



Moraine Valley
Community College

Changing Lives for a Changing World



2009/2011
CATALOG



Welcome to Moraine Valley Community College. We are pleased you have decided to pursue your education at Moraine Valley. You have chosen a welcoming campus that has been changing lives for over 40 years. Not only do we offer an excellent education at an affordable price, we are committed to being a true community. You will discover that all college employees strive to help you attain your goals and are dedicated to your success.

We have a highly qualified faculty who share their expertise with you and get to know you and your educational and career pursuits. You will benefit from the individualized attention that our small class sizes allow. Moraine Valley provides you with cutting-edge technology to support your learning. You also will have numerous services available to help you when the need arises, from assistance with library research to personal counseling.

We are the second largest community college in Illinois and have experienced record enrollments over the past few years. Each semester, increasing numbers of district residents recognize the value of attending Moraine Valley. In fact, approximately one-third of our district high school students choose to begin their college educations here, along with thousands of adult students who come to change careers, upgrade their job skills, or pursue new interests. To accommodate our continuous growth, we are in the midst of an ambitious campus expansion, which will add new buildings and enhanced facilities to benefit our students. It is an exciting time as we watch Moraine Valley transform.

This catalog provides information on Moraine Valley's array of programs and services. Whatever your goal—transferring to a four-year institution, gaining new job skills, training for a new career, or exploring a personal interest—you will find the resources you need right here.

On behalf of our Board of Trustees, faculty and staff, I congratulate you on your decision to come to Moraine Valley where we are changing lives for a changing world. Best wishes as you begin your educational pursuits.

Sincerely,

Vernon O. Crawley

Vernon O. Crawley, D.Ed.
President

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Produced by the Moraine Valley Community College Marketing and Creative Services Department.

Academic Calendar

This is the primary calendar for most classes. Some classes are scheduled differently.

Fall Semester 2009

April 27-Aug. 24Registration and orientation
 Aug. 24On-campus credit classes begin
 Aug. 31Off-campus credit classes begin
 Aug. 31On-campus continuing education classes begin
 Sept. 7Labor Day, no classes
 Sept. 8Off-campus continuing education classes begin
 Oct. 20Staff development day, no classes
 Nov. 25-29Thanksgiving break, no classes
 Nov. 30Classes resume
 Dec. 11-17Final exam week
 Dec. 18End of semester

Spring Semester 2010

Nov. 30-Jan. 19Registration and orientation
 Jan. 18Martin L. King Day holiday, no classes
 Jan. 19On-campus credit classes begin
 Jan. 25Off-campus credit classes begin
 Jan. 25On-campus continuing education classes begin
 Feb. 1Off-campus continuing education classes begin
 Feb. 15Presidents' Day holiday, no classes
 March 2Staff development day, no classes
 March 15-21Spring break, no classes
 March 22Classes resume
 April 2-4No classes
 April 5Classes resume
 May 14-20Final exam week
 May 21End of semester
 May 21Graduation

Summer Semester 2010

April 19-June 14Registration
 May 24Three-week pre-session begins
 May 31Memorial Day holiday, no classes
 June 13End of three-week pre-session
 June 14Eight-week and first four-week sessions begin
 June 14Continuing education classes begin
 July 4-5Independence Day holiday, no classes
 July 11End of first four-week session
 July 12Second four-week session begins
 Aug. 6End of semester

Fall Semester 2010

April 26-Aug. 23Registration and orientation
 Aug. 23On-campus credit classes begin
 Aug. 30Off-campus credit classes begin
 Aug. 30On-campus continuing education classes begin

Sept. 6Labor Day holiday, no classes
 Sept. 7On-campus continuing education classes begin
 Oct. 19Staff development day, no classes
 Nov. 24-Nov. 28Thanksgiving break, no classes
 Nov. 29Classes resume
 Dec. 10-16Final exam week
 Dec. 17End of semester

Spring Semester 2011

Nov. 29-Jan. 18Registration and orientation
 Jan. 17Martin L. King Day holiday, no classes
 Jan. 18On-campus credit classes begin
 Jan. 24Off-campus credit classes begin
 Jan. 24On-campus continuing education classes begin
 Jan. 31Off-campus continuing education classes begin
 Feb. 21Presidents' Day holiday, no classes
 March 1Staff development day, no classes
 March 14-20Spring break, no classes
 March 21Classes resume
 April 22-24No classes
 April 25Classes resume
 May 13-19Final exam week
 May 20End of semester
 May 20Graduation

Summer Semester 2011

April 25-June 13Registration
 May 23Three-week pre-session begins
 May 30Memorial Day holiday, no classes
 June 12End of three-week pre-session
 June 13Eight-week and first four-week sessions begin
 June 13Continuing education classes begin
 July 4Independence Day holiday, no classes
 July 10End of first four-week session
 July 11Second four-week session begins
 Aug. 5End of semester

Fall Semester 2011

May 2-Aug. 22Registration and orientation
 Aug. 22On-campus credit classes begin
 Aug. 29Off-campus credit classes begin
 Aug. 29On-campus continuing education classes begin
 Sept. 5Labor Day holiday, no classes
 Sept. 6Off-campus continuing education classes begin
 Oct. 18Staff development day, no classes
 Nov. 23-Nov. 27Thanksgiving break, no classes
 Nov. 28Classes resume
 Dec. 9-15Final exam week
 Dec. 16End of semester

Moraine Valley at a Glance

Moraine Valley Community College is one of the nation's leading community colleges, with a proud tradition of meeting the diverse needs of our students. The college offers a variety of programs and services specifically designed to help students succeed in their academic, personal and professional pursuits.

Students choose Moraine Valley for a variety of reasons, but the most important include excellent faculty, small class size, up-to-date curriculum and equipment, affordable cost, convenience, and safe environment.

History/Overview

Moraine Valley was founded in 1967, and has established a tradition of serving students and the community. The second largest community college in Illinois, Moraine Valley has a diversity of students of all ages and with many educational goals.

The college offers more than 110 degree and certificate programs that provide students the first two years of an undergraduate degree or for transfer to a four-year college or university, or for immediate employment or job skills upgrades through short-term training. In addition, Moraine Valley offers continuing education opportunities, cultural activities, and other programs and services to benefit all residents of the community, regardless of age.

Moraine Valley is a public, postsecondary institution committed to providing quality education to communities located in the southwest suburban area of Cook County.

The 294-acre, university-like campus is located in Palos Hills in a valley cut by a glacier. The college gets its name from its location — where the Valparaiso and Tinley moraines meet to form a valley.

Faculty

The faculty members at Moraine Valley are highly qualified professionals who are focused on students' goals and success. Faculty members have advanced degrees from prestigious universities around the world and have a wealth of experience in their chosen fields. Many have gained national reputations as scholars and researchers, artists, writers, and in other professions.

Student Body

The more than 35,000 students who annually study at Moraine Valley come mainly from the southwest suburbs of Chicago. However, the college welcomes students from other communities, states and nations. With students from 42 countries, Moraine Valley is committed to fostering an academic atmosphere that encourages and respects diversity. The average age of students is 26; with 55 percent female, and 45 percent male. Three-fourths of students attend classes primarily during the day, while 25 percent attend classes in the evening or on weekends. At least 85 percent of students work either full- or part-time while attending the college.

Facilities

The college campus includes seven academic buildings and a Fine and Performing Arts Center that features an art gallery, fine arts studios, rehearsal rooms, and two theaters. The Library provides a variety of services and resources to help students attain educational goals. The collection numbers more than 121,000 items, including electronic databases, books, magazines, microfilm, DVDs and other audiovisual software, government publications, and other research tools. Most college classes are equipped with current instructional technology to help students learn, and the college has several computer labs available for student use. The Bob and Marge Bobb Social/Cultural Lounge is located in the Student Union and convenient to the food service. CyberCafés, with free Internet access for students, are popular destinations in Buildings D and U.

Moraine Valley offers credit and noncredit classes at eight extension centers throughout the college district. The full-service Moraine Valley Education Center at Blue Island, 12940 S. Western Ave., offers day, evening and Saturday classes; a CyberCafé, modern classrooms; convenient parking; and student support services.

Academic Calendar

Moraine Valley's academic calendar includes a 17-week fall semester, a 17-week spring semester, a three-week summer pre-session, and four-week and eight-week summer sessions. Throughout the year, the college offers a wide array of shorter-term classes. Courses are offered in the morning, afternoon, evening, weekends, and in alternative formats such as online and telecourses.

Objectives

Through special services and programs, Moraine Valley strives to reach its objectives, which are to provide the following:

- college transfer programs for freshmen and sophomores who will go on to a four-year college or university to earn a bachelor's degree;
- occupational and technical education that prepares students for entry or job upgrades in professional and technical fields;
- enrichment programs and services for those who need to overcome academic deficiencies or who will benefit from special programs;
- advising and counseling services to help students and potential students with career planning, college work or personal concerns;
- community education, including noncredit courses, workshops and seminars; cultural offerings; and community development programs; and
- workforce development and customized training programs for business and industry.

Accreditation and Recognition

Moraine Valley Community College District 524 is recognized for our academic quality by many national, regional and state agencies.

The college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. (ncahlc.org, 312-263-0456).

Moraine Valley is recognized by the Illinois Board of Higher Education and by the Illinois Community College Board. In addition, the college is a member of the American Association of Community Colleges, as well as the League for Innovation in the Community College, a national group of 19 community college districts recognized for their innovative practices. Moraine Valley was selected as one of only 12 Vanguard Learning Colleges in North America by the Pew Foundation. The college is proud to participate in this student-centered initiative, further advancing teaching and learning at Moraine Valley.

Moraine Valley is approved by the State Approval Agency for Veterans Education, Illinois Department of Veteran Affairs (Title 38, U.S. Code).

The college's allied health and nursing programs are accredited by appropriate agencies. Program accreditations are included with their descriptions in this catalog.

Statement of Mission and Purpose

The mission of our college is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. We value excellence in teaching, learning and service as we maintain sensitivity to our role in a global, multicultural community. We are committed to continuous improvement and dedicated to providing accessible, affordable, and diverse learning opportunities and environments.

The college fulfills its educational mission through:

General Education — courses and concepts integrated into the curriculum that foster critical thinking and enable informed judgment and decision making

Transfer Programs — courses in arts, sciences and business leading to an associate's degree and fulfilling the first two years of a bachelor's degree

Career Education — occupational courses and skill development that respond to industry and community needs and lead to professional credentials, a certificate or an Associate in Applied Science degree

Community Enrichment — opportunities for residents to engage in lifelong education and cultural enrichment in a learning community

Workforce Development — partnerships with, and customized training for, business, government, social, and civic institutions resulting in organizational and economic improvement

Student Development — programs and services to support and enhance academic, career, and personal growth and success for our diverse student population

Developmental and Enrichment Education — courses, programs and services to support and advance academic success leading to high school equivalency, English language proficiency, or entry to college-level courses

Promise Statement

We promise to provide a student-centered environment and to focus all college staff and resources on student learning, student development and student success.

Core Values

Moraine Valley Community College identified these core values that guide the institution in the development and implementation of our mission, goals, philosophy, and operational procedures.

Integrity • Responsibility • Respect • Fairness • Diversity

Institutional Effectiveness

Moraine Valley demonstrates our commitment to continuously improving all programs and services through our Vision and Mission Statements, and Strategic Priorities. In addition, the college demonstrates its commitment to institutional effectiveness by participating in the Higher Learning Commission's continuous improvement re-accreditation process entitled Academic Quality Improvement Program (AQIP). As an AQIP institution, the college involves a structured set of goal-setting, networking, and accountability activities that are focused on increasing student success by continuously improving our programs, services and processes.

Assessment of Student Academic Achievement

Moraine Valley has a strong and sustained commitment to the assessment of student learning. The primary purpose of assessment is to generate useful information about students' academic achievement to make decisions leading to improved student learning. The college recognizes that students can play an active role in their learning by participating fully in the assessment process in the classroom, developing self-assessment skills, and working with the instructor as a partner in learning.

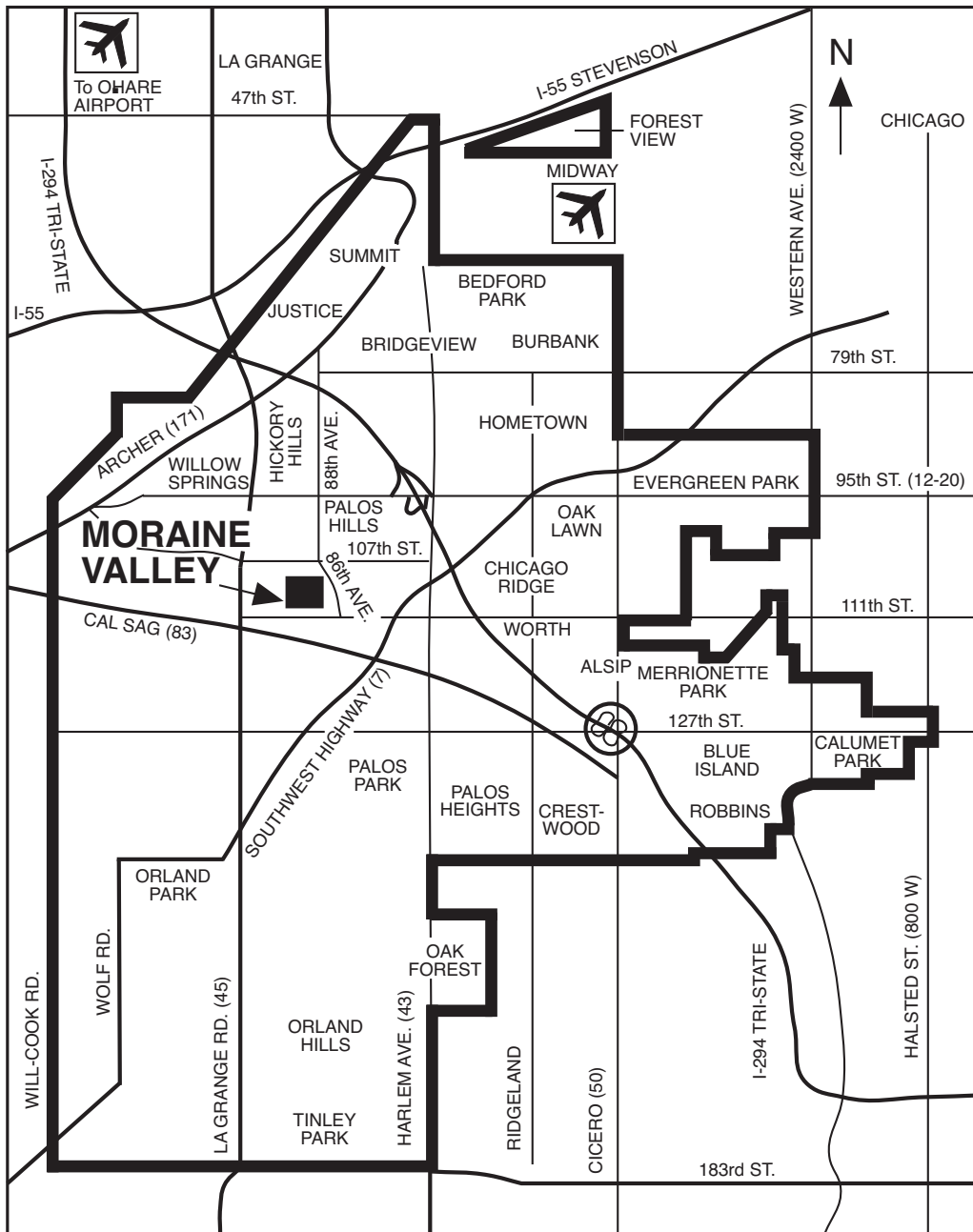
Vision Statement

We envision a world-class college that meets current and emerging community needs for education and training through excellent service and outstanding programs offered in stimulating learning environments.

Did you know?

- 97 percent of Moraine Valley graduates would recommend the college to a friend.
- About 45 percent of all first-time college freshmen attend community colleges.
- Students in Moraine Valley's health programs consistently exceed the national pass rates for certification exams.
- Community colleges award more than 550,000 associate's degrees and nearly 295,000 career certificates annually.
- 95 percent of businesses and organizations that use them recommend community college workforce education and training programs.
- 59 percent of new nurses and a majority of other health care workers get their training at community colleges.
- 4 percent of Moraine Valley students already have earned a bachelor's degree.
- The average class size at Moraine Valley is 23 students.
- Approximately 34 percent of full-time Moraine Valley students receive some form of financial aid.
- Moraine Valley ranks in the top 8 percent among the 1,132 community colleges nationwide in associate's degrees and certificates conferred.
- Moraine Valley ranks fourth in the nation in associate degrees conferred in multi-disciplinary studies (science transfer programs).
- At least 85 percent of Moraine Valley students work either full- or part-time.

MORaine VALLEY AT A GLANCE



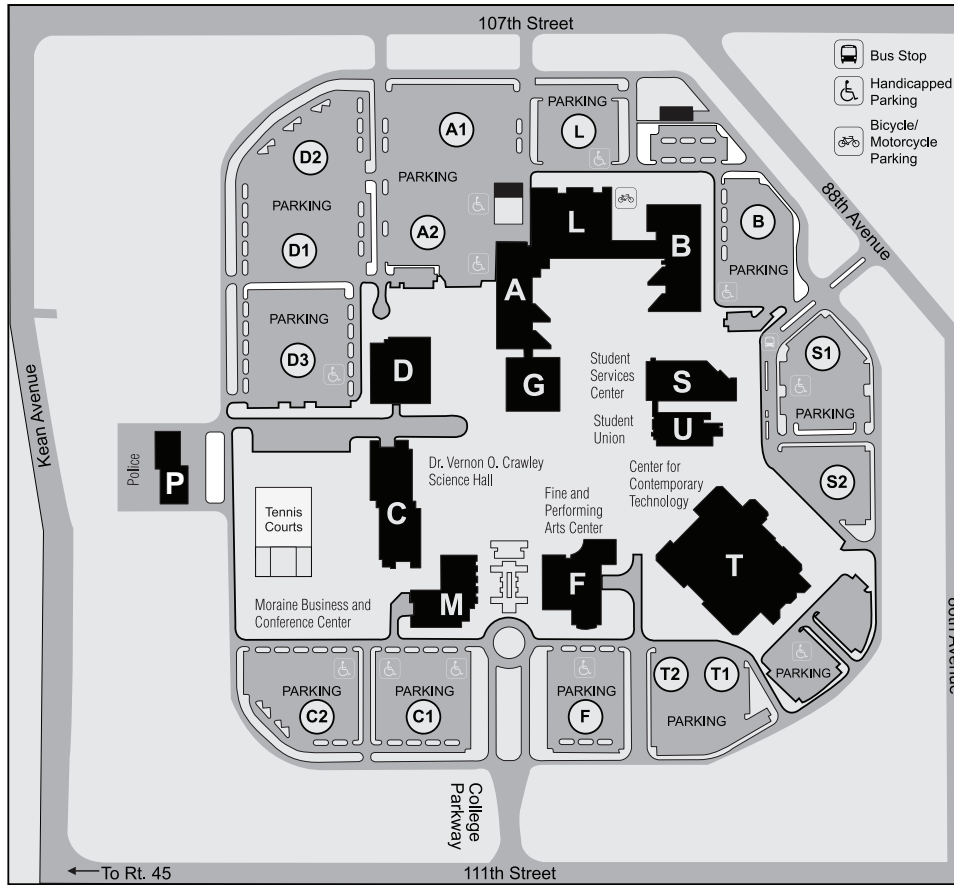
Alsip
Bedford Park
Blue Island
Bridgeview
Burbank
Calumet Park
Chicago Ridge
Crestwood
Evergreen Park
Forest View (part)
Hickory Hills
Hometown
Justice
Merrionette Park
Oak Forest (part)
Oak Lawn
Orland Hills
Orland Park
Palos Heights
Palos Hills
Palos Park
Robbins
Summit
Tinley Park (part)
Willow Springs (part)
Worth

District

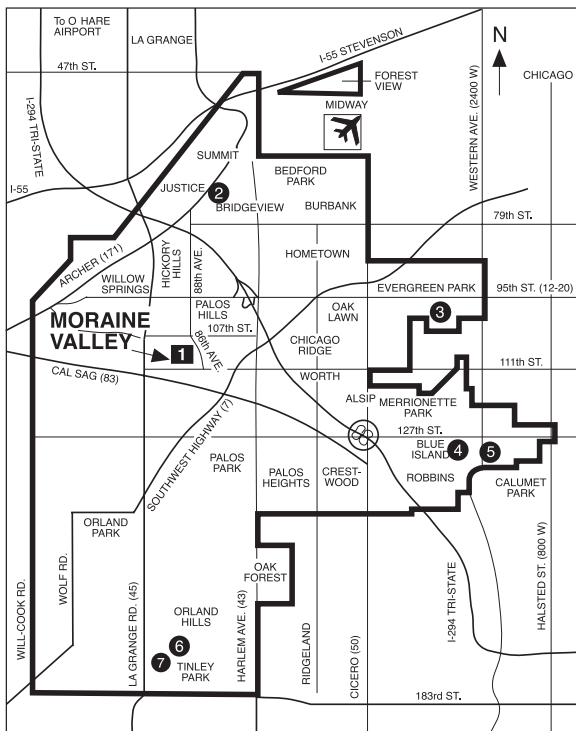
The equalized assessed valuation for the college district for tax year 2007 was \$11,319,414,709.

Moraine Valley Community College District 524 covers 139 square miles and all or part of the 26 south suburban communities at right, representing a population of nearly 400,000.

Campus Map



Extension Center Map



- 1 **MVCC**
Moraine Valley Community College
- 2 **ARGO**
Argo High School
- 3 **EPHS**
Evergreen Park High School
- 4 **DEHS**
Dwight D. Eisenhower High School
- 5 **ECBI**
Moraine Valley Education Center at Blue Island
- 6 **VAHS**
Victor J. Andrew High School
- 7 **Future Site**
Southwest Education Center

Telephone Guide

All telephone numbers are area code 708.

Academic Advising Center, S second floor/S201 after Nov. 2009.....	974-5721
Academic Skills Center, B260.....	974-5340
Admissions, S164/S101 after Nov. 2009.....	974-5355
Adult Basic Education, B260.....	974-5340
Alternative Learning, B260.....	974-5710
Athletics Office, G217.....	974-5727
Bookstore, D144.....	974-5716
Box Office, F110.....	974-5500
Blue Island ABE class info.....	597-2273
Café Moraine, U109.....	974-5745
Career Programs, B150.....	974-5708
Cashier's Office, S110/S105 after Nov. 2009.....	974-5715
Center for Disability Services, L150/S114 after April 2010.....	974-5711
Children's Learning Center, Savior Divine Church/S131 after June 2010.....	974-5729
Counseling and Career Development Center, S101/S202 after Nov. 2009.....	974-5722
Cybercafé, D159.....	974-5610
Education Center at Blue Island.....	597-1564
Enrichment Programs and Services, B260.....	974-5646
Espresso Love Specialty Coffee	
Building D.....	974-5314
Building L, first floor.....	974-5649
Building L, inside library.....	608-4213
Financial Aid, S115/S107 after Nov. 2009.....	974-5726
Fine and Performing Arts Center.....	974-5350
GED hotline recorded message.....	608-4422
Health Fitness Center, G210.....	974-5701
Honors Program, B260.....	974-5710
Illinois workNet Center,	
Moraine Affiliate, T904/S202 after Nov. 2009.....	974-5738
International Student Affairs, U211/S217 after April 2010.....	974-5443
Job Resource Center, T904/S202 after Nov. 2009.....	974-5737
Liberal Arts, B244.....	974-5464
Liberal Arts, F130.....	974-5637
Library, L, 2nd Floor.....	974-5709
Multicultural Student Affairs, S second floor/S201 after Nov. 2009.....	974-5475
New Student Retention, S101/S202 after Nov. 2009.....	974-5277
Off-Campus Classes, B260.....	974-5710
Online Learning, L244.....	608-4355
Photo I.D., S164/S100 after Nov. 2009.....	974-5620
Police Dept., Bldg. P.....	974-5555
Records, S125/S111 after Nov. 2009.....	974-5730
Registration, S125/S103 after Nov. 2009.....	974-2110
Science, Business, and Computer Technology, C154.....	974-5702
Student Life, U115.....	974-5717
Student Support Services (TRIO), U204/S219 after April 2010.....	974-5648
Testing Center, B101.....	974-5249
TTY (for speech or hearing impaired).....	974-9556
Tutoring.....	974-5340
Math and Science, B284-A	
COM/Reading/English, B284-B	
Workforce Development and Community Services, T100.....	974-5735

Admission and Registration

Moraine Valley is committed to an “open door” admission policy. It shall admit all high school graduates or the equivalent who demonstrate an ability to benefit from one of its programs, subject only to space limitations. Admission may be denied to an applicant when it is not in the best interest of the college or the applicant to grant admission.

No person will be denied admission to the college or any of its programs on the basis of sex, race, age, national or ethnic origin, religion, or disability.

Once admitted, students may select courses or programs according to their interests and abilities. These are determined by evaluating the individual student's high school experiences, previous test scores, and college assessment results. Moraine Valley provides advising and counseling services to help each student choose an appropriate field of study according to individual abilities and interests. With some programs, particularly the Health Science programs, space may not be available for all applicants. See Admission to Health Science Career Programs in this section for more information.

Residency—A resident must live in the Moraine Valley Community College district at least 30 days prior to the start of the semester and meet at least one of these criteria:

- Under 18 whose parents or legal guardians reside in the college district;
- Under 18 who is married and who is established in a permanent family residence in the district;
- Under 18 who resides in the district in a dwelling he or she has purchased; and/or
- 18 or older who resides in the district, providing residence was not for the sole purpose of attending college.

Refer to the Moraine Valley at a Glance section of this catalog for a map of the Moraine Valley district. To verify your residency status, call **(708) 974-2110**.

Tuition rates are determined by the legal residence of the student. These rates are lower for residents of the Moraine Valley Community College district than they are for out-of-district residents who attend Moraine Valley. A student who temporarily moves into the district for the purpose of attending the college at a reduced tuition rate will not be considered as having established a bona fide residence within the district.

It is the student's responsibility to demonstrate residency status. A student may be asked to display verification of residence before class registration can be completed. The following documents may be presented to verify residency: property tax statement, driver's license, Illinois state ID card, vehicle registration, copy of lease or purchase agreement, utility bill, or voter's registration card. Documents or bills that are used to verify residence are required to be in the student's name.

Residency status is determined at the time of registration. It will not be changed after the refund period for that semester.

The dean of Enrollment Services or a chosen representative will determine whether an applicant meets the residency criterion.

International Students—For international student admission procedures, see the International Student Affairs section, page 25.

Admission—A regularly admitted student is one who completes the college's admission process. The admission process is not completed until the following documents are submitted:

- a completed enrollment form with all required information.
- a final high school transcript, indicating the date on which the student graduated, or a General Educational Development (GED) certificate or an official report of qualifying GED scores.
- all college transcripts, if applicable.
- completion of standardized placement tests prior to orientation/registration time. The American College Test (ACT) generally is not required, but may be used to assist in the counseling and placement of students, and for admission to designated programs.

Admission to Associate in Arts or Associate in Science Transfer Degree Programs—Students enrolling in Associate in Arts or Associate in Science transfer degree programs must have completed the minimum high school course requirements as outlined in the following section, in accordance with Illinois Public Act 86-0954. Students who do not meet these requirements will be considered provisionally admitted until such time that all academic deficiencies have been removed as outlined by the college.

These requirements will be waived for (a) students who submit college transcripts showing successful completion, with a grade of “C” or better, of 24 semester hours of transfer college credit at the 100 level or above; and (b) students who successfully complete the GED exam.

High School Course Requirements for Admission to Transfer Degree Programs

Subject	Yrs.	Description
English	4	Emphasizing written and oral communication and literature
Social Studies	2	At least one year of United States history or a combination of U.S. history and American government; other acceptable subjects are anthropology, economics, geography, psychology, and sociology
Mathematics	2	Introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming
Science	2	Selected from biology, chemistry, earth science, and physics (laboratory science)
Electives	2	Foreign language, music, art, and/or vocational education
Flexible Academic Units	3	Additional English, social studies, mathematics, science, foreign language, music, art, and/or vocational education

Transfer from Other Colleges—A transfer student must complete the college admission process. Students intending to obtain transfer credit must submit an official college transcript from each college attended to the Records Office. Transfer credit earned from regionally accredited colleges and universities will be accepted in accordance with Moraine Valley admissions policies.

Transcript Evaluations—Before an evaluation can be done, an evaluation request form must be submitted to the Records Office, and the student must be currently registered in Moraine Valley credit classes. Evaluation request forms are available in S164 (S101 after Nov. 2009) and S125 (S103 after Nov. 2009), as well as on the Web site. Official transcripts must be sent to Moraine Valley directly from the transferring institution. Evaluations take six weeks after receipt of all materials.

Readmission—Any student who has not been enrolled at Moraine Valley for one or more semesters must be readmitted to the college. The student is required to submit updated enrollment information to the Registration Office. If the student has attended one or more colleges during this interim period, official transcripts for all academic work taken since last attending Moraine Valley must be submitted.

If enrollment has been interrupted by six or more consecutive semesters (including summer semesters), the student must meet the degree or certificate requirements in effect at the time of re-enrollment with earned credit (earned credit is defined as receiving a “D” or above in college-level or developmental courses) or the requirements in effect during any subsequent year after re-enrollment until the degree or certificate is completed. Exceptions are the selective admission programs. Students who are readmitted to these programs must follow the requirements in effect at the time of their readmission to the program.

High School Students—Students still in high school, 16 or older, may be admitted to college classes if facilities are available and if there is sufficient evidence that they can benefit from instruction. To be accepted, the student must submit completed admission information and a high school student authorization form signed by the appropriate high school official. Forms shall be returned to the Registration Office and presented at the time of registration. Those seeking an exception to the college policy must contact the dean of Enrollment Services. All courses taken at Moraine Valley will become part of the student’s permanent record.

Admission to Honors Program—After you apply for admission to the college, complete the Honors Program application available in B260 or online at morainevalley.edu/honorsprogram. You’ll need to meet **two** of the following prerequisites to enroll in the Honors Program:

- a 3.2 GPA from your high school
- an ACT score of 25 or SAT score of 1050 (composite)
- completion of at least one AP course with an A or B (AP score 4)
- graduation in the top 10 percent of your high school class

Students need to present verification that they meet admission requirements. After that, students are eligible to register for honors courses.

For more information, contact the Honors Program at **(708) 974-5710** or morainevalley.edu/honorsprogram.

Admission to Health Science Career Programs—Health Information Technology, Radiologic Technology, Respiratory Therapy Technology, and Nursing are health career programs leading to an Associate in Applied Science degree. Polysomnography is a health science certificate program. All of these programs have special admission requirements and limited enrollment. Applicants are responsible for ensuring that all admission requirements are met, and all documents and scores are submitted on time. Only complete application files will be reviewed for admission.

As part of the admission process, most health science programs require that students submit a health history and physical evaluation. Students may also be required to complete a criminal background check. Students also may be required to have current medical insurance.

General information and program requirements may be found in the Career Programs section of this catalog and on the career program worksheet available online at morainevalley.edu/programs or from the Academic Advising Center.

Admission Requirements

Documents Required for a Complete File for All Associates Degree Health Science Programs

- A completed program admission application by specified deadline (an application to the specific health program of your choice is available and must be returned in the Admissions Office).
- A complete high school transcript showing date of graduation or a GED certificate.
- Official transcripts from all colleges or universities previously attended.
- Academic Placement results documenting required level of placement as defined by each program.
- Proof of residency must be submitted at the time of application.

Academic Requirements for Specific Health Science Career Programs

Health Information Technology

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or above.
- One year of high school algebra. Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of "C" or above.
- Keyboarding proficiency of 30 words per minute.
- A minimum overall grade point average of 2.0 based on a four-point system.

Nursing

- One year of high school general biology with lab, or one semester of college general biology with lab, with a grade of "C" or above.
- Minimum academic placement level requirements

Mathematics:

Based on COMPASS placement test results, or ACT tests, or previous college credit with a grade of "C" or better, **all within two years of application deadline**, applicants:

- Must be qualified to take MTH-098

Composition and Reading:

Based on COMPASS placement test results, or ACT tests, or previous college credit with a grade of "C" or better, **all within five years of application deadline**, applicants:

- Must be qualified to take COM-101
- Must complete any required reading courses or test above the RDG-091 level
- A minimum overall grade point average of 2.5 on a four-point system.
- Current Illinois State Certified Nurse Assistant (CNA) certification or current licensure as a licensed practical nurse (LPN).
- Successful completion of COL-101, College: Changes, Challenges, Choices.

Polysomnography Technology

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or above.
- One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of "C" or above.
- A minimum grade point average of 2.5 based on a four-point system.

Radiologic Technology

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or above.
- One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of "C" or above.
- A minimum grade point average of 2.0 based on a four-point system.

Respiratory Therapy Technology

- One year of high school general biology with lab, or one semester of college biology with lab, with a grade of "C" or above.
- One year of high school algebra with a grade of "C" or above, must qualify to take Moraine Valley course MTH-109 or above, or an equivalent course at another college.
- A minimum grade point average of 2.5 based on a four-point system.

Selection Criteria

- Selection of qualified applicants is completed by employing a system using GPA, number of college hours completed and grades in program-specific course work. The high school grade point average will be used for the applicant who has attempted less than 12 semester hours of college-level credit. More information about the ranking system can be found on the career program worksheet available from the Academic Advising Center.
- Qualified residents of the district will be given priority.
- The specific program admission application must be submitted by March 1 for programs beginning in fall (August) or Oct. 1 for the spring (January) nursing program. Files need to be completed and proof of program academic requirements must be received within 15 days of original deadline to maintain priority consideration.
- Qualified nonresidents who submit the specific program admission application by March 1 for programs beginning in fall (August) or Oct. 1 for the spring (January) nursing program, who have complete files and proof of program academic requirements within 15 days of original deadline may be selected on a space-available basis.
- On a space-available basis, applicants who did not meet all admission requirements of the deadline may be considered after March 15 or Oct. 15.

Transfer Students

- Placement is considered on an individual basis.
- Obtain and complete a transfer evaluation request available from the Records Office.
- See Academic Advising Center for general education information.
- See coordinator of specific associate's degree health career program for evaluation of career course work.

Reapplication

Applicants not selected for one starting class are individually responsible for reactivating and updating their application file for subsequent starting classes. Reapplicants must complete a readmission form and submit it to the Records Office during the applicable time period.

Readmission

See specific program in the Career Programs section of this catalog.

Academic Placement Tests/Orientation

Full-time Students—Students registering for 12 or more credit hours are required to complete placement tests in reading, writing and mathematics, and participate in an orientation program prior to their first registration. Students may be exempt from placement testing if they meet the following requirements: completed college-level courses in English and/or mathematics with a “C” or better, or received a score of 20 or higher on the ACT in both the English and reading, and/or the mathematics test. To be considered for an exemption, students need to present a college transcript or grade report/ACT report showing successful completion at the Academic Advising Center or New Student Retention Office. No student will be exempted from this policy based on his or her original date of admission. Information about placement tests and orientation will be given at time of application. A fee is charged for placement tests.

Students who place into RDG-041, RDG-071 or RDG-091 must enroll in that reading course their first semester and continue in the reading sequence until RDG-091 is successfully completed with a grade of “C” or better. Students who place into RDG-041 or RDG-071 must see a counselor or advisor for additional course selections.

COL-101 Course Requirement

All full-time students are required to enroll in and successfully complete COL-101 unless they have:

- Previously earned at least 30 semester hours of college credit. Credit must be documented on a college transcript or
- Successfully completed Moraine Valley course COL-101 or PSY-100 or
- Successfully completed a course equivalent to COL-101 at another college. Course must be documented on a college transcript.

Part-time Students—Students registering for less than 12 credit hours are required to complete the appropriate placement tests in reading, writing and mathematics prior to registering for English composition courses (COM-090 or higher) and/or any mathematics course (MTH-095 or higher) or they must complete the reading and writing tests after attempting 11 credit hours. Students may be exempt from placement testing if they meet the following requirements: completed college-level courses in English and/or mathematics with a “C” or better, or received a score of 20 or higher on the ACT in both the English and reading, and/or the mathematics test. Students must present a col-

lege transcript or grade report/ACT report showing successful completion to the Academic Advising Center. No student will be exempted from this policy based on his or her original date of admission. Part-time students who need assistance with educational planning and course selection should contact the Academic Advising Center.

Students who place into RDG-041, RDG-071 or RDG-091 must enroll in that reading course their first semester and continue in the reading sequence until RDG-091 is successfully completed with a grade of “C” or better. Students who place into RDG-041 or RDG-071 must see a counselor or advisor for additional course selections.

Registration

New Students—Once admission steps have been completed, a new student will receive an acceptance letter and information on registration.

Full-time Students—Full-time students (those who plan to enroll in 12 credit hours or more) must complete placement tests and attend orientation. Orientation will include registration for the first semester.

All new full-time students must enroll in COL-101—College: Changes, Challenges, Choices.

Part-time Students—Part-time students may register in person, by telephone, or online from the Web site. Students who need assistance with educational planning and course selection may attend an advising session. Students who enroll in composition and/or mathematics courses are required to take placement tests in these areas. A fee is charged for these tests. Specific dates for registration are announced in the class schedule sent to every household in the college district prior to the start of each semester and are available on the college Web site at morainevalley.edu.

Currently Enrolled Students—Currently enrolled students receive priority registration dates for the fall and spring semesters. Academic information for registration is available in the class schedule.

Workforce Development and Community Services (Noncredit)—Registration information is listed in the class schedule prior to each semester. Tuition and fees are assigned differently for each course and are noted in the class schedules. Courses designated with adult education credit (AEC) are supported by state and local funds, so out-of-district charges apply to residents who live outside the Moraine Valley district.

Late Registration—A student may register for a course 12 to 17 weeks in length during the first week of the course. The instructor's written permission is required after that period. A student may register for a course five to 11 weeks in length during the first three days of the week that the course begins. The instructor's written permission is required after that period.

A student may register for a course four weeks or less in length the first day of the course. The instructor's written permission is required after that period.

After the midterm date of each class, no registrations will be allowed and no additions will be made to the class roster.

Tuition and Fees

Moraine Valley strives to make education affordable.

Tuition—Tuition is assessed on the basis of residency at the time of registration.

Residency Status: In-District

Rate per Credit Hour: \$77*

* Effective fall 2009 semester, in-district tuition increases to \$87.

Residency Status: Out-of-District

Rate per Credit Hour: \$222*

* Effective fall 2009 semester, out-of-district tuition increases to \$232.

Residency Status: Out-of-State

Rate per Credit Hour: \$262*

* Effective fall 2009 semester, out-of-state tuition increases to \$272.

Residency Status: International

Rate per Credit Hour: \$262*

* Effective fall 2009 semester, international tuition increases to \$272.

Students who are employed within the Moraine Valley Community College district a minimum of 35 hours per week may qualify for in-district rates. Proof of employment, which consists of a letter from the place of business on company letterhead and a current pay stub, will be required each semester at the time of registration.

Rate Changes—Although the college tries to maintain stable tuition and fee rates, the rates are subject to change without notice.

College Activities Fee—A college activities fee of \$2 per credit hour must be paid with tuition.

Technology Fee—A technology fee of \$3 per credit hour must be paid with tuition.

Photo ID Policy—A student is eligible to receive a student photo ID upon completion of course registration. The photo ID fee of \$3 per semester must be paid with tuition. Students will need to produce a current photo identification and proof of registration at Moraine Valley to obtain a student ID. Student ID replacement fee is \$5 per request.

Students should maintain possession of their photo ID despite enrollment status. The photo ID will be continuously updated for two years or six semesters, following initial issue. After the completion of the second year and/or the sixth semester, a student is eligible to have a new ID issued, at no charge, subject to the same terms as the original ID.

Returning students previously issued a photo ID may be eligible for a new photo ID at no charge if at least 12 months have lapsed since last enrollment.

Lost, misplaced, stolen, or damaged ID cards within two years of issuance are subject to a \$5 replacement fee. Note: the only exception will be those students noted above with a 12 month enrollment lapse.

Fees—Additional fees are required for some instructional programs and courses. These fees may cover laboratory equipment, supplies and malpractice insurance.

Other college fees include the following:

Transcript.....	\$3
Transcript—Immediate Service	6
Certificate/Degree Petition	15
Nonsufficient Check	30
Partial Payment/Reinstatement	25
Late Fee	50

Tuition and fees are assessed at the time of registration. Visa, MasterCard, American Express, and Discover are accepted.

Full payment can be made either at the time of registration or by the due date. If payment is not made by the due date, the student's courses may be dropped for nonpayment. A partial payment plan is available. There is a fee for partial payment and for reinstatement. Further information can be obtained in the Registration Office.

Senior Citizen Tuition Rates—The tuition rate for residents of the college district who are 62 or older is half the regular tuition rate. This rate applies to credit courses only. Proof of age is required at the time of registration. Senior citizens 65 or older whose annual household income is \$13,999 or less may enroll in credit courses tuition-free. Certain restrictions apply. Further information is available in the Cashier's Office. These criteria are subject to change without notice.

Balance Due—Moraine Valley reserves the right to withhold transcripts and other educational information and documents from students who are in debt to the institution or owe repayment of a federal/state grant.

Cooperative Programs—Moraine Valley has cooperative agreements with several suburban community college districts that enable Moraine Valley district residents to enroll in occupational programs not currently offered by Moraine Valley. See page 155 for more information.

Chargebacks—A resident of the Moraine Valley Community College district may receive a chargeback to attend another Illinois community college if that individual is accepted into a program at another Illinois community college that is not offered by Moraine Valley. Both full-time and part-time attendance is allowed. Chargebacks will only be approved if submitted by the appropriate deadline.

Chargebacks do not apply if:

- You are enrolling in a transfer program.
- A student enrolls in classes that are part of continuing education, general studies, community services, or short-term job training programs (noncredit).

Chargeback requests must be made at least 30 days prior to the anticipated enrollment at another community college. Application forms are available in the Registration Office.

Courses which are remedial (under the 100 level) are not covered under the chargeback agreement. Take remedial courses at your local community college; repeated courses are the student's responsibility and are not covered by chargeback.

Tuition Refund (Credit)—In order to receive a tuition refund, it is the student's responsibility to officially drop courses within the following refund deadlines:

- 100 percent refund—before the end of the first week in which the class is scheduled;
- 50 percent refund—before the end of the second week in which the class is scheduled; and
- Full tuition charged—after the end of the second week in which the class is scheduled.

Refunds for short-term classes vary according to the length of the course.

A student is entitled to a full refund of tuition and fees for a class cancelled by the college.

Workforce Development and Community Services (Noncredit) Cancellation Policy – It is a student's responsibility to drop a course at least three business days (9 a.m.-5 p.m.) prior to the start of the class to receive a full refund. Classes dropped less than three days before the start of classes will receive no refund. No-shows do not constitute cancellation. No credit may be used toward another section for missed classes.

Financial Aid

Financial aid is available to Moraine Valley students who prove eligibility and are enrolled in approved programs. Types of funds available to assist students include the following:

Federal Funds

Pell Grant

Academic Competitiveness Grant (ACG)

Supplemental Educational Opportunity Grant (SEOG)

Work Study Program (FWSP)

Family Educational Loan (Stafford and PLUS)

State Funds

Illinois Monetary Award Program

Illinois Incentive for Access Program

Police/Fire Officer Survivor Grant

Grant Program for Dependents of Correctional Officers

Military Awards

Veterans Administration (Veterans Educational Assistance Benefits)

Illinois Veterans Grant

Illinois National Guard/Naval Militia Grants

MIA/POW Scholarship

Other Funds

Adjunct Faculty Organization Scholarship

Joanne Casolari Memorial Scholarship

Chicagoland Regional College Program

Jane E. Crawley Scholarship

Faculty Association Scholarship

GED Achievement Scholarship, available to students who completed their GED within the past year and received a GED score of 3000 or higher

GED Award, available to students who completed their GED within the past year and received a GED score of 2500 or higher

Illinois Health Improvement Association Scholarship

Barbara J. Lehrman Memorial Scholarship

Moraine Valley Distinguished Scholar Award

Moraine Valley Leadership Award

Student Association Book Scholarship

Student Life Award of Excellence

Support Staff Association Scholarship

Currently, the Moraine Valley Community College Foundation has the following scholarships available:

- Joann Karen Basick Memorial Scholarship, available to female students returning to school after being away from the academic environment for a minimum of 10 years
- Dr. Patricia M. Bauhs Scholarship, available to students 24 years of age or older
- Robert J. Bobb Memorial Scholarship, available to incoming freshman from an in-district high school who is pursuing a degree in business

- Center for Disability Services Scholarship, available to students utilizing the center
- The Hickey Foundation Scholarship, available to single parents enrolled in Moraine Valley's Nursing Program.
- Linda Metz Memorial Scholarship, available to students enrolled in the Radiologic Technology Program
- Moraine Valley Alumni Scholarship, available to students who are related to a Moraine Valley graduate
- Moraine Valley GED Graduate Scholarship, available to students who have participated in and attended at least 60 percent of the GED Preparation Program at Moraine Valley
- Oak Lawn Rotary Scholarship, available to graduates of Oak Lawn or Richards High School and currently enrolled in Moraine Valley's Nursing or Allied Health Program
- Subdivision Scholarships, available to students enrolled in college credit courses
- Matthew P. Walsh Scholarship available to students enrolled in college credit courses

Detailed information about these scholarships is available in the Financial Aid Office or at morainevalley.edu/financialaid.

Application for Financial Aid—To apply for financial aid at Moraine Valley, applicants should complete the Free Application for Federal Student Aid and the Moraine Valley confirmation form. Application forms are available online at fafsa.ed.gov.

Early application enhances students' chances of obtaining financial aid. Qualified applicants whose files are complete by May 1 will receive priority consideration. Since processing financial aid can take up to eight weeks, students must plan well in advance of the time they will begin their course of study. Specific deadlines can be found at morainevalley.edu/financialaid. To qualify for financial aid, a student must meet the following criteria:

- be a citizen of the United States or a permanent resident;
- be enrolled at Moraine Valley in an eligible program which is at least 16 credit hours in length. (Students enrolled only in developmental/remedial classes or the Intensive English Language Program are ineligible.);
- maintain academic standards of progress;
- demonstrate financial need; and
- have the potential to complete the educational program chosen. Must possess a high school diploma or GED certificate. In the absence of these documents, a student must qualify by means of a testing program or successful completion of at least six college credits at Moraine Valley.

Students who qualify for federal and/or state funds will be informed of how and when they will receive their financial aid award via an award letter.

Students who are interested in an educational loan must meet with a financial aid expeditor to initiate the loan process.

Academic Standards of Progress for Recipients of Financial Aid—According to federal and state guidelines, students must maintain satisfactory academic progress to be eligible to receive financial assistance.

Moraine Valley has established the following standards of progress for students receiving federal and state financial assistance:

- To be eligible for financial assistance, students must maintain a minimum cumulative 2.0 grade point average, which includes developmental and remedial courses.
- Students must earn credit (grade of A, B, C, or D) for 67 percent of the cumulative hours in which they enroll.
- A student's eligibility for financial aid at Moraine Valley will terminate when the student has attempted over 93 credit hours. Credit hours attempted include developmental courses, remedial courses, transferred hours, and hours forgiven under the Forgiveness policy.
- Students who transfer hours from another institution which count toward the completion of their program at Moraine Valley will have those hours counted in their maximum of 93 hours attempted.

Repeated courses will be counted in hours attempted, but only the most recent grade received will be computed into the grade point average. The hours for the original course will not be added to hours earned.

Courses in which students receive "W" or "I" will count as hours attempted but not as hours earned. They will not be included in the grade point average.

Student records will be reviewed at the end of each semester, including the summer session. If a student's grade point average is below 2.0 and/or the student has earned less than 67 percent of the hours attempted, a letter will be sent to the student stating the following:

- The criterion for academic progress has not been met.
- The criterion of 67 percent of cumulative credits earned in relation to hours attempted and a minimum 2.0 cumulative grade point average must be achieved in the next semester of enrollment. If not, the student will not be eligible for federal and/or state financial assistance until such criteria have been met.

Students applying for a Stafford loan must have a cumulative GPA of at least 2.0 for the loan to be disbursed. There is no probationary period or appeal procedure for student borrowers per the college's default management plan.

Procedure for Appeal and Reinstatement—Reinstatement will automatically occur after classes have been taken at the student's own expense, a minimum 2.0 cumulative grade point average has been achieved, and 67 percent of hours attempted have been earned.

If the student is of the opinion that unavoidable circumstances were the cause of lack of achievement, an appeal form for rein-

statement of eligibility for federal/state funds may be submitted to the Financial Aid Committee. Appeal forms are available in the Financial Aid Office.

The determination of the appeal will be one of the charges of the Financial Aid Committee.

Students who apply for financial aid for the first time who have a previous history at Moraine Valley must have a minimum 2.0 cumulative grade point average and have earned 67 percent of hours attempted to be eligible for federal/state funds. The student's record will be reviewed as if he or she had been on aid.

Refund Policy and Repayment of Financial Aid—According to the updated version (Section 668.22) of the Higher Education Amendments of 1998, students receiving Title IV funds (Federal Pell Grant, Federal ACG, Federal SEOG and Federal Family Education Loans) and who withdraw from all their classes (officially or unofficially) will be subject to the federal and Moraine Valley's refund policy.

Moraine Valley Community College's refund policy related to student withdrawal states that in order to receive a tuition refund, it is a student's responsibility to officially drop courses in the Registration Office within the following refund deadlines:

- 100%—before the end of the first week in which the class is scheduled;
- 50%—before the end of the second week in which the class is scheduled; and
- Full tuition charged—after the second week in which the class is scheduled

Refunds for short-term classes vary according to the length of the course. More information is available in the Registration Office.

The federal refund policy states that the student may retain only the amount of aid that he/she has earned (as a result of the pro-rated amount of time the student has been in attendance for the semester.) Any aid that is not earned must be returned to its source. Some federal programs, such as grants, may have smaller amounts to be refunded based on the particular aid program and the student's date of withdrawal. The student will be responsible for any tuition balance resulting from the refund(s).

Further details and examples can be obtained in the Financial Aid Office, S115/S107 after Nov. 2009.

Veterans

Veterans who enroll in Moraine Valley courses may be eligible for the Illinois Veterans Grant (IVG). Applications are available at collegezone.com. To qualify, a veteran must have met the following conditions:

- been a resident of Illinois prior to and within six months after having served in the armed forces of the United States;
- served at least one year of continuous active duty; and
- received an honorable discharge.

According to state guidelines, students must maintain a minimum cumulative 2.0 grade point average (GPA), which includes developmental and remedial courses, to remain eligible for the grant.

Student records will be reviewed at the end of each semester (including summer). If a student's GPA is below 2.0, a letter will be sent to the student stating the criterion for academic progress has not been met.

A minimum 2.0 cumulative GPA must be achieved in the next semester of enrollment for continued eligibility. A student will not be eligible for the grant until the criterion has been met.

To be eligible for Veterans Administration Educational Benefits (GI Bill), you must be a degree- or certificate-seeking student in an approved accredited transfer/career certificate program and making satisfactory academic progress according to college standards. Applications are available in the Financial Aid Office (S115/S107 after Nov. 2009).

Credit for Military Service—Veterans of United States military service may be granted credit for their military service training. Credit is given only to honorably discharged veterans who have one year or more of active military service. To receive credit, a veteran must provide the Records Department with a copy of the Separation Record (Form DD214) and an evaluation request form. Evaluation request forms are available at the information desk (S125/S111 after Nov. 2009).

Instructional Programs

Transfer Programs

Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Fine Arts (A.F.A.), and Associate in Arts in Teaching (A.A.T.) programs are for students whose goal is to transfer to a four-year college or university for a bachelor's degree. See the General Education information in this section and the Transfer Programs section of this catalog.

Career Programs

Associate in Applied Science (A.A.S.) degree programs and certificate programs are for students whose goal is immediate employment upon graduation from Moraine Valley. To expand the number of career programs available to students of the district, Moraine Valley has cooperative agreements with other community colleges. Under these agreements, students may take core courses at the cooperating institution and may take general education courses at Moraine Valley or at the cooperating institution. Credit for some career programs may transfer to four-year colleges and universities. Contact the Academic Advising Center for transfer information.

Enrichment Programs and Services

Moraine Valley offers basic skills courses in communications, math, and reading that serve students in need of preparation for college-level courses. In addition, the college offers courses/services in English as a Second Language, Intensive English Language, Volunteer Literacy, Public Assistance Coordination for re-entering the work force, Adult Basic Education, and General Educational Development (GED), and academic coordination for the Learning Development Support System. The Dr. Irene H. Brodie Academic Skills Center provides free tutoring, computer labs, and various short-term study skills and writing workshop opportunities.

General Education

The requirements for an associate's degree (A.A., A.S., A.F.A., A.A.T. or A.A.S.) consist of a minimum of 62 credit hours taken from three components: (1) general education core, (2) additional degree requirements, and (3) courses taken in the major/minor field and electives. Course work in the general education core:

- assumes there are some commonalities expected of an "educated person" in terms of what he or she knows and is able to do.
- provides students with the ability to realize their potential as educated, responsible, and productive lifelong learners in a diverse and rapidly changing world.
- consists of a core of intellectual, aesthetic and cultural experiences which will introduce students to essential knowledge, skills and values, and encourage them to make connections across disciplines.

For transfer students (A.A., A.S., A.F.A., A.A.T.), the general education core ranges from 38 to 41 credit hours; for career students (A.A.S.), the core comprises at least 15 credit hours depending on the program of study. Presently, transfer students who complete their A.A., A.S., A.F.A. or A.A.T. degree will fulfill most, if not all, of the general education core requirements expected for the baccalaureate degree at a four-year college or university.

Moraine Valley has a standard general education requirement, distributed into the five traditional divisions of knowledge:

- Communication
- Mathematics
- Life and Physical Sciences
- Humanities and Fine Arts
- Social and Behavioral Sciences

The specific courses in each division will vary with the student's degree or program, and the type of courses will change occasionally. The student may wish to contact the Academic Advising Center to determine the exact requirements in effect.

While accurate information and advising assistance is always available regarding the general education core requirements, the major responsibility of getting a purposeful general education rests upon each individual student. Thus, students should also familiarize themselves with the General Education Goals and Objectives in the next section that identify the traits of a generally educated person. By understanding these goals and objectives, students can begin to make informed selections of course work.

General Education Goals and Objectives

The general education program at Moraine Valley is designed to enable students to write, read and listen critically; to investigate, analyze and think independently; to communicate clearly and effectively; to make informed decisions; to respect the diversity in human values and cultural orientation; to understand and appreciate facts, concepts and perspectives within the fundamental areas of knowledge; and to foster intellectual curiosity and lifelong learning.

The specific objectives of the general education program are to develop in each student the following traits and abilities:

Communicating

Read and listen with comprehension.
Write and speak effectively in standard English.

Reasoning Ability

Identify and solve problems.

Information Literacy

Locate, evaluate and use information effectively.

Quantitative Analysis

Analyze, interpret and apply numerical, graphical, and statistical data and concepts.

Scientific and Technological Awareness

Understand and apply the scientific method of inquiry.

Technological Competency

Use computer information systems and other technology efficiently.

Social Sciences Perspective

Apply basic principles of social and behavioral sciences influencing individuals and groups.

Literary and Artistic Insight

Understand the nature of literary, philosophical and artistic expression and how particular works have contributed to the ideas and culture of the past and present.

Valuing Diversity

Understand how diversity influences experiences, values, and thoughts of individuals and cultures.

Global Awareness

Be aware of major institutions, persons, ideologies, and events that have shaped the nature and cultures of the world.

Social Responsibility

Work effectively with others.

Recognize ones ethical, legal, and social responsibilities.

General Education Core Curriculum

The General Education Core Curriculum at Moraine Valley is described in the Transfer Programs section of this catalog.

Educational Guarantee

Moraine Valley Community College believes in the quality of its faculty and staff, and in the quality of instruction and technical skill competencies it provides to students.

As an expression of confidence in this belief, the college established guidelines to guarantee the transferability of course credit to colleges and universities, and to guarantee the technical skill competencies expected by employers.

If certain provisions are met, graduates of the college's university transfer programs are guaranteed the courses they successfully complete at Moraine Valley will transfer to their predetermined four-year college or university. Should the transfer institution decline to accept courses for credit, Moraine Valley will refund the tuition and course fees.

Additionally, Moraine Valley's career training program graduates are guaranteed technical skill competencies. If a graduate of an Associate in Applied Science degree or certificate program is not able to demonstrate entry-level skills expected by his or her employer, the graduate and employer may request up to 12 credit hours of retraining at Moraine Valley.

For more information, contact the Academic Advising Center, (708) 974-5721.

Programs and Services to Support Student Learning

As a comprehensive community college, Moraine Valley is dedicated to helping adults achieve their academic goals. A variety of services and programs, both credit and noncredit, is available to students.

Academic Skills Center—Free tutoring is available to currently enrolled students. The center has two computer labs: a classroom lab for student instruction and Web-assisted courses, and a walk-in lab for student use. Both have Internet access. The center also offers workshops on topics such as study skills and basic writing skills.

(708) 974-5340 morainevalley.edu/academicskills

Achieved Prior Learning (APL)—APL is a way for students to earn college credit for what they already know from prior learning or work experience. Faculty members assess the prior learning of enrolled Moraine Valley students through written examination, oral interview and/or performance test.

(708) 974-5710 morainevalley.edu/alternativelearning

Adult Basic Education (ABE)—The ABE Program teaches basic skills that adults need to prepare for GED instruction. It provides instruction in reading, writing and mathematics as applied to practical daily living. All classes are free.

(708) 974-5340 morainevalley.edu/abeged

Adult Learner Program—The Adult Learner Program is designed to support adult students, the "new traditional learner," who is at least 25 years old, working full- or part-time, and more than likely raising a family while attending college. The program includes a block of classes that can be applied to a degree or certificate while providing support for transition issues such as time management, study skills and goal setting. A day program and an evening program are available.

(708) 974-5722 morainevalley.edu/adultsuccess

Alternative Learning—Designed to meet the needs of students whose lives do not fit into the traditional class schedule, Alternative Learning allows adults to earn a degree through non-traditional methods. Courses are convenient; many allow students to work at their own pace.

(708) 974-5710 morainevalley.edu/alternativelearning

Center for Advanced Studies—This center brings four-year and graduate courses and degrees to the Moraine Valley campus. The center hosts degree programs offered by public and private colleges and universities.

(708) 974-5768 morainevalley.edu/advancedstudies

College Level Examination Program (CLEP)—Students may take CLEP tests at authorized test centers, including Moraine Valley, in subjects such as English, humanities, mathematics, and social sciences. Up to a full year of college credit may be earned by passing these tests. Students should submit their test scores to the Registration and Records Office and request an evaluation, or contact Alternative Learning for specific information.

(708) 974-5710 morainevalley.edu/alternativelearning

Cooperative Programs—Moraine Valley has cooperative agreements with several area community college districts. These agreements allow Moraine Valley district residents to enroll in occupational programs not currently offered by Moraine Valley. See page 155 for details.

Dual Credit—High school students enrolled in selected classes, offered and taught at the high school, may receive college credit from Moraine Valley. This option is available for approved high school Career and Technical (CTE), Advanced Placement (AP) and Honors courses. The typical high school student enrolled is either a junior or a senior. For more information, please contact the Alternative Learning Department, (708) 974-5710 or morainevalley.edu/alternativelearning

Education Center at Blue Island—The Moraine Valley Education Center at Blue Island, 12940 S. Western Ave., offers credit and noncredit classes during the day, evening and Saturdays. (708) 597-1564 morainevalley.edu/blueisland

English as a Second Language (ESL)—English as a Second Language courses are offered for students whose native language is not English. Students learn basic interpersonal communication skills to help them adjust to life in the United States. Listening, speaking, reading, and writing skills are taught in an integrated manner, and as these skills improve, students move from beginning to intermediate and advanced levels. Credits earned in the English as a Second Language Program are nonacademic and are not applied to certificates or degrees. (708) 974-5340 morainevalley.edu/abeged

Extension Center Courses—Moraine Valley offers college credit courses at several local schools. These classes are scheduled for the working adult. Classes meet one or two nights each week for 15 weeks. (708) 974-5710 morainevalley.edu/alternativelearning

Fast-Track—Fast-Track courses and degree programs are designed to offer more flexible learning options and entry points for the adult student. Most courses are offered in a five-week time span, and full-time students can complete a degree in 18 months. For more information, contact the Academic Advising Center or visit morainevalley.edu/fasttrack

General Educational Development (GED)—The GED Program offers students an alternative to earning a high school diploma. It prepares adults who have not completed a high school education to review the six major subject areas (writing skills, social studies, science, arts/literature, mathematics, and the U.S./Illinois Constitutions) of the GED examination. For information about free classes, call (708) 974-5340. morainevalley.edu/abeged

Honors Program—The Honors Program is based on a university-transfer curriculum in the areas of liberal arts and sciences. The class sizes are smaller than regular classes, and creative learning strategies are utilized. Courses vary by semester and involve deeper insights into the subject matter. Honors courses are indicated on the transcripts. Admission into the program is based on new students meeting two of the following criteria: high school

GPA of 3.2, ACT score of 25 or SAT score of 1050, graduation in top 10 percent of class, and completion of one AP course with a grade of A or B or AP score of 4. Current students must meet the following criteria: 3.2 GPA and completion of nine credit hours or recommendation of your instructor. For further information, call (708) 974-5710 or visit morainevalley.edu/honorsprogram.

Illinois Virtual Campus—The college is a participant in the Illinois Virtual Campus, a program that assists students to locate, enroll, and study at baccalaureate and graduate institutions across the state via a variety of distance learning formats, including the World Wide Web. Moraine Valley advisors are available to review program materials and enrollment processes for the courses and programs that can be accessed using a home computer or a campus computer. Visit the Illinois Virtual Campus site at ivc.illinois.edu to review the catalog of offerings and participating institutions.

Intensive English Language Program—This special academic program is designed to serve students whose native language is not English and who are interested in improving their English skills in order to enroll in college. Potential students must possess basic academic English language processing skills that allow for sufficient classroom communication and an understanding of materials. A separate assessment is required for entry into the program. The Intensive English Language Program contains all of the course prerequisites for COM-101. (708) 974-5340 morainevalley.edu/abeged/ielp.htm

Literacy Volunteer Program—This program addresses the needs of adults who want to learn to read or improve in basic reading, writing and mathematics skills. Trained volunteer tutors provide individualized basic skills instruction for all enrolled students. Tutoring services are provided at local libraries, community centers and the college. Tutor training is available. (708) 974-5331 morainevalley.edu/literacy

Moraine Area Career System (MACS)—The MACS consortium consists of the six high school districts within the Moraine Valley region and Moraine Valley Community College. The vision of MACS is to provide all students with the opportunity to develop a seamless career pathway and to acquire advanced academic, technical and workplace skills that link education and business.

Through collaborative efforts between the high schools, the college and the MACS, an emphasis is placed on career and technical preparation that will help equip students not only for careers but also for their future as lifelong learners. Programs coordinated through MACS include Elementary Career Awareness and various initiatives related to nontraditional careers, workplace skills, career development, and work-based learning. For further information, contact Suzanne Kendryna, assistant director of MACS, 4625 W. 107th St., Oak Lawn, IL 60453, (708) 422-6230, kendryna@macs-tech-prep.com.

Online Learning—For information, call (708) 608-4355 or visit online.morainevalley.edu.

Internet Courses—Courses are taught using the Internet. Students access materials, participate in discussions, and interact with the instructor using an Internet-enabled computer. Students must have basic computer skills, learn independently, and use their Moraine Valley e-mail address.

Internet Hybrid Courses—Students come to campus for a significant portion of the class, but complete the majority of activities using the Internet. Students must plan to come to campus for class meetings. Students also must have basic computer skills, learn independently, and use their Moraine Valley e-mail address.

Internet Enhanced Courses—Students are expected to come to campus for all class meetings and use the Internet to supplement face-to-face class activities.

Proficiency Credit—Proficiency credit allows qualified students to convert vocational or noncredit courses or professional examination certificates to college credit.

Proficiency credit is presently available in Automotive Technology, Criminal Justice, Fire Science Technology, Food Service Sanitation, Networking Technology, Office Systems and Applications, and Restaurant/Hotel Management.

If you think you are eligible for proficiency credit, contact Alternative Learning to arrange an evaluation.

(708) 974-5710 morainevalley.edu/alternativelearning

Public Assistance Coordination Program—The Public Assistance Coordination Program is designed to assist economically disadvantaged individuals identified by the Illinois Department of Human Services in meeting their needs academically, personally and socially. The program provides services to adults who are in need of adult basic education, English as a Second Language and pre-employment classes. Support services such as child care, transportation, and books may be available to eligible recipients. For more information, call **(708) 597-2280**.

Career and Technical Education (CTE) Programs of Study—

In partnership with the Illinois Community College Board (ICCB) and the Illinois State Board of Education (ISBE), the college supports partnerships with our district high schools in granting dual credit for articulated courses in career and technical education programs of study. This initiative is funded through the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) which provides students with academic and technical skills necessary to succeed in the 21st century knowledge- and skills-based economy. Perkins IV facilitates seamless transitions for students from secondary to postsecondary education and careers.

Utilizing the 16 nationally recognized Career Clusters, CTE Career Pathways and Programs of Studies create clear education pathways that students can crawl on to smoothly transition from secondary to postsecondary education and into the workplace. Students, educators, employers, and the community at large all benefit from Career Pathways and Programs of Study.

The Career Pathways initiative at the college is helpful in student career exploration and career development, as well as in providing career curriculum standards that meet district business and industry requirements. Currently, there are 26 nationally recognized Career Clusters for student exploration, including 1) agriculture, food and natural resources, (2) architecture and construction; arts, AV technology and communication, 4) business administration and administration, 5) education and training, 6) finance, 7) government and public administration, 8) health science, 9) hospitality, 10) human service, 11) information technology, 12) law, public safety, corrections and security, 13), manufacturing, 14) marketing, 15) science, technology, engineering and math, 16) transportation, distribution and logistics. Within these 16 Career Clusters, there are currently 81 nationally recognized Career Pathways which help students plan, prepare and meet the educational requirements of their future careers. The college assists the students with counseling and advising in planning careers while providing selected articulated dual credit opportunities in some career and technical courses.

Telecourses—Telecourses offer students the opportunity to work independently by viewing the videotaped portion of the course in the college library or at home. A qualified instructor provides both individual and group discussion opportunities.

(708) 974-5347 morainevalley.edu/ctl

International Student Affairs

The Office of International Student Affairs provides comprehensive support services for international students to enroll at the college, and to enable positive academic and cultural experiences during their stay. Trained professional staff provide personalized attention to the unique concerns and needs of international students.

International students are defined as any individual admitted into the U.S. on an F-1 student visa or students issued the SEVIS (Student and Exchange Visitor Information System) Form I-20 Certificate of Eligibility approved for study at Moraine Valley Community College.

International students are expected to comply with federal laws and regulations, U.S. Citizenship and Immigration Services requirements while enrolled at the college.

Application—To apply, the following must be submitted:

- Completed international student application form
- Official, certified copies of secondary and post-secondary school records, translated into English. The records must indicate completion of secondary education.
- Evidence of sufficient financial support, including the affidavit of support and original bank letter
- \$25 nonrefundable application fee
- Two passport-size photographs

Transfer students must also submit a copy of the Form I-20 issued by the transfer school, transfer eligibility form, official transcript or a letter stating the student's dates of attendance, and photocopy of passport and I-94 arrival/departure card.

English Testing—All international students are comprehensively tested in English Language reading, writing, speaking, and listening skills and competency, and placed in Intensive English Language Program classes or in regular academic classes according to test results. A TOEFL exam score is not required for admission to Moraine Valley.

International students who choose to take the TOEFL exam may qualify for an exemption to the English placement test and be allowed to register for regular academic classes. To qualify for an English placement test exemption, international students must submit an official TOEFL score report showing the minimum score of 550 (written test) or 213 (computer-based test), or 80 (Internet-based test) to the Office of International Student Affairs. Scores are valid for two years from student application date.

Admission—International students are individually assessed for admission eligibility. Upon approval of the application and documents, the college may issue the SEVIS Form I-20 Certificate of Eligibility. Applicants apply for the F-1 student visa with the Form I-20 at the nearest United States embassy or consulate in the home country.

International students must enroll full-time in at least 12 credit hours per semester. Summer enrollment is optional.

For more information about international student enrollment, contact the Office of International Student Affairs by telephone at **(708) 974-5443**, fax (708) 974-0561, or online at morainevalley.edu/international

Summer Admission—International students who attend other colleges may enroll as summer guest students at Moraine Valley. A copy of the Form I-20 from the current school must be submitted and verification of student status before registration is permitted.

Foreign Residents—Foreign nationals temporarily residing in the U.S. may be required to apply and be approved for a change of visa status to enroll in the college as a regular full-time student. Other foreign nationals who wish to enroll at the college may be required to provide passport and visa information before registration. Foreign residents are required to pay international tuition rates for credit classes.

Foreign Transfer of Credit—International students who have studied at a university-level institution in their home country may wish to apply for course credits to be transferred to Moraine Valley. In order to obtain foreign education transfer credit, international and foreign resident students must pay for and apply for a credit evaluation service performed by a private credit evaluation agency. For more specific information on credential evaluation agencies and transfer of foreign education credits to Moraine Valley, please contact the Office of International Student Affairs Office or visit morainevalley.edu/international.

Intensive English Language Program (IELP)—This special academic program is designed to serve students whose native language is not English and who are interested in improving their English skills in order to enroll in regular academic courses at the college. Potential students must possess basic academic English language processing skills that allow for sufficient classroom communication and an understanding of materials. Three levels of English instruction are offered, including beginning, intermediate, and advanced courses in grammar, reading, speech, and writing. Students in advanced levels of IELP or who successfully complete IELP advanced levels may enroll directly in degree programs.

International Student Orientation Program—All new international students at Moraine Valley are required to attend the International Student Orientation Program. This program is scheduled the week before classes begin and helps international students become familiar with the campus, college procedures and the local community. Orientation includes English assessment, academic advising, class selection, registration, and scheduling. Orientation also provides practical information about housing, shopping, transportation, banking, social customs, and other topics helpful to daily living in the United States.

Academic Support—International students receive individual attention from professional staff to review progress in their classes. Also, the Academic Skills Center provides free tutoring in reading, English, mathematics, chemistry, physics, biology, accounting, and bookkeeping. Tutoring is free to all students.

Advising and Counseling—Full-time counseling and advising services are offered for international students. Students are provided assistance with visa immigration issues, educational planning, course selection, academic progress, university transfer, housing, cross-cultural adjustment, and personal concerns.

Housing/Host Home Program—Airport arrival assistance and housing assistance services are provided to all new international students. Currently, the housing options available include living with a host family through the Host Home Program or renting an apartment in the community. The Host Home Program offers students the opportunity to live with a local family and enjoy the convenience of a home while practicing English with their hosts. The international student housing specialist will assist international students with housing prior to arrival and while enrolled. Students may request housing assistance when applying for admission.

Immigration Compliance—International students admitted to the U.S. on an F-1 student visa, or approved for legal student status, are responsible to understand and comply with federal immigration regulations for students, and the Student and Exchange Visitor Information System (SEVIS) procedures. Regulations include maintaining full-time enrollment during the regular academic year; maintaining a valid passport and valid Form I-20; not engaging in unauthorized employment; and following procedures for transfer, employment, practical training, and other events and benefits. The college's Designated School Officials, responsible for institutional compliance with SEVIS and U.S. Citizenship and Immigration Services regulations, report on and monitor compliance with these regulations, and provide advice and assistance to students.

Medical Insurance Requirement—International students are required to purchase medical insurance while enrolled at Moraine Valley. A group insurance plan is available upon enrollment that provides emergency medical and hospitalization coverage. Students who prove that they have purchased their own equivalent insurance may request a waiver from the group insurance plan and the associated fee. The group medical insurance does not cover the cost of care and treatment of pre-existing physical or mental conditions, dental services, preventive health

care, and has other limitations. Therefore, international students should be in good health when traveling to the United States for study. A copy of the medical insurance policy is available in the Office of International Student Affairs.

International students with pre-existing medical conditions that may prevent them from obtaining adequate medical care under the group insurance policy may be required to provide proof of their own medical insurance prior to enrollment. Failure to provide such proof if requested by college officials may warrant a denial of admission.

Social Activities—The International Student Affairs Office sponsors social activities and events for international students. These activities create opportunities for international students to make new friends, visit cultural institutions, learn about the United States and share their culture with local students. International students also may participate in the International Club and other student clubs and events on campus, such as theater productions, student government and sports. The International Conversation Partners program pairs international and U.S. students for conversation and English practice. The International Club also offers trips, events and cultural activities for students to socialize, build new friendships, and increase international understanding and awareness.

Standards of Academic Progress—International students must make normal progress toward completing a course of study as required by U.S. Citizen and Immigration Services regulations. The college has established Standards of Academic Progress for students to comply with this requirement and to provide assistance to students who experience academic difficulty.

Tuition—Tuition for international students is currently \$262 (*effective fall 2009 semester, international tuition increases to \$272*) plus \$5 in fees per credit hour and is subject to change. All tuition and fees for international students must be paid in full (cash, bank wire transfer, certified check, credit card, or personal check drawn on a local bank) by the end of the first week of classes. The college's tuition payment plans may be available. International students are not eligible for federal financial assistance.

Grading

Grade Definitions

The following letter grades are used on semester grade reports and transcripts:

A—Student demonstrates achievement of learning objectives at a level of outstanding mastery.

B—Student demonstrates achievement of learning objectives at a level beyond mere minimum competency.

C—Student demonstrates achievement of learning objectives at a level of minimum competency.

D—Student demonstrates achievement of learning objectives at a level below minimum competency but sufficient to receive credit.

F—Student demonstrates insufficient achievement of learning objectives to receive credit.

U—audit*

I—incomplete**

W—official withdrawal***

P—pass****

R—repeating a class†

***Audit**—Students may elect to audit a course (no credit, no grade points, not figured in grade point average). Audit status indicates that the student will attend the classes but will not receive credit. A student must declare audit status before the end of the refund period. Pending approval, an additional fee will be charged to offset the loss in state reimbursement.

****Incomplete**—Upon prior arrangement and agreement with the course instructor and upon submission of the college's "incomplete grade contract" with the final grade sheet, an incomplete (I) grade will be recorded on the student's record. An "I" grade will be issued at the discretion of the instructor when course requirements are not fulfilled by the end of the term only when it is fully justified by serious circumstances, and when the instructor believes that the reason the student cannot complete the course in a timely fashion is sufficiently serious to warrant the issuance of the "I" grade.

The incomplete grade contract is an agreement between the student and the instructor, and states specifically what the student must do to complete the course work. The course work must be completed by the end of the semester following the term in which the course was taken (not including summer semester) and must be in agreement with the terms of the incomplete grade contract. Upon completion of the course work, the instructor will change the "I" grade to the appropriate letter grade (A, B, C, D, or F) by obtaining a Change of Grade Form from the subdivision office. If the student does not complete the course work within this prescribed semester restriction, a grade of "F" will be entered for the course.

Guidelines for the Issuance of an Incomplete Grade

- Students may request an "I" grade only when unusual and serious circumstances arise during the final weeks of the semester that in some way prohibit the completion of course requirements for a course that the student has been successfully pursuing. These circumstances may involve a severe personal or family crisis, grave personal illness, or extraordinary job responsibilities. The instructor may, and should, request written documentation.
- Students may not request an "I" grade if they have failed to attend the course on a regular basis and/or have failed to pursue the course work during the semester in a timely fashion.
- Students, who have been consistently failing throughout the semester, may not request an "I" grade in order to avoid a low or failing grade on the student's transcript.
- Students will not be issued an "I" grade by the course instructor for the sole purpose of allowing a student to repeat the course.

*****Official Withdrawal**—After the prescribed period of tuition refund and before the end of the 13th week of a 17-week semester (see table), an official withdrawal will result in a "W" on the student's record. A student who does not withdraw officially from a course will receive a grade of "F," depending on course progress or course attendance, which will become a part of the student's permanent record.

To withdraw officially from a course, a student must obtain a withdrawal form from the Registration Office or Extension Center coordinators. The withdrawal form must be completed and returned to the Registration Office. Once a student has withdrawn from a class, he or she will no longer be allowed to attend that class.

Class Length in Weeks	Deadline to Obtain "W" in Week
3	2
4	3
5	4
6	5
7	5
8	6
9	7
10	7
11	8
12	9
13	10
14	10
15	11
16	12
17	13

******Pass**—For specified courses (i.e., APL), credit is recorded only by a “P” (pass) or “F” (fail). The “P” grade signifies that the student completed the requirements of the course with a grade of “C” or better. Credit from courses in which a “P” is granted counts toward the completion of the student’s program of study but is not figured in the grade point average.

†Repeating a Class—Students may repeat a course twice. In accordance with this policy, a student may be denied enrollment in a class based on lack of academic progress and/or proof of an ability to benefit from the course. Some courses are approved to be taken more than two times (e.g., designated music and physical education courses). The repeat policy will go into effect when the allowable number of repeats for these courses has been exceeded. Those seeking an exception to the college policy must contact the dean of Enrollment Services. The most recent grade (the repeated grade) received will be computed into the cumulative grade point average. The repeated grade will be designated by an “R.” All previous attempts will remain on the transcript, but will not be included in the cumulative grade point average.

Variable Credit—Some courses are offered for varying amounts of credit (i.e., one credit hour, two credit hours, three credit hours, etc.). Students who enroll in courses offered with variable credit must indicate at the time of registration the amount of credit for which they are enrolling. The initial registration commitment can be changed during the designated late registration period but cannot be changed after that time.

Grade Point Values and College Credit

Each letter grade is assigned a specific grade point value per credit hour; however, only certain letter grades are used in the calculation of the student grade point average (GPA), and only certain letter grades will earn college credit. The student should consult the table below:

Letter Grade	Grade Points Value Per Credit Hour	Used in GPA Calculation	College Credit Earned
A	4.0	Yes	Yes
B	3.0	Yes	Yes
C	2.0	Yes	Yes
D	1.0	Yes	Yes
F	0	Yes	No
U	0	No	No
I	0	No	No
W	0	No	No
P	0	No	Yes

Calculation of Grade Point Average

The college uses the grade point average (GPA) as a measure of academic quality and academic progress. However, the student must be aware of the following distinctions used by the college in the reporting and calculation of the GPA.

For the purposes of the semester grade report, official transcript, honors at graduation, and the President’s and Dean’s Lists, the GPA calculation will not include developmental and remedial

courses. Exception: for the purposes of Illinois Veteran Grants, financial aid, and Standards of Academic Progress, the GPA calculation will include developmental and remedial courses. Developmental and remedial courses include, but are not limited to, CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098; and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.

Example Calculation (Semester Grade Report)

Course	Letter Grade	Grade Point Value	Credit Hours	Grade Points
COM-101	B	3	x 3	= 9
PSY-101	D	1	x 3	= 3
MTH-095*	C	0	x 0	= 0
BIO-111	A	4	x 4	= 16
IMS-101	F	0	x 3	= 0
Totals*			13	28

* Since developmental and remedial courses are not included in the GPA calculation, the “grade point value” and “credit hours” are zero. Thus, dividing 28 grade points by 13 credit hours gives a GPA of 2.154.

A student’s cumulative GPA is calculated by using total grade points divided by total credit hours attempted.

Attendance Policy

The college values regular class attendance as an essential component contributing to the learning process and therefore expects students to attend all class meetings of each course for which they are registered.

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor’s attendance policy is the student’s responsibility. An instructor’s attendance policy may go into effect with the first class meeting of the course. Late registration does not exempt the student from adhering to the attendance requirements in the course syllabus.

Make-up work or work submitted late due to absence (including an instructor’s decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially will receive a grade of “F” for the course, which will become a part of the student’s permanent record.

Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

Cheating or Plagiarism Policy

Each student is expected to be honest in his or her class work. The college regards cheating or plagiarism in the classroom and laboratories, and on assignments or examinations, as a serious offense. Instructors at the college will clearly state their cheating or plagiarism policies and penalties in their course syllabi. The penalty may include a grade of "F" being entered for the student for the course. All incidents of cheating or plagiarism must be reported to the appropriate subdivision office using the official Report Form for Cheating or Plagiarism.

Additional Grade Information

Students must be registered for a course prior to the end of late registration to receive a final grade. After the midterm date of each class, no additions will be made to the class roster.

Information about appealing a final grade in a course may be obtained in the office of the subdivision dean.

All grade reports will be processed after the last official day of the term. Final grade reports will be posted on the college Web site, through the Web registration system, at <https://webreg.morainevalley.edu>.

A student must refute any grade report or educational record by the end of the semester following the semester in which the course was taken (not including summer term). If a student does not exercise this right within this time frame, the college has a right to refuse to review the student's claim.

Early Warning Support System

The Early Warning Support System assists students who are encountering academic difficulties. Its goal is to help students be successful in their course work. Early in each semester, teaching faculty identify students who are experiencing poor progress and/or attendance problems. The identified students receive a letter from the dean of Counseling and Advising encouraging students to seek discussions with the referring instructor or a member of the counseling staff regarding the situation. Many times strategies for improvement can be agreed upon with very positive outcomes.

Standards of Academic Progress

To promote academic progress, the following standards are applied to all students who have attempted at least 12 credit hours. GPAs and credit hours referred to in the next column include grades earned in college credit classes, plus developmental and remedial courses, and may differ from the semester grade report and transcript GPA. For Standards of Academic Progress, this will be referred to as the "SOAP GPA." Standards of progress for financial aid may be different. See page 19 for standards of progress for recipients of financial aid.

Status	Standard	Result
Academic Caution	<p>Attempted 12 or more credit hours and cumulative SOAP GPA of less than 2.0</p> <p>While on caution, if semester SOAP GPA is 2.0 or above, and cumulative SOAP GPA is less than 2.0, student remains on caution.</p> <p>If cumulative SOAP GPA is 2.0 or above, student is in good standing.</p>	Must develop success strategies with assigned counselor prior to their next registration.
Academic Probation	<p>While on caution, cumulative and semester SOAP GPA are less than 2.0. Student placed on academic probation</p> <p>If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0, student remains on probation.</p> <p>If cumulative SOAP GPA is 2.0 or above, student is in good standing.</p>	Review and refine success strategies with assigned counselor prior to their next registration.
Academic Suspension	<p>While on probation, cumulative and semester SOAP GPA are less than 2.0</p> <p>If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0, student remains on probation.</p> <p>If cumulative SOAP GPA is 2.0 or above, student is in good standing.</p>	<p>One semester suspension. Required success strategies upon return.</p> <p>Appeal process available for students with SOAP GPA of 1.50 or higher.</p>
Academic Dismissal	<p>First semester after returning from suspension, cumulative and semester SOAP GPA are less than 2.0</p> <p>If semester SOAP GPA is 2.0 or above and the cumulative SOAP GPA is less than 2.0, student remains on probation.</p> <p>If cumulative SOAP GPA is 2.0 or above, student is in good standing.</p>	<p>Dismissal for two semesters and one summer (one academic year). Must petition for reinstatement.</p> <p>If granted, student returns on probation status.</p>

Example GPA Calculation (Standards of Academic Progress)

Course	Letter Grade	Grade Point Value		Credit Hours		Grade Points
COM-101	B	3	x	3	=	9
PSY-101	D	1	x	3	=	3
MTH-095*	C	2	x	4	=	8
BIO-111	A	4	x	4	=	16
IMS-101	F	0	x	3	=	0
Totals*				17		36

* Since developmental and remedial courses are included in the GPA calculation for Standards of Academic Progress, dividing 36 grade points by 17 credit hours gives a GPA of 2.118.

These standards (1) clearly define academic progress at the college; (2) offer the student assistance in setting realistic goals; and (3) outline the role and responsibility of students and college personnel in promoting academic success.

Good Standing—Students with a cumulative SOAP GPA of 2.0 or higher and students who have attempted fewer than 12 credit hours are in good standing.

Academic Caution—Students who have attempted 12 or more credit hours and have earned less than a 2.0 cumulative SOAP GPA will be placed on caution and be required to participate in identifying success strategies with a counselor prior to their next registration. This may include enrollment in COL-101. Students who earn a 2.0 or above semester SOAP GPA while on caution will continue on caution. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Probation—Students enrolled on academic caution who earn a cumulative and semester SOAP GPA of less than 2.0 are placed on academic probation. These students will continue to participate in success strategies developed with a counselor prior to their next registration. Students on probation who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Suspension—Students enrolled on academic probation who earn a cumulative and semester SOAP GPA of less than 2.0 are placed on academic suspension. These students will be suspended from the college for one semester. Suspended students with a cumulative SOAP GPA of 1.50 or higher may see their counselor regarding the suspension appeals process. Upon returning, students must participate in developing success strategies with a counselor prior to re-enrolling. Students who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Academic Dismissal—Students who return to the college after a suspension and earn a cumulative and semester SOAP GPA of less than 2.0 will be dismissed for one academic year (summer/fall/spring or spring/fall/summer). After this dismissal period, these students must petition for reinstatement. If reinstated, students will be placed on academic probation. Upon returning, students who earn a 2.0 or above semester SOAP GPA will continue on probation. Students who earn a 2.0 or above cumulative SOAP GPA will be in good standing.

Forgiveness Policy

The Moraine Valley Forgiveness Policy is designed for those students who have demonstrated success in credit courses at Moraine Valley and who now wish to build a solid academic record that is not undermined by past failures. Candidates for the Forgiveness Policy would include those students who have succeeded in a new major or program after experiencing failure in courses of study that were inappropriate for their talents or ability level. Other candidates for this policy would be students returning to college after military service, extended work experience, or recuperation from serious illness or personal problems who are now committed to a new beginning in their academic career and can demonstrate their ability to succeed in credit courses.

This policy represents a formal process that allows students to have their cumulative grade point average recalculated without the inclusion of certain previously earned “F” grades. This policy does not raise individual course grades.

Eligibility—A student can petition for forgiveness any time after the following requirements of the policy are met:

- A student must earn, in subsequent terms, a consecutive number of credit hours with no grades of “P,” “F,” “D,” or “I,” and no more than two “W’s,” equal to the number of credit hours of “F” grades to be forgiven but no less than 15 credit hours. “Consecutive hours” means credit hours earned in sequence and does not refer to consecutive semesters.
- For example, a student who wants 15 credit hours or less of “F” grades forgiven must earn 15 consecutive hours with no grades of “P,” “F,” “D,” or “I,” and no more than two “W’s” in subsequent terms (fall/spring/summer). A student who wants to have more than 15 hours of “F” grades (i.e., 18 hours) forgiven must, in subsequent terms, earn a consecutive number of hours with no grades of “P,” “F,” “D,” or “I” equal to the number of hours of “F” to be forgiven (i.e., 18 hours).

Procedures—A student must complete the official Moraine Valley Application for “F” Grade Forgiveness form and submit it to the Registration Office after the eligibility requirements are fulfilled.

- Grades earned in developmental and remedial courses which include, but are not limited to, CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090, COS-100, IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098, RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091 cannot be applied toward the eligibility requirements.
- Grades earned at other colleges cannot be applied toward the eligibility requirements.
- Moraine Valley “U” (audit) grades will not be counted when calculating consecutive hours earned.
- Forgiveness of “F” grades will only be granted once for each student.
- When the eligibility requirements have been fulfilled and forgiveness granted, the student’s cumulative grade point average will be recalculated with “F” grades removed from the calculation. The “F” grades will remain on the official transcript with a notation indicating the student has been granted “F” forgiveness.

Any considerations above and beyond these statements should be directed in writing to the vice president of Academic Affairs.

President’s List and Dean’s List

To be eligible for the President’s List and Dean’s List for a given semester, students must earn credit in at least nine credit hours of college credit courses which count toward a certificate or a degree.

Students who meet the eligibility requirements and earn at least a 3.5 grade point average (excluding developmental and remedial courses) will be named to the Dean’s List. Students who meet the eligibility requirements and earn at least a 3.75 grade point average (excluding developmental and remedial courses) will be named to the President’s List. “D,” “F” or “I” grades will exclude a student from qualifying for the President’s or Dean’s List.

Developmental and remedial courses include, but are not limited to, COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098, and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.

See example calculation of grade point average for semester grade report on page 30.

Part-Time Student Scholastic Achievement List

Moraine Valley Community College acknowledges the challenges of students who balance work, family and school responsibilities and recognizes the academic excellence of part-time students through the Part-Time Student Scholastic Achievement List. To be recognized for scholastic achievement, students must meet the following criteria:

- Earn at least a 3.5 cumulative grade point average with at least 24 credit hours (excluding developmental courses).
- Earn at least a 3.5 grade point average for the semester that the distinction is received.
- Attempt less than 12 credit hours of college credit courses which count toward a degree or certificate during the semester that the distinction is received.
- Attempt at least 3 to 8 credit hours for the semester that the distinction is received (excluding developmental courses).

Note: Grades of “D,” “F,” or “I” will exclude a student from qualifying for the Scholastic Achievement List.

Transcripts

Upon written request from the student, the Registration Office will mail the student’s official transcript to any college, university or agency named. Transcript request forms are available at the Registration Office. There is a fee per transcript. Letter grades earned in developmental and remedial courses will appear on the transcript, but the grades earned in these courses will not be calculated in the GPA which appears on the transcript.

Academic Load

Full-Time—students who enroll in 12 or more credit hours during fall or spring semesters, or six or more credit hours during the summer session. The recommended maximum academic load during fall or spring semesters is 18 credit hours; the recommended maximum academic load during summer session is 9 credit hours. Students wishing to register for more than the maximum academic load must meet with an academic advisor or counselor to discuss success strategies, review previous course completion rates, earned grade point average, and work schedules prior to registration for any additional hours.

Three-Quarter-Time—students who enroll in nine to 11.9 credit hours during fall and spring semesters

Half-Time—students who enroll in six to 8.9 credit hours during fall or spring semesters, or three to 5.9 credit hours during the summer session

Part-Time—students who enroll in less than six credit hours during fall and spring, and less than three credit hours during the summer session

Course Load for Working Students—Students who work while attending classes should carefully consider the number of hours they work prior to enrolling. The following guidelines are recommended:

Work load per week: 0 to 15 hours

Suggested course load

Fall/Spring: 12 to 16 credits

Summer: 3 to 7 credits

Work load per week: 16 to 25 hours

Suggested course load

Fall/Spring: 8 to 11 credits

Summer: 3 to 4 credits

Work load per week: 26 to 40 hours

Suggested course load

Fall/Spring: 3 to 7 credits

Summer: 3 credits

Student Classification

First-Year Student—one who has earned less than 30 credit hours

Second-Year Student—one who has earned 30 or more credit hours but has not earned a degree

Graduation

Moraine Valley grants associate's degrees and various occupational certificates. Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Arts in Teaching degrees are designed for Transfer Program students. The Associate in Applied Science degree and occupational certificates are designed for Career Program students.

Graduation Requirements for All Associate Degrees—The following requirements must be met by students pursuing an associate degree.

- An official high school transcript with date of graduation, a GED certificate or equivalent documents on or before petition for graduation.
- A minimum cumulative grade point average of 2.0, which does not include developmental and remedial courses.
- A "C" grade or better in COM-101 and a "C" grade or better in COM-102 when course is required for specific program or degree.
- A minimum of 62 credit hours, including courses that meet the general education and any specific program requirements for the degree.
- Developmental and remedial courses cannot be applied toward an associate's degree unless specified in the program description but can be applied to full or part-time student status. Developmental and remedial courses include, but are not limited to, CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098; and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.
- A student must earn at least 15 credit hours at Moraine Valley.
- A completed graduation petition must be submitted to the Records Office by the stipulated deadline.
- All degrees and certificates will be conferred and transcribed with the date (December/May/August) all requirements for that degree/certificate were met.
- On Sept. 18, 1991, Governor Jim Edgar signed into law Public Act 87-581, which states, "Programs shall at least: (1) require each public institution of higher education to include, in the general education requirements for obtaining a degree, course work on improving human relations to include race, ethnicity, gender, and other issues related to improving human relations to address racism and sexual harassment on their campuses, through existing courses." Students at Moraine Valley Community College satisfy the requirements of this law through COM-103, which is a required course in each of the degree programs (A.A., A.S., A.A.S., A.F.A., and A.A.T.).

- Students must meet the degree or certificate requirements in effect at the time they first enrolled and earned credit (earned credit is defined as receiving a "D" or above in college-level or developmental courses) or the requirements in effect during any subsequent year until the degree or certificate is completed. However, if enrollment has been interrupted by six or more consecutive semesters (including summer semesters), the student must meet the degree or certificate requirements in effect at the time of re-enrollment with earned credit (earned credit is defined as receiving a "D" or above in college level or developmental courses) or the requirements in effect after re-enrollment until the degree or certificate is completed. Exceptions are the selective admission programs. Students who are readmitted to these programs must follow the requirements in effect at the time of their readmission to the program. In all cases, students must meet all degree or certificate requirements for the selected year. Requirements from more than one year cannot be combined.

Additional Requirements

Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Fine Arts (A.F.A.), and Associate in Arts in Teaching (A.A.T.)

See Transfer Programs section of this catalog for detailed information.

Associate in Applied Science (A.A.S.)

In addition to the graduation requirements for all associate degrees listed above, a minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

1. Placement into MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

Occupational Certificates

The college offers several programs of occupational specialization. Completion of one of these programs is recognized with a certificate.

The requirements are the following:

- successful completion of the specified courses for the certificate;
- minimum overall grade point average of 2.0 in the courses required for the certificate;
- at least 50 percent of the certificate hours must be completed at Moraine Valley.

Developmental and remedial courses cannot be applied toward a certificate unless specified in the program description. Developmental and remedial courses include, but are not limited to, the following: CHM-099; COM-060, COM-070, COM-080, COM-085, COM-090; COS-100; MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-097, MTH-098; and RDG-040, RDG-041, RDG-070, RDG-071, RDG-090, RDG-091.

- submission of a graduation petition to the Records Office by the stipulated deadline.

Graduation Petition Deadlines and Fees—Candidates for completion of a certificate or degree must file a graduation petition in the Records Office.

Deadlines for filing petitions are the following:

Fall graduation (December)—Sept. 15

Spring graduation (May)—Feb. 1

Summer graduation (August)—June 1

The nonrefundable graduation petition fee is \$15. An additional charge is made when multiple certificate or degree combinations are completed at once. Candidates who complete certificates must file a graduation petition in the Records Office.

Six weeks is required for final certification and mailing of diplomas.

Second Associate's Degree

Moraine Valley will grant more than one associate's degree to the same student provided all specified requirements are met for that particular degree.

Students may earn an Associate in Arts or Associate in Science degree, but not both.

Students may earn more than one Associate in Applied Science degree.

Students with an Associate in Applied Science degree who wish to complete the requirements for either an Associate in Arts, Associate in Science, or Associate in Fine Arts degree are advised to review the section of the catalog that outlines Transfer Program requirements. Students should meet with a counselor or advisor because not all courses required in the respective Associate in Applied Science programs are intended for or accepted as transfer credit to senior institutions.

Students who have received an associate's degree from another college may earn an associate's degree from Moraine Valley by completing the program requirements for the degree and fulfilling the general graduation requirements.

Students who seek a second degree from Moraine Valley are subject to published fee charges and petition deadlines.

Graduation Ceremony

The graduation ceremony is held once a year at the end of spring semester for graduates from the previous summer and fall semesters and for current spring graduates.

Honors

Students who complete a degree program reflecting scholarly achievement are honored at graduation. The cumulative grade point average will be used to determine graduation honors. This grade point average includes courses that count toward a certificate or degree and does not include developmental and remedial courses. Degree graduates with a cumulative grade point average between 3.9 and 4.0 are recognized as graduating summa cum laude. Degree graduates with a cumulative GPA between 3.75 and 3.89 are recognized as graduating magna cum laude. Degree graduates with a cumulative GPA between 3.5 and 3.74 are recognized as graduating cum laude.

Certificate graduates are also recognized at graduation for their achievements. Certificate graduates with a cumulative GPA between 3.75 and 4.0 are recognized as graduating with high honors. Certificate graduates with a cumulative GPA between 3.5 and 3.74 are recognized as graduating with honors.

At the commencement ceremony, honor graduates wear cords to designate specific academic honors. The different colored cords represent the following honors:

Associate's Degrees

Summa Cum Laude—gold cord

Magna Cum Laude—silver cord

Cum Laude—white cord

Certificates

With High Honors—silver and green cord

With Honors—white and green cord

Members of the college's honor society, Phi Theta Kappa, wear stoles at the commencement ceremony to designate their honor society. These stoles are available prior to graduation by contacting the honor society advisor at **(708) 974-5353**.

Student Services

Academic Advising Center

Academic advisors assist students in developing educational plans consistent with their college and career goals. The Academic Advising Center, located in the Student Services Center, second floor (room S201 after Nov. 2009), is open Monday through Thursday 9 a.m. to 7:30 p.m., and Friday 9 a.m. to 5 p.m., and limited Saturday services every first and third Saturday from 9 a.m. to 1 p.m.

(708) 974-5721 morainevalley.edu/academicadvising

Services include the following:

Advising—Utilizing a variety of resources, academic advisors help students clarify their educational goals and assist them with planning courses for graduation from Moraine Valley and/or transfer to a four-year college or university. Academic advisors help students identify Moraine Valley programs and services, understand Moraine Valley policies and procedures, and uses of occupational and educational information.

Information—A self-service center provides printed and online resources for students, including information on Moraine Valley programs, establishing an online education plan, DARES/RED Latent Degree Audit Record System, transfer guides for selected four-year colleges in Illinois, and catalogs and online links to colleges across the United States.

Academic Skills Center—Tutoring and Computer Labs

The Dr. Irene Brodie Academic Skills Center offers free tutoring to currently enrolled Moraine Valley students in B284A and B. The center also has two computer labs: a classroom lab for student instruction and Web-assisted courses, and a walk-in lab for student use. Both have Internet access. In addition, the center offers noncredit workshops on topics such as study skills and basic writing skills.

(708) 974-5340 morainevalley.edu/academicskills

Bookstore

The Bookstore, located in D144, offers new and used textbooks, supplies, insignia clothing, nursing supplies, academically priced software, cards, and gift items. Regular store hours are Monday-Thursday 8 a.m. to 8 p.m., and Friday 8 a.m. to 5 p.m. Call **(708) 974-5716** for information on extended hours of operation. All major credit cards are accepted. Textbooks also can be pre-paid online at morainevalley.edu/bookstore. You can pick up at the bookstore or have it shipped to you.

Carl Perkins Services

Students enrolled in career programs at Moraine Valley are provided educational support services through the Carl D. Perkins Vocational and Technical Education Act.

Under this act, opportunities are provided for students to overcome barriers to success and enhance learning skills in preparation for their college education and future careers. Eligible students may be entitled to:

- Tutoring services
- Career and academic guidance

- Work-related internships
- Services for special populations
- Training for nontraditional careers

These services are designed to facilitate the transition from school to employment and career opportunities.

(708) 974-5768

Center for Disability Services

The center provides support services to Moraine Valley students with documented disabilities for Moraine Valley Community College. The center's goal is to create equal opportunity for individuals with disabilities by promoting equal access to college programs and activities, disability awareness, and compliance with disability laws. All accommodations and services are provided on an individual basis. It is located in Room L150 (S114 after April 2010) and is open Monday through Friday 8 a.m. to 5 p.m. **(708) 974-5711** (TTY 708-974-9556) morainevalley.edu/cds

The center serves students with learning disabilities; hearing, visual or mobility impairments; and/or other documented disabilities. All support services are provided on an individual basis to ensure equal access to all programs. These services may include but are not limited to the following:

- academic support
- career support
- college orientation
- priority registration
- extended time
- note takers
- test proctoring
- textbooks on tape
- diagnostic testing
- sign language interpreters
- access to special adaptive equipment
- referrals to community agencies

Moraine Valley is an accessible campus. Accessible parking area ramps are located at the main entrances of each building.

Students should register with the Center for Disability Services well in advance: before May 1 for the fall semester, before Oct. 1 for the spring semester, and before March 1 for the summer session. Every reasonable effort to accommodate late requests will be made; however, late requests may result in delay or substitution of accommodation for the initial semester.

Child Care

Professional child care is available during the day for the children of students and staff. Advance enrollment is required. The Moraine Valley Children's Learning Center is a state-licensed facility.

The environment is prepared with developmentally appropriate activities that meet the social, emotional, physical, and cognitive needs of children 2 to 6 years. The center is a laboratory facility for Moraine Valley's Child Care Program and is equipped with an observation deck.

The center is open Monday through Friday 7 a.m. to 5 p.m. Registration is required, and an hourly fee per child is charged. Hot lunches are available.

(708) 974-5729 morainevalley.edu/clc

Computer Labs

Moraine Valley has several computer labs and open areas where students can use computers, printers and more.

morainevalley.edu/resources/computer.htm

Counseling and Career Development Center

Counselors provide a variety of programs and services to enhance the learning and personal development of students. The center, located in the Student Services Center, Room S101 (S202 after Nov. 2009), is open Monday through Thursday 9 a.m. to 7:30 p.m., and Friday 9 a.m. to 5 p.m., and limited Saturday hours from 9 a.m. to 1 p.m.

(708) 974-5722 morainevalley.edu/counseling

Through individual appointments, seminars, workshops, and credit courses, counselors provide:

Career Counseling

- gain an understanding of interests, work values, work personality, and skills
- identify potential career options
- learn how to plan effectively
- use career information to explore careers and the world of work
- decide a career direction
- select a college major

Academic Counseling

- learn skills for success in college
- explore educational goals
- develop skills for enhancing time management, reducing school anxiety, and building motivation and confidence in school

Personal Development Counseling

- learn to manage personal issues
- develop skills for problem solving
- learn to communicate and build relationships effectively

Fine and Performing Arts Center

The Fine and Performing Arts Center features the visual and performing arts. Each season more than 100 events and exhibits are presented in the Dorothy Menker Theater, the John and Angeline Oremus Theater and the Robert F. DeCaprio Art Gallery. The Fine and Performing Arts Center features the work of nationally recognized visual and performing artists, as well as the work of Moraine Valley visual and performing arts students. Dedicated to lifelong learning in the arts, the Fine and Performing Arts Center offers a variety of noncredit classes in art, music, dance, and theater for all ages, including private lessons on instrument and voice, and special summer camps in the arts for children and teens.

(708) 974-5500 morainevalley.edu/fpac

Food Service

The Café Moraine restaurant is located on the first floor of the Student Union. It is open Monday through Thursday from 7:30 a.m. to 7 p.m. and Friday from 7:30 a.m. to 2 p.m. Café Moraine accepts cash or credit card. Espresso Love, located in Building D (first floor) and Building L (first floor and in the

Library), offers specialty coffees and food. Visa, Mastercard and cash are accepted. It is open from 7 a.m. to 7 p.m. and Friday from 7 a.m. to noon. Vending machines with soft drinks, coffee and snacks are available in the lounges of the main campus buildings. Café Moraine weekly menu:

morainevalley.edu/resources/food_service.htm

Health Fitness Center

Moraine Valley's Health Fitness Center is open to the community as well as the college's students and employees. The 5,400-square-foot facility offers a wide range of fitness equipment, including upright and recumbent bicycles; elliptical training machines; stair climbers; treadmills; and Universal, Paramount and Camstar Fitness Systems, as well as free weights, including Smith machine, various benches, squat racks, barbells and dumbbells, and a fully audio-supported dance studio. A fitness evaluation is required of all members which enables the degreed fitness trainers to determine your present fitness level and design your exercise program to assist you in meeting your health and fitness goals. A doctor's note may be required to allow you to participate in an exercise program. Students also can enroll in credit physical education classes, such as open schedule fitness classes, group fitness and dance classes that include membership to the center. **(708) 974-5701** morainevalley.edu/hfc

Job Resource Center

The Job Resource Center provides individual assistance, employer resources, job search skills workshops, and internship assistance. Located in the Center for Contemporary Technology, Room T904 (S202 after Nov. 2009), the center is open Monday through Friday 8:30 a.m. to 4:30 p.m. and Tuesday from 8:30 a.m. to 7 p.m.

(708) 974-5737 morainevalley.edu/jrc

Services include the following:

Full- and Part-Time Job Listings and Internships—Listings of jobs in the Chicago area are available in the center and on the web. In addition, jobs in areas such as education, technology, health care, and government are listed.

CCJobNet—Free online job listing service. Employers from a consortium of Illinois community colleges post job openings. Students obtain a password, construct a resume and can search for employment opportunities online.

Student Aide Employment—All campus student employee positions are posted and applications are taken in the Job Resource Center.

Career-Related Workshops—Workshops are offered during the fall and spring semesters. Areas covered include resume writing, cover letters, interviewing, job search strategies, internships, and other career related issues.

On-Campus Recruitment—Employers come to campus to recruit candidates for their positions. These visits are set up and advertised by the Job Resource Center.

Job Fairs and Other Events—A seasonal job fair is offered in the fall, and a job and internship fair occurs in the spring. A mock interview day also is offered during the fall and spring, featuring real employers giving feedback in a mock interview situation.

Library

The Library provides a variety of services and resources to help students attain educational goals. Located within the Library are the circulating audiovisual and book, reference and reserve collections; computers and printers; a listening-viewing area; and areas for individual and group studying. The collection has more than 121,000 items and includes electronic databases, books, magazines and microfilm, and other research tools. Librarians are available to assist students with their research and information needs. **(708) 974-5234** morainevalley.edu/library

Learning Development Support System (LDSS)

LDSS is a supportive program designed for students with learning disabilities who have the potential to succeed at college level. Currently enrolled students may receive services such as college orientation, diagnostic evaluation, academic and career support from the LDSS staff. Applications for the LDSS, including documentation, must be received by the Center for Disability Services prior to May 1 for fall semester, prior to Oct. 1 for spring semester, and prior to March 1 for summer session. Moraine Valley students are charged a \$100 fee for the diagnostic evaluation; nonstudents are charged a \$200 fee. For more information, contact the Center for Disability Services in Room L150 (S114 after April 2010), or call **(708) 974-5711**.

Moraine Affiliate Illinois workNet Center

The Moraine Valley Illinois workNet Center provides programs and services to meet the needs of unemployed and underemployed individuals in securing gainful employment and assist employers in developing their current workforce and identifying qualified candidates for positions with their companies. Moraine Valley operates an affiliate Illinois workNet Center located on campus. The center is federally funded through the Workforce Investment Act (WIA) and offers employment services to unemployed low-income adults and dislocated workers. The center houses a resource room for job seekers to conduct a job search via the computer lab equipped with computers, fax machine, phone, copier, and other resources. In addition, the WIA grants offer eligible individuals access to individualized career services and retraining programs paid through the grant. The center, located in the Center for Contemporary Technology, Room T904 (S202 after Nov. 2009), is open Monday through Friday 8:30 a.m. to 4:30 p.m. **(708) 974-5738** morainevalley.edu/wia

Multicultural Student Affairs

Multicultural Student Affairs (MSA) brings together programs of the Minority Student Transfer Center and Access and Success in Higher Education to promote the success of students of color and students with limited English. MSA programs are designed to recruit, retain and promote degree completion of these students. MSA provides direct student support services and coordinates individual and group activities to promote integration into the college environment and academic success. Services include

academic advising, transfer assistance, assistance in evaluating educational documents and skills attained in other countries, computerized scholarship information search, career planning assistance, educational planning resources (references, college catalogs, college applications, videos, and transfer guides), faculty/staff and student mentoring program, peer (student) mentoring and study groups, transfer workshops, university field trips, educational/cultural/social activities, and high school recruitment.

Multicultural Student Affairs takes an active role in promoting respect for diversity, and exploring and learning from the many cultures that our increasingly diverse student body represents. In collaboration with the Student Life Office, MSA supports student organizations such as the Alliance of African-American Students and Alliance of Latin American Students. MSA assists student organizations to coordinate educational, cultural and social activities, as well as offers guidance on issues related to diversity. Multicultural Student Affairs is located in the Student Service Center, second floor (S201 after Nov. 2009). Office hours are Monday through Wednesday 9 a.m. to 7 p.m., and Thursday and Friday 9 a.m. to 5 p.m. **(708) 974-5475** morainevalley.edu/transfer

New Student Retention

The New Student Retention Office assists new students as they begin their college experience by offering transition programming, such as SOAR Student Orientation, Advising and Registration, and the COL-101 required course for all full-time students who are first-time enrollees in college and students with less than 30 credit hours of earned college credit who plan to register full-time. Students who have successfully completed 30 credit hours of college credit may gain an exemption from the COL-101 mandatory course by providing an official copy of their grades to the Office of New Student Retention (S101/S202 after Nov. 2009) or the Academic Advising Center (S second floor/S201 after Nov. 2009). For more information about new student programming and services, call **(708) 974-5277**. morainevalley.edu/newstudentretention

Parking

There are approximately 4,500 parking spaces on the Moraine Valley campus. These spaces are available on a first-come, first-served basis. A properly displayed permit is required for faculty, visitor and handicapped parking. Vehicles parked in violation of the restricted areas will be issued a parking citation with a fine of \$25, and a fine of \$250 for handicapped violations.

Individuals or groups with questions concerning parking or parking permits should contact the Police Department at **(708) 974-5555**. morainevalley.edu/police

Appeal Policy—It is the policy of the Police Department to fairly and impartially enforce the parking regulations at Moraine Valley. In the interest of the fair and impartial administration of justice, any person issued a citation at Moraine Valley may appeal. The appeal will be reviewed by the Moraine Valley parking appeal officer. A second review (if needed and/or requested) will be processed by the appropriate Moraine Valley vice president.

The appellant must fill out the appeal form completely, including all details which it is claimed excuse the parking violation. Every appeal will be reviewed on an individual basis. For first offenders, whether student, staff, faculty, or visitor, the review will result in a determination of:

- 1) No justification—Full fine due
- 2) Partial justification—1/2 fine due
- 3) Full justification—No fine due

The review of any individual's subsequent violation will be more stringent.

Placement Testing and Test-taking

Placement Testing—Placement tests in reading, writing and mathematics are used to place students in the appropriate level of reading, English composition and mathematics courses. Students who do not demonstrate college-level skills in any of these areas will be required to take courses which will prepare them for college-level courses. These courses, if taken, will not count toward the associate's degree. **(708) 974-5309**
morainevalley.edu/testingcenter/placement.htm

Testing Center—The primary purpose of the Testing Center is to support the college mission and the campus goals/objectives by providing a broad range of testing and proctoring services, closely monitored and enforced. Located in B101, the center's hours during the regular semester are Monday through Thursday 8 a.m. to 9:20 p.m., Friday 8 a.m. to 3:50 p.m., and Saturday 9 a.m. to 1:50 p.m. Identification with Moraine Valley student photo ID is required to receive a test.

(708) 974-5249 morainevalley.edu/testingcenter

Police Department

The Police Department is located in Building P. Police officers are on campus 24 hours a day, 365 days a year. You can reach the office at **(708) 974-5555** or ext. 5555, or in an emergency dial 911 on any phone, including pay phones without coins. In addition, red emergency telephones are located throughout the campus buildings. These telephones connect directly to the Police Department without dialing. Blue emergency telephone stations are located in each of the college's parking lots and also connect directly to the Police Department.

The Police Department provides many services for the college community, including emergency first aid, crime awareness programs, investigation into criminal offenses and related incidents, enforcement of college rules and regulations, escorts, assistance in motorist emergencies, correction of safety hazards, and processing of lost and found items. For a complete list of services, contact the Police Department at **(708) 974-5555** or morainevalley.edu/police

Student Support Services/TRIO

Student Support Services/TRIO assists students with academic need who are first-generation college students (neither parent has graduated from a four-year college), low-income or disabled. The program provides intensive support services to students and assists in their retention, graduation and transfer to a four-year college. Services include educational and personal support, computer accessibility and study assistance, financial assistance/scholarship searches, tutoring study groups, transfer assistance, academic advising, workshops and seminars, cultural activities, and tours to colleges and universities. Student Support Services is located in the Student Union, Room U204 (S219 after April 2010), and is open Monday through Wednesday 8 a.m. to 7 p.m., and Thursday and Friday 8 a.m. to 5 p.m. **(708) 974-5648** or morainevalley.edu/trio

Study Abroad

An exciting opportunity to blend international travel with academic study through the Illinois Consortium of International Studies and Programs. Through this partnership, students can take advantage of programs in Salzburg, Austria (fall/spring); San José, Costa Rica (summer); or Canterbury, England (fall/spring). College credit can be earned and financial aid may be available.

morainevalley.edu/alternativelearning/study_abroad/study.htm

Writing Center

The Writing Center offers all students assistance with writing assignments, encourages excellence in communication skills through one-to-one conferencing, and builds students' confidence in their ability to communicate effectively. Faculty members and peer writing assistants are available to work with students on any part of the writing process: audience analysis, prewriting and invention, drafting and developing, revising, researching a topic, and documenting sources.

The Writing Center is located in the Library in Building L, Room L242. Students are encouraged to sign up for appointments; however, walk-ins are welcome.

Computers and printers are also available in the Library for general student use.

(708) 608-4216 <http://writingcenter.morainevalley.edu>

Student Life

Student Organizations

For more details, visit the Student Life Office in the Student Union, Room U115. Call (708) 974-5390 or go to morainevalley.edu/studentlife

College Bowl—This is a varsity sport of the mind. This challenging competition is a cross between *Jeopardy* and Trivial Pursuit. Moraine Valley's College Bowl Team competes in the Skyway Conference Tournament, and the fall and spring regional tournaments. For information, call (708) 608-4177.

Forensics (Speech Team)—Students engage in competitive public speaking or dramatic interpretation at intercollegiate competitions. Travel required; three to five weekend tournaments each semester. For more information, call (708) 974-5222. www.morainevalley.edu/forensics

International Conversation Partners Program/International Club—This program offers Moraine Valley's international and American students the opportunity to learn about cultures and countries throughout the world. The International Conversation Partners program pairs international and U.S. students for conversation and English practice. The International Club also offers trips, events and cultural activities for students to socialize, build new friendships, and increase international understanding and awareness.

Inter-Club Council—The ICC is the governing body of the co-curricular, cultural and special-interest clubs on campus. It coordinates all club trips, scholarships, fund-raisers, and other events. Clubs represented in the ICC range from Art Club to Muslim Student Association.

Peers Educating Peers (PEP)—PEP is a group of trained student leaders whose primary goal is to promote and support healthy lifestyle choices in our community college environment. PEP provides an opportunity for interested students to educate fellow students about topics that lead to positive/healthy choices and personal safety. These trained leaders will educate the college community about issues such as alcohol and substance use and abuse, sexual responsibility, keeping physically fit, HIV/AIDS, self-esteem, stress management, healthy eating, family relationships, and mediation. For information, call (708) 974-5390.

Phi Theta Kappa—This is the international honors society of two-year and community colleges. Since 1918 Phi Theta Kappa has chartered 1,100 chapters and inducted over one million members. Moraine Valley's chapter, Alpha Iota Lambda, conducts meetings, initiates service projects, attends special activities geared toward the annual honors study topic, and is active on the state and national levels of PTK. A 3.5 grade point average and at least 12 credit hours are required, and there is a one-time induction fee. Call (708) 974-5353. morainevalley.edu/ptk

Student Government Association—The Student Government Association allows you to get involved in the decision-making process of Moraine Valley. The association provides a forum for

student issues, allows an opportunity for individual leadership development, offers student services for the college community, allows an opportunity for social and educational learning environments, provides a line of communication from the students to the college administrators, and assists in volunteer work in the community. Call (708) 974-5353 morainevalley.edu/sga

Student Trustee—The student trustee, elected from the student body, represents the students on the Moraine Valley Community College Board of Trustees. Other responsibilities include representing the Student Association at college functions and serving as the Illinois Community College Board Student Advisory Committee representative. The student trustee must be willing to commit a minimum of 15 hours a week to the position and be willing to travel off campus. Call (708) 608-4165 to contact the student trustee. To run for office, contact (708) 974-5353.

Publications

Glacier—The student newspaper offers journalism experience and leadership opportunities through volunteer service or classroom instruction. The *Glacier* is available in a print and online version.

Mastodon—This literary magazine contains works by Moraine Valley students and staff. The *Mastodon* also sponsors open mic performances twice per semester.

For information on both publications, call (708) 608-4177.

Student Clubs

Learning extends beyond the classroom walls. Your experience at Moraine Valley will include involvement in the many opportunities the college offers for participation, entertainment, recreation, friendship, and leisure learning. Get involved with Student Life. And along the way, you'll have fun, enjoy rewarding experiences, and develop lasting friendships. Call (708) 974-5353.

Bob and Marge Bobb Student Social/Cultural Lounge

Located on the first floor of the Student Union, the lounge offers you an opportunity to relax and socialize between classes. Stay in touch with the world via the Internet in our cyber lounge area or just sit and relax with fellow students. Offices and meeting space for student clubs and organizations are located on the second floor of the Student Union. Other resources, including magazines and games, are available for students to check out with a valid student ID card.

Intercollegiate Athletics

At Moraine Valley, students can participate in an athletic program that will challenge them in a first-class conference.

Moraine Valley is a member of the Illinois Skyway Collegiate Conference (ISCC) and part of the National Junior College Athletic Association. The ISCC provides intercollegiate competition with Elgin Community College, College of Lake County, McHenry County College, Morton College, Oakton Community College, Prairie State College, and Waubesa Community College. Students must meet conference eligibility requirements

to participate in intercollegiate athletics. For more information, contact the director of Athletics at **(708) 974-5727**.
morainevalley.edu/athletics

Moraine Valley's intercollegiate athletic teams include the following:

For Men	For Women
Baseball	Basketball
Basketball	Soccer
Golf	Softball
Soccer	Tennis
Cross Country	Volleyball
Tennis	Cross Country

Intramural Sports

Students can compete in a friendly game against other Moraine Valley students. Intramural sports include volleyball, flag football, basketball, and soccer. Form a team and sign up to play. Call **(708) 974-5353**.

Leadership Training Workshops

Student Life organizes leadership development seminars that are open to all students during the fall and spring semesters. The seminars assist students with developing leadership potential, learn more about themselves as team members, and enhance their college experience and professional etiquette. Seminars are free; registration is necessary. For information, call **(708) 974-5353**.

Music Groups

Moraine Concert Band—A performing group of wind, brass and percussion instrumentalists which performs a wide variety of music including traditional marches, classical transcriptions, musicals, and contemporary works. This group performs several concerts each year, both on and off campus. Registration is by permission of the instructor and prior band experience is required. May be taken for credit or noncredit. For more information, call **(708) 974-5215**.

Moraine Valley Chamber Singers—A performance group singing choral music of various styles. The vocal group performs at four concerts a year. Must be able to read music and match pitch. May be taken for credit only. For more information, call **(708) 974-5755**.

Moraine Chorale—A performance group of singers rehearsing and performing choral music of various styles. Members must be mature, experienced singers with a desire to perform. The Chorale performs five concerts a year on campus. Must be able to read music and match pitch. May be taken for credit or noncredit. For more information, call **(708) 974-5755**.

Moraine Valley Jazz Ensemble—A performing group of instrumentalists in which big band (jazz orchestra) performance practices are explained and achieved. Includes study of big band repertoire ranging from historic to contemporary as well as instruction in techniques of improvisation and correct interpretation of style. Registration is by permission of the instructor. May be taken for credit or noncredit. For more information, call **(708) 974-5215**.

Percussion Ensemble—A group of percussionists dedicated to the performance of music such as ragtime, classical, popular, Caribbean/Latin, chamber and jazz. The ensemble performs several concerts each semester both on and off campus. New members need not have a percussion background in order to participate, but must be able to read standard music notation at a performance tempo. Registration is by permission of the instructor. May be taken as credit or noncredit course. For more information, call **(708) 974-5215**.

Small-Group Jazz Ensemble—A performing group of mixed instrumentalists in which small-group (chamber) jazz performance practices are explained and achieved. Course study includes the analysis and performance of historic small-group repertoire, instruction in techniques of improvisation and exploration of music forms common to jazz. Group performs several on-campus concerts each year. Registration is by permission of the instructor. May be taken as credit or noncredit course. For more information, call **(708) 974-5215**.

Illinois Skyway Collegiate Conference

Moraine Valley's participation in the Illinois Skyway Collegiate Conference gives students the opportunity to compete in art, jazz, science, and writing competitions. College Bowl tournaments are offered where students match their skills with seven area community colleges. These activities heighten students' co-curricular activities at Moraine Valley. For information, contact the assistant dean of Liberal Arts at **(708) 608-4308**.

Student Rights and Responsibilities

Human Rights Statement

It is the policy of Moraine Valley Community College not to discriminate on the basis of sex, race, age, religion, national or ethnic origin, or disability in its educational programs, activities or employment practices. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments, Sections 503 and 504 of the Rehabilitation Act of 1974, the Age Discrimination Acts of 1974 and 1975, and other federal and state statutes and regulations. Inquires concerning application of Title IX may be referred to the Vice President of Student Development, **(708) 974-5209**, 9000 W. College Pkwy., Palos Hills, IL 60465. Other inquiries concerning the application of other federal or state laws may be directed to the Director of Human Resources, **(708) 974-5704**, 9000 W. College Pkwy., Palos Hills, IL 60465.

Code of Student Conduct

The faculty and staff of Moraine Valley Community College assume that students govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. The Code of Student Conduct, however, has been established to control action that is inconsistent with this assumption, and to maintain order on campus while guaranteeing the broadest range of freedom for all who come to learn at the college.

The code provides fair and reasonable rules and procedures to ensure that students do not engage in conduct that interferes with the mission or the operation of the college. Sanctions imposed for violating this code may range from a verbal reprimand to expulsion from the college.

Each student is responsible for knowledge of and compliance with the Code of Student Conduct, which is available through the Student Life Office (U115), from the vice president of Student Development (D201), or from the Police Department (Building P).

Moraine Valley acknowledges each student's procedural right to due process—including notice, a fair hearing and appeal. Any student cited for violation of the Code of Student Conduct will receive written notice of the alleged violation, be provided the opportunity to present defense to a judicial body, and be notified of the right to appeal decision of a judicial body, according to the procedure noted in the code. If the student requests an appeal, any sanction ordered by the judicial body will be held in abeyance until the case has been reviewed. However, a student may be excluded from attendance at the college or from college-sponsored activities if, in the judgment of the assistant dean of Student Life and Judicial Affairs, continued attendance is dangerous to health and safety of the college community.

The following examples, while not inclusive, are considered violations of the Code of Student Conduct:

1. Acts of dishonesty, including, but not limited to;
 - a. Cheating which includes, but is not limited to:
 - (1) use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations;
 - (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - (3) the acquisition, without permission, of a test or other academic material belonging to Moraine Valley Community College, to any department, or to any staff.
 - b. Plagiarism which includes, but is not limited to:
 - (1) use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement;
 - (2) unacknowledged use of materials prepared by another person;
 - (3) use of an agency engaged in the selling of term papers or other academic materials.
 - c. Furnishing false information to any college official, faculty member or office.
 - d. Forgery, alteration or misuse of any college document, record, form, or instrument of identification.
 - e. Alteration or sabotage of another student's work, such as tampering with laboratory experiments.
 - f. Tampering with the election of any college recognized student organization or the student trustee election.
2. Disruption or obstruction of any operation of the college, including, but not limited to, teaching, disciplinary proceedings, college activities, public service functions on or off campus, or other authorized noncollege activities, when the act occurs on college premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, fighting, hazing, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
4. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 - a. such conduct has the purpose or effect of substantially interfering with an individual's educational performance or extracurricular activities; or creating an intimidating, hostile or offensive educational environment.

- b. Such conduct has the purpose or effect of substantially interfering with an individual's work or offensive working environment.
 - c. Such conduct violates legal statutes on public decency.
- 5. Conduct performed in such unreasonable manner as to alarm another and to provoke a breach of the peace.
- 6. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- 7. Failure to comply with published policies of college officials, judicial advisors, or law enforcement officers acting in performance of their duties. Failure to identify oneself to college officials when requested to do so.
- 8. Unauthorized possession, duplication or use of keys to any college premises; or unauthorized entry to, occupancy of, or use of college premises.
- 9. Violation of published college policies, rules, regulations, or procedures.
- 10. Violation of federal, state or local law on college premises or at college-sponsored or supervised activities.
- 11. Gambling in any form.
- 12. Use, possession or distribution of a narcotic or other chemical substance except as expressly permitted by law.
- 13. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations, as well as public intoxication while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.
- 14. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on college premises, off-campus instructional sites, or at college sponsored or supervised functions.
- 15. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 16. Obstruction of the free flow of pedestrian or vehicular traffic or endangering the safety of individuals on college premises, within college buildings or at college-sponsored or supervised functions.
- 17. Conduct which is disorderly; breaching the peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by the college.
- 18. Theft or other abuse of computer time, including, but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of an individual's identification and password;
 - d. Use of computing facilities to interfere with the work of a student, faculty member or college official;
 - e. Use of computing facilities to interfere with operation of the college computing systems;
 - f. Unauthorized use of copying of copyrighted software;
 - g. The installation or use of a program whose effect is to damage the media or files;
 - h. Unauthorized use of computer time for personal or business purposes;
 - i. Use of the computer system to send obscene, abusive or inappropriate messages;
 - j. Unethical/unlawful or irresponsible use of the Internet.
- 19. Unauthorized or inappropriate use of college telephones, facsimile (fax) machines, copier machines, computers, printers or any other office communication devices.
- 20. Unauthorized or inappropriate use of the Internet from a computer on campus or at a designated campus facility.
- 21. Unauthorized use of cellular phones, with or without photographic capabilities, pagers, and other telecommunication/electronic devices is prohibited in all instructional areas which include: all labs and classrooms during instructional sessions, the Library/Learning Resources Center, Testing Center and other areas designated by the Moraine Valley administration.

Unauthorized use of any form of technology for purpose of photographing individuals in secured areas such as laboratories or locker rooms. Taking photographs by students of individuals against their will or knowledge is strictly prohibited.
- 22. For the safety of children on campus, children may not accompany students to class. Also, children may not be left unattended on the campus grounds, whether in college buildings, extension centers or at any college event.
- 23. Abuse of the judicial system, including, but not limited to:
 - a. Failure to obey the summons of a judicial body or college official;
 - b. Falsification, distortion or misrepresentation of information before a judicial body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Bringing about charges without cause;

- e. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial hearing;
- f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during and/or after a judicial proceeding;
- h. Failure to comply with the sanction(s) imposed under the Code of Student Conduct;
- i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Standard of Behavior in Instructional, Student Service and Common Student Lounge Areas

In the interest of providing a conducive atmosphere in which students can study and do research in the Library/Learning Resources Center or other instructional and student service areas, and/or be in a comfortable environment like the Bob and Marge Bobb Student Life Center or common student lounges, where all students feel welcome and interact in a respectful manner, students must follow the posted area rules. Failure to comply with these rules or the directions of the Moraine Valley Community College staff is a violation of the Code of Student Conduct.

Violation of Federal, State or Local Laws and College Discipline

College discipline may be imposed on students charged with an off-campus violation of federal, state or local laws.

Any member of the college community may file, with legitimate cause, misconduct charges against any student. A judicial advisor will investigate the charges to determine if they have merit and if they can be disposed of administratively by mutual consent of the parties involved. Charges determined to have merit that cannot be disposed of by mutual consent will be heard by a judicial body. A hearing will be conducted according to guidelines published in the Student Code. The judicial body, when determining that a student has violated the code, will impose sanctions, ranging from a verbal warning to expulsion. More than one sanction may be imposed for any violation.

A decision reached or a sanction imposed by the judicial body may be appealed by either the complainant or the accused according to the procedures noted in the Student Code. Any decision made during the appeals process will be final.

The Code of Student Conduct provides detailed descriptions of rules and regulations, judicial authority, judicial procedures, sanctions, and options for appeal. Anyone filing charges, as well as anyone being charged with code violations, should carefully read the code. Anyone with questions or input related to the Code of Student Conduct is encouraged to meet with the assistant dean of Student Life and Judicial Affairs.

Student Complaint and Hearing Process

Students have the right to express concern if they believe to have been treated unfairly, subjected to harassment, or discriminated against. The student complaint and hearing process provides a means to express such concern, request some form of relief, and receive an objective hearing. Student complaints are categorized in three ways:

1. Those arising out of an academic decision, primarily, the assignment of a final grade.
2. Those unrelated to an academic decision.
3. Those arising out of perception of discrimination or harassment by a member of the college community.

You are encouraged to use the complaint and hearing process when you believe it is necessary to do so. The right to complain, however, is accompanied by the responsibility to act with integrity. As such, it is inappropriate to file unfounded complaints against a student or staff person. Members of the college staff can assist you in deciding if filing a complaint is an appropriate step.

Student Complaints Arising out of Academic Decisions— Academic decisions are defined as those actions that affect the student's academic standing at the college. Primarily, but not exclusively, these actions involve the assignment of a final grade.

Students have the right to express their concerns regarding the fair treatment of their academic achievements, keeping in mind that faculty have complete and sole responsibility for determining and issuing academic credit and final grades.

The following procedure should be used to appeal an academic decision.

1. Express your concerns to your instructor: Try to resolve the situation informally.
2. If Step 1 does not resolve your concerns, you may appeal in writing to the faculty member's dean, using the Academic Complaint form that is available in any academic subdivision office.

Remember that complaints must be initiated within 20 college days of the occurrence of the alleged violation.

The dean will thoroughly investigate your concerns and communicate the faculty member's decision in writing, normally within 40 college days of the written appeal's initiation.

3. If you are not satisfied after your appeal to the dean, you may continue the appeal to the vice president of Academic Affairs in writing within 10 college days.

The vice president will investigate your concerns. This investigation may involve the convening of a committee to consider the appeal. Once completed, the vice president will communicate in writing the faculty member's final decision, normally within 70 college days of the written appeal's initiation.

The decision made after the investigation by the vice president of Academic Affairs will be final.

Note: A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year or any holiday recognized by the college.

Student Complaints Unrelated to Academic Decisions—If a student has a complaint about the conduct of an instructor, member of the staff, another student, or about any aspect of college operations (for example, admission, refunds, withdrawal, parking), the complaint shall be handled according to the following procedure. (This procedure does not apply to allegations of sexual or discriminatory harassment, for which a separate process exists.)

1. When appropriate, express your concerns to the person immediately responsible. Attempt to resolve the complaint informally at this level.
2. If Step 1 does not resolve your concerns, you may appeal in writing to the assistant dean of Student Life and Judicial Affairs, using the Non-Academic Complaint Form available from the office of Student Life (U115), from the office of the vice president of Student Development (D201) or the office of the dean of Student Services (B205/S221 after April 2010)

Remember that complaints must be initiated within 20 college days of the occurrence of the action being grieved.

The assistant dean of Student Life and Judicial Affairs will refer your complaint to the administrator responsible for the area of concern. A thorough investigation will be conducted, and you will be provided with a written determination, normally within 40 college days of the written appeal's initiation.

3. If resolution of your concerns does not occur, you may ask the vice president of Student Development to continue the appeal. You have 10 college days, after receiving the written determination, to request further review.

The vice president of Student Development will either address the complaint directly or refer it to the vice president responsible for the area of concern. The appropriate vice president will conduct an investigation and communicate a written decision to you, normally within 70 college days of the written appeal's initiation.

The action of the vice president is final.

Note: A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year or any holiday recognized by the college.

Addressing Student Allegations of Sexual or Discriminatory Harassment—Moraine Valley is committed to providing a learning atmosphere that is free from intimidation and harassment. A process exists to report and resolve such incidents. A procedural statement, defining sexual and discriminatory harassment, and outlining the reporting and resolution process, is available from the offices of the vice president of Student Development (D201), Student Life (U115).

Counselors are available to confidentially discuss situations that might be construed as harassment. Counselors can also help you identify courses of action to resolve incidents of this nature.

Sexual or discriminatory harassment includes any behavior or communication by an employee or a student which improperly singles out, stigmatizes or victimizes a student to his or her detriment because of race, gender, sexual orientation, religion, creed, ethnicity, age, or disability. For a more detailed description, consult the Moraine Valley Community College Student Complaint and Hearing Process document. Sexual or discriminatory harassment by an employee or a student of Moraine Valley will not be tolerated.

The options to report and resolve allegations of sexual or discriminatory harassment include the following:

1. **Informally discuss your concerns** with a trained harassment advisor. All information obtained, as well as attempts to resolve issues, will be held in confidence. The primary goals are informal exploration of concerns and uncomplicated resolution of issues. Call the Counseling and Career Development Center at **(708) 974-5722** or stop by S101 (S202 after Nov. 2009) to arrange a meeting with a harassment advisor.
2. **File a formal complaint.** Complaints signed by the complainant must be submitted in writing within 40 college days following the incident, and directed to the assistant dean of Student Life and Judicial Affairs (U115), to the vice president of Student Development (D201) or to the affirmative action officer (L167). Students are asked to read the complete procedural statement available in designated offices to review the components of a formal complaint.

Preliminary Investigation

Formal complaints will be carefully investigated by the assistant dean of Student Life and Judicial Affairs, the vice president of Student Development or the affirmative action officer, normally within 40 college days, to determine if reasonable grounds exist. If no reasonable grounds for harassment exist, the complainant will be informed of such a finding and the complaint will be dismissed. When reasonable grounds appear to exist, the investigator will identify the relief sought by the student and attempt to resolve the situation.

3. **Request a formal investigation.** The complainant must request, within 10 college days, in writing, that a formal investigation occur. This option is granted only if the existence of reasonable grounds has been determined, and no resolution has occurred during the preliminary investigation.

Formal Investigation

A three-person panel will be appointed by the vice president of Student Development to conduct either a formal investigation or a formal hearing. The panel will make a determination about the facts of the case and may recommend that disciplinary sanctions be directed to the respondent. The panel will write a report and direct it to the appropriate vice president, who will review the full written report and take appropriate action. All actions will be conveyed to both the complainant and to the respondent.

Following this action, the investigation of the college will be concluded. If the actions taken are not acceptable to the parties involved, each retain the right to obtain legal remedies outside the college.

Privacy Rights of Parents and Students

Moraine Valley complies with all rules and regulations issued by the United States Department of Health and Human Services with respect to privacy rights of parents and students.

1974 Family Educational Rights and Privacy Act as amended—

This act requires that students be advised of their rights concerning education records and of certain categories of public information which the college has designated “directory information.”

Students have the right to inspect and review all records that meet the act’s definition of “education records.” Education records are all records maintained by the college about each student.

The following are exceptions:

- employment records
- medical, psychological and counseling records used solely for treatment
- records of the Police Department
- financial records of a student’s parents
- confidential letters and statements of recommendations placed in records prior to Jan. 1, 1975
- confidential letters and statements of recommendation for admission, employment or honorary recognition placed in records after Jan. 1, 1975, for which students have waived the right to inspect and review

Records are not maintained in a central location on campus. Requests to review records must be made separately to each office that maintains records. Requests must be made in writing and presented to the appropriate office. That office will have up to 45 days to honor requests. For most students these offices include the Cashier’s Office, Bookstore, Admissions, Records, Registration, Financial Aid, Workforce Development and Community Services, Counseling and Career Development Center, Library, Alternative Learning, Academic Skills Center, and Center for Disability Services.

Students may challenge any information contained in education records that may be misleading or inappropriate. This right does not extend to reviewing grades unless the grade assigned by an instructor was inaccurately recorded. To challenge information in a file, students must make a written request for a hearing to the vice president of Student Development.

The hearing shall be held within a reasonable period of time after the administration has received the request. The student shall be given notice of the day, place and time well in advance of the hearing. The hearing will be conducted by three staff members and two students appointed by the vice president of Student Development. A decision of the panel will be final and based solely on the evidence presented.

If the hearing is not conducted according to the student’s expectation, he or she may insert a note of exception in the record. The institution will correct or amend any documented record in accordance with the decision of the hearing panel.

Under the act, prior written consent must be obtained before information may be disclosed to third parties unless they are exempted from this provision. These exemptions include the following:

- requests from the college staff with a legitimate educational “need to know”
- requests in accordance with a lawful subpoena or court order
- requests from representatives of agencies or organizations from which students have received financial aid
- requests from officials of other educational institutions in which students enroll
- requests from other persons specifically exempted from the prior consent requirement by the act (certain federal and state officials, organizations conducting studies on behalf of the college, accreditary organizations)
- requests for directory information

In accordance with the act, the college has designated the following categories of information as public. This information will be released to any inquirer with the approval of the dean of Enrollment Services unless students request that all or part of this list be withheld. These categories are the following:

- name
- city/town of residence
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (including current classification and year, matriculation and withdrawal dates)
- degrees and awards received (type of degree and date granted)

If students wish to file a request withdrawing some or all of the information in the directory classification, they should report to the Registration Office and complete the necessary form. After students file this form, the Registration Office will notify the appropriate college offices and begin to comply as soon as possible.

All information, records, and correspondence are directed only to the student. These rights to educational records transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Under the act, prior written consent from the students must be obtained before information may be disclosed to a third party unless they are exempted from the provision.

If students have questions regarding the provisions of the act, they may contact the office of the dean of Enrollment Services, (S113/S116 after April 2010).

Rights and Responsibilities for Students with Disabilities

Moraine Valley Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibit discrimination against individuals with disabilities.

According to these laws, no otherwise-qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public institution receiving federal financial assistance.

Inquiries about accommodations for students with disabilities should be directed to the Center for Disability Services, Room L150 (S114 after April 2010), **(708) 974-5711**.
morainevalley.edu/cds

Use of Cellular Phones and Pagers

Students, faculty, staff, and college visitors may not use and must silence cell phones, pagers and other communication devices in all instructional areas, which include all labs, classrooms, conference rooms, and lecture halls during instructional sessions, workshops and meetings; the Library/Learning Resources Center; the Testing Center (B101), and other areas designated by the college.

Presence of Children on Campus

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

Smoke-Free Facilities

Moraine Valley Community College complies with the Smoke Free Illinois Act, which prohibits smoking in all campus buildings and within 15 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. Individuals who smoke in campus buildings or within 15 feet of buildings are in violation of state law and this policy.

The Act provides that the Illinois Department of Public Health, state-certified local public health departments, and local law enforcement agencies, including the Moraine Valley Police Department, shall enforce the provisions of the Act including assessments of fines. A person who smokes in an area where smoking is prohibited will be adjudicated at the Fifth Municipal District Court in, 10220 South 76th Avenue, Bridgeview, Illinois, and can face fines from \$100 to \$250.

Smoking areas are designated throughout campus, marked with red lines and signs. Each area has trash receptacles with tops for extinguishing smoking materials. Smoking huts are located between Buildings B and S and on the east side of Building A. No-smoking signs are posted where smoking is not permitted.

Drug-Free Campus

In accordance with the Drug-Free School and Communities Act of 1989, Moraine Valley provides the following information about the use of alcoholic beverages and illegal chemical substances.

Help on Campus—Peers Educating Peers (PEP) is a student organization dedicated to preventing drug and alcohol abuse among college students. For information, call **(708) 974-5390**.

The Police Department is also available to Moraine Valley students. Call **(708) 974-5555**.

Help Lines—Some resources to help you or someone you know deal with drug or alcohol abuse:

Adult Children of Alcoholics	(800) 279-4440
Alcoholics Anonymous	(312) 346-1475
Families Anonymous	(773) 777-4442
Ingalls Family Care Center	
Tinley Park	(708) 429-3300
Harvey	(708) 333-2300
Al-Anon and Alateen	(312) 409-7245
Palos Community Hospital	(708) 361-4500
24-Hour Crisis Line	(708) 361-TALK
Suburban Council on Alcohol and Substance Abuse	(708) 957-2854

Consult your local telephone directory for additional resources.

Violation of the Drug-Free Campus—Any Moraine Valley student guilty of being under the influence of or possessing intoxicating beverages or illegal chemical substances on college property is subject to immediate dismissal or possible criminal prosecution.

Laws—The following information pertains to federal and state laws concerning possession, usage, and sale of drugs and alcohol.

Federal Regulations

Federal Regulation 21-844

Possession of Controlled Substances

It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly or pursuant to a valid prescription or order from a practitioner. Any person who violates this subsection shall be sentenced to a term of imprisonment of not more than one year, a fine of not more than \$5,000, or both.

In an effort to curb the alarming trend of drug use among young people, Congress enacted legislation making it a federal offense to possess controlled substances with intent to distribute them on school property or within 1,000 feet of school property. Severe penalties of imprisonment and fines are applicable to such offenses.

**Illinois Compiled Statutes
Chapter 720
Cannabis Control Act**

550/4 (a) Possession of Cannabis—Not more than 2.5 grams
Charge: Misdemeanor (Class C)
Bond: \$75

550/4 (d) Possession of Cannabis—More than 30 grams
Charge: Felony (Class 4)
Bond: Must be set by judge

Chapter 235, ILCS, Dram Shops

5/10-1 Manufacture, importation, distributions, and sale—misrepresentation of age by minor.

For more information on federal and state laws, call the Moraine Valley Police Department at **(708) 974-5555** or your local law enforcement agency.

Health Risks of Alcoholic Beverages and Illegal Chemical Substances

**Central Nervous System
Depressants**

Drugs

Alcohol
(Beer; wine; liquor;
some medications
for coughs, colds,
and congestion)

Health Risks

Dehydration; hangover; long-term liver, heart and brain damage. Overdose or mixing with other depressants can cause respiratory failure.

Tranquilizers
(Valium, Librium,
Equanil, Miltown)

Hangover, menstrual irregularities, increase or decrease effect of other drugs. Mixing with alcohol or other depressants can be fatal.

Phencyclidine
(PCP)

Visual disturbance, delirium, feelings of isolation and paranoia, violent behavior, psychosis.

CNS Depressants

High risk of irreversible liver damage if the analgesic Tylenol is taken in close proximity to the ingestion of any alcoholic beverage.

Barbituates
(Nembutal, Amytal, Phenobarbital)

Lethargy, hangover, blurred vision, nausea, depression, seizures. Mixing Seconal with alcohol or depressants can be fatal.

**Central Nervous System
Stimulants**

Drugs

Amphetamines, (Benedrine,
Dexedrine, Methadrine, diet pills)

Health Risks

Nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental abilities, sexual impotence, seizures. Death from overdose.

Cocaine (cocaine powder, freebased cocaine, crack)

Tremors, nasal bleeding, inflammation, perforation. Toxic psychosis, seizures. Depression (particularly afterward), confusion. Death from overdose (heart or respiratory failure) or impure supply.

Narcotics

Drugs

Heroin, Morphine, Opium, Codeine, Methadone, Demerol

Health Risks

Respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, complications from injection.

Methaqualone (Quaaludes)

Hangover, nausea, seizures. Mixing with alcohol or other depressants can be fatal.

Cannabis

Drugs

Marijuana, Hashish, Tetrahydrocannabinol (THC)

Health Risks

Impaired driving ability. Possible lung damage. Reduced sperm count and sperm mobility. May effect ovulation cycles. Damage from impure doses.

**Hallucinogens/
Psychedelics**

Drugs

LSD, Psilocybin, MDA, Mescaline (Peyote), DMT, STP

Health Risks

Depression, paranoia, physical exhaustion after use, psychosis, exaggerated body distortion, fears of death, flashbacks, adverse drug reactions.

Other

Drugs

Inhalants, (Amyl Nitrate, Butyl Nitrate, Nitrous Oxide, glue, paint, magic markers)

Health Risks

Nitrates: headache, dizziness, accelerated heart rate, nausea, nasal irritation, cough, lost erection. Solv-ents: bone marrow, liver, kidney, heart, CNS impairment.

Because of variations in drug use as well as changing laws, this information is not all-inclusive. For more information about any drug, consult your physician or local library.

Workforce Development and Community Services

Moraine Valley offers a variety of professional and personal services, including assistance to local companies in strengthening their workforce and becoming more productive. Through scheduled short-term training, customized training, and outreach services, the college meets the demanding needs of business and industry, and provides opportunities for professional and personal growth for community residents.

(708) 974-5735 morainevalley.edu/wdcs

Business/Professional Education and Training Programs and Services

Computer Graphics, CAD, Web Courses—These short-term courses are designed for professionals seeking to expand their employability or increase their skills and productivity in aspects of computer graphic applications. The Autodesk courses provide a learning experience in computer aided design for a variety of design applications. Web page development courses are offered for individuals interested in developing and publishing Web sites.

Consulting Services—Business and industry experts assist companies in strategic planning by conducting needs assessments, developing performance metrics, calculating return on investment, evaluating performance, and developing cost-effective training solutions to increase productivity, decrease costs and increase profitability. Focus areas include human resources, small business support, manufacturing, operations, quality, engineering, and strategic planning.

Continuing Education for Health Professionals—Education and training programs are available to assist professionals in meeting continuing education licensure requirements of their fields. Programs include R.N refresher, CPR, critical care/trauma, clinical nursing, medical unit secretary, medical-surgical, respiratory therapy, addictions studies, physical therapy, and message therapy.

Customized Training—Credit and noncredit programs are designed in a variety of training formats, including short courses, one- and two-day workshops, and other flexibly scheduled formats. The times and locations are customized to meet the needs of the companies. Training can take place at the college utilizing state-of-the-art labs and facilities, or be delivered on company sites to maximize learning on location. Training options include, but are not limited to, computer training, health and safety, English as a second language, Lean enterprise, maintenance, nondestructive testing, performance management, pneumatics, supply chain management, supervisory, training and welding.

Economic Development Council for the Southwest Suburbs—Moraine Valley coordinates the coalition of government, education and business resources from the 26 Moraine Valley communities in a variety of initiatives focused on stimulating and supporting a healthy business climate within the southwest suburbs.

Safety Training—Specialized training in the area of health and safety is provided for municipalities, first responders, health and environmental professionals, as well as business and manufacturing. This OSHA- and EPA-approved training is available at Moraine Valley as well as on site at company locations. Programs include but are not limited to CPR and first aid, hazardous materials, forklift training, lockout/tagout, and confined space.

Green Training—Various courses developed by knowledgeable environmental professionals are designed and scheduled to assist individuals in learning how to conserve Earth's natural resources. Industry professionals will show you how to make positive changes in your lifestyle and business, ultimately affecting the sustainability of this planet. Topics include but are not limited to renewable energies, recycling, Resnet training and green savings for home and business.

Management and Professional Skills—Seminars and courses are designed to assist the development of management and supervisory personnel. Topics include, but are not limited to, lean manufacturing, team building, time management, delegating, sales, conflict resolution, human resources, and effective communications. Noncredit courses are available through regularly scheduled classes and customized training.

Online Noncredit Programs Through ed2go—These noncredit classes, which last six weeks, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. All courses are instructor-facilitated and allow you to complete the courses entirely online. For more information, visit ed2go.com/morainevalley.

Professional Development—Seminars, workshops and courses are designed to facilitate the lifelong learning necessary to ensure career growth. This training is geared toward new employees, supervision, management, and career transition. Skills covered include team building, time management, effective delegation, communication, problem solving, business etiquette, and supply chain management. Training is available through regularly scheduled classes and customized formats.

Real Estate Training Center—Moraine Valley is a Division of Financial and Professional Regulation as a provider of the educational requirements for real estate sales, brokerage, associate appraiser, and appraisal continuing education.

Technical Classes—These short-term courses are designed and scheduled to assist employees in staying abreast of changes in their professions or for those transitioning to a new career. The current offerings include computer and software training, CAD courses, Internet training, electronics and integrated systems technology, nondestructive testing training, and welding. Training is available through regularly scheduled classes and customized formats.

Training Grants—Access to training grants is made available to companies in our community as dictated by the providers. The college will assist companies in the application process on a limited basis. Grants include but are not limited to Department of Commerce and Economic Opportunity, Illinois Community College Board, and the Secretary of State.

Community Education

Active Retirement—Various programs and services are offered especially for older adults. Classes and seminars cover topics such as computers, fitness, dance, art, healthy living, second careers, and finance.

Valley Learning Center—Classes for children and teens are provided for young people interested in exploring new subjects that are challenging and fun. The Valley Learning Center provides classes in reading, mathematics, study skills, science, computers, and more to help children achieve their full potential.

Personal Development and Lifelong Learning—Moraine Valley offers hundreds of short courses for community members both on campus and at several local extension centers. Subject areas include arts and crafts, culinary, family education, fitness, healthy living, home improvement, landscaping, investments and money matters, languages, dance, computers, writing, and hobbies, to name a few.

Transfer Programs

Moraine Valley Community College offers a wide variety of courses specifically designed for transfer. This enables students to complete their first two years of coursework leading toward a bachelor's degree in virtually any field of study at a four-year college or university. The keys to a successful transfer are to start planning immediately and to select coursework carefully. Moraine Valley academic advisors are available to help students develop an individual educational plan. Students who plan to complete an associate's degree and transfer as a junior in their major should achieve the following goals:

1. **Complete the Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Fine Arts (A.F.A.) or Associate in Arts in Teaching (A.A.T.) degree.** The general education requirements and graduation requirements for these degrees are described in this section.
2. **Fulfill the lower-division (freshman/sophomore-level courses) general education requirements of the institution students plan to attend.** Every four-year college or university has different general education requirements. Transfer guides summarizing these requirements for the colleges and universities popular with Moraine Valley students are available in the Academic Advising Center. For other schools, students should consult the catalog and/or contact the intended transfer institution for additional information. In most cases, if students select their general education coursework carefully, they can simultaneously satisfy the general education requirements for both Moraine Valley and the transfer institution. (Also see Illinois Articulation Initiative on this page.)
3. **Fulfill the lower-division requirements in your major field of study.** Students should familiarize themselves with the criteria for admission into the specific program major at the college where a student plans to transfer. In many cases, specific lower-division coursework is required. Detailed information for many schools is available in the Academic Advising Center. Ask for transfer guides for specific majors and/or consult the catalog of the transfer school.
4. **When a student is ready to transfer, obtain a Request for Transcript form from Admissions, Records and Registration.** Complete the form, requesting that a transcript of the Moraine Valley coursework be sent to the transfer school. Be certain to verify that the transcript has been received by the transfer institution. If a student experiences difficulty in transferring any of his or her courses, contact the transfer articulation coordinator for assistance. Generally, when a college official intercedes on behalf of the student, he or she is able to facilitate the resolution of transfer problems.

Associate in Arts Degree (A.A.)

These programs are for students who plan to major in liberal arts disciplines such as art, criminal justice, education, English, foreign language, geography, history, law, music, philosophy, physical education, political science, psychology, sociology, social work, speech, and theater.

Associate in Science Degree (A.S.)

These programs are for students who plan to major in a science-related discipline such as biology, chemistry, computer science, dentistry, engineering, geology, mathematics, medicine, medical technology, nursing, pharmacology, occupational and physical therapy, physics, and veterinary medicine. They are also for transfer business majors such as accounting, business administration, finance, human resources, marketing, and management.

Associate in Fine Arts Degree (A.F.A.)

The A.F.A. is designed to meet the unique needs of students who plan to major in art. Typically, the bachelor's degree for art majors requires students to complete a sequential list of courses to support a portfolio in the major during their freshman and sophomore years, and will require that students complete additional general education at the transfer school. Students who are interested in art education are recommended to earn an A.A. degree rather than an A.F.A. degree.

Associate in Arts in Teaching Degree (A.A.T.)

This program is for students who plan to major in specific areas of teacher education. Moraine Valley offers an A.A.T. for students planning to major in secondary mathematics, secondary science, and special education.

Illinois Articulation Initiative

Moraine Valley Community College is a participant in the Illinois Articulation Initiative (IAI). Sponsored by the Illinois Board of Higher Education and the Illinois Community College Board, this initiative makes it easier for students to transfer credit between more than 100 participating Illinois colleges and universities. The initiative includes an agreed-upon Illinois General Education Core Curriculum and recommended freshman- and sophomore-level courses for specific majors in the Illinois Baccalaureate Majors' Curricula. Completion of the general education core curriculum at any participating institution in Illinois assures transferring students that lower-division, campus wide general education requirements for an Associate in Arts or Associate in Science or bachelor's degree have been satisfied upon transfer to another participating institution. The receiving institution may require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the general education core. The Associate in Fine Arts degree does not satisfy the entire IAI general education core; therefore, students who complete this degree must meet the general education requirements for the bachelor's degree of the university to which they plan to transfer. However, students wishing to meet the IAI general education core should consult with an academic advisor. Students who complete the general education core and the prescribed major curricula will be better pre-

pared to transfer as juniors in the baccalaureate major at participating schools. The most current list of participating schools can be found online at *iTransfer.org*. IAI course numbers are presented in the Course Descriptions section of this catalog.

IAI Eligible Transfer Degrees Requirement Chart

Following is a summary of the credit hour requirements for the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees. Refer to the information following this chart for specific course selection.

CREDIT HOURS REQUIRED

A. General Education Core Curriculum

1. Communication	9
2. Mathematics	3
3. Life and Physical Sciences	8
4. Humanities and Fine Arts	9
5. Social/Behavioral Sciences	9
Total General Education Core Curriculum	38

B. Additional Degree Requirements

C. Baccalaureate Major/Minor and Elective Courses

Total for A.A. and A.S. Degree.....62

General Education Core Curriculum

The general education core curriculum constitutes that part of an undergraduate education that develops breadth of knowledge and the expressive skills essential to more complex and in-depth learning throughout life. To develop breadth of knowledge, general education courses acquaint students with the methods of inquiry of the various academic disciplines and the different ways these disciplines view the world. The academic disciplines comprising the general education curriculum are the physical and life sciences, the humanities and fine arts, the social and behavioral sciences, and interdisciplinary combinations of these. To develop expressive skills, the general education curriculum requires courses that enhance written and oral communication and quantitative reasoning skills.

The foundation skills of communication (reading, writing, speaking, and listening), critical thinking and analysis/synthesis, quantification, and the use of resources (including technology and the library) are to be embedded in every general education course (adapted from Illinois Articulation Initiative, 2000).

Specific Requirements for A.A. and A.S. Degrees

The general education core curriculum requirements listed below satisfy the statewide Illinois Articulation Initiative (IAI) and will transfer to participating schools as meeting their lower-division, campus wide general education requirements. Some schools may require admitted transfer students to complete an institutionwide and/or mission-related graduation requirement beyond the scope of the general education core.

Enrollment in some courses requires completion of a prerequisite, indicated by "PR". See course description for complete prerequisite information.

A. General Education Core Curriculum38 credit hours

1. Communications.....9 credit hours

COM-101	Composition I (3) PR
COM-102	Composition II (3) PR
COM-103	Speech Fundamentals (3) (COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations)

2. Mathematics3 credit hours

MTH-120	General Education Mathematics (3) PR
MTH-121+	Math for Teachers I+II (3) PR
MTH-122	MTH-121 and 122 fulfills the general education requirement only for students seeking state certification as elementary teachers.
MTH-139	Probability and Statistics (4) PR
MTH-143	Finite Mathematics (4) PR
MTH-145	Calculus for Bus. & Soc. Sci. (4) PR
MTH-150	Calculus I/Analytic Geometry (5) PR
MTH-151	Calculus II/Analytic Geometry (5) PR
MTH-152	Calculus III/Analytic Geometry (4) PR
MTH-212	Business Statistics (4) PR

3. Physical and Life Sciences.....8 credit hours

Select four hours from Life Science and four hours from Physical Science. All courses are four hours unless noted otherwise.

Life Science—select four hours from:

BIO-111	General Biology I (4)
BIO-112	General Biology II (4)
BIO-115	Anatomy and Physiology (4)
BIO-119	Introductory Microbiology (4)
BIO-180	Human Anatomy & Physiology I (4) PR
NAT-111	Environmental Science I (4)
NAT-112	Environmental Science II (4)

Physical Science—select four hours from:

CHM-111	Fundamentals of Chemistry (4) PR
CHM-131	Chemistry (University Oriented) I (4) PR
EAS-120	Intro to Earth Science (4)
EAS-125	Intro to Weather and Climate (4)
GEL-150	Physical Geology (4)
PHS-101	Physical Science (4) PR
PHS-103	Descriptive Astronomy (4)
PHY-106+107	Fund. of Physics & Lab (3)(1) PR
PHY-110+111	Mechanical Universe & Lab (3)(1) PR
PHY-150	Mechanics, Heat & Sound (4) PR
PHY-203	Mechanics (4) PR

(Students transferring a life and/or physical science course INTO Moraine Valley may fulfill this requirement with a three-hour nonlab science course and a four-hour lab science course for a total of seven credit hours. Native Moraine Valley students will need a total of eight credit hours.)

4. Humanities and Fine Arts.....9 credit hours

Select three hours from Humanities, three hours from Fine Arts and an additional three hours from either. All courses are three hours unless noted otherwise.

1. Humanities—select three hours from:

FRE-202	French IV (4) PR
GER-202	German IV (4) PR
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)
HUM-115	World Mythology (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or	African and Middle Eastern Studies (3)–N
HUM-140 or	Asian and Oceanic Humanities (3)–N
HUM-145	Native American Humanities (3)–N
JPN-202	Japanese IV (4) PR
LIT-213	American Literature I (3) PR
LIT-214	American Literature II (3) PR
LIT-215 or	Bible as Literature I (3) PR
LIT-216	Bible as Literature II (3) PR
LIT-217	Intro to Poetry (3) PR
LIT-218	Intro to Drama (3) PR
LIT-219	Women in Literature (3)–(D) PR
LIT-220	Intro to Fiction (3) PR
LIT-221	English Literature I (3) PR
LIT-222	English Literature II (3) PR
LIT-223	Western Literature I (3) PR
LIT-224	Western Literature II (3) PR
LIT-225	Shakespeare (3) PR
LIT-226	Literature of the Non-Western World (3)–(N) PR
LIT-230	African American Literature (3)–(D) PR
PHI-101	Intro to Philosophy (3)
PHI-111	Critical Thinking (3)
PHI-120	World Religions (3)–(N)
PHI-125	Ethics (3)
SPA-202	Spanish IV (4) PR
SPA-213	Intro to Hispanic Literature (4) PR

2. Fine Arts—select 3 hours from:

ART-110	Art Appreciation (3)
ART-205	Survey of Art I (3)
ART-206 or	Survey of Art II (3)
ART-208 or	Survey of Art III (3)
ART-209	Survey of Non-Western Art (3)–(N)
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or	African and Middle Eastern Studies (3)–N
HUM-140 or	Asian and Oceanic Humanities (3)–N
HUM-145	Native American Humanities (3)–N
MUS-106	Intro to American Music (3)
MUS-107	Music Appreciation (3)
THE-105	Theater Appreciation (3)
THE-107	Film Appreciation (3)
THE-110	History of the Theater (3)
THE-111	History of Film (3)

3. Select three hours from either Humanities or Fine Arts courses listed above.

5. Social/Behavioral Sciences.....9 credit hours

Select three courses from at least two different disciplines (no more than two courses from PSY-psychology, for example). All courses are three hours.

ANT-201	Intro to Physical Anthropology (3)
ANT-202	Intro to Cultural Anthropology (3)–(N)
ANT-210	Intro to Archaeology (3)
ECO-101	Principles of Macroeconomics (3)
ECO-102	Principles of Microeconomics (3)
GEO-101 or	Cultural Geography (3)
GEO-102	World Regional Geography (3)–(N)
GEO-201	Economic Geography (3)–(N)
HIS-101	Western Civilization I (3)
HIS-102	Western Civilization II (3)
HIS-201	American History I (3)
HIS-202	American History II (3)
HIS-210	History of Asia (3)–(N)
HIS-215	History of Africa (3)–(N)
HIS-220	History of Latin America (3)–(N)
PSC-103	Introduction to Political Science (3)
PSC-110	American National Government (3)
PSC-115	State and Local Government (3)
PSC-210	International Relations (3)–(N)
PSC-215	Comparative Government (3)
PSC-225	Non-Western Comparative Politics (3)–(N)
PSY-101	Intro to Psychology (3)
PSY-104	Life-Span Developmental Psychology (3)
PSY-105	Child Psychology (3)
PSY-106	Adolescent Psychology (3)
PSY-202	Social Psychology (3) PR
PSY-210	Adult Psychology (3) PR
SOC-101	General Sociology (3)
SOC-102	Marriage and Family (3)
SOC-204	Sociology of Contemporary Social Problems (3) PR
SOC-210	Minority Groups (3)–(D)
SOC-215	Sociology of Sex and Gender (3)–(D) PR
SSC-101	Social Science I (3)

B. Additional Degree Requirements.....3 credit hours

Associate in Arts Degree—select three hours from Humanities, Fine Arts or Social/Behavioral Sciences above or ARB/FRE/GER/JPN/SPA-101, 102, 201.

Associate in Science Degree—select three hours from Math, Life/Physical Sciences above or MTH-121, 141, 142; Computer Science CSC-140, 206, 240; Information Management IMS-101, 115.

C. Baccalaureate Major/Minor Field and Elective Courses21 credit hours

Includes lower-division coursework in a student's major and minor fields, additional hours from the above areas and other college credit courses. Students should refer to baccalaureate major summaries and transfer guides available in the Academic Advising Center. Periodic consultation with an academic advisor is strongly recommended. Also see "Foreign Language" section.

Total Degree Hours62 credit hours

Specific Requirements for A.F.A. Degree—Art

(Does not meet the Illinois Articulation Initiative—General Education Core Curriculum)

The A.F.A. degree in art requires a minimum of 65 credit hours and is designed to prepare students to transfer as a junior to a bachelor's degree in art program. Most schools require a portfolio review for admission to a bachelor's degree program, for registration in a second studio course in a medium, and/or for scholarship consideration. The Associate in Fine Arts degree does not satisfy the entire IAI general education core; therefore, students who complete this degree must meet the general education requirements for the bachelor's degree of the university to which they plan to transfer. However, students wishing to meet the IAI general education core should consult with an academic advisor. Students interested in art as a four-year major should consult the catalog of their transfer school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. Art education majors are recommended to earn an A.A. degree rather than an A.F.A. degree.

Enrollment in some courses requires completion of a prerequisite, indicated by a "PR". See course description for complete prerequisite information.

A. General Education Core Curriculum.....32 credit hours

1. Communications.....9 credit hours

COM-101	Composition I (3) PR
COM-102	Composition II (3) PR
COM-103	Speech Fundamentals (3) (COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations)

2. Mathematics3 credit hours

MTH-120	Quantitative Literacy (3) PR
MTH-121+	Math for Teachers I+II (3) PR
MTH-122	MTH-121 and 122 fulfills the general education requirement only for students seeking state certification as elementary teachers.
MTH-139	Probability and Statistics (4) PR
MTH-143	Finite Mathematics (4) PR
MTH-145	Calculus for Bus. & Soc. Sci. (4) PR
MTH-150	Calculus I/Analytic Geometry (5) PR
MTH-151	Calculus II/Analytic Geometry (5) PR
MTH-152	Calculus III/Analytic Geometry (4) PR
MTH-212	Statistics for Business (4) PR

3. Physical and Life Sciences.....8 credit hours

Select four hours from Life Science and four hours from Physical Science. All courses are four hours unless noted otherwise.

Life Science—select four hours from:

BIO-111	General Biology I (4)
BIO-112	General Biology II (4)
BIO-115	Anatomy and Physiology (4)
BIO-119	Introductory Microbiology (4)
BIO-180	Human Anatomy & Physiology I (4) PR
NAT-111	Environmental Science I (4)
NAT-112	Environmental Science II (4)

Physical Science—select four hours from:

CHM-111	Fundamentals of Chemistry (4) PR
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CHM-131	Chemistry (University Oriented) I (4) PR
EAS-120	Intro to Earth Science (4)
EAS-125	Intro to Weather and Climate (4)
GEL-150	Physical Geology (4)
PHS-101	Physical Science (4) PR
PHS-103	Descriptive Astronomy (4)
PHY-106+107	Fund. of Physics & Lab (3)(1) PR
PHY-110+111	Mechanical Universe & Lab (3)(1) PR
PHY-150	Mechanics, Heat & Sound (4) PR
PHY-203	Mechanics (4) PR

(Students transferring a life and/or physical science course INTO Moraine Valley may fulfill this requirement with a three-hour nonlab science course and a four-hour lab science course for a total of seven credit hours. Native Moraine Valley students will need a total of eight credit hours.)

4. Humanities6 credit hours

Select six hours from:

FRE-202	French IV (4) PR
GER-202	German IV (4) PR
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)
HUM-115	World Mythology (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or HUM-140 or HUM-145	African and Middle Eastern Humanities (3)–N
	Asian and Oceanic Humanities (3)–N
	Native American Humanities (3)–N
JPN-202	Japanese IV (4) PR
LIT-213	American Literature I (3) PR
LIT-214	American Literature II (3) PR
LIT-215 or LIT-216	Bible as Literature I (3) PR
	Bible as Literature II (3) PR
LIT-217	Intro to Poetry (3) PR
LIT-218	Intro to Drama (3) PR
LIT-219	Women in Literature (3)–(D) PR
LIT-220	Intro to Fiction (3) PR
LIT-221	English Literature I (3) PR
LIT-222	English Literature II (3) PR
LIT-223	Western Literature I (3) PR
LIT-224	Western Literature II (3) PR
LIT-225	Shakespeare (3) PR
LIT-226	Literature of the Non-Western World (3)–(N) PR
LIT-230	African American Literature (3)–(D) PR
PHI-101	Intro to Philosophy (3)
PHI-111	Critical Thinking (3)
PHI-120	World Religions (3)–(N)
PHI-125	Ethics (3)
SPA-202	Spanish IV (4) PR
SPA-213	Intro to Hispanic Literature (3) PR

5. Social/Behavioral Sciences.....6 credit hours

Select six hours from two of the following disciplines (e.g., no more than one course from PSY-psychology, for example).

ANT-201	Intro to Physical Anthropology (3)
ANT-202	Intro to Cultural Anthropology (3)–(N)
ANT-210	Intro to Archaeology (3)
ECO-101	Principles of Macroeconomics (3)
ECO-102	Principles of Microeconomics (3)
GEO-101 or GEO-102 or GEO-201	Cultural Geography (3)
	World Regional Geography (3)–(N)
	Economic Geography (3)–(N)
HIS-101	Western Civilization I (3)
HIS-102	Western Civilization II (3)
HIS-201	American History I (3)
HIS-202	American History II (3)
HIS-210	History of Asia (3)–(N)
HIS-215	History of Africa (3)–(N)
HIS-220	History of Latin America (3)–(N)

PSC-103	Introduction to Political Science (3)
PSC-110	American National Government (3)
PSC-115	State and Local Government (3)
PSC-210	International Relations (3)–(N)
PSC-215	Comparative Government (3)
PSC-225	Non-Western Comparative Politics (3)–(N)
PSY-101	Intro to Psychology (3)
PSY-104	Life-Span Developmental Psychology (3)
PSY-105	Child Psychology (3)
PSY-106	Adolescent Psychology (3)
PSY-202	Social Psychology (3) PR
PSY-210	Adult Psychology (3) PR
SOC-101	General Sociology (3)
SOC-102	Marriage and Family (3)
SOC-204	Sociology of Contemporary Social Problems (3) PR
SOC-210	Minority Groups (3)–(D)
SOC-215	Sociology of Sex and Gender (3)–(D)
SSC-101	Social Science I (3)

B. Art Requirements24 credit hours

ART-101	Drawing I (3)
ART-104	Drawing II (3) PR
ART-105	Life Drawing (3) PR
ART-116	Two-Dimensional Design (3)
ART-118	Three-Dimensional Design (3) PR
ART-205	Survey of Art I (3)
ART-206	Survey of Art II (3)
ART-208	Survey of Art III (3)

C. Elective Studio Courses.....9 credit hours

Select nine hours from the following:

ART-120	Beginning Painting (3) PR
ART-125	Ceramics I (3)
ART-146	Intro. to Computer Art (3) PR
ART-150	Sculpture (3) PR
ART-160	Intro to Photography (3)
ART-170	Printmaking (3)

Total Degree Hours65 credit hours

Specific Requirements for A.A.T. in Secondary Mathematics Degree

This program prepares students for careers in the high need teaching discipline of secondary education mathematics. This program is meant to facilitate the transfer of community college students desiring to become high school mathematics teachers into upper-division teacher education programs at four-year universities. Minimum 2.5 grade point average required for graduation. Students obtaining an A.A.T. in Secondary Mathematics degree should have equal status with university native students at the beginning of the junior year. Students should be aware that admission to teacher education programs is competitive and generally includes a minimum grade point average determined by the transfer institution. Students should declare the A.A.T. major and consult with an academic advisor as soon as possible in their enrollment. Students should also consult the college catalog and transfer guides for their intended transfer institution for any additional requirements.

Enrollment in some courses requires completion of a prerequisite, indicated by a "PR". See course description for complete prerequisite information.

A. General Education Core Curriculum40 credit hours

1. Communications.....9 credit hours

COM-101	Composition I (3) PR
COM-102	Composition II (3) PR
COM-103	Speech Fundamentals (3) PR (COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations)

2. Mathematics5 credit hours

MTH-150	Calculus I/Analytic Geometry (5) PR
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3. Physical and Life Sciences.....8 credit hours

Select four hours from Life Science and four hours from Physical Science. All courses are four hours unless noted otherwise.

Life Science—select four hours from:

BIO-111	General Biology I (4)
BIO-112	General Biology II (4)
BIO-115	Anatomy and Physiology (4)
BIO-119	Introductory Microbiology (4)
BIO-180	Human Anatomy & Physiology I (4) PR
NAT-111	Environmental Science I (4)
NAT-112	Environmental Science II (4)

Physical Science—select four hours from:

CHM-111	Fundamentals of Chemistry (4) PR
CHM-131	Chemistry (University Oriented) I (4) PR
EAS-120	Intro to Earth Science (4)
EAS-125	Intro to Weather and Climate (4)
GEL-150	Physical Geology (4)
PHS-101	Physical Science (4) PR
PHS-103	Descriptive Astronomy (4)
PHY-106+107	Fund. of Physics & Lab (3)(1) PR
PHY-110+111	Mechanical Universe & Lab (3)(1) PR
PHY-150	Mechanics, Heat & Sound (4) PR
PHY-203	Mechanics (4) PR

(Students transferring a life and/or physical science course INTO Moraine Valley may fulfill this requirement with a three-hour nonlab science course and a four-hour lab science course for a total of seven credit hours. Native Moraine Valley students will need a total of eight credit hours.)

4. Humanities and Fine Arts.....9 credit hours

Select three hours from Humanities, three hours from Fine Arts and an additional three hours from either. All courses are three hours unless noted otherwise.

1. Humanities—select three hours from:

FRE-202	French IV (4) PR
GER-202	German IV (4) PR
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)
HUM-115	World Mythology (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or	African and Middle Eastern Humanities (3)–N
HUM-140 or	Asian and Oceanic Humanities (3)–N
HUM-145	Native American Humanities (3)–N
JPN-202	Japanese IV (4) PR
LIT-213	American Literature I (3) PR
LIT-214	American Literature II (3) PR
LIT-215 or	Bible as Literature I (3) PR
LIT-216	Bible as Literature II (3) PR
LIT-217	Intro to Poetry (3) PR
LIT-218	Intro to Drama (3) PR
LIT-219	Women in Literature (3) PR –(D)
LIT-220	Intro to Fiction (3) PR
LIT-221	English Literature I (3) PR
LIT-222	English Literature II (3) PR
LIT-223	Western Literature I (3) PR
LIT-224	Western Literature II (3) PR
LIT-225	Shakespeare (3) PR
LIT-226	Literature of the Non-Western World (3)–(N) PR
LIT-230	African American Literature(3)–(D) PR
PHI-101	Intro to Philosophy (3)
PHI-111	Critical Thinking (3)
PHI-120	World Religions (3)–(N)
PHI-125	Ethics (3)
SPA-202	Spanish IV (4) PR
SPA-213	Intro to Hispanic Literature (3) PR

2. Fine Arts—select 3 hours from:

ART-110	Art Appreciation (3)
ART-205	Survey of Art I (3)
ART-206 or	Survey of Art II (3)
ART-208 or	Survey of Art III (3)
ART-209	Survey of Non-Western Art (3)–(N)
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or	African and Middle Eastern Humanities (3)–N
HUM-140 or	Asian and Oceanic Humanities (3)–N
HUM-145	Native American Humanities (3)–N
MUS-106	Intro to American Music (3)
MUS-107	Music Appreciation (3)
THE-105	Theater Appreciation (3)
THE-107	Film Appreciation (3)
THE-110	History of the Theater (3)
THE-111	History of Film (3)

3. Select three hours from either Humanities or Fine Arts courses listed above.

5. Social/Behavioral Sciences.....9 credit hours

Select three courses from at least two different disciplines (no more than two courses from PSY-Psychology, for example). All courses are three hours.

ANT-201	Intro to Physical Anthropology (3)
ANT-202	Intro to Cultural Anthropology (3)–(N)
ANT-210	Intro to Archaeology (3)
ECO-101	Principles of Macroeconomics (3)
ECO-102	Principles of Microeconomics (3)
GEO-101 or	Cultural Geography (3)
GEO-102	World Regional Geography (3)–(N)
GEO-201	Economic Geography (3)–(N)
HIS-101	Western Civilization I (3)
HIS-102	Western Civilization II (3)
HIS-201	American History I (3)
HIS-202	American History II (3)
HIS-210	History of Asia (3)–(N)
HIS-215	History of Africa (3)–(N)
HIS-220	History of Latin America (3)–(N)
PSC-103	Introduction to Political Science (3)
PSC-110	American National Government (3)
PSC-115	State and Local Government (3)
PSC-210	International Relations (3)–(N)
PSC-215	Comparative Government (3)
PSC-225	Non-Western Comparative Politics (3)–(N)
PSY-101	Introduction to Psychology (3)
PSY-104	Life-Span Developmental Psychology (3)
PSY-105	Child Psychology (3)
PSY-106	Adolescent Psychology (3)
PSY-202	Social Psychology (3) PR
PSY-210	Adult Psychology (3) PR
SOC-101	General Sociology (3)
SOC-102	Marriage and Family (3)
SOC-204	Sociology of Contemporary Social Problems (3) PR
SOC-210	Minority Groups (3)–(D)
SOC-215	Sociology of Sex and Gender (3)–(D)
SSC-101	Social Science I (3)

B. Professional Education.....6 credit hours

EDU-100 Introduction to Education (3) **PR**
Choose three credits from EDU-110, EDU-111, PSY-215

C. Mathematics Major.....12 credit hours

MTH-151 Calculus II/Analytic Geometry (5) **PR**
MTH-152 Calculus III/Analytic Geometry (4) **PR**
Choose 3 credits from MTH-139, 201, 210 **PR**

D. Electives.....4 credit hours

Choose additional general education, professional education, or mathematics courses depending upon transfer institution.

Total Degree Hours62 credit hours

Specific Requirements for A.A.T. in Secondary Science Degree

This program prepares students for careers in the high need teaching discipline of secondary education science. This program is meant to facilitate the transfer of community college students desiring to become high school science teachers into upper-division teaching education programs. Minimum 2.5 grade point average required for graduation. Students obtaining an A.A.T. in Secondary Science degree should have equal status with university native students at the beginning of junior year.

Enrollment in some courses requires completion of a prerequisite, indicated by a "PR". See course description for complete prerequisite information.

A. General Education Core Curriculum37-39 credit hours

1. Communications.....9 credit hours

COM-101	Composition I (3) PR
COM-102	Composition II (3) PR
COM-103	Speech Fundamentals (3) (COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations)

2. Mathematics.....8-10 credit hours

MTH-150	Calculus I/Analytic Geometry (5) PR
And one course from	
MTH-139	Probability and Statistics (4) PR
MTH-151	Calculus II/Analytic Geometry (5) PR
MTH-210	Linear Algebra (3) PR
MTH-212	Statistics for Business (4) PR

3. Physical and Life Sciences.....8 credit hours

Select four hours from Life Science and four hours from Physical Science. All courses are four hours unless noted otherwise.

Physical and Life Science—select four hours from:

BIO-111	General Biology I (4)
EAS-120	Intro to Earth Science (4)

(Students transferring a life and/or physical science course INTO Moraine Valley may fulfill this requirement with a three-hour nonlab science course and a four-hour lab science course for a total of seven credit hours. Native Moraine Valley students will need a total of eight credit hours.)

4. Humanities and Fine Arts.....6 credit hours

Select three hours from Humanities and three hours from Fine Arts. Recommended that students choose a literature course and a non-Western or Third World Cultures course, depending upon the transfer institution. All courses are three hours unless noted otherwise.

1. Humanities—select three hours from:

FRE-202	French IV (4) PR
GER-202	German IV (4) PR
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)
HUM-115	World Mythology (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or	African and Middle Eastern Humanities (3)–N
HUM-140 or	Asian and Oceanic Humanities (3)–N
HUM-145	Native American Humanities (3)–N
JPN-202	Japanese IV (4) PR
LIT-213	American Literature I (3) PR
LIT-214	American Literature II (3) PR
LIT-215 or	Bible as Literature I (3) PR
LIT-216	Bible as Literature II (3) PR
LIT-217	Intro to Poetry (3) PR
LIT-218	Intro to Drama (3) PR
LIT-219	Women in Literature (3)–(D) PR

LIT-220	Intro to Fiction (3) PR
LIT-221	English Literature I (3) PR
LIT-222	English Literature II (3) PR
LIT-223	Western Literature I (3) PR
LIT-224	Western Literature II (3) PR
LIT-225	Shakespeare (3) PR
LIT-226	Literature of the Non-Western World (3)–(N) PR
LIT-230	African American Literature(3)–(D) PR
PHI-101	Intro to Philosophy (3)
PHI-111	Critical Thinking (3)
PHI-120	World Religions (3)–(N)
PHI-125	Ethics (3)
SPA-202	Spanish IV (4) PR
SPA-213	Intro to Hispanic Literature PR

2. Fine Arts—select 3 hours from:

ART-110	Art Appreciation (3)
ART-205	Survey of Art I (3)
ART-206 or	Survey of Art II (3)
ART-208	Survey of Art III (3)
ART-209	Survey of Non-Western Art (3)–(N)
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or	African and Middle Eastern Humanities (3)–N
HUM-140 or	Asian and Oceanic Humanities (3)–N
HUM-145	Native American Humanities (3)–N
MUS-106	Intro to American Music (3)
MUS-107	Music Appreciation (3)
THE-105	Theater Appreciation (3)
THE-107	Film Appreciation (3)
THE-110	History of the Theater (3)
THE-111	History of Film (3)

5. Social/Behavioral Sciences.....6 credit hours

Select two courses from at least two different disciplines (no more than one course from PSY-Psychology, for example). Recommended that students choose from HIS-201(U.S. History), PSC-110 (American National Government), or PSY-105 (Child Psychology) depending upon transfer institution. All courses are three hours.

ANT-201	Intro to Physical Anthropology (3)
ANT-202	Intro to Cultural Anthropology (3)–(N)
ANT-210	Intro to Archaeology (3)
ECO-101	Principles of Macroeconomics (3)
ECO-102	Principles of Microeconomics (3)
GEO-101 or	Cultural Geography (3)
GEO-102	World Regional Geography (3)–(N)
GEO-201	Economic Geography (3)–(N)
HIS-101	Western Civilization I (3)
HIS-102	Western Civilization II (3)
HIS-201	American History I (3)
HIS-202	American History II (3)
HIS-210	History of Asia (3)–(N)
HIS-215	History of Africa (3)–(N)
HIS-220	History of Latin America (3)–(N)
PSC-103	Introduction to Political Science (3)
PSC-110	American National Government (3)
PSC-115	State and Local Government (3)
PSC-210	International Relations (3)–(N)
PSC-215	Comparative Government (3)
PSC-225	Non-Western Comparative Politics (3)–(N)
PSY-101	Introduction to Psychology (3)
PSY-104	Life-Span Developmental Psychology (3)
PSY-105	Child Psychology (3)
PSY-106	Adolescent Psychology (3)
PSY-202	Social Psychology (3) PR
PSY-210	Adult Psychology (3) PR
SOC-101	General Sociology (3)

SOC-102	Marriage and Family (3)
SOC-204	Sociology of Contemporary Social Problems (3) PR
SOC-210	Minority Groups (3)–(D)
SOC-215	Sociology of Sex and Gender (3)–(D)
SSC-101	Social Science I (3)

B. Professional Education.....3 credit hours

EDU-100	Introduction to Education (3)
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C. Science Major8 credit hours

CHM-131	Chemistry I (4) PR
PHY-203	Mechanics (4) PR

E. Other Major Course Requirements.....12 credit hours

BIO-112	General Biology II (4)
CHM-132	Chemistry II (4) PR
PHY-204	Heat, Electricity and Magnetism (4) PR

E. Electives

If needed to complete minimum 62 credit hour requirement. Course(s) should be based on transfer institution requirements.

BIO-115	Anatomy and Physiology (4)
BIO-119	Introductory Microbiology (4) PR
BIO-180	Human Anatomy and Physiology I (4) PR
BIO-181	Human Anatomy and Physiology II (4) PR
CHM-203	Organic Chemistry I (4) PR
CHM-204	Organic Chemistry II (4) PR
GEL-150	Physical Geology (4)
NAT-111	Environmental Science I (4)
NAT-112	Environmental Science II (4)
PHS-101	Physical Science (4) PR
PHS-103	Descriptive Astronomy (4)
PHY-205	Waves and Modern Physics (4) PR

Total Degree Hours62 credit hours

Specific Requirements for A.A.T. in Special Education Degree

This program prepares students for careers in the high need teaching discipline of special education. This program is meant to facilitate the transfer of community college students desiring to become special education teachers into upper-division teaching education programs. Students obtaining an A.A.T. in Special Education degree should have equal status with university native students at the beginning of junior year.

Enrollment in some courses requires completion of a prerequisite, indicated by a "PR". See course description for complete prerequisite information.

A. General Education Core Curriculum37-39 credit hours

1. Communications.....9 credit hours

COM-101	Composition I (3) PR
COM-102	Composition II (3) PR
COM-103	Speech Fundamentals (3) (COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations)

2. Mathematics10 credit hours

MTH-121	Math for Teachers I (3) PR
MTH-122	Math for Teachers II (3) PR
MTH-139	Probability and Statistics (4) PR (Another higher level MTH course may be substituted with education director's permission.)

3. Physical and Life Sciences.....8 credit hours

Select four hours from Life Science and four hours from Physical Science. All courses are four hours unless noted otherwise.

Life Science—select four hours from:

BIO-111	General Biology I (4)
BIO-112	General Biology II (4)
BIO-115	Anatomy and Physiology (4)
BIO-119	Introductory Microbiology (4)
BIO-180	Human Anatomy & Physiology I (4) PR
NAT-111	Environmental Science I (4)
NAT-112	Environmental Science II (4)

Physical Science—select four hours from:

CHM-111	Fundamentals of Chemistry (4) PR
CHM-131	Chemistry (University Oriented) I (4) PR
EAS-120	Intro to Earth Science (4)
EAS-125	Intro to Weather and Climate (4)
GEL-150	Physical Geology (4)
PHS-101	Physical Science (4) PR
PHS-103	Descriptive Astronomy (4)
PHY-106+107	Fund. of Physics & Lab (3)(1) PR
PHY-110+111	Mechanical Universe & Lab (3)(1) PR
PHY-150	Mechanics, Heat & Sound (4) PR
PHY-203	Mechanics (4) PR

(Students transferring a life and/or physical science course INTO Moraine Valley may fulfill this requirement with a three-hour nonlab science course and a four-hour lab science course for a total of seven credit hours. Native Moraine Valley students will need a total of eight credit hours.)

4. Humanities and Fine Arts.....9 credit hours

Select three hours from Humanities, three hours from Fine Arts and an additional three hours from either. All courses are three hours unless noted otherwise.

1. Humanities—select three hours from:

FRE-202	French IV (4) PR
GER-202	German IV (4) PR
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)

HUM-115	World Mythology (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or	African and Middle Eastern Humanities (3)–N
HUM-140 or	Asian and Oceanic Humanities (3)–N
HUM-145	Native American Humanities (3)–N
JPN-202	Japanese IV (4) PR
LIT-213	American Literature I (3) PR
LIT-214	American Literature II (3) PR
LIT-215 or	Bible as Literature I (3) PR
LIT-216	Bible as Literature II (3) PR
LIT-217	Intro to Poetry (3) PR
LIT-218	Intro to Drama (3) PR
LIT-219	Women in Literature (3) PR –(D)
LIT-220	Intro to Fiction (3) PR
LIT-221	English Literature I (3) PR
LIT-222	English Literature II (3) PR
LIT-223	Western Literature I (3) PR
LIT-224	Western Literature II (3) PR
LIT-225	Shakespeare (3) PR
LIT-226	Literature of the Non-Western World (3)–(N) PR
LIT-230	African American Literature (3)–(D) PR
PHI-101	Intro to Philosophy (3)
PHI-111	Critical Thinking (3)
PHI-120	World Religions (3)–(N)
PHI-125	Ethics (3)
SPA-202	Spanish IV (4) PR
SPA-213	Intro to Hispanic Literature (3) PR

2. Fine Arts—select 3 hours from:

ART-110	Art Appreciation (3)
ART-205	Survey of Art I (3)
ART-206 or	Survey of Art II (3)
ART-208 or	Survey of Art III (3)
ART-209	Survey of Non-Western Art (3)–(N)
HUM-101	Western Humanities I: Foundations (3)
HUM-102	Western Humanities II: Continuities (3)
HUM-120	Women in the Humanities (3)–(D)
HUM-135 or	African and Middle Eastern Humanities (3)–N
HUM-140 or	Asian and Oceanic Humanities (3)–N
HUM-145	Native American Humanities (3)–N
MUS-106	Intro to American Music (3)
MUS-107	Music Appreciation (3)
THE-105	Theater Appreciation (3)
THE-107	Film Appreciation (3)
THE-110	History of the Theater (3)
THE-111	History of Film (3)

3. Select three hours from either Humanities or Fine Arts courses listed above.

5. Social/Behavioral Sciences 9 credit hours

Select three courses from at least two different disciplines (no more than two courses from PSY-Psychology, for example). All courses are three hours. Recommended that students choose PSC-110 (American National Government) and PSY-101 (Introduction to Psychology) depending upon transfer institution.

ANT-201	Intro to Physical Anthropology (3)
ANT-202	Intro to Cultural Anthropology (3)–(N)
ANT-210	Intro to Archaeology (3)
ECO-101	Principles of Macroeconomics (3)
ECO-102	Principles of Microeconomics (3)
GEO-101 or	Cultural Geography (3)
GEO-102	World Regional Geography (3)–(N)
GEO-201	Economic Geography (3)–(N)
HIS-101	Western Civilization I (3)
HIS-102	Western Civilization II (3)
HIS-201	American History I (3)
HIS-202	American History II (3)

HIS-210	History of Asia (3)–(N)
HIS-215	History of Africa (3)–(N)
HIS-220	History of Latin America (3)–(N)
PSC-103	Introduction to Political Science (3)
PSC-110	American National Government (3)
PSC-115	State and Local Government (3)
PSC-210	International Relations (3)–(N)
PSC-215	Comparative Government (3)
PSC-225	Non-Western Comparative Politics (3)–(N)
PSY-101	Introduction to Psychology (3)
PSY-104	Life-Span Developmental Psychology (3)
PSY-105	Child Psychology (3)
PSY-106	Adolescent Psychology (3)
PSY-202	Social Psychology (3) PR
PSY-210	Adult Psychology (3) PR
SOC-101	General Sociology (3)
SOC-102	Marriage and Family (3)
SOC-204	Sociology of Contemporary Social Problems (3) PR
SOC-210	Minority Groups (3)–(D)
SOC-215	Sociology of Sex and Gender (3)–(D)
SSC-101	Social Science I (3)

B. Professional Education18 credit hours

EDU-100	Introduction to Education (3) PR
EDU-110	Technology for Educators (3) PR
EDU-111	Students with Disabilities in Schools (3) PR
PSY-105	Child Psychology (3)
PSY-215	Educational Psychology (3) PR

Choose one of the following:

EDU-104	Introduction to the Foundation of Reading (3)
EDU-106	Language Development (3) PR
EDU-108	Diversity of Schools and Society (3)

****Students must receive at least a “C” or better in professional/special education coursework for the Sp. Ed Degree.**

Total Degree Hours63 credit hours

In addition to the specific courses listed above, students seeking an A.A.T. degree in Secondary Mathematics, Secondary Science or Special Education also must meet the following requirements for graduation:

Basic Skills Test—Students must earn a passing score on the Illinois Certification Testing System (ICTS) Basic Skills Test in order to earn the A.A.T. degree. A passing score on the test is also required for admission to teacher preparation programs at all Illinois four-year universities. Students should complete the Basic Skills Test after earning 45 semester hours of college credit and indicate both Moraine Valley and the intended transfer institution as receiving institutions on the application for the test. Students are responsible for ensuring that an official score report is on file in the Moraine Valley Records Office prior to the graduation deadline. Students who do not earn a passing grade on the Basic Skills Test can repeat the test; however, the A.A.T. degree cannot be awarded until a passing grade is received.

Portfolio—Students must submit a portfolio documenting that they have met the standards of the A.A.T. degree. The portfolio is developed over the course of the student's enrollment at the college beginning the first semester. Students will be introduced to the portfolio at special orientation programs and in EDU-100.

Students must submit the complete portfolio for evaluation during their final semester of enrollment prior to graduation. Successful completion of the portfolio is required for the A.A.T. degree to be awarded.

GPA—Admission to baccalaureate degree Education is competitive and most senior institutions require a GPA of 2.5 or higher. It is required to have a GPA of 2.5 of A.A.T. in Science graduates to ensure admission into the desired Education program.

Notes for all Students Pursuing an A.A., A.S., A.F.A., or A.A.T.

Foreign Language—Only a few institutions require competence in a foreign or second language as part of their campus wide general education requirements. Instead, some colleges require competence in a single foreign language (through the third or fourth college semester, or three or four years in high school) for a Bachelor of Arts (but not a Bachelor of Science) degree. In other schools, competence in a single foreign language is a requirement imposed by an individual department (such as art history or international business) or by a college within the university (usually, a College of Arts and Sciences). Students planning to earn a Bachelor of Arts degree or a degree from a College of Arts and Sciences should be alerted to the probable need to complete a foreign language—and should complete their foreign language requirement before transfer.

Diversity Courses (N, D)—Some baccalaureate institutions require a diversity course in their campuswide or major specific general education requirements. Diversity courses approved through the Illinois Articulation Initiative (IAI) are identified in the requirements lists as follows: N designates courses examining human diversity from a non-U.S. /non-European perspective. D designates courses examining human diversity within the United States. Students are encouraged to complete any diversity courses required by their intended transfer institution as part of their general education core at Moraine Valley.

Additional Graduation Requirements—refer to page 33.

Transfer Agreements

All colleges and universities accept Moraine Valley's courses on the basis of a review of individual transcripts. By carefully constructing an educational plan, students can select courses that will meet the general education requirements and the lower-division major course requirements specified by the transfer school.

The following Illinois universities have a compact agreement with Moraine Valley and accept Moraine Valley's Associate in Arts and Associate in Science degrees as satisfying lower-division general education requirements and grant the student junior standing:

Chicago State University
Eastern Illinois University
Governors State University
Illinois State University
Northeastern Illinois State University
Northern Illinois University
Saint Xavier University
Southern Illinois University at Carbondale
Southern Illinois University at Edwardsville
University of Illinois at Springfield
Western Illinois University

See transfer guides for these schools in the Academic Advising Center for special conditions that may apply. The Associate in Fine Arts (A.F.A.) degree does not qualify for compact agreements.

Transfer Majors

At Moraine Valley Community College, students can begin the first two years of study for virtually any bachelor's degree program.

Moraine's transfer degree programs in Associate in Arts (A.A.), and Associate in Science (A.S.), Associate in Fine Arts (A.F.A.) and the Associate in Arts in Teaching (A.A.T.) will support a variety of college transfer majors. Each of these transfer degrees are a combination of core general education courses and designated major specific electives.

Students who already know where they will transfer and what major they will pursue can contact a Moraine Valley advisor in the Academic advising center who will assist them in obtaining detail information needed to develop an appropriate education plan. One of the keys to success in transferring to a four-year college or university rests upon the ability of the students to carefully plan their course of study. With proper and guided planning students should encounter few difficulties with the transfer process.

Transfer students who have not decided on a major can select courses to explore interests and fulfill general education requirements. Undecided students are encouraged to make an appointment with a counselor in the Counseling and Career Development Center during their first semester to begin the process of exploring career possibilities and selecting a college major.

Advisors in the Academic Advising Center can assist undecided transfer student in developing a flexible educational plan that will apply to many different majors. Students can also access the Illinois Articulation Initiative Website *iTransfer.org*. This site provides information on selected transfer majors, under the topic of (IAI) Baccalaureate Majors' Recommendation. Within the site, students can find various transfer course recommendations for baccalaureate majors. It lists courses typically taken by freshman and sophomores pursuing a specific major. The courses recommended on the site are meant for students who are undecided about a transfer school. The IAI Web site at *iTransfer.org* in conjunction with the assistance from Moraine Valley's academic advisors will ensure a smooth and successful transfer process.

Index for Sample Transfer Majors

Major	Degree				Page
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Art Education	X				63
Biological Sciences		X			64
Business		X			65
Chemistry		X			66
Clinical Lab Science		X			67
Computer Science— Information Systems		X			68
Computer Science— Technical		X			69
Criminal Justice	X				70
Early Childhood Education	X				71
Elementary Education	X				72
Engineering		X			73
English	X				74
History	X				75
Manufacturing Technology/ Machining		X			76
Mass Communication	X				77
Mathematics		X			78
Music	X				79
Music Education	X				80
Nursing		X			81
Political Science	X				82
Psychology	X				83
Secondary Education	X				84
Secondary Mathematics				X	85
Secondary Science				X	86
Social Work	X				87
Sociology	X				88
Special Education	X			X	89-90
Speech Communication	X				81
Theater Arts	X				92

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Art

Associate in Fine Arts Degree

65 Credit Hours

Moraine Valley Community College offers the foundation courses required in the first two years of an art degree. Students interested in transferring to a baccalaureate program should be aware that transfer admission will be competitive and generally requires a portfolio review for admission to the major, advanced course placement and scholarship consideration. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—32 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics—select 3 credits from:

MTH-120, 121+122, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities—6 credits

Choose six credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	6
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Social and Behavioral Sciences—6 credits

Select six credits from more than one prefix.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	6

Art Requirements—24 credits

ART-101	Drawing I	3
ART-104	Drawing II	3
ART-105	Life Drawing	3
ART-116	Two-Dimensional Design	3
ART-118	Three-Dimensional Design	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-208	Survey of Art III	3

Electives—Studio Courses—9 credits

Select nine additional credits from the following list:

ART-120	Beginning Painting	3
ART-125	Ceramics I	3
ART-146	Introduction to Computer Art	3
ART-150	Sculpture	3
ART-160	Introduction to Photography	3
ART-170	Printmaking	3

** Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.*

The Association Fine Arts degree does not satisfy the Illinois Articulation Initiative General Education Core Curriculum; therefore, students who complete this degree must meet the general education requirements for the bachelor's degree of the university to which they plan to transfer.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Art

Associate in Arts Degree

62 Credit Hours

Moraine Valley Community College offers the foundation courses required in the first two years of an art degree. Students interested in transferring to a baccalaureate program should be aware that transfer admission will be competitive and generally requires a portfolio review for admission to the major, advanced course placement and scholarship consideration. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics—select 3 credits from:

MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts*—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix. ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210; SSC-101	9
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Additional Degree Requirement—3 credits

ART-205**	Survey of Art I	3
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Area of Concentration/Major Field—18 credits

ART-101	Drawing I	3
ART-104	Drawing II	3
ART-116	Two-Dimensional Design	3
ART-118	Three-Dimensional Design	3
ART-206**	Survey of Art II	3
ART-208**	Survey of Art III	3

Electives—3 credits

Students should consult the catalog of their transfer school to receive additional guidance on courses to select.

Recommended electives may include:

ART-105	Life Drawing	3
ART-120	Beginning Painting	3
ART-125	Ceramics I	3
ART-146	Introduction to Computer Art	3
ART-150	Sculpture	3
ART-160	Introduction to Photography	3
ART-170	Printmaking	3

* *Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.*

** *Some schools offer a three-course sequence; some offer a two-course sequence. Moraine Valley students should complete the entire three-course sequence prior to transfer: ART-205, 206 and 208.*

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Art Education

Associate in Arts Degree

62 Credit Hours

Moraine Valley Community College offers the foundation courses required in the first two years of an art education degree. Students interested in transferring to a baccalaureate program should be aware that transfer admission will be competitive and generally requires a portfolio review for admission to the major, advanced course placement and scholarship consideration. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics—select 3 credits from:

MTH-120, 121+122, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, NAT-112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts*—9 credits

ART-205**	Survey of Art I	3
ART-206**	Survey of Art II	3
Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213		3

Recommended that students choose a Non-Western or Third World Cultures course.

Social and Behavioral Sciences—9 credits

HIS-201	American History I	3
or		
HIS-202	American History II	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3

Additional Degree Requirement—3 credits

ART-208**	Survey of Art III	3
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Area of Concentration/Major Field—12 credits

ART-101	Drawing I	3
ART-104	Drawing II	3
ART-116	Two-Dimensional Design	3
ART-118	Three-Dimensional Design	3

Electives—9 credits

Select any additional courses to fulfill teacher certification requirements or from the following list. Students should consult the catalog of their transfer school to receive additional guidance on courses to select.

ART-105	Life Drawing	3
ART-120	Beginning Painting	3
ART-125	Ceramics I	3
ART-146	Introduction to Computer Art	3
ART-150	Sculpture	3
ART-160	Introduction to Photography	3
ART-170	Printmaking	3

** Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.*

*** Some schools offer a three-course sequence; some offer a two-course sequence. Moraine Valley students should complete the entire three-course sequence prior to transfer: ART-205, 206 and 208.*

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Biological Sciences

Associate in Science Degree

62 Credit Hours

The study of living organisms, biology, is an extremely large and diverse field. Baccalaureate programs offer a wide variety of study options. Some programs may emphasize cell and molecular biology, whereas others emphasize organismal, ecological and evolutionary biology. In addition, this curriculum provides the pre-professional foundation for many of the health career areas. Students interested in the biological sciences as a four-year major are encouraged to complete the Associate in Science (A.S.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39/40 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—4/5 credits

Choose one course from MTH-139, 150, 212	4/5
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Physical and Life Sciences—8 credits

BIO-111**	General Biology I	4
CHM-131	Chemistry (University-Oriented) I	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI 101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9

Additional Degree Requirement—4 credits

BIO-112**	General Biology II	4
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Area of Concentration/Major Field—12 credits

CHM-132	Chemistry (University-Oriented) II	4
Take two courses in Physics or two courses in Organic Chemistry, or one of each.		
PHY-203	Mechanics	4
PHY-204	Heat, Electricity and Magnetism	4
CHM-203	Organic Chemistry I	4
CHM-204	Organic Chemistry II	4

Electives—6/7 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

** Moraine Valley students should complete the two-course sequence prior to transfer.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Business

Associate in Science Degree

62 Credit Hours

This program is designed for students pursuing a baccalaureate degree in the areas of accounting, finance, general business, management, or marketing. Students interested in business as a four-year major are encouraged to complete the Associate in Science (A.S.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39/40 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—4/5 credits

MTH-145	Calculus for Business and Social Science	
or		
MTH-150	Calculus I/Analytic Geometry	4/5

Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;		
NAT-111, 112		4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150;		
PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203		4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102,		
115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216,		
217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230;		
PHI-101, 111, 120, 125; SPA-202, 213		3
Choose three credits from ART-110, 205, 206 or 208, 209;		
HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105,		
107, 110, 111		3
Choose an additional three credits from any of the courses above.		3

Social and Behavioral Sciences—9 credits

ECO-101	Principles of Macroeconomics	3
ECO-102	Principles of Microeconomics	3
Choose an additional three credits from ANT-201, 202, 210;		
GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220,		
PSC-103, 110, 115, 210, 215, 225; PSY-101, 104,		
105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101		3

Additional Degree Requirement—3 credits

IMS-115	Introduction to PC Applications	3
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Area of Concentration/Major Field—12 credits

BUS-142	Financial Accounting	4
BUS-143	Managerial Accounting	4
MTH-212	Business Statistics	4

Electives—7/8 credits

The following courses might be accepted by four-year schools in place of an equivalent course in the business major. Students should consult the catalog of the intended transfer school to determine the most appropriate courses for this major.

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	
or		
BUS-136	Business Law	3

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Chemistry

Associate in Science Degree

62 Credit Hours

This program provides an in-depth foundation of sequential coursework in science and math. Courses taken during the third and fourth years of the baccalaureate program provide the additional preparation necessary for graduate studies and/or work in industry. Multiple tracks are often available. For example, some four-year institutions offer a specialty in biochemistry or certification for high school teaching. Students should complete the Associate in Science (A.S.) degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—5 credits

MTH-150	Calculus I/Analytic Geometry	5
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Physical and Life Sciences—8 credits

PHY-203	Mechanics	4
Choose four credits from BIO-111, 112, 115, 119, 180;		
NAT-111, 112		4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202, HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213		3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111		3
Choose an additional three credits from any of the courses above		3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.		
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101		9

Additional Degree Requirement—4 credits

CHM-131	Chemistry (University-Oriented) I	4
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Area of Concentration/Major Field—14 credits

CHM-132	Chemistry (University-Oriented) II	4
CHM-203	Organic Chemistry I	5
CHM-204	Organic Chemistry II	5

Electives—4-17 credits

MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry ³	4
PHY-204	Heat, Electricity and Magnetism	4
PHY-205	Waves and Modern Physics ³	4

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

³ Some four-year universities require completion of Calculus III and Physics III before students can begin physical chemistry, a third-year course.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Clinical Lab Science

Associate in Science Degree

62 Credit Hours

Clinical laboratory scientists play an important role in the detection, diagnosis and treatment of many diseases. To be a certified clinical laboratory scientist, a baccalaureate degree from an accredited clinical laboratory science program or a baccalaureate degree in biology or chemistry with extensive work experience is needed. Passing a nationally recognized certification examination in CLS is also required.

Baccalaureate programs in the field, generally called clinical laboratory science, medical laboratory science or medical technology, prepare students to perform complex analyses and manage all areas of the laboratory. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—4 credits

MTH-139	Probability and Statistics	4
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Physical and Life Sciences²—8 credits

CHM-131	Chemistry I (University-Oriented)	4
BIO-111	General Biology I	
	or	
BIO-180	Anatomy and Physiology I	4

Humanities and Fine Art³—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213			3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111			3
Choose an additional three credits from any of the courses above			3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.			
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210, 215; SOC-101, 102, 204, 210, 215; SSC-101			9

Additional Degree Requirement—4 credits

BIO-119	Introductory Microbiology	4
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Area of Concentration/Major Field—18 credits

BIO-112	General Biology II	
	or	
BIO-181	Human Anatomy and Physiology II ²	4
CHM-132	Chemistry (University-Oriented) II	4
CHM-203	Organic Chemistry I	5
CHM-204	Organic Chemistry II	5

Electives—1 credit

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Students should take both courses in one sequence: BIO-111 and 112 OR BIO-180 and 181

³ Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Computer Science (Information Systems Emphasis)
Associate in Science Degree **62 Credit Hours**
IAI Recommended Curriculum

Computer science majors encompass either a business and information systems emphasis or technical emphasis. The information systems emphasis focuses on the use of computer technology and information management methods to solve business problems. This requires a knowledge of both computer applications and the basics of business. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39/40 credits as follows:

Communication —9 credits		
COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics ¹ —4/5 credits		
Choose one course from MTH-143, 145, 150		4/5

Physical and Life Sciences —8 credits		
Choose four credits from BIO-111, 112, 115, 119, 180;		
NAT-111, 112		4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150,		
PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203		4
<i>(Choosing PHY-203 keeps the computer science technical emphasis option available.)</i>		

Humanities and Fine Arts²—9 credits		
Choose three credits from FRE-202; GER-202, HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213		
		3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111		
		3
Choose an additional three credits from any of the courses above.		
		3

Social and Behavioral Sciences —9 credits		
ECO-101	Principles of Macroeconomics	3
ECO-102	Principles of Microeconomics	3
Select an additional three credits from		
ANT-201, 202, 210; GEO-101 or 102, 201; HIS-101,		3
102, 201, 202, 210, 215, 220; PSC-103; 110, 115, 210,		
215, 225; PSY-101, 104, 105, 106, 202, 210;		
SOC-101, 102, 204, 210, 215; SSC-101		

Additional Degree Requirement —3 credits		
IMS-101	Introduction to Computer Systems	3
Area of Concentration/Major Field —6 credits		
CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3
Electives —13/14 credits		
BUS-142	Financial Accounting	4
BUS-143	Managerial Accounting	4
MTH-151	Calculus II/Analytic Geometry	5
MTH-212	Business Statistics	4

Students should check the catalog of their transfer school to receive additional guidance on courses to select.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Computer Science (Technical Emphasis)

Associate in Science Degree

62 Credit Hours

Computer science majors encompass either a business and information systems emphasis or technical emphasis. The technical emphasis focuses on algorithms, theoretical foundations of computer science and development of software. A strong foundation in mathematics and science is needed for this emphasis. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics—5 credits

MTH-150	Calculus I/Analytic Geometry	5
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Physical and Life Sciences—8 credits

PHY-203	Mechanics	4
Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112		4

Humanities and Fine Arts *—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213		3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111		3
Choose an additional three credits from any of the courses above.		3

Social and Behavioral Sciences—9 credits

ECO-101	Principles of Macroeconomics	3
ECO-102	Principles of Microeconomics	3
Select three additional credits from ANT-201, 202, 210; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210, 215; SOC-101, 102, 204, 210, 215; SSC-101		3

Additional Degree Requirement—3 credits

CSC-140	Introduction to Computer Science	3
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Area of Concentration/Major Field—3 credits

CSC-240	Advanced Computer Science	3
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Electives—16 credits

MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4
PHY-204	Heat, Electricity and Magnetism	4
PHY-205	Waves and Modern Physics	4

** Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.*

Students should complete the entire sequences in calculus and physics at the same school before transferring since topics are covered in different orders by different schools.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Criminal Justice

Associate in Arts Degree

62 Credit Hours

The criminal justice curriculum is designed for students pursuing baccalaureate degrees in the fields of corrections, criminal justice, law enforcement, and security management. Students interested in criminal justice as a four-year major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 3 credits from:

MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; JPN-202; PHI-101, 110 or 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3
Select three additional credits from		
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-104, 105, 106, 202, 210; SOC-102, 204, 210, 215; SSC-101		3

Additional Degree Requirement—3 credits

Select three credits from Humanities and Fine Arts or Social and Behavioral Sciences or ARB-101, 102, 201; FRE-101, 102, 201; GER-101, 102, 201; JPN-101, 102, 201; SPA-101, 102, 201	3
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Area of Concentration/Major Field—15 credits

CRJ-101	Introduction to Criminal Justice	3
CRJ-105	Criminology	3
CRJ-106	Introduction to Corrections	3
CRJ-107	Juvenile Delinquency and Procedures	3
CRJ-206	Substantive Criminal Law	3

These courses will be accepted in transfer by participating schools, but they may only transfer as electives within the major. Consult the catalog of your transfer school and an academic advisor for requirements appropriate to the first two years of study.

Electives—6 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Early Childhood Education

Associate in Arts Degree

62 Credit Hours

To teach young children (birth to age 8) in Illinois public schools, teachers must be certified by the State of Illinois upon completion of their baccalaureate degree program. Students interested in early childhood education are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. Students should also be aware that admission to the junior year of Early Childhood Education is competitive and that completion of the recommended courses does not guarantee admission. A minimum grade point average determined by the transfer institution and passage of a basic skills test are required for program admission.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 3 credits from:

MTH-120, 121+122*, 139, 143, 145, 150, 151, 152, 212	3
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**Recommended*

Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;	
NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150;	
PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Recommended that students choose a Non-Western or Third World Cultures course.

Social and Behavioral Sciences—9 credits

HIS-201	American History I	
or		
HIS-202	American History II	3
PSC-110	American National Government	3
Select an additional three credits from		
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-201, 202, 210, 215, 220; PSC-103, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101		3

Additional Degree Requirement—3 credits

PSY-105	Child Psychology	3
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Area of Concentration/Major Field—7-16 credits

CCA-101	Introduction to Early Childhood Education	3
EDU-103	Observation/Clinical Experience	1
EDU-111	Students with Disabilities in School	3

These courses will be accepted in transfer by participating schools, but they may only transfer as electives within the major.

Teachers must choose an area of concentration, 18 hours of coursework in one discipline. Nine of those hours should be taken at the community college level with the other nine hours taken at the transfer school. Students should consult the catalog of the intended transfer school to determine acceptable areas of concentration.

Electives—5-14 credits

Select any additional courses to fulfill teacher certification requirements. Students should check the catalog for their transfer school to receive additional guidance on courses to select.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Elementary Education

Associate in Arts Degree

62 Credit Hours

To teach young children (grades K-9) in Illinois public schools, teachers must be certified by the State of Illinois upon completion of a four-year degree. Students interested in elementary education are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. Students should be aware that admission to the junior year of elementary education is competitive and that each four-year college has specific admissions requirements including a minimum grade point average and a test of basic skills.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 3 credits from

MTH-120, 121+122*, 139, 143, 145, 150, 151, 152, 212	3
*Recommended	

Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;	
NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150;	
PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from ART-110, 205, 206 or 208, 209;	
HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107;	
THE-105, 107, 110	3
Choose three credits from LIT-213, 214, 215 or 216,	
217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230	3
Choose three credits from ART-110, 205, 206 or 208, 209;	
FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145;	
JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221,	
222, 223, 224, 225, 227, 230; MUS-106, 107; PHI 101, 111,	
120, 125; SPA-202, 213; THE-105, 107, 110, 111	3

Recommended that students choose a Non-Western or Third World Cultures course and a literature course.

Social and Behavioral Sciences—9 credits

HIS-201	American History I	
or		
HIS-202	American History II	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3

Additional Degree Requirement—3 credits

PSY-104	Life-Span Developmental Psychology	3
or		
PSY-105	Child Psychology	3

Area of Concentration/Major Field—6-15 credits

EDU-100	Introduction to Education	3
EDU-103	Observation/Clinical Experience	3

Teachers must choose an area of concentration, 18 hours of coursework in one discipline. Nine of those hours should be taken at the community college level with the other nine hours taken at the transfer school. Students should consult the catalog of the intended transfer school to determine acceptable areas of concentration.

Electives—6-15 credits

Select any additional courses to fulfill teacher certification requirements. Students should check the catalog for their transfer school to receive additional guidance on courses to select.

¹ MTH-122 recommended; however, math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Engineering

Associate in Science Degree

62 Credit Hours

The engineer is concerned with the application of scientific principles to practical problems. There is a wide variety of specialties, but not all types are offered at all baccalaureate schools. A typical four-year curriculum provides a background of chemistry, mathematics and physics during the first two years, with the specialty courses occurring primarily in the last two years. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics—5 credits

MTH-150	Calculus I/Analytic Geometry	5
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Physical and Life Sciences—8 credits

CHM-131	Chemistry (University-Oriented) I	4
Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112		4

Humanities and Fine Arts*—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 135 or 140 or 145, 125; SPA-202, 213		3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111		3
Choose an additional three credits from any of the courses above.		3

If two courses are selected in one discipline, a two-semester sequence is recommended.

Social and Behavioral Sciences—9 credits

ECO-101	Principles of Macroeconomics	3
ECO-102	Principles of Microeconomics	3
Select three additional credits from		
ANT-201, 202, 210; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101		3

Additional Degree Requirement—5 credits

MTH-151	Calculus II/Analytic Geometry	5
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Area of Concentration/Major Field—17-22 credits

CSC-206	Fortran Programming	3
MTH-152	Calculus III/Analytic Geometry	4
MTH-201	Differential Equations	3
PHY-203	Mechanics	4
PHY-204	Heat, Electricity and Magnetism	4
PHY-205	Waves and Modern Physics	4

Electives

This program does not require any further electives; however, the following additional courses are recommended for each engineering specialty area. Students should complete entire course sequences at the same school. Students should consult the intended transfer school and an academic advisor.

Aeronautical, Civil, General, Manufacturing, Mechanical, and Engineering Mechanics

EGN-150	Engineering Graphics	3
EGN-201	Engineering Statics	3
EGN-202	Engineering Dynamics	3

Chemical Engineering

CHM-132	Chemistry (University Oriented) II	5
CHM-203	Organic Chemistry I	5
CHM-204	Organic Chemistry II	5

Computer Engineering

CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3

Industrial Engineering

EGN-201	Engineering Statics	3
EGN-202	Engineering Dynamics	3

** Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.*

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

English

Associate in Arts Degree

62 Credit Hours

Baccalaureate degrees in English generally emphasize the study of literature and literary criticism. Some four-year colleges also offer specializations in creative or technical writing and/or programs to prepare students for certification as a high school English teacher. Students interested in English as a transfer major are encouraged to complete the Associate in Arts (AA) degree prior to transfer. Students should be aware that admission to the junior year in English may be competitive. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—3 credits

Select three hours from MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9

Additional Degree Requirement—3 credits

LIT-213	American Literature I	3
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Area of Concentration/Major Field—15 credits

LIT-214	American Literature II	3
LIT-217	Introduction to Poetry	3
LIT-220	Introduction to Fiction	3
LIT-221	English Literature I	3
LIT-222	English Literature II	3

Electives—6 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major. See Foreign Language Requirement below. Electives may also include one of the following:

COM-106	Creative Writing, Poetry	3
COM-107	Creative Writing, Fiction	3
LIT-226	Literature of the Non-Western World	3

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: For an English major, many universities require competency in a single foreign language through the third or fourth college semester. Two years in high school may substitute for the first two college semesters. See the college catalog for the intended transfer institution for specific details.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

History

Associate in Arts Degree

62 Credit Hours

Although history majors generally earn a Bachelor of Arts degree, they may also have a choice of earning a Bachelor of Science degree depending on the four-year university they attend. A history major may also pursue a program leading to state certification as a high school (6-12) history teacher. Students should complete an associate degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—3 credits

Select three hours from MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9

Additional Degree Requirement—3 credits

HIS-201	American History I	3
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Area of Concentration/Major Field—3 credits

HIS-202	American History II	3
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Electives—18 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Manufacturing Technology/Machining

Associate in Science Degree

62 Credit Hours

Manufacturing technology is a combination of technical (math/science) education with hands-on skills. It is a field of study that specializes in the application of manufacturing concepts, principles and processes to plan, design and manage machines and people. The courses below are for students planning to transfer into a baccalaureate manufacturing technology/machining program. Students interested in manufacturing technology as a transfer major are encouraged to complete the Associate in Science (A.S.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—4 credits

MTH-139	Probability and Statistics	4
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from PHY-106 & 107 or 110 & 111 or 150	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix. ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9
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Additional Degree Requirement—4 credits

CHM-111	Fundamentals of Chemistry	4
or		
CHM-131	Chemistry (University-Oriented) I	4

Area of Concentration/Major Field—5 credits

EGN-150	Engineering Graphics	3
MTH-142	Trigonometric Functions	2

Electives—14 credits

Students should consult the catalog of the intended transfer school to choose additional courses most appropriate for this major. Electives may include:

IST-101	Introduction to Machine Tools	3
IST-111	Threading, Milling and Grinding	3
WLD-123	MIG, TIG and Brazing I	3

¹ Math requirements vary at four-year institutions.

² Foreign Language Competency: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

NOTE: In addition to the Associate in Science (A.S.) degree, students may choose to transfer to a baccalaureate manufacturing technology program after completion of an Associate in Applied Science (A.A.S.) degree. Students who have completed an A.A.S. may need to complete additional general education and prerequisite courses. Students should contact an academic advisor and their intended transfer institution for more information.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Mass Communication

Associate in Arts Degree

62 Credit Hours

Mass communication encompasses four major program areas: radio/TV/film, advertising/public relations, journalism/news editorial/photojournalism, and multimedia. Students interested in mass communication as a four-year major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 3 credits from:

MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above. (THE-107 recommended for radio/TV/film majors)	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix. ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9
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Additional Degree Requirement—3 credits

Select three credits from Humanities and Fine Arts or Social and Behavioral Sciences or ARB-101, 102; FRE-101, 102, 201; GER-101, 102, 201; JPN-101, 102, 201; SPA-101, 102, 201	3
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Area of Concentration/Major Field—6 credits

JRN-101	Introduction to Mass Communications	3
JRN-111	Newsriting I	3

Electives—15 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Mathematics

Associate in Science Degree

62 Credit Hours

Baccalaureate degree programs in mathematics prepare students with diverse career goals by developing rigorous, logical thinking; an appreciation and familiarity with complex structures and algorithms; and the ability to learn technical materials and abstract concepts. Students interested in mathematics as a transfer major are encouraged to complete the Associate in Science (A.S.) degree prior to transfer. Students should be aware that admission to the junior year in mathematics may be competitive. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—40 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—5 credits

MTH-150	Calculus I/Analytic Geometry	5
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Physical and Life Sciences—8 credits

PHY-203	Mechanics	4
Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112		4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM 101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix. ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9
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Additional Degree Requirement—3 credits

MTH-201	Differential Equations	
or		
MTH-210	Linear Algebra	3

Area of Concentration/Major Field—9 credits

MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4

Electives—10 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major. Electives may include:

CSC-206	FORTAN Programming	3
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¹ Math requirements vary at four-year institutions.

² Foreign Language Competency: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

Students interested in Secondary Mathematics should refer to the A.A.T. degree in Secondary Mathematics on page 84.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Music

Associate in Arts Degree

62 Credit Hours

This curriculum requires a broad background in music theory, literature, keyboarding skills, aural skills, ensemble performance, and applied music instruction. This program is designed for students pursuing a baccalaureate degree in the field of music performance. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. Students should also be aware that admission to the junior year in music is competitive and that many schools require an audition prior to program admission.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 3 credits from:

MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9

Additional Degree Requirement—3 credits

Select three credits from Humanities and Fine Arts or Social and Behavioral Sciences or	
ARB-101, 102, 201; FRE-101, 102, 201; GER-101, 102, 201; JPN-101, 102, 201; SPA-101, 102, 201	3

Area of Concentration/Major Field—14-18 credits

MUS-104	Music Theory I	3
MUS-105	Music Theory II	3

A student should take one ensemble course each term for a total of four semester credits and may choose from the following courses:

MUS-109, 110, 209, 210	Percussion Ensemble I-IV	4
MUS-141, 142, 241, 242	Chamber Singers I-IV	4
MUS-145, 146, 245, 246	Chorale I-IV	4
MUS-151, 152, 251, 252	Jazz Ensemble I-IV	4
MUS-161, 162, 261, 262	Instrumental Chamber Ensemble	4
MUS-175, 176, 275, 276	Concert Band I-IV	4

A student should take one applied instruction course each term for a total of 4-8 semester credits and may choose from the following courses:

MUS-125, 126, 225, 226	Applied Voice Major I-IV	8
MUS-139, 140, 239, 240	Applied Strings Major I-IV	8
MUS-135, 136, 235, 236	Applied Piano Major I-IV	8
MUS-193, 194, 293, 294	Applied Brasswind Major I-IV	8
MUS-197, 198, 297, 298	Applied Woodwind Major I-IV	8
MUS-179, 180, 279, 280	Applied Percussion Major I-IV	8
MUS-185, 186, 285, 286	Applied Guitar Major I-IV	8

Electives—3-7 credits

Students should consult the catalog for their intended transfer school to receive additional guidance on courses to select.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Music Education

Associate in Arts Degree

62 Credit Hours

This curriculum requires a broad background in music theory, literature, keyboarding skills, aural skills, ensemble performance and applied music instruction. To teach music in Illinois public schools, teachers must be certified by the State of Illinois upon completion of their baccalaureate degree program. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center. Students should also be aware that admission to the junior year in music is competitive and that many schools require an additional test of basic skills and an audition prior to program admission.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 3 credits from:

MTH-120, 121+122, 139, 143, 145, 150, 151, 152, 212	3
(MTH-121 Math for Teachers I can be used as elective credit only)	

Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;	
NAT-111, 112	4
Choose four credits from CHM-111, 131;	
EAS-120, 125; GEL-150; PHS-101, 103;	
PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Recommended that students choose a Non-Western or Third World Cultures course.

Social and Behavioral Sciences—9 credits

HIS-201	American History I	
or		
HIS-202	American History II	3
PSC-110	American National Government	3
Select an additional three credits from		
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201;		
HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210;		
SOC-101, 102, 204, 210, 215; SSC-101		3

A pre- or corequisite may be required for some courses.

Additional Degree Requirement—3 credits

Select three credits from Humanities and Fine Arts or Social and Behavioral Sciences or	
ARB-101, 102, 201; FRE-101, 102, 201; GER-101, 102, 201;	
JPN-101, 102, 201; SPA-101, 102, 201	3

Area of Concentration/Major Field—14-18 credits

MUS-104	Music Theory I	3
MUS-105	Music Theory II	3

A student should take one ensemble course each term for a total of four semester credits and may choose from the following courses:

MUS-109, 110, 209, 210	Percussion Ensemble I-IV	4
MUS-141, 142, 241, 242	Chamber Singers I-IV	4
MUS-145, 146, 245, 246	Chorale I-IV	4
MUS-151, 152, 251, 252	Jazz Ensemble I-IV	4
MUS-161, 162, 261, 262	Instrument Chamber Ensemble	4
MUS-175, 176, 275, 276	Concert Band I-IV	4

A student should take one applied instruction course each term for a total of 4-8 semester credits and may choose from the following:

MUS-125, 126, 225, 226	Applied Voice Major I-IV	8
MUS-139, 140, 239, 240	Applied Strings Major I-IV	8
MUS-135, 136, 235, 236	Applied Piano Major I-IV	8
MUS-193, 194, 293, 294	Applied Brasswind Major I-IV	8
MUS-197, 198, 297, 298	Applied Woodwind Major I-IV	8
MUS-179, 180, 279, 280	Applied Percussion Major I-IV	8
MUS-185, 186, 285, 286	Applied Guitar Major I-IV	8

Electives—3-7 credits

Select any additional courses to fulfill teacher certification requirements above. Students should consult the catalog for their transfer school to receive additional guidance on courses to select.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Nursing

Associate in Science Degree

62 Credit Hours

This program provides the courses for students planning to earn an Associate in Science (AS) degree to prepare for transfer to a four-year university to pursue a degree in nursing. Students who are interested in the nursing program at Moraine Valley (AAS) should refer to the Career Programs section of this catalog. Students who earn a baccalaureate degree in nursing and pass the state licensure examination are licensed as registered nurses (RN). RN's may supervise, teach, and delegate nursing care to health team members as well as deliver direct care and treatment. The RN also prepares patients for surgery, administers intravenous therapy, establishes patient care plans, assesses and evaluates patient needs, and supervises nursing care. Students should complete the Associate in Science (AS) degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 4 credits from:

MTH-139	Probability and Statistics	4
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Physical and Life Sciences—8 credits

BIO-180	Human Anatomy and Physiology I	4
CHM-131	Chemistry (University-Oriented) I	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3
Select three additional credits from:		
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-104, 105, 106, 202, 210; SOC-102, 204, 201, 210, 215; SSC-101		3

Additional Degree Requirement—4 credits

BIO-181	Human Anatomy and Physiology II	4
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Area of Concentration/Major Field—13 credits

BIO-119	Introductory Microbiology	4
CHM-132	Chemistry (University-Oriented) II	4
CHM-203	Organic Chemistry I	5

Electives—6 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Political Science

Associate in Arts Degree

62 Credit Hours

Political science is the study of the theory and practice of government and politics. Students of politics describe and analyze political systems and behavior. Baccalaureate programs offer courses in areas such as public administration, public law, international relations, comparative politics, political behavior, political philosophy, and U. S. government. Students interested in political science as a transfer major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Additional Degree Requirement—3 credits

PSC-110	American National Government	3
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Area of Concentration/Major Field—3 credits

PSC-210	International Relations	3
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Electives—18 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution

Required General Education Core Curriculum—38 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹ — select 3 credits from:

MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;	
NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150;	
PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

PSC-115	State and Local Government	3
PSC-215	Comparative Government	3
Select three credits from ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 210; HIS-101, 102, 201, 202, 210, 215, 220; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	3	

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Psychology

Associate in Arts Degree

62 Credit Hours

Psychology is the scientific study of human and animal behavior, along with the biological and mental processes which underlie behavior. Students planning to major in psychology are encouraged to complete foundational coursework in the sciences and mathematics, along with a core of basic psychology courses. Students interested in psychology as a four-year major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 4 credits from MTH-139, 143, 145, 150, 212 4

Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;	
NAT-111, 112	4
Choose four credits from CHM-111, 131;	
EAS-120, 125; GEL-150; PHS-101, 103;	
PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

PSY-101 Introduction to Psychology	3
Choose six additional credits, both should be outside the discipline of psychology.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220;	
PSC-103, 110, 115, 210 215, 225; PSY-104, 105, 106;	
SOC-101, 102, 204, 210, 215; SSC-101	6

Additional Degree Requirement—3 credits

PSY-202	Social Psychology	3
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Area of Concentration/Major Field—6 credits

PSY-205	Abnormal Psychology	3
PSY-210	Adult Psychology	3

Electives—14 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Secondary Education

Associate in Arts Degree

62 Credit Hours

To teach in an Illinois public school (grades 6-12), teachers must be certified by the State of Illinois upon completion of a four-year degree. Since secondary education is not a major at the baccalaureate level, students need to select a major and a teaching minor from among those disciplines taught in high schools. Since admission to Secondary Education is competitive, completion of these courses alone does not guarantee admission. A minimum grade point average determined by the transfer institution and passage of a basic skills test are required for program admission. Students interested in secondary education as a four-year major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—select 3 credits from:

MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213;	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Recommended that students choose a Non-Western or Third World Cultures course and a Literature course.

Social and Behavioral Sciences—9 credits

HIS-201	American History I	
or		
HIS-202	American History II	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3

Additional Degree Requirement—3 credits

PSY-104	Life-Span Developmental Psychology	
or		
PSY-215	Educational Psychology	3

Area of Concentration/Major Field—9 credits

EDU-100	Introduction to Education	3
EDU-103	Observation/Clinical Experience	3
EDU-111	Students with Disabilities in School	3

While these credits should transfer to baccalaureate schools, they may or may not substitute for upper-division professional coursework required for teacher certification. Please consult catalog of the intended transfer school.

Electives—12 credits

Select any additional courses to fulfill teacher certification requirements. Since secondary education is not a major, students should choose a major and begin courses in that discipline. Courses should be chosen in consultation with an academic advisor.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

Students interested in Secondary Mathematics should refer to the A.A.T. degree in Secondary Mathematics on page 84.

Students interested in Secondary Science should refer to the A.A.T. degree in Secondary Science on p. 85.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Secondary Mathematics

Associate in Arts in Teaching Degree 62 credit hours

Meets IAI General Education Core Curriculum

Curriculum Code 1480

This program prepares students for careers in the high-need teaching discipline of secondary education mathematics. This program is meant to facilitate the transfer of community college students desiring to become high school mathematics teachers into upper-division teacher education programs at four-year universities. Students obtaining an A.A.T. in Secondary Mathematics degree should have equal status with university native students at the beginning of the junior year. Students should be aware that admission to teacher education programs is competitive and generally includes a minimum grade point average determined by the transfer institution. Students should declare the A.A.T. major and consult with an academic advisor as soon as possible in their enrollment. Students should also consult the college catalog and transfer guides for their intended transfer institution for any additional requirements.

Required General Education Core Curriculum—40 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics—5 credits

MTH-150	Calculus I/Analytic Geometry	5
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;		
NAT-111, 112		4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150;		
PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203		4

Humanities and Fine Arts¹ —9 credits

Choose three credits from FRE-202, GER-202: HUM-101,		
102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or		
216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227,		
230; PHI-101, 111, 120, 125; SPA-202, 213		3
Choose three credits from ART-110, 205, 206 or 208, 209;		
HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107;		
THE-105, 107, 110, 111		3
Choose an additional three credits from any of the courses above		3

Recommended that students choose a Non-Western or Third World Cultures course and a Literature course depending upon transfer institution.

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.		
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201;		
HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115,		
210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101,		
102, 204, 201, 210, 215; SSC-101		9

Recommended that students choose HIS-201 or HIS-202, PSC-110 and PSY-105 depending upon transfer institution.

Professional Education—6 credits

EDU-100	Introduction to Education	3
Choose three credits from EDU-110, EDU-111, PSY-215		3

Mathematics Major—9 credits

MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4
Choose 3 credits from MTH-139, 201, 210		3

Electives—4 credits

Choose additional general education, professional education,		
or mathematics courses depending upon transfer institution.		4

Total Degree Hours **62 credit hours**

** Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.*

In addition to the specific courses listed above, students seeking an A.A.T. degree in Secondary Mathematics must also meet the following requirements for graduation:

Basic Skills Test—Students must earn a passing score on the Illinois Certification Testing System (ICTS) Basic Skills Test in order to earn the A.A.T. degree. A passing score on the test is also required for admission to teacher preparation programs at all Illinois four-year universities. Students should complete the Basic Skills Test after earning 45 semester hours of college credit and indicate both Moraine Valley and the intended transfer institution as receiving institutions on the application for the test. Students are responsible for ensuring that an official score report is on file in the Moraine Valley Records Office prior to the graduation deadline. Students who do not earn a passing grade on the Basic Skills Test can repeat the test; however, the A.A.T. degree cannot be awarded until a passing grade is received.

Portfolio—Students must submit a portfolio documenting that they have met the standards of the A.A.T. degree. The portfolio is developed over the course of the student's enrollment at the college beginning the first semester. Students will be introduced to the portfolio at special orientation programs and in EDU-100. Students must submit the complete portfolio for evaluation during their final semester of enrollment prior to graduation. Successful completion of the portfolio is required for the A.A.T. degree to be awarded.

GPA—Admission to baccalaureate degree Education is competitive and most senior institutions require a GPA of 2.5 or higher. It is required to have a GPA of 2.5 of A.A.T. in Science graduates to insure admission into the desired Education program.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Secondary Science

Associate in Arts in Teaching Degree **62 credit hours**

Meets IAI General Education Core Curriculum

Curriculum Code 1481

This program prepares students for careers in the high need teaching discipline of secondary education science. This program is meant to facilitate the transfer of community college students desiring to become high school science teachers into upper-division teaching education programs. Students obtaining an A.A.T. in Secondary Science degree should have equal status with university native students at the beginning of junior year.

Required General Education Core Curriculum—37-39 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics—8-10 credits

MTH-150	Calculus I/Analytic Geometry	5
And one course from:		
MTH-139	Probability and Statistics	4
MTH-151	Calculus II/Analytic Geometry	5
MTH-210	Linear Algebra	3
MTH-212	Business Statistics	3

Physical and Life Sciences—8 credits

BIO-111	General Biology I	4
EAS-120	Introduction to Earth Science	4

Humanities and Fine Arts¹ —6 credits

Choose three credits from FRE-202, GER-202: HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213			3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111			3

Recommended that students choose a literature course and a Non-Western or Third World Cultures course, depending on the transfer institution.

Social and Behavioral Sciences—6 credits

Select nine credits from more than one prefix.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101,104, 105, 106, 202, 210; SOC-101, 102, 204, 201, 210, 215; SSC-101	
	6

Recommended that students choose from HIS-201 or HIS-202 (U.S. History), PSC-110 (American National Government), or PSY-105 (Child Psychology), depending on the transfer institution.

Professional Education—3 credits

EDU-100	Introduction to Education	3
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Science Major Core—8 credit hours

CHM-131	Chemistry (University Oriented) I	4
PHY-203	Mechanics	4

Other Major Course Requirements—12 credits

BIO-112	General Biology II	4
CHM-132	Chemistry (University Oriented) II	4
PHY-204	Heat, Electricity, and Magnetism	4

Electives—if needed to complete minimum 62 hour requirement.

BIO-115, 119, 180, 181; CHM-203, 204; GEL-150; NAT-111, 112; PHS-101, 103; PHY-205

Total Degree Hours**62 credit hours**

In addition to the specific courses listed above, students seeking an A.A.T. degree in Secondary Science must also meet the following requirements for graduation:

Basic Skills Test—Students must earn a passing score on the Illinois Certification Testing System (ICTS) Basic Skills Test in order to earn the A.A.T. degree. A passing score on the test is also required for admission to teacher preparation programs at all Illinois four-year universities. Students should complete the Basic Skills Test after earning 45 semester hours of college credit and indicate both Moraine Valley and the intended transfer institution as receiving institutions on the application for the test. Students are responsible for ensuring that an official score report is on file in the Moraine Valley Records Office prior to the graduation deadline. Students who do not earn a passing grade on the Basic Skills Test can repeat the test; however, the A.A.T. degree cannot be awarded until a passing grade is received.

Portfolio—Students must submit a portfolio documenting that they have met the standards of the A.A.T. degree. The portfolio is developed over the course of the student's enrollment at the college beginning the first semester. Students will be introduced to the portfolio at special orientation programs and in EDU-100. Students must submit the complete portfolio for evaluation during their final semester of enrollment prior to graduation. Successful completion of the portfolio is required for the A.A.T. degree to be awarded.

GPA—Admission to baccalaureate degree Education is competitive and most senior institutions require a GPA of 2.5 or higher. It is required to have a GPA of 2.5 of A.A.T. in Science graduates to insure admission into the desired Education program.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Social Work

Associate in Arts Degree

62 Credit Hours

The profession of social work is devoted to helping people function optimally in their environment by providing direct and indirect services to individuals, families, groups and communities, and by working to improve social conditions. Bachelor's degree programs in social work prepare students for careers in public and private agencies such as child welfare, mental health, corrections, shelters and many other workplaces. Students should complete the Associate in Arts (A.A.) degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. Since admission to social work programs is competitive, completion of the recommended courses alone does not guarantee admission. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—4 credits

MTH-139	Probability and Statistics	4
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202, GER-202: HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101*, 111*, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above	3

**Recommended*

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.

ANT-201, 202*, 210; ECO-101*, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110*, 115, 210, 215, 225; PSY-101*, 104, 105, 106, 202, 210; SOC-101*, 102, 204, 201, 210, 215; SSC-101	9
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**Recommended*

Additional Degree Requirement—3 credits

PSY-104	Life-Span Developmental Psychology	3
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Area of Concentration/Major Field—15 credits

PSY-202	Social Psychology	3
PSY-205	Abnormal Psychology	3
PSY-211	Psychology of Human Sexuality	3
SOC-204	Sociology of Contemporary Social Problems	3
SWK-101	Introduction to Social Work	3

Electives—5 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Sociology

Associate in Arts Degree

62 Credit Hours

Students interested in a major in sociology should complete the Associate in Arts (AA) degree prior to transfer and should be aware that it may be necessary to take additional credit hours depending on the requirements of the intended transfer institution. In addition to the specific general education courses listed, students are encouraged to complete additional general education courses (including courses in the social and behavioral sciences other than sociology) and mathematics. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—39 credits as follows:

Communication—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—4 credits

MTH-139	Probability and Statistics	
or		
MTH-143	Finite Mathematics	4

Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;		
NAT-111, 112		4
Choose four credits from CHM-111, 131; EAS-120, 125;		
GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203		4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213		3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111		3
Choose an additional three credits from any of the courses above.		3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.		
ANT-201, 202*, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 201, 210, 215; SSC-101		9

*Recommended

Additional Degree Requirement—3 credits

SOC-102	Marriage and Family	3
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Area of Concentration/Major Field—6 credits

SOC-204	Sociology of Contemporary Social Problems	3
SOC-210	Minority Groups	3

Electives—14 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Special Education

Associate in Arts in Teaching Degree **63 Credit Hours**

This program prepares students for careers in the high need teaching discipline of special education. This program is meant to facilitate the transfer of community college students who desire to further their educational goal of becoming special education teachers into Colleges of Education at four-year Universities. Students obtaining an AAT in Special Education should have equal status with university native students at the beginning of their junior year. Students are required to have a minimum of a 2.5 grade point average for graduation. Students should be aware that admission to teacher education programs is competitive and requires a minimum grade point average which is determined by the transfer institution. Students should declare the AAT major and consult with an academic advisor as soon as possible in their enrollment. Students should consult the college catalog and transfer guide to their intended transfer institution for any additional requirements.

Required General Education Core Curriculum—45 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—10 credits

MTH-121	Math for Teachers I	3
MTH-122	Math for Teachers II	3
MTH-139	Probability and Statistics	4
(Another higher-level MTH course may be substituted with education director's permission)		

Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180;		
NAT-111, 112		4
Choose four credits from CHM-111, 131; EAS-120, 125;		
GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203		4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213		3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111		3
Choose an additional three credits from any of the courses above.		3

Recommended that students choose a Non-Western or Third World Cultures course and a literature course.

Social and Behavioral Sciences—9 credits

HIS-201	American History I	
or		
HIS-202	American History II	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3

Required Professional and Special Education**—18 credit hours

EDU-100	Introduction to Education	3
EDU-110	Technology for Educators	3
EDU-111	Students with Disabilities in Schools	3
PSY-105	Child Psychology	3
PSY-215	Educational Psychology	3

Choose one from the following:

EDU-104	Introduction to the Foundations of Reading	3
EDU-106	Language Development	3
EDU-108	Diversity in Schools and Society	3

** Students must acquire at least a "C" or better in professional/special education coursework for the Special Education Degree.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Special Education

Associate in Arts Degree

62 Credit Hours

To teach in Illinois public schools, individuals must be certified by the State of Illinois after completion of a baccalaureate degree. Students interested in special education as a transfer major must carefully choose their courses while consulting the requirements of the intended transfer school and an academic advisor. Students are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. Students should be aware that admission to the junior year of special education may be competitive and that each four-year college has specific requirements for admission including a basic skills test and a minimum grade point average. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Additional Degree Requirement—3 credits

PSY-104	Life-Span Developmental Psychology	3
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Area of Concentration/Major Field—6 credits

EDU-100	Introduction to Education	3
EDU-103	Observation/Clinical Experience	3
EDU-111	Students with Disabilities in School	3

Electives—12 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major. Electives may include additional courses needed for teacher certification.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

Required General Education Core Curriculum—38 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—3 credits

Select three hours from MTH-120, 121+122*, 139, 143, 145, 150, 151, 152, 212	3
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**Recommended*

Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Recommended that students choose a Non-Western or Third World Cultures course and a literature course.

Social and Behavioral Sciences—9 credits

HIS-201	American History I	
or		
HIS-202	American History II	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Speech Communication

Associate in Arts Degree

62 Credit Hours

The courses below are for students planning to transfer into a baccalaureate speech communication program. Students interested in speech communication as a transfer major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—3 credits

Select three hours from MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9

Additional Degree Requirement—3 credits

Select three hours from Humanities and Fine Arts, Social and Behavioral Sciences, or ARB-101, 102, 201; FRE-101, 102, 201; GER-101, 102, 201; JPN-101, 102, 201; SPA-101, 102, 201	3
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Area of Concentration/Major Field—3 credits

COM-203 Interpersonal Communication	3
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Electives—18 credits

Students should consult the catalog of the intended transfer school to choose additional courses most appropriate for this major.

¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

The program(s) of study listed below is a model for students who are undecided about a transfer institution and uncertain about specific course requirements. This model transfer major is structured as a recommendation from the Illinois Community College Board for the Illinois Articulation Initiative Baccalaureate Major (I.A.I. Major).

Students who already know their intended transfer institution should refer to that school's catalog. In any case, students are strongly encouraged to work with a Moraine Valley academic advisor for specific course selection advice and transfer planning support.

Theater Arts

Associate in Arts Degree

62 Credit Hours

The courses below are for students planning to transfer into a baccalaureate theater arts program. Students interested in theater arts as a transfer major are encouraged to complete the Associate in Arts (A.A.) degree prior to transfer. Students should be aware that admission to the junior year of theater arts may be competitive. These course recommendations are intended for students who are undecided about a transfer school. Students who have selected a transfer school should consult the catalog of that school and an academic advisor for requirements appropriate to the first two years of study. College catalogs and transfer guides for many four-year colleges are available in the Academic Advising Center.

Required General Education Core Curriculum—38 credits as follows:

Communications—9 credits

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3

Mathematics¹—3 credits

Select three hours from MTH-120, 139, 143, 145, 150, 151, 152, 212	3
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Physical and Life Sciences—8 credits

Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112	4
Choose four credits from CHM-111, 131; EAS-120, 125; GEL-150, PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Humanities and Fine Arts²—9 credits

Choose three credits from FRE-202; GER-202; HUM-101, 102, 115, 120, 135 or 140 or 145; JPN-202; LIT-213, 214, 215 or 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 230; PHI-101, 111, 120, 125; SPA-202, 213	3
Choose three credits from ART-110, 205, 206 or 208, 209; HUM-101, 102, 120, 135 or 140 or 145; MUS-106, 107; THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.	3

Social and Behavioral Sciences—9 credits

Select nine credits from more than one prefix.	
ANT-201, 202, 210; ECO-101, 102; GEO-101 or 102, 201; HIS-101, 102, 201, 202, 210, 215, 220; PSC-103, 110, 115, 210, 215, 225; PSY-101, 104, 105, 106, 202, 210; SOC-101, 102, 204, 210, 215; SSC-101	9

Additional Degree Requirement—3 credits

THE-105	Theater Appreciation	3
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Area of Concentration/Major Field—6 credits

THE-115	Acting I	3
THE-125	Stagecraft	3

Electives—15 credits

Students should consult the catalog of the intended transfer school to choose the most appropriate courses for this major. Courses may include:

THE-116	Acting II	3
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¹ Math requirements vary at four-year institutions.

² Foreign Language Requirement: Some universities have a foreign language requirement. Generally, four years of a single foreign language in high school or four semesters of language in college will fulfill this requirement. It is recommended that students complete the entire foreign language sequence at one institution.

A pre- or corequisite may be required for some courses.

CHANGING LIVES FOR A
CHANGING WORLD



Career Programs

To prepare students whose goal is immediate employment upon graduation, Moraine Valley offers Career Programs that lead to Associate in Applied Science (A.A.S.) degrees or to certificates.

Many of the Career Programs transfer in whole or in part to some universities. However, these programs are not designed specifically for transfer. Students intending to transfer should consult an academic advisor.

Career outlook information is provided by the Occupational Outlook Handbook and other sources.

High school graduates may be eligible for proficiency credit in some career programs. See Career and Technical Education (CTE) on page 24 for information. Additional career programs are offered to Moraine Valley students at other area community colleges through cooperative agreements. See page 155 for more information.

	Certificate	Associate in Applied Science Degree	Semester Hours	Program Requirements on Page
Art				
Computer Graphics–Digital Art Design (1428)		•	66	105
Business				
Business Administration Associate (1202)		•	62	100
Accounting Assistant/Clerk (1328)	•		32	101
Business Skills (1423)	•		9	101
Culinary Arts Management (1324)		•	66	107
Baking/Pastry Arts (1323)	•		30	107
Culinary Arts Management (1322)	•		34	107
Human Resources Management (1412)		•	62	115
Employee Training and Development (1413)	•		30	115
Marketing and Management (1238)		•	62	125
Restaurant/Hotel Management (1256)		•	66	146
Beverage Management (1414)	•		18	146
Restaurant/Hotel Management (1254)	•		35	146
Small Business Management (1411)		•	63	147
Travel Business Management (1288)		•	62	150
Meeting Planner (1465)	•		30	150
Travel-Tourism (1289)	•		26	151
Computer Integrated Technologies				
Computer and Local Area Network Technician (1416)		•	63	103
Computer Technician (1418)	•		18	103
LAN Technician (1419)	•		24	104
Network Administrator (1422)	•		37	103
Electronic/Computer Controls Tech (1281)		•	63	108
Electronic Controls Technician (1417)	•		42	108
Electronics Technician (1282)	•		18	108
Integrated Systems Technology (1403)		•	63	116
Voice and Data Cabling (1435)		•	63	152
Cisco Network Associate (1447)	•		20	152
Cisco Network Professional (1448)	•		16	152
Microsoft Professional (1446)	•		21	152
IT Security Specialist (1420)		•	63	117
Network Security Specialist (1424)	•		36	117
Mechanical and Fluid Power Maintenance (1275)	•		40	127
Mechanical Design and Drafting/CAD (1221)		•	64	128
3-D CAD (1439)	•		17	128
Architectural CAD (1436)	•		23	128
CAD Programming/Management (1437)	•		18	129
Computer Animation (1438)	•		23	129
Mechanical Design CAD (2102)	•		23	129
Mechanical Design Drafting (1220)	•		30	129
Health Sciences				
Emergency Medical Services (1320)	•		35	109
Health Information Technology (1244)		•	68	112
Coding Specialist (1431)	•		22	113
Medical Transcription (1432)	•		19	113

CAREER PROGRAMS

	Certificate	Associate in Applied Science Degree	Semester Hours	Program Requirements on Page
Massage Therapy (1249)	•		31	126
Medical Assistant (1455)	•		40	130
Nursing (1246)		•	69	131
Phlebotomy (1306)	•		9	138
Polysomnography Technologist (1441)	•		23	139
Radiologic Technology (1240)		•	66	141
Respiratory Therapy Technology (1241)		•	74	144
Information Management Systems				
Management Information Systems (1206)		•	64	118
C++ Programmer (1459)	•		18	120
C# Programmer (1466)	•		18	120
E-Commerce Assistant (1460)	•		36	121
Java Programmer (1458)	•		18	121
Microsoft Application Developer (1313)	•		15	123
RPG Programmer (1233)	•		18	121
Software Developer (1305)	•		36	122
Visual Basic.NET Programmer (1457)	•		21	123
Website Designer (1434)	•		30	124
Website Developer (1433)	•		36	124
Office Systems and Applications (1257)		•	64	133
Administrative Assistant (1315)	•		36	134
Data Entry (1317)	•		7	136
Desktop Publishing and Graphics (1312)	•		15	135
Legal Office Assistant (1316)	•		36	135
Medical Secretary (1318)	•		34	136
Microsoft Office Specialist (1456)	•		22	136
PC Applications Help Desk (1311)	•		34	135
Receptionist/Office Assistant (1214)	•		19	136
Mechanical Technologies				
Automotive Technology (1277)		•	62	98
Automotive Climate Control Tech (1462)	•		12	98
Automotive Service Technician (1237)	•		48	98
Brake and Chassis Technician (1461)	•		12	99
Drivetrain Technician (1464)	•		16	99
Engine Driveability Technician (1463)	•		24	99
Heating and Air Conditioning (1215)	•		34	114
Advanced Air Conditioning Tech (1454)	•		16	114
Basic Air Conditioning Tech (1453)	•		19	114
Electrical Troubleshooting (1452)	•		15	114
Individualized Welding (1530)	•		8	153
Multi-Process Welding (1532)	•		9	154
Pipe Welding (1531)	•		18	154
Stationary Engineer (1329)		•	62	148
HAC Stationary Engineer (1326)	•		44	148
Shielded Metal Arc Welding (1529)	•		9	154
Welding, Advanced (1229)	•		33	153
Welding, Combination (1230)	•		26	153
Public Service				
Addictions Studies (1314)		•	68	97
Addictions Studies (1321)	•		40	97
Child Care (1264)		•	62	102
Criminal Justice (1260)		•	62	106
Fire Service Management (1262)		•	62	110
Firefighter Inspection (1285)	•		30	110
Firefighter Specialist (1268)	•		32	110

A pre- or corequisite may be required for some courses.

CAREER PROGRAMS

	Certificate	Associate in Applied Science Degree	Semester Hours	Program Require- ments on Page
Fitness Trainer (1279)	•		30	111
Private Protective Services (1307)	•		30	140
Recreation Management (1261)		•	64	142
Recreation Therapy (1259)		•	62	143
Education				
Paraprofessional Educator (1470)		•	62	137
Paraprofessional Educator (1270)	•		31	137
Workforce Development				
Supply Chain Management (1319)	•		17	149

A pre- or corequisite may be required for some courses.

Addictions Studies

This program consists of one degree and one certificate.

A.A.S. Degree—68 credit hours

Curriculum Code 1314

This program is designed to give students an opportunity to develop the skills and knowledge necessary to become a certified addictions counselor in Illinois through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA) and related certification entities. The Illinois Division of Alcohol and Substance Abuse (DASA), under the Department of Human Services, requires all clinical staff working in a licensed addictions treatment program to be certified as an Addictions Counselor through IAODAPCA. Students who complete the Associate in Applied Science degree are eligible to take the credentialing exam for the Certified Alcohol and Other Drug Abuse Counselor (CADC). Upon completion of this degree, the normal two-year work experience requirement for new Addictions Counselors prior to certification is waived.

Required General Education Courses—20 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-098	Intermediate Algebra, or higher	4
Select three credits from Fine Arts and Humanities: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		
Select three credits from Social Science: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		
Select four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY		

Required Career Courses—45 credit hours as follows:

ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addictions Counseling	3
ADC-106	Theory and Practice of Counseling	3
ADC-108	Treatment Delivery Models	3
ADC-112	Diversity in Addictions Counseling	3
ADC-202	Substance Abuse, Use and Dependency	3
ADC-204	Psychopharmacology	3
ADC-206	Group Counseling	3
ADC-207	Family Dynamics and Counseling	3
ADC-208	Case Management	3
ADC-211	Compliance and Ethics	3
ADC-233	Field Practicum	5
ADC-237	Seminar	1
ADC-243	Advanced Field Practicum	5
ADC-247	Advanced Seminar	1

Career Electives—Select 3 credits from the following:

ADC-110	Common Behavior Disorders	3
ADC-219	Contemporary Issues: Alcohol/Drugs	2
ADC-230	Special Topics in Addiction Studies	1
CRJ-101	Introduction to Criminal Justice	3
CRJ-105	Criminology	3
IMS-115	Introduction to PC Applications	3
PSR-120	Survey of Psychiatric Rehabilitation	3
PSY-110	Group Dynamics	3
PSY-205	Abnormal Psychology	3
SPA-125	Career Spanish for Law Enforcement I	3
SPA-126	Career Spanish for Law Enforcement II	3

Addictions Studies

Certificate—40 credit hours

Curriculum Code 1321

The primary goal of this program is to give students an opportunity to develop the skills and knowledge necessary to pursue and become certified addictions counselors in Illinois through the Illinois Alcohol and Other Drug Abuse Professional Certification Association and related certification entities.

Much faster than average employment growth for all occupations is expected for human services workers who are needed as society focuses on ways to develop mental well-being, such as controlling job- and family-related stress with the help of counselors. In addition, there will be a continuing need to provide services to those with substance abuse problems.

Required Career Courses—34 credits as follows:

ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addiction Counseling	3
ADC-106	Theory and Practice of Counseling	3
ADC-108	Treatment Delivery Models	3
ADC-202	Substance Abuse, Use and Dependency	3
ADC-204	Psychopharmacology	3
ADC-205	Substance Abuse	3
ADC-206	Group Counseling	3
ADC-207	Family Dynamics and Counseling	3
ADC-208	Case Management	3
ADC-233	Field Practicum	3
ADC-237	Seminar	1

Electives—Select six credits from the following:

ADC-110	Common Behavior Disorders	3
ADC-112	Special Populations	3
ADC-210	Diagnostic and Statistical Evaluation	2
ADC-215	Employee Assistance Programs	3
ADC-219	Contemporary Issues: Alcohol/Drugs	2
ADC-220	Preventionist I	3
ADC-221	Preventionist II	3
ADC-230	Special Topics in Addiction Studies	1
ADC-235	Preventionist Practicum	3
ADC-239	Preventionist Seminar	1
PSR-120	Survey of Psychiatric Rehabilitation	3
PSR-125	Psychiatric Rehabilitation Skills	3
PSR-130	Health Skills for Psychiatric Rehabilitation	3

A pre- or corequisite may be required for some courses.

Automotive Technology

This program consists of one degree and five certificates.

A.A.S. Degree—62 credit hours

Curriculum Code 1277

This curriculum familiarizes the student with the technical aspects of operating and servicing various components and systems used in automotive applications. Classroom lecture is devoted to theory of operation, troubleshooting and repair. Lab work incorporates work on equipment in which safety, business ethics, testing procedures, and techniques are emphasized.

Jobs are plentiful for automotive technicians with the strong electronics background needed to work on today's vehicles. The growing complexity of automotive technology, the introduction of hybrid vehicles, the increased use of electronics and emissions control systems and the demand for increased fuel efficiency, all require that vehicles be serviced by highly trained technicians. Rising consumer purchase power; expansion of the driving-age population; and automobiles needing maintenance for pollution control, safety devices and air conditioning contribute to the growth of this occupation.

Required General Education Courses—15 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-133	Math for Industry	3
	or higher	
PHY-106	Fundamentals of Physics	3
PHY-107	Fundamentals of Physics Lab	1
Select three credits from ANT, ARB, ART, ECO, FRE, GEO, GER, HIS, HUM, JPN, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE		3

Required Career Courses—32 credits as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-121	Automotive Brake Systems	4
AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4
AUT-232	Performance and Driveability II	4
AUT-234	Steering and Suspension Systems	4
AUT-236	Automotive Engine Reconditioning	4

Electives—Select 15 credit hours from the following:

AUT-120	Automotive Service Advisor	3
AUT-127	Intro to Alternative Fuels	3
AUT-233	Internship Seminar	1
AUT-237	Internship	3
AUT-240	Manual Transmissions and Drivelines	4
AUT-242	Automatic Transmissions	4
AUT-244	OBDII and Emission Control Systems	4
AUT-246	Heating and Air Conditioning Systems	4

Automotive Service Technician

Certificate—48 credit hours

Curriculum Code 1237

This program provides the student with the entry-level skills needed to become an automotive technician. The program develops the necessary manipulative skills along with the theory of operation of various automotive systems.

Along with developing necessary job skills, the student can use the certificate as a partial fulfillment of the requirements for the A.A.S. degree in automotive technology.

Required Career Courses—48 credits as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-121	Automotive Brake Systems	4
AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4
AUT-232	Performance and Driveability II	4
AUT-234	Steering and Suspension Systems	4
AUT-236	Automotive Engine Reconditioning	4
AUT-240	Manual Transmissions and Drivelines	4
AUT-242	Automatic Transmissions	4
AUT-244	OBDII and Emission Control Systems	4
AUT-246	Heating and Air Conditioning Systems	4

Automotive Climate Control Tech

Certificate—12 credit hours

Curriculum Code 1462

This program prepares the student for an entry-level position in the automotive service industry.

Required Career Courses—12 credits as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-246	Heating and Air Conditioning Systems	4

A pre- or corequisite may be required for some courses.

Brake and Chassis Technician

Certificate—12 credit hours

Curriculum Code 1461

This program prepares the student for an entry-level position in the automotive service industry.

Required Career Courses—12 credits as follows:

AUT-112	Introductory Automotive Technology	4
AUT-121	Automotive Brake Systems	4
AUT-234	Steering and Suspension Systems	4

Drivetrain Technician

Certificate—16 credit hours

Curriculum Code 1464

This program prepares the student for an entry-level position in the automotive service industry.

Required Career Courses—16 credits as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-240	Manual Transmissions and Drivelines	4
AUT-242	Automatic Transmissions	4

Engine Driveability Technician

Certificate—24 credit hours

Curriculum Code 1463

This program prepares the student for an entry-level position in the automotive service industry.

Required Career Courses—24 credits as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4
AUT-232	Performance and Driveability II	4
AUT-244	OBDII and Emission Control Systems	4

Automotive Technology—CAP Program

Moraine Valley Community College's Automotive Program is affiliated with the Chrysler College Automotive Program. Moraine Valley Community College is one of 40 colleges nationwide to have this distinction. The Chrysler College Automotive Program, also known as CAP, has a similar structure to the college's general automotive Associate in Applied Science (A.A.S.) degree program. It differs in that it focuses course information and hands-on activities exclusively using Chrysler-Dodge-Jeep products and procedures. The student is required to work at an approved Chrysler dealer or Chrysler fleet location as an entry-level technician during the internship period. Students completing the A.A.S. through the CAP program also will receive a certificate from Chrysler Corporation.

A pre- or corequisite may be required for some courses.

Business Administration Associate

This program consists of one degree and two certificates.

A.A.S. Degree—62 credit hours

Curriculum Code 1202

This program is designed to provide students with employment or advancement in business, industry, government, or service organizations. The curriculum is intended to serve the needs of students who want to enter management positions and to enable those already in management to upgrade their skills and potential for growth. The student can major in one of four areas: accounting, business information management, management, or marketing. This program includes an internship/seminar component.

Required General Education Courses—19 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics	
or higher	(recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	3
Select four credits from BIO, CHM, EAS, GEL,		
NAT, PHS, PHY, or MTH-098 or above		4
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT,		
MUS, PHI, SPA, THE		3

Required Career Courses—25 credits as follows:

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	
or		
BUS-136	Business Law	3
BUS-142	Financial Accounting	4
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-235	Personal Development	2
BUS-237	Seminar	1
IMS-115	Introduction to PC Applications	3

Electives—Students must select a total of 18 credits from the following options with at least 12 credits from a single concentration area.

Accounting

BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
BUS-148	Introduction to Finance	3
BUS-240	Intermediate Accounting I	3
BUS-241	Intermediate Accounting II	3
BUS-242	Cost Accounting	3
BUS-243	Federal Income Taxes	3
OSA-122	Electronic Spreadsheets	3

Business Information Management

BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
LAN-103	Security Awareness	1
LAN-111	IT Essentials-A+	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-146	Operating Systems	3
MIS-210	Project Management	3
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-232	Desktop Publishing	3
OSA-257	Database Management	3

(Advanced application courses may be substituted with permission)

Management

BUS-105	Small Business Management	4
BUS-130	Principles of Marketing	3
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-170	Introduction to Human Resources	3
BUS-215	Employee Training and Development	3
BUS-232	Human Resources Management	3
OSA-230	Business Presentations	3
PSY-201	Human Relations in Organizations	3
TDL-101	Transportation and Logistics Overview	3

Marketing

BUS-130	Principles of Marketing	3
BUS-131	Principles of Retailing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-155	Display and Visual Merchandising	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
PSY-201	Human Relations in Organizations	3

A pre- or corequisite may be required for some courses.

Accounting Assistant/Clerk

Certificate—32 credit hours

Curriculum Code 1328

This program is designed to prepare students for entry-level accounting employment in the shortest possible time.

Required Career Courses—26 credits as follows:

BUS-100	Introduction to Business	3
BUS-142	Financial Accounting	4
BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
BUS-226	Business Ethics	3
IMS-115	Introduction to PC Applications	3
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3

Electives—Select six credits from the following:

BUS-134	International Business	3
BUS-148	Introduction to Finance	3
BUS-240	Intermediate Accounting I	3
BUS-242	Cost Accounting	3
BUS-243	Federal Income Taxes	3
MIS-111	Internet Technologies	3
OSA-230	Business Presentations	3
OSA-257	Database Management	3

Business Skills

Certificate—9 credit hours

Curriculum Code 1423

This certificate provides students with opportunities to develop the most important basic skills needed in virtually all work places today. Students develop an understanding of business theory, accounting fundamentals, the most common PC applications, and essential Internet skills. Students may complete beginning-level or higher-level coursework in accounting and Internet technologies to qualify for this certificate, depending on requirements in other certificates or degrees they are pursuing.

Required Career Courses—nine credits as follows:

BUS-100	Introduction to Business	3
BUS-107	Fundamentals of Accounting	
or		
BUS-142	Financial Accounting	
or		
OSA-249	Accounting for Office Professionals	2-4
IMS-115	Introduction to PC Applications	3
MIS-108	Internet Basics	
or		
MIS-111	Internet Technologies	1-3

A pre- or corequisite may be required for some courses.

Child Care

This program consists of one degree.

A.A.S. Degree—62 credit hours

Curriculum Code 1264

This program prepares students for careers in early childhood development. It provides mid-management skills needed to work in kindergartens, nursery schools, day-care centers, and special programs for children from infancy through age 8.

Employment of preschool workers is projected to increase faster than the average for all occupations through 2008. Such rapid growth results from an increasing population of children under age 5, an increase in the number of working mothers and the turnover rate within the profession. Employment potential for Illinois is large and stable.

Required General Education Courses—25 credits as follows:

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3
†	Select seven credits from BIO, BUS-120, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above	7
	Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3

Required Career Courses—31 credits as follows:

CCA-101	Introduction to Early Childhood Education	3
CCA-102	Growth and Development—Young Child	3
CCA-104	Language Development and Activities/ Young Child	3
CCA-105	Health-Safety-Nutrition—Young Child	3
CCA-106	Creative Activities—Young Child	3
CCA-108	Observation and Guidance—Young Child	3
CCA-109	Child, Family and Community	3
CCA-201	Math and Science for the Young Child	3
CCA-205	Curriculum—Early Childhood Programs	3
CCA-233	Internship I	3
CCA-237	Seminar I	1

Electives—Select six credits from the following:

CCA-107	Infant and Toddler Care	3
CCA-110	Parenting	3
CCA-203	Administration and Supervision of Early Childhood Programs	3
CCA-204	The Child at Risk	3
CCA-211	Special Topics in Child Development	1
EDU-105	Classroom Management	3
EDU-111	Students with Disabilities in School	3
EDU-205	Literature for Children/Young Adults	3
PEH-170	First Aid	3
PEH-181	Fundamentals of Rhythmical Movement	2
REC-180	Perceptual Motor Development	3

† A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

A pre- or corequisite may be required for some courses.

Computer and Local Area Network Technician

This program consists of one degree and three certificates.

A.A.S. Degree—63 credit hours

Curriculum Code 1416

This career path prepares students for entry-level positions as a data communications specialist in the information technology profession. Common career titles include PC support technician, LAN specialist, help desk support specialist, LAN system administrator, LAN design specialist, LAN engineer, and many others. The program prepares students for rewarding careers at the forefront of the information technological revolution. Students will examine the installation, maintenance, repair, and management of desktop PCs and local area networks. Students receive hands-on training in network operating systems, user administration, network security, and LAN switching and bridging design. The program also helps students prepare for A+, N+, CAN, MCP, and CCNA certification. Graduates of this program possess a wide range of product knowledge as well as hands-on experience in hardware and software installation and support.

Employment for electronic and computer technicians is expected to grow as fast as the average for all occupations through 2008. New technologies and increased computer use will continue to stimulate the demand for such workers, and many will find employment in private industry.

General Education Requirements—18 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from the following: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3
† Select 6 credits from the following: BIO, CHM, EAS, GEL, NAT, PHY, PHS, or MTH-098 or above		6
Select 3 credits from the following: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Career Courses Requirements

Core IT Technology—18 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4
LAN-246	Routing and Switching–CCNA	3

IT Specialty Track—15 credit hours as follows:

LAN-102	Voice and Data Cabling	3
LAN-153	IT Security Essentials–Security+	3
LAN-220	Managing UNIX Environment	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design–CWNA	3

Elective Courses—Select 12 credits from the following:

LAN-253	Managing Network Security I	3
LAN-256	LAN Design–CCNA	3
LAN-260	Internship	3
LAN-266	WAN Design–CCNA	3
LAN-269	Advanced Routing	3
LAN-270	Converged Network Design	3

LAN-271	Multilayer Switch Network Design	3
LAN-272	Optimizing Converged Networks	3
LAN-273	Network Security Design	3

Computer Technician

Certificate—18 credit hours

Curriculum Code 1418

This program prepares students for entry-level positions in PC installation, maintenance and repair professions. Common career titles include PC support technician, hardware specialist, help desk support specialist, hardware configuration technician, and many others. Students will examine PC software, including operating systems, office applications, network management, and desktop utilities. Courses also introduce a variety of current hardware technology, including CPU features and functions, system architecture, storage technology, backup devices, multimedia devices, and data communication equipment. This program also prepares students for the CompTIA A+ and N+ certifications.

Core Technology—18 credit hours as follows:

ELT-101	Electricity and Electronics	3
LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4

Network Administrator

Certificate—27 credit hours

Curriculum Code 1422

The Network Administrator Certificate is designed to address the need for IT professionals with a comprehensive understanding of multiple operating systems in a mix of vendor environments. The program provides a multi-product approach to system administration. The courses introduce Microsoft, UNIX, Cisco, and Netware products in an interoperable environment.

Required Career Courses—27 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-102	Voice and Data Cabling	3
LAN-103	Security Awareness	1
LAN-111	IT Essentials–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4
LAN-153	IT Security Essentials–Security+	3
LAN-220	Managing UNIX Environment	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design–CWNA	3

† A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

A pre- or corequisite may be required for some courses.

LAN Technician

Certificate—24 credit hours

Curriculum Code 1419

This certificate prepares students for entry-level positions as a data communication specialist in the information technology profession. Common career titles include LAN specialist, LAN system administrator, LAN design specialist, LAN engineer, and many others. The LAN Technician certificate prepares students for rewarding careers at the forefront of the information technological revolution. Students will examine the installation, maintenance, repair, and design of local area networks. Students receive hands-on training in network operating systems, user administration, network security, and LAN switching and bridging design. This program also helps students prepare for N+, CAN, MCP, and CCNA certification. Graduates of this program possess a wide range of product knowledge as well as hands-on experience in hardware and software installation and support.

Required Career Courses—24 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4
LAN-220	Managing UNIX Environments	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design–CWNA	3

A pre- or corequisite may be required for some courses.

Computer Graphics—Digital Art/Design

This program consists of one degree.

A.A.S. Degree—66 credit hours

Curriculum Code 1428

This program prepares students for a career as a graphic artist/designer in information technology industries related to the visual arts. Students obtain a solid theoretical foundation in traditional art and design, in addition to developing advanced skills in Macintosh hardware and software for quality computer graphics and design production.

Employment of graphic artists is expected to grow faster than the average for all occupations. Demand will be strong as producers of information, goods and services place even more emphasis on visual appeal in product design, advertising, marketing, and television. Further, the growth of the Internet and increasing demand for Web page design, as well as the increasing need for visually appealing business products, also will spur employment of graphic artists.

Required General Education Courses—19 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from Humanities and Fine Arts: ART-205, ART-206, ART-208, ART-209 or HUM, MUS, PHI, THE		
Select 3 credits from Mathematics: BUS-120, MTH-098 or MTH-120		3
Select 4 credits from Science: BIO, CHM, EAS, GEL, NAT, PHS, PHY		4
Select 3 credits from Social Science: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3

Required Career Courses—38 credits as follows:

Art Core—15 credits as follows:

ART-101	Drawing I	3
ART-116	Two-Dimensional Design	3
ART-118	Three-Dimensional Design	
<i>or</i>		
ART-150	Sculpture	3
ART-146	Introduction to Computer Art	3
ART-160	Introduction to Photography	3

Digital Core—23 credits as follows:

ART-180	Digital Photography	3
ART-182	Digital Illustration	4
ART-184	Digital Imaging	4
ART-186	Digital Layout and Publishing	3
ART-230	Digital Design Internship	3
ART-232	Digital Portfolio Development	
<i>or</i>		
ART-246	Advanced Computer Art	3
ART-248	Web Page Layout	3

Electives—Select a minimum of 9 credits from the following:

ART-104	Drawing II	3
ART-105	Life Drawing	3
ART-110	Art Appreciation	3
ART-117	Color Theory	3
ART-118	Three-Dimensional Design	3
ART-120	Beginning Painting	3
ART-121	Watercolor Painting	3
ART-122	Intermediate Painting	3
ART-125	Ceramics I	3
ART-126	Ceramics II	3
ART-150	Sculpture	3
ART-161	Camera and Darkroom Techniques	3
ART-162	Photographic Design	3
ART-170	Printmaking	3
ART-203	History of Design	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-207	Survey of American Art	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
ART-232	Digital Portfolio Development	3
ART-246	Advanced Computer Art	3
ART-248	Web Page Layout	3
ART-249	Intermediate Web Page Design	3
ART-280	Independent Studio: Drawing	3
ART-281	Independent Studio: Painting	3
ART-282	Independent Studio: Ceramics	3
ART-283	Independent Studio: Photography	3
ART-284	Independent Studio: Design	3
BUS-105	Small Business Management	3

A pre- or corequisite may be required for some courses.

Criminal Justice

This program consists of two degrees.

A.A.S. Degree**—62 credit hours

Curriculum Code 1260

This program prepares students for entry-level careers in the criminal justice system, including careers in policing, the courts and corrections. Employment of police officers is expected to grow faster than the average through 2008, while employment of correctional officers is expected to increase much faster than the average during the same time period. Because of the attractive salaries and benefits, the number of qualified candidates exceeds the number of job openings in federal law enforcement agencies and in most state, local and special police departments, resulting in increased hiring standards and selectivity by employers.

Required General Education Courses—32 credits as follows:

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3
†	Select eight credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above (two lab science courses recommended)	8
	Select six credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	6

Required Career Courses—24 credits as follows:

CRJ-101	Introduction to Criminal Justice	3
CRJ-103	Police in American Society	3
CRJ-104	Investigation and Criminal Evidence	3
CRJ-105	Criminology	3
CRJ-106	Introduction to Corrections	3
CRJ-107	Juvenile Delinquency and Procedures	3
CRJ-206	Substantive Criminal Law	3
CRJ-207	Procedural Criminal Law	3

Electives—Select six credits from the following course groups or specific courses:*

ADC-205	Substance Abuse	3
ADC-230	Special Topics in Addiction Studies	1
BUS-142	Financial Accounting	4
CRJ-110	Introduction to Homeland Security	3
CRJ-210	Special Topics in Criminal Justice	1
CRJ-219	Contemporary Topics: Criminal Justice	2
CRJ-233	Internship	3
CRJ-237	Seminar	1
EMS-100	First Responder	2
EMS-101	Emergency Medical Technician	8
IMS-115	Introduction to PC Applications	3
MTH-120	General Education Mathematics, or MTH-139 or MTH-141	
SLP	(any Private Protective Services)	

† A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

*In addition, any course that fulfills the general education requirement for an A.A. degree can be taken as an elective. See the **Transfer Programs** section in the catalog for more information.

** Students may be able to receive an A.A. (Associate in Arts) degree with their A.A.S. degree. Refer to the A.A. degree graduation requirements or contact an academic advisor. Students also may consult page 51 for the Illinois Articulation Initiative (IAI) recommended curriculum in criminal justice.

A pre- or corequisite may be required for some courses.

Culinary Arts Management

This program consists of one degree and two certificates.

A.A.S. Degree—66 credit hours

Curriculum Code 1324

The Culinary Arts Management curriculum is designed to provide small business management training essential to effective culinary arts management in the hospitality industry. Graduates will be able to oversee any food service operation, including hotel, health care, cruise ship, catering, and manufacturing; and will have expertise in menu planning, controls, marketing, nutrition, sanitation, and food preparation and production. The A.A.S. degree prepares students for entry- to mid-level positions within the hospitality industry.

Employment of chefs, cooks and other kitchen workers is expected to increase about as fast as the average for all occupations through the year 2010. Employment in restaurants is expected to grow rapidly as the average age of the population increases and demand for restaurant services and varied menus increases. Thus, more highly skilled chefs and cooks will be needed. Employment of institutional and cafeteria chefs and cooks will grow about as fast as average, and will be concentrated in educational and health service sectors.

Required General Education Courses—22 credits as follows:

BUS-120	Business Mathematics (MTH-098 or above can be substituted. BUS-120 is a course for students not planning to transfer to a four-year school.)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	
or		
ECO-102	Principles of Microeconomics	3
Select three credits from GEO-101, 102; PSY-101, 104; SOC-101; or SSC-101.		3
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
Select four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above		4

Required Career Courses—41 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-202	Quantity Food Production II	4
RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-206	Menu Writing and Marketing	3
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1
RTM-231	Hospitality Supervision	3

Electives—Select three credits from the following:

BUS-142	Financial Accounting	4
IMS-115	Introduction to PC Applications	3
RTM-208	Design and Maintenance of Food Service Facilities	3
RTM-211	Baking/Pastry II	4
RTM-225	Banquet and Specialty Services	3
RTM-233	Hospitality Internship	3

Baking/Pastry Arts

Certificate—30 credit hours

Curriculum Code 1323

Prepares students for entry-level positions in the baking/pastry area of culinary arts.

Required Career Courses—27 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-211	Baking/Pastry II	4
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1

Electives—Select three credits from the following:

RTM-206	Menu Writing and Marketing	3
RTM-231	Hospitality Supervision	3
RTM-233	Hospitality Internship	3

Culinary Arts Management

Certificate—34 credit hours

Curriculum Code 1322

Prepares students for entry-level positions in food production.

Required Career Courses—27 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-202	Quantity Food Production II	4
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1

Electives—Select seven credits from the following:

RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-206	Menu Writing and Marketing	3
RTM-231	Hospitality Supervision	3
RTM-233	Hospitality Internship	3

A pre- or corequisite may be required for some courses.

Electronic/Computer Controls Tech

This program consists of one degree and two certificates.

A.A.S. Degree—63 credit hours

Curriculum Code 1281

This career path prepares students for entry-level positions as an electronic and computer control technician found in manufacturing, chemical plants, process control environments, packaging and automated warehouse environments. Electrical, electronic, industrial, PC, and PLC controls will be examined. Lab exercises simulate real-world problems that technicians confront on the job daily. Employment for electronic and computer technicians is expected to grow. New technologies and increased computer use will continue to stimulate the demand for such workers.

Required General Education Courses—18 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3
Select 4 credits from Science: BIO, CHM, EAS, GEL, NAT, PHY, PHS		4
Select 3 credits from Humanities and Fine Arts: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
MTH-133	Math for Industry	2

Required Career Courses—40 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-112	Computers for Industry	1
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3
IMM-101	Mechanical Systems I	3
IMM-110	Hydraulics	3
IMM-115	Pneumatics	3
LAN-102	Voice and Data Cabling	3
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3

Electives—Select 5 credits from the following: HAC, IMM, IST, LAN, MDT, MIS, WLD

Electronic Controls Technician**Certificate—42 credit hours**

Curriculum Code 1417

This program prepares students for entry-level positions working with controls found in process control environments. Industrial, electronic, PC, and PLC controls will be examined.

Required Career Courses—42 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-112	Computers for Industry	1
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3
IMM-101	Mechanical Systems I	3
IMM-110	Hydraulics	3
IMM-115	Pneumatics	3
LAN-102	Voice and Data Cabling	3
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
MTH-133	Math for Industry	2

Electronics Technician**Certificate—18 credit hours**

Curriculum Code 1282

This program prepares students for entry-level positions in electronics. These courses represent the required core courses for students pursuing an A.A.S. degree in Computer/Electronic Controls Tech, and Computer and Local Area Network Technician.

Required Career Courses—18 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-112	Computers for Industry	1
LAN-102	Voice and Data Cabling	3
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
MTH-133	Math for Industry	2

A pre- or corequisite may be required for some courses.

Emergency Medical Services (EMT-P, Paramedic)

This program consists of one certificate.

Certificate—35 credit hours

Curriculum Code 1320

This program is for those who want to go into the public or private sector as paramedics. It can also be an alternative career path for those presently in the fire science field.

In addition to the standard college entrance requirements, students applying for admission to this program must meet the following criteria: (1) have a written recommendation for admission to the program from an affiliating agency that is willing to accept responsibility for the candidate's internship; and (2) possess valid/current Emergency Medical Technician (Level B) certification.

This certificate program is held at Advocate Christ Medical Center. Application to the program is made to The Center for Prehospital Care at Advocate Christ Medical Center.

Employment of EMTs is expected to grow much faster than the average through 2010, and competition for jobs will be keen in fire, police and rescue squad departments due to attractive pay, benefits and job security. Opportunities for EMTs are expected to be excellent in hospitals and private ambulance services where pay and benefits are usually low. Many job openings occur due to replacement needs.

Required Career Courses—35 credits as follows:

EMS-102	EMT-Paramedic I	9
EMS-103	EMT-Paramedic II	8
EMS-104	EMT-Paramedic III	8
EMS-233	EMT-Paramedic-Internship	5
EMS-237	EMT-Paramedic-Seminar	5

A pre- or corequisite may be required for some courses.

Fire Service Management

This program consists of one degree and one certificate.

A.A.S. Degree—62 credit hours

Curriculum Code 1262

This program prepares the student to meet fire service career development needs linked to the responsibilities of a company officer and higher positions.

Firefighters can expect to face considerable competition for available job openings. Reasons for such competition result from the low turnover of the profession, relatively high earnings, and the education requirements staying at high school level. Employment potential for Illinois firefighters is stable and some positions will result from replacement needs.

Required General Education Courses—26 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH	MTH-098 or above	3
Select six credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		6
Select eight credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY		8
Select three credits from ARB, ART, FRE, GER, HUM, JPN, MUS, PHI, SPA, THE		3

Required Career Courses—27 credits as follows:

FIS-103	Fire Prevention Principles I	3
FIS-107	Fire Fighting Tactics and Strategy I	3
FIS-201	Fire Service Instructor I	3
FIS-202	Fire Service Instructor II	3
FIS-205	Fire Service Management I	3
FIS-207	Fire Fighting Tactics and Strategy II	3
FIS-209	Fire Service Management II	3
FIS-210	Fire Service Management III	3
FIS-211	Fire Service Management IV	3

Electives—Select 9 credits from the following:

BUS-226	Business Ethics	3
EMS-101	Emergency Medical Technician	8
FIS-101	Principles of Fire Science	3
FIS-104	Fire Protection Systems	3
FIS-105	Industrial Fire Protection	3
FIS-106	Fire Suppression Apparatus and Equipment	3
FIS-110	Hazardous Materials Awareness	1
FIS-111	Hazardous Materials Incident	1
FIS-112	Building Construction for Fire Safety	3
FIS-113	Technical Rescue Awareness	1
FIS-114	Fire Investigation	3
FIS-203	Fire Apparatus Engineer	3
FIS-204	Hazardous Materials Operations	3
FIS-206	Vehicle Rescue Operations	3
FIS-212	Fire Prevention Officer I (Module A)	3
FIS-213	Fire Prevention Officer I (Module B)	3
FIS-214	Fire Prevention Officer I (Module C)	3
IMS-101	Introduction to Computer Systems	3
OSA-100	Keyboarding I	3
PHI-111	Critical Thinking	3
PSY-202	Social Psychology	3
SLP-106	Crisis Management	3
SPA-115	Career Spanish for Health Care I	3
SPA-116	Career Spanish for Health Care II	3

Fire Inspection

Certificate—30 credit hours

Curriculum Code 1285

This program provides skills and technological expertise in fire prevention and safety for both fire services and non-fire service personnel.

Required Career Courses—30 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
EMS-100	First Responder	2
FIS-103	Fire Prevention Principles I	3
FIS-104	Fire Protection Systems	3
FIS-105	Industrial Fire Protection	3
FIS-110	Hazardous Materials Awareness	1
FIS-112	Building Construction for Fire Safety	3
FIS-114	Fire Investigation	3
FIS-204	Hazardous Materials Operations	3
IMS-101	Introduction to Computer Systems	3

Firefighter Specialist

Certificate—32 credit hours

Curriculum Code 1268

This program provides students the opportunity to explore fire service as a career, while providing fire service practitioners an opportunity to pursue specialized training linked to alternative fire service career paths.

Required Career Courses—24 credits as follows:

FIS-101	Principles of Fire Science	3
FIS-104	Fire Protection Systems	3
FIS-105	Industrial Fire Protection	3
FIS-106	Fire Suppression Apparatus and Equipment	3
FIS-114	Fire Investigation	3
FIS-203	Fire Apparatus Engineer	3
FIS-204	Hazardous Materials Operations	3
FIS-206	Vehicle Rescue Operations	3

Electives—Select eight credits from the following:

EMS-100	First Responder	2
EMS-101	Emergency Medical Technician	8
FIS-110	Hazardous Materials Awareness	1
FIS-111	Hazardous Materials Incident	1
SLP-106	Crisis Management	3
SPA-115	Career Spanish for Health Care I	3
SPA-116	Career Spanish for Health Care II	3

A pre- or corequisite may be required for some courses.

Fitness Trainer

This program consists of one certificate.

Certificate—30 credit hours

Curriculum Code 1279

The fitness trainer certificate is a 30-credit-hour program designed for students who desire to integrate education of exercise science methodologies with practical training experience leading to national certification and a career in fitness. This program prepares students to pass national certifying exams and gain entry-level employment in the fitness field. The program coursework emphasizes the analysis of human movement (muscular/skeletal), theoretical applications and methodologies of physical activity.

As Americans have become more conscious of good and lasting health through fitness, the need of fitness trainers has dramatically increased. People need a trusted professional to assess their fitness level, assist with setting goals, design an appropriate fitness program, and motivate them to complete the program and achieve their goals.

Required Career Courses—27 credits as follows:

PEH-160	Fundamentals of Human Movement	3
PEH-161	Fitness Methodology	4
PEH-162	Fitness Testing and Promotion	3
PEH-163	Fitness Programming	3
PEH-170	First Aid	3
PEH-172	Nutrition for Today	3
PEH-175	Teaching Group Fitness	2
REC-101	Recreation and Wellness Professions	3
REC-201	Applied Leadership Essentials	3

Electives—Select 3 credits from the following:

BIO-115	Anatomy and Physiology	4
IMS-115	Introduction to PC Applications	3
PEH-107	Introduction to Group Fitness	1
PEH-120	Introduction to Body/Mind Fitness	1
PEH-141	Classic Cardio Fitness	1
or		
PEH-142	Cardio Cross Training	1
or		
PEH-143	Aerobics III (Life Fitness)	1
or		
PEH-144	Dance Cardio Fitness	1
PEH-171	A Healthy Lifestyle and You	3
REC-102	Older Adult Recreation and Wellness	3

A pre- or corequisite may be required for some courses.

Health Information Technology

This program consists of one degree and two certificates.

A.A.S. Degree—68 credit hours

Curriculum Code 1244

Moraine Valley's Health Information Technology Program prepares you for a career that places you right where the expanding arena of health care meets the cutting edge of technology. Health information technicians ensure the quality of medical records by verifying their completeness, accuracy and proper entry into computer systems. They also may use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. Health information technicians (RHITs) often specialize in coding diagnoses and procedures in patient records for reimbursement and research. RHITs may serve as cancer registrars, compiling and maintaining data on cancer patients. The Health Information Technology Program is a two-year associate's degree program that integrates medical science, ICD-9 and CPT coding systems, computer technology, and health care management. Upon completion of the program, graduates will be eligible to write the national registration exam given by the American Health Information Management Association. Successfully completing this exam allows the graduate to earn the credential RHIT (registered health information technician).

Accreditation

The Health Information Technology curriculum meets the basic requirements prescribed by the American Health Information Management Association. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Admission Requirements

See Admission to Allied Health and Nursing Career Programs in the Admission and Registration section of this catalog, page 13. Applicants not selected for one starting class are individually responsible for reactivating and updating their application file for subsequent starting classes. Re-applicants must complete a new application form and submit it to the Admissions Office during the applicable time period.

Transfer Students — Placement is considered on an individual basis.

Certification

Program graduates are eligible to take the national registration exam given by the American Health Information Management Association.

Program Requirements

- Must earn a grade of "C" (2.0) or better in each required career course (theory and clinical)
- Are responsible for transportation to and from clinical affiliates
- Are responsible for submitting a completed health and physical form signed by a physician prior to their first clinical rotation
- Must provide documentation of yearly Mantoux results
- Are responsible for completing a criminal background check prior to acceptance in program. This will be at the student's expense.
- Are asked for proof of comprehensive health and accident insurance
- Are responsible for all program fees

Program Calendar

For students who attend full time, this two-year program starts with the fall term and includes four semesters and one summer session. Part-time students may complete the general education courses prior to program enrollment. The required biology and mathematics courses must be completed within five years of program admission. Exceptions may be granted on an individual basis upon approval of the program coordinator. Required career courses must be taken in sequence.

Required General Education Courses—18 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
BIO-115	Anatomy and Physiology	4
MTH-109	Math for Allied Health	2
PSY-201	Human Relations in Organizations	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSY, PSC, SOC, SSC		3

Required Career Courses in Sequence—50 credits as follows:

MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
MRT-112	Clinical Classification Systems	4
MRT-114	Health Care Computer Applications	3
MRT-115	Clinical Practicum I	2
MRT-116	Clinical Practicum II	2
MRT-117	Introduction to ICD-9-CM	2
MRT-118	Introduction to CPT	2
MRT-119	Insurance Reimbursement Procedures	1
MRT-120	Body Structure and Pharmacology	3
MRT-130	Computers in Allied Health	1
MRT-210	Introduction to Pathophysiology	4
MRT-211	Health Statistics and Data Analysis	4
MRT-212	Medical Reimbursement Systems	3
MRT-213	Supervisory Techniques	3
MRT-215	Clinical Practicum III	2
MRT-216	Clinical Practicum IV	5
MRT-218	Quality Management	2

A pre- or corequisite may be required for some courses.

Coding Specialist

Certificate—22 credit hours

Curriculum Code 1431

This certificate program prepares students to become medical coding specialists and gain a working knowledge of ICD-9-CM and CPT coding systems. Medical coders classify diagnoses and procedures into numerical format to be used for reimbursement, data quality and medical research. Coders develop a broad base of knowledge to enable the application of coding theory using medical terminology, disease process, surgical procedures, and pharmacology principles. Graduates may seek employment as coders, insurance billers, and reimbursement specialists. After completion of the certificate, students may choose to continue their education and earn the A.A.S. in health information technology. All coding certificate courses are applicable toward the A.A.S. degree. Approval: The Coding Specialist curriculum meets the basic requirements prescribed by the American Health Information Management Association and has been approved as a comprehensive coding program by AHIMA. Coders who have gained several years of experience in hospital and ambulatory settings may elect to write a credentialing exam which is administered by the American Health Information Management Association to become a Certified Coding Specialist (CCS) or Certified Coding Specialist—Physician Based (CCS-P).

Required Career Courses—22 credits as follows:

MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
MRT-112	Clinical Classification Systems	4
MRT-113	Coding Specialist Clinical Practicum	2
MRT-117	Introduction to ICD-9-CM	2
MRT-118	Introduction to CPT	2
MRT-119	Insurance Reimbursement Procedures	1
MRT-120	Body Structure and Pharmacology	3
MRT-130	Computers in Allied Health	1

Medical Transcription

Certificate—19 credit hours

Curriculum Code 1432

Medical transcriptionists are medical language specialists who transcribe dictation by physicians and other health care professionals regarding patient diagnosis, treatment and prognosis. They use state-of-the-art electronic equipment to transcribe a variety of medical reports that document patient care and facilitate delivery of health care services. Medical transcriptionists have a broad knowledge of medical terminology, anatomy and physiology, surgical procedures, medications, diagnostic tests and curative procedures, and medico-legal principles. They are a vital part of the health information management department.

A wide variety of careers exists in the medical transcription field, such as working in doctors' offices, hospitals, outpatient diagnostic services, insurance companies, or private dictation services. Opportunities abound for a self-starting individual who is interested in the medical field, has word processing skills, and who takes great pride in efficiency and accuracy. Upon completion of this program, a graduate may wish to become a Registered Medical Transcriptionist (RMT) by passing the national registry exam given by the American Association of Medical Transcription (AAMT).

Required Career Courses—19 credits as follows:

MRT-105	Beginning Medical Transcription	3
MRT-106	Advanced Medical Transcription	3
MRT-107	Med. Transcription Clinical Practicum	2
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
MRT-120	Body Structure and Pharmacology	3
MRT-130	Computers in Allied Health	1

A pre- or corequisite may be required for some courses.

Heating and Air Conditioning

This program consists of four certificates.

Certificate—34 credit hours

Curriculum Code 1215

This program prepares students for entry-level positions in the heating and air conditioning service and installation industry.

The employment potential for heating, air conditioning and refrigeration technicians is favorable and expected to increase as fast as the average through 2008. Concern for the environment and energy conservation should continue to prompt the development of new energy-saving heating and air-conditioning systems. Also, the demand for maintenance and service work should increase as businesses and homeowners strive to keep systems operating at peak efficiency.

Required General Education Courses—7 credits as follows:

COM-101	Composition I	3
** MTH-095	Beginning Algebra	4

Required Career Courses—23 credits as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4

Electives—Select 4 credits from the following:

HAC-140	Sheet Metal Hand Forming	4
HAC-180	Electronic Controls	4
HAC-233	Seminar	1
HAC-237	Internship	3

**Higher-level MTH course may be substituted. Course work below the 100 level does not earn transfer credit.

Advanced Air Conditioning Technician

Certificate—16 credit hours

Curriculum Code 1454

This program prepares the student for an advanced career as a heating, air conditioning, and refrigeration mechanic, installer, or service representative.

Required Career Courses—16 credits as follows:

HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4
HAC-180	Electronic Controls	4

Basic Air Conditioning Technician

Certificate—19 credit hours

Curriculum Code 1453

This program prepares the student for a beginning career as a heating, air conditioning, and refrigeration mechanic, installer, or service representative.

Required Career Courses—19 credits as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
HAC-140	Sheet Metal Hand Forming	4
HAC-154	Installation and Service	4

Electrical Troubleshooting

Certificate—15 credit hours

Curriculum Code 1452

This program prepares the student for a career as a heating, air conditioning, and refrigeration mechanic or service representative.

Required Career Courses—15 credits as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-150	Advanced Control Systems	4
HAC-180	Electronic Controls	4

A pre- or corequisite may be required for some courses.

Human Resources Management

This program consists of one degree and one certificate.

A.A.S. Degree—62 credit hours

Curriculum Code 1412

This program is designed to prepare students for the operations, control, training, and development of personnel in the workplace. It examines the process of employee recruitment, selection and placement of individuals for appropriate areas of employment, equal opportunity, staffing, training, evaluations, maintaining the organization, and rewards. This program includes an internship/seminar component.

According to the U.S. Department of Labor, the job market for human resources specialists and trainers is expected to grow faster than average through the year 2014.

Required General Education Courses—19 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics (recommended for transfer students)	3
or above		
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	3
Four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above		4
Three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—34 credits as follows:

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	
or		
BUS-136	Business Law	3
BUS-142	Financial Accounting	4
BUS-170	Introduction to Human Resources	3
BUS-215	Employee Training and Development	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-232	Human Resources Management	3
BUS-233	Internship	3
BUS-235	Personal Development	2
BUS-237	Seminar	1
IMS-115	Introduction to PC Applications	3

Electives—Select nine credit hours from the following:

BUS-105	Small Business Management	4
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
MIS-111	Internet Technologies	3
OSA-122	Electronic Spreadsheets	3
OSA-230	Business Presentations	3
OSA-232	Desktop Publishing	3
OSA-257	Database Management	3
PSY-201	Human Relations in Organizations	3

Employee Training and Development

Certificate—30 credit hours

Curriculum Code 1413

This program prepares students for careers in human resources with an emphasis on training and development of staff. Students already employed are encouraged to take this program to update their skills and enhance promotion opportunities.

Required Career Courses—24 credits as follows:

BUS-100	Introduction to Business	3
BUS-170	Introduction to Human Resources	3
BUS-215	Employee Training and Development	3
BUS-226	Business Ethics	3
BUS-232	Human Resources Management	3
IMS-115	Introduction to PC Applications	3
MIS-111	Internet Technologies	3
OSA-230	Business Presentations	3

Electives—Select six credits from the following:

BUS-134	International Business	3
BUS-231	Principles of Management	3
OSA-122	Electronic Spreadsheets	3
OSA-257	Database Management	3
PSY-201	Human Relations in Organizations	3

A pre- or corequisite may be required for some courses.

Integrated Systems Technology

This program consists of one degree.

A.A.S. Degree—63 credit hours

Curriculum Code 1403

This career path prepares students for entry-level positions as electrical and mechanical technicians found in bakeries, manufacturing, chemical plants and material handling and automated warehouse environments. IST workers maintain, calibrate, and repair the electrical, mechanical, and electronic equipment found in today's industrial environments. This program involves cross-training in these areas of multiple, integrated systems.

Required General Education Courses—18 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3
Select 4 credits from Science: BIO, CHM, EAS, GEL, NAT, PHY, PHS		4
Select 3 credits from Humanities and Fine Arts: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
MTH-133	Math for Industry	2

Required Career Courses—42 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-112	Computers for Industry	1
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3
IMM-101	Mechanical Systems I	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
IMM-110	Hydraulics	3
IMM-115	Pneumatics	3
IST-101	Introduction to Machine Tools	3
IST-109	Prints for Industry	3
IST-111	Threading, Milling and Grinding	3

Electives—Select 3 credits from the following Career area electives: HAC, IMM, LAN, MDT, MIS, WLD

A pre- or corequisite may be required for some courses.

IT Security Specialist

This program consists of one degree and one certificate.

A.A.S. Degree—63 credit hours

Curriculum Code 1420

This certificate is designed to provide a comprehensive program to develop a skilled workforce in the emerging field of information technology security. Managing information security programs consists of preserving information confidentiality and protection, risk management, data and system integrity, availability, authenticity, and utility. The program is based on information security concepts, principles, methods, techniques, practices, and procedures that guide today's IT security professionals. This program prepares graduates to become employed as IT security specialists, firewall and VPN specialists, and data assurance specialists. Additionally, the program concentrates on industry-specific requirements in the health care and financial areas, as well as other institutions that currently use electronic commerce.

The degree program is designed with an IT Security core curriculum combined with a set of fundamental IT courses. In addition, the program requires the completion of a traditional group of general education courses.

Required General Education Courses—18 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3
†	Select 6 credits from Science/Math: BIO, CHM, EAS, GEL, NAT, PHY, PHS, or MTH-098 or above	6
	Select 3 credits from Humanities/Language: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE	3

Required Career Courses—45 credits as follows:

Core IT Technology—18 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4
LAN-246	Routing and Switching–CCNA	3

Voice and Data Specialty Track—15 credits as follows:

LAN-143	Digital Forensics	3
LAN-153	IT Security Essentials–Security+	3
LAN-163	Security Practices (SCNP)	3
LAN-253	Managing Network Security I	3
LAN-273	Network Security Design	3

Electives—Select 12 credit hours from the following:

LAN-220	Managing UNIX Environments	3
LAN-230	Managing Windows Servers	3
LAN-243	Computer Forensics	3
LAN-251	WLAN Design–CWNA	3
LAN-256	LAN Design–CCNA	3
LAN-260	Internship	3
LAN-266	WAN Design–CCNA	3
LAN-269	Advanced Routing	3
LAN-271	Multi-Layer Switch Design	3

† A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

Network Security Specialist

Certificate—36 credit hours

Curriculum Code 1424

This certificate is designed to provide a comprehensive program to develop a skilled workforce in the emerging field of information technology security. Managing information security programs consists of preserving information confidentiality and protection, risk management, data and system integrity, availability, authenticity, and utility. The program is based on information security concepts, principles, methods, techniques, practices, and procedures that guide today's IT security professionals. This program prepares graduates to become employed as IT security specialists, firewall and VPN specialists, and data assurance specialists. Additionally, the program concentrates on industry-specific requirements in the health care and financial areas, as well as other institutions that currently use electronic commerce.

The certificate is designed for professionals returning to upgrade skills or students who are interested in obtaining employment skills in IT security professions. The certificate can be completed as a student progresses through the degree program.

Required Career Courses—36 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4
LAN-143	Digital Forensics	3
LAN-153	IT Security Essentials–Security+	3
LAN-163	Security Practices (SCNP)	3
LAN-243	Computer Forensics	3
LAN-251	WLAN Design–CWNA	3
LAN-253	Managing Network Security I	3
LAN-273	Network Security Design	3

A pre- or corequisite may be required for some courses.

Management Information Systems

This program consists of one degree and 11 certificates.

A.A.S. Degree—64 credit hours

Curriculum Code 1206

This program prepares students for pursuit of careers in information technology. Graduates qualify for management information systems support staff positions such as applications trainers, technical support staff, software support staff, and programming and Web applications trainees.

Students may specialize in various information technology areas, including e-commerce, Web, or applications development. Students will use state-of-the-art technology to complete their coursework.

Students with work experience and advanced skills should contact the internship coordinator for assessment and course substitution information. Students without prerequisite skills are expected to take the necessary additional courses. An important feature of this program is the internship component where students seek on-the-job training in a professional setting. Students wishing to enroll in the internship should contact the internship coordinator prior to enrollment.

According to the Bureau of Labor Statistics Occupational Outlook Handbook, employment in information technology careers is expected to grow faster than the average through 2014. Management information systems jobs should be plentiful in information services department and businesses. Information technology skills are needed in all industries.

Required General Education Courses—16 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select three credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC, ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics	3
Select four credits from BIO, CHM, EAS, GEL, NAT, PHY, PHS		4

Required Career Courses—21 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-123	Database Design	3
MIS-146	Operating Systems	3
MIS-295	Internship	3

A pre- or corequisite may be required for some courses.

Concentrations

Students may select from Application Development, E-Commerce, or Web Development

Application Development

Required Special Career Courses—9 credits as follows:

MIS-210	Project Management	3
MIS-291	Systems Analysis and Design	3
MIS-292	SQL/Database Applications	3

Choose one track (9 credit hours):

*Visual Basic.NET Programmer Track (9 credit hours)**

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	
or		
MIS-289	.NET Desktop Application Development	3

*C# Programmer Track (9 credit hours)**

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	
or		
MIS-289	.NET Desktop Application Development	3

Java Programmer Track (9 credit hours)

MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Development	
or		
MIS-286	Java Software Development	3

C++ Programmer Track (9 credit hours)

MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
MIS-264	C++ Software Development	3

RPG Programmer Track (9 credit hours)

MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3
MIS-221	Interactive Programming for RPG	3

Choose another track**** (6 credit hours not duplicating selections from the prior track):

*Visual Basic.NET Programming Track (6 credit hours)**

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3

*C# Programming Track (6 credit hours)**

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3

Java Programming Track (6 credit hours)

MIS-176	Java Programming I	3
MIS-276	Java Programming II	3

C++ Programming Track (6 credit hours)

MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3

RPG Programming Track (6 credit hours)

MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3

Web Client Scripting Track (6 credit hours)

MIS-141	Web Page Authoring and Publishing	3
MIS-241	Advanced Web Page Authoring	3

E-Commerce Development Track (6 credit hours)

MIS-197	E-Commerce Development	3
MIS-297	Data-Driven Websites for E-Commerce	3

CAREER PROGRAMS

Web Design Track (6 credit hours)

OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

Web Development Track (6 credit hours)

MIS-251	ColdFusion Programming	3
MIS-297	Data-Driven Websites for E-Commerce	3

Electives—Select 3 credit hours that have not been selected above:

MIS-120	RPG Programming I	3
MIS-139	VB.NET Programming I	3
MIS-141	Web Page Authoring and Publishing	3
MIS-154	C# Programming I	3
MIS-160	C++ Programming I	3
MIS-176	Java Programming I	3
MIS-197	E-Commerce Development	3
MIS-199	Special Short Topics in Technology***	1
MIS-200	Special Topics in Technology***	3
MIS-221	Interactive Programming for RPG	3
MIS-251	ColdFusion Programming	3
MIS-259	Flash ActionScript	3
MIS-264	C++ Software Development	3
MIS-283	Java Web Applications	3
MIS-284	XML.NET Web Services	3
MIS-285	ASP.NET Web Applications	3
MIS-286	Java Software Development	3
MIS-287	Visual Basic for Applications**	3
MIS-289	.NET Desktop Application Development	3
MIS-297	Data-Driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

*NOTE: Students pursuing VB.NET (or C#) in one track may not choose C# (or VB.NET) in the other track.

**NOTE: MIS-287 is a recommended elective for students who select the VB.NET Track.

***NOTE: MIS-199 and MIS-200 can be repeated up to three times for credit as long as different topics are selected.

****NOTE: Courses from each track can be pursued simultaneously.

E-Commerce —27 credits as follows:

Required Special Career Courses—27 credits as follows:

MIS-141	Web Page Authoring and Publishing	3
MIS-197	E-Commerce Development	3
MIS-210	Project Management	
or		
MIS-291	Systems Analysis and Design	3
MIS-292	SQL/Database Applications	3
MIS-297	Data-Driven Websites	3
MIS-298	E-Commerce Policy and Strategy	3
OSA-135	Website Applications	3
Select 6 credits from BUS		6

Web Development

Required Special Career Courses-18 credits as follows:

OSA-125*	Introduction to Website Design	
or		
OSA-135*	Website Applications	3
MIS-141	Web Page Authoring and Publishing	3
Choose 6 credits (one must be an MIS course) from:		
MIS-210, MIS-291, BUS-105, BUS-130, BUS-131,		
BUS-134, BUS-136, BUS-200, BUS-230, BUS-231		6
MIS-241	Advanced Web Page Authoring	3
MIS-292	SQL/Database Applications	3
Choose one track (9 credit hours):		
<i>Java Programmer Track (9 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3
<i>C# Programmer Track (9 credit hours)</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	3
<i>Visual Basic .NET Programmer Track (9 credit hours)</i>		
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3
<i>Multimedia Programmer Track (9 credit hours)</i>		
MIS-259	Flash ActionScript	3
MIS-251	ColdFusion Programming	3
MIS-297	Data-Driven Websites	3

*NOTE: OSA-125 is recommended for students pursuing the VB.NET or C# Programmer Tracks; OSA-135 is recommended for students pursuing the Java or Multimedia Programmer Tracks

A pre- or corequisite may be required for some courses.

C++ Programmer**Certificate—18 credit hours***Curriculum Code 1459*

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

C++ is the primary language of choice when performance is critical. Designed as a general-purpose, cross-platform language, C++ can be used to write a wide variety of applications for many of today's popular operating systems, including Windows, Unix and Linux. C++ offers the tools necessary to develop object-oriented skills that will be in demand for years. Within this certificate's courses you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of C++.

Required Career Courses—18 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
MIS-264	C++ Software Development	3

C# Programmer**Certificate—18 credit hours***Curriculum Code 1466*

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

C# is a language similar to C++ and Java while utilizing a drag-and-drop development environment more commonly found in Visual Basic. The result is a tool that allows for the rapid development of desktop, PDA, data-driven Web applications using state-of-the-art object-oriented techniques. Within this certificate's courses, you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of Visual C#.

Required Career Courses—18 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP .NET Web Applications	3
or		
MIS-289	.NET Desktop Application Development	3

A pre- or corequisite may be required for some courses.

E-Commerce Assistant**Certificate—36 credit hours***Curriculum Code 1460*

This program prepares students to assist in the development and management of electronic commerce Web sites. E-Commerce has become a major objective of most mid-to large-size companies as well as small companies. E-Commerce includes the knowledge of business principles as well as Web development, database design, and infrastructures. Demand for people with e-commerce skills will continue to grow as businesses continue to expand their use of electronic technology.

Required Career Courses—36 credit hours as follows:

Select six credits from BUS-105, BUS-130, BUS-131, BUS-134, BUS-136, BUS-200, BUS-230, BUS-231			6
IMS-101	Introduction to Computer Systems	or	
IMS-115	Introduction to PC Applications		3
MIS-111	Internet Technologies		3
MIS-123	Database Design		3
MIS-141	Web Page Authoring and Publishing		3
MIS-197	E-Commerce Development		3
MIS-210	Project Management		
or			
MIS-291	Systems Analysis and Design		3
MIS-292	SQL/Database Applications		3
MIS-297	Data-Driven Websites		3
MIS-298	E-Commerce Policy and Strategy		3
OSA-135	Website Applications		3

Java Programmer**Certificate—18 credit hours***Curriculum Code 1458*

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

Because Java was designed for the Internet, it has been a popular choice for writing programs that are platform independent and safe. Java remains popular for network programming and web development. More recently, object-oriented features in the language have made Java a competitive option for writing stand-alone applications. Within this certificate's courses you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of Java.

Required Career Courses—18 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	
or		
MIS-286	Java Software Development	3

RPG Programmer**Certificate—18 credit hours***Curriculum Code 1233*

This certificate prepares students to program in RPG IV on the IBM System I. According to *search400.com*, RPG skills will be in demand for a long while to come. Since most employers are looking for programmers with skills in other areas in addition to a strong RPG skill set, the e-Commerce Assistant, Software Developer and Business Skills certificates would be excellent complements to this certificate.

Required Career Courses—18 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-120	RPG Programming I	3
MIS-123	Database Design	3
MIS-220	RPG Programmer II	3
MIS-221	Interactive Programming for RPG	3

A pre- or corequisite may be required for some courses.

Software Developer

Certificate—36 credit hours

Curriculum Code 1305

This program prepares students with programming skills that will, when combined with a degree and industry experience, provide the background for entry-level or trainee software development positions. Information technology professionals may also pursue this program to enhance their versatility and career advancement potential.

Within this certificate's courses you will gain hands-on experience using at least two programming languages — selecting from C#, C++, Java, and Visual Basic. Software development lifecycle issues — including solution conception, design, implementation, and testing — are addressed with hands-on experiences using the latest hardware and software development tools. Students expand on their breadth of knowledge by selecting from database, web design/development, eCommerce, and Microsoft Office application integration course options.

Required Career Courses—15 credits as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-210	Project Management	
or		
MIS-291	Systems Analysis and Design	3
MIS-292	SQL/Database Applications	3

Choose one track (9 credit hours):

<i>Visual Basic.NET Programmer Track (9 credit hours)*</i>		
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3
or		
MIS-289	.NET Desktop Application Development	
<i>C# Programmer Track (9 credit hours)*</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	3
or		
MIS-289	.NET Desktop Application Development	
<i>Java Programmer Track (9 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	
or		
MIS-286	Java Software Development	3
<i>C++ Programmer Track (9 credit hours)</i>		
MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
MIS-264	C++ Software Development	3
<i>RPG Programmer Track (9 credit hours)</i>		
MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3
MIS-221	Interactive Programming for RPG	3

Choose another track** (6 credit hours not duplicating selections from the prior track):

<i>Visual Basic.NET Programming Track (6 credit hours)*</i>		
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
<i>C# Programming Track (6 credit hours)*</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
<i>Java Programming Track (6 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
<i>C++ Programming Track (6 credit hours)</i>		
MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3
<i>RPG Programming Track (6 credit hours)</i>		
MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3
<i>Web Client Scripting Track (6 credit hours)</i>		
MIS-141	Web Page Authoring and Publishing	3
MIS-241	Advanced Web Page Authoring	3
<i>E-Commerce Development Track (6 credit hours)</i>		
MIS-197	E-Commerce Development	3
MIS-297	Data-Driven Websites for E-Commerce	3
<i>Web Design Track (6 credit hours)</i>		
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

Electives—Select 6 credit hours that have not been selected above:

MIS-120	RPG Programming I	3
MIS-139	VB.NET Programming I	3
MIS-141	Web Page Authoring and Publishing	3
MIS-154	C# Programming I	3
MIS-160	C++ Programming I	3
MIS-176	Java Programming I	3
MIS-197	E-Commerce Development	3
MIS-199	Special Short Topics in Technology***	1
MIS-200	Special Topics in Technology***	3
MIS-210	Project Management	3
MIS-220	RPG Programming II	3
MIS-221	Interactive Programming for RPG	3
MIS-239	VB.NET Programming II	3
MIS-241	Advanced Web Page Authoring	3
MIS-251	ColdFusion Programming	3
MIS-254	C# Programming II	3
MIS-259	Flash ActionScript	3
MIS-261	C++ Programming II	3
MIS-264	C++ Software Development	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3
MIS-284	XML.NET Web Services	3
MIS-285	ASP.NET Web Applications	3
MIS-286	Java Software Development	3
MIS-287	Visual Basic for Applications**	3
MIS-289	VB.NET Desktop Application Development	3
MIS-291	Systems Analysis and Design	3
MIS-297	Data-driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

A pre- or corequisite may be required for some courses.

**NOTE: Students pursuing VB.NET (or C#) in one track may not choose C# (or VB.NET) in the other track.*

***NOTE: MIS-287 is a recommended elective for students who select the VB.NET Track.*

****NOTE: MIS-199 and MIS-200 can be repeated up to three times for credit as long as different topics are selected.*

*****NOTE: Courses from each track can be pursued simultaneously.*

Microsoft Application Developer

Certificate—15 credit hours

Curriculum Code 1313

This certificate is designed for experienced software professionals who use Microsoft Technologies to develop and maintain department-level applications, components, Web or desktop clients, back-end data services, or work in teams developing enterprise applications. Students will gain training and practice with numerous features of the .NET framework, including ADO.NET, ASP.NET, Crystal reports, structured exception handling, Web services, remoting, XML support, delegates, encryption, and deployment. Additionally, three-tier architecture, componentization, and object-oriented programming principles will be emphasized using the student's choice of either C# or Visual Basic.NET.

Courses in this certificate will include most of the topics found in Microsoft's 70-305, 70-306, 70-310, 70-315, 70-316, and 70-320 MCAD exams. Successful completion of three of these exams would result in obtaining the industry-respected Microsoft Certified Application Developer credential.

Required Career Courses—15 credits as follows:

Students choose either two semesters of Visual Basic.NET or two semesters of C# programming language for a total of 6 credit hours:

Visual Basic Programmer Track (9 credit hours)

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming	3

or

C# Track

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3

All student must complete the following 9 credit hours:

MIS-284	XML.NET Web Services	3
MIS-285	ASP.NET Web Applications	3
MIS-289	.NET Desktop Application Development	3

Visual Basic.NET Programmer

Certificate—21 credit hours

Curriculum Code 1457

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

Visual Basic is considered to be one of the easiest-to-learn programming languages and it boasts the largest community of software developers worldwide. Visual Basic provides developers with a tool they can use to rapidly deliver desktop, PDA, and data-driven web applications using state-of-the-art object-oriented techniques. Within this certificate's courses you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of Visual Basic.

Required Career Courses—21 credit hours as follows:

IMS-101	Introduction to Computer Systems	
or		
IMS-115	Introduction to PC Applications	3
MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-287	Visual Basic for Applications	3
MIS-285	ASP.NET Web Applications	
or		
MIS-289	.NET Desktop Application Development	3

A pre- or corequisite may be required for some courses.

Website Developer

Certificate—36 credit hours

Curriculum Code 1433

This certificate is designed for the experienced computer user who has strong skills in Microsoft Windows navigation and computer applications packages. Students who are interested in beginning a career in Web site development and who do not possess these prerequisite skills should meet with the department chair or coordinator to plan appropriate course selection.

Required Career Courses—27 credits as follows:

MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-123	Database Design	3
MIS-141	Web Page Authoring and Publishing	3
MIS-241	Advanced Web Page Authoring	3
MIS-292	SQL/Database Applications	3
Choose 3 credits from: MIS-210, MIS-291, BUS-105, BUS-130, BUS-131, BUS-134, BUS-136, BUS-200, BUS-230, BUS-231		
OSA-125	Introduction to Website Design	3
or		
OSA-135	Website Applications	3

Choose one track (9 credit hours):

Java Programmer Track (9 credit hours)

MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3

Visual Basic .NET Programmer Track (9 credit hours)

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-285	ASP.NET Web Applications	3

C# Programmer Track (9 credit hours)

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
MIS-285	ASP.NET Web Applications	3

Multimedia Programmer Track (9 credit hours)

MIS-251	ColdFusion Programming	3
MIS-259	Flash Action Script	3
MIS-297	Data-Driven Websites	3

**NOTE: OSA-125 is recommended for students pursuing the VB.NET or C# Programmer Tracks; OSA-135 is recommended for students pursuing the Java or Multimedia Programmer Tracks.*

Website Designer

Certificate—30 credit hours

Curriculum Code 1434

This certificate is designed for the computer user who has strong skills in Microsoft Windows navigation and computer applications packages. Students who are interested in beginning a career in Web site design and who do not possess these prerequisite skills should meet with the department chair or coordinator to plan appropriate course selection.

Required Career Courses—30 credits as follows:

MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-123	Database Design	3
MIS-141	Web Page Authoring and Publishing	3
MIS-241	Advanced Web Page Authoring	3
MIS-297	Data-Driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3
OSA-234	Introduction to PC Graphics	3
OSA-236	PC Graphics Applications	3

A pre- or corequisite may be required for some courses.

Marketing and Management

This program consists of one degree.

A.A.S. Degree—62 credit hours

Curriculum Code 1238

The marketing and management program is designed to provide students with entry-level employment or advancement within businesses involved in the marketing of goods or services. This program prepares students for career opportunities as store managers, department and division managers, product managers, warehouse managers, and purchasing agents. This list is not inclusive of all occupations available to marketing and management graduates since management positions vary in fields such as product and production planning, advertising, sales, retailing, wholesaling, distribution, consumer research, small business ownership, and general business administration. An important feature of this program is the internship/seminar component

According to the U.S. Department of Labor, employment of marketing and management professionals is expected to increase through 2011. Jobs for retail supervisors and managers without college-level coursework are expected to be very competitive. Some retail companies have begun requiring their sales staff to report directly to upper-management personnel, bypassing the department-level manager. Many job openings will occur as experienced supervisors and managers move into higher levels of management.

Required General Education Courses—19 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics	
or above	(recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	3
Select four credits from BIO, CHM, EAS, GEL, MTH (MTH-098 or above), NAT, PHS, PHY		4
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—25 credits as follows:

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	
or		
BUS-136	Business Law	3
BUS-130	Principles of Marketing	3
BUS-142	Financial Accounting	4
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-235	Personal Development	2
BUS-237	Seminar	1

Electives—Select 18 credits from the following concentrations with at least 12 credits being selected from a single concentration area:

Management

BUS-105	Small Business Management	4
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
BUS-170	Introduction to Human Resources	3
BUS-200	Consumer Behavior	3
BUS-215	Employee Training and Development	3
BUS-232	Human Resources Management	3
IMS-115	Introduction to PC Applications	3
OSA-230	Business Presentations	3
PSY-201	Human Relations in Organizations	3

Marketing

BUS-131	Principles of Retailing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-155	Display and Visual Merchandising	3
BUS-200	Consumer Behavior	3
BUS-230	Advertising	3
IMS-115	Introduction to PC Applications	3
OSA-230	Business Presentations	3
PSY-201	Human Relations in Organizations	3

A pre- or corequisite may be required for some courses.

Massage Therapy**Certificate—31 credit hours***Curriculum Code 1249*

The Massage Therapy Certificate trains students in the art of touch and the application of pressure to clients' sore muscles and limbs to induce relaxation, assist in rehabilitation and contribute to their overall physical and emotional well being. The program will institute a code of professional ethics coupled with a foundation of business skills. Additionally, Moraine Valley offers a supervised student clinic that is open to the public and gives students the opportunity to work with a variety of people.

Required Program Prerequisites

MRT-110	Medical Terminology	3
PEH-170	First Aid or valid First Aid and CPR Card	3
BIO-115	Anatomy and Physiology	4

Required Career Courses—31 credits as follows:

MAS-101	Introduction to Massage	1
** MAS-110	Basic Swedish Massage	4
MAS-112	Sports Massage	4
MAS-114	Massage Modalities	4
MAS-118	Business, Ethics and Documentation	4
MAS-120	Massage Lab Practicum	2
PEH-160	Fundamentals of Human Movement	3
PEH-171	A Healthy Lifestyle and You	3
REC-101	Recreation and Wellness Professions	3
REC-201	Applied Leadership Essentials	3

*** Students will either have a valid CPR/First Aid card at the time of enrollment in MAS-110 or take PEH-170 or a comparable course at another college with a grade of "C" or better.*

A pre- or corequisite may be required for some courses.

Mechanical & Fluid Power Maintenance

This program consists of one certificate.

Certificate—40 credit hours

Curriculum Code 1275

This program prepares students in four areas important to maintenance personnel, including communications, mechanical systems, electrical systems, and fluid power systems. Students will be prepared for entry-level employment in facility maintenance, service maintenance and/or production maintenance fields.

Employment of industrial machinery repairers is expected to grow more slowly than the average for all occupations as more firms introduce automated production equipment. Qualified applicants should find ample employment opportunities as older workers retire, and employment in industrial machinery repair is not usually affected by seasonal changes in production.

Required Career Courses—40 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
IMM-101	Mechanical Systems I	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
IMM-110	Hydraulics	3
IMM-115	Pneumatics	3
IST-101	Introduction to Machine Tools	3
IST-109	Prints for Industry	3
IST-111	Threading, Milling and Grinding	3
MTH-133	Math for Industry	2
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-113	Basic Metallurgy and Materials	3

A pre- or corequisite may be required for some courses.

Mechanical Design and Drafting/CAD

This program consists of one degree and six certificates.

A.A.S. Degree—64 credit hours

Curriculum Code 1221

This program prepares students for careers as professional draftsmen, mechanical designers and CAD technicians. Employment opportunities for those completing the program include positions such as drafter, detailer, CAD operator, CAD technician, mechanical design technician, layout designer, and laboratory technician.

Job opportunities for CAD drafters and designers are widespread. Industrial growth and the increasingly complex design problems associated with new products and processes will greatly increase the demand for drafting services. Replacement needs and CAD—and the ease of obtaining computer-generated information—stimulates a demand for more information, so there will continue to be growth in this occupation.

Required General Education Courses—19 to 23 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Math Option I		
MTH-135	Technical Mathematics	5
and		
MTH-142	Trigonometric Functions	2
or		
MTH-141	College Algebra (Functions)	4
and		
MTH-142	Trigonometric Functions	
MTH Option II		
MTH-150	Calculus I/Analytic Geometry	5
and		
MTH-151	Calculus II/Analytic Geometry	5
PHY-150	Mechanics, Heat and Sound	4
Select three credits from ANT, ECO, GEO, HIS, PSY, PSC, SOC, SSC		3

Required Career Courses—39 credits as follows:

IST-101	Introduction to Machine Tools	3
MDT-101	Introduction to Drafting	3
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-115	Applied GDT	2
MDT-145	Introduction to Computer-Aided Drafting	3
MDT-160	Introduction to 3-D Modeling	3
MDT-205	Machine Elements	3
MDT-209	Hydraulics and Pneumatics	2
MDT-210	Statics and Strengths of Material	3
MDT-213	Plant Engineering Drafting	3
MDT-220	Tool Drafting	3
MDT-255	Machine Design	3
WLD-113	Basic Metallurgy and Materials	3

Electives—Select 6 credits from the following:

MDT-233	Internship	3
MDT-237	Internship Seminar	1
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MDT-278	Design Visualization	3
MDT-285	3D Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3

3-D CAD

Certificate—17 credit hours

Curriculum Code 1439

This program prepares the student for a career as a three-dimensional CAD drafter, designer, or detailer.

Required Career Courses—17 credits as follows:

MDT-145	Introduction to Computer-Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-278	Design Visualization	3
MDT-285	3D Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3
MDT-289	3D Parametric Assemblies	2

Architectural CAD

Certificate—23 credit hours

Curriculum Code 1436

This program prepares the student for a career in the architecture and civil engineering fields as a CAD specialist. Two-and three-dimensional animated computer images are created, edited, and produced.

Required Career Courses—23 credits as follows:

MDT-145	Introduction to Computer-Aided Drafting	3
MDT-190	Construction Blueprint Reading	2
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MDT-278	Design Visualization	3
MDT-290	Introduction to Architectural CAD	3
MDT-291	Applied Architectural Facilities	3
MDT-292	Applied CAD Commercial Facilities	3

A pre- or corequisite may be required for some courses.

CAD Programming/Management

Certificate—18 credit hours

Curriculum Code 1437

This program prepares the student for a career as a CAD programmer and a CAD network manager.

Required Career Courses—12 credits as follows:

MDT-145	Introduction to Computer Aided Drafting	3
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MIS-105	Programming Principles	3

Electives—Select 6 credit hours from the following:

Visual BASIC Track

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET Programming II	3
MIS-287	Visual BASIC for Applications	3

C++ Track

MIS-160	C++ Programming I	3
MIS-261	C++ Programming II	3

Computer Animation

Certificate—23 credit hours

Curriculum Code 1438

This program prepares the student for a career in the computer animation, computer graphics and digital imaging fields. Two- and three-dimensional animated computer images are created, edited and produced.

Required Career Courses—14 credits as follows:

MDT-100	Introduction to Computer Graphics	2
MDT-120	Fundamentals of 2D Design	3
MDT-275	Introduction to Animation	3
MDT-276	Applied Animation Techniques	3
MDT-279	Storyboarding	3

Electives—Select 9 credit hours from any of the following courses:

Character Animation Track

MDT-277	Computer Character Animation	3
MDT-280	Video Integration	3
MDT-283	Character Modeling	3
MDT-287	Game Design	3
MDT-293	Game Design Elements	3

Technical Animation Track

MDT-278	Design Visualization	3
MDT-280	Video Integration	3
MDT-284	Dynamic Simulations	3
MDT-285	3D Parametric Modeling	3

Interactive 3D Animation Track

MDT-281	Introduction to FLASH	3
MDT-282	Advanced FLASH for 3D Animation	3
MDT-284	Dynamic Simulations	3
MDT-287	Game Design	3
MDT-293	Game Design Elements	3

Mechanical Design CAD

Certificate—23 credit hours

Curriculum Code 2102

This program is only open to students who have 30 hours in a drafting program, or two years of industrial drafting or engineering experience, or consent of instructor.

Required Career Courses—23 credits as follows:

MDT-100	Introduction to Computer Graphics	2
MDT-145	Introduction to Computer-Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MDT-275	Introduction to Animation	3
MDT-278	Design Visualization	3
MDT-285	3D Parametric Modeling	3

Mechanical Design Drafting

Certificate—30 credit hours

Curriculum Code 1220

Prepares students for entry-level positions in mechanical drafting and computer aided design (CAD). Development of drafting/CAD skills and practical applications are stressed.

Required General Education Courses—8 credits as follows:

COM-101	Composition I	3
MTH-135	Technical Mathematics	5

Required Career Courses—22 credits as follows:

IST-101	Introduction to Machine Tools	3
MDT-101	Introduction to Drafting	3
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-115	Applied GDT	2
MDT-145	Introduction to Computer-Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
WLD-113	Basic Metallurgy and Materials	3

A pre- or corequisite may be required for some courses.

Medical Assistant

This program consists of one certificate.

Certificate—40 credit hours

Curriculum Code 1455

The Medical Assistant Certificate Program prepares graduates to begin careers as members of a multidisciplinary health care team within an ambulatory care setting. Students develop skills in accordance with the American Association of Medical Assistants entry-level competencies to perform administrative and clinical procedures. Additionally, the program will instill a code of professional ethics coupled with a foundation in skills that are needed to assist physicians in caring for patients. Graduates are eligible to take a national certification exam upon course and externship completion.

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, chiropractors and other health care practitioners running smoothly. Administrative duties may include scheduling appointments, greeting clients, maintaining medical records, coding and filling out insurance forms, arranging for diagnostic testing and referrals, handling correspondence, performing billing and bookkeeping procedures, and using computer applications.

Clinical duties vary by state. They may include conducting medical histories, explaining treatment procedures, preparing clients for examinations, and assisting the physician during the exam. Medical assistants also may collect and prepare laboratory specimens for testing and may perform basic laboratory testing. They instruct clients about medication and diets, telephone prescriptions to a pharmacy as directed, take electrocardiograms, and change dressings. They help patients feel at ease in the health care setting. They respect the confidential nature of medical information and promote patient privacy.

The Medical Assisting Externship consists of 160 hours of unpaid training at one of the Moraine Valley affiliated clinical sites. Most externship sites require that students have a completed health/physical form, required immunizations, current CPR certification, HIPAA understanding, health insurance, and a criminal background check and/or drug screening. Students must be 18 years old to begin their externship. They must be prepared to travel to the assigned externship site. Students must achieve a minimum grade of "C" in all prerequisites and required courses to advance within the program.

Required General Education Course—4 credits as follows:

BIO-115	Anatomy and Physiology	4
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Required Career Courses—34 credits as follows:

MOA-115	Clinical Laboratory Procedures	4
MOA-130	Law and Ethics in Healthcare	2
MOA-140	Medical Office Administration	3
MOA-142	Medical Office Finance Systems	2
MOA-144	Pharmacology—Principles/Applications	2
MOA-147	Medical Assistant Clinic Procedures	6
* MOA-155	Medical Assistant Externship	3
MOA-156	Medical Assistant Seminar	1
MRT-110	Medical Terminology	3
MRT-119	Insurance Reimbursement Procedures	1
MRT-130	Computers in Allied Health	1
PHB-110	Principles and Practice of Phlebotomy	6

Electives—Select at least 2 credit hours from the following:

MRT-120	Body Structure and Pharmacology	3
PEH-170	First Aid	3
PEH-171	A Healthy Lifestyle and You	3
PEH-172	Nutrition for Today	3
PHB-112	Phlebotomy Clinical Practice	2
REC-101	Recreation and Wellness Professions	3

* Must be completed within one year of completing the clinical courses (MOA-115, MOA-144, MOA-147). The 160 unpaid hours of clinical externship is at an affiliated ambulatory care site, usually completed within four to six weeks.

A pre- or corequisite may be required for some courses.

Nursing

This program consists of one degree.

A.A.S. Degree—69 credit hours

Curriculum Code 1246

The Nursing (ADN) Program prepares students for nursing careers in hospitals and other health care facilities. Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with an advisor in the Academic Advising Center.

Program graduates are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). To take the NCLEX examination, candidates must satisfy the following requirements:

- apply for licensure in the state or territory in which you wish to be licensed.
- meet all of the board of nursing's eligibility requirements to take the NCLEX exam
- register for the examination

The Department of Professional Regulation in Springfield grants licensure for registered nurses. Upon successful completion of the NCLEX-RN Exam, graduates may apply to the Department of Financial and Professional Regulation for Registered Nurse (RN) licensure. Graduating from an accredited nursing program does not guarantee licensure.

Job prospects in the nursing profession are excellent. Employment of registered nurses is expected to grow faster than the average for all occupations through 2010. Driving this growth are technological/scientific advances in patient care, as well as an aging population. Registered nurses practice in a wide variety of settings, including acute care hospitals, home health, clinics, ambulatory surgi-centers, schools, business, and industry.

Accreditation

Moraine Valley's Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC)[†], and approved by the Illinois Department of Professional Regulation, the Illinois Community College Board, the Illinois Board of Higher Education, and the Illinois Department of Vocational Technical Education.

[†] National League for Nursing Accrediting Commission (NLNAC)
61 Broadway—33rd Floor
New York, NY 10006
Phone (212) 363-5555

Licensure

Graduating from an accredited nursing program does not guarantee licensure. Graduation gives the student the right to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Illinois Department of Financial and Professional Regulation (IDFPR) reserves the right to determine who will take the exam. IDFPR grants licensure for registered nurses.

Application and Selection Processes

For complete information about the Nursing Program application and selection processes, please refer to the Nursing Program website.

Application process

- Attend an information session
- Submit the Moraine Valley college enrollment form
- Complete placement and admission tests
- Submit a Nursing Application
- Submit Transcripts and Proof of current CNA registry to the Registrar's Office (Records Department)

Selection Process

- **Ranking score:**
Points will be awarded based on:
 - o ATI-TEAS scores in Math and Science
 - o For College BIO-180 Anatomy and Physiology I point(s) will be awarded based on the final grade: "C" = 1 point, "B" = 2 points, "A" = 3 points. Completion of BIO-180 with a "C" or better is a requirement for the application and admission process.
- **Tie breaker:** date/time of completed Nursing application
- **Residency:** In-district residents who submit all required documentation to Registrar's office (Records Department) by the nursing program application deadline will be admitted in ranking score order before out-of-district residents.
- **Notification:** Applicants will be notified of the status of their selection within three weeks after nursing program application deadline.
- Applicants who decline a seat within 14 calendar days of the beginning of the semester or once the semester begins will not be able to reapply for the nursing program in the next admission cycle.

Academic Standing

- Any general education course that applies to the nursing program completed prior to enrollment in the program must be completed with a grade of "C" or better.
- As per the Moraine Valley policy, course work may be repeated only twice for a total of three enrollments in a course.
- BIO-180 Anatomy and Physiology I must be completed with a "C" or better for admission to the nursing program.

Fees—Fees associated with specific nursing courses include use of equipment, some supplies and malpractice insurance if it is a clinical nursing course.

See the Nursing career program worksheet available in the Academic Advising Center for more information on approximate annual costs.

A pre- or corequisite may be required for some courses.

Health Physical—Prior to enrollment, admitted students must submit a complete health history and physical form signed by the applicant and physician or nurse practitioner. The health history and physical must be updated every two years. The health physical includes required laboratory tests and immunizations as required by clinical affiliates. This requirement may cost around \$400. Initial two-step and yearly one-step TB tests are required. Questions about the health physical should be directed to the program coordinator of Nursing. Health physical forms may be obtained from the Admissions Office. The student is encouraged to maintain a copy of all health physical information submitted to the program.

See the ADN rules and regulations for specific information on reporting pregnancy, illness, injury, surgery or need for medications.

Re-Application and Re-Admission—Please see the Nursing Program Web site or contact the program coordinator.

Readmission—Upon withdrawal or failure to maintain a minimum GPA in the Nursing Program, students seeking readmission must follow the Department of Nursing policies for readmission. The readmission policies are contained in the Nursing rules and regulations that are distributed to every student at orientation and discussed the first day of class.

Students seeking readmission need to:

- Complete and submit a readmission form. (Readmission forms are available from and should be returned to the Admissions Office.)
- Meet conditions for readmission as stated on or with attrition form.
- Make sure health record and CPR status meet program requirements.

Program Requirements

All General Education courses in the Nursing Program must be completed with a grade of “C” or better.

- Responsible for transportation to and from clinical affiliates.
- Responsible for submitting a completed health physical prior to start of semester—see Health Physical section on this page.
- Responsible for complying with drug screens, criminal background check, etc., as required by clinical affiliates. This will be at the student’s expense.
- Provide proof of comprehensive health and accident insurance.
- Responsible for all program fees.
- Responsible for obtaining uniforms.
- Maintain and report proof of current Health Care Provider CPR certification while in program.
- Required to adhere to the Code of Student Conduct. See the Student Rights and Responsibilities section of this catalog.

A pre- or corequisite may be required for some courses.

Curriculum

Required General Education Courses—27 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
BIO-119	Introductory Microbiology	4
BIO-180	Human Anatomy and Physiology I	4
BIO-181	Human Anatomy and Physiology II	4
PSY-104	Life-Span Developmental Psychology	3
Select three credits from SOC		3
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
<i>BIO-119, 180, 181 must have been completed within five years of entrance into NUR-113 and NUR-114.</i>		

Required Career Courses—42 credits as follows:

NUR-113	Care of the Adult I	3
NUR-114	Care of the Adult II	4
NUR-117	Pharmacology I	1
NUR-134	Adult Medical Surgical Nursing	6
NUR-137	Psychiatric Mental Health Nursing	4
NUR-138	Pharmacology II	1
NUR-180	Physical Assessment for Nursing	1
NUR-203	Maternity Nursing	5
NUR-204	Pediatric Nursing	5
NUR-205	Advanced Medical Surgical Nursing	5-6
NUR-206	Leadership/Management	5
NUR-208	Professional Nursing Issues Seminar	2

Students must have completed required course prerequisites, be currently enrolled in required course corequisites, and successfully pass all pre- and corequisites to continue in the ADN Program.

Office Systems and Applications

This program consists of one degree and six certificates.

A.A.S. Degree—64 credit hours

Curriculum Code 1257

This program prepares students for careers in administrative support and first-line supervision. Depending upon a student's area of concentration, graduates will qualify for positions as administrative assistant, executive assistant, legal office assistant, medical secretary, desktop publishing specialist, Web design assistant, office administrator, office supervisor, or desk-top support (help desk) specialist.

Students completing this program are expected to possess excellent keyboarding, proofreading, and document formatting skills; advanced computer application skills; strong communication skills; broad administrative support skills; excellent interpersonal skills; flexibility; and professionalism. Students completing this program may be expected to supervise lower-level clerical staff.

Students with work experience and advanced skills should contact the program coordinator for assessment and course substitution information. Students without prerequisite skills are expected to take the necessary additional courses. An important feature of this program is the internship/seminar component that provides on-the-job training and offers the student new to the field an opportunity to work in and evaluate a professional setting. The employer also can evaluate the student for possible full-time employment upon graduation. Students wishing to enroll in the internship/seminar should contact the internship coordinator prior to enrollment.

Program prerequisite: keyboarding skill of 26 net words per minute. Students who need to reach this skill level must enroll in OSA 100, Keyboarding I.

Required General Education Courses—16 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics (recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY		4
Select three credits from ARB, ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—30 credits as follows:

IMS-115	Introduction to PC Applications	3
MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3
OSA-103	Office Language Skills	3
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-249	Accounting for Office Professionals	3
OSA-257	Database Management	3
OSA-258	Internship	3

Concentrations

Students may select Administrative Assistant, Legal Office Assistant, Desktop Publishing Specialist, Web Design Assistant, PC Applications Help Desk Specialist or Office Administrator Concentration.

Administrative Assistant Concentration—18 credits

Required Special Career Courses—15 credits as follows:

OSA-102	Document Formatting	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-243	Business Writing	2
OSA-246	PC Applications Integration	3
OSA-250	Records Management	2
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

Electives—Select 3 credit hours from the following:

BUS-100	Introduction to Business	3
LSC-110	Fundamentals of Meeting Planning	3
MIS-141	Web Page Authoring and Publishing	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-275	PC Applications for Power Users	3

Office Administrator —18 credits

Required Special Career Courses—15 credits as follows:

BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
OSA-246	PC Applications Integration	3
OSA-255	Administrative Office Procedures	3
PSY-201	Human Relations in Organizations	3

Electives—Select 3 credit hours from the following:

BUS-100	Introduction to Business	3
LSC-110	Fundamentals of Meeting Planning	3
MIS-141	Web Page Authoring and Publishing	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-275	PC Applications for Power Users	3

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

A pre- or corequisite may be required for some courses.

Legal Office Assistant —18 credits

Required Special Career Courses—15 credits as follows:

BUS-110	Legal Environment in Business	3
OSA-102	Document Formatting	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-246	PC Applications Integration	3
OSA-250	Records Management	2
OSA-252	Legal Terminology and Procedures	3

Electives—Select 3 credit hours from the following:

BUS-136	Business Law	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-243	Business Writing	2
OSA-260	Seminar	1

Desktop Publishing Specialist —18 credits

Required Special Career Courses—18 credits as follows:

OSA-125	Introduction to Website Design	3
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-235	Desktop Publishing Applications	3
OSA-236	PC Graphics Applications	3
MIS-141	Web Page Authoring and Publishing	3

Electives—None

Web Design Assistant —18 credits

Required Special Career Courses—15 credits as follows:

MIS-141	Web Page Authoring and Publishing	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3
OSA-234	Introduction to PC Graphics	3
OSA-236	PC Graphics Applications	3

Electives—Select 3 credit hours from the following:

MIS-105	Programming Principles	3
MIS-241	Advanced Web Page Authoring	3
OSA-232	Desktop Publishing	3
OSA-246	PC Applications Integration	3

PC Applications Help Desk Specialist—18 credits

Required Special Career Courses—18 credits as follows:

LAN-111	IT Essentials–A+	3
MIS-121	Networking for Business	3
OSA-246	PC Applications Integration	3
OSA-275	PC Applications for Power Users	3
PSY-201	Human Relations in Organizations	3

Electives—Select 3 credit hours from the following:

BUS-100	Introduction to Business	3
MIS-105	Programming Principles	3
MIS-141	Web Page Authoring and Publishing	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-243	Business Writing	2

Medical Secretary—18 credits

Required Special Career Courses—18 credits as follows:

MRT-105	Beginning Medical Transcription	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
OSA-102	Document Formatting	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Outlook	1
OSA-255	Administrative Office Procedures	3

Electives—None

Administrative Assistant

Certificate—36 credit hours

Curriculum Code 1315

This program prepares students for positions as administrative assistants, executive assistants, and secretaries. Graduates acquire strong skills in computer applications, written communications, and office procedures. Keyboarding, proofreading, document formatting, and language skills are emphasized.

Program prerequisite: keyboarding skill of 26 net words per minute. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I.

Required Career Courses—34 credits as follows:

IMS-115	Introduction to PC Applications	3
MIS 146	Operating Systems	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-246	PC Applications Integration	3
OSA-249	Accounting for Office Professionals	3
OSA-255	Administrative Office Procedures	3
OSA-257	Database Management	3

Electives—Select at least 2 credit hours from the following:

BUS-100	Introduction to Business	3
LSC-110	Fundamentals of Meeting Planning	3
MIS-111	Internet Technologies	3
MIS-141	Web Page Authoring and Publishing	3
OSA-116	Outlook	1
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-243	Business Writing	2
OSA-250	Records Management	2
OSA-258	Internship	3
OSA-260	Seminar	1
OSA-275	PC Applications for Power Users	3

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

A pre- or corequisite may be required for some courses.

Desktop Publishing and Graphics

Certificate—15 credit hours

Curriculum Code 1312

This certificate provides skill development in beginning-level desktop publishing. Students utilize software such as Microsoft Publisher, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and Quark Express. This program is designed for the experienced computer user who possesses strong skills in Microsoft Windows navigation and computer application packages. It is appropriate for students who have earned a degree previously or who can prove substantial work experience. Students who are interested in beginning a career in graphics or desktop publishing and do not possess these prerequisite skills should meet with the department chair or program coordinator to plan appropriate course selections.

Required Career Courses—15 credits as follows:

OSA-225	Microsoft Publisher	3
OSA-232	Desktop Publishing	3
OSA-234	Introduction to PC Graphics	3
OSA-235	Desktop Publishing Applications	3
OSA-236	PC Graphics Applications	3

Legal Office Assistant

Certificate—36 credit hours

Curriculum Code 1316

This program prepares students for positions as administrative assistants in a legal office. Graduates are skilled in general office applications with an emphasis on advanced word processing, legal terminology and legal procedures. Students acquire skills in preparing legal papers and correspondence such as summonses, complaints, motions, and subpoenas and become familiar with legal research. Graduates of this program must possess excellent keyboarding and proofreading skills.

Program prerequisite: keyboarding skill of 26 net words per minute. Students who need to reach this skill level must enroll in OSA-100, Keyboarding I.

Required Career Courses—33 credits as follows:

BUS-110	Legal Environment in Business	3
IMS-115	Introduction to PC Applications	3
MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-145	PC Word Processing	3
OSA-243	Business Writing	2
OSA-246	PC Applications Integration	3
OSA-250	Records Management	2
OSA-252	Legal Terminology and Procedures	3
OSA-260	Seminar	1

Electives—Select at least three credit hours from the following:

BUS-136	Business Law	3
OSA-116	Outlook	1
OSA-122	Electronic Spreadsheets	3
OSA-230	Business Presentations	3
OSA-249	Accounting for Office Professionals	3
OSA-257	Database Management	3
OSA-258	Internship	3

PC Applications Help Desk

Certificate—34 credit hours

Curriculum Code 1311

This program prepares students for entry-level positions in desktop support for PC applications. Students acquire hardware and software knowledge and customer service skills necessary to troubleshoot and resolve basic PC and applications problems. Students pursuing this program learn to answer questions or resolve computer problems for clients in person, via telephone or from remote location. They may provide assistance concerning the use of computer hardware and software including printing, installing hardware and software, application programs, electronic mail, and operating systems.

Required Career Courses—34 credits as follows:

IMS-115	Introduction to PC Applications	3
LAN-111	IT Essentials-A+	3
MIS-111	Internet Technologies	3
MIS-121	Networking for Business	3
MIS-146	Operating Systems	3
OSA-116	Outlook	1
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-246	PC Applications Integration	3
OSA-257	Database Management	3
PSY-201	Human Relations in Organizations	3

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

A pre- or corequisite may be required for some courses.

Microsoft Office Specialist

Certificate—22 credit hours

Curriculum Code 1456

This program is appropriate for any individual who wishes to become proficient in microcomputer applications to further advance his or her current position or to open doors to new opportunities in the workplace. This certificate may be applied to the Administrative Assistant certificate, the PC Applications Help Desk certificate, and the A.A.S. degree in Office Systems and Applications. Students pursuing certificates and degrees in business should consider this certificate as well. Courses in this certificate prepare students for Microsoft Office Specialist certification.

For more information, visit www.morainevalley.edu/ims/mos.htm.

Program prerequisites: keyboarding skill of 26 nwpm. Students who need to reach this skill level should enroll in OSA-100, Keyboarding I. Students with little or no knowledge of microcomputers should also enroll in IMS 100, Personal Computer Basics.

Required Career Courses—22 credits as follows:

IMS-115	Introduction to PC Applications	3
OSA-116	Outlook	1
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-225	Microsoft Publisher	3
OSA-230	Business Presentations	3
OSA-246	PC Applications Integration	3
OSA-257	Database Management	3

Receptionist/Office Assistant

Certificate—19 credit hours

Curriculum Code 1214

This program prepares students for positions as receptionists, front desk coordinators, and office assistants. Students learn proper techniques and procedures for greeting visitors, handling incoming calls, sorting and routing incoming materials, and performing general administrative duties. Filing, document formatting, and language skills are emphasized.

Program prerequisite: keyboarding skill of 26 nwpm. Students who need to reach this skill level must enroll in OSA-100.

Required Career Courses—19 credits as follows:

IMS-100	Personal Computer Basics	1
IMS-115	Introduction to PC Applications	3
MIS-108	Internet Basics	1
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Outlook	1
OSA-250	Records Management	2
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

A pre- or corequisite may be required for some courses.

Data Entry

Certificate—7 credit hours

Curriculum Code 1317

This program prepares students to utilize a keyboard to enter data from source documents into a computer, with students completing tasks such as entering alphabetic, numeric, or symbolic keystrokes. Students learn to compile, sort, and verify the accuracy of data to be entered. Keyboarding accuracy is stressed.

Required Career Courses—7 credit hours as follows:

IMS-115	Introduction to PC Applications	3
OSA-100	Keyboarding I	3
* OSA-104	Keyboarding Speed and Accuracy	1

*May need to be repeated. Minimum skill level recommended for employment: 40 nwpm.

Medical Secretary

Certificate—34 credit hours

Curriculum Code 1318

This program prepares students for administrative assistant positions in medical offices or in health-related industries. Students gain knowledge of administrative and receptionist duties, medical transcription, and data entry. They will be prepared to produce reports, schedule appointments, answer telephones, and interact with vendors and patients. Familiarity with medical terminology, filing procedures, and computer applications is included.

Program prerequisite: keyboarding skill of 26 nwpm. Students who need to reach this skill level may enroll in OSA-100, Keyboarding I.

Required Career Courses—34 credit hours as follows:

IMS-115	Introduction to PC Applications	3
MRT-105	Beginning Medical Transcription	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	4
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Outlook	1
OSA-122	Electronic Spreadsheets	3
OSA-145	PC Word Processing	3
OSA-230	Business Presentations	3
OSA-255	Administrative Office Procedures	3
OSA-260	Seminar	1

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

Paraprofessional Educator

This program consists of one degree and one certificate.

A.A.S. Degree—62 credit hours

Curriculum Code 1470

This program can prepare you for a career as a paraprofessional educator (teacher's aide) in regular and special education classes in elementary and secondary schools and in social service agencies. Moraine Valley's program provides you with a strong foundation for a career in education through classroom work and observation in the field. Employment of paraprofessionals is expected to grow.

Required General Education Courses—19 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
PSY-101	Introduction to Psychology	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		
3		
Select 3 credits from Humanities/FineArts: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		
3		
<i>Recommended that students choose a Non-Western or Third World Cultures course</i>		
Choose a laboratory science course		4

Required Career Courses—28 credits as follows:

EDU-100	Introduction to Education	3
EDU-102	Introduction to Paraprofessional Educator	3
EDU-103	Observation/Clinical Experience	1
EDU-104	Principles of Reading	3
EDU-110	Technology for Educators	3
EDU-111	Students with Disabilities in School	3
EDU/LIT-205	Literature for Children/Young Adults	3
PSY-104	Life-Span Developmental Psychology	3
MTH-102	Mathematics for Paraprofessionals	
or		
MTH-121	Math for Teachers I	3
PSY-215	Educational Psychology	3

Electives—Select 15 credits from the following:

ADC-205	Substance Abuse	3
ART-110	Art Appreciation	3
CCA-101	Introduction to Early Childhood Education	3
CCA-105	Health-Safety-Nutrition-Young Child	
or		
PEH-171	A Healthy Lifestyle and You	3
CCA-106	Creative Activities-Young Child	3
COL-101	College: Changes, Challenges, Choices	1
COM-102	Composition II	3
CRJ-107	Juvenile Delinquency and Procedures	3
* EDU-105	Classroom Management	3
EDU-233	Paraprofessional Educator Internship	3
EDU-237	Paraprofessional Educator Seminar	1
Select 4-8 credits in a foreign language sequence.		
IMS-100	Personal Computer Basics	1
MTH-122	Math for Teachers II	3
MUS-107	Music Appreciation	3
PEH-181	Fundamentals of Rhythmical Movement	2
PSY-205	Abnormal Psychology	3
Science elective to complete sequence		4
SOC-102	Marriage and Family	3

* Recommended

Paraprofessional Educator

Certificate—31 credit hours

Curriculum Code 1270

This program prepares students for careers as teacher's aides in regular and special education classes in elementary and secondary schools, and in social agencies.

Employment of teacher aides is expected to grow faster than the average for all occupations through the year 2008. Many jobs will become available as the result of workers transferring to other occupations or leaving the labor force, as well as increasing student enrollments. An increasing number of teacher aides have been hired to assist teachers, and this trend should continue, with many working in special education and English as a second language.

Required General Education Courses—6 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3

Required Career Courses—25 credits as follows:

EDU-100	Introduction to Education	3
EDU-102	Introduction to Paraprofessional Educator	3
EDU-103	Observation/Clinical Experience	1
EDU-104	Introduction to the Foundations of Reading	3
EDU-105	Classroom Management	3
EDU-110	Technology for Educators	3
EDU-111	Students with Disabilities in School	3
PSY-104	Life-Span Developmental Psychology	3
MTH-102	Mathematics for Paraprofessionals	
or		
MTH-121	Math for Teachers I	3

A pre- or corequisite may be required for some courses.

Phlebotomy (Blood Collection)

This program consists of one certificate.

Certificate—9 credit hours

Curriculum Code 1306

Laboratory scientists, technologists and technicians require blood specimens that have been obtained promptly, efficiently and safely by qualified phlebotomists. The phlebotomist is an integral member of the laboratory team. This individual must be well trained in all aspects of specimen collection and processing. The phlebotomist must also be able to maintain high standards of professionalism with clients or patients. To ensure quality training is available to persons interested in this field of work, Moraine Valley has developed a training program in phlebotomy. This certificate program presents the basics of phlebotomy in three courses consisting of nine credit hours.

Employment opportunities for phlebotomists are widespread. The growth is driven by the increased medical needs of an aging population and more diagnostic testing. Locally, the labor market is growing, primarily due to the increase in home health care services and employment opportunities with contract laboratory organizations.

Accreditation/Approval

The Phlebotomy Program curriculum is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Moraine Valley's Phlebotomy Program is one of four programs in the nation to earn NAACLS charter approval.

Certification

Program graduates are eligible to take the phlebotomy certification examination of their choice.

Program Requirements

- Students must achieve a minimum passing grade of "C" (2.0) in both lecture and laboratory portions of Principles and Practice of Phlebotomy (PHB-110).
- Students must submit a completed health history and physical form signed by a physician prior to clinical assignment.
- Students are responsible for transportation to and from clinical affiliates.
- Students are responsible for securing their own uniform for clinical rotations.
- A complete high school transcript showing date of graduation or a GED certificate must be submitted to the coordinator prior to completion of the program.
- A liability insurance fee is required.
- The college requires that students have minimal health insurance coverage.
- A criminal background check must be successfully completed before a clinical assignment is made.
- A drug screening must be successfully completed before a clinical assignment is made.
- A student must be 18 years of age or older before being assigned to a clinical rotation.
- Students must attend Moraine Valley HIPAA training session.

Program Calendar

Students may complete the program in any two consecutive semesters. Students may opt to complete their clinical rotations at any time within one year of their completion of PHB-110.

Required Career Courses—nine credits as follows:

PHB-110	Principles and Practice of Phlebotomy	6
PHB-111	Phlebotomy Clinical Practice Seminar	1
PHB-112	Phlebotomy Clinical Practice	2

A pre- or corequisite may be required for some courses.

Polysomnography Technologist

This program consists of one certificate.

Certificate—23 credit hours

Curriculum Code 1441

This certificate program prepares graduates for careers as polysomnographic technologists in sleep disorder centers. Technologists operate, monitor and troubleshoot computerized sleep equipment, collecting and analyzing physiologic patient data. PSG technicians also work closely with physicians and other sleep specialists participating in patient education and treatment plan coordination. The curriculum includes cardiopulmonary anatomy and physiology, normal and abnormal sleep, and diagnostic and therapeutic techniques performed by polysomnographic technologists. Most PSG positions are on a 10- or 12-hour midnight schedule.

Admissions Requirements—See admission to Health Science Programs in the Admission and Registration section of this catalog, pg. 13.

Fees—Fees associated with the polysomnography program include use of equipment, supplies and malpractice insurance. Additional expenses include the cost of uniform, travel and parking at the clinical site, physical examination, CPR course, criminal background check, and drug screening.

Health Physical—Prior to clinical placement, admitted students must submit a complete health history and physical form signed by the applicant and physician. The health physical includes laboratory tests and immunizations required by clinical affiliates. Questions about the health physical should be directed to the program coordinator. Health physical forms may be obtained from the Admissions Office. The student is encouraged to maintain a copy of all health physical information submitted to the program.

Additional Requirements—A current health care provider level CPR card from the American Health Association is required for clinical placement. A criminal background check is required and drug screen may be required by the clinical affiliate prior to clinical placement.

Re-Application—Applicants not selected for one starting class are responsible for reactivating and updating their application file for subsequent starting classes. Re-applicants must complete a new polysomnography admission application and submit to the Admissions Office during the application period as stated in the Admissions and Registration section of this catalog.

Required Career Courses—23 credits as follows:

BIO-115	Anatomy and Physiology	4
MRT-110	Medical Terminology	3
MRT-130	Computers in Allied Health	1
PSG-105	Polysomnography Patient Care I	3
PSG-110	Cardiopulmonary Physiology	3
PSG-115	Polysomnography Patient Care II	4
PSG-120	Polysomnography Clinical Application	4
RES-200	EKG Application and Theory	1

Note: PSG-105 and 110 are corequisites

PSG-115 and 120 are corequisites

A pre- or corequisite may be required for some courses.

Private Protective Services

This program consists of one certificate.

Certificate—30 credit hours

Curriculum Code 1307

This certificate program prepares students for entry-level positions in private security

Job openings in loss prevention and security guarding are expected to be plentiful through 2010, primarily due to high turnover. Many opportunities are expected for persons seeking full-time employment, as well as those seeking part-time or second jobs. Some competition is expected for in-house security guard positions, and job growth is expected to be concentrated among contract security guard agencies because engaging the services of a security guard firm is easier and less costly. Employment potential for Illinois is large and stable.

Required General Education Courses—6 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3

Required Career Courses—13 credits as follows:

PEH-170	First Aid	3
SLP-100	Unarmed Security Guard Training	1
SLP-101	Introduction to Security	3
SLP-106	Crisis Management	3
SLP-107	Security Procedures	3

Concentrations

Students may select an entry-level officer, supervisory, or life safety concentration.

Entry-Level Officer—Select 11 credits from the following:

ADC-230	Special Topics in Addiction Studies	1
CRJ-104	Investigation and Criminal Evidence	3
CRJ-206	Substantive Criminal Law	3
SLP-103	Armed Security Guard Training	1
SLP-104	Firearms I	2
SLP-108	Applied Security Operations	3
SLP-109	Private Alarm Training	1
SLP-114	Hospital Security	3
SLP-201	Specialized Security Problems	3
SLP-206	Security and the Law	3
SLP-210	Special Topics in Security	1-3
SLP-219	Contemporary Issues: Security	2

Optional Courses:

SLP-233	Internship	3
SLP-237	Seminar	1

Supervisory—Select 11 credits from the following:

ADC-230	Special Topics in Addiction Studies	1
BUS-142	Financial Accounting	4
BUS-231	Principles of Management	3
IMS-101	Introduction to Computer Systems	3
PHI-111	Critical Thinking	3
PSY-201	Human Relations in Organizations	3
SLP-210	Special Topics in Security	1-3
SLP-219	Contemporary Issues: Security	2

Life Safety—Select 11 credits from the following:

EMS-100	First Responder	2
EMS-101	Emergency Medical Technician	8
FIS-103	Fire Prevention Principles I	3
FIS-204	Hazardous Materials Operations	3

A pre- or corequisite may be required for some courses.

Radiologic Technology

This program consists of one degree.

A.A.S. Degree—66 credit hours

Curriculum Code 1240

Prepares graduates for professional careers in the medical health field. Graduates are eligible for employment in hospitals, clinics and physicians' offices. The program includes instruction in radiologic technique theory, patient positioning for diagnostic procedures and progressive clinical experience.

Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with an advisor in the Academic Advising Center.

Employment of radiologic technologists is expected to grow as fast as the average for all occupations through 2008, as the health care industry grows and because of the vast clinical potential of diagnostic imaging and therapeutic technology. However, while a significant increase in radiologic technologist employment is anticipated, job seekers are likely to face competition from many other qualified applicants for most openings through 2010.

Accreditation

Accredited by the Joint Review Committee on Education in Radiologic Technology.

Admission Requirements

See Admission to Health Science Programs in the Admission and Registration section of this catalog, page 13.

Health Physical/Re-Application—Prior to enrollment, admitted students must submit a completed health history and physical form including drug screening signed by a physician.

Applicants not selected for one starting class are individually responsible for reactivating and updating their application file for subsequent starting classes. Re-applicants must complete a new application form and submit it to the Admissions Office during the applicable time period.

Transfer Students—Placement is considered on an individual basis.

Certification

Program graduates are eligible to take the national examination of the American Registry of Radiologic Technologists.

Program Requirements

- Students must earn a grade of "C" (2.0) or better in each required career course (theory and clinical).
- Students are responsible for transportation to and from clinical affiliates.
- Students are responsible for securing uniforms.
- A liability insurance fee is required.

- The college requires that students have minimal health insurance coverage.
- Successful completion of a criminal background check.

Program Calendar

For students who attend full time, this 26-month program starts in June of each year and includes two academic years and three summer sessions. Students who attend part-time may complete their general education courses prior to program enrollment. The required biology and mathematics courses must be completed within five years of program admission. Exceptions may be granted on an individual basis upon approval of the program coordinator. The required career courses must be taken in the sequence shown in the next section.

Required General Education Courses—20 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select three credits from PSY-101, PSY-104, PSY-201		3
Select a minimum of two credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		2
BIO-115 or BIO-180 and BIO-181		4
MTH-109		2
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses in Sequence—46 credits as follows:

MRT-110	Medical Terminology	3
MRT-130	Computers for Allied Health	1
PHB-105	Phlebotomy for Health Care Providers	1
RAD-127	Introduction to Radiologic Technology	1
RAD-129	Radiation Protection	1
RAD-130	Principles of Radiographic Exposure	3
RAD-131	Principles of Radiographic Positioning I	3
RAD-132	Principles of Radiographic Positioning II	3
RAD-133	Principles of Radiologic Technology	2
RAD-136	Clinical Education I	2
RAD-138	Clinical Education II	2
RAD-139	Clinical Education III	2
RAD-140	Radiographic Processing	1
RAD-141	Pediatric Radiography	1
RAD-240	Radiologic Physics	4
RAD-241	Advanced Radiologic Technology I	3
RAD-243	Application of Radiography to Pathology	1
RAD-244	Radiobiology	2
RAD-245	Advanced Clinical Education I	2
RAD-246	Advanced Clinical Education II	2
RAD-247	Advanced Clinical Education III	2
RAD-248	Departmental Administration	1
RAD-250	Radiographic Equipment and Imaging Modalities	3

A pre- or corequisite may be required for some courses.

Recreation Management

This program consists of one degree.

A.A.S. Degree—64 credit hours

Curriculum Code 1261

Prepares graduates for professional careers in the recreation industry. Graduates are eligible for employment in park districts, corporate recreation, commercial recreation, and employee recreation. The program includes instruction in facility management, program planning, budgeting, computer skills, and public relations. Graduates may apply for Illinois Parks and Recreation Association certification.

Employment of recreation leaders is expected to grow as fast as the average for all occupations through the year 2010 as growing numbers of people possess both the time and money to purchase leisure services. Growth in these jobs will stem from an increased interest in fitness and health, and the rising demand for recreational opportunities for older adults in senior centers and retirement communities.

Required General Education Courses—25 credits as follows:

BIO-111	General Biology I	4
COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics	3
PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—30 credits as follows:

IMS-115	Introduction to PC Applications	3
REC-101	Recreation and Wellness Professions	3
REC-102	Older Adult Recreation and Wellness	3
REC-120	Recreation Programming	3
REC-124	Facility Management	3
REC-180	Perceptual Motor Development	3
REC-182	Recreation for Special Populations	3
REC-201	Applied Leadership Essentials	3
REC-205	Professional Issues	2
REC-233	Recreation Management Practicum	3
REC-237	Recreation Management Seminar	1

Electives—Select 9 credits from the following:

ART-107	Arts and Crafts	3
BUS-110	Legal Environment in Business	3
BUS-231	Principles of Management	3
CCA-106	Creative Activities/Young Child	3
COM-201	Business and Technical Writing	3
IMS-101	Introduction to Computer Systems	3
LSC-109	Tour/Itinerary Planning	2
LSC-110	Fundamentals of Meeting Planning	3
PEH-170	First Aid	3
PEH-190	Outdoor Recreation and Nature Study	3
PSY-201	Human Relations in Organizations	3
RTM-101	Introduction to Hospitality Industry	3
SLP-106	Crisis Management	3
THE-150	Creative Dramatics	3

A pre- or corequisite may be required for some courses.

Recreation Therapy

This program consists of one degree.

A.A.S. Degree—62 credit hours

Curriculum Code 1259

Prepares graduates for professional careers in recreation therapy. Graduates are eligible for employment in physical rehabilitation centers, medical rehabilitation centers, hospitals, long-term care, skilled care, adult day care, alcohol and drug treatment centers, special recreation associations, and mental health agencies. The program includes instruction in program planning, disability information, leadership techniques, and public relation skills.

Employment of recreation therapists is expected to grow because of anticipated expansion of long-term care, physical and psychiatric rehabilitation, and services for the disabled. Hospitals will provide a large number of recreation therapy jobs, with additional jobs provided by long-term rehabilitation and psychiatric hospitals. The rapidly growing number of older persons is expected to spur job growth for activity directors in nursing homes, retirement communities, adult day care programs and social service agencies. Continued growth is expected in community residential facilities, park districts and day care programs for people with disabilities.

Required General Education Courses—25 credits as follows:

BIO-115	Anatomy and Physiology	4
COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3
MTH-120	General Education Mathematics	3
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—27 credits as follows:

REC-101	Recreation and Wellness Professions	3
REC-102	Older Adult Recreation and Wellness	3
REC-180	Perceptual Motor Development	3
REC-182	Recreation for Special Populations	3
REC-201	Applied Leadership Essentials	3
REC-205	Professional Issues	2
THR-150	Recreation Therapy Techniques I	3
THR-152	Recreation Therapy Techniques II	3
THR-233	Recreation Therapy Practicum	3
THR-237	Recreation Therapy Seminar	1

Electives—Select 10 credits from the following:

Electives to enhance skills identified to be important in the field.

ADC-101	Introduction to Addiction Counseling	3
ADC-205	Substance Abuse	3
CRJ-107	Juvenile Delinquency and Procedures	3
MRT-110	Medical Terminology	3
PEH-160	Fundamentals of Human Movement	3
PEH-170	First Aid	3
PEH-171	A Healthy Lifestyle and You	3
PEH-190	Outdoor Recreation and Nature Study	3
PSR-120	Survey of Psychiatric Rehabilitation	3
PSR-125	Psychiatric Rehabilitation Skills	3
PSR-130	Health Skills for Psychiatric Rehabilitation	3

Electives to ease transfer for those interested students.

PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
PSY-205	Abnormal Psychology	3
PSY-210	Adult Psychology	3
SPA-101	Spanish I	4
SPA-102	Spanish II	4

Select one credit hour from the following PEH courses:

105, 107, 108, 120, 140	1
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A pre- or corequisite may be required for some courses.

Respiratory Therapy Technology

This program consists of one degree.

A.A.S. Degree—74 credit hours

Curriculum Code 1241

Prepares students as critical-care specialists to assist a primary-care physician in managing patients with serious heart and lung disorders. Respiratory therapists are responsible for administering medical gases, managing electronic monitoring equipment, controlling life-support systems, and handling various medical emergencies. Related responsibilities may include diagnostic testing of breathing disorders, rehabilitation of patients with long-standing pulmonary disease, and asthma education.

Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with the Allied Health and Nursing Program advisor in the Academic Advising Center.

Job opportunities are expected to remain good. Employment of respiratory therapists is expected to increase much faster than average because of substantial growth of middle-aged and elderly populations. Locally, the labor market should grow much faster than average for licensed therapists due to changes in Illinois licensing law. It is expected that licensed therapists will be in high demand due to the legislative changes.

Accreditation—Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Joint Review Committee for Respiratory Therapy Education. Sponsored by the American Association of Respiratory Therapy, American College of Chest Physicians, American Society of Anesthesiologists, and American Thoracic Society.

Admission Requirements—See Admission to Health Science Programs in the Admission and Registration section of this catalog, page 13.

Fees—Fees associated with the Respiratory Therapy Technology Program include use of equipment, supplies, and malpractice insurance. Additional expenses include the cost of a uniform, transportation to and parking at clinical sites, physical examination, a CPR course, criminal background check, drug screening, and national board practice exams. Membership to the American Society for Respiratory Care is required to attend the Illinois Society for Respiratory Care Conference during the summer semester.

Health Physical—Prior to clinical placement, students must submit a complete health history and physical form including drug screening signed by the applicant and physician. The health physical includes laboratory tests and immunizations required by clinical affiliates. Questions about the health physical should be directed to the program coordinator. Health physical forms may be obtained from the Admissions Office. The student is encouraged to maintain a copy of all health physical information submitted to the program.

A pre- or corequisite may be required for some courses.

Re-Application—Applicants not selected for one starting class are individually responsible for reactivating and updating their application file for subsequent starting classes. Re-applicants must complete a new application form and submit it to the Admissions Office during the applicable time period.

Readmission—Upon withdrawal or failure to maintain a minimum grade of “C” in any required course in the Respiratory Therapy Program, students must receive permission from program faculty before they may be considered for readmission. They must also meet any current requirements for readmission contained in the Program Policy Guide issued to students upon beginning the program. If all stipulations are met, readmission is still contingent on space-available considerations.

Certification

Graduates of the Respiratory Therapy Program are qualified to take the Registry Examination administered by the National Board of Respiratory Care (NBRC) upon successful completion of the NBRC entry-level exam.

Program Requirements

- Students must earn a grade of “C” (2.0) or better in each required career course (theory and clinical).
- Students are responsible for transportation to and from clinical affiliates.
- Students are responsible for securing uniforms.
- A liability insurance fee is required.
- The college requires that students have minimal health insurance coverage.
- Successful completion of a criminal background check.

Additional Requirements—A current health care provider level CPR card from the American Heart Association is required for clinical placement. A criminal background check is required and drug screen may be required prior to clinical placement.

Program Calendar

The two-year program starts in the fall term and includes five semesters, including one summer term. Students may complete general education requirements prior to program enrollment. The required biology, chemistry and mathematics courses must be completed within five years of program admission. Exceptions may be granted on an individual basis by the program coordinator. The required career courses must be taken in sequence.

Required General Education Courses—29 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
BIO-180	Human Anatomy and Physiology I	4
BIO-181	Human Anatomy and Physiology II	4
MTH-109	Math for Allied Health	2
CHM-111	Fundamentals of Chemistry	4
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
PSY-104	Life-Span Developmental Psychology	3
PSY-201	Human Relations in Organizations	3

Required Career Courses in Sequence—44 credits as follows:

MRT-110	Medical Terminology	3
RES-137	Microorganisms and Disease Prevention	1
RES-141	Respiratory Therapy Procedures I	7
RES-142	Respiratory Therapy Procedures II	7
RES-145	Respiratory Therapy Patient Care	2
RES-154	Clinical Practice I	2
RES-157	Clinical Practice II	6
RES-158	Advanced Physiology and Clinical Applications	2
RES-250	Clinical Practice III	4
RES-251	Clinical Practice IV	4
RES-254	Respiratory Therapy Procedures III	3
RES-255	Respiratory Therapy Procedures IV	3

Required Elective Career Courses—Choose one of the following:

PHB-105	Phlebotomy for Health Care Providers	1
RES-200	EKG Application and Theory	1

A pre- or corequisite may be required for some courses.

A pre- or corequisite may be required for some courses.

Restaurant/Hotel Management

This program consists of one degree and two certificates.

A.A.S. Degree—66 credit hours

Curriculum Code 1256

The Restaurant/Hotel Management curriculum applies small-business management training to the hospitality industry in general, and the restaurant and hotel industry in particular. Management operations taught include personnel, inventory control, accounting, menu planning, food preparation, marketing, layout and design, front desk procedures, and catering.

Employment of restaurant and food service managers is expected to increase as fast as the average for all occupations through the year 2010. In addition to growing demand for managers, the need to replace managers who transfer to other occupations or stop working for a variety of reasons will create many new jobs. Job opportunities are expected to be best for persons with associate's or bachelor's degrees in restaurant and institutional food service management.

Required General Education Courses—22 credits as follows:

BUS-120	Business Mathematics (MTH-098 or above can be substituted. BUS-120 is a course for students not intending to transfer to a four-year school.)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	
or		
ECO-102	Principles of Microeconomics	3
Select three credits from GEO-101, 102; PSY-101, 104; SOC-101; SSC-101		3
Select three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3
Select four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above		4

Required Career Courses—36 credits as follows:

BUS-142	Financial Accounting	4
IMS-115	Introduction to PC Applications	3
RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-202	Quantity Food Production II	4
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-220	Concepts of Hospitality Cost Control	3
** RTM-230	Hospitality Portfolio	1
RTM-231	Hospitality Supervision	3

Required Special Career Courses—Select 8 credits from the following:

RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-208	Design and Maintenance of Food Service Facilities	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-211	Baking/Pastry II	4
RTM-222	Supervisory Housekeeping	3
RTM-223	Convention Management and Service	3
RTM-225	Banquet and Specialty Services	3
RTM-227	Front Office Procedures	3
RTM-233	Hospitality Internship	3

Beverage Management

Certificate—18 credit hours

Curriculum Code 1414

This intensive program prepares students for entry-level positions in the beverage area of restaurants or hotels.

Required Career Courses—18 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1
RMT-231	Hospitality Supervision	3

Restaurant/Hotel Management

Certificate—35 credit hours

Curriculum Code 1254

Prepares students for entry-level positions in the hospitality industry.

Required Career Courses—29 credits as follows:

COM-101	Composition I	3
RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-202	Quantity Food Production II	4
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-207	Food, Beverage and Equipment Purchasing	3
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1

Electives—Select 6 credits from the following:

RTM-222	Supervisory Housekeeping	3
RTM-223	Convention Management and Service	3
RTM-225	Banquet and Specialty Services	3
RTM-227	Front Office Procedures	3
** RTM-231	Hospitality Supervision	3
RTM-233	Hospitality Internship	3

*** Required to satisfy the National Restaurant Association's (NRA) Management Development Diploma Program*

A pre- or corequisite may be required for some courses.

Small Business Management

This program consists of one degree.

A.A.S. Degree—63 credit hours

Curriculum Code 1411

This program is designed to provide students with the specific skills and abilities to operate a new business, or to improve operations in an existing small business. This program includes an internship/seminar component.

Small business managers are employed in a variety of industries and capacities nationwide. Due to the nature of small businesses, starting salaries vary greatly.

Required General Education Courses—19 credits as follows:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics	
or above	(recommended for transfer students)	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	3
Four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY, or MTH-098 or above		4
Three credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—38 credits as follows:

BUS-100	Introduction to Business	3
BUS-105	Small Business Management	4
BUS-110	Legal Environment in Business	
or		
BUS-136	Business Law	3
BUS-130	Principles of Marketing	3
BUS-142	Financial Accounting	4
BUS-145	Computer Applications in Accounting	
or		
OSA-122	Electronic Spreadsheets	3
BUS-170	Introduction to Human Resources	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-235	Personal Development	2
BUS-237	Seminar	1
IMS-115	Introduction to PC Applications	3

Electives—Select 6 credits from the following:

BUS-131	Principles of Retailing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-143	Managerial Accounting	4
BUS-148	Introduction to Finance	3
BUS-155	Display and Visual Merchandising	3
BUS-200	Consumer Behavior	3
BUS-215	Employee Training and Development	3
BUS-230	Advertising	3
BUS-232	Human Resources Management	3
MIS-111	Internet Technologies	3
MIS-210	Project Management	3
OSA-230	Business Presentations	3
PSY-201	Human Relations in Organizations	3

A pre- or corequisite may be required for some courses.

Stationary Engineer

A.A.S. Degree—62 credit hours

Curriculum Code 1329

This program is designed to prepare students for employment at the management level in the construction industry.

Required General Education Courses—17 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
	Select four credits from MTH-120, MTH-139, MTH-212	4
	Select three credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC	3
	Select four credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY	4

Required Career Courses—36 credit hours as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
HAC-140	Sheet Metal Hand Forming	4
HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4
HAC-180	Electronic Controls	4
HAC-240	HVAC Troubleshooting	5

Electives—Select 9 credits from the following:

BUS-110	Legal Environment in Business	3
BUS-136	Business Law	3
BUS-226	Business Ethics	3
COM-102	Composition II	3
HIS-101	Western Civilization I	3
HUM-135 or	African and Middle Eastern Studies	3
HUM-140 or	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
IMS-115	Introduction to PC Applications	3
SOC-210	Minority Groups	3

HAC Stationary Engineer

Certificate—44 credit hours

Curriculum Code 1326

The purpose of this certificate is to prepare students to repair and maintain heating, air conditioning and refrigeration equipment in commercial and industrial high-rise environments.

Required General Education Courses—13 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-095	Beginning Algebra	4
IMS-115	Introduction to PC Applications	3

Required Career Courses—31 credits as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
HAC-140	Sheet Metal Hand Forming	4
HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4
HAC-180	Electronic Controls	4

A pre- or corequisite may be required for some courses.

Supply Chain Management

Certificate—17 credit hours

Curriculum Code 1319

This six-course, application-based certificate program provides a solid foundation in all facets of supply chain network, operations management and cargo security. Students will address both domestic and global issues in supplier and customer relations, value-added product differentiation, cost management, customs/security compliance, and the basic professional skills required to succeed within this industry. These courses have been designed based on current industry needs and in consultation with logistics and supply chain leaders.

The U.S. Bureau of Labor Statistics reports that employment in the transportation industry is expected to increase locally and nationally through 2012. Moraine Valley's district is located in a transportation hub which encompasses businesses tied to air, land, water, and rail. Students participating in this program will gain background for entry-level and trainee positions or, if currently employed in the industry, enhanced professional knowledge and career advancement potential.

Required Career Courses—17 credits as follows:

TDL-101	Transportation & Logistics Overview	3
TDL-102	Job Skills for Competitive Advantage	3
TDL-103	Transportation	3
TDL-104	Introduction to Import/Export	3
TDL-105	Principles of Operations Management	3
TDL-106	Cargo Security	2

A pre- or corequisite may be required for some courses.

Travel Business Management

This program consists of one degree and two certificates.

A.A.S. Degree—62 credit hours

Curriculum Code 1288

The primary goal of this program is to give students an opportunity to develop the professional skills and expertise necessary to pursue a career in the travel industry.

Required General Education Courses—21 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select six credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		6
Select six credits from ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		6
† Select three credits from BIO, BUS-120, CHM, EAS, GEL, NAT, PHS, PHY, MTH-120 or above		3

Required Career Courses—17 credits as follows:

IMS-115	Introduction to PC Applications	3
LSC-106	Introduction to Travel Planning	3
LSC-130	Airline Ticketing I	3
LSC-133	Client Communications	2
LSC-140	Airline Computing—SABRE	
or		
LSC-141	Airline Computing—APOLLO	3
LSC-214	Destination Planning—North America	3

Business Electives—Select a minimum of 9 credits from the following:

BUS-100	Introduction to Business	3
BUS-130	Principles of Marketing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-231	Principles of Management	3

Program Electives—Select a minimum of 15 hours from the following:

BUS-107	Basic Bookkeeping	2
LSC-108	International Travel	3
LSC-109	Tour/Itinerary Planning	2
LSC-110	Fundamentals of Meeting Planning	3
LSC-122	Special Events Management	3
LSC-131	Airline Ticketing II	2
LSC-140	Airline Computing—SABRE	
or		
LSC-141	Airline Computing—APOLLO	3
LSC-210	Travel Agency Management	2
LSC-225	Cruising: A-Z	2
** LSC-234	Internship—Travel	3
** LSC-238	Seminar—Travel	1
OSA-100	Keyboarding I	1-3
REC-101	Recreation and Wellness Professions	3

Meeting Planner

Certificate—30 credit hours

Curriculum Code 1465

This program prepares the student for a career in the meeting planning/special events industry.

Required General Education Courses—6 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3

Required Career Courses—24 credits as follows:

BUS-100	Introduction to Business	3
BUS-120	Business Mathematics	3
IMS-115	Introduction to PC Applications	3
LSC-106	Introduction to Travel Planning	3
LSC-110	Fundamentals of Meeting Planning	3
LSC-122	Special Events Management	3
LSC-133	Client Communications	2
LSC-214	Destination Planning—North America	3
OSA-100	Keyboarding I	1

† A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of "C" or higher.

** LSC-234 and 238 must be taken together. Students should contact the program coordinator one semester prior to enrollment.

A pre- or corequisite may be required for some courses.

Travel-Tourism

Certificate—26 credit hours

Curriculum Code 1289

This program provides entry-level technical knowledge, skills and attitudes necessary for employment in the travel-tourism industry.

Required Career Courses—21 credits as follows:

LSC-106	Introduction to Travel Planning	3
LSC-108	International Travel	3
LSC-130	Airline Ticketing I	3
LSC-131	Airline Ticketing II	2
LSC-133	Client Communications	2
LSC-140	Airline Computing—SABRE	
or		
LSC-141	Airline Computing—APOLLO	3
LSC-214	Destination Planning—North America	3
LSC-225	Cruising: A-Z	2

Electives—Select 5 credits from the following:

IMS-115	Introduction to PC Applications	3
LSC-109	Tour/Itinerary Planning	2
LSC-110	Fundamentals of Meeting Planning	3
LSC-122	Special Events Management	3
LSC-140	Airline Computing—SABRE	
or		
LSC-141	Airline Computing—APOLLO	3
LSC-210	Travel Agency Management	2
** LSC-234	Internship—Travel	3
** LSC-238	Seminar—Travel	1
OSA-100	Keyboarding I	1-3
PEH-170	First Aid	3
REC-101	Recreation and Wellness Professions	3
RTM-223	Convention Management and Service	3
RTM-227	Front Office Procedures	3

** LSC-234 and 238 must be taken together. Students should contact the program coordinator one semester prior to enrollment.

A pre- or corequisite may be required for some courses.

Voice and Data Specialist

This program consists of one degree and three certificates.

A.A.S. Degree—63 credit hours

Curriculum Code 1435

This career path prepares students for entry-level positions as an Internet or Web site specialist in the information technology profession. Common career titles include Web site manager, Web site administrator, WAN specialist, WAN design specialist, WAN engineer, and many others. The Internet Specialist Program prepares students for rewarding careers at the forefront of the information technological revolution.

A first-year, full-time student schedule includes core courses in basic hardware and software, introduction to Internet technologies, Web page design, and networking fundamentals. Second-year students can select specialty tracks in technologies, including Cisco product specialist, Lotus Notes specialist, Microsoft specialist, or Novell specialist. This program helps students prepare for A+, N+, iNET+, CCNA, MCP, and CCNP certification. Graduates of this program possess a wide range of product knowledge as well as hands-on experience in LAN, WAN and enterprise Web site design.

Employment of computing professionals is expected to increase much faster than average as technology becomes more sophisticated and organizations continue to adopt and integrate these technologies. Internet specialists are included among the fastest growing occupations through 2010. Job availabilities will be driven by growth in computer and data processing services, and thousands of additional positions will arise from the need to replace workers who move into managerial positions, other occupations or who leave the labor force.

Required General Education Courses—18 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3
†	Select 6 credits from Science/Math: BIO, CHM, EAS, GEL, NAT, PHY, PHS, or MTH-098 or above	6
Select 3 credits from Humanities/Language: ARB, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—45 credits as follows:

Core IT Technology—18 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4
LAN-246	Routing and Switching–CCNA	3

Internet Security Specialty Track—27 credits as follows:

LAN-102	Voice and Data Cabling	3
LAN-251	WLAN Design–CWNA	3
LAN-256	LAN Design–CCNA	3
LAN-266	WAN Design–CCNA	3
LAN-269	Advanced Routing	3
LAN-270	Converged Network Design	3
LAN-271	Multi-Layer Switch Network Design	3
LAN-272	Optimizing Converged Networks	3
LAN-274	Managing VoIP Services	3

Cisco Network Associate

Certificate—20 credits

Curriculum Code 1447

Required Career Courses—20 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4
LAN-246	Routing and Switching–CCNA	3
LAN-251	WLAN Design–CWNA	3
LAN-256	LAN Design–CCNA	3
LAN-266	WAN Design–CCNA	3

Cisco Network Professional

Certificate—16 credits

Curriculum Code 1448

Required Career Courses—16 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-251	WLAN Design–CWNA	3
LAN-269	Advanced Routing	3
LAN-270	Converged Network Design	3
LAN-271	Multi-Layer Switch Network Design	3
LAN-272	Optimizing Converged Networks	3

Microsoft Professional

Certificate—21 credits

Curriculum Code 1446

Required Career Courses—21 credits as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design–CWNA	3

† A minimum level of competency in mathematics is required for graduation for all A.A.S. degrees. This minimum competency may be demonstrated in one of two ways:

1. Placement in MTH-098 or higher; or
2. Successful completion of BUS-120, or MTH-095 or higher, or equivalent course at another college, with a grade of “C” or higher.

A pre- or corequisite may be required for some courses.

Welding, Advanced

This program consists of six certificates.

Certificate—33 credit hours

Curriculum Code 1229

This program prepares students for employment in the welding field. Students gain experience in SMAW (stick), gas metal arc welding (mig), gas tungsten arc welding (tig), brazing, braze welding, oxy fuel and plasma cutting. Metallurgy, welding print interpretation, electrical welding circuits, and related safety procedures are also studied. Advanced training in pipe welding using the shielded metal arc process or advanced training in industrial problems are offered as options to this certificate. Once the student gains employment and experience in the field of welding this education makes the successful student eligible for advancement in the workforce.

Excellent opportunities are available for welders with the right skills set. Knowledgeable, well-trained and conscientious welders can find positions working in most industries. Trained welders are required due to new government regulations and personal safety requirements that dictate stricter codes. More products have emerged requiring certified and qualified welders.

Required General Education Courses—3 credits as follows:

** MTH	Elective	3
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Required Career Courses—26 credits as follows:

WLD-104	Electric Welding Circuits	2
WLD-105	Reading Welding Blueprints	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-113	Basic Metallurgy and Materials	3
WLD-121	Advanced SMAW and Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3
WLD-123	MIG, TIG and Brazing I	3
WLD-124	MIG, TIG and Brazing II	3

Career Program Option—Minimum of 4 credits chosen from one of the following options:

Option I

WLD-137	Individual Welding Problems I	2
WLD-138	Individual Welding Problems II	2

Option II

WLD-137	Individual Welding Problems I	2
WLD-160	Visual Inspection of Welds	2

Option III

WLD-140	Basic Pipe Welding I	3
WLD-141	Basic Pipe Welding II	3

*** MTH-090 will satisfy this requirement. Higher-level MTH course may be substituted. Course work below the 100 level does not earn college credit.*

Welding, Combination

Certificate—26 credit hours

Curriculum Code 1230

This program prepares students for employment in the welding field. Students gain experience in SMAW (stick), gas metal arc welding (mig), gas tungsten arc welding (tig), submerged arc welding flux, cored arc welding, brazing, braze welding, oxy fuel and plasma cutting. Welding print interpretation, electrical welding circuits, and related safety procedures are also studied. Once the student gains employment and experience in the field of welding this education gives the students the tools for a successful career.

Excellent opportunities are available for welders with the right skills set. Knowledgeable, well-trained and conscientious welders can find positions working in most industries. Trained welders are required due to new government regulations and personal safety requirements that dictate stricter codes. More products have emerged requiring certified and qualified welders.

Required General Education Courses—3 credits as follows:

** MTH	Elective	3
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Required Career Courses—23 credits as follows:

WLD-104	Electrical Welding Circuits	2
WLD-105	Reading Welding Blueprints	3
WLD-111	Basic Arc/Gas Welding I	3
* WLD-112	Basic Arc/Gas Welding II	3
* WLD-121	Advanced SMAW and Cutting I	3
* WLD-122	Advanced SMAW and Cutting II	3
* WLD-123	MIG, TIG and Brazing I	3
* WLD-124	MIG, TIG and Brazing II	3

*** MTH-090 will satisfy this requirement. Higher-level MTH course may be substituted. Course work below the 100 level does not earn college credit.*

Individualized Welding

Certificate—8 credit hours

Curriculum Code 1530

This program prepares the student for a career as an entry-level welder with specific skills required for an individual's preference.

Required Career Courses—8 credits as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-137	Individual Welding Problems I	2

A pre- or corequisite may be required for some courses.

Multi-Process Welding

Certificate—9 credit hours

Curriculum Code 1532

This program prepares the student for a career as an entry-level welder with basic knowledge of several types of welding techniques.

Required Career Courses—9 credits as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-123	MIG, TIG and Brazing I	3
WLD-124	MIG, TIG and Brazing II	3

Pipe Welding

Certificate—18 credit hours

Curriculum Code 1531

This program prepares the student for a career as an entry-level welder with specific pipe welding skills required for the pipe welders union.

Required Career Courses—18 credits as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-121	Advanced SMAW and Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3
WLD-140	Basic Pipe Welding I	3
WLD-141	Basic Pipe Welding II	3

Shielded Metal Arc Welding

Certificate—9 credit hours

Curriculum Code 1529

This program prepares the student for a career as a basic stick welder. It will give a student one step up on entering the welding field.

Required Career Courses—9 credits as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-121	Advanced SMAW and Cutting I	3

A pre- or corequisite may be required for some courses.

Cooperative Programs

Moraine Valley has cooperative agreements with 11 suburban community college districts that enable Moraine Valley district residents to enroll in occupational programs not currently offered by Moraine Valley at in-district tuition rates for that college.

Student who live outside Moraine Valley's district and wish to enroll in an eligible program at Moraine Valley should contact their home college to obtain necessary authorization.

Moraine Valley district residents who wish to enroll at a cooperating community college should contact the office of Enrollment Services at **(708) 974-5346**.

General education and related technical courses in these cooperative programs can be taken at Moraine Valley or at the cooperating college. Specialized career courses must be taken at the cooperating college.

Moraine Valley students can enroll in any program at the following colleges at the in-district rate if the program is not offered at Moraine Valley. For more information about cooperative agreements, check with the office of Enrollment Services at **(708) 974-5346**.

Cooperating Colleges

Heartland Community College

1500 Raab Rd.
Normal, IL 61761
(309) 268-8000

Illinois Valley Community College

815 N. Orlando Smith Ave.
Oglesby, IL 61348-9692
(815) 224-2720

Joliet Junior College

1215 Houbolt Ave.
Joliet, IL 60431-8938
(815) 729-9020

Kankakee Community College

P.O. Box 888
Kankakee, IL 60901-0888
(815) 933-0345

Kishwaukee College

21193 Malta Rd.
Malta, IL 60150-9699
(815) 825-2086

McHenry County College

8900 U.S. Hwy. 14
Crystal Lake, IL 60012
(815) 455-3700

Morton College

3801 S. Central Ave.
Cicero, IL 60804-4398
(708) 656-8000

Prairie State College

202 S. Halsted St.
Chicago Heights, IL 60411-8226
(708) 756-3516

Richland Community College

One College Park
Decatur, IL 62521
(217) 875-7200

South Suburban College

15800 S. State St.
South Holland, IL 60473-1270
(708) 596-2000

Waubonsee Community College

Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900

A pre- or corequisite may be required for some courses.

Course Descriptions

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Anthropology	ANT	159	Local Area Networks	LAN	186
Arabic	ARB	159	Management Information Systems (Also see IMS, OSA)	MIS	196
Architectural CAD (see MDT)		193	Massage Therapy	MAS	192
Art	ART	159	Mathematics	MTH	204
Automotive Technology	AUT	163	Mechanical and Fluid Power Maintenance (See IMM)	IMM	184
Basic Nurse Assistant (See Health Science Careers)		181	Mechanical Design and Drafting/CAD	MDT	193
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Moraine Valley's courses meet a variety of students' needs. Course descriptions are listed by prefix and include the course code, credit hours (in parentheses), course title, pre- and corequisites, content description, and contact hours. Where appropriate, the Illinois Articulation Initiative general education core curriculum (IAI) and baccalaureate major (IAIM) codes are listed following the contact hours. See pages 50 and 51 for more information on the IAI. Not all courses are offered every year. See the subdivision dean or the department chair for information on courses that are offered on a rotational basis.

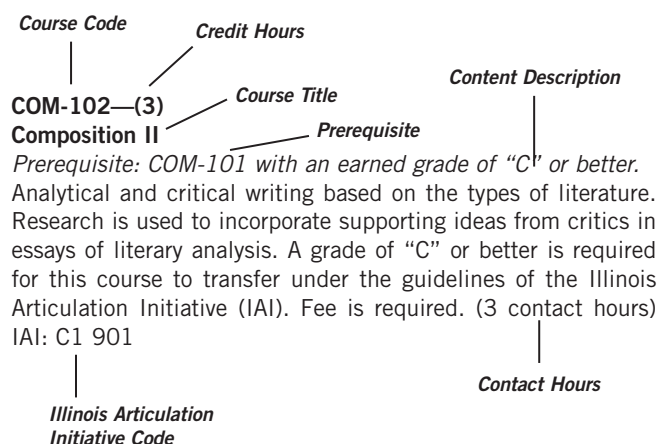
Prerequisite—coursework must be completed before enrolling in the designated class, often an introductory course.

Corequisite—you are required to take two designated courses during the same semester.

Consent of instructor—a course permission slip must be granted by the instructor.

IAI Code—meets the requirements of the Illinois Articulation Agreement.

Key to Course Descriptions



ADC—Addictions Studies

ADC-100—(3)

Human Development and Behavior

Provides basic principles of human development and behavior. Focus is on how chemical use, misuse, abuse and dependency affect normal growth and development. (3 contact hours)

ADC-101—(3)

Introduction to Addiction Counseling

Introduction to alcohol and other drug abuse counseling and processes. Focus is on assessment and diagnosis, the core functions of an alcohol and other drug abuse counselor, and basic counseling skills. Provides information on career opportunities, counselor certification requirements and procedures, and other aspects of the AODA counselor. (3 contact hours)

ADC-106—(3)

Theory and Practice of Counseling

Prerequisite: ADC-101 and ADC-202

Current theoretical counseling approaches will be discussed within the context of their history, philosophical base, key concepts, and client populations served. Students will be encouraged to explore their own philosophic base and skills to identify approaches for further study. (3 contact hours)

ADC-108—(3)

Treatment Delivery Models

Prerequisite: ADC-101

This course provides an introduction to the history of human services, the life and social problems addressed through human services, and public policies and systems developed in response to human service needs. (3 contact hours)

ADC-110—(3)

Common Behavior Disorders

Provides an overview of the causes, assessment and treatment of common behavior disorders. Includes a review of eating disorders, pathological gambling, attention-deficit hyperactivity, sexual disorders, and substance abuse as a behavior disorder. (3 contact hours)

ADC-112—(3)

Diversity in Addictions Counseling

Prerequisites: ADC-101 and ADC-202

This course examines treatment issues, techniques, and the development of programs related to diverse cultures and special-needs groups such as adolescents, women, the elderly, and minority groups. Mixed cultural identities also are covered. (3 contact hours)

ADC-202—(3)

Substance Use, Abuse and Dependency

Prerequisite: ADC-101

This course provides intensive instruction about alcohol and other drugs with emphasis on the differences between substance use, abuse and dependence, and the symptoms associated with each of these stages. The student will be able to recognize the signs and symptoms of each stage, the effects of substance abuse on the individual, the family, society, and a historical approach to intervention strategies. (3 contact hours)

ADC-204—(3)

Psychopharmacology

Prerequisite: ADC-101

This course provides an introduction to the psychopharmacology of alcohol and other drugs, including physiological and biochemical processes, action, use, and route of administration. Intoxication screening and withdrawal symptoms will be addressed. (3 contact hours)

ADC-205—(3)

Substance Abuse

Examines commonly abused drugs and their behavioral effects. Includes a review of drug regulations and programs, signs/symptoms commonly seen in abusers, and general guidelines useful in drug abuse-related emergencies. (3 contact hours)

ADC-206—(3)

Group Counseling

Prerequisite: ADC-101

Provides intensive instruction in the theory and practice of the group counseling approach used in alcohol and other drug abuse treatment. (3 contact hours)

ADC-207—(3)

Family Dynamics and Counseling

Prerequisites: ADC-101, ADC-202

This course provides intensive instruction in the theories of family dynamics and the practice of family counseling in a variety of human services settings. (3 contact hours)

ADC-208—(3)

Case Management

Prerequisite: ADC-100, ADC-101, ADC-106, ADC-108, ADC-202, ADC-204, ADC-205, ADC-206, ADC-207; or consent of instructor

Provides instruction in advanced AODA counseling techniques. Emphasis is on diagnostics and assessment, evaluation of cases, case management, and documentation. (3 contact hours)

ADC-210—(2)

Diagnostic and Statistical Evaluation

Provides instruction in the use of the American Psychiatric Association Diagnostic and Statistical Manual of Mental Disorders in AODA assessment and treatment situations. (2 contact hours)

ADC-211—(3)

Compliance and Ethics

Prerequisites: ADC-101, ADC-202

This course is designed to present and review the compliance and ethical standards to which the addictions counselor is required to adhere. Students will be introduced to the State Division of Alcoholism and Substance Abuse (DASA) Rule 2060, the Illinois State Certification (IAODAPCA) Board Code of Ethics, Federal HIPAA privacy and security standards, and corporate compliance standards applicable to the field of addictions studies. (3 contact hours)

ADC-215—(3)

Employee Assistance Programs

Examines employee assistance programs. Focus is on components of the EAP, assessment and referral services, counseling in the EAP context, supervisory training, health promotion, and EAP issues. (3 contact hours)

ADC-219—(2)

Contemporary Issues: Alcohol/Drugs

Intended primarily for students interested in alcohol and other drug issues. The course examines basic policy problems: legislation, professionalism, education, training, literature and research, procedures, administration, and social problems. (2 contact hours)

This course may be taken four times for credit.

ADC-220—(3)

Preventionist I

Provides instruction in the skills and knowledge areas essential to AODA prevention programming. Preventionist core functions emphasized include record keeping, human development enhancement, community assessment, evaluation, public speaking, marketing, program development, written communication, and teaching and training. (3 contact hours)

ADC-221—(3)

Preventionist II

Prerequisite: ADC-220

Continues instruction in the skills and knowledge areas essential to AODA prevention programming. Preventionist core functions emphasized include social policy impact, linkage, resource development, consultation, working with volunteers, teaching and training, working with the media, and written communication. (3 contact hours)

ADC-230—(1)

Special Topics in Addiction Studies

Students work with instructor individually or in small groups to develop special projects designed to focus on specific addictions studies, chemical dependency, substance abuse, or related topics. (1 contact hour)

This course may be taken four times for credit.

ADC-233—(3)

Field Practicum

Prerequisite: Consent of practicum coordinator

Corequisite: Registration in ADC-237

Supervised practical exposure and involvement in chemically dependent treatment service delivery at an approved addictions counseling site. This course meets the minimum supervision requirements for counselor certification by the Illinois Alcohol and Other Drug Abuse Professional Certification Association. Fee is required. (5 contact hours)

ADC-235—(3)

Preventionist Practicum

Prerequisite: Consent of practicum coordinator

Corequisite: Registration in ADC-239

Supervised practical exposure and involvement in AODA prevention core functions. This course meets the minimum supervision requirements for preventionist certification by the Illinois Alcohol and Other Drug Abuse Professional Certification Association. (3 contact hours)

ADC-237—(1)**Seminar**

Prerequisite: Consent of practicum coordinator; registration in ADC-233

Discussion of supervised field service experience in Field Practicum. (1 contact hour)

ADC-239—(1)**Preventionist Seminar**

Prerequisite: Consent of practicum coordinator

Corequisite: Registration in ADC-235

Discussion of supervised field service experience in the Preventionist Practicum. (1 contact hour)

ADC-243—(5)**Advanced Field Practicum**

Prerequisite: ADC-233 and consent of practicum coordinator

Corequisite: ADC-247

This course provides supervised advanced-level exposure and involvement in chemical dependent treatment service delivery at an approved addictions counseling site. Successful completion of the course meets 250 (50 %) of the minimum supervision requirement of 500 hours for counselor certification by the Illinois Alcohol and Other Drug Abuse Professional Certification Association. Fee is required. (15 contact hours)

ADC-247—(1)**Advanced Seminar**

Prerequisite: Consent of instructor

Corequisite: ADC-243

In this course students will discuss their supervised field experiences in ADC-243, Advanced Field Practicum. (1 contact hour)

ANT—Anthropology**ANT-201—(3)****Introductory Physical Anthropology**

Introduces the physical and cultural origins of humans, including study of primate behavior, fossil humans, development of tools, origins of agriculture, and development of early civilization. (3 contact hours) IAI: S1 902

ANT-202—(3)**Introduction to Cultural Anthropology**

Introduces nature, origins of culture, and diversity of recent or living cultures. Covers methods of field work, case studies, problems of acculturation, and the role of museums in presenting and preserving material culture. (3 contact hours) IAI: S1 901N

ANT-205—(3)**North American Indians**

Surveys the archaeology and diverse cultures of native Americans, focusing on the earliest migrations to North America, the cultural achievements of the mound and pyramid builders, and the creative adaptations of specific Indian groups to various environments—past and present. (3 contact hours)

ANT-210—(3)**Introduction to Archaeology**

Introduces archaeological concepts, research, and methods for studying prehistoric and present cultures. Surveys the origin and development of societies in all parts of the world as revealed by significant archaeological sites and material culture. Current archaeological investigations of local interest and ethical issues in archaeology are examined. (3 contact hours) IAI: S1 903

ARB—Arabic**ARB-101—(4)****Arabic I**

This course introduces students to modern standard Arabic. Practice focuses on developing basic knowledge and skills in pronunciation and recognition of the sounds of Arabic, reading and writing the Arabic script, grammar, reading and listening comprehension, and written composition. The course presumes no prior study of the language. (4 contact hours)

ARB-102—(4)**Arabic II**

Prerequisite: ARB-101

This course develops existing basic abilities to communicate in speaking and writing modern standard Arabic. Practice focuses on increasing knowledge and skills in pronunciation, grammar, reading and listening comprehension, and written composition. The course builds on basic skills to read and write in the Arabic writing system, and knowledge of basic Arabic grammar. (4 contact hours)

ARB-201—(4)**Arabic III**

Prerequisite: ARB-102

Arabic 201 is the third in a series of Arabic courses. Instruction will build on skills taught in Arabic 101 and 102. The main focus of the course will continue to be the communicative skills. Students will learn the basic skills needed to communicate in Arabic, including comprehension, speaking, reading, and writing. Grammar will be introduced to facilitate communication. The course will be taught mainly in Arabic using Modern Standard Arabic. (4 contact hours)

ART—Art**ART-101—(3)****Drawing I**

Introduces drawing principles and techniques. Covers form, design and perspective, and includes various drawing media techniques. Fee is required. (6 contact hours) IAIM: ART 904

ART-104—(3)**Drawing II**

Prerequisite: ART-101

A continuation of ART-101, this course emphasizes composition, perspective and visual interpretation. A variety of drawing media is used. Fee is required. (6 contact hours) IAIM: ART 905

ART-105—(3)

Life Drawing

Prerequisite: ART-101

Teaches techniques of human figure drawing using draped and undraped models. Various media, applying principles such as design, structure, composition, form and abstraction, are used. (6 contact hours) IAIM: ART 906

ART-107—(3)

Arts and Crafts

Covers use of basic craft materials. Design and application of craft projects to various educational and leisure programs are covered. (6 contact hours)

ART-110—(3)

Art Appreciation

Introductory survey and analysis of the visual arts—painting, sculpture, architecture, photography, printmaking, and crafts—to acquaint non-art majors with basic aesthetic concepts: media, technique and function; elements and form; genres; stylistic characteristic and expressive qualities; and socio-cultural influences. (3 contact hours) IAI: F2 900

ART-116—(3)

Two-Dimensional Design

Introduces the basic principles and elements of two-dimensional design, including composition and use of color in visual art. Emphasizes application of original ideas in creation of original design. Fee is required. (6 contact hours) IAIM: ART 907

ART-117—(3)

Color Theory

Theories, principles, elements of color, and their application in the visual arts are covered. Fee is required. (6 contact hours)

ART-118—(3)

Three-Dimensional Design

Prerequisite: ART-116

Basic principles and elements of three-dimensional design are discussed. Includes volume, color, value, texture, and line. Emphasizes application of design concepts to original design. Fee is required. (6 contact hours) IAIM: ART 908

ART-120—(3)

Beginning Painting

Prerequisite: ART-101

Introduces basic techniques and materials of oil and acrylic painting. Fee is required. (6 contact hours) IAIM: ART 911

ART-121—(3)

Watercolor Painting

Prerequisite: ART-101

Introduces basic techniques and materials of transparent and opaque watercolor painting. Fee is required. (6 contact hours)

ART-122—(3)

Intermediate Painting

Prerequisite: ART-120

Explores advanced painting techniques as applied to solving visual problems in oils, acrylics and watercolors. Fee is required. (6 contact hours)

ART-125—(3)

Ceramics I

Create clay forms using hand techniques and potter's wheel. Covers glazes, decorations and kiln firing. Explores design problems and solutions. Includes historical and cultural development of ceramics as an art form. Fee is required. (6 contact hours) IAIM: ART 912

ART-126—(3)

Ceramics II

Prerequisite: ART-125

Applies basic pottery methods to create advanced ceramic forms. Presents experimental problems in glazes, mixing and firing. Applies historical, aesthetic and artistic principles to ceramics problems. Student exhibit is required. Fee is required. (6 contact hours)

ART-146—(3)

Introduction to Computer Art

Corequisite: Registration or credit in ART-101 and ART-116 or consent of instructor

Introduction to computer applications in the visual arts. A Macintosh computer software-based approach to visual image manipulation and generation is provided, including the integration of computer hardware, software and peripheral devices as tools to create and combine traditional and contemporary visual ideas. Involves both theoretical understanding and practical application in the utilization of computer hardware and software to capture, combine, manipulate, and generate two-dimensional visual images in both art and design. Fee is required. (6 contact hours) IAIM: ART 919

ART-150—(3)

Sculpture

Prerequisite: ART-101

Introduces basic techniques of sculpture. Explores three-dimensional media. Applies additive, subtractive and manipulative approaches to creating three-dimensional works of art. Fee is required. (6 contact hours) IAIM: ART 913

ART-160—(3)

Introduction to Photography

This studio course covers the basic principles of photography, including equipment, film processing, composition, and dark-room techniques. Students supply film, mount board, paper, and 35mm manual camera. Fee is required. (6 contact hours) IAIM: ART 917

ART-161—(3)**Camera and Darkroom Techniques**

Prerequisite: ART-160

This studio course develops expressive and technical skills in 35mm camera usage and darkroom work through the exploration of various black-and-white films, chemistries, exposure systems and printing techniques. Through a series of complex photographic projects, students learn to think creatively with a camera, control exposure, and explore the photographic potential of various combinations of films and developers, printing papers, alternative printing techniques, and various lighting techniques. Students supply black-and-white film, mounting board, RC and fiber-based paper, and 35mm manual camera. Fee is required. (6 contact hours)

ART-162—(3)**Photographic Design**

Prerequisite: ART-160

This studio course investigates the application of 2D design elements to explore the creative potential of the photographic medium. Students will utilize traditional and non-standard photographic processes to make images which implement specific design techniques. The use of design as a method of communicating ideas and concepts within photography will be explored. A series of conceptual and technical projects will emphasize joining specific techniques, materials and design elements to bring about a unique creative vision. Creative techniques of 35mm camera work, black and white printing, studio work, and photographic manipulation techniques will be explored. Students supply black and white films, mounting board, RC and fiber-based paper, and 35mm manual camera. Fee is required. (6 contact hours)

ART-170—(3)**Printmaking**

Introduces basic printmaking techniques such as woodblock and silk screen. (6 contact hours) IAIM: ART 914

ART-180—(3)**Digital Photography**

Prerequisite: ART-146, ART-160 or consent of instructor

This art/graphic design studio course introduces photographic manipulation, emphasizing acquisition of the photographic image using appropriate software tools and palettes for basic manipulation techniques, color correction, image selection, masking, multiple layering, output including conversion to CMYK, duotones, as well as historical references and models. Fee is required. (4 contact hours)

ART-182—(4)**Digital Illustration**

Prerequisite: ART-146 or consent of instructor

This art/graphic design studio course introduces vector-based computer illustration techniques. Investigates object-oriented graphics; curves and shapes; blending; patterns; and textures. Also examines the manipulation of type fonts as images. Fee is required. (6 contact hours)

ART-184—(4)**Digital Imaging**

Prerequisite: ART-146 or consent of instructor

This art/graphic design studio course introduces computer imaging with bit-mapped graphics and rasterized images. Interaction between imaging and object-oriented software is explored. Fee is required. (6 contact hours)

ART-186—(3)**Digital Layout and Publishing**

Prerequisite: ART-146 or consent of instructor

This art/graphic design studio course introduces desktop layout and publishing software. Requires the creation of both single- and multiple-page documents in black and white, as well as in color. Also covers document construction, integration of word processing programs, working with images and typography, custom colors, and output to printers or service providers. (4 contact hours)

ART-203—(3)**History of Design**

Provides students with a history of design from the industrial revolution to the present, including both industrial and graphic design. Covers the development of design, its major movements, prominent designers, and their significant contributions. (3 contact hours)

ART-205—(3)**Survey of Art I**

A chronological survey of art, from prehistory through the Middle Ages. Included are artistic achievements of the Prehistoric, Ancient Near East, Ancient Egyptian, Greek, Roman, Early Christian, Byzantine, Carolingian, Ottoman Romanesque, Gothic periods, as well as major non-western art traditions including Islamic, Indian, Chinese, Japanese, the Pre-Columbian Americas, and Africa. Field trip required. (3 contact hours) IAI: F2901; IAIM: ART 901

ART-206—(3)**Survey of Art II**

A chronological survey of art from the Proto-Renaissance through the mid-nineteenth century. Included are artistic achievements of both Western and Non-Western cultures. Styles and cultures include West Renaissance, Baroque, Rococo, Neoclassical, Romantic and Realistic periods. Non-Western covers India, China, Japan, Pacific cultures and Africa. Field trip required. (3 contact hours) IAI: F2 902; IAIM: ART 902

ART-207—(3)**Survey of American Art**

A chronological survey of the development of the visual arts in the United States from the colonial period through the present day. Early European influences, post World War II art and the contemporary art scene are included. Field trip required. (3 contact hours)

ART-208—(3)

Survey of Art III

A chronological survey of modern art from the mid-19th century through the present time. Beginning with Impressionism, artistic achievements associated with the development of art through movements such as Post-Impressionism, Cubism, Surrealism, Abstraction, and Contemporary art forms will be included. Field trip required. (3 contact hours) IAI: F2 902; IAIM: ART 903

ART-209—(3)

Survey of Non-Western Art

A survey of non-Western art forms reflecting differing cultures and traditions found in the creative endeavors of Middle Eastern, South Asian, Far Eastern, Pre-Columbian Americas, Oceanian, and Subsaharan African artists. The impact of non-Western art on the contemporary art scene will also be discussed. Field trip required. (3 contact hours) IAI: F2 903N

ART-230—(3)

Digital Design Internship

Prerequisite: ART-180, ART-182, ART-184, ART-186, and consent of internship coordinator or instructor

This internship provides an opportunity for students to learn firsthand how a computer artist/designer handles day-to-day assignments. Student interns either work directly with experienced designers approved by the Internship Coordinator or work on a freelance basis. They also attend a seminar for one hour per week to discuss internship activities and problems, and develop means to close the gap between theory and on-the-job reality. Fee is required. (11 contact hours)

ART-231—(2)

Art Seminar

Prerequisite: ART-101, ART-104 or ART-105, ART-116, ART-118, and 6 credit hours from ART-205, ART-206, ART-207, ART-208 or ART-209 with a grade of "C" or better, and have the permission of the department chair of Fine Arts/Humanities.

This course is designed for the student who is planning on transferring to a four-year institution as an art major. Provides an opportunity for guidance in portfolio preparation and offers opportunities to learn about careers in the visual arts. Through field trips to artists' studios, lectures, critiques, and hands-on situations, gain a better understanding of the role of the artist in contemporary society. (2 contact hours)

ART-232—(3)

Digital Portfolio Development

Prerequisite: ART-180, ART-182, ART-184, ART-186, ART-248, or consent of instructor

This art/design studio course's primary orientation is the development of the student's portfolio. This course permits students to work on their portfolio for a semester in close contact with the instructor. Includes field trips to design organizations, galleries and museums to further enhance awareness of contemporary computer design. Fee is required. (4 contact hours)

ART-246—(3)

Advanced Computer Art

Prerequisite: ART-180, ART-182, ART-184, ART-186, ART-248, or consent of instructor

This art/graphic design studio course develops students' advanced skills in the digital creation and manipulation of visual images. This course permits students to work on computer-designed projects in close contact with the instructor. Fee is required. (6 contact hours)

ART-248—(3)

Web Page Layout

Prerequisite: ART-180, ART-182, ART-184, ART-186, or consent of instructor

This art/graphic design studio course covers the development of well-designed Web site pages for the Internet and an intranet. Provides students with the tools to design their own home pages. Covers page planning, navigation, page layout tools, use of image maps. Uses appropriate software to enhance students' awareness of the latest technological advances. Fee is required. (4 contact hours)

ART-249—(3)

Intermediate Web Page Design

Prerequisite: ART-180, ART-182, ART-184, ART-186, ART-248, or consent of instructor

Building on basic web page layout, this art/graphic design studio course opens up new design possibilities with the addition of sound, animation, and interactivity. Fee is required. (4 contact hours)

ART-280—(3)

Independent Studio: Drawing

Prerequisite: ART-101, ART-104, ART-105

This studio course is for students who have completed all course work in the discipline of drawing. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. (6 contact hours)

ART-281—(3)

Independent Studio: Painting

Prerequisite: ART-120, ART-121, ART-122

This is a studio course for students who have completed all course work in the discipline of painting. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. Fee is required. (6 contact hours)

ART-282—(3)

Independent Studio: Ceramics

Prerequisite: ART-125, ART-126

This is a studio course for students who have completed all course work in the discipline of ceramics. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. Fee is required. (6 contact hours)

ART-283—(3)**Independent Studio: Photography**

Prerequisite: ART-160 and either ART-161 and ART-162; or ART-160 and consent of instructor

This is a studio course for students who have completed college-level coursework in photography. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. Students supply black-and-white films, RC and/or fiber-based paper, and 35mm manual camera, and other incidental supplies as needed. Fee is required. (6 contact hours)

ART-284—(3)**Independent Studio: Design**

Prerequisite: ART-116, ART-117 or ART-146, ART-118

This is a studio course for students who have completed all course work in the discipline of design. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. Fee is required. (6 contact hours)

AUT—Automotive Technology**AUT-112—(4)****Introductory Automotive Technology**

This course provides the automotive technology student career information about the automotive service industry. The class provides theory and related hands-on experience on live automobiles as a foundation for advanced automotive courses. Instruction includes engine testing and service procedures used on automobile systems and components. (6 contact hours)

AUT-114—(4)**Electrical/Electronic Systems I**

Corequisite: Registration or credit in AUT-112

This course provides instruction in basic electricity and electronics, including direct-current electricity, series and parallel circuits, and basic electronics. Theory, operation and testing of the starting, charging, lighting, and signaling systems are covered. The student will work with multimeters and other electrical test equipment in developing troubleshooting techniques. (6 contact hours)

AUT-120—(3)**Automotive Service Advisor**

Prerequisite: AUT-112 or consent of program coordinator

This course provides the automotive technology student with the knowledge needed for a career as an automotive service consultant (service writer, assistant service manager). The class provides theory and related hands-on experience on live automobiles similar to those in an automobile dealership, independent shop, or franchise service center. Instruction includes consumer relations, internal relations, sales skills, shop operations, and preparation for achieving ASE certification as a service consultant. (4 contact hours)

AUT-121—(4)**Automotive Brake Systems**

Prerequisite: AUT-112

This course provides instruction in the theory of operation, diagnosis, and servicing of automotive disc and drum brake systems. Both standard and ABS brake systems are included. Service and troubleshooting of vacuum, hydraulic and electrical controls are covered. (6 contact hours)

AUT-125—(4)**Performance and Driveability I**

Prerequisite: AUT-114

Engine drivability through the fuel delivery system, from the fuel tank through fuel distribution components, including electric fuel pumps, fuel filters, fuel injectors, regulators, return systems, vapor recovery, idle air control, and air temperature control are covered. (6 contact hours)

AUT-127—(3)**Introduction to Alternative Fuels**

This course will address the need in the 21st century for alternative light-duty vehicles, their power plants, and the energy sources used to propel them. Alternative fuel systems will be discussed as well as their advantages, disadvantages, and impact on passenger safety and the environment. Also included will be a discussion of some of the hybrid vehicles currently in use and the fuel cell as a means of replacing the internal combustion engine for generating electricity. (3 contact hours)

AUT-214—(4)**Electrical/Electronic Systems II**

Prerequisite: AUT-114

This is a course in advanced automotive electronics with an emphasis on understanding and diagnosis of electronic ignition systems, computerized engine control systems, and non-engine-related computer systems. (6 contact hours)

AUT-232—(4)**Performance and Driveability II**

Prerequisite: AUT-125

This is an advanced course in engine drivability and fuel management diagnosis. Emphasis on proper diagnostic procedures, use of scan tools, digital oscilloscopes, and exhaust gas analyzers are covered. (6 contact hours)

AUT-233—(1)**Seminar**

Prerequisite: Student must be in the third semester of the auto program or completed a minimum of five AUT classes

Corequisite: Registration in AUT-237 and consent of instructor
Discussion of internship activities and problems, a student's performance, and any questions arising out of an internship. Development of professional attitude. Course strives to narrow the gaps between theory and on-the-job reality. (1 contact hour)

AUT-234—(4)**Steering and Suspension Systems***Prerequisite: AUT-112*

This course covers theory of operation, diagnosis, maintenance, repair, and adjustment procedures pertaining to steering and alignment. Lab work includes two- and four-wheel alignment, servicing rack and pinion steering systems, conventional and MacPherson strut-suspension systems. (6 contact hours)

AUT-236—(4)**Auto Engine Reconditioning***Prerequisite: AUT-112*

This course covers recognizing and diagnosing causes of engine failure and procedures necessary to repair or build an automotive engine. Lab work consists of use of precision measuring tools, restoration of tolerance by machining engine components, and proper disassembly and assembly procedures. (6 contact hours)

AUT-237—(3)**Internship**

Prerequisite: Student must be in the third semester of the Auto Program or have completed a minimum of 5 AUT classes.

Corequisite: Registration in AUT-233 and consent of instructor
At AUT internship sites under the supervision of a certified ASE technician, students will diagnose and repair problems involving automotive components relating to the industry in which the student is employed. (15 contact hours)

AUT-240—(4)**Manual Transmissions and Drivelines***Prerequisite: AUT-112*

Studies manual drive transmissions and transaxles (6 contact hours)

AUT-242—(4)**Automatic Transmissions***Prerequisite: AUT-112*

Students study automatic transmissions and transaxles, clutches, linkages, cables, in-vehicle and off-vehicle component repairs, bands and drums. Emphasizes problem assessment, theory of operation and overhaul procedures. (6 contact hours)

AUT-244—(4)**OBDII and Emission Control Systems***Prerequisite: AUT-232*

Diagnosis and service of advanced computerized engine control systems (OBDII) and IM240 testing procedures are the main concepts covered. Detailed instruction on the use of advanced electronic testing equipment used in the diagnosis of these systems is covered in-depth. (6 contact hours)

AUT-246—(4)**Heating and Air Conditioning Systems***Prerequisite: AUT-112*

Explores theory, operation, testing, and servicing of automotive heating and air conditioning systems. Laboratory work includes proper handling of refrigerants, troubleshooting, repairing, and servicing of these systems. Students also may gain certification in recycling and recovery of refrigerants. (6 contact hours)

BIO—Biology**BIO-111—(4)****General Biology I**

Scientific methods, biochemistry, cellular biology, cellular reproduction, classical and molecular genetics are covered with an emphasis on processes. Fee is required. (6 contact hours) IAI: L1 900L; IAIM: BIO 910, CLS 901

BIO-112—(4)**General Biology II**

Structure and function of the major systems of animals, plants, fungi, protista and bacteria are covered. Origin of life, ecology, classification and evolution are also studied. Animal dissection is included. Note: BIO-111 is recommended prior to taking this course. Fee is required. (6 contact hours) IAI: L1 902L; IAIM: BIO 910, CLS 902

BIO-115—(4)**Anatomy and Physiology**

This course is a survey course of anatomy and physiology of the human body. All of the major body systems are covered in this course. This course is designed primarily for students interested in our allied health programs such as fitness trainer, health information technology, medical assistant, polysomnography technologist, recreation therapy programs, and other fields requiring only a one semester survey course in anatomy and physiology. This course will not satisfy the anatomy and physiology requirements for nursing, radiologic technology, or respiratory therapy. Fee is required. (5 contact hours) IAI: L1 904L

BIO-119—(4)**Introductory Microbiology**

This course introduces microbial life, including morphology, staining, genetics, physiology and biochemistry of bacteria, archaea, fungi, protozoa, algae and helminthes. Medical significance of these organisms is covered, as is the significance of viruses, prions and viroids. It is recommended that students take BIO-111 prior to taking this course: Fee is required. (6 contact hours) IAI: L1 904L; IAIM: CLS 903, NUR 903

BIO-180—(4)**Human Anatomy and Physiology I***Prerequisite: 1 year of high school chemistry or CHM-111*

The first course of a two-course sequence, this course presents an integrated approach to structure and function of the human body. Models, prepared slides, and physiological experiments, including dissections may be part of the laboratory experience. Emphasizes normal histology, anatomy and physiological principles of human cells, tissues, skeletal elements, integument and the musculature, circulatory and respiratory systems. It is strongly recommended that students select one of the following courses prior to taking this course: BIO-111, BIO-115 or CHM-131. Fee is required. (6 contact hours) IAI: L1 904L; IAIM: CLS 903, NUR 903

BIO-181—(4)

Human Anatomy and Physiology II

Prerequisite: BIO-180

This course covers the structure and function of humans as related to the digestive, excretory, nervous, and endocrine systems; special senses; homeostatic mechanisms; human embryology and reproduction; electrolyte balance; and stress physiology. Models, prepared slides, and physiological experiments, including dissections, may be part of the laboratory learning experience. Fee is required. (6 contact hours) IAİM: CLS 904, NUR 904

BIO-182—(2)

Human Anatomy Lab I

Prerequisite: BIO-115 or BIO-180 and evidence of current tetanus vaccination

This is the first of a two-course laboratory sequence using a human cadaver to study gross anatomy. Emphasis will be placed on gross anatomy of the integument, skeletal, cardiovascular, muscular, and respiratory systems. Fee is required. (3 contact hours)

BIO-183—(2)

Human Anatomy Lab II

Prerequisite: BIO-181 and BIO-182 or consent of instructor, and evidence of current tetanus vaccination

This is the second of a two-course laboratory sequence using a human cadaver to study gross anatomy. Emphasis will be placed on gross anatomy of the digestive, nervous, special sense, urinary, endocrine, and reproductive systems. Fee is required. (3 contact hours)

BIO-211—(4)

Zoology I

Prerequisite: BIO-111 or consent of instructor

Study of the natural history, morphology and physiology of invertebrate animals. Emphasizes midwestern forms, including distribution, feeding habits, reproduction, economic importance, and classification. Fee is required. (6 contact hours)

BIO-212—(4)

Vertebrate Zoology

Prerequisite: BIO-111 or consent of instructor

This course covers the structure and function of animal systems and their evolutionary relationships. Examines taxonomy, ecology, behavior, and distribution of representative animals. Fee is required. (6 contact hours)

BIO-215—(3)

Physiology of Health and Disease

Prerequisite: BIO-115 or BIO-181

This course includes functional interrelationships between body systems in health and disease. Emphasizes application of physiological concepts in problem solving. (3 contact hours)

BIO-220—(4)

Ecology and Field Biology

Prerequisite: BIO-111 or consent of instructor

This course introduces general ecology. Includes field approach of measuring environmental factors in order to understand the ecosystem concept. Interrelationships of organisms, including humans and their environment, are explored. Field work and field trips are included. Fee is required. (6 contact hours)

BIO-230—(4)

Botany

Prerequisite: BIO-111 or consent of instructor

Lecture and lab illustrate the diversity of simple and complex plants. Covers the structure of roots, stems, leaves, flowers, and fruits; physiology of growth and response to environmental factors; and local plant ecology stressing community types, biomes and succession. (6 contact hours)

BUS—Business

BUS-100—(3)

Introduction to Business

This course will provide the student with the opportunity to develop concepts, attitudes, and ideas about the nature of business and the environment in which it operates. Types of business ownership, management, marketing, finance, accounting, human resources, labor-management relations, ethics and other related topics are covered. (3 contact hours) IAİM: BUS 911

BUS-105—(4)

Small Business Management

Studies fundamentals of the organization and operation of a small business. Examines the problems of initial decisions: location, planning, financing, legal concerns, marketing and managing the small business. (4 contact hours)

BUS-107—(2)

Fundamentals of Accounting

This course is designed for two types of students: those with no high school or career accounting background who feel the need for introductory work prior to taking BUS-142 (Financial Accounting) and students that do not wish to take BUS-142, but would like to learn some accounting basics. Emphasis is placed on basic bookkeeping and accounting concepts. Topics will include: journalizing, posting, adjusting entries, financial statements, closing entries, and payroll. The course will also examine some accounting differences between a sole proprietorship, partnership, and corporation. This is a nontransfer course. (2 contact hours)

BUS-110—(3)

Legal Environment in Business

A study of the modern legal and social environment of business, with emphasis on the regulation of business by government statutes, administrative regulations, and court decisions. Areas of concentration include: tort law, consumer protection law, employment law, labor law, and securities law. (3 contact hours) IAİM: BUS 913

BUS-120—(3)**Business Mathematics**

Prerequisite: Appropriate score on math placement test or MTH-090

This practical course covers mathematics of accounting, management, marketing, and finance. Topic coverage includes sales and property taxes, checkbook reconciliations, payroll, depreciation, trade and cash discounts, markup, review of financial statements, and both simple and compound interest calculations. (3 contact hours)

BUS-130—(3)**Principles of Marketing**

This course emphasizes key concepts and issues underlying the modern practice of marketing. It includes an analysis of consumer and industrial markets and development and operation of a marketing program emphasizing domestic marketing of manufactured goods. (3 contact hours)

BUS-131—(3)**Principles of Retailing**

This course examines the fundamentals that support the success of a retail business based on the five components of merchandising: planning, product, placement, price, and promotion. The student will learn the concepts behind effective strategic retail planning as practiced by different types of retail institutions: location selection, buying, selling, advertising, store management, pricing, customer services, and financing. Includes management of human resources and information systems. (3 contact hours)

BUS-133—(3)**Salesmanship**

This course focuses on the actual processes involved in the successful selling of products, services, and ideas to both organizational and final customer markets. The student will learn the principles and techniques used in prospecting and preparation, approaching, demonstrating, meeting objection, sale closing, and follow-up. Topics also include buying motives, sales psychology, and the attitudes and attributes of successful sales professionals. Applies to selling both tangible products and intangible services to both organizational and final customer markets. (3 contact hours)

BUS-134—(3)**International Business**

This course introduces the student to the fundamentals of international marketing, analysis of international business opportunities, market entry strategies and finances, business in the global workplace, the impact of cultural environments on the decision-making process, and the impact of foreign economies on U.S. business. (3 contact hours)

BUS-136—(3)**Business Law**

This course provides an introduction to law, examining topics such as contracts, sales and bailments, agency, employment, real and personal property, partnerships and corporations, and the common law as modified by the Uniform Commercial Code (UCC). The case method and problem solving are used to show the legal problems affecting business contracts. (3 contact hours) IAIM: BUS 912

BUS-142—(4)**Financial Accounting**

Prerequisite: Appropriate score on math placement test or MTH-090

This course introduces the basics of financial accounting with emphasis on accounting as an information system which aids in the decision-making process. The focus is on the analysis and classifying of accounting information necessary for the preparation of external general-purpose financial statements. Topics include transaction analysis, development of financial reports, the accounting cycle, accruals and deferrals, receivables, payables, payroll, promissory notes, inventory costing, plant assets and depreciation methods, corporate equity concepts, bonds payable, and present value. Students with no high school or career accounting background, who believe they need introductory work, should take BUS-107 prior to taking this course. (4 contact hours) IAIM: BUS 903

BUS-143—(4)**Managerial Accounting**

Prerequisite: BUS-142

This second semester accounting course presents accounting as a system of producing information for the use of internal decision-makers. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Topics include both job-order and process cost systems, cost-volume-profit analysis, budgeting, performance evaluation, differential analysis, capital investment analysis, and activity-based costing. (4 contact hours) IAIM: BUS 904

BUS-145—(3)**Computer Applications in Accounting**

Prerequisite: BUS-142

This course introduces the student to the use of a contemporary accounting software package, such as Peachtree. Through classroom discussions and laboratory exercises, the student will gain a practical knowledge of computerized accounting applications including accounts receivable, accounts payable, purchasing, invoicing, job costing, payroll, budgeting, and reporting. The course assumes a basic knowledge of personal computers, as well as a working knowledge of the accounting cycle. (4 contact hours)

BUS-148—(3)

Introduction to Finance

Prerequisite: BUS-142

This course introduces corporate financial management. Topics include profit maximization, valuation theory, risk and return concepts, and techniques for managing current assets, fixed assets, and capital structure. (3 contact hours)

BUS-155—(3)

Display and Visual Merchandising

Design and create merchandising displays to cultivate positive customer attitudes toward a store or department for the purpose of selling merchandise. (3 contact hours)

BUS-170—(3)

Introduction to Human Resources

This course introduces the student to the policies and practices of employment agencies and personnel offices. Topics include recruiting, advertising, interviewing, counseling, placement, marketing, ethics, public relations, and labor law. (3 contact hours)

BUS-200—(3)

Consumer Behavior

Introduces the consumer and organization decision process in selection, acquisition, and use of products and services. Examines influences on consumer behavior that can be considered by marketers in developing marketing strategies and tactics. (3 contact hours)

BUS-215—(3)

Employee Training and Development

Provides experience for the human resources professional in developing, designing, implementing, and evaluating employee training and development programs. Covers skill-based and employee development training methods for both on-site and off-site training. (3 contact hours)

BUS-226—(3)

Business Ethics

This case-oriented course introduces moral issues associated with industry and commerce. Major ethical systems are explored. Encourages ethical methodology. Note: Only three credit hours can be earned for either BUS-226 or PHI-226. Duplicate credit in both courses will not be awarded. (3 contact hours)

BUS-230—(3)

Advertising

Covers advertising as an institution in society, a tool of marketing, and a process of mass communication. Explores the elements of developing effective advertising campaigns, including setting objectives, establishing budgets, creating messages, selecting media, and evaluating results. (3 contact hours)

BUS-231—(3)

Principles of Management

Examines the foundations and nature of managing both profit and nonprofit organizations in a dynamic global environment. Studies the major management functions of planning and decision making, organizing, leading, and controlling. Emphasis is placed on ethics, diversity and teamwork. The nature of authority, responsibility, and accountability along with "line" and "staff" organizations are also closely reviewed. (3 contact hours)

BUS-232—(3)

Human Resources Management

The Civil Rights Movement, federal manpower development programs, Fair Labor Standards Act, Social Security Act, and their impact upon management and personnel are explored. (3 contact hours)

BUS-233—(3)

Internship

Prerequisite: Consent of instructor

Corequisite: Registration in BUS-237

Planned and supervised career field experience relating to the student's degree program. (3 contact hours)

BUS-235—(2)

Personal Development

Business psychology dealing with attitudes and concepts, including personal efficiency, human relations, motivation, and personality health for personal leadership are covered. (2 contact hours)

BUS-237—(1)

Seminar

Prerequisite: Consent of instructor

Corequisite: Registration in BUS-233

Discuss internship activities and issues, and development of professional attitude. Closes gaps between theory and on-the-job reality. (1 contact hour)

BUS-240—(3)

Intermediate Accounting I

Prerequisite: BUS-143

A study of the theory concepts and generally accepted accounting principles underlying the preparation of external accounting reports for corporate organizations. Topics include preparation of financial statements, the time value of money, cash, receivables, inventories, and plant and intangible assets. (3 contact hours)

BUS-241—(3)

Intermediate Accounting II

Prerequisite: BUS-240

Continuation of the study of generally accepted accounting principles underlying external financial reporting. Topics emphasized include current long-term liabilities, stockholders' equity, dilutive securities and earnings per share, investments and revenue recognition. Accounting for income taxes, pensions, leases, and the statement of cash flows are also covered. (3 contact hours)

BUS-242—(3)**Cost Accounting***Prerequisite: BUS-143*

Covers managerial accounting topics in more detail. Emphasizes the role of accounting in virtually all aspects of an organization. Topics include organizational strategy, quality control, internal cost allocations, product and service costing methods, cost control techniques, cost analysis, and budgeting. (3 contact hours)

BUS-243—(3)**Federal Income Taxes***Prerequisite: BUS-143*

Includes a comprehensive explanation of federal tax structure and training in application of tax principles to specific problems. Focuses on theory of tax law and the ability to identify tax problems. (3 contact hours)

CCA—Child Care**CCA-101—(3)****Introduction to Early Childhood Education**

Presents an overview of the history and philosophy of the different types of early childhood centers, including the past, present and future programs for young children and their families. Also examines the role of the early childhood professional in assessing and planning developmentally appropriate practices to serve young children. Guidance and observational skills will be fostered through field experiences. (3 contact hours) IAIM: ECE 911

CCA-102—(3)**Growth and Development—Young Child**

Emphasizes the practical application of the theories and principles of child development related to the physical, intellectual, emotional, and social areas of a child's growth. Stresses cultural influences, experiences, and need satisfaction which shape a child's total development. Field observations and participation in early childhood settings will be included. (5 contact hours)

CCA-104—(3)**Language Development and Activities—Young Child**

In-depth knowledge and understanding of language development, the stages involved, the role that adults play, and the relationship of language to other aspects of development are covered. Introduces the student to a wide variety of language activities appropriate for young children and helps develop skills in preparing, presenting and evaluating each of the language activities included in the course. (3 contact hours)

CCA-105—(3)**Health-Safety-Nutrition—Young Child**

A comprehensive overview of ways which ensure children's physical well-being. Basic and changing health, safety and nutrition needs of children are examined, as well as appropriate methods by which these needs can be met in group or home settings. (3 contact hours)

CCA-106—(3)**Creative Activities—Young Child**

An overview of a wide variety of experiences and methods for developing self-expression and creativity in the young child, including art, music, rhythm, and movement. (4 contact hours)

CCA-107—(3)**Infant and Toddler Care**

Studies patterns of growth and development of children from birth to age 3; examines needs of infants and toddlers in various child care settings; and develops skills in managing a safe environment and planning stimulating, age-appropriate activities. (3 contact hours)

CCA-108—(3)**Observation and Guidance—Young Child**

Study of guidance practices which support the development of the young child. Theories are provided that support an analysis of child behavior as well as the development of guidance techniques. Students will develop and understand the relationship between careful observation, communication, and effective interaction with children. (4 contact hours)

CCA-109—(3)**Child, Family and Community***Prerequisite: CCA-101, CCA-102 or consent of instructor*

Concentrates on the teacher's role in working with the child's family and community. Stresses parent education, changing families and legal responsibilities. Specific criteria and methods for effective parent-teacher communication are also discussed. Includes an in-depth study of community resources. (3 contact hours)

CCA-110—(3)**Parenting**

An overview of the parenting process. Reviews the history of childhood, theories and models of development which apply to parenting, and the status of children today. Child-rearing problems and issues are discussed, and specific discipline and communication styles are explored. Focuses on the influences of contemporary stresses, family and culture on the development of the child's self-concept. (3 contact hours)

CCA-201—(3)**Math and Science for the Young Child**

Introduction to the theory and practice related to the curricular areas of math and science for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials. (3 contact hours)

CCA-203—(3)**Administration and Supervision of Early Childhood Programs**

Examines a variety of management processes, as well as components needed for an effective center: policies, programs, evaluation, parent involvement, computers and administrative software, licensing, and accreditation. (3 contact hours)

CCA-204—(3)**The Child at Risk**

Studies social and economic conditions contributing to “at risk” factors in early childhood. Analyzes programs and methods that meet educational needs of children. (3 contact hours)

CCA-205—(3)**Curriculum—Early Childhood Programs**

Prerequisite: CCA-104 and CCA-201 or consent of coordinator
Overview of principles involved in planning, implementing and evaluating developmentally appropriate curriculum. Includes lesson plans; emerging curriculum; scheduling; room arrangement; materials and equipment; individual, small and large group activities; short- and long-term goals; and a study of teacher's roles and responsibilities in curriculum development. (4 contact hours)

CCA-211—(1)**Special Topics in Child Development**

Students work with the instructor individually or in small groups to develop special projects designed to focus on specific child development phenomena. (1 contact hour)

CCA-233—(3)**Internship I**

Prerequisite: CCA-101, CCA-102, CCA-104, CCA-105, CCA-106, CCA-108, CCA-109, CCA-201, CCA-205, and/or consent of instructor

Corequisite: Registration in CCA-237

A planned and supervised experience in a child care facility. Fee is required. (15 contact hours)

CCA-237—(1)**Seminar I**

Prerequisite: Consent of coordinator and registration in CCA-233
Discuss internship activities and challenges. (1 contact hour)

CHM—Chemistry**CHM-111—(4)****Fundamentals of Chemistry**

Prerequisite: one year of high school algebra or MTH-095 with a grade of “C” or better

An introductory course with laboratory in the basic fundamentals of inorganic chemistry with an introduction to organic, nuclear and biochemistry. Topics include metric system, atomic theory, nomenclature, bonding, stoichiometry, properties of matter, solutions, acids and bases, pH, and organic functional groups. The course does not assume that students have had high school chemistry, and is intended for nonscience liberal arts students and those who plan to pursue a career in allied health or nursing. The course is also designed as an entry-level course for CHM-131 for students who need a chemical foundation prior to enrolling in university-oriented chemistry. Fee is required. (5 contact hours) IAI: P1 902L

CHM-131—(4)**Chemistry (University-Oriented) I**

Prerequisite: one year of high school chemistry or CHM-111

Principles and theories of inorganic chemistry; molecular, atomic, nuclear and electronic theories of matter related to the periodic table; oxidation-reduction and ion exchange; and theories of solution are explored. For students in chemistry, chemical engineering or physical science programs. Fee is required. (6 contact hours) IAI: P1 902L; IAIM: BIO 906; CHM 911; CLS 906; EGR 961; NUR 906

CHM-132—(4)**Chemistry (University-Oriented) II**

Prerequisite: CHM-131 or equivalent

Principles of chemical equilibrium applied to dissociation, solubility and hydrolysis in aqueous solution are covered. Studies metals, nonmetals and their compounds. Procedures for separation and identification of common metallic and nonmetallic ions are emphasized. Fee is required. (6 contact hours) IAIM: BIO 907, CHM 912, CLS907, EGR 962, NUR 907

CHM-203—(5)**Organic Chemistry I**

Prerequisite: CHM-132

Modern concepts of the structure of organic compounds, correlation between structure, spectroscopy and properties are explored. Reactions, reaction mechanisms, study of aliphatic and aromatic hydrocarbons, alkyl halides, alcohols, ethers, and carboxylic acids are covered. Fee is required. (7 contact hours) IAIM: BIO 908, CHM 913, CLS 908, EGR 963, NUR 908

CHM-204—(5)**Organic Chemistry II**

Prerequisite: CHM-203

Studies of carboxylic acids, aldehydes, ketones, amines, phenols, carbohydrates, amino acids, proteins, and lipids will be covered. Fee is required. (7 contact hours) IAIM: BIO 909, CHM 914, NUR 909

COL—College Introduction**COL-101—(1)****College: Changes, Challenges, Choices**

Provides an opportunity to assess your purpose for college, assess your study strategies, set college and career goals, examine your values and decision-making skills, and develop an appreciation for diversity. This course is a requirement for all entering full-time students. See page 15 for details. (1 contact hour)

COM—Communications**COM-085—(4)****Sentence and Paragraph Writing**

This course is designed to help students understand and use the basics of grammar and punctuation with simple, compound and complex sentences, and to use these sentences to develop effective paragraphs. (4 contact hours)

This course may be taken four times for credit.

COM-090—(3)**Paragraph and Theme Writing**

Prerequisite: Grade of "C" or better in COM 085 or appropriate score on placement test

Understand and write basic paragraphs and short themes. Covers developing the topic sentence, ordering ideas and achieving coherence in paragraphs, and incorporating paragraphs into essays. Credit hours for the course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

This course may be taken four times for credit.

COM-101—(3)**Composition I**

Prerequisite: Grade of "C" or better in COM-090 or appropriate score on placement test

Designed to teach clear and effective expository prose, with emphasis on organization, clarity and coherence. Learn to adapt style to various readers and use research to clarify explanations and support arguments. A grade of "C" or better is required for this course to transfer under the guidelines of the Illinois Articulation Initiative (IAI). Fee is required. (3 contact hours) IAI: C1 900R

COM-102—(3)**Composition II**

Prerequisite: COM-101 with a grade of "C" or better.

Analytical and critical writing based on the types of literature. Research is used to incorporate supporting ideas from critics in essays of literary analysis. A grade of "C" or better is required for this course to transfer under the guidelines of the Illinois Articulation Initiative (IAI). Fee is required. (3 contact hours) IAI: C1 901

COM-103—(3)**Speech Fundamentals**

Introduction to basic oral communication principles and skills, challenges of cultural diversity and gender equity. Includes study and practice in public speaking and discussion, preparation and organization, and delivery techniques. This course satisfies the requirements of Public Act 87-581. (3 contact hours) IAI: C2 900

COM-105—(1)**Writing Laboratory**

Develops job-related communication skills, research paper skills and writing skills for personal improvement. Credit hours for the course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (2 contact hours)

This course may be taken four times for credit.

COM-106—(3)**Creative Writing, Poetry**

Prerequisite: COM-101 or consent of instructor

This course is an examination and application of prosody, textual conventions, and theories of writing poetry through analysis and student writing. (3 contact hours) IAIM: EGL 922

COM-107—(3)**Creative Writing, Fiction**

Prerequisite: COM-101 or consent of instructor

This course is an exploration and application of techniques, conventions and theories of writing fiction through analysis and student writing. (3 contact hours) IAIM: EGL 921

COM-108—(3)**Creative Writing Literary Nonfiction**

Prerequisite: COM-101 or consent of instructor

This course is an exploration and application of techniques, conventions and theories of writing literary nonfiction through analysis and student writing. The study of nonfiction forms will include memoir, profile, literary journalism, and stories of craft. Additional ways to tell the nonfiction story will also be addressed, including humor, visuals and multigenre pieces. Emphasis will be placed on the writing and creative process. (3 contact hours) IAIM: EGL 924

COM-111—(3)**Technical Communications I**

Prerequisite: COM-080 or appropriate score on placement test

Introduces basic theories of communication. Emphasizes writing development, including technical writing, letter writing and grammar. Fee is required. (3 contact hours)

COM-112—(3)**Technical Communications II**

Theory and practice of oral communication are discussed. Emphasizes group discussion, listening skills, and informative and persuasive speaking. (3 contact hours)

COM-120—(3)**Introduction to Linguistics**

Fundamentals of linguistics are covered. Emphasizes speech behavior as interaction. Topics include origins, functions and limitations of language. (3 contact hours)

COM-123—(3)

Applied Forensics

Prerequisite: Consent of instructor

Corequisite: Participation on Forensics Team

Includes instruction and practical experience in competitive speech events, such as impromptu and persuasive speaking, rhetorical analysis and oral interpretation. Selection, analysis and preparation of material are covered. Competitive performance is required. Cannot be repeated for credit. (5 contact hours)

COM-125—(1)

Tutoring Internship

Prerequisite: COM-101 and COM-102 both with a grade of "C" or better and consent of instructor

An introduction to tutoring in the Writing Center with emphasis on the interaction between tutor and client, and the options and strategies open to tutors to manage the tutoring session. Includes a review of grammar, writing skills, research and documentation, and a survey of the types of writing done in various disciplines at the college. (1 contact hour)

This course may be taken four times for credit.

COM-151—(1)

Student Publications Seminar

Earn up to four credits for participation in production of student publications. Includes weekly seminars. Teaches communication skills and publication production. (2 contact hours)

COM-152—(1)

Student Publications Seminar

Earn up to four credits for participation in production of student publications. Includes weekly seminars. Teaches communication skills and publication production. (2 contact hours)

COM-153—(1)

Student Publications Seminar

Earn up to four credits for participation in production of student publications. Includes weekly seminars. Teaches communication skills and publication production. (2 contact hours)

COM-154—(1)

Student Publications Seminar

Earn up to four credits for participation in production of student publications. Includes weekly seminars. Teaches communication skills and publication production. (2 contact hours)

COM-201—(3)

Business and Technical Writing

Prerequisite: COM-101 or COM-111

Improves writing in a variety of business and technical fields, both in college and on the job. (3 contact hours)

COM-203—(3)

Interpersonal Communication

Introduces the study of interaction between people that focuses on the importance of sensitivity to various communications. Provides a communication perspective of interpersonal relationships, covering relational maintenance and decline, listening, conflict, the self-concept, cultural impacts on relationships, and interpersonal communication in work and family contexts. (3 contact hours) IAIM: SPC 921

COM-204—(3)

Argumentation

Prerequisites: COM-101 and COM-103

This course will emphasize principles and methods of critical decision-making through argumentation and debate, including analysis of issues; collection and evaluation of evidence; evaluation of argument and reasoning; and techniques of attack and defense in oral argumentation. Students will engage in formal debate. (3 contact hours) IAI: SPC 913

COS—College Skills

COS-100—(6)

College Skills I

Techniques to improve reading skills are discussed. Includes word attack, comprehension, interpretation, skimming, scanning, listening, note taking, test taking, and study methods. Credit hours for the course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (var variable contact hours)

This course may be taken four times for credit.

CRJ—Criminal Justice

CRJ-101—(3)

Introduction to Criminal Justice

Covers the American criminal justice system and its processes. Introduces crime statistics, crime causation theories, and criminal law as tools of the justice system; the function of law enforcement, courts and corrections; a sampling of international criminal justice systems; and career opportunities and resources. (3 contact hours) IAIM: CRJ 901

CRJ-103—(3)

Police in American Society

Examines American law enforcement. Introduces the nature, scope and history of law enforcement; the police function; police-citizen relations; civil rights and civil liability; ethics in policing; organizational, political and social influences; and a range of policing issues. (3 contact hours)

CRJ-104—(3)

Investigation and Criminal Evidence

Looks at the police investigative process. Emphasizes preliminary and follow-up investigations; collection and preservation of physical evidence at the crime scene; methods used in the scientific interpretation of evidence; and preparation of criminal cases for trial. (3 contact hours)

CRJ-105—(3)

Criminology

Examines crime and criminal behavior. Introduces criminology; views of crime; major explanations of crime; strategies designed to reduce the crime rate; and types of crime, such as violent, political, organized, and property. (3 contact hours) IAIM: CRJ 912

CRJ-106—(3)

Introduction to Corrections

Examines the development of the correctional system. Describes the various forms of punishment and presents correctional ideologies, including punishment, treatment and crime prevention. Traditional institutions, community-based programs and other options are analyzed. (3 contact hours) IAIM: CRJ 911

CRJ-107—(3)

Juvenile Delinquency and Procedures

Covers the juvenile justice system. Introduces the nature, etiology and extent of juvenile crime; functions and jurisdictions of juvenile agencies; juvenile processing, detention and case disposition; and contemporary issues in juvenile justice. (3 contact hours) IAIM: CRJ 914

CRJ-110—(3)

Introduction to Homeland Security

This course provides an overview of homeland security as a major contemporary issue in the public safety fields, and introduces the major themes and issues in homeland security. Students will examine the roles of the emergency management system, including public health and private sector participants. The course will review current legislation, civil liberties, intelligence gathering and counter terrorism initiatives, as well as provide a historical perspective and describe risk assessment and prevention techniques. (3 contact hours)

CRJ-206—(3)

Substantive Criminal Law

Examines the theory and practice of substantive criminal law. Introduces the definition and classification of crimes, legal principles of criminal conduct, legal elements required for proof of crime, punishment, defenses, and mitigating circumstances. Emphasizes criminal offenses in Illinois. (3 contact hours) IAIM: CRJ 913

CRJ-207—(3)

Procedural Criminal Law

Covers the theory and practice of procedural criminal law. Introduces the law of arrest, search and seizure; confessions; suspect identification; and electronic surveillance. Emphasizes the criminal law in Illinois and updated decided court cases. (3 contact hours)

CRJ-210—(1)

Special Topics in Criminal Justice

Students work with instructor individually or in small groups to develop special projects designed to focus on specific criminal justice or related topics. (1 contact hour)

This course may be taken four times for credit.

CRJ-219—(2)

Contemporary Issues: Criminal Justice

Intended primarily for students interested in criminal justice issues, the course examines basic policy problems: legislation, professionalism, education, training, literature and research, procedures, administration, social problems. (2 contact hours)

This course may be taken four times for credit.

CRJ-233—(3)

Internship

Prerequisite: CRJ-101, 6 college credit hours in criminal justice, 2.0 or better cumulative grade point average, and consent of instructor/internship coordinator

Corequisite: Registration in CRJ-237

Planned and supervised career field experience relating to the student's degree program. Students will intern in criminal justice agencies or related public service agencies. (15 contact hours)

CRJ-237—(1)

Seminar

Prerequisite: CRJ-101, 6 college credit hours in criminal justice, 2.0 or better cumulative grade point average, and consent of instructor/internship coordinator

Corequisite: Registration in CRJ-233

Discusses internship activities and issues. (1 contact hour)

CSC—Computer Science Transfer

CSC-140—(3)

Introduction to Computer Science

Prerequisite: 3 years of high school math, including precalculus or advanced algebra, and appropriate placement test score, or MTH-141, or consent of instructor

Designed as an introduction to problem solving, structured logic and programming, this course covers the concepts of an algorithm and its expression as a program. C++ or another high-level language will be used to introduce the topics of top-down design, modularization and structured programming. Programming problems will be chosen from a variety of subject areas. Fee is required. (4 contact hours) IAIM: CS 911

CSC-206—(3)**FORTRAN Programming**

Prerequisite: 1) *Previous experience programming with a structured language, or CSC 140, or consent of instructor, and 2) a first course in calculus, MTH-150 or MTH-145*

The FORTRAN language is used primarily for statistical analysis, simulation, analysis of research data, and other applications involving complex mathematical manipulation. Students write, compile and test programs using a version of FORTRAN. The emphasis in this course is on problem solving and analysis, and not on the intricacies of the FORTRAN language. Students with no prior programming experience are strongly advised to take CSC-140 or its equivalent. Fee is required. (4 contact hours) IAIM: EGR 921, MTH 922

CSC-240—(3)**Advanced Computer Science**

Prerequisite: CSC-140 or consent of instructor

This course is designed as an extension of CSC-140, providing greater in-depth experience in modular structured programming solutions to problems. Topics include record I/O; file processing; advanced array manipulations; searching and sorting algorithms; algorithm efficiency; recursion; OOP methodology; using and creating classes; interfaces; overloading; pointer data types; and an introduction to data structures: linked lists, stacks, queues and trees. Good programming documentation and proper problem analysis is expected throughout the course. Fee is required. (4 contact hours) IAIM: CS 912

CSC-280—(3)**Data Structures with Applications**

Prerequisite: CSC-240

An introduction to various data representations and structures such as linked lists, stacks, queues, rings, and trees. Each structure is explored in terms of applicability to various data management situations with programming exercises included to demonstrate design and use in problem solving. Fee is required. (4 contact hours)

EAS—Earth Science**EAS-120—(4)****Introduction to Earth Science**

An introductory course to acquaint students with the physical environment. Topics include an examination of the earth's composition; plate tectonics, structure and land forms; the atmosphere and major elements and controls of weather in their relationship to climatic characteristics and distributions; the physical characteristics of ocean water, movements and the ocean floor; and the characteristics of the solar system and outer space. This course is particularly suited for students not majoring in the sciences. Fee is required. (6 contact hours) IAI: P1 905L

EAS-125—(4)**Introduction to Weather and Climate**

This course is an elementary treatment of the processes that produce our weather and climate. Covers the elements of weather and climate (temperature, moisture, pressure, and winds); causes for day-to-day weather changes; and the nature of violent storms such as tornadoes and hurricanes. Climatic regions will be investigated in terms of physical characteristics, locations and associated human activity. Fee is required. (6 contact hours) IAI: P1 905L

ECO—Economics**ECO-100—(3)****Consumer Economics**

Personal financial management is explored, including financial planning, budgeting, banking, borrowing, credit, taxes, home ownership, renting, life insurance, health and income insurance, estate planning, and consumer protection. (3 contact hours)

ECO-101—(3)**Principles of Macroeconomics**

Examines basic economic concepts, including unemployment, inflation, production, and fiscal and monetary policy. Completion of two years of high school math including algebra, or MTH-098, is strongly recommended (3 contact hours) IAI: S3 901

ECO-102—(3)**Principles of Microeconomics**

Studies supply and demand analysis, basic concepts of cost and revenue under various market conditions, income distribution and international trade. Completion of two years of high school math including algebra, or MTH-098, is strongly recommended. (3 contact hours) IAI: S3 902

ECO-250—(3)**Comparative Economics**

Develop an appreciation and understanding for the philosophies and precepts on which world economic systems are based. Classical economic philosophies are reviewed, and elements of national economics are studied. Discuss various methods and levels of analysis for application purposes. Special focus is given to central European nations. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (3 contact hours)

EDU—Education**EDU-100—(3)****Introduction to Education**

Prerequisite: COM-101

Provides an introduction to teaching as a profession in the American Education System. Offers a variety of perspectives on education including historical, philosophical, social, legal, and ethical issues in a diverse society. Includes organizational structure and school governance. A clinical component is required. (3 contact hours) IAIM: EDU 090

EDU-102—(3)

Introduction for Paraprofessional Educator

This course is designed for students who are considering a career in the education field. This course is designed to cover professionalism, teaching methods and strategies, lesson planning, cooperative learning, assessment techniques and basic school practices and procedures. (3 contact hours)

EDU-103—(1)

Observation/Clinical Experience

Documented clinical experience(s) based on community collaborations involving observation of and interaction with students and practitioners at work, according to specified guidelines, within the appropriate subject matter and age category. The experience, comprising a minimum of 40 hours, is planned, guided, and evaluated by a supervisor and can occur in a variety of educational settings, including those with diverse populations. (3.5 contact hours) IAIM: ECE 914, EED 904, SED 905, SPE 914

EDU-104—(3)

Introduction to the Foundations of Reading

Introduction to theory and practice in teaching reading and related language arts areas. Includes information on the basic components of reading instruction and language arts instruction, and the importance of literacy learning. Includes an introduction to the Illinois Learning Standards in the areas of reading and language arts. (3 contact hours) IAI: SPE-912

EDU-105—(3)

Classroom Management

This course studies the theories of discipline and the implementation of behavior analysis in order to maintain an effective classroom environment. Strategies and their application, which address components of diverse behavioral, cultural and learning theories, are examined. Recognized behavioral interventions to ensure appropriate socialization and learning are researched and utilized. Individual and school wide discipline behavior theories and models are analyzed and applied. (3 contact hours)

EDU-106—(3)

Language Development

Prerequisite: PSY-104 or PSY-105

A study of normal language development from birth through school age, and an understanding of how children may progress through language development stages at differing rates. This course will also develop an understanding of the effects of diversity, including cultural and linguistic diversity on language development. (3 contact hours)

EDU-108—(3)

Diversity of Schools and Society

Discusses diversity of schools and societies, and social and global perspectives. Also how schooling is shaped by the social contexts in which it occurs, particularly in multicultural and global contexts. (3 contact hours)

EDU-110—(3)

Technology for Educators

Prerequisite: Recommended IMS-100 or equivalent computer skills

This course introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards. This course focuses on both knowledge and performance, and includes hands-on technology activities. (3 contact hours) IAIM: EDU 904

EDU-111—(3)

Students with Disabilities in School

Prerequisite: COM-101

A survey course that presents the historical, philosophical and legal foundations of special education, as well as an overview of the characteristics of individuals with disabilities, methods of instruction, programs that serve them under the Individuals with Disabilities Education Act, and the diversity of the populations of individuals with disabilities. A clinical component is required. (3 contact hours) IAIM: ECE 913, SED 904, EDU 905

EDU-205—(3)

Literature for Children/Young Adults

Prerequisite: COM-101

Survey of the genre of literature for children through young adults, analyzing the social, cultural, and intellectual implications, instruction methodology, including critical thinking assessment, criteria for selection and utilization of literary works-based language development, learning opportunities, and curricular resources in schools and the community. (NOTE: Only 3 credit hours can be earned for either EDU-205 or LIT-205. Duplicate credit in both courses will not be awarded.) (3 contact hours)

EDU-233—(3)

Paraprofessional Educator Internship

Prerequisite: EDU-100, EDU-102 and EDU-103 and consent of instructor

Corequisite: Registration in EDU-237

An extensive clinical field experience based in community collaboration involving a working observation of and interaction with practitioners in the field. This experience is evaluated and under the guidance of the classroom teacher/supervisor and college instructor. This course comprises a minimum of 225 contact hours and includes instructional planning, classroom management, use of technology, diversity considerations, use of varied instructional methodologies, collaboration assessments, and reflection. (15 contact hours) IAIM: EED 904

EDU-237—(1)

Paraprofessional Educator Seminar

Prerequisite: EDU-100, EDU-102 and EDU-103 and consent of instructor

Corequisite: Registration in EDU-233

Students demonstrate the knowledge, performance and disposition for teaching. Emphasis is on the completion of teaching-learning skills, reflective practices and an understanding of the field of education, demonstration by portfolio and authentic assessments. (1 contact hour)

EDU-250—(3)**Comparative Education**

This course compares the educational system (preschool through higher education) in European states with special consideration of Austria, England, Germany, Ireland, France, and Italy. Current trends and reforms are considered. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (3 contact hours)

EGN—Engineering**EGN-150—(3)****Engineering Graphics**

Prerequisite: Registration in MTH-141, MTH-142

The graphic description of objects in three dimensions and the application of graphic methods to solution of three-dimensional space problems are included. Covers orthographic projection of points, lines, planes, and solids, and the relative positions of these elements. Includes sections, conventions and dimensioning, tolerance systems, surface intersections, developments, vectors, and pictorial systems. Fee is required. (5 contact hours) IAIM: EGR 941, MTM 911

EGN-201—(3)**Engineering Statics**

Prerequisite: PHY-203; registration in MTH-152 or consent of instructor

Analyze one-, two- and three-dimensional force systems in equilibrium. Includes use of vector calculus. Applications include trusses and frames. Includes discussion of friction, centroids and virtual work. (3 contact hours) IAIM: EGR 942

EGN-202—(3)**Engineering Dynamics**

Prerequisite: PHY-203

Corequisite: Registration or credit in MTH-152 or consent of instructor

Kinematics and dynamics of particles and rigid bodies using the calculus of vectors are studied. Nonrectangular coordinates and Newton's laws of motion, work, energy, and momentum are applied to a variety of problems. Introduces Lagrange's equations and the Hamiltonian Principle. (3 contact hours) IAIM: EGR 943

ELT—Electronics**ELT-101—(3)****Electricity and Electronics**

Corequisite: MTH-133 recommended or MTH-098 or MTH-120 or MTH-135 or MTH-141 or MTH-150

This course provides a practical approach to DC and AC electricity and electronics. The course provides an introduction to electricity and magnetism; circuit elements; series, parallel and simple complex circuits. The course will include the characteristics and operation of capacitors and capacitance, inductors and inductance, and reactive circuits. Applications of resonance and transformers also will be introduced. The course will provide hands-on exercises and computer simulation in the use of test equipment and circuit troubleshooting. (4 contact hours)

ELT-102—(3)**Digital Logic/Solid State Devices**

Corequisite: Registration or credit in ELT-101

This course provides a practical approach to the study of digital and integrated devices. The course will include the study of logic gates, flip-flops, latches, counters, encoders/decoders, multiplexers, arithmetic circuits, oscillators, timers, analog-to-digital circuits, solid-state memory, and operational amplifiers. In addition, study solid state circuits and devices. The course will include the study of diodes, transistors, FETS, thyristors, and optoelectronic devices. Examination of common circuits will include power supplies, amplifiers, solid-state switches, and regulators. (4 contact hours)

ELT-112—(1)**Computers for Industry**

This course provides a basic introduction to the computer hardware and software. The emphasis is on the software, with a basic introduction to DOS, Windows, Windows applications, and batch file programming. Fee is required. (2 contact hours)

ELT-201—(3)**Industrial Controls**

Prerequisite: ELT-101 or consent of instructor

Provides an in-depth study of electrical controls in an industrial environment. Topics include power distribution basics, motor control circuits, pilot devices, timers, counters, photoelectric and proximity switches. Examine DC and AC motor operation and characteristics. Fee is required. (4 contact hours)

ELT-202—(3)**Advanced Industrial Controls**

Prerequisite: ELT-102 and ELT-201

Examines the application of digital circuits, trigger circuits, and thyristors in power and control circuits. Closed loop systems, PID, transducers, and motor controls will also be studied. An examination of control wiring and power distribution will also be examined. Fee is required. (4 contact hours)

ELT-211—(3)**Introduction to PLCs**

Introduction to programmable logic controllers. Explore the history of their evolution in industry; fundamental concepts and programming methods; RLL programming, counters, timers and shift registers; PC online programming and monitoring; and installation, troubleshooting and monitoring. Fee is required. (4 contact hours)

ELT-222—(3)**Advanced PLCs**

Prerequisite: ELT-211

Examines the application of programmable logic controllers in the areas of advanced I/O, PLC network, and factory automation. Program design, documentation, testing, and troubleshooting are investigated. Fee is required. (4 contact hours)

ELT-260—(1)**Internship**

Prerequisite: 12 credit hours in ELT

This course is a supervised occupational field experience in a student's area of study in electronics and/or process control and manufacturing industries. Duties should be of a technical nature, but provide broad work experience in the field of study. The internship assignment is planned by the student and internship program coordinator. Fee is required. (5 contact hours)

EMS—Emergency Medical Services**EMS-100—(2)****First Responder**

Develops functional emergency procedures for fire and police service personnel who may be required to provide the initial care to sustain life and maintain life support until the victims of accidents or sudden illnesses are cared for by qualified medical personnel. Includes artificial respiration, poisoning, burns, dressings and bandages, fractures, emergency childbirth, bone and joint injuries, emergency rescue and transfer, and extrication. (2 contact hours)

EMS-101—(8)**Emergency Medical Technician**

Prerequisite: Valid CPR for Healthcare Providers card; completed History and Physical Form, including drug screen, tuberculosis testing and immunizations; completion of a criminal background check; evidence of personal health insurance; evidence of age 18 years or older

This course provides instruction for students to the level of Emergency Medical Technician—Basic. The course emphasizes skills necessary to provide emergency medical care at a basic life support level. Sixty hours of clinical experience is included in course requirements, including time assigned to emergency room, obstetrical, ambulance and dispatch units. Upon successful completion of EMS-101, students are eligible to challenge the Illinois Department of Public Health EMT-B State Examination. Fee is required. (11 contact hours)

EMS-102—(9)**EMT-Paramedic I**

Prerequisite: Illinois Emergency Medical Technician "B" certification

Provides classroom training and clinical experience to enable students to become state-certified paramedics. Examines the role and responsibility of the paramedic in the health care delivery system, including an overview of human body systems, basic general pharmacology, medical terminology, patient assessment and examination, fluid therapy, and an in-depth study of the respiratory system. Fee is required. (15 contact hours)

EMS-103—(8)**EMT-Paramedic II**

Prerequisite: Emergency Medical Technician B licensure and EMS 102

This course is an in-depth study of the cardiovascular system, and the study of epidemiology, anatomy and physiology, pathophysiology, assessment and management of the following patients: gynecologic, obstetric, neonate, pediatric, infectious, endocrine, gastrointestinal, urological, neurological, and psychiatric patients. The management of substance abuse and toxic emergency patients are discussed. (14 contact hours)

EMS-104—(8)**EMT-Paramedic III**

Prerequisite: Emergency Medical Technician B licensure, EMS 102, EMS 103

This course covers the anatomy and physiology and management of the geriatric client, environmental and hematological emergencies, anaphylaxis, allergies, the challenged patients and chronic care patients. Examines the EMS considerations for violent situations and crime scenes and hazardous material situations. Also covers the pathophysiology and management of the musculoskeletal system and of trauma, including soft tissue injuries, burns, hemorrhage and shock. (14 contact hours)

EMS-233—(5)**EMT-Paramedic-Internship**

Prerequisite: EMS 102; completion of Cardiac Mod in EMS 103
Corequisite: registration in EMS 103 and EMS 104

The student, while under the direct supervision of a certified paramedic, will accumulate a minimum of 248 hours of actual ambulance service (including a minimum of 50 calls, 25 of which must be Advanced Life Support responses). Included in the above calls, the student must serve as Team Leader in at least 50 calls. Fee is required. (16.5 contact hours)

EMS-237—(5)**EMT-Paramedic-Seminar**

Prerequisite: EMS 102; completion of Cardiac Mod in EMS 103;
Corequisite: registration in EMS 103, 104 and 233

These semiweekly seminars allow the paramedic intern to present case studies to the EMS instructor and classmates as related to the Region VII Standard Medical Orders. The student will also be required to successfully complete ACLS, PHTLS, and PALS courses in order to graduate and complete EMS 237. Upon successful completion, the student is eligible to take the State of Illinois Certification Examination for Paramedics. (16.5 contact hours)

FIS—Fire Science Technology**FIS-101—(3)****Principles of Fire Science**

The history and development of public fire protection services of federal, state and local governments are covered. Explores the relationship of departmental functions to other governmental agencies and industrial/commercial organizations. Characteristics and behavior of fire, primary extinguishing agents and municipal fire defense are included. (3 contact hours)

FIS-103—(3)**Fire Prevention Principles I**

Prerequisite: Office of the State Fire Marshal Firefighter II Certification

In this course, students develop an understanding of the purpose and objectives of fire prevention codes and ordinances in relation to building construction, fire protection systems and field inspection techniques. (3 contact hours)

FIS-104—(3)**Fire Protection Systems**

Studies basic built-in fire detection, alarm and extinguishing systems. Examines devices and systems installed in buildings to protect life and property, and to support the fire department through early detection and control. (3 contact hours)

FIS-105—(3)**Industrial Fire Protection**

Studies recommended practices for protection of industrial properties and processes from fire, explosion and damage peculiar to certain types of public and private industry. Includes organization and training of plant fire brigades. (3 contact hours)

FIS-106—(3)**Fire Suppression Apparatus and Equipment**

Basic principles of construction and use of fire apparatus and related equipment are included. Apparatus operation and maintenance of pumps, pumper procedures, tests, aerial ladders, and aerial platforms are covered. Elementary fireground hydraulic calculations are studied. (3 contact hours)

FIS-107—(3)**Fire Fighting Tactics and Strategy I**

Prerequisite: FIS-103

Studies various areas of basic fire fighting tactics and strategy, including pre-fire planning, apparatus requirements, initial attack, and confinement problems unique to different types of building construction. (3 contact hours)

FIS-110—(1)**Hazardous Materials Awareness**

Designed to give the student the knowledge necessary to implement a planned response to a hazardous materials circumstance. Emphasizes surveying the incident scene and collecting hazardous materials information. (1 contact hour)

FIS-111—(1)**Hazardous Materials Incident**

Prerequisite: Office of the State Fire Marshal Firefighter II Certification

Offers the individual skills necessary to direct and coordinate all aspects of a hazardous materials incident. Skills include the knowledge and ability to implement the incident management system, importance of the decontamination systems, and knowledge of the overall incident operations with emphasis on hazards when employees are working in chemical protective clothing at an incident. (1 contact hour)

FIS-112—(3)**Building Construction for Fire Safety**

An in-depth analysis of the various classifications of building construction, types of construction materials, and structural design. Includes fire resistance ratings, fire detection and suppression systems, and life safety considerations. Introduces building and fire codes and laws. (3 contact hours)

FIS-113—(1)**Technical Rescue Awareness**

Prerequisites: FIS-101 and EMS-101, or Office of the State Fire Marshal Firefighter II Certification

This course provides instruction in the identification of situations requiring a technical rescue. Several methods of technical rescue will be discussed, including structural collapse, confined space, vehicle, machinery, and water. Safety measures required at each type of rescue will be emphasized. (1 contact hour)

FIS-114—(3)**Fire Investigation**

Develops proper techniques and procedures for investigating fires, and determining the point of origin and cause of a fire. Discusses preservation of evidence, burn patterns, fire behavior, and incendiarism. (3 contact hours)

FIS-201—(3)**Fire Service Instructor I**

Prerequisite: FIS-103

Introduces fire service course delivery skills. This course meets the guidelines of the Illinois Office of State Fire Marshal at Instructor I level. Qualifies personnel to conduct training and educational courses for fire service personnel. (3 contact hours)

FIS-202—(3)**Fire Service Instructor II**

Prerequisite: FIS-201

A sequel to Fire Service Instructor I. Emphasis is on performance objectives, lesson plan development, instructional materials development, teaching and the learning process, teaching tactics, and related concepts required to meet certification as a Fire Service Instructor II. (3 contact hours)

FIS-203—(3)

Fire Apparatus Engineer

Prerequisite: Office of the State Fire Marshal Firefighter II Certification

Studies properties of pumps, fluids, force, pressure, and flow velocities as related to the development of fire fighting water streams. Emphasizes generation of fire streams in relationship to pumping capabilities, friction loss and water supply. Students will be able to operate various fire apparatus pumps and troubleshoot problems. (3 contact hours)

FIS-204—(3)

Hazardous Materials Operations

Prerequisites: FIS-101 and EMS-101, or Office of the State Fire Marshal Firefighter II Certification

This course studies hazardous materials emergencies. Topics include classification of hazardous materials, identifying hazardous materials, locating hazardous materials, hazards linked to different hazardous materials, and various fire department strategies followed to minimize the effects of hazardous materials incidents. (3 contact hours)

FIS-205—(3)

Fire Service Management I

Prerequisite: FIS-103

Studies the role of the fire service company officer. Emphasizes the management functions of planning, organizing, staffing, directing, and controlling. Meets requirements for Management I as defined by the Illinois Office of the State Fire Marshal. (3 contact hours)

FIS-206—(3)

Vehicle Rescue Operations

Prerequisite: FIS-113

This course is designed to develop student skills in the use and care of extrication equipment needed to perform in rescue, extrication and hazard control functions. Upon successful completion of this course, the student is qualified for state certification as an emergency rescue technician. Fee is required. (4 contact hours)

FIS-207—(3)

Fire Fighting Tactics and Strategy II

Prerequisite: FIS-107 or consent of instructor

Studies various areas of fire fighting tactics and strategy. Provides the chief officer with fundamental knowledge required to operate at multicompany, extra-alarm fires. Covers disaster planning and hazardous materials incident management. (3 contact hours)

FIS-209—(3)

Fire Service Management II

Corequisite: Registration or credit in FIS-205 or consent of instructor

Designed to provide the student who is in charge of a single fire company or station with information and skills in personnel management. This course covers basic communications, report writing, interpersonal communications, group dynamics, safety, conflict resolution, and stress management. (3 contact hours)

FIS-210—(3)

Fire Service Management III

Prerequisite: FIS-205, FIS-209 or consent of instructor

Studies the role of the fire officer who is in charge of multiple fire companies or stations. Emphasizes skills in officer supervision and administrative functions. Includes decision making, budgeting and finance, risk management, public relations, and the news media. (3 contact hours)

FIS-211—(3)

Fire Service Management IV

Prerequisite: FIS-210 or consent of instructor

Studies the role of the fire officer in personnel management. Includes performance evaluation, coaching and counseling skills, interviewing techniques, labor relations and collective bargaining, fire officer liability, and team building. (3 contact hours)

FIS-212—(3)

Fire Prevention Officer I (Module A)

Prerequisite: Office of the State Fire Marshal Firefighter II Certification

This course introduces the student to the roles and responsibilities of the Fire Prevention Officer. Significant events in the history of fire prevention are discussed. Regulations for working with hazards as established by agencies such as the National Fire Protection Agency and state statutes are explored. (3 contact hours)

FIS-213—(3)

Fire Prevention Officer I (Module B)

Prerequisite: FIS-212

This course introduces the student to the roles and responsibilities of the Fire Prevention Officer-associated hazards involving flammable liquids, compressed gases and explosives, electricity, combustion engines, and laboratories. Regulations established by regulatory agencies such as the National Fire Protection Agency and state statutes are explored within the context of administrative procedures associated with fire prevention. (3 contact hours)

FIS-214—(3)

Fire Prevention Officer I (Module C)

Prerequisite: FIS-212 and FIS-213

This course prepares the student to design and deliver fire prevention programs to a variety of audiences, including children, senior citizens, and other civic groups. Resources available for program development will be explored. Mechanisms of fire prevention program evaluation also are surveyed. (3 contact hours)

FRE—French

FRE-101—(4)

French I

A course designed for beginning students in French to give practice in the fundamentals of speaking, understanding, reading, and writing everyday French. (4 contact hours)

FRE-102—(4)**French II**

Prerequisite: FRE-101 or 2 years of high school French

A second-semester course designed for further development of linguistic skills by giving students in French practice in the fundamentals of speaking, understanding, reading, and writing everyday French. (4 contact hours)

FRE-201—(4)**French III**

Prerequisite: FRE-102 or 3 years of high school French

This comprehensive review of grammar elements includes reading based on French civilization. Geographical, historical and literary viewpoints are covered. Increased use of French in class discussions is expected. (4 contact hours)

FRE-202—(4)**French IV**

Prerequisite: FRE-201 or 4 years of high school French

Emphasizes mastery of basic language skills of aural comprehension, speaking, reading, and writing. Includes interpretation and discussion of selected novel or play. (4 contact hours) IAI: H1900

GEL—Geology**GEL-150—(4)****Physical Geology**

Introduces geological study of the earth. Geological principles and processes dealing with geomorphology, crustal movements, rock and mineral identification, volcanism, and sedimentation are covered. Includes aerial photo and topographic map interpretations and extensive field work in laboratory experiences. Fee is required. (6 contact hours) IAI: P1907L

GEL-151—(4)**Historical Geology**

Prerequisite: GEL-150

Introduces origin and structure of the earth. Emphasizes North America, growth of continents and mountain building. Studies evolution in plant and animal life as documented by fossil remains. Interpretation of geologic forces by means of topographic maps, geologic folios, aerial photos, and extensive field work are important segments of laboratory experiences. Fee is required. (6 contact hours)

GEO—Geography**GEO-101—(3)****Cultural Geography**

Analyzes special distribution and relationship among significant cultural factors. Population distribution and trends, human migration, settlement patterns, and urban problems are discussed. (3 contact hours) IAI: S4900N

GEO-102—(3)**World Regional Geography**

Major geographic regions of the world are explored. Includes geographic analysis of physical environments, and relationships between humans and physical environments. Influence of human existence on the environment is discussed. (3 contact hours) IAI: S4900N

GEO-201—(3)**Economic Geography**

Studies spatial distribution and interaction of economic activities. Analyzes tribal, traditional and modern economic societies. Emphasizes significance of urban industrial society and modern transportation. (3 contact hours) IAI: S4903N

GER—German**GER-101—(4)****German I**

Speak and understand everyday German. Develops reading ability, introduces grammar and studies pronunciation. (4 contact hours)

GER-102—(4)**German II**

Prerequisite: GER-101 or 2 years of high school German

Offers continued practice in speaking and understanding everyday German, including pronunciation. Emphasizes reading. Studies essentials of grammar and the influence of German culture and immigrants on the United States. (4 contact hours)

GER-201—(4)**German III**

Prerequisite: GER-102 or 3 years of high school German

Introduces German culture. Reviews grammar. Emphasizes writing skills development. (4 contact hours)

GER 202—(4)**German IV**

Prerequisite: GER-201 or 4 years of high school German

An introduction to literature, this course is also a continued review of grammar and further development of writing skills. (4 contact hours) IAI: H1900

GER 250—(2)**Beginning German Conversation**

This course is designed for beginners, accompanying the grammar-oriented German I course. The structure of the course includes dialogues and short texts, vocabulary and phrases, and language functions applied in various situations. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (2 contact hours)

HAC—Heating and Air Conditioning**HAC-105—(3)****Air Conditioning Theory**

Covers basic definitions and physics used in refrigeration. Gain working knowledge of properties of air and body comfort. Emphasizes air conditioning components and how they contribute to comfort. (3 contact hours)

HAC-111—(4)**Introduction to Controls**

Covers electrical theory as it applies to servicing and installation of refrigeration, air conditioning and heating equipment. Emphasizes safety controls, motor circuits and space comfort control. Fee is required. (6 contact hours)

HAC-115—(4)**Basic Service Procedures**

Provides knowledge needed in proper use of meters and gauges for diagnosing and solving problems. Fee is required. (6 contact hours)

HAC-140—(4)**Sheet Metal Hand Forming**

Provides the knowledge required in the utilization of forming and shaping sheet metal with the use of hand and machine tools. Utilizes previously learned skills in blueprint reading and layout to visualize and shape geometric designs. Fee is required. (6 contact hours)

HAC-150—(4)**Advanced Control Systems**

Prerequisite: HAC-111

Installation, diagnosis and servicing of electrical systems used in split residential and small commercial air conditioning and refrigeration systems are covered. Emphasizes advanced control system needed to achieve comfort and safety. Fee is required. (6 contact hours)

HAC-154—(4)**Installation and Service**

Prerequisite: HAC-115

Covers proper procedures for installing and servicing residential and commercial air conditioning, heating and refrigeration equipment. Emphasizes proper selection and use of tools. Fee is required. (6 contact hours)

HAC-158—(4)**Introduction to Heating**

Prerequisite: HAC-111

Explores various types of heating systems and servicing involved with each system. Fee is required. (6 contact hours)

HAC-180—(4)**Electronic Controls**

Prerequisite: HAC-111

Provides the knowledge required in the proper installation and diagnostic problem solving of electronic, solid state controls and circuits. Fee is required. (4 contact hours)

HAC-233—(1)**Seminar**

Prerequisite: Student must be in the last semester of or have completed the HAC program

Corequisite: Enrollment in HAC-237 and consent of instructor
Discussion of internship activities and problems, a student's performance, and any questions arising out of an internship. Development of professional attitude. Course strives to narrow the gaps between theory and on-the-job reality. (1 contact hour)

HAC-237—(3)**Internship**

Prerequisite: Student must be in the last semester of or have completed the HAC program

Corequisite: Enrollment in HAC-233 and consent of instructor
At HAC internship sites under the supervision of a technician, students will conduct installations and diagnostic problem solving on HVAC equipment. (15 contact hours)

HAC-240—(2)**HVAC Troubleshooting**

Prerequisites: HAC-105, HAC-150, HAC-154

This course provides students with the appropriate knowledge and skills in the proper advanced use of meters and gauges for diagnosing problems in heating and air conditioning equipment, and correcting the problems. (8 contact hours)

HIS—History**HIS-101—(3)****Western Civilization I**

Surveys national, political, institutional, socio-economic, intellectual, religious, and cultural development of the West from ancient times to 1715, with an emphasis on later developments. (3 contact hours) IAI: S2 902

HIS-102—(3)**Western Civilization II**

Discusses the rise and decline of Western global dominance. Focuses on revolutionary developments in government, economics, science, and the arts since 1715. (3 contact hours) IAI: S2 903

HIS-105—(3)**The World Since 1945**

Covers Soviet-American rivalry and the growing prominence of the newly independent Third World states. Emphasizes effects of international organizations and technology. (3 contact hours)

HIS-201—(3)**American History I**

This survey-and-problems approach to American history from the Colonial Period through the Reconstruction Era covers intellectual, social and economic concepts. (3 contact hours) IAI: S2 900; IAIM: HST 911

HIS-202—(3)**American History II**

This survey-and-problems approach to American history from the Gilded Age to the present covers the rise of modern industry, new social thought and international involvement. (3 contact hours)

IAI: S2 901; IAIM: HST 912

HIS-204—(3)**African-American History**

Covers the great African empires to the contemporary scene. Emphasizes problems of blacks and contributions of blacks to civilization. (3 contact hours)

HIS-207—(3)**Illinois and Local History**

Covers major developments in Illinois and metropolitan Chicago from the prehistoric period to the present. Influence of major events, individuals, urbanization, and industrialization on the state's progress is discussed. (3 contact hours)

HIS-210—(3)**History of Asia**

Surveys south, southeast and east Asian history from prehistoric times through World War II. Emphasizes religions and cultures, and early states. Western imperialism, the effect of World War II on Asian nationalism, and independence movements are examined. (3 contact hours) IAI: S2 908N

HIS-211—(3)**American Military Experience**

Studies evolution of the United States military and its interrelationship with American society, government and economy. Includes popular attitudes, civilian control, military institutions, interservice rivalry, technology, ethics, limited and unlimited war, preparedness, and major campaigns. (3 contact hours)

HIS-215—(3)**History of Africa**

Surveys ancient times to the present, providing an overview of African people and their culture in the Orient, the Iberian peninsula and the African continent. Addresses major issues such as the impact of European expansionism, imperialism and colonialism; the growth of secularism and commercialism; and the emergence of national sovereignty, cultural hegemony and self-determination. (3 contact hours) IAI: S2 906N

HIS-220—(3)**History of Latin America**

Covers significant political, economic and social developments in the history of Latin America, emphasizing certain key nations, including Mexico, Argentina and Brazil. (3 contact hours) IAI: S2 910N

HIS-230—(3)**History of the Middle East**

A study of the historical development of the Middle East, focusing on the rise and spread of Islam, growing Western dominance, the rise of nationalism, and modernization of the area as it exists today. Arab countries, Israel, Iran, and Turkey are covered. (3 contact hours)

HIS-250—(3)**Survey of British History I**

Conveys a broad perspective on British history to 1714 focusing on three major themes: the development of social and religious life in Britain; relations between England, Scotland, Wales, and Ireland; and links with Europe and the wider world. This course is for students who will study at Christ Church College, Canterbury, England, and who meet certain academic requirements. (3 contact hours)

HIS-251—(3)**Survey of British History II**

A broad perspective on British history from 1714 focusing on three major themes: the development of social and religious life in Britain; relations between England, Scotland, Wales, and Ireland; and links with Europe and the wider world. This course is for students who will study at Christ Church College, Canterbury, England, and who meet certain academic requirements. (3 contact hours)

HIS-254—(3)**European Cities**

Study European communities and institutions, and development of cities and urban social life. Covers urban planning and the response to growth, change and industrialization. Examine current life in European cities, and problems and comparisons to American cities, including social stratification, race and ethnic relations, growth, and regional planning. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (3 contact hours)

HSC—Health Sciences Careers**HSC-100—(2)****Basic Nursing Concepts**

Prerequisite: Current LPN licensure and admission to ADN program or faculty recommendation for ongoing ADN students. For students who graduated five years or more ago from a nursing program, admission and awarding of credit for prior learning will be based on individual assessment. Students graduating from non-NLN accredited nursing programs will apply for transfer based on individual competencies, not the program articulation mandates set forth in the Illinois Articulation Agreement.

This course will serve as a review and update of content covered in a practical nursing program. It also will include an orientation to the Nursing A.A.S. Program and professional nursing to assist L.P.N.s successful transition to the new role. The course will focus on utilizing the nursing process with emphasis on assessment, nursing diagnosis, planning of interventions, and evaluation of care. Nursing content and concepts related to commonly occurring alterations will be reviewed, as well as principles of selected psychomotor skills. Demonstration of competencies appropriate to this level student will be required. (2 contact hours)

HSC-110—(3)**Introduction to Health Professions**

This course is an overview of the health care industry, including medical ethics and law, trends in health care, and exploration of career options. It includes an introduction to medical terminology, anatomy and physiology, vital sign measurement, math for conversions, basic cardiac life support skills, and universal precautions training. (4 contact hours)

HSC-150—(7)**Basic Nurse Assistant Training**

Prerequisite: 17 years of age; RDG-071 or placement at or above RDG-091 level; Valid U.S. Social Security Number

Corequisite: Verified/pass of criminal background check; CPR for Health Care Providers or current certification in CPR.

Upon successful completion of this 144-hour course, approved by the Illinois Department of Public Health, students may apply for the State certification exam and subsequent employment as a Certified nurse Aide in long-term care facilities, home health agencies, and hospitals. Lecture and lab sessions will be conducted on campus, with clinical rotations conducted at long-term care facilities. Participation requires: MVCC student ID, uniform, stethoscope, textbooks, wristwatch with second hand, health insurance, physical examination with required titer lab tests and two-step TB Mantoux skin test by the fourth week of the course. A valid U.S. Social Security number is required to be eligible for the State of Illinois Nurse Aide certification exam and placement in the State Registry. To continue in this course, it is mandatory that all students complete a criminal background check application at the first class session. The attendance policy requires no more than 12 hours' absence in lecture sessions only. Students must attend all lab and clinical sessions, as makeup sessions are not available for these sessions. Clinical schedule times will vary dependent upon site.

HUM—Humanities

HUM-101—(3)**Western Humanities I: Foundations**

This interdisciplinary course surveys artistic and intellectual expression from ancient Greece and Rome, the Middle Ages in Europe, and the Renaissance in Europe. It will explore works, figures, ideas, movements, and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to Western culture. (3 contact hours) IAI: HF902

HUM-102—(3)**Western Humanities I: Continuities**

This interdisciplinary course surveys artistic and intellectual expression in Europe from the 17th century to the present. It will explore works, figures, ideas, movements, and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to Western culture. (3 contact hours) IAI: HF903

HUM-115—(3)**World Mythology**

This comparative survey course will explore representative myths, stories, legends, tales, archetypes, motifs, icons, symbols, deities, heroes, rituals, etc., of various geographic areas and time periods from both Western and non-Western cultures. Adjunctively, it will explore the nature and function of mythology, its role in human life, its historical and prehistorical origins, the similarities and differences among mythologies of various cultures, and a variety of theoretical approaches to interpreting mythology. (3 contact hours) IAI: H9901

HUM-120—(3)**Women in the Humanities**

This interdisciplinary course surveys the artistic and intellectual expression of women, from a variety of Western and non-Western cultures, from antiquity to the present. It will explore significant, representative, and foundational works, figures, ideas, movements and styles in history, literature, philosophy, religion, and the visual and performing arts, particularly within the contexts of gender identity and consciousness and the influence of gender on both the generation and reception of historical, philosophical, religious and artistic expression. (3 contact hours) IAI: HF 907D

HUM-135—(3)**African and Middle Eastern Humanities**

This interdisciplinary course surveys artistic and intellectual expression in Africa and the Middle East. It will explore works, figures, ideas, movements, and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to African and Middle Eastern cultures. (3 contact hours) IAI: HF904N

HUM-140—(3)**Asian and Oceanic Humanities**

This interdisciplinary course surveys artistic and intellectual expression in Asia and Oceania. It will explore works, figures, ideas, movements, and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to Asian and Oceanic cultures. (3 contact hours) IAI: HF904N

HUM-145—(3)**Native American Humanities**

This interdisciplinary course surveys artistic and intellectual expression in native North America, Mesoamerica, South America, and the Caribbean. It will explore works, figures, ideas, movements, and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to native North American, Mesoamerican, South American, and Caribbean cultures. (3 contact hours) IAI: HF904N

HUM-249—(3)**British Culture and Society**

The course looks at contemporary social, cultural and political life in Britain. Examine and analyze data on the family, leisure and economy. An introduction through lectures and visits to the heritage of British art and theater. Look at British political life and Britain's developing relations with the Commonwealth, Europe and the United States. This course is for students who will study at Christ Church College, Canterbury, England, and who meet certain academic requirements. (3 contact hours)

HUM-251—(3)**Austrian Civilization**

This course is an introduction to Austrian history and culture. It focuses on historical, musical and artistic heritage of Austria ending with a survey of Austrian life today. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (3 contact hours)

IEL—Intensive English Language Program (IELP)**IEL-062—(4)****Beginning Intensive Speech**

Prerequisite: IELP assessment

Corequisite: IEL-082 and/or IEL-072 and/or IEL-092

This course is designed for the beginning ESL/international student who is not proficient in basic English conversation. The course emphasizes oral communication skills through an interactive approach. The course includes essential pronunciation and listening skills, as well as basic grammatical structures and patterns. In addition to listening and speaking, reading and writing are included. (6 contact hours)

This course may be taken four times for credit.

IEL-064—(3)**Intermediate Intensive Speech**

Prerequisite: Grade of "C" or better in IEL-062 and/or IELP assessment

This course is designed to enable intermediate academic ESL/international students to gain confidence and accuracy in speaking and listening, and to develop effective oral communication skills. It focuses on public speaking, small-group discussion, verbal idioms, and pronunciation. The course incorporates individual effort and group interaction to create the students' learning experiences. (4 contact hours)

This course may be taken four times for credit.

IEL-066—(3)**Advanced Intensive Speech**

Prerequisite: Grade of C or better in IEL-064 and/or IELP assessment

This course is designed for the advanced ESL/international student to develop more effective, confident and comfortable oral communication. It focuses on improvement of conversation. The course also teaches high-frequency idioms. (4 contact hours)

This course may be taken four times for credit.

IEL-072—(2)**Beginning Intensive Grammar**

Prerequisite: IELP assessment

This course is designed for beginning-level academic ESL/international students who read and write in their own languages and who have some ability to connect words in simple sentences in English. This course includes an introduction to the basic points of English grammar, spelling and usage. (3 contact hours)

This course may be taken four times for credit.

IEL-074—(2)**Intermediate Intensive Grammar**

Prerequisite: IELP assessment and/or grade of "C" or better in IEL-072

This course is designed for intermediate-level academic ESL/international students to comprehend and use the basics of grammar and punctuation with simple, compound and complex sentences, and to use these sentences to develop effective paragraphs. (3 contact hours)

This course may be taken four times for credit.

IEL-076—(2)**Advanced Intensive Grammar**

Prerequisite: IELP assessment or grade of "C" or better in IEL-074

This course is designed for the advanced ESL/international student. This course presents more difficult aspects of English grammar, spelling and syntax. (3 contact hours)

This course may be taken four times for credit.

IEL-082—(3)**Beginning Intensive Writing**

Prerequisite: IELP assessment

This course is designed for beginning-level academic ESL/international students who read and write in their own languages and who have some ability to connect words in simple sentences in English. This course's writing component includes sentence patterns and paragraph structure. This course also provides listening, reading and speaking components. (5 contact hours)

This course may be taken four times for credit.

IEL-084—(3)**Intermediate Intensive Writing**

Prerequisite: IELP assessment and/or grade of "C" or better in IEL-082

This course is designed for intermediate-level academic ESL/international students to develop the writing skills to express their ideas concisely and accurately. Emphasizes writing sentences, simple paragraphs and short compositions. (5 contact hours)

This course may be taken four times for credit.

IEL-086—(3)**Advanced Intensive Writing**

Prerequisite: IELP assessment or grade of "C" or better in IEL-084

This course is designed for the advanced ESL/international student who needs to develop the writing style required in business and academic classes. This course presents the principles of English rhetoric. The course includes the development of expository, analytical and argumentative essays, as well as the introduction to the basics of business English and researching skills. (5 contact hours)

This course may be taken four times for credit.

IEL-092—(4)**Beginning Intensive Reading**

Prerequisite: IELP assessment

This course is designed for the beginning ESL/international student to develop reading skills and strategies to become a more efficient critical reader. Emphasizes phonological awareness, word recognition, vocabulary building, and comprehension strategies. (6 contact hours)

This course may be taken four times for credit.

IEL-094—(4)**Intermediate Intensive Reading**

Prerequisite: IELP assessment or grade of "C" or better in IEL-092

This course is designed for the intermediate ESL/international student to develop reading skills and strategies to become a more efficient critical reader. Emphasizes vocabulary building, comprehension strategies, academic reading techniques, summarizing, and paraphrasing. (6 contact hours)

This course may be taken four times for credit.

IEL-096—(4)**Advanced Intensive Reading**

Prerequisite: IELP assessment score or grade of "C" or better in IEL-094

This course is designed for the advanced ESL/international student to develop reading skills and strategies to become a more efficient critical reader. Emphasizes vocabulary building, comprehension improvement, and inferential and evaluative reading. Students will apply new reading techniques to a variety of reading materials. (6 contact hours)

This course may be taken four times for credit.

IMM—Mechanical and Fluid Power Maintenance**IMM-101—(3)****Mechanical Systems I**

Study fundamental components of mechanical systems such as pulleys, gears, chains, belts, couplings, and packing glands. Use of catalogs, trade references and writing of a maintenance report are included. (4 contact hours)

IMM-103—(2)**Machinery Moving and Set-Up**

Learn the safe and correct movement of equipment. Preparing and rigging equipment, site preparation, mounting, leveling, and alignment of equipment are included. Fee is required. (4 contact hours)

IMM-107—(3)**Mechanical Systems II**

Prerequisite: IMM-101

Learn to adjust and maintain mechanical systems such as pumps, transmissions, gear reducers, and assorted mechanical linkage systems. Study proper installation of bearings and bushings for these systems. Nondestructive evaluation is surveyed. (5 contact hours)

IMM-110—(3)**Hydraulics**

Covers hydraulic principles, circuits, oils, controls, valves, troubleshooting, repairing and rebuilding, and hydraulic pumps, motors and servo-systems. (5 contact hours)

IMM-115—(3)**Pneumatics**

Prerequisite: IMM-110

This course parallels the development followed in hydraulics: principles, circuits, meters, gauges, actuators, controls, troubleshooting, repairing, and rebuilding. (4 contact hours)

IMS—Information Management Systems**IMS-100—(1)****Personal Computer Basics**

Assists students with no previous computer experience in defining computer terminology and acquiring basic navigation skills in the Windows environment. Students will develop an understanding of how computers can be used for personal and business use. Students with little or no previous computer experience are strongly encouraged to enroll in this course prior to or concurrent with enrollment in IMS-101 or IMS-115. Fee is required. (1 contact hour)

IMS-101—(3)**Introduction to Computer Systems**

Prerequisite: Basic keyboarding skills strongly recommended

This course prepares students for an Internet and Computing Core Certification exam (IC3) by providing an overview of computer hardware, software, networks, and the Internet. Topics include usage, terminology, hardware, software, utilities and operating system software, file management, programming, networks, researching on the Internet, and data security and privacy issues. Students are introduced to the elements of computer applications- word processing, spreadsheets, database management, and presentation graphics. Students with little or no computer experience are strongly encouraged to enroll in IMS-100, Personal Computer Basics, prior to or concurrent with IMS-101. Fee is required. (4 contact hours)

IMS-115—(3)**Introduction to PC Applications**

Prerequisite: Basic keyboarding skills strongly recommended

Develop integrated PC application skills required for the completion of personal and business projects. Emphasizes the creation and editing of text and graphics using a popular office application suite. Topics include word processing, spreadsheet, database management, presentation graphics software, and the World Wide Web. Students with little or no computer experience are strongly encouraged to enroll in IMS-100 prior to or concurrent with IMS-115. Fee is required. (4 contact hours) IAIM: BUS 902

IMS-215—(3)**Advanced PC Applications**

Prerequisite: IMS-115

Covers advanced knowledge in four application tools: word processing, spreadsheets, databases, and business applications. Fee is required. (4 contact hours)

IST—Integrated Systems Technology**IST-101—(3)****Introduction to Machine Tools**

This course provides a general introduction to machining as a foundation technology in manufacturing. Students will be introduced to the theory and operation of drilling, milling, and turning machines; speeds and feeds; and precision measurement. Fee is required. (5 contact hours) IAIM: MTM 921

IST-109—(3)**Prints for Industry**

Introduces the interpretation of orthographic drawings for manufacturing. Students will read and interpret Process and Instrumentation Diagram (P&ID) prints. Fee is required. (4 contact hours)

IST-111—(3)**Threading, Milling, and Grinding**

Prerequisite: IST-101 or consent of instructor

Studies single point threading on an engine lathe and horizontal milling. Introduces grinding and surface grinders. Fee is required. (5 contact hours) IAIM: MTM 922

JPN—Japanese**JPN-101—(4)****Japanese I**

Designed for beginning students, topics include pronunciation, useful Japanese expressions, speech patterns, reading, and writing. (4 contact hours)

JPN-102—(4)**Japanese II**

Prerequisite: JPN-101

This course continues Japanese I, with emphasis on listening and speaking skills, and reading and writing of Kana. (4 contact hours)

JPN-201—(4)**Japanese III**

Prerequisite: JPN 102 or consent of instructor

This course is designed for intermediate students in modern spoken Japanese. The course is a continuation of Japanese II, with emphasis on listening, speaking, reading, and writing of Kana and Kanji. (4 contact hours)

JPN-202—(4)**Japanese IV**

Prerequisite: JPN 201 or consent of instructor

This course is designed for intermediate students in modern spoken Japanese. The course is a continuation of Japanese III, with emphasis on listening, speaking, reading, and writing of Kana and Kanji. (4 contact hours) IAI: H1 900

JRN—Journalism**JRN-101—(3)****Introduction to Mass Communications**

Corequisite: Registration or credit in COM-101

A course designed to examine the fundamentals of the media industry from a historic and economic perspective. Studies media function, rights, restrictions, responsibilities, and consequences as they apply to the consumer. Occupational opportunities will also be discussed. (3 contact hours) IAIM: MC 911

JRN-111—(3)**Newsriting I**

Prerequisite: JRN-101

Development of basic journalistic skills in reporting and writing news stories. Includes form and organization of news stories; leads; interviews; and human interest, investigative and interpretative stories. Emphasis is on news value, accuracy and copy preparation. (3 contact hours) IAIM: MC 919

JRN-112—(3)**Newswriting II***Prerequisite: JRN-111*

Advanced development of journalistic skills in researching, organizing, and writing news and feature stories. Includes writing techniques for print and telecommunications media. Emphasizes legal rights and ethical responsibilities of news reporting. (3 contact hours)

LAN—Local Area Networks**LAN-101—(1)****Orientation to IT Professions**

This course enables students to analyze the field of information technology. The class will include a survey of the IT professions, employment skills, definitions, associations, current issues, salaries, and self-assessment survey of skills and competencies. This course will meet three times during the semester. Students also will be required to create a student plan for the IT program at Moraine Valley. Course requirements include attending a local meeting of a professional association related to the field. (1 contact hour)

LAN-102—(3)**Voice and Data Cabling***Prerequisite: LAN-101*

The Fundamentals of Voice and Data Cabling course is designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Students will develop skills in reading network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination as well as installing jacks and cable testing. This hands-on, lab-oriented course stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments. This course will help prepare students for the BICSI Registered Certified Installer, level one. Fee is required. (4 contact hours)

LAN-103—(1)**Security Awareness**

This course is intended to provide a basic survey of the importance of IT security awareness and data confidentiality. This security awareness-training course walks users through every aspect of Information Security in a very broad, easy to understand way and explains to them the value of securing data, both for themselves and the organization. The class will introduce legislation, local, state and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity. The cost will introduce risk management, security policies, and common threats and countermeasures. The course will also present best practices in access control and password policies. Fee is required. (1 contact hour)

LAN-111—(3)**IT Essentials–A+**

This course offers a hands-on approach to microcomputer maintenance. This course will introduce a history of personal computer evolution. Examine the bus architecture, CPU parameters and replacement considerations, memory, video systems, storage devices and input/output devices. The course will introduce the most popular and recent technologies. This course is designed to prepare the successful student for the Comptia A+ hardware certification. Fee is required. (4 contact hours)

LAN-112—(3)**Managing IT – A+**

This course offers a hands-on approach to managing information technology in a variety of environments. Students will be provided the skills needed to perform tasks such as installation, building, repairing, configuration, troubleshooting, optimizing, diagnosing, and preventive maintenance in the context of the field service or enterprise environment and interacting with customers remotely. The course will also introduce critical responsibilities commonly required in managing IT within an organization, including project management, help desk operations and information security. This course is aligned to the CompTIA A+ certification. Fee is required. (4 contact hours)

LAN-121—(3)**Network Essentials – Network+**

This course provides an introduction to the operation of computer networks and networking devices. The course also provides an examination of the history and evolution of data communications and computer networks. Hardware and software network configurations, operations and requirements will be discussed. Topics include media and topologies, the OSI model, protocols and standards, network implementation, and network support. This course is designed to prepare the successful student for the Network+ certification. Fee is required. (4 contact hours)

LAN-122—(4)**Network Services**

This course is a continuation of LAN-121 with an emphasis on network management, analysis and addressing. The course will introduce essential network services, such as ftp, http, dhcp, dns, messaging, authentication and wins. The course provides hands-on exercises in which each student will be required to configure network services. Emphasis will be on configuration, analysis, proactive maintenance, and troubleshooting. This course is designed to supplement the A+, Network+ and Server+ certifications. Fee is required. (5 contact hours)

LAN-143—(3)**Digital Forensics***Prerequisite: LAN-121*

This course instructs students in the preservation, identification, extraction, documentation, and interpretation of computer data. Students will learn to examine computer data for evidence of a crime or violation of corporate policy. Topics covered include evidence handling, chain of custody, collection, and recovery of computer data using forensic software and methods. (4 contact hours)

LAN-146—(3)**Internetwork Connectivity**

The course introduces the various communication equipment used in building an effective Internet infrastructure. The course provides product-specific installation and configuration. Equipment used in this class includes bridges, routers, gateways, integrated services digital network (ISDN) modems, digital and channel service units (DSU/CSUs), and ISDN pipelines devices. Fee is required. (4 contact hours)

LAN-150—(3)**Managing Windows Desktop**

Prerequisite: LAN-146

This class will introduce the Windows desktop technology. The class will include installation and configuration of Windows desktop products. Topics include user management, hardware and software configuration and security. Students will also configure network printing and dial-up services. This class is designed to prepare the student for the Microsoft Certified Professional examination. Fee is required. (4 contact hours)

LAN-153—(3)**IT Security Essentials – Security+**

Prerequisite: LAN-122 or consent of instructor

This course introduces the basics of network security. The student is introduced to computer network vulnerabilities and threats. This course exposes the student to network security planning, network security technology, network security organization, and the legal and ethical issues associated with network security. Fee is required. (4 contact hours)

LAN-163—(3)**Security Practices–SCNP**

Prerequisite: LAN-153 or consent of instructor

This course introduces the network security specialist to the various methodologies for attacking a network. The student will be introduced to the concepts, principles and techniques, supplemented by hands-on exercises, for attacking and disabling a network. These methodologies are presented within the context of properly securing the network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools. Fee is required. (4 contact hours)

LAN-201—(3)**Managing Network Environment**

Prerequisite: LAN-122

Study the management and maintenance of a local area network. Topics include installation procedures, user account administrations, customizing user environments, preventive maintenance procedures, designing and administering printing services, planning and implementing network security, and managing network performance. Fee is required. (4 contact hours)

LAN-220—(3)**Managing UNIX Environments**

This course is an introduction to the UNIX operating system for end users and is complementary to the other Cisco networking courses, such as routing and switching. This course will provide a strong foundation for those who wish to move on to more advanced courses in UNIX system administration. You will become familiar with powerful UNIX command line utilities as well as the graphical Common Desktop Environment (CDE). By successfully completing this course, you will be well on your way to becoming a power user and will feel comfortable with most varieties of UNIX including Sun's own Solaris. Fee is required. (4 contact hours)

LAN-223—(3)**Managing Messaging Services**

Prerequisite: LAN-122 or consent of instructor

This course is an introduction to messaging and collaboration services for system administrators. This course will provide a strong foundation for those who wish to implement and administer corporate messaging systems. You will become familiar with Exchange as well as other popular POP and SMTP services such as Sendmail. Additional topics will include directory service configuration, deploying email clients, and instant messaging. A basic introduction of certificates, virtual services and key management will be covered along with concepts of backup and recovery systems for business continuity. Fee is required. (4 contact hours)

LAN-224—(3)**Managing Web Servers**

Prerequisite: LAN-122

This course provides hands-on exercises. Each student will be required to install Internet Web services, including Hypertext Transfer Protocol (HTTP), File Transfer Protocol (FTP), Simple Mail Transfer Protocol (SMTP), TELNET, Dynamic Host Configuration Protocol (DHCP), Bootstrap Protocol (BOOTP), Domain Naming System (DNS), Network File System (NFS), and Simple Network Management Protocol (SNMP). The operating system platforms used in this class include UNIX, Netware, and Windows NT. Fee is required. (4 contact hours)

LAN-230—(3)**Managing Windows Servers**

Prerequisite: LAN-122

This class introduces the Windows Server. The class will include installation and configuration of Windows Server. Topics include user management, hardware and software configuration, and security. Students also will configure network services, including DNS, DHCP, ADS, printing and network routing. This class is designed to prepare the student for the Microsoft Certified Professional examination. Fee is required. (4 contact hours)

LAN-233—(3)**Managing Database Services**

Prerequisite: LAN-122 or consent of instructor

This course is an introduction for installing, configuring, and troubleshooting SQL Server database systems. This course will provide a strong foundation for those who wish to implement and administer corporate database systems. You will become familiar with SQL Server as well as be introduced to other popular database services such as Oracle. Additional topics will include installing or upgrading to SQL Server, configuring database options, managing security, monitoring and fine-tuning system performance, and performing backups and restorations. A basic introduction of the SQL language, directory services, and server management will be covered along with concepts of backup and recovery systems for business continuity. Fee is required. (4 contact hours)

LAN-241—(3)**LAN/WAN Security**

Prerequisite: LAN-121

Provides an introduction to LAN and WAN security. Topics in this course include identifying the types of information technology threats, physical security, access security, file system security, fire design, and legal issues related to security. This course is designed to assist individuals for preparing for the CISSP certification process. (4 contact hours)

LAN-243—(3)**Computer Forensics**

Prerequisite: LAN-143

Students will be introduced to the profession of computer forensics and investigation as well as the tools and techniques used in the investigative process. Emphasis is on major hardware and software tools, digital evidence controls, and the processing of crime or incident scenes. This hands-on course teaches students the details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, report writing, and expert witness requirements. (4 contact hours)

LAN-246—(3)**Routing and Switching – CCNA**

Prerequisite: LAN-111 or consent of instructor

This class provides a hands-on learning experience in managing, supporting, troubleshooting and optimizing an organization's network infrastructure. This class introduces the installation, configuration and management of network switches and routers. Students will compare and contrast different routing and switching protocols and services. This class will provide an overview of command and graphical interfaces used to access and configure network devices. Fee is required. (4 contact hours)

LAN-250—(3)**Windows Directory Services**

Prerequisite: LAN-230

This class will introduce the Windows 2000 Directory Services. The class will introduce Active Directory Services, including installation, configuration and design. Topics include directory structure, replication and distribution. This class is designed to prepare the student for the Microsoft Certified Professional examination. (4 contact hours)

LAN-251—(3)**WLAN Design – CWNA**

Prerequisite: LAN-246 or consent of instructor

This is an introductory course in wireless local area networking. The course encompasses the design, planning, implementation, operation and troubleshooting of wireless LANs. The course will provide a comprehensive overview of technologies, security, and design best practices. The course will include hands-on installation and configuration of wireless client adapters, routers, access points, repeaters, bridges, and other wireless devices. The class will introduce multi-vendor equipment. Fee is required. (4 contact hours)

LAN-253—(3)**Managing Network Security I**

Prerequisite: LAN-122

This course introduces the network security specialist to the various methodologies for defending a network. The student will be introduced to the concepts, principles, types and topologies of firewalls to include packet filtering, proxy firewalls, application gateways, circuit gateways and stateful inspection. Fee is required. (4 contact hours)

LAN-256—(3)**LAN Design—CCNA**

Prerequisite: LAN-246

This course is designed to provide a hands-on experience in implementing and configuring complex Cisco multi-switched networks. The class will include an introduction to switched Ethernet networks, virtual LAN technology, spanning-tree protocols and configuration of Cisco switching devices. The class will also include advanced router concepts including access list management, IPX and IP filtering, traffic management, and IGRP implementation. Students will demonstrate the use of the Cisco IOS to configure network switching and routing devices. Fee is required. (4 contact hours)

LAN-260—(3)**Internship**

Prerequisite: 24 credits in LAN or MIS classes

This course is a supervised occupational field experience in a student's area of study. Duties should be of a technical nature but provide broad work experience in the field of study. The internship assignment is planned by the student and internship program coordinator. Fee is required. (15 contact hours)

LAN-263—(3)**Managing Network Security II**

Prerequisite: LAN-253 or consent of instructor

Expose the student to the various defense methodologies associated with Virtual Private Networks (VPN), Host Intrusion Detection Systems (HIDS) and Network Intrusion Detection Systems (NIDS). Introduce the student to the best practices associated with properly securing business critical network systems using VPNs. Fee is required. (4 contact hours)

LAN-266—(3)**WAN Design—CCNA**

Prerequisite: LAN-256 or consent of instructor

This course is a project in WAN design. The class will include an overview of WAN technologies and WAN configurations on a Cisco router. The second part of the class involves the design, implementation, configuration and demonstration of a fully functional enterprise intranet including HTTP, FTP, NNTP and E-mail services. Fee is required. (4 contact hours)

LAN-269—(3)**Advanced Routing**

Prerequisite: LAN-266 or CCNA certification

This class will introduce advanced routing protocols required on scalable networks. Topics include OSPF, EIGRP, and BGP operations and configuration. Building scalable networks addresses those tasks that network managers and administrators need to perform when managing access and controlling overhead traffic in growing routed networks once basic connectivity has been established. BSCN discusses router capabilities used to control traffic over LANs and WANs, as well as connecting corporate networks to an Internet Service Provider (ISP). The class is designed to prepare students to pursue the Cisco CCNP examination. (4 contact hours)

LAN-270—(3)**Converged Network Design**

Prerequisite: LAN-266 or CCNA certification

This course introduces techniques and features enabling or enhancing WAN and remote access solutions. This course includes cable modems and digital subscriber line (DSL) with network address translation (NAT), multi-protocol label switching (MPLS) virtual private networks (VPNs), and network security using VPNs with IPsec encryption and Internet key exchange (IKE) keys. Successful students will be able to secure the network environment using existing Cisco IOS security features, and configure the three primary components of the Cisco IOS firewall feature set (firewall, intrusion prevention system IPS), and authentication, authorization and accounting (AAA). (4 contact hours)

LAN-271—(3)**Multi-layer Switch Network Design**

Prerequisite: LAN-266 or CCNA certification

This course prepares the student to install, configure and maintain multilayer enterprise switched networks. The students will learn how to create an efficient and expandable enterprise network by installing, configuring, monitoring, and troubleshooting network infrastructure equipment according to the Campus Infrastructure module in the Enterprise Composite Network model. The class is designed to prepare students to pursue the Cisco CCNP examination. (4 contact hours)

LAN-272—(3)**Optimizing Converged Networks**

Prerequisite: LAN-266 or CCNA certification

This course is designed to enable students to optimize their networks as mobility and converged networks become more prevalent in today's businesses. Students will learn about the new Intelligent Information Network model (IIN) and the Service-Oriented Network Architecture (SONA) as architectural frameworks for converged networks. These networks bring with them a number of VoIP-related challenges, and students will be given an understanding of VoIP network essentials. In order to ensure the quality in a converged network, students will work with concepts and implementation methods of Quality of Service (QoS). (4 contact hours)

LAN-273—(3)**Network Security Design**

Prerequisite: LAN-253

This course affords the network security specialist the opportunity to conduct a vulnerability analysis upon a network in order to practice or refine the attack methodologies with the hacker tools and techniques to which the student was exposed during the various program courses. The student must demonstrate the ability to design, plan and execute a vulnerability analysis against an organization network. The student must prepare a written report of the security design, attack methodology, tools and techniques. Fee is required. (4 contact hours)

LAN-274—(3)**Managing VoIP Services**

Prerequisite: LAN-266

This course prepares a student for installing, configuring and maintaining a Cisco IP telephony solution. Emphasis is on Cisco CallManager, the call routing and signaling component for the Cisco IP telephony solution. The lab practice will instruct students on the installation and configuration of Cisco CallManager; configuration gateways, gatekeepers and switches; and build route plans to place intra- and inter-cluster Cisco IP phone calls. Additional topics will include the installation of the Cisco unified messaging system. (4 contact hours)

LIT—Literature**LIT-205—(3)****Literature for Children/Young Adults***Prerequisite: COM-101*

Survey of the genre of literature for children through young adults, analyzing the social, cultural, and intellectual implications, instruction methodology, including critical thinking assessment, criteria for selection and utilization of literary works-based language development, learning opportunities, and curricular resources in schools and the community. (NOTE: Only 3 credit hours can be earned for either EDU-205 or LIT-205. Duplicate credit in both courses will not be awarded). (3 contact hours)

LIT-213—(3)**American Literature I***Prerequisite: COM-101*

American writing from 1600 to the Civil War is explored. Covers the development of analytical, interpretive and critical skills through a study of the literature, its authors and their environments. (3 contact hours) IAI: H3 914; IAIM: EGL 911

LIT-214—(3)**American Literature II***Prerequisite: COM-101*

Covers American writing from the Civil War to the present. Approach to literature is the same as LIT-213. (3 contact hours) IAI: H3 915; IAIM: EGL 912

LIT-215—(3)**Bible as Literature I***Prerequisite: COM-101*

This course is an analysis of selected books of the Old Testament, with emphasis on literary concepts: allegory and parable, history, epic, fiction, poetry, prophecy, tragedy, myth, and legend. (3 contact hours) IAI: H5 901

LIT-216—(3)**Bible as Literature II***Prerequisite: COM-101*

Analyze selected books of the New Testament, with emphasis on literary concepts such as narration, gospel, allegory, history, epistle, apocalypse, myth, and legend. (3 contact hours) IAI: H5 901

LIT-217—(3)**Introduction to Poetry***Prerequisite: COM-101*

An examination of the role of imagery, diction, form, figurative language, and other poetic devices for creating and manipulating sound and sense. Also explore poetry as a literary genre. (3 contact hours) IAI: H3 903; IAIM: EGL 915

LIT-218—(3)**Introduction to Drama***Prerequisite: COM-101*

This course is a survey and analysis of representative plays from various periods. Includes study of dramatic techniques, and types and elements in selected readings from classical Greek to present-day drama. (3 contact hours) IAI: H3 902

LIT-219—(3)**Women in Literature***Prerequisite: COM-101*

Characterization and archetypes of women as presented in literary works are covered. Includes works by authors of both sexes. Emphasis is on female writers frequently ignored in anthologies of literature. (3 contact hours) IAI: H3 911D

LIT-220—(3)**Introduction to Fiction***Prerequisite: COM-101*

Plot structure, narrative technique, character depiction and theme, and fiction as a literary genre are examined. (3 contact hours) IAI: H3 901; IAIM: EGL 917

LIT-221—(3)**English Literature I***Prerequisite: COM-101*

Covers the Middle Ages to the Romantic period, with an emphasis on literary interpretation and evaluation of major authors. (3 contact hours) IAI: H3 912; IAIM: EGL 913

LIT-222—(3)**English Literature II***Prerequisite: COM-101*

Covers the Romantic period to the present, with emphasis on literary interpretation and evaluation of major authors. (3 contact hours) IAI: H3 913; IAIM: EGL 914

LIT-223—(3)**Western Literature I***Prerequisite: COM-101*

This course is an analysis of Greek, Roman, Medieval, and Renaissance works as intellectual and religious foundations of modern Western thought. (3 contact hours) IAI: H3 906

LIT-224—(3)**Western Literature II***Prerequisite: COM-101*

Selected works of universal significance from 1850 to the present are included. Emphasis is on influential European authors and literary trends. Independent study is encouraged. (3 contact hours) IAI: H3 907

LIT-225—(3)**Shakespeare***Prerequisite: COM-101*

Study representative comedies, tragedies and historical plays using interactive technologies or actual play performances to explore contemporary and critical interpretations. (3 contact hours) IAI: H3 905

LIT-226—(3)**Literature of the Non-Western World***Prerequisite: COM-101 and COM-102*

This course introduces literature translated into English by writers from non-Western cultures, for example, Asian (East, South-east and South), African, and Middle Eastern, with an emphasis on the intellectual, social, and political context of their works. It will examine genres and literary trademarks in significant representative texts from these cultures while also exploring the aesthetics, religions, histories, and philosophies that shape these cultures' contribution to the world. (3 contact hours) IAI: H3 908N; IAIM: EGL 919

LIT-227—(3)**Literature as Film***Prerequisite: COM-101*

This course studies formal and thematic relationships between literary and cinematic forms, including significant examination of adaptations and influences that demonstrate the strengths of each artistic medium. (3 contact hours) IAI:HF908

LIT-299—(4)**Independent Study in Literature**

The student and instructor decide on an area of study in the field of literature. The student contracts with the instructor to complete certain projects for three to four credit hours. (variable contact hours)

This course may be taken five times for credit.

LIT-230—(3)**African American Literature***Prerequisite: COM-101*

This course is designed to explore selected significant issues and concerns from the African American literary canon in the context of key historical moments such as slavery, Jim Crow, Harlem Renaissance, the Civil Rights Movement, and the Black Arts Movement, leading into contemporary historical development. Special attention will be paid to representations of race, religion and gender. This course will examine multiple African American perspectives in response to historical issues and developments. (3 contact hours) IAI:H3910D

LSC—Travel Business Management

LSC-106—(3)**Introduction to Travel Planning**

Designed to prepare students for specialized travel/tourism curriculum courses by introducing them to travel/tourism services, the travel/tourism industry, basic terminology, and available reference sources. Career opportunities are examined. (3 contact hours)

LSC-108—(3)**International Travel**

Provides instruction in international travel, international documentation requirements, worldwide travel codes and terminology, international hotels and tour manuals. Includes an introduction to international travel geography. (3 contact hours)

LSC-109—(2)**Tour/Itinerary Planning***Prerequisite: LSC-106*

Provides instruction in domestic tour and itinerary planning, tour documents and manuals, hotel directories, and specialty services. Includes tour escorting, group meeting and convention planning, and major modes of transportation. (2 contact hours)

LSC-110—(3)**Fundamentals of Meeting Planning**

Provides an overview of meeting planning including: housing, transportation, catering, function arrangements, audiovisuals, budgeting, negotiations, and legal issues. (3 contact hours)

LSC-122—(3)**Special Events Management**

The purpose of this course is to acquire an in-depth knowledge about the specialized field of event management, and to become familiar with management techniques and strategies required for successful planning, promotion, and implementation and evaluation of special events. (3 contact hours)

LSC-130—(3)**Airline Ticketing I**

Provides basic instruction in domestic airlines reservation and ticketing procedures. Includes use of the North American edition of the Official Airline Guide, fares, fare rules, and tariffs. (3 contact hours)

LSC-131—(2)**Airline Ticketing II***Prerequisite: LSC-130 or consent of instructor*

Provides instruction in advanced domestic ticketing procedures. Includes the use of tour orders, MCOs and PTAs, as well as ticket revalidation, re-issues, exchanges, and airline promotion coupons. Basic international airline reservations, the worldwide edition of the OAG, and ticketing procedures, including fares and taxes, will also be emphasized. (2 contact hours)

LSC-133—(2)**Client Communications**

This course is designed to emphasize the importance of verbal, nonverbal and written modes of communication in industry. Emphasis will be placed on written business correspondence, professional selling skills, problem solving, and developing a positive customer service attitude. (2 contact hours)

LSC-140—(3)**Airline Computing—Sabre**

Provides intensive instruction in the airline computer reservation system. Through a simulation system, students learn to create airline schedule availability and flight status displays; the functions necessary to sell the flight space, and how to build a basic passenger name record; assign seats; use client profiles; work queues; modify data and itineraries; and related techniques. (4 contact hours)

LSC-141—(3)**Airline Computing—Apollo**

Provides intensive instruction in the airline computer reservation system. Through a simulation system, students learn to create airline schedule availability and flight status displays; the functions necessary to sell the flight space and how to build a basic passenger name record; assign seats; use client profiles; work queues; modify data and itineraries; and related techniques. (4 contact hours)

LSC-210—(2)**Travel Agency Management**

Prerequisite: LSC-106 or consent of instructor

Provides intensive instruction in the management of travel agencies with focus on agency operations, office management, legal aspects, automation, and personnel administration. Covers the complex and varied relationships among travel suppliers, tour operators, tour wholesalers, and others involved in the travel distribution system. (2 contact hours)

LSC-214—(3)**Destination Planning—North America**

Instruction in domestic travel will include the United States, Canada, Mexico, Bermuda, and the Caribbean islands. Points of interest; location of major cities, ports, airports, tourist attractions, air, land and sea companies and travel resources will be emphasized. It encourages students to develop research skills, using print, electronic, and human resources to help meet client wants and needs. (3 contact hours)

LSC-225—(2)**Cruising: A-Z**

Provides an overview of the cruise industry, including cruise companies, cruise geography, ships, passenger profiles, brochures, promotion, and selling. (2 contact hours)

LSC-234—(3)**Internship—Travel**

Prerequisite: Consent of instructor/coordinator; registration in LSC-238

Planned and supervised career field experience relating to the student's degree program. Student will intern in travel-tourism sites or related agencies. (15 contact hours)

LSC-238—(1)**Seminar—Travel**

Prerequisite: Consent of instructor/coordinator; registration in LSC-234

Sharing, evaluating and integrating internship experiences are involved in this seminar. (1 contact hour)

MAS—Massage Therapy**MAS-101—(1)****Introduction to Massage**

Students are given an introduction to therapeutic massage. Students are exposed to terminology, anatomy and physiology, safety and equipment, scope of practice, and strokes. Students have hands-on experience with massage therapy and will practice on each other. (1.5 contact hours)

MAS-110—(4)**Basic Swedish Massage**

Prerequisite: MAS-101 with a "C" or better, MRT-110, BIO-115, or BIO-180 and BIO-181, and valid CPR and First Aid Certificate. Current CPR and First Aid cards must be presented and copied prior to enrollment.

Students will learn the benefits of touch and a Swedish massage from head to toe. Discussions will include pathologies and any benefits, precautions and/or contraindications as well as the proper massage techniques. Students will begin the process of client information collection. (5 contact hours)

MAS-112—(4)**Sports Massage**

Prerequisite: MAS-110 and PEH-160

Students will learn the basis of exercise physiology, joint mobilization, pre-and post-event, maintenance massage, stretches and care of frequent sports injuries. Thermotherapy and heat-related injuries for the professional and amateur athlete will be discussed. (5 contact hours)

MAS-114—(4)**Massage Modalities**

Prerequisite: MAS-110

Students will be introduced to several specialties in massage such as chair massage, pregnancy/infant massage, stone massage, Oriental approach to massage, and energy work. Introduction to such modalities as cranio-sacral, orthobionomy and reflexology will also occur. (5 contact hours)

MAS-118—(4)**Business, Ethics, and Documentation**

Prerequisite: MAS-101

Students explore aspects of developing and maintaining a successful therapeutic massage practice. Ethical issues related to massage are discussed, and a code of ethics is developed. Standards of practice are discussed. Documentation skills are discussed and formulated. (4 contact hours)

MAS-120—(2)**Massage Lab Practicum**

Prerequisite: MAS-110, MAS-112, MAS-114, MAS-118

Students are supervised in a clinic-style setting. This course provides an opportunity for students to apply the principles, techniques and procedures practiced in professional massage therapy. Students demonstrate proper client-therapist communication skills (including chart documentation), draping techniques and sanitary precautions. (6 contact hours)

MDT—Mechanical Design and Drafting/CAD**MDT-100—(2)****Introduction to Computer Graphics**

Surveys computer graphics hardware and software fundamentals. Develops basic concepts and skills of computer representation of graphical information. An introduction to the basic usage of CAD, animation, desktop publishing, business graphics, and Web pages. Emphasize graphical areas relating specific areas of study and complete a term project. Fee is required (4 contact hours)

MDT-101—(3)**Introduction to Drafting**

Includes theory, technical skills, industrial applications, practices of technical sketching and use of CAD, geometric construction, multiview drawings, basic dimensioning, sectional views, and auxiliary views, pictorials, and developments. Fee is required. (5 contact hours)

MDT-106—(2)**Mechanical Assemblies**

Prerequisite: MDT-101 or consent of instructor; registration or credit in MDT-110 or consent of instructor

The theory, technical skills, industrial applications, and practices of mechanical assembly and pictorial drawing are presented. Bill of materials, subassemblies, standard parts, fasteners, dimensioning, and CAD techniques are covered. Fee is required. (3 contact hours)

MDT-110—(3)**Mechanical Detailing**

Prerequisite: MDT-101 or consent of instructor; registration or credit in MDT-106 or consent of instructor

The design considerations and industrial applications of castings, forgings, stampings, and machined components are emphasized. Fit specifications and geometric dimensioning and tolerancing are introduced. Fee is required. (5 contact hours)

MDT-115—(2)**Applied GDT**

Prerequisite: MDT-101 or consent of instructor

An introduction to the latest revision of the ASME Y14.5M standard for geometric dimensioning and tolerancing (G D & T). Students will learn to read and apply geometric tolerancing to mechanical detail drawings. Emphasizes applying geometric dimensioning and tolerancing to drawings of actual mechanical parts. Fee is required. (3 contact hours)

MDT-120—(3)**Fundamentals of 2D Design**

This course introduces students to the basics of 2-dimensional design concepts used for the production of graphic communications. Emphasis is placed on learning the fundamental tools, theories and principles of design. Students will design layouts for production from electronic formats for outputting to a variety of print media. Primary software program used is Adobe Illustrator. (5 contact hours)

MDT-145—(3)**Introduction to Computer Aided Drafting**

Study theory and practice of current use of computer aided drafting and design. Includes hardware configuration, computer math and software capabilities. Generate two- and three-dimensional orthographic drawings as well as pictorial techniques, including cursor manipulation, digitizing, direct display interaction, editing, storage and retrieval, rotation, zooming, panning, scaling, mirroring, printing, and plotting. Fee is required. (5 contact hours)

MDT-160—(3)**Introduction to 3D Modeling**

Prerequisite: MDT-145

Covers the basics of 3-D wire frames, surface modeling, solids modeling, and rendering. Students learn the concepts and techniques required to construct 3-D objects, including 3-D coordinates, spherical coordinates, and surface and solids modeling. User coordinate systems and multiple viewports are also discussed. Students construct a variety of objects using these techniques. Objects are rendered to slides and hard copy. Models produced with rapid prototyping equipment will also be studied. Fee is required. (5 contact hours)

MDT-190—(2)**Construction Blueprint Reading**

Introduces the use of blueprints and construction documents as used in the building industry. The course covers residential, light commercial and multistory construction. Principles of reading working documents such as plans, elevations, sections, and details related to the following: architectural, civil, electrical, HVAC, plumbing, structural plans, and specifications. The course is helpful for apprentices, students of architecture, estimators, contractors, real estate, and employees who work in the construction industry. (3 contact hours)

MDT-205—(3)**Machine Elements**

Prerequisite: MDT-106, MDT-110, MDT-145 or consent of instructor

Machine elements and basic mechanisms are covered. Elements to be studied specifically are gears, cams, bearings, belt and chain drives, splines, and linkages. The focus will be on the calculation, selection and application of these elements in mechanical design. Fee is required. (5 contact hours)

MDT-209—(2)**Hydraulics and Pneumatics**

Prerequisite: MTH-135 or consent of instructor

The study of the basic theory and applications of hydraulic and pneumatic components and circuits. Special attention is given to the application and design use of hydraulics and pneumatics for power transmission and the control of industrial processes. Fee is required. (3 contact hours)

MDT-210—(3)

Statics and Strength of Materials

Prerequisites: MDT-205, MTH-142 or MTH-150, PHY-150, or consent of instructor

This course introduces statics and the study of internal stresses in machine members involving tensile tests and lab reports. Calculations on equilibrium of loaded beams, columns, the use of standard reference tables, and moments of inertia are studied. (3 contact hours)

MDT-213—(3)

Plant Engineering Drafting

Prerequisite: MDT-145 and MTH-135 or consent of instructor

Study piping layouts, symbols and detailing; electrical drafting of wiring diagrams, welding drafting, structural detailing and materials handling. Cover CAD applications to these techniques in detail. Fee is required. (5 contact hours)

MDT-220—(3)

Tool Drafting

Prerequisite: MDT-106, MDT-110 or consent of instructor

Introduction to die, jig, drawing, theory, technical skills, industrial application and typical practices in tooling drawings are studied. Fee is required. (5 contact hours)

MDT-233—(3)

Internship

Prerequisite: 30 hours in the Mechanical Design and Drafting/CAD Program or consent of Program Coordinator
Corequisite: Registration in MDT-237

Gain planned, supervised work experience as a mechanical design/CAD intern. Emphasizes use of human relations, technical and communication skills. (15 contact hours)

MDT-237—(1)

Internship Seminar

Prerequisite: 30 hours in the Mechanical Design and Drafting/CAD Program or consent of Program Coordinator
Corequisite: Registration in MDT-233

Discussion of various experiences and issues encountered during supervised mechanical drafting design/CAD internship. (1 contact hour)

MDT-245—(3)

Applied CAD

Prerequisite: MDT-145 or consent of instructor

This course covers the application of CAD hardware and software in mechanical design. Students will generate two-dimensional orthographic drawings, including dimensioning styles and techniques and file management. Students will also create symbol libraries, attributes with symbols, merge parts into assemblies, and create tables from attribute extractions. Both theoretical and practical applications are stressed. Fee is required. (5 contact hours)

MDT-255—(3)

Machine Design

Prerequisite: MDT-205 or consent of instructor

This course presents topics including design of machines, assembly drawings, bearings, machine elements, shaft design, statics, material selection, layouts, calculations and cost estimation. CAD applications to machine design are studied in detail. Fee is required. (5 contact hours)

MDT-260—(3)

CAD Management

Prerequisite: MDT-145 or consent of instructor

Study the application of operating systems, system management, user management, networking and integration as it relates to the CAD field. Each student will explore the features, commands, components, drives, files, and procedures, as well as the use of system and network management procedures and software in the Novell, Ethernet, and Windows NT 95/98, Windows 2000 environments. Fee is required. (5 contact hours)

MDT-265—(3)

CAD Programming Techniques

Prerequisite: MDT-145 or consent of instructor

CAD programming techniques to cover Lisp, C and/or Visual BASIC, macro writing, menu and icon construction, libraries, database and third-party software. The student, in consultation with staff, will select and solve a design problem using the CAD programming techniques in mechanical design, plant engineering, structural, tool design, systems process design, material handling, or other mutually agreed upon project. Fee is required. (5 contact hours)

MDT-275—(3)

Introduction to Animation

Prerequisite: MDT-100 or consent of instructor

Covers the basics of 2-D and 3-D animation and rendering. Students learn the concepts and techniques required to construct 2-D and 3-D objects. These include simple modeling, 3-D shaping, lofting, animating, keyframing, 3-D editing, materials mapping, and simple morphing. Students design projects using these techniques with the use of tools and inks, color palettes, 2-D and 3-D CAD geometry, maps and rendering processes. Fee is required. (5 contact hours)

MDT-276—(3)

Applied Animation Techniques

Prerequisite: MDT-275 or consent of instructor

This course covers the applied techniques of 2D and 3D animation and rendering. Students learn the applied concepts and techniques of modeling with modification techniques that use the materials editor, special effects lighting, geometric modifiers, keyframing and tracking to derive practical animation solutions to complex animated effects. Fee is required. (5 contact hours)

MDT-277—(3)**Computer Character Animation**

Prerequisite: MDT-275 or consent of instructor

This course covers applied character animation. Students learn the concepts and techniques required to construct biped and physique techniques. These include skeletal animation for 2 legged characters. Physique modifiers applied to models to achieve realistic skinning deformations to animated characters are also studied. Fee is required. (5 contact hours)

MDT-278—(3)**Design Visualization**

Students will be introduced to the creation and display of 3D computer scenes of architectural and industrial objects. Students will learn how to import and adjust previously created 3D geometry from a variety of CAD software. Material properties, surfaces, and lights will be added to develop photo-realistic scenes. Camera animations including "walk-thrus" or "fly-bys" will be discussed and developed. Course topics include 3D geometry, rendering, lighting (basic and advanced), photometric lights, radiosity, material creation, editing and mapping, ray-tracing, and camera effects. Build and animate simple hierarchies and produce basic time, length, key frame animation will also be studied. A student final project will be completed at the end of the course. Fee is required. (4 contact hours)

MDT-279—(3)**Storyboarding**

Covers basic to advanced storyboarding. Students will learn how to traditionally draw out storyboard projects using discussed techniques and styles; build a storyboard with drama, mood and excitement; develop their own style; and incorporate storyboarding into computer animation. Cinematic techniques, terminology, camera angles for the most drama, scene and shot development, character development, character expressions, dramatic character positioning and movement, coloring, and scene environment also are covered, as well as a basic understanding of the entire film production process. (5 contact hours)

MDT-280—(3)**Video Integration**

Provides the student with a basic understanding of image compositing in 3-D space. The fundamental concepts of creating composites, paint projects, developing animations, and applying visual effects are introduced. Students will learn how to combine layers, 3DS Max animations, and effects into composites. Software used will be Discreet Combustion. (5 contact hours)

MDT-281—(3)**Introduction to Flash**

Covers the basics of creating animated, vector-based Web content using Macromedia Flash. Students will learn how to create interactive vector graphics and animations. (5 contact hours)

MDT-282—(3)**Advanced Flash for 3D Animation**

Prerequisite: MDT-281 or consent of instructor

Covers advanced concepts of integrating 3D models and animations into Macromedia Flash. Students will learn how to optimize and import 3DS MAX files into Flash. (5 contact hours)

MDT-283—(3)**Character Modeling**

Prerequisite: MDT-275

Corequisite: Registration or credit in MDT-277 or consent of instructor

Provides a basic understanding required for designing, building and mapping 3D computer characters. The fundamental concepts of character design are explored for producing high-resolution and low-polygon count models. Students will learn a variety of modeling techniques necessary to build and properly map models. (5 contact hours)

MDT-284—(3)**Dynamic Simulations**

Prerequisite: MDT-275

Covers the simulation and physical behaviors of complex models in a 3D environment. Students learn the applied concepts and techniques required for creating realistic physics-based animations. (5 contact hours)

MDT-285—(3)**3D Parametric Modeling**

Prerequisite: MDT-145 or consent of instructor

This course offers a comprehensive solution to enhance design projects by incorporating 3D parametric technology. The course is designed for students already accomplished at creating 3D models using native surface/solid modelers. It is intended to help students advanced beyond the level of basic parametric design modeling. (5 contact hours)

MDT-287—(3)**Game Design**

This course will introduce the student to computer game design. All manner and type of computer games will be discussed including the history and future of computer games. Students will learn to analyze, evaluate and review computer games. Game design theory and concepts will be introduced and students will develop ideas for games. Marketing and presentation issues will also be investigated. Fee is required. (4 contact hours)

MDT-288—(3)**Applied 3D Parametric Modeling**

Prerequisite: MDT-285 or consent of instructor

Introduces the use of local and global parameters in the area of 3D parametric modeling. Students will learn to control parts with design variables, 3D constraints, variable dimensions, table-driven parts, mathematical operators, and adaptive techniques. Rapid prototyping of models will be incorporated. (5 contact hours)

MDT-289—(2)**3D Parametric Assemblies***Prerequisite: MDT-285 or consent of instructor*

Introduces the concepts and design techniques of 3D parametric mechanical assemblies. Topics include assembly constraints, global parameter usage in assembly modeling, interference checking, animation/kinematic analysis, and parametric control of assembly components. Orthographic (2D) drawings will be created from 3D assembly and part models. Rapid prototyping will be incorporated. (3 contact hours)

MDT-290—(3)**Introduction to Architectural CAD***Prerequisite: MDT-145, MDT-190 or consent of instructor*

This course covers the application of production architectural/construction drawings using CAD. Floor plans, sectional views, details, schedules, and elevations used for residential and light commercial construction are studied. Fee is required. (5 contact hours)

MDT-291—(3)**Applied Architectural Facilities***Prerequisite: MDT-290 or consent of instructor*

This course covers the applied application of production drawings for light to medium industrial construction using CAD. Fee is required. (5 contact hours)

MDT-292—(3)**Applied CAD Commercial Facilities***Prerequisite: MDT-290*

This course covers the applied application of drawing of commercial and light industrial construction utilizing BIM (building information model) technologies. Students will explore methods of fast tracking the design of a 2D/3D architectural building model, developing the building model with parametric components, and detailed architectural plans, schedules and documentation. This course is designed to introduce students to concepts, practices, standards, and drafting techniques needed in creating a BIM project from concept through construction documents. Students will learn both the content and skills necessary to become a proficient drafter in the field of architecture and understand the BIM process. (5 contact hours)

MDT-293—(3)**Game Design Elements***Prerequisite: MDT-100, MDT-275, MDT-287*

This course surveys the design elements used in game design. Emphasis is placed on the creation of digital maps, which could be applied within a game or virtual set. Applications include digital content such as environmental backgrounds, buildings, characters and props. Within a collaborative setting, students will research and design the digital content as used in a professional studio. This course is intended for students to enhance their Photoshop skills, material creation and mapping skills as they apply to working with characters in 3D environments. (5 contact hours)

MIS—Management Information Systems**MIS-105—(3)****Programming Principles***Corequisite: IMS-101 or IMS-115*

This course serves as a foundational course for students in programming and other computer courses, and is recommended for all students and professionals pursuing careers in information technology. Emphasis is placed on problem solving, logic, and control of the computer through use of a high-level programming language. Key concepts include variables and data types, loops, decisions, functions, and arrays. Students enrolling in MIS-105 should already demonstrate a proficiency in file management. Fee is required. (4 contact hours)

MIS-108—(1)**Internet Basics**

This course is intended to familiarize the student with the Internet. Basic computer literacy is assumed. Students will be presented with an overview of Internet basics and the fundamentals of browsers, the World Wide Web, e-mail, and other Internet utilities. Students in this course will complete projects that integrate the skills learned in all applications. (1.5 contact hours)

MIS-111—(3)**Internet Technologies**

This course is designed for students who are expecting to enter the information technology field, or for non-technical professionals who are pursuing related careers such as the business, sales and marketing of Internet solutions. This course prepares students for an Internet technology certification exam (CompTIA I-Net+). A wide range of material is covered about the Internet, from using the Internet to demonstrating how the Internet works, using various Internet protocols, programming on the Internet, the Internet infrastructure, security, and e-commerce. It not only introduces a variety of concepts, but also presents an in-depth coverage of the most significant aspects of Internet, such as the OSI model of networking. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint. Fee is required. (4 contact hours)

MIS-120—(3)**RPG Programming I***Prerequisite: MIS-105*

This course introduces the elements of RPG programming and program documentation using RPG IV. The basics of the RPG language, the production of reports, and the usage of files are emphasized. Fee is required. (4 contact hours)

MIS-121—(3)**Networking for Business***Prerequisite: MIS-111*

This course is designed to provide a comprehensive understanding of networking technologies, concepts and terminology specifically used within the business environment. A variety of network equipment will be examined, including hubs, routers, switches, and NICs. LAN architectures also will be discussed. Students also will learn how to install, manage, maintain, and secure various types of Web servers. Topics include TCP/IP, IPv6, OSI communications model, network design, network cabling, and network management and services. Fee is required. (4 contact hours)

MIS-123—(3)**Database Design***Prerequisite: IMS-101 or IMS-115, with a grade of "C" or better*

This course is designed to teach the principles of database design. It will focus on the study of relational database design and data modeling, and will provide students with opportunities to gain experience in table normalization, setting up entity relationships, creating entity-relationship diagrams (ERDs) in accordance with industry standards, and constructing databases from ERDs using database management systems software. This class is for students with at least one semester of PC applications experience, including some practical exposure to a database management system. Popular database management system and modeling software will be utilized in class projects and other hands-on assignments and demonstrations. Students should be aware that there are both theoretical and practical components to this course. Fee is required. (4 contact hours)

MIS-139—(3)**VB.NET Programming I***Prerequisite: MIS-105 with a grade of "C" or better or consent of instructor*

This course is an introduction to the VB .NET computer programming language and its use in solving problems from business or other disciplines. Topics include problem-solving, algorithm design and implementation, user-interface design, visual-, event-driven, and object-oriented programming, along with testing and debugging methodologies. Programming language elements introduced will include scoped and typed variables, decision and repetition structures, arithmetic and string functions, user-defined procedures, arrays, structured types, and file processing. Fee is required. (4 contact hours)

MIS-141—(3)**Web Page Authoring and Publishing***Prerequisite: MIS-111 or consent of instructor*

This course introduces the student to Web authoring and publishing using Extensible Hypertext Markup Language (XHTML) and cascading style sheets (CSS). In this class, the student will learn how to plan, design, create, and test Web pages. The basic XHTML structure and the elements and attributes supported in XHTML will be covered. Topics include formatting text, including images, constructing tables and lists, connecting web pages using hyperlinks, creating forms, incorporating multimedia, and using style sheets to create layouts. The student also will learn how to publish a Web site using a File Transfer Protocol (FTP) client. Fee is required. (4 contact hours)

MIS-146—(3)**Operating Systems***Prerequisite: IMS-101 or IMS-115 or ELT-112*

This course introduces students to various operating systems used for personal and business applications. The current Microsoft Windows Operating System is covered comprehensively. Windows OS commands, Mac OS, IBM OS, and Open Source OS (such as Linux) are highlighted. Security issues and a brief overview of TCP/IP are also included. Fee is required. (4 contact hours)

MIS-154—(3)**C# Programming I***Prerequisite: MIS-105 with a grade of "C" or better*

This course is designed to teach introductory topics in PC application development by using both a conceptual and hands-on approach. This course will focus on the study of the C# programming language and will provide students with opportunities to gain experience using C# to create both console applications and event-driven GUI applications. This is an applications programming class for students with at least one semester of programming experience. The C# programming language will be examined, as will the Visual Studio.NET development environment. Popular development software will be utilized in class projects and other hands-on assignments and demonstrations. Students should be aware and comfortable understanding there are both theoretical and practical components to this course. Fee is required. (4 contact hours)

MIS-160—(3)**C++ Programming I***Prerequisite: MIS-105 or CSC-140 with a grade of "C" or better*

This course introduces C++ programming language to students already familiar with basic programming principles. Fundamentals are illustrated through the coding and execution of programs. Problem-solving and algorithm development are emphasized in program design through procedural, structured and object-oriented programming techniques. Topics include basic variable types, arithmetic and logical expressions, control structures, classes, objects, functions, arrays, strings, simple inheritance, and sequential files. Fee is required. (4 contact hours)

MIS-176—(3)**JAVA Programming I**

Prerequisite: MIS-105 with a grade of "C" or better

This course introduces the Java programming language to students already familiar with basic programming principles. Program design using structured, top-down and object-oriented programming approaches within the Java technology environment is emphasized. Topics include basic variable types, arithmetic and logical expressions, control structures, classes, objects, methods, arrays, strings, simple inheritance, and sequential file processing. Fee is required. (4 contact hours)

MIS-197—(3)**E-Commerce Development**

Prerequisite: IMS-101 or equivalent knowledge

This course provides an introduction to the development of an e-business by using both a conceptual and hands-on approach. This approach is used to allow for the acquisition of necessary business and technological skills before designing and building Web applications. Popular development software will be utilized in class projects and other hands-on assignments and demonstrations. Fee is required. (4 contact hours)

MIS-199—(1)**Special Short Topics in Technology**

This course covers different technology topics based on emerging technological advances. The topics to be covered during a particular semester will be identified with narrative by section number in the College schedule of classes. A syllabus documenting the specific topics, description, objectives, and information about prerequisite skills for the course will be available as each section is added to the schedule. This course may be taken up to three times for credit as long as different topics are selected. Fee is required. (1 contact hour)

MIS-200—(3)**Special Topics in Technology**

This course covers different technology topics based on emerging technological advances. The topics to be covered during a particular semester will be identified with narrative by section number in the College schedule of classes. A syllabus documenting the specific topics, description, objectives, and information about prerequisite skills for the course will be available as each section is added to the schedule. This course may be taken up to three times for credit as long as different topics are selected. Fee is required. (4 contact hours)

MIS-210—(3)**Project Management**

This course is designed for students who are expecting to enter the information technology field, or for non-technical professionals who are pursuing related careers in business, sales or marketing. Students in this course use case studies to enhance their ability to function as project leaders. While exploring the project life cycle, they gain experience in budgeting and timeline management. Students use software to design project schedules using tools such as bar charts, program evaluation review technique (PERT) and critical path method (CPM), and produce project plans to apply to case studies. Students are expected to have computer application experience (for example the Microsoft Office Suite), good file management skills and some understanding of business concepts. Fee is required. (4 contact hours)

MIS-220—(3)**RPG Programming II**

Prerequisite: MIS-120

This course continues the development of skill in the use of RPG IV. Interactive applications, tables, arrays, and structured coding techniques are used to write, compile, and run programs. Advanced topics such as procedures, subfiles, modular programming, and APIs provide the foundation for moving from older RPG environments to the modern RPG IV language. Fee is required. (4 contact hours)

MIS-221—(3)**Interactive Programming for RPG**

Prerequisite: MIS-220

This course introduces the concepts and principles of structured design as applied to interactive programs. Using top-down development, specific RPG and DDS coding techniques are used to implement structured interactive programs. Basics of subfile processing, a tool for increasing productivity, and modular programming are explored. Collaborative learning is utilized to create a semester-long capstone project as well as smaller programming development projects throughout the semester. Fee is required. (4 contact hours)

MIS-239—(3)**VB.NET Programming II**

Prerequisite: A grade of "C" or better in MIS-139, or consent of instructor

Corequisite: MIS-123

This course introduces the student to use of the Visual Basic .NET programming language to solve problems from business and other disciplines. Students will be introduced to software design and development using visual, event-driven, procedural, structured, object-oriented, and n-Tier architecture techniques. Topics will include coverage of multi-form applications, arrays, database processing, object serialization, standard collections, structured exception handling, and creation of reusable components with classes. (4 contact hours)

MIS-241—(3)**Advanced Web Page Authoring**

Prerequisite: MIS-105 and MIS-141

This course introduces JavaScript to students already familiar with XHTML and cascading style sheets for the purpose of building interactive Web sites. Using a hands-on approach, students will analyze problems, develop solutions, and debug and test those solutions. Topics include basic data types, literals, variables, operators, control structures, functions, browser objects, document objects, event handlers, regular expressions, dynamic content, and cookies. Fee is required. (4 contact hours)

MIS-251—(3)**ColdFusion Programming**

Prerequisite: MIS-123 and MIS-241

This course is designed to provide students with a comprehensive understanding of ColdFusion for the purpose of developing dynamic, data-driven Web sites. Using a hands-on approach, students also will develop Web applications using server-side technologies. Topics include ColdFusion variables and logic, form processing and validation, database manipulation, exception handling, cookies, and sessions. Fee is required. (4 contact hours)

MIS-254—(3)**C# Programming II**

Prerequisite: MIS-154 with a grade of "C" or better

This course is designed to teach intermediate-level topics in PC application development by using both a conceptual and hands-on approach. This course will focus on the continued study of the C# programming language and will provide students with opportunities to gain experience using C# to create both console applications and event-driven GUI applications using object oriented techniques. This is an applications programming class for students with at least one semester of programming experience in the C# language. Popular development software will be utilized in class projects and other hands-on assignments and demonstrations. Students should be aware and comfortable understanding there are both theoretical and practical components to this course. Fee is required. (4 contact hours)

MIS-259—(3)**Flash ActionScript**

Prerequisite: MIS-123 and MIS-241

This course provides students with a comprehensive understanding of ActionScript, Macromedia Flash's object-oriented programming language. Using a hands-on approach, students will develop interactive interfaces, animations, and data-driven applications. Topics include variables and properties, functions, methods, event handling, arrays, objects, core and user-defined classes, components, managing data, and multimedia. Fee is required. (4 contact hours)

MIS-261—(3)**C++ Programming II**

Prerequisite: Grade of "C" or better in MIS-160 or CSC-240

This course is an intermediate study of the C++ programming language for students already familiar with fundamental C++ topics. Concepts of object-oriented programming (OOP) design are emphasized. Topics include the specification of classes and creation of objects using data abstraction, levels of inheritance, polymorphism, using variables and arrays with pointers, dynamic memory allocation, binary file I/O, exceptions, templates, basic database concepts, and the standard template library. Fee is required. (4 contact hours)

MIS-264—(3)**C++ Software Development**

Prerequisite: Grade of "C" or better in MIS-261 and MIS-123

This course is an advanced study in software development of students already skilled with the C++ programming language. Using the Visual C++.NET environment to design and implement Windows-based applications is emphasized. Topics will include a graphical user interface with controls, event handling, document/view architecture, exceptions, database concepts, Microsoft Foundation Classes (MFC) and managed .NET frameworks, and an introduction to unmanaged and managed code interoperability. Fee is required. (4 contact hours)

MIS-276—(3)**Java Programming II**

Prerequisite: Grade of "C" or better in MIS-176

This course is an intermediate study of the Java programming language. Concepts of object-oriented program design are emphasized. Topics included are classes and inheritance, graphical user interface and event handling with applications and applets, basic graphics, exceptions, multithreading, collection classes, serialized I/O, record processing, basic database concepts, and networking. Fee is required. (4 contact hours)

MIS-283—(3)**Java Web Applications**

Prerequisite: Grade of "C" or better in MIS-276 and MIS-123

This course presents advanced topics in the development of Java Web components and is designed for students already skilled with the Java programming platform. The focus of study is on Java technology and models for servlets and JavaServer Pages (JSP) used to construct dynamic Web applications and includes topics on Web containers, session management, expression language, standard actions, standard and custom tags, deployment, security issues, and design patterns. This course will include a comprehensive final project and will help students prepare for the Sun Certified Web Component Developer (SCWCD) exam. Prior knowledge of XHTML, JavaScript, and XML will be useful but is not required. Fee is required. (4 contact hours)

MIS-284—(3)**XML.NET Web Services**

Prerequisite: Grade of "C" or better in MIS-239 or MIS-254
Grade of "C" or better in MIS-123

Students will learn to create XML Web Services using their choice of C# or VB .Net. Full component development cycle issues will be addressed; including design, implementation, debugging, testing, and deployment. Topics will include ASP.NET, ADO.NET, XML, Remoting Objects, and the Web Services Architecture. Emphasis will be placed on preparing the student for MCAD Exams 70-310 and 70-320. Fee is required. (4 contact hours)

MIS-285—(3)**ASP.NET Web Applications**

Prerequisite: Grade of "C" or better in MIS-239 or MIS-254
Grade of "C" or better in MIS-123

Students will learn to create ASP.NET web applications using their choice of C# or VB.NET. Full application development cycle issues will be addressed; including design, implementation, online user assistance, testing, and deployment. Topics will include XML Web Services, ADO.NET, globalization, security and authentication, optimization, structured exception handling, component creation, and session state management. Emphasis will be placed on covering topics for MCAD Exams 70-305 and 70-315. Fee is required. (4 contact hours)

MIS-286—(3)**JAVA Software Development**

Prerequisite: Grade of "C" or better in MIS-276 and MIS-123

This course is an advanced study in software development for students already skilled with using the Java programming language. The design of both client-side and server-side applications is emphasized. Topics include design patterns, networking, relational database concepts, servlets, remote method invocations, Java Bean development, security, graphics, and multimedia. Fee is required. (4 contact hours)

MIS-287—(3)**Visual BASIC For Applications**

Prerequisite: MIS-139 with a grade of "C" or better and working knowledge of Excel and Access

This course is designed to teach the use of Visual Basic for Applications (VBA) programming language to customize and automate office productivity applications. Emphasis is on the Object Model as applied to popular office spreadsheet and database applications. Fee is required. (4 contact hours)

MIS-289—(3)**.NET Desktop Application Development**

Prerequisite: Grade of "C" or better in MIS-239 or MIS-254
Grade of "C" or better in MIS-123

Students will learn to create complete Windows desktop applications using their choice of C# or VB .NET. Full software development cycle issues will be addressed; including design, implementation, help system integration, testing, and deployment. Topics will include the .NET Framework, Structured Exception Handling, advanced Object-Oriented features (such as inheritance, polymorphism, patterns, etc.), ADO.NET, Crystal Reports, XML and Serialization, Globalization, Application Security, Remoting, and Web Services. Emphasis will be placed on covering topics on MCAD Exams 70-306 and 70-316. Fee is required. (4 contact hours)

MIS-291—(3)**Systems Analysis and Design**

Prerequisite: A grade of "C" or better in MIS-123

This course teaches students how to apply object-oriented modeling techniques, tools and methodologies to define a system specification. Emphasis will be on following the Unified Process (UP) to analyze a real-world business problem, evaluate a variety of options, and design a solution within stated constraints. The focus will be on the earlier phases of the software development lifecycle and the application of the Unified Modeling Language (UML) use cases and design patterns. Students will apply what they are learning by actively participating in a semester-long project to design a solution to an identified business problem. (4 contact hours)

MIS-292—(3)**SQL/Database Applications**

Prerequisite: MIS-123 with a grade of "C" or better

This course is designed to teach the use of Structured Query Language (SQL) to construct, modify, and maintain relational databases. Emphasis is on SQL and its uses in business applications. Hierarchical, network and relational models are covered. Additional topics include data redundancy, data independence, security, and data integrity. Fee is required. (4 contact hours)

MIS-295—(3)**Internship**

Prerequisite: Consent of instructor and minimum of 2.0 GPA after 30 credit hours of MIS curriculum

This course emphasizes planned and supervised career field experience relating to a student's occupational program. Student works at least 15 hours a week. Topics include preparation for job search, resume and cover letter, job interviews, and professional development. Fee is required. (15 contact hours)

MIS-296—(1)**Seminar**

Prerequisite: Consent of coordinator

Discuss internship activities and problems. Emphasis is on the operation of a complete system in an organization, teamwork and interpersonal skills. (1 contact hour)

MIS-297—(3)**Data-Driven Websites***Prerequisite: OSA-135*

This course is designed to teach students how to create data-driven Web sites for e-commerce using popular development software tools. Students develop, implement, and work with databases, database connections, Web-enabled interfaces, server-side security, and shopping cart applications. User interface design principles for e-commerce storefronts and applications will also be examined. This is very much a technical, analytical and creative class. Students will apply what they are learning by actively participating in a semester-long project to design and develop a data-driven Web site. As the students develop this project throughout the semester, various e-commerce theories will be re-examined. Fee is required. (4 contact hours)

MIS-298—(3)**E-Commerce Policy and Strategy***Prerequisite: MIS-105, MIS-197 and MIS-297*

This course is designed to provide students with a comprehensive and integrated understanding of e-commerce development from start to finish. The course will cover both technical and management concepts, and will allow students to work in groups while they apply their knowledge through hands-on exercises and case projects. Students will experience the relationship that develops between management and software engineering in a business environment as they develop an electronic commerce application. Topics include defining the entrepreneurial process; creating a business, marketing and financial plan; recognizing the characteristics and role that e-commerce plays in the global market; working with human resources; and developing an e-commerce Web site. (4 contact hours)

MOA—Medical Assistant**MOA-115—(4)****Clinical Laboratory Procedures***Prerequisite: MRT-110; and BIO-115 or PHB-110*

This lecture/laboratory course emphasizes the performance of waived tests as approved by the Clinical Laboratory Improvement Amendments. Waived testing methods include point of care testing in urinalysis, hematology, chemistry, immunology and microbiology. Topics in specimen processing, record keeping, CPT coding, laboratory infection control, quality assessment, quality control and reference ranges of tests performed are also considered. (6 contact hours)

MOA-130—(2)**Law and Ethics in HealthCare**

This course is designed to provide learners with a foundation in medical law and ethics. Topics include key points of law, interpretation of statutes, legal and regulatory guidelines that impact healthcare, as well as ethical dilemmas. Emphasis is given to the medical office professional's interaction with the legal profession. In addition to understanding patient rights, employee rights are also explored (2 contact hours)

MOA-140—(3)**Medical Office Administration***Prerequisite: MRT-110 and MRT-130*

This course introduces the student to the role of the medical assistant. A medical assistant is an allied health professional who functions as a member of the multidisciplinary health care team. This course focuses on the administrative and general duties associated with medical assisting in an ambulatory care setting. Topics include administrative and general duties, safety practices, communication skills and techniques, patient reception, appointment scheduling, basic bookkeeping procedures, operational functions and the preparation and maintenance of medical records. Professionalism, ethical principles, reasoning and issues pertaining to confidentiality are emphasized. (4 contact hours)

MOA-142—(2)**Medical Office Finance Systems***Prerequisite: MRT-110 and MRT-130*

This course surveys the various financial systems used in the medical office. An overview of banking, billing and coding procedures, and management of medical office finances is included. (3 contact hours)

MOA-144—(2)**Pharmacology—Principles/Applications***Prerequisite: MOA-140*

This course follows a lecture/laboratory format. Instruction is provided in the basic concepts of pharmacology in medical assisting. Topics include the general aspects of pharmacology, legal and ethical issues in pharmacology, the mathematical knowledge necessary to calculate drug doses correctly, the principles and practices of medication administration, and medications related to body systems and patient education. (3 contact hours)

MOA-147—(6)**Medical Assistant Clinic Procedures***Prerequisite: BIO-115, MOA-130 and MOA-140*

This course uses a lecture/laboratory format. This course provides the student with both the theory and practical applications of the clinical aspects of medical assisting. It is designed to provide the theoretical and practical basis for performing clinical procedures in the medical office/clinic setting. Topics include but are not limited to: patient assessment, basic psychological principles, physical examination and patient treatments, vital signs, patient education, medical emergencies and assisting the physician in medical specialty examinations and minor surgery. Students will learn the theoretical, technical and practical aspects of infection control, medical and surgical asepsis and EKG. Includes observation and performance of clinical procedures in a laboratory setting. Fee is required. (8 contact hours)

MOA-155—(3)

Medical Assistant Externship

Prerequisite: MOA-115, MOA-142, MOA-144, MOA-147, MRT-119 and PHB-110

Corequisite: MOA-156

Students are assigned to clinical affiliate sites for supervised clinical experience. Emphasis is on achieving competency in entry-level skills within the context of the ambulatory care setting. Fee is required. (10 contact hours)

MOA-156—(1)

Medical Assistant Seminar

Prerequisite: MOA-115, MOA-142, MOA-144, MOA-147, MRT-119, PHB-110

Corequisite: MOA-155

This course is designed as a capstone experience for students assigned to a medical assistant clinical rotation. Discussion topics include student reaction to supervised clinical experiences in an ambulatory care setting, professional issues, communication skills appropriate for a diverse patient population, and application of customer service skills. (1 contact hour)

MRT—Health Information Technology

MRT-105—(3)

Beginning Medical Transcription

Prerequisite: MRT-110, MRT-130, MRT-111, or permission of instructor; minimum typing speed of 50 corrected wpm

Transcription of medical communications from voice dictation using computers and transcribers. Authentic physician-dictated reports are transcribed with emphasis on development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physical examination reports, consultations, emergency room reports, and discharge summaries. Other techniques developed include using reference material and other resources efficiently, editing and proofreading techniques, and understanding professional issues in medical transcription. Grammar and punctuation review as well as terminology and document format are emphasized. (5 contact hours)

MRT-106—(3)

Advanced Medical Transcription

Prerequisite: MRT-105

Advanced level transcription of inpatient and outpatient medical and surgical documents suitable for permanent records of patient care. Transcriptionists proofreading and editing dictation. Application of medico-legal principles of inpatient and outpatient clinical settings. Transcribing reports of diagnostic and therapeutic areas of medicine from both inpatient and outpatient health care services. Clarifying and editing dictation discrepancies. (5 contact hours)

MRT-107—(2)

Medical Transcription Clinical Practicum

Prerequisite: MRT-106, MRT-120

This course is an internship experience concentrating on the development of advanced medical transcription skills on consultations, discharge summaries, history and physicals, special procedures, pathology reports and operative reports. In addition, students develop their skills using the web as a primary reference for medical/surgical terms. Students also expand their knowledge of advance word-processing skills and word expansion software. (6 contact hours)

MRT-110—(3)

Medical Terminology

Introduces various medical terms used in the health field. Emphasis is on analysis and building of medical terms using Greek and Latin prefixes, roots and suffixes. Abbreviations, eponyms, anatomical terms, and medical vocabulary that is not based on word elements are also reviewed. Definitions, spelling and pronunciation of medical terms are stressed. (3 contact hours)

MRT-111—(4)

Health Information Management

This course begins with an orientation to the health care delivery system, accreditation standards, health information management department, and health information manager. The second unit emphasizes health data content and structure, and the application of techniques to assure adequate documentation of health care in acute care and ambulatory settings. The third unit focuses on organization of primary and secondary health data systems. Unit four introduces legal and ethical issues applicable to health information, including confidentiality and release of information. (5 contact hours)

MRT-112—(4)

Clinical Classification Systems

Prerequisite: MRT-117, MRT-118

This course emphasizes advanced theory in coding and classification systems. The focus is on the development of skills needed for assignment of valid diagnostic and procedure codes using ICD-9-CM and HCPCS coding systems. It includes the validation of coded clinical information, and the study of the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. (5 contact hours)

MRT-113—(2)

Coding Specialist Clinical Practicum

Prerequisite: MRT-112

This course concentrates on the development and reinforcement of advanced ICD-9-CM and CPT coding skills. This class is a continuation of MRT-112, dealing with advanced principles of coding using ICD-9-CM and CPT-4. Students will gain experience with coding health records from a variety of settings as well as topics related to compliance, medical necessity, encoding, DRG and APC grouping, chargemaster and case mix analysis. (6 contact hours)

MRT-114—(3)

Health Care Computer Applications

Prerequisite: MRT-117, MRT-118

This course is designed to introduce students to computer systems in health care with particular emphasis on the computerized medical record, health information management applications, medical transcription using a word processing system, database management via UHDDS abstracting systems focusing on data collection techniques and report generation. To correspond with the current emphasis on ambulatory record keeping, one unit will be dedicated to the use of computers in the medical office. Fee is required. (4 contact hours)

MRT-115—(2)

Clinical Practicum I

Prerequisite: MRT-112, MRT-114, MRT-120

Students are assigned to health information management and adjunct departments of various health care facilities of supervised clinical experiences and application of health information management theory, release of information and medical transcription. Emphasis is on the mastery of entry-level competencies. Fee is required. (6 contact hours)

MRT-116—(2)

Clinical Practicum II

Prerequisite: MRT-112, MRT-115, MRT-119 or consent of instructor

Students are assigned to Moraine Valley's health information technology and computer laboratories for supervised learning experiences. Emphasis is on mastery of entry-level competencies related to prospective payment system, inpatient ICD-9-CM coding, ambulatory ICD-9-CM coding, and health record computer applications involving health data abstracting, DRG assignment, health data presentation, encoding, and medical office management systems. (6 contact hours)

MRT-117—(2)

Introduction to ICD-9-CM

Prerequisite: MRT-110, MRT-111 and MRT-130

Corequisite: Registration in MRT-118

This course is an introduction to ICD-9-CM coding principles. The intent is to develop an understanding of coding and classification systems in order to assign valid diagnostic or procedure codes. (2 contact hours)

MRT-118—(2)

Introduction to CPT

Prerequisite: MRT-110, MRT-111 and MRT-130

Corequisite: Registration in MRT-117

This course is an introduction to CPT coding principles. The intent is to develop an understanding of coding and classification systems in order to assign valid CPT/HCPCS procedure codes. (2 contact hours)

MRT-119—(1)

Insurance Reimbursement Procedures

Prerequisite: MRT-117, MRT-118

This introductory medical insurance course provides students with the basics of filing medical insurance claims. Emphasis is on completion of insurance forms, identification of common types of medical insurance, manual and electronic claims processing, and reimbursement follow-up. (1.5 contact hours)

MRT-120—(3)

Body Structure and Pharmacology

Prerequisite: MRT-110

This course is a continuation of medical terminology with a focus on introduction to basic pathology and pharmacology terminology. The intent is to develop a knowledge base through the study of the structure and function of the human body, pathophysiology, diagnostic and treatment modalities, and pharmacy therapy available for clinical management of patient care. Emphasis is placed on the establishment of a knowledge base to facilitate development of coding and transcription skills. (3 contact hours)

MRT-130—(1)

Computers in Allied Health

Introduces computer technology to health care students by presenting fundamental computer terminology while stressing applications that are important to the delivery of health care. Emphasizes the PC and, more specifically, word processing, Internet, spreadsheet and database management. Fee is required. (1.5 contact hours)

MRT-210—(4)

Introduction to Pathophysiology

Prerequisite: BIO-115, MRT-112, MRT-120

This course is an introduction to the general principles of disease with the emphasis on the etiology, symptoms, signs, diagnostic finding, and treatment. Laboratory assignments build a clinical knowledge base that will continue to expand as the students learn from case studies, quality studies and related exercises. (5 contact hours)

MRT-211—(4)

Health Statistics and Data Analysis

Prerequisite: MRT-112, MRT-114, MTH-109

This course focuses on health care data analysis. It includes definitions and formulas for computing hospital and public health statistics, data collection, report generation, statistical quality control, and data display. In addition, research and continuous quality improvement study methodologies are introduced and applied to health information data quality projects. (5 contact hours)

MRT-212—(3)**Medical Reimbursement Systems***Prerequisite: MRT-112, MRT-116, MRT-120*

A continuation of ICD-9-CM and CPT theory with emphasis on prospective payment system regulations, ambulatory care reimbursement issues, case mix analysis, and the impact of prospective payment on health care facilities. Other units of instruction include hospital and medical staff organization, managed care, accrediting, approving, licensing, and certifying agencies. (3 contact hours)

MRT-213—(3)**Supervisory Techniques***Prerequisite: MRT-211, MRT-215**Corequisite: Registration in MRT-216*

Includes a study of the theory and practice essential to the efficient operation of a health information management department within an acute, ambulatory or long-term care setting. Emphasis is placed on application to enable students to easily transfer knowledge directly to the workplace. Students will complete organizational charts, policies, procedures, job descriptions, departmental layouts, schedules, budgets, performance evaluations, productivity monitors, and other activities normally completed at the supervisory level. (3 contact hours)

MRT-215—(2)**Clinical Practicum III***Prerequisite: MRT-112, MRT-114*

Students are assigned to health information management and adjunct departments of affiliated health care facilities and to the Moraine Valley health information technology and computer laboratories for supervised clinical experiences and application of health information management theory. Emphasis is on mastery of entry-level competencies related to health information systems, health records, health statistics, health data presentation, classification and indexing systems, and practice management software. (6 contact hours)

MRT-216—(5)**Clinical Practicum IV***Prerequisite: MRT-211 and MRT-215**Corequisite: Registration in MRT-213 and MRT-218*

Students are assigned to health information management and adjunct departments of affiliated health care facilities and to the Moraine Valley health information technology and computer laboratories for supervised clinical experiences and application of health information management theory. Emphasis is on mastery of entry-level competencies related to quality assurance systems, data quality in ICD-9-CM and CPT coding, cancer registries, ambulatory health record systems, and health records in long-term care and psychiatric facilities. (15 contact hours)

MRT-218—(2)**Quality Management***Prerequisite: MRT-211, MRT-114**Corequisite: Registration in MRT-216*

This course focuses on quality management. It includes the five basic components of a hospitalwide quality program: quality assurance, quality improvement, utilization management, risk management, and credentialing. Quality applications are integrated throughout the course, stressing the importance of application, including data collection, statistical quality control, data display, and assessment. (2 contact hours)

MTH—Mathematics**MTH-060—(1)****Whole Numbers and Fractions**

Includes basic operations with whole numbers and fractions. Introduces conversion of measurement units. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (1 contact hour)

*This course may be taken four times for credit.***MTH-070—(1)****Decimals and Percents***Prerequisite: MTH-060*

Includes operations with decimals, conversion of fractions to decimals and percents, decimals to fractions and percents, percents to decimals and fractions, and solutions of basic problems involving percents. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (1 contact hour)

*This course may be taken four times for credit.***MTH-080—(1)****Pre-Algebra Topics***Prerequisite: MTH-070*

Review of signed numbers, linear equations, and ratios and proportions. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (1 contact hour)

*This course may be taken four times for credit.***MTH-090—(3)****Developmental Math**

Emphasizes fractions and percentages. Signed numbers, the number line and order of operations are covered. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

This course may be taken four times for credit.

MTH-095—(4)

Beginning Algebra

Prerequisite: MTH-090 with a grade of "C" or better, or requisite score on math placement test

Topics include order of operations, the solution of linear and quadratic equations and linear inequalities, the rectangular coordinate system, operations with polynomials, factoring, rational expressions, and applications. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (4 contact hours)

This course may be taken four times for credit.

MTH-097—(3)

Geometry

Prerequisite: MTH-095 with a grade of "C" or better, or requisite score on math placement test

Covers axioms, theorems, points, lines, angles, angular and linear measure, coordinate geometry, two-dimensional geometric figures, and basic proofs. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

MTH-098—(4)

Intermediate Algebra

Prerequisite: 2 years of high school math, including algebra, and appropriate placement test score or MTH-095 with a grade of "C" or better

Topics include factoring, operations with algebraic and rational expressions, equations, exponents and radicals, radical equations, first-and second-degree equations, functions and graphing, systems of linear equations, absolute value, one- and two-dimensional linear inequalities, and an introduction to logarithms. Credit for this course can be applied to full- or part-time status but will not count toward graduation unless specified in your certificate or degree program. MTH-098 was formerly MTH-101. Previous credits or grade earned in MTH-101 will not apply if student completes MTH-098. (4 contact hours)

This course may be taken four times for credit.

MTH-102—(3)

Mathematics for Paraprofessionals

Prerequisite: MTH-090 with a grade of "C" or better or appropriate placement test score

Designed for the elementary school paraprofessional, the topics include problem solving, sets of numbers, number theory, statistics, probability, geometric figures, measurement, and geometric motion. The course will satisfy the core requirement for the AAS or Certificate program for Elementary paraprofessionals. Students seeking general education math credit are advised to register for MTH-121 and MTH-122 if they are pursuing a teaching degree. (3 contact hours)

MTH-109—(2)

Math for Allied Health

Prerequisite: 1 year of high school algebra and appropriate placement test score or MTH-095 with a grade of "C" or better

Covers the common math requirements for students in allied health science. Includes measurement systems, ratios and proportion, and elements of statistics, with an emphasis on problem solving in the health science fields. (2 contact hours)

MTH-120—(3)

General Education Mathematics

Prerequisite: 2 years of high school math including algebra and geometry, and appropriate placement test score, or MTH-097 and MTH-098 (or equivalent) with a grade of "C" or better

This survey course is designed to help students develop competency in problem analysis and problem solving, multistep decision making, and quantitative reasoning. The course focuses on mathematical reasoning, mathematical modeling, and the solution of real-life problems involving mathematics. Analysis of mathematical models and written laboratory projects are integral parts of this course. Hand-held calculators and computers will be used as tools in decision making. The course covers three or four of the following topics in depth: counting techniques and probability, game theory, graph theory, linear programming, logic/set theory, mathematics of finance, and statistics. This course is not intended as a prerequisite for any other course in math and is not intended for engineering or science majors. Its primary goal is to help the general liberal arts student gain the level of numerical literacy and problem-solving skill necessary to become an educated citizen. (3 contact hours) IAI: M1 904

MTH-121—(3)

Math for Teachers I

Prerequisite: 2 years of high school math, including algebra and geometry, and appropriate placement test score, or MTH-097 and MTH-098 (or equivalent) with a grade of "C" or better

Designed for elementary education majors, topics include problem solving, number theory, numeration systems, mental, electronic and written computation of whole numbers, integers, fractions, decimals and percents. This course will satisfy the mathematics general education requirement for elementary education majors if MTH-122 has also been completed. Students seeking typical general education math credit at this level are advised to register for MTH-120 or MTH-139. (3 contact hours)

MTH-122—(3)

Math for Teachers II

Prerequisite: MTH-121 with a grade of "C" or better or consent of instructor

This course is a continuation of MTH-121. It is designed and intended for elementary education majors. Topics include real numbers, informal geometry, measurement, probability, statistics, and problem solving. This course will satisfy the mathematics general education requirement for elementary education majors if MTH-121 has also been completed. (3 contact hours) IAI: M1 903

MTH-133—(2)

Math for Industry

Prerequisite: 2 years of high school math including algebra and appropriate placement test score or MTH-095; registration or credit in ELT-101

The purpose of this course is to coordinate and integrate the necessary math skills with concepts presented in Electricity and Electronics. The objective is to keep pace with ELT-101, covering the same topics, but emphasizing the mathematics involved. (2 contact hours)

MTH-135—(5)

Technical Mathematics

Prerequisite: 2 years of high school math including algebra and appropriate placement test score or MTH-095 with a grade of C or better

Topics in algebra with physical applications. Recommended for students in the Electronics, and Design Drafting programs. (5 contact hours)

MTH-139—(4)

Probability and Statistics

Prerequisite: 2 years of high school math, including algebra and geometry, and appropriate placement test score or MTH-097 and MTH-098 (or equivalent) with a grade of "C" or better

Topics include gathering, organizing, presenting, and interpreting data; variability, uncertainty and hypothesis testing; methods of drawing inferences, making decisions from observed data, and probabilistic models. Students will be introduced to a statistical computer software package to help analyze and interpret data. Note: MTH-139 and MTH-212 cover the same basic core of statistics; however, MTH-212 moves at a faster pace, is more oriented toward business examples, and explores hypothesis tests to a greater depth. No more than four credit hours will be granted to students taking MTH-139 and MTH-212. Fee is required. (4 contact hours) IAI: M1 902

MTH-141—(4)

College Algebra (Functions)

Prerequisite: 3 years of high school math including advanced algebra and appropriate placement test score or MTH-098 with a grade of "C" or better

This functions approach to college algebra includes polynomial, rational, radical, exponential, and logarithmic functions. Effective and efficient use of graphing calculators will be an integral part of the course. (4 contact hours)

MTH-142—(2)

Trigonometric Functions

Prerequisite: 3 years of high school math including advanced algebra and appropriate placement test score, or MTH-135 or MTH-141, or concurrent registration in MTH-141

Trigonometric functions, their inverse functions, graphs, the unit circle, right triangle trigonometry, basic identities, trigonometric equations, and polar coordinates are studied. (2 contact hours) IAIM: MTM 901

MTH-143—(4)

Finite Mathematics

Prerequisite: 3 1/2 years of high school math including pre-calculus or advanced algebra, and appropriate placement test score, or MTH-141 with a grade of "C" or better, or consent of instructor

Business, economic, social, and biological problems are described and solved mathematically. Sets, probability, matrix algebra, linear programming, systems of equations and inequalities, exponential growth and annuities, and stochastic processes are considered. (4 contact hours) IAI: M1 906

MTH-145—(4)

Calculus for Business and Social Science

Prerequisite: 3 1/2 years of high school math including pre-calculus or advanced algebra, and appropriate placement test score, or MTH-141 with a grade of "C" or better

Introduces calculus through functions, differentiation and integration with applications to the business and social science fields. Note: No more than five hours of credit will be granted to students taking both MTH-145 and MTH-150. (4 contact hours) IAI: M1 900-B

MTH-150—(5)

Calculus I/Analytic Geometry

Prerequisite: Four years of high school math including pre-calculus or advanced algebra with trigonometry and appropriate placement test score, or both MTH-141 and MTH-142 with grades of "C" or better NOTE: It is possible, but not advisable, for students to register for both MTH-142 and MTH-150 in the same semester.

Topics include limits, continuity, the derivative, application of differentiation, curve sketching, anti-differentiation, and the definite integral. These topics are applied to polynomial, radical, rational, logarithmic, exponential, trigonometric, and hyperbolic functions. Note: No more than five hours of credit will be granted to students taking both MTH-145 and MTH-150. Note: It is possible, but not advisable, for students to register for both MTH-142 and MTH-150 in the same semester. (5 contact hours) IAI: M1 900-1 IAIM: EGR 901, MTH 901

MTH-151—(5)

Calculus II/Analytic Geometry

Prerequisite: MTH-150 with a grade of "C" or better

A continuation of MTH-150. Topics include applications of the integral, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, polar coordinates, and parametric equations. (5 contact hours) IAI: M1900-2; IAIM: EGR 902, MTH 902

MTH-152—(4)

Calculus III/Analytic Geometry

Prerequisite: MTH-151 with a grade of "C" or better

A continuation of MTH-151. Topics include vectors, vector calculus, vector fields, solid analytic geometry, functions of several variables, partial derivatives, multiple integration, and applications. (4 contact hours) IAI: M1 900-3; IAIM: EGR 903, MTH 903

MTH-201—(3)**Differential Equations**

Prerequisite: MTH-151 with a grade of "C" or better or consent of instructor

Introduces ordinary differential equations, methods of solution and applications. Topics include first order differential equations, linear differential equations, systems of linear differential equations, and solutions by Laplace transforms. (3 contact hours) IAIM: EGR 904, MTH 912

MTH-210—(3)**Linear Algebra**

Prerequisite: MTH-151 with a grade of "C" or better or consent of instructor

Topics include vectors, vector spaces, matrices, determinants matrix algebra, linear independence, linear transformations, eigenvalues, eigenvectors, and applications of matrices and transformations. Approximately one third of the course involves the concept of mathematical proofs as applied to linear algebra. (3 contact hours) IAIM: MTH 911

MTH-212—(4)**Statistics for Business**

Prerequisite: 3 1/2 years of high school math including pre-calculus or advanced algebra, and appropriate placement test score, or MTH-141 with a grade of C or better

Covers descriptive statistics, data presentation, analysis, and interpretation; sampling techniques, hypothesis testing for single and multiple samples; analysis of variance; selection of appropriate parametric and nonparametric statistical tests; correlation and regression; and multistep decision-making techniques in a business environment. Students use a statistical computer software package to analyze and interpret data. Note: MTH-139 and MTH-212 cover the same basic core of statistics; however, MTH-212 moves at a faster pace, is more oriented toward business examples, and explores hypothesis tests to a greater depth. No more than four credit hours will be granted to students taking MTH-139 and MTH-212. Fee is required (4 contact hours) IAI: M1 902; IAIM: BUS 901

MUS—Music**MUS-103—(3)****Basic Musicianship**

The study of music theory to improve music performance and listening skills. Includes major and minor scales, intervals, study of rhythm, triads and their inversions, dominant seventh chords, and the concept of tonality. Practical exercises in the development of music dictation skills as well as beginning music composition are also included. This course is designed for students with previous musical training and experience. (4 contact hours)

MUS-104—(3)**Music Theory I**

Prerequisite: MUS-103

Corequisite: Registration or credit in MUS-115

Covers four-part harmony in close and open structure, using major, minor, diminished and dominant seventh triads in root position and inversion. Practical exercises in music dictation, keyboard and sight-singing skills, as well as elementary music composition and analysis are also included. (5 contact hours) IAIM: MUS901

MUS-105—(3)**Music Theory II**

Prerequisite: MUS-104 and MUS-115

Corequisite: Registration or credit in MUS-116

The study of four-part harmony according to established principles of harmonic progression. More advanced exercises in music dictation, keyboard and sight-singing skills, analysis and music composition. (5 contact hours) IAIM: MUS 902

MUS-106—(3)**Introduction to American Music**

A survey of American music to include classical, country, jazz, blues, rock, and other forms of expression. Aside from musical considerations, attention will be given to past and present socio-cultural conditions influencing American musical traditions and styles. This is a general education course and does not require previous musical experience. (3 contact hours) IAI: F1 904

MUS-107—(3)**Music Appreciation**

The study of classical music to provide basic listening skills, the ability to discuss music intelligently, and an acquaintance with the basic genres available to the listening public. This course is designed as a general education offering and does not require previous musical experience. (3 contact hours) IAI: F1 900

MUS-109, 110, 209, 210—(1)**Percussion Ensemble I-IV**

This course provides ensemble experience for percussionists dedicated to the performance and exploration of percussion literature including ragtime, classical, popular, Caribbean/Latin, chamber and jazz. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-109 and enroll in the next numbered course for each subsequent semester. (2 contact hours) IAI: MUS 908

MUS-115—(1)

Class Piano I

For first-year pianists who wish to learn piano primarily for personal enrichment. Stresses rhythm, melody, reading, harmonization, and theoretical knowledge, along with beginning solo and ensemble repertoire. Must own or have access to keyboard/piano. Fee is required. (2 contact hours)

MUS-116—(1)

Class Piano II

Prerequisite: MUS-115 or MUS-103

A continuation of MUS-115 for students who wish to learn piano primarily for personal enrichment. Fee is required. Must own or have access to keyboard/piano. (2 contact hours)

MUS-117—(1)

Class Voice

For singers who wish to learn how to sing properly, primarily for personal enrichment. Stresses proper breathing and vocal technique, elementary musicianship, as well as beginning song repertoire from folk music, musical theater and art songs. Fee is required. (2 contact hours)

MUS-119—(1)

Class Guitar

Prerequisite: Must own guitar

For those who wish to learn how to play guitar primarily for personal enrichment. Stresses learning basic chords, elementary musicianship, as well as beginning strumming and fingerpicking techniques. Fee is required. Must own or have access to guitar. (2 contact hours)

MUS-121, 122, 221, 222—(1)

Applied Voice Non-Major I-IV

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in Voice music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-121 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (0.5 contact hours)

MUS-125, 126, 225, 226—(2)

Applied Voice Major I-IV

Students will receive one 60-minute individual lesson per week for 16 weeks. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in Voice music skills. The curriculum includes the study of advanced techniques, stylistic interpretation and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-125 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (1 contact hour)

MUS-129, 130, 229, 230—(1)

Applied Strings Non-Major I-IV

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in Strings music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-129 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (0.5 contact hours)

MUS-139, 140, 239, 240—(2)

Applied Strings Major I-IV

Students will receive one 60-minute individual lesson per week for 16 weeks. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in Strings music skills. The curriculum includes the study of advanced techniques, stylistic interpretation and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-139 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (1 contact hour)

MUS-131, 132, 231, 232—(1)

Applied Piano Non-Major I-IV

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in Piano music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-131 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (0.5 contact hours)

MUS-135, 136, 235, 236—(2)

Applied Piano Major I-IV

Students will receive one 60-minute individual lesson per week for 16 weeks. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in Piano music skills. The curriculum includes the study of advanced techniques, stylistic interpretation and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-135 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (1 contact hour)

MUS-141, 142, 241, 242—(1)

Chamber Singers I-IV

This course provides chamber ensemble experience for vocalists dedicated to the performance and exploration of a wide variety of contemporary singing styles. The ensemble will perform several concerts each semester both on and off campus. Additional fee is required. First-time students should enroll in MUS-141 and enroll in the next numbered course for each subsequent semester. This course may also be taken for noncredit. (3 contact hours) IAI: MUS 908

MUS-145, 146, 245, 256—(1)

Chorale I-IV

This course provides large ensemble experience for vocalists dedicated to the performance and exploration of choral literature, including Broadway, operatic, patriotic, and holiday selections. The ensemble will perform several concerts each semester both on and off campus. Additional course fee is required. First-time students should enroll in MUS-145 and enroll in the next numbered course for each subsequent semester. This course may also be taken for noncredit. (2 contact hours) IAI: MUS 908

MUS-151, 152, 251, 252—(1)

Jazz Ensemble I-IV

This course provides ensemble experience for saxophonists, trombonists, trumpet players, and rhythm section instrumentalists (guitar, piano, bass, percussion) dedicated to the performance and exploration of big band and jazz literature from the 1930s to the present. Repertoire emphasizes study and performance of masterworks by significant historical and contemporary jazz composers. The ensemble will perform several concerts each semester both on and off campus. Additional course fee is required. First-time students should enroll in MUS-151 and enroll in the next numbered course for each subsequent semester. This course may also be taken for noncredit. (3 contact hours) IAI: MUS 908

MUS-161, 162, 261, 262—(1)

Instrumental Chamber Ensemble

This course provides chamber ensemble experience for instrumentalists dedicated to the performance and exploration of a wide variety of musical literature. This ensemble will perform several public performances, recitals and concerts each semester. Additional course fee is required. First-time students should enroll in MUS-161 and enroll in the next numbered course for each subsequent semester. This course may also be taken for noncredit. (2 contact hours) IAI: MUS 908

MUS-169, 170, 269, 270—(1)

Applied Percussion Non-Major I-IV

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in Percussion music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-169 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (0.5 contact hours)

MUS-179, 180, 279, 280—(2)

Applied Percussion Major I-IV

Students will receive one 60-minute individual lesson per week for 16 weeks. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in Percussion music skills. The curriculum includes the study of advanced techniques, stylistic interpretation and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-179 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (1 contact hour)

MUS-175, 176, 275, 276 – (1)

Concert Band I-IV

This course provides ensemble experience for wind players and percussionists dedicated to the performance and exploration of wind band literature including new music, classical transcriptions, marches, movie scores, Broadway and popular. The ensemble will perform several concerts each semester both on and off campus. Additional course fee is required. First-time students should enroll in MUS-175 and enroll in the next numbered course for each subsequent semester. This course may also be taken for noncredit. (2 contact hours) IAI: MUS 908

MUS-181, 182, 281, 282—(1)

Applied Guitar Non-Major I-IV

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in Guitar music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-181 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (0.5 contact hours)

MUS-185, 186, 285, 286—(2)

Applied Guitar Major I-IV

Students will receive one 60-minute individual lesson per week for 16 weeks. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in Guitar music skills. The curriculum includes the study of advanced techniques, stylistic interpretation and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-185 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (1 contact hour)

MUS-191, 192, 291, 292—(1)

Applied Brasswind Non-Major I-IV

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in Brasswind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-191 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (0.5 contact hours)

MUS-193, 194, 293, 294—(2)

Applied Brasswind Major I-IV

Students will receive one 60-minute individual lesson per week for 16 weeks. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in Brasswind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-193 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (1 contact hour)

MUS-195, 196, 295, 296—(1)

Applied Woodwind Non-Major I-IV

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in Woodwind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-195 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (0.5 contact hours)

MUS-197, 198, 297, 298—(2)

Applied Woodwind Major I-IV

Students will receive one 60-minute individual lesson per week for 16 weeks. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in Woodwind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-197 and enroll in the next numbered course for each subsequent semester. Additional fee is required. (1 contact hour)

MUS-204—(3)

Music Theory III

Prerequisites: MUS-104 and MUS-105

This course is a continuation of the study of diatonic and chromatic harmony along with form and analysis. Harmonic vocabulary includes secondary dominants, borrowed chords, Neapolitan chords, and augmented sixth chords. The course includes advanced exercises in music dictation, keyboard, sight-singing skills, analysis, and music composition. (5 contact hours)

MUS-205—(3)

Music Theory IV

Prerequisite: MUS-204

The culmination of the four-semester freshman/sophomore theory sequence, this course builds upon the student's knowledge of chromatic harmony and composition along with form and analysis, and 20th century compositional methods. Harmonic vocabulary includes ninth, eleventh, and thirteenth chords, chromatic modulation, modal harmonies, non-tertian harmonies, atonality, polymeter, and twelve-tone systems. (5 contact hours)

MUS-206—(3)

Music History and Literature I

Survey of styles, periods, and personalities in music literature. Includes historical development; relationship to other fine arts; study of concepts, idioms; and aesthetics in music literature; comparison of styles; variety of genres; stylistic traits of selected eras; and survey of literature for performance by musical instruments, keyboard, and voice. The first semester includes material from antiquity to 1750. Background in music is suggested, but not required. (3 contact hours)

MUS-207—(3)

Music History and Literature II

Survey of styles, periods, and personalities in music literature. Includes historical development; relationship to other fine arts; study of concepts, idioms; and aesthetics in music literature; comparison of styles; variety of genres; stylistic traits of selected eras; and survey of literature for performance by musical instruments, keyboard, and voice. The second semester includes material from 1750 to the present. Background in music is suggested, but not required. (3 contact hours)

NAT—Natural Science**NAT-111—(4)****Environmental Science I**

This interdisciplinary analysis of man's environment stresses the physical, biological and ecological aspects. Man's relationship to the natural environment and responsible stewardship are emphasized. The units of study are water, wildlife, population/resources, and geology. Fee is required. (6 contact hours) IAI: L1 905L

NAT-112—(4)**Environmental Science II**

An interdisciplinary analysis of man's environment which stresses physical, biological and ecological aspects. Man's relationship to the natural environment and responsible stewardship are emphasized. The units of study are vegetation, soils, weather/climate, and urban land use. Fee is required. (6 contact hours) IAI: L1 905L

NAT-201—(4)**Environmental Problems**

Prerequisite: NAT-111 and NAT-112 or consent of instructor

Study modules on resource problems, chemicals and the environment, waste disposal, and land use. Each module equals one credit. Deals with political aspects and environmental philosophy of selected problems. Outdoor activities are scheduled. Fee is required. (variable contact hours)

NUR—Nursing**NUR-113—(3)****Care of the Adult I**

Prerequisite: CNA certificate; COL-101; acceptance into the Nursing program; CPR certification—must have copy on first day of the course

Focuses on the basic principles of behavioral and natural sciences in studying the master concept of homeostasis and the human responses of affiliation, protection, transportation, and regulation. These concepts serve as a framework for teaching the theories of health-illness, the adult, professional accountability, and psychosocial and physiological health. Supervised laboratory experience and clinical experiences enable the student to integrate cognitive, affective and psychomotor skills in caring for the adult. Fee is required. (5.5 contact hours)

NUR-114—(4)**Care of the Adult II**

Prerequisite: NUR-113; registration in BIO-180 and NUR-117

This course applies fundamental principles of behavioral and natural sciences with emphasis on the adult. The human responses of homeostasis, affiliation, transportation, and regulation and protection are studied as they relate to pharmacology, nutrition, cultural diversity, and legal aspects of nursing. Students integrate cognitive, affective and psychomotor skills in caring for adults in a hospital setting and identify available community health resources. Structured laboratory and clinical expe-

riences provide opportunities to apply principles of communication, documentation and decision making in nursing practice as it applies to the nursing process. Fee is required. (7 contact hours)

NUR-117—(1)**Pharmacology I**

Prerequisite: Acceptance into Nursing program; registration in NUR-113 and NUR-114

The purposes of this course are to introduce students to the basic concepts of pharmacology in nursing: pharmacokinetics, pharmacodynamics, the role of the nurse in medication administration, and to increase the student's knowledge of the less complex medications, their actions, purposes, dosages, side effects, contraindications, toxic effects, and interactions. The students will increase their ability to calculate dosages safely and in a timely fashion. The course will utilize the nursing process as it applies to the assessment, diagnosis, intervention, and evaluation of medical therapy. (1 contact hour)

NUR-134—(6)**Adult Medical Surgical Nursing**

Prerequisite: NUR-113, NUR-114, BIO-180 and PSY-104

Corequisite: Registration in BIO-119 and BIO-181

Nursing 134 builds upon basic concepts provided by Nursing 113 and 114. Using the nursing process, This course addresses commonly occurring alterations in human responses of protection, regulation, transportation, and affiliation. These concepts are integrated to provide for planned clinical experiences. Opportunities are provided for new learning experiences in applying concepts, scientific principles, integration of psychosocial aspects of client care, and psychomotor skills. Fee is required. (11 contact hours)

NUR-137—(4)**Psychiatric Mental Health Nursing**

Prerequisite: NUR-113, NUR-114, PSY-104;

Corequisite: Registration in BIO-119, BIO-181, NUR-138

Uses the nursing process to examine various behavioral alterations. Emphasizes application of observational skills, interpersonal relationships, interviewing, and psychodynamics of human behavior related to the client and family. Develops additional self-awareness. Covers selected psychiatric settings used to provide experience in meeting the needs of the client exhibiting behavioral alterations. Emphasizes provider of care, communicator, client/teacher, manager of client care, and member within the practice of nursing. Fee is required. (8 contact hours)

NUR-138—(1)**Pharmacology II**

Prerequisite: Admission to Nursing program and NUR-117

Corequisite: Registration in NUR-134 and NUR-137

The purposes of this course are to increase the student's knowledge of more complex medication actions, purposes, dosages, side effects, contraindications, toxic effects and drug interactions; increase the student's ability to calculate intravenous, intensive care and pediatric dosages safely and in a timely fashion; and to enable the student to evaluate the therapeutic effects of medications. (1 contact hour)

NUR-180—(1)

Physical Assessment for Nursing

Prerequisite: NUR-113, NUR-114, BIO-180, BIO-181

This course will incorporate both lecture and practice sessions, using a physiological systems approach, to assist the student to acquire and utilize the skills necessary to safely assess a client. Students will then use this acquired knowledge to make nursing decisions about the client needs. This course will utilize the ADN program concepts of transportation, protection, regulation, and affiliation to assist the student to understand and implement a total health assessment which will provide the foundation for individualized health care planning. Fee is required. (1.5 contact hours)

NUR-203—(5)

Maternity Nursing

Prerequisite: NUR-117, NUR-134, NUR-138, current CPR certification and current Mantoux test and Hepatitis vaccination

Applies previously learned concepts of transportation, affiliation, protection, and regulation to the childbearing family. Emphasis is placed on utilization of the nursing process: assessment, planning, intervention, and evaluation in dealing with the expanding family. Particular attention is given to needs of individuals and family units during antepartal, intrapartal and postpartal periods. Using a variety of inpatient and outpatient units, as well as community-based resources, enables students to implement theoretical concepts in meeting the needs of families during the childbearing process. Fee is required. (10.5 contact hours)

NUR-204—(5)

Pediatric Nursing

Prerequisite: NUR-117, NUR-138, NUR-203

Applies previously learned human responses of homeostasis, transportation, affiliation, protection, and regulation to the child-rearing family. Explores use of the nursing process in dealing with the pediatric client and family. Particular attention is given to needs of individuals and their families during stages of growth, development and wellness. Pediatric units cover selected learning experiences to implement theoretical concepts in meeting needs of pediatric clients and their families. Fee is required. (10 contact hours)

NUR-205—(5-6)

Advanced Medical Surgical Nursing

Prerequisites: NUR-180, NUR-203, NUR-204

Corequisite: NUR-208

Nursing 205 is the continuum of previous nursing courses. Students are assigned clients with complex alterations of homeostasis focusing on interrelationships between selected physiological functions, behavioral manifestations and responses of clients in the acute care setting. Methods of crises intervention are presented as related to clients and families experiencing stress in response to complex alterations. Discharge planning for the client with complex alterations is emphasized. Students will have the opportunity to utilize and analyze the effectiveness of discharge planning through an observational home health experience. Selected hospital units and departments are utilized to implement the nursing process while caring for clients and families experiencing complex alterations of homeostasis. Fee is required. (12 contact hours) *Note to students regarding credit hours: NUR-205 is offered for variable credit. Depending on the date of admission to the Nursing Program, students will enroll in the course for either 5.0 or 6.0 credit hours. The difference in credit hours earned will be reflected in the number of lab and clinical hours assigned and completed.*

NUR-206—(5)

Leadership/Management

Prerequisite: NUR-205

The theoretical and clinical components are a continuation of NUR-205. Students will continue to focus on interrelationships between selected physiological and behavioral functions and responses of clients in the acute care setting in order to provide unity and integration. Management principles of self, groups of clients and other staff are introduced using previously learned principles of group dynamics and effective communication. Students will continue to have the opportunity to utilize and analyze the effectiveness of discharge planning through an observational home health experience. In selected hospital units, students practice roles as managers of client care. Students see themselves in the role of graduate nurse in relationship to the client, family and community. Fee is required. (11 contact hours)

NUR-208—(2)

Professional Nursing Issues Seminar

Prerequisite: NUR-113, NUR-114

This nursing seminar, utilizing the human response framework of affiliation, prepares the student for the role of graduate nurse. Nursing history, defining nursing, legal and ethical implications, nursing organizations, continuing education, and current issues in nursing are identified and discussed. (2 contact hours)

OSA—Office Systems and Applications

OSA-100—(1-3)

Keyboarding I

The content of the first credit is appropriate for personal keyboarding and is designed to develop keyboard mastery, fundamental keyboarding techniques, and continuous accurate keyboarding. The second and third credits are required for office careers programs and introduces business letters, tabulation problems and manuscript forms. Fee is required. (variable contact hours)

OSA-102—(3)

Document Formatting

Prerequisite: OSA-100 or ability to keyboard 26 nwpm; registration or credit in OSA-104

Reinforces proper keyboarding techniques with further instruction in letter, manuscript, tabulation, and business form placement. Emphasizes document production employing the features of popular word processing software and personal computers. Fee is required. (4 contact hours)

OSA-103—(3)

Office Language Skills

Prerequisite: Grade of B or better in COM-085 or appropriate score on placement test

Designed to give the office worker a solid foundation in the basics of English grammar, punctuation and expression. Emphasis is on parts of speech, sentence structure, grammar, and punctuation. Other topics include spelling, vocabulary building, capitalization, and numbers expression. The use of current dictionaries and reference materials also will be presented. (3 contact hours)

OSA-104—(1)

Keyboarding Speed and Accuracy

Prerequisite: OSA-100 or ability to keyboard 26 nwpm

Intended to refine keyboarding skills using an individualized diagnostic/prescriptive method for developing accuracy and speed. Fee is required. (2 contact hours)

OSA-116—(1)

Outlook

Prerequisite: IMS-115

This course features the concepts, terminology and techniques involved in utilizing a popular messaging and personal information management program, specifically Microsoft Outlook. Tools and commands will be utilized to e-mail, schedule appointments and meetings, create and maintain contact lists, create task lists, maintain journals for recording and tracking activities, and create notes and reminders. Students who successfully complete this course will possess the skills and knowledge necessary to undertake the Microsoft Office User Certification test for Outlook. Students must be comfortable in and familiar with the Windows environment. Fee is required. (1.5 contact hours)

OSA-122—(3)

Electronic Spreadsheets

Prerequisite: IMS-115

Introduces spreadsheet software for microcomputers to build worksheets, determine formulas, use functions, and prepare simple graphs. Students use popular commercial spreadsheet software with laser printers. Fee is required. (4 contact hours)

OSA-125—(3)

Introduction to Website Design

Prerequisite: IMS-101 or IMS-115; MIS-111; and MIS-141

This course provides a strong understanding of Web design principles in the planning, building, publishing, maintaining, and publicizing of a Web site. The course focuses on the complete Web development cycle from the conception of the idea of a site through the building and publishing of the site. Construction components for this course will focus on WYSIWYG editors and computer animation programs. Fee is required. (4 contact hours)

OSA-135—(3)

Website Applications

Prerequisite: IMS-115 and MIS-111 and MIS-141

Introduction to Web page development using several popular software applications. The course covers the use of software tools and commands to create and enhance Web pages with text and graphics. Techniques and effects include using templates, themes, lists, hyperlinks, tables, forms, and frames. Layout and design principles for a Web page are included. Development of low-bandwidth animations, vector-based web content will also be covered. Fee is required. (4 contact hours)

OSA-145—(3)

PC Word Processing

Prerequisite: IMS-115 and keyboarding ability of 35 nwpm

Development of techniques and skills used on a personal computer with word processing software. Basic operations include word wrap, insertions and deletions, and formats. Advanced features include list/merge, spelling verification and justification. Fee is required. (4 contact hours)

OSA-225—(3)

Microsoft Publisher

Prerequisite: IMS-115 or IMS-101

This course introduces students to the concepts, techniques and features of Microsoft Publisher. Students will design publications such as fliers, newsletters, brochures, business forms, and business cards. Other projects include integrating with Microsoft Office applications, developing an e-commerce Web site, publishing Web pages, and utilizing photo editing tools. This course will be delivered using a hands-on methodology whereby students will create Publisher projects in a computer lab environment. Fee is required. (4 contact hours)

OSA-230—(3)**Business Presentations**

Prerequisite: IMS-115

Introduces business presentation software. Basic types of charts, slide shows, editing, and printing are covered. Requires individual preparation of a slide show. Fee is required. (4 contact hours)

OSA-232—(3)**Desktop Publishing**

Prerequisite: MIS-146

Hands-on, practical introduction to desktop publishing software. Techniques of using rulers, guides, grids, and typography are covered. Create newsletters, brochures, fliers, and multipage documents, importing text and graphic files. Fee is required. (4 contact hours)

OSA-234—(3)**Introduction to PC Graphics**

Prerequisite: MIS-146

Introduction to drawing and illustration software. Use of tools to create and enhance shapes and text on a page. Technique and effects include rotation, weld, combine, trim, and intersection. Layout and design principles are included. Fee is required. (4 contact hours)

OSA-235—(3)**Desktop Publishing Applications**

Prerequisite: OSA-232

Practical application and further development of skills using graphics and desktop publishing software. Emphasizes independent work and decision making in the revision and creation of newsletters, brochures, forms, directories, reports, and other business publications. Create text files and graphic images, and use imported files. Fee is required. (4 contact hours)

OSA-236—(3)**PC Graphics Applications**

Prerequisite: OSA-234

This course continues skill development using illustration software and introduces bitmap editors. Covers use of tools and commands to create and enhance vector art bitmaps and photographs. Techniques and effects include using layers and channels, correcting images, creating masks using filters, and working with color models. Layout and design principles are included. Fee is required. (4 contact hours)

OSA-243—(2)**Business Writing**

Prerequisite: Grade of "C" or better in OSA-103 and typing ability of 25 net wpm

Prepare letters, memos, reports, tables, and other business documents using handwritten, typewritten and dictated sources. Emphasis is on organization, clarity, professionalism, dictation procedures, and equipment operation. Fee is required. (3 contact hours)

OSA-246—(3)**PC Applications Integration**

Prerequisite: OSA-145

Introduces advanced word processing features and also includes the integration of word processing with other suite applications, such as spreadsheets, databases and presentation graphics. Topics include graphics, templates, styles, columns, tables, charts, and the Internet. This course ideally should be taken during a student's last semester in a program, as overall document production skills will be assessed. Fee is required. (4 contact hours)

OSA-249—(3)**Accounting for Office Professionals**

Develop an understanding of accounting principles, procedures and applications. Learn how each step of the accounting cycle relates to the operations of the contemporary business office. Transactions are analyzed, recorded manually and electronically, and financial statements are developed and interpreted. Develop skills necessary to convert a manual accounting system to a computerized accounting system. (4 contact hours)

OSA-250—(2)**Records Management**

Managing office records by means of correct filing systems is covered. Storage and retrieval systems, companywide systems, and the use of electronic filing systems and procedures are explored. (2 contact hours)

OSA-252—(3)**Legal Terminology and Procedures**

Prerequisite: OSA-102 or OSA-145 and grade of "C" or better in OSA-103

Prepare for work in a legal office. Legal procedures, terminology, transcription, and references are covered. Use word processing software to prepare legal documents, correspondence and forms. Fee is required. (4 contact hours)

OSA-255—(3)**Administrative Office Procedures**

Prerequisite: OSA-102 or OSA-145 and grade of "C" or better in OSA-103

A capstone course for administrative assistant and office administrator students, this course covers decision-making competencies, human relations techniques, and operational skills needed to meet requirements in corporate and small business offices. Technology and procedures, document creation and distribution, research and organization of information, travel and conference planning, and financial and legal procedures are covered. (4 contact hours)

OSA-257—(3)**Database Management**

Prerequisite: IMS-115

Presents the features of a popular database management system. Topics include identifying terminology associated with database software, designing the structure of tables, printing reports and mailing labels, and designing queries. Students will create screen forms for easy data entry, use controls to validate data, and incorporate OLE objects. Touch typing ability is recommended. Students must be comfortable in and familiar with the Windows environment (how to use Explorer or My Computer to copy, rename, and delete files, and how to change folders and find files). Fee is required. (4 contact hours)

OSA-258—(3)**Internship**

Prerequisite: Consent of instructor and 2.0 GPA after 30 hours of first-year curriculum

Planned and supervised career field experience relating to a student's occupational program is emphasized. Student works at least 15 hours a week. Fee is required. (15 contact hours)

OSA-260—(1)**Seminar**

Corequisite: OSA-258

Discuss internship activities and problems, and development of professional attitude. Closes gaps between theory and on-the-job reality. (1 contact hour)

OSA-275—(3)**PC Applications for Power Users**

Prerequisite: IMS-215 or both OSA-122 and OSA-257

Teaches advanced topics in PC application development by using both a conceptual and hands-on approach. Focuses on the study of Visual Basic for Applications (VBA) and will provide students with opportunities to gain experience using VBA to create advanced spreadsheet and database applications. This is an applications programming class for students with little or no programming experience. The fundamentals of Visual Basic programming will be examined and later applied to spreadsheet and database applications. Popular development software will be utilized in class projects and other hands-on assignments and demonstrations. Students should be aware and comfortable understanding there are both theoretical and practical components to this course. Fee is required. (4 contact hours)

PEH—Physical Education and Health**PEH-101—(1)****Adaptive Physical Education**

Introduces fundamental skills, modified recreational games, dance and fitness, and aquatics for the benefit of physical exercise and leisure-time activity. Fee is required. (2 contact hours)

PEH-105—(1)**Physical Fitness**

Prerequisite: HF3-100—HFC Intro—The student must complete this mandatory session prior to beginning all course work and activity. A medical release may be required.

This course is designed to build fitness knowledge and level by introducing students to exercise workouts involving cardiovascular conditioning, weight training and flexibility. Students will learn to use free weights, weight machines and cardio exercise machines. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-107—(1)**Introduction to Group Fitness**

This class is designed for students interested in learning and achieving fitness through cardiovascular, strength, and flexibility training at an introductory low level. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-108—(1)**Weightlifting**

Prerequisite: HF3-100—HFC Intro—The student must complete this mandatory session prior to beginning all course work and activity. A medical release may be required.

This course is designed to give the student knowledge of weight training guidelines and basic skills, which will allow him/her to successfully perform an individual weightlifting program. Fee includes membership in the Moraine Valley Health Fitness Center. Fee is required. (2 contact hours)

PEH-110—(1)**Ballet I**

Learn the principles of ballet and elements of technique, through barre and center work, to develop fundamental dance skills acquired through beginning dance techniques, combinations and choreography. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-111—(1)**Ballet II**

Prerequisite: PEH-110 or consent of instructor

Continuation of beginning ballet with additional elements of technique, in barre and center work, to further develop fundamental ballet skills previously acquired into intermediate levels of dance techniques, combinations and choreography. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-112—(1)

Jazz Dance I

Learn the principles of jazz dance and elements of technique to develop fundamental jazz dance skills acquired through beginning dance techniques, combinations and choreography. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-113—(1)

Jazz Dance II

Prerequisite: PEH-112 or consent of instructor

Continuation of beginning jazz with additional elements of technique and further development of fundamental jazz dance skills previously acquired into intermediate levels of dance techniques, combinations and choreography. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-117—(1)

Modern Creative Dance I

This course teaches concepts of modern dance, creative movement, dance patterns and techniques. Explore qualities of movement, improvisation and ability to create and explore body awareness through movement and self expression. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-118—(1)

Modern Creative Dance II

Prerequisite: PEH-117 or consent of instructor

Continuation of beginning modern dance with further exploration of creative movements, patterns, and the ability to create and explore body awareness through movement and self expression at an intermediate level. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-120—(1)

Introduction to Body/Mind Fitness

Learn a progressive series of exercises designed to increase strength, flexibility, and balance for the body, mind, and spirit. Movements are derived from the classic disciplines of yoga, Pilates, traditional stretching, and meditation. The course foundation is in unified body training, core stabilization, and mindful movement. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-130—(1)

Basketball I

Covers knowledge, skills and strategies used in basketball. Fee is required. (2 contact hours)

PEH-131—(1)

Volleyball

Basic knowledge, fundamental skills and team strategies used in power volleyball are covered. Fee is required. (2 contact hours)

PEH-132—(2)

Fundamentals of Football

Learn offensive and defensive systems used in modern college football. Analyze new techniques and philosophies employed by modern coaches. Fee is required. (3 contact hours)

PEH-133—(1)

Basketball II

Prerequisite: PEH-130

Skills, knowledge and strategies used in college-level competitive basketball are explored. Fee is required. (2 contact hours)

PEH-134—(2)

Baseball

Introduces basic baseball concepts, teaching progressions of fundamental baseball skills, team offensive and defensive strategies, and conditioning. Fee is required. (3 contact hours)

PEH-138—(1)

Cardiovascular Conditioning

Prerequisite: HF3-100-HFC Intro—The student must complete this mandatory session prior to beginning all course work and activity. A medical release may be required.

This course is designed to help students develop and maintain cardio respiratory fitness through regular aerobic exercise using various types of cardiovascular equipment. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-140—(1)

Weight Training

Prerequisite: HF3-100-HFC Intro—The student must complete this mandatory session prior to beginning all course work and activity. A medical release may be required.

This course is designed to help students develop their own weight training program by expanding their knowledge of weight training guidelines and principles for developing muscular strength, endurance, power and muscle symmetry through the use of free weights, weight machines and other training equipment. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-141—(1)

Classic Cardio Fitness

This course is designed for students interested in achieving fitness through cardiovascular strength and flexibility training at low to moderate levels. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-142—(1)

Cardio Cross Training

This course is designed for students interested in achieving fitness through cardiovascular conditioning, strength/endurance and flexibility training at moderate to high levels while engaging in a variety of cross training exercises. Fee includes membership at Moraine Valley's Health Fitness Center. Fee is required. (2 contact hours)

PEH-143—(1)

Aerobics III (Life Fitness)

Designed for students who desire to improve the cardiovascular system using aerobic and calisthenic routines. This aerobic course combines low-impact with higher-impact aerobics for an energy-filled routine. Excellent for increasing muscle tone, cardiovascular fitness, and losing pounds and inches. Fee is required. (2 contact hours)

PEH-144—(1)

Dance Cardio Fitness

This course is designed for students interested in achieving fitness through cardiovascular, strength and flexibility training at moderate to high levels, while engaging in a variety of dance styles and elements. Fee is required. (2 contact hours)

PEH-150—(3)

Introduction to Physical Education

Open to physical education majors, this course encourages professional understanding of the scope and nature of physical education and related fields. (3 contact hours)

PEH-151—(2)

Lifetime Activities—Net Games

Explore basic skills, strategies and rules of net games: badminton, tennis, paddleball and table tennis. Emphasizes teaching methods and techniques. Fee is required. (4 contact hours)

PEH-152—(2)

Lifetime Activities—Conditioning

Fundamentals of conditioning and aquatic activities, organization of programs and teaching methods are included. Fee is required. (4 contact hours)

PEH-153—(2)

Lifetime Activities—Archery and Golf

Explore basic form, techniques, terminology, and equipment used in archery and golf. Emphasizes teaching methods and course organization. Fee is required. (4 contact hours)

PEH-154—(2)

Team Sports

Learn basic skills, strategies, rules, and officiating procedures used in team sports such as basketball and volleyball. Emphasizes teaching methods and techniques. Fee is required. (4 contact hours)

PEH-160—(3)

Fundamentals of Human Movement

This course presents an analysis of human movement with emphasis on the muscular and skeletal systems. Topics covered include basic movement activities, human movement in sports and fitness and requirements of successful motor performance. Fee is required. (4 contact hours)

PEH-161—(4)

Fitness Methodology

Prerequisite: Registration or credit in PEH-160

This course emphasizes the methodology and applications used with cardio-respiratory, muscular strength and endurance development, flexibility and relaxation training exercises. The course explores fitness through practical and theoretical application in basic physiology and kinesiology as it relates to movement and exercise. Fee is required. (5 contact hours)

PEH-162—(3)

Fitness Testing and Promotion

Prerequisite: PEH-161

This course examines methods for testing and evaluating individual health status and fitness levels. Monitor, conduct and interpret fitness tests in cardio-respiratory, muscular strength/endurance, flexibility and body composition. Analyzes promotion as it relates to the fitness field including marketing, advertising, communications and public relations. Fee is required. (4 contact hours)

PEH-163—(3)

Fitness Programming

Prerequisite: PEH-161

This course explores exercise programming methods, theories and guidelines for all fitness components for healthy and special populations through practical teaching experiences. It emphasizes developing implementing and analyzing exercise programs for cardio-respiratory, muscular strength and endurance, and flexibility training. Students will gain the knowledge necessary to become an effective and successful fitness/personal trainer. Fee is required. (4 contact hours)

PEH-170—(3)

First Aid

Designed to teach students the currently accepted Red Cross procedures and principles to be followed in the event of an accident or sudden illness. Upon successful completion students will receive an Adult CPR/AED card, an Infant/Child CPR card and a Community First Aide and Safety card from the Red Cross. Fee is required. (3 contact hours)

PEH-171—(3)

A Healthy Lifestyle and You

This is a self-awareness course that provides the student with opportunities to acquire the knowledge and tools needed to make intelligent decisions to live a healthy life. (3 contact hours)

PEH-172—(3)

Nutrition for Today

This course examines nutrition theory in relation to health, wellness and disease prevention. It examines the science of nutrition including digestion and absorption of macro and micro nutrients. The course covers the relationship between nutrition, health, wellness and disease prevention. Students will study various methods of establishing good nutritious patterns. (3 contact hours)

PEH-175—(2)**Teaching Group Fitness**

This course is designed for students who wish to integrate the study of group fitness methodologies, exercise science, and practical teaching experience. This course prepares students for national certification and potential fitness careers. Fee is required. (3 contact hours)

PEH-181—(2)**Fundamentals of Rhythmical Movement**

Develops basic dance skills and techniques for primary and intermediate grade levels. Emphasizes teaching methods and organization. Fee is required. (2 contact hours)

PEH-190—(3)**Outdoor Recreation and Nature Study**

Explore objectives, organization, techniques, counseling, and skills of outdoor recreation. Includes camping and survival skills, fishing and outdoor education activities. Fee is required. (3 contact hours)

PHB—Phlebotomy**PHB-105—(1)****Phlebotomy for Health Care Providers**

Prerequisite: 1 year of study in any of the following programs: Nursing, Radiologic Technology, Respiratory Therapy, or consent of the Phlebotomy Program Coordinator

This course provides instruction in two skill areas, namely fundamentals of blood collection and venous access techniques. Students are awarded one credit hour upon successful completion of the lecture and laboratory components. This course does not lead to certification. (1.5 contact hours) IAIM: CLS 912

PHB-110—(6)**Principles and Practice of Phlebotomy**

PHB-110 is a six-credit hour course which consists of lecture and laboratory components. Lecture topics addressed in this course include proper patient and specimen identification; medical terminology; anatomy and physiology appropriate to the practice of phlebotomy; communication skills, safety, infection control, blood collection equipment, and blood collection procedures, including venipuncture, skin puncture and arterial puncture; collection of certain body fluids, including urine, feces and sputum; specimen transport and storage requirements; quality assurance; and quality control. The laboratory component includes practice in the procedures discussed in the lecture component. Successful completion of PHB-110 as defined by program faculty is a prerequisite for PHB-112. (8 contact hours)

PHB-111—(1)**Phlebotomy Clinical Practice Seminar**

Prerequisite: PHB-110

Corequisite: PHB-112

This course is designed as a capstone experience for students assigned to a phlebotomy clinical rotation. Discussion topics include student reaction to supervised clinical experiences, professional issues, communication skills appropriate for a diverse patient population, and application of customer service skills. Fee is required. (1 contact hour)

PHB-112—(2)**Phlebotomy Clinical Practice**

Prerequisite: PHB-110

Corequisite: PHB-111

PHB-112 is a two-credit hour course consisting of 120 contact hours of supervised clinical practice of phlebotomy at one of the Moraine Valley Community College Phlebotomy Program's clinical affiliate sites. This course provides the student with additional phlebotomy practice in a clinical setting and is designed to develop blood specimen collection skills to a level consistent with entry into the profession. Clinical experiences will include experience collecting a variety of specimens from a variety of patient types. Fee is required. (8 contact hours)

PHI—Philosophy**PHI-101—(3)****Introduction to Philosophy**

Introduces philosophical questions and philosophical ways of reasoning. Examines some key notions in the history of Western thought in areas of metaphysics, epistemology and ethics. (3 contact hours) IAI: H4 900

PHI-110—(3)**Introduction to Formal Logic**

Introduces formal and symbolic logic, including syllogistic, propositional and predicate inference. (3 contact hours)

PHI-111—(3)**Critical Thinking**

Introduces principles and methods for rational argument and effective problem solving. (3 contact hours) IAI: H4 906

PHI-115—(3)**Approaches to Truth**

A survey of methods. Logical, intuitive, revelatory, scientific, and mystical approaches to truth and knowledge. (3 contact hours)

PHI-120—(3)**World Religions**

Explores the principal doctrines (world view), typical behavior (lifestyle) and sphere of influence of Christianity, Islam, Judaism, Hinduism, Confucianism, Buddhism, and some tribal religions. Emphasizes comparison and examines themes such as view of God, condition of man, requirements for moral life, and relation to social and political forms. (3 contact hours) IAI: H5 904N

PHI-125—(3)**Ethics**

This course will serve as an introduction to ethical philosophy and will include the study of several influential thinkers and various ethical theories. Key topics that will be discussed include social responsibility, moral standards and behaviors, natural law and ancient and modern theories of the moral life, as well as several contemporary moral issues. (3 contact hours) IAI: H4 904

PHI-225—(3)**Bioethics**

Introduces problems in ethics surrounding developments in medicine and biological research. Introduces major ethical systems and encourages ethical methodology. This course is case-oriented. (3 contact hours)

PHI-226—(3)**Business Ethics**

This case-oriented course introduces moral problems associated with industry and commerce. Introduces major ethical systems and encourages ethical methodology. Note: Only three credit hours can be earned for either BUS-226 or PHI-226. Duplicate credit in both courses is not awarded. (3 contact hours)

PHS—Physical Science**PHS-101—(4)****Physical Science**

Prerequisite: MTH-095 or 1 year of high school algebra

Introduces chemistry, physics and astronomy for nonscience majors. Fee is required. (5 contact hours) IAI: P9 900L

PHS-103—(4)**Descriptive Astronomy**

Studies structure, motions, origin, and evolution of the solar systems, stars, galaxies, and the universe. Requires some night observations. Fee is required. (5 contact hours) IAI: P1 906L

PHS-105—(3)**Astronomy—Cosmos**

Explores astronomy and space exploration in the broadest human context. Embraces many sciences and cultures, and provides cosmic perspective for the planet Earth. Investigates diverse topics such as cosmic catastrophes, travel to the stars, cosmic influences on evolution, collisions of the continents, origin of life, contact with other civilizations, birth and death of stars and galaxies, future of the earth, and origin and fate of the universe. (3 contact hours)

PHY—Physics**PHY-106—(3)****Fundamentals of Physics**

Prerequisite: 1 year of high school algebra

An examination of physical principles and phenomena with applications in mechanics, properties of matter, heat, sound, electricity, magnetism, light, and quantum physics. The course does not assume that students have had high school physics and is intended for nonscience liberal arts and technical students. It will include large group mini-labs and demonstrations. PHY-106 taken concurrently with PHY-107, Fundamentals of Physics Lab, is also designed as an entry-level course for PHY-150, standard college physics. PHY-107 taken concurrently with PHY-106 will satisfy the physical science general education requirement. (4 contact hours) IAI: P1 900L

PHY-107—(1)**Fundamentals of Physics Lab**

Corequisite: Registration or credit in PHY-106 or consent of instructor

A laboratory examination of physical principles and phenomena in mechanics, properties of matter, heat, sound, electricity, magnetism, light, and quantum physics. The course does not assume that students have had high school physics, and is intended for nonscience liberal arts and technical students. PHY-107 taken concurrently with PHY-106, Fundamentals of Physics, is also designed as an entry-level course for PHY-150, standard college physics. PHY-106 taken concurrently with PHY-107 will satisfy the physical science general education requirement. Fee is required. (2 contact hours) IAI: P1 900L

PHY-110—(3)**Mechanical Universe I**

Prerequisite: MTH-095 or equivalent

This introductory course in physics covers mechanics, heat, waves, and forces using approximately 30 half-hour videotapes. Satisfies the science requirement for the nonscience major. PHY-111, Mechanical Universe I Lab, taken concurrently with PHY-110 will satisfy the physical science general education requirement. (3 contact hours) IAI: P1 900

PHY-111—(1)**Mechanical Universe I Lab**

Prerequisite: MTH-095 or consent of instructor;

Corequisite: Registration in PHY-110 or consent of instructor

This transfer physics lab course is intended to be correlated with PHY-110 but may be taken separately. Covers scientific experiments and observations that enhance an understanding of mechanics, heat, waves, and forces. Home experiments and field trips may be substituted for regularly scheduled sessions in the physics lab. PHY-110, Mechanical Universe I, taken concurrently with PHY-111 will satisfy the physical science general education requirement. (2 contact hours) IAI: P1 900L

PHY-112—(3)

Mechanical Universe II

Prerequisite: MTH-095 or equivalent, and PHY-110 or consent of instructor

This introductory physics course covers light, electricity, magnetism, quantum theory, atomic structure, relativity, and nuclear energy. (3 contact hours)

PHY-113—(1)

Mechanical Universe II Lab

Prerequisite: MTH-095 or equivalent and PHY-111 or consent of instructor

Corequisite: Registration in PHY-112 or consent of instructor

An introductory laboratory in physics which covers scientific experiments and observations to enhance understanding of electricity, magnetism, waves, light, quantum theory, and nuclear energy developed in PHY-112. (2 contact hours)

PHY-150—(4)

Mechanics, Heat and Sound

Prerequisite: MTH-098 or 2 years of high school algebra

This general college physics course for liberal arts or science majors covers motion, momentum, work, power, energy, fields, heat, and forces. Fee is required. (6 contact hours) IAI: P1 900L

PHY-151—(4)

Electricity, Magnetism and Light

Prerequisite: PHY-150

DC circuits, radiation, relativity, nuclear and elementary particles, and quantum theory are examined. Fee is required. (6 contact hours)

PHY-203—(4)

Mechanics

Prerequisite: MTH-150

Introduces physics with calculus for science, engineering and math majors. Explores simple equations of motion, vectors, forces in equilibrium, and the laws of dynamics. Applications including linear, rotational and harmonic motions. Introduces hydrostatics and hydrodynamics. One year of high school physics is strongly recommended. Fee is required. (6 contact hours) IAI: P2900L; IAIM: BIO 903, EGR 911, MTH 921

PHY-204—(4)

Heat, Electricity and Magnetism

Prerequisite: PHY-203

Second in the introductory physics sequence for science, engineering and math majors, thermal properties of matter and thermodynamics are covered. Electric and magnetic fields; electric and magnetic properties of matter; the laws of electricity and magnetism; AC, DC and transient currents; and electromagnetic oscillations are studied. Fee is required. (6 contact hours) IAIM: BIO 904, EGR 912

PHY-205—(4)

Waves and Modern Physics

Prerequisite: PHY-204

Third in the introductory physics sequence for science, engineering and math majors, properties and equations of waves applied to sound and light are examined. Covers relativistic mechanics, and basic atomic and nuclear structure. Emphasizes quantum nature of applicable laws. Fee is required. (6 contact hours) IAIM: EGR 914

PSC—Political Science

PSC-103—(3)

Introduction to Political Science

Introduces the principles of politics and government. Explores the role of U.S. citizens in the political process. Ideologies, the role of the media in politics, political development, and analysis of politics will be discussed. (3 contact hours) IAI: S5 903

PSC-110—(3)

American National Government

Explores basic principles of the Constitution, and structure and functions of the federal government. Includes Congress, presidency and judiciary. The roles of political parties, pressure groups and public opinion in American politics are examined. (3 contact hours) IAI: S5 900; IAIM: PLS 911

PSC-115—(3)

State and Local Government

Study basic principles of state constitutions. Structure and function of state legislatures, courts and chief executives; structure and functions of city, county and other local governments; and the role of political parties, pressure groups and public opinion are covered. (3 contact hours) IAI: S5 902; IAIM: PLS 915

PSC-210—(3)

International Relations

Introduces international relations, foreign policies, international organizations, conflict, and accommodation in the international system. (3 contact hours) IAI: S5 904N; IAIM: PLS 912

PSC-212—(3)

Latin American Politics

Caribbean and Central and South American nations' historical development and current social, economic and political problems with focus on governments, politics and policies are included. (3 contact hours)

PSC-215—(3)

Comparative Government

Introduces comparative governments and institutions in major European democracies, Communist systems and the Third World. (3 contact hours) IAI: S5 905; IAIM: PLS 914

PSC-225—(3)**Non-Western Comparative Politics**

Examine and compare government and politics in Asia, Africa, the Middle East, and Latin America within region-specific historical, social, and economic contexts and the global environment. (3 contact hours) IAI: S5 906N

PSG—Polysomnography**PSG-105—(3)****Polysomnography Patient Care I**

Prerequisite: Admission into the Polysomnography program

Corequisite: PSG-110

Introduces students to the hospital/sleep disorders center environment. Provides instruction in the areas of assessment of vital signs, proper body mechanics and patient assistance. Discusses electrical safety, standard precautions, general asepsis and infection control procedures, professional and ethical behavior, diversity, patient confidentiality, interviewing techniques, and documentation procedures. Provides demonstration of patient preparation for polysomnography hook-up, with introduction to electrode placement. (4 contact hours)

PSG-110—(3)**Cardiopulmonary Physiology**

Prerequisite: Admission into the Polysomnography program

Corequisite: PSG-105

Provides the foundations for clinical practice in respiratory care or polysomnography. Describes the respiratory system with emphasis on ventilation and respiration during wakefulness, sleep, and in disease. Discusses basic cardiovascular anatomy and physiology in health and disease. Indications, hazards, and benefits of oxygen therapy, non-invasive ventilation, and positive airway pressure for breathing-related sleep disorders will be presented. (3 contact hours)

PSG-115—(4)**Polysomnography Patient Care II**

Prerequisite: Current health care provider; CPR certification, completed student history and physical; PSG-105, PSG-110

Corequisite: Registration in PSG-120

Introduces the current practice of polysomnography. Provides instruction in the use of specialized instruments used to record and measure various physiological parameters involved with sleep testing. Describes sleep disorders, theory of testing and treatment procedures, and analysis of polysomnography data. In general, provides the cognitive skills required for students to perform polysomnography in a clinical setting. (4 contact hours)

PSG-120—(4)**Polysomnography Clinical Application**

Prerequisite: Current health care provider; CPR certification; completed student history and physical, and PSG-105, PSG-110 or consent of instructor

Corequisite: Registration in PSG-115

Provides laboratory and sleep disorders center experience in polysomnography, correlating principles taught in PSG-115. Provides hands-on instruction in use of specialized instruments to measure and record physiological parameters during a sleep study. Experience includes online monitoring and analysis of PSG recordings, and patient interaction. Examines recognition of and appropriate response to critical events that can occur in sleep. Fee is required. (10 contact hours)

PSR—Psychiatric Rehabilitation**PSR-120—(3)****Survey of Psychiatric Rehabilitation**

Corequisite: Registration or credit in PSR-220

This course is the first in the series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitative approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. This survey course has four major themes: understanding psychiatric disability and current approaches to treatment, the mental health system and surrounding legal issues, psychiatric rehabilitation through vocational and skills training, and family and community support systems. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Consumers serve as guest speakers to highlight issues of empowerment and stigma, and to increase understanding of consumer experiences with the mental health system. This course is appropriate for students planning careers in mental health. (3 contact hours)

PSR-125—(3)**Psychiatric Rehabilitation Skills**

Prerequisite: PSR-120

Corequisite: Registration or credit in PSR-225

This course is the second in the series for the Psychiatric Rehabilitation Certificate. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students learn basic techniques for conducting interviews for use in assessment, treatment planning, and therapeutic interactions with consumers. Students learn to conduct skills-training groups and apply behavioral techniques for implementing programs that promote desired skills. Techniques for intervening in crisis situations, and preventing and managing aggression are presented. (3 contact hours)

PSR-130—(3)**Health Skills for Psychiatric Rehabilitation***Prerequisite: PSR-120**Corequisite: Registration or credit in PSR-230*

This course examines three dimensions of wellness: physical, emotional and environmental. This organization uses a multidimensional model of health based on wellness continua in each dimension. This view that wellness is more than the absence of illness guides students through discussions and skill development designed to improve the overall well-being of persons with severe mental illness. The orientation of the course is more practical than theoretical and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of physical wellness, including diet, nutrition, exercise, sanitation, disease prevention and control, and special health considerations for persons with severe mental illness. The emotional dimension of wellness includes social support, physical and sensory accommodations, and geriatric and developmental disabilities. Students will learn the essentials of environmental safety, including use of safety equipment and proper (3 contact hours)

PSR-135—(3)**Vocational and Community Living Skills***Prerequisite: PSR-120**Corequisite: Registration or credit in PSR-235*

This course is the fourth in a series for the Psychiatric Rehabilitation Certificate. Courses in the series focus on a rehabilitation approach to serving individuals with severe mental illness. This approach is based on the premise that consumers set the goals for the rehabilitation team. This course examines vocational rehabilitation and community living skills. Both themes address skills for working with community, state and federal agencies that serve persons with severe mental illness. The orientation of the course is more practical than theoretical, and there is considerable opportunity to observe and practice relevant skills. Students will learn the fundamentals of vocational rehabilitation, including duties and tasks commonly required in vocational settings (e.g., mediation, negotiation, job coaching, job analysis) and the development of employment sites. Practical application of current policies (e.g., Americans with Disabilities Act) impacting employment sites are presented. (3 contact hours)

PSR-220—(1)**Psychiatric Rehabilitation Internship I**

This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include four of the following areas: inpatient milieu and general activities, case management activities, vocational training activities, skills training activities, and consumer-led activities. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. (5 contact hours)

PSR-225—(1)**Psychiatric Rehabilitation Internship II***Prerequisite: PSR-120 and PSR-220*

This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include interviewing skills and leading skills training groups, AND at least one of the following: behavior definition and task analysis, aggression management, assessment and treatment planning, or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. (5 contact hours)

PSR-230—(1)**Psychiatric Rehabilitation Internship III***Prerequisite: PSR-120, PSR-125, PSR-220, PSR-225*

This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include eight activities in the following areas: physical wellness, emotional and social wellness, environmental wellness, and documentation. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. (5 contact hours)

PSR-235—(1)**Psychiatric Rehabilitation Internship IV***Prerequisite: PSR-120, PSR-125, PSR-130, PSR-220, PSR-225, PSR-230*

This internship requires a minimum of 38 clock hours of field experience by the student. Experiences are a combination of observation and participation/interaction with consumers of mental health services. The 38 hours will include two areas: vocational rehabilitation and case management. All experiences should focus on a rehabilitative approach to serving individuals with severe mental illness. Group or individual supervision with on-site clinical staff and/or supervision by field placement director also is required. Clinical staff and/or supervision by field placement director also is required. (5 contact hours)

PSY—Psychology**PSY-100—(2)****Human Potentials***Corequisite: Registration or credit in COM-101*

Become aware of your potential through discussion of achievements, strengths, values, and goals. Group participation is included. (2 contact hours)

PSY-101—(3)**Introduction to Psychology**

This course covers psychological theories and scientific methods used in the study of behavior of man and animals. Study sensation and perception, motivation, emotions, learning, personality, and social interaction. (3 contact hours) IAI: S6 900; IAIM: SPE 912

PSY-104—(3)**Life-Span Developmental Psychology**

Study the neurological, physical, cognitive, social, and emotional development of humans from conception through childhood, adolescence, adulthood, and old age. Emphasizes normal development stages and patterns of adjustment to differing life-time demands. The theories and principles of human development are examined in light of contemporary research. (3 contact hours) IAI: S6 902; IAIM: EED 903, SED 903, SPE 913

PSY-105—(3)**Child Psychology**

This course concerns the study of human development from conception through adolescence. Includes research methods and developmental theories. Addresses all the major areas of development (physical, social, emotional and cognitive) and the interaction among these areas. (3 contact hours) IAI: S6 903; IAIM: ECE 912, EDU 902

PSY-106—(3)**Adolescent Psychology**

Study adolescent development with emphasis on biological, cognitive, interpersonal, and psychological tasks within socially and culturally defined contexts such as the family, peer group, work, and school. Psychological, cultural and historical perspectives are examined within the framework of current research. (3 contact hours) IAI: S6 904

PSY-110—(1)**Group Dynamics**

Study theory and experience in the functioning of groups. Small-group leadership, group-work theory, group formation, group process, group roles, communication, group cooperation, and individual functioning within a group are covered. (2 contact hours)

PSY-111—(2)**Career Planning**

Examines theories and principles of career planning. Explores types of careers and jobs. Covers how to form an effective decision-making strategy in choosing a career and how to be successful in a career. (2 contact hours)

PSY-201—(3)**Human Relations in Organizations**

Learn principles and techniques of psychology applied to activities and problems in business and industry. Emphasizes interpersonal and intergroup relationships for employee morale and motivation. (3 contact hours)

PSY-202—(3)**Social Psychology**

Prerequisite: PSY-101

Study basic psychological determinants of behavior in interpersonal relations and their influence on social interaction, attitudes, values, and social events. Investigates influence of culture on the development of the personality. (3 contact hours) IAI: S8 900; IAIM: PSY 908

PSY-205—(3)**Abnormal Psychology**

Prerequisite: PSY-101 or PSY-105

This course explores cause, description and treatment of psychological disorders. Emphasis is on various forms of neuroses, psychoses, personality disorders, psychosomatic reactions, and organic brain syndrome. (3 contact hours) IAIM: PSY 905

PSY-210—(3)**Adult Psychology**

Prerequisite: PSY-101 or PSY-105

Examines the development of the normal adult from young adulthood through old age. Concludes with topics of death and dying. Includes changes in biological, cognitive, social and personality characteristics, work and leisure, relationships, and family. (3 contact hours) IAI: S6 905; IAIM: PSY 903

PSY-211—(3)**Human Sexuality**

Studies psychological aspects of sexuality. Includes physiological development and functioning, gender identity and sex roles, sociocultural influences, and values in decision making. Covers roles of motivation, emotion and communication in sexual behavior and relationships. (3 contact hours) IAIM: SW 912

PSY-212—(3)**Theories of Personality**

Prerequisite: PSY-101

This course is designed to provide students with a comparative analysis of personality theory, research and assessment. Course will address consistencies in people's thoughts, feelings, and behavior over time and across situations. Topics will include methods of personality research and an overview of the primary theoretical perspectives in the field: Trait, Psychoanalytical, Humanistic, Social Learning/Behavioral, Cognitive and Cross-Cultural. IAI: PSY 907

PSY-215—(3)**Educational Psychology**

Prerequisite: PSY-101, PSY-105 or PSY-104

This course concerns psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instruction, including assessment. Emphasis will also be placed on learner-centered instruction and diversity. (3 contact hours) IAIM: SED 902

PSY-220—(3)**Psychology of Women**

Psychological approach to the study of women. Includes female psychology, sex-role acquisition, personality theories, socialization processes, and contemporary psychological issues. (3 contact hours)

RAD—Radiologic Technology**RAD-127—(1)****Introduction to Radiologic Technology**

Prerequisite: Admission to the program or consent of instructor

Introduces discovery and early history of X-rays and their use in medicine. Covers health care delivery system, medical ethics, and professional societies and organizations for radiologic technologists. Accreditation, certification, licensure, and their impact on socioeconomics are explored. (1 contact hour)

RAD-129—(1)**Radiation Protection**

Prerequisite: RAD-130;

Corequisite: Registration in RAD-132, RAD-138

Introduces radiation protection, methods of protection for patient and technologist, permissible dosage and calculation for the technologist, and safe operation of X-ray equipment. (1 contact hour)

RAD-130—(3)**Principles of Radiographic Exposure**

Prerequisite: Admission to the program, BIO-115 and MRT-110 or consent of instructor

Corequisite: Registration in RAD-127, RAD-131, RAD-136

Learn theory of X-ray exposure to obtain proper diagnostic information. Performance of laboratory experiments using student X-ray training units is included. Fee is required. (4 contact hours)

RAD-131—(3)**Principles of Radiographic Positioning I**

Prerequisite: Admission to program, BIO-115 and MRT-110 or consent of instructor

Corequisite: Registration in RAD-127, RAD-130, RAD-136

Covers proper positions for radiographs of the osseous system and evaluation of radiographs. Technique, positioning and anatomical appearance on radiographs are emphasized. Students will perform radiographic positioning. Fee is required. (4 contact hours)

RAD-132—(3)**Principles of Radiographic Positioning II**

Prerequisite: RAD-131

Corequisite: Registration or credit in RAD-129 and RAD-138

Learn proper position for radiographs of the skull, and respiratory, urinary and alimentary systems. Evaluate radiographs. Technique, positioning and anatomical appearance on the radiograph are covered. Fee is required. (4 contact hours)

RAD-133—(2)**Principles of Radiologic Technology**

Prerequisite: RAD-130, RAD-131, RAD-132

Corequisite: Registration in RAD-139, RAD-140, RAD-141

Lectures in topography and radiological landmarks are included. Radiographs are evaluated. Technique, positioning and anatomical appearance on the radiograph are studied. (2 contact hours)

RAD-136—(2)**Clinical Education I**

Prerequisite: Admission to program, BIO-115 and MRT-110 or consent of instructor

Corequisite: Registration in RAD-127, RAD-130, RAD-131

Gain hospital experience in radiographic rooms correlating principles taught in RAD-130 and RAD-131. Introduces the radiology department and initiating phases of patient rapport. Requires working with patients and using X-ray equipment. Fee is required. (16 contact hours)

RAD-138—(2)**Clinical Education II**

Prerequisite: RAD-136

Corequisite: Registration or credit in RAD-129 and RAD-132

Correlate and implement principles of radiographic technique and positioning previously taught in RAD-130, RAD-131 and the corequisites of this course. Requires working with patients and using X-ray equipment. Fee is required. (16 contact hours)

RAD-139—(2)**Clinical Education III**

Prerequisite: RAD-138

Corequisite: Registration in RAD-133, RAD-140, RAD-141

Gain experience in hospital radiographic rooms correlating and implementing principles and procedures taught in the first year of the program. Requires working with patients and using X-ray equipment. Fee is required. (24 contact hours)

RAD-140—(1)**Radiographic Processing**

Prerequisite: RAD-131, RAD-132

Corequisite: Registration in RAD-133, RAD-139, RAD-141

Covers principles of radiographic processing. Includes automatic and manual systems, and understanding of darkroom chemistry. Basic principles of processor quality control and sensitometry are examined. Fee is required. (1 contact hour)

RAD-141—(1)**Pediatric Radiography**

Prerequisite: RAD-131, RAD-132

Corequisite: Registration in RAD-133, RAD-139, RAD-140

Gives an overview of the psychological and physiological considerations in pediatric radiography. Specific procedures and the radiation protection considerations of pediatric radiography are explored. (1 contact hour)

RAD-240—(4)

Radiologic Physics

Prerequisite: Second-year classification in Radiologic Technology program

Corequisite: Registration in RAD-241, RAD-245

Extends knowledge of X-ray machines to facilitate proper radiographic exposure techniques. Explores fundamentals of atomic structure, electricity and magnetism. Detailed study of X-rays, X-ray circuit, and interaction of radiation and matter are covered. Includes principles of protection from radiation. Fee is required. (5 contact hours)

RAD-241—(3)

Advanced Radiologic Technology I

Prerequisite: Second-year classification in Radiologic Technology program

Corequisite: Registration in RAD-240, RAD-245

Includes proper positions and techniques for radiographs of vascular and nervous systems. Discusses other imaging procedures such as thermography, xeroradiography, ultrasonography, and computerized axial tomography. Nursing procedures, including sterile and aseptic techniques, are covered. (3 contact hours)

RAD-243—(1)

Application of Radiology to Pathology

Prerequisite: Second-year classification in Radiologic Technology program

Corequisite: Registration in RAD-244, RAD-246, RAD-248, RAD-250

Examines surgical and medical diseases. Discusses pathology and relates its effect on radiological procedure. (1 contact hour)

RAD-244—(2)

Radiobiology

Prerequisite: Second-year classification in Radiologic Technology program

Corequisite: Registration in RAD-243, RAD-246, RAD-248 and RAD-250

Studies effects of ionizing radiation in biological systems. Includes radiation units, interactions of radiation and matter, response to irradiation, radiation syndromes, and somatic and genetic effects. Fee is required. (2 contact hours)

RAD-245—(2)

Advanced Clinical Education I

Prerequisite: Second-year classification in Radiologic Technology program

Corequisite: Registration in RAD-240, RAD-241

Gain experience in radiographic rooms. Includes further development of skills learned in RAD-136, RAD-138, RAD-139, and correlation of principles taught in corequisite RAD-241. Requires working with patients and using sophisticated electronic equipment. Fee is required. (24 contact hours)

RAD-246—(2)

Advanced Clinical Education II

Prerequisite: RAD-245

Corequisite: Registration in RAD-243, RAD-244, RAD-248 and RAD-250

Continues development of skills learned in previous clinical assignments. Application of principles learned in RAD-244 and RAD-250. Requires working with patients and using sophisticated equipment. Fee is required. (24 contact hours)

RAD-247—(2)

Advanced Clinical Education III

Prerequisite: RAD-246

Gain experience in all areas of radiology. Develop skills acquired in previous clinical education courses. Prepare for employment upon graduation. Fee is required. (34 contact hours)

RAD-248—(1)

Departmental Administration

Corequisite: Registration or credit in RAD-246

Administration and personnel management in a radiologic department are studied. (1 contact hour)

RAD-250—(3)

Radiographic Equipment and Imaging Modalities

Prerequisite: Second-year classification in Radiologic Technology program

Corequisite: Registration in RAD-243, RAD-244, RAD-246 and RAD-248

Study functions in application of radiographic equipment and imaging modalities, quality control equipment and techniques. Includes radiation detection equipment and an overview of imaging modalities not using ionizing radiation. Fee is required. (4 contact hours)

RDG—Reading

RDG-041—(4)

Approaches to College Reading

Prerequisite: Appropriate score on placement test

Designed to give the student a solid foundation in the basics of college reading. Primary focus will be on appropriate thinking, reading and writing strategies essential for improving comprehension. Credit hours for this course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (4 contact hours)

This course may be taken four times for credit.

RDG-071—(3)**Techniques for Textbook Reading**

Prerequisite: Grade of "C" or better in RDG 041 or appropriate score on placement test

Development of thinking, reading and writing techniques necessary for comprehension of college textbooks. Emphasizes planning, organizing, integrating, and evaluating reading strategies. Credit hours for this course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

This course may be taken four times for credit.

RDG-091—(3)**Critical Reading**

Prerequisite: Grade of "C" or better in RDG 071 or appropriate score on placement test

Refines and expands the critical, higher order thinking strategies necessary for the interpretation and evaluation of reading content. Credit hours for this course can be applied to full- or part-time student status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

This course may be taken four times for credit.

REC—Recreation Management**REC-101—(3)****Recreation and Wellness Professions**

This course reviews the history, development and community utilization of recreation and wellness professions. Structures, purposes, and interrelationships of these professions are covered. Trends and career opportunities in recreation and wellness professions are explored. The content is delivered through lecture, group discussion, self-assessment, portfolio, academic master plan, and career search project. (3 contact hours)

REC-102—(3)**Older Adult Recreation and Wellness**

This course will focus on theoretical and practical issues encountered in serving the specific population of older adults in a variety of recreation and health fitness settings. Topics addressed include attitudes and prejudices toward aging, societal norms related to aging, physical differences in normal and abnormal aging, aging and mental health issues, the dynamics of dementia, and issues related to death and dying. (3 contact hours)

REC-120—(3)**Recreation Programming**

Introduces the student to the role of the recreation leader and programmer. Emphasizes responsibilities, skills and resources necessary to planning successful recreation and leisure programs. Fee is required. (4 contact hours)

REC-124—(3)**Facility Management**

Study the philosophies, principles, methods, techniques, and skills needed to effectively operate and maintain leisure areas and facilities. (3 contact hours)

REC-180—(3)**Perceptual Motor Development**

Participation in a variety of K-6 physical education activities are included. Teaching methods are stressed, with emphasis on perceptual motor development for early childhood students. Fee is required. (4 contact hours)

REC-182—(3)**Recreation for Special Populations**

This methods class introduces the skills, knowledge and competencies necessary for planning, organizing, conducting, and evaluating recreational programs for special populations. Includes hands-on experience teaching various disability groups. (4 contact hours)

REC-201—(3)**Applied Leadership Essentials**

This course covers basic functions of leadership theory, including dynamics, skills and case studies. In-class simulations, team development exercises and self-development are covered. (4 contact hours)

REC-205—(2)**Professional Issues**

Covers critical trends and issues, the role of the leisure professional in the contemporary setting, funding ethics, and legal responsibilities. (2 contact hours)

REC-233—(3)**Recreation Management Practicum**

Prerequisite: Consent of practicum coordinator

Corequisite: Registration in REC-237

Includes supervised practical exposure and involvement in the recreation management field. (15 contact hours)

REC-237—(1)**Recreation Management Seminar**

Corequisite: Registration or credit in REC-233

Includes discussion of supervised field service experience in recreation management practicum. (1 contact hour)

RES—Respiratory Therapy**RES-137—(1)****Microorganisms and Disease Prevention**

This orientation to medical microbiology introduces organisms according to type, biological classifications, distribution activity, and classifications. Includes morphology and basic physiology of bacterial cells, bacterial growth requirements, cell reproduction, common pathogenic organisms, diseases they cause, and culturing techniques. (1 contact hour)

RES-141—(7)

Respiratory Therapy Procedures I

Includes basic theory and procedures of respiratory therapy. Orientation to equipment is given. Emphasizes anatomy and physiology of respiratory and cardiovascular systems. Basic science of equipment operation and procedures such as oxygen administration, IPPB and resuscitation are examined. Fee is required. (9 contact hours)

RES-142—(7)

Respiratory Therapy Procedures II

Prerequisite: RES-141

Corequisite: Registration or credit in RES-154

Presents acid-base balance, cardiopulmonary diseases, pulmonary functions, and pharmacology. Discusses and demonstrates intubation, chest physiotherapy and sterilization. Fee is required. (9 contact hours)

RES-145—(2)

Respiratory Therapy Patient Care

Corequisite: Registration or credit in RES-141

This introductory lecture hospital course provides clinical skills necessary to function in the hospital environment. Emphasizes assessment, patient therapy modalities and evaluation skills and techniques. (3.5 contact hours)

RES-154—(2)

Clinical Practice I

Prerequisite: RES-141

Corequisite: Registration or credit in RES-142

Emphasizes application of oxygen, aerosol, IPPB, pulmonary functions, and cardiopulmonary resuscitation. Beneficial effects of therapy, monitoring and diagnostic techniques are included. Fee is required. (8 contact hours)

RES-157—(6)

Clinical Practice II

Prerequisite: RES-145, RES-154

Corequisite: Registration in RES-158

Emphasizes development of new skills involving nasotracheal suctioning, chest physiotherapy, intubation and extubation assist, and maintenance and sterilization of equipment. Refines skills learned in RES-154. Fee is required. 10 weeks (32 contact hours)

RES-158—(2)

Advanced Physiology and Clinical Applications

Prerequisite: RES-142

Corequisite: Registration or credit in RES-157

Study respiration and metabolism, breathing mechanics, pulmonary circulation, diffusion, and blood gas transport. Ventilation-perfusion relationships, pH equilibrium, pulmonary function, and neurogenesis of respiration are covered. Fee is required. 10 weeks (4 contact hours)

RES-200—(1)

EKG Application and Theory

Prerequisite: Current enrollment in or graduation from a health career program accredited by a college, recognized agency or sponsor

This course is designed to provide the health care professional with a basic understanding of electrocardiography theory and application. (1.5 contact hours)

RES-250—(4)

Clinical Practice III

Prerequisite: RES-145, RES-157

Corequisite: Registration in RES-254

Emphasizes intensive care and critical care medicine. Covers pediatric respiratory care and pulmonary function in a hospital environment. Fee is required. (20 contact hours)

RES-251—(4)

Clinical Practice IV

Prerequisite: RES-250 and RES-254

Corequisite: Registration or credit in RES-255

Gain comprehensive exposure to emergency care, critical care maintenance and other applicable clinical procedures. Includes increased direct responsibility and physician contact, patient care plans, and evaluation of therapeutic modalities. Fee is required. (20 contact hours)

RES-254—(3)

Respiratory Therapy Procedures III

Prerequisite: RES-157, RES-158

Corequisite: Registration in RES-250

Cardiopulmonary anatomy; physiology and mechanisms; gas transport mechanisms; effect of altitude, exercise and artificial atmospheres on function; pediatric considerations; applications of pulmonary function testing; and manifestations of pulmonary and cardiopulmonary disease are studied. Fee is required. (3 contact hours)

RES-255—(3)

Respiratory Therapy Procedures IV

Prerequisite: RES-250, RES-254

Corequisite: Registration in RES-251

Presents clinical, radiologic and laboratory assessment of the patient. Explore management of ventilatory respiratory failure and airway obstruction. Assess etiology, diagnosis, pathology, symptoms, and treatment of various pulmonary and related disease entities. Fee is required. (3 contact hours)

RTM—Restaurant/Hotel Management and Culinary Arts**RTM-100—(2)****Food Service Sanitation**

Studies the courses and prevention of food-born illness. Stresses food service worker's responsibilities in protecting the public health. Course meets the educational requirements for the Illinois Department of Public Health (IDPH) and the Educational Foundation of the National Restaurant Association (formerly NIFI) Certification. (2 contact hours)

RTM-101—(3)**Introduction to Hospitality Industry**

Introduces the history, organization, systems, problems, and career opportunities in the hospitality industry, including customer and personnel relations, current laws and trends, basic cost control techniques, and food management. Reviews the organization of hotel, and food and beverage operations. (3 contact hours)

RTM-102—(4)**Quantity Food Production I**

Corequisite: Registration or credit in RTM-100

Introduces basic skills and knowledge to develop a strong foundation within culinary arts management. Examines guidelines used in operations management, including quality control, food handling, preparation, and production. The American Culinary Federation guidelines have been used for this course. This course is a part of the National Restaurant Association's Educational Foundation Management Diploma Program. Fee is required. (7 contact hours)

RTM-202—(4)**Quantity Food Production II**

Prerequisite: RTM-102

Designed for students who have proficiency in all basic skills and knowledge of culinary arts management. Emphasizes intermediate methods and techniques of culinary arts, with a concentration on regional American cuisine, meat and seafood cookery and fabrication, and the food production system. The American Culinary Federation guidelines have been used for this course. This course is a part of the National Restaurant Association's Educational Foundation Management Diploma Program. Fee is required. (7 contact hours)

RTM-203—(4)**Garde Manger**

Prerequisite: RTM-202 or consent of instructor

Master the skills of garde manger, which is the artistic presentation of food. Learn the concepts of garde manger and buffet management in both a classroom and laboratory environment. Through participation in hands-on laboratory experiences, students study professional plate presentations, displays and show pieces. The American Culinary Federation guidelines have been used as a standard for this course. Fee is required. (7 contact hours)

RTM-204—(4)**Quantity Food Production III**

Prerequisite: RTM-102

This course is recommended for students who have attained an intermediate level of skill and knowledge in culinary arts management. Advanced methods and techniques will be taught with an emphasis on international cuisine. Examine various cultures and their traditional food habits to develop a better understanding of the many cultures in America, and how these cultures and cuisines have influenced American cuisine and the hospitality industry today. Fee is required. (7 contact hours)

RTM-205—(3)**Beverage Management**

An introduction to the principles of beverage management. Non-alcoholic beverages as well as wine, spirits and beers are studied. (4 contact hours)

RTM-206—(3)**Menu Writing and Marketing**

Introduces menu writing and developing marketing strategies for hotels, restaurants, clubs, and resorts. (3 contact hours)

RTM-207—(3)**Food, Beverage and Equipment Purchasing**

Prerequisite: MTH-090 or appropriate score on math placement test

Introduces food, beverage and equipment purchasing for a hotel or restaurant. (3 contact hours)

RTM-208—(3)**Design and Maintenance of Food Service Facilities**

Principles of layout, design and maintenance for a hotel, restaurant or commercial kitchen are examined. (3 contact hours)

RTM-209—(4)**Baking/Pastry I**

Corequisite: Registration or credit in RTM-100

Develop skills and knowledge essential in baking. Includes basic principles in the baking process, and ingredient standards and usage. Covers techniques in mixing and preparation of professional finished products. Studies yeast dough products such as bread and rolls, sweet yeast dough products, quick breads and batters, as well as pies and tarts. The American Culinary Federation guidelines have been used for this course. Fee is required. (7 contact hours)

RTM-210—(3)**Nutrition for Food Service Managers**

Details the fundamentals of nutrients, their sources and their functions, the U.S. recommended dietary allowances (RDA), and the U.S. dietary guidelines are presented in detail, as well as menus that comply with them. Special diets required during pregnancy, adolescence and adulthood, as well as for athletes and vegetarians, are presented. Prepares food service managers to accommodate the consumer's increasing awareness of nutrition. (3 contact hours)

RTM-211—(4)**Baking/Pastry II**

Prerequisite: RTM-209 or consent of instructor

The mastery of skills and knowledge in advanced baking and pastries. Includes specialty breads, pastries, classic desserts, marzipan, chocolate work, cocoa printing, advanced decorating techniques, and showpieces. The American Culinary Federation guidelines have been used for this course. Fee is required. (7 contact hours)

RTM-220—(3)**Concepts of Hospitality Cost Control**

Prerequisite: MTH-090 or appropriate score on math placement test

Explores how to maximize hospitality profitability by controlling costs. Cost-control techniques and procedures in food, beverage and hotel operations are covered. Standard hospitality accounting practices, financial statements, budgets, and financial planning are covered. (3 contact hours)

RTM-222—(3)**Supervisory Housekeeping**

Overviews the fundamentals of housekeeping management. Describes the management functions, tools and practices required in today's lodging and institutional housekeeping departments. (3 contact hours)

RTM-223—(3)**Convention Management and Service**

Defines the scope and various segments of the convention market, explains what is required to meet individual needs, and explores methods and techniques that lead to better service. (3 contact hours)

RTM-225—(3)**Banquet and Specialty Services**

An orientation to the field of catering, this course includes all of the activities associated with the sales, organization, food preparation, and service of catered functions, banquets and other specialty functions, including hotel room service. (3 contact hours)

RTM-227—(3)**Front Office Procedures**

Presents a systematic approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with check-out and settlement. Examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel. (3 contact hours)

RTM-230—(1)**Hospitality Portfolio**

Prerequisite: consent of instructor

A 'portfolio' approach to the internship/field experience component required in all professions, this course is based on the work-based skills outlined in the Secretary Commission on Acquiring Necessary Skills (SCANS) report and the National Skill Standards Board of the Department of Labor. Students lacking work-based skills will have planned and supervised occupational work experience and visits to multiple work sites in the community. Visits are organized to include those of several management levels in a variety of businesses. Visits may be brief tours or a several-day assignment to "job shadow" a manager or work as a cook, server, front desk agent, etc. Students should meet with the program coordinator immediately upon enrolling in the Restaurant/ Hotel Management Program to plan their portfolio work. (7 contact hours)

RTM-231—(3)**Hospitality Supervision**

Corequisite: Registration or credit in RTM-101

Prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques and conduct performance evaluations. (3 contact hours)

RTM-233—(3)**Hospitality Internship**

Prerequisite: Consent of instructor

Provides planned and supervised occupational field experience as it relates to the student's occupational program. Student will work at least 15 hours a week over a two-semester period. (15 contact hours)

SSC—Social Science

SSC-100—(3)**Contemporary Society**

Analyze fundamental social concepts relevant to modern society. Emphasis is on emerging problems. (3 contact hours)

SSC-101—(3)**Social Science I**

This interdisciplinary approach covers current, crucial issues in the social sciences using anthropology, economics, history, political science, and sociology. (3 contact hours) IAI: S9 900

SSC-102—(3)**Social Science II**

Selected internal political, economic and social problems of foreign nations from anthropology, economics, history, political science, and sociology perspectives are examined. (3 contact hours)

SSC-299—(3)**Topics in Social Science**

Major issues currently facing the United States and other nations of the world are explored. Considers socioeconomic, political and other perspectives related to these global topics. (3 contact hours)

SLP—Private Protective Services**SLP-100—(1)****Unarmed Security Guard Training**

Intensive instruction in the technical aspects of private security employment. Emphasis is on legal rules, security techniques and processes, life safety, and public relations. Successful completion satisfies the 20-hour basic training requirement for unarmed private security certification under Illinois revised statutes. (1 contact hour)

SLP-101—(3)**Introduction to Security**

Covers the historical, philosophical and legal basis for security. Includes the role of security in society; the concept of professionalism; and the administrative, personnel and physical aspects of the field. (3 contact hours)

SLP-103—(1)**Armed Security Guard Training**

Prerequisite: SLP-100

This course provides basic instruction in the use and handling of firearms related to private security employment. Emphasis is placed on legal issues, safety rules, and supervised practice on the range. Successful completion of this course and SLP-100 satisfies the 40-hour firearms training requirement for armed private security certification under Chapter 111, Paragraph 2678 – Illinois Revised Statutes. Fee is required. (1.5 contact hours)

SLP-104—(2)**Firearms I**

Presents the physical, legal and moral hazards associated with the misuse of firearms. Emphasizes general and specific safety rules for handling weapons. Includes supervised practice to develop the student's ability to use firearms effectively and safely. Successful completion satisfies the 40-hour mandatory firearms training course for peace officers. Fee is required. (2.5 contact hours)

SLP-106—(3)**Crisis Management**

Emphasizes interpersonal skills in protective services conflict situations. Includes interpersonal communications, and understanding and handling crisis intervention situations. Reviews job stress management. (3 contact hours)

SLP-107—(3)**Security Procedures**

Explores basic security methods and techniques used to carry out prevention, protection, enforcement, inspection, detection, investigation, emergency service, deterrence, reporting, and general services functions. Emphasis is placed on the specific role each function has in maintaining a desired level of security. (3 contact hours)

SLP-108—(3)**Applied Security Operations**

Examines methods, techniques and means necessary to maintain a security operations environment. Emphasis is on physical, information and personnel security. Includes computer security. (3 contact hours)

SLP-109—(1)**Private Alarm Training**

This course provides basic instruction in private alarm fundamentals. Emphasis is on basic electronics, equipment and wiring requirements, video detection and alarm systems, fire detection and alarm systems, specialty systems, perimeter detection, and motion detection systems. Successful completion satisfies the 20-hour basic training requirement for private alarm contractor agency employees under the Illinois Private Detective and Private Security Act. (1 contact hour)

SLP-114—(3)**Hospital Security**

Techniques and specialized procedures for effective security in a hospital setting are examined. (3 contact hours)

SLP-201—(3)**Specialized Security Problems**

Studies the application of protective services principles to specific problems. Emphasis is on loss prevention management techniques. Includes crime prevention, disaster and emergency planning, and protection of executives. (3 contact hours)

SLP-206—(3)**Security and the Law**

Provides instruction in the laws and regulations which govern the conduct of private security. Includes administrative law, constitutional law, contract law, criminal law, liability claims, tort law, and related statutory provisions. Attention is given to specific legislation and court decisions, and fundamentals of legal research. (3 contact hours)

SLP-210—(1)**Special Topics in Security**

Students work with instructor individually or in small groups to develop special projects designed to focus on specific private protective services topics. (1 contact hour)

This course may be taken four times for credit.

SLP-219—(2)**Contemporary Issues: Security**

Intended primarily for students interested in protective services issues, the course examines basic policy problems: legislation, professionalism, education, training, literature and research, procedures, administration, and social problems. (2 contact hours)

This course may be taken four times for credit.

SLP-233—(3)

Internship

Prerequisite: 12 credit hours completed or concurrent in major, including SLP-100 and SLP-101

Corequisite: Registration in SLP-237

Supervised field work experience at an approved protective services training site. (15 contact hours)

SLP-237—(1)

Seminar

Corequisite: Registration or credit in SLP-233

Discussion of various experiences and issues encountered during the supervised protective services field work experience. (1 contact hour)

SOC—Sociology

SOC-101—(3)

General Sociology

Introduces basic sociological concepts and methods, social processes, social changes, and behavior. (3 contact hours) IAI: S7 900

SOC-102—(3)

Marriage and Family

Institutions and systems of kinship, marriage, family grouping, child rearing, and status placement are studied. (3 contact hours) IAI: S7 902; IAIM: SOC 912

SOC-103—(3)

Sociology of Poverty

Examine common characteristics and adjustment patterns of groups in the lower socioeconomic strata of American society. (3 contact hours)

SOC-201—(3)

Sociology of Health

Prerequisite: SOC-101 or consent of instructor

Focuses on contemporary issues in health care. Examines physicians and other providers of service, the population receiving services and the organizational settings in which care is provided. Observations of health care facilities are included. (3 contact hours)

SOC-202—(3)

Aging in Contemporary Society

Focuses on the basic principles and theories of social gerontology: aging America, health status, retirement, family life, sexuality, political involvement, death and dying, and environment as the context of aging. (3 contact hours)

SOC-204—(3)

Sociology of Contemporary Social Problems

Prerequisite: SOC-101

Explore contemporary social problems in American society: crime and delinquency, family and generational problems, urban and rural problems, race discrimination in American life, sex and age discrimination, social deviance, health and medical care, and poverty. (3 contact hours) IAI: S7 901; IAIM: SOC 911

SOC-210—(3)

Minority Groups

Analysis of racial, religious, ethnic, and other groups, examining persistence of group identity, intergroup relations, social movements, government policy, and related social problems. (3 contact hours) IAI: S7 903D; IAIM: SOC 913

SOC-215—(3)

Sociology of Sex and Gender

This course is an examination of sex and gender issues in American culture and other cultures across time. The course will define both the concepts of sex and gender, and illustrate the differences between them. The course will focus on both macro and micro strategies for understanding human relationships and identity information. Students will develop an awareness of how basic social institutions such as family, education, religion, government, and the media shape our collective and individual concepts of gender. (3 contact hours) IAI: S7 904D; IAIM: SOC 914

SPA—Spanish

SPA-101—(4)

Spanish I

This beginning course includes oral and aural exercises to develop the ability to understand, speak and write Spanish. Essentials of grammar are stressed. (4 contact hours)

SPA-102—(4)

Spanish II

Prerequisite: SPA-101 or 2 years of high school Spanish

Grammar is further explored. Emphasis is on the culture of Spanish-speaking nations of the Western Hemisphere. (4 contact hours)

SPA-105—(3)

Career Spanish for Business

Designed for people in business who wish to develop oral communication skills. Emphasizes question-answer patterns, high frequency expressions, and key vocabulary in business travel and tourism, commerce and public relations. Note: SPA-105 is not designed to transfer to colleges or universities as part of a foreign language requirement. SPA-105 will generally transfer as an elective. (3 contact hours)

SPA-106—(3)

Career Spanish for Business II

Prerequisite: SPA-105 or consent of instructor

Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in banking, advertising and real estate. Note: SPA-106 is not designed to transfer to colleges or universities as part of a foreign language requirement. SPA-106 will generally transfer as an elective. (3 contact hours)

SPA-115—(3)

Career Spanish for Health Care I

Designed for people in health professions who wish to develop oral communication skills. Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in pediatrics, family planning and the emergency room. Note: SPA-115 is not designed to transfer to colleges or universities as part of a foreign language requirement, but will generally transfer as an elective. (3 contact hours)

SPA-116—(3)

Career Spanish for Health Care II

Prerequisite: SPA-115 or consent of instructor

Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in cardiology, drug addiction, and laboratory procedures. Note: SPA-116 is not designed to transfer to colleges or universities as part of a foreign language requirement, but will generally transfer as an elective. (3 contact hours)

SPA-125—(3)

Career Spanish for Law Enforcement I

Designed for individuals in law enforcement who wish to develop oral communication skills. Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in law enforcement. Note: SPA-125 is not designed to transfer to colleges or universities as part of a foreign language requirement, but will generally transfer as an elective. (3 contact hours)

SPA-126—(3)

Career Spanish for Law Enforcement II

Prerequisite: SPA-125 or permission of instructor

A continuation of SPA-125 designed for individuals in law enforcement who wish to further develop oral communication skills. Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in law enforcement. Note: SPA-126 is not designed to transfer to colleges or universities as part of a foreign language requirement, but will generally transfer as an elective. (3 contact hours)

SPA-201—(4)

Spanish III

Prerequisite: SPA-102 or 3 years of high school Spanish

Review basic language skills conducted in Spanish language with an emphasis on conversation. Composition is included. Reading of advanced texts (novels) is included. (4 contact hours)

SPA-202—(4)

Spanish IV

Prerequisite: SPA-201 or 4 years of high school Spanish

Review language structure and interpretation of literary selections. Class is conducted in Spanish. Emphasis is on Spanish-European culture. (4 contact hours) IAI: H1 900

SPA-205—(4)

Conversational Spanish

Prerequisite: SPA-201 or 4 years of high school Spanish

Provides practice in speaking and understanding everyday Spanish. (4 contact hours)

SPA-210—(3)

Spanish Culture and Civilization

Prerequisite: SPA-202 or fluency in Spanish

Study Spain's historical, intellectual and cultural heritage. Course is taught in Spanish. (3 contact hours)

SPA-212—(3)

Latin American Culture and Civilization

Prerequisite: SPA-202 or fluency in Spanish

Studies Latin America's historical and cultural heritage, and the countries' concerns and realities. (3 contact hours)

SPA-213—(3)

Introduction to Hispanic Literature

Prerequisite: SPA-202 or fluency in Spanish

Survey literary movements, principal writers, and representative works of Spanish and Hispanic American literature. Emphasis is on the 20th century. This course is taught in Spanish. (3 contact hours) IAI: H3 916

SWK—Social Work

SWK-101—(3)

Introduction to Social Work

Prerequisite: PSY-101 or SOC-101

The broad field of social welfare services, principal methods of social work intervention, selected social issues, and social work as a profession are covered. (3 contact hours) IAIM: SW 911

TDL—Transportation, Distribution and Logistics

TDL-101—(3)

Transportation and Logistics Overview

Prerequisite: IMS-101 or IMS-115 or consent of instructor.

This course is designed to help the learner understand the terminology and major functional areas of transportation, distribution, logistics. The student will be able to describe in detail the various modes of transportation and types of carriers, speak with authority on the basics of distribution operations, and be familiar with the role, impact and value of logistics operations in supply chain management. In addition, students will be able to determine their level of interest in the TDL industry in order to investigate careers in the industry and produce personal educational/career development portfolios to assist them in their search for a career in the industry. (3 contact hours)

TDL-102—(3)

Job Skills for Competitive Advantage

This course focuses on developing basic professional skills to maximize productivity in the workplace and increase an individual's competitive edge. Emphasis is placed on the student's ability to be prepared for the challenges of everyday situations in the workplace. Major topics include work ethic, responsibility and accountability, business etiquette, effective communication, teamwork, problem solving, diversity in the workplace, stress management, and life balance. (3 contact hours)

TDL-103—(3)**Transportation**

This course studies the fundamental roles and importance of transportation in companies and the society. The course evaluates the complex environment in which transportation services are provided and explores strategies for adapting to a fast-paced and rapidly changing industry. Specific topics include overview of transportation, supply chain, the economy, traditional modes of transportation, special carriers, global transportation, economic operating characteristics of each mode, costing, pricing, carrier strategy and information management. (3 contact hours)

TDL-104—(3)**Introduction to Import/Export**

This course focuses on the major factors of importing and exporting goods and services on a global scale. It includes an understanding of current terminology, regulations, analysis of and opportunities in international markets, basic principles of international financing, exchange rates, and other elements associated with the transportation and distribution operations to facilitate global trade. (3 contact hours)

TDL-105—(3)**Principles of Operations Management**

This course provides a detailed study of operations management, emphasizing the achievement of the highest levels of service and product quality while keeping cost as low as possible. This course provides detailed operations management study. The major areas covered include integrated product development, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, and enterprise resource planning. (3 contact hours)

TDL-106—(2)**Cargo Security**

Prerequisite: TDL-103

This course examines relevant facets of maritime, land, pipeline, and air transportation security-related systems and associated issues. It covers applicable legislation and the agencies tasked to oversee each mode of transportation. It also describes how to implement an appropriate program to enhance the security of a particular mode of transportation. (2 contact hours)

THE—Theater**THE-105—(3)****Theater Appreciation**

Explores the basic elements of theater—the drama and production methods. Emphasizes the integration of all elements into a production, and the relationship between modern and historical ideas and methods. (3 contact hours) IAI: F1 907; IAIM: TA 917

THE-107—(3)**Film Appreciation**

Introduces film as an art form through viewing and analysis of significant motion pictures. Students will compare film to other art forms and learn to view films with greater understanding. (3 contact hours) IAI: F2 908

THE-110—(3)**History of the Theatre**

This historical view of the theater stresses its social and political role in society from ancient Greece to the present through the study of key playwrights, actors and acting styles, and production techniques and styles. (3 contact hours) IAI: F1 908

THE-111—(3)**History of Film**

An international survey of the historical development of film, emphasizing a study of films and innovations in film production that have had significant influence on film as an art form. Fee is required. (3 contact hours) IAI: F2 909

THE-115—(3)**Acting I**

Develops the actor's instrument, including movement, voice production, improvisation, and fundamental characterization. (4 contact hours) IAIM: TA 914

THE-116—(3)**Acting II**

Prerequisite: THE-115

Continues development of acting fundamentals introduced in Acting I, emphasizing an intensive approach to acting exercises, improvisation, monologues, and scene study. (4 contact hours)

THE-125—(3)**Stagecraft**

Introduces safety procedures and basic techniques of scenery and property construction, tool use, scene painting, and backstage organization. Laboratory hours are mandatory. (4 contact hours) IAIM: TA 911

THE-150—(3)**Creative Dramatics**

Covers the role of drama in primary and junior high school education. The scope, values and fundamental skills of drama and its relation to education of the child, with an emphasis on teaching rather than performing skills, are included. (3 contact hours)

THR—Recreation Therapy**THR-150—(3)****Recreation Therapy Techniques I**

Covers the nature, and function of recreation as a therapeutic aid in the treatment of special populations. (3 contact hours)

THR-152—(3)**Recreation Therapy Techniques II**

Introduces activity programming methods, organization, presentation, and evaluation. (4 contact hours)

THR-233—(3)

Recreation Therapy Practicum

Prerequisite: Consent of practicum coordinator

Corequisite: Registration in THR-237

Includes supervised practical exposure and involvement in the recreation therapy field. Fee is required. (15 contact hours)

THR-237—(1)

Recreation Therapy Seminar

Prerequisite: Consent of practicum coordinator

Corequisite: Registration in THR-233

Includes discussion of supervised field service experience in recreation therapy practicum. (1 contact hour)

WLD—Welding

WLD-104—(2)

Electric Welding Circuits

Explore theory and practical knowledge necessary to troubleshoot the welding circuit. Fee is required. (3 contact hours)

WLD-105—(3)

Reading Welding Blueprints

Prerequisite: MTH-090

Emphasizes basic interpretation of blueprints, welding symbols and basic sketching. (4 contact hours)

WLD-111—(3)

Basic Arc/Gas Welding I

Covers basic understanding of the operation of oxy-acetylene welding and cutting, and shield metal arc welding. Fee is required. (5 contact hours)

WLD-112—(3)

Basic Arc/Gas Welding II

Corequisite: Registration or credit in WLD-111

Increase knowledge and gain intermediate skill in the operation of oxy-fuel welding and cutting, and shield metal arc welding. Fee is required. (5 contact hours)

WLD-113—(3)

Basic Metallurgy and Materials

Introduces types and use of industrial materials. The general classifications, properties, and industrial applications of materials are studied. (4 contact hours)

WLD-121—(3)

Advanced SMAW and Cutting I

Prerequisite: WLD-112

Gain instruction in shield metal arc welding in the flat, vertical and overhead position to meet industrial requirements for speed and quality. Fee is required. (5 contact hours)

WLD-122—(3)

Advanced SMAW and Cutting II

Prerequisite: WLD-112

Corequisite: Registration or credit in WLD-121

Examine advanced techniques in out-of-position shield metal arc welding. Welding of transitional joints is stressed. Fee is required. (5 contact hours)

WLD-123—(3)

MIG, TIG and Brazing I

Prerequisite: WLD-112

Study soldering; brazing; braze welding; gas metal arc welding of aluminum and carbon steels; gas tungsten arc welding of aluminum, carbon and stainless steels; and flux cored arc welding of carbon steels. Fee is required. (5 contact hours) IAIM: MTM 936

WLD-124—(3)

MIG, TIG and Brazing II

Prerequisite: WLD-112

Corequisite: Registration or credit in WLD-123 or consent of instructor

Concentrates on brazing and braze welding. Practice gas metal arc welding in all positions on aluminum, stainless and mild steels. Includes instruction in gas tungsten arc welding on aluminum, stainless and mild steels in all positions. Theory and practice in gas metal arc welding, flux cored arc welding, gas tungsten arc welding, and oxy-fuel braze welding are covered. Fee is required. (5 contact hours)

WLD-137—(2)

Individual Welding Problems I

Prerequisite: Consent of instructor

The student prepares a written proposal identifying problems to be addressed and submits it to the instructor. Upon approval, the instructor informs the student of a class meeting time. The student must meet with the instructor prior to registering for the class. Preselected problems are available from the instructor. Fee is required. (4 contact hours)

WLD-138—(2)

Individual Welding Problems II

Prerequisite: Consent of instructor

Corequisite: Registration in WLD-137

The student prepares a written proposal identifying problems to be addressed and submits it to the instructor. Upon approval, the instructor informs the student of a class meeting time. The student must meet with the instructor prior to registering for class. Preselected problems are available from the instructor. Fee is required. (4 contact hours)

WLD-140—(3)

Basic Pipe Welding I

Prerequisite: WLD-122

Corequisite: Registration in WLD-141

Welding of six-inch schedule 40 and 80 carbon steel pipe in a fixed position, using the shielded metal arc process to ASME code, is covered. Fee is required. (5 contact hours)

WLD-141—(3)

Basic Pipe Welding II

Prerequisite: WLD-124

Corequisite: Registration in WLD-140 or consent of instructor

This continuation of basic pipe welding allows students to perfect skills learned in WLD-140. Emphasis is on ASME code requirements for 6G welding of heavy wall carbon steel pipe with an open single Vee butt joint. Fee is required. (5 contact hours)

WLD-150—(2)

Basic Ornamental Welding

This course is an introduction to the basic metal joining techniques. Areas to be covered include shop safety and proper procedures for setting up and using oxy/acetylene torch, electric welders and metal finishing tools. There will be an explanation of basic metallurgy and the relevance to joining dissimilar metals. Students will learn how to use welding and forging techniques to make metal sculpture, ornamental ironwork and decorative hand-built metal pieces. (3 contact hours)

WLD-160—(2)

Visual Inspection of Welds

The most common non-destructive testing method is visual inspection. The student will visually inspect welds and identify weld size, acceptable weld profiles and surface weld discontinuity. The student will check welds for conformance and non-conformance with codes. (2 contact hours)

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