SUMMER 2016
Semester Begins
MAY 31
View course schedules online at:
www.morton.edu

Register Now!
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 website at 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 website at 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.
Get your degree or certificate! We offer classes in the following subjects:

- Accounting
- Art
- Automotive Technology
- Biology
- Business Management
- Chemistry
- Computer Assisted Design (CAD)
- Computer Information Systems
- Computer Science
- Early Childhood Education
- Economics
- Engineering
- English
- Fire Sciences
- Simulation & Game Development
- Health Information Technology
- Heating, Ventilation, Air Conditioning and Refrigeration
- History
- Humanities
- Law Enforcement
- Mathematics
- Music
- Music Production
- Nursing
- Office Management Technology
- Philosophy
- Physical Education – Activity & Health Courses
- Physical Therapist Assistant
- Physical Science
- Political Science
- Psychology
- Sociology
- Spanish
- Speech and Theatre Arts
- Supply Chain Management
- Therapeutic Massage

We also offer non-credit courses for career and personal development.

Check out our online non-credit courses at www.ed2go.com/morton and site-based classes at www.morton.edu. For more information see page 34.
HOW TO REGISTER FOR COURSES

Registering for courses at Morton College is easy. We give you two options—choose the method that’s best for you.

IN-PERSON
To register stop by the Office of Admissions and Records or Academic Advising located on the first floor of Building B. Registration days and times are listed in the box below.

ONLINE
Visit the Morton College Web site at http://my.morton.edu. This booklet provides the necessary information to assist you in the registration process. Students who qualify for special tuition rates or tuition adjustments, or who have registration or financial aid restrictions, must register in-person. Students who sign up for an E-cashier Tuition Payment Plan must register online at http://my.morton.edu.

For additional information:
• GO TO page 6
• VISIT morton.edu
• CALL (708) 656-8000, Ext. 2268

STILL HAVE QUESTIONS?
Find answers in our Frequently Asked Questions!
See pages 3–6.

PARA INFORMACIÓN EN ESPAÑOL, LLAME AL (708) 656-8000, OPRIMA DOS.

SUMMER 2016 REGISTRATION SCHEDULE

In-person registration will take place in the Office of Admissions and Records, first floor of Building B, on the following dates:

OPEN REGISTRATION
April 11 - start of session
8:30 a.m. to 7:30 p.m. Monday – Thursday
8:30 a.m. to 4:00 p.m. Friday

ADD/DROP WEEK
Session 1 May 31 & June 1
June 2
8:30 a.m. to 7:30 p.m. Tuesday & Wednesday
8:30 a.m. to 4:00 p.m. Thursday

Session 2 June 13 - June 15
June 16
8:30 a.m. to 7:30 p.m. Monday – Wednesday
8:30 a.m. to 4:00 p.m. Thursday

Session 3 July 5 - July 6
July 7
8:30 a.m. to 7:30 p.m. Tuesday & Wednesday
8:30 a.m. to 4:00 p.m. Thursday

College is closed all Fridays between May 27, 2016 – August 12, 2016

*Students are discouraged from registering for any class after that class has already met. However, with the written approval of the instructor on an Registration/Add-Drop Form, a student may register for a course up to six calendar days after a class has met. Registration for a course after these six calendar days is prohibited.

**A non-refundable $50 late registration fee applies for those students who register late.
PANTHER PORTAL

Morton College’s PANTHER PORTAL is your safe, secure and convenient way of:
• Adding or dropping courses
• Viewing or printing your course schedule
• Paying your current balance
• Viewing your personal information
• Printing your grades

HOW TO LOGIN
1. Follow login instructions at http://my.morton.edu (if accessing through morton.edu, click Panther Portal link on lower left-hand side of screen)
2. First time users, click ‘First time user, login assistance’ link
3. Select ‘This is a public computer’ or ‘This is a home/campus computer’, then click ‘First time user click here’ at the end of the paragraph
4. Follow instructions on left side of screen (in red font)

AFTER LOGIN
Search for classes
1. Click on Registration under Panther Central menu on lower right-hand side of the screen (first time users will see web advisor screen)
2. Click Search for Sections
3. Select Term or enter dates

REGISTER FOR CLASSES
1. Click Registration
2. Click Register and Drop Sections
3. Enter Section and Register
4. View your Class Schedule
5. Click Academic Profile
6. Click My Class Schedule
7. Select Term and Click Submit (Click the PRINT PAGE button to print your schedule)

Recommended Browsers: PC–Internet Explorer
MAC–Firefox

Visit morton.edu for the most up-to-date information.
NEW STUDENT REGISTRATION

FOR STUDENTS WHO:
• ARE NEW TO MORTON COLLEGE
• HAVE NOT ENROLLED IN COURSES AT MORTON COLLEGE IN THE LAST FIVE YEARS

1. FILL OUT NEW STUDENT INFORMATION FORM
   Pick up a New Student Information Form from the Office of Admissions and Records located in Building B, first floor.
   If you plan to earn a degree or certificate, also submit the following information:
   • Official and sealed high school transcript or GED test scores
   • Official and sealed transcripts from all colleges previously attended
   • International Students are encouraged to submit evaluated transcripts through Educational Credit Evaluators (http://ece.org).
   To obtain transcripts, contact the school district (high school), previous college, or organization that facilitated your test (GED®) Also complete a Request for Transcript Evaluation form if you plan to use credit earned at another college toward a degree or certificate program at Morton College. Forms are available in the Office of Admissions and Records.
   If you do not intend to earn a degree or certificate, submit only your New Student Information Form. You must reapply if you have attended Morton College before but have not enrolled in the last five years.
   To obtain an enrollment package, contact the Office of Admissions and Records at (708) 656-8000, Ext. 2346.
   If you would like to take a tour of Morton College, please call (708) 656-8000, Ext. 2359.

2. PLACEMENT TESTING
   Students intending to enroll in an English or Mathematics course must complete placement testing. Placement testing determines proficiency in English, reading and mathematics, helping you to register for courses that best develop your skills in these essential areas. To learn more about placement testing, call (708) 656-8000, Ext. 2250.

3. ATTEND NEW STUDENT PANTHER PALOOZA
   All new students should RSVP at (708) 656-8000, Ext. 2250 to attend Morton College’s signature orientation program. The program provides orientation to the college and an opportunity to speak with academic advisors and register through the portal.
   INCOMING TRANSFER STUDENTS SHOULD MEET WITH AN ACADEMIC ADVISOR: Stop by our academic advising office to meet with one of our academic advisors or to make an appointment. Here you can discuss placement results, transcripts, and academic planning for your registration.

4. SELECT COURSES AND REGISTER
   Register for courses in the Office of Admissions and Records located on the first floor of Building B or online at http://my.morton.edu. 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.
   To qualify for course registration and to qualify for the in-district tuition rate, proof of residency or proof that you work in the District is required. A current driver’s license, voters registration card, recent utility bill, current bank statement, State of Illinois ID card or matricula are acceptable forms of identification. Students who register late will be charged a $50 late fee. To utilize Alumni waiver, registration must be done in the Office of Admissions and Records no earlier than two weeks prior to the start of class.

5. PAY TUITION AND FEES
   Students will receive a tuition bill at the time of registration. Students are responsible for all tuition and fees. The college will refund tuition and fees if the student completes the official withdraw procedures within the published refund schedule. Requests to withdraw from courses are not taken by phone. It is the student’s responsibility to officially withdraw from classes. Note: Students who do not pay their tuition and fees by the due date may be dropped from the courses. Students dropped for non-payment may re-register without a guarantee they will enroll for the same course schedule.
   Students who fail to meet their financial obligation to the college will be excluded from future enrollment. Furthermore, all records and transcripts will not be released until the financial obligation has been completed. If necessary, student accounts will be turned over to a collection agency.

6. OBTAIN STUDENT ID CARD
   To obtain a student ID card or to have your current ID card validated visit the Student Activities Office, Student Success Center, 2nd Floor, Building C with a valid ID. For more information, call (708) 656-8000, Ext. 2262.

7. PURCHASE BOOKS
   Once you receive your course schedule, you may purchase required books and materials at the Bookstore located in Room 134C.
TRANSFER STUDENT REGISTRATION

FOR STUDENTS WHO ARE TRANSFERRING TO MORTON COLLEGE FROM ANOTHER COLLEGE OR UNIVERSITY

1. COMPLETE NEW STUDENT INFORMATION FORM
Visit the Office of Admissions and Records located on the first floor of Building B and submit your New Student Information Form for processing.

2. PROVIDE TRANSCRIPTS
Arrange to have your sealed, official high school, GED and/or previous college(s) transcripts sent to Morton College.

3. COMPLETE PLACEMENT TESTS
Placement testing is required prior to registering for an English or mathematics course. You may be exempt from placement testing based on previous college credit or ACT scores. Students are strongly encouraged to secure an appointment with an Academic Advisor.

4. REGISTER FOR COURSES
If you need assistance with credit course selection, contact the Academic Advising Center at (708) 656-8000, Ext. 2250. You may also register for courses via our Panther Portal at http://my.morton.edu

5. PAYMENT OF TUITION
Choose from several payment options and pay tuition and fees by the deadline indicated in the Tuition Payment Schedule. See page 12.

Check us out on the web!
morton.edu
FREQUENTLY ASKED QUESTIONS

ADMISSIONS AND RECORDS

SIGNATURES
Q: I need to drop a course, how do I drop and when?
A: A student may drop on-line or in-person with an academic advisor. Please refer to the Academic Calendar for applicable dates.

REFUNDS
Q: The refund deadline has passed. Can I still drop my class and get a full refund?
A: The college may award 100% refunds and late withdrawals to students who present documentation of extenuating circumstances. See page 11 for more details.

Morton College reserves the right to approve or deny any claims. Appeals to a decision must be made in writing to the Provost.

ENROLLMENT VERIFICATIONS
Q: How do I get proof that I am enrolled in classes.
A: Students can complete Enrollment Verification requests at the Office of Admissions and Records. Students need to present valid ID for processing. The turnaround time for enrollment verification requests is 24 hours from the time of initial request (excluding weekends and holidays). Enrollment verifications for future semesters will be processed after the 10th day of class for that semester.

EMPLOYER VERIFICATION FOR IN-DISTRICT TUITION RATES
Q: I work in-district. Am I eligible to receive in-district tuition rates?
A: Employees of profit businesses and non-profit organizations located within Morton College’s district, District 527, may enroll in courses at the in-district rate with written approval from their employer. An employer’s written approval must be on company letterhead and include a supervisor’s name, title, contact and phone number as well as the student’s job title and responsibilities. To be eligible for the special tuition rate, employment verification must be presented at the time of initial registration for the semester. To continue to be eligible for special tuition rate, the student must submit employment verification every semester the student will be attending Morton College and submit this at the time of registration.

NON-PAYMENT
Q: I did not pay my tuition bill. Will I be dropped from my classes for non-payment?
A: Refunds for tuition and fees only occur when official withdrawal procedures are properly completed within the advertised Tuition Refund Table located in the current Morton College course schedule. Telephone requests to be withdrawn from courses 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 a college department or office at the time of withdrawal
• withdraw from courses after the posted 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, 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. Third-party verifiable documentation is required to have a refund request considered by the committee. Refund requests must follow the Student Complaint and Grievance Procedures. Completed packets must be submitted to the Dean of Student Development and Ombuds Services via the Office of Admissions and Records located on the 1st floor of B Building. All requests must be completed within 30 college-business days of the end of the term in question.

Morton College reserves the right to approve or deny any claims. Appeals to the decision must be made, in writing, to the Provost.

EXPLANATION OF STUDENT’S SCHEDULE
Q: How do I know when my classes begin and where they meet?
A: Days are noted on the schedules given by the Office of Admissions and Records as follows: M—Monday, Tu—Tuesday, W—Wednesday, Th—Thursday, F—Friday, Sa—Saturday, and Su—Sunday. You can also find the hours for each class, as well as which building (B, C, D, E, Cicero Fire Department, or Morton West HS) the class is in.

REGISTERING ONLINE
Q: I am having trouble registering online. What should I do?
A: Students often cannot register online because of a past due balance with Financial Aid, Business Office, Library, and/or Athletics. Contact Admissions and Records for further information at (708) 656-8000 Ext. 2346. For login or technical issues with Panther Portal please dial (708) 656-8000 Ext. 2444.
EXPLANATION OF TRANSCRIPT COST
Q: How much does a Morton College transcript cost?
A: There is no cost for an unofficial transcript. Unofficial transcripts are not sealed and can be requested in the Office of Admission and Records or through a student’s Panther Portal. There is a cost for official transcripts. Official transcripts are sealed and verified through the Office of Admission and Records. Processing of official transcript requests requires a minimum of 5 business days and a $5 fee. Same day (24 hour processing time) of official transcript requests is also available for a $10 fee.

ACADEMIC ADVISING

PLACEMENT
Q: How can I prepare to take the placement exam?
A: Students can access testing study guides through the “Quick Links” by selecting “Study Guides”. This will link directly to the page where the Accuplacer, Math 075 and Geometry study guides can be downloaded and printed.

Q: How do I know what English and math courses I should take?
A: Students who plan to take credit courses at Morton must take Morton’s placement tests. However, under certain conditions, you can have this requirement waived. For example, if you received a sub-score of 18 in the Reading & English component on your ACT or if you have completed English 101 with a grade of ‘C’ or better at another institution.

Q: If I test into English 082, 084, 086 or 088; can I take other courses?
A: Speak with an advisor to determine which courses, if any, you are able to take in addition to English developmental courses.

FULL-TIME VS PART-TIME
Q: What is the difference between a full-time and part-time course load?
A: Morton defines a full-time load as 12 or more credit hours. A part-time load is anything less than 12 credit hours.

CREDIT HOURS
Q: What is a credit hour?
A: A credit hour, sometimes called a semester hour, refers to the number of credits you receive toward graduation for each class you complete successfully. Credit hours are determined by the number of hours per week you are in class for that course. For example, a class meeting from 9–9:50 a.m. three days a week, generally will earn three credit hours.

REQUIREMENTS FOR DEGREES AND CERTIFICATES
Q: What is the difference between the Associate of Arts or Associate of Science degree and the Associate of Applied Science degree?
A: These degrees all require a minimum of 62 credit hours but have different purposes. The Associate of Applied Science (A.A.S.) degree prepares students for entering a career field (e.g. Law Enforcement, etc...), while the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees satisfy the requirements for the first two years of a baccalaureate degree. Therefore, A.A. and A.S. degrees require a greater number of general education courses.

Q: What is a certificate?
A: A certificate consists of career courses in a chosen program. Students who already have a degree may decide to pursue a certificate when changing fields.

Q: What courses will meet the requirements for a degree or a certificate?
A: The College Catalog lists all requirements for degrees and certificates by program. You must familiarize yourself with the Catalog, since this document is an agreement between you and the College.

Q: How much time will I be expected to study for each course?
A: This varies among individuals. A good suggestion is that students should spend two to three hours outside of class for each hour in class per week. Therefore, a full-time student should allow 24 to 36 hours of study time per week.

ONLINE LEARNING
Q: Does Morton offer courses over the Internet?
A: Yes, several. Visit morton.edu for more information on distance learning opportunities.

Q: How many courses should I take?
A: This can only be answered by the student. In general, students who work full-time may prefer to take fewer classes than students who do not work or work part-
time. You need to judge how best to balance your work schedule with your academic load, social life and other responsibilities.

TRANSCRIPTS AND TRANSFERRING COURSES

Q: How much does a Morton transcript evaluation cost?
A: Morton does not charge a fee for evaluating a transcript.

Q: How do I calculate my grade point average (GPA)?
A: Grade points are calculated by multiplying the number of credit hours of each course by the grade earned. ("A"=4, "B"=3, "C"=2, "D"=1 and "F"=0). Divide the grade points earned by the number of hours taken.

Q: How do I raise my GPA?
A: You must earn higher grades in your courses. You may re-take courses in which you have received a low grade. If you re-take a course at Morton College, the higher grade will count in your GPA, but both grades will continue to show on your transcript. In other words, replacing a "D" or "F" grade with an "A", "B", or "C" will raise your GPA more quickly than taking new courses.

To achieve academic success:
1. Plan your course load carefully
2. Visit the Individual Learning Center to develop study skills and strategies or when necessary, seek tutoring assistance.

Q: I got a D in a course. Should I take it over?
A: This depends on the course and its importance in your major. If you believe you can do significantly better in the class the second time around and it is necessary for your major or chosen career, it is probably a good idea to retake the course. Both grades will appear on your transcript. However, the higher of the two will count in your GPA. It is also important to remember that many universities do not accept D grades in transfer.

Q: I have taken classes at another college or university. Will they count at Morton?
A: To find out, you must have your transcript evaluated. The evaluation process consists of three steps:
• Have an official sealed transcript mailed to Morton from your former college or university.
• Contact your former college or university’s Registrar Services directly to start the process.
• Complete a Request for Evaluation Form with an Academic Advisor.

Q: I have a degree from a college or university in another country. How will it transfer?
A: To receive credit for coursework from another country, the foreign transcripts must be evaluated by Educational Credential Evaluators (ECE) in Milwaukee, Wisconsin. A form with instructions is available in the Advising Department. Refer to the ECE form for appropriate foreign transcript evaluation fees. Remember to complete a Request for Evaluation Form and list Morton College as the transfer institution.

Q: Will my GPA from other colleges transfer?
A: No, your GPA starts over at Morton.
Microsoft Office Institute
Summer 2016

**Earn a Career Certificate in Microsoft Office 2013**
**7-CREDIT HOURS in just SEVEN WEEKS this summer!**

Attend focused instruction Monday through Thursday evenings. Work in Morton College’s state-of-the-art computer labs. Receive the highest level instruction from expert and Microsoft certified instructors.

**Register for all six courses or for only the courses you need.** Only one book and one access code required for ALL courses. Supervised practice lab time is available.

- **OMT 131 MI** Windows Software  
  6/13–6/16  6:00–9:30 p.m.
- **OMT 206 MI** Microsoft PowerPoint I  
  6/20–6/23  6:00–9:30 p.m.
- **OMT 210 MI** Microsoft Word I  
  6/27–7/7  6:00–9:30 p.m.
- **OMT 216 MI** Microsoft Excel I  
  7/11–7/14  6:00–9:30 p.m.
- **OMT 223 MI** Microsoft Excel II  
  7/18–7/21  6:00–9:30 p.m.
- **OMT 218 MI** Microsoft Access I  
  7/25–7/28  6:00–9:30 p.m.

For more information see Morton College Summer Schedule or call 708.656.8000, ext. 2363.

Visit morton.edu for the most up-to-date information.
Tuition and Fee Payments

It is strongly recommended that payment be made at time of registration. Make your payment in the Cashier’s Office (first floor, Building A). Summer semester hours are:

7:45 a.m. to 8:00 p.m. Monday - Wednesday
7:45 a.m. to 4:30 p.m. Thursday
Closed on Friday

You may use Visa, MasterCard or Discover or pay by personal check or cash. A Nelnet deferred payment plan is also available.

Payment Deadline
If you register: Payment is due:
April 11 - May 6 May 6
On or after May 7 Day of registration

Students will receive a tuition bill at the time of registration. Students are responsible for all tuition and fees. The college will refund tuition and fees if the student completes the official withdraw procedures within the published refund schedule. Requests to withdraw from courses are not taken by phone. It is the student’s responsibility to officially withdraw from classes. Note: Students who do not pay their tuition and fees by the due date may be dropped from the courses. Students dropped for non-payment may re-register without a guarantee they will enroll for the same course schedule.

Students who fail to meet their financial obligation to the college will be excluded from future enrollment. Furthermore, all records and transcripts will not be released until the financial obligation has been completed. If necessary, student accounts will be turned over to a collection agency.

Course Exchange
You may exchange one course for another (drop and add) during the 100% refund period.

You will be responsible for paying any additional tuition and fees that may result from the new course. Course drops will be subject to a refund based on the Tuition Refund Schedule.

Tuition and Fees Chart*

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<td>162.00</td>
<td>144.00</td>
<td>10.00</td>
<td>1,584.00</td>
<td>1,612.00</td>
<td>1,636.00</td>
</tr>
</tbody>
</table>

* Tuition and fees are subject to change by official action of the Board of Trustees. For the latest information, visit morton.edu

** Total amount includes tuition, comprehensive, technology and registration fees for credit hour courses; course and lab fees are additional, as required.
TO DROP A COURSE OR WITHDRAW

Students may withdraw or drop a course online through the Panther Portal or through the Office of Admission and Records by completing a drop form.

The date of your official withdrawal determines both your final grade and whether you will receive a refund for the course.

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 page 12 or our website at morton.edu.

FINANCIAL AID

Financial aid is available in the form of federal grants, work-study and local scholarships. To become eligible for financial aid, complete the Free Application for Federal Student Aid or apply online at www.FAFSA.ed.gov to generate a Student Aid Report (SAR). A SAR must be on file for the current year before any financial aid or student loans can be processed. Those applying early will be given priority consideration for these limited funds. Financial aid forms are available in the Financial Aid Office, Room 204B. Summer semester Financial Aid Office hours of operation are:

7:45 a.m. to 7:30 p.m. Monday – Wednesday
7:45 a.m. to 4:00 p.m. Thursday
Closed on Friday

For more information:
Call (708) 656-8000, Ext. 2428 or 2229.

VETERANS’ BENEFITS

Morton College is an approved educational institution for training veterans. The Financial Aid Office has applications for all federal and state veterans’ programs. Students intending to utilize their benefits this semester must contact the Financial Aid Office and complete a Veterans’ Benefit Sign-Up Sheet. This form must be completed every semester to continue benefits at Morton College.

Applications, forms and more information are available in the Financial Aid Office, Room 204B. For more information, call (708) 656-8000, Ext. 2228.

REFUND POLICY

Refunds for tuition and fees only occur when official withdrawal procedures are properly completed within the advertised Tuition Refund Table located on the next page of this course schedule. Telephone requests to be withdrawn from courses 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 a college department or office at the time of withdrawal
• withdraw from courses after the posted 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, 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. Third-party verifiable documentation is required to have a refund request considered by the committee. Refund requests must follow the Student Complaint and Grievance Procedures. Completed packets must be submitted to the Dean of Student Development and Ombuds Services via the Office of Admissions and Records located on the 1st floor of Building B. All requests must be completed within 30 college-business days of the end of the term in question.

Morton College reserves the right to approve or deny any claims. Appeals to the decision must be made, in writing, to the Provost.

SPECIAL TUITION RATES

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.

Employees of profit businesses and non-profit organizations located within Morton College’s district, District 527, may enroll in courses at the in-district rate with written approval from their employer. An employer’s written approval must be on company letterhead and include a supervisor’s name, title, contact and phone number as well as the student’s job title and responsibilities. To be eligible for the special tuition rate, employment verification must be presented at the time of initial registration for the semester. To continue to be eligible for special tuition rate, the student must submit employment verification every semester the

continued on next page
student will be attending Morton College and submit this at the time of registration.

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.

NELNET TUITION PAYMENT PLANS
If your total tuition and fees exceed $100, you may be eligible for a Nelnet Tuition Payment Plan. A nonrefundable service fee is added to the total bill, and an initial payment is required. The remaining balance will be due and payable in installments as outlined in the Nelnet Tuition Payment Plans Schedule.

To be eligible for a Nelnet Tuition Payment Plan, students must have settled all previous outstanding account balances with Morton College and total tuition and fees must exceed $100. Enrollment in a Nelnet Tuition Payment Plan is available only online at Panther Portal located at: https://my.morton.edu.

The payment plan can accommodate down payments and monthly payments. Down payments are deducted immediately from the financial account provided on the agreements. Nelnet Tuition Payment Plans are not available for the summer semester after June 13, 2016.

### TUITION AND FEES OVERVIEW*

<table>
<thead>
<tr>
<th>TUITION</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District Resident (per credit hour)</td>
<td>$88</td>
</tr>
<tr>
<td>Out-of-District Resident of Illinois (per credit hour)</td>
<td>$216</td>
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<tr>
<td>Out-of-State Resident or International (per credit hour)</td>
<td>$280</td>
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<tr>
<td>FEES</td>
<td>Late Registration Fee</td>
</tr>
<tr>
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<td>Comprehensive Fee (per credit hour)</td>
</tr>
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<td></td>
<td>Technology Fee (per credit hour)</td>
</tr>
<tr>
<td></td>
<td>Repair/Renovation Fee (per credit hour)</td>
</tr>
</tbody>
</table>

* Tuition and fees are subject to change by official action of the Board of Trustees. For the latest information, visit morton.edu

** Total amount includes tuition, comprehensive, technology and registration fees for credit hour courses; course and lab fees are additional, as required.

### TUITION REFUND SCHEDULE*

100% refund—within 8 calendar days from start of course.
50% refund—9 to 16 calendar days from start of the course.

(Excludes holidays)

* Refunds will not be issued after these dates. Students with extenuating circumstances wishing to receive a 100% refund/withdrawal after the above dates must submit a letter of explanation and supporting documentation to the Dean of Student Development and Ombuds Services. Approvals are only granted under extreme circumstances. Tuition refund subject to change, for the latest information, visit www.morton.edu.

### TUITION PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>IF YOU REGISTER</th>
<th>PAYMENT DUE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 11 through May 6</td>
<td>May 6, 2016</td>
</tr>
<tr>
<td>On or after May 7</td>
<td>Day of Registration</td>
</tr>
<tr>
<td>NELNET PAYMENT PLANS:</td>
<td></td>
</tr>
<tr>
<td>Through May 6</td>
<td>Plan 1</td>
</tr>
<tr>
<td>May 7 - May 13</td>
<td>Plan 2</td>
</tr>
<tr>
<td>May 14 - May 27</td>
<td>Plan 3</td>
</tr>
<tr>
<td>May 28 - June 13</td>
<td>Plan 4</td>
</tr>
</tbody>
</table>
HERE ARE THE FACTS WHY...

COLLEGE EXPENSES, WHAT’S YOUR PLAN?

Paying for the rising costs of a college education is a concern for nearly every student and family. The fact is, few of us have the resources to simply write a check for the full cost of tuition each semester. So how are you meeting your costs? What’s your plan? Do you have one?

Having a solid plan for covering the cost of college is an important step toward graduation. Morton College is pleased to enlist the services of Nelnet to make the process easier for you.

HERE IS A PROVEN PLAN

To help you meet your educational expenses, Morton College is proud to offer Nelnet as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is a $25 per semester nonrefundable Nelnet Enrollment Fee. You may budget your tuition and fees by either Automatic Bank Payment or monthly credit card deduction.

CONVENIENT ONLINE ENROLLMENT

Enroll in the Nelnet Payment Plan online at http://my.morton.edu or at morton.edu and clicking on the Panther Portal link (see page 8 for instructions on how to login to the Panther Portal).

• Under Financial Information click on “Sign up for the Nelnet Payment Plan”
• Click on the correct semester
• Once you are in the NBS website click on Proceed

Be sure to have the following information:

• Student ID number
• The name, address and email address of the person responsible for making the payments
• To protect your privacy, you will need to create your own unique Nelnet Access Code. Please be sure it is something you can easily remember
• Account information for the person responsible for payment.
• If paying by automatic bank payments, you will need the bank name, telephone number, account number and bank routing number. Most of this information is located in your check.
• If paying by credit card, you will need the credit card number and expiration date.

NELNET TUITION PAYMENT PLANS SCHEDULE*

<table>
<thead>
<tr>
<th>LAST DAY TO SUBMIT ONLINE</th>
<th>REQUIRED DOWN PAYMENT</th>
<th>NUMBER OF PAYMENTS</th>
<th>MONTHS OF PAYMENTS</th>
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<td>None</td>
<td>2</td>
<td>June - July</td>
</tr>
<tr>
<td>May 13, 2016</td>
<td>10%</td>
<td>2</td>
<td>June - July</td>
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<tr>
<td>May 27, 2016</td>
<td>30%</td>
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<tr>
<td>June 13, 2016</td>
<td>50%</td>
<td>1</td>
<td>July Only</td>
</tr>
</tbody>
</table>

* Nelnet Tuition Payment Plans are not available for the summer semester after June 13, 2016
CAMPUS INFORMATION

ADMISSIONS AND RECORDS
The Office of Admissions and Records located on the first floor of Building B can assist you with applying to the College, campus visits, registration, transcript(s) evaluation and transcript requests. The Office of Admissions and Records
Summer semester hours are:
7:45 a.m. to 7:30 p.m. Monday – Wednesday
7:45 a.m. to 4:00 p.m. Thursday
Closed all Fridays, May 27 - August 12
For more information, call (708) 656-8000, Ext. 2346.

PLACEMENT TESTING
Placement tests measure current skills in English, reading and math. Students will use a computer to complete the Accuplacer test. Accuplacer is untimed, but students should plan to spend up to two hours to complete the full placement test. Placement test results are available immediately. Test results determine placement in English and math courses.
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. Students who are enrolled in developmental courses are ineligible for retesting.
Placement testing is scheduled Monday through Thursday by appointment. Day and evening appointments are available. For more information call (708) 656-8000, Ext. 2250.
Placement Testing Exemptions—Students with previously earned college credit can be exempted from all or part of the placement test if they submit a college transcript or grade report showing successful completion (“C” or better) in a college-level English composition course/rhetoric course and/or math course.
Students with sub-scores of 18 on the English and Reading portion of the ACT may be exempt from the English portion of the Placement Exam.

INFORMATION CENTER

ACADEMIC ADVISING CENTER
The Academic Advising Center is located on the first floor of Building B, is committed to assisting prospective, new and continuing students in setting and achieving their educational and career goals. Our purpose is to establish a partnership between the advisor and the student to meet each individual’s needs and to connect students with other campus resources. Students who meet with an academic advisor will be able to obtain information in the following areas: general advisement and academic regulations, registration, add/drop courses, graduation review, provisional degree audit, suspension/dismissal appeals, and transfer information.
The Academic Advising Center summer semester hours are:
7:45 a.m. to 7:30 p.m. Monday – Wednesday
7:45 a.m. to 4:00 p.m. Thursday
Closed all Fridays, May 27 - August 12

Information about other academic support services is available by calling (708) 656-8000, Ext. 2250.

STUDENT ORIENTATION—PantherPalooza
Morton College is committed to the effective transition of new students to the Morton College family and culture. To meet this goal, the college offers multiple orientation sessions throughout the academic year called PantherPalooza. This program session offers new students the opportunity to meet key personnel, academic advisors and register for their first semester of courses.
PantherPalooza sessions are intended to acquaint new students to the resources available to students, as well as, the expectations of all members of the college community. In preparation for PantherPalooza, students should have already applied, been admitted to the college and completed the placement test. Furthermore, students should bring their placement results to the orientation session.
(Review materials for the placement exam may be found at: http://morton.edu/success_keys/English.asp for English and http://morton.edu/success_keys/Math.asp for Math)
The college highly recommends that students pre-register for PantherPalooza. Students may either visit the Academic Advising Center located on the 1st floor of the B Building or call (708) 656-8000, Ext. 2250 to make a PantherPalooza reservation.

BOOKSTORE
The College Bookstore, located in Room 134C, sells new and used textbooks, software, course supplies, gifts and personal items. The Bookstore summer semester hours are:
8:30 a.m. to 8:00 p.m. Monday–Wednesday
8:30 a.m. to 4:00 p.m. Thursday
Closed all Fridays, May 27 - August 12
For all summer courses, books may be returned for a full refund one week from the first day of class with the original receipt. Summer textbooks are now available for purchase. Contact the Bookstore at (708) 656-8000, Ext. 2222, for more information.
SERVICES FOR STUDENTS WITH DISABILITIES

Academic support services for students with disabilities are available by contacting Disabilities Specialist Marie Ferro at (708) 656-8000, Ext. 2250.

CHILDREN ON CAMPUS

For the safety of children on campus, children may not accompany students to class, tutoring or testing sessions. Also, children may not be left unattended on the campus grounds, whether in college buildings, extension centers or at any college event.

SMOKE-FREE CAMPUS

Smoking on Morton College premises in a public place or place of employment and within College vehicles is prohibited. No person shall smoke on Morton College premises. No person may smoke in any privately owned vehicles on Campus. The use of smokeless tobacco products, chewing tobacco and electronic cigarettes on Morton College premises, in public places and places of employment regardless of where located is also prohibited.

This Policy applies to all students, employees (faculty, staff, administrators, and professional staff), visitors, vendors, and contractors; and applies to all Morton College premises.

All employees and students are responsible for being familiar and complying with the requirements of these regulations.

Morton College institutes this policy to comply with the Smoke Free Illinois Act (410 ILCS 82 et seq, the “Act”) and to ensure that all Morton College facilities and properties are tobacco-free in an effort to provide the faculty, staff, students and visitors with a healthy, respectful working and learning environment.

Any questions regarding the smoke-free campus should be directed to the Morton College Police Department.

DRUG-AND ALCOHOL-FREE CAMPUS

In recognition of the negative effect that the use of drugs and alcohol has on a person's physical and mental well-being, 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 the Morton College Student Handbook. Incidents involving employees will be processed in accordance with applicable laws and labor-management agreements.
July 1
GRADUATION
PETITION DEADLINE
DEGREES AND CERTIFICATES
Morton College offers a wide variety of courses to help you achieve your academic, professional and personal goals. At Morton College, you can obtain either an associate degree or a career certificate to enhance your employment marketability. Morton College awards six degrees:

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate in Applied Science (A.A.S.)
- Associate in Fine Arts in Art (A.F.A.)
- Associate in Liberal Studies (A.L.S.)
- Associate in Arts in Teaching (A.A.T-ECT)

Each degree requires at least 62 credit hours for completion. The Associate in Arts, Associate in Science and the Associate in Fine Arts in Art Degrees fulfill 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 Advisor 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. 2250.

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 advisor when selecting elective courses to determine credit transferability.

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.

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)
This degree is for students who intend to pursue employment upon graduation. Students must meet the prescribed 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. Students should consult with an advisor when selecting elective courses. Areas of study within the A.A.S. degree program include:

- Accounting
- Automotive Technology
- Business Management
- Computer Aided Design Technology
- Computer Information Systems
- Early Childhood Education
- Fire Science
- Health Information Technology
- Heating, Ventilation, Air Conditioning and Refrigeration
- Law Enforcement Education
- Nursing
- Office Management Technology
- Physical Therapist Assistant
- Therapeutic Massage

ASSOCIATE IN FINE ARTS IN ART (A.F.A.)
This degree is for students who intend to pursue a Bachelor of Fine 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 Fine Arts (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.

ASSOCIATE IN LIBERAL STUDIES (A.L.S.)
This degree is for students who intend to pursue an individually designed curriculum meeting their specific interests or needs. Students must meet the prescribed general education requirements as listed in the Catalog 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 advisor when selecting elective courses to determine credit transferability.

ASSOCIATE IN ARTS IN TEACHING (A.A.T-ECT)
This degree is designed to allow a student to achieve an Associate in Arts in Teaching (A.A.T) degree in Early Childhood Education. With successful completion of the A.A.T 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.

CAREER CERTIFICATE
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. Certificate programs available at Morton College include:

- Accounting
- Automotive Service
- Architectural Drafter
- Automotive Mobile Electronics
- Automotive Technology
- Business Management
- Computer Aided Design Technology
- Computer Repair Technician
- Computing Essentials
- Drafting Technology
- Early Childhood Aide
- Early Childhood Assistant
- Early Childhood Education
- Electronic Records Management
- Fire Investigation Specialist
- Fire Prevention Specialist
- Fire Officer Leadership I
- Fire Officer Leadership II
- Heating, Ventilation and Air Conditioning
- Licensed Practical Nurse
- Medical Billing
- Medical Coding
- Medical Office Support
- Medical Transcription
- Microsoft Office
- Multimedia Development
- Music Production
- Network Systems Administrator
- Networking Essentials
- Nurse Assisting
- Office Communications
- Office Data Entry
- Office Technology Specialist
- Paraprofessional Educator
- Simulation & Game Development
- Supply Chain Management
- Therapeutic Massage
- Web Site Development

* Financial Aid does not apply.

Visit morton.edu for the most up-to-date information.
MORTON COLLEGE OFFERS 3 TYPES OF CLASSES:

TRADITIONAL COURSES—meet face-to-face.

ONLINE COURSES—offered completely online via the internet. You can use the Morton College Internet system for any of these classes if you do not have Internet access at home. You will have access to the instructor by E-mail or Blackboard. To get started with Online courses, log on to morton.edu. Click Online Courses. These courses are not self-paced and are designed for students who can work with minimal direction. These courses start the first week of the semester. If at any point in the semester you are not keeping up, you will be dropped from the course.

HYBRID COURSES—a portion of these courses are offered via the face-to-face with the other portion of the course meeting online. You can use the Morton College Internet system for any of these classes if you do not have Internet access at home. You will receive instructions the first day of class. To get started with Hybrid courses, log on to morton.edu. Click Online Courses. These courses are not self-paced and are designed for students who can work with minimal direction and have computer skills. These courses start the first week of the semester. If at any point in the semester you are not keeping up, you will be dropped from the course.
**UNIVERSITY TRANSFER AND CAREER**

CREDIT COURSES LEADING TO A DEGREE OR CAREER CERTIFICATE

**HOW TO READ THIS COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>Course #</th>
<th>Course Title</th>
<th># Credits</th>
<th>Room #</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section #</td>
<td>Class type (Lec or Lab)</td>
<td>Days</td>
<td>Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fees</td>
<td>Prerequisites</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MEETING DAYS**

Course meeting days use the following abbreviations:

- M—Monday
- Tu—Tuesday
- W—Wednesday
- Th—Thursday
- F—Friday
- Sa—Saturday
- Su—Sunday

**ROOM LOCATIONS**

Courses listed in this schedule are held at the following locations:

- **A, B, C, D AND E BUILDINGS**
  - Morton College Campus
  - 3801 S. Central Avenue, Cicero, IL.

- **REMOTE LOCATIONS**
  - AMM American Monticello
  - CIC Cicero School
  - CPL Cicero Public Library
  - HWA Hiawatha School
  - MEHS Morton East High School
  - MWHS Morton West High School
  - PAC Parent’s and Children’s Center
  - PHC Parkholme Center
  - RML Rush-MacNeal-Loyola
  - SFD Stickney Fire Department

**COURSE NUMBERS**

Courses numbered below 100 are developmental and cannot be used to fulfill graduation requirements in a transfer or career program.

**FEES**

Additional fees may be charged based on specific course or program requirements.

**TO BE ANNOUNCED (TBA)**

If TBA appears instead of a room number, a classroom location was not designated at the time the schedule was printed. Contact the Office of Admissions and Records at (708) 656-8000, Ext. 2346, for further information. When TBA appears instead of a time, contact the instructor or appropriate dean.

**PREREQUISITES**

Prerequisites are special conditions which must be fulfilled before registration will be allowed in a particular course. These conditions vary and may include obtaining the consent of the instructor, gaining admission to a program or completing additional courses prior to enrollment.

**INSTRUCTOR**

The schedule lists the last name of the instructor for each course. If Staff is indicated, the instructor was not designated at the time the schedule was printed.

**BEGINNING/ENDING DATE**

The first and last meeting dates of a course.

---

* Room numbers containing a single letter indicate courses held on campus. Room numbers containing two or more letters indicate courses held off campus (for these courses, please refer to the REMOTE LOCATIONS subhead on this page for location key).
Anthropology

**ANT-102**  Intro to Cultural Anthropology  3 credits
1E Lec  Tu Th  11:00a-1:50p  335C
6/14 - 8/4

Art

**ART-103**  Drawing I  3 credits
1C Lab  M Tu W Th  9:00a-1:40p  106D
5/31 - 6/30
Fees: $35.00

**ART-113**  Ceramics I  3 credits
1C Lab  Tu W Th  9:00a-12:45p  104D
6/14 - 8/4
Fees: $40.00
Prerequisite: ART 102

**ART-213**  Ceramics II  3 credits
1C Lab  Tu W Th  9:00a-12:45p  104D
6/14 - 8/4
Fees:

Automotive Technology

**ATM-120**  Basic Vehicle Mechanics  3 credits
1C Lec  M  9:00a-12:30p  108D
Lab  W  9:00a-12:30p  110D
6/13 - 8/3
Fees: $40.00
Prerequisite: English and Math placement testing required.

**ATM-122**  Automotive Air Conditioning  3 credits
1G Lec  M  1:00p-4:30p  108D
Lab  W  1:00p-4:30p  110D
6/13 - 8/3
Fees: $80.00

Biology

**BIO-100**  Introducing Biology  3 credits
NR Lec  Online  Bluemer
6/13 - 8/4

- The above coded NR is offered via the internet. For more information, contact Judy Bluemer at judy.bluemer@morton.edu. This is not a self-paced course. The course starts the first day of the semester. Assignments are due the first week. If at any point in the semester you are not keeping up, you will be dropped. Book is required first day of class. Allow 3 weeks if you are ordering the book online.

**BIO-102**  Introduction to Biology  4 credits
1J Lec  M Tu W Th  3:00p-4:30p  344C
Lab  M Tu W Th  4:30p-6:00p  344C
6/13 - 8/4

2C Lec  M W  9:00a-11:50a  344C
Lab  M W  12:00p-2:50p  344C
6/13 - 8/3

31 Lec  M Tu Th  6:00p-7:50p  344C
Lab  M Tu Th  8:00p-10:00p  344C
6/13 - 8/4

4C Lec  Tu Th  9:00a-11:50a  344C
Lab  Tu Th  12:00p-2:50p  344C
6/14 - 8/4
Fees: $40.00

**BIO-103**  Anatomy & Physiology I  4 credits

Students will be required to attend Open Lab for ALL classes listed below. You will be given directions/procedures for the Open Lab on the first day of the course. All BIO 103 students will be required to attend Open Lab. Lab hours: 9:00 am to 9:00 pm – Monday through Thursday.

11 Lec  Tu Th  6:00p-8:55p  327C
6/14 - 8/4

H1 Lec  M  10:00a-10:50a  333C
Lec  M  Hybrid / Online  Online
6/13 - 8/1

H2 Lec  M  4:30p-5:20p  327C
Lec  M  Hybrid / Online  Online
6/13 - 8/1
Fees: $40.00
Prerequisite: Suggest BIO 102, CHM 100 or high school biology with lab within last five years

Sections coded H1–H2, are hybrid web-based courses. These courses are designed for students who can work with minimal direction. You will receive access instructions on the first day of this course, via Blackboard.
BIO-104 Anatomy & Physiology II 4 credits

Students will be required to attend Open Lab for ALL classes listed below. You will be given directions/procedures for the Open Lab on the first day of the course. All BIO 104 students will be required to attend Open Lab. Lab hours: 9:00 am to 9:00 pm – Monday through Thursday.

1C Lec M W 9:00a-11:55a 327C Staff
6/13 - 8/3

H1 Lec M 11:00a-11:50a 333C Seo
Lec M Hybrid / Online Online Seo
6/13 - 8/1

H2 Lec M 5:30p-6:20p 327C Seo
Lec M Hybrid / Online Online Seo
6/13 - 8/1
Fees: $40.00
Prerequisite: BIO 102, BIO 103, BIO 110 or BIO 111

BIO-150 Heredity & Society 3 credits

The above coded NR is offered via the internet. For more information, contact Judy Bluemer at judy.bluemer@morton.edu. This is not a self-paced course. The course starts the first day of the semester. Assignments are due the first week. If at any point in the semester you are not keeping up, you will be dropped. Book is required first day of class. Allow 3 weeks if you are ordering the book online.

BIO-160 Plants & Society 3 credits

The above coded NR is offered via the internet. For more information, contact Judy Bluemer at judy.bluemer@morton.edu. This is not a self-paced course. The course starts the first day of the semester. Assignments are due the first week. If at any point in the semester you are not keeping up, you will be dropped. Book is required first day of class. Allow 3 weeks if you are ordering the book online.

BIO-202 Environmental Biology 3 credits

The above coded NR is offered via the internet. For more information, contact Judy Bluemer at judy.bluemer@morton.edu. This is not a self-paced course. The course starts the first day of the semester. Assignments are due the first week. If at any point in the semester you are not keeping up, you will be dropped. Book is required first day of class. Allow 3 weeks if you are ordering the book online.

BIO-212 Microbiology 4 credits

1A Lec M W 8:30a-11:40a 336C Grice
Lab M W 12:00p-3:10p 337C Grice
6/27 - 8/3

2L Lec M W 5:00p-8:10p 336B Staff
Lab Tu Th 5:00p-8:10p 337C Staff
6/27 - 8/3
Fees: $40.00
Prerequisite: BIO 102, BIO 103, BIO 110 or BIO 111

Business

BUS-102 Managerial Accounting 3 credits

11 Lec Tu Th 6:00p-8:40p 202D Gilligan
6/14 - 8/4
Prerequisite: BUS 101

BUS-107 Principles of Marketing 3 credits

1B Lec M W 8:00a-10:40a 204D Cisneros
6/13 - 8/3

BUS-111 Introduction to Business 3 credits

11 Lec M W 6:00p-8:40p 202D Behling
6/13 - 8/3

BUS-130 Quickbooks I 1 credit

11 Lec W 6:00p-8:45p 303B Murphy
7/6 - 8/3
Prerequisite: BUS 101

BUS-230 Business Law and Contracts 3 credits

1E Lec M W 11:00a-1:40p 204D Orfei
6/13 - 8/3

Chemistry

CHM-100 Fundamentals of Chemistry 4 credits

1B Lab M W 8:30a-9:45a 306C Crockett
Lec M W 10:00a-12:50p 305C Crockett
Lab M W 1:00p-2:15p 306C Crockett
6/13 - 8/3

Fees: $40.00

Visit morton.edu for the most up-to-date information.
### Computer Assisted Design

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<tr>
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<th>Days</th>
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<td>CAD-101</td>
<td>Fundamentals of Drafting</td>
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<td>Descriptive Geometry</td>
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<td>CAD-107</td>
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<td>CAD-220</td>
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### Early Childhood Education

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Visit morton.edu for the most up-to-date information.
### Foreign Language

**SPN-101  Beginning Spanish I**  
1C  Lec  M Tu W Th  9:00a-11:55a  336B  Staff  
5/31 - 6/30  

**SPN-102  Beginning Spanish II**  
1C  Lec  M Tu W Th  9:00a-11:55a  336B  Staff  
7/5 - 8/4  

Prerequisite: SPN 101, 1 unit of high school Spanish or placement by instructor

**SPN-130  Spanish for Heritage Speakers**  
1F  Lec  M Tu W Th  12:00p-2:55p  336B  Staff  
5/31 - 6/30  

Prerequisite: Having learned Spanish as a home language. Prior academic credit in Spanish not required.

### Geography

**GEG-101  Physical Geography**  
NR  Lec  Online  Abrahamson  
6/13 - 8/4  

The above coded NR is offered via the internet. This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email Dr. Maura Abrahamson at maura.abrahamson@morton.edu

**GEG-105  World Regional Geography**  
NR  Lec  Online  Abrahamson  
6/13 - 8/4  

The above coded NR is offered via the internet. This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email Dr. Maura Abrahamson at maura.abrahamson@morton.edu

**GEL-101  Physical Geology**  
1E  Lec  Tu Th  11:00a-12:50p  226C  Sleeth  
6/14 - 8/4  

Fees: $20.00

### Health Care Professions

**HCP-130  Medical Terminology**  
1G  Lec  M W  1:00p-3:50p  324B  Conaghan  
6/13 - 8/3  

Fees: $20.00

### History

**HIS-103  Early Western Civilization**  
NR  Lec  Online  Gatyas  
6/13 - 8/4  

The above coded NR is offered via the internet. This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email Dr. Kenton Gatyas at kenton.gatyas@morton.edu

**HIS-104  Modern Western Civilization**  
NR  Lec  Online  Gatyas  
6/13 - 8/4  

The above coded NR is offered via the internet. For more information, contact Dr. Kenton Gatyas at kenton.gatyas@morton.edu This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email Dr. Kenton Gatyas at kenton.gatyas@morton.edu
Enjoy Computers?
Learn to Use Computer Assisted Design Software!

See pages 22 for CAD courses!
### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Schedule</th>
<th>Instructor</th>
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<td>MAT-075</td>
<td>Math for Nurses</td>
<td>1</td>
<td>11 Lec M W 11:00a-12:20p 106C 6/14 - 8/4</td>
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<td>21 Lec Tu Th 5:00p-6:40p 324C 7/5 - 8/4</td>
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<tr>
<td>MAT-090</td>
<td>Mathematics Fundamentals</td>
<td>3</td>
<td>1B Lec M Tu Th 8:00a-9:40a 201D 6/13 - 8/4</td>
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<td>21 Lec Tu Th 6:00p-8:30p 201D 6/14 - 8/4</td>
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<tr>
<td>MAT-093</td>
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Prerequisites: MAT 093 or qualifying score on 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

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Prerequisite: MAT 105 or concurrent enrollment or qualifying score on the Math Placement Test.

### MAT-141  Statistics 4 credits

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The above web-based section is offered via the Internet. If you do not have Internet access, you can use student computers at Morton College. This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email Carlos Dominguez at carlos.dominguez@morton.edu and on June 13th check the email account you have on file with the College for an email from the instructor.

Prerequisite: MAT 102, MAT 105 or Qualifying score on the Math Placement Test.

### MAT-224  Calculus for Business & Social Science 4 credits

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The above web-based section is offered via the Internet. If you do not have Internet access, you can use student computers at Morton College. This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email Carlos Dominguez at carlos.dominguez@morton.edu and on June 13th check the email account you have on file with the College for an email from the instructor.

Prerequisite: Grade of “C” or better in MAT 105 or qualifying score on the Math Placement Test.

### Music

#### MUS-100  Music Appreciation 3 credits

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The above coded NR is offered via the internet. This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email John Warren at john.warren@morton.edu or (708) 656-8000, ext. 2231

#### MUS-131  Private Applied Piano Non-Major 1 credit

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Fees: $250.00

#### MUS-133  Priv. Applied Voice Music Non-Major 1 credit

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Fees: $250.00

#### MUS-137  Private Applied Percussion Non-Major 1 credit

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Fees: $250.00

#### MUS-139  Private Applied Strings Non-Major 1 credit

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Fees: $250.00

#### MUS-141  Private Applied Woodwind Non-Major 1 credit

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Fees: $250.00

#### MUS-143  Private Applied Brass Non-Major 1 credit

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Fees: $250.00

#### MUS-231  Private Applied Piano Non-Major 1 credit

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Fees: $250.00

#### MUS-233  Priv. Applied Voice Music Non-Major 1 credit

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Fees: $250.00

#### MUS-237  Private Applied Percussion Non-Major 1 credit

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Fees: $250.00

#### MUS-241  Private Applied Woodwind Non-Major 1 credit

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Fees: $250.00

Visit morton.edu for the most up-to-date information.
MUS-243  Private Applied Brass Non-Major  1 credit  Warren
1R  Lec  6/13 - 8/4  Fees: $250.00

Nursing

NUR-105  Basic Nursing Assistant Training  8 credits  Young-Huff
A1  Orientation  Tu  8:00a-10:00a  335B  5/24
Lec  M Tu Th  8:00a-10:00a  335B
Lab  M Tu Th  10:15a-12:15p  335B  5/31-7/7
A1  Cln  W F  6:30a-2:30p  TBA  6/22-8/5

Prerequisite: English/Reading Placement Test with a minimum score of 64 and Arithmetic Placement Test with minimum score of 77%, or a minimum of 23 out of 30 on paper/pencil math exam with two (2) attempts at passing.

NUR-105  Basic Nursing Assistant Training  8 credits  Young-Huff
A1  Orientation  Tu  8:00a-10:00a  335B  5/24
Lec  M Tu Th  8:00a-10:00a  335B
Lab  M Tu Th  10:15a-12:15p  335B  5/31-7/7
A1  Cln  W F  6:30a-2:30p  TBA  6/22-8/5

Prerequisite: English/Reading Placement Test with a minimum score of 64 and Arithmetic Placement Test with minimum score of 77%, or a minimum of 23 out of 30 on paper/pencil math exam with two (2) attempts at passing.

NUR-105  Basic Nursing Assistant Training  8 credits  Young-Huff
A1  Orientation  Tu  8:00a-10:00a  335B  5/24
Lec  M Tu Th  8:00a-10:00a  335B
Lab  M Tu Th  10:15a-12:15p  335B  5/31-7/7
A1  Cln  W F  6:30a-2:30p  TBA  6/22-8/5

Prerequisite: English/Reading Placement Test with a minimum score of 64 and Arithmetic Placement Test with minimum score of 77%, or a minimum of 23 out of 30 on paper/pencil math exam with two (2) attempts at passing.

NUR-105  Basic Nursing Assistant Training  8 credits  Young-Huff
A1  Orientation  Tu  8:00a-10:00a  335B  5/24
Lec  M Tu Th  8:00a-10:00a  335B
Lab  M Tu Th  10:15a-12:15p  335B  5/31-7/7
A1  Cln  W F  6:30a-2:30p  TBA  6/22-8/5

Prerequisite: English/Reading Placement Test with a minimum score of 64 and Arithmetic Placement Test with minimum score of 77%, or a minimum of 23 out of 30 on paper/pencil math exam with two (2) attempts at passing.

Office Management Technology

OMT-131  Windows Software I  1 credit  Staff
Mi  Lec  M Tu W Th  6:00p-9:30p  324B  6/13 - 6/16
OMT-206  Microsoft Powerpoint  1 credit  Fabiyi
Mi  Lec  M Tu W Th  6:00p-9:30p  324B  6/20 - 6/23
OMT-210  Word I  2 credits  Fabiyi
Mi  Lec  M Tu W Th  6:00p-9:50p  324B  6/27 - 7/7
Prerequisite: Accurate keyboarding skills 25 WPM and PC knowledge
OMT-216  Microsoft Excel for Business I  1 credit  Staff
Mi  Lec  M Tu W Th  6:00p-9:30p  324B  7/11 - 7/14
Prerequisite: OMT 140 or CPS 111
OMT-218  Microsoft Access I  1 credit  Staff
Mi  Lec  M Tu W Th  6:00p-9:30p  324B  7/25 - 7/28
OMT-223  Microsoft Excel Business II  1 credit  Staff
Mi  Lec  M Tu W Th  6:00p-9:30p  324B  7/18 - 7/21
Prerequisite: OMT 216

Philosophy

PHI-125  World Religions in Global Context  3 credits  Abrahamson
1E  Lec  Tu Th  11:00a-1:50p  333C  6/14 - 8/4
NR  Lec  6/13 - 8/4

The above web-based section is offered via the Internet. If you do not have Internet access, you can use student computers at Morton College. This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email Dr. Maura Abrahamson at maura.abrahamson@morton.edu

PHI-201  Philosophy  3 credits  Staff
1F  Lec  Tu Th  12:00p-2:50p  324C  6/14 - 8/4

Students who register after the course has begun
Students who are dropped for non-payment and wish to re-register
Students who are dropped for non-attendance and wish to re-register for courses with consent of the instructor.

AVOID THE LATE REGISTRATION FEE!

A late registration fee of $50 will be charged to students who meet one or more of the following conditions:

• Students who register after the course has begun
• Students who are dropped for non-payment and wish to re-register
• Students who are dropped for non-attendance and wish to re-register for courses with consent of the instructor.
Physical Education - Activity Classes

PEC 171, 172, 173, 174, 175, and 176 are all one credit hour open lab classes that are based on the completion of an orientation session, physical fitness hours and a midterm exam. First time enrollees will need to sign up for Physical Fitness (PEC 171) before they can progress through the other courses in the series. All students are required to attend a MANDATORY ORIENTATION SESSION in the Fitness Center, Room 116E during the first week of the course start date. (See page 33 for dates and times). Students should stop by the Fitness Center or call (708)656-8000, Ext. 2274 to sign up for an available time slot before attending. Students in PEC 171 will perform a series of fitness tests (a step test, sit-up test, strength test, etc.) and therefore should come to orientation dressed in workout clothes and gym shoes.

PEC-171 Physical Fitness 1 credit
G6 Lab 116E Lanciotti
(See page 33 for MANDATORY orientation dates and times.)
6/13 - 8/4
Fees: $20.00
Prerequisite: PEC 171

PEC-172 Advanced Physical Fitness 1 credit
G6 Lab 116E Lanciotti
(See page 33 for MANDATORY orientation dates and times.)
6/13 - 8/4
Fees: $20.00
Prerequisite: PEC 171

PEC-173 Weight Training 1 credit
G6 Lab 116E Lanciotti
(See page 33 for MANDATORY orientation dates and times.)
6/13 - 8/4
Fees: $20.00
Prerequisite: PEC 171

PEC-174 Advanced Weight Training 1 credit
G6 Lab 116E Lanciotti
(See page 33 for MANDATORY orientation dates and times.)
6/13 - 8/4
Fees: $20.00
Prerequisite: PEC 171

Physical Education - Health

PEH-102 First Aid 2 credits
11 Lec M 6:00p-9:35p 301C Staff
6/13 - 8/1
Fees: $

PEH-103 Nutrition 2 credits
1B Lec MW 8:00a-9:40a 301C Staff
6/13 - 8/3
2C Lec Tu Th 9:00a-10:50a 301C Lanciotti
6/14 - 8/4
3E Lec Tu Th 11:00a-12:50p 301C Lanciotti
6/14 - 8/4

Physical Science

PHS-101 Astronomy 3 credits
1C Lec M Tu W Th 9:00a-11:00a 311C Casey, C.
5/31 - 6/30
2C Lec M Tu W Th 9:00a-11:00a 311C Sleeth
7/5 - 8/4

PHS-103 Physical Science I 4 credits
1E Lec M W 11:00a-1:40p 318C Casey, C.
M W 2:00p-3:50p
6/13 - 8/3
Fees: $20.00

Physical Therapist Assistant

PHT-101 Medical Terminology/Clinicians 2 credits
NR Lec ONLN Reft 6/13 - 8/4

Physics

PHY-101 General Physics I 5 credits
1E Lec Tu Th 11:00a-2:20p 318C Casey, C.
Tu Th 2:30p-5:00p
6/14 - 8/4
Fees: $30.00
Prerequisite: MAT 105

Political Science

POL-201 US Natl Government 3 credits
NR Lec Online Gatyas 6/13 - 8/4

The above coded NR is offered via the internet. This course is designed for students who can work independently, have some computer skills, and cannot meet fixed course schedules. Once you have registered for this course, email Dr. Kenton Gatyas at kenton.gatyas@morton.edu
### Psychology

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<td>M Tu Th</td>
<td>11:00a-1:55p</td>
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<td>Prerequisite: College level reading/writing skills recommended.</td>
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### Sociology

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### Theatre

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### Therapeutic Massage

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<td>TPM-140</td>
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### Speech

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<tr>
<td>SPE-101</td>
<td>Principles of Public Speaking</td>
<td>3</td>
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<td>M Tu W Th</td>
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<td>201C</td>
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Microsoft Office Institute
Summer 2016

Earn a Career Certificate in Microsoft Office 2013
7-CREDIT HOURS in just SEVEN WEEKS this summer!

Attend focused instruction Monday through Thursday evenings. Work in Morton College’s state-of-the-art computer labs. Receive the highest level instruction from expert and Microsoft certified instructors.

Register for all six courses or only the courses you need. Only one book and one access code required for ALL courses. Supervised practice lab time is available.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Dates</th>
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<tbody>
<tr>
<td>OMT 131 MI</td>
<td>Windows Software</td>
<td>6/13–6/16</td>
<td>6:00–9:30 p.m.</td>
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<tr>
<td>OMT 206 MI</td>
<td>Microsoft PowerPoint I</td>
<td>6/20–6/23</td>
<td>6:00–9:30 p.m.</td>
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<tr>
<td>OMT 210 MI</td>
<td>Microsoft Word I</td>
<td>6/27–7/7</td>
<td>6:00–9:30 p.m.</td>
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<td>OMT 216 MI</td>
<td>Microsoft Excel I</td>
<td>7/11–7/14</td>
<td>6:00–9:30 p.m.</td>
</tr>
<tr>
<td>OMT 223 MI</td>
<td>Microsoft Excel II</td>
<td>7/18–7/21</td>
<td>6:00–9:30 p.m.</td>
</tr>
<tr>
<td>OMT 218 MI</td>
<td>Microsoft Access I</td>
<td>7/25–7/28</td>
<td>6:00–9:30 p.m.</td>
</tr>
</tbody>
</table>

For more information see Morton College Summer Schedule or call 708.656.8000, ext. 2363.

Visit morton.edu for the most up-to-date information.
Looking for a career

- Where you can relieve people’s aches and pains?
- Where you can help people feel better and perform better?
- Where you can work with health care professionals?
- Where you can work with athletes from amateur to professional?
- Where you can work with your hands?

Try Therapeutic Massage!
Certificate and Associate in Applied Science program offered
TOTAL PHYSICAL FITNESS PROGRAM

PEC 171, 172, 173, 174, 175 and 176 are one credit hour each and will be based on the completion of an orientation session, physical fitness hours and a midterm exam. In addition to tuition, there is a $20 Fitness Center usage fee.

New fitness students must first enroll in Physical Fitness (PEC 171) and then may progress through the other courses in the series.

The Fitness Center’s tentative summer semester hours are:

6:30 a.m. to 2:00 p.m.  Monday – Thursday
4:30 p.m. to 8:30 p.m.  Monday – Thursday
CLOSED  Friday – Sunday

All fitness students are required to attend a MANDATORY ORIENTATION SESSION in the Fitness Center, Room 116E, during the first week of each course start date (see dates and times below). A syllabus and explanation of the course will be given. PEC 171 students will also need to perform a series of fitness tests (step test, sit-up test, strength test, etc.) and should come dressed for activity in gym clothes and gym shoes.

You will need to call (708) 656-8000, Ext. 2274 or stop by the Fitness Center to sign up in advance.

COURSES BEGIN JUNE 8

Summer Orientation schedule:

**You MUST ATTEND one of the following sessions in Room 116E. PEC 171 students must come dressed in workout clothes.

Monday, June 13  Noon or 7 p.m.
Tuesday, June 14  10 a.m. or 5 p.m.
Wednesday, June 15  11 a.m. or 5 p.m.
Thursday, June 16  Noon or 7 p.m.

Courses for First Time Enrollees

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Grading</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEC 171 G6</td>
<td>Physical Fitness</td>
<td>Graded</td>
<td>$20</td>
</tr>
</tbody>
</table>

Students must come dressed in workout clothes.

Courses for Returning Students

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Grading</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEC 172 G6</td>
<td>Advanced Physical Fitness</td>
<td>Graded</td>
<td>$20</td>
</tr>
<tr>
<td>PEC 173 G6</td>
<td>Weight Training</td>
<td>Graded</td>
<td>$20</td>
</tr>
<tr>
<td>PEC 174 G6</td>
<td>Advanced Weight Training</td>
<td>Graded</td>
<td>$20</td>
</tr>
<tr>
<td>PEC 175 G6</td>
<td>Circuit Training</td>
<td>Graded</td>
<td>$20</td>
</tr>
<tr>
<td>PEC 176 G6</td>
<td>Advanced Circuit Training</td>
<td>Graded</td>
<td>$20</td>
</tr>
</tbody>
</table>
ADULT EDUCATION

Adult Education classes are for students who want to develop basic reading, writing or math skills, earn a high school equivalency certificate (HSEC), improve their English language skills, or prepare for the United States/Illinois Constitution test or prepare for naturalization. Courses include ABE (Adult Basic Education), ASE (Adult Secondary Education) and English language acquisition (ELA, formerly known as ESL). i-Pathways is another option for eligible students. It is a web-based preparation course for the HSEC tests.

Bridge programming is available for eligible adult education students interested in entering the health care field. This coursework teaches basic skills in the context of the field of health care. Eligible students interested in earning a certificate in Automotive Maintenance and Light Repair will soon be able to participate in a program called I-CAPS (Integrated Career and Academic Preparation Systems).

For more information about adult education programs or the class schedule, contact the Program Support Specialist at ext. 2407.

Another program within the adult education area is Project CARE, an adult literacy tutoring program, which is funded by the Illinois State Library (ISL), a division of the Office of the Secretary of State, using funds designated for literacy. Eligible students for these services are adults whose reading or numeracy skills are below the high school level or adults needing improvement with their English skills. These students are matched with a trained adult volunteer tutor, and there is no charge for this service. For more information about tutoring assistance or to volunteer to become a tutor, contact Project CARE at ext. 2383.

For the purposes of compliance with Section 511 of Public Law 101-166 (Stevens Amendment), approximately 36% of the FY15 funding for Adult Education came from federal sources. The total amount of federal funding received in FY15 was $390,051.

COMMUNITY PROGRAMMING

The summer schedule for community education classes is being finalized.

New class:

• STEM (Science, Technology, Engineering and Mathematics) Camp for ages 10 -13

Plus these returning classes:

• TST 090 – Constitution Review
• LIT 010 – Communicate with Power
• TST 002 – ACCUPLACER Review for Lang Arts
• TST 003 – ACCUPLACER Review for Math
• MUS 030 – Private Music Lessons (1 hour)
• MUS 031 – Private Music Lessons (½ hour)
• ATM 010 – Auto Maintenance
• PEC 075 – Fitness Center Membership (different options available)
• PEC 077 – Trim n’ Tone

Registration for Summer 2016 Community Education classes will begin Sunday, May 1. The schedule with course descriptions will be available at that time as well. For more information about Community Education programming, contact Maria Vargas at ext. 2281.
If you would like to receive a copy by postal or electronic mail, please complete the form below.

I am requesting a printed copy of the non-credit schedule by mail to the following address:

Please print clearly.

NAME (Last, First): ________________________________

ADDRESS: ______________________________________

CITY, STATE, ZIP CODE: __________________________

E-MAIL ADDRESS: _________________________________

NOTE: If you prefer to receive the non-credit schedule by e-mail only, please check the box to the right.

RETURN FORM TO:
Adult Education, Community Programming & Outreach Office
Morton College, Room 223C
3801 S. Central Avenue, Cicero, IL 60804

Is there a class that you would like to see offered through the Community Services program?

All it takes to start a new class is a qualified instructor, sufficient enrollment to cover the cost of the course, and available space to have the class. If you have a group of people interested in starting a class, let us know and we will do what we can to help get the class started. Contact Jody C. Davidson, Instructional Program Associate, at (708) 656-8000, ext. 2406 or jody.davidson@morton.edu.
Our instructor-facilitated non-credit online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

**START DATES**
New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

**REQUIREMENTS**
All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

** Please note that senior citizen discounts do not apply to ed2go online courses.

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**How to Get Started:**

1. Visit our Online Instruction Center: www.ed2go.com/morton

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

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Learn a new Language

Teaching Tips for Survival in the Classroom

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Contact us at: (887) 221-5151

Visit us at: www.ed2go.com/morton
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Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

BUSINESS COURSES

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Managing Customer Service
Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills
Discover how to begin a successful and rewarding career in sales.

Principles of Sales Management
Master the art of managing sales teams from a sales pro.

Introduction to QuickBooks
Learn how to quickly and efficiently gain control over the financial aspects of your business.

Distribution and Logistics Management
Improve your company’s ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis
Master powerful techniques to improve your decision-making skills at work.

Real Estate Law
Learn the basics of real estate law, including investing, title searching, and mortgages.

Introduction to Peachtree Accounting
Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

Mastery of Business Fundamentals
Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

Understanding the Human Resources Function
Learn to handle human resource functions to ensure the best possible results.

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Total Quality Fundamentals
Give yourself a strong foundation in total quality management.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

High Speed Project Management
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timeliness, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals
Improve your company’s bottom line by mastering the fundamentals of purchasing.

Business and Marketing Writing
Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.

START YOUR OWN BUSINESS

Learn to Buy and Sell on eBay
Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet
E-commerce expert helps you develop an Internet marketing plan for your business.

Secrets of the Caterer
Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.

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Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others.

Start and Operate Your Own Home-Based Business
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist.

Marketing Your Nonprofit
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Get Grants!
Learn how to develop successful, fundable grants from experts in the field.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director.

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.

Introduction to Criminal Law
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Legal Nurse Consulting
Begin a new career by helping attorneys understand and resolve medical cases and claims.

Paralegal Preparation
Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

Real Estate Investing
Build and protect your wealth by investing in real estate.

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Learn how to develop successful, fundable grants from experts in the field.

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Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities.

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.
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Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

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Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily in any economy.

Individual Excellence
Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

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Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

PERSONAL ENRICHMENT
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Find out how you can stop others from intimidating you or treating you poorly.

Goodbye to Shy
Become more confident in social, professional, and romantic situations.

Get Funny!
Use humor to disarm, befriend, motivate, inspire, and inform others.

Twelve Steps to a Successful Job Search
World-renowned author and career advisor shows you how to get the job you want quickly and easily in any economy.

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Healing Through Hypnosis
Learn to use hypnotic suggestion on yourself and others with amazing results.

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

TEST PREP
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Want to pass the GED? This course will help you develop the skills you'll need to succeed.

Prepare for the GED Language Arts, Writing Test
Prepare for the GED test on language arts and writing.

Prepare for the GED Math Test
Master the skills you'll need to pass Test 5 in the GED test series.

SAT/ACT Preparation - Part 1
Get your best possible score on the verbal and reasoning sections of the new SAT exam.

SAT/ACT Preparation - Part 2
Do your best on the quantitative section of the new SAT.

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

GRE Preparation - Part 2
Learn a variety of useful techniques for tackling the math section of the GRE.

LSAT Preparation - Part 1
Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

LSAT Preparation - Part 2
Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

DIGITAL PHOTOGRAPHY
Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.
Photoshop Elements
\textit{I and II are now available!}
Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

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Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

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Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

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Learn everything you need to start your new and exciting career as a professional tour director.

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Genealogy Basics
Begin an exciting and fascinating exploration of your roots.

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Be prepared to handle the challenges of aging while learning to cherish the transition.

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A learning specialist shows you how to raise a successful reader and writer.

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Enrich the lives of your children by helping them become proficient speakers and thinkers.

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Unlock the secrets of the adolescent mind to improve relations.

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Learn how to write in English more effectively to succeed in college and at work.

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Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

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Gain confidence in your basic math skills and start using math to your advantage.

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Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

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Increase your effectiveness as a science teacher for children in fourth through sixth grades.

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Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.
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2 courses available!
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Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

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Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Workers’ Compensation
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

Paralegal Preparation
Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

LSAT Preparation - Course 1 of 2
Learn about law school entrance procedures and improve your test-taking skills.

Real Estate Law
Learn the basics of real estate law, including investing, title searching, and mortgages.

PERSONAL FINANCE

Real Estate Investing
Build and protect your wealth by investing in real estate.

Where Does All My Money Go?
Learn how to get control of your money once and for all.

Listen to Your Heart, and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

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Protect your assets and discover how best to achieve all your financial goals.

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Keys to Successful Money Management
Certified financial planner shows you how most wealthy people build their fortunes.

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Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

HEALTH CARE

Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.

Become an Optical Assistant
Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities.

Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

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Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Legal Nurse Consulting
Begin a new career by helping attorneys understand and resolve medical cases and claims.

Certificate in End of Life Care
(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

Certificate in Gerontology
(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life.

TEACHING
Teaching Writing: Grades 4-6
In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.

Teaching Math: Grades 4-6
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

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Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

Survival Kit for New Teachers
Veteran instructor shares the secrets for success in your first years of teaching.

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom
Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Creating a Classroom Web Site
Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Integrating Technology in the Classroom
Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Creating the Inclusive Classroom: Strategies for Success
In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity.

Ready, Set, Read!
Learning specialist shows you how to develop successful readers and writers.

Microsoft Excel in the Classroom
Discover how Excel can help you improve your effectiveness as a teacher.

Microsoft Word 2007 in the Classroom
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft PowerPoint in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.
INSTRUCTOR-FACILITATED ONLINE LEARNING

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

Singapore Math Strategies: Model Drawing for Grades 1-6
In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Teaching Students With Autism: Strategies for Success
Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom.

Response to Intervention: Reading Strategies That Work
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Working Successfully With Learning Disabled Students
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

WRITING
Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Write Your Life Story
Give your family and friends an inspirational autobiography.

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist.

The Keys to Effective Editing
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Introduction to Journaling
Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.

Write Fiction Like a Pro
Author teaches you how professional writers use story outlines to structure any type of story.

The Craft of Magazine Writing
If you’re a determined new writer, this class will provide you with the skills you need to get published.

Beginner’s Guide to Getting Published
Published writer shows you how to give yourself the credibility you need to get your works published.

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project.

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.

A Writer’s Guide to Descriptive Settings
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

Forensic Science For Writers
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

Travel Writing
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Effective Business Writing
Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Writing for Children
Published children’s author shows you how to touch the hearts of children by creating books for them.

BASIC COMPUTER LITERACY
Keyboarding
Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Navigating the Internet
Master the ins and outs of the Internet with this informative behind-the-scenes look.

Several new courses launch every month! Visit our website ed2go.com/morton to browse the entire catalog.
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<td>Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.</td>
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<tr>
<td>Introduction to Windows XP</td>
<td>Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.</td>
</tr>
<tr>
<td>Introduction to Linux</td>
<td>Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.</td>
</tr>
<tr>
<td>Computer Skills for the Workplace</td>
<td>Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.</td>
</tr>
<tr>
<td>Introduction to PC Security</td>
<td>What you don't know can really hurt you. Learn what you can do to protect yourself.</td>
</tr>
<tr>
<td><strong>COMPUTER APPLICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to Microsoft Word</td>
<td>Learn how to create and modify documents with the world’s most popular word processor.</td>
</tr>
<tr>
<td>Intermediate Microsoft Word</td>
<td>Take advantage of Word’s publishing capabilities to create eye-catching documents.</td>
</tr>
<tr>
<td>Advanced Microsoft Word</td>
<td>Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.</td>
</tr>
<tr>
<td>Introduction to Microsoft Access (Intermediate course available)</td>
<td>Store, locate, print, and automate access to all types of information.</td>
</tr>
<tr>
<td>Introduction to Microsoft Excel (Intermediate course available)</td>
<td>Discover the secrets to setting up fully formatted worksheets quickly and efficiently.</td>
</tr>
<tr>
<td>Advanced Microsoft Excel</td>
<td>Increase your potential and maximize your value by becoming an expert Microsoft Excel user.</td>
</tr>
<tr>
<td>Introduction to PowerPoint</td>
<td>Build impressive slide presentations filled with text, images, video, audio, charts, and more.</td>
</tr>
<tr>
<td>Introduction to Microsoft Publisher</td>
<td>Create brochures, newsletters, and Web sites with ease.</td>
</tr>
<tr>
<td>Introduction to Microsoft Outlook</td>
<td>Communicate and manage information better and faster.</td>
</tr>
<tr>
<td>Introduction to Microsoft Project</td>
<td>Use the ultimate project planning and control tool to its fullest.</td>
</tr>
<tr>
<td>Introduction to Microsoft Visio</td>
<td>Learn how to design professional-looking diagrams with Microsoft Visio.</td>
</tr>
<tr>
<td>Design Projects for Adobe Illustrator</td>
<td>Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.</td>
</tr>
<tr>
<td>Introduction to Illustrator CS3</td>
<td>In this class, you’ll get the training you need to create infinitely scalable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.</td>
</tr>
<tr>
<td>Introduction to Oracle</td>
<td>Learn how to use the Oracle database management system to plan, organize, and manage your data.</td>
</tr>
<tr>
<td>Introduction to QuickBooks</td>
<td>Learn how to quickly and efficiently gain control over the financial aspects of your business.</td>
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<td>Performing Payroll in QuickBooks</td>
<td>Discover the secrets of effortlessly setting up and processing your payroll.</td>
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<tr>
<td>QuickBooks for Contractors</td>
<td>Harness the power of QuickBooks Premier Contractor Edition for increased success.</td>
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<td>Introduction to Photoshop</td>
<td>Learn the basics of using Adobe Photoshop to create images and edit photos.</td>
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<tr>
<td>Intermediate Photoshop CS3 (CS2 intermediate course available)</td>
<td>Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.</td>
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<td>Introduction to CorelDraw</td>
<td>Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.</td>
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</tbody>
</table>
INSTRUCTOR-FACILITATED ONLINE LEARNING

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

Introduction to Adobe InDesign CS3
You’ll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

WEB DESIGN
Intermediate Dreamweaver
Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Introduction to Dreamweaver
Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Creating User Requirements Documents
Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

High-Speed Project Management
Discover a breakthrough model for managing truncated timeliness, short-staffed project teams, skimpy budgets, and crippling risks.

Introduction to ASP.NET
Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to PHP and MySQL
Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

WEB PROGRAMMING
Introduction to Java Programming
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Ruby Programming
Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

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Web Designing Effective Websites
Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

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Creating a Classroom Web Site
Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

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COMPUTER PROGRAMMING
Introduction to C++ Programming
Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming
Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming
Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Visual Basic 2008
Discover how to write VB programs that can access and modify a database.

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Introduction to Alice 2.0 Programming
Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Database Development
An experienced professional guides you through a structured approach to database design and development.

Introduction to Perl Programming
Learn a programming skill that will make you a more valuable Web developer or system administrator.

CERTIFICATION PREP

Basic CompTIA® A+ Certification Prep
Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

CompTIA Security+ Certification Prep
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA® Network+ Certification Prep
Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

NETWORKING/TROUBLESHOOTING

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to Networking (Intermediate course available)
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Wireless Networking
Industry expert shows you how to plan, deploy, and connect to wireless networks.
INSTRUCTOR-FACILITATED ONLINE LEARNING

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NEW RELEASES

Teaching ESL/EFL Reading
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Performing Payroll in QuickBooks 2009
Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Practical Ideas for the Adult ESL/EFL Classroom
Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

What’s New in Microsoft Office 2007
Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

Homeschool With Success
Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Easy Classroom Podcasting
In this professional training course for teachers, you’ll learn how to make a podcast that creates a memorable learning experience for your students.

Making Age an Asset in Your Job Search
This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

Intermediate Microsoft Word 2007
Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use time-saving macros.

Intermediate Microsoft Access 2007
Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Photographing Nature with Your Digital Camera
Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photoshop Elements 7 for the Digital Photographer
In this Adobe Photoshop Elements 7 class, you’ll learn the secrets to successfully editing photos and bringing out the best in your images!

Introduction to Visual Basic 2008
Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.
Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

Business and Professional
Certified Alternative Dispute Resolution Specialist—240 hrs
This online Alternative Dispute Resolution Certificate (ADR) program is offered in partnership with IADR GLOBAL. Dispute Resolution is a rapidly growing field and a process commonly used in federal and local government agencies, corporations, non-profit and for profit agencies as well as in private ADR practices.

Certified Bookkeeper—120 hrs
The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Global Business Professional—400 hrs
The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Certified Mediator—120 hrs
This comprehensive online training will provide you with the core skills necessary for the practice of mediation.

Certified National Pharmaceutical Representative—120 hrs
Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

Chartered Tax Professional—180 hrs
Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

Chartered Tax Professional for California Residents—200 hrs
With this innovative online California Chartered Tax Professional Certificate Program, you can become qualified as a California Tax Preparer through the California Tax Education Council (CTEC), and start working and earning money while completing your program.

Entrepreneurship: Start-Up and Business Owner Management—360 hrs
This program covers everything from financing to leadership. You’ll learn the keys to business planning, communication skills, marketing, and management. If you’ve ever thought about owning your own business, this program can help make that dream come true!

Grant Writing—300 hrs
Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Marketing Design Certificate—420 hrs
Focuses on design for marketing and business—creating logos, ads, communications, and more. You’ll learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

Features:
- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all-open enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Online Career Training Programs
Online Learning Anytime, Anywhere...Just a click away!
Online career training programs

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

Non-Profit Management—300 hrs
Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of budgeting.

Paralegal—300 hrs
The Paralegal Online Training Program will prepare you for success in this growing career field. You’ll learn about the American legal system, how to conduct legal research and interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Pay Per Click Marketing—150 hrs
Pay-per-click marketing refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. The program covers search-engine marketing, Internet advertising, using Google’s AdWords program, keyword marketing, building ads, conducting research, and more.

Professional Bookkeeping with QuickBooks 2010—140 hrs
Master basic bookkeeping and accounting skills using QuickBooks 2010.

Professional Bookkeeping with QuickBooks 2010, Software Included—140 hrs
Master basic bookkeeping and accounting skills using QuickBooks 2010. QuickBooks Pro 2010 software and the textbook *Bookkeeping Made Simple* are included in the cost of the program.

Payroll Practice and Management—80 hrs
Become knowledgeable in all facets of payroll rules and regulations; join one of the fastest-growing career fields today.

Purchasing and Supply Chain Management—300 hrs
Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you’ll learn in this online program.

Records Management Certificate—180 hrs
This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Search Engine Marketing—250 hrs
Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

Search Engine Optimization—150 hrs
The Search Engine Optimization Online Training Program will teach you how to increase a Web site’s traffic by improving its rankings with search engines.

Technical Writing—80 hrs
This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You’ll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

HEALTHCARE AND FITNESS

Administrative Dental Assistant—150 hrs
Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology—360 hrs
Become an administrative medical specialist, medical billing specialist, or a medical coder. You’ll learn the essential skills, as well as mastering medical terminology.

Advanced Coding for the Physician’s Office—80 hrs
Take the next step in your career and prepare for the Certified Procedural Coding national certification exam with the help of this online training program.

Advanced Hospital Coding and CCS Prep—80 hrs
This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

Advanced Personal Fitness Trainer—400 hrs
This advanced certificate program will further your personal training education by teaching you to incorporate specialized resistance training, functional movements, and nutritional programs for your clients.

Clinical Dental Assistant—240 hrs
The Clinical Dental Assistant Online Training Program with provide you will the skills you need to become a dental assistant. After you’ve completed this program, you’ll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

Emergency Management Training for First Responders—300 hrs
Emergency management is one of the fastest-growing professions. Learn the skills you need to get started in this field.

Several new courses launch every month! Visit our website ed2go.com/morton to browse the entire catalog.
Fitness Business Management—200 hrs
Learn how to manage a personal training program, department, or facility as a strategic business with this program.

ICD-10 Medical Coding: Preparation and Instruction for Implementation—200 hrs
Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

Medical Billing and Coding—240 hrs
Prepare for a career as a medical billing and coding professional.

Medical Billing and Coding + Medical Terminology—300 hrs
The Medical Billing and Coding + Medical Terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Medical Terminology—60 hrs
Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.

Medical Transcription—240 hrs
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Medical Transcription + Medical Terminology—300 hrs
Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

Nutrition for Optimal Health, Wellness, and Sports—200 hrs
Learn to develop individual nutrition programs for clients, patients, or personal use.

Personal Fitness Trainer—250 hrs
Learn how to apply your client’s health history, goals, and abilities, as well as integrating exercise science curriculum and practical training techniques, into a systematic model you can use to progress your clients through different training levels and phases.

Personal Training and Group Exercise Training for Older Adults—200 hrs
Gain the knowledge you need to develop safe and effective exercise programs for older adults.

Pharmacy Technician—300 hrs
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

Veterinary Assistant—240 hrs
Prepare for a new career as a Veterinary Assistant as you learn how to care for animals and assist the veterinarian during examinations.

Women’s Exercise Training and Wellness—200 hrs
Develop safe and effective exercise programs for women using the skills you’ll learn in the Women’s Exercise Training and Wellness Online Program.

Certified Wedding Planner—300 hrs
This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Event Management and Design—300 hrs
From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

Travel Agent Training—200 hrs
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

IT and Software Development

3ds max—300 hrs
Learn to use 3ds Max to design, develop, and create 3D animation.

Forensic Computer Examiner—150 hrs
The Forensic Computer Examiner Online Training Program will train you to thoroughly examine digital media and to clearly document, control, prepare, and present examination results. This program will prepare you for the Certified Computer Examiner test.

Help Desk Analyst: Tier 1 Support Specialist—80 hrs
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

www.gatlineducation.com/morton or 887-221-5151
RFID (Radio Frequency Identification) on the Web™—70 hrs
RFID on the Web will give you the knowledge to successfully implement and support an RFID system and to pass the CompTIA RFID+ Certification exam.

Web Database Developer—267 hrs
The Web Database Developer Online Training Program will teach you to incorporate database design, development, and deployment into e-commerce sites, dynamic Web sites, and business-to-business data collaboration.

Webmaster—150 hrs
The Webmaster Online Training Program will teach you to design, develop, and maintain Web sites.

MANAGEMENT AND CORPORATE
Lean Mastery—60 hrs
Eliminate waste from your business by learning and implementing the principles of lean business.

Management for IT Professionals—390 hrs
Learn leadership skills that will help you succeed as a manager in the IT field.

Management Training—360 hrs
If you are thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Project Management—40 hrs
The Project Management Online Training Program will help you improve your project management skills and prepare you for certification as a Project Management Professional.

Project Management with Microsoft Project 2007—100 hrs
Improve your project management skills while preparing for certification as a Project Management Professional, and learn how to use Microsoft Project 2007 software as you prepare for the Microsoft Project professional certification exam.

Project Management with Microsoft Project 2007, Standard Edition Software Included—100 hrs
Improve your project management skills while preparing for certification as a Project Management Professional, and learn how to use Microsoft Project 2007 software as you prepare for the Microsoft Project professional certification exam. Tuition includes the required Microsoft Project 2007, Standard edition software.

Six Sigma Black Belt—200 hrs
The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Six Sigma Green Belt—100 hrs
The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

Understanding Earned Value Management—30 hrs
In this program, you'll learn to objectively measure your project performance using earned value concepts.

Fine Arts Certificate—420 hrs
This program will provide you with a foundation in art theory and technique. Modules in theory, digital photography, and drawing are complemented by electives that offer an array of options for self-expression.

Game Art Certificate—420 hrs
The Game Art Online Training Program will help you build technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects will help you develop a high-quality portfolio of game art.

Graphic Design with Photoshop CS4—200 hrs
Learn the fundamental principles of design and Adobe Photoshop; gain the skills you need to work as a graphic designer.

Graphic Design With Photoshop CS5 Training—200 hrs
Prepare for a career in graphic design by mastering Photoshop cs5, the world’s most popular application for creating and editing graphic images.

Multimedia Arts Certificate—420 hrs
The Multimedia Arts Online Training Program gives you the conceptual, technical, and visual design skills required to create multimedia applications and environments. You’ll explore Adobe Photoshop, Flash, and After Effects, as well as digital video editing.

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ONLINE CAREER TRAINING PROGRAMS

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Residential Interior Designer—120 hrs
Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

Video Game Design and Development—500 hrs
Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

Web Design Certificate—420 hrs
Learn to use Adobe Photoshop, Dreamweaver, Fireworks, and Flash to create stunning Web sites.

SKILLED TRADES AND INDUSTRIAL

Biofuel Production Operations—400 hrs
The Biofuel Production Operations Online Training Program will give you the education you need to work as a biofuel production operator, inspecting and repairing equipment, operating computer systems, and handling lab equipment.

Carpentry—80 hrs
Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

Certified Architectural Glass Technician—170 hrs
Prepare for a career as an architectural glass technician and gain the skills you need to take the National Glass Association’s Glass Installaer Certification Exam.

Certified Auto Glass Technician—120 hrs
Master the skills you need to become a professional auto glass technician, and prepare for the National glass Association’s Auto Glass Installer Certification Exam.

Certified Window and Door Installer—120 hrs
Train for a career as a residential window and door installer as you gain the skills you need to prepare for the InstallationMasters™ Certification Exam, offered through the National Glass Association in partnership with InstallationMasters™.

Chemical Plant Operations—400 hrs
Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program.

Freight Broker/Agent Training—150 hrs
Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

Home Inspection Certificate—200 hrs
Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

HVAC Technician—320 hrs
The only HVAC Technician training program of its kind on the Web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

Natural Gas Plant Operations—400 hrs
For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

Oil Refinery Operations—400 hrs
Learn the skills you need to start work as an in-demand oil refinery operator.

Paper Mill Operations—400 hrs
This program will give you the skills you need to gain entry-level employment as a paper mill operator.

Power Plant Operations—400 hrs
Learn the skills you need to gain entry-level employment as a power plant operator.

Pulp Mill Operations—400 hrs
Become a pulp mill operator with the skills you learn in this program.

www.gatlineducation.com/morton or 887-221-5151
SUSTAINABLE ENERGY AND GOING GREEN

Building Analyst Quick Start Program—60 hrs
This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Certified Green Supply Chain Professional—60 hrs
Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

Certified Indoor Air Quality Manager—16 hrs
Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is for you.

Certified Indoor Environmentalist—32 hrs
Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor Environmentalist Program will help you take the next step in your career.

Performing Comprehensive Building Assessments—30 hrs
This program will give you a thorough understanding of the building assessment process, focusing on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine improvement opportunities, and prepare a work scope that will guide the homeowner's decision-making process for making the improvements.

Principles of Green Buildings—30 hrs
The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Senior Certified Sustainability Professional—110 hrs
Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise's sustainability strategy.

Solar Power Professional—120 hrs
Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

Wind Energy Apprentice—240 hrs
This entry-level Wind Energy Apprentice program prepares you for a career in the wind energy industry.

www.gatlineducation.com/morton or 887-221-5151
<table>
<thead>
<tr>
<th>Time</th>
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Name: ________________________________________________________________
____________________________________________________________________
Address: ____________________________________________________________
City: _______________ State: _____________ Zip: _______________
Phone Number: ____________________ E-mail address: ____________________

- New Student Information Form
- Course schedule
- Morton College catalog
- Scholarships and financial aid
- Project CARE
  - Adult Volunteer Literacy Program
- Continuing Education and Community Service Courses
- Sports or extracurricular activities
- Scheduling a campus visit
- Other____________________

Please check all that apply:
Do you plan to attend Morton College?
If so, when:
- FALL ____________ Summer ____________ SUMMER ____________
  (Year) (Year) (Year)

Name of high school attended: ____________________________________________
Year of graduation: _______________ Last school attended: __________________

Your Feedback
Morton College is your community college and we know how important it is to you. We welcome your suggestions for courses, seminars and other activities. Please indicate below any ideas for additional courses you would like to see offered.
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Did You Know?
New classes are added to our schedule throughout the semester. We also offer several one-time only seminars for the fall and summer semesters.

For the most up-to-date information, visit morton.edu or call (708) 656-8000, Ext. 2346.
DIRECTIONS TO MORTON COLLEGE

BY CAR
Eisenhower Expressway (Interstate 290) East and Westbound, exit Austin Boulevard or Laramie Avenue and head south to Pershing Road. Stevenson Expressway (Interstate 55) North and Southbound, exit Central Avenue and head north.

BY BUS
Pace Bus Routes 314 and 316 stop at Morton College. Both routes serve the western suburbs. The 316 route stops at the CTA’s Pink Line 54th Street station at Laramie and Cermak in Cicero and the CTA’s Blue Line. The 314 route travels up Ridgeland Avenue to the Green Line stop on Lake Street in Oak Park. Neither the 314 or 316 route operates on Sundays or holidays.

BY TRAIN
Metra (Burlington Northern) from Union Station stops at the LaVergne Station stop in Berwyn. Transfer to Pace Bus Route 316 to reach Morton College. Metra (Burlington Northern) also stops at Cicero Avenue (26th Street and Cicero Avenue). Walk two blocks to 28th Street and take the CTA Bus No. 54B northbound to Cicero Avenue and Cermak Road. Transfer to CTA Bus No. 21 and go westbound to Laramie Avenue. Take Pace Bus Route 314 to Morton College. Neither the 314 or 316 route operates on Sundays or holidays.

BY AIR
Midway Airport is five miles south of Morton College. O’Hare International is 17 miles northwest of Morton College.

FOR MORE INFORMATION
• Pace Bus: pacebus.com
• CTA: yourcta.com
• Metra: metrarail.com
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Open Registration (All Students)</td>
<td>April 11</td>
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<tr>
<td>First Summer Session (5 Weeks) Semester Begins</td>
<td>May 31</td>
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<tr>
<td>Last Day to Withdraw: (First 5 Week Session Only)</td>
<td>June 23</td>
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<tr>
<td>Semester Ends</td>
<td>June 30</td>
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<tr>
<td>Second Summer Session (8 Weeks) Semester Begins</td>
<td>June 13</td>
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<tr>
<td>Summer Graduation Petition Deadline</td>
<td>July 1</td>
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<tr>
<td>Independence Day Weekend (College Closed)</td>
<td>July 4</td>
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<tr>
<td>Third Summer Session (5 Weeks) Semester Begins</td>
<td>July 5</td>
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<tr>
<td>Last Day to Withdraw: (8 Week Classes Only)</td>
<td>July 28</td>
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<tr>
<td>Last Day to Withdraw: (2nd 5 Week Classes Only)</td>
<td>July 28</td>
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<tr>
<td>Semester Ends</td>
<td>August 4</td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>August 22</td>
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</table>

* For energy conservation purposes, all Summer Session classes and activities will be scheduled on a four-day week, Monday through Thursday, May 23 - August 11, 2016.

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**AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY POLICY**

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 practices. For more information contact:

Title IX Coordinator/504 Coordinator  
3801 S. Central Avenue  
Cicero, IL 60804  
(708) 656-8000, Ext. 2298

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**SEX OFFENDER REGISTRATION STATEMENT**

Pursuant to applicable state and federal laws pertaining to sex offender registration, sex offenders who by law must register with law enforcement officials who are students and/or employees of Morton College must also register with the Morton College Campus Police Department. The Morton College Campus Police Department is a keeper of information regarding registered sex offenders who are Morton College students and/or employees. Please direct all inquiries regarding information about said registered sex offenders, to Frank Marzullo, Director of Campus Safety/Inspector General.
MORTON COLLEGE
3801 S. Central Avenue
Cicero, Illinois 60804-4398
(708) 656-8000
www.morton.edu

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