

MORaine VALLEY COMMUNITY COLLEGE

2013-15 CATALOG





“Every great dream
begins with a **dreamer.**
Always remember, you have
within you the **strength,**
the **patience,** and the **passion**
to reach for the stars
to change the world.”

—Harriet Tubman

On the cover:

Leaving the camera shutter open for almost an hour created the photograph. While it may appear that the stars are moving, it is really the earth that is rotating on its axis.



Welcome to Moraine Valley Community College, where you will receive an outstanding education and take an important step in achieving your goals. As the second-largest community college in the state, thousands of individuals choose to come here each year to expand their horizons by taking advantage of our many educational and cultural opportunities.

Moraine Valley has a proud tradition of providing excellence in academics, and our graduates have successfully begun new careers, transferred to four-year institutions to pursue their bachelor's degrees, or augmented their skills for professional and personal development.

We offer a wealth of resources to ensure our students are successful. Our highly qualified faculty members are not only experts in their academic disciplines, they are dedicated to exceptional teaching. You will learn in small classes so your instructors will get to know you. You'll also have access to support services such as free tutoring, career and personal counseling, academic advising, extracurricular activities, job search assistance, and more.

In addition, Moraine Valley is committed to providing the most up-to-date technology so you'll gain the skills and knowledge that will help you stand out in today's competitive job market.

Our catalog gives you information about Moraine Valley's outstanding programs and services. I encourage you to carefully review it so you can discover all that we offer. All of us here at the college are committed to helping you achieve your goals.

On behalf of our Board of Trustees, faculty and staff, I wish you the best as you pursue your education. I am proud to welcome you to the Moraine Valley community, where we are truly changing lives for a changing world.

Sincerely,

Sylvia M. Jenkins, Ph.D.
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 2013

Note: The calendar for fall 2013 has been revised and is shown below.

May 6-Aug. 19	Registration and orientation
Aug. 19	On-campus credit classes begin
Aug. 26	Off-campus credit classes begin
Aug. 26	On-campus continuing education classes begin
Sept. 2	Labor Day holiday, no classes
Sept. 3	Off-campus continuing education classes begin
Oct. 1	Staff development day, no classes
Nov. 27-Dec. 1	Thanksgiving break, no classes
Dec. 2	Classes resume
Dec. 6-12	Final exam week
Dec. 13	End of semester

Spring Semester 2014

Dec. 2-Jan. 13	Registration and orientation
Jan. 13	On-campus credit classes begin
Jan. 20	Martin L. King Day holiday, no classes
Jan. 21	Off-campus credit classes begin
Jan. 21	On-campus continuing education classes begin
Jan. 27	Off-campus continuing education classes begin
Feb. 17	Presidents' Day holiday, no classes
Feb. 25	Staff development day, no classes
March 10-16	Spring break, no classes
March 17	Classes resume
April 18-20	No classes
April 21	Classes resume
May 9-15	Final exam week
May 16	End of semester
May 16	Graduation

Summer Semester 2014

April 21-June 9	Registration
May 19	Three-week pre-session begins
May 26	Memorial Day holiday, no classes
June 8	End of three-week pre-session
June 9	Eight-week and first four-week sessions begin
June 9	Continuing education classes begin
July 4	Independence Day holiday, no classes
July 6	End of first four-week session
July 7	Second four-week session begins
Aug. 1	End of semester

Fall Semester 2014

April 28-Aug. 25	Registration and orientation
Aug. 25	On-campus credit classes begin
Sept. 1	Labor Day holiday, no classes
Sept. 2	Off-campus credit classes begin
Sept. 2	On-campus continuing education classes begin
Sept. 8	Off-campus continuing education classes begin
Oct. 7	Staff development day, no classes
Nov. 26-30	Thanksgiving break, no classes
Dec. 1	Classes resume
Dec. 12-18	Final exam week
Dec. 19	End of semester

Spring Semester 2015

Nov. 24-Jan. 12	Registration and orientation
Jan. 12	On-campus credit classes begin
Jan. 19	Martin L. King Day holiday, no classes
Jan. 20	Off-campus credit classes begin
Jan. 20	On-campus continuing education classes begin
Jan. 26	Off-campus continuing education classes begin
Feb. 16	Presidents' Day holiday, no classes
Feb. 24	Staff development day, no classes
March 9-15	Spring break, no classes
March 16	Classes resume
April 3-5	No classes
April 6	Classes resume
May 8-14	Final exam week
May 15	End of semester
May 15	Graduation

Summer Semester 2015

April 20-June 8	Registration
May 18	Three-week pre-session begins
May 25	Memorial Day holiday, no classes
June 7	End of three-week pre-session
June 8	Eight-week and first four-week sessions begin
June 8	Continuing education classes begin
July 3-4	Independence Day holiday, no classes
July 5	End of first four-week session
July 6	Second four-week session begins
July 31	End of semester

Fall Semester 2015

April 27-Aug. 24	Registration and orientation
Aug. 24	On-campus credit classes begin
Aug. 31	Off-campus credit classes begin
Aug. 31	On-campus continuing education classes begin
Sept. 7	Labor Day holiday, no classes
Sept. 8	Off-campus continuing education classes begin
Oct. 6	Staff development day, no classes
Nov. 25-29	Thanksgiving break, no classes
Nov. 30	Classes resume
Dec. 11-17	Final exam week
Dec. 18	End 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 119 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 39,000 credit and noncredit 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 55 countries, Moraine Valley is committed to fostering an academic atmosphere that encourages and respects diversity. The average age of students is 25; with 53 percent female, and 47 percent male. More than eight out of 10 students attend classes primarily during the day, while 16 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 nine 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 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.

Moraine Valley offers credit and noncredit classes at extension centers throughout the college district. The full-service Moraine Valley Education Center at Blue Island and Southwest Education Center offer 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 hybrid classes.

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. (hlcommission.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, nursing and other career 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 participates in 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

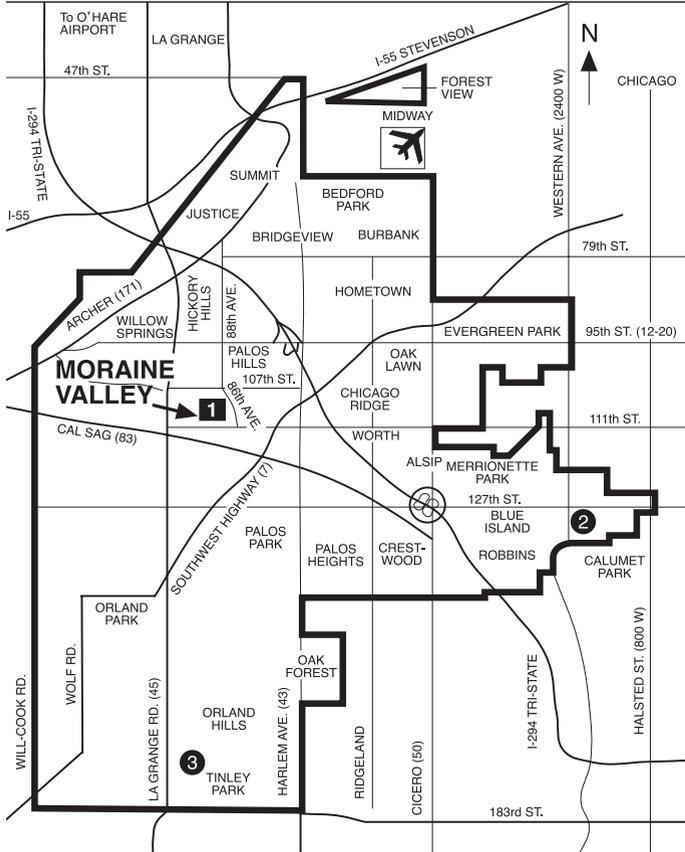
Moraine Valley has a strong and sustained commitment to the assessment of student learning. The primary purpose of assessment is to generate useful information about students' academic achievement to make decisions leading to improved student learning. The college recognizes that students can play an 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?

- 99 percent of Moraine Valley graduates would recommend the college to a friend.
- More than 40 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 about 630,000 associate's degrees and about 425,000 career certificates annually.
- 5 percent of Moraine Valley students already have earned a bachelor's degree.
- The average class size at Moraine Valley is 23 students.
- Approximately 36 percent of full-time Moraine Valley students receive some form of financial aid.
- Moraine Valley ranks in the top 3 percent in the nation in associate's degrees conferred.
- Moraine Valley ranks third in the nation in associate degrees conferred in science transfer programs.
- At least 85 percent of Moraine Valley students work either full- or part-time.
- 81 percent of Moraine Valley's occupational graduates are employed.
- Moraine Valley is the second largest community college in Illinois.



District

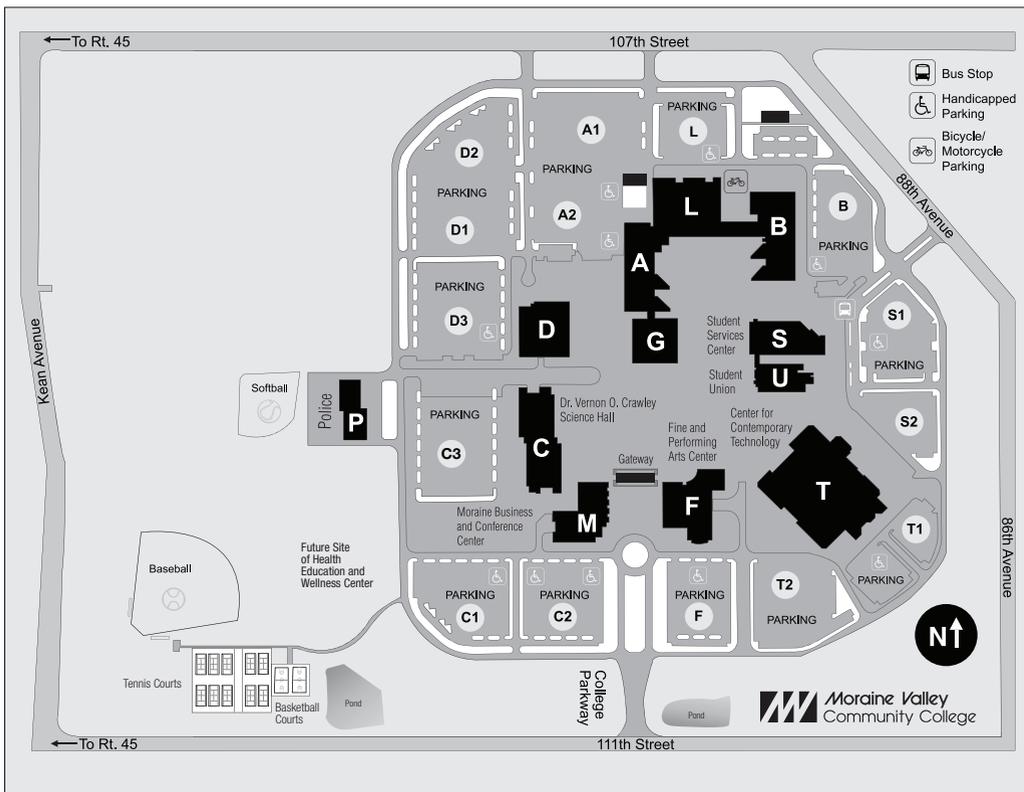
The equalized assessed valuation for the college district for tax year 2011 was \$10,788,573,903.

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 390,000.

- 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*

- 1** **MVCC**
Moraine Valley
Community College
- 2** **ECBI**
Moraine Valley
Education Center
at Blue Island
- 3** **SWEC**
Southwest Education
Center

Campus Map



Telephone Guide

All telephone numbers are area code 708.

Academic Advising Center, S201	974-5721
Academic Outreach, L244	974-5710
Academic Services, D103	974-5290
Academic Skills Center, L200	974-5340
Admissions, S101	974-5355
Adult Basic Education, B260	974-5340
Athletics Office, G217	974-5727
Bookstore, D144	974-5716
Box Office, F110	974-5500
Blue Island Education Center	974-5300
Café Moraine, U109	974-5745
Career Programs, B150	974-5708
Cashier's Office, S105	974-5715
Center for Disability Services, S114	974-5711
Children's Learning Center, S131	974-5729
Corporate, Community and Continuing Education, M150	974-5735
Counseling and Career Development Center, S202	974-5722
Cybercafé, D159	974-5610
Espresso Love Specialty Coffee	
Building C, first floor	974-5399
Building D	974-5314
Building L, first floor	974-5649
Building L, inside library	608-4213
Financial Aid, S107	974-5726
Fine and Performing Arts Center	974-5350
GED hotline recorded message	608-4422
Health Fitness Center, G210	974-5701
Honors Program, B232	608-4191
Illinois workNet Center, Moraine Affiliate, T904	974-5458
International Student Affairs, S217	974-5443
Job Resource Center, S202	974-5737
Learning Enrichment and College Readiness, B260	974-5340
Liberal Arts, B232	974-5464
Liberal Arts, F130	974-5637
Library, L, 2nd Floor	974-5709
Moraine Business and Conference Center	974-5735
Multicultural Student Affairs, S201	974-5475
New Student Retention, S216	974-5277
Off-Campus Classes, L244	974-5710
Online Learning, L244	608-5347
Photo I.D., S100	974-5620
Police Dept., Bldg. P	974-5555
Records, S111	974-5730
Registration, S103	974-2110
Science, Business, and Computer Technology, C154	974-5702
Southwest Education Center (Tinley Park)	974-5400
Student Life, U115	974-5717
Student Support Services (TRIO), S219	974-5648
Testing Services, B101	974-5249
TTY (for speech or hearing impaired)	974-9556
Tutoring, L200	974-5340

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, disability, or other legally protected characteristics or conduct as stated by federal and state law(s).

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 26.

Admission—A regularly admitted student is one who completes the college’s admission process. The admission process is not completed until the following has been submitted:

- a completed enrollment form (available at *morainevalley.edu*) 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.
- the final admission steps will include the delivery of a new student acceptance letter with instructions on academic placement testing, and Student Orientation and Registration (SOAR) programming.
- completion of the standardized academic placement tests will support enrollment through a Student Orientation and Registration program.
- American College Testing (ACT) generally is not required, but may be used to assist in academic advising and counseling 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 exempted 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

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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. All materials submitted during the application process are property of Moraine Valley and will not be returned or reproduced.

Unofficial Evaluations—Prior to registration, previous college transcripts can be reviewed by academic advisors to help support the development of an education plan to meet the student’s education goals. An unopened official transcript may be brought to the Academic Advising Center, S201, to support the advising session prior to registration.

Transcript Evaluations—Before an official evaluation can be done, an evaluation request form must be submitted to the Records Office, and the student must be enrolled in credit classes at Moraine Valley. Evaluation request forms are available in S101 and S103, as well as on the college website. Click on Admission and Registration. Official transcripts must be sent to Moraine Valley directly from the transferring institution. Evaluations take six weeks after receipt of all official documents.

Readmission—Any student who has not been enrolled at Moraine Valley for one or more semesters must be readmitted to the college. The student must visit the Registration Office to update current address and program of study. 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 visit the Counseling Center in S202 to discuss college process and 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 most college-level courses. Exceptions include composition, mathematics or developmental courses which require grades of “C” or above) or the requirements in effect during any subse-

quent year after re-enrollment until the degree or certificate is completed. Other exceptions to the acceptance of “D” grades in courses include 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 under 16 are not admitted to college classes. The exception to this rule may occur with the specialized Dual Credit Program. Dual-credit-enrolled students must submit a completed admission application and provide 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. 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) 608-4191** 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 permanent residency or U.S. citizenship 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

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 certification 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.

See page 142 for further details.

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 online under each program of study or by meeting with an Academic Advisor.
- 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 admitted to the special admissions programs during the initial application process are responsible for submitting a new application during the upcoming admission cycle. Readmit program applicants 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

Academic Placement Tests – The academic placement test used by the college is COMPASS, an ACT testing tool. Pre-registration and non-refundable pre-payment are required to participate in the placement testing process. Registration for the COMPASS placement test can be done online or in person. You may choose to register for any scheduled COMPASS placement test session that is offered Monday-Friday.

1. Online: Use MVConnect on *morainevalley.edu*. Login using your assigned username and password. On the Self-Service menu, click Registration. Select Search, Register and Pay for Non-Credit Classes. In the Topic Code drop-down menu, select Placement Testing and click Submit. Click the box next to the section you would like to register for and click Submit. Continue through the remaining screens and submit your non-refundable payment of \$25.
2. In person: Stop by the Registration Office, Room S103, to register. Non-refundable payment of \$25 is due at the time of registration, which you may pay at the Cashier's Office in Room S105. Bring your receipt to the Testing Center, Room B101.

Exemption from academic placement testing occurs when the following requirements are met:

- Completed college-level courses in English and/or mathematics with a "C" or better grade, or received a score of 20 or higher on the ACT exam 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 exam report showing successful completion at the Academic Advising Center, Room S201, or New Student Retention Office, Room S216.

No student will be exempted from this policy based on his or her original date of admission. More information about placement tests and Student Orientation and Registration is available at *morainevalley.edu*.

Mandatory Placement Based on COMPASS Scores

- 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 work with an academic advisor or counselor for assistance in planning course selections.

COL-101 Course Requirement

All full-time students are required to enroll in and successfully complete the freshman experience course COL-101 College: Changes, Challenges, Choices during the first semester of registration unless they have:

- Previously enrolled in 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 specific sections of HDV-100.
- 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 college 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 non-refundable fee of \$25 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 at morainevalley.edu.

Continuing Students—Currently enrolled students receive priority registration dates for the fall and spring semesters. Academic information for registration is available in the class schedule. All students may register in person, by telephone, or online from the website. Students who need assistance with educational planning and course selection may attend an advising session. Specific dates for registration are announced in the class schedule sent to every household in the district prior to the start of each semester and are available on morainevalley.edu.

Registration for Late-Start Classes—A student may register for a course 12 to 17 weeks in length during the first week of the course. 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. A student may register for a course four weeks or less in length the first day of the course. After the midterm date of each class, no registration will be allowed and no additions will be made to the class roster.

Corporate, Community and Continuing Education (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.

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	Effective Fall 2013
Rate per Credit Hour:	\$104	\$109
Residency Status:	Out-of-District	
Rate per Credit Hour:	\$258	\$263
Residency Status:	Out-of-State	
Rate per Credit Hour:	\$302	\$307
Residency Status:	International	
Rate per Credit Hour:	\$302	\$307

Employment in the District—Students who are not residents of District 524 but who are employed full time (a minimum of 35 hours per week) in the district are eligible for in-district tuition rates. The student must be a current full-time employee of the organization who receives and pays the in-district tax bill in order to be eligible for the work-in-district rate. Independent contractors are not considered employees and thus are not eligible for the work-in-district rate. A student must submit one current paycheck stub, along with a letter written on company stationery and signed by either the owner/manager or the director of human resources attesting to current full-time employment status. A new letter and paycheck stub must be on file each semester in the Cashier's Office prior to the last day of the college's refund period for each registered class in order to qualify for in-district tuition.

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

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

Construction/Infrastructure Fee—A construction/infrastructure fee of \$8 per credit hour must be paid with tuition.

Technology Fee—A technology fee of \$7 per credit hour must be paid with tuition.

Billing Information—Students should see MVConnect campus portal for billing due dates and payment information. A link to MVConnect is available from the Moraine Valley's website at morainevalley.edu.

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.

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. The deadlines for submitting chargeback applications to Moraine Valley are July 20 for fall, Dec. 16 for spring, and April 20 for summer. Applications received after the due date will be denied.

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. For more information about cooperative/chargeback agreements, call the Office of Enrollment Services at **(708) 974-5346**.

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 in the Registration office within the published deadlines. No-shows do not constitute a drop. 100 percent refund for up to 8 percent of the course taken. The number of days to drop include the start date. Contact the Cashier's office for refund dates based on the number of weeks in the class.

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. Tuition refund dates can be found on the course syllabus and in student's individual email accounts.

For questions about tuition appeals, please check with the Cashier's Office for qualified extenuating circumstances and the Tuition Appeals Procedure.

Tuition Appeal Guidelines—The college acknowledges there may be extenuating circumstances that could have prevented students from completing a course. There are essentially three extenuating circumstances when a student may submit a tuition appeal:

1. Medical condition. A student must include a signed statement from the attending physician on letterhead and medical billings confirming the reason(s) with dates why the student was unable to attend the class. Documentation on a prescription memo is not an acceptable form of documentation.
2. Family death. In the event of a death of an immediate family member, a student must submit a copy of the Death Certificate or obituary.

3. Active Military Duty. A student, who is called for active military duty must submit official documentation.

A student who has an extenuating circumstance has the right to submit a Tuition Appeal letter, to the Tuition Appeals Committee. The appeal letter must be signed, dated **and submitted within 30 days after the course was not successfully completed. Late appeals will not be accepted.** The student has to explain the circumstance(s) that prevented successful completion of course-work and detail the specific steps taken to resolve the circumstance(s) presented.

All appeals must be submitted to the Cashier's Office. Incomplete appeals will not be forwarded to the Tuition Appeals Committee. The Tuition Appeals Committee has the right to request and accept additional documentation needed to support any statement(s) made in the letter of appeal. A letter will be mailed to notify the student of the Committee's decision. The appeal is a waiver process. It does not excuse existing balances or refund money. **All decisions of the Committee are final. This is the due process procedures put in place for students.** If a student has a complaint related to a course or an instructor, the student must be advised of the procedures outline in the college catalog on page 43.

If a student has a complaint pertaining to financial aid that resulted in a balance/tuition owed, the student must be referred to the Financial Aid office to state his/her case for advice on what would be most appropriate action steps for the student to take.

If a student claims that s/he has been misinformed by advisors regarding course selection, the student must be referred to Academic Advising. If a student claims that s/he has been misinformed by counselors, the student must be referred to the dean of Counseling and Advising.

Corporate, Community and Continuing Education (Noncredit) Cancellation Policy—It is a student's responsibility to drop a course at least three business days (Monday thru Friday) prior to the start of 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 of missed classes.

1098T Forms—The 1098T forms will be available electronically by Jan. 31 every year. A 1098T is generated based on billed eligible tuition and fees during the calendar year. You will not receive a 1098T tax form if 1) you are a non-resident alien student, 2) all your courses for the calendar year were non-credit, 3) your billed tuition was entirely waived by a scholarship or grant program. To view your form electronically or print the 1098T form, you must consent to do so. Login to MVConnect on morainevalley.edu, select Student Portal page, under the Self Service menu select Student Account Information. Then select 1098T Electronic Consent and choose the appropriate option. Click the submit button. Call Cashier's Office at **(708) 974-5715** for information.

How to Get Started Checklists

Degree-Seeking Student Checklist

1. **Admission Application**— Complete the Admission Application at morainevalley.edu.
2. **Official Documents**— Submit all of the following official documents that apply: final high school transcripts with graduation date, GED transcript, and college transcripts. This information will be used for college placement, academic advising and course planning, federal financial aid, and special program admission and certification compliance.
3. **Placement Tests**— As a degree-seeking student, you must complete our placement testing that consists of English, mathematics, and reading. Pre-registration and pre-payment is required for placement testing. Registration for the COMPASS placement test can be done online or in person.
 - Use MVConnect. Login using your assigned username and password. On the Self-Service menu, click **Registration**. Select **Search, Register, and Pay for Non-Credit classes**. Select **Placement Testing** in the Topic Code drop-down box and click Submit. Click the box next to the section you would like to register for and click Submit. Continue through remaining screens and submit your \$25 payment.
 - In person: You may choose to register for any scheduled COMPASS/placement test session that will be offered Monday-Friday. To register, stop by the Registration Office, Bldg. S, Room S103. **Payment of \$25 is due at the time of registration.** Please proceed to the Cashier's Office, Room S105. Bring your receipt to the Testing Center, Room B101. In lieu of taking the placement tests, you may submit your ACT scores online through act.org. Exemption from the placement requirement may be obtained if you have successfully completed college course work in good standing in English, math, and reading from a regionally accredited college or university. To obtain this exemption, you may bring a copy of an official transcript to the Academic Advising Center, Room S201.
4. **Financial Aid**— Apply for federal financial aid to support your educational by completing the online Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. It is recommended that all students complete a FAFSA. Awards are made at Moraine Valley Community College on a first-come, first-served basis. Application timelines and accuracy are important. Contact the Financial Aid Office, Room S107, or call (708) 974-5726.
5. **Undecided about a Major?**— Go to the Counseling and Career Development Center website at morainevalley.edu/counseling and click on Career Exploration Activities then review and work in the following to help clarify your educational career objectives: Self Assessment, Exploring Career, and Exploring Major and the World of Work.
6. **Orientation**— Attend the required student orientation and registration (SOAR) program. According to the date of completion of mandatory college placement tests, you will be sent orientation information in the mail, or you can register for a scheduled orientation program with 24 hours after completion of all three tests by going to MVConnect.
 - Login using your assigned username and password. On the Self-Service menu, click **Registration**. Select **Search, Register, and Pay for Non-Credit classes**. Select SOAR Orientation in the Topic Code drop-down box and click Submit. Click the box next to the section you would like to register for and click Submit. You are registered to attend the session on the assigned class section date and time.
 - If you have gained placement exemption based on ACT scores of 20 or higher in English, mathematics, and/or reading, you will be able to Self-Service register for the required SOAR student orientation and registration if all three placement test requirements (English, math, reading) have been met.

If you have previously attended a college or university and have earned 12 college credit hours in good academic standing, you will not be required to attend the SOAR program. Contact the Academic Advising Center, Room S201, with a copy of your official transcript or grade report with the college emblem to gain exemption from this college requirement.
7. **Student ID**— At the end of the orientation program, new students will have completed registration and may immediately choose to get a student ID. If you would prefer to get an ID at a later day prior to the first day of class, you may get your student ID in the Student Services Center (Building S) at Photo ID (main hallway near Admissions).
8. **Tuition** — Remember to pay for courses by the due date indicated on your bill. The college does not mail tuition bills. Access your bill from MVConnect. If you decide not to attend classes, you must drop them by the deadline or be responsible for your tuition bill. Bills may be paid in person, by phone, or online through MVConnect and your student portal account.
9. **Books**—Purchase your books online or in person for the upcoming semester through the college Bookstore, Building D, morainevalley.edu/bookstore.
10. **New Student Celebration**—Attend the New Student Celebration on the first Wednesday of the fall and spring semesters. You will be officially welcomed to Moraine Valley, meet your advisor, and celebrate the start of your academic year with free food, music, fun, and giveaways.

Non-Degree-Seeking Student Checklist

1. **Admission Application**— Complete the Admission Application at morainevalley.edu.
2. **Placement Tests**— Complete college placement tests to support your planned registration. Pre-registration and pre-payment is required for placement testing. Registration for the COMPASS placement test can be done online or in person.
 - Use MVConnect. Login using your assigned username and password. On the Self-Service menu, click **Registration**. Select **Search, Register, and Pay for Non-Credit classes**. Select **Placement Testing** in the Topic Code drop-down box and click Submit. Click the box next to the section you would like to register for and click Submit. Continue through remaining screens and submit your \$25 payment.
 - In person: You may choose to register for any scheduled COMPASS/placement test session that will be offered Monday-Friday. To register, stop by the Registration Office, Bldg. S, Room S103. **Payment of \$25 is due at the time of registration.** Please proceed to the Cashier's Office, Room S105. Bring your receipt to the Testing Center, Room B101. In lieu of taking the exam, you may submit your ACT scores online through act.org. Exemption from the placement requirement may be obtained if you have successfully completed college course work in good standing in English, math, and reading from a regionally accredited college or university. To obtain this exemption, you may bring a copy of an official transcript to the Academic Advising Center, Room S201.
3. **Register for Classes**— Register for classes for the upcoming semester through MVConnect or register by phone at **(708) 974-2110**. For general registration information, visit us at morainevalley.edu, then click on Admission and Registration.
4. **Student ID**— Get your student ID at the completion of registration in the Student Services Center (Building S) at Photo ID (main hallway near Admissions).
5. **Tuition**— Remember to pay for courses by the due date indicated on your bill. The college does not mail tuition bills. Access your bill from MVConnect. If you decide not to attend classes, you must drop them by the deadline or be responsible for your tuition bill. Bills may be paid in person, by phone, or online through MVConnect and your student portal account.
6. **Books**— Purchase your books online or in person for the upcoming semester through the college Bookstore, Building D, morainevalley.edu/bookstore.
7. **New Student Celebration**— Attend New Student Celebration on the first Wednesday of the fall and spring semesters in Building U. You will be officially welcomed to Moraine Valley, meet your advisor, and celebrate the start of your academic year with free food, music, fun, and giveaways.

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

Supplemental Educational Opportunity Grant (SEOG)

Work Study Program (FWSP)

Direct Loans (Stafford and PLUS)

State Funds

Illinois Monetary Award 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 Government Association Book Scholarship

Student Life Award of Excellence

Support Staff Association Scholarship

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

- Astro-to-Cyclone Scholarship
- Arab American Women Scholarship
- Joann Karen Basick Memorial Scholarship
- Dr. Patricia M. Bauhs Scholarship
- Robert J. Bobb Memorial Scholarship
- Sandra Broadbent Memorial Scholarship
- Career Programs Scholarship - Aileen S. Andrew Mechanical Technologies
- Career Programs Scholarship - Aileen S. Andrew
- Career Programs Scholarship
- Center for Disability Services Scholarship
- John and Patricia Coleman Scholarship
- ComEd Scholarship
- Dr. Vernon O. Crawley Scholarship
- Developmental Education Scholarship
- Espresso Love Scholarship
- Great Lakes Bank Foundation Scholarship
- Angelika Hadjimitsos Scholarship
- The Hickey Foundation Scholarship
- Dr. James D. Koeller - Founders Scholarship
- Liberal Arts Scholarship
- Jesse J. Lopez Give A Kid A Chance Scholarship
- Lieutenant Gene Marcheschi Memorial Scholarship
- Moraine Valley Alumni Scholarship
- Moraine Valley GED Graduate Scholarship
- Palos Orland Area AAUW - Anita Ritzler Scholarship
- Nancy M. Pearson Memorial Scholarship
- Kevin Pressley Memorial Scholarship
- Anne Reagan Scholarship
- Returning Women Diversity Scholarship
- Science and Business Scholarship
- The Arlene Spiros Academic Scholarship
- Standard Bank & Trust Company Scholarship
- Suburban Service League Scholarship
- Matthew P. Walsh Scholarship

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 Data Confirmation form. Application forms are available online at fafsa.gov.

Early application enhances students' chances of obtaining financial aid. Qualified applicants whose files are complete by April 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.

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.

Pell Grant Eligibility

Pell Grant Duration of Eligibility—The duration of a student's eligibility to receive Pell Grant funds is 12 semesters. A percentage is calculated for students not attending full-time.

Summer Pell Grant – Students are only eligible for the summer Pell Grant if they received Pell Grant funds for only fall or spring, or if the students were paid less than full-time in either fall or spring. For financial aid purposes, 12 credit hours or more is considered full-time; 9-11 credit hours is considered three-quarter-time; 6-8 credit hours is considered half-time; and 5 or less credit hours is considered less than half-time.

Repeated Courses – Courses that are repeated will not be counted in enrolled hours if the student previously received a grade of "D" or better in the course. Exception: A repeat will count once if a grade of "C" or better is required for the student to take the next course in the sequence. For example, if the student took MTH-095 and received a "D," the student would be able to repeat the course and have the hours counted in the enrolled hours since a grade of "C" or better is needed to enroll in MTH-098. However, if the student does not receive a "C" or better in his or her second attempt, the course will not be covered by financial aid the third time.

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 150% of the credit hours required to complete the student program. 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 time-frame.
- 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.

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. All hours, regardless of the F Forgiveness Policy, must be considered when calculating a student's GPA and hours attempted/earned ratio.

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, an email or 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.

How to Calculate the 67% Completion Standard

1. Get a copy of your transcript from the Registration Office.
2. Total your attempted credit hours. These are defined as enrolled hours on or after the first day of class. Courses in which students receive an A, B, C, D, F, I, W, and/or X will be counted toward hours attempted.
3. Total your successfully completed credit hours. These are defined as those with a grade of A, B, C, or D.
4. Divide your successfully completed credit hours by your attempted credit hours.

If the resulting percentage is 67% or greater, then you have met the 67% completion standard for financial aid.

Example: 19 successfully completed hours divided by 27 attempted credit hours = .703 or 70%.

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.

How to Calculate Grade Point Average Standard

Example Calculation (Semester Grade Report)

Course	Letter Grade	Grade Points Value		Credit Hours		Grade Points
COM-101	B	3	x	3	=	9
PSY-101	D	1	x	3	=	3
MTH-095	C	2	x	3	=	6
BIO-111	A	4	x	4	=	16
IMS-101	F	0	x	3	=	0
Totals				16		34

Dividing 34 grade points by 16 credit hours gives a GPA of 2.125.

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

Procedure for Appeal and Reinstatement—Reinstatement will 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 reinstatement 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.

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 SEOG and Federal Direct Loans) and who withdraw from all their classes (officially or unofficially) within any timeframe of the semester 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 it is a student's responsibility to drop a course within published deadlines.

Courses dropped within the refund period will not appear on the students record. No-shows do not constitute a drop. 100 percent refund up to 8 percent of the course taken. Contact Cashier's Office for refund dates based on number of weeks in class. A student is entitled to a full refund for any class that is cancelled by the college.

Refunds for short-term classes vary according to the length of the course. More information is available in the Cashier's Office or at morainevalley.edu.

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 prorated 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 and fee balance resulting from the refund(s).

Further details and examples can be obtained in the Financial Aid Office, S107.

Veterans

Veterans who enroll in Moraine Valley courses may be eligible for the Illinois Veterans Grant (IVG). Applications are available at isac.org. 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 at gibill.va.gov.

Students receiving Veterans Administration Educational Benefits must attend a mandatory two-hour veterans advising session to ensure you are planning to register for courses that are consistent with your educational and career goals. Each subsequent semester, veterans must meet with an Academic Advisor prior to registering.

Online remedial courses cannot be certified for veteran's receiving the GI Bill.

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 in the Student Services Center, first floor.

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.

Learning Enrichment and College Readiness

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, 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 identify and appreciate facts, concepts and perspectives within the fundamental areas of knowledge; to protect and enhance the social, environmental, and economic resources needed by future generations; 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

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

Appreciate 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

Value diversity's influences on experiences, values, and thoughts of individuals and cultures.

Global Awareness

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

Social Responsibility and Sustainability

Work effectively with others.
Recognize one's ethical, legal, social, and sustainable 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 Outreach—Provides courses at the Education Center at Blue Island and Southwest Education Center, as well as assistance to students who want to receive college credit through nontraditional methods such as CLEP, APL and proficiency credit. **(708) 974-5710** morainevalley.edu/academicoutreach

Academic Skills Center—Free tutoring is available to currently enrolled students. The center has one computer lab: a classroom lab for student instruction and Web-assisted courses with 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/academicoutreach

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

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) 974-5290**

College Level Examination Program (CLEP)—CLEP, the College Level Examination Program, is the most widely accepted credit-by-examination program in the country. More than 2,800 accredited institutions of higher education award credit for satisfactory scores on CLEP examinations. Each 90-minute examination allows you to demonstrate your knowledge in a wide range of subjects. You are recognized and rewarded for what you know, no matter how or where you learned it—in school, on the job, or through your own reading, observation and independent study. CLEP can help you get the college credits you need to reach your career and educational goals more quickly. **(708) 974-5710** morainevalley.edu/academicoutreach

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 148 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 Learning Enrichment and College Readiness Department, **(708) 974-5643** or morainevalley.edu/dualcredit

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) 974-5300** 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 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

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 prepare for the new GED exam which comes out in January 2014. The subject covered are English, Language Arts, Mathematics, Science, Social Studies, and the U.S./Illinois Constitutions. 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) 608-4191** 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 Internet. 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 Office, 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 career awareness activities 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@macspartnerhip.com.

Online Learning—For information, call (708) 974-5347 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 Services, Food Service Sanitation, Heating and Air Conditioning, Networking Technology, Office Systems and Applications, Restaurant/Hotel Management, and Security Services. If you think you are eligible for proficiency credit, contact Academic Outreach to arrange an evaluation. (708) 974-5710 morainevalley.edu/academicoutreach

Southwest Education Center—The center in Tinley Park offers credit and noncredit classes during the day, evening and Saturdays. (708) 974-5400 morainevalley.edu/swec

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, and 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 high school and post-secondary school records, translated into English. The records must indicate completion of secondary education or the equivalent.
- Evidence of sufficient financial support, including the financial sponsor affidavit of support and original bank letter dated within the last six months
- \$25 nonrefundable application fee
- One recent passport-size photograph

To be eligible to apply, international students must be at least 16 years of age and have completed high school by the start date of orientation.

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 degree program 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. 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), 80 (Internet-based test) or an IELTS exam score of 6.5 or above to the Office of International Student Affairs. Scores are valid for two years from student application date.

Additional tests may be accepted. For current policies, see morainevalley.edu/international.

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) 974-8443, 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 intermediate or advanced levels of IELP or who successfully complete IELP advanced levels may enroll directly in degree program courses.

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 for a monthly fee 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. Students also are advised to consider purchasing more comprehensive additional medical insurance to increase their total coverage. A copy of the current annual 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 student organizations and other student clubs and events on campus, such as theater productions, student government and sports. The International Student Ambassadors Program offers leadership opportunities to better prepare students for university transfer and career preparation. The International/U.S. Conversation Partners Program pairs international and U.S. students for conversation and English practice. The office 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 \$307 (for fall 2013) plus \$17 in fees per credit hour and is subject to change. There also may be individual course fees. There is a \$3 fee for the student I.D. 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 U.S. bank) by the end of the first week of classes. The college's tuition payment plans are available. International students are not eligible for federal financial assistance. For current information, see morainevalley.edu/international or visit the office of International Student Affairs in Room S217, or email internationaladmissions@morainevalley.edu.

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.

The following letter grades are used to identify courses accepted as transfer credit:

- TA**—Transfer grade of A
- TB**—Transfer grade of B
- TC**—Transfer grade of C
- TD**—Transfer grade of D
- U**—audit*
- I**—incomplete**
- W**—official withdrawal***
- P**—pass****(vocational skill classes only)
- R**—repeating a class†
- FF**—Forgiveness Policy Applied (see page 32)

***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**—If the student doesn't complete the course work within the prescribed semester restrictions, a grade will automatically default to an "F."

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 success-

fully 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, students may withdraw from courses by processing a drop form during regular office hours through the Registration Office, or by phone at **(708) 974-2110**, or by accessing your academic record through MVConnect on morainevalley.edu. Every course has its own drop date. If you have a hold on your record, you are not permitted to withdraw from courses online. You must either call **(708) 974-2110** or visit the Registration Office (Room S103) during business hours to withdraw from a course. The deadline dates will apply regardless of any holds you may have which prevent you from withdrawing yourself online. Students with no holds may officially withdraw online through their portal on MVConnect on morainevalley.edu.

Once a student has withdrawn from a course, he/she will no longer be allowed to attend class. All withdrawals are final. Once a student has withdrawn, a grade of "W" will appear on the official transcript. This grade does not affect the student's GPA. A student who does not officially withdraw will receive a grade of "F", depending on course progress or course attendance. This grade will become a part of the student's permanent record. The student remains responsible for all tuition and fees related to the course.

Length of ClassNumber of Days to Withdraw (Includes the Start Date)

17 weeks.....	91 days
16 weeks.....	84 days
15 weeks.....	77 days
13-14 weeks.....	70 days
12 weeks.....	63 days
11 weeks.....	56 days
9-10 weeks.....	49 days
8 weeks.....	42 days
6-7 weeks.....	35 days
5 weeks.....	28 days
4 weeks.....	21 days
3 weeks.....	14 days
2 weeks.....	7 days
1 week.....	First day of class

******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 Counseling. 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.

For financial aid purposes, courses that are repeated will not be counted in enrolled hours if the student previously received a grade of “D” or better in the course. Exception: A repeat will count once if a grade of “C” or better is required for the student to take the next course sequence. For example, if the student took MTH-095 and received a “D,” the student would be able to repeat the course and have the hours counted in the enrolled hours since a grade of “C” or better is needed to enroll in MTH-098. However, if the student does not receive a “C” or better in his or her second attempt, the course will not be covered by financial aid the third time.

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 and Plagiarism Policy

Each student is expected to be honest in his or her class work. The college regards cheating or plagiarism in the classroom, testing center 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 Academic Dishonesty Form. (See Code of Academic Integrity on page 42.)

Multiple Violations of the Code of Academic Integrity

Any violation of the Code of Academic Integrity is a serious offense. (See Code of Academic Integrity on page 42.) Multiple violations of the Code of Academic integrity represent a breach in the trust given to members of our academic community and risk dismissal from the college. Students who wish to appeal decisions made by faculty members concerning grades given due to violations of Academic Integrity may refer to “Student Complaint and Hearing Process” on page 43. Students who have multiple violations will be subject to the following:

Status	Violations	Result Action
Warning	1 Violation	Penalty as defined in the course syllabus.
Caution	2 Violations	In order to register for class, student will be referred to a counselor to determine if any remediation is needed.
Suspension	3 Violations	The student will be suspended for a semester. Upon return, student will be referred to a counselor for further remediation/assistance to prevent future violations.
Dismissal	4 Violations	The student will be dismissed from Moraine Valley. After a year, the student may appeal to the Dean of Counseling and Advising.

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 MVConnect student portal.

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

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.

This policy does not change federal requirements for calculation of attempted and completed credits to determine eligibility for student financial aid. For transferring students, this policy does not apply to institutions outside of Moraine Valley Community College.

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 college credit hours with no grades of “P,” “F,” “D,” or “I,” and no more than two “W’s,” equal to the number of earned Moraine Valley College credit hours of “F” grades to be forgiven but no less than 15 credit hours. “Consecutive hours” means college 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 “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 “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 29.

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 outside the Cashier’s 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

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

For federal financial aid purposes, 12 credit hours or more is considered full-time; 9-11 credit hours is considered three-quarter-time; 6-8 credit hours is considered half-time; and 5 or less credit hours is considered less than half-time.

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.

- 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.
- 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 successful degree completion and graduation for all A.A.S. degrees. This minimum competency may be demonstrated in the following ways:

- Placement into MTH-120 or higher (appropriate COMPASS score or ACT score of 20 or higher in Mathematics. See page 12 for Academic Placement Tests.); or
- Successful completion with an earned grade of “C” or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher-level mathematics course; or
- An equivalent transfer course from another college with an earned grade of “C” or better.

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

If the deadline date falls on a weekend, the deadline is moved to the next business day.

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, is open Monday and Tuesday 8:30 a.m. to 7:30 p.m., and Wednesday, Thursday and Friday 8:30 a.m. to 5 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 limited printed and online resources for students, including information on Moraine Valley programs, establishing an online education plan, 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 Lab

The Dr. Irene Brodie Academic Skills Center offers free tutoring to currently enrolled Moraine Valley students. The center also has two computer labs: a classroom lab for student instruction and Web-assisted courses. In addition, the center offers noncredit workshops on topics such as study skills and basic writing skills. Tutoring—Room L200. Computer Lab—Room B271. **(708) 974-5340** morainevalley.edu/academicskills

Bookstore

The Bookstore, located in D144, offers new and used textbooks, textbook rental, 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 prepaid online at morainevalley.edu/bookstore. You can pick up at the bookstore or have it shipped to you for free.

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. Funds are used to provide services, such as those listed, to help 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 S114 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, staff and community residents. 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 5 years. The center is a laboratory facility for Moraine Valley's Child Care Program and an observation area.

The center is open Monday through Friday 7 a.m. to 6 p.m. when credit classes are in session. Registration is required, and an hourly or daily fee per child is charged. Hot lunches are available. **(708) 974-5729** morainevalley.edu/clc

Computer Access

Moraine Valley has multiple computer labs, cybercafes and open computing throughout the campus. Wireless access is available inside all main campus buildings and outside in the quad. 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 S202, is open Monday and Tuesday 8:30 a.m. to 7:30 p.m., and Wednesday, Thursday and Friday 8:30 a.m. to 5 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 and faculty. 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 C (first floor), Building D (first floor), Building L (first floor and in the Library), offers specialty coffees and food. Visa, Mastercard and cash are accepted. 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, online resources, and internship assistance. Located in S202, 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.

College Central Network—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 Employment—All campus student employee positions are posted on College Central Network.

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.

Non-Traditional Careers Program—Non-Traditional Careers program brings awareness and exposure of career opportunities in which 25 percent or less of a certain gender is represented; for instance, men in nursing and women in automotive technology. This program also provides informational resources to help sustain students who are currently enrolled in non-traditional career fields.

Internship Program—Internships give students the opportunity to explore careers, make valuable contacts, gain industry-specific experience, and learn about themselves and the types of jobs that are available. Internships can be paid or unpaid.

Job Fairs and Other Events—Job and internship fairs occur in the spring and fall. 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, DVD's, 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 S114 or call **(708) 974-5711**.

Multicultural Student Affairs/English Language Learner Center

Multicultural Student Affairs (MSA) brings together programs of the Minority Student Transfer Center and English Language Learner Center 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 Room S201. Office hours are Monday and Tuesday 9 a.m. to 7 p.m., and Wednesday, 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, Room S216, or the Academic Advising Center, Room S201. For more information about new student programming and services, call **(708) 974-5277**. morainevalley.edu/newstudentretention

Parking

There are approximately 5,000 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

TRIO Programs

Student Support Services/TRIO—This program 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 Room S219 and is open Monday through Friday 8 a.m. to 5 p.m. or by appointment. **(708) 974-5648** or morainevalley.edu/trio

Educational Talent Search—Educational Talent Search is a TRIO outreach program serving students in grades 6-12. The goal is to assist students from disadvantaged backgrounds to prepare for and attend college. ETS offers free services that range from afterschool tutoring, campus visits to local colleges and universities, and assistance in preparing college application forms. ETS emphasizes academic success, and the outreach specialists work closely with staff at participating schools to help expose students to cultural activities, explore career options, and excel academically. The partnering schools include Kellar, Calumet, Veterans Memorial, Kerr, and Nathan Hale middle schools, and Harold Richards and Dwight D. Eisenhower high schools. Room S219, **(708) 608-4026**

Upward Bound—This federally funded TRIO program prepares students to be successful in high school and enroll in college by providing a variety of services designed to improve academic, career and personal skills. The services, such as tutoring, ACT/SAT preparation and college planning, are offered during the school year (academic component) and in a six-week summer program (summer component). Students are expected to commit to Upward Bound until they complete high school and successfully enroll in postsecondary education.

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/academics/study.htm

Speaking and Writing Center

The Speaking and 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 assistants are available to work with students on any part of the writing or speaking process: audience analysis, prewriting and invention, drafting and developing, revising, researching a topic, and documenting sources. The center is located in Room A258. Students are encouraged to sign up for appointments; however, walk-ins are welcome.

(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) 608-4291 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.

Combat to College Student Veterans' Organization—This organization's mission is to inform all Moraine Valley Community College Veterans of all their current education benefits and to provide a strong network to help achieve future academic and career goals, leading to the development of lifelong friendships and peer support. This organization is open to all family members of veterans, Department of Defense, State Department employees and all who support the Student Veterans' Organization's mission. For more information, call (708) 608-4068.

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) 974-5556. morainevalley.edu/forensics

International Conversation Partners Program/International Student Ambassadors—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 offers trips, events and cultural activities for students to socialize, build new friendships, develop leadership skills, and increase international awareness.

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) 608-4291.

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

Moraine Valley Student Association—The Student Association brings together the Inter-Club Council and Student Government Council to enhance the student experience, encourage personal development, and advocate leadership and social responsibility in the diverse community. It provides resources and information to enhance a student's experience at Moraine Valley. Call (708) 974-5353 morainevalley.edu/sga

Inter-Club Council—The council is funded by the Moraine Valley Student Association. It consists of elected representatives of various chartered clubs on campus. The ICC meets twice a month to organize and conduct events and discuss student issues. The ICC provides a platform for the diverse interests of students. It coordinates all club trips, events and fundraisers.

Student Government Council—As part of the Moraine Valley Student Association, this council gets students involved in the decision-making process at the college. It works with departments to express interests, desires and needs of the diverse student body.

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.

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.

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) 608-4291.

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.

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 Valley Flute Choir—A performing ensemble of flutists dedicated to the exploration of a wide variety of flute choir literature. Musical styles include classical transcriptions, contemporary works, as well as jazz and popular works. This ensemble will perform public recitals and concerts each semester both on and off campus. Flutists must own or have access to a flute. Opportunities will be available to play piccolo, alto and bass flute as needed. May be taken for credit or noncredit. For more information, call (708) 974-5636.

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, STEM and writing competitions. These activities heighten students' co-curricular activities at Moraine Valley. For information, contact the assistant dean of Liberal Arts at (708) 974-5379.

Student Rights and Responsibilities

Human Rights Statement

It is the policy of Moraine Valley Community College not to discriminate on the basis of race, color, age, sex, religion, national or ethnic origin, disability, creed, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, or other legally protected characteristics or conduct 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. Also see morainevalley.edu/humanresources/diversity.htm. 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.

Academic Community Statement

As members of the Moraine Valley Academic Community, we are accountable to each other for upholding the Core Values of the college: integrity, responsibility, respect, fairness, and diversity. Together, we envision a positive learning environment that promotes the open exchange of ideas by practicing civility as defined in the Code of Student Conduct and ethical learning behavior as defined in the Code of Academic Integrity.

Code of Academic Integrity

Academic Integrity serves as the foundation to the learning process that enables the open exchange of ideas among students, faculty, staff, and administrators. We are committed to the values of Academic Integrity:

- Honesty: deal truthfully in speech and action
 - Responsibility: be accountable to oneself and others
 - Integrity: adherence to a standard of values
 - Trust: mutual confidence in word and action
 - Fairness: consistent and equal treatment of individuals—free of favoritism
 - Respect: honor yourself and others
- (Adapted from the Center for Academic Integrity)

Students will uphold the Code of Academic Integrity by understanding the policies and expectations in each of their classes. Students will complete course assignments, exams, learning activities, and other assessments in ways that reflect the values of Academic Integrity and encourage others to do the same.

Academic Misconduct

Breaking the Code of Academic Integrity violates the trust of the larger academic community and, therefore, undermines the open learning environment of the college. Broad categories of misconduct may include:

- misrepresenting his or her work,
 - fraudulently or unfairly advancing his or her academic position,
 - being a party to another student's failure to maintain academic integrity,
 - and violating the principles of academic integrity in any other manner
- (adapted from Cornell University, Code of Academic Integrity).

Acts of Dishonesty include but are not limited to:

- A) Cheating which includes, but is not limited to:
- i) use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations;
 - ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - iii) the acquisition, without permission, of a test or other academic material belonging to Moraine Valley Community College, to any department, or to any staff;
 - iv) reuse of work from another class without instructor approval.
- B) Plagiarism which includes, but is not limited to:
- i) purposeful use, by paraphrase or direct quotation, of the published or unpublished work of another person without acknowledgment;
 - ii) unacknowledged use of materials prepared by another person;
 - iii) use of an agency engaged in the selling of term papers or other academic materials;
 - iv) reuse of previously written work without proper attribution and instructor approval.

Academic Integrity Violation Process

When a faculty member observes a violation of the Code of Academic Integrity or has evidence to suspect that a violation has occurred, the faculty member initiates the process to determine the extent of the violation and any penalties that may result. The faculty member must act on potential violations as soon as possible but no longer than five school days following the discovery of evidence of a violation or immediately before/after the next class period where the student is present. It is expected that students will complete their entire academic career with zero purposeful violations of Academic Integrity. Thus, any purposeful violation is seen as significant.

Code of Student Conduct

The mission of Moraine Valley 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. Consistent with our mission and core values of integrity, responsibility, respect, fairness, and diversity, it is expected that students will govern themselves appropriately. The college recognizes a student's right within the institution to freedom of speech, inquiry and assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the college.

The Code of Student Conduct ("the Code") defines the standards of conduct and establishes procedures to provide a full and fair opportunity for review of alleged student misconduct.

The Code reasonably limits some activities and prohibits certain behaviors, which could interfere with the orderly operation of the college and the pursuit of its goals. Each student is responsible for knowledge of and compliance with the Code. The college further recognizes each student's right to procedural due process, including notice and a fair hearing.

The Code is available in hard copy in the Student Life Office (Room U115) or online at morainevalley.edu/conduct. To file a report or to request information, contact the assistant dean at (708) 974-5390 or the coordinator at (708) 608-4272.

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 two ways:

1. Those arising out of an academic decision, primarily, the assignment of a final grade.
2. Those unrelated to an academic decision.

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 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 file a complaint in writing to the assistant dean of Code of Conduct and Student Life, 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 (S221).

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

The assistant dean of Code of Conduct and Student Life 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 review your complaint. 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 complaint'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.

Sexual Harassment, Misconduct and Discrimination Policy

I. Statement of Purpose—Moraine Valley Community College is committed to providing a learning atmosphere that is free from intimidation or harassment; therefore, sex discrimination will not be tolerated. Moraine Valley Community College does not discriminate on the basis of sex in its educational programs and employment policies in conformance with Title IX of the Educational Amendments of 1972. In accordance with Title IX, upon receipt of a complaint, the college will take immediate action and appropriate steps to investigate what occurred, to take prompt and effective action to end the harassment, to remedy the effects, and to prevent the harassment from occurring again.

The college has designated the vice president of Student Development as the Title IX Coordinator.

Dr. Normah Salleh-Barone
Vice President of Student Development
Phone: (708) 974-5209
Office Location: D205
Email: salleh-barone@morainevalley.edu

Responsibilities of the Title IX Coordinator include:

- Promoting an institutional environment that is free of gender bias and sexual harassment;
- Participating in the development, implementation and evaluation of the college's Title IX policies and procedures;
- Monitoring and evaluating the college's Title IX compliance efforts;
- Providing in-service training to college community on Title IX policies and procedures;
- Reviewing all Title IX complaints;
- Meeting with students and employees as needed; and
- Designating other officials to conduct investigations or to meet with students and employees as needed.

II. Definitions—Sex discrimination includes any behavior or communication that improperly singles out, stigmatizes, victimizes, or otherwise subjects an individual to unequal treatment to his or her detriment on the basis of his/her sex. Sex discrimination includes, but is not limited to, verbal abuse, sexual harassment, sexual violence and other acts of sexual misconduct. Sexual harassment of students, including sexual violence, interferes with a student's right to receive an education free from discrimination and, in the case of sexual violence, is a crime.

Verbal abuse constitutes harassment when, on the basis of sex, it:

1. is intended to insult or stigmatize an individual;
2. is addressed directly to the individual(s) whom it insults or stigmatizes;
3. makes use of "fighting" words ("fighting" words are those commonly understood to convey direct and visceral hatred or contempt for human beings); or
4. conveys a threat of violence or is likely to provoke immediate physical retaliation.

Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, or acts that an individual did not request or invite and that are regarded as undesirable or offensive constitute sexual harassment when:

1. submission to such conduct is deemed to be either explicitly or implicitly a term of condition of a student's education or employment;
2. submission to or rejection of such conduct is deemed to be used as the basis for an educational or personnel decision affecting the student;
3. such conduct has the purpose or effect of substantially interfering with a student's educational or work performance, or creating an intimidating, hostile or offensive educational or working environment; or
4. such conduct denies or limits a student's ability to participate in or receive the benefits, services or opportunities of the school's programs or activities.

Sexual misconduct includes but is not limited to:

1. sexual intercourse (oral, anal, or vaginal penetration) or penetration by a foreign object, including a finger, by force and/or without consent; or
2. the touching of a non-consenting person's intimate parts, such as genitalia, groin, breast or buttocks or the clothing covering these parts, or forcing a non-consenting person to touch another's intimate parts.
3. physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.
4. sexual violence, which includes rape, sexual assault, sexual battery and sexual coercion.

The harassing conduct creates a hostile environment if the conduct is sufficiently serious enough that it interferes with or limits a student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated incident of sexual harassment may create a hostile environment in the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

Consent is an informed, affirmative decision to engage in mutually acceptable sexual activity that is freely and actually given. Consent may not be inferred from silence or passivity. Similarly, consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, advanced age or some other condition, nor can it be obtained by threat, coercion, or force.

III. Process to Report and Resolve Allegations of Sexual Harassment, Misconduct and Discrimination—Any student who believes he, she or another has been subjected to harassment is encouraged to file a complaint identifying the accused individual and describing the conduct, incident(s) or occurrence(s) that form the basis for the harassment claim. The grievance procedures apply for sexual discrimination complaints filed by students against school employees, other students and third parties.

It is preferred that the complaint be in writing, signed by the student alleging the harassment (“the complainant”) and include the contact information for the complainant.

The complainant is encouraged to file the complaint as soon as possible after the incident to ensure a prompt and effective remedy.

Complaints may be submitted to:

- Vice President of Student Development (Title IX Coordinator), D201
- Dean of Student Services, S221
- Assistant Dean, Code of Conduct and Student Life, U115
- Moraine Valley Police Department, Building P*

*Note: Incidents that occur at the college or college-sponsored events should be reported to the Moraine Valley Police Department. Incidents that occur off-campus should be reported to the local law enforcement agency in addition to a college official.

Prior to initiating an investigation, the Title IX Coordinator will encourage the complainant to participate fully in the investigation and hearing processes.

If the complainant requests confidentiality or requests that the complaint not be pursued, the Title IX Coordinator will take all reasonable steps to investigate the complaint and respond consistently with the complainant’s request as long as doing so does not prevent the college from responding effectively. The Title IX Coordinator will inform the complainant that confidentiality cannot be assured.

If a complainant insists that he/she remains anonymous in the investigation, the Title IX Coordinator will inform the complainant that such a request will limit the college’s ability to respond to the complaint. The Title IX Coordinator will evaluate the complainant’s request for confidentiality in the context of the college’s responsibility to provide a safe and nondiscriminatory environment for all students.

Preliminary Investigation

The Title IX Coordinator, Dean of Student Services, the Assistant Dean of Code of Conduct and Student Life, and/or a Human Resources designee will promptly investigate the allegation(s) and provide appropriate support and consultation for the complainant. Complainants will be informed about campus and community resources, including counseling and other health services and will be notified of their right to file a complaint with the Moraine Valley Police Department or local law enforcement agencies.

If no reasonable grounds for the complaint are found, the Title IX Coordinator will dismiss the case. The complainant will be informed why the act does not constitute harassment.

Formal Investigation when the Accused is an Employee

When a student accuses a faculty or staff member of sexual harassment, the investigation and resolution procedures outlined in Human Resources Sexual Harassment Procedure referencing Board Policy 7242.1 will apply:

Investigation/Disposition of Complaint

a) Generally.

The Human Resources Office shall investigate complaints alleging violations of this policy. Upon receiving a complaint, the Human Resources Office will conduct a fact-finding investigation, which will include, at a minimum, a review of the complaint and interviews with the complainant, respondent, and other appropriate individuals. The investigation shall be prompt, thorough, and impartial. Upon completion of the investigation, the Human Resources Office will submit its findings and recommendations to the president, if appropriate. The president will accept, reject, or modify the recommendations and notify the Human Resources Office as such. The Human Resources Office will then provide a written response to the complainant.

If the investigation confirms the allegation, appropriate corrective action will be taken. Evidence that is collateral to the allegations of sexual harassment and that is obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

b) Specific Steps.

1. The Human Resources Office shall conduct an interview with the student registering the complaint. The intent of the interview is to determine a true and complete account of the complaint. The following information should be sought during the interview process:
 - i. The severity of the conduct;
 - ii. The number and frequency of acts of alleged harassment;
 - iii. The apparent intent of the person alleged to have engaged in sexual harassment;
 - iv. The relationship of the parties;

- v. The response of the complainant at the time of the incident(s); and
 - vi. The relevant work environment.
2. To the extent practicable, the Human Resources Office shall interview all other individuals who witnessed or may have witnessed the incident or who may have knowledge of the incident.
 3. The Human Resources Office shall interview the person alleged to have engaged in sexual harassment and inform the individual that a complaint has been made against him or her, and allow the person to respond to the complaint. The person alleged to have engaged in sexual harassment shall be informed that the incident is not to be discussed with coworkers and that retaliatory action against the complainant will not be tolerated.
 4. To the extent practicable, the Human Resources Office shall review any other relevant information or evidence and/or interview any other relevant witnesses.
 5. A written record of the investigation shall be made, inclusive of all notes made of interviews, conversations or verbal responses to questions posed by the Human Resources Office to the complainant, witnesses or respondent, and any other aspects of the investigation. The entire written record and report, including a written summary of the findings of the investigation, shall be provided to the president within twenty (20) working days from the date the allegations were first reported. Where appropriate, the written report shall include any recommendations for discipline.
 6. The president shall, based upon the investigative report, evidence and all known circumstances, make a determination as to whether the individual(s) charged committed sexual harassment.
 7. If the determination is that sexual harassment has occurred, the president shall take immediate and appropriate disciplinary actions consistent with the nature and severity of the offense.
 - i. Disciplinary action shall be in accordance with the rules and regulations of the college and any other applicable law, regulation or rule.
 - ii. The discipline imposed shall reflect the severity of the improper conduct, taking into consideration the nature of the conduct, the frequency of the conduct, the relationship of the parties involved, the intent of the offending party, and any other relevant matters.
 - iii. Available discipline for sexual harassment includes, but is not limited to, verbal reprimand, written reprimand, transfer, reassignment of duties, demotion, suspension, or termination, including immediate termination if the case of sexual harassment is sufficiently severe and blatant to make it in the best interests of the college that the employee be immediately terminated.

8. In all circumstances, whether a violation of this policy is determined to have occurred or not to have occurred, both the complainant and the alleged perpetrator shall be notified in writing of the results of the investigation and the discipline imposed, if any. A person alleged to have engaged in sexual harassment shall not retaliate in any way against the complainant, witnesses or any other person involved in the investigation.

9. Complaints alleging violations of this policy by:

- i. An elected official of the college.

If any elected official of the college is found to have violated this policy, the investigative report and findings shall be presented to the President and the Board of Trustees, excluding the member alleged to have violated this policy. If members concur with the findings, they shall impose appropriate discipline.

Appeals

If either party (complainant or the person alleged to have engaged in sexual harassment) is dissatisfied with the outcome of the investigation and/or the discipline imposed, that party may notify the Human Resources Office within seven (7) days of being informed of the results of the investigation and the discipline, if any was imposed. The Human Resources Office shall forward the timely request for appeal to the president for further review. Both parties shall be notified in writing about the outcome of the appeal.

Formal Investigation when the Accused is a Student

When a student accuses another student of sexual harassment and if reasonable grounds appear to exist, the Assistant Dean, Code of Conduct and Student Life will first determine if any preliminary actions are needed to stop the sexual harassment and to prevent it from reoccurring. Remedies might include, but are not limited to:

- Imposing an interim suspension or interim removal from a class of the accused student;
- Issuing a no contact order between the accused student and the complainant;
- Providing an escort to ensure that the complainant can move safely between classes and activities;
- Ensuring that the complainant and accused student do not attend the same classes; and
- Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

Next, the Assistant Dean will complete an investigation, which will be conducted as promptly and equitably as possible without compromising thoroughness. Absent extenuating circumstances, the college's investigation of a complaint will ordinarily be completed within 45 calendar days from the time a complaint is submitted. This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability of witnesses. The Assistant Dean will regularly update the complainant and if appropriate the accused student on the status of the investigation. The following procedures outlined in the Code of Student Conduct will apply:

VIII. Student Conduct Procedures

- A. Charges and Hearings
- B. Sanctions
- C. Interim Sanctions
- D. Appeals

The standard of proof employed in the investigation of all disciplinary cases involving students is the preponderance of evidence standard, meaning any determination will be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.

Special Rights of Students in Cases of Sexual Harassment, Misconduct and Discrimination

In cases of student-on-student harassment, both the student complainant and the accused student have the following rights, and in cases of employee-on-student harassment, the student complainant has the following rights:

- To receive relevant investigation materials and/or to be present during the entire hearing (except during deliberations of a board, if applicable);
- To not have irrelevant sexual history discussed during the hearing;
- To submit an impact statement or character reference letters for review at the discretion of the student conduct body after the determination of responsibility but before sanctioning;
- To be informed concurrently of the outcome of the hearing upon its conclusion by the hearing body; and
- To appeal any decision reached or sanction imposed within five college days of receipt of the decision.

Retaliation

Retaliating against a person who has in good faith filed, supported, or participated in an investigation of a complaint of any type of discrimination, harassment, or sexual misconduct as defined above is prohibited. Retaliation includes but is not limited to, ostracizing the person, pressuring the person to drop or not support the complaint, or adversely altering that person's educational, living, or work environment. Students accused of retaliation will be subjected to the procedures of the Code of Student Conduct, and employees accused of retaliation will be subjected to Human Resources procedures.

IV. Resources and Support Services—The following on campus and off campus resources are available for students seeking support:

On Campus

- Moraine Valley Police Department
(708) 974-5555
Building P
morainevalley.edu/police/services.htm
- Counseling and Career Development Center
(708) 974-5722
S202
morainevalley.edu/counseling
- Code of Conduct Office
(708) 974-5390
U115
morainevalley.edu/conduct

Off Campus

- Pillars (708) 745-5277
pillarscommunity.org
Pillars 24-hour sexual assault hotline
(708) 482-9600
- Chicago Rape Crisis Hotline – Rape Victim Advocates
(888) 293-2080
rapevictimadvocates.org
- YWCA of Metropolitan Chicago – Care Hotline
(708) 748-5672
ywca.org/site/pp.asp?c=euLRI7OZH&b=177298
- Illinois Coalition Against Sexual Assault
(217) 753-4117
icasa.org
- Illinois Department of Human Rights **(312) 814-6200**
www2.illinois.gov/dhr/FilingCharge/Pages/Education.aspx
- Palos Hills Police Department **(708) 598-2151**

Recommendations for Assistance

If you are raped or sexually assaulted:

- Get to a safe place as soon as you can.
- If considering reporting the incident to the police:
 - o Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
 - o Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
 - o Contact the MVPD at **(708) 974-5555** immediately (or extension **5555** on campus phones).
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support. **(708) 974-5722**
- Contact someone you trust to be with you and support you.

If your friend was raped or sexually assaulted:*

- Listen to what the person is saying. Believe them when they say that they have experienced something awful.
- Express sincere empathy. Expressing empathy can be a powerful validation of a survivor's experience.
- Provide referrals to on and off campus resources (see above)
- Validate feelings. It's not uncommon for people to feel angry when something like this happens.
- Don't make assumptions about the gender of the people involved. Sexual assault occurs among all genders and sexual orientations.
- Don't tell the person what to do. It's important to empower survivors to make decisions for themselves and to have those decisions respected.
- Don't tell the person how to feel. Survivors may feel numb or experience shame, anger, depression, and/or many other feelings.
- Remember, everyone reacts differently to trauma.
- Educate yourself about the myths of rape. Remember-rape is never the fault of the survivor, but the fault of the rapist. While this may seem simple and obvious, much of the misinformation that exists points to the victim as being responsible for the rape. To truly be supportive, one must believe the survivor while disbelieving and challenging the myths that surround rape.
- Relax. Try not to worry much about "saying the right thing." Being available to listen is far more important. Let the survivor know that you care.
- Your friend may or may not also be experiencing Rape Trauma Syndrome. The symptoms of Rape Trauma Syndrome can last long after the assault. More information on Rape Trauma Syndrome can be found at the website of Rape Victim Advocates (see page 50).

**From The University of Chicago – Office of Campus and Student Life*

Past Abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment. Refer to "On Campus Resources" and/or "Off Campus Resources" in this document for more information.

Male and Female Victims

Both men and women who are victims of sexual assault may receive services. Emotional support, counseling options, and medical treatment are available to assist all those recovering from sexual assault.

Medical Treatment

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected

immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services

An exam should be conducted as soon as possible following an assault to make sure of your physical wellbeing and to collect evidence that may be useful in criminal proceedings. Even if you have not been physically hurt, this special exam is strongly recommended to maintain all your legal options. A nurse is present throughout the procedure, and a support person of your choice can also be present.

Note: Ordinarily the police will be contacted by hospital personnel whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and the police are contacted, this does not mean that you have to proceed with criminal charges.

Non-Emergency Medical Procedures

Even if you do not have evidence collected at the hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged with your family doctor.

Education/Prevention

- Training for faculty and staff on Title IX policies and reporting procedures will be offered regularly each semester through the Center for Teaching and Learning.
- Faculty, staff, and students who serve on the Community Standards Board will have specific training for adjudicating cases of sexual misconduct to comply with Title IX and college policies.
- Preventative education programs and training on sexual assault and harassment will be offered on an annual basis to:
 - Student athletes and coaches
 - Student organization leaders
- These policies and procedures, in full or summary form, will appear on the college's website, in the college catalog, and in hardcopy available upon request from the Code of Conduct Office.
- All first-time, full-time students who attend the mandatory orientation will receive information about sexual harassment and assault from the Counseling and Career Development Center faculty.
- The Counseling Center offers sexual assault awareness and prevention programming during the month of April in conjunction with Pillars Community Services. Programming includes workshops, activities, and guest speakers.
- The Counseling Center offers a 2-credit-course, HDV-100 Healthy Romantic Relationships, which addresses the concepts of love, communication, and personal values within relationships, including lessons on intimate partner violence, sexual violence and more.

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; Corporate, Community and Continuing Education; Counseling and Career Development Center; Library; Academic Skills Center; Center for Disability Services; and Code of Conduct.

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, S116.

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 S114, (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, 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, 10220 South 76th Avenue, Bridgeview, Illinois, and can face fines to \$250 for the first offense to \$500 or more for subsequent offenses.

Smoking huts are located between Buildings B and S and on the east side of Building A.

Sex Offender Procedure

The Campus Sex Crimes Prevention Act of 2002 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This Act requires colleges to issue a statement advising the campus community where information concerning registered sex offenders may be obtained and makes the college responsible for providing the name, address, birth date, place of employment, school attended, and offense to any individual on campus requesting information concerning sex offenders attending or employed by the college.

The Illinois State Police maintains a list of all sex offenders required to register in the State of Illinois. This database is

updated daily and can be found at www.isp.state.il.us/sor. The Moraine Valley Community College Police Department also maintains a sex offender list that contains the names and information for all known sex offenders enrolled at or employed by the college. This sex offender list is available for the College community to view at the Moraine Valley Community College Police Department. All students or employees, who have been designated as a Registered Sex Offender, must register with the college Police Department as required by Illinois 720 ILCS 5/11-9.3-II Sex Offender Act. Persons who are not in compliance are subject to arrest by the campus police.

Additionally, federal and state laws require sex offenders to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required register as a sex offender in the jurisdiction where their residence is located and in the jurisdiction where the college they attend is located. In order to comply with federal and state registration requirements related to college enrollment, a sex offender must register within five days of attendance at a college by reporting in person to the Campus Police Department. Students who fail to register their status as sex offender are in violation of the registration act and face arrest and expulsion from the college.

Once a registered sex offender is identified as an enrollee of the college, the following procedure will be followed:

1. Upon enrollment of a registered sex offender, the Assistant Dean of Code of Conduct and Student Life or his designee will meet with the college's Police Chief or his designee to review the student's class schedule and determine which restrictions should be put in place.
2. After determining the appropriate restrictions for a particular student, the Police department will contact the registered sex offender student for a meeting to discuss the restrictions which will be in place while the student is on the college's campus.
3. During the meeting with the Police Chief (or his designee) and the registered sex offender student, Police Department will provide the student a written letter containing the restrictions the student must abide by while on the College's campus and will discuss each restriction verbally with the student. During this meeting, the student will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in denial of enrollment, access to campus and /or the decision to initiate police action against them by the college police department.
4. If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the Assistant Dean of Code of Conduct and Student Life will notify the instructor of the class of the student's status as a sex offender. The Assistant Dean of Code of Conduct and Student Life will also determine if there are other College staff members who need to be notified of a student's status as a registered sex offender in order to protect persons under the age of 18 on the College's campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.

5.The Police Chief or his designee will notify the director or the Moraine Valley Child Care and any other college program solely serving students under the age of 18, of all registered sex offenders enrolled in or employed by Moraine Valley Community College.

6.The College’s Police Department will maintain a database of all registered sex offender students and employees. The database will contain identifier information as outlined in the Campus Sex Crimes Prevention Act. This information will be available for review by any person requesting information on registered sex offenders enrolled or employed by the college.

Drug-Free Schools and Communities Act

Moraine Valley Community College Annual notification of Drug and Alcohol Policies

As a requirement of the Drug-Free Schools and Communities Act Amendments of 1989 [EDGAR Part 86], Moraine Valley Community College is to disseminate and to ensure receipt of the below policies/information to all students and employees on an annual basis. This notification’s purpose is to serve as a reminder of the standards of conduct relating to drugs and alcohol, the health risks associated with drug and alcohol abuse, the availability of support for those experiencing drug or alcohol problems, the MVCC policies related to the illegal possession, use or distribution of drugs or alcohol, and the internal sanctions and federal and state legal penalties that may result from violations. Questions concerning this policy and/or alcohol and other drug programs, interventions and policies may be directed to the Vice President of Student Development at **(708) 974-5308**.

Policies–Alcohol and Other Drugs

As an academic community, Moraine Valley Community College is committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the college environment as well as the individual potential of our students and employees. The college enforces state laws and related college policies.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Code of Student Conduct. The college can, and will, impose disciplinary sanctions for violations. Students are also subject to state and federal laws. A separate policy addresses violations by college employees. See Board Policy 7286.

The college strongly encourages students and employees to voluntarily obtain assistance for dependency or abuse problem before such behavior results in an arrest and/or disciplinary referral, which might result in their separation from the institution.

The use of or addiction to alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Code of Student Conduct or employee expectations and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on campus and within the community for students and employees who are dependent on or who abuse the use of alcohol or other drugs. The Counseling and Career Development Center, the Employee Assistance Program, and

other professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities.

Student Policies and Sanctions

All students who violate the college’s alcohol and drug policies, as defined in the Code of Student Conduct, will face disciplinary sanctions. See table below.

Students whose use of alcohol or drugs results in harm or the threat of harm to themselves or others, or to property, regardless of the location of the incident, may face disciplinary action by the college up to and including expulsion and/or arrest.

Testing for the presences of illegal substances may be a sanction imposed by the college for violations of drug-related policies. In these cases, students will be required to get drug-tested by a medical professional at the student’s expense as often as deemed necessary by the college. The student will be required to submit results of the tests to the appropriate student conduct administrator. Any student whose test results indicate continued drug use may face additional disciplinary action by the college up to and including expulsion.

Commonly Imposed Disciplinary Sanctions For On-Campus Policy Violations:

Code of Student Conduct

Code Section	Code Description	Typical Sanctions – Minor Violation	Typical Sanctions –Major Violation
IV.12	Use, possession, manufacturing or distribution of any controlled substance, drug, or other chemical substance except as expressly permitted by law, or possession of drug paraphernalia.	Warning, parental notification, educational sanctions (workshop attendance, research/ reflection papers), disciplinary probation	Warning, parental notification, educational sanctions (workshop attendance, research/ reflection papers), disciplinary probation, counseling referral/ substance abuse assessment, drug testing, loss of privileges, withdrawal, suspension, expulsion
IV.13	Use, possession, manufacturing or distribution of alcoholic beverages except as expressly permitted by law and college regulations, as well as public intoxication, while on college premises, off-campus instructional sites, or at college-sponsored or supervised functions.	Warning, parental notification, educational sanctions (workshop attendance, research/ reflection papers), disciplinary probation	Warning, parental notification, educational sanctions (workshop attendance, research/ reflection papers), disciplinary probation, counseling referral/ substance abuse assessment, loss of privileges, withdrawal, suspension, expulsion

As members of the college community, students are also subject to state and federal law. Arrest and prosecution by the Moraine Valley Police Department for alleged violations of criminal law may result from the same incident for which the college imposes disciplinary sanctions.

Employee Policies and Sanctions

From Board Policy 7286:

The College is committed to maintaining a work place that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

In accordance with the Federal Drug-Free Work Place Act of 1988, College employees shall not manufacture, distribute, dispense, possess or use illicit drugs, unauthorized prescription drugs, alcohol or controlled substances on the premises of any College building or facility (unless authorized), in College-owned vehicles, or during work hours. Likewise, employees also are prohibited from being under the influence of illegal drugs, controlled substances, unauthorized prescription drugs or alcohol on the premises of any College building or facility (unless authorized), in College-owned vehicles, or during work hours. **Compliance with this policy is a condition of employment. Sanctions for violation of this policy extend to and include dismissal and referral for prosecution consistent with applicable local, state and federal law.**

This policy does not apply to the lawful use of prescription drugs under the supervision of a licensed healthcare professional and within the limits of a valid prescription. An employee who has been prescribed drugs or who is taking over-the-counter medications that come in containers with warnings about drowsiness or interference with the ability to operate machinery or drive safely, is required, however, to consult with his or her doctor or pharmacist about the medication's effect on the employee's ability to perform his or her job safely, and to immediately disclose to his or her supervisor any medication-related work restrictions. Employees should not, however, disclose the type of drugs they have been prescribed or the underlying medical conditions, impairments or disabilities unless specifically directed to do so by their doctors or asked to do so by the College Human Resources Director or his/her Designee.

Pre-Employment Testing

Applicants for any College position may be required to submit to and pass a drug test as a condition of employment, given to applicants with conditional offers of employment. Applicants shall be disqualified from employment with the College for refusal to submit to a required drug test, or for a confirmed positive drug test.

Drug Testing of Employees

It is the policy of the College to conduct drug/alcohol testing where it has a reasonable suspicion that an employee may be under the influence of alcohol, illegal drugs or other controlled substances. In addition, any employee who is reasonably believed to have caused or contributed to an accident which

resulted in personal injury requiring medical treatment away from the scene of the accident, or which disabled a piece of equipment or at the discretion of the Supervisor following an accident shall be tested for alcohol, illegal drugs or other controlled substances.

Employees subject to D.O.T. testing shall be tested in accordance with D.O.T. regulations in addition to the testing and discipline provisions of this policy. Refusal to submit to testing will result in disciplinary action, up to and including dismissal.

In the event the employee is so seriously injured that he/she cannot provide a sample of urine or breath at the time of the accident, the employee must provide necessary authorization to the College to obtain hospital records or other documents that would indicate whether or not there was the presence of controlled substances or alcohol in the employee's system at the time of the accident. Failure to comply with the authorization will result in the termination of employment.

As members of the college community, employees are also subject to state and federal law. Arrest and prosecution by the Moraine Valley Police Department for alleged violations of criminal law may result from the same incident for which the college imposes disciplinary sanctions.

Illinois Sanctions for Violation of Alcohol Control Statutes

235 Illinois Compiled Statutes 5/6-21

- A. It is a Class B Misdemeanor to possess or sell alcohol if you are under 21.*
- B. It is a Class A Misdemeanor to sell, give, or furnish false ID to an individual 21 years old or under (minimum \$500 fine).
- C. It is a Class B Misdemeanor to use or possess a false ID if you are under 21.*
- D. It is a Class A Misdemeanor to sell, give, or deliver alcohol to individuals under 21 years of age. Local ordinances may also be enforced.

Class A Misdemeanors are punishable with a fine of \$1 to \$1,000 and up to 1 year in the county jail.

Class B Misdemeanors are punishable with a fine of \$1 to \$500 and up to six months in the county jail.

- These violations may also result in one's driver's license being administratively revoked or suspended by the Illinois Secretary of State's office.

Illinois Sanctions for Driving Under the Influence

625 Illinois Compiled Statutes 5/11-501

- A. If you are convicted of drunk driving or driving while under the influence of drugs, it is a Class A Misdemeanor. Your driver's license may be suspended or revoked and you will undergo a mandatory counseling program, as well as pay a fine up to \$1,000 and serve up to one year in the county jail.

For your second offense, you will serve a mandatory jail sentence of 48 hours, or spend 10 days in community service, in addition to the above penalties. Your driver's license will be suspended indefinitely.

For your third offense, or in a situation where great bodily harm or injury has resulted from your conduct, you are guilty of a Class 4 Felony, which could result in a term in the state prison for 1 to 3 years, as well as revocation of your license.

B. If you are convicted of illegal transportation of alcohol in a motor vehicle, you are guilty of a petty offense and will be fined up to \$500 and suspension of driver's license for 3 months.

Illinois Penalties For Drinking and Driving Under Age 21

Violation Type	Zero Tolerance (BAC of .01 or Greater)	DUI Conviction (BAC of .08 or Greater)
Loss of Driving Privileges (1st Violation)	3 months	2 years minimum
Loss of Driving Privileges Test Refusal (1st Violation)	6 months	2 years minimum
Loss of Driving Privileges (2nd Violation)	1 year	Until age 21 or 3 years minimum
Loss of Driving Privileges Test Refusal (2nd Violation)	2 years	Until age 21 or 3 years minimum

Effect on Driving Record

Except during suspension period, violation is not on public driving record as long as there is no subsequent suspension permanently on public driving record.

State of Illinois Statutory Provisions For Illegal Drugs Manufacture or Delivery

Illegal Drugs	Manufacture or Delivery (720 Illinois Compiled Statutes 570/401)				Possession (720 ILCS 570/402)	
	Class X Felony	Class 1 Felony	Class 2 Felony	Class 3 Felony	Class 1 Felony	Class 4 Felony
	6 to 30 years not more than \$500,000 fine	4 to 15 years not more than \$250,000 fine	3 to 7 years not more than \$200,000 fine	2 to 5 years not more than \$150,000 fine	4 to 15 years not more than \$20,000 fine	1 to 4 years not more than \$15,000 fine
Heroin	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
Cocaine	15 grams or more	1-14 grams	1 gram or less		15 grams or more	less than 15 grams
Morphine	15 grams or more	10-14 grams	10 grams or less		15 grams or more	less than 15 grams
Peyote	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Barbiturates	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Amphetamines	200 grams or more	50-199 grams		50 grams or less	200 grams or more	less than 200 grams
Lysergic Acid (LSD)	15 grams or more	5 to 14 grams or hits		5 grams or less	15 grams or more	less than 15 grams
Petazocine	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
Methaqualone	30 grams or more	10 to 29 grams		10 grams or less	30 grams or more	less than 30 grams
Phencyclidine	30 grams or more	10 to 29 grams		30 grams or less	30 grams or more	less than 30 grams
Ketamine	30 grams or more	11 to 30 grams		less than 10 grams	30 grams or more	less than 30 grams
GHB	200 grams or more	50 to 200 grams		less than 50 grams	200 grams or more	less than 200 grams
Ecstasy	200 grams or more	50 to 199 grams		50 grams or less	200 grams or more	less than 200 grams

Note: Second offense, double jail sentence and fine. This chart gives examples of the penalties which may be imposed on individuals convicted of drug possession, manufacturing, or delivery.

The circumstances of the case and other factors affect whether or not these are the actual penalties imposed.

Marijuana Sale or Delivery (720 Illinois Compiled Statutes 550/5)

Class B Misdemeanor: 2.5 grams or less, \$500 fine and/or six months in jail

Class A Misdemeanor: 2.5-10 grams or less, \$1,000 fine and/or one year in jail

Class 4 Felony: between 10-30 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: between 30-500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

Class 2 Felony: 500 or more grams, 3-7 years in jail and/or fine not to exceed \$100,000

Possession (720 Illinois compiled Statutes 550/4)

Class C Misdemeanor: 2.5 grams or less, \$500 fine and/or thirty days in jail

Class B Misdemeanor: between 2.5-10 grams, \$500 fine and/or six months in jail

Class A Misdemeanor: between 10-30 grams, \$1,000 fine and/or one year in jail

Class 4 Felony: between 30-500 grams, 1-3 years in jail and/or \$10,000 fine

Class 3 Felony: over 500 grams, 2-5 years in jail and/or fine not to exceed \$50,000

Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC 841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

Federal Drug Possession Penalties (21 USC 844)

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

Counseling and Treatment

The Moraine Valley Community College Counseling and Career Development Center (CCDC) provides educational, career and human development services to students. (708-974-5722). Students may be referred through the Counseling Center to other treatment programs for more intensive treatment.

The college provides an Employee Assistance Program (EAP) for employees that offers a confidential, cost free referral and assessment service, 24 hours a day, for both employees and their family members. The EAP assists employees in dealing with personal problems including substance abuse, emotional, mental health, family, marital, financial, and legal problems. (From Board Policy 7286)

STUDENT RIGHTS AND RESPONSIBILITIES

Drug/Substance	Amount	Penalty - 1st Conviction
Barbiturates	Any amount	Up to 5 years prison. Fine up to \$250,000
Cocaine	5 kgs. or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	Less than 100 grams	10-63 months prison. Fine up to \$1 million
Crack Cocaine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	5-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	5 grams or less	10-63 months prison. Fine up to \$1 million
Ecstasy	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
GHB	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
Hashish	10-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	10 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Hash Oil	1-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	1 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Heroin	1 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	100 grams or less	10-63 months prison. Fine up to \$1 million
Ketamine	Any amount	Up to 5 years imprisonment. Fine up to \$250,000. 2 years supervised release
LSD	10 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	1-10 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
Marijuana	1000 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 kg	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	50-99 kg	Up to 20 years imprisonment. Fine up to \$1 million
	50 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Methamphetamine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
PCP	100 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-99 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
Rohypnol	1 gram or more	Up to 20 years imprisonment. Fine up to \$1 million
	less than 30 mgs	Up to 5 years imprisonment. Fine up to \$250,000

On-Campus Resources

Counseling and Career Development Center	(708)974-5722 <i>morainevalley.edu/counseling</i>
Code of Conduct Office	(708)974-5390 <i>morainevalley.edu/conduct</i>
Moraine Valley Police Department	(708)974-5555 <i>morainevalley.edu/police</i>
Dean of Student Services	(708) 974-5360
Vice President of Student Development	(708)974-5308
Employee Assistance Program Information: Human Resources Office	(708)974-3374 <i>morainevalley.edu/humanresources</i>

Off-Campus Resources

Adult Children of Alcoholics	<i>adultchildren.org</i>
Alcoholics Anonymous: Chicago	(312) 346-1475 <i>chicagoaa.org</i>
Families Anonymous: Chicago	(773) 777-4442 <i>familiesanonymous.org</i>
Ingalls Family Care Center	<i>Tinley Park (708) 429-3300</i> <i>Harvey (708) 333-2300</i>
Al-Anon and Alateen: North Illinois	(312) 409-7245 <i>al-anon.alateen.org</i>
National Substance Abuse Index: Illinois	<i>nationalsubstanceabuseindex.org</i> <i>/illinois/facilities.php</i>
24-Hour Addiction Treatment Helpline	(877) 340-0184
A Safe Haven: Alsip	(708) 389-6450 <i>asafehaven.org</i>
Palos Community Hospital	(708) 361-4500
Palos Community Hospital: Behavioral Health Services 24-Hour Crisis Hotline	(708) 361-TALK
Suburban Council on Alcoholism and Substance Abuse	(708) 647-3333 <i>sscouncil.org</i>
Palos Hills Police Department – Emergency	911

Prevention and Education

The Counseling and Career Development Center and the Moraine Valley Police Department periodically provide educational programs to students on alcohol and drug use.

From time to time during the academic year, the College may sponsor workshops or seminars and may distribute informational materials dealing with the dangers of drug abuse. Employees are encouraged to attend these seminars and to read the informational materials provided. Additional information regarding the dangers and health risks of alcoholic beverages and illegal chemical substances is available in Human Resources, the Counseling Center, and the Library.

As mandated by the Drug-Free Schools and Campuses Act, this policy is distributed to all students and employees on an annual basis, and during every even year, a biennial review of the comprehensive alcohol and other drug program is conducted. For more information concerning current programs, interventions and policies, contact the Vice President of Student Development.

Health Risks of Commonly Abused Substances

Substance	Nicknames/Slang Terms	Short-Term Effects	Long-Term Effects
Alcohol		slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts,	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines	uppers, speed, meth, crack, crystal, ice, pep pills	increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	slurred speech, muscle relaxation, dizziness, decreased motor control	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	coke, cracks, snow, powder, blow, rock	loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyperstimulation anxiety, paranoia, increased hostility Increased rate of breathing, muscle spasms and convulsions, dilated pupils, disturbed sleep,	depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, georgia home-boy, grievous bodily harm	euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence
Heroin	H, junk, smack, horse, skag	euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness	constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence
Ketamine	K, super K, special K	dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity, increased confusion, increased depression, physical dependence, psychological dependence
LSD	acid, stamps, dots, blotter, A-bombs	dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence
MDMA	ecstasy, XTC, adam, X, rolls, pills, Molly	impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss kidney failure, cardiovascular problems, convulsions death, physical dependence, psychological dependence
Marijuana/Cannabis	pot, grass, dope, weed, joint, bud, reefer, doobie, roach	sensory distortion, poor coordination of movement slowed reaction time, panic, anxiety	bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some
Mescaline	peyote cactus	nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature	lasting physical and mental trauma, intensified existing psychosis, psychological dependence
Morphine/Opiates	M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff	euphoria, increased body temperature, dry mouth, "heavy" feeling in arms and legs	constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence
PCP	crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, wack, ozone	shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence
Psilocybin	mushrooms, magic mushrooms, shrooms, caps, psilocybin & psilocyn	nausea, distorted perceptions, nervousness, paranoia,	confusion, memory loss, shortened attention span, flashbacks may intensify existing psychosis
Steroids	roids, juice	increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence

In accordance with Americans with Disabilities Act of 1990, no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of the college. Further, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the college or be subjected to discrimination by the college.

Corporate, Community and Continuing Education

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/ccce

Business/Professional Education and Training

Consulting Solutions—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-surgical, respiratory therapy, addictions studies, physical therapy, and massage therapy.

Customized Solutions—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, leadership and management training, 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.

Educators' Academy—A continuing forum for teachers to share information, ideas and instruction with others in the field. With an established reputation as a training resource for new and seasoned teachers, our academy utilizes top-notch instructors who have made a difference in teaching and learning. Teachers can gain a new skill, method or approach in the classroom while earning CPDUs for recertification. Also, view our online classes with our partner, Education to Go, at ed2go.com/morainevalley for more CPDU opportunities.

Green and Sustainability—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.

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 provider of the educational requirements for real estate brokers and managing brokers, associate appraisers, and appraisal continuing education.

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.

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, Internet training, computer networking, web and computer graphics, 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

50 Plus Ageless Learning Center—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 teenagers 4-15 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.

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 Room T904, is open Monday through Friday 8 a.m. to 5 p.m. **(708) 974-5735** morainevalley.edu/wia

WIA Youth Program

Moraine Valley's Workforce Investment Act (WIA) Youth Program serves high school juniors and seniors who meet the following criteria:

- In-school youth with good behavioral standing
- Low income (proof)
- Have a Social Security card and birth certificate

Participants gain experience in activities that will develop academics, work readiness skills and pre-employment skills. Plus, they receive tutoring, support with homework, computer literacy, developmental outings, preparation for college entry, career exploration, career planning, and more. Students participate in job shadowing and academic support for up to 6 hours per week during the school year and up to 25 hours per week during the summer. Students receive stipends for job shadowing at assigned worksites. Parents are responsible for transportation to and from the worksite. Once enrolled, students are expected to remain and progress in the Youth Program for their entire enrollment period, which could be up to three years. For more information, call **(708) 597-2280**.

Moraine Business and Conference Center

The Moraine Business and Conference Center (MBCC) provides a professional setting with state-of-the-art facilities for community member events. This new facility offers multipurpose event rooms, which can accommodate from 75 to 600+ people, as well as pre-function space. Depending on the specific needs, the MBCC can provide multimedia support, on-site business services, and flexible seating configurations. Catering with a wide range of menu options and affordable prices is also available. The MBCC is conveniently located and provides free parking and wireless Internet. For more information or to begin planning a special event, please contact the staff at **(708) 974-5735** or mbcc@morainevalley.edu.

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

prepared 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	21
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 institution-wide 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)

2. Mathematics3 credit hours

MTH-120	General Education Mathematics (3) PR
MTH-122	Math for Elementary Teachers II (3) PR
MTH-139	Probability and Statistics (4) PR
MTH-143	Finite Mathematics (4) PR
MTH-145	Calculus for Business & Social Science (4) PR
MTH-150	Analytic Geometry & Calculus I (5) PR
MTH-151	Analytic Geometry & Calculus II (5) PR
MTH-152	Analytic Geometry & Calculus III (4) PR
MTH-212	Business Statistics (4) PR
MTH-215	Discrete Mathematics (3) 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-119	Introductory Microbiology (4)
BIO-115	Anatomy and Physiology (5)
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 I (4) PR
EAS-120	Introduction to Earth Science (4)
EAS-125	Introduction to Weather and Climate (4)
EAS-130	Severe and Hazardous Weather (4)
GEL-150	Physical Geology (4)
PHS-101	Physical Science (4) PR
PHS-103	Descriptive Astronomy (4)
PHY-106	Fundamentals of Physics (3) PR
PHY-107	Fundamentals of Physics Lab (1) PR
PHY-110	Mechanical Universe I (3) PR
PHY-111	Mechanical Universe I Lab (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 non-lab 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.)

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

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:

- ARB-202 Arabic IV (4) **PR**
- 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 (3)
- HUM-120 Women in the Humanities (3)–(D)
- HUM-135 or African & Middle Eastern Humanities (3)–(N)
- HUM-140 or Asian & Oceanic Humanities (3)–(N)
- HUM-145 Native American Humanities (3)–(N)
- 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 Introduction to Poetry (3) **PR**
- LIT-218 Introduction to Drama (3) **PR**
- LIT-219 Women in Literature (3)–(D) **PR**
- LIT-220 Introduction 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 or Literature of the Non-Western World (3)–(N) **PR**
- LIT-227 Literature as Film (3) **PR**
- LIT-228 Latin American Literature (3)–(N) **PR**
- LIT-230 African American Literature (3)–(D) **PR**
- PHI-101 Introduction 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 Introduction 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 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 & Middle Eastern Humanities (3)–(N)
- HUM-140 or Asian & Oceanic Humanities (3)–(N)
- HUM-145 Native American Humanities (3)–(N)
- LIT-227 Literature as Film (3) **PR**
- MUS-106 Introduction to American Music (3)
- MUS-107 Music Appreciation (3)
- THE-105 Theatre Appreciation (3)
- THE-107 Introduction to Film (3)
- THE-110 History of the Theatre (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 Introduction to Physical Anthropology (3)
- ANT-202 Introduction to Cultural Anthropology (3)–(N)
- ANT-210 Introduction to Archaeology (3)
- ECO-101 Principles of Macroeconomics (3)
- ECO-102 Principles of Microeconomics (3)
- GEO-101 or Cultural Geography (3)–(N)
- 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) **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/SPA-101, 102, 201.

Associate in Science Degree—select three hours from Math, Life/Physical Sciences above or MTH-121, 141, 142 (2 cr. hrs); 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

* MTH-121, 141, 142, CSC-140, 206, 240, and IMS-101 and 115 will not satisfy IAI GECC courses, but will count as electives in the completed AS degree.

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

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

Curriculum Code 1425

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-122 Math for Teachers II (3) **PR**
- 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**
- MTH-215 Discrete Math (3) **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 (5)
- 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 Introduction to Earth Science (4)

- EAS-125 Introduction to Weather and Climate (4)
- EAS-130 Severe and Hazardous Weather (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 non-lab 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.)

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

4. Humanities6 credit hours

Select six hours from:

- ARB-202 Arabic IV (4) **PR**
- 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
- 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 Introduction to Poetry (3) **PR**
- LIT-218 Introduction to Drama (3) **PR**
- LIT-219 Women in Literature (3)–(D) **PR**
- LIT-220 Introduction 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 or Literature of the Non-Western World (3)–(N) **PR**
- LIT-228 Latin American Literature (3) **PR**–(N)
- LIT-227 Literature as Film (3) **PR**
- LIT-230 African American Literature (3)–(D) **PR**
- PHI-101 Introduction 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 Introduction to Hispanic Literature (3) **PR**

5. Social/Behavioral Sciences6 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 Introduction to Physical Anthropology (3)
- ANT-202 Introduction to Cultural Anthropology (3)–(N)
- ANT-210 Introduction to Archaeology (3)
- ECO-101 Principles of Macroeconomics (3)
- ECO-102 Principles of Microeconomics (3)
- GEO-101 or Cultural Geography (3)–(N)
- 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. 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	Introduction to Computer Art (3) PR
ART-150	Sculpture (3) PR
ART-160	Introduction to Photography (3)
ART-170	Printmaking (3)

Total Degree Hours65 credit hours

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

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. 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 (5)
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	Introduction to Earth Science (4)
EAS-125	Introduction to Weather and Climate (4)
EAS-130	Severe and Hazardous Weather (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.)

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

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:

- ARB-202 Arabic IV (4) **PR**
- FRE-202 French IV (4) **PR**
- GER-202 German IV (4) **PR**
- SPA-202 Spanish IV (4) **PR**
- SPA-213 Introduction to Hispanic Literature (3) **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
- 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 Introduction to Poetry (3) **PR**
- LIT-218 Introduction to Drama (3) **PR**
- LIT-219 Women in Literature (3) **PR**–(D)
- LIT-220 Introduction 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 or Literature of the Non-Western World (3)–(N) **PR**
- LIT-228 Latin American Literature (3) **PR**–(N)
- LIT-227 Literature as Film (3) **PR**
- LIT-230 African American Literature(3)–(D) **PR**
- PHI-101 Introduction to Philosophy (3)
- PHI-111 Critical Thinking (3)
- PHI-120 World Religions (3)–(N)
- PHI-125 Ethics (3)

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
- LIT-227 Literature as Film (3) **PR**
- MUS-106 Introduction 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 Introduction to Physical Anthropology (3)
- ANT-202 Introduction to Cultural Anthropology (3)–(N)
- ANT-210 Introduction to Archaeology (3)
- ECO-101 Principles of Macroeconomics (3)
- ECO-102 Principles of Microeconomics (3)
- GEO-101 or Cultural Geography (3)–(N)
- 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 Major12 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

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. 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 Introduction 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.)

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact 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:

- ARB-202 Arabic IV (4) **PR**
- 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
- 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 Introduction to Poetry (3) **PR**
- LIT-218 Introduction to Drama (3) **PR**
- LIT-219 Women in Literature (3)–(D) **PR**
- LIT-220 Introduction 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 or Literature of the Non-Western World (3)–(N) **PR**
- LIT-228 Latin American Literature (3) **PR**–(N)
- LIT-227 Literature as Film (3) **PR**
- LIT-230 African American Literature(3)–(D) **PR**
- PHI-101 Introduction 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 Introduction 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
- LIT-227 Literature as Film (3) **PR**
- MUS-106 Introduction 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 Introduction to Physical Anthropology (3)
- ANT-202 Introduction to Cultural Anthropology (3)–(N)
- ANT-210 Introduction to Archaeology (3)
- ECO-101 Principles of Macroeconomics (3)
- ECO-102 Principles of Microeconomics (3)
- GEO-101 or Cultural Geography (3)–(N)
- 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 (5)
BIO-119	Introductory Microbiology (4)
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

Curriculum Code 1482

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 (5)
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	Introduction to Earth Science (4)
EAS-125	Introduction to Weather and Climate (4)
EAS-130	Severe and Hazardous Weather (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 non-lab 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.)

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

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:

- ARB-202 Arabic IV (4) **PR**
- 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)
- 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 Introduction to Poetry (3) **PR**
- LIT-218 Introduction to Drama (3) **PR**
- LIT-219 Women in Literature (3) **PR**–(D)
- LIT-220 Introduction 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 or Literature of the Non-Western World (3)–(N) **PR**
- LIT-228 Latin American Literature (3) **PR**–(N)
- LIT-227 Literature as Film (3) **PR**
- LIT-230 African American Literature (3)–(D) **PR**
- PHI-101 Introduction 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 Introduction 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 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)
- LIT-227 Literature as Film (3) **PR**
- MUS-106 Introduction 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 Introduction to Physical Anthropology (3)

- ANT-202 Introduction to Cultural Anthropology (3)–(N)
- ANT-210 Introduction to Archaeology (3)
- ECO-101 Principles of Macroeconomics (3)
- ECO-102 Principles of Microeconomics (3)
- GEO-101 or Cultural Geography (3)–(N)
- 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:

Test of Academic Proficiency (TAP)—Students must earn a passing score on the Illinois Certification Testing System (ICTS) Test of Academic Proficiency 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 TAP 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 Test of Academic Proficiency 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 campus-wide 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 28.

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.) and some of the Associate in Arts in Teaching (A.A.T.) degrees do 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 detailed 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 students 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.

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

Index for Sample Transfer Majors

Major	Curriculum Code	Degree				Page
		A.A.	A.S.	A.F.A.	A.A.T.	
Art	1425			X		73
Biological Sciences	1330		X			74
Business	1300		X			75
Chemistry	1330		X			76
Computer Science— Information Technology	1330		X			77
Computer Science— Technical	1330		X			78
Criminal Justice	1280	X				79
†Early Childhood Education	1280	X				80
†Elementary Education	1280	X				81
Engineering	1330		X			82
English	1280	X				83
History	1280	X				84
Industrial Technology	1330		X			85
Mass Communication	1280	X				86
Mathematics	1330		X			87
Physics	1330		X			88
Political Science	1280	X				89
Psychology	1280	X				90
Secondary Mathematics	1480				X	91
Secondary Science	1481				X	92
Sociology	1280	X				93
Special Education	1482				X	94-95
Theater Arts	1280	X				96

† These majors are not IAI Baccalaureate Majors' Recommendations. See specific transfer major page for details.

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.

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
Curriculum Code 1425

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, 122, 139, 143, 145, 150	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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities—6 credits

Choose six credits from ARB-202; 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 or 228, 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
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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.

Biological Sciences

Associate in Science Degree

62 Credit Hours

Curriculum Code 1330

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—40 credits as follows:

Communication

—9 credits

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

Mathematics

¹—5 credits

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

—8 credits

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

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts

²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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

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

—12 credits

CHM-132	Chemistry (University-Oriented) II	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

Curriculum Code 1300

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	
<i>or</i>		
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, 130;		
GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203		4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; MUS-106, 107;	THE-105, 107, 110, 111	3
Choose an additional three credits from any of the courses above.		3
<i>*Recommended</i>		

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	
<i>or</i>		
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

Curriculum Code 1330

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

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227;		
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
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.

**Computer Science (Information Technology Emphasis)
Associate in Science Degree** **62 Credit Hours**

Curriculum Code 1330

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—38 credits as follows:

Communication—9 credits

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

Mathematics¹—3 credits

MTH-215	Discrete Mathematics	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, 130;		
GEL-150, PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203		4

(Choosing PHY-203 keeps the computer science technical emphasis option available.)

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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,		
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

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—18 credits

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**
Curriculum Code 1330

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—38 credits as follows:

Communication—9 credits
COM-101 Composition I 3
COM-102 Composition II 3
COM-103 Speech Fundamentals 3

Mathematics—3 credits
MTH-215 Discrete Mathematics 3

Physical and Life Sciences—8 credits
PHY-203 Mechanics 4
Choose four credits from BIO-111, 112, 115, 119, 180; NAT-111, 112 4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts *—9 credits
Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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
Area of Concentration/Major Field—3 credits
CSC-240 Advanced Computer Science 3
Electives—18 credits
MTH-150 Calculus I is recommended.

* 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

Curriculum Code 1280

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, 215	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, 130;	
GEL-150;PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 227, 230;	
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; LIT-227; 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;	
SPA-101, 102, 201	3

Area of Concentration/Major Field—12 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

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—9 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.

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

Curriculum Code 1280

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. 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 test of academic proficiency 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 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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203 4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

- Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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
- Area of Concentration/Major Field—6-16 credits**
- CCA-101 Introduction to Early Childhood Education 3
- 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.

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

Curriculum Code 1280

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 academic proficiency.

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, 130;	
GEL-150; PHS-101*, 103; PHY-106 & 107, 110 & 111, 150, 203	4

**Recommended*

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

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; LIT-227; 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 or 228, 227, 230	3
Choose three credits from ARB-202; ART-110, 205, 206 or 208,	
209; 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 or 228, 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-111	Students with Disabilities in School	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
Curriculum Code 1330

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

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts*—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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—15 credits

MTH-152	Calculus III/Analytic Geometry	4
MTH-201	Differential Equations	3
PHY-203	Mechanics	4
PHY-204	Heat, Electricity and Magnetism	4

Electives—2 credits

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, Industrial, Manufacturing, and Mechanical

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

Electrical Engineering

CSC-140	Introduction to Computer Science	3
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* 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

Curriculum Code 1280

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.

Additional Degree Requirement—3 credits

LIT-213 American Literature I 3

Area of Concentration/Major Field—6 credits

LIT-221 English Literature I 3
LIT-222 English Literature II 3

Electives—3 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 the following:

LIT-214 American Literature II 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.

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 3

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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203 4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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

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

Curriculum Code 1280

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	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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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

*Students interested in pursuing History as a major are advised to take non-History courses to fulfill the Social Science general education requirement.

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

Additional Degree Requirement—3 credits

HIS-201	American History I	3
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Area of Concentration/Major Field—9 credits

HIS-202	American History II	3
HIS-101	Western Civilizations I	3
HIS-102	Western Civilizations II	

Electives—12 credits

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

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.

Industrial Technology

Associate in Science Degree

62 Credit Hours

Curriculum Code 1330

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 or CHM-111 or 131	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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

Select 3 credits from Mathematics or Physical and Life Sciences or MTH-141,142; Computer Sciences CSC-140, 206, 240; Information Management IMS-101, 115.

Area of Concentration/Major Field—3 credits

EGN-150	Engineering Graphics	3
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Electives—20 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 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

Curriculum Code 1280

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 3

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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203 4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

- Choose three credits from ARB-202; 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 or 228, 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; LIT-227; MUS-106, 107; THE-105, 107, 110, 111 3
- Choose an additional three credits from any of the courses above. (THE-107, 111 or LIT-227 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

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; SPA-101, 102, 201 3

Area of Concentration/Major Field—3-9 credits

- JRN-101 Introduction to Mass Communication 3

The following courses are recommended for each specialty:

Radio/TV/Film Choose one:

- THE-107 Film Appreciation 3
- THE-111 History of Film 3
- LIT-227 Literature as Film 3

Advertising/Public Relations

- JRN-111 Newswriting I 3

Journalism/News Editorial/Photojournalism

- JRN-111 Newswriting I 3

Electives—10-18 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.

Mathematics

Associate in Science Degree

62 Credit Hours

Curriculum Code 1330

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

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

	Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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

MTH-201	Differential Equations	
or		
MTH-210	Linear Algebra	3

Area of Concentration/Major Field³—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-140	Introduction to Computer Science	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.

³ It is highly recommended that students complete the entire Calculus sequence as a single institution. Course content may vary widely among institutions depending on the credits assigned to each course, and completing the sequence at a single institution is the best way to assure that neither credit nor content is lost in transfer.

Students interested in Secondary Mathematics should refer to the A.A.T. degree in Secondary Mathematics on page 91.

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.

Physics

Associate in Science Degree

62 Credit Hours

Curriculum Code 1330

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. 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

Choose four credits from BIO-111, 112, 115, 119, 180;		
NAT-111, 112		4
CHM-131	Chemistry (University-Oriented I)	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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

PHY-203	Mechanics	4
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Area of Concentration/Major Field—8 credits

PHY-204	Heat, Electricity and Magnetism	4
PHY-205	Waves and Modern Physics ³	4

Electives—10 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.

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.

Political Science

Associate in Arts Degree

62 Credit Hours

Curriculum Code 1280

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.

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, 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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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-110 American National 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

Additional Degree Requirement—3 credits

PSC-215	Comparative Government	3
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Area of Concentration/Major Field—6 credits

PSC-210	International Relations	3
PSC-280	Introduction to Political Philosophy	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.

Psychology

Associate in Arts Degree

62 Credit Hours

Curriculum Code 1280

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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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, or 228, 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; LIT-227; 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

Choose one:

PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
PSY-210	Adult Psychology	3

Area of Concentration/Major Field—6 credits

PSY-202	Social Psychology	3
PSY-205	Abnormal Psychology	3

Electives—15 credits

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

* *Important note: It is recommended that students interested in Psychology as a major take no more than 3 Psychology courses beyond Introduction to Psychology prior to transfer.*

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 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

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, 130;
 GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203 4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts¹—9 credits
 Choose three credits from ARB-202; 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 or 228, 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; LIT-227 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 Hours62 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:

Test of Academic Proficiency (TAP)—Students must earn a passing score on the Illinois Certification Testing System (ICTS) TAP 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 TAP 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 TAP 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 IA1 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—36-38 credits as follows:

Communications—9 credits

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

Mathematics—7-9 credits

MTH-150	Calculus I/Analytic Geometry and	5
MTH-151	Calculus II/Analytic Geometry or	5
MTH-139	Probability and Statistics and	4
MTH-210	Linear Algebra	3

Physical and Life Sciences—8 credits

BIO-111	General Biology I	4
EAS-120	Introduction to Earth Science	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts¹ —6 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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:

Test of Academic Proficiency (TAP)—Students must earn a passing score on the Illinois Certification Testing System (ICTS) TAP 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 TAP 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 TAP 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.

Sociology

Associate in Arts Degree

62 Credit Hours

Curriculum Code 1280

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, 130;		
GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203		4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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

SOC-101	General Sociology	3
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, 201, 210, 215; SSC-101		6

*Recommended

Additional Degree Requirement—3 credits

SOC-102	Marriage and Family	3
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Area of Concentration/Major Field—6 credits

Choose 2 from the following:

SOC-204	Sociology of Contemporary Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	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.

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

Curriculum Code 1280

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.

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	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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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	3
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Area of Concentration/Major Field—9 credits

EDU-100	Introduction to Education	3
EDU-103	Observation/Clinical Experience	1
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.

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

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
Curriculum Code 1482

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, 130; GEL-150; PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203 4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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; 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	3
or		
HIS-202	American History II	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3

Required Professional and Special Education—15 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.

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:

Test of Academic Proficiency (TAP)—Students must earn a passing score on the Illinois Certification Testing System (ICTS) TAP 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 TAP 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 TAP 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.

Theater Arts

Associate in Arts Degree

62 Credit Hours

Curriculum Code 1280

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 and often require an audition. 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	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, 130; GEL-150, PHS-101, 103; PHY-106 & 107, 110 & 111, 150, 203	4

Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/PHY-107 and PHY-110/PHY-111.

Humanities and Fine Arts²—9 credits

Choose three credits from ARB-202; 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 or 228, 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; LIT-227; 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

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-114	Oral Interpretation of Literature	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.

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. Additional career programs are offered to Moraine Valley students at other area community colleges through cooperative agreements. See page 14 for more information.

	Certificate	Associate in Applied Science Degree	Credit Hours	Program Requirements on Page
Art				
Digital Art/Design (1428)		•	66	111
Business				
Business Administration Associate (1202)		•	62	103
Accounting Assistant/Clerk (1328)	•		32	104
Business Skills (1423)	•		9	104
Culinary Arts Management (1324)		•	66	109
Baking and Pastry (1359)		•	63	109
Baking/Pastry Arts (1323)	•		30	110
Culinary Arts Management (1322)	•		34	110
Human Resources Management (1412)		•	62	121
Employee Training and Development (1413)	•		30	121
Marketing and Management (1238)		•	62	134
Restaurant/Hotel Management (1256)		•	66	156
Beverage Management (1414)	•		18	156
Restaurant/Hotel Management (1254)	•		35	156
Small Business Management (1411)		•	63	158
Travel Business Management (1288)		•	62	161
Meeting Planner (1465)	•		30	161
Travel-Tourism (1289)	•		26	162
Computer Integrated Technologies				
Computer and Local Area Network Technician (1416)		•	63	106
Computer Support Associate (1348)	•		7	106
Computer Technician (1418)	•		14	106
LAN Technician (1419)	•		24	107
Network Administrator (1422)	•		27	107
Electronic/Computer Controls Tech (1281)		•	63	112
Electronic Controls Technician (1417)	•		42	112
Electronics Technician (1282)	•		18	112
Integrated Systems Technology (1403)		•	63	121
Industrial Controls Technician (1364)	•		9	122
PLC Technician (1365)	•		18	123
Mechanical Drive Technician (1366)	•		8	123
Fluid Power Technician (1367)	•		8	122
Industrial Maintenance Technician (1368)	•		23	122
Voice and Data Specialist (1435)		•	63	163
Cisco Network Associate (1447)	•		23	163
Cisco Network Professional (1448)	•		16	163
Microsoft Professional (1446)	•		30	163
IT Security Specialist (1420)		•	63	124
Network Security Associate (1360)	•		21	124
Network Security Specialist (1424)	•		36	125
Mechanical and Fluid Power Maintenance (1275)	•		40	136
Mechanical Design Technology (1221)		•	65	137
3-D CAD Specialist (1439)	•		18	137
AutoCAD Specialist (1363)	•		13	137
Autodesk Inventor Specialist (1339)	•		9	138
Architectural CAD (1436)	•		23	137

CAREER PROGRAMS

	Certificate	Associate in Applied Science Degree	Credit Hours	Program Requirements on Page
CAD Programming/Management (1437)	•		18	138
Computer Animation (1438)	•		23	138
Mechanical CAD Specialist (2102)	•		24	138
Mechanical Design Associate (1362)	•		46	139
Mechanical Drafting Associate (1220)	•		20	139
Mechatronics Technology (1338)		•	63	140
Health Sciences				
Emergency Medical Services (1332)		•	62	113
Emergency Medical Services (1320)	•		35	113
Gerontology (1336)	•		16	115
Health Information Technology (1244)		•	66	116
Coding Specialist (1431)	•		31	117
Medical Billing (1440)	•		10	118
Medical Transcription (1432)	•		20	117
Mammography Technology (1346)	•		9	126
Massage Therapy (1249)	•		33	135
Medical Assistant (1455)	•		42	141
Nursing (1246)		•	72	142
Phlebotomy (1306)	•		9	149
Polysomnography Technologist (1441)	•		26	150
Radiologic Technology (1240)		•	72	151
Respiratory Therapy Technology (1241)		•	73	154
Information Management Systems				
Management Information Systems (1206)		•	64	127
Android Developer (1347)	•		15	129
Associate Database Administrator (1345)	•		18	129
C# Programmer (1466)	•		21	129
E-Commerce Assistant (1460)	•		36	129
iPhone Developer (1343)	•		15	130
Java Programmer (1458)	•		21	130
Multimedia Designer (1342)	•		21	130
PHP Programmer (1344)	•		18	130
Software Developer (1305)	•		36	130
Visual Basic.NET Programmer (1457)	•		21	130
Website Designer (1434)	•		30	133
Website Developer (1433)	•		36	130
Office Systems and Applications (1257)		•	64	144
Administrative Assistant (1315)	•		35	145
Data Entry (1317)	•		7	145
Graphics and Desktop Publishing (1312)	•		15	146
Legal Office Assistant (1316)	•		40	146
Medical Secretary (1318)	•		34	147
Microsoft Office Specialist (1456)	•		22	147
Help Desk Specialist (1311)	•		33	146
Receptionist/Office Assistant (1214)	•		19	147
Mechanical Technologies				
Automotive Technology (1277)		•	62	101
Automotive Climate Control Tech (1462)	•		12	101
Automotive Service Technician (1237)	•		48	101
Brake and Chassis Technician (1461)	•		12	102
Drivetrain Technician (1464)	•		16	102
Engine Driveability Technician (1463)	•		24	102

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

	Certificate	Associate in Applied Science Degree	Credit Hours	Program Requirements on Page
Heating and Air Conditioning (1215)	•		33	119
Advanced Air Conditioning Tech (1454)	•		16	119
Basic Air Conditioning Tech (1453)	•		19	119
Commercial Systems Services Tech (1337)	•		13	119
Electrical Troubleshooting (1452)	•		15	119
HAC Stationary Engineer (1326)	•		43	159
Stationary Engineer (1329)		•	62	159
Individualized Welding (1530)	•		8	164
Multi-Process Welding (1532)	•		9	165
Pipe Welding (1531)	•		18	165
Shielded Metal Arc Welding (1529)	•		9	165
Welding, Advanced (1229)	•		33	164
Welding, Combination (1230)	•		26	164
Public Service				
Addictions Studies (1314)		•	63	100
Addictions Studies (1321)	•		44	100
Child Care (1264)		•	62	105
Criminal Justice (1260)		•	62	108
Fire Service Management (1262)		•	62	114
Fire Service Operations (1331)		•	61	114
Fitness Trainer (1279)	•		30	115
Homeland Security (1361)	•		17	120
Recreation Management (1261)		•	64	152
Recreation Therapy (1259)		•	63	153
Security Services (1307)	•		11	157
Education				
Paraprofessional Educator (1470)		•	62	148
Paraprofessional Educator (1270)	•		31	148
Corporate, Community and Continuing Education				
Supply Chain Management (1319)	•		17	160

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—63 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—19 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics or higher	3
Select three credits from Fine Arts and Humanities: ARB, ART, FRE, GER, HUM, 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—41 credit hours 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-112	Diversity in Addictions Counseling	3
ADC-202	Substance Use, Abuse 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	3
ADC-237	Seminar	1
ADC-243	Advanced Field Practicum	3
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	Microsoft Office I	3
PSY-205	Abnormal Psychology	3
SPA-125	Career Spanish for Law Enforcement I	3
SPA-126	Career Spanish for Law Enforcement II	3

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

Addictions Studies

Certificate—44 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—41 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-112	Diversity in Addictions Counseling	3
ADC-202	Substance Use, Abuse 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	3
ADC-237	Seminar	1
ADC-243	Advanced Field Practicum	3
ADC-247	Advanced Seminar	1

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	Microsoft Office I	3
PSY-205	Abnormal Psychology	3
SPA-125	Career Spanish for Law Enforcement I	3
SPA-126	Career Spanish for Law Enforcement II	3

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	2
	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, 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	Introduction 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 Technician

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 – Mopar College Automotive Program (CAP)

Moraine Valley Community College is one of 26 colleges in the nation, and the only one in Illinois, that offers this manufacturer-specific program. This program is supported by Chrysler Group LLC. Moraine Valley's Automotive Technology Department is provided with Chrysler's training curriculum; a variety of components; and a variety of Chrysler, Dodge, Jeep, and Ram vehicles. Students benefit from learning the newest technology available in the automotive repair industry. This program has a similar structure to the college's general automotive Associate in Applied Science (A.A.S.) degree program, but it focuses course information and hands-on activities exclusively using Chrysler, Dodge, Jeep, and Ram vehicles. Students in this program are required to work a minimum of 1,280 hours (paid internship) at a Chrysler, Dodge, Jeep, or Ram dealership. Students complete an extensive list of Chrysler training classes and graduate with an A.A.S. degree and a Chrysler-issued Mopar CAP Certificate. This two-year program commences every fall semester. Those interested in enrolling in the program need to submit an application which can be found at morainevalley.edu/automotive.

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	
<i>or</i>		
MTH-120	General Education Mathematics	
	(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, NAT, PHS, PHY		
		4
Select three credits from ARB, ART, FRE, GER, HUM, 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	
<i>or</i>		
BUS-136	Business Law	3
BUS-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-237	Seminar	1
IMS-115	Microsoft Office I	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	Microsoft Excel	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	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-230	Microsoft Powerpoint and Presentations	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-257	Microsoft Access	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	Microsoft Powerpoint and Presentations	3
PSY-201	Industrial/Organizational Psychology	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	Industrial/Organizational Psychology	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	Microsoft Office I	3
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	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	Microsoft Powerpoint and Presentations	3
OSA-257	Microsoft Access	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	Quickbooks for Office Professionals	2-4
IMS-115	Microsoft Office I	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. 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-120 or above	7
	Select three credits from ARB, ART, FRE, GER, HUM, 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 successful degree completion and graduation for all A.A.S. degrees. This minimum competency may be demonstrated in the following ways:

- Placement into MTH-120 or higher; or
- Successful completion with an earned grade of “C” or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or
- An equivalent transfer course from another college with an earned grade of “C” or better.

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

Computer and Local Area Network Technician

This program consists of one degree and four 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. 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:

BUS-120	Business Mathematics	3
<i>or</i>		
MTH-120	General Education Mathematics or higher	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select 3 credits from the following: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		
†	Select 6 credits from the following: BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY	3
Select 3 credits from the following: ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE		

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-271	Multilayer Switch Network Design	3
LAN-272	Advanced Troubleshooting	3
LAN-273	Network Security Design	3
LAN-280	High Availability Virtualization	3

Computer Support Associate

Certificate—7 credit hours

Curriculum Code 1348

This program prepares students to work in career fields of computer support, maintenance and repair. Students will receive training in computer hardware, software and support. Students will learn about computer hardware components, system operating systems and application software. Jobs in computer maintenance can be found in such career fields as PC Support Technician, Computer Help Desk, and Computer Configuration Specialist.

Required Career Courses—7 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3

Computer Technician

Certificate—14 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.

Required Career Courses—14 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-111	IT Essentials–A+	3
LAN-112	Managing IT–A+	3
LAN-121	Network Essentials–Network+	3
LAN-122	Network Services	4

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

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 Environments	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:

- Placement into MTH-120 or higher; or
- Successful completion with an earned grade of “C” or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or
- An equivalent transfer course from another college with an earned grade of “C” or better.

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, while employment of correctional officers is expected to increase much faster than the average. 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-120 or higher (two lab science courses recommended) 8
- Select six credits from ARB, ART, FRE, GER, HUM, 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-230	Special Topics in Addiction Studies	1
BUS-142	Financial Accounting	4
CRJ-110	Introduction to Homeland Security	3
CRJ-111	Homeland Security Incident Command	3
CRJ-112	Disaster and Blood Borne Hazards	1
CRJ-210	Special Topics in Criminal Justice	1
CRJ-219	Contemporary Issues: Criminal Justice	2
CRJ-233	Internship	3
CRJ-237	Seminar	1
EMS-100	First Responder	2
EMS-101	Emergency Medical Technician	8
IMS-115	Microsoft Office I	3
MTH-120	General Education Mathematics, or MTH-139 or MTH-141	
SLP	(any Security Services)	

A minimum level of competency in mathematics is required for successful degree completion and graduation for all A.A.S. degrees. This minimum competency may be demonstrated in the following ways:

- Placement into MTH-120 or higher; or
- Successful completion with an earned grade of “C” or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or
- An equivalent transfer course from another college with an earned grade of “C” or better.

*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 63 for the Illinois Articulation Initiative (IAI) recommended curriculum in criminal justice.

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

Culinary Arts

This program consists of two degrees and two certificates.

Baking and Pastry

A.A.S. Degree—63 credit hours

Curriculum Code 1359

This program is designed to provide small business training essential to effective baking and pastry management in the hospitality industry. Graduates will be able to oversee baking and pastry food service operations including hotel, health care, cruise ship, catering, and manufacturing. They will gain expertise in menu planning, controls, marketing, nutrition, sanitation, and food preparation and production. The Baking and Pastry A.A.S. degree prepares students for entry- to mid-level positions within the hospitality industry. This degree program is associated with the college's 30-credit-hour certificate in Baking/Pastry Arts (curriculum code 1323).

Required General Education Courses—16 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
Select three credits from Fine Arts and Humanities: ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE		
		3
Select three credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		
		3
Select four credits from BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY		
		4

Required Career Courses—43 credits as follows:

RTM-100	Food Service Sanitation	2
RTM-101	Introduction to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-108	Culinary Calculations	2
RTM-206	Menu Writing and Marketing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-211	Baking/Pastry II	4
RTM-212	Cake Decorating	2
RTM-213	Artisan Breads	2
RTM-214	Chocolate & Confectionary Artistry	2
RTM-215	Restaurant and Buffet Desserts	2
RTM-220	Concepts of Hospitality Cost Control	3
RTM-230	Hospitality Portfolio	1
RTM-231	Hospitality Supervision	3
RTM-233	Hospitality Internship	3

Career Electives—Select 4 credit hours from the following:

RTM-202	Quantity Food Production II	4
RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-205	Beverage Management	3
RTM-217	Special Topics in Culinary Arts	2
RTM-225	Banquet and Specialty Services	3

Culinary Arts Management

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 by 6% through 2018. 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	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macroeconomics	
<i>or</i>		
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, LIT, MUS, PHI, SPA, THE		
		3
Select four credits from BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY		
		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 Seminar	1
RTM-231	Hospitality Supervision	3

Electives—Select three credits from the following:

BUS-142	Financial Accounting	4
IMS-115	Microsoft Office I	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

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

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 Seminar	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 Seminar	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.

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 Adobe 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 media. Further, the demand for design for the web and mobile devices 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-120 or higher		
Select 4 credits from Science: BIO, CHM, EAS, GEL, NAT, PHS, PHY		
Select 3 credits from Social Science: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		

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	Layout Design I	3
ART-230	Digital Design Internship	3
ART-232	Digital Portfolio Development	
<i>or</i>		
ART-246	Advanced Computer Art	3
ART-248	Layout Design II	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-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-163	Alternative Photographic Processes	3
ART-170	Printmaking	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-251	Digital Art/Design: Special Topics	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
JRN-101	Introduction to Mass Communications	3
MIS-141	Web Page Authoring and Publishing	3
OSA-135	Website Applications	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
MTH-133	Math for Industry	2
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, LIT, MUS, PHI, SPA, THE		
		3

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

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

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

Emergency Medical Services

This program consists of one degree and one certificate.

A.A.S. Degree—62 credit hours

Curriculum Code 1332

Program Description

The Emergency Medical Services A.A.S degree is designed for students intending to go into the public or private sector as EMT-Paramedics. Individual lives often depend on quick reaction and competent care of paramedics. Incidents as varied as auto accidents, heart attacks, slips and falls, childbirth, and gunshot wounds all require immediate medical attention. EMT-Paramedics provide these vital services as they care for and transport the sick and injured to a medical facility. The EMT-Paramedic provides the most extensive pre-hospital care, which includes administration of medications orally and intravenously, endotracheal intubation, and defibrillations of patients in lethal arrhythmias. The EMT-Paramedic is employed in a number of industries, including the private ambulance service, municipal fire department or facility responses on helicopters and fixed wing transport vehicles. The EMT-Paramedic may also take the National Registry Examination for Paramedics, which will permit a graduate flexibility when seeking employment opportunities.

Required General Education Courses – 19 Credit hours:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH	MTH-120 or higher	3-4
Select three credits from Humanities and Fine Arts:		
ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA,THE		3
Select three credits from Social/Behavioral Science:		
ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3
Select four credits from science: BIO, CHM, EAS, GEL, NAT, PHS, PHY		

Required Career Courses – 38 Credit hours:

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
IMS- 115	Microsoft Office I	3

Elective Courses—Select 5 credits from the following:*

ADC-230	Special Topics in Addiction Studies	1
MRT-110	Medical Terminology	3
PEH-170	First Aid	3

*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.

Emergency Medical Services (EMT-P, Paramedic)

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, and competition for jobs will be keen in fire, police and rescue squad departments due to attractive pay, benefits and job security.

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.

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-120 or higher	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, LIT, 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 Leadership I	3
FIS-207	Fire Fighting Tactics and Strategy II	3
FIS-209	Fire Service Leadership II	3
FIS-210	Fire Service Leadership III	3
FIS-211	Fire Service Leadership 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-117	Incident Safety Officer	3
FIS-118	Health and Safety Officer	3
FIS-119	Water Rescue Operations	2
FIS-120	Ice Rescue Technician	1
FIS-203	Fire Apparatus Engineer	3
FIS-204	Hazardous Materials Operations	3
FIS-206	Vehicle Rescue Operations	3
FIS-212	Fire Inspector I	3
FIS-213	Public Fire and Life Safety Educator	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

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

Fire Service Operations

This program consists of one degree.

A.A.S. Degree—61 credit hours

Curriculum Code 1331

This program is designed to help students to prepare for application to a Fire Academy program and for successful transfer to a relevant 4-year program.

Required General Education Courses—19 credit hours as follows

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics or higher	3
Select three credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		3
Select four credits from BIO, CHM, EAS, GEL, MTH, PHS, PHY		4
Select three credits from ARB, ART, FRE, GRE, HUM, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—33 credit hours as follows:

EMS-101	Emergency Medical Technician	8
FIS-116	Fire Department Special Services	1
FIS-204	Hazardous Materials Operations	3
FIS-215	Fire Service Academy I	3
FIS-216	Fire Service Academy II	3
FIS-217	Fire Service Academy III	3
FIS-218	Fire Service Academy IV	3
FIS-219	Fire Service Academy V	3
FIS-220	Fire Service Seminar	1
FIS-221	Fire Service Internship	2
PEH___	Select three from PEH 105, 108, 138, & 140	3

Career Elective Courses—Select 9 credits from the following:

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-112	Building Construction for Fire Safety	3
FIS-114	Fire Investigation	3
IMS-115	Microsoft Office I	3
PEH-171	Healthy Lifestyle and You	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

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 their health by being proactive 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	3
PEH-163	Fitness Programming	3
PEH-164	Exercise for Special Populations	3
PEH-165	Fitness Business Skills and Promotion	3
PEH-172	Nutrition for Today	3
PEH-175	Teaching Group Fitness	2
REC-101	Recreation and Wellness Professions	3

Electives—Select 3 credits from the following:

BIO-115	Anatomy and Physiology	5
IMS-115	Microsoft Office I	3
PEH-107	Introduction to Group Fitness	1
PEH-120	Introduction to Body/Mind Fitness	1

Select only 1 from PEH-141, 142, 143, 144:

PEH-141	Classic Cardio Fitness	1
<i>or</i>		
PEH-142	Cardio Cross Training	1
<i>or</i>		
PEH-143	Aerobics III (Life Fitness)	1
<i>or</i>		
PEH-144	Dance Cardio Fitness	1
PEH-170	First Aid	3
PEH-171	A Healthy Lifestyle and You	3

Gerontology

This program consists of one certificate.

Certificate—16 credit hours

Curriculum Code 1336

Gerontology is the study of aging. The population of people over the age of 65 is rapidly growing. Various fields such as health care, recreation, and fitness are responding to this surge in the senior population. This certificate is most appropriate for students who intend to pursue or who already hold positions that have substantial contact with aging populations. This certificate can stand on its own as training for jobs in a variety of settings such as adult day care, continuum care retirement communities, park districts, community centers, rehabilitation facilities, senior centers and much more. However, it is more often used as a supplement or additional training for those already in a related field who want to work more effectively with the senior population.

Required Career Courses—16 credits as follows:

GRN-101	Introduction to Gerontology Careers	3
GRN-102	Diversity in Aging	3
GRN-103	Public Policy and Aging	4
GRN-104	Aging and the Health Care System	3
GRN-105	Death and Dying	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—66 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-10-CM/PCS and CPT coding systems, computer technology, and health care management.

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

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).

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

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 history and physical form signed by a physician as well as a drug screen 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.
- 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 medical terminology, 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—19 credits as follows:

BIO-115	Anatomy and Physiology	5
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
PSY-201	Industrial/Organizational Psychology	3
Select 3 credits from Social/Behavioral Sciences: ANT, ECO, GEO, HIS, PSY, PSC, SOC, SSC		3

Required Career Courses—47 credits as follows:

MRT-108	Intro to Medical Coding Systems	4
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-119	Insurance Reimbursement Procedures	1
MRT-125	Pathophysiology and Pharmacology	4
MRT-130	Computers in Allied Health	1
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

Coding Specialist

Certificate—31 credit hours

Curriculum Code 1431

This certificate program prepares students to become medical coding specialists and gain a working knowledge of ICD-10-CM/PCS 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. Graduates 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—31 credits as follows:

BIO-115	Anatomy and Physiology	5
MRT-108	Intro to Medical Coding Systems	4
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-119	Insurance Reimbursement Procedures	1
MRT-125	Pathophysiology and Pharmacology	4
MRT-130	Computers in Allied Health	1
MRT-212	Medical Reimbursement Systems	3

Medical Transcription

Certificate—20 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 including voice recognition 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 care system.

A wide variety of careers exists in the medical transcription field, such as working in doctors' offices, hospitals, outpatient diagnostic services, insurance companies, or transcription 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—20 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-125	Pathophysiology and Pharmacology	4
MRT-130	Computers in Allied Health	1

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

Medical Billing

Certificate—10 credit hours

Curriculum Code 1440

The medical billing program prepares students for employment as medical billers, patient account representatives, and data entry specialists. Graduates will acquire a general knowledge of the healthcare field with a focus on being able to understand and code medical diagnoses and procedures and to bill accurately and ethically.

Graduates can be employed by physician's offices and clinics, medical group practices, managed care companies, insurance companies and other health care providers.

A medical biller's job responsibilities can include healthcare billing, processing, adjusting and resubmitting of claims, adherence to current healthcare industry regulations and policies, and compliance with insurance procedures and allotted benefit coverage.

After completion of this certificate, students may choose to continue their education and earn a Coding Specialist Certificate. All courses, except keyboarding, are applicable to the Coding Specialist Certificate program.

Required Career Courses—10 credits as follows:

MRT-108	Intro to Medical Coding Systems	4
MRT-110	Medical Terminology	3
MRT-119	Insurance Reimbursement Procedures	1
MRT-130	Computers in Allied Health	1
OSA-100	Keyboarding I	1

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

Heating and Air Conditioning

This program consists of five certificates.

Certificate—33 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. 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—6 credits as follows:

COM-101	Composition I	3
MTH-120	General Education Mathematics or higher	3

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-165	Sustainable Energy Practices	4
HAC-180	Electronic Controls	4
HAC-233	Seminar	1
HAC-237	Internship	3

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

Commercial Systems Service Tech

Certificate—13 credit hours

Curriculum Code 1337

This program combines both lecture and hands-on components for commercial heating, air conditioning, and refrigeration maintenance and installation training. The certificate will serve students who are currently in the field and can demonstrate advanced proficiency or those students who have completed the courses necessary for Advanced Air Conditioning Tech Certificate. The Commercial Systems courses deliver advanced content that is not appropriate for students who have not had the initial training on residential equipment. Students will be trained on commercial equipment and will use advanced digital controls like those found in large commercial buildings or multi-building campuses.

Required Career Courses—13 credits as follows:

HAC-250	Commercial Systems Operations	5
HAC-260	Chiller Plant Operations	4
HAC-270	Boiler Power Plant Operations	4

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

Homeland Security

This program consists of one certificate.

Certificate – 17 credit hours

Curriculum Code 1361

The college has credit programs in Criminal Justice, Security Services, and Fire Service Management. The certificate in Homeland Security will serve students enrolled in these programs and also provide access to non-degree seeking students from the public sector as well as elected and appointed officials, seeking a general background in emergency management.

Required career courses—17 credits as follows:

CRJ-101	Introduction to Criminal Justice	3
CRJ-110	Introduction to Homeland Security	3
CRJ-111	Introduction to Incident Command	3
CRJ-112	Disaster & Blood-borne Hazards	1
FIS-101	Principles of Fire Science	3
FIS-110	Hazardous Materials Awareness	1
SLP-101	Introduction to Security	3

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 much faster than average through the year 2018.

Required General Education Courses—19 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
ECO-101	Principles of Macroeconomics	3
Four credits from BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY		4
Three credits from ARB, ART, FRE, GER, HUM, 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-135	Personal Finance	2
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-237	Seminar	1
IMS-115	Microsoft Office I	3

Electives—Select 9 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	Microsoft Excel	3
OSA-230	Microsoft Powerpoint and Presentations	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-257	Microsoft Access	3
PSY-201	Industrial/Organizational Psychology	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	Microsoft Office I	3
MIS-111	Internet Technologies	3
OSA-230	Microsoft Powerpoint and Presentations	3

Electives—Select 6 credits from the following:

BUS-134	International Business	3
BUS-231	Principles of Management	3
OSA-122	Microsoft Excel	3
OSA-257	Microsoft Access	3
PSY-201	Industrial/Organizational Psychology	3

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

Integrated Systems Technology

This program consists of one degree and five certificates.

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, 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.

Fluid Power Technician

Certificate—8 credit hours

Curriculum Code 1367

This certificate prepares students to upgrade their skills to work in career fields of industrial maintenance. This certificate prepares students for entry-level positions in industrial maintenance and fluid power. Industrial maintenance personnel often work with hydraulic and pneumatic systems and controls.

Required Career Courses—8 credits as follows:

IMM-103	Machinery Moving and Set-Up	2
IMM-110	Hydraulics	3
IMM-115	Pneumatics	3

Industrial Controls Technician

Certificate—9 credit hours

Curriculum Code 1364

This program prepares students to work in career fields of industrial electrical maintenance. Students will receive training in electrical controls. Students will learn about industrial electrical controls. Jobs in industrial electrical controls can be found in such career fields as electrical and electronics installers and repairers.

Required Career Courses—9 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3

Industrial Maintenance Technician

Certificate—23 credit hours

Curriculum Code 1368

This program prepares students to work in career fields of industrial maintenance. Students will receive training in mechanical drive, fluid power, and electrical control systems. Students will learn about the basic concepts that support these systems, installation and troubleshooting.

Required Career Courses—23 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
ELT-202	Advanced 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

Mechanical Drive Technician

Certificate—8 credit hours

Curriculum Code 1366

This program prepares students to work in career fields of industrial maintenance mechanic. Students will receive training in mechanical drive systems using belts, chains and gears. Students will learn about drive systems installation and alignment. Jobs working with mechanical drive systems can be found in such career areas as industrial machinery mechanics.

Required Career Courses—8 credits as follows:

IMM-101	Mechanical Systems I	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3

PLC Technician

Certificate—18 credit hours

Curriculum Code 1365

This program prepares students to work in career fields of automated industrial controls. Students will receive training in electrical controls and PLCs. Students will learn about industrial electrical controls and programmable logic controllers. Jobs in PLCs can be found in such career fields as electrical and electronics installers and repairers.

Required Career Courses—18 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Electronics	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3

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

IT Security Specialist

This program consists of one degree and two certificates.

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:

BUS-120	Business Mathematics	
or		
MTH-120	General Education Mathematics or higher	3
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		
†	Select 6 credits from Science/Math: BIO, CHM, EAS, GEL, MTH, NAT, PHY, PHS	3
	Select 3 credits from Humanities/Fine Arts: ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE	3

Required Career Courses—33 credits as follows:

Core IT Technology Track—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	IT 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 Network Design	3
LAN-272	Advanced Troubleshooting	3
LAN-280	High Availability Virtualization	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:

- Placement into MTH-120 or higher; or
- Successful completion with an earned grade of “C” or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course; or
- An equivalent transfer course from another college with an earned grade of “C” or better.

Network Security Associate

Certificate—21 credit hours

Curriculum Code 1360

This certificate provides students with entry-level skills for a profession in network security. Managing network security includes preserving information confidentiality, availability and integrity. Network security professionals are tasked with performing network risk assessments, implementing safeguards that protect data and system integrity, implementing and maintaining system authentication systems and perimeter protection systems. This program prepares graduates to become employed as network security technicians, network firewall technicians, VPN administrators and remote security communication support specialists.

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-153	IT Security Essentials–Security+	3
LAN-163	IT Security Practices–SCNP	3

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

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	IT 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.

Mammography Technology

This program consists of one certificate.

Certificate—9 credit hours

Curriculum Code 1346

This certificate program provides a complete educational experience for students wishing to become a mammography technologist. The program provides each student with opportunities to learn and to develop competence in patient care, communication skills, critical thinking, and technical skills that will permit the student to become a diagnostic mammography technologist. Integrated educational activities include lecture, laboratory activities, case studies, and hands-on clinical training.

Required Career Courses—9 credits as follows:

RAD-260	Breast Pathology	1
RAD-261	Principles and Procedures	3
RAD-262	Quality Assurance	2
RAD-263	Mammography Clinical Internship	3

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

Management Information Systems

This program consists of one degree and 12 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 2018. 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, ARB, ART, ECO, FRE, GEO, GER, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE		
BUS-120	Business Mathematics	3
or		
MTH-120	General Education Mathematics or higher	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	Microsoft Office I	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

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):		
<i>Android Programmer Track (9 credit hours)*</i>		
MIS-142	Android Programming I	3
MIS-176	Java Programming II	3
MIS-242	Android Programming II	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	
or		
MIS-289	.NET Desktop Application Development	3
<i>iPhone Programmer Track (9 credit hours)*</i>		
MIS-154	C# Programming I	3
or		
MIS-160	C++ Programming I	3
or		
MIS-176	Java Programming I	3
MIS-124	iPhone Programming I	3
MIS-224	iPhone Programming II	3
<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>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	
or		
MIS-289	.NET Desktop Application Development	3
Choose another track**** (6 credit hours not duplicating selections from the prior track):		
<i>Android Programmer Track (9 credit hours)*</i>		
MIS-142	Android Programming I	3
MIS-176	Java Programming I	3
<i>C# Programming Track (6 credit hours)*</i>		
MIS-154	C# Programming I	3
MIS-254	C# Programming II	3
<i>iPhone Programmer Track (9 credit hours)*</i>		
MIS-124	iPhone Programming I	3
MIS-154	C# Programming I	3
or		
MIS-160	C++ Programming I	3
or		
MIS-176	Java Programming I	3
<i>Java Programming Track (6 credit hours)</i>		
MIS-176	Java Programming I	3
MIS-276	Java Programming II	3

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

PHP Programming Track (6 credit hours)

MIS-126	PHP Programming I	3
MIS-226	PHP Programming II	3

Note: MIS-141 must be taken as an elective to pursue this track.

RPG Programming Track (6 credit hours)

MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3

*Visual Basic.NET Programming Track (6 credit hours)**

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET 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	3

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	3

Electives—Select 3 credit hours that have not been selected above:

MIS-120	RPG Programming I	3
MIS-124	iPhone Programming I	3
MIS-126	PHP Programming I	3
MIS-139	VB.NET Programming I	3
MIS-141	Web Page Authoring and Publishing	3
MIS-142	Android Programming I	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-224	iPhone Programming II	3
MIS-226	PHP Programming II	3
MIS-242	Android Programming II	3
MIS-251	ColdFusion Programming	3
MIS-261	C++ Programming II	3
MIS-259	Flash ActionScript	3
MIS-264	C++ Software Development	3
MIS-283	Java Web Applications	3
MIS-285	ASP.NET Web Applications	3
MIS-286	Java Software Development	3
MIS-289	.NET Desktop Application Development	3
MIS-294	Oracle Database Management	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

***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
MIS-241	Advanced Web Page Authoring	3
MIS-292	SQL/Database Applications	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
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Choose one track (9 credit hours):

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

Java Programmer Track (9 credit hours)

MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3

Multimedia Programmer Track (9 credit hours)

MIS-251	ColdFusion Programming	3
MIS-259	Flash ActionScript	3
MIS-297	Data-Driven Websites	3

PHP Programmer Track (9 credit hours)

MIS-126	PHP Programming I	3
MIS-226	PHP Programming II	3
MIS-297	Data-Driven Websites	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

*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.

Android Developer

Certificate—15 credit hours

Curriculum Code 1347

This program prepares students with programming skills that will provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential. Within this certificate's courses, students will gain hands-on experience programming for the user interface of Android, the mobile operating system developed by an alliance led by Google. Students will create applications for these mobile devices using a customized version of Java.

Required Career Courses—15 credits as follows:

MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-142	Android Programming I	3
MIS-176	Java Programming I	3
MIS-242	Android Programming II	3

Associate Database Administrator

Certificate—18 credit hours

Curriculum Code 1345

This certificate program will prepare students with database design and management skills, providing the background for entry-level or trainee positions or enhancing an information technology professional's versatility and career advancement potential. Coursework will emphasize database design principles, Structured Query Language, and database administration using a variety of popular database management systems.

Required Career Courses—18 credits as follows:

MIS-105	Programming Principles	
or		
CSC-140	Introduction to Computer Science	3
MIS-123	Database Design	3
MIS-291	Systems Analysis and Design	3
MIS-292	SQL/Database Applications	3
MIS-294	Oracle Database Management	3
OSA-257	Microsoft Access	3

C# Programmer

Certificate—21 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—21 credits as follows:

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
MIS-289	.NET Desktop Application Development	3
MIS-292	SQL/Database Applications	3

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	Microsoft Office I	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

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

iPhone Developer

Certificate—15 credit hours

Curriculum Code 1343

This program will prepare students with programming skills that will provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential. Within this certificate's courses, students will gain hands-on experience programming for the user interface of iOS, Apple's mobile operating system. This operating system is based on the concept of direct manipulation using multi-touch gestures. Students will also learn how to program for specific interface control elements for this type of operating system.

Required career courses—15 credit hours as follows:

MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-154	C# Programming I	
or		
MIS-160	C++ Programming I	3
MIS-124	iPhone Programming I	3
MIS-224	iPhone Programming II	3

Java Programmer

Certificate—21 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—21 credits as follows:

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	3
MIS-286	Java Software Development	3
MIS-292	SQL/Database Applications	3

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

Multimedia Designer

Certificate—21 credit hours

Curriculum Code 1342

This program prepares students to work in the fields of multimedia design. Students will receive training in the digital media, design, visual effects and motion graphics, animation, production development, production, and communication and information technology. Students will learn about production, editing, layout design. Jobs in multimedia design can be found in career fields such as television or film production, animation, audio production, and set design, as well as several other multimedia and production design fields.

Required career courses—21 credit hours as follows:

MIS-141	Web Page Authoring and Publishing	3
MIS-259	Flash ActionScript	3
OSA-135	Website Applications	3
OSA-138	Introduction to Digital Video Editing	3
OSA-234	Adobe Illustrator	3
OSA-236	Adobe Photoshop	3
OSA-238	Advanced Digital Video Editing	3

PHP Programmer

Certificate—18 credit hours

Curriculum Code 1344

This program prepares students with programming skills to design and develop web pages with dynamically generated content. This program will also provide the background for entry-level or trainee positions or enhance an information technology professional's versatility and career advancement potential.

Required Career Courses—18 credits as follows:

MIS-105	Programming Principles	3
MIS-111	Internet Technologies	3
MIS-123	Database Design	3
MIS-126	PHP Programming I	3
MIS-141	Webpage Authoring and Publishing	3
MIS-226	PHP Programming II	3

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:

MIS-105	Programming Principles	3
MIS-123	Database Design	3
MIS-210	Project Management	3
MIS-291	Systems Analysis and Design	3
MIS-292	SQL/Database Applications	3

Choose one track (9 credit hours):

*Android Programmer Track (9 credit hours)**

MIS-142	Android Programming I	3
MIS-176	Java Programming I	3
MIS-242	Android Programming II	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

or

MIS-289	.NET Desktop Application Development	
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*iPhone Programmer Track (9 credit hours)**

MIS-124	iPhone Programming I	3
MIS-154	C# Programming I	

or

MIS-160	C++ Programming I	
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or

MIS-176	Java Programming I	3
MIS-224	iPhone Programming II	3

Java Programmer Track (9 credit hours)

MIS-176	Java Programming I	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	

or

MIS-286	Java Software Development	3
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*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

or

MIS-289	.NET Desktop Application Development	
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Choose another track (6 credit hours not duplicating selections from the prior track):

*Android Programmer Track (6 credit hours)**

MIS-142	Android Programming I	3
MIS-176	Java Programming II	3

C# Programming Track (6 credit hours)

MIS-154	C# Programming I	3
MIS-254	C# Programming II	3

E-Commerce Development Track (6 credit hours)

MIS-197	E-Commerce Development	3
MIS-297	Data-Driven Websites	3

iPhone Programmer Track (6 credit hours)

MIS-124	iPhone Programming I	3
MIS-154	C# Programming I	

or

MIS-160	C++ Programming I	
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or

MIS-176	Java Programming I	3
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Java Programming Track (6 credit hours)

MIS-176	Java Programming I	3
MIS-276	Java Programming II	3

PHP Programming Track (6 credit hours)

MIS-126	PHP Programming I	3
MIS-226	PHP Programming II	3

Note: MIS-141 must be taken as an elective to pursue the PHP Programming track.

RPG Programming Track (6 credit hours)

MIS-120	RPG Programming I	3
MIS-220	RPG Programming II	3

Visual Basic.NET Programming Track (6 credit hours)

MIS-139	VB.NET Programming I	3
MIS-239	VB.NET 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

Web Design Track (6 credit hours)

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-124	iPhone Programming I	3
MIS-126	PHP Programming I	3
MIS-139	VB.NET Programming I	3
MIS-141	Web Page Authoring and Publishing	3
MIS-142	Android Programming I	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-220	RPG Programming II	3
MIS-224	iPhone Programming II	3
MIS-226	PHP Programming II	3
MIS-239	VB.NET Programming II	3
MIS-241	Advanced Web Page Authoring	3
MIS-242	Android Programming II	3
MIS-251	ColdFusion Programming	3
MIS-254	C# Programming II	3

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

MIS-259	Flash ActionScript	3
MIS-276	Java Programming II	3
MIS-283	Java Web Applications	3
MIS-285	ASP.NET Web Applications	3
MIS-286	Java Software Development	3
MIS-289	.NET Desktop Application Development	3
MIS-294	Oracle Database Management	3
MIS-297	Data-driven Websites	3
OSA-125	Introduction to Website Design	3
OSA-135	Website Applications	3

*NOTE: MIS-199 and MIS-200 can be repeated up to three times for credit as long as different topics are selected.

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:

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-285	ASP.NET Web Applications	3
MIS-289	.NET Desktop Application Development	3
MIS-292	SQL/Database Applications	3

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
OSA-125	Introduction to Website Design	
or		
OSA-135	Website 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		

Choose one track (9 credit hours):

<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>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>Multimedia Programmer Track (9 credit hours)</i>		
MIS-251	ColdFusion Programming	3
MIS-259	Flash Action Script	3
MIS-297	Data-Driven Websites	3
<i>PHP Programmer Track (9 credit hours)</i>		
MIS-126	PHP Programming I	3
MIS-226	PHP Programming II	3
MIS-297	Data-Driven Websites	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

*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.

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	Adobe Illustrator	3
OSA-236	Adobe Photoshop	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 2018. 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	
	(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, NAT, PHS, PHY	4
	Select three credits from ARB, ART, FRE, GER, HUM, 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-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
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	Microsoft Office I	3
OSA-230	Microsoft Powerpoint and Presentations	3
PSY-201	Industrial/Organizational Psychology	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	Microsoft Office I	3
OSA-230	Microsoft Powerpoint and Presentations	3
PSY-201	Industrial/Organizational Psychology	3

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

Massage Therapy

Certificate—33 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	5

Required Career Courses—33 credits as follows:

MAS-101	Introduction to Massage	1
MAS-109	Pathology of Massage Therapy	3
** MAS-110	Basic Swedish Massage	3
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 Technology

This program consists of one degree and eight certificates.

A.A.S. Degree—65 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—6 credit hours		
MTH-141	College Algebra (Functions) and	4
MTH-142	Trigonometric Functions	2
MTH Option II—10 credit hours		
MTH-150	Calculus I/Analytic Geometry and	5
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		

Required Career Courses—40 credits as follows:

IST-101	Introduction to Machine Tools	3
MDT-101	Introduction to Drafting	3
MDT-103	Orientation to MDT Careers	1
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
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 Specialist

Certificate—18 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—18 credits as follows:

MDT-103	Orientation to MDT Careers	1
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

AutoCAD Specialist

Certificate—13 credit hours

Curriculum Code 1363

This certificate is designed to provide extensive breadth and depth of knowledge of AutoCAD design software. Students will complete courses utilizing two-dimensional and three-dimensional drawing and modeling. The courses are not discipline-specific, but instead focus on the software.

Required Career Courses—13 credits as follows:

MDT-103	Orientation to MDT Careers	1
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

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

Autodesk Inventor Specialist

Certificate—9 credit hours

Curriculum Code 1339

This program provides an in-depth, focused study of three-dimensional modeling of mechanical parts and assemblies concentrating on parametric, adaptive design techniques, and photo-realistic rendering.

Required Career Courses—9 credits as follows:

MDT-103	Orientation to MDT Careers	1
MDT-285	3D Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3
MDT-289	3D Parametric Assemblies	2

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 CAD Specialist

Certificate—24 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—24 credits as follows:

MDT-100	Introduction to Computer Graphics	2
MDT-103	Orientation to MDT Careers	1
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

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

Mechanical Design Associate

Certificate—46 credit hours

Curriculum Code 1362

The Mechanical Design Associate certificate is based on the college's Mechanical Design and Drafting/CAD A.A.S. degree but without the general education courses. This is intended for the working professional who would like to gain a deeper, broader understanding of the field of mechanical CAD design.

Required Career Courses—40 credits as follows:

IST-101	Introduction to Machine Tools	3
MDT-101	Introduction to Drafting	3
MDT-103	Orientation to MDT Careers	1
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	Introductions to 3D Modeling	3
MDT-205	Machine Elements	3
MDT-209	Hydraulics and Pneumatics	2
MDT-210	Statics and Strength 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

Mechanical Drafting Associate

Certificate—20 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 Career Courses—20 credits as follows:

MDT-101	Introduction to Drafting	3
MDT-103	Orientation to MDT Careers	1
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-115	Applied GDT	2
MDT-145	Introduction to Computer Aided Drafting	3
MDT-213	Plant Engineering Drafting	3
MDT-220	Tool Drafting	3

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

Mechatronics Technology

This program consists of one degree.

A.A.S. Degree—63 credit hours

Curriculum Code 1338

Mechatronics is the synergistic integration of mechanics, electronics, and computer controls with the intent to design better consumer and industrial products more efficiently and effectively. With the emergence of new materials, smaller and faster electronics, and advanced computer controls, products are being designed to seamlessly incorporate all of these new technologies. Mechatronic technicians are responsible for integrating and incorporating these inter-disciplinary, cutting-edge technologies to design these new products.

The Mechatronics Technology Associate in Applied Science degree program is designed to prepare students for a career in the inter-disciplinary field of mechatronics design, integrating CAD, mechanics, electronics, and computer controls. The curriculum incorporates existing courses from the Mechanical Design and Drafting/CAD, Electronics, and Information Management Systems career programs. This A.A.S. degree can also be used to articulate into a Mechatronic Engineering Technology Bachelor of Science degree program at partner universities.

Required General Education Courses—25 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
COM-201	Business and Technical Writing	3
MTH-141	College Algebra (Functions)	4
MTH-142	Trigonometric Functions	2
PHY-150	Mechanics, Heat and Sound	4
Select three credits from Fine Arts and Humanities: ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE		
Select three credits from Social Science: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC		

Required Career Courses—38 credits as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
IMS-101	Introduction to Computer Systems	3
IST-101	Introduction to Machine Tools	3
MDT-101	Introduction to Drafting	3
MDT-106	Mechanical Assemblies	2
MDT-110	Mechanical Detailing	3
MDT-145	Introduction to CAD	3
MDT-205	Machine Elements	3
MDT-210	Statics and Strength of Materials	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—42 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—5 credits as follows:

BIO-115	Anatomy and Physiology	5
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Required Career Courses—35 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	3
MOA-144	Pharmacology—Principles/Applications	3
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-130	Computers in Allied Health	1
PHB-110	Principles and Practice of Phlebotomy	6

Electives—Select at least 2 credit hours from the following:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
PEH-170	First Aid	3
PEH-171	A Healthy Lifestyle and You	3
PEH-172	Nutrition for Today	3
PHB-111	Phlebotomy Clinical Practice Seminar	1
PHB-112	Phlebotomy Clinical Practice	2
REC-101	Recreation and Wellness Professions	3
RES-200	EKG Application and Theory	1
SPA-115	Career Spanish for Health Care I	3
SPA-116	Career Spanish for Health Care II	3

Select three credits from Fine Arts and Humanities: ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, THE

Select three credits from Social Science: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

** 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—72 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.

Students learn to deliver nursing care to people of all ages using principles of the biological, physical and behavioral sciences, plus study how to assess nursing care needs of patients and how to make judgments in planning, implementing and evaluating appropriate nursing care.

This two-year program starts in either the fall or spring of each year and continues for a total of four consecutive semesters, excluding summer. The Nursing Program conducts a rigorous curriculum of lectures, labs and clinicals. Clinicals are conducted on site at a variety of hospitals during the day time or evening with no flexibility in scheduling. Therefore, holding a full-time job while in the program may affect student success and is not recommended. However, general education classes are available morning, afternoon or evening, and can be completed part-time, if necessary.

Employment Outlook

Job opportunities for RNs in all specialties are expected to be excellent. Employment of registered nurses is expected to grow much faster than average for all occupations through 2016, and, because the occupation is very large, many new jobs will result. In fact, registered nurses are projected to create the second largest number of new jobs among all occupations. Thousands of job openings also will result from the need to replace experienced nurses who leave the occupation, especially as the median age of the registered nurse population continues to rise.

Much faster-than-average growth will be driven by technological advances in patient care, which permit a greater number of medical problems to be treated, and by an increasing emphasis on preventive care. In addition, the number of older people, who are much more likely than younger people to need nursing care, is projected to grow rapidly.

Accreditation

Moraine Valley's Nursing Program is approved and licensed 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.

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

Licensure

Program graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Department of Financial and Professional Regulation in Springfield grants licensure for registered nurses. **Upon successful completion of the first year and completion of the nursing elective NUR-165, students will be eligible and have the option to take the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN). This is an option embedded in the MVCC ADN program.

The Department of Financial and 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 licensure. Graduating from a state-approved and licensed nursing program guarantees the right to apply to write for the licensing exam.

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 a mandatory information session
- Submit the Moraine Valley college admission form
- Complete placement and admission tests
- Submit a Nursing Application
- Submit Transcripts and Proof of current CNA certification or current unencumbered LPN license to the 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. BIO-181 and BIO-119 must be completed or in progress at the time of application. All three sciences must be completed to be granted a seat in the program.
- **Tie breaker:** date/time of completed Nursing application
- **Residency:** In-district residents who submit all required documentation to 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 or during 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.

Fees—Fees associated with specific nursing courses include use of equipment, some supplies, online learning assessment and remediation, 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.

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, annual flu vaccine, background check, and drug screening are required. Questions about the health physical should be directed to the department chair 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.

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 Records Office.)
- Meet conditions for readmission as stated on the Nursing Program 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 program and update results as required—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 AHA 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.

Curriculum

Required Program Courses in Science—12 credits as follows:

BIO-119	Introductory Microbiology	4
BIO-180	Human Anatomy and Physiology I	4
BIO-181	Human Anatomy and Physiology II	4

Required General Education Courses—12 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
PSY-104	Life-Span Developmental Psychology	3
SOC-101	General Sociology	3

Required Career Courses—48 credits as follows:

HSC-120	Pharmacology and Disease Processes I	3
HSC-140	Pharmacology and Disease Processes II	2
NUR-140	Nursing Concepts I	4
NUR-141	Nursing Concepts II	4
NUR-142	Nursing Concepts III	3
NUR-150	Nursing Arts I	2
NUR-151	Nursing Arts II	2
NUR-152	Nursing Arts III	1
NUR-160	Nursing Clinical Practice I	1
NUR-161	Nursing Clinical Practice II—OB	2
NUR-162	Nursing Clinical Practice II—M/S	2
NUR-240	Nursing Concepts IV	3
NUR-241	Nursing Concepts V	3
NUR-242	Nursing Concepts VI	3
NUR-243	Nursing Concepts VII	3
NUR-250	Nursing Arts IV	2
NUR-260	Nursing Clinical Practice III	2
NUR-261	Nursing Clinical Practice IV	2
NUR-262	Nursing Clinical Practice V	3
NUR-265	Nursing Transitions II	1

Elective:

NUR-165	Nursing Transitions I	3
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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.

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

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 desktop 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 or higher (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 ANT, ARB, ART, ECO, FRE, GEO, GER, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SSC, SPA, THE		3

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

Required Career Courses—30 credits as follows:

IMS-115	Microsoft Office I	3
MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3
OSA-103	Office Language Skills	3
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-230	Microsoft PowerPoint and Presentations	3
OSA-249	Quickbooks for Office Professionals	3
OSA-257	Microsoft Access	3
OSA-258	Internship	3

Concentrations

Students may select Administrative Assistant, Legal Office Assistant, Graphics and Desktop Publisher, Web Design Assistant, Help Desk Specialist, Office Manager, or Medical Secretary 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	Microsoft Office 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	Microsoft Outlook	1
OSA-232	Introduction to Adobe Creative Suite	3

Graphics and Desktop Publisher—18 credits

Required Special Career Courses—18 credits as follows:

MIS-141	Web Page Authoring and Publishing	3
OSA-125	Introduction to Website Design	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-234	Adobe Illustrator	3
OSA-235	Adobe InDesign	3
OSA-236	Adobe Photoshop	3

Help Desk Specialist—18 credits

Required Special Career Courses—15 credits as follows:

COM-203	Interpersonal Communication	3
LAN-103	Security Awareness	1
LAN-111	IT Essentials-A+	3
LAN-121	Network Essentials-Network+	3
LAN-122	Network Services	4
OSA-116	Microsoft Outlook	1

Electives—Select 3 credit hours from the following:

LAN-112	Managing IT-A+	3
OSA-232	Introduction to Adobe Creative Suite	3

Legal Office Assistant —18 credits

Required Special Career Courses—16 credits as follows:

BUS-136	Business Law	3
OSA-102	Document Formatting	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-246	Microsoft Office Integration	3
OSA-252	Legal Terminology and Procedures	3
OSA-255	Administrative Office Procedures	3

Electives—Select 2 credit hours from the following:

OSA-116	Microsoft Outlook	1
OSA-225	Microsoft Publisher	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-243	Business Writing	2
OSA-250	Records Management	3
OSA-260	Seminar	1

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	Microsoft Outlook	1
OSA-255	Administrative Office Procedures	3

Office Manager —18 credits

Required Special Career Courses—15 credits as follows:

BUS-100	Introduction to Business	3
BUS-231	Principles of Management	3
LSC-110	Fundamentals of Meeting Planning	3
MIS-210	Project Management	3
OSA-255	Administrative Office Procedures	3

Electives—Select 3 credit hours from the following:

MIS-141	Web Page Authoring and Publishing	3
OSA-116	Microsoft Outlook	1
OSA-232	Introduction to Adobe Creative Suite	3
OSA-243	Business Writing	2
OSA-246	Microsoft Office Integration	3

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

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	Adobe Illustrator	3
OSA-236	Adobe Photoshop	3

Electives—Select 3 credit hours from the following:

MIS-105	Programming Principles	3
MIS-241	Advanced Web Page Authoring	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-246	Microsoft Office Integration	3

Administrative Assistant

Certificate—35 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—33 credits as follows:

IMS-115	Microsoft Office I	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-230	Microsoft PowerPoint and Presentations	3
OSA-246	Microsoft Office Integration	3
OSA-249	Quickbooks for Office Professionals	3
OSA-255	Administrative Office Procedures	3
OSA-257	Microsoft Access	3
OSA-260	Seminar	1

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
MIS-146	Operating Systems	3
OSA-225	Microsoft Publisher	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-243	Business Writing	2
OSA-250	Records Management	2
OSA-258	Internship	3

* May need to be repeated. Minimum skill level recommended for employment: 50 wpm.

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	Microsoft Office I	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.

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

Graphics and Desktop Publishing

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	Introduction to Adobe Creative Suite	3
OSA-234	Adobe Illustrator	3
OSA-235	Adobe InDesign	3
OSA-236	Adobe Photoshop	3

Help Desk Specialist

Certificate—33 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—33 credits as follows:

COM-203	Interpersonal Communication	3
IMS-115	Microsoft Office I	3
IMS-215	Microsoft Office II	3
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
MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3
OSA-116	Microsoft Outlook	1
OSA-232	Introduction to Adobe Creative Suite	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

Certificate—40 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—38 credits as follows:

BUS-136	Business Law	3
IMS-115	Microsoft Office I	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-230	Microsoft PowerPoint and Presentations	3
OSA-243	Business Writing	2
OSA-246	Microsoft Office Integration	3
OSA-252	Legal Documents and Terminology	3
OSA-255	Administrative Office Procedures	3
OSA-257	Microsoft Access	3
OSA-260	Seminar	1

Electives—Select at least 2 credit hours from the following:

MIS-111	Internet Technologies	3
MIS-146	Operating Systems	3
OSA-225	Microsoft Publisher	3
OSA-232	Introduction to Adobe Creative Suite	3
OSA-249	Quickbooks for Office Professionals	3
OSA-250	Records Management	2
OSA-258	Internship	3

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	Microsoft Office I	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	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-230	Microsoft PowerPoint and 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.

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	Microsoft Office I	3
OSA-116	Microsoft Outlook	1
OSA-122	Microsoft Excel	3
OSA-145	Microsoft Word	3
OSA-225	Microsoft Publisher	3
OSA-230	Microsoft PowerPoint and Presentations	3
OSA-246	Microsoft Office Integration	3
OSA-257	Microsoft Access	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	Microsoft Office I	3
MIS-108	Internet Basics	1
or		
MIS-111	Internet Technologies	3
OSA-102	Document Formatting	3
OSA-103	Office Language Skills	3
* OSA-104	Keyboarding Speed and Accuracy	1
OSA-116	Microsoft 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.

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		
Select 3 credits from Humanities/Fine Arts: ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE		
<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	Introduction to the Foundations 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
MTH-102	Mathematics for Paraprofessionals	
or		
MTH-121	Math for Teachers I	3
PSY-104	Life-Span Developmental Psychology	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
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*

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

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. 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
MTH-102	Mathematics for Paraprofessionals	
or		
MTH-121	Math for Teachers I	3
PSY-104	Life-Span Developmental Psychology	3

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 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 during the clinical experience.
- 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 complete the 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—9 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—26 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. 11.

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 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. History and 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—26 credits as follows:

BIO-115	Anatomy and Physiology	5
MRT-110	Medical Terminology	3
MRT-130	Computers in Allied Health	1
PSG-105	Polysomnography Patient Care I	4
PSG-110	Cardiopulmonary Physiology	3
PSG-112	Sleep Study Scoring	2
PSG-115	Polysomnography Patient Care II	4
PSG-120	Polysomnography Clinical Application	4

*Note: PSG-105 and 110 are corequisites
PSG-115 and 120 are corequisites*

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

Radiologic Technology

This program consists of one degree.

A.A.S. Degree—72 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, 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.

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 11.

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—19 credits as follows:

BIO-180	Human Anatomy and Physiology I	4
BIO-181	Human Anatomy and Physiology II	4
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
	Select a minimum of 3 credits from ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC	3

Required Career Courses in Sequence—53 credits as follows:

MRT-110	Medical Terminology	3
MRT-130	Computers in 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	Radiology Internship I	3
RAD-138	Radiology Internship II	3
RAD-140	Radiographic Processing	1
RAD-141	Pediatric Radiography	1
RAD-145	Radiology Internship III	3
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 Radiology Internship I	5
RAD-246	Advanced Radiology Internship II	5
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 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 or higher	3
PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3
Select three credits from ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE		3

Required Career Courses—30 credits as follows:

IMS-115	Microsoft Office I	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	Industrial/Organizational Psychology	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—63 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—26 credits as follows:

BIO-115	Anatomy and Physiology	5
COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics or higher	3
PSY-101	Introduction to Psychology	3
SOC-101	General Sociology	3
Select three credits from ARB, ART, FRE, GER, HUM, 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
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

Select one credit hour from the following PEH courses:

105, 107, 108, 120, 140		1
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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

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

Respiratory Therapy Technology

This program consists of one degree.

A.A.S. Degree—73 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 for Respiratory Care (CoARC).

Admission Requirements—See Admission to Health Science Programs in the Admission and Registration section of this catalog, page 11.

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 Health 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—30 credits as follows:

BIO-119	Introductory Microbiology	4
BIO-180	Human Anatomy and Physiology I	4
BIO-181	Human Anatomy and Physiology II	4
CHM-111	Fundamentals of Chemistry	4
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
PSY-104	Life-Span Developmental Psychology	3
Select three credits from Fine Arts and Humanities: ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE		3

Required Career Courses in Sequence—43 credits as follows:

MRT-110	Medical Terminology	3
RES-101	Foundations of Respiratory Care	3
RES-102	Fundamentals of Medical Gas Therapy	5
RES-103	Pharmacology for Respiratory Therapy	3
RES-104	Airway Care and Gas Exchange	4
RES-105	Respiratory Therapeutic Modalities	5
RES-106	Patient and Ventilator Management	3
RES-107	Managing the Critically Ill Patient	2
RES-108	Introduction to Ventilators	1
RES-154	Respiratory Clinical Practice I	1
RES-157	Respiratory Clinical Practice II	1
RES-201	Neonatal/Advanced Respiratory Care	3
RES-202	Respiratory Care Capstone	3
RES-250	Respiratory Clinical Practice III	2
RES-251	Respiratory Clinical Practice IV	4

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 for all occupations through the year 2018. 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	
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	
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, LIT, MUS, PHI, SPA, THE		
3		
Select four credits from BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY		
4		

Required Career Courses—36 credits as follows:

BUS-142	Financial Accounting	4
IMS-115	Microsoft Office 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 Seminar	1
RTM-231	Hospitality Supervision	3

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

Program Electives—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 Seminar	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 Seminar	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*

Security Services

This program consists of one certificate.

Certificate—11 credit hours

Curriculum Code 1307

This program provides students with basic training in security services. While completing coursework, students can also complete non-credit industry security-related certification: a 20-hour Unarmed Security non-credit industry certification and a 40-hour Armed Security Guard non-credit industry certification. Students must be 21 years of age to complete the 40-hour Armed Security Guard non-credit industry certification.

Students who complete the Security Services certificate program may use all completed credit hours to pursue the related Criminal Justice A.A.S. degree.

Required Career Courses—10 credits as follows:

LAN-103	Security Awareness	1
CRJ-104	Investigation and Criminal Evidence	3
SLP-100	Unarmed Security Guard Training	1
SLP-101	Introduction to Security	3
SLP-219	Contemporary Issues: Security	2

Elective Courses—Select 1 credit from the following:

SLP-103	Armed Security Guard Training	1
SLP-210	Special Topics in Security	1

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 higher (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, MTH, NAT, PHS, PHY		4
Three credits from ARB, ART, FRE, GER, HUM, 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-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-145	Computer Applications in Accounting	
or		
OSA-122	Microsoft Excel	3
BUS-170	Introduction to Human Resources	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-237	Seminar	1
IMS-115	Microsoft Office I	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	Microsoft PowerPoint and Presentations	3
PSY-201	Industrial/Organizational Psychology	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
HAC-165	Sustainable Energy Practices	4
HIS-101	Western Civilization I	3
HUM-135 or	African and Middle Eastern Humanities	3
HUM-140 or	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
IMS-115	Microsoft Office I	3
SOC-210	Minority Groups	3

HAC Stationary Engineer

Certificate—43 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—9 credits as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics or higher	3

Required Career Courses—34 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
IMS-115	Microsoft Office I	3

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. 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, LIT, MUS, PHI, SPA, THE	6
†	Select three credits from BIO, BUS-120, CHM, EAS, GEL, NAT, PHS, PHY, MTH-120 or higher	3

Required Career Courses—17 credits as follows:

IMS-115	Microsoft Office I	3
LSC-106	Introduction to Travel Planning	3
LSC-130	Airline Pricing and Documentation	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 credits 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-140	Airline Computing—SABRE	
	or	
LSC-141	Airline Computing—APOLLO	3
LSC-210	Travel Business Entrepreneurship	2
LSC-225	Cruising: A-Z	2
LSC-226	Travel/Tourism Special Topics	1
** LSC-234	Internship—Travel	3
** LSC-238	Seminar—Travel	1
OSA-100	Keyboarding I	1-3
REC-101	Recreation and Wellness Professions	3

† A minimum level of competency in mathematics is required for successful degree completion and graduation for all A.A.S. degrees. This minimum competency may be demonstrated in the following ways:

- Placement into MTH-120 or higher; or
- Successful completion with an earned grade of “C” or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course, or
- An equivalent transfer course from another college with an earned grade of “C” or better.

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	Microsoft Office I	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

** 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—20 credits as follows:

IMS-115	Microsoft Office I	3
LSC-106	Introduction to Travel Planning	3
LSC-108	International Travel	3
LSC-130	Airline Pricing and Documentation	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

Electives—Select 6 credits from the following:

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 Business Entrepreneurship	2
LSC-225	Cruising: A-Z	2
LSC-226	Travel/Tourism Special Topics	1
** 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. 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:

BUS-120	Business Mathematics	3
or		
MTH-120	General Education Mathematics or higher (Recommended for transfer students.)	
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		
†	Select 6 credits from Science/Math: BIO, CHM, EAS, GEL, MTH, NAT, PHY, PHS	3
Select 3 credits from Humanities/Language: ARB, ART, FRE, GER, HUM, LIT, MUS, PHI, SPA, THE		

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-271	Multi-Layer Switch Network Design	3
LAN-272	Advanced Troubleshooting	3
LAN-274	Managing VoIP Services	3
LAN-280	High Availability Virtualization	3

Cisco Network Associate

Certificate—23 credits

Curriculum Code 1447

Required Career Courses—23 credits as follows:

LAN-101	Orientation to IT Professions	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
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-271	Multi-Layer Switch Network Design	3
LAN-272	Advanced Troubleshooting	3
LAN-280	High Availability Virtualization	3

Microsoft Professional

Certificate—30 credits

Curriculum Code 1446

Required Career Courses—30 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-150	Managing Windows Desktop	3
LAN-223	Managing Messaging Services	3
LAN-230	Managing Windows Servers	3
LAN-250	Windows Directory Services	3
LAN-251	WLAN Design–CWNA	3

† A minimum level of competency in mathematics is required for successful degree completion and graduation for all A.A.S. degrees. This minimum competency may be demonstrated in the following ways:

- Placement into MTH-120 or higher; or
- Successful completion with an earned grade of “C” or better in BUS-120, MTH-102, or MTH-109 for designated career programs or higher level mathematics course; or
- An equivalent transfer course from another college with an earned grade of “C” or better.

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-120	General Education Mathematics or higher	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

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

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-120	General Education Mathematics or higher	3
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Required Career Courses—23 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-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

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

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.

Course Descriptions

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Arabic	ARB	169	Massage Therapy	MAS	204
Architectural CAD (see MDT)		205	Mathematics	MTH	216
Art	ART	169	Mechanical and Fluid Power Maintenance	IMM	197
Automotive Technology	AUT	172	Mechanical Design and Drafting/CAD	MDT	205
Basic Nurse Assistant (See Health Science Careers)		194	Medical Assistant	MOA	213
Biology	BIO	174	Meeting Planner (see LSC)		
Business	BUS	175	Music	MUS	219
CAD (see MDT)		205	Natural Science	NAT	223
Chemistry	CHM	179	Nursing	NUR	223
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Intensive English Language	IEL	195			
Journalism	JRN	198			

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) are listed following the contact hours. See pages 62 and 63 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

Course Code **Credit Hours**

COM-102—(3) **Course Title**

Composition II **Prerequisite**

Prerequisite: COM-101 with an earned 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

Illinois Articulation Initiative Code **Contact Hours**

Content Description

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
Corequisite: Registration or credit in ADC-100
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

This course provides an overview of the causes, assessment and treatment of common behavior disorders. It includes a review of organic-based syndromes, thought and effect disorders, and compulsive disorders such as gambling, sexual addiction, and eating disorders. Assessment and relapse prevention principles for the dually diagnosed client are also reviewed. (3 contact hours)

ADC-112—(3)
Diversity in Addictions Counseling

Prerequisite: ADC-101
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

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-206—(3)

Group Counseling

Prerequisite: ADC-106

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-206 and ADC-211

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-206 and ADC-211

This course provides an introduction to case management principles and practices including assessment, service planning and documentation. (3 contact hours)

ADC-211—(3)

Compliance and Ethics

Prerequisites: ADC-108 and 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-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-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-237—(1)

Seminar

Prerequisite: Consent of practicum coordinator

Corequisite: Registration in ADC-233

Discussion of supervised field service experience in Field Practicum. (1 contact hour)

ADC-243—(3)

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 practicum coordinator

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)

ARB-202—(4)

Arabic IV

Prerequisite: ARB-201 or 4 years of high school Arabic

Arabic 202 is the fourth in the series of Arabic courses. This course will focus on using the skills developed in the previous three courses to effectively communicate verbally and in writing in the Arabic language. In addition to strong emphasis on developing Arabic communication skills, students will receive instruction in Arabic structure to ensure their knowledge and proper use of Modern Standard Arabic. Students will be introduced to authentic Arabic texts and audio from various Arab countries and will be exposed to native Arabic speakers to familiarize them with the major dialects of the various Arab regions. (4 contact hours)
IAI: H1 900

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)

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. Fee is required. (6 contact hours)

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. Fee is required. (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 basic art theory, composition and use of color in visual art. Emphasizes application of original ideas in creation of original design. Students will supply basic art-making materials from a list provided by the instructor. 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)

ART-120—(3)

Beginning Painting

Prerequisite: ART-101

Introduces basic techniques and materials of oil and acrylic painting. Fee is required. (6 contact hours)

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)

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)

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)

ART-160—(3)

Introduction to Photography

This studio course covers the basic principles of photography, including equipment, film processing, composition, and darkroom techniques. Students supply film, mount board, paper, and 35mm manual camera. Fee is required. (6 contact hours)

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-163—(3)

Alternative Photographic Processes

Prerequisite: ART-146 or ART-160

This course is designed for intermediate level art and photography students who wish to explore non-standard photographic processes. A series of conceptual and technical projects will emphasize integration of digital imagemaking with hand-made photographic printing techniques to foster a unique creative vision. Areas of exploration include creative camera techniques, image acquisition and optical distortion techniques, digital image manipulation, hand-painted photographic emulsions, photo-based mixed media work, and photographic manipulation. Students supply various papers and other printing material, mounting board, professional quality inkjet transparency film and film or digital camera. Fee is required. (6 contact hours)

ART-170—(3)

Printmaking

Introduces basic printmaking techniques such as relief, intaglio and screenprinting. Fee is required. (6 contact hours)

ART-171—(3)**Printmaking II**

Prerequisite: ART-170

This course is an in-depth exploration of relief, intaglio, and screenprinting techniques with an emphasis on developing conceptual skills and technical mastery within the framework of traditional and contemporary printmaking. New methods such as aquatint, multi-plate printing, transfer print processes, printing on alternative materials, and bookmaking are introduced. Students are encouraged to strengthen the balance between conceptual development and advanced technical facility. Fee is required. (6 contact hours)

ART-180—(3)**Digital Photographic Imagery**

Corequisite: Registration or credit in ART-160

The art/graphic design studio course explores the techniques of acquiring, manipulating and outputting digitized photographic images. The emphasis is on digital image-making concepts and techniques, and uses historical references in both art and photography. 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)**Layout Design I**

Prerequisite: ART-146 or consent of instructor

This art/graphic design studio course focuses on the planning and design of print and digital page layout. Requires the creation of both single- and multiple-page documents detailing document construction, working with images, typography and custom colors. Fee is required. (4 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

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

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

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 Sub-Saharan 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)

Layout Design II

Prerequisite: ART-180, ART-182, ART-184, ART-186, or consent of instructor

This art/graphic design studio course focuses on the planning and design of digital and interactive page layout. Covers page planning, navigation, page layout tools, and use of image maps. Uses appropriate software to enhance students' awareness of the latest technological advances. Fee is required. (4 contact hours)

ART-251—(3)

Digital Art/Design: Special Topics

Prerequisite: ART-248 or consent of instructor

Building on print and electronic layout, this art/graphic design studio course opens new design possibilities for devices for electronic publication on the Macintosh operating system and/or IOS. The topics to be covered during a particular semester will be identified in the college class schedule of classes. A syllabus documenting the specific topics, descriptions, learning outcomes and information about prerequisite skills will be available as each class is added to the schedule. Students may take this course two times but may not repeat a topic. Fee is required. (4 contact hours)

ART-280—(3)

Independent Studio: Drawing

Prerequisite: Consent of instructor

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. Fee is required. (6 contact hours)

ART-281—(3)

Independent Studio: Painting

Prerequisite: Consent of instructor

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: Consent of instructor

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: 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: Consent of instructor

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**

Corequisite: Registration or credit in 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. This course includes a laboratory component. Fee is required. (6 contact hours) IAI: L1 900L

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. This course includes a laboratory component. Fee is required. (6 contact hours) IAI: L1 902L

BIO-115—(5)

Anatomy and Physiology

Prerequisite: General Biology I (BIO-111) is strongly recommended

This is a one-semester survey course of anatomy and physiology of the human body. All of the major body systems are covered in this course. The course is designed primarily for students in programs that require only a one-semester survey course in anatomy and physiology. Examples of applicable programs include health information technology, medical assistant, polysomnography technologist, recreation therapy, and fitness trainer. This course will not satisfy the anatomy and physiology requirements for programs in nursing, radiologic technology, or respiratory therapy. This course includes a laboratory component. Fee is required. (6 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. This course includes a laboratory component. Fee is required. (6 contact hours) IAI: L1 903L

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. This course includes a laboratory component and observation of a human cadaver. Fee is required. (6 contact hours) IAI: L1 904L

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. This course includes a laboratory component. Fee is required. (6 contact hours)

BIO-182—(2)

Human Anatomy Lab I

Prerequisite: BIO-115 or BIO-180 and evidence of current tetanus vaccination to the instructor.

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 to the instructor.

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-221—(4)**Introduction to Marine Biology**

Prerequisite: BIO-111

This course focuses on the biology and ecology of marine ecosystems and oceanography. The biological, chemical, physical and geographical factors of marine ecosystems are explored, including the inter-tidal zones, sandy and rocky shores, the ocean floor, seagrass, mangroves, coral reefs, open ocean, and the abyss. A survey of the biodiversity of marine organisms includes algae, plankton, invertebrates, reptiles, birds, fishes and mammals. Behavioral characteristics of unique species are discussed. The impact of humans on the marine environment, conservation, and management are highlighted. Research, laboratory, and field techniques are emphasized. 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. Fee is required. (6 contact hours)

BIO-240—(2)**Biology Research**

Prerequisite: Consent of instructor

This course provides undergraduate research experience. Students will actively participate in selecting and planning a research experience, read and critique scientific articles related to research interests, and write a scientific paper to describe and document the research. Students will be expected to work independently with guidance from faculty. It is strongly recommended that students first complete a college-level general biology course. Students must propose their independent research project to the instructor to gain consent for enrollment. Fee is required. (2 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)

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)

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-135—(2)

Personal Finance

This course introduces the topics associated with the management of an individual's financial affairs. The course deals with many topics that an individual must face in his or her lifetime, such as taxes, credit purchases, insurance, and investing. (2 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)

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)

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)

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)

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

Corequisite: Registration in CCA-233

Discuss internship activities and challenges. (1 contact hour)

CHM—Chemistry**CHM-111—(4)****Fundamentals of Chemistry**

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. It is recommended that students have completed one year of high school algebra. This course includes a one-hour laboratory component. 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. This course includes a one-hour laboratory component. Fee is required. (6 contact hours) IAI: P1 902L

CHM-132—(4)**Chemistry (University-Oriented) II**

Prerequisite: CHM-131

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)

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)

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)

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 12 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 up to three times to accomplish a grade of "C" to satisfy requirements for the next course in the sequence.

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 up to three times to accomplish a grade of "C" to satisfy requirements for the next course in the sequence.

COM-101—(3)

Composition I

Prerequisite: Grade of "C" or better in COM-090, IEL-086 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 900

COM-102—(3)

Composition II

Prerequisite: COM-101 with a grade of "C" or better.

Analytical and critical writing based upon texts. Research is used to incorporate supporting ideas drawn from primary and secondary sources. 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 901R

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)

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)

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)

COM-111—(3)

Technical Communications I

Prerequisite: COM-090 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)

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)

COS—College Skills**COS-100—(6)****College Skills I**

Techniques for improving reading skills, including basic word attack, comprehension, interpretation, skimming, scanning. Techniques for improving listening, note-taking, test-taking and study methods. 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. This is a variable credit course (1-6 hours), but currently scheduled for 3 credits.

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)

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)

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)

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)

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-111—(3)

Homeland Security Incident Command

This course provides an overview of Incident Command and disaster response as a major contemporary issue in the public safety field for all first responders. Introduces many major themes and issues in Incident Command and Disaster Operations. Examines the roles of first responders, including Police, Fire, EMS and Public Health; along with the private sector and community participants. Reviews current legislation, civil liberties, current best practices, and discusses local political concerns. Provides a historical perspective and describes risk assessment and litigation techniques. (3 contact hours)

CRJ-112—(1)

Disaster and Blood-Borne Hazards

Provides an overview of those risks faced by First Responders. It introduces many major themes and issues in First Responder safety, mitigation and the prevention of blood-borne and respiratory illnesses common at disaster scenes. It examines the roles of First Responders, including Police, Fire, EMS and Public Health; along with the private sector and community participants. Reviews current legislation, civil liberties, best practices, and discusses local political concerns. Provides a historical perspective and describes risk assessment and mitigation techniques in an evolving incident. (1 contact hour)

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)

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-098, 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)

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)

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, staks, queues and trees. Good programming documentation and proper problem analysis is expected throughout the course. Fee is required. (4 contact hours)

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. This course includes a one-hour laboratory component. 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. This course includes a one-hour laboratory component. Fee is required. (6 contact hours) IAI: P1 905L

EAS-130—(4)**Severe and Hazardous Weather**

This course examines hazardous weather patterns and severe weather phenomena while emphasizing the fundamental concepts and processes in meteorology. The internal structure and atmospheric dynamics of extra-tropical and tropical cyclones will be examined as well as smaller scale atmospheric events such as thunderstorm propagation along squall lines, microbursts, and development of tornadoes. There will be special focus on the environmental, economic, and societal impacts of long-term weather patterns such as heat waves and drought. Several of the topics will be investigated by scrutinizing case studies of disastrous weather events that have occurred throughout history. This course includes a one-hour laboratory component. Fee is required. (5 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)

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)

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)

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)

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**

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)

EGN-201—(3)**Engineering Statics**

Prerequisite: PHY-203

Corequisite: 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)

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)

ELT—Electronics**ELT-101—(3)****Electricity and Electronics**

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**

Prerequisite: 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-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 incendiaryism. (3 contact hours)

FIS-116—(1)

Fire Department Special Services

This course provides instruction and information for two major topics in fire department special services: hazardous materials and technical rescue. Emphasis will be given to surveying hazardous materials incident scenes and collecting hazardous materials information. Emphasis will also be given to the identification of situations requiring a technical rescue and studying several methods of technical rescue, including structural collapse, confined space, vehicle, machinery, and water. The objectives for this course were developed based on training objectives prescribed by the Office of the State Fire Marshal (OSFM), codes and standards established by the National Fire Protection Association (NFPA), Forth American Emergency Response Guidebook, and Occupational Safety and Health Administration (OSHA). (3 contact hours)

FIS-117—(3)

Incident Safety Officer

Prerequisite: FIS-107 or approval of program coordinator

This course introduces the student to the roles and responsibilities of an incident safety officer. The student will learn about firefighter line of duty deaths and ways in which firefighter deaths can be avoided. Risk versus benefits will be discussed. Emergency incident operations and responses to and from the incidents will be explored. Training operations will be covered with an emphasis on the fire department's liability to perform training that is safe and comprehensive. (3 contact hours)

FIS-118—(3)

Health and Safety Officer

Prerequisite: FIS-107 or approval of program coordinator

This course introduces the student to the roles and responsibilities of the health and safety officer. The student will learn about firefighter wellness and fitness programs. The development of an overall safety program will be discussed. An infectious disease prevention program will be covered. Emphasis will be placed on legal issues and health safety standards and regulations. (3 contact hours)

FIS-119—(2)

Water Rescue Operations

Prerequisite: Office of the State Fire Marshal Firefighter II Certification or approval of program coordinator

Students will be instructed on the techniques and procedures for responding to water-related emergencies. Topics include terminology and types of bodies of water. Personal protective equipment and emergency actions are explored. Rescues are practiced using simulated victims. Substantial time is spent in the water. (3 contact hours)

FIS-120—(1)

Ice Rescue Technician

Prerequisite: FIS-119

Students will be instructed on the techniques and procedures for responding to ice-related emergencies. Topics include terminology and types of ice that are created. Personal protective equipment and emergency actions are explored. Rescues are practiced using simulated victims. Substantial time is spent on the ice and in the water. (2 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 Leadership 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 Leadership 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 Leadership 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 Leadership 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 Inspector I**

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 established by 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-213—(3)**Public Fire and Life Safety Educator**

This course introduces the student to the roles and responsibilities of the Public Fire and Life Safety Educator: flammable liquids, compressed gases and explosives, electricity, combustion engines, and laboratories. Regulations for working with hazards established by agencies such as the National Fire Protection Agency and state statutes are explored. (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)

FIS-215—(3)**Fire Service Academy I**

Prerequisite: Consent of Instructor

This course provides an introduction to the Fire Service Academy and prepares students for courses II through V in the Fire Academy series. The course will cover the following areas: an introduction to the various careers related to the Fire Service, the history and development of public fire protection services, and the relationship of departmental functions to other governmental agencies. The course will provide an overview of the various skills and knowledge needed to function as a firefighter in the Fire Service. Objectives for this course were developed based on training objectives prescribed by the Office of the State Fire Marshall (OSFM), and the codes and standards established by the National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA). (4 contact hours)

FIS-216—(3)**Fire Service Academy II**

Prerequisite: Consent of Instructor

This course studies basic built-in fire detection, alarm and extinguishing, including the examination of devices and systems installed in buildings to protect life and property, and to support the fire department through early detection and control. Students will learn to operate alarm panels, sprinkler risers and pull stations. The objectives for this course were developed based on training objectives prescribed by the Office of the State Fire Marshall (OSFM), and codes and standards established by the National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA). (5 contact hours)

FIS-217—(3)**Fire Service Academy III**

Prerequisite: Consent of Instructor

This course provides a study of the basic principles of construction and use of fire apparatus and related equipment. Apparatus operation and maintenance of pumps, pumper procedure and tests, aerial ladders and aerial platforms and elementary fire ground hydraulic calculations are covered. Students will understand and relate the differences between an engine company, truck company and squad company. The objectives for this course have been developed based on training objectives prescribed by the Office of the State Fire Marshall (OSFM), and codes and standards established by the National Fire Protection Association (NFPA), and Occupational Safety and Health Administration (OSHA). (4 contact hours)

FIS-218—(3)

Fire Service Academy IV

Prerequisite: Consent of Instructor

This course provides an in-depth analysis of the various classifications of building construction, types of construction materials, and structural design. Students will discuss how the new energy-efficient construction accelerates fire growth and raises backdraft potential. Fire resistance ratings, fire detection and suppression systems, and life safety considerations will be discussed. Building fire codes and laws will be introduced. The objectives for this course are developed based on training objectives prescribed by the Office of the State Fire Marshall (OFSM), and codes and standards established by the National Fire Protection Association (NFPA), and Occupational Safety and Health Administration (OSHA). (4 contact hours)

FIS-219—(3)

Fire Service Academy V

Prerequisite: Consent of Instructor

This course presents an intensive study of the various skills needed to function as a firefighter in the Fire Service. Hose handling, rope tying, ladder placement, SCBA use, ventilation skills will be taught and practiced. The objectives for this course were developed based on training objectives prescribed by the Office of the State Fire Marshall (OSFM), and codes and standards established by the National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA). (4 contact hours)

FIS-220—(1)

Fire Service Seminar

Corequisite: Co-registration in FIS-221; Permission of the Fire Service Technology Program Coordinator

This course introduces the student to the culture of the fire service. The student will learn how rank, seniority and tradition help to define the role of a firefighter. This course will cover firehouse humor and how firefighters deal with tragedy and crisis. Traditions and history of firefighting will be explored. Chain of command, delegation, and span of control will be discussed in relationship to a new firefighter. (1 contact hour)

FIS-221—(2)

Fire Service Internship

Corequisite: Co-registration in FIS-220; Permission of the Fire Service Technology Program Coordinator

This course introduces the student to the roles and responsibilities of a firefighter. Topics will include communications and fire extinguishers. 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 suppression. Students will be affiliated with and members of a Fire Department. (9 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. This course includes a one-hour laboratory component. 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: S4 900N

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)

GRN—Gerontology**GRN-101—(3)****Introduction to Gerontology Careers**

This course will introduce various careers available in gerontology. It will critically examine values, interests, and skills to maximize students' potential for finding the best career fit. Market research is explored to gain information specific to the details and employment outlook of unique gerontology career interests, necessary degrees or certifications, working environment and job outlook. (3 contact hours)

GRN-102—(3)**Diversity in Aging**

This course examines the experiences of older adults from diverse cultural and ethnic backgrounds and considers how these differences influence the aging process. It explores the impact of class, race/ethnicity, gender, economic resources, and health on growing older. Students will have an opportunity to consider their own diversity and how it influences their relationships and shapes the opportunities over the course of their lives. (3 contact hours)

GRN-103—(4)**Public Policy and Aging**

This course is designed to provide a knowledge base for understanding the history, processes, outcomes and impacts of social policy affecting older Americans. It will examine the political systems and interventions for change in which older Americans participate. Students will obtain a perspective on the magnitude and character of problems facing our aging society. By examining public policies and forces that influence policy making, students will comprehend how the current policies for aging will affect the concerns and retirement in the future. (4 contact hours)

GRN-104—(3)**Aging and the Health Care System**

This course introduces students to the basic elements of the US health care system as it relates to aging. This broad field of study examines the sound aspects of disease distribution in the population, social stress, sickness and role behavior, medical education, the physician-patient relationship, and health care technology. (3 contact hours)

GRN-105—(3)

Death and Dying

This course is designed to provide a knowledge base for understanding the circumstances and perspectives of dying persons and their families. A primary focus of the course will be on the open, collaborative, and frank discussion of concerns, issues, and questions regarding death and death-related issues. Concepts of death and dying will be studied from multiple and diverse viewpoints that will heighten the student's awareness of this life stage as an integral, natural and normal part of living. (3 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-165—(4)

Sustainable Energy Practices

Prerequisite: HAC-115

This course will investigate the application and practical implementation techniques of sustainable energy practices and concepts in new and remodeled buildings, with the intent of optimizing peak energy efficiency performance while utilizing sustainable energy. (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—(5)

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)

HAC-250—(5)

Commercial Systems Operations

Prerequisite: HAC-150, HAC-154, HAC-158, and HAC-180 or consent of instructor

This course is designed to provide students with practical theory and operating characteristics of Commercial Building HVAC systems and their applicable methods of control. Fee is required. (8 contact hours)

HAC-260—(4)**Chiller Plant and Operations**

Prerequisite: HAC-150, HAC-154, HAC-158, HAC-180 or consent of instructor

This course is designed to provide students with practical theory and operating characteristics of chilled water chillers in a central plant environment. Fee is required. (6 contact hours)

HAC-270—(4)**Boiler Power Plant Operations**

Prerequisite: HAC-105, HAC-150, HAC-158, HAC-180 or consent of instructor

This course is designed to give the student a basic understanding of the theory and operation of a central heating and power generation plant. Fee is required. (6 contact hours)

HDV—Human Development**HDV-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)

HDV-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)

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

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

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-120—(3)**Pharmacology and Disease Processes I**

Prerequisite: Admission to the Nursing Program

This course focuses on body systems and their functional interrelationships in health and disease. Discussions focus on understanding the pathophysiology of human conditions throughout the lifespan. Emphasis is on the application of physiological concepts in problem-solving. An understanding of drug classifications, dosing and administration, and their interactions with health conditions are also covered. Beginning concepts regarding math for meds, IV, fluids and parental nutrition are included. (3 contact hours)

HSC-140—(2)**Pharmacology and Disease Processes II**

Prerequisite: HSC-120

This course focuses on body systems and their functional interrelationships in health and disease. Discussions focus on understanding the pathophysiology of human conditions throughout the lifespan. Emphasis is on the application of physiological concepts in problem-solving. An understanding of drug classifications, dosing and administration, and their interactions with health conditions are also covered. Concepts regarding math for meds, IV fluids and parental nutrition are included. (2 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: HF 902

HUM-102—(3)

Western Humanities II: 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: HF 903

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: H9 901

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, phi-

losophy, 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: HF 904N

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: HF 904N

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: HF 904N

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: Appropriate placement test score

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)

IEL-064—(3)

Intermediate Intensive Speech

Prerequisite: IEL-062 with an grade of "C" or better or appropriate placement test score

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)

IEL-066—(3)

Advanced Intensive Speech

Prerequisite: IEL-064 with an grade of "C" or better or appropriate placement test score

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)

IEL-072—(2)

Beginning Intensive Grammar

Prerequisite: Appropriate placement test score

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)

IEL-074—(2)

Intermediate Intensive Grammar

Prerequisite: IEL-072 with an grade of "C" or better or appropriate placement test score

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)

IEL-076—(2)

Advanced Intensive Grammar

Prerequisite: IEL-074 with an grade of "C" or better or appropriate placement test score

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)

IEL-082—(3)

Beginning Intensive Writing

Prerequisite: Appropriate placement test score

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)

IEL-084—(3)

Intermediate Intensive Writing

Prerequisite: IEL-082 with an grade of "C" or better or appropriate placement test score

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)

IEL-086—(3)

Advanced Intensive Writing

Prerequisite: IEL-084 with an grade of "C" or better or appropriate placement test score

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)

IEL-092—(4)

Beginning Intensive Reading

Prerequisite: Appropriate placement test score

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)

IEL-094—(4)

Intermediate Intensive Reading

Prerequisite: IEL-092 with an grade of "C" or better or appropriate placement test score

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)

IEL-096—(4)

Advanced Intensive Reading

Prerequisite: IEL-094 with an grade of "C" or better or appropriate placement test score

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)

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**

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**

This course is designed to assist 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, Introduction to Computer Systems or IMS-115, Introduction to PC Applications. Fee is required. (1 contact hour)

IMS-101—(3)**Introduction to Computer Systems**

Prerequisite: Basic keyboarding skills strongly recommended

This course provides 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. Students who successfully complete this course will possess the skills and knowledge necessary to take the Internet and Computing Core Certification exam (IC3). Fee is required. (4 contact hours)

IMS-115—(3)**Microsoft Office I**

Prerequisite: Basic keyboarding skills strongly recommended

This course is designed to develop integrated PC application skills required for the completion of personal and business projects using Microsoft Office Suite. Projects utilize fundamental techniques of word processing, spreadsheet, database management, and presentation graphics software as well as Windows and file management skills. Students with little or no computer experience are encouraged to enroll in IMS-100, Personal Computer Basics, prior to or concurrent with IMS-115. Keyboarding skills are recommended for successful completion of this course. Students may enroll in OSA-100, Keyboarding I. Fee is required. (4 contact hours)

IMS-215—(3)**Microsoft Office II**

Prerequisite: IMS-115

This course is designed to develop advanced PC application skills required for the completion of personal and business projects using Microsoft Office Suite. Advanced projects utilizing word processing, spreadsheet, database management, and presentation graphics software are included. Advanced collaborative features and application integration are also included. Keyboarding skills are recommended for successful completion of this course; students may enroll in OSA-100 to develop keyboarding skills. 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)

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)

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)

JRN-111—(3)

Newswriting 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)

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

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 net-

work 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**

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)**IT 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 net-

work. 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)**Storage Management**

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, and managing network performance. Fee is required. (4 contact hours)

LAN-220—(3)**Managing UNIX Environments**

Prerequisite: LAN-112

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-122 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 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 Certification examination. (4 contact hours)

LAN-251—(3)**WLAN Design – CWNA**

Prerequisite: LAN-122 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-122 or consent of instructor.

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-122 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 email 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)**Advanced Troubleshooting**

Prerequisite: LAN-269 and LAN-271

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)

LAN-280—(3)**High Availability Virtualization**

Corequisite: LAN-272

This course provides instruction and labs including installing the VMware ESX Server, creating virtualized switches and storage, creating and managing virtual machines, establishing access controls and performing resource monitoring. There are also lectures and labs on VMotion, Distributed Resource Scheduling, and High Availability. Virtualization architecture, its applications, and best practices will also be discussed. Fee is required. (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

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

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

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

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

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

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*

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

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:HF 908

LIT-228—(3)**Latin American Literature***Prerequisite: COM-101*

This course is designed to explore selected significant authors, literary movements, themes, and concerns in the multi-national Latin American literary canon in the context of key historical issues such as the impact of Colonialism, native traditions and symbols, the "Boom" and Magic Realism, and cross-cultural, international and European influences, leading into contemporary historical developments. Special attention will be paid to representations of national character or identity, socioeconomic class, and gender. This course will examine multiple Latin American perspectives in responses to literary achievements, historical issues and developments. (3 contact hours) IAI: H3 908N

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

LIT-299—(4)**Independent Study in Literature***Prerequisite: COM-101*

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 four times for credit.

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 Pricing and Documentation**

Topics include domestic and international air travel basic terminology and documentation procedures including fares, reservations, e-ticketing, airline computer Global Distribution Systems (GDS), and Internet capabilities. Students will interpret international documentation requirements along with worldwide travel codes and terminology. Includes research and utilization of information on the Internet. (3 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 Business Entrepreneurship**

This course is designed to provide the skills and knowledge needed to succeed as an entrepreneur in the travel industry. Topics include best business practices, technology, challenges for start-ups, social media, marketing, legal, accounting, strategic planning, budgeting and special promotions. (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-226—(1)**Travel/Tourism Special Topics**

This course covers different travel-tourism topics based on emerging industry trends and student needs. The topics covered in a particular semester course will be identified by section number in the college schedule of classes. A syllabus documenting the class description, specific topics, and student learning outcomes will be available as each special topics section is added to the schedule. This course may be taken three times for credit as long as different topics are selected. (1 contact hour)

LSC-234—(3)**Internship—Travel**

Prerequisite: Consent of instructor or program coordinator

Corequisite: 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 or program coordinator

Corequisite: 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-109—(3)**Pathology for Massage Therapy**

Prerequisites: BIO-115, MAS-101 and MRT-110

This course will explore how pathologies affect the human body and the effects of massage techniques on abnormal conditions. Students will learn the impact of medications on health and disease, including prescribed and over-the-counter medications. Students will discuss the importance of scientific research as it relates to therapy. (3 contact hours)

MAS-110—(3)**Basic Swedish Massage**

Prerequisite: BIO-115, MAS-101 and MRT-110 each with a grade of "C" or better.

Students will learn the benefits of touch and a Swedish massage from head to toe. Students will begin the process of client information collection. Students will conduct a case study. (4 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-103—(1)**Orientation to MDT Careers**

This course is an introduction to careers in the field of mechanical design technology. The course provides a survey of the mechanical design profession. Students will be required to research employment skills and knowledge, field-specific definitions, professional certifications and associations, current issues in the field, and salaries. A computer self-assessment survey and student plan of study will be created by the students. (1 contact hour)

MDT-106—(2)**Mechanical Assemblies**

Prerequisite: MDT-101 or consent of instructor

Corequisite: MDT-110

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

Corequisite: MDT-106

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 3D wire frames, surface modeling, solids modeling, and rendering. Students learn the concepts and techniques required to construct 3D objects, including 3D 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-141

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

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

Corequisite: MDT-210

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**

Corequisite: MDT-100 or consent of instructor

Covers the basics of 2D and 3D animation and rendering. Students learn the concepts and techniques required to construct 2D and 3D objects. These include simple modeling, 3D shaping, lofting, animating, keyframing, 3D editing, materials mapping, and simple morphing. Students design projects using these techniques with the use of tools and inks, color palettes, 2D and 3D 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 3D 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**

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-288 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

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**

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. 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-124—(3)**iPhone Programming I***Prerequisite: MIS-154 or MIS-160 or MIS-176, each with a grade of "C" or better*

This course is an introduction to programming iPhone applications. Students will use Objective-C and the Xcode software development tool from Apple to create basic applications using the iOS SDK, Cocoa Touch and the UIKit framework. The Model-View-Controller design pattern and object modeling will be introduced and used throughout the course. (4 contact hours)

MIS-126—(3)**PHP Programming I***Prerequisite: MIS-105 with a grade of "C" or better and MIS-141 with a grade of "C" or better, or consent of instructor*

This course is designed as an introduction to PHP programming. The course will explore the procedural model of PHP with in-depth focus of language constructs and usage. Active knowledge in web technologies will be used, and students will be introduced to the object model of PHP programming. 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**

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-142—(3)**Android Programming I***Prerequisite: MIS-176 with a grade of "C" or better*

This course is an introduction to programming Android applications. Students will use Java and the Eclipse software development tool to create basic mobile applications using the Android SDK. Topics will include creating activities, linking activities using intents, and designing user interfaces using a wide variety of views. (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 program-

ming 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 consent of instructor
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-224—(3)**iPhone Programming II**

Prerequisites: MIS-123 with a grade of "C" or better and MIS-124 with a grade of "C" or better

This course is an extension of iPhone Programming I. Students will be introduced to techniques to incorporate Maps, Location Services, and the Accelerometer in their applications. More advanced user interface elements including SplitView, TabBar, dynamic views, scrolling views, and screen rotation will be covered. Other topics that will be presented include application preferences, drawing and animation, video playback, and creation of universal apps (for iPad and other Apple devices). (4 contact hours)

MIS-226—(3)**PHP Programming II**

Prerequisites: MIS-126 with a grade of "C" or better or consent of instructor

This course is designed as an extension of MIS-126, providing greater in-depth experience with PHP programming. The course will build upon the skills developed using platform. Open source topics and concepts also will be covered. MIS-111 recommended but not required. (4 contact hours)

MIS-239—(3)**VB.NET Programming II**

Prerequisite: MIS-139 with a grade of "C" or better, 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-242—(3)**Android Programming II**

Prerequisites: MIS-123 with a grade of "C" or better and MIS-142 with a grade of "C" or better

This course is an extension of Android Programming I. Students will create data-driven applications and will be introduced to techniques to incorporate maps, location-based and geocoding services, sending and receiving messages (SMS and email), and content providers. Capabilities for enhancing user interfaces with WebViews, still images, audio, animation, and Flash will be covered. Other topics presented will include user preferences, creation of Android services, and publishing an Android app. (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: MIS-160 or CSC-240 with a grade of "C" or better

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: MIS-123 and MIS-261 with a grade of "C" or better

This course in 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: MIS-176 with a grade of "C" or better

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: MIS-276 with a grade of "C" or better

This course presents advanced topics in the development of JAVA web components. 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. Some understanding of XHTML, JavaScript, and XML is helpful but not required. Fee is required. (4 contact hours)

MIS-285—(3)**ASP.NET Web Applications**

Prerequisite: MIS-239 or MIS-254 with a grade of "C" or better and MIS-123 with a grade of "C" or better

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: MIS-276 with a grade of "C" or better

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-289—(3)**.NET Desktop Application Development**

Prerequisite: MIS-239 or MIS-254 with a grade of "C" or better and MIS-123 with a grade of "C" or better

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: MIS-123 with a grade of "C" or better

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-294—(3)**Oracle Database Management**

Prerequisites: MIS-292 with a grade of "C" or better and MIS-105 with a grade of "C" or better

This course is an introduction to the Oracle database management system. Students will learn how to perform basic administrative tasks, such as creating users and granting privileges as well as creating and executing scripts. Transaction management and concurrency control also will be addressed. Students will learn proper use of Oracle's native data types and built-in functions, and will use PL/SQL to code triggers, functions, and stored procedures. (4 contact hours)

MIS-295—(3)**Internship**

Prerequisite: Consent of instructor and minimum 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-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 or 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: Registration or credit in MRT-110*

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—(3)**Medical Office Finance Systems***Prerequisite: Registration or credit in BIO-115*

This course surveys the various financial systems used in the medical office. An overview of banking, billing, coding, insurance procedures, and management of medical office finances is included. (4 contact hours)

MOA-144—(3)**Pharmacology—Principles/Applications***Prerequisites: MOA-130 and MOA-142*

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 master the calculations of commonly-used medications, the principles and practices of medication administration, and medications related to body systems and patient education. (4 contact hours)

MOA-147—(6)**Medical Assistant Clinic Procedures***Prerequisites: MOA-140 and MOA-142*

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

Prerequisites: MOA-115, MOA-144, and MOA-147

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

Corequisite: Registration or credit in PHB-110 and 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, minimum typing speed of 50 correct wpm, college-level proficiency in spelling, English grammar and usage

Corequisite: MRT-111 and MRT-130

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-125

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-108—(4)

Intro to Medical Coding Systems

Prerequisite: MRT-110 with a minimum grade of "C"

Corequisite: Registration or credit in MRT-130

This course is an introduction to medical coding guidelines and principles. The intent is to develop an understanding of coding and classification systems in order to assign a valid diagnosis and procedure codes, and CPT/HCPCS procedure codes. (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 includes an orientation to the health care delivery system, accreditation standards, the health information management department, health data content and structure as well as application of techniques to assure adequate documentation of health care in acute care and ambulatory settings in both a manual and electronic record format. It also focuses on legal and ethical issues applicable to health information, including confidentiality and release of information. (5 contact hours)

MRT-112—(4)

Clinical Classification Systems

Prerequisite: BIO-115, MRT-108 and MRT-111

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/CPT 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 healthcare settings and managed care. (6 contact hours)

MRT-113—(2)

Coding Specialist Clinical Practicum

Prerequisite: MRT-112 with a minimum grade of "C", MRT-125 and MRT-212

A web-assisted course that concentrates on developing 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 HCPCS/CPT. Students will gain experience with coding health records from a variety of settings as well as review 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-108, MRT-125

Corequisite: Registration or credit in MRT-112

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 and MRT-114

Students are assigned to health information management and adjunct departments of various healthcare facilities for 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-110 with a minimum grade of "C"

Corequisites: Registration or credit in MRT-108 and MRT-130

This introductory medical insurance course provides students with the basics of filing medical insurance claims in a manual and electronic format. Emphasis is on completion of insurance forms, identification of common types of medical insurance, manual and electronic claims processing, and reimbursement follow-up. Course also focuses on accurate billing through coding, chargemaster, claims management, and bill reconciliation processes. (3 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-125—(4)**Pathophysiology and Pharmacology**

Prerequisite: MRT 110 with a minimum grade of "C"

This course focuses on the description of conditions and diseases of all human body systems including etiology, signs, and symptoms, methods of diagnosis, and treatment. Students will attain knowledge of basic pharmacology with emphasis on the understanding of the action of drugs such as absorption, distribution, metabolism and excretion of drugs by the body. Additional study is placed on drug classifications, the most commonly prescribed drugs and drug formulary. (5 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 114 AND MTH-109

This course focuses on healthcare data analysis. It includes definitions and formulas for computing hospital and public health statistics, data collection, report generation, statistical quality, HIM performance indicators, and 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

Corequisite: Registration of credit in MRT-112 and MRT-119

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-115 and MRT-211

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-115

Corequisite: Registration or credit in MRT-116

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 or credit 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

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)

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)

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)

MTH-090—(3)

Developmental Math

Emphasizes fractions, decimals and percents. 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)

MTH-095—(4)**Beginning Algebra**

Prerequisite: MTH-090 with a grade of "C" or better, or requisite score on math placement test

Topics to be covered include order operations, the solution of linear equations and inequations in one variable, the rectangular coordinate system, systems of equations, operations with polynomials, factoring and topics in geometry. 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)

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, functions and graphing, absolute value, one- and two-dimensional linear inequalities, and quadratic equations. 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)

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

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 with a grade of "C" or better

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. (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

Trigonometric functions, their inverse functions, graphs, the unit circle, right triangle trigonometry, basic identities, trigonometric equations, and polar coordinates are studied. (2 contact hours)

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

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

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. (5 contact hours) IAI: M1 900-1

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

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

MTH-201—(3)**Differential Equations**

Prerequisite: MTH-151 with a grade of "C" or better

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)

MTH-210—(3)**Linear Algebra**

Prerequisite: MTH-151 with a grade of "C" or better

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)

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. (4 contact hours) IAI: M1 902

MTH-215—(3)**Discrete Mathematics**

Prerequisite: MTH-141 with a grade of "C" or better, or 3-1/2 years of high school math including pre-calculus or advanced algebra and appropriate placement test score, or consent of instructor.

Introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures and algorithms. Course material includes sets, counting, recursion, graph theory, trees, Boolean algebra, automata, and formal grammar and languages. (3 contact hours) IAI: M1 905

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 or consent of instructor

Corequisites: Registration or credit in MUS-118 and MUS-189

Covers four-part harmony in close and open structure, using major, minor, diminished and dominant seventh triads in root position and inversion. Elementary music composition and analysis are also included. Students must complete with a grade of "C" or better before moving on to the next level. (3 contact hours)

MUS-105—(3)**Music Theory II**

Prerequisite: MUS-104 with a grade of "C" or better

Corequisites: Registration or credit in MUS-120 and MUS-190

The study of four-part harmony according to established principles of harmonic progression. More advanced exercises in analysis and music composition. Students must complete with a grade of "C" or better before moving on to the next level. (3 contact hours)

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-118—(1)**Keyboard Skills I**

Corequisites: Registration or credit in MUS-104 and MUS-189
The development of basic keyboard skills including scales and modes, simple harmonic, progressions, melodic line harmonization, and basic figured-bass realization. All subject material is designed to reinforce concepts presented in MUS-104. This is the first in a series of four keyboard skill courses required for all music majors. Students must complete with a grade of “C” or better before moving to the next level. (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-120—(1)**Keyboard Skills II**

Prerequisite: MUS-118 with a grade of “C” or better

Corequisites: Registration or credit in MUS-105 and MUS-190
The continuation of MUS-118 with the addition of secondary harmonic progressions, sequential harmonic progressions and diatonic modulations. All subject material is designed to reinforce concepts presented in MUS-105. This is the second in a series of four keyboard skills courses required for all music majors. Students must complete with a grade of “C” or better before moving to the next level. (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-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-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-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)

**MUS-145, 146, 245, 246—(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-149, 159, 249, 259—(1)
Moraine Valley Flute Choir I-IV**

Prerequisite: Consent of instructor

This course provides ensemble experience for flutists dedicated to the performance and exploration of a wide variety of flute choir literature. This ensemble will perform public performances, recitals and concerts each semester. Additional course fee is required. First-time students should enroll in MUS-149 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

**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)

**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)

**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-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)

**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-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-189—(1)**Aural Skills I**

Corequisites: Registration or credit in MUS-104 and MUS-118

The study of ear training and sight singing in various diatonic keys. This includes interval recognition, solfege singing, rhythm reading, melodic and harmonic dictation. All subject material is designed to reinforce concepts presented in MUS-104. This is the first in a series of four aural skills courses required for all music majors. Students must complete with a grade of "C" or better before moving to the next level. (2 contact hours)

MUS-190—(1)**Aural Skills II**

Prerequisite: MUS-189 with a grade of "C" or better

Corequisites: Registration or credit in MUS-105 and MUS-120

The continued study of ear training and sight singing in various diatonic keys. This includes interval recognition, solfege singing, rhythm reading, melodic and harmonic dictation. All subject material is designed to reinforce concepts presented in MUS-105. This is the second in a series of four aural skills courses required for all music majors. Students must complete with a grade of "C" or better before moving to the next level. (2 contact hours)

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 per-

formance 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**

Prerequisite: MUS-105 with a grade of "C" or better

Corequisite: Registration or credit in MUS-218 and MUS-289

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 analysis, and music composition. Students must complete with a grade of "C" or better before moving to the next level. (3 contact hours)

MUS-205—(3)**Music Theory IV**

Prerequisite: MUS-204 with a grade of "C" or better

Corequisite: Registration or credit in MUS-220 and MUS-290

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. Students must complete with a grade of "C" or better. (3 contact hours)

MUS-206—(3)**Music History and Literature I**

Prerequisite: MUS-104 or consent from instructor

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**

Prerequisite: MUS-104 or consent from instructor

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)

MUS-218—(1)**Keyboard Skills III**

Prerequisite: MUS-120 with a grade of "C" or better

Corequisites: Registration or credit in MUS-204 and MUS-289

The continuation of MUS-120 with the addition of chromatic harmony, augmented sixth chords, Neapolitan chords, and modal mixture. All subject material is designed to reinforce concepts presented in MUS-204. This is the third in a series of four keyboard skills courses required for all music majors. Students must complete with a grade of "C" or better before moving to the next level. (2 contact hours)

MUS-220—(1)**Keyboard Skills IV**

Prerequisite: MUS-218 with a grade of "C" or better

Corequisites: Registration or credit in MUS-205 and MUS-290

The continuation of MUS-218 with the addition of extended harmonies, chromatic modulation, non-tertian harmonies, and uncommon meters. All subject material is designed to reinforce concepts presented in MUS-205. This is the fourth in a series of four keyboard skills courses required for all music majors. Students must complete with a grade of "C" or better. (2 contact hours)

MUS-289—(1)**Aural Skills III**

Prerequisite: MUS-190 with a grade of "C" or better

Corequisites: Registration or credit in MUS-204 and 218

The continued study ear training and sight singing in various diatonic keys. This includes recognition of melodic and harmonic chromaticism, solfege singing, reading in various meters, melodic and harmonic dictation. All subject material is designed to reinforce concepts presented in MUS-204. This is the third in a series of four aural skills courses required for all music majors. Students must complete with a grade of "C" or better before moving to the next level. (2 contact hours)

MUS-290—(1)**Aural Skills IV**

Prerequisite: MUS-289 with a grade of "C" or better

Corequisites: Registration or credit in MUS-205 and MUS-220

The continued study of ear training and sight singing. This includes recognition of 20th century melodic and harmonic chromaticism, solfege singing, rhythmic reading with odd meters and groupings, melodic and harmonic dictation. All subject material is designed to reinforce concepts presented in MUS-205. This is the fourth in a series of four aural skills courses required for all music majors. Students must complete with a grade of "C" or better. (2 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-140—(4)****Nursing Concepts I**

Prerequisite: Approved admission to the Nursing Program

Corequisites: HSC-120 and NUR-150

Course discussions focus on the fundamentals of basic safe and effective nursing care of the individual, incorporating IOM standards and the QSEN standards. Learners will be introduced to the Nursing Program philosophy, organizing framework and the nursing process. Attention will be given to healthy, stable, and commonly occurring chronic and restorative conditions related to the human needs of health maintenance, safety and protection, nutrition, elimination/exchange, activity, rest, comfort and cognition/perception. Fee is required. (4 contact hours)

NUR-141—(4)

Nursing Concepts II

Prerequisites: HSC-120, NUR-151, NUR-160

Corequisites: HSC-140, NUR-152, NUR-161

Course discussions focus on continued discussions of safe and effective care of the individual incorporating IOM standards, QSEN competencies and the Nursing Process. Attention will be given to healthy, chronic and restorative conditions related to the human needs of health maintenance, nutrition, elimination, activity, rest, comfort, and sexuality/reproduction. Fee is required. (4 contact hours)

NUR-142—(3)

Nursing Concepts III

Prerequisites: NUR-141, NUR-152

Corequisites: HSC-140, NUR-162, PSY-104

Course discussions focus on continued discussion of the safe and effective care of the individual incorporating IOM standards, QSEN competencies and the Nursing Process. Attention will be given to healthy, chronic and restorative conditions related to the human needs of self-perception/self-control, role/relationships, sexuality/reproduction, coping/stress tolerance, and values/beliefs. (3 contact hours)

NUR-150—(2)

Nursing Arts I

Prerequisite: Approved admission to the Nursing Program

Corequisites: HSC-120, NUR-140

Lab experiences focus on the skills performed by the LPN according to IDFPR Administrative Code. Specific attention is on therapeutic communication and safety in relation to ergonomics, isolation, restraints, medical asepsis, specimen collection and the administration of medications. Note: The competencies associated with the Certified Nursing Assistant program are not addressed in this course. Learners are held responsible to demonstrate those competencies as a part of the program admission requirements regarding current C.N.A. registration. Fee is required. (4 contact hours)

NUR-151—(2)

Nursing Arts II

Prerequisites: NUR-140, NUR-150

Corequisites: HSC-120, NUR-160

Lab experiences focus on health and physical assessment in relation to normal and common health alterations across the lifespan. Organization of the course will be based on functional health patterns. Fee is required. (4 contact hours)

NUR-152—(1)

Nursing Arts III

Prerequisites: HSC-120, NUR-151, NUR-160

Corequisites: HSC-140, NUR-141

Lab experiences focus on the skills performed by the LPN according to IDFPR Administrative Code. The course complements Nursing Arts I. Specific attention is given to the skills of surgical asepsis including Foley insertion, bladder irrigation, intravenous care, maintenance and medication administration, central line care, hyperalimentation and blood products; respiratory care including chest tubes, oral pharyngeal and tracheal

suctioning. Pre- and post-operative patient education, and post-partum and newborn assessment will also be emphasized. Fee is required. (2 contact hours)

NUR-160—(1)

Nursing Clinical Practice I

Prerequisites: NUR-140 and NUR-150

Corequisites: HSC-120, NUR-151

Clinical experiences focus on the application of the knowledge, skills and attitude of the learner in relation to the individual's common health needs in the long term care arena with emphasis on needs related to health maintenance, safety and protection, nutrition, elimination/exchange, activity, rest, comfort and cognition/perception. Integration of Nursing Concepts I and Nursing Arts I and II will be expected of the learner in providing nursing care to the individual. The lab component of this course will focus on normal lab values and performing select diagnostic skills such as heart and lung sounds, pulse oximetry and blood glucose, and appropriate IV skills. Fee is required. (3 contact hours)

NUR-161—(2)

Nursing Clinical Practice II—OB

Prerequisites: HSC-120, NUR-151, NUR-160

Corequisites: HSC-140, NUR-141, NUR-152

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the obstetrics arena. (6 contact hours)

NUR-162—(2)

Nursing Clinical Practice II—M/S

Prerequisites: NUR-141 and NUR-152

Corequisites: HSC-140 and NUR-142

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the acute care arena. There is an emphasis on topics in medical surgical care. (6 contact hours)

NUR-165—(3)

Nursing Transitions I

Prerequisites: HSC-140, NUR-142, NUR-162

Precepted clinical experience focuses on application of knowledge, skills and attitudes in the roles of provider of care, manager of care and member within the profession. Emphasis is on adopting knowledge, skill and attitudes associated with coordinating care and functioning in the role of charge nurse in long-term care. Upon successful completion, the student will be a candidate for the NCLEX-PN. (7 contact hours)

NUR-240—(3)

Nursing Concepts IV

Prerequisite: NUR-142 and NUR-162

Corequisites: NUR-250 and NUR-260

Course discussions focus on complex care of the patient's incorporating IOM standards, QSEN competencies and the nursing process. Attention will be given to acute, episodic and/or crisis conditions across the life-span, with special emphasis on pediatrics. Fee is required. (3 contact hours)

NUR-241—(3)**Nursing Concepts V***Prerequisites: NUR-240 and NUR-260**Corequisites: NUR-250 and NUR-261*

Course discussions focus on complex care of the individual incorporating IOM standards, QSEN competencies and the nursing process. Attention will be given to acute, episodic and/or crisis conditions and psychiatric needs of the patient, as well as on the needs for population-based care. Concepts address the human needs of health perception-health management pattern. (3 contact hours)

NUR-242—(3)**Nursing Concepts VI***Prerequisites: NUR-241, NUR-250, and NUR-261**Corequisite: NUR-262*

Course discussions focus on the complex care of the individual incorporating IOM standards, and QSEN competencies and the nursing process. Attention will be given to community-based care initiatives, informatics, evidence-based practice, and crisis and emergency management. Fee is required. (3 contact hours)

NUR-243—(3)**Nursing Concepts VII***Prerequisites: NUR-242, NUR-262**Corequisite: NUR-265*

Course discussions will focus on leadership-management concepts applicable to prioritizing, applying critical thinking in making decisions, guiding, delegating, monitoring of self and others in completing quality patient-centered care for groups and individuals. The concepts of collaboration, change, conflict prevention and resolution, ethical and legal behaviors, and professionalism will be discussed. Attention will be paid to the concepts of delegation and collaborative/interdisciplinary practice, considering legal practice standards, and incorporating IOM standards and QSEN competencies. An introduction to community, public services, health care systems, health care financing, and quality initiatives also will be included. (3 contact hours)

NUR-250—(2)**Nursing Arts IV***Prerequisites: NUR-142 and NUR-162**Corequisites: NUR-240, NUR-241, NUR-260, and NUR-261*

Lab experiences focus on the skills performed by the RN according to IDFPR Administrative Code, in the acute care and community settings. Fee is required. (4 contact hours)

NUR-260—(2)**Nursing Clinical Practice III***Prerequisites: HSC-140, NUR-142, NUR-162**Corequisite: NUR-240 and NUR-250*

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the pediatric and acute care arena. (6 contact hours)

NUR-261—(2)**Nursing Clinical Practice IV***Prerequisite: NUR-240, NUR-260**Corequisite: NUR-241 and NUR-250*

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the psychiatric and acute care arena. The clinical will focus on acute care needs across the lifespan and specific experiences with individuals needing psychosocial care. (6 contact hours)

NUR-262—(3)**Nursing Clinical Practice V***Prerequisites: NUR-241, NUR-250, NUR-261**Corequisite: NUR-242*

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the acute care arena and community-based care, in the roles of provider of care, manager of care and member within the profession. (9 contact hours)

NUR-265—(1)**Nursing Transitions II***Prerequisite: NUR-242 and NUR-262**Corequisite: NUR-243*

Clinical experiences focus on the application of knowledge, skills and attitudes needed to function in the role of nurse. Emphasis will be placed on the development of leadership roles. The focus of this course is for the student to make the transition from learner to novice practitioner. Upon successful completion the student will be a candidate for the NCLEX-RN. (3 contact hours)

OSA—Office Systems and Applications

OSA-100—(1-3)**Keyboarding I**

This course provides one-credit or three-credit instruction. The one-credit course is designed to develop basic alphabetic keyboarding skills, numeric keypad skills, and fundamental keyboarding techniques. The three-credit course includes one-credit content as well as speed and accuracy development and document formatting. The skills developed in this course are necessary for success in Office Systems and Applications programs. Fee is required. (variable contact hours)

OSA-102—(3)**Document Formatting***Prerequisite: OSA-100**Corequisite: Registration or credit in OSA-104*

This course reinforces proper keyboarding techniques with further instruction in the creation of business letters, interoffice communications, reports, tables, and administrative documents. Emphasis is on document production and accuracy using popular word processing software. Students should possess the ability to keyboard a minimum of 30 nwpm prior to enrollment in this course. 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

This course is designed to give the office worker a solid foundation in the basics of English grammar, punctuation, and expression. Emphasis is placed 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 is presented. (3 contact hours)

OSA-104—(1)**Keyboarding Speed and Accuracy**

Prerequisite: OSA-100 or ability to keyboard 25 nwpm

This course is intended to refine keyboarding skills using an individualized diagnostic/prescriptive method for developing accuracy and speed. Emphasis is on the development of skill in the use of alphanumeric keys, symbols, and the numeric keypad. Students should possess the ability to keyboard a minimum of 25 nwpm prior to enrollment in this course. Fee is required. (2 contact hours)

OSA-116—(1)**Microsoft Outlook**

Prerequisite: IMS-101 or IMS-115

This course features the concepts, terminology, and techniques involved in utilizing a popular messaging and personal information management program, specifically Microsoft Outlook. Students will use tools and commands to send e-mail, manage mail with folders, process messages with rules, manage contacts, manage the calendar and meetings, manage tasks, and incorporate the use of categories and Outlook data files. Students must be familiar with the Windows environment. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Outlook. Fee is required. (1.5 contact hours)

OSA-122—(3)**Microsoft Excel**

Prerequisite: IMS-101 or IMS-115

This course is designed to develop advanced spreadsheet application skills and techniques. Professional-looking workbooks are created with Microsoft Excel or other popular spreadsheet software. Advanced features are presented including formulas, functions, charts, templates, macros, auditing tools, and pivot tables. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft Excel certification exam, a globally recognized standard that certifies a valid and reliable measure of technical proficiency and expertise. Fee is required. (4 contact hours)

OSA-125—(3)**Introduction to Website Design**

Prerequisite: MIS-111 or 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 utilizing Microsoft Expression Web or other current software applications. 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: MIS-111 or MIS-141

This course introduces students to website development using current software applications. Using a hands-on approach, students will develop and enhance web pages and sites while applying layout and design principles. Students will learn how to incorporate graphics, multimedia, lists, hyperlinks, tables, forms, templates, CSS styles, and themes into the construction of web pages and sites. The development of low-bandwidth animations will also be covered. Fee is required. (4 contact hours)

OSA-138—(3)**Introduction to Digital Video Editing**

This course is designed to teach the principles of digital video editing and production. Using both a conceptual and hands-on approach, students will learn how to edit and compile digital video files while understanding and employing essential steps in digital video production. Students will be exposed to storyboarding, filming techniques, capturing and importing video, incorporating audio files and tracks, markers and trimming, and ethical issues associated with digital video production. Success in the course requires familiarity with computers and strong file management skills. Students with little or no computer experience are strongly encouraged to enroll in IMS 101 prior to or concurrent with OSA 138. Fee is required (5 contact hours)

OSA-145—(3)**Microsoft Word**

Prerequisite: IMS-101 or IMS-115

This course offers students an opportunity to develop intermediate to advanced word processing skills on a personal computer with Microsoft Word. Students will review basic word processing features such as text entry, editing, formatting, and spelling verification, and will then study topics including choosing fonts, manipulating tabs, merging documents, creating headers, footers, footnotes and endnotes, adding borders, frames and pictures, creating and using templates, writing and editing macros, and developing forms. Students should possess the ability to keyboard a minimum of 35 nwpm prior to enrollment in this course. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Word. Fee is required. (4 contact hours)

OSA-225—(3)**Microsoft Publisher***Prerequisite: IMS-101 or IMS-115*

This course introduces students to the concepts, techniques and features of Microsoft Publisher application. 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 Website, publishing Web pages, utilizing photo editing tools, linking and embedding objects from other applications, and publishing for print, e-mail distribution, and Web. Fee is required. (4 contact hours)

OSA-230—(3)**Microsoft PowerPoint and Presentations***Prerequisite: IMS-101 or IMS-115*

This course is an introduction to professional business presentations. Planning, organizing, and delivering effective presentations will be emphasized. Students will create professional-quality slide presentations using Microsoft PowerPoint and other current graphics software. Students must be familiar with the Windows environment. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for PowerPoint. Fee is required. (4 contact hours)

OSA-232—(3)**Introduction to Adobe Creative Suite***Prerequisite: IMS-115 or OSA-225*

This course introduces the fundamental concepts and techniques of the Adobe Creative Suite Design Edition or other current desktop publishing and graphics software. Adobe Illustrator, Photoshop, InDesign, and Acrobat will be included. Students will learn with tools and techniques required to create and edit raster and vector based images as well as page layout for collateral for print and the web. Topics include terminology, color, layout, design, and design principles. Fee is required. (4 contact hours)

OSA-234—(3)**Adobe Illustrator***Corequisite: Registration or credit in OSA-232*

This course introduces vector drawing utilizing Adobe Illustrator or other current commercial illustration software. Students master the tools and techniques used for both print and Web graphics. Topics include industry terminology, color, layout, and design principles. Fee is required. (4 contact hours)

OSA-235—(3)**Adobe InDesign***Prerequisite: Registration or credit in OSA-232*

This course is designed to further develop skills utilizing Adobe InDesign or other current desktop publishing software. The course is fast paced and project oriented with emphasis on independent work and decision-making in the design and layout of computer generated documents, including forms, brochures, and newsletters. Fee is required. (4 contact hours)

OSA-236—(3)**Adobe Photoshop***Prerequisite: Registration or credit in OSA-232*

This course encompasses bitmap manipulation utilizing Adobe Photoshop or other current image editing software. Students will master a variety of tools and techniques to edit and create digital images used for print and Web. Additional topics include color modes, resolution, file formats, and optimization. Basic page layout and design principles are included. Fee is required. (4 contact hours)

OSA-238—(3)**Advanced Digital Video Editing***Prerequisite: OSA-138*

This course is designed to teach advanced digital video editing and production. Using both a conceptual and hands-on approach, students will learn how to enhance, render, and compile digital video files using a variety of techniques and special effects. Students will be exposed to advanced video enhancement techniques such as keyframes, chroma keying, use of layers to animate text and shapes, motion techniques, working with mattes, and 3D objects. Fee is required. (5 contact hours)

OSA-243—(2)**Business Writing**

This course prepares students to plan, write and revise letters, memos, reports, and other documents common in personal and business communication. Emphasis is on organization, clarity, and professionalism as well as anticipating the reader's reaction to such documents. Traditional and electronic job search techniques are also covered. Students will use the Internet as a resource for some activities. Word processing and file management skills are strongly recommended for successful completion of this course. Also recommended are OSA-103 and the ability to keyboard a minimum of 25 nwpm. Fee is required. (3 contact hours)

OSA-246—(3)**Microsoft Office Integration***Prerequisite: OSA-145*

This course is designed to develop advanced integrated PC application skills and techniques required for the completion of business projects. This course focuses on the use of the Microsoft Office Suite. Content includes the integration of advanced features such as merging, tables, charts, automated entries, styles, templates, forms, columns, graphics, and master documents. Students will use the Internet as a resource for some activities. This is a capstone course which should be taken near the completion of a student's program. Completion of or co-enrollment in OSA-122, OSA-230, and OSA-257 is strongly recommended for successful completion of this course. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Word. Fee is required. (4 contact hours)

OSA-249—(3)

QuickBooks for Office Professionals

This course will assist students in developing an understanding of accounting principles and procedures. Students will learn how each step of the accounting cycle relates to the operations of today's business office. Students will analyze and record transactions and will develop and interpret financial statements. Students will study a manual accounting system first and will then enter transaction data into a computerized accounting system and print reports. Fee is required. (4 contact hours)

OSA-250—(2)

Records Management

This course introduces the basic filing methods and procedures needed to ensure the effectiveness of records systems. This course stresses the fundamentals of records programs to manage all phases of the records' life cycle. Electronic file management is explored. (2 contact hours)

OSA-252—(3)

Legal Documents and Terminology

Prerequisite: IMS-115

This course prepares students for work in a legal office. Topics include technical and personal skills, ethical and legal considerations in the work environment, legal terminology, preparation of legal documents and business correspondence and legal records management. This course also introduces students to online document preparation of court and state documents. Fee is required. (4 contact hours)

OSA-255—(3)

Administrative Office Procedures

Prerequisites: IMS-115 and OSA-103 with a grade of "C" or better

This course is a capstone course for administrative assistant training. It provides students the opportunity to utilize and build on skills they have previously developed. OSA-255 covers decision-making competency, human relations techniques, technical and personal skills needed to meet requirements in diverse national and international offices, telecommunications and telework, records management techniques, document creation skills, organizational skills, online research skills, travel and meeting planning, formal meeting documentation preparation, presentation skills, and ethical and legal considerations in the work environment. This course also introduces the student to basic transcription and scanning techniques. Fee is required. (4 contact hours)

OSA-257—(3)

Microsoft Access

Prerequisite: IMS-101 or IMS-115

This course presents the features of Microsoft Access or other current database management systems. Topics include identifying terminology associated with database software, designing the structure of tables in a relational database, designing queries and reports, creating screen forms to facilitate data entry, and designing macros. Students will also examine database utilities used for backing up and securing databases as well as techniques for importing and exporting data. Students must be familiar with the Windows environment and possess file management skills. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Access. Fee is required. (4 contact hours)

OSA-258—(3)

Internship

Prerequisite: 2.0 GPA after completing a minimum of 50% of the certificate or degree requirement

This course is a planned and supervised career field experience related to the student's occupational program in Office Systems and Applications. The work experience will provide the student with an opportunity to utilize and strengthen technical and interpersonal skills learned in the classroom. The intern will continue to develop and enhance all aspects of his/her professionalism while on the job. The student must work a minimum 225 hours. Students are encouraged to complete OSA-260, Seminar, prior to pursuing an internship. (15 contact hours)

OSA-260—(1)

Seminar

Corequisite: OSA-102 and OSA-103

This capstone, professional development course helps students sort through the many career options available in today's offices. Included are tips for polishing their professional images and engaging in productive communication. Students outline the difference between a job and a career, explore areas of specialization, and prepare for job interviews. Ethics, teamwork, certification, business etiquette and protocol, and changes in the workplace are examined. Students utilize the World Wide Web extensively when completing assignments. This course is a capstone course and should be taken near the completion of the certificate or degree program and is recommended for students planning to enroll in OSA-258, Internship. (1 contact hour)

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-122—(1)**Yoga Basics and Beyond**

In this course students will study the physical and philosophical foundations of yoga, the ancient art of unifying the body and mind. Learn a progressive sense of asana, breathing techniques and mind-centering methods designed to enhance the health and wellness of the mind, body and spirit. The course foundation will explore the liberating power of the fluid body, restore natural rhythm to the breath, and unleash transformative energy to help navigate life's challenges with grace, calmness and confidence. 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)

Circuit Training Fitness

This course is designed for students interested in achieving fitness through resistance training and low, moderate, or high-intensity cardiovascular conditioning through circuit training. Circuit training is designed to improve a whole-body workout through completion of all prescribed exercises within the circuit program. 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**

This course examines methods for testing and evaluating individual health status and fitness levels. Students will monitor, conduct, and interpret fitness tests in cardiorespiratory, muscular strength/endurance, flexibility, and body composition. As a requirement for completing this course, students must obtain a current CPR certificate. (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-164—(3)**Exercise for Special Populations**

Prerequisite: PEH-160 and PEH-161

This course is designed to introduce and prepare exercise specialists in the skills, methods and practical guidelines needed for exercise testing and exercise program design for individuals with predisposed conditions and chronic diseases. (4 contact hours)

PEH-165—(3)**Fitness Business Skills and Promotion**

This course is designed to provide business concepts for students pursuing a career in the fitness trainer field. Students will learn to develop, market, and maintain a fitness training business. Topics include legal issues, ethical conduct, and social responsibilities. This course also analyzes promotion, including communication, advertising, and public relations, as they relate to the fitness training field. (3 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)

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-200—(3)
Philosophy of Religion

This course is primarily an examination of western religious belief and religious questions form a philosophical point of view. It will include such topics as: the nature of God (theistic vs. non-theistic views), standard proof of God's existence, standard objections to proofs of God's existence, the nature of religious or mystical experience, the roles of faith and reason, exclusivity vs. inclusivity, and religious pluralism in modern society. Previous course work in philosophy would be beneficial but is not required. (3 contact hours)

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. This course includes a one-hour laboratory component. 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. This course includes a one-hour laboratory component. 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 900

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

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 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 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. This course includes a one-hour laboratory component. 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. This course includes a one-hour laboratory component. Fee is required. (6 contact hours) IAI: P2 900L

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)

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)

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

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

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

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

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

PSC-245—(3)**Politics of the Middle East**

This course examines the contemporary politics of the Middle East and the influence of the region in international relations. The course explores domestic and foreign policies within and between states in the regions. (3 contact hours)

PSC-280—(3)**Introduction to Political Philosophy**

This course focuses on classical and modern political theorists, and emphasizes concepts such as justice, equality, power, liberty, and rights. (3 contact hours)

PSG—Polysomnography**PSG-105—(3)****Polysomnography Patient Care I***Prerequisite: Admission into the Polysomnography program**Corequisite: PSG-110*

This course is the first in a series for the Polysomnography Technology Certificate Program. This course introduces the student to the sleep disorders center environment. The course provides instruction in patient care technologies, lab safety, and professional and ethical behavior. The course examines sleep architecture, sleep staging, and sleep physiology. Explores sleep disorders and provides an overview of sleep medicine. Provides laboratory practice in patient preparation for polysomnography testing, including electrode placement, biocalibration and running a study. Develops awareness of sleep as a public health issue. Discusses technologists' roles and responsibilities as sleep health advocates. (6 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-112—(2)**Sleep Study Scoring**

Prerequisite: Admission into the Polysomnography program

Corequisites: PSG-105 and PSG-110

This course is designed to prepare polysomnography students to score sleep studies according to the American Academy of Sleep Medicine rules, terminology and technical specifications. Emphasis is on visual rules for staging sleep, scoring arousals, cardiac events, movements, and respiratory events for adult patients. (2 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

This course is structured to provide didactic instruction in advanced aspects of sleep technology, including pediatrics, PAP titration, oxygen administration, staging and scoring routine and split night studies, MSLT and MWT studies. Discuss laboratory emergencies, sleep center management, patient education, sleep disorders prevalence, etiology, pathophysiology, diagnosis, treatment, and prevention. Sleep and medical disorders are investigated. This course also provides an in-depth view of sleep as a public health issue and the role of the sleep technologist in advocacy for and enhancement of the profession. This course 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

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. (20 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 rele-

vant 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-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

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 lifetime demands. The theories and principles of human development are examined in light of contemporary research. (3 contact hours) IAI: S6 902

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

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-201—(3)**Industrial/Organizational Psychology**

Students will learn principles and techniques of psychology applied to activities and problems in business and industry. This course 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

PSY-205—(3)**Abnormal Psychology**

Prerequisite: PSY-101

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)

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

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)

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. (3 contact hours)

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)

PSY-220—(3)**Psychology of Women**

Psychological approach to the study of women. Includes female psychobiology, 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-131

Corequisite: Registration in RAD-132

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—(3)

Radiology Internship I

Prerequisite: BIO-180, Admission to Radiologic Technology Program or consent of instructor.

Corequisite: RAD-127, RAD-130, RAD-131

Students will gain hospital experience in radiographic rooms correlating principles taught in RAD-130 and RAD-131. This course introduces the radiology department and initiates phases of patient rapport. Requires working with patients and using X-ray equipment. All instruction for this course will occur in a hospital setting and be directly supervised by hospital personnel. Fee is required (16 contact hours)

RAD-138—(2)

Radiology Internship II

Prerequisite: RAD-131

Corequisite: RAD-132

Correlate and implement principles of radiographic technique and positioning previously taught in RAD-130, RAD-131 and the corequisites of this course. Students will continue learning new skills based on RAD-136. Requires working with patients and using X-ray equipment. All instruction for this course will occur in a hospital setting and be directly supervised by hospital personnel. 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-145—(3)

Radiology Internship III

Corequisite: RAD-132, RAD-140, RAD-141

Students will gain hospital experience in radiographic rooms by correlating principles taught in RAD-132 and RAD-133. Students will build on skills required in the radiologic department and for patient rapport. Requires working with patients and using X-ray equipment. All instruction for this course will occur in a hospital setting and be directly supervised by hospital personnel. Fee is required. (16 contact hours)

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: RAD-145

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—(5)**Advanced Radiology Internship I**

Prerequisite: RAD-145.

Students will gain experience in radiographic rooms. Includes further development of skills learned in RAD-136, RAD-138, RAD-139, and correlating of principles taught in RAD-241. Requires working with patients and using sophisticated electronic equipment. All instruction for this course will occur in a clinical setting and be directly supervised by clinical personnel. Fee is required. (24 contact hours)

RAD-246—(5)**Advanced Radiology Internship II**

Prerequisite: RAD-245

Corequisite: RAD-248, RAD-250

Students will gain experience in all areas of radiology. Develop skills acquired in previous clinical education courses. Prepare for employment upon graduation. All instruction for this course will occur in a clinical setting and be directly supervised by clinical personnel. 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)

RAD-260—(1)**Principles & Procedures**

Prerequisite: American Radiologic Registered Technology (ARRT) license and IEMA license or equivalent.

Corequisites: RAD-261, RAD-262 and RAD-263.

This course provides an in depth study of the various pathologies of the breast. (1 contact hour)

RAD-261—(3)**Breast Pathology**

Prerequisite: American Radiologic Registered Technology (ARRT) license and IEMA license or equivalent.

Corequisite: RAD-260, RAD-262, and RAD-263

This course emphasizes mammography positioning and related procedures. (4 contact hours)

RAD-262—(2)**Quality Assurance**

Prerequisite: American Radiologic Registered Technology (ARRT) license and IEMA license or equivalent.

Corequisites: RAD-260, RAD-261 and RAD-263

This course studies Mammography equipment and tests performed on the equipment to meet Management and Quality Standards Act (MQSA) guidelines, American College of Radiology (ACR) accreditations, and the Food and Drug Administration (FDA) guidelines. (3 contact hours)

RAD-263—(3)**Mammography Clinical Internship**

Prerequisite: American Radiologic Registered Technology (ARRT) license and IEMA license or equivalent.

Corequisites: RAD-260, RAD-261 and RAD-262

Students will gain hospital experience in mammography rooms, correlating principles learned in RAD-260, 261 and 262. This course introduces the mammography department and initiates phases of patient rapport. Students will be required to work with patients and use mammography equipment. All instruction for this course will occur in healthcare facility settings and will be directly supervised by mammography personnel. (16 contact hours)

RDG—Reading**RDG-041—(4)****Approaches to College Reading**

Prerequisite: Appropriate score on placement test

Corequisite: COS-100

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. Students must be enrolled in COS-100 in every semester they are enrolled in RDG-041. (4 contact hours)

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)

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)

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. (4 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-101—(3)

Foundations of Respiratory Care

Prerequisite: Admission to the Respiratory Therapy Program

Corequisite: RES-102 and RES-103

This is a lecture course providing an introduction to respiratory care and governing agencies. There is an emphasis on professionalism, ethics, physical science principles, cardiopulmonary anatomy and physiology, patient care, and concepts of illness. Fee is required. (3 contact hours)

RES-102—(5)

Fundamentals of Medical Gas Therapy

Prerequisite: Admission to the Respiratory Therapy Program

Corequisite: RES-101 and RES-103

This is a lecture and laboratory course that examines rationale, indications, hazards, and safe administration of oxygen therapy and various medical gas therapies, theory and application and regulation of gas flow, cylinders, regulators, and flowmeters, as well as patient isolation techniques and sterilization of respiratory therapy equipment. The indications and use of pulse oximetry and oxygen analyzers also are studied. This course will also introduce the etiology, diagnosis, pathology, symptoms, and treatment of pulmonary diseases. Fee is required. (7 contact hours)

RES-103—(3)

Pharmacology for Respiratory Care

Prerequisite: Admission to the Respiratory Therapy Program

Corequisite: RES-101 and RES-102

This course is a study of drugs affecting primarily the respiratory, circulatory, nervous and renal systems. Categories of drugs discussed include bronchodilators, corticosteroids, nonsteroidal antiasthma agents, mucokinetics, surfactants, xanthines, central nervous stimulants and depressants, antidysrhythmics, antithrombotics, diuretics, antihistamines, vasopressors, antibiotics and a brief review or neonatal and pediatric aerosolized therapy. The sympathetic and parasympathetic nervous system will also be discussed. Drug calculations will also be covered. Fee is required. (3 contact hours)

RES-104—(4)**Airway Care and Gas Exchange**

Prerequisite: RES-101

Corequisite: RES-105, RES-106 and RES-154

This course is a lecture course which presents advanced concepts in the anatomy and physiology of the cardiopulmonary system, the indications and hazards of artificial airways, emergency airway care, and life support techniques in respiratory and cardiac failure. The study includes theory and equipment demonstrations. The course also covers acid-base balance and a comprehensive study of blood gases, renal system anatomy, and physiology. Fee is required. (4 contact hours)

RES-105—(5)**Respiratory Therapeutic Modalities**

Prerequisite: RES-101

Corequisite: RES-104, RES-106 and RES-154

This is a lecture and laboratory course that studies the application of various forms of medication, aerosol therapy, hyperinflation therapy, and special procedures used in the practice of respiratory care. Indications and use of non-invasive monitors and pulmonary clearance techniques are presented. Advanced assessment of etiology, diagnosis, pathology, symptoms, and treatment of various pulmonary and related disease entities and therapeutic medical gases and pulmonary function are discussed. Fee is required. (7 contact hours)

RES-106—(3)**Patient and Ventilator Management**

Prerequisite: RES-101

Corequisite: RES-104, RES-105 and RES-154

This is a lecture course providing in-depth study of the operational principles, application, physiological effects, and management of ventilators. Emphasis is placed on the appropriate management of patients requiring mechanical ventilation. Fee is required. (3 contact hours)

RES-107—(2)**Managing the Critically Ill Patient**

Prerequisite: RES-104

Corequisite: RES-157

This is a lecture course which provides a study of cardiac and cardiovascular monitoring, advanced cardiac life support protocols, and advanced pharmacology involved in managing the critically ill patient. Fee is required. (2 contact hours)

RES-108—(1)**Introduction to Ventilators**

Prerequisite: RES-102

Corequisite: Registration or credit in RES-104, RES-105 and RES-154

This lecture course provides an introduction to the history, operational principles and physiologic effects of mechanical ventilation. Students will discuss indications and goals for mechanical ventilation, responding to the different types of respiratory failure and applying critical thinking skills to respiratory care and problem-solving. Modes and other features of ventilation, including CPAP and bi-level positive airway pressure will be introduced. (1 contact hour)

RES-137—(1)**Microorganisms and Disease Prevention**

Prerequisite: Approved admission to Respiratory Therapy Program

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**

Prerequisite: Approved admission to Respiratory Therapy Program

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—(1)**Clinical Practice I**

Prerequisite: RES-101

Corequisite: RES-104, RES-105, RES-106

This course provides practical experience conducted at a hospital affiliated with the respiratory therapy program under the direct supervision of a respiratory therapist for 8 hours a week. Emphasis is on providing care to non-critically ill patients. Fee is required. (8 contact hours)

RES-157—(1)**Respiratory Clinical Practice II**

Prerequisite: RES-154

Corequisite: RES-107

This course is practical experience conducted at a hospital affiliated with the respiratory therapy program under the direct supervision of a respiratory therapist for 16 hours per week. Emphasis is on increasing skill level and critical thinking skills developed in Respiratory Clinical Practice I, time management and prioritizing respiratory care to non-critically ill patients, followed by an introduction to critical care respiratory therapy. Fee is required. (10 contact hours per week)

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-201—(3)

Neonatal/Advanced Respiratory Care

Prerequisite: RES-107

Corequisite: RES-250

This is a lecture course providing in-depth study of neonatal and pediatric anatomy and physiology with an emphasis on respiratory therapies for newborns and pediatric patients with cardiopulmonary disorders. Advanced management of patients requiring mechanical ventilation is also addressed. Ventilator waveforms, current concepts in mechanical ventilation such as high frequency ventilation and alternative and home care therapies are explored. Fee is required. (3 contact hours)

RES-202—(3)

Respiratory Care Capstone

Prerequisite: RES-201

Corequisite: RES-251

This course is designed to prepare students to take the National Board for Respiratory Care (NBRC) Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) examinations through discussion, case studies, CDs, computer software and Mock Written Registry Respiratory Therapy (WRRT Examinations). The primary goal of this course is to focus on the complex subjects of the CRT and RRT content outline. Therefore, to enhance performance of the Mock WRRT Examination, outside resources must be utilized (i.e. computer Sims and exam matrix). Pediatric Advanced Life Support training and certification is also included. Fee is required. (3 contact hours)

RES-250—(2)

Respiratory Clinical Practice III

Prerequisite: RES-157

Corequisite: RES-201

This course provides students with practical experience conducted at a hospital affiliated with the respiratory therapy program under direct supervision of a respiratory therapist for 16 hours per week. Emphasis is on increasing skill level, critical thinking skills and cognitive abilities in ventilator management for the critically ill patient developed in Respiratory Clinical Practice II. This course will also include an introduction to neonatal and pediatric care with cardiopulmonary disease. Fee is required (16 contact hours).

RES-251—(4)

Respiratory Clinical Practice IV

Prerequisite: RES-250

Corequisite: RES-202

This course provides students with a clinical experience conducted as a hospital affiliated with the respiratory therapy program under supervision of a respiratory therapist. This is the last clinical course in the Respiratory Therapy A.A.S. degree program and will prepare the student to enter the workforce. Emphasis is on increasing skill level, critical thinking skills and cognitive abilities consistent with the entry level into the profession. Advanced ventilator management of the critically ill adult and neonatal patient will be emphasized. Emphasis is on increasing skill level, critical thinking skills and cognitive abilities in ventilator management for the critically ill patient developed in Respiratory Clinical Practice III (RES-250). Fee is required. (24 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-borne 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-108—(2)**Culinary Calculations**

Prerequisite: RTM-100 and RTM-101

The course is designed to teach calculations of Metric and Imperial measures and conversions utilized in food service operations. Recipe yield and costing will also be covered. (2 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-212—(2)

Cake Decorating

Prerequisite: RTM-209

This course is designed for students to develop basic cake decorating techniques, such as cake baking, buttercream production, tiered-cake construction, piping skills, rolled fondant and marzipan work, royal icing and gumpaste flowers. The course concludes with students preparing a multi-tiered wedding cake. (4 contact hours)

RTM-213—(2)

Artisan Breads

Prerequisite: RTM-209

This course is designed to expose the student to a variety of yeast bread-making techniques. A thorough understanding of the ingredients, baking theory, mixing methods and baking methods will be taught. Students will work with a variety of flours and grains, as well as learning sourdoughs and pre-ferments. (4 contact hours)

RTM-214—(2)

Chocolate & Confectionary Artistry

Prerequisite: RTM-209

This course is designed to introduce students to working with chocolate and making of confectionary. Emphasis will be placed on tempering and proper handling of a variety of chocolates, candies and decorations, as well as learn how to build a chocolate showpiece. Students will learn how to prepare a variety of confections and sugar decorations. (4 contact hours)

RTM-215—(2)

Restaurant and Buffet Desserts

Prerequisite: RTM-209 and RTM-211

This course is designed to have students produce multi-component plated desserts for restaurant or banquet-type service. Students will also produce desserts designed for buffet-type service, including mini-pastries. Emphasis will be placed on production preparation within a restricted timeframe. (4 contact hours)

RTM-217—(2)

Special Topics in Culinary Arts

This course is designed to offer a variety of special topics related to the food service industry. The special topic classes will help students be aware of relevant and emerging trends in the industry. Instructors will be assigned based on their specialized skills in the topic. This course may be taken three times for credit as long as different topics are selected. (3 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 Seminar

This capstone professional development course is designed to help students transition into a career field within the hospitality industry. Students will develop resumes and cover letters, research hospitality organizations, and work with a mentor to examine personal and professional goals and opportunities. Students will utilize the World Wide Web extensively when completing assignments. This course should be taken near the completion of the certificate or degree program and is recommended for students planning to enroll in RTM-233, Hospitality Internship. (1 contact hour)

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—Security 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

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

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

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

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 with consent of instructor

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 with consent of instructor

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 with consent of instructor

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)

TDL—Transportation, Distribution and Logistics**TDL-101—(3)****Transportation and Logistics Overview**

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

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-108—(3)**Screenwriting**

Prerequisite: COM-101

Screenwriting teaches students basic approaches for writing narrative content for film. Students will develop original content and hone that material into two short screenplays utilizing proper script format, research strategies, and critical feedback. Idea development will include analysis of structure, characterization, thematic issues, dialogue workshops, and visualization techniques. Techniques for writing proposals, revision, and pitching also will be explored over the course of the semester. By the end of the semester, students should demonstrate a clear understanding of the fundamental elements of narrative storytelling and have an appreciation of the screenplay's role in crafting a film. (3 contact hours)

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-114—(3)**Oral Interpretation of Literature**

This course offers an introduction to the techniques of oral performance of prose and poetry. It includes the study and practice of analyzing works of literature in order to express the author's intended message through the voices of the characters. (4 contact hours)

THE-115—(3)**Acting I**

Develops the actor's instrument, including movement, voice production, improvisation, and fundamental characterization. (4 contact hours)

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)

THE-131—(1)**Theater Practicum: Acting I**

Prerequisite: Consent of instructor. Prior to enrollment, the student must be awarded a role in a current college theater production.

Acting Practicum teaches students basic approaches for audition, rehearsal and performance for a theatrical production. Students will focus upon creating a role, the rehearsal process, developing professionalism, and performing in a theatrical production. Once cast in a play, the student will apply methodology to creating the role. Enrollment is limited to students who are cast in an academic theater production or approved extracurricular production. Permission of the instructor is required. Students completing this course are awarded one hour of credit. Companion courses THE-132 and 133 are similar in content and learning outcomes but have different credit hour values. (2 contact hours)

THE-132—(2)**Theater Practicum: Acting II**

Prerequisite: Consent of instructor. Prior to enrollment, the student must be awarded a role in a current college theater production.

Acting Practicum teaches students basic approaches for audition, rehearsal and performance for a theatrical production. Students will focus upon creating a role, the rehearsal process, developing professionalism, and performing in a theatrical production. Once cast in a play, the student will apply methodology to creating the role. Enrollment is limited to students who are cast in an academic theater production or approved extracurricular production. Permission of the instructor is required. Students completing this course are awarded two hours of credit. Companion courses THE-131 and 133 are similar in content and learning outcomes but have different credit hour values. (4 contact hours)

THE-133—(3)**Theater Practicum: Acting III**

Prerequisite: Consent of instructor. Prior to enrollment, the student must be awarded a role in a current college theater production.

Acting Practicum teaches students basic approaches for audition, rehearsal and performance for a theatrical production. Students will focus upon creating a role, the rehearsal process, developing professionalism, and performing in a theatrical production. Once cast in a play, the student will apply methodology to creating the role. Enrollment is limited to students who are cast in an academic theater production or approved extracurricular production. Permission of the instructor is required. Students completing this course are awarded three hours of credit. Companion courses THE-131 and 132 are similar in content and learning outcomes but have different credit hour values. (6 contact hours)

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)

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 alu-

minum, 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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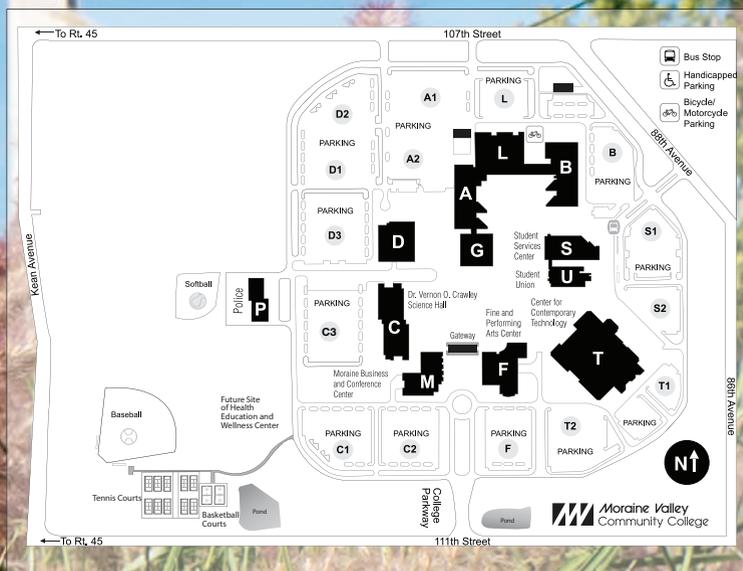
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