
CIS 180 Fundamentals of Personal Computer Servicing.....	3
Elective .....	1
	Total 16

<b>SECOND SEMESTER</b>	<b>CREDIT HOURS</b>
CIS 136 Microsoft Windows Server.....	4
CIS 137 Managing Network Services.....	5
CIS 181 Advanced Personal Computer Diagnosis and Servicing.....	3
CIS 233 Network Configuration and Installation II.....	3
Elective .....	1
	Total 16

Overall Total 32

**NOTES:**

*Candidates for this Career Certificate must earn a minimum of 32 semester hours as distributed above.*

*This career certificate can lead to the Associate in Applied Science degree in Computer Information Systems.*

## COMPUTER INFORMATION SYSTEMS

### WEB SITE DEVELOPMENT (WSD)

#### 18 CREDIT CAREER CERTIFICATE

This curriculum is designed to provide students with the opportunity to learn the fundamentals of Web site development. Students will learn how to create and enhance Web pages. Designing a Web site that attracts visitors requires specialized training, which students will acquire as they study HTML, Java, ASP and database applications.

REQUIRED COURSES			CREDIT HOURS
BUS	111	Introduction to Business .....	3
CIS	103	Introduction to Dreamweaver .....	3
CIS	116	Internet Applications .....	3
CIS	170	Java .....	3
CIS	172	ASP .....	3
CPS	111	Business Computer Systems .....	3
			Overall Total 18

**NOTES:**

*Candidates for the career certificate must earn a minimum of 18 semester hours as distributed above.*

*This career certificate can lead to the Associate in Applied Science degree in Computer Information Systems.*

**COMPUTER INFORMATION SYSTEMS**

**COMPUTING ESSENTIALS (CET)**

**17 CREDIT CAREER CERTIFICATE**

This curriculum assists students in developing an understanding of computing environments, including hardware, application software and networking essentials.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
CPS	111	Business Computer Systems .....3
CIS	105	Programming Logic .....3
CIS	112	MS-DOS .....1
CIS	116	Internet Applications .....3
CIS	132	Introduction to Networking.....3
CIS	152	Upgrading and Repairing the PC .....1
CPS	122	Multimedia Applications.....3
		Overall Total 17

*NOTES:*

*Candidates for the career certificate must earn a minimum of 17 semester hours as distributed above.*

*This career certificate can lead to the Associate in Applied Science degree in Computer Information Systems.*

**COMPUTER INFORMATION SYSTEMS**  
**COMPUTER REPAIR TECHNICIAN (CRT)**  
**17 CREDIT CAREER CERTIFICATE**

This curriculum provides students with the knowledge and skills necessary for an entry-level position as a computer repair technician.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
CIS	112	MS-DOS .....1
CIS	130	Introduction to Windows .....1
CIS	132	Introduction to Networking <sup>1</sup> .....3
CIS	160	Advanced MS-DOS <sup>2</sup> .....1
CIS	180	Fundamentals of Personal Computer Servicing <sup>3</sup> .....3
CIS	181	Advanced Personal Computer Diagnosis and Servicing <sup>4</sup> .....3
MAT	102	General Education Mathematics .....4
		Electives .....1
		Overall Total 17

**NOTES:**

- 1 CIS 132 – Prerequisites are CIS 112 and CIS 130 or CPS 111 or concurrent enrollment.
- 2 CIS 160 – Prerequisite is CIS 112.
- 3 CIS 180 – Prerequisites are CIS 112 and CIS 130 or CPS 111 or concurrent enrollment.
- 4 CIS 181 – Prerequisite is CIS 180.

*Candidates for the career certificate must earn a minimum of 17 semester hours as distributed above.*

**COMPUTER INFORMATION SYSTEMS**  
**MULTIMEDIA DEVELOPMENT (MDE)**  
**17 CREDIT CAREER CERTIFICATE**

This certificate prepares students to focus on the knowledge and skills essential to create a variety of computer generated multimedia presentations. Students will learn how to integrate video, audio, sound, graphic images, text and digital images in multimedia presentations.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
BUS	111	Introduction to Business .....3
CIS	103	Introduction to Dreamweaver .....3
CIS	116	Internet Applications .....3
CIS	159	Adobe Photoshop .....1
CPS	111	Business Computer Systems .....3
CPS	122	Multimedia Applications .....3
OMT	206	Microsoft PowerPoint.....1
		Overall Total 17

**NOTES:**

*Candidates for the career certificate must earn a minimum of 17 semester hours as distributed above.*

*This career certificate can lead to the Associate in Applied Science degree in Computer Information Systems.*

**COMPUTER INFORMATION SYSTEMS**  
**NETWORKING ESSENTIALS (NET)**  
**16 CREDIT CAREER CERTIFICATE**

This curriculum is designed to give students a basic understanding of local area networks, their hardware and the application software that run on LANs.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
CIS 112	MS-DOS .....	1
CIS 132	Introduction to Networking.....	3
CIS 133	Network Configuration and Installation I.....	3
CIS 135	Client for Microsoft Networking .....	4
CIS 136	Microsoft Windows Server.....	4
CIS 152	Upgrading and Repairing the PC .....	1
		Overall Total 16

*NOTES:*

*Candidates for the career certificate must earn a minimum of 16 semester hours as distributed above.*

*This career certificate can lead to the Associate in Applied Science degree in Computer Information Systems.*

**COMPUTER INFORMATION SYSTEMS**

**MICROSOFT OFFICE (DMO)  
7 CREDIT CAREER CERTIFICATE**

This curriculum is designed to give students the resources and information needed to learn about Microsoft Office software.

<b>REQUIRED COURSES</b>			<b>CREDIT HOURS</b>
CIS	124	Microsoft Access I .....	1
CIS	130	Introduction to Windows .....	1
CIS	142	Excel I.....	1
CIS	143	Excel II.....	1
OMT	206	Microsoft PowerPoint.....	1
OMT	210	Word I.....	2
			<hr/>
			Overall Total 7

*NOTES:*

*Microsoft Office is a registered trademark of Microsoft Corporation.*

*Candidates for the Career Certificate must earn a minimum of 7 credit hours as distributed above.*

## EARLY CHILDHOOD EDUCATION PROGRAM (ECE) ASSOCIATE IN APPLIED SCIENCE DEGREE

This curriculum provides the early childhood education professional with knowledge to care for children in child care centers, home child care, school-age programs, preschools, as well as assist in kindergarten using developmentally appropriate standards. The field of early childhood covers children, birth through eight years.

### FIRST SEMESTER

ECE 100	Early Childhood Growth and Development .....	3
ECE 101	Observation and Assessment of Children .....	3
ECE 105	Health, Safety and Nutrition for Children.....	3
ECE 110	Introduction to Early Childhood Education .....	3
	General Education Requirement .....	3
		Total 15

### SECOND SEMESTER

ECE 115	Family, School and Community.....	3
ECE 120	Language Arts for Children .....	3
ENG 101	Rhetoric I .....	3
	General Education Requirement .....	4
	General Education Requirement .....	3
		Total 16

### THIRD SEMESTER

ECE 125	Students with Disabilities in School.....	3
ECE 160	Curriculum Planning for Children .....	3
ECE 200	Play and Guidance of Children .....	3
ECE	Elective* .....	3
ECE	Elective* .....	3
	General Education Requirement .....	3
		Total 18

### FOURTH SEMESTER

ECE 260	Early Childhood Education Internship .....	3
ECE	Elective* .....	3
ECE	Elective* .....	3
ECE	General Education Requirement .....	3
	General Education Requirement .....	3
		Total 15

Overall Total 64

### \*ECE Electives

ECE 202	Teaching Math and Science to Children .....	3
ECE 203	Emerging Literacy in Children .....	3
ECE 207	Creative Expression for Children.....	3



## EDUCATIONAL PROGRAMS

ECE	210	Early Childhood Administration .....	3
ECE	215	The First Three Years of Life .....	3

**NOTES:**

*ECE 105 meets the Health and Physical Fitness general education requirement.  
Students must complete all ECE courses with a minimum grade of "C".*

### EARLY CHILDHOOD EDUCATION PROGRAM PARAPROFESSIONAL EDUCATOR (PEC) 31 CREDIT CAREER CERTIFICATE

This curriculum is designed for individuals wishing to prepare for entry-level positions as paraprofessional educators (teacher assistants) in public or private schools. This career certificate can lead to the Associate in Applied Science degree in Paraprofessional Education.

<b>FIRST SEMESTER</b>			<b>CREDIT HOURS</b>
EDU	100	Introduction to American Education .....	3
MAT	120	Mathematics for Elementary Teachers I.....	4
ENG	101	Rhetoric I .....	3
PSY	101	Introduction to Psychology .....	3
		General Education Requirement .....	3
			Total 16
<b>SECOND SEMESTER</b>			
ECE	125	The Exceptional Child.....	3
PSY	210	Child, Growth and Development .....	3
CPS	111	Business Computer Systems .....	3
ECE	205	Children's Literature .....	3
		General Education Requirement .....	3
			Total 15
			Overall Total 31

**NOTES:**

*ECE 105 meets the Health and Physical Fitness general education requirement.  
Students must complete all ECE courses with a minimum grade of "C".*

*Electives to choose from include the following:*

- PSY 202    Abnormal Psychology*
- MAT 121    Mathematics for Elementary School Teachers II*
- POL 201    United States National Government*
- POL 202    State and Local Government*
- ECE 101    Observation and Guidance of Children*
- ECE 105    Health, Safety and Nutrition*
- ECE 115    Family, School and Community*
- SPN 120    Occupational Spanish*

## EARLY CHILDHOOD EDUCATION PROGRAM

### EARLY CHILDHOOD EDUCATION (ECC) 30 CREDIT CAREER CERTIFICATE

This curriculum is designed for students wishing to prepare for entry-level positions in child care programs. It meets the minimal educational requirements established by the Illinois Department of Children and Family Services for an early childhood teacher who has obtained one year's experience in a licensed center.

FIRST SEMESTER		CREDIT HOURS
ECE	100	Early Childhood Growth and Development .....3
ECE	101	Observation and Assessment of Children .....3
ECE	105	Health, Safety and Nutrition for Children.....3
ECE	110	Introduction to Early Childhood Education .....3
ECE	115	Family, School and Community.....3
		Total 15
SECOND SEMESTER		
ECE	120	Language Arts for Children .....3
ECE	125	The Exceptional Child.....3
ECE	160	Curriculum Planning for Children .....3
ECE	200	Play and Guidance for Children .....3
ENG	101	Rhetoric I .....3
		Total 15
		Overall Total 30

**NOTES:**

*Students must complete all ECE courses with a minimum grade of "C".*

**EARLY CHILDHOOD EDUCATION**

**EARLY CHILDHOOD ASSISTANT (ECS)  
18 CREDIT CAREER CERTIFICATE**

This curriculum is designed to provide an early childhood caregiver with basic knowledge regarding child growth/development and developmentally appropriate programming.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ECE 100	Early Childhood Growth and Development .....	3
ECE 101	Observation and Assessment of Children .....	3
	Program Elective .....	3
		<hr/>
		Total 9

<b>SECOND SEMESTER</b>		
ECE 105	Health, Safety and Nutrition for Children.....	3
ECE 110	Introduction to Early Childhood Education .....	3
	Program Elective .....	3
		<hr/>
		Total 9

Overall Total 18

**PROGRAM ELECTIVES:**

- ECE 115 Family, School and Community
- ECE 120 Language Arts for Children
- ECE 125 Students with Disabilities in School
- ECE 160 Curriculum Planning for Children

*NOTES:*

*Students must complete all ECE courses with a minimum grade of "C."*

## EARLY CHILDHOOD EDUCATION

### EARLY CHILDHOOD AIDE (ECA) 12 CREDIT CAREER CERTIFICATE

This curriculum is designed to provide an early childhood caregiver with basic knowledge regarding child growth/development and an overview of early childhood education field.

FIRST SEMESTER		CREDIT HOURS
ECE 100	Early Childhood Growth and Development .....	3
ECE 101	Observation and Assessment of Children .....	3
		Total 6
SECOND SEMESTER		
ECE 105	Health, Safety and Nutrition for Children.....	3
ECE 110	Introduction to Early Childhood Education .....	3
		Total 6
		Overall Total 12

**NOTES:**

*Students must complete all ECE courses with a minimum grade of "C".*

## **HEATING, VENTILATION AND AIR CONDITIONING (HVA)**

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum provides students with the necessary skills for entry-level technical positions in the Heating, Ventilation and Air Conditioning industry. Graduates will be trained for employment as installers, service technicians, building maintenance craftsmen and counter sales personnel.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
HVA	101	Basic Refrigeration .....3
HVA	102	Basic Heating and Air Conditioning.....3
HVA	110	Electricity for Air Conditioning and Refrigeration.....3
MAT	100	Occupational Mathematics .....3
		General Education Requirements .....4
		Total 16
<b>SECOND SEMESTER</b>		
HVA	103	Intermediate Refrigeration .....3
HVA	104	Intermediate Heating and Air Conditioning .....3
HVA	120	Basic Sheet Metal Fabrication.....3
PHS	103*	Physical Science I .....4
		General Education Requirements .....3
		Total 16
<b>THIRD SEMESTER</b>		
HVA	105	Basic HVAC Controls .....3
HVA	200	Domestic Refrigeration and Air Conditioning .....3
HVA	201	Commercial Refrigeration .....3
		General Education Requirements .....4
		Total 13
<b>FOURTH SEMESTER</b>		
HVA	203	Commercial Air Conditioning and Refrigeration .....3
HVA	204	Hydronic Comfort Systems.....3
HVA	206	Certification Exam Review.....3
HVA	253	Successful Career Strategies .....2
		General Education Requirements .....6
		Total 17
		Overall Total 62

**NOTES:**

*We suggest that all HVAC program students successfully complete the commercial refrigeration and residential heating/air conditioning competency exams offered by the Air Conditioning and Refrigeration Institute. We strongly recommend students seeking employment in the HVAC industry successfully complete a refrigerant handling certification exam administered by an EPA recognized testing organization.*

*\* This course may be applied toward general education credits and are suggested as the minimum course requirement for graduating students.*

## HEATING, VENTILATION AND AIR CONDITIONING (HVC) 30 CREDIT CAREER CERTIFICATE

This curriculum provides students with the skills required for entry-level positions in the Heating, Ventilation and Air Conditioning industry. Graduates will be trained to assist installers, service technicians and building maintenance craftsmen.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
HVA 101 Basic Refrigeration .....	3
HVA 102 Basic Heating and Air Conditioning.....	3
HVA 105 Basic HVAC Controls .....	3
HVA 110 Electricity for Air Conditioning and Refrigeration.....	3
Electives .....	3
	Total 15
 <b>SECOND SEMESTER</b>	
HVA 103 Intermediate Refrigeration .....	3
HVA 104 Intermediate Heating and Air Conditioning .....	3
HVA 120 Basic Sheet Metal Fabrication.....	3
HVA 204 Hydronic Comfort Systems.....	3
HVA 206 Certification Exam Review.....	3
	Total 15
	Overall Total 30

**NOTES:**

*We suggest that all HVAC certificate program students successfully complete the residential heating/air conditioning competency exams offered by the Air Conditioning and Refrigeration Institute. Students seeking employment in the HVAC industry are required to complete a refrigerant handling certification exam administered by an EPA recognized testing organization.*

*The following courses may be applied toward elective credits and are suggested for all students graduating with a career certificate:*

HVA	200	Domestic Refrigeration and Air Conditioning
HVA	201	Commercial Refrigeration
HVA	203	Commercial Air Conditioning and Refrigeration
HVA	253	Successful Career Strategies

**LAW ENFORCEMENT EDUCATION (LEE)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum trains students for a career as law officers at the city, state or federal levels or in retail or industrial security. It serves students with no previous experience; those presently employed; those seeking advancement; or those wanting to transfer to a four-year college for a bachelor’s degree in law enforcement.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
LAW 101 Introduction to Law Enforcement.....	3
LAW 102 Introduction to Criminology.....	3
General Education Requirements .....	10
	Total 16
 <b>SECOND SEMESTER</b>	
LAW 104 Police Operations and Procedures I .....	3
LAW 105 Administration of Justice.....	3
SOC 100* Introduction to Sociology .....	3
General Education Requirements .....	8
	Total 17
 <b>THIRD SEMESTER</b>	
LAW 201 Police Operations and Procedures II .....	3
LAW 202 Juvenile Delinquency.....	3
LAW 203 Law Enforcement and Community Relations .....	3
LAW 204 Criminal Law I.....	3
PSY 101* Introduction to Psychology .....	3
	Total 15
 <b>FOURTH SEMESTER</b>	
LAW 205 Criminal Law II.....	3
LAW 206 Introduction to Criminal Investigation .....	3
LAW 207 Court Room Procedures and Evidence.....	3
LAW 208 Police Organization and Administration .....	3
LAW 210 Cold Case Investigation .....	3
	Total 15
	Overall Total 63

**NOTES:**

\* These courses may also be applied toward general education requirements.

Candidates for the Associate in Applied Science degree must earn a minimum of 23 semester hours in general education courses.

## **NURSE ASSISTING (NUA)**

### **8 CREDIT CAREER CERTIFICATE**

This curriculum prepares students to become certified nursing assistants through classroom lectures and 40 hours of clinical work at a local facility. This program is approved by the I.D.P.H. Completion of the CNA program does not guarantee certification. Those completing the program and meeting eligibility requirements can continue studies in nursing and other health professions. For specific certification requirements, including residency or employment requirements, contact the Illinois Department of Public Health, 525 W. Jefferson St., Springfield, IL 62761, (217) 782-4977, [www.idph.state.il.us](http://www.idph.state.il.us)

Certified nursing assistants provide basic health care to patients as members of the health care team. Nursing assistants work in long-term care facilities (nursing homes, home health settings) and hospitals under the direction of a registered or license practical nurse.

#### **PREREQUISITES:**

Students must be 16 years old, take the Morton College placement test and meet the minimum score required for admission to CNA program. A GED or high school diploma is not required. A theory grade of "C" or better and a clinical practice of satisfactory are required to pass.

After successful completion of program requirement, the student is eligible to apply to take the Illinois Nurse Aide Test. Eligibility is determined by the Illinois Department of Public Health and the Nurse Aide Testing Center. Students passing this test are certified to work as nursing assistants.

NEW for 2010-2011 Per the Healthcare Worker Background Check Act, an Illinois State Law,

- The Illinois Department of Public Health (I.D.P.H.) requires that all certified nursing assistant students must pass a Criminal Background Check.
- Step 1: Required IDPH computer background check will be performed the first day of class;
- Inquiries regarding convictions should be directed to the Illinois Department of Public Health at (217) 782-2813.
- Step 2: If you pass the IDPH computer check, you will need to obtain, within 10 days from the start of class, a fingerprint –based criminal check only from a contracted live scan vendor I.D.P.H. approved agency list for an additional fee.
- Bring a copy of this report to class, which will be kept in your record in the nursing office, within 10 days from the start of class.



## EDUCATIONAL PROGRAMS

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- **Health Requirements:** Due the first day of class copy for student's file in the nursing office

Physical from a certified physician or nurse practitioner in the State of Illinois: Proof of completion of a physical examination which demonstrates the student is free from disease must be documented

- Proof of immunizations 1)hepatitis B series or evidence of immunity; 2) MMR or mumps, measles, rubella
- Labwork : TB test or chest Xray (if PPD is positive); 10 panel urine drugscreen
- Malpractice Insurance
- Fees : responsibility of the student

Placement Tests before registration: Students should contact the Academic Advising Center to arrange for a placement test.

Equipment/Uniforms: Students must have a white uniform, nurses' shoes, name pin and stethoscope for clinical work.

### EIGHT WEEKS

### CREDIT HOURS

NUR 105	Nursing Assistant Training.....	8
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#### NOTES:

*Reminder: Additional fees will be required from students for a criminal background check, Nurse Aide Competency Evaluation Test and malpractice insurance.*

## **NURSING: A CAREER LADDER**

### **PRACTICAL NURSE CERTIFICATE AND ASSOCIATE IN APPLIED SCIENCE DEGREE IN NURSING**

The Nursing Program is developed around a career ladder concept. All students are admitted as a Registered Nurse Associate Degree nursing student. Those completing the first year of the Associate Degree Nursing curriculum may enroll in NUR 138. On successful completion of NUR 138, the students may choose to exit as a practical nurse or continue on into the second year of the ADN (RN) program.

The program leading to the certificate of Practical Nurse is approved by the I.D.P.R. Completion of the PN program does not guarantee licensure. For specific licensure requirements, including residency or employment requirements, please contact the Illinois Department of Financial and Professional Regulation, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, (312) 814-2715, [www.idfpr.com](http://www.idfpr.com)

The program leading to the Associate Degree in Nursing (ADN-RN) is approved by the I.D.P.R. graduates are eligible to apply to take the National Council Licensing Exam for the Registered Nurse (NCLEX-RN). Completion of the RN program does not guarantee licensure. For specific licensure requirements, including residency or employment requirements, please contact the Illinois Department of Financial and Professional Regulation, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, (312) 814-2715 [www.idfpr.com](http://www.idfpr.com)

#### **ADMISSION REQUIREMENTS FOR ALL APPLICANTS:**

- Complete Morton College and Nursing Program applications (obtained from Office of Admissions and Records).
- Be a high school graduate or have a GED equivalent.
- Have one year of high school chemistry with a grade of "C" or better or the equivalent college credit within five years of beginning program.
- Must take English Placement Test in Fall or Spring of application year at Morton College and achieve score eligible for placement into ENG 101.
- Must take Math Placement Test in Fall or Spring of application year at Morton College and achieve score eligible for placement into MAT 095.
- All students must take placement college tests at Morton College regardless of course work taken. Nursing admission English and Math tests must be taken on the specified Nursing Admission Test dates. See Academic Advising or the nursing application for specific dates.
- MAT 075 must be taken within one year of acceptance into the Nursing program.
- Have earned 10 college credit hours:

- Eight of these hours must be BIO 103 and 104 and must have been taken within five years of the beginning of the program with a “C” or better.
- The remaining credit hours may be selected from the following courses:
  - PSY 101    3 credits
  - PEH 103    2 credits
  - BIO 212    4 credits
  - ENG 101    3 credits
  
- A “C” is required in courses selected for the 10 college credit hours admission requirement.
- All science courses require a “C” or better within five years of beginning program.
- After June 1, applicants will be reviewed and ranked until the program is filled.
- Applicants living outside the Morton College district will be reviewed for admission in July if space in the program permits.
- The 10 semester hours above represent the minimum coursework required for admission. However, program admission is highly competitive and grade-based points are awarded for these 10 credit hours as well as completion of the other general education courses that are part of the program. These other general education classes are those listed above as well as PSY 215, and ENG 102 or SPE 101.

**The program offers TWO entry options depending on previous academic preparation.**

### **Option I**

If you are a high school graduate or hold a GED certificate, you will start at the beginning of the program.

### **Option II**

If you are a Licensed Practical Nurse (LPN) you may begin studies with NUR 135, 136 and 137 by meeting the following requirements:

- Graduate of a state-approved practical nurse program.
- Providing official transcript from practical nurse program.
- Have a current Illinois license.
- Practicing LPN, which is defined as an LPN working full-time for one year (or equivalent) in a setting in which first level nursing skills are practiced. The time lapse should

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be no longer than six months between the work experience and entering NUR 135, 136 and 137.

- Submitting proof of completion of state-required Practical Nurse Pharmacology course.
- Have a current CPR card.
- Successfully complete LPN to RN Mobility Test. Acceptable scores are determined by Admissions Committee.
- Complete MAT 075.
- Complete PSY 101 and ENG 101.
- Under this option, enrollment is limited and may not be determined until end of fall semester even if eligibility requirements are met early.

### *NOTES:*

*Regardless of entry option, all admission requirements must be met. Minimum GPA of 2.00 is required for admission and students must maintain a cumulative GPA of 2.00 throughout the program for graduation.*

*Advanced Placement: Students from other nursing programs requesting advanced placement are considered on an individual basis. They are subject to readmission policies as stated in the Handbook for Nursing Students.*

**NURSING – FIRST YEAR (NPN)**

<b>FALL SEMESTER – FIRST LEVEL</b>			<b>CREDIT HOURS</b>
NUR	121	Fundamentals of Nursing I .....	2
NUR	122	Fundamental of Nursing II .....	6
NUR	124	Mental Health Nursing I .....	1
NUR	125	Professional Issues in Nursing I .....	1
PSY	101	Introduction to Psychology .....	3
ENG	101	Rhetoric I .....	3
			Total 16
<b>SPRING SEMESTER – FIRST LEVEL</b>			
NUR	135	Medical – Surgical Nursing I.....	2
NUR	136	Medical – Surgical Nursing II.....	4
NUR	137	Medical – Surgical Nursing III.....	4
NUR	150	Pharmacology.....	2
PSY	215	Life Span .....	3
			Total 15
<b>SUMMER SEMESTER-FIRST LEVEL</b>			
NUR	138	Nursing Care of the Developing Family .....	4
			Overall Total 43

**NOTES:**

*On successful completion of first-year studies and NUR 138, students will be awarded the Morton College Practical Nurse Certificate. The student may choose to:*

- *Exit as a Practical Nurse, pass the NCLEX-PN and practice as a Licensed Practical Nurse. This student also would be eligible for re-admission by meeting the requirements for an LPN.*
- *Go on directly with second-year studies.*

*ENG 101 and ENG 102 are recommended. See other options under the general education requirements for the Associate in Applied Science degree.*

*A “C” or better is required in each nursing course to continue and graduate from the nursing program.*

*A fee for malpractice insurance is required.*

*NUR 138 is required for students seeking certificates in practical nursing or for those continuing to second-year studies earning below a 2.50 GPA in first-year Nursing and Biology courses. Those with a GPA below 2.50 must successfully complete NUR 138 to continue on into the second year. NUR 138 is recommended for all other students moving on to second-year studies.*

*Candidates for the career certificate must earn a minimum of 43 semester hours as listed above. These 43 hours include 8 credits for prerequisite courses in anatomy and physiology.*

*Candidates for the Associate degree in Nursing must earn a minimum of 71 semester hours. This includes 8 credits for prerequisite courses in Anatomy and Physiology.*

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**NURSING – SECOND YEAR (NUR)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

<b>FALL SEMESTER – SECOND LEVEL</b>			<b>CREDIT HOURS</b>
NUR	221	Medical – Surgical Nursing IV .....	6
NUR	222	Maternal – Child Nursing.....	4
BIO	212	Microbiology .....	4
PEH	103	Nutrition .....	2
			<hr/>
			Total 16
<b>SPRING SEMESTER – SECOND LEVEL</b>			
NUR	233	Nursing of Children.....	4
NUR	234	Mental Health Nursing II.....	3
NUR	235	Professional Issues in Nursing II.....	3
ENG	102*	Rhetoric II or SPE 101 .....	3
		Humanities Requirement.....	3
			<hr/>
			Total 16
			<hr/>
			Overall Total 71

*NOTES:*

\* *ENG 101 and 102 are recommended.*

*Students enrolled in the nursing program are subject to the current policies and procedures in the Handbook for Nursing Students.*

*A fee for malpractice insurance is required.*

*Candidates for the Associate in Applied Science degree must earn a minimum of 29 semester hours in general education courses.*

**Health Required Policy**

Participation in clinical courses is an integral part of the Nursing program at the College. Each nursing student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms in the contracts upon being admitted to the nursing program.

Costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance to the nursing program:

### **Requirements prior to admission to the nursing program:**

1. Physical Examination: Proof of completion of a physical examination which demonstrates the student is free from disease must be documented on by a licensed physician or nurse practitioner in the State of Illinois.

2. Vaccinations: which include: 1) Hepatitis B Series or evidence of immunity, 2)MMR (German Measles, Mumps, Rubella) if born after 1957 or evidence of immunity. Note: Hepatitis series completed more than two (2) years prior to admission must have a titer drawn, or provide proof of immunity.

3.Liability or accident insurance: Proof of Liability and accident insurance that is purchased through the College.

4. 10 Panel drug urine screen: Completion of Pre-clinical 10 panel drug screen prior to the first day of class. The students must have a negative screen prior to being assigned to a clinical agency.

5. Background Check: Nursing Students are required to have a background check prior to admission and before the first day of class.

All students must sign a release form for permission to perform a background check as required by Morton College-and sign the required forms. A list of suggested places to obtain a background check will be in the Nursing Handbook given upon admission.

6.CPR: Proof of Cardiopulmonary Resuscitation (CPR)

training at the health care provider level (BLS/Infant/Child) prior to admission and/or Given to your instructor before the first clinical nursing course and renewed each year.

7.Blood Borne Pathogens: Completion of training in NUR 120 and 121 in the Fundamental Courses will provide blood borne pathogens, Universal Precautions,OSHA requirements and the prevention and management of the spread of diseases.

Clinical Orientation is given at the clinical sites where additional information is given related to hospital policies including, but not limited to issues of confidentiality, Fire and Safety procedures and documentation policies and or use of the electronic medical record (EMR).

**OFFICE MANAGEMENT TECHNOLOGY**

**OFFICE MANAGEMENT TECHNOLOGY (OMT)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares students for administrative positions requiring advanced office skills.

<b>FIRST SEMESTER – FALL</b>		<b>CREDIT HOURS</b>
OMT 101	Keyboarding I .....	1
OMT 102	Keyboarding II .....	2
OMT 115*	Applied Business Language Skills .....	3
OMT 124*	Proofreading .....	1
	General Education Requirements .....	9

Total 16

<b>SECOND SEMESTER – SPRING</b>		
OMT 103*	Keyboarding Applications .....	3
OMT 125*	Records Management .....	3
OMT 210	Word I .....	2
OMT 211	Word II .....	2
OMT 242*	Business Communications .....	3
	General Education Requirements .....	3

Total 16

<b>THIRD SEMESTER – FALL</b>		
OMT 126	Keyboarding Skill Building .....	2
OMT 151	Data Entry .....	2
CIS 124	Access I .....	1
CIS 125	Access II .....	1
OMT 206	Microsoft PowerPoint .....	1
OMT 212	Word III .....	2
	General Education Requirements .....	6

Total 15

<b>FOURTH SEMESTER – SPRING</b>		
OMT 214*	Office Supervision .....	3
OMT 250*	Integrated Office Simulation .....	3
OMT 253	Successful Career Strategies .....	2
CIS 142	Excel I .....	1
CIS 143	Excel II .....	1
	General Education Requirements .....	5

Total 15

Overall Total 62

**NOTES:**

*Candidates for the Associate in Applied Science degree must earn a minimum of 23 semester hours in general education courses.*

*Students are urged to take courses in the sequence as listed above. The courses marked with an \* are only offered in the semester listed.*



**OFFICE MANAGEMENT TECHNOLOGY**

**ADMINISTRATIVE SECRETARY (ASC)**

**32 CREDIT CAREER CERTIFICATE**

This curriculum prepares students for administrative positions requiring skills in basic office functions and business computer applications.

<b>FIRST SEMESTER – FALL</b>			<b>CREDIT HOURS</b>
OMT	101	Keyboarding I .....	1
OMT	102	Keyboarding II .....	2
OMT	126	Keyboarding Skill Building .....	2
OMT	140	Office Orientation.....	3
OMT	115*	Applied Business Language Skills .....	3
OMT	124*	Proofreading .....	1
OMT	151	Data Entry.....	2
		Electives .....	2
			Total 16

<b>SECOND SEMESTER – SPRING</b>			
OMT	210	Word I.....	2
OMT	211	Word II .....	2
OMT	103*	Keyboarding Applications .....	3
OMT	125*	Records Management .....	3
OMT	214*	Office Supervision .....	3
OMT	242*	Business Communications .....	3
			Total 16

Overall Total 32

**NOTES:**

*Recommended electives: CIS 142 Excel I, CIS 143 Excel II, OMT 250 Integrated Office Simulation, OMT 212 Word III.*

*Students are urged to take courses in the sequence as listed above. The courses marked with an \* are only offered in the semester listed.*

**OFFICE MANAGEMENT TECHNOLOGY  
MEDICAL RECORDS ASSISTANT (MRA)  
31 CREDIT CAREER CERTIFICATE**

This curriculum prepares students for positions as office assistants in the health care field.

<b>FIRST SEMESTER-FALL</b>		<b>CREDIT HOURS</b>
OMT	101	Keyboarding I .....1
OMT	102	Keyboarding II .....2
OMT	115*	Applied Business Language Skills .....3
OMT	126	Keyboarding Skill Building .....2
HCP	130	Medical Terminology .....2
OMT	140	Office Orientation .....3
		Electives .....2
		<hr/> Total 15

<b>SECOND SEMESTER-SPRING</b>		
OMT	210	Word I .....2
OMT	211	Word II .....2
OMT	125*	Records Management .....3
OMT	151	Microcomputer Data Entry .....2
OMT	242	Business Communications .....3
HCP	133*	Introduction to Medical Billing.....2
HCP	134*	Introduction to Medical Coding.....2
		<hr/> Total 16

Overall Total 31

**NOTES:**

*Recommended electives include: OMT 124 Proofreading Skills, OMT 128 Medical Law and Ethics, OMT 103 Keyboarding Applications, OMT 250 Integrated Office Simulation, OMT 253 Successful Career Strategies, CIS 142 Excel I or CIS 143 Excel II.*

*Students are urged to take courses in the sequence as listed above. Courses marked with an \* are only offered in the semester listed.*

**OFFICE MANAGEMENT TECHNOLOGY**  
**CLERICAL OFFICE SUPPORT (COS)**  
**22 CREDIT CAREER CERTIFICATE**

This curriculum prepares students with basic knowledge and skills for entry-level office positions.

<b>FIRST SEMESTER-FALL</b>		<b>CREDIT HOURS</b>
OMT 101	Keyboarding I .....	1
OMT 102	Keyboarding II .....	2
OMT 115*	Applied Business Language Skills .....	3
OMT 126	Keyboarding Skill Building .....	2
OMT 140	Office Careers Orientation.....	3
		Total 11
<b>SECOND SEMESTER-SPRING</b>		
OMT 103*	Keyboarding Applications .....	3
OMT 125*	Records Management .....	3
OMT 151	Data Entry.....	2
OMT 242*	Business Communications .....	3
		Total 11
		Overall Total 22

*NOTE:*  
*Students are urged to take courses in the sequence as listed above. Courses marked with an \* are only offered in the semester listed.*

**OFFICE MANAGEMENT TECHNOLOGY**

**OFFICE DATA ENTRY (ODE)**

**8 CREDIT CAREER CERTIFICATE**

This curriculum prepares students with basic skills in keyboarding, calculating and data entry and provides knowledge in typical office data-entry applications.

<b>REQUIRED COURSES</b>			<b>CREDIT HOURS</b>
OMT	101	Keyboarding I .....	1
OMT	102	Keyboarding II .....	2
OMT	140	Office Orientation .....	3
OMT	151	Data Entry .....	2
			<hr/>
			Overall Total 8

*NOTE:*

*Students can complete this certificate in either the fall or spring semester.*

## PHYSICAL THERAPIST ASSISTANT (PTA) ASSOCIATE IN APPLIED SCIENCE DEGREE

Graduates of this accredited program are prepared to perform physical therapy treatments and related duties under the direction and supervision of a physical therapist. This program is

accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 N. Fairfax Street, Alexandria, VA 22314; accreditation@apta.org; (703) 684-2782 or (800)

999-2782. To graduate, students must achieve a minimum grade of “C” in all course-work.

Graduates must take the National Physical Therapy Exam (NPTE) to practice as physical therapist assistants in many states, Illinois included. Licensure is controlled by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, 320 West Washington St., Springfield, IL 62786; (217) 785-0800 or (217) 782-8556; www.idfpr.com. It is each student’s responsibility to determine whether he/she is in compliance with criteria for state licensure. Graduation from this program does not guarantee a passing score on the NPTE for the PTA.

Requirements for admission are:

- High school diploma or GED.
- Completion of 30 hours of observation in two different physical therapy clinical settings (inpatient, outpatient, skilled nursing, pediatrics and/or industrial rehab).
- Completion of MAT 093 with a grade of “P” or place into MAT 095 on the Math Placement Test taken at Morton College.
- Participation in an interview for inclusion and exclusion purposes with the PTA Program Admissions Committee. Interviews will be scheduled after April 1.
- Completion of preadmission course work, as follows, with a grade of “C” or better within five years of acceptance into the program:
  - ENG 101. If ENG 101 was taken more than five years prior to admission into the PTA Program, the student may satisfy this requirement by taking the English Placement Test at Morton College and placing into ENG 101.
  - BIO 103 or equivalent.
  - PHT 101 or equivalent two credit hour Medical Terminology course.

In addition students must complete BIO 104 with a grade of ‘C’ or better by the end of the first semester in the program. Failure to achieve this grade will result in dismissal from the PTA program.

Applicants to the PTA program must meet with an admissions healthcare advisor before the April 1 deadline to review pre-admission course work.

Admission into the PTA Program is selective. All prerequisite course work and other admission requirements must be met before final acceptance. Preference is

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given to district residents, and then to out-of-district residents whose district does not provide a PTA program. Applications received and meeting the program requirements by the April 1 deadline will be considered subject to program capacity. Please note that applications can be submitted while pre-admission requirements are being completed. All pre-admission course work must be completed by the end of spring semester of the year in which you are applying for admission.

### PHYSICAL THERAPIST ASSISTANT (PTA)

#### COURSE SEQUENCE

<b>PRE-ADMISSION</b>		<b>CREDIT HOURS</b>
BIO	103*	Anatomy and Physiology I.....4
ENG	101*	Rhetoric I, completion or placement.....3
PHT	101*	Medical Terminology .....2
PSY	101**	Introduction to Psychology .....3
		**Humanities general education requirement.....3
		Total 15

#### FIRST SEMESTER

ENG	102**	Rhetoric II	
		or	
SPE	101**	Principles of Public Speaking.....3	
BIO	104^	Anatomy and Physiology II.....4	
PHT	111	Patient Management I: Basic Skills for the PTA .....2	
PHT	112	Principles of Practice I: Introduction to Physical Therapy.....2	
PHT	113	Introduction to Disease.....2	
PHT	114	Fundamentals of Kinesiology I .....4	
			Total 17

#### SECOND SEMESTER

PHT	115	Fundamentals of Kinesiology II.....4	
PHT	117	Patient Management II: Tests and Measurements .....2	
PHT	122	Therapeutic Exercise.....2	
PHT	123	Systems and Interventions I: Orthopedics .....3	
PHT	124	Introduction to Clinical Education .....1	
PHT	125	Therapeutic Modalities .....2	
			Total 14

#### THIRD SEMESTER

PSY	210**	Child Growth and Development	
		or	
PSY	215**	Life Span: Survey of Human Development.....3	
PHT	212	Systems and Interventions II: Neurology .....3	
PHT	217	Clinical Internship I .....3	
PHT	218	Systems and Interventions III: Cardiovascular, Pulmonary and Integumentary Management .....2	

PHT 219	Special Populations: Pediatrics and Geriatrics.....	2
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Total 13

**FOURTH SEMESTER**

PHT 220	Advanced Physical Therapy Techniques .....	3
PHT 222	Seminar in Health Care Literature .....	2
PHT 224	Principles of Practice II: Professional Issues in PTA .....	2
PHT 225	Clinical Internship II .....	5

Total 12

Overall Total 71

**NOTES:**

*\*Indicates Program Prerequisites*

*^This course must be taken by the end of the first semester in the program and completed with a grade of C or better for the student to remain in the program.*

*\*\*These courses fulfill the AAS general education requirements for graduation.*

*The Health/Fitness general education requirement is met, as the required material is covered in the PTA program.*

*A fee for malpractice insurance is required.*

*Students enrolled in the PTA program are subject to the current policies and procedures in the Physical Therapist Assistant Student Handbook*

## THERAPEUTIC MASSAGE PROGRAM (TPM) ASSOCIATE IN APPLIED SCIENCE DEGREE

Therapeutic massage is the manipulation of the soft tissue as a means of helping clients achieve optimal levels of functioning. The objective of this program is to provide a well-rounded education along with courses which will teach you massage techniques, massage theory, anatomy and physiology, kinesiology, body mechanics, documentation, medical terminology, business/ethics and client/therapist relationship building, an introduction to other modalities and complementary alternative therapies and advance massage courses.

Upon completion of this program, graduates will be eligible to sit for the Illinois State Exam for licensure as a Massage Therapist, currently being given through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB/NCBTM) (please contact this agency regarding requirements for application and fees). They will need to apply to the Illinois Department of Finance and Professional Regulations for licensure and be fingerprinted, which are run through both the Illinois State Police and the FBI. There are fees for the license and fingerprinting, payable to the agencies providing the service. The license is renewable every two years on even numbered years. The state also requires 24 continuing education credits, 2 of which are in ethics, in the two-year renewal period to maintain your license.

### PROGRAM REQUIREMENTS

- Be 18 years of age or older.
- Complete and return the Morton College Information Form AND a Therapeutic Massage Application to the Office of Admissions and Records (OAR).
- Have an official high school transcript or GED indicating graduation or transcript indicating 60 hours of secondary education on file in the OAR.
- Understand there is a fee for malpractice insurance.
- Meet an advisor in the Academic Advising/Testing Center to develop a schedule and arrange for placement testing.

ALL COURSES MUST BE PASSED WITH A "C" OR BETTER TO PROCEED THROUGH THE PROGRAM.

PREREQUISITE COURSES FOR THE A.A.S. TPM PROGRAM			CREDIT HOURS
TPM	100	Introduction to Therapeutic Massage.....	1
BIO	103	Anatomy and Physiology (within 5 years).....	4
HCP	130	Medical Terminology	
		<b>or</b>	
PHT	101	Medical Terminology for Clinicians.....	2
			<hr/>
			Total 7



**EDUCATIONAL PROGRAMS**

**FALL TERM**

**PROGRAM COURSES**

BIO	104	Anatomy and Physiology II .....	4
TPM	110	Technique I .....	4
TPM	113	Professional Relationships and Documentation .....	2
ENG	101	Rhetoric I .....	3
			Total 13

**SPRING TERM**

TPM	115	Kinesiology .....	3
TPM	120	Techniques II (2nd eight weeks) .....	4
TPM	130	Technique III (1st 8 weeks) .....	4
TPM	112	Complimentary Alternative Therapies .....	3
			Total 14

**SUMMER TERM**

TPM	139	Clinical I .....	1
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**FALL TERM**

TPM	125	Business Practices and Ethics .....	3
TPM	140	Clinical II .....	3
TPM	205	Advanced Massage I .....	3
TPM	101	General Psychology .....	3
TPM	103	Nutrition .....	2
			Total 14

**SPRING TERM**

Elective*		Behavioral or Social Studies elective .....	3
Elective		Humanities elective .....	3
SPE	101	Speech .....	3
TPM	210	Advanced Massage II .....	3
BUS	111	Introduction to Business	
OR			
CPS	111	Business Computer System .....	3
			Total 15

Overall Total 64

**NOTES:**

*\*Suggested Behavioral or Social Studies elective*

*PSY 215 Life Span: A Survey of Human Development, SSC 103 Successful Study*

*ECO 101 Principles of Economics I*



## EDUCATIONAL PROGRAMS

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### PROGRAM COURSES

BIO	104	Anatomy and Physiology II .....	4
TPM	110	Therapeutic Massage Techniques I (Prerequisite: TPM 100, BIO 106, HCP 130/PHT 101).....	4
TPM	112	Complementary and Alternative Therapies (May also be taken prior to program admission) .....	3
TPM	113	Professional Relationships and Documentation .....	2
		(Prerequisite: Same as TPM 110 should be taken concurrently with TPM 110)	
TPM	115	Kinesiology (Prerequisite: TPM 100, BIO 106, HCP 130).....	3
TPM	120	Therapeutic Massage Techniques II .....	4
		(Prerequisite: TPM 110, TPM 113)	
TPM	130	Therapeutic Massage Techniques III .....	4
		(Prerequisite: TPM 110, TPM 113)	
TPM	125	Business Practices and Ethics .....	3
TPM	139	Therapeutic Massage Clinical I (Prerequisite: Coordinator's signature) .....	1
TPM	140	Therapeutic Massage Clinical (Prerequisite: Coordinator's signature) .....	3

Total 31

Overall Total 38

## UNIVERSITY TRANSFER PROGRAM

These two-year curricula are for students planning to transfer to four-year colleges or universities to earn bachelor's degrees after planning to transfer graduation from Morton College. Since requirements of four-year colleges and universities widely vary, students are responsible for selecting courses that transfer to their chosen four-year college or university. Morton College maintains articulation with colleges and universities throughout Illinois. Students should consult with their counselors or advisers to plan appropriate courses of study.

### EXAMPLES OF DEGREE CURRICULA

Examples of liberal arts and science curricula that can be designed include:

#### Associate in Arts

- Accounting
- Anthropology
- Art
- Art Education
- Business
- Business Administration
- Criminal Justice
- Economics
- Education
- English
- Health
- History
- Mathematics
- Marketing
- Medical Records Administration
- Music
- Office Administration
- Philosophy
- Physical Education
- Political Science
- Pre-Journalism
- Pre-Law
- Psychology
- Public Administration
- Social Work
- Sociology
- Spanish
- Speech
- Theatre

#### Associate in Science

- Astronomy
- Biology
- Chemistry
- Computer Science
- Engineering
- Geography
- Health and Physical Fitness
- Mathematics
- Physical Science
- Physics

Morton College offers a wide variety of courses to help students achieve academic, professional and personal goals. Morton College's University Transfer Program includes the following degrees:

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate of Arts in Teaching (A.A.T- E.C.T.)
- Associate in Fine Arts in Art (A.F.A.)

Each degree requires at least 62 credit hours for completion and fulfills the first two years of study for students pursuing a bachelor's degree at a four-year college or university. Students are encouraged to meet with a Morton College Academic Advisor and to consult the catalog of the college or university they expect to attend for information about transferable courses. To meet with an advisor, call (708) 656-8000, Ext. 250.

### **ASSOCIATE IN ARTS (A.A.)**

This degree is for students who intend to pursue a Bachelor of Arts Degree at a four-year college or university. Students must meet the prescribed general education requirements as listed in the Catalog for the Associate in Arts (A.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability. See the "Associate in Arts (A.A.) Degree Requirements" table on the following pages for guidance when selecting courses.

### **ASSOCIATE IN SCIENCE (A.S.)**

This degree is for students who intend to pursue a Bachelor of Science Degree at a four-year college or university. Students must meet the prescribed general education requirements as listed in the Catalog for the Associate in Science (A.S.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an advisor when selecting elective courses to determine credit transferability. See the "Associate in Science (A.S.) Degree Requirements" table on the following pages for guidance when selecting courses.

### **ASSOCIATE OF ARTS IN TEACHING DEGREE (AAT-ECT)**

This curriculum is designed to allow a student to achieve an Associate in Arts Teaching (AAT) degree in Early Childhood Education. With successful completion of the AAT degree program requirements, a student will be able to transfer to a teacher preparation program at a senior institution to obtain their teaching certificate for birth to third grade.

### **ASSOCIATE IN FINE ARTS IN ART (A.F.A.)**

This degree is for students who intend to pursue a Bachelor of Fine Arts in Art Degree at a four-year college or university. Students must meet the prescribed general education requirements as listed in the Catalog for the Associate in Fine Arts in Art

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(A.F.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an advisor when selecting elective courses to determine credit transferability. Most schools require a portfolio review for admission to a bachelor's program. See the "Associate in Fine Arts in Art (A.F.A.) Degree Requirements" table on the following pages for guidance when selecting courses.

## ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue a Bachelor of Arts Degree at a four-year college or university. Students must meet the general education requirements listed below for the Associate in Arts (A.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability.

### GENERAL EDUCATION REQUIREMENTS (40 CREDITS)

<p><b>A. COMMUNICATIONS</b></p> <p>ENG 101     Rhetoric I          ENG 102     Rhetoric II          SPE 101     Principles of Public Speaking</p>	<p><b>9 Semester Hours</b></p>
<p><b>B. BEHAVIORAL/SOCIAL SCIENCES</b></p> <p><i>Courses must be selected from at least two disciplines:</i></p> <p>ANT 101     Introduction to Anthropology          ANT 102*    Introduction to Cultural Anthropology          ECO 101     Principles of Economics I          ECO 102     Principles of Economics II          GEG 105*    World Regional Geography          GEG 125*    Geography of the Eastern World          HIS 105     American History to 1865          HIS 106     American History from 1865          POL 201     United States National Government          POL 202     State and Local Government          PSY 101     Introduction to Psychology          PSY 201     Social Psychology          PSY 210     Child Growth and Development          PSY 211     Adolescent Psychology          PSY 215     Life Span: A Survey of Human Development          SOC 100     Introduction to Sociology          SOC 101     The Family          SOC 102     Social Problems          SOC 201*    Minority Group Relations</p>	<p><b>9 Semester Hours</b></p>

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)	
<p><b>C. MATHEMATICS</b></p> <p>MAT 102      General Education Mathematics            MAT 121      Mathematics for Elementary School Teachers II            MAT 124      Finite Mathematics            MAT 141      Statistics            MAT 181      Discrete Mathematics            MAT 201      Calculus I            MAT 202      Calculus II            MAT 203      Calculus III            MAT 224      Calculus for Business and Social Science</p>	<p><b>4 Semester Hours</b></p>
<p><b>D. SCIENCE</b>  <b>(Must include one laboratory course)</b>  <i>Choose one course from Life Sciences:</i>            BIO 100      Introducing Biology            BIO 102      Introduction to Biology            BIO 110      Biology: A Cellular Approach            BIO 150      Heredity and Society            BIO 160      Plants and Society            BIO 161      Plants and Society Laboratory            BIO 202      Ecology of Man  <b>and</b>  <i>Choose one course from Physical Sciences:</i>            CHM 105      Inorganic Chemistry I            GEG 101      Physical Geography            GEL 101      Physical Geology            PHS 101      Astronomy            PHS 103      Physical Science I            PHY 101      General Physics I</p>	<p><b>7 Semester Hours</b></p>
<p><b>E. HUMANITIES</b>  <i>Choose one or more courses from Fine Arts:</i>            ART 120      Art Appreciation            ART 125      Art History Survey I: Prehistoric to Gothic            ART 126†      Art History Survey II: Renaissance and Baroque            ART 127†      Art History Survey III: The Modern World            ART 217*      Tribal Art            ART 220*      Latin American Traditions in Art            HUM 150      Humanities Through the Arts            HUM 153      Survey of Film History            MUS 100      Music Appreciation            MUS 101      History of Music: Pre-Twentieth Century</p> <p style="text-align: right;"><i>(Humanities continued on next page)</i></p>	<p><b>9 Semester Hours</b></p>
<p>* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (*).</p> <p>† Only one course marked with a dagger (†) within a single discipline area may be applied toward general education requirements. Additional courses from those marked with a dagger (†) may be applied toward electives.</p>	



ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)

<p><i>(Humanities continued)</i></p> <p>MUS 102 History of Music: Twentieth Century  MUS 103* Music of Multicultural America  MUS 105† Introduction to American Music  MUS 106† History of Jazz  MUS 108* World Music Survey  THR 108 Theatre Experience  THR 110 Introduction to Theatre  <b>and</b>  <i>Choose one or more courses from Humanities:</i>  ENG 211 Introduction to Literature  ENG 215 American Literature I  ENG 216 American Literature II  ENG 218* U.S. Latino/Hispanic Literature  ENG 220 English Literature I  ENG 221 English Literature II  ENG 225 Introduction to Shakespeare  HIS 103 Early Western Civilization  HIS 104 Modern Western Civilization  HUM 150 Humanities Through the Arts  HUM 151 Humanities Through History, Philosophy and Literature  HUM 154* Latin American Civilization and Culture  PHI 125* World Religions in Global Context  PHI 126† Introduction to Ethics  PHI 180† Social Ethics  PHI 201 Philosophy  PHI 202 Introduction to Logic  SPN 202† Intermediate Spanish II  SPN 215† Spanish Conversation and Composition I  SPN 216† Spanish Conversation and Composition II</p>	
<p><b>F. HEALTH, TECHNOLOGY AND COLLEGE READINESS</b></p> <p>CPS 101 Information Technologies  CPS 111 Business Computer Systems  CPS 120 Object-Oriented Technology with C++  CPS 122 Multimedia Applications  CPS 200 C++ Programming for Engineers  CPS 210 Programming in Visual Basic  CPS 220 Fortran Programming  CSS 100 College Study Seminar  PEC 101 Adaptive Physical Education  PEC 131 Softball  PEC 132 Volleyball  PEC 133 Power Volleyball  PEC 139 Golf  PEC 140 Golf II (Advanced)</p> <p><i>(Health and Physical Fitness continued on next page)</i></p>	<p style="text-align: center;"><b>2 Semester Hours</b></p>

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

† Only one course marked with a dagger (†) within a single discipline area may be applied toward general education requirements. Additional courses from those marked with a dagger (†) may be applied toward electives.

**ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)**

*(Health and Physical Fitness continued)*

PEC 155	Aerobic Exercise
PEC 158	Basketball
PEC 159	Advanced Basketball
PEC 171	Physical Fitness
PEC 172	Advanced Physical Fitness
PEC 173	Weight Training
PEC 174	Advanced Weight Training
PEC 175	Circuit Training
PEC 176	Advanced Circuit Training
PEC 177	Weight Control and Exercise
PEC 178	Soccer
PEC 181	Jogging and Power Walking for Fitness
PEC 183	Baseball
PEC 184	Advanced Baseball
PEC 190	Sports Officiating
PEH 101	Personal Community Health
PEH 102	First Aid
PEH 103	Nutrition
PEH 104	Foundations of Health/Physical Fitness
PEH 105	Wellness
PEH 106	Drug and Alcohol Abuse

**OTHER REQUIREMENTS**

- Complete the minimum required semester hours of electives. Students may receive a complete list of elective courses in the Academic Advising Center. Students should use a transfer guide when selecting electives as the transferability of courses is related to one's major and the transfer institution.
- All entering freshmen must earn at least a "C" in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (A.A., A.S., A.F.A.).
- A maximum of four credits in physical education activity courses may be applied, except for physical education majors.
- A maximum of six credits in career courses may be used toward the Associate in Arts or Associate in Science degrees.

## ASSOCIATE OF ARTS IN TEACHING – EARLY CHILDHOOD EDUCATION (AAT-ECT) DEGREE REQUIREMENTS

The Associate of Arts in Teaching in Early Childhood Education provides students with the program equivalent of the first two years of most four-year college teacher education programs in early childhood education. Students should check individual school requirements before completing the curriculum as outlined. The degree consists of general education courses, professional education courses and courses in the early childhood education major area. These courses encompass the Illinois Professional Teaching Standards, the Core Technology Standards for all teachers, and the Core Language Arts Standards for all teachers. Students must also pass the Illinois Basic Skills Test to earn the AAT in Early Childhood Education and develop a portfolio reflecting the Illinois Professional Teaching Standards. AAT students are advised to complete the degree prior to transfer. Transfer students obtaining the AAT ECT Degree will be on “equal footing” with native four year institution students when seeking admission to an upper division ECE Degree program. Admission into the baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these course alone does not guarantee admission.

### GENERAL EDUCATION REQUIREMENTS (42 CREDITS)

<p><b>A. COMMUNICATIONS</b>            ENG 101 Rhetoric I            ENG 102 Rhetoric II            SPE 101 Principles of Public Speaking</p>	<p><b>9 Semester Hours</b></p>
<p><b>B. BEHAVIORAL/SOCIAL SCIENCES</b>  <i>Required course:</i>            PSY 101 Introduction to Psychology  <b>and</b>  <i>Choose one course from:</i>            GEG 105* World Regional Geography            POL 201 United States National Government  <b>and</b>  <i>Choose one course from:</i>            HIS 105 American History to 1865            HIS 106 American History from 1865</p>	<p><b>9 Semester Hours</b></p>
<p><b>C. MATHEMATICS</b>  <i>Choose one course sequence:</i>            MAT 102 General Education Mathematics            MAT 141 Statistics  <b>or</b>            MAT 120 Mathematics for Elementary School Teachers I            MAT 121 Mathematics for Elementary School Teachers II</p>	<p><b>8 Semester Hours</b></p>

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

**ASSOCIATE OF ARTS IN TEACHING - EARLY CHILDHOOD (AAT-ECT)  
DEGREE REQUIREMENTS (CONTINUED)**

<p><b>D. SCIENCE</b> <i>(Must include one laboratory course).</i>  <i>Choose one course from Life Sciences:</i>          BIO 100     Introducing Biology          BIO 102     Introduction to Biology          BIO 150     Heredity and Society          BIO 160     Plants and Society          BIO 202     Ecology of Man                    <b>and</b>  <i>Choose one course from Physical Sciences:</i>          PHS 101     Astronomy          PHS 103     Physical Science I</p>	<p><b>7 Semester Hours</b></p>
<p><b>E. HUMANITIES</b>  <i>Required course:</i>          HUM 150    Humanities Through the Arts                    <b>and</b>  <i>Choose one course from:</i>          ART 120     Art Appreciation          ART 125     Art History Survey I: Prehistoric to Gothic          ART 126     Art History Survey II: Renaissance and Baroque          ART 127     Art History Survey III: The Modern World                    <b>and</b>  <i>Choose one course from:</i>          MUS 100     Music Appreciation          MUS 105     Introduction to American Music          MUS 108*    World Music Survey          THR 108     Theatre Experience          THR 110     Introduction to Theatre</p>	<p><b>9 Semester Hours</b></p>

**PROGRAM COURSE REQUIREMENTS (22 CREDITS)**

EDU 100	Introduction to American Education
ECE 100	Early Childhood Growth and Development
ECE 101	Observation and Assessment of Children
ECE 105	Health, Safety and Nutrition for Children
ECE 110	Introduction to Early Childhood Education
ECE 115	Family, School and Community
ECE 130	Educational Technology
ECE 160	Curriculum Planning for Children

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

**OTHER REQUIREMENTS**

- All entering freshmen must earn at least a “C” in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (AA, AS, AFA, AAT-ECT).
- Students are required to complete all courses under Program Course Requirements with a grade of “C” or better.

### ASSOCIATE OF ARTS IN TEACHING - EARLY CHILDHOOD (AAT-ECT) DEGREE REQUIREMENTS (CONTINUED)

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- Students must pass the Basic Skills Test before graduation (It is recommended that it be fulfilled prior to 45 semester hours being completed).
- Students must graduate with a minimum cumulative GPA of 2.5.
- Students are required to keep an electronic portfolio.
- Complete AAT-ECT application (obtained from the Office of Admissions and Records).

**All students applying to the program must meet the following requirements:**

- Eligibility for placement into ENG 101
- Eligibility for placement into MAT 102

## ASSOCIATE IN SCIENCE (A.S.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue a Bachelor of Science Degree at a four-year college or university. Students must meet the general education requirements listed below for the Associate in Science (A.S.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability.

### GENERAL EDUCATION REQUIREMENTS (47 CREDITS)

<p><b>A. COMMUNICATIONS</b></p> <p>ENG 101      Rhetoric I            ENG 102      Rhetoric II            SPE 101      Principles of Public Speaking</p>	<p><b>9 Semester Hours</b></p>
<p><b>B. BEHAVIORAL/SOCIAL SCIENCES</b></p> <p><i>Courses must be selected from at least two disciplines:</i></p> <p>ANT 101      Introduction to Anthropology            ANT 102*      Introduction to Cultural Anthropology            ECO 101      Principles of Economics I            ECO 102      Principles of Economics II            GEG 105*      World Regional Geography            GEG 125*      Geography of the Eastern World            HIS 105      American History to 1865            HIS 106      American History from 1865            POL 201      United States National Government            POL 202      State and Local Government            PSY 101      Introduction to Psychology            PSY 201      Social Psychology            PSY 210      Child Growth and Development            PSY 211      Adolescent Psychology            PSY 215      Life Span: A Survey of Human Development            SOC 100      Introduction to Sociology            SOC 101      The Family            SOC 102      Social Problems            SOC 201*      Minority Group Relations</p>	<p><b>9 Semester Hours</b></p>

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

ASSOCIATE IN SCIENCE (A.S.) DEGREE REQUIREMENTS (CONTINUED)

**C. MATHEMATICS**

*Choose one course from:*

- MAT 102 General Education Mathematics
- MAT 121 Mathematics for Elementary School Teachers II
- MAT 124 Finite Mathematics
- MAT 141 Statistics
- MAT 181 Discrete Mathematics
- MAT 201 Calculus I
- MAT 202 Calculus II
- MAT 203 Calculus III
- MAT 224 Calculus for Business and Social Science

**and**

*Choose one course from:*

- MAT 102 General Education Mathematics
- MAT 105 College Algebra
- MAT 110 College Trigonometry
- MAT 121 Mathematics for Elementary School Teachers II
- MAT 124 Finite Mathematics
- MAT 141 Statistics
- MAT 181 Discrete Mathematics
- MAT 201 Calculus I
- MAT 202 Calculus II
- MAT 203 Calculus III
- MAT 215 Differential Equations
- MAT 224 Calculus for Business and Social Science

**8  
Semester  
Hours**

**D. SCIENCE** *(Must include one laboratory course).*

*Choose one course from Life Sciences:*

- BIO 100 Introducing Biology
- BIO 102 Introduction to Biology
- BIO 110 Biology: A Cellular Approach
- BIO 150 Heredity and Society
- BIO 160 Plants and Society
- BIO 161 Plants and Society Laboratory
- BIO 202 Ecology of Man

**and**

*Choose one course from Physical Sciences:*

- CHM 105 Inorganic Chemistry I
- GEG 101 Physical Geography
- GEL 101 Physical Geology
- PHS 101 Astronomy
- PHS 103 Physical Science I
- PHY 101 General Physics I

**and**

*Choose an additional course from those listed above or from the following:*

- BIO 103 Anatomy and Physiology I
- BIO 104 Anatomy and Physiology II
- BIO 111 Biology: A System Approach
- BIO 212 Microbiology
- BIO 215 Principles of Heredity
- CHM 100 Fundamentals of Chemistry

**10  
Semester  
Hours**

## ASSOCIATE IN SCIENCE (A.S.) DEGREE REQUIREMENTS (CONTINUED)

CHM 106	Inorganic Chemistry II
CHM 205	Organic Chemistry I
CHM 206	Organic Chemistry II
PHY 102	General Physics II
PHY 105	Physics I
PHY 205	Physics II
PHY 206	Physics III

**E. HUMANITIES**

*Choose a minimum of one course from:*

ART 120	Art Appreciation
ART 125	Art History Survey I: Prehistoric to Gothic
ART 126†	Art History Survey II: Renaissance and Baroque
ART 127†	Art History Survey III: The Modern World
ART 217*	Tribal Art
ART 220*	Latin American Traditions in Art
HUM 150	Humanities Through the Arts
HUM 153	Survey of Film History
MUS 100	Music Appreciation
MUS 101	History of Music: Pre-Twentieth Century
MUS 102	History of Music: Twentieth Century
MUS 103*	Music of Multicultural America
MUS 105†	Introduction to American Music
MUS 106†	History of Jazz
MUS 108*	World Music Survey
THR 108	Theatre Experience
THR 110	Introduction to Theatre

**and**

*Choose a minimum of one course from:*

ENG 211	Introduction to Literature
ENG 215	American Literature I
ENG 216	American Literature II
ENG 218*	U.S. Latino/Hispanic Literature
ENG 220	English Literature I
ENG 221	English Literature II
ENG 225	Introduction to Shakespeare
HIS 103	Early Western Civilization
HIS 104	Modern Western Civilization
HUM 150	Humanities Through the Arts
HUM 151	Humanities Through History, Philosophy and Literature
HUM 154*	Latin American Civilization and Culture
PHI 125*	World Religions in Global Context
PHI 126†	Introduction to Ethics
PHI 180†	Social Ethics
PHI 201	Philosophy
PHI 202	Introduction to Logic
SPN 202†	Intermediate Spanish II

**9  
Semester  
Hours**

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

† Only one course marked with a dagger (†) within a single discipline area may be applied toward general education requirements. Additional courses from those marked with a dagger (†) may be applied toward electives.



**ASSOCIATE IN SCIENCE (A.S.) DEGREE REQUIREMENTS (CONTINUED)**

SPN 215† Spanish Conversation and Composition I  
 SPN 216† Spanish Conversation and Composition II

**and**

*Choose one course from those listed above to complete nine semester hours.*

**F. HEALTH, TECHNOLOGY AND COLLEGE READINESS**

- CPS 101 Information Technologies
- CPS 111 Business Computer Systems
- CPS 120 Object-Oriented Technology with C++
- CPS 122 Multimedia Applications
- CPS 200 C++ Programming for Engineers
- CPS 210 Programming in Visual Basic
- CPS 220 Fortran Programming
- CSS 100 College Study Seminar
- PEC 101 Adaptive Physical Education
- PEC 131 Softball
- PEC 132 Volleyball
- PEC 133 Power Volleyball
- PEC 139 Golf
- PEC 140 Golf II (Advanced)
- PEC 155 Aerobic Exercise
- PEC 158 Basketball
- PEC 159 Advanced Basketball
- PEC 171 Physical Fitness
- PEC 172 Advanced Physical Fitness
- PEC 173 Weight Training
- PEC 174 Advanced Weight Training
- PEC 175 Circuit Training
- PEC 176 Advanced Circuit Training
- PEC 177 Weight Control and Exercise
- PEC 178 Soccer
- PEC 181 Jogging and Power Walking for Fitness
- PEC 183 Baseball
- PEC 184 Advanced Baseball
- PEC 185 Floor Hockey
- PEC 190 Sports Officiating
- PEH 101 Personal Community Health
- PEH 102 First Aid
- PEH 103 Nutrition
- PEH 104 Foundations of Health/Physical Fitness
- PEH 105 Wellness
- PEH 106 Drug and Alcohol Abuse

**2  
Semester  
Hours**

**OTHER REQUIREMENTS**

- Complete the minimum required semester hours of electives. Students may receive a complete list of elective courses in the Academic Advising Center. Students should use a transfer guide when selecting electives as the transferability of courses is related to one's major and the transfer institution.
- All entering freshmen must earn at least a "C" in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (A.A., A.S., A.F.A.).
- A maximum of four credits in physical education activity courses may be applied, except for physical education majors.
- A maximum of six credits in career courses may be used toward Associate in Arts and Associate in Science degrees.

## ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue a Bachelor of Fine Arts in Art Degree at a four-year college or university. Students must meet the general education requirements listed below for the Associate in Fine Arts in Art (A.F.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability.

Most higher education institutions require a portfolio review for admission to a bachelor's program.

### GENERAL EDUCATION REQUIREMENTS (32 CREDITS)

<p><b>A. COMMUNICATIONS</b>            ENG 101 Rhetoric I            ENG 102 Rhetoric II            SPE 101 Principles of Public Speaking</p>	<p><b>9 Semester Hours</b></p>
<p><b>B. BEHAVIORAL/SOCIAL SCIENCES</b>  <i>Select courses from at least two disciplines:</i>            ANT 101 Introduction to Anthropology            ANT 102* Introduction to Cultural Anthropology            ECO 101 Principles of Economics I            ECO 102 Principles of Economics II            GEG 105* World Regional Geography            GEG 125* Geography of the Eastern World            HIS 105 American History to 1865            HIS 106 American History from 1865            POL 201 United States National Government            POL 202 State and Local Government            PSY 101 Introduction to Psychology            PSY 201 Social Psychology            PSY 210 Child Growth and Development            PSY 211 Adolescent Psychology            PSY 215 Life Span: A Survey of Human Development            SOC 100 Introduction to Sociology            SOC 101 The Family            SOC 102 Social Problems            SOC 201* Minority Group Relations</p>	<p><b>6 Semester Hours</b></p>

\* Students are strongly encouraged to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

**EDUCATIONAL PROGRAMS**

<b>ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS (CONTINUED)</b>	
<p><b>C. MATHEMATICS</b>            MAT 102      General Education Mathematics            MAT 121      Mathematics for Elementary School Teachers II            MAT 124      Finite Mathematics            MAT 141      Statistics            MAT 181      Discrete Mathematics            MAT 201      Calculus I            MAT 202      Calculus II            MAT 203      Calculus III            MAT 224      Calculus for Business and Social Science</p>	<b>4 Semester Hours</b>
<p><b>D. SCIENCE</b> <i>(Must include one laboratory course).</i>  <i>Choose one course from Life Sciences:</i>            BIO 100      Introducing Biology            BIO 102      Introduction to Biology            BIO 110      Biology: A Cellular Approach            BIO 150      Heredity and Society            BIO 160      Plants and Society            BIO 161      Plants and Society Laboratory            BIO 202      Ecology of Man  <b>and</b>  <i>Choose one course from Physical Sciences:</i>            CHM 105      Inorganic Chemistry I            GEG 101      Physical Geography            GEL 101      Physical Geology            PHS 101      Astronomy            PHS 103      Physical Science I            PHY 101      General Physics I</p>	<b>7 Semester Hours</b>
<p><b>E. HUMANITIES</b>  <i>Required course:</i>            ART 127      Art History Survey III: The Modern World  <i>Choose at least one course from:</i>            ENG 211      Introduction to Literature            ENG 215      American Literature I            ENG 216      American Literature II            ENG 218*      U.S. Latino/Hispanic Literature            ENG 220      English Literature I            ENG 221      English Literature II            ENG 225      Introduction to Shakespeare            HIS 103      Early Western Civilization            HIS 104      Modern Western Civilization            HUM 150      Humanities Through the Arts            HUM 151      Humanities Through History, Philosophy and Literature            HUM 154*      Latin American Civilization and Culture            PHI 125*      World Religions in Global Context            PHI 126      Introduction to Ethics            PHI 180      Social Ethics            PHI 201      Philosophy            PHI 202      Introduction to Logic            SPN 202      Intermediate Spanish II            SPN 215      Spanish Conversation and Composition I            SPN 216      Spanish Conversation and Composition II</p> <p>* Students are strongly encouraged to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (*).</p>	<b>6 Semester Hours</b>

ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS (CONTINUED)

## OTHER REQUIREMENTS

- Complete 30 semester hours of major area requirements and elective courses distributed as follow:
  - **Major Area Required courses**
    - ART 101 Two-Dimensional Fundamentals
    - ART 102 Three-Dimensional Fundamentals
    - ART 103 Drawing I
    - ART 104 Drawing II
    - ART 125 Art History Survey I: Prehistoric to Gothic
    - ART 126 Art History Survey II: Renaissance and Baroque
    - ART 203 Figure Drawing I
  - **Elective Studio Art courses**

*Choose three studio art courses in consultation with an art department advisor.*

    - ART 105 Painting I
    - ART 111 Sculpture I
    - ART 113 Ceramics I
    - ART 115 Photography I
    - ART 116 Photography II
    - ART 205 Painting II
    - ART 211 Sculpture II
    - ART 213 Ceramics II
- All entering freshmen must earn at least a “C” in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (A.A., A.S., A.F.A.).
- Because completion of the Associate in Fine Arts in Art (A.F.A.) curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer. However, to meet the Illinois Articulation Initiative General Education Core Curriculum requirements, the student should take an additional social/behavioral science course.

# LIBERAL STUDIES PROGRAM

## ASSOCIATE IN LIBERAL STUDIES (A.L.S.)

The Liberal Studies Program, which leads to an Associate in Liberal Studies (A.L.S.) degree, is designed for students desiring up to two years of college courses for a specific purpose. This curriculum may include university transfer courses and career courses.

The curriculum stresses flexibility and is tailored to the individual needs of students. Each student develops a curriculum with the assistance of an advisor and completes the general education and graduation requirements listed under the Associate in Liberal Studies Degree Requirements. Depending on a student's curriculum, all or part of the course work may be accepted at a four-year college or university.

## ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue an individually-designed curriculum meeting their specific interests or needs. Students must meet the general education requirements listed below for the Associate in Liberal Studies (A.L.S.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability.

### GENERAL EDUCATION REQUIREMENTS (20 CREDITS)

<p><b>A. COMMUNICATIONS</b>            ENG 101 Rhetoric I            JRN 101 Beginning Reporting            SPE 101 Principles of Public Speaking</p>	<p><b>3 Semester Hours</b></p>
<p><b>B. BEHAVIORAL/SOCIAL SCIENCES</b>            ANT 101 Introduction to Anthropology            ANT 102 Introduction to Cultural Anthropology            ECO 101 Principles of Economics I            ECO 102 Principles of Economics II            GEG 105 World Regional Geography            GEG 110 Geography of North America            GEG 125 Geography of the Eastern World            HIS 105 American History to 1865            HIS 106 American History from 1865            HIS 140 American Popular Culture            HIS 190 War and Western Society            POL 201 United States National Government</p> <p style="text-align: right;"><i>(Behavioral/Social Sciences continued on next page)</i></p>	<p><b>3 Semester Hours</b></p>

**ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)**

*(Science and Mathematics continued)*

POL 202	State and Local Government
PSY 101	Introduction to Psychology
PSY 201	Social Psychology
PSY 202	Abnormal Psychology
PSY 210	Child Growth and Development
PSY 211	Adolescent Psychology
PSY 215	Life Span: A Survey of Human Development
SOC 100	Introduction to Sociology
SOC 101	The Family
SOC 102	Social Problems
SOC 201	Minority Group Relations
SOC 220	Introduction to Social Work
SSC 101	Social Science I
SSC 102	Social Science II
SSC 103	Successful Study
SSC 140	Women's Studies in Global Perspectives
SSC 180	Issues of Modern Existence in America

**C.SCIENCE AND MATHEMATICS**

BIO 100	Introducing Biology
BIO 102	Introduction to Biology
BIO 103	Anatomy and Physiology I
BIO 104	Anatomy and Physiology II
BIO 106	Human Anatomy and Physiology for the Allied Health Professions
BIO 110	Biology: A Cellular Approach
BIO 111	Biology: A System Approach
BIO 150	Heredity and Society
BIO 160	Plants and Society
BIO 161	Plants and Society Laboratory
BIO 202	Ecology of Man
BIO 212	Microbiology
BIO 215	Principles of Heredity
CHM 100	Fundamentals of Chemistry
CHM 101	General Chemistry I
CHM 102	General Chemistry II
CHM 105	Inorganic Chemistry I
CHM 106	Inorganic Chemistry II
CHM 205	Organic Chemistry I
CHM 206	Organic Chemistry II
CPS 101	Information Technologies
CPS 111	Business Computer Systems
CPS 120	Object-Oriented Technology with C++
CPS 122	Multimedia Applications
CPS 200	C++ Programming for Engineers
CPS 210	Programming in Visual Basic
CPS 220	Fortran Programming
GEG 101	Physical Geography
GEL 101	Physical Geology
MAT 102	General Education Mathematics
MAT 105	College Algebra

**4  
Semester  
Hours**

*(Humanities continued on next page)*

**EDUCATIONAL PROGRAMS**

**ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)**

<i>(Humanities continued)</i>		
MAT 110	College Trigonometry	
MAT 120	Mathematics for Elementary School Teachers I	
MAT 121	Mathematics for Elementary School Teachers II	
MAT 124	Finite Mathematics	
MAT 141	Statistics	
MAT 181	Discrete Mathematics	
MAT 201	Calculus I	
MAT 202	Calculus II	
MAT 203	Calculus III	
MAT 215	Differential Equations	
MAT 224	Calculus for Business and Social Science	
PHS 101	Astronomy	
PHS 103	Physical Science I	
PHY 101	General Physics I	
PHY 102	General Physics II	
PHY 105	Physics I	
PHY 205	Physics II	
PHY 206	Physics III	
<b>D. HUMANITIES</b>		
ART 101	Two-Dimensional Fundamentals	
ART 102	Three-Dimensional Fundamentals	
ART 103	Drawing I	
ART 104	Drawing II	
ART 105	Painting I	
ART 107	Watercolor	
ART 111	Sculpture I	
ART 113	Ceramics I	
ART 115	Photography I	
ART 116	Photography II	
ART 117	Photography III	
ART 120	Art Appreciation	
ART 125	Art History Survey I: Prehistoric to Gothic	
ART 126	Art History Survey II: Renaissance and Baroque	
ART 127	Art History Survey III: The Modern World	
ART 203	Figure Drawing I	
ART 204	Figure Drawing II	
ART 205	Painting II	
ART 211	Sculpture II	
ART 213	Ceramics II	
ART 217	Tribal Art	
ART 220	Latin American Traditions in Art	
ENG 211	Introduction to Literature	
ENG 215	American Literature I	
ENG 216	American Literature II	
ENG 218	U.S. Latino/Hispanic Literature	
ENG 220	English Literature I	
ENG 221	English Literature II	
HIS 103	Early Western Civilization	
HIS 104	Modern Western Civilization	
HUM 150	Humanities Through the Arts	
<i>(Humanities continued on next page)</i>		<b>3 Semester Hours</b>

## ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)

*(Humanities continued)*

HUM 151	Humanities Through History, Philosophy and Literature
HUM 153	Survey of Film History
HUM 154	Latin American Civilization and Culture
MUS 100	Music Appreciation
MUS 101	History of Music: Pre-Twentieth Century
MUS 102	History of Music: Twentieth Century
MUS 103	Music of Multicultural America
MUS 104	History of Rock and Roll
MUS 105	Introduction to American Music
MUS 106	History of Jazz
MUS 107	Music in the Theater
MUS 108	World Music Survey
MUS 109	Music and the Films
MUS 110	Harmony I
MUS 111	Harmony II
MUS 115	Ear Training and Sight Singing I
MUS 116	Ear Training and Sight Singing II
MUS 121	College Choir
MUS 122	College Singers
MUS 123	Popular Music Ensemble
MUS 127	Community Chorus
MUS 128	Community Orchestra
MUS 129	Community Band
MUS 130	Private Applied Music Major
MUS 131	Private Applied Music Minor
MUS 160	Class Piano
MUS 210	Harmony III
MUS 211	Harmony IV
MUS 215	Ear Training and Sight Singing III
MUS 216	Ear Training and Sight Singing IV
PHI 125	World Religions in Global Context
PHI 126	Introduction to Ethics
PHI 180	Social Ethics
PHI 201	Philosophy
PHI 202	Introduction to Logic
SPE 115	Oral Interpretation
SPN 101	Elementary Spanish I
SPN 102	Elementary Spanish II
SPN 120	Occupational Spanish I
SPN 121	Occupational Spanish II
SPN 130	Spanish for Hispanic Americans
SPN 201	Intermediate Spanish I
SPN 202	Intermediate Spanish II
SPN 215	Spanish Conversation and Composition I
SPN 216	Spanish Conversation and Composition II
SPN 220	Culture and Civilization of Latin America
SPN 225	Spanish American Literature I
SPN 226	Spanish American Literature II
THR 107	Theatre Practice Seminar
THR 108	Theatre Experience
THR 110	Introduction to Theatre
THR 112	Theatre Practicum
THR 113	Summer Theatre Workshop
THR 125	Fundamentals of Acting



**ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)**

<p><b>E. HEALTH, TECHNOLOGY AND COLLEGE READINESS</b></p> <p>CPS 101 Information Technologies          CPS 111 Business Computer Systems          CPS 120 Object-Oriented Technology with C++          CPS 122 Multimedia Applications          CPS 200 C++ Programming for Engineers          CPS 210 Programming in Visual Basic          CPS 220 Fortran Programming          CSS 100 College Study Seminar          PEC 101 Adaptive Physical Education          PEC 131 Softball          PEC 132 Volleyball          PEC 133 Power Volleyball          PEC 139 Golf          PEC 140 Golf II (Advanced)          PEC 155 Aerobic Exercise          PEC 158 Basketball          PEC 159 Advanced Basketball          PEC 171 Physical Fitness          PEC 172 Advanced Physical Fitness          PEC 173 Weight Training          PEC 174 Advanced Weight Training          PEC 175 Circuit Training          PEC 176 Advanced Circuit Training          PEC 177 Weight Control and Exercise          PEC 178 Soccer          PEC 181 Jogging and Power Walking for Fitness          PEC 183 Baseball          PEC 184 Advanced Baseball          PEC 185 Floor Hockey          PEC 190 Sports Officiating          PEH 101 Personal Community Health          PEH 102 First Aid          PEH 103 Nutrition          PEH 104 Foundations of Health/Physical Fitness          PEH 105 Wellness          PEH 106 Drug and Alcohol Abuse</p>	<p><b>2 Semester Hours</b></p>
<p><b>F. ADDITIONAL GENERAL EDUCATION ELECTIVES</b>          Choose any courses listed above from sections A, B, C or D.</p>	<p><b>5 Semester Hours</b></p>

**OTHER REQUIREMENTS**

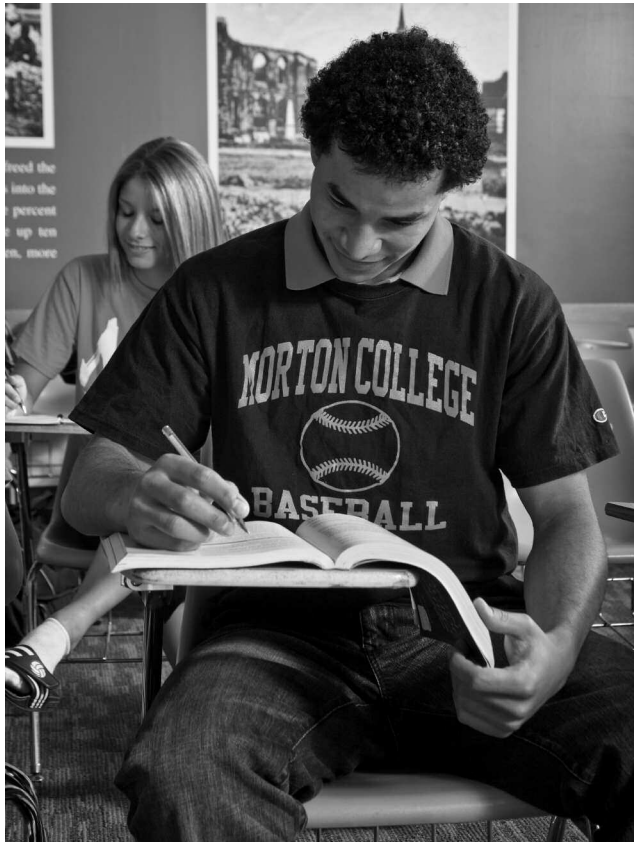
- Complete the minimum required semester hours of electives. Students may receive a complete list of elective courses in the Academic Advising Center. Students should use a transfer guide when selecting electives as the transferability of courses is related to one's major and the transfer institution.



## COURSE DESCRIPTIONS

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- 180 Course Numbering
- 180 Prerequisites
- 180 Course Offerings



# COURSE DESCRIPTIONS

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## COURSE NUMBERING

Courses are listed in numerical order within each discipline. Courses numbered 010 to 099 represent noncredit courses or credit courses that generally do not lead to a degree. The 100 to 199 sequence normally represents first year or traditional freshman courses and the 200 to 299 sequence represents second year or traditional sophomore courses.

Course numbers do not imply that a course will be accepted for transfer to other institutions. Therefore, students are strongly advised to consult with an Academic Advisor regarding the transfer of courses and credits to other colleges and universities.

## PREREQUISITES

Prerequisites listed for specific courses should be followed closely to guarantee students qualify for subsequent courses and gain maximum benefit from instruction. Additional information regarding course prerequisites is available by visiting the Academic Advising Center or by calling (708) 656-8000, Ext. 250.

## COURSE OFFERINGS

Morton College plans on offering the courses listed in the catalog. The College is not obligated, however, to offer those courses in any particular semester or if enrollment does not warrant it. Course content may vary depending on needs and abilities of students enrolled.

### ANTHROPOLOGY

**ANT 101      INTRODUCTION TO ANTHROPOLOGY      3 CREDITS**  
**(IAI: S1 902)**

This course introduces the study of the origins of man. It explores prehistory as reflected in archaeology and human evolution as reflected in paleontology. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**ANT 102      INTRODUCTION TO CULTURAL ANTHROPOLOGY      3 CREDITS**  
**(IAI: S1 901N)**

This course examines the principles and techniques used in the comparative study of culture. It focuses on social organization, technology, economics, religion, marriage and law as manifested in various societies and peoples. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**ART****ART 101 TWO-DIMENSIONAL FUNDAMENTALS 3 CREDITS**

Students explore the foundations of two-dimensional art in making experimental, abstract compositions on flat surfaces with a range of materials. Through the formal elements of design — line, value, color, texture and shape — they develop their perceptive powers rather than produce finished works of art. The student translates observations into innovative conceptual patterns. Studio six hours per week.

**ART 102 THREE-DIMENSIONAL FUNDAMENTALS 3 CREDITS**

Students explore the foundations of three-dimensional art by producing experimental constructions with a range of materials. They discover the problems of working in space, joining materials and using color, texture, value, line, mass, proportion and material. Studio six hours per week.

**ART 103 DRAWING I 3 CREDITS**

This course introduces drawing, emphasizing object representation and individual expression. Students learn about line, value and spatial illusion through course and sketchbook assignments. Media include charcoal, graphite sticks, pen and ink, marker and pencil. Studio six hours per week.

**ART 104 DRAWING II 3 CREDITS**

This course emphasizes composition and the interaction of design, image and content in representing and interpreting the subject. Students work with color through pastels, colored drawing inks, watercolor washes and colored pencils. Studio six hours per week. *Prerequisite: ART 103.*

**ART 105 PAINTING I 3 CREDITS**

Students explore a variety of subject matter to learn about basic painting techniques. They study color mechanics and become competent either in acrylic or oil paints. Experimentation is encouraged. Studio six hours per week. *Prerequisite: ART 101 or ART 103 or approval of instructor.*

**ART 107 WATERCOLOR 3 CREDITS**

Students explore the aqueous medium of painting with representational and nonrepresentational subject matter. They study basic watercolor materials and techniques, flat and graded washes, dry brush and wet on wet and experiment with special effects and media. Studio six hours per week. *Prerequisite: ART 101 or ART 103.*

## 2010-2011 CATALOG

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### **ART 111      SCULPTURE I**

**3 CREDITS**

This course introduces the basic construction techniques of sculpture, examining assemblage and additive and subtractive processes. Studio six hours per week.

*Prerequisite: ART 102.*

### **ART 113      CERAMICS I**

**3 CREDITS**

Students learn the basics of using clay in making both functional vessel forms and nonfunctional sculptural forms. They focus on basic hand-building methods including pinch pot, coil and slab and some wheel throwing. Studio six hours per week.

*Prerequisite: ART 102.*

### **ART 115      PHOTOGRAPHY I**

**3 CREDITS**

This course is an introduction to photography as an artistic medium. Students study camera and darkroom techniques, film developing, contact printing, enlarging, beginning Adobe Photoshop software and a variety of photographic equipment. Perceptual and aesthetic development is emphasized. Studio six hours per week.

### **ART 116      PHOTOGRAPHY II**

**3 CREDITS**

This course explores advanced technical and interpretive problems of black and white photography with a view to developing control of the medium needed for maximum quality. Lighting techniques and view camera equipment are studied. Students also explore Adobe Photoshop software and use scanners to integrate and manipulate images. Studio six hours per week. *Prerequisite: ART 115.*

### **ART 117      PHOTOGRAPHY III**

**3 CREDITS**

This course explores color photography as a separate medium with its distinct interpretive, aesthetic and procedural requirements. Students study Adobe Photoshop software, use scanners to integrate and manipulate images and explore four-color separations to produce full-color offset printed pieces. Emphasis is on the creative/technical use of computer software. *Prerequisite: ART 115.*

### **ART 120      ART APPRECIATION (IAI: F2 900)**

**3 CREDITS**

This course is an introductory study of the visual arts. An emphasis is on developing an understanding and appreciation of works of art. The purposes of art will be discussed through a study of various art movements and styles, vocabulary, media and aesthetic concepts. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.



## 2010-2011 CATALOG

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**ART 205      PAINTING II      3 CREDITS**

Students study advanced painting problems and develop personal interests, whether abstract or realistic. They focus on special problems in visual communication and making aesthetic statements. They can also experiment with materials and subject matter and develop themes. Studio six hours per week. *Prerequisite: ART 105.*

**ART 211      SCULPTURE II      3 CREDITS**

Students explore advanced problems in sculpture while developing personal three-dimensional statements, covering basic sculpture techniques, casting and welding. They concentrate on refining their technical skills. Studio six hours per week. *Prerequisite: ART 111.*

**ART 213      CERAMICS II      3 CREDITS**

Students experiment with clay forms, including hand-building and wheel-thrown methods. The course emphasizes achieving a high level of design and surface embellishment with special glaze techniques. Studio six hours per week. *Prerequisite: ART 113.*

**ART 217      TRIBAL ART      3 CREDITS**  
**(IAI: F2 903N)**

This course is an introductory survey of Tribal Art forms from the cultures of Oceania, Africa and the Americas before contact with western man. Painting, sculpture, architecture and utilitarian objects are viewed, discussed and analyzed according to the function they were created for by the various cultures. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**ART 220      LATIN AMERICAN TRADITIONS IN ART      3 CREDITS**  
**(IAI: F2 906D)**

Students will survey various Latin American cultures and explore their contributions to the visual arts. Clay sculpture, painting, architecture and folk art are explored in this survey course with particular interest in how these art forms helped define the Latin American cultural identity. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## AUTOMOTIVE TECHNOLOGY

**ATM 101      AUTOMOTIVE ENGINE DESIGN      5 CREDITS**

This course thoroughly examines the internal combustion engine. Lab work parallels lectures which cover disassembly, parts identification, inspecting, measuring, assembling procedures, manual usage and shop safety. Students should take this course during the first semester of the Automotive Technology curriculum as a foundation for future course work. Lecture three hours, laboratory six hours per week.



## COURSE DESCRIPTIONS

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**ATM 102 FUEL SYSTEMS AND EMISSION CONTROLS 3 CREDITS**  
Students study the principles and operation of the fuel systems and emission controls of an internal combustion engine. They learn to operate different kinds of testing equipment and analyze various fuel systems. Lecture two hours, laboratory three hours per week.

**ATM 104 AUTOMOTIVE BRAKES 3 CREDITS**  
The course covers the fundamentals of brake systems, emphasizing diagnostic procedures in servicing and maintaining components. Lecture two hours, laboratory three hours per week.

**ATM 105 AUTOMATIC TRANSMISSIONS 4 CREDITS**  
Through lectures and lab work, the student learns the construction of automatic transmissions and the fundamentals of hydraulics, torque converters, planetary gear variations and oil circuitry. The focus is on developing skill in diagnosing transmission problems in popular models. Lecture two hours, laboratory six hours per week.

**ATM 115 INTRO TO ELECTRIC & HYBRID ELECTRIC VEHICLES 2 CREDITS**  
This course focuses on the operation of Electric and Hybrid electric vehicles that are currently used in transportation vehicles. AC and DC electric motors, batteries, electrical safety and hybrid systems are emphasized. The theories of electric and hybrid electric operation and vehicle service procedures are covered. Lecture two hours.

**ATM 120 BASIC VEHICLE MECHANICS I 3 CREDITS**  
This course is an introduction to the elements of servicing domestic and imported vehicles. Preventative maintenance, use and care of tools and equipment, basic shop procedures, safety practices and customer relations will be covered. Designed for the person wanting to maintain their vehicle or purchase a used vehicle. Lecture two hours, laboratory three hours per week. *Prerequisite: English and Math placement testing required.*

**ATM 122 AUTOMOTIVE AIR CONDITIONING 3 CREDITS**  
This course covers operation, diagnostic techniques and service procedures of automotive air conditioning. Students service a variety of vehicle makes and models in the lab. Lecture two hours, laboratory three hours per week.

**ATM 130 COMPRESSED NATURAL GAS CONVERSION 4 CREDITS**  
This course will introduce the student to compressed natural gas powered vehicles. Through lecture and lab activities the student will learn the regulations, procedures, and maintenance items required for a compressed natural gas vehicle conversion. Lecture two hours, laboratory six hours per week. Previous knowledge or work experience related to fuel systems recommended.

## 2010-2011 CATALOG

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**ATM 131 COMPRESSED NATURAL GAS — 3 CREDITS**  
**ADVANCED DIAGNOSIS**

This course will cover the knowledge and skills needed to properly diagnose and repair compressed natural gas powered vehicles. Engine analysis, scanners and personal computers will be used. Lecture two hours, laboratory three hours per week.

*Prerequisite: ATM 130 required.*

**ATM 140 INTRODUCTION TO ALTERNATIVE FUELS 2 CREDITS**

This course focuses on the alternative fuels currently recognized and available for vehicle use. Each fuel is studied for its exhaust emissions, cost, availability and practical use in transportation vehicles. The theory of operation, safety issues and maintenance of alternative fueled and hybrid vehicles is covered. Lecture two hours.

**ATM 201 MANUAL TRANSMISSIONS AND TRANSAXLES 3 CREDITS**

This course covers the design and principles of operation of manual transmissions, transaxles and drive trains. Servicing procedures for clutch assembly, transmissions, transaxles, drive trains and differential assembly will be covered. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 120.*

**ATM 202 AUTOMOTIVE ELECTRICAL SYSTEMS 4 CREDITS**

Through lecture and lab, students learn the theory of operation, diagnosis and testing procedures on conventional automotive electrical systems. Lecture two hours, lab six hours per week. *Prerequisite: Completion of ATM 120.*

**ATM 203 ENGINE PERFORMANCE 5 CREDITS**

This course provides experience in diagnosing and repairing fuel, ignition and electrical systems; and engine malfunctions. Students use modern test equipment to diagnose malfunctions and learn efficient repair procedures. Lecture three hours, laboratory six hours per week. *Prerequisite: Completion of ATM 102, ATM 120 and ATM 202.*

**ATM 204 ADVANCED ELECTRICAL SYSTEMS & ACCESSORIES 3 CREDITS**

This course focuses on the electrical system accessories and communication networks currently being used on automobiles. Students will use a variety of diagnostic equipment to diagnose and repair electrical system problems such as open and short circuits, blown fuses and frayed wiring. These systems include: passive restrain, keyless entry, power doors, power seats, remote start and anti theft. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 120 and ATM 202.*

**ATM 205 MOBILE ELECTRONICS INSTALLATION I 3 CREDITS**

This course provides the skills needed for Automotive Mobile Electronics installers. Students will learn the techniques required to assemble electrical circuits, measure the electrical systems performance and install an aftermarket mobile audio system. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 202.*



## 2010-2011 CATALOG

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### **ATM 253      SUCCESSFUL CAREER STRATEGIES      2 CREDITS**

Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

### **ATM 299      SPECIAL TOPICS IN AUTOMOTIVE      1 TO 5 CREDITS**

Course covers different current topics in Automotive. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

### **ATM 804      DIESEL ENGINE      1 CREDIT**

This course is designed to give the technician a fundamental understanding of diesel engine systems. Diesel technology expanded to include medium and light-duty vehicles, requiring technicians to become proficient in the repair and maintenance of these vehicles. This course is designed to meet the growing diesel engine repair and maintenance demand that is being placed on technicians. It will include basic principles, system identification, troubleshooting, diagnostics and repair of components. This will be accomplished through lecture, demonstration and discussion. Lecture one hour per week.

### **ATM 805      COMPRESSED NATURAL GAS CYLINDER INSPECTION 1 CREDIT**

This course will cover the knowledge and skills required to safely identify, handle and inspect Compressed Natural Gas cylinders. Through lecture, demonstration and lab practice, students will learn proper installation and removal of cylinders, venting procedures and the procedure required for proper inspection. After successful completion, students will be certified inspectors through CSA International. Lecture one hour per week.

### **ATM 806      COMPRESSED NATURAL GAS VEHICLE SYSTEMS      2 CREDITS**

This course will cover the knowledge and skills required to make proper diagnosis and repairs to Natural Gas powered vehicles. Through lecture and demonstration, students learn the system operation, components function and the testing procedures for specific vehicle systems. Lecture two hours per week.

### **ATM 807      LIQUEFIED PETROLEUM GAS VEHICLE SYSTEMS      2 CREDITS**

This course will cover the knowledge and skills required to make proper diagnosis and repairs to Liquefied Petroleum powered vehicles. Through lecture and demonstration, students learn the system operation, components function and testing procedures for specific vehicle systems. Lecture two hours per week.

## COURSE DESCRIPTIONS

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### **ATM 808      E-85 VEHICLE SYSTEMS      1 CREDIT**

This course will cover the knowledge and skills required to make proper diagnosis and repairs to vehicles powered by E-85 systems. Through lecture, demonstration and lab practice, students learn the system operation, components function and testing procedures for specific vehicle systems. Course topics will cover technical, emissions and safety aspects of E-85 systems. Lecture one hour per week.

### **ATM 809      ENHANCED EMISSIONS      2 CREDITS**

Through lecture and lab activities, students learn advanced procedures to improve their success in repairing IM240 and OBD failures. Emphasis is placed on diagnosis and repair of OBD I, OBD II, Fuel Control, Drivability and Exhaust Emissions. This course is recognized by the Illinois EPA. Lecture one hour, lab two hours per week.

## **BIOLOGY**

### **BIO 100      INTRODUCING BIOLOGY      3 CREDITS** **(IAI: L1 900)**

Introducing Biology is a science course offered for non-science majors. This course introduces students to the organization of organisms from the molecular level to cells, tissues, and organ systems. The role of genetics in cellular life and evolution is explored, as well as the structure and function of plants, communities, biomes and ecology. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Life Science package.

### **BIO 102      INTRODUCTION TO BIOLOGY      4 CREDITS** **(IAI: L1 900L)**

This one-semester introductory course for non-science majors fulfills a science requirement in general education. It presents a well-balanced coverage of cell biology, reproduction, genetics, growth and development, evolution and ecology. Lecture three hours, laboratory three hours per week. This course applies to the IAI General Education Core Curriculum Life Science package.

### **BIO 103      ANATOMY AND PHYSIOLOGY I      4 CREDITS**

Students study the structure and function of the human body. Human cadavers and other mammalian materials are used. Major topics are cellular structure and function, basic chemistry, genetics, embryological development, integumentary, skeletal, muscular and reproductive systems and blood. Lecture three hours, laboratory three hours per week. *Prerequisite: Suggest BIO 102, CHM 100 or high school biology with lab within last five years.*

### **BIO 104      ANATOMY AND PHYSIOLOGY II      4 CREDITS**

A continuation of BIO 103, topics include study of circulatory, urinary, respiratory, digestive, nervous and endocrine systems. Human and other mammalian materials are used. Lecture three hours, laboratory three hours per week. *Prerequisite: BIO 103.*

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**BIO 105      ANATOMY FOR THE HEALTH OCCUPATIONS      2 CREDITS**

This course continues BIO 103 and is designed especially for LPN students. Students study the structure and function of the human body with emphasis on the circulatory, urinary, respiratory, digestive, nervous and endocrine systems. Lecture 1.5 hours, laboratory 1.5 hours per week. *Prerequisite: BIO 103.*

**BIO 106      HUMAN ANATOMY AND PHYSIOLOGY  
FOR THE ALLIED HEALTH PROFESSIONS      5 CREDITS**

This course is an overview of fundamental principles in chemistry and cell biology. It continues with both a systems and regional approach to the study of anatomy and physiology. Particular emphasis is placed on the musculoskeletal, cardio-pulmonary and nervous system. Lecture three hours, laboratory three hours per week.

**BIO 110      BIOLOGY: A CELLULAR APPROACH      5 CREDITS  
(IAI: BIO 910, L1 900L)**

This introductory course is for both majors and nonmajors in the life sciences. The course covers the major developments and generalizations of biology, with emphasis on the origin of life, cellular organization and function, cellular energy transformation, Mendelian and molecular genetics, general and human reproduction and embryology and evolution. Lecture four hours, laboratory three hours per week. (1) This course applies to the IAI General Education Core Curriculum Life Science package. (2) This course applies to one or more IAI majors. See an Academic Advisor for details.

*Prerequisite: Placement into ENG 101 and either completion of MAT 095 or permission of instructor.*

**BIO 111      BIOLOGY: A SYSTEMS APPROACH      5 CREDITS  
(IAI: BIO 910)**

The study of the basic biological generalizations covering plant and animal structure, function, diversity, behavior, ecology and evolution, and emphasizes organisms and populations. Lecture four hours, laboratory three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

*Prerequisite: Placement into ENG 101 and either completion of MAT 095 or permission of instructor.*

**BIO 140      INTRODUCTION TO MARINE ECOLOGY      3 CREDITS  
(IAI: L1 905)**

This course will introduce students to the ecology of ocean environments. Topics to be presented in this course will include the physico-chemical, biological, geographical, geological, ecological, and environmental features of marine habitats and ecosystems. Consideration will also be given to the impact of human activity on our oceans ecosystems and the role we play as stewards of our planet's oceans.

## COURSE DESCRIPTIONS

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**BIO 150      HEREDITY AND SOCIETY      3 CREDITS**  
**(IAI: L1 906)**

Heredity and Society is an introductory course for majors and non-science majors. The course is an introduction to basic genetic principles and contemporary issues in biotechnology. This course will allow students to have a better understanding of new foods, medicines, and technologies that have evolved due to modern genetics. This course applies to the IAI General Education Core Curriculum Life Science package.

**BIO 160      PLANTS AND SOCIETY      3 CREDITS**  
**(IAI: L1 901)**

Plants and Society is an introductory course for majors and non-science majors. This course covers plant anatomy, genetics, growth and reproduction, biomes, and the importance of plants to humans. This course applies to the IAI General Education Core Curriculum Life Science package.

**BIO 161      PLANTS AND SOCIETY LABORATORY      1 CREDIT**  
**(IAI: L1 901L)**

Plants and Society Laboratory is an introductory lab course for majors and non-science majors. This laboratory course demonstrates and further stresses topics such as plant anatomy and physiology, growth and reproduction, genetics, classification, biomes, and the importance of plants to humans. This course applies to the IAI General Education Core Curriculum Life Science package. *Prerequisite: BIO 160 or concurrent registration.*

**BIO 202      ECOLOGY OF MAN      3 CREDITS**  
**(IAI: L1 905)**

An integrated survey of man's effect on his environment from air pollution to zoonoses and of his prospects for adapting and surviving in changed circumstances. Basic ecological principles are covered. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Life Science package.

**BIO 212      MICROBIOLOGY      4 CREDITS**  
**(IAI: CLS 905, NUR 905)**

Structure, metabolism, genetics, reproduction and evolution of microorganisms (bacteria, fungi, algae, protozoa and viruses). An emphasis is placed on their role in natural processes and human affairs. Microorganism-caused diseases, helminths, immunology, methods of culturing, identifying and controlling microorganisms. Lecture three hours, laboratory three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

*Prerequisite: A college biology course with laboratory such as BIO 102, BIO 103, BIO 110 or BIO 111.*

### BUSINESS

**BUS 101      FINANCIAL ACCOUNTING      3 CREDITS**  
**(IAI: BUS 903)**

Basic principles relating to financial accounting, with emphasis on the preparation and interpretation of external financial statements. Topics include: the accounting cycle for service and merchandising concerns, accounting for current and long-term assets, and current and long-term liabilities; owner's equity for partnerships and corporations, use of the cash flow statement and the analysis and interpretation of financial statements. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**BUS 102      MANAGERIAL ACCOUNTING      3 CREDITS**

Managerial accounting concepts, with emphasis on the use of accounting information for managerial planning, control, and decision-making. Corporate financial reporting, international accounting, job order and process cost accounting, cost-volume-profit analysis, budgeting, flexible budgets, standard costs, capital budgeting and managerial decisions are studied. Lecture three hours per week.

*Prerequisite: BUS 101.*

**BUS 106      PRINCIPLES OF FINANCE      3 CREDITS**

Students study the major areas of finance, including corporate finance, monetary and fiscal policy, money and capital markets. They learn about the financial mechanism in the economy and the roles played by private corporations, the federal reserve system and the public. Also discussed are the principles of finance and the role of finance as a social science. Lecture three hours per week.

**BUS 107      PRINCIPLES OF MARKETING      3 CREDITS**

Offers a systematic approach to pricing, promoting and distributing goods and services to current and potential customers. The student learns to identify and describe basic marketing methods, institutions and practices. Lecture three hours per week.

**BUS 110      MONEY MANAGEMENT INVESTMENT COUNSELING      3 CREDITS**

Planning, controlling, directing financial goals, preparing financial statements, comparing insurance, budgeting, investing, tax planning, retirement planning, estate transfer and purchasing or renting housing. Lecture three hours per week.

**BUS 111      INTRODUCTION TO BUSINESS      3 CREDITS**

Students learn the phases of American business: common and special forms of business ownership, marketing (wholesaling, retailing, advertising, sales promotion, market research, international trade), manufacturing (physical facilities, procurement of materials, inventory and production control), business financing; personnel relationships, transportation, statistics, taxation, government and business. Recommended ENG 084 or permission of instructor. Lecture three hours per week.



## COURSE DESCRIPTIONS

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**BUS 117 SALES 3 CREDITS**  
Theory and practice of salesmanship, including the sale of retail consumables, retail services, industrial capital equipment, industrial services, sales techniques for prospecting and servicing accounts and sales management. Lecture three hours per week.

**BUS 127 BUSINESS MATHEMATICS 3 CREDITS**  
Students learn about arithmetical relationships and processes, develop fundamental mathematical skills and the ability to apply these skills to mathematical businesses problems. The course deals with business administration subjects, using practical problems from accounting, banking, finance, insurance, investments, marketing, retailing and other business areas. Completion of MAT 090 or placement in higher level is recommended. Lecture three hours per week.

**BUS 201 COST ACCOUNTING 3 CREDITS**  
An in-depth study of the basic principles and procedures of cost accounting and the uses of accumulated data for cost control. Students study job order, process and standard costing, used in manufacturing control, management planning and decision making. Lecture three hours per week. *Prerequisite: BUS 102.*

**BUS 202 INTERMEDIATE ACCOUNTING I 3 CREDITS**  
Emphasizes the accounting process, financial statements, receivables, inventories, liabilities, investments and capital and intangible assets. Lecture three hours per week. *Prerequisite: BUS 102.*

**BUS 203 INTERMEDIATE ACCOUNTING II 3 CREDITS**  
Accents long-term investments, stock and bond transactions, income tax, leases and pension costs, retained earnings, accounting changes and correction of errors and the analysis of various financial statements. Lecture three hours per week. *Prerequisite: BUS 202.*

**BUS 207 ADVERTISING 3 CREDITS**  
An overview of advertising, emphasizing the foundations of a successful advertising campaign. Discussed are all kinds of sales promotion and media, including radio, TV, newspapers, magazines, direct mail and outdoor. Lecture three hours per week.

**BUS 208 PRINCIPLES OF MANAGEMENT 3 CREDITS**  
Covers the essentials of successful management and encompasses problems in planning, decision-making, control, structure, delegation, leadership, labor relations, motivation and interpersonal relations. Students learn concepts by applying them to practical case studies. Lecture three hours per week.

## 2010-2011 CATALOG

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### **BUS 230 BUSINESS LAW AND CONTRACTS 3 CREDITS**

The course is a topical overview of the basic principles of law. Students will be introduced to the origins of American law and the forces that are altering our legal system. Emphasis will be placed on those areas that affect businesses of all sizes and forms including crimes, torts, contracts, discharge of contracts, breaches and remedies for breaches. Time permitting, an overview of employment will be covered.

### **BUS 231 BUSINESS LAW AND COMMERCIAL TRANSACTIONS 3 CREDITS**

Discusses commercial paper, sales, government regulation of business, secured transactions and real property. Lecture three hours per week.

### **BUS 253 SUCCESSFUL CAREER STRATEGIES 2 CREDITS**

Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

### **BUS 299 SPECIAL TOPICS IN BUSINESS 1 TO 5 CREDITS**

Course covers different current topics in Business. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## COMPUTER AIDED DESIGN

### **CAD 100 AUTOCAD FUNDAMENTALS 3 CREDITS**

Basic commands of AutoCAD software are taught in an easy-to-learn systematic approach. Students learn how to operate an industrial-grade CAD work station and gain familiarity with AutoCAD software. Lecture two hours, laboratory three hours per week.

### **CAD 101 FUNDAMENTALS OF DRAFTING 3 CREDITS**

Covers the use of AutoCAD software for learning basic drafting principles. Provides the student foundation for world-wide industrial graphical communication. Topics include orthographic projection, sketching, geometric construction, auxiliary views, sectioning, screw threads, isometric projection, introduction to 3D modeling and preparation of industrial working drawings. Lecture two hours, laboratory three hours per week.

### **CAD 102 DESCRIPTIVE GEOMETRY 3 CREDITS**

Covers the use of AutoCAD software for learning the techniques used by engineers in graphical problem solving. Topics include points in space, lines in space, true lengths of lines, true size of angles, true size of planes, bearing, slope, strike, dip, areas and volumes. Lecture two hours, laboratory three hours per week.

## COURSE DESCRIPTIONS

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### **CAD 103 SHEET METAL AND WELDMENTS 3 CREDITS**

Covers the use of AutoCAD software for sheet metal layout. Topics include true lengths of lines, true size of planes, HVAC duct design, template development of intersecting pipes, packaging design, sheet metal chassis design and transitional connecting parts. Cardboard models are constructed of actual industrial sheet metal parts. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 104 ASSEMBLY DRAWINGS 3 CREDITS**

Covers the use of AutoCAD software for preparation and analysis of assembly drawings. Topics include layout drawings, assembly drawings, weldments, dimensioning for interchangeable assembly, datum dimensioning, geometric and positional tolerancing, selecting and computing tolerances, classes of fits, methods of inspection and use of ANSI Standards. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 130 ARCHITECTURAL RESIDENTIAL DESIGN 3 CREDITS**

Uses AutoCAD software for the preparation of drawings needed for the design and construction of a residential home. Topics include site plans, floor plans, foundations, wall sections, construction details, HVAC, kitchen design, plumbing, lighting, roof plans, material specifications, exterior elevations and using standard architectural libraries. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 203 ELECTRONICS DRAFTING 3 CREDITS**

Covers the use of AutoCAD software for preparation of drawings used by electrical engineers, such as block diagrams, chassis design, wiring diagrams, schematic diagrams and printed circuit board design. Emphasis on creation of PCB artwork using standard libraries. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 205 MECHANICAL DESIGN 3 CREDITS**

Covers the use of AutoCAD software for graphical analysis of mechanical components. Topics include developing a movie file of a mechanism that displays how it operates, kinematic analysis of various linkages and mechanisms, creation of accurate CAD drawings of these components and graphical solution to design problems traditionally solved by using mathematics. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 215 3D MODELING 3 CREDITS**

Covers the use of AutoCAD software for creating 3D models of various mechanical parts and assemblies. Topics include wireframe models, surface models, solid models, solid primitives, solid editing, rendering and mass calculations. Course provides foundation for further work in 3D animation as well as modeling for engineering prototype testing and evaluation. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

## 2010-2011 CATALOG

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**CAD 225      INDUSTRIAL APPLICATIONS      3 CREDITS**

Covers the use of AutoCAD software to examine practices and economies of modern industrial CAD departments. Students receive opportunities for advanced problem solving and are encouraged to use their own judgment and initiative in the solution of these problems. All completed work should be done on a professional basis. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

**CAD 235      ARCHITECTURAL COMMERCIAL DESIGN      3 CREDITS**

Uses AutoCAD software for the creation of drawings needed for the design and construction of multiple-unit buildings. Topics include site plans, multiple condo units, individual condo units, structural details, section drawings, dimensioned drawings, commercial building design, space flow, structural details, external references, sections, electrical, water and sewer utility lines, HVAC, and lighting and ventilation schedules. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 230.*

**CAD 240      PLANT LAYOUT      3 CREDITS**

Uses AutoCAD software for the creation of drawings needed for the design of an industrial plant. Topics include plant design, office design, placement of equipment, roof penetrations, conveyor routing, product flow, electric lines, water lines, air lines, HVAC, use of datum points, routing of mechanicals and producing mechanical drawings. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 235.*

**CAD 253      SUCCESSFUL CAREER STRATEGIES      2 CREDITS**

Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

**CAD 299      SPECIAL TOPICS IN  
COMPUTER ASSISTED DESIGN      1 TO 5 CREDITS**

Course covers different current topics in Computer Assisted Design. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

**CHEMISTRY****CHM 100 FUNDAMENTALS OF CHEMISTRY 4 CREDITS**

This laboratory course in general chemistry covers the fundamental concepts of physical, inorganic, organic and biochemistry. It is not a prerequisite for any other chemistry course and may be used to fulfill the chemistry requirement for health occupations programs. Lecture three hours, laboratory three hours per week.

**CHM 101 GENERAL CHEMISTRY I 4 CREDITS**

The course covers the fundamental principles, laws and theories of chemistry and non-metals. Nonmetal study is supplemented by laboratory experiments. Lecture three hours, laboratory three hours per week. *Prerequisite: One unit of high school algebra.*

**CHM 102 GENERAL CHEMISTRY II 4 CREDITS**

A continuation of CHM 101, this course deals with the chemistry of metals and chemical equilibrium and organic and nuclear chemistry. It discusses environmental problems in modern society. Lecture three hours, laboratory three hours per week. *Prerequisite: CHM 101.*

**CHM 105 INORGANIC CHEMISTRY I 5 CREDITS  
(IAI: P1 902L)**

Beginning course is for students majoring in chemical engineering or science intending to transfer to a four-year college requiring 10 hours of chemistry. Fundamental principles of chemistry are reviewed, with emphasis on ionization, structure of matter, valence and oxidation state. Lecture four hours, laboratory three hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package. *Prerequisite: Engineering students: MAT 105 and one year of high school chemistry. Liberal arts students: MAT 105.*

**CHM 106 INORGANIC CHEMISTRY II 5 CREDITS**

A continuation of CHM 105, this course emphasizes solution chemistry, including acids and bases. It investigates rates and mechanisms of various equilibria in lectures and the laboratory. Also considered are complexions, colloids and nuclear chemistry. Students are presented with an overview of classical qualitative analysis with some fundamentals of instrumental analysis through laboratory experiences. Lecture four hours, laboratory three hours per week. *Prerequisite: CHM 105.*

**CHM 205 ORGANIC CHEMISTRY I 5 CREDITS**

Nomenclature, reactions, preparations and reaction mechanisms of the more familiar families of carbon compounds. The course focuses on the hydrocarbons, including aromatics and alkyl halides. Also studied are the stereochemistry and spectroscopic methods. The laboratory work covers separations, identifications, characterizations and preparations of representative organic compounds. Lecture three hours, laboratory six hours per week. *Prerequisite: CHM 106.*

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### **CHM 206      ORGANIC CHEMISTRY II      5 CREDITS**

CHM 206 is a continuation of CHM 205. Topics covered are the carbonyl functional groups and amines. Biological applications of organic chemistry also are studied. The laboratory consists of the synthesis and identification of representative compounds and qualitative analysis. Lecture three hours, laboratory six hours per week.

*Prerequisite: CHM 205.*

## **COMPUTER INFORMATION SYSTEMS**

### **CIS 103      INTRODUCTION TO DREAMWEAVER      3 CREDITS**

Students will gain the knowledge and skills necessary to create effective Web sites as they learn the principles of Web design using Macromedia Dreamweaver software. They will learn to combine effective navigation with the use of graphics, text and color.

*Prerequisite: CIS 116 or concurrent enrollment.*

### **CIS 105      PROGRAMMING LOGIC      3 CREDITS**

Introduces the fundamental logic needed to solve various business programs, such as reports, extracts, edits and updates. Students learn this primarily through the use of flowcharts, supplemented by pseudocode, structured programming concepts and other documentation techniques. Lecture two hours, laboratory three hours per week.

*Prerequisite: Concurrent enrollment or credit in CPS 111.*

### **CIS 112      MS-DOS      1 CREDIT**

Students are introduced to the Windows Command/DOS Prompt. They will learn correct command syntax, including switches, and the use of wildcards. The boot sequence is also taught. This course is designed for students pursuing PC repair, networking or programming. Lecture one hour per week.

### **CIS 116      INTERNET APPLICATIONS      3 CREDITS**

Students gain practical experience creating multimedia Web pages with hypertext links. They will create tables and frames by using HTML. In addition, they will use cascading style sheets, work with dynamic content, and control mouse and keyboard events. Some programming with Java Script. Lecture two hours, computer lab three hours per week. *Prerequisite: Basic computer operating and browser skills.*

### **CIS 121      DATABASE MANAGEMENT      3 CREDITS**

Covers all aspects of data base systems, including physical and logical structure, data languages and data base design. The student designs a microcomputer data base system. Lecture two hours, laboratory three hours per week. *Prerequisite: CPS 111.*

### **CIS 124      MICROSOFT ACCESS I      1 CREDIT**

Teaches a database management system which can be used at all skill levels to store and display information. Students learn how to design and edit a database, add records and customize tables. (Short Course). Lecture one hour per week.

## COURSE DESCRIPTIONS

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**CIS 125      MICROSOFT ACCESS II      1 CREDIT**

A continuation of CIS 124. Topics include how to create efficient databases by using normalization rules and table relationships and customize queries, forms and reports by using functions, properties and macros. (Short Course). Lecture one hour per week. *Prerequisite: CIS 124.*

**CIS 130      INTRODUCTION TO WINDOWS      1 CREDIT**

Students will learn to how to use Windows to run programs, configure their systems and manage files. Lecture one hour per week.

**CIS 132      INTRODUCTION TO NETWORKING      3 CREDITS**

Students will learn the fundamentals of how computer networks work. Lecture three hours per week. *Prerequisite: CIS 112 and CIS 130 or CPS 111 or concurrent enrollment.*

**CIS 133      NETWORK CONFIGURATION AND INSTALLATION I      3 CREDITS**

Students will gain the knowledge, skills and ability necessary to install, configure, maintain and troubleshoot complex computer networking environments. *Prerequisite: CIS 132 or concurrent enrollment.*

**CIS 135      CLIENT FOR MICROSOFT NETWORKING      4 CREDITS**

Students will gain the knowledge, skills and ability necessary to install, configure, maintain and troubleshoot client for Microsoft Networking. Lecture three hours per week, lab three hours per week. *Prerequisite: CIS 132 or concurrent enrollment.*

**CIS 136      MICROSOFT WINDOWS SERVER      4 CREDITS**

Students will gain the knowledge, skills and ability necessary to install, configure, maintain and troubleshoot a Microsoft Windows Server. *Prerequisite: CIS 132 or concurrent enrollment.*

**CIS 137      MANAGING NETWORK SERVICES      5 CREDITS**

Students will gain the knowledge, skills and ability necessary to install, configure, maintain and troubleshoot complex computer networking environments. Lecture four hours per week, laboratory three hours per week. *Prerequisite: CIS 136 or concurrent enrollment.*

**CIS 142      EXCEL I      1 CREDIT**

Introduces the Microsoft Excel spreadsheet, which uses the Windows graphical interface. Students learn how to enter and edit a worksheet, construct formulas, perform formatting, utilize functions, manipulate Windows, print a worksheet and create a chart, using the keyboard and a mouse to interact with the software. (Short Course). Lecture one hour per week.

## 2010-2011 CATALOG

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**CIS 143      EXCEL II      1 CREDIT**

Continues the study of Microsoft Excel. Topics are advanced charting techniques, creating, modifying and accessing a database and creating and implementing macros. (Short Course). Lecture one hour per week. *Prerequisite: CIS 142.*

**CIS 152      UPGRADING AND REPAIRING THE PC      1 CREDIT**

This course assists those wanting to upgrade and repair their IBM compatible computers. Learn how to add memory, a modem, sound card, CD-ROM drive and a larger and faster hard drive. Lecture one hour per week.

**CIS 156      CREATING A WEB PAGE      1 CREDIT**

Introduction to creating a home web page. Students will be able to create and manage web pages using a variety of software packages. Students will learn about creating a website. (Short Course). Lecture one hour per week.

**CIS 159      ADOBE PHOTOSHOP      1 CREDIT**

Photoshop is an image-editing program. Students will learn how to manipulate graphic images. Adobe Photoshop allows students to retouch photographs, merge and edit color images and create collages or original art work. This software can also be used in producing images for online and print media.

**CIS 160      ADVANCED MS-DOS      1 CREDIT**

Students will become more adept at using the Windows Command/DOS prompt as they learn redirection, filters, how to write batch files, and back-up schemes. The registry is also introduced. Lecture one hour per week.

*Prerequisite: CIS 112.*

**CIS 170      INTRODUCTION TO JAVA      3 CREDITS**

Students for whom concepts such as Windows, menus, Web pages, and the Internet are familiar will use Java to create applets and programs for Windows applications. This course covers the Java programming environment, control structures, arrays, strings, characters, graphics, files, Java utilities, and bit manipulation.

*Prerequisite: CPS 111 and a programming course.*

**CIS 172      ASP PROGRAMMING      3 CREDITS**

Students will be able to integrate server technologies to produce Web applications and other computer applications. Students will use a scripting language such as JavaScript to create Web applications and Web pages that transport data to a Microsoft Access file. *Prerequisite: CPS 111.*

**CIS 180      FUNDAMENTALS OF PERSONAL  
COMPUTER SERVICING      3 CREDITS**

Provides students with knowledge and skills needed to service personal computers. Components, upgrades and basic diagnostic skills are covered. Lecture two hours,



## COURSE DESCRIPTIONS

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laboratory three hours per week. *Prerequisite: CIS 112 and CIS 130 or CPS 111 or concurrent enrollment.*

**CIS 181      ADVANCED PERSONAL      3 CREDITS**  
**COMPUTER DIAGNOSIS AND SERVICE**

Acquire advanced diagnostic skills related to the MS-DOS based personal computer. Students learn how to solve conflicts, create configurations, manage memory and resources and test and replace computer components. Utility and diagnostic software programs are utilized. Lecture two hours, laboratory three hours per week.

*Prerequisite: CIS 180.*

**CIS 220      SYSTEMS ANALYSIS      3 CREDITS**

Explores systems analysis and design, explains usage of various systems analysis tools and expands the concepts of file organization, data base management, JCL and utilities. It examines by case studies the implementation of production problems requiring the aid of systems analysis. Lecture two hours, laboratory three hours per week.

*Prerequisite: CPS 111.*

**CIS 233      NETWORK CONFIGURATION AND INSTALLATION II      3 CREDITS**

Students will work as lead technicians in the design, configuration, installation, troubleshooting, and support of computer networks. They will gain leadership skills and the hands-on experience sought by employers. Lecture two hours per week, laboratory three hours per week. *Prerequisite: CIS 133.*

**CIS 253      SUCCESSFUL CAREER STRATEGIES      2 CREDITS**

Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

**CIS 299      SPECIAL TOPICS IN COMPUTER      1 TO 5 CREDITS**  
**INFORMATION SYSTEMS**

This course covers different current topics in Computer Information Technology. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## COMPUTER SCIENCE

**CPS 101      INFORMATION TECHNOLOGIES      2 CREDITS**

A comprehensive overview of the computer. What it is, what it can and cannot do and how it may be instructed to solve problems. Students will become familiar with the terminology of data processing. Instruction is through independent study and involves reading a textbook on information technologies and working on simulated laboratory exercises using a CD-ROM. Lecture two hours per week.

**CPS 111      BUSINESS COMPUTER SYSTEMS      3 CREDITS**

This course presents an overview of computer concepts and information systems and an introduction to the most common microcomputer tools required for use in business and technological careers. Students will learn key topics including the system development life cycle; defining and categorizing operating systems; computer hardware and software; files and data storage options; computer architecture and security; accessing the Internet; using the Web; and understanding digital media. Applications include spreadsheets, word processing and file management. Students will also learn about current trends in computers and careers. Lecture two hours and laboratory three hours per week.

**CPS 120      OBJECT-ORIENTED TECHNOLOGY WITH C++      3 CREDITS**

This course teaches object-oriented programming with the C++ programming language. It is an introduction to Object-Oriented Technology with C++. Lecture two hours per week, laboratory three hours per week. *Prerequisite: CPS 111.*

**CPS 122      MULTIMEDIA APPLICATIONS      3 CREDITS**

This course teaches the use of a microcomputer authoring system. Students will design and create multimedia applications that will run in a Windows environment. Text, graphics, sound, pictures, video and animation are included. Lecture two hours per week, laboratory three hours per week. *Prerequisite: CPS 111 or equivalent.*

**CPS 200      C++ PROGRAMMING FOR ENGINEERS      3 CREDITS**  
**(IAI: CS 911)**

Teaches C++ language with emphasis on science and engineering applications. Topics include file I/O, data types, control structures, subroutines, functions, arrays and pointers. Microsoft Visual C++ will be used to write, compile and execute programs. Lecture is two hours per week, laboratory three hours per week. Course applies to the IAI General Education Core Curriculum Mathematics Package.  
*Prerequisite: MAT 201 and CPS 111 or permission of instructor.*

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## COURSE DESCRIPTIONS

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**CPS 210      PROGRAMMING IN VISUAL BASIC      3 CREDITS**  
Visual Basic Language programming and program structure for a digital computer, including algorithmus, flow charts and programming language. Writing and running Windows applications is emphasized. Offered both on campus and online via the Internet. Lecture two hours, laboratory three hours per week.  
*Prerequisite: CPS 111.*

**CPS 220      FORTRAN PROGRAMMING      3 CREDITS**  
An introductory course in FORTRAN programming, it is designed for students entering engineering, science, mathematics, or a computer-related field. This course stresses applications and problem solving techniques using FORTRAN. Students use personal computers and FORTRAN 90/95 software to write programs. Lecture two hours, laboratory three hours per week. *Prerequisite: MAT 201 or permission of instructor.*

## COLLEGE STUDY SKILLS

**CSS 100      COLLEGE STUDY SEMINAR      3 CREDITS**  
The goal of this course is to familiarize the traditional college student as well as the continuing education student with academic and personal skills needed to make their college experience successful and rewarding. These skills include personal management, interpersonal communication, fundamental research techniques and critical thinking.  
*Prerequisite: Placement into ENG 086.*

## EARLY CHILDHOOD EDUCATION

**ECE 100      EARLY CHILDHOOD GROWTH AND DEVELOPMENT      3 CREDITS**  
Foundation course explores theory and principles of child growth and development from prenatal through early adolescence year, with focus on the young child. In-depth study of cognitive, language, physical, social-emotional and aesthetic development is explored in light of the theories of Piaget, Erikson, Vygotsky, Skinner and others in context of gender, family, culture and society, with emphasis on implications for early childhood professional practice.

**ECE 101      OBSERVATION AND ASSESSMENT OF CHILDREN      3 CREDITS**  
Students will explore observational techniques and assessment practices that facilitate understanding of child development. Through supervised observations and experiences, in a childcare facility, the relationship between careful observation, communication and children's interactions is documented.

**ECE 105      HEALTH, SAFETY AND NUTRITION FOR CHILDREN      3 CREDITS**  
This course focuses on issues related to nutrition, health and safety of the individual child and children in group settings. Key strategies of a healthy lifestyle, preventive health and community health are explored.

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### **ECE 110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 CREDITS**

Survey course provides overview of early childhood care and education, including historical perspectives, organization, structure programming and basic values in Early Childhood Education. Professional practices of early childhood educators are outlined with an emphasis on their ability to enhance personal skills of children at these ages and stages of development. *Students will spend a minimum of 15 hours of observation in early childhood settings.*

### **ECE 115 FAMILY, SCHOOL AND COMMUNITY 3 CREDITS**

This course is an introduction to factors influencing relationships among families with young children, schools, agencies and communities. Students learn about community resources, family education programs and their development and support. This course will examine needs of infants, toddlers, school age children and teens with additional consideration of parenting programs and trends.

### **ECE 120 LANGUAGE ARTS FOR CHILDREN 3 CREDITS**

Presents techniques and methods encouraging the development of language in young children. Elements of prose and verse best suited for children at this age and stage of development are surveyed. Also included are techniques of storytelling, puppetry, dramatizing and use of audiovisual materials enhancing language skills. *Prerequisite: ECE 100 and ECE 101 or concurrent enrollment.*

### **ECE 125 STUDENTS WITH DISABILITIES IN SCHOOL 3 CREDITS**

Students will learn to recognize characteristics of children with disabilities and the programs that serve them. Students will study applicable federal and state laws such as the Individuals with Disabilities Education Act. Historical, philosophical and legal foundations of special education will be presented. Students will be required to complete 30 hours of observation with students of disabilities. *Prerequisite: ECE 110 or concurrent enrollment.*

### **ECE 130 EDUCATIONAL TECHNOLOGY 1 CREDIT**

This course is designed to introduce current and future educators to the use of educational technologies with an emphasis on development of a portfolio. Students will examine a variety of technologies for use with an early childhood program. The course objectives and learning outcomes are intended to be achieved through the combination of this course with knowledge and experience gained in the remainder of the curriculum as a whole.

### **ECE 160 CURRICULUM PLANNING FOR CHILDREN 3 CREDITS**

The principles of planning, implementing, and evaluating a developmentally appropriate curricula are studied. Topics covered include schedules, projects, theme developments, integrating activities across the curriculum, setting up learning centers, activity development in curricular areas of language arts, fine arts, science, motor, math, social studies, and self-concept. *Prerequisite: ECE 110.*

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### **ECE 200      PLAY AND GUIDANCE OF CHILDREN      3 CREDITS**

This course is an overview of different types and theories of play and the effect of play on development. The role of the teacher in facilitating play and choosing appropriate equipment is emphasized. Guidance practices will also be studied to provide methods and environmental planning to promote pro-social behavior.

*Prerequisite: ECE 160 and ENG 101 or concurrent enrollment.*

### **ECE 202      TEACHING MATH AND SCIENCE TO CHILDREN      3 CREDITS**

Focus on teaching mathematics and science for children through third grade by utilizing hands-on activities. Development of problem-solving skills and methods for encouraging exploration and experimentation is stressed. Also developmentally appropriate activities and instructional materials are covered. *Prerequisite: ECE 160 and ENG 101 or concurrent enrollment.*

### **ECE 203      EMERGING LITERACY IN CHILDREN      3 CREDITS**

Through exposure and practice, students explore a variety of literature and print script materials, techniques, strategies and activities facilitating young children's acquisition of essential competencies in literacy. Course delineates concepts involved in emergent literacy, an evolving process leading to readiness for more formal reading and writing instruction. *Prerequisite: ECE 120 and ENG 101 or concurrent enrollment.*

### **ECE 205      CHILDREN'S LITERATURE      3 CREDITS**

Students in this course learn how to teach and select literature, such as books and poetry, in elementary and secondary classrooms. Students will explore current trends in teaching and learning techniques for literature, types of literature and strategies to integrate literature into classroom practice. *Prerequisite: ENG 101.*

### **ECE 207      CREATIVE EXPRESSION FOR CHILDREN      3 CREDITS**

An overview of a wide variety of experiences and methods for developing self expression and creativity in young children through art, music, movement and drama. This course will stress the relationship of creative experiences within the curriculum and the role of creative expression within the early childhood program. *Prerequisite: ECE 160 or concurrent enrollment.*

### **ECE 210      EARLY CHILDHOOD ADMINISTRATION      3 CREDITS**

This course involves an examination of current early childhood administrative practices and procedures. An analysis of administrators' interactions with governmental, legal, business/finance, medical, social service and educational agencies are included. Students examine the management process of planning, staffing, record keeping, budgeting, and purchasing and monitoring for quality. Formation of policy statements, philosophy, programming, planning, evaluation and working with parents is included. Students become familiar with state licensing standards, accreditation, community resources and professional organizations. *Prerequisite: ECE 160 or concurrent enrollment.*

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**ECE 215                    THE FIRST THREE YEARS OF LIFE                    3 CREDITS**

This course focuses on patterns of growth and development of children from birth to age three. The specific needs of children, birth to age three, in various child care settings will be examined. Students will develop skills in managing a safe environment and planning stimulating, appropriate activities.

**ECE 260                    EARLY CHILDHOOD EDUCATION INTERNSHIP                    3 CREDITS**

Focus on practical application of theories in early childhood education in supervised setting. Clinical experiences are arranged in a variety of child care facilities such as centers, homes, public schools, corporate centers, college laboratory schools and centers for exceptional children. Student practitioners spend minimum of 10 hours onsite and in one-hour per week seminars discussing readings, current issues, reports, problematic areas and personal reflections. *Prerequisite: ECE 120, ECE 160 and ENG 101 or concurrent enrollment.*

**ECE 299                    SPECIAL TOPICS IN EARLY                    1 TO 5 CREDITS**  
**CHILDHOOD EDUCATION**

Course covers different current topics in Early Childhood Education. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## ECONOMICS

**ECO 101                    PRINCIPLES OF ECONOMICS I                    3 CREDITS**  
**(MACROECONOMICS)**  
**(IAI: S3 901)**

This introductory course emphasizes macroeconomic theory. Students study the economy as a whole through output, growth, savings and investments, money and banking, inflation, deficit spending, government demand and unemployment. They concentrate on the aggregates of economic analysis. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**ECO 102                    PRINCIPLES OF ECONOMICS II                    3 CREDITS**  
**(MICROECONOMICS)**  
**(IAI: S3 902)**

Continuation of ECO 101, this course covers microeconomic theory. It stresses how individuals, firms and industries decide prices; competition of firms; monopolies; farming; distribution of income; business and the environment; labor; comparative economic systems and internal economics. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: ECO 101.*

## EDUCATION

**EDU 100 INTRODUCTION TO AMERICAN EDUCATION 3 CREDITS**

Students study American education as a professional and a private enterprise. Philosophical, historical and social foundations in the context of current issues, policies and trends, in the field of education, are examined. Emphasis is also placed on organization and structure, financing, curriculum, teaching and government responsibilities. This course requires 30 hours of observation at public schools.

*Prerequisite: Placement into ENG 101.*

## ENGINEERING

**EGR 110 ENGINEERING GRAPHICS I 3 CREDITS**

Covers use of AutoCAD software for learning techniques used by engineers in graphical problem solving. Topics include points in space, lines in space, true lengths of lines, true size of angles, true size of planes, bearing, slope, strike, dip, areas and volumes. Lecture two hours, laboratory three hours per week.

**EGR 111 ENGINEERING GRAPHICS II 3 CREDITS**

Covers use of AutoCAD software for preparation and analysis of assembly drawings. Topics include layout drawings, assembly drawings, weldments, dimensioning for interchangeable assembly, datum dimensioning, geometric and positional tolerancing, selecting and computing tolerances, classes of fits, methods of inspection and use of ANSI Standards. Lecture two hours, laboratory three hours per week.

**EGR 120 STATICS 3 CREDITS**  
**(IAI: EGR 942)**

Students will analyze one, two, and three dimensional resultant force systems in equilibrium using algebraic and graphical techniques. Students will discuss trusses, frames, centroids, friction, and work. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details. *Prerequisite: Credit or registration in PHY 105 and MAT 201.*

**EGR 121 DYNAMICS 3 CREDITS**  
**(IAI: EGR 943)**

Students will analyze the kinematics and dynamics of particles and rigid bodies. Applications include Newton's laws of motion, the principles of work, energy, and momentum. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details. *Prerequisite: EGR 120 and MAT 201.*

## ENGLISH

**ENG 020 ENGLISH FOR HEALTH SERVICES 1 CREDIT**

This self-contained, audio-tutorial program enables students to discover the meaning of medical terms by analyzing, combining and defining their parts. Laboratory two hours per week. To be successful in this course, students should be able to follow written and spoken directions. *This course does not apply toward the graduation requirements for the degree and certificate curricula in the career or university transfer program.*

**ENG 060 SUCCESSFUL STUDY 1 CREDIT**

This individualized course helps students develop study skills needed to efficiently read textbooks and supplementary materials, prepare assignments, take notes, do exercises and take tests. Laboratory two hours per week or lecture one hour per week, depending on teaching approach. To be successful in the course, students should be able to follow written and spoken directions. *This course does not apply toward the graduation requirements for the degree and certificate curricula in the career or university transfer program.*

**ENG 070 INTENSIVE GRAMMAR AND EDITING 4 CREDITS**

Students will improve their writing skills through the study of English grammar and editing techniques. The focus of this course will be grammar, usage, sentence analysis, paragraph development and revision. Students will develop editing skills and learn to apply such principles of grammar as verb use, subject-verb agreement and word order in writing. *Prerequisite: English Placement Test.*

**ENG 071 INTENSIVE READING AND WRITING 4 CREDITS**

Students will develop English reading comprehension and writing skills by learning how to analyze texts from a variety of academic contexts. Students will express their understanding of those texts in writing by learning how to paraphrase, summarize, review, define, describe and evaluate academic texts. *Prerequisite: English Placement Test.*

**ENG 072 INTENSIVE ACADEMIC LISTENING AND SPEAKING 4 CREDITS**

Students will develop listening comprehension and oral skills for the college classroom by learning how to identify and restate ideas, meaning and themes from oral discussion, tapes and lecture. Course participation will include group discussion, oral presentations, dictation and note-taking in English. *Prerequisite: English Placement Test.*

**ENG 075 INTENSIVE GRAMMAR AND EDITING (ADVANCED) 4 CREDITS**

Students will prepare for entrance into ENG 101 by reviewing and applying grammar and editing techniques taught in ENG 070. Emphasis will be placed on editing a variety of texts and student generated essays for grammar, usage, thesis, focus, organization and paragraph development. Students will improve their writing through multiple draft analysis and revision. *Prerequisite: ENG 070 or qualifying score on English Placement Test.*



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### **ENG 076 INTENSIVE READING AND WRITING (ADVANCED) 4 CREDITS**

Students will prepare for entrance into ENG 101 by reading and writing about a variety of texts from academic contexts. Emphasis will be placed on reading and responding to longer and more complex texts than those that were used in ENG 071. Students will demonstrate their advanced reading comprehension and writing skills through their articulation of those texts in discussion and in writing. Students will express their ideas, thoughts and opinions using various writing formats, including summary, review and exposition.

*Prerequisite: ENG 071 or qualifying score on English Placement Test.*

### **ENG 077 INTENSIVE ACADEMIC LISTENING AND SPEAKING (ADVANCED) 4 CREDITS**

Students will prepare for entrance into ENG 101 by developing advanced listening comprehension and oral skills for the college classroom through participation in oral presentations, classroom discussions and debates. Emphasis will be placed on college vocabulary development and pronunciation. Students will build on oral skills that were developed in ENG 072 to increase their ability to speak extemporaneously on a variety of academic topics. *Prerequisite: ENG 072 or qualifying score on English Placement Test.*

### **ENG 080 WRITING AND READING BRIDGE 6 CREDITS**

Students develop skills in writing formal English sentences of varied complexity and with minimal patterned errors by writing and analyzing whole texts of increasing scope, studying relevant grammatical concepts, engaging in a variety of practice exercises and activities, and revising and editing their work. Course work may include collaborative projects and peer review, analysis, revision and editing. Students also develop academic reading skills while reading, analyzing and discussing prose of varying lengths. This course is designed for bilingual or non-native speakers of English.

### **ENG 082 READING AND WRITING I 3 CREDITS**

Students improve their grasp of written English by receiving ample practice reading, discussing and writing texts of various kinds and lengths. Students develop comprehension skills by interacting with works of fiction and/or nonfiction. They develop composition skills by producing basic discourses and by revising and editing their work. Students also review fundamental grammatical concepts and engage in a variety of practice exercises and activities. Course work may include group projects and peer review. Lecture three hours per week. *Prerequisite: English Placement Test.*

### **ENG 084 READING AND WRITING II 3 CREDITS**

Students develop their literacy skills by reading extended narratives and brief essays, and interacting with them in course discussion, group work and their own writing. Students write informal letters that summarize and respond to reading materials and also keep a reading journal. Successful students will become active readers with improved concentration and stamina. They will be able to construct readable and coherent multi-paragraph summaries of and responses to their reading. Lecture three hours per week. *Prerequisite: English Placement Test or ENG 082.*

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### **ENG 086      READING AND WRITING III      3 CREDITS**

Students move toward college-level literacy skills by reading extended narratives and brief essays, and interacting with them in course discussion, group work and their own writing. Students write informal letters, essays that respond to readings and a reading journal. Successful students will become active readers who learn to question the texts they read. They will be able to construct readable and coherent multi-paragraph essays in response to their reading. Lecture three hours per week.

*Prerequisite: English Placement Test, ENG 084 or successful appeal after ENG 082.*

### **ENG 088      BASIC COMPOSITION      3 CREDITS**

Students develop college-level literacy skills by writing expository essays based on personal experience and by reading, discussing and writing about issue-oriented non-fiction texts of various lengths. Successful students will gain the abilities to develop their own experience-based, well-structured and purposeful essays using clear, correct English and also to interact intelligently with another author's ideas. Lecture three hours per week. *Prerequisite: English Placement Test, ENG 086 or successful appeal after ENG 082 or 084.*

### **ENG 101      RHETORIC I      3 CREDITS** **(IAI: C1 900)**

Students develop the composition and interpretation skills they need to communicate, think and learn effectively in and beyond college. They use writing to explore the link between experience and language. They write to discover insights and to develop, question and revise their thoughts while seeking to communicate them effectively. Students read various genres of writing to practice interacting with other writers and to learn the variety of strategies writers employ to achieve their ends. To pass with a "C" or better, students must produce a portfolio that passes evaluation by English faculty at semester's end. Lecture three hours per week. *Prerequisite: English Placement Test, ENG 088 or successful appeal after ENG 082, 084 or 086.*

*Note: All entering freshmen (first-time college enrollees) must earn at least a "C" in each of ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Package and for graduation from the College in all university transfer degrees (A.A., A.S., and A.F.A.). This is a regulation of the IAI Steering Panel and endorsed by the Illinois Community College Board.*

### **ENG 102      RHETORIC II      3 CREDITS** **(IAI: C1 901R)**

Students further develop the composition and comprehension skills they gained in Rhetoric I. The course focuses on writing as a means of learning to reason effectively. In the process of writing several brief essays and one 10-page research paper for the course, students learn to analyze arguments and to construct a complex argument that interweaves their own ideas with those of their sources. Students also learn basic text-based and electronic research methods and proper documentation procedures.

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Lecture three hours per week. *Prerequisite: ENG 101.*

*Note: All entering freshmen (first-time college enrollees) must earn at least a "C" in each of ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Package and for graduation from the College in all university transfer degrees (A.A., A.S., and A.F.A.). This is a regulation of the IAI Steering Panel and endorsed by the Illinois Community College Board.*

**ENG 151      CREATIVE WRITING I      3 CREDITS**

Offers practice in creative writing in the genre of poetry. The course is designed to "discover the creative" in each student while honing skills. The focus is on language as it contributes to style and voice. *Prerequisite: ENG 101 or permission of instructor.*

**ENG 152      CREATIVE WRITING II      3 CREDITS**

Offers practice in creative writing in the genre of fiction. The course is designed to "discover the creative" in each student while honing skills. The focus is on language as it contributes to style and voice. *Prerequisite: ENG 101 or permission of instructor.*

**ENG 211      INTRODUCTION TO LITERATURE      3 CREDITS**  
**(IAI: H3 900)**

An introduction to the study and appreciation of fiction, poetry and drama. The main goal is to help students fully experience literature by developing an approach to determine literary meaning, form and value. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

*Prerequisite: Credit or enrollment in ENG 101.*

**ENG 215      AMERICAN LITERATURE I      3 CREDITS**  
**(IAI: H3 914)**

Studies selected works of major American pre-Civil War authors. The principal aim is to acquaint students with the best expression of the American experience and to enlarge their perspective of the American scene. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

**ENG 216      AMERICAN LITERATURE II      3 CREDITS**  
**(IAI: H3 915)**

Studies selected works of major American authors since the Civil War. The principal aim is to acquaint students with the best expressions of the American experience and to enlarge their perspective of the American scene. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

**ENG 218      U.S. LATINO/HISPANIC LITERATURE      3 CREDITS**  
**(IAI: H3 910D)**

Students examine various types of literary works that reflect the experience and construction of Latino ethnic and cultural identities in the United States. By studying works of U.S. Latino/Hispanic/Chicano literature, students explore both the particular and the

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universal: the struggle of writers within these ethnicities to establish voice and identity, as well as the place of these works in relation to other literatures in the United States. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

**ENG 220      ENGLISH LITERATURE I      3 CREDITS**  
**(IAI: H3 912)**

Surveys English literature from its Anglo-Saxon origins through the Renaissance and up to the Restoration Period. Emphasizes the works of Chaucer, Spenser, Shakespeare and Milton. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

**ENG 221      ENGLISH LITERATURE II      3 CREDITS**  
**(IAI: H3 913)**

Surveys the literature of the Restoration, Neoclassical, Romantic and Victorian periods by highlighting the social, political and economic forces reflected in the lives and works of the major writers. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

**ENG 225      INTRODUCTION TO SHAKESPEARE      3 CREDITS**  
**(IAI: H3 905)**

An introduction to Shakespeare's comedies, histories, tragedies and poetry, this course explores the Bard's work through reading, viewing and oral interpretation. Students attend a live performance and view film interpretations. Lecture three hours per week. (Course is offered one evening per week to facilitate play attendance). Lab fee for play tickets and transportation. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

*Note: This course also is offered pass/fail for students wanting to take it primarily for enrichment and not for transfer credit.*

## FRENCH

**FRE 101      ELEMENTARY FRENCH I      4 CREDITS**

This course for students with no previous credit in French provides practice in developing basic skills in speaking, understanding, reading and writing. Lecture four hours per week.

## COURSE DESCRIPTIONS

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### **FRE 102      ELEMENTARY FRENCH II      4 CREDITS**

This course is a continuation of FRE 101. Speaking, listening, reading, and writing skills are enhanced through communicative approaches and guided practice. Authentic readings are incorporated into program of study. Students develop skills needed for intermediate French. Lecture four hours per week.

*Prerequisite: FRE 101, one unit of high school French or permission of instructor.*

### **FRE 201      INTERMEDIATE FRENCH I      4 CREDITS**

This course strengthens and expands ability to speak, understand, read and write. Readings and conversational practice offers insight into French cultural patterns. Lecture four hours per week. *Prerequisite: FRE 102 or two years of high school French. (Students who have three units of high school French may also register for credit).*

### **FRE 202      INTERMEDIATE FRENCH II      4 CREDITS**

This course continues the review of intermediate grammar and linguistic structures begun in FRE 201. Selections from original literary works from French masters and culture readings serve as bases for conversations, analyses and compositions. Vocabulary is augmented, writing skills are polished and fluency is increased. Lecture four hours per week. *Prerequisite: FRE 201, three units of high school French or permission of instructor.*

## **GEOGRAPHY**

### **GEG 101      PHYSICAL GEOGRAPHY      5 CREDITS** **(IAI: P1 909)**

Covers the relationships between the elements of the physical environment and man. Attention is focused on the world problems stemming from the interaction of man, physical environment, atmosphere and natural resources. Field trips are an important part of the course. Lecture five hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package.

### **GEG 105      WORLD REGIONAL GEOGRAPHY      3 CREDITS** **(IAI: S4 900N)**

The course offers a global survey for a better understanding and appreciation of geographical patterns. Each regional study characterizes physical and cultural features associated with the interplay of man and his environment. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

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**GEG 125      GEOGRAPHY OF THE EASTERN WORLD                      3 CREDITS**  
**(IAI: S4 902N)**

This course offers a geographic survey of the environmental and cultural aspects of the Third World and Non-Western portions of the Eastern Hemisphere. It emphasizes spatial arrangements of population, human institutions, economic activities and cultural landscapes. It underscores distinctive regional problems. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

## GEOLOGY

**GEL 101      PHYSICAL GEOLOGY    4 CREDITS**  
**(IAI: P1 907L)**

This introductory course, covering the fundamentals of physical geology, deals with the physical processes that formed the earth in the past and continue to shape its surface today. Topics include historical background on the development of geology as a science; a thorough grounding in the reading of topographic maps; using maps to interpret the geology of the earth's surface and the study of the minerals and rocks constituting the earth's crust. Students discuss the latest theories of plate tectonics, sea floor spreading and paleomagnetism. Lecture two hours, laboratory four hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package.

## GERMAN

**GER 101      ELEMENTARY GERMAN I    4 CREDITS**

Students acquire skill in proper pronunciation, a working knowledge of elementary vocabulary, an acquaintance with some basic structural principles and some facility in reading comprehension. GER 101 is for students with no previous credit in German I. Lecture four hours per week.

**GER 102      ELEMENTARY GERMAN II    4 CREDITS**

Students perfect their pronunciation, enlarge their vocabulary, increase their knowledge of basic structural principles, improve their reading comprehension and attain some skill in aural comprehension. Lecture four hours per week.

*Prerequisite: GER 101 or one year of high school German.*

**GER 201      INTERMEDIATE GERMAN I    4 CREDITS**

This course offers a review of all material on German previously studied. Students develop active skills, and they write in German for the first time. Lecture four hours per week.

*Prerequisite: GER 102 or two years of high school German. (Students with three units of high school German may also register for credit).*

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**GER 202 INTERMEDIATE GERMAN II 4 CREDITS**  
Students are given further practice in speaking and aural comprehension. Through work in reading comprehension, they are prepared for courses in literature. Lecture four hours per week. *Prerequisite: GER 201 or three years of high school German.*

### HEALTH CAREERS

**HCP 100 INTRODUCTION TO HEALTH CAREERS 2 CREDITS**  
Students survey occupational choices in health-care field. Within context of a general patient management model, general health-care trends and basic principles are examined. Skills in effective communication, critical thinking and professionalism, all attributes needed by health-care providers, are introduced.

**HCP 102 UNDERSTANDING CULTURAL DIVERSITY 3 CREDITS**  
**IN HEALTH CARE**  
Designed for individuals with interests in or are currently employed in health-related fields. Explores different issues and perceptions of health and illness relating to the U.S. health care delivery system and select populations. Emphasis placed on enabling positive interactions between providers and consumers of health care services through improved cultural and self-awareness.

**HCP 107 STRATEGIES FOR SUCCESS 2 CREDITS**  
**IN HEALTH PROGRAMS**  
Providing students with strategies for success as they enter challenging health care professions. Strategies include self-assessment, planning and introduction of technology as it applies to health care. Activities fostering attentive listening, communication skills, team building and respect for diversity will be provided.  
*Prerequisite: Placement into ENG 101 or concurrent enrollment in ENG 088.*

**HCP 130 MEDICAL TERMINOLOGY 2 CREDITS**  
Basic medical terminology for students planning to enter medical office occupations. It provides a working knowledge of medical abbreviations and common drugs and teaches students prefixes, suffixes and root words and how they are combined in medical terms. Emphasis is on spelling, definition, usage and pronunciation. Lecture one hour and laboratory two hours per week.

**HCP 133 INTRODUCTION TO MEDICAL BILLING 2 CREDITS**  
Provides realistic record-keeping experience for medical and dental office assistants. Students enter data and work with information in patient files using a computerized patient billing and record-keeping simulation. Lecture one hour per week, laboratory two hours per week. *Prerequisite: OMT 102 or equivalent.*

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**HCP 134      INTRODUCTION TO MEDICAL CODING      2 CREDITS**

Students learn the coding rules for CPT, ICD-9-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient services. In addition, a variety of payment systems are presented — DRG, APC, RUGSIII. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed. Lecture one hour per week, laboratory two hours per week. *Prerequisite: HCP 130.*

## HISTORY

**HIS 103      EARLY WESTERN CIVILIZATION      3 CREDITS**  
**(IAI: H2 901)**

This course is a cultural and social survey of the Western World from its origins to the end of the 15th Century. It emphasizes social, intellectual and cultural trends rather than political chronology. Topics include the status of women, scientific progress and the development of religion, morals and manners, entertainment and the arts. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HIS 104      MODERN WESTERN CIVILIZATION      3 CREDITS**  
**(IAI: H2 902)**

A continuation of HIS 103, this course surveys the cultural and social life of the Western World from the end of the 15th Century to the present. Topics cover the expansion of Western influence and a critical analysis of cultural trends and social institutions. Also analyzed are the status of women, scientific progress, technological advances, witchcraft, the arts and entertainment, communism, fascism and nazism. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HIS 105      AMERICAN HISTORY TO 1865      3 CREDITS**  
**(IAI: S2 900)**

Students gain an understanding of the origins and growth of America's cultural and political systems. Topics include the European background to colonization, colonial society, American Revolution, formation of a constitutional government, Jacksonian Democracy, our religious heritage, the diverging socio-economic paths of the American North and South, slavery and the Civil War. This course applies to the IAI General Education Core Curriculum Social/Behavior Science package.

**HIS 106      AMERICAN HISTORY FROM 1865      3 CREDITS**  
**(IAI: S2 901)**

The course emphasis is on the creation of an industrial society emerging into a world power. Students explore the problems of becoming a world power. Topics include Reconstruction, growth of business and labor, immigration and ethnic culture, politics and foreign policy, the World Wars, the Great Depression and civil rights (with special attention to the drive for the rights of women and Blacks). This course applies to the IAI General Education Core Curriculum Social/Behavior Science package.



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**HIS 140      AMERICAN POPULAR CULTURE      3 CREDITS**

This course defines popular culture as it is differentiated from folk and elite culture. It identifies the conditions allowing for the growth of popular culture (such as technology and urbanization) and follows the emergence and transformation of examples of popular culture such as literature, music, theatre, movies and television. Popular culture from the colonial era through the end of the 19th Century are briefly covered. More time is allocated for 20th Century developments. Lecture three hours per week.

**HIS 190      WAR AND WESTERN SOCIETY      3 CREDITS**

Students explore the relationship between war and Western Society from the Greeks to the present. This relationship will be addressed by constructing a narrative and an analysis focusing on the evolving relationship among Western Society, armies and technology. Thus, the more traditional aspects of military history such as strategy, tactics, logistics and leadership will be placed in a broad framework. The course also will examine how the experience of warfare has been portrayed by historians, novelists and film makers. *Prerequisite: ENG 101.*

## HUMANITIES

**HUM 150      HUMANITIES THROUGH THE ARTS      3 CREDITS**  
**(IAI: HF 900)**

This course surveys film, drama, music, literature, painting, sculpture and architecture from the standpoint of historical context, elements distinctive to the art form, form as related to meaning, and critical and evaluative approaches. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HUM 151      HUMANITIES THROUGH HISTORY, PHILOSOPHY      3 CREDITS**  
**AND LITERATURE**  
**(IAI: H9 900)**

This course enables students to explore the triumphs and tragedies of the Human Experience. The interconnections of history, philosophy, and literature are presented in this introductory study. Topics include the family in historical perspective, language, youth, the American national character, human relations and rights, the human environment, myth and mythology, morals, free will, religion and ethics. Interpretive reading and critical thinking objectives are emphasized through class discussion and written essays. Selected readings from historical texts, short philosophical essays, drama, and fiction form the basis for discussion. A variety of media is used to achieve course objectives. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

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**HUM 153      SURVEY OF FILM HISTORY      3 CREDITS**  
**(IAI: F2 909)**

This course is a historical and critical survey of motion pictures from their inception to the present. Topics include film as an art form, social and technical aspects, production methods and discussion and critique of selected films. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HUM 154      LATIN AMERICAN CIVILIZATION AND CULTURE      3 CREDITS**  
**(IAI: H2 903N)**

Students will explore the history of Latin America from pre-Columbian times through the present using historical documents: journals, diaries, codices, etc. The origins of indigenous Latin American cultures and their adaptations to and influence on Western cultures will be examined. The impact of Spanish conquest and colonization on these groups will be traced through modern times, and their influence on contemporary Latin American society, as well as on immigrants living in the United States. Political, economic and social factors will be considered along side literature, art and music. Classroom instruction takes place in English. Students may choose to read some supplementary texts in English or in Spanish. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## **HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION**

**HVA 101      BASIC REFRIGERATION      3 CREDITS**

Covers the basic refrigeration cycle and refrigerants and their properties. It teaches the basics of compressor operation and the components of a refrigeration system with their corresponding controls. Lecture two hours, laboratory two hours per week.

**HVA 102      BASIC HEATING AND AIR CONDITIONING      3 CREDITS**

Introduces students to the basic principles and practices of heating and air conditioning in the home. It covers concepts, types of equipment, systems and their applications. Lecture two hours, laboratory two hours per week.

*Prerequisite: HVA 110 or concurrent enrollment.*

**HVA 103      INTERMEDIATE REFRIGERATION      3 CREDITS**

A continuation of HVA 101. Students learn in greater detail the refrigeration system: evaporator, power requirements, refrigerant control, piping, sizing and installation, preparation of systems for operation and complete testing and trouble shooting. Lecture two hours, laboratory two hours per week.

*Prerequisite: Credit in HVA 101 or competency exam by instructor.*





## **INDEPENDENT STUDY**

**IND 199      INDEPENDENT STUDY      1 TO 4 CREDITS**

For the student who has satisfactorily completed most or all of the course work in a specific baccalaureate discipline offered at the College and wishes to do advanced study in a special project or to experiment under the supervision of a faculty member. The project must be a reasonable and moderate extension of an existing course at the College and defined by a compact with the instructor.

*Prerequisite: Approved learning contract.*

## **INTERDISCIPLINARY**

**INT 299      CONTEMPORARY ISSUES AND IDEAS      3 CREDITS**

Contemporary Issues and Ideas is a capstone experience designed to provide an integration of the general education knowledge that a student has acquired while pursuing an associate degree. The course focuses on topics that will provide an opportunity to demonstrate critical thinking, team work and other skills necessary for lifelong learning.

*Prerequisite: 45 semester hours of college course work.*

## **JOURNALISM**

**JRN 101      BEGINNING REPORTING      3 CREDITS**

Students learn the principles of gathering and evaluating news, preparing news copy and developing the story. Lecture three hours per week.

*Prerequisite: English Placement Test.*

**JRN 102      COPY EDITING      3 CREDITS**

Students gain experience with editing and rewriting stories, design, news evaluation, story placement, headline writing and copy fitting. Lecture three hours per week.

*Prerequisite: English Placement Test.*

**JRN 106      MASS MEDIA      3 CREDITS**  
**(IAI: MC 911)**

This course emphasizes the role played by print, film, radio and television in contemporary life. It helps orient journalism students to their field and provides other interested students with a background in media. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

*Prerequisite: English Placement Test.*

**JRN 206      NEWS WRITING AND REPORTING      3 CREDITS**

This course emphasizes the lead, simple story types, organization and structure of the news story and journalism language and style through practice in news writing and reporting. It helps journalism students establish themselves academically before transferring to senior colleges. Lecture three hours per week.

*Prerequisite: JRN 101 or permission of instructor and English Placement Test.*

## LAW ENFORCEMENT EDUCATION

**LAW 101 INTRODUCTION TO LAW ENFORCEMENT 3 CREDITS**

Introduces students to a law enforcement career. Topics include philosophical and historical background of law enforcement, local, state and federal agencies and processes by which law is administered, technical problems, a survey of professional career opportunities and required qualifications. Lecture three hours per week.

**LAW 102 INTRODUCTION TO CRIMINOLOGY 3 CREDITS**  
**(IAI: CRJ 912)**

Study crime causation and criminal behavior and societal reactions to crime as a cultural pattern and crime prevention. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**LAW 104 POLICE OPERATIONS AND PROCEDURES I 3 CREDITS**

Provides students with the skills and techniques basic to patrol administration. Lecture three hours per week.

**LAW 105 ADMINISTRATION OF JUSTICE 3 CREDITS**  
**(IAI: CRJ 911)**

Covers the history, theories and administration of the correctional process, emphasizing the law officer's role. Topics include the review of the penal systems, procedures from incident to disposition, legal foundations and procedures of the sentencing process and probation and parole. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**LAW 201 POLICE OPERATIONS AND PROCEDURES II 3 CREDITS**

Studies a number of crime-fighting tasks including tactical groups, narcotics investigation, and criminal profiling. Practical applications and the theories behind the measures are discussed. Lecture three hours per week.

**LAW 202 JUVENILE DELINQUENCY 3 CREDITS**  
**(IAI: CRJ 914)**

Provides a detailed study of the psychological, social and environmental causes of juvenile delinquency. It also covers the responsibilities and activities of law enforcement agencies in dealing with juvenile delinquency. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**LAW 203 LAW ENFORCEMENT AND COMMUNITY RELATIONS 3 CREDITS**

Studies police community relations programs as major tools in crime prevention. Topics include the use of specialized community service units, communication skills, training in the understanding of ethnic groups and focus on human and race relations, linguistics and cultural variations. Lecture three hours per week.

## COURSE DESCRIPTIONS

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### **LAW 204 CRIMINAL LAW I**

**3 CREDITS**

Illinois criminal law and its relationship to common law and case law; the elements of felonies and pertinent misdemeanors; the structure, definitions and most frequently used sections of the penal code and other criminal statutes. Lecture three hours per week.

### **LAW 205 CRIMINAL LAW II**

**3 CREDITS**

This course places focus upon significant legal issues that shape legal law enforcement behaviors. Subjects covered include arrest, search and seizure, police interrogation and confessions, police entrapment, and the due process model.

### **LAW 206 INTRODUCTION TO CRIMINAL INVESTIGATION**

**3 CREDITS**

Covers the fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation and follow-up and case preparation. Lecture three hours per week.

### **LAW 207 COURT PROCEDURES AND EVIDENCE**

**3 CREDITS**

Study the evidence and rules of evidence governing trials. Topics include the examination of hearsay evidence and exceptions, opinion evidence, testimonial evidence, articles and exhibits of evidence. They also cover exclusionary rule, burdens of proof, direct and circumstantial evidence and evidence of electronic surveillance. Lecture three hours per week.

### **LAW 208 POLICE ORGANIZATION AND ADMINISTRATION**

**3 CREDITS**

This course covers management responsibilities in the line and staff services of police agencies, including techniques and methods of administration, planning, organization, direction, coordination, reporting and budgeting. Lecture three hours per week.

### **LAW 210 COLD CASE INVESTIGATION**

**3 CREDITS**

Course provides basic principles of violent crime investigation, areas of concentration specific to cold case investigation within the criminal justice system, problems attached to investigating old cases, and specific ways in which witnesses might be related and contacted. Lecture three hours per week.

### **LAW 299 SPECIAL TOPICS IN LAW ENFORCEMENT**

**1 TO 5 CREDITS**

Course covers different current topics in Law Enforcement. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.





## COURSE DESCRIPTIONS

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### **MAT 093      INTENSIVE ELEMENTARY ALGEBRA      4 CREDITS**

This course covers the same material as MAT 091, but with a stronger focus (and additional course time spent) on developing and applying problem-solving skills. It is especially designed for students who may have math anxiety as well as those who would benefit from spending more time working with an instructor. The primary audience for this course (and for MAT 091) is students who have not completed high school algebra or have had previous difficulty with the subject. Topics include operations with real numbers, solving linear equations and inequalities, elementary graphing principles, simplifying and factoring polynomials. Competence in arithmetic skills (including operations with fractions) is required. Lecture four hours per week.

*Prerequisite: MAT 090 or qualifying score on Math Placement Test.*

### **MAT 095      INTERMEDIATE ALGEBRA      4 CREDITS**

This course provides additional algebraic background for those with one year of high school algebra. It covers the second year of high school algebra, including fundamental operations, simultaneous equations, quadratic equations, exponents and radicals, inequalities, factoring, problem solving and rational expressions. Lecture four hours per week. *This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.*

*Prerequisite: MAT 091 or MAT 093, or qualifying score on Math Placement Test.*

### **MAT 099      INDIVIDUALIZED PREPARATION IN DEVELOPMENTAL MATH      1-4 CREDITS**

Students in this developmental math course will learn math on-line or using an alternate delivery system. Course objectives and grading requirements will be tailored to the needs of each individual student. A student can only register for this course with the permission of a math faculty advisor.

*Prerequisite: Students must be able to operate a computer and access the Internet.*

### **MAT 100      OCCUPATIONAL MATHEMATICS      3 CREDITS**

Students review the four fundamental operations on whole numbers, fractions, and decimals, and work to develop problem-solving skills. Students also study issues related to measurement, converting between units of measurement, estimation, proportional reasoning, applied algebra, constructive geometry, and right triangle trigonometry. The mathematical topics will be covered through application to the content in the HVA and other career programs.

### **MAT 102      GENERAL EDUCATION MATHEMATICS      4 CREDITS (IAI: M1 904)**

This course is designed primarily for students who are not pursuing careers in mathematics, science and business. Students planning to study mathematics, science or business should take MAT 105 followed by general education course(s) at the upper level. Students develop essential mathematical competencies needed for participation in our modern world by studying topics such as critical thinking skills, sets, probability, statistics, and the mathematics of finance. This course applies to the IAI General

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Education Core Curriculum Mathematics package.

*Prerequisite: Successful completion of MAT 095 or Math Placement Test and satisfactory completion of MAT 092 or Geometry Proficiency Test or two semesters of high school geometry with a grade of "C" or better.*

### **MAT 105 COLLEGE ALGEBRA 4 CREDITS**

This course prepares students to study more advanced mathematics. Topics include the real number system, polynomials, inequalities, and exponential, logarithmic and rational functions. It also covers conic sections, determinants, sequences and series and the binomial theorem. To qualify for this course, students must demonstrate competence in both algebra and geometry. Lecture four hours per week.

*Prerequisite: Satisfactory completion of MAT 095 or Math Placement Test and satisfactory completion of MAT 092 or Geometry Proficiency Test or two semesters of high school geometry with a grade of "C" or better.*

### **MAT 110 COLLEGE TRIGONOMETRY 3 CREDITS**

The trigonometric functions of real numbers are studied with emphasis on the use of the rectangular coordinate system to define functions and to establish their properties. The graphs of the functions are studied to illustrate inverse relationships, periodicity, domain and range. Other topics include solution of triangles, proof of identities, trigonometric equations, polar coordinates and trigonometric form of complex numbers. Lecture three hours per week. *Prerequisite: Completion or concurrent registration in MAT 105 or qualifying score on Math Placement Test.*

### **MAT 120 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS I 4 CREDITS**

Students develop the mathematical background they will need as elementary school teachers. Topics include: sets, number systems, operations with integers and rational numbers, elementary number theory, and problem solving. The focus is on explaining how to solve problems rather than just providing an answer.

*Prerequisite: MAT 095 or qualifying score on Mathematics Placement Test and MAT 092 or qualifying score on Geometry Proficiency Test or two semesters of high school geometry with a grade of "C" or better. Completion of ENG 084 or ENG 095 or qualifying score on English Placement Test.*

### **MAT 121 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II (IAI: M1 903) 4 CREDITS**

Students will continue to develop the theoretical understanding of elementary school mathematics they will need as teachers. Students will explore ratios, topics in data analysis and statistics, uncertainty and probability, geometry (including transformations), and develop proportional reasoning skills. In the spirit of MAT 120, the focus continues to be on making sense of the concepts, student explanations utilizing multiple representations, careful reasoning, justification for all answers, and developing the

## COURSE DESCRIPTIONS

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habits of mind to support a lifelong learning of mathematics. This course applies to the IAI General Education Core Curriculum Mathematics package.

*Prerequisite:* Grade "C" or better in MAT 120.

**MAT 124      FINITE MATHEMATICS      4 CREDITS**  
**(IAI: M1 906)**

For students in business, economics and the social sciences, this course emphasizes concepts and applications of mathematics to business problems. Topics include algebra, sets, probability, matrices, linear programming, finance and linear models. Lecture four hours per week. This course applies to the IAI General Education Core Curriculum Mathematics package. *Prerequisite:* MAT 105 or Math Placement Test.

**MAT 141      STATISTICS      4 CREDITS**  
**(IAI: BUS 901, M1 902)**

Students investigate elementary descriptive and inferential statistical methods: graphs, averages, measures of dispersion, probability, tables, probability and sampling distributions, confidence intervals, hypothesis testing, analysis of variance and simple linear correlation. The course also provides the students opportunities to use computers to solve problems. Lecture four hours per week. (1) This course applies to the IAI General Education Core Curriculum Mathematics Package. (2) This course applies to one or more IAI majors. See an Academic Advisor for details. *Prerequisite:* MAT 102 or MAT 105, or qualifying score on Math Placement Test.

**MAT 181      DISCRETE MATHEMATICS      3 CREDITS**  
**(IAI: MI 905)**

This course introduces students to topics that develop reasoning skills and provide a foundation for further study in computer technology or mathematics. These topics include: Boolean logic, elementary number theory, methods of proof, induction, recursion, sets, combinatorial techniques, functions, graphs and trees. Applications to digital circuits and computer algorithms will be discussed. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Mathematics package. *Prerequisite:* MAT 105 with a minimum grade of "C" or Math Placement Test.

**MAT 201      CALCULUS I      5 CREDITS**  
**(IAI: M1 900-1)**

This course is a complete presentation of calculus with some applications, designed primarily for students preparing to study mathematics, computer science, engineering or physical sciences. Topics include theory and computation of limits, differentiation and an introduction to integration. Students will need to be familiar with many families of functions, including trigonometric, exponential and logarithmic functions. A prior course in trigonometry is required. This course applies to the IAI General Education Core Curriculum Mathematics package.

*Prerequisite:* Grade of "C" or better in both MAT 105 and MAT 110 or qualifying score on Mathematics Placement Test.



**MUSIC****MUS 100      MUSIC APPRECIATION      3 CREDITS**  
**(IAI: F1 900)**

This course covers music and composers from ancient to modern times with emphasis on the Baroque (Bach and Handel), Classical (Haydn, Mozart and Beethoven), Romantic (Schubert, Schumann, Mendelssohn) and 20th Century (Stravinsky and Hindemith). The course demonstrates music as it has developed in Western Civilization. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 101      HISTORY OF MUSIC: PRE-TWENTIETH CENTURY      3 CREDITS**  
**(IAI: F1 901)**

Pre-20th Century music covers the historical development of Western music, including various musical styles and periods, and the contributions of key composers, conductors and performers in shaping Western musical traditions. This course emphasizes concepts, structure, musical idioms and aesthetics. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 102      HISTORY OF MUSIC: TWENTIETH CENTURY      3 CREDITS**  
**(IAI: F2 902)**

Students explore history, materials, composers and works that have developed from around the 1890s to date. The course emphasizes the relationship of today's music to significant directions of style and thought. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 103      MUSIC OF MULTICULTURAL AMERICA      3 CREDITS**  
**(IAI: F1 905D)**

Music of Multicultural America is a survey of various ethnic musical traditions as threads of influences on contemporary American musical culture. Selected African, Asian and European music is traced from its origins through its continuing role in shaping a pluralistic American culture. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 104      HISTORY OF ROCK AND ROLL      3 CREDITS**

This course pursues the study of music groups, soloists, and styles related to the evolution of rock-and-roll music and the related social, historical and political events. The time periods from the early 1950s through today will be explored. Lecture three hours per week.

**MUS 105      INTRODUCTION TO AMERICAN MUSIC      3 CREDITS**  
**(IAI: F1 904)**

This course surveys American music from colonial times to the present. It includes serious music, religious music, musical theater, jazz and popular styles. A listener's point of view is studied. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

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**MUS 106 HISTORY OF JAZZ 3 CREDITS**  
**(IAI: F1 904)**

This course traces the significant developments in jazz and analyzes some jazz players and their innovations. Students study various styles and forms, including swing, bop, cool and avant-garde. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 107 MUSIC IN THE THEATRE 3 CREDITS**

This course explores the relationships between music and drama in opera, operetta and the American musical theater and how it communicates the philosophic, aesthetic and psychological perspectives of composers in each genre. Lecture three hours per week.

**MUS 108 WORLD MUSIC SURVEY 3 CREDITS**  
**(IAI: F1 903N)**

Students explore music in the context of eight representative cultures: Native American, African, Afro-American, Japanese, Indian, Indonesian, Latin American and peasant cultures of Eastern Europe. Students study a variety of musical expressions and their cultural roots. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 109 MUSIC AND THE FILMS 3 CREDITS**

This course is a historical and critical survey of music in motion pictures from their inception to the present. It will focus on the masterpieces of film music intended for the subject. Lecture three hours per week.

**MUS 110 HARMONY I 3 CREDITS**

Students study scales, intervals, triads and their inversions; musical terms and forms; tonality and rhythm; and relation of harmonic devices to musical language. Lecture and laboratory three hours per week. *Prerequisite: Knowledge of basic musical notations or permission of instructor.*

**MUS 111 HARMONY II 3 CREDITS**

A continuation of MUS 110, this course focuses on the second inversion of triads, cadences, dominant seventh chords and other seventh chords. It stresses rhythmic implication of material and analysis of masterworks. Lecture and lab three hours per week. *Prerequisite: MUS 110.*

**MUS 115 EAR TRAINING AND SIGHT SINGING I 1 CREDIT**

This course covers simple interval recognition; dictation of triads; singing intervals and simple melodies and recognizing and performing simple rhythm units. Lecture and lab two hours per week. *Prerequisite: Knowledge of basic musical notations or permission of instructor.*

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**MUS 116 EAR TRAINING AND SIGHT SINGING II 1 CREDIT**

This course is a continuation of MUS 115. Lecture and lab two hours per week.  
*Prerequisite: MUS 110, MUS 115 with concurrent enrollment in MUS 111.*

**MUS 121 COLLEGE CHOIR 1 CREDIT**

College choir is a performance activity open to all students. The choir may vary from semester to semester and may include traditional or pop style music. It may be taken four times for college credit. Meets three hours weekly for rehearsal.  
*Prerequisite: Vocal proficiency.*

**MUS 122 COLLEGE SINGERS 1 CREDIT**

This vocal ensemble performs a wide variety of vocal chamber music from all periods. Open by audition to members of the College Choir or Community Chorus. It may be taken four times for college credit. *Prerequisite: Vocal proficiency.*

**MUS 123 POPULAR MUSIC ENSEMBLE 1 CREDIT**

The emphasis of this ensemble will be on popular styles of American music, including jazz, rock, blues, R&B and more. Repertoire will be chosen according to members of the ensemble. May be taken four times for college credit.  
*Prerequisite: Instrumental proficiency.*

**MUS 127 COMMUNITY CHORUS 1 CREDIT**

A choir of students and community singers perform major works and lighter music in frequent concerts. It is open to students, staff and community residents. May be taken four times for college credit. Meets two hours weekly for rehearsal.  
*Prerequisite: Vocal proficiency.*

**MUS 128 COMMUNITY ORCHESTRA 1 CREDIT**

An orchestra of students and community musicians perform a wide variety of music, including choral-orchestral works performed in cooperation with the Community Chorus. Open to students, staff and community residents. May be taken four times for college credit. Meets two hours weekly for rehearsal.  
*Prerequisite: Instrumental proficiency.*

**MUS 129 COMMUNITY BAND 1 CREDIT**

This course is open to students and community musicians proficient in playing instruments. Participants become familiar with the problems and techniques of performing music in the repertoire of the standard concert band. Performances include concerts and cooperative works with the College's Community Chorus. Audition is not required. May be taken four times for college credit.  
*Prerequisite: Instrumental proficiency.*

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**MUS 130 PRIVATE APPLIED MUSIC MAJOR 2 CREDITS**

Students receive private instruction in any symphonic instrument, guitar, piano, organ, voice or electronic synthesizer. One hour of private instruction per week requires two hours of daily practice. During the fourth semester a partial recital is required. May be taken four times for college credit.

**MUS 131 PRIVATE APPLIED MUSIC MINOR 1 CREDIT**

Students receive private instruction in any symphonic instrument, guitar, piano, organ, voice or electronic synthesizer. One half-hour of private instruction per week requires one hour of daily practice. Music majors may register for two minor instruments with the approval of the course director. May be taken four times for college credit.

**MUS 160 CLASS PIANO 1 CREDIT**

Students prepare for future private lesson instruction in this introductory course. Beginning piano students study keyboard skills, general musicianship, sight-reading and piano literature. Enrollment is open to both music majors and nonmajors. Lecture one hour, laboratory one hour per week.

**MUS 210 HARMONY III 3 CREDITS**

This course continues MUS 111 with emphasis on Neapolitan sixth, augmented sixth and other altered chords. Lecture and lab three hours per week.

*Prerequisite: MUS 110 and MUS 111.*

**MUS 211 HARMONY IV 3 CREDITS**

A continuation of MUS 210, this course emphasizes ninth, 11th and 13th chords. It studies 20th Century techniques, including analysis of works by Hindemith, Schoenberg and other modern composers. Lecture and lab three hours per week.

*Prerequisite: MUS 210.*

**MUS 215 EAR TRAINING AND SIGHT SINGING III 1 CREDIT**

This course includes advanced interval recognition and dictation, both melodic and harmonic, advanced dictation in triads and seventh chords and identification of compound rhythmic units. Laboratory two hours per week.

*Prerequisite: MUS 110, MUS 111, MUS 116 with concurrent enrollment in MUS 210.*

**MUS 216 EAR TRAINING AND SIGHT SINGING IV 1 CREDIT**

This course is a continuation of MUS 215. Laboratory two hours per week.

*Prerequisite: MUS 210 and MUS 215 with concurrent enrollment in MUS 211.*



**NURSING****NUR 101 ASSISTING THE ALZHEIMER'S PATIENT 1 CREDIT**

Study and application of principles of Alzheimer's disease and related disorders and the normal aging process. Examine the normal physiological and sociological processes and role changes of aging, the interventions used with patients and an overview of Alzheimer's disease. Gain the skills and attitudes to safely and compassionately care for patients with Alzheimer's disease or related disorders. Lecture one hour per week.

**NUR 105 NURSING ASSISTANT TRAINING 8 CREDITS**

Students acquire the necessary knowledge and skills to perform basic health care. Under the supervision of a registered nurse or licensed practical nurse, they learn to function as nurse's aides. This course meets the requirements of the Illinois Department of Public Health. Lecture seven hours, laboratory three hours per week.

*Prerequisite: Demonstrate required reading ability on English Placement Test.*

**NUR 121 FUNDAMENTALS OF NURSING I 2 CREDITS**

Study basic needs and procedures common to all patients. Basic assessments and interventions, safety considerations, provision of nutrition and hygiene are addressed. The principles of caring for the geriatric patient are discussed with respect for diversity.

*Prerequisite: Acceptance into nursing program, credit in BIO 103 and BIO 104 (within five years, grade "C" or better), registration or credit in MAT 075 (within one year of admission to the program), current registration in NUR 124, NUR 125, registration or credit in PSY 101.*

**NUR 122 FUNDAMENTALS OF NURSING II 6 CREDITS**

This course builds on the concepts of NUR 121. The nursing process is introduced and provides the foundation for nursing practice. Principles of medication administration, assessments and interventions for persons experiencing problems with mobility, body integrity, infectious processes, metabolic regulations, comfort and rest are addressed. Clinical experiences provide the opportunity for the student to begin to function as a member of the health care team and to use the nursing process to deliver care to persons with respect for diversity.

*Prerequisite: Acceptance into nursing program NUR 121, MAT 075 (within one year), orientation (for entering CNA's only). Current registration in NUR 124, NUR 125, credit in BIO 103 and BIO 104 (within five years, grade "C" or better).*

**NUR 124 MENTAL HEALTH NURSING I 1 CREDIT**

Basic concepts regarding human behavior as it applies to patient care. It provides the structures for future development of the nurse-patient relationship. Emphasis is placed on therapeutic communication. The course will utilize lecture, seminar, clinical experience, textbook readings and interactive videos.

*Prerequisite: Admission to nursing program, concurrent with NUR 121. Credit in BIO 103 and BIO 104.*

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### **NUR 125      PROFESSIONAL ISSUES IN NURSING I      1 CREDIT**

Contrast the history of nursing with its current developmental status. Relevant aspects of nursing will be discussed including academic preparation, methodologies, career opportunities, organization and publications. The legal responsibilities of the nurse as stated in the Illinois Nurse Practice Act of 1997 will be presented. Ethical issues will be discussed. Cultural influences on community and health care will be explored. The role of the nurse as team member and team builder is discussed. The course includes lecture, small group discussion, case studies and a project.

*Prerequisite: Acceptance into the nursing program. Credit in BIO 103, BIO 104 and NUR 124. Current registration or credit in PSY 101 concurrent with NUR 122.*

### **NUR 135      MEDICAL SURGICAL NURSING I      2 CREDITS**

Introduces nursing concepts and selected theoretical aspects of nursing care of the medical surgical patient. All concepts and nursing care are addressed incorporating principles of a team approach and cultural diversity. Concepts and principles central to this course include IV assessment, infection control, sepsis, acid-base, fluid and electrolyte balance. Parental therapy and math are discussed theoretically and demonstrated within the setting of the college lab. Physical assessment strategies and techniques for each discussed system are integrated into course and college laboratory experiences. The perioperative experience for the person undergoing surgery is presented as are common biopsychosocial responses. Preoperative, intraoperative and postoperative nursing care issues and the person in shock are considered. Oncology nursing is presented to include prevention, etiologies, epidemiology, medical management and nursing interventions. The course includes lecture, discussion and college laboratory experiences.

*Prerequisite: Credit in BIO 103 and BIO 104 (within five years, grade C or better), PSY 101, NUR 122, NUR 124, and NUR 125. Concurrent registration in NUR 150 and credit or concurrent registration in PSY 210 or Life Span Course.*

### **NUR 136      MEDICAL SURGICAL NURSING II      4 CREDITS**

Study and application of the principles required for nursing care of persons with concerns with respiration, cardiac and peripheral circulation, renal and urinary systems. Integumentary and hemo-immune systems also are studied. Care of persons with related pathologies is described through utilization of the nursing process. Physical assessment strategies and techniques for each discussed system are integrated. Interpersonal processes between all persons with respect for diversity and situational differences are examined in small group discussions. Students will be exposed to technology necessary for data retrieval and treatments. The role of nurse as team member and teacher is discussed. This course includes lecture, case study, clinical, small group discussion and nursing laboratory experiences.

*Prerequisite: NUR 135, PSY 101 and concurrent registration in NUR 150. Credit or current registration in PSY 210 or Life Span Course.*

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### **NUR 137      MEDICAL SURGICAL NURSING III      4 CREDITS**

Study and application of the principles required for nursing care of persons with sensation/reception concerns to include the eye, ear and neurologic system, musculoskeletal systems, gastrointestinal, metabolic, endocrine and reproductive systems. Care of persons with related pathologies is described through utilization of the nursing process systems. Physical assessment strategies and techniques for each discussed system are integrated into course and clinical experiences. Students will be exposed to technology necessary for data retrieval documentation and treatments. The role of the nurse as team member and teacher is discussed. This course includes lecture, case study, clinical, small group discussion and nursing laboratory experiences.

*Prerequisite: NUR 135, PSY 101 and concurrent registration in NUR 150. Credit or current registration in PSY 210 or Life Span Course.*

### **NUR 138      NURSING CARE OF THE DEVELOPING FAMILY      4 CREDITS**

Through a philosophy of family-centered care, this course introduces students to the study and application of principles required to meet the common needs of the normal childbearing family and child from birth through adolescence. Physical assessment techniques and strategies unique to the childbearing woman and child will be discussed and are integrated into clinical experiences. Therapeutic communication and interpersonal relationships between all persons with respect to function as a member of the health care team under the direction of a registered nurse, communicate effectively, utilize technology and the nursing process to provide holistic care in an ethical manner. This course includes theory and clinical components.

*Prerequisite: NUR 136, NUR 137, NUR 150, BIO 104, PSY 101, PSY 210 or Life Span Course.*

### **NUR 150      PHARMACOLOGY      2 CREDITS**

Presents the physiological and psychological alterations produced by specific drugs. The theory presented will increase the nurse's knowledge of name, classification, administration, counter indication, side effects, adverse reactions, interactions and predictable outcomes of specific drugs. Nursing implications associated with drugs will be presented, as well as the ethical and legal issues and responsibilities associated with the administration of medications. *Prerequisite: BIO 103, BIO 104 and acceptance into Nursing program.*

### **NUR 221      MEDICAL SURGICAL NURSING IV      6 CREDITS**

Incorporates and builds on all concepts, themes and principles learned in the first level nursing experience in caring for adults with complex and chronic illnesses in special care settings and the community. Focus is on care issues of adults with multiple system concerns including shock, burns, head, spinal cord, thoracic and abdominal injuries. Principles of cardiovascular assessments and therapies including introductory arrhythmia interpretation are addressed particularly as necessary in the Intensive Care setting. There is an emphasis on the invasive diagnostic, treatable medications and surgical care. The concepts of oxygenation and ventilation are detailed. Nursing care of persons requiring mechanical ventilation is included. Community resources available to persons will be investigated and an experience with a home health agency

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is included. Holistic care is described by integrating the nursing process. Discussion of interpersonal processes will include issues of cultural diversity, family dynamics, and therapeutic communication. Students will be exposed to technology necessary for data retrieval (computers and monitors), documentation and treatments including the mechanical ventilator. The role of the nurse as team member, Teacher and Patient Care Manager is discussed. This course includes lecture, case study, clinical, small group discussion and nursing laboratory experiences.

*Prerequisite: NUR 136, NUR 137, NUR 150. Credit or current registration in BIO 212 and PEH 103. Credit in PSY 101, PSY 210 or Life Span Course, BIO 104 (with a C or better in five years).*

### **NUR 222 MATERNAL CHILD NURSING 4 CREDITS**

Introduces students to the study and application of principles required to meet both the common and complex needs of the childbearing family and newborn infant. Physical assessment techniques and strategies unique to the childbearing woman and newborn infant will be discussed and are integrated into clinical experiences. Therapeutic communication and interpersonal relationships between all persons with respect for cultural and situational differences are examined. Clinical experiences prepare the student to function as a member of the health care team in the role of the obstetrical nurse, communicate effectively, utilize technology and the nursing process to provide holistic care in an ethical manner. This course includes theory and clinical components.

*Prerequisite: NUR 136, NUR 137, NUR 150, PSY 101, PSY 210 or Life Span Course, BIO 104 (with a C or better in five years). Credit or current registration in BIO 212 and PEH 103.*

### **NUR 233 NURSING OF CHILDREN 4 CREDITS**

Increases the student's knowledge of facts, principles and concepts with regard to care of the child from neonate to adolescent. The nursing student will utilize the nursing process to provide care to children who are experiencing serious illness, long-term physical developmental problems and anomalies. It places emphasis on the application of knowledge of growth and development patterns at various stages in the case of the child as part of the family unit. Utilization of protective, nutritive, and generative skills will reinforce previous learning and provide the opportunity for transfer of learning to new settings.

*Prerequisite: NUR 221, NUR 222, BIO 212 and PEH 103. Current registration in NUR 235.*

### **NUR 234 MENTAL HEALTH NURSING II 3 CREDITS**

Builds on the content in NUR 104. Understanding human behavior, effectively assessing patients' emotional conflicts, communicating professionally and therapeutically and planning interventions for unmet needs will be stressed. In addition, a spectrum of mental illnesses from mild to disabling will be studied. A strong emphasis will be placed on recognizing and intervening with substance abusing patients, and on identifying and intervening with victims of violence. This course will utilize lecture, seminar, guest presenters, clinical experiences, textbook readings and videos.

*Prerequisite: NUR 221, NUR 222, BIO 212 and PEH 103. Current registration in NUR 235.*



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**OMT 124      PROOFREADING SKILLS      1 CREDIT**

A thorough review of the rules and techniques used by a good proofreader. Using standard proofreader's marks and completing realistic practice exercises, students find and correct errors in simple keyboarding, grammar, sentence structure and content. Lecture one hour per week.

**OMT 125      RECORDS MANAGEMENT      3 CREDITS**

Introduction to the ever-changing area of records management. Students learn the latest ARMA-compatible filing rules, computer applications of the rules, managing records using paper and database systems and control and electronic retention of records. Lecture three hours per week. *Prerequisite: OMT 102 or equivalent.*

**OMT 126      KEYBOARDING SKILL BUILDING      2 CREDITS**

Develops students' keyboarding speed and accuracy by analyzing their stroking problems and providing them with appropriate drill work. Each student practices with materials based on an analysis of his or her speed and accuracy in timed writings and other work. They also focus on developing rhythm. Lecture two hours per week. *Prerequisite: Touch keyboarding skills.*

**OMT 128      MEDICAL OFFICE LAW AND ETHICS      2 CREDITS**

An overview of the legal and ethical considerations affecting medical office personnel. It explores all aspects of medical employment, including laws relevant to OSHA, DBA and CDC requirements.

**OMT 140      OFFICE ORIENTATION      3 CREDITS**

An introduction to basic electronic calculating and word processing, writing a resume and cover letter, preparing for an interview, making and receiving telephone calls and accepting and keeping a job. It also develops personal and interpersonal skills. Lecture three hours per week.

**OMT 151      DATA ENTRY      2 CREDITS**

Develops skills needed to be a computer data-entry operator and gain a background in the functions operators perform. Lecture one hour per week, laboratory two hours per week. *Prerequisite: OMT 101 or accurate typing at 25 words per minute.*

**OMT 205      INTRODUCTION TO MICROSOFT OFFICE      2 CREDITS**

Introduces Microsoft Office using the Microsoft Windows environment. It covers Microsoft Windows, Microsoft Office Manager, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and object linking and embedding (OLE). Lecture two hours per week. *Prerequisite: CIS 130 or previous microcomputer experience.*

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**OMT 206      MICROSOFT POWERPOINT      1 CREDIT**

Introduces PowerPoint software and its special features, including how to plan and deliver a presentation and edit with graphics and clip art. Lecture one hour per week.

*Prerequisite: Basic computer knowledge.*

**OMT 210      WORD I      2 CREDITS**

Introduces word-processing fundamentals using Microsoft Word for Windows software at individual computer workstations. Students apply these techniques to a variety of business documents. Lecture two hours per week. *Prerequisite: Accurate keyboarding skills at 25 words per minute and personal computer knowledge.*

**OMT 211      WORD II      2 CREDITS**

Builds proficiency in the use of Microsoft Word for Windows. Students learn intermediate computer skills using Word for Windows software at individual computer workstations and apply these techniques to a variety of business documents. Lecture two hours per week.

*Prerequisite: OMT 210.*

**OMT 212      WORD III      2 CREDITS**

Students will learn the advanced features of the Microsoft Word software. Emphasis given to topics including borders, clip art, drawing, word art, charts, macros, forms, templates, sorting, selecting, outlining, document mapping, and the Internet. Lecture two hours per week. This course meets for eight weeks. *Prerequisite: OMT 211 or equivalent.*

**OMT 214      OFFICE SUPERVISION      3 CREDITS**

Familiarizes students with the functions of the modern business office and its relationship to global business activity. It emphasizes the practical application of such activities as word processing, records management, travel and conference planning, telecommunications, job seeking, time management and human relations. Lecture three hours per week. *Prerequisite: OMT 102 or equivalent.*

**OMT 242      BUSINESS COMMUNICATIONS      3 CREDITS**

Offers the office professional specific guidance toward polishing memo, letter, report and proposal writing skills. It emphasizes interpersonal relations, collecting information, solving problems and making independent decisions. Lecture three hours per week.

*Prerequisite: OMT 101 or permission of instructor.*

**OMT 250      INTEGRATED OFFICE SIMULATION      3 CREDITS**

This course is a capstone for the Office Management Technology degree. Students will integrate documents using the Microsoft Office Suite and use critical thinking skills to solve document and office-related issues. Knowledge of Microsoft Word, Excel, Access, and PowerPoint is required. Keyboarding speed and accuracy development continues. Lecture one hour per week, laboratory four hours per week.

*Prerequisite: OMT 103, OMT 206, OMT 210, OMT 211, CIS 124, CIS 142.*





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**PEC 139 GOLF 1 CREDIT**

This course will examine the basic rules and practices in golf. Practice techniques for the skills of putting, chipping, pitching and driving will be covered. In addition, the history of the game will be examined as well as the rules and scoring of golf.

**PEC 140 GOLF II (ADVANCED) 1 CREDIT**

This course is a continuation of Golf, PEC 139. The perfecting of skills and the proper approaches to specific aspects of play on the course are covered. May be repeated twice for additional credit.

**PEC 155 AEROBIC EXERCISE 1 CREDIT**

This course consists of an aerobic style fitness program designed to trim and tone the body. Vigorous exercise routines are choreographed to music to increase flexibility, cardiovascular endurance and movement efficiency.

**PEC 158 BASKETBALL 1 CREDIT**

Basic basketball techniques will be explored in this course. The areas of dribbling, passing and shooting will be covered. In addition, the student will practice these techniques and learn the basic rules of the game.

**PEC 159 ADVANCED BASKETBALL 1 CREDIT**

Advanced theories of basketball will be covered. Strategies of the game will be examined and basic coaching theory will be introduced. A continuation of skill development will be emphasized.

**PEC 171 PHYSICAL FITNESS 1 CREDIT**

Physical fitness encompasses all the components of fitness: cardiovascular endurance, strength, flexibility and body composition. This is displayed by participation in the Super Circuit three times per week. Stretching, attending a seminar on aspects of fitness and participating in other aerobic activities such as power walking, jogging, aqua exercise and step aerobics.

**PEC 172 ADVANCED PHYSICAL FITNESS 1 CREDIT**

Instruction is a sequel to the basic physical fitness course, PEC 171. Students study and practice advanced techniques of conditioning and routines are tailored to individual needs. Students will participate in a high repetition type of exercise program along with an approved jogging program prescribed by the instructor. May be repeated twice for additional credit. *Prerequisite: PEC 171.*

**PEC 173 WEIGHT TRAINING 1 CREDIT**

The theory and practice of weight training skills are covered. Through individually tailored exercise routines, students gain a knowledge and understanding of various weight lifting techniques that are designed for the development of various muscle groups.

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**PEC 174      ADVANCED WEIGHT TRAINING      1 CREDIT**

This course is a sequel to the basic weight training course, PEC 173. Students study the theory and practice of weight training and conditioning at a more advanced level. Activities involve the discussion of, and participation in, various methods of conditioning and exercise. Routines are tailored to individual needs within the course program. May be repeated twice for additional credit. *Prerequisite: PEC 172.*

**PEC 175      CIRCUIT TRAINING      1 CREDIT**

This course is a continuation of PEC 174. It will focus on individual development of fitness and wellness levels. Advanced techniques of cardiovascular exercise weight training technique and flexibility training will be a point of emphasis. *Prerequisite: PEC 173 and PEC 174.*

**PEC 176      ADVANCED CIRCUIT TRAINING      1 CREDIT**

This is a continuation of PEC 175. This course will emphasize a personal fitness and wellness plan for students for lifelong activity. In addition, concepts of body image, body fat levels and risk factors for disease will be examined. *Prerequisite: PEC 175.*

**PEC 177      WEIGHT CONTROL AND EXERCISE      1 CREDIT**

This course provides a program for weight reduction through a three-phase aerobic floor exercise routine. The first phase deals with stretching. The second phase concentrates on the upper extremities and the third phase deals with abdominal muscles.

**PEC 178      SOCCER      1 CREDIT**

This course will develop the basic skills of soccer for the student. Emphasis will be placed on individual skill build-up, as well as team strategies. The course will also introduce the rules of soccer and strategies of team play. Practice games are a part of the course.

**PEC 180      INTRODUCTION TO PHYSICAL EDUCATION      2 CREDITS**

The coeducational course emphasizes history, principles, philosophy, aims and objectives of physical education. It reviews important issues, career opportunities and trends. Lecture two hours per week.

**PEC 181      JOGGING AND POWER WALKING FOR FITNESS      1 CREDIT**

The course provides instruction in the basic skills and techniques of jogging and power walking. Laboratory two hours weekly.

**PEC 183      BASEBALL      1 CREDIT**

This course will examine the basic rules, strategies and techniques of the All-American game, baseball. Special emphasis will be put on individual skill development. In addition, rules and strategies of the game will be covered.

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**PEC 190      SPORTS OFFICIATING      2 CREDITS**

This course teaches officiating procedures and techniques for baseball, basketball, football, volleyball and softball. Students study contest rules and officiating techniques, receive practical experience and take tests for certification in a sport of their choice. The course may be taken twice for a second certification and additional credit. Lecture one hour, laboratory two hours per week.

**PEC 200      LEADERSHIP IN TEAM AND INDIVIDUAL SPORTS      2 CREDITS**

Students study methods and techniques of teaching individual and team activities and cover the problems of planning, administering and organizing learning activities. They learn techniques of oral communication, demonstrating, discussing and guiding student performances and gain practical experience in using these techniques. They undertake fieldwork with youth. Lecture one hour, laboratory three hours per week.

**PEH 101      PERSONAL COMMUNITY HEALTH      2 CREDITS**

Students learn about personal and mental health, nutrition, communicable diseases, community health, intimate relationships and discuss the physiological aspects and importance of physical fitness. Students explore the effects of alcohol, tobacco and substance abuse on personal health and society. Lecture two hours per week.

**PEH 102      FIRST AID      2 CREDITS**

This course covers the knowledge and practical application of basic first aid, treatment of injuries and common illnesses and cardiopulmonary resuscitation. Students furnish bandages and tape. Lecture two hours per week.

**PEH 103      NUTRITION      2 CREDITS**

This course acquaints students with the basic theory and practices of nutrition. Topics include various types of nutrients, human digestive system, nutritional planning, importance of the major categories of foods and weight reduction and control. Lecture two hours per week.

**PEH 104      FOUNDATIONS OF HEALTH/PHYSICAL FITNESS      2 CREDITS**

This course covers the physiological aspects of wellness and physical fitness; discussion and testing of obesity, nutrition, cardiovascular conditioning and diet; personal fitness evaluation; development and evaluation of a personal fitness program; appraisal of programs available to the individual through private and noneducational agencies; health and fitness myths; superstitions and misconceptions. Lecture two hours per week.

**PEH 105      WELLNESS      2 CREDITS**

This course introduces students to aspects of health maintenance. Topics include physical fitness, weight control, nutrition, stress and time management, mental health and development, social and spiritual concerns and employment.

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**PEH 106      DRUG AND ALCOHOL ABUSE      1 CREDIT**

This course provides students with knowledge about substance abuse. It helps each develop a healthful and intelligent lifestyle and better deal with the substance abuse problems of family or friends. Topics include the social, psychological and physiological aspects of alcoholism, drug abuse and smoking. Lecture one hour per week.

## PHILOSOPHY

**PHI 125      WORLD RELIGIONS IN GLOBAL CONTEXT      3 CREDITS**  
**(IAI: H5 904N)**

This course compares the major world religions and considers their major contributions to world civilization. Study includes Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Confucianism and Shintoism. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHI 126      INTRODUCTION TO ETHICS      3 CREDITS**  
**(IAI: H4 904)**

Students examine man as a moral being. This course analyzes the principal ethical theories and their practical application to man's moral problems and decisions. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHI 180      SOCIAL ETHICS      3 CREDITS**  
**(IAI: H4 904)**

This course encourages critical thinking about traditional and modern social problems. Students probe the reasoning, rationalizations and justifications for social policy and public opinion. Lecture three hours weekly. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHI 201      PHILOSOPHY      3 CREDITS**  
**(IAI: H4 900)**

Students inquire into the main problems of philosophy and analyze the most significant philosophic systems. Topics include the source and limits of knowledge, errors in reasoning, moral and ethical values, freedom and determinism and the nature and form of religion. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHI 202      INTRODUCTION TO LOGIC      3 CREDITS**  
**(IAI: H4 906)**

This course provides an orderly approach to deductive reasoning, emphasizing modern symbolic techniques, concepts of scientific reasoning and language usage. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHYSICAL SCIENCE****PHS 101      ASTRONOMY      3 CREDITS**  
**(IAI: P1 906)**

History of astronomy, planets, solar system, the Milky Way, stars, stellar evolution and cosmology are topics in this introductory astronomy course. Lecture is three hours per week. Also offered as independent study telecourse. This course applies to IAI General Education Core Curriculum Physical Science Package.

**PHS 103      PHYSICAL SCIENCE I      4 CREDITS**  
**(IAI: P9 900L)**

Students are introduced to physics, chemistry, and astronomy. Lecture is three hours per week, laboratory two hours per week. This course is for non-science majors, and applies to IAI General Education Core Curriculum Physical Science Package.

**PHYSICAL THERAPIST ASSISTANT****PHT 101      MEDICAL TERMINOLOGY FOR CLINICIANS      2 CREDITS**

A self-directed, technology-enhanced approach is used in the study of medical terminology and medical record documentation. Initial emphasis is placed on basic terminology word skills and knowledge including prefixes, suffixes, word parts, general medicine and body parts, and selected abbreviations and symbols. After initial learning modules are completed, study focuses on a body system approach to common and special services in health care relating to structure, function, disease, diagnosis, and treatment. Mastery includes skills in spelling, pronunciation, definitions, of terms and comprehensive use of select medical terms in appropriate written and oral applications. Completion of this course will prepare the student for curricula study in the area of specialization. Lecture two hours per week.

**PHT 111      PATIENT MANAGEMENT I: BASIC SKILLS FOR THE PTA      2 CREDITS**

This course introduces principles of physical therapy practice and interventions performed by the Physical Therapist Assistant. Basic physical therapy skills including palpation, body mechanics, wheelchair management, gait training and use of assistive devices, transfer training, bed mobility and basic range of motion will be taught. The student will understand the importance of measuring vital signs and will be introduced to the handling of basic medical emergencies, risk management and infection control. Lecture one hour per week, laboratory three hours per week.

*Prerequisite: Acceptance into PTA program.*



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### **PHT 115      FUNDAMENTALS OF KINESIOLOGY II      4 CREDITS**

The second course of a two part series in the fundamentals of kinesiology. Students continue to analyze basic concepts of motion as they apply the human body including force, torque, and other biomechanical concepts as they relate to therapeutic activity and exercise. Bones, joints, muscles and nerves of the lower extremities will be studied in detail. Students will analyze and apply biomechanical and muscle physiology concepts to the joints of the lower extremity as well as their role in human gait. This knowledge will then be applied to analyzing human motion with an emphasis on integrating structure and function. Lecture three hours a week, laboratory three hours a week.

*Prerequisite: Successful completion of the first semester in the PTA program.*

### **PHT 117      PATIENT MANAGEMENT II: TESTS AND MEASUREMENTS      2 CREDITS**

This is the second course in the Patient Management Series. This course addresses issues of testing and measurement important to the assessment of patient response to physical therapy. Students will acquire skills in goniometry, manual muscle testing, and basic sensory testing. In addition students will be introduced to the use of outcome measures in physical therapy practice. Data collection will also include measurement of anthropometrical characteristics, neurological integrity, integumentary integrity and pain. Lecture one hour per week, laboratory three hours per week.

*Prerequisite: Successful completion of the first semester in the PTA program.*

### **PHT 122      THERAPEUTIC EXERCISE      2 CREDITS**

Students are introduced to the principles and techniques of therapeutic exercise including, but not limited to therapeutic interventions for stretching, range of motion, strengthening, posture, balance, coordination and agility training and aerobic conditioning. Emphasis will be placed on the role of therapeutic exercise in medical, surgical, orthopedic and neurological conditions and in maintenance of health and well being. Students will learn how to implement a therapeutic exercise program under the direction and supervision of the physical therapist and will identify when to progress, modify, adapt or withhold exercise interventions in response to patient presentation. Students will learn how to write and implement a home exercise program that is consistent with the plan of care established by the physical therapist. Lecture one hour, laboratory three hours per week.

*Prerequisite: Successful completion of the first semester in the PTA program.*

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### **PHT 123      SYSTEMS AND INTERVENTIONS I: ORTHOPEDICS      3 CREDITS**

This course focuses on the application of physical therapy interventions for the treatment of orthopedic conditions of the trunk and extremities. Common orthopedic diagnoses will be presented and students will discuss the principles and progression of the orthopedic patient throughout the various stages of recovery. Students will learn how to appropriately integrate therapeutic modalities and exercise into the treatment plan to enhance healing and recovery. This course will also discuss the use of orthotics for the orthopedic patient. Students will be introduced to the special needs of the patient with a lower limb amputation. Instruction will include discussion on the levels of lower extremity amputation and address pre prosthetic and prosthetic rehabilitation.

Lecture two hours per week, laboratory three hours per week.

*Prerequisite: Successful completion of the first semester in PTA program.*

### **PHT 124      INTRODUCTION TO CLINICAL EDUCATION      1 CREDIT**

This course is designed to prepare the student for their first clinical experiences in the fall. Students will review and practice oral and written communication skills, and will be introduced to general information on billing for physical therapy services. Students will be given the opportunity to observe clinical practice with emphasis on examining the role of the PTA, and the relationship between the PT and the PTA. This experience is designed to provide the student with an opportunity to observe the organization and general operation of a clinical environment, including PT/PTA interaction, time management techniques and professional deportment. Students will receive information about the health, legal and conduct requirements of the clinical sites. Lecture two hours per week for 8 weeks. *Prerequisite: Successful completion of the first semester in PTA program.*

### **PHT 125      THERAPEUTIC MODALITIES      2 CREDITS**

Students study the physiological effects, principles and practical therapeutic applications of physical modalities including, but not limited to hydrotherapy, thermal agents, cryotherapy, ultrasound, traction, compression therapies and electrotherapeutic modalities. Emphasis is placed on understanding the effects, indications and contraindications of each modality and providing competent application of the modality as part of an established plan of care. The course will also address physiological effects, principles and practical application of soft tissue management techniques. Basic theoretical concepts are introduced relative to current clinical physical therapy practice including use of therapeutic massage, myofascial release, trigger point management, soft tissue mobilization and lymphedema management. Lecture one hour laboratory three hours per week. *Prerequisite: Successful completion of the first semester in the PTA program.*

### **PHT 212      NEUROLOGICAL THERAPEUTIC EXERCISE      3 CREDITS**

Basic neurologic rehabilitation course covering anatomy and functions of the central and peripheral nervous systems, functional mobility skills, activities of daily living (ADL's), documentation of assessment and treatment interventions, and the writing of home exercise/activity programs. Students will be taught exercise programs and therapeutic intervention techniques to work with patients diagnosed with stroke, spinal cord injury, traumatic head injury, central nervous system disorders, and peripheral nerve



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injuries. Specific therapeutic treatment techniques, as well as designing and writing home exercise/activity programs for patients with neurological diagnoses are also taught. Documentation of the various assessments, techniques and activities will be incorporated into this course. Lecture two hours per week, laboratory three hours per week. *Prerequisite: Successful completion of the first year in PTA program.*

### **PHT 217      CLINICAL INTERNSHIP I      3 CREDITS**

This course introduces the student to supervised practice in the clinical setting. There are two components to this course, lecture and clinical. The lecture component covers topics that are relevant to current issues and trends in health care and to the PTA scope of practice. Classroom and web based discussion will address legal and ethical standards of practice, presentation skills, effective communication and conflict resolution. The course will also introduce the student to lifelong learning and career development for the PTA. The clinical component of this course provides an opportunity for the student to experience supervised hands on clinical practice. The clinical experience will be both a learning opportunity as new techniques and skills are applied and an opportunity to apply basic skills and knowledge learned during the first year of the PTA program. This course requires 4 weeks of full time clinical education (40 hours) with a concurrent web based component. The remaining weeks will involve in-class lecture of two hours per week. *Prerequisite: Successful completion of the first year in PTA program.*

### **PHT 218      CARDIOVASCULAR, PULMONARY AND INTEGUMENTARY MANAGEMENT      2 CREDITS**

This course will expand on the medical and physical therapy management of patients with disease and impairment of the cardiac, pulmonary, vascular and integumentary systems introduced in PHT 113. Students will be introduced to data collection techniques and interventions related to assessment and management of these systems. Emphasis will be placed on wound care and prevention of skin breakdown, postural drainage and chest physical therapy techniques, breathing exercises, cardiac and pulmonary rehabilitation and physiological response of the cardiovascular and pulmonary systems to exercise. Lecture one hour per week, laboratory three hours per week.

*Prerequisite: Successful completion of the first year in the PTA program.*

### **PHT 219      SPECIAL POPULATIONS: PEDIATRIC AND GERIATRIC      2 CREDITS**

Management of patients from special age populations is addressed in lecture and laboratory format. The study of normal aging across the lifespan is considered emphasizing normal development in pediatrics and age related changes in older people. Physical therapy management will focus on testing and interventions specific to diseases and conditions considered age specific. The course will explore the different service delivery settings and reimbursement mechanisms for pediatric and geriatric populations and will look at the impact of caring on family members and caregivers. Legal and ethical considerations specific to the needs of vulnerable populations will be discussed. Lecture one hour per week and laboratory three hours per week.

*Prerequisite: Successful completion of the first year in the PTA program.*

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### **PHT 220      ADVANCED PHYSICAL THERAPY TECHNIQUES      3 CREDITS**

Advanced orthopedic, neurological and integumentary interventions and handling techniques currently used in clinical practice are presented. Students will be introduced to advanced therapeutic exercise techniques and elements of assistive and adaptive technology not addressed in basic course material. This course provides students the opportunity to work with a variety of advanced or specialized topics in the field of physical therapy. Current trends and issues regarding scope of practice and different practice settings suitable for the PTA are addressed. The principles, interventions and handling techniques presented in this course are above the basic course level. Lecture twelve hours per week for four weeks.

*Prerequisite: Successful completion of the third semester of the PTA program and consent of PTA Program Director.*

### **PHT 222      SEMINAR IN HEALTH CARE LITERATURE      2 CREDITS**

This course is designed to guide the student through the process of finding and using evidence to support best practice. Students will learn how to formulate a research question and how to use that question to search the professional literature for relevant evidence. Instruction will teach students to be critical consumers of articles that they read, with tools to assess not only the quality of the research, but also the level of evidence presented. Basic statistical concepts will be discussed. Students will be required to integrate evidence into clinical practice and to present evidence on a given topic relevant to physical therapy practice to their peers. The significance of professional literature to reflective practice and lifelong learning will be discussed. This is a hybrid course with classroom and web based instruction.

*Prerequisite: Successful completion of PHT 212, PHT 213, PHT 215 and consent of the PTA Program Director. English 102 is recommended*

### **PHT 224      PRINCIPLES OF PRACTICE II: PROFESSIONAL ISSUES IN PHYSICAL THERAPY      2 CREDITS**

This course builds on the introductory information presented in part one of this series, expanding on professional issues, risk management, ethical and legal concepts of patient care and patient rights. The course will further develop the roles and responsibilities of the PTA and reinforce team interaction and communication skills. In preparation for a career in physical therapy the student will receive instruction related to development of skills required for job seeking and retention in a competitive marketplace. Topics will include applying for licensure and license renewal criteria, résumé writing, portfolio development, continued professional development and career paths for the PTA. Hybrid Classroom and web based instruction. *Prerequisite: Successful completion of PHT 212, PHT 213, PHT 215 and consent of the PTA Program Director.*

### **PHT 225      CLINICAL AFFILIATIONS II      5 CREDITS**

Students apply concepts and skills learned in all previous academic and clinical settings. It will also enable the student to apply and reinforce new techniques and skills in their clinical experience. These final two clinical affiliations offer the student clinical experiences that will progress him/her toward independently functioning as a physical

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therapist assistant working under the supervision of a PT or PTA in an actual clinical setting (40 hours per week). A lecture component allows students to interact with classmates, instructors and guest lecturers. Lecture topics are relevant to current issues/trends in health care and PTA scope of practice. Hybrid lecture, laboratory 40 hours per week for two six-week sessions.

*Prerequisite: Successful completion of PHT 212, PHT 213 and PHT 215 and consent of PTA Program Director.*

## PHYSICS

### **PHY 101      GENERAL PHYSICS I      5 CREDITS** **(IAI: P1 900L)**

In this introductory course, liberal arts and preprofessional students study mechanics, motion of particles, force and motion, work and energy and status of fluids, as well as temperature, heat and work, kinetic theory of matter, wave motion and sound. They explore these concepts and the scientific method through lectures, classroom demonstrations, written exercises and problem-solving activities. Lecture four hours, laboratory three hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package.

*Prerequisite: MAT 105.*

### **PHY 102      GENERAL PHYSICS II      5 CREDITS**

A continuation of PHY 101, this course includes electrostatics, magnetism, electromagnetic waves and electronics, light and its measurement and lenses and mirrors, as well as atomics and nucleonics, X-rays, optical spectra and atomic structure. Students study scientific methods further. Lecture four hours, laboratory three hours per week.

*Prerequisite: PHY 101.*

### **PHY 105      PHYSICS I      5 CREDITS**

Students preparing to major in science, engineering, and math investigate simple equations of linear and rotational motion, vectors, forces, equilibrium, momentum, and energy concepts. Other topics include wave motion, sound, hydrostatics, and hydrodynamics. Lecture four hours, laboratory three hours per week.

*Prerequisite: Registration or credit in MAT 201.*

### **PHY 205      PHYSICS II      5 CREDITS**

Students preparing to major in science, engineering, or math engage in study of thermodynamics, electricity, magnetism, and simple circuit analysis. This is the second course in the physics sequence. Lecture four hours, laboratory three hours per week.

*Prerequisite: PHY 105.*

## 2010-2011 CATALOG

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**PHY 206      PHYSICS III      5 CREDITS**  
Students preparing to major in science, engineering, and math engage in the study of properties of sound waves and light waves, relativity, atomic theory, and nuclear theory. This is the third course in the physics sequence. Lecture four hours, laboratory three hours per week. *Prerequisite: PHY 205.*

## POLITICAL SCIENCE

**POL 201      UNITED STATES NATIONAL GOVERNMENT      3 CREDITS**  
**(IAI: S5 900)**

Students study the national government. They focus on the theory and development of the constitutional system and current problems arising from federalism; civil liberties and civil rights; methods of popular control; foreign policy and government's role in the economy. They have opportunity for field work. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**POL 202      STATE AND LOCAL GOVERNMENT      3 CREDITS**  
**(IAI: S5 902)**

Students learn the function and operations of state and local government from the precinct level to state government and the citizen's relationship to them. Field work includes interviews and visits to city halls, board meetings and court rooms, among other activities. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

## PSYCHOLOGY

**PSY 101      INTRODUCTION TO PSYCHOLOGY      3 CREDITS**  
**(IAI: S6 900)**

Students study psychology as a science, personality, heredity, environment, intelligence and sensory and perception abilities to gain a better understanding of the person. Lecture three hours per week. Course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

*Prerequisite: College level reading and writing skills are highly recommended.*

**PSY 201      SOCIAL PSYCHOLOGY      3 CREDITS**  
**(IAI: S8 900)**

Students learn how individuals think about, are influenced by and relate to others in their social environment. Topics include the links among attitudes, judgments and behavior; influence, persuasion and conformity; attraction, altruism and aggression. Lecture three hours per week. Course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: SOC 100 or PSY 101, or permission of instructor.*

## COURSE DESCRIPTIONS

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**PSY 202      ABNORMAL PSYCHOLOGY      3 CREDITS**  
**(IAI: PSY 205)**

This course explores symptoms and causes of various psychological disorders. Objectives include defining normality, understanding the influence environment, genetics and personality characteristics have on human behavior, analyzing the major personality theories, learning about anxiety disorders, personality disorders, sexual disorders, addiction, major mental disorders and looking at therapeutic methods designed to improve mental health. This course applies to one or more IAI majors. See an Academic Advisor for details. *Prerequisite: PSY 101 or permission of instructor.*

**PSY 210      CHILD GROWTH AND DEVELOPMENT      3 CREDITS**  
**(IAI: S6 903)**

This course examines the current knowledge of the physical, psychological and social development of children from prenatal to early adolescence. It investigates innate and environmental influences and compares the latest major theories with students' observations and experiences with children. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: PSY 101 or permission of instructor.*

**PSY 211      ADOLESCENT PSYCHOLOGY      3 CREDITS**  
**(IAI: S6 904)**

Adolescent psychology examines the physical, intellectual, emotional and social developmental patterns observed from puberty to adulthood. Various psychological theories concerning adolescence and research will be reviewed. Course topics include self-identity, family roles and interactions, social relationships, values, gender and intelligence. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: PSY 101.*

**PSY 215      LIFE SPAN: A SURVEY OF HUMAN DEVELOPMENT      3 CREDITS**  
**(IAI: S6 902)**

Students explore the emotional, social, cognitive, neurobiological and physical milestones of childhood, adolescence, adulthood and old age. This course emphasizes human developmental stages, developmental research methods and patterns of adjustment to differing lifetime demands. Theories and principles of human development are examined in light of contemporary research. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: PSY 101.*

## SOCIOLOGY

**SOC 100 INTRODUCTION TO SOCIOLOGY 3 CREDITS**  
**(IAI: S7 900)**

This course offers systematic study of social factors, structure and relationships, emphasizing values and rules of conduct in society, the process of socialization, group characteristics and influence and power relations. Students analyze selected social institutions and compare their influence on life chances, social inequality and social conflict. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 101 THE FAMILY 3 CREDITS**  
**(IAI: S7 902)**

Students explore institutions and systems of kinship, marriage, family grouping, child rearing, personal maintenance and status placement. They also examine the problems and conditions of courtship, marriage and family living. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 102 SOCIAL PROBLEMS 3 CREDITS**  
**(IAI: S7 901)**

Students examine social problems facing contemporary society. They assist in the selection of study areas based on their interests, understand the concept social problems, and identify and investigate proposed solutions to current social problems. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 201 MINORITY GROUP RELATIONS 3 CREDITS**  
**(IAI: S7 903D)**

This course examines differential power between groups (including gender), and analyzes the social structures which are used to maintain these power differences. Topics to be covered include, cultural diversity and various dimensions of discrimination and prejudice, including an analysis of inequality and its origins, conditions under which inequality occurs and persists, and changing inequality and ways to deal with minority group problems. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

*Prerequisite: SOC 100.*

**SOC 220 INTRODUCTION TO SOCIAL WORK 3 CREDITS**

This course examines the history and origins of the field of social work and explores its organization and relationships with other helping professions. It also studies the major areas of concern in the field of social work itself, including but not limited to understanding human values and diversity and the knowledge and skills required to work successfully with a variety of diverse community groups. Lecture three hours per week.

*Prerequisite: PSY 101 and SOC 100.*

**SPEECH****SPE 101      PRINCIPLES OF PUBLIC SPEAKING      3 CREDITS**  
**(IAI: C2 900)**

In this course, students develop the fundamental speech skills. Topics include theory of delivery, content analysis, audience analysis and critical listening. Students have ample opportunity to perform the functions of speaking, listening and evaluating in a variety of public-address situations. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Communication package.

**SPE 115      ORAL INTERPRETATION      3 CREDITS**  
**(IAI: TA 916)**

Oral recreation of literary works in terms of meaning, background and style. They develop kinetic and kinesthetic movement and gesture, effective use of voice and various reading techniques and skills. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**THEATRE ARTS****THR 107      THEATRE PRACTICE SEMINAR      3 CREDITS**

This course gives students a greater appreciation of the theatrical arts through lectures, discussions and observation of professional productions. Aspects of acting, directing, producing, designing and theatre management are included. Lecture three hours per week.

**THR 108      THEATRE EXPERIENCE      3 CREDITS**  
**(IAI: F1 907)**

This course provides students with a general background in theatre to increase their knowledge and appreciation of this art form. Students attend local theatre productions and view films of other productions. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**THR 110      INTRODUCTION TO THEATRE      3 CREDITS**  
**(IAI: F1 908)**

Students survey theatre history and dramatic literature. Students explore the aesthetic, social and technical development of the theatre from antiquity to the 17th Century through a selected list of plays. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**THR 112      THEATRE PRACTICUM      2 CREDITS**

As part of the theatre curriculum, students must participate in an area of a dramatic production: house management, technical production or performance. May be taken four times for credit.

## 2010-2011 CATALOG

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**THR 113      SUMMER THEATRE WORKSHOP      2 CREDITS**

This workshop gives students academic and practical experience in the three basic theatre disciplines: theatre management, technical practice and performance. It covers in depth one genre of drama and presents at least one major production to the public during the summer workshop, exemplifying this genre. All students enrolled in this workshop participate. May be taken twice for credit.

**THR 125      FUNDAMENTALS OF ACTING      3 CREDITS**  
**(IAI: TA 914)**

Students explore acting methods with emphasis on basic stage technique. They dissect the role of the character in relation to the play, examine the intellectual and emotional values of the play and interpret by means of voice and action. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**THR 130      STAGE MAKEUP      2 CREDITS**

This course introduces students to makeup theory through lecture, demonstration and laboratory practice, developing proficiency in the various techniques and styles of makeup application. It emphasizes materials, color and light, character, age, race and period makeup. Lecture two hours per week.

**THR 135      STAGECRAFT      3 CREDITS**  
**(IAI: TA 911)**

This course introduces students to basic techniques of theatrical production, emphasizing constructing and handling scenery, painting, stage lighting and backstage organization. Laboratory experience involves set construction and other preparations for College theatre productions. Lecture two hours, laboratory three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

## SPANISH

**SPN 101      ELEMENTARY SPANISH I      4 CREDITS**

This course is the first course in a four course series. The student is introduced to the Spanish language and elementary skills are developed through ample oral and written practice. Students learn to communicate in a wide range of beginning situations for a variety of purposes. It also promotes a greater understanding of the cultures of those who speak Spanish and their contributions to the world. Lecture four hours per week.

**SPN 102      ELEMENTARY SPANISH II      4 CREDITS**

This course is the continuation of SPN 101. It is designed to provide students with continued growth by further developing their fluency through ample oral and written practice. Students continue to expand their communicative abilities by increasing their range of situations. The students' understanding of the cultures of those who speak Spanish and their contributions to the world is widened. Lecture four hours per week.  
*Prerequisite: SPN 101, one unit of high school Spanish or permission of instructor.*



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## COURSE DESCRIPTIONS

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**SPN 120 OCCUPATIONAL SPANISH I 3 CREDITS**

This is a beginning course for students with no previous background in Spanish but with careers requiring contact with Spanish-speaking people. Students study vocabulary and structures needed for basic communication and comprehension and are introduced to basic patterns and concepts. This course meets the needs of students majoring in law enforcement, the medical professions and social science, but does not replace SPN 101. Lecture three hours per week.

**SPN 121 OCCUPATIONAL SPANISH II 3 CREDITS**

A continuation of SPN 120, this course is designed for students with careers involving contact with Spanish-speaking people. It provides additional practice with vocabulary and structure and uses special lesson units to meet the needs of students in law enforcement, medical, business or social service occupations. Lecture three hours per week.

*Prerequisite: SPN 120.*

**SPN 130 SPANISH FOR HERITAGE SPEAKERS 4 CREDITS**

Heritage Speakers, who grew up speaking Spanish but may not be able to read or write it, will further develop their knowledge and understanding of the Spanish language and culture. Emphasis is on vocabulary, reading and writing formal Spanish in order to transition to Spanish 201 (SPN 201) therefore all grammar structures from Elementary Spanish (SPN 101 & 102) will be covered. Lecture four hours per week.

*Prerequisite: Native or near-native speaking fluency in Spanish or permission of instructor.*

**SPN 201 INTERMEDIATE SPANISH I 4 CREDITS**

This course reviews the language content of the Elementary Spanish courses. It introduces intermediate skills and provides the student with ample practice to develop their oral and written proficiency. It also promotes a greater understanding of the culture through the study and discussion of literature and the arts. Lecture four hours per week.

*Prerequisite: SPN 102, SPN 130, two units of high school Spanish or permission of instructor.*

**SPN 202 INTERMEDIATE SPANISH II 4 CREDITS  
(IAI: H1 900)**

This course is a continuation of SPN 201 and prepares the student to continue their study of Spanish beyond the intermediate level. It is designed to provide students with continued growth by further developing their fluency through ample oral and written practice. It continues to promote a greater understanding of the culture through the study and discussion of literature and the arts. Lecture four hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: SPN 201, three units of high school Spanish or permission of instructor.*

## 2010-2011 CATALOG

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**SPN 215      SPANISH CONVERSATION AND COMPOSITION I      3 CREDITS**  
**(IAI: H1 900)**

This course offers intensive practice in oral and written expression, stressing distinctions in word usage, structure and the elements of style. Oral and written composition stems from selections of representative authors, essays on Hispanic culture, articles in periodicals, short stories and a novel or play read each semester. Lecture three hours per week. Applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: SPN 202 or four units of high school Spanish or permission of instructor.*

**SPN 216      SPANISH CONVERSATION AND COMPOSITION II      3 CREDITS**  
**(IAI: H1 900)**

This course continues the work done in SPN 215. The course offers intensive practice in oral and written expression, with attention to distinctions in word usage, structure and the elements of style. Oral and written composition is based on selections from representative authors, essays on Hispanic culture, articles in periodicals, short stories and a novel or play read each semester. *Prerequisite: SPN 215 or permission of instructor.*

**SPN 220      CULTURE AND CIVILIZATION OF LATIN AMERICA      3 CREDITS**

Students focus on the social, political, cultural and economic factors that have shaped modern-day Latin America. Course themes are explored through the study of major Hispanic writers, text readings and related media selections. This course is taught in Spanish. Lecture three hours per week. *Prerequisite: SPN 202 or fluency in Spanish.*

**SPN 225      SPANISH AMERICAN LITERATURE I      3 CREDITS**

Students survey important Latin American writers and poets. The course emphasizes the development of effective skills for reading, understanding and interpreting Spanish language literature. Students continue to enhance and polish their oral and written Spanish language skills through classroom language study, discussions and essays. Lecture three hours per week. *Prerequisite: SPN 202 or fluency in Spanish.*

**SPN 226      SPANISH AMERICAN LITERATURE II      3 CREDITS**

A continuation of SPN 225, the course surveys additional Latin American authors and genres and continues to emphasize literary analysis and written and oral Spanish language skills. Lecture three hours per week. *Prerequisite: SPN 225 or permission of instructor.*

## **SOCIAL SCIENCE**

**SSC 101      SOCIAL SCIENCE I      3 CREDITS**

The course deals with human nature, culture and society, primitive man, social change and the future, youth culture and prejudice by using the linked insights and findings of several disciplines. Through these perspectives, students enrich their understanding of American culture and its value. Topics vary with changing times and shifting priorities in social issues. Lecture three hours per week.

**SSC 102      SOCIAL SCIENCE II      3 CREDITS**

The course covers the theme of alienation, using the insights and data of several disciplines, and is problem-oriented. Topics include political decision-making, ecology, education, science and war, the nature of work and leisure, sex, status and class, community, race, deviancy, drug abuse and mass culture. Topics vary with changing times and shifting priorities in social issues. Lecture three hours per week.

**SSC 103      SUCCESSFUL STUDY      1 CREDIT**

Students learn and adopt methods that lead to academic success in college. Topics include study skills, taking notes, taking tests, time management, memory techniques and other skills needed to master studies. Lecture one hour per week.

**SSC 140      WOMEN'S STUDIES IN GLOBAL PERSPECTIVES      3 CREDITS**

This is an interdisciplinary survey of the individual woman and the role of women in society. Topics include feminism, health and family life, legislative and policy changes, labor force distribution, socialization, culture and sex role stereotypes. The course will provide a basis for further intellectual pursuits in the areas of sociology, psychology, economics and other social and behavior sciences.

**SSC 180      ISSUES OF MODERN EXISTENCE IN AMERICA      3 CREDITS**

This interdisciplinary course enhances the students' knowledge of, and ability to organize, ideas and material on selected issues of modern existence in America. Students explore each issue through social, philosophical and scientific perspectives.

## **THERAPEUTIC MASSAGE**

**TPM 100      INTRODUCTION TO THERAPEUTIC MASSAGE      1 CREDIT**

Introduction to basic principles and techniques of massage therapy. Students will learn basic Swedish massage techniques and how to apply them to the back, arms and legs. Basic anatomy and physiology of the major muscle groups, bony landmarks and contraindications also will be addressed.

## 2010-2011 CATALOG

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**TPM 110 THERAPEUTIC MASSAGE TECHNIQUES I 4 CREDITS**

Initial training and massage techniques are taught. Students learn about self-care techniques as well as history and benefits of massage. Swedish massage techniques and variations are developed into a sequence for full-body massage. Pathologies, pressure sensitivity and draping techniques are covered.

*Prerequisite: TPM 100, TPM Application, PHT 101, BIO 106 and HCP 130.*

**TPM 112 COMPLEMENTARY ALTERNATIVE THERAPIES 3 CREDITS  
(FORMERLY CAT 100)**

Students examine many complementary alternative therapies available in the health field today. Students study mind-body connection to health and well-being, and review mind-body therapies proven to be useful for general health. Discussion includes, but is not limited to, relaxation therapy, meditation, biofeedback, hypnosis, chiropractic, acupuncture, homeopathy and massage therapy.

**TPM 113 PROFESSIONAL RELATIONSHIPS 2 CREDITS  
AND DOCUMENTATION**

Students will cover building professional relationships within the profession of massage therapy and with clients and other health care professionals. Integration of clinical case management and development of interpersonal and communications skills, including active listening will occur. Boundary issues, confidentiality and transference/counter-transference will be explored, as well as strategies for effectively dealing with emotional and behavioral client responses. Principles of documentation in a clear, concise and accurate manner using appropriate terminology will be covered (Should be taken concurrently with TPM 110). *Prerequisite: TPM 100, BIO 106, HCP 130 or PHT 101.*

**TPM 115 KINESIOLOGY FOR MASSAGE THERAPISTS 3 CREDITS**

Introduction to basic concepts of biomechanics of movement as they apply to the human body. Concepts covered include force, torque, leverage, balance, biomechanics and motion analysis. Gain understanding of how skeletal, muscular and nervous systems work together, and knowledge of body muscles (upper and lower extremities, trunk and head). *Prerequisite: BIO 106.*

**TPM 120 THERAPEUTIC MASSAGE TECHNIQUES II 4 CREDITS**

Incorporates sports massage techniques into massages. Joint mobilization, various forms of stretching and sports massage, including pre-, post-event and maintenance are included. Thermotherapy and understanding of heat-related injuries will be discussed. Demonstrations include soft tissue release techniques and sports injury treatments. *Prerequisite: TPM 110 and TPM 113.*

**TPM 125 BUSINESS PRACTICES AND ETHICS 3 CREDITS**

Explore aspects of developing and maintaining successful therapeutic massage practice. Topics include establishing bookkeeping system, maintaining client records, marketing and developing business plan. Client-therapist relationship and ethical issues are considered.

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## COURSE DESCRIPTIONS

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- TPM 130 THERAPEUTIC MASSAGE TECHNIQUES III 4 CREDITS**  
Introduction to various modalities in massage, including pregnant women, infants and chair massage. Various other modalities include energy work, acupressure, craniocervical therapy, ortho-bionomy, stone massage, jin-shin-do, shiatsu, reflexology and deep tissue massage. *Prerequisite: TPM 110 and TPM 113.*
- TPM 139 THERAPEUTIC MASSAGE CLINIC I 1 CREDIT**  
Public awareness and community education is the focus of the course. Students will be developing and implementing a presentation on the benefits of massage and present seated massages to community agencies. Students will make the arrangements, develop the presentation to fit the particular group and present the presentation at the community group's meetings. They will also be involved in fieldwork at various community events. *Prerequisite: Consent of Coordinator.*
- TPM 140 THERAPEUTIC MASSAGE CLINIC 3 CREDITS**  
Students apply the principles, techniques and procedures learned throughout the program. Students will demonstrate proper client-therapist communication skills (including documentation), draping techniques and safety precautions in a clinic setting. They will perform full-body massages based on client needs. The students gain experience in various internships and the student clinic. *Prerequisite: Consent of Coordinator.*
- TPM 205 ADVANCED MASSAGE I 3 CREDITS**  
Energy theory and techniques will be presented. Various techniques in energy work will be presented and demonstrated, including but not limited to energy reading, unruffling, chakra connections, chakra spreading. Reiki I and Reiki II will be discussed and presented. The student will receive the attunements for both levels of Reiki. Lecture and lab. *Prerequisite: TPM 120 and TPM 130.*
- TPM 210 ADVANCED MASSAGE II 3 CREDITS**  
Myofascial work and orthopedic massage will be discussed and presented. The nature of fascia and how it effects the movement of the body will be presented as well as techniques to facilitate proper myofascial functioning. In orthopedic massage the focus will be on the testing and treatment of dysfunctions in the muscles, tendons and ligaments. Lecture and lab. *Prerequisite: TPM 120 and TPM 130.*
- TPM 299 SPECIAL TOPICS IN THERAPEUTIC MASSAGE 1 TO 5 CREDITS**  
This course covers different current topics in Therapeutic Massage. Course content format will vary depending on the topic covered. Specific course topic and hours will be indicated in the Course Schedule.



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## 2010-2011 CATALOG

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# ACADEMIC GLOSSARY

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## **ACADEMIC ADVISOR**

College staff member responsible for providing guidance in course and program-related issues.

## **ACADEMIC SEMESTER**

Fall, spring and summer weeks when courses are in session. The fall and spring semesters are 16 weeks long. The summer semester has three sessions varying in length from five to eight weeks.

## **ACADEMIC YEAR**

Fall, spring and summer semesters. Begins late-August and runs through mid-August of the following year.

## **ADMINISTRATION**

College staff members responsible for management and supervision.

## **ALUMNI**

Graduates of Morton College.

## **ARTICULATION AGREEMENT**

Formal agreement between Morton College and a four-year college or university which eases a student's transfer to that institution.

## **ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

Undergraduate degree of at least 62 credits awarded upon successful completion of a program of study that prepare students to enter the workforce immediately after graduation.

## **ASSOCIATE IN ARTS (A.A.)**

Undergraduate degree of at least 62 credits or more awarded upon successful completion of a program of study that prepare students for transfer to four-year colleges and universities.

## **ASSOCIATE IN FINE ARTS IN ART (A.F.A.)**

Undergraduate degree of at least 62 credits or more awarded upon successful completion of a program of study in Art that prepares students for transfer to four-year colleges and universities.

## **ASSOCIATE IN LIBERAL STUDIES (A.L.S.)**

Undergraduate degree of at least 62 credits or more awarded upon successful completion of a individually-designed curriculum meeting a student's specific interests or needs.

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### **ASSOCIATE IN SCIENCE (A.S.)**

Undergraduate degree of at least 62 credits or more awarded upon successful completion of a program of study that prepare students for transfer to four-year colleges and universities.

### **AUDIT**

Taking a course to benefit from experience without receiving a grade or college credit. Cost of auditing a course is the same as that charged for enrolling for credit.

### **CERTIFICATE PROGRAM**

Programs that provide skills in technical occupations that prepare students to enter the workforce immediately after graduation.

### **COMPLETION**

Completion refers to the percentage of students who graduate from a career or transfer degree program.

### **CONCURRENT ENROLLMENT**

Concurrent enrollment occurs when a student is "enrolled" at two or more schools at the same time.

### **COURSE ADD**

Enroll in additional courses after registration is complete. This is processed through the Office of Admissions and Records.

### **COURSE COMPLETION REQUIREMENT (FINANCIAL AID)**

All students enrolled in six or more credit hours must successfully complete 67 percent of the credit hours attempted each semester in order to maintain eligibility for financial aid. Students enrolled less than half-time (one to five credit hours) must successfully complete all the credit hours in which they are registered for each semester.

### **COURSE DROP**

Cancel registration in a course. This may be accomplished only during the adjustment period as specified in the Course Schedule and is processed through the Office of Admissions and Records.

### **COURSES WITH POSTED MATERIALS (NON-DISTRIBUTED LEARNING COURSE)**

Course information such as course syllabus, course schedule/calendar and assignments are posted online.

### **CREDIT COURSE**

Academic courses numbered 100 or above in the College Catalog which may be applied toward completion of a degree or certificate.

### **CREDIT HOUR**

Standard measure of the amount of instructional time required to successfully complete a course. For example, a three credit hour course meets for three hours each week for one semester. (A one-credit hour course meets 50 minutes per week).

### **CURRICULUM**

Courses offered by the College.

### **DEAN**

Member of administrative staff responsible for supervision and management of a particular division of the College.

### **DEGREE PROGRAM**

Associate in Arts, Associate in Science, Associate in Applied Science, Associate in Fine Arts in Art and Associate in Liberal Studies program of study requiring 62 credits or more for completion.

### **DEVELOPMENTAL COURSE**

Basic development courses in reading, writing and math numbered below 100 listed in the College Catalog which carry credit but do not count toward graduation requirements.

### **DISTANCE LEARNING**

Distance education is defined as education or training courses delivered to remote locations via audio, video or computer technologies, including both synchronous and asynchronous instruction.

### **DISTRIBUTED LEARNING**

Distributed learning encompasses distance learning and the use of technology to enhance learning on campus.

### **DUAL ADMISSION**

Program designed to provide students a smooth and seamless transfer from Morton College to a partner four-year college or university of their choice. Dual Admission allows a student to be admitted to Morton College and a partner college or university. Students enjoy the convenience and affordability of Morton College while having access to the services of the partner college or university. Once the Associate in Arts or Associate in Science degrees are complete, a student can transfer to the partner four-year institution by simply submitting a final transcript from Morton College.

### **DUAL CREDIT**

Students receive both high school and college credit for a college-level course successfully completed.

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### **ELECTIVE**

Course requirement in a program of study which may be fulfilled with a variety of courses numbered above 100.

### **FACULTY**

Members of College staff who teach.

### **FEES**

Charges to students by the College for specific educational service expenses (i.e., technology, registration, courses, etc.).

### **FINANCIAL AID**

Funding provided to students from various sources for assistance in defraying expenses of attending college.

### **FIRST GENERATION STUDENT (FEDERAL)**

Defined as someone whose parents did not attend or complete higher education through two- and four-year postsecondary institutions.

### **FLEX COURSE**

Courses offered at a variety of times, course lengths and location that respond to the students' needs.

### **FRESHMAN**

A student who has earned 0 to 29 semester hours of credit.

### **FULL-TIME STUDENT**

Student registered for 12 or more credits in the fall or spring semester, or six or more credits in the summer semester.

### **GED**

General Educational Development high school equivalency diploma.

### **GENERAL EDUCATION REQUIREMENTS**

Required courses for graduation in degree-seeking programs. Courses encompass a wide variety of disciplines and assist in developing general skills and abilities.

### **GPA (CUMULATIVE GPA)**

Grade-point average, used to compute student academic standing.

### **GRADUATION PETITION**

A form required to be completed by a student in order to be consideration for an upcoming graduation.



### **HYBRID OR BLENDED COURSE (DISTANCE LEARNING COURSE)**

Combines aspects of both online and traditional classroom courses. A portion of the course is taught entirely online and a portion is taught traditionally in a classroom. Each component is clearly defined. Testing can be done online or onsite. A set portion of credit hours is earned online and a set portion is earned onsite.

### **IN-DISTRICT RESIDENCY**

A student who has established permanent residence in District 527 for a minimum of 30 days immediately prior to the beginning of the semester is considered an in-district student. Morton College District 527 includes the communities of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney.

### **IN-STATE RESIDENT**

A student who is a legal resident of the state in which he/she attends school.

### **INTERNATIONAL STUDENT**

A student attending Morton College whose permanent residence lies outside the United States. International students must fill out an International Student Application and provide the necessary admission requirements.

### **LATE REGISTRATION**

Registering during the week that courses begin.

### **MID-TERM**

Midway point of an academic semester.

### **NON-CREDIT**

Courses for which students do not earn any credit.

### **OFFICIAL DAY OF RECORD**

The day that students are recorded as being officially enrolled in a course as of the end of regular registration.

### **ONLINE CORRESPONDENCE COURSE (DISTANCE LEARNING COURSE)**

Course materials are posted online and assignments are submitted online. Interaction between students and the instructor occurs, but there is no student-to-student interaction. Testing and submission of course work is done online. All credit hours are earned online.

### **ONLINE COURSE (DISTANCE LEARNING COURSE)**

Teaching and learning is done entirely online with no traditional classroom component. Interaction between student and the instructor and among students is a key component of online instruction. Testing is done online as is all submission of course work. All credit hours are earned online.

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### **OUT-OF-DISTRICT**

Any student whose legal place of residence 30 days prior to the beginning of the semester lies outside Morton College District 527, but within the boundaries of the state of Illinois.

### **OUT-OF-STATE**

Any student whose permanent residence lies outside the State of Illinois, but within the United States.

### **PART-TIME STUDENT**

Students enrolled for 11 credit hours or less in the Fall or Spring semesters, and five credits or less during the Summer Semester.

### **PASS RATE**

The percentage of students that pass a college level credit course with a minimum of a D or better or a developmental credit course with a P.

### **PERSISTENCE**

Persistence refers to the percentage of students who return the next semester or year. It can be Fall to Spring, Spring to Fall or Fall to Fall.

### **PREREQUISITE**

Requirement for entry into a course or program of study.

### **RETENTION**

Retention refers to course completion. It is calculated by dividing the number of earned credit hours by the number of attempted credit hours.

### **SEMESTER**

Morton College is on the semester system within the academic year. It is divided into two 16-week semesters (Fall and Spring). The Summer session has three sessions varying in length from five to eight weeks.

### **SOPHOMORE**

A student who has earned between 30 to 59 semester hours of credit.

### **STUDENT**

A person currently registered and enrolled at Morton College.

### **STUDENT REFUND**

The two types of refunds are tuition and fees and financial aid. The tuition and fee refund reimbursement of student's out of pocket expenses for tuition. This typically occurs when the student has paid for tuition and a course is dropped during the refund period. The financial aid refund relates to financial aid award in excess of the student education costs that is refunded to the student.

### **SUCCESS RATE**

The percentage of students that complete a certificate or degree program, or transfer to a four-year institution.

### **TECH PREP STUDENT**

Tech Prep programs at Morton College represent educational paths developed in conjunction with Morton East and Morton West high schools. Each Tech Prep program incorporates a sequence of recommended courses that begin as early as the ninth grade and lead to an Associate in Applied Science degree.

### **TRANSCRIPT**

Permanent record of academic grades at Morton College. Available through the Office of Admissions and Records.

### **TRANSFER CREDIT**

Credit earned at another regionally accredited college or university that is applied to the student's Morton College record.

### **TRANSFER GUIDES**

Informal planning documents available from advisors that suggest courses to be incorporated into the Associate of Arts or Associate of Science degrees for transfer to a four-year university, based on a specific major.

### **TRANSFER PROGRAM**

An associate degree program designed around a specific area of academic interest for students who plan to continue through the bachelor's degree level.

### **TRANSIENT STUDENT**

A student who is seeking a degree at another institution, but who wishes to be temporarily enrolled at Morton College.

### **TUITION**

Cost of attending courses based on residency status and the number of semester hours for which the student enrolls.

### **WEB-ENHANCED COURSE (DISTRIBUTED LEARNING COURSE)**

Traditional face-to-face course that has an online component that enhances the teaching and learning experience. Testing and submission of course work can be done online or onsite. All credit hours are earned onsite.

### **WITHDRAWAL**

Procedure to terminate enrollment in a course or courses after the add/drop period. Students who do not officially withdraw from courses in which they are enrolled may be assigned a failing grade ("E") even if they never attend the course. The student also will be held accountable for all tuition and fees.

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## CAMPUS MAP

The campus, located on 37.1 acres at 3801 S. Central Avenue in Cicero, contains five educational buildings finished in reddish-brown brick. Elevators are available for students and visitors unable to use the stairways. The architecture of the buildings blends in with the surrounding residential neighborhood.

**Building A** contains the Jedlicka Performing Arts Center, which seats 350 people and is used for all performances of the theatre and music departments, large lectures and community events. Building A also contains Adult Education, Community Programming and Outreach; the Cashier's Office; and Financial Aid.

**Building B** contains administrative and faculty offices; Academic Advising; Admissions and Records; classrooms; and the Library.

**Building C** contains administrative and faculty offices; Adult Education, Community Programming and Outreach; the Bookstore; the Business Office; the Cafeteria; Campus Safety; classrooms and laboratories; the Student Success Center, the Testing Center, the Student Activities Office, Student Union, Individual Learning Center (formerly the Math and Writing Center) and Transfer Services.

**Building D** contains art classrooms and studios; automotive technology classrooms and laboratories; a drafting and computer-assisted design classroom; faculty offices; a heating and air conditioning laboratory; the Physical Plant Office; and the Child Care Center.

**Building E** contains the Henry J. Vais Gymnasium, which is capable of seating up to 1,000 people. It also is equipped with a fitness center and a multipurpose loft.

