

# Morton College

CATALOG 2012 - '13



**MC**

## IMPORTANT DISCLAIMERS

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

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

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

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

# STUDENT QUICK GUIDE

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

The Financial Aid Office at (708) 656-8000, Ext. 2428, can provide information on the various forms of financial aid available.

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

We highly recommend seeing an Academic Advisor for academic guidance. The Office of Admissions and Records at (708) 656-8000, Ext. 2346 can answer admission or registration questions. To make an appointment with an Academic Advisor, please call Ext. 2250.

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

The Testing Center at (708) 656-8000, Ext. 2250, can help set up a testing appointment.

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

The Cashier's Office at (708) 656-8000, Ext. 2268 or the Business Office, Exts. 2305 through 2308, can provide information on tuition payment options and due dates.

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

The Academic Advising Center at (708) 656-8000, Ext. 2250, can provide information on transferring college credit.

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

The Adult Education, Community Programming and Outreach Office at (708) 656-8000 can provide information about upcoming courses. For ESL information in English, dial Ext. 2793. For ESL information in Spanish, dial Ext. 2794. For GED information, dial Ext. 2790. For general information, call Ext. 2373 or Ext. 2407.

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

Information about Continuing or Community Education programs, as well as Business and Professional Services, are also available through the Adult Education, Community Programming and Outreach Office at (708) 656-8000. For information on Continuing or Community Education programs, dial Ext. 2281. For information on Business and Professional Services, dial Ext. 2382.

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

The Student Activities Office at (708) 656-8000, Ext. 2318, can provide information on when and where ID cards may be obtained.

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

The Campus Safety Office at (708) 656-8000, Ext. 2200, can provide assistance with vehicle/room lock-outs, automobile jump starts, escort to vehicle, and lost and found.

Academic Advising Center	Ext. 2250	See Page 66
Admissions and Records	Ext. 2346	See Page 3
Adult Education, Community Programming and Outreach	Ext. 2407	See Page 79
Business and Professional Services	Ext. 2382	See Page 95
Campus Safety	Ext. 2200	See Page 67
Child Care Center	Ext. 2284	See Page 68
Financial Aid	Ext. 2428	See Page 21
Library	Ext. 2321	See Page 69
Fitness Center	Ext. 2274	See Page 75
<b>PARA INFORMACIÓN EN ESPAÑOL, LLAME AL (708) 656-8000, OPCIÓN 2</b>		

# TABLE OF CONTENTS



Academic Calendar .....	iv
Letter From the President .....	v
Mission Statement .....	vi
Diversity Statement .....	vi
College History .....	vii
Campus Quick Guide .....	viii
Getting Started at Morton College .....	1
Tuition and Fees .....	13
Financial Aid .....	21
Registration .....	31
Academic Information and Campus Regulations .....	37
Degree and Certificate Requirements .....	59
Student Services .....	65
Adult Education, Community Programming and Outreach .....	79
Educational Programs .....	99
Course Descriptions .....	195
Trustees, Administration, Professional Staff, Faculty and Staff .....	286
Academic Glossary .....	299
Index .....	306
Campus Map .....	310

---

# ACADEMIC CALENDAR 2012-2013

## FALL SEMESTER 2012

Semester Begins (All Classes)	August 20
Add/Drop Week Begins	August 20
100% Refund	August 20-27
50% Refund	August 28-September 4
Labor Day Recess (College Closed)	September 1-3
Columbus Day (College Closed)	October 8
Midterm Week	October 14-20
Graduation Petition Deadline	October 24
Spring '13 Priority Registration	November 5-9
Veterans Day (College Closed)	November 11
Spring '13 Open Registration	November 12
Thanksgiving Recess (College Closed)	November 22-25
Last Day to Withdraw	November 30
Final Exam Week	December 8-14
Winter Recess Begins (No Classes)	December 15

## SPRING SEMESTER 2013

Semester Begins (All Classes)	January 14
Martin Luther King's Birthday (College Closed)	January 21
Add/Drop Week	January/February*
100% Refund	January 22
50% Refund	January 29
In-Service Day (No Classes)	February 18
Pulaski Day (College Closed)	March 4
Midterm Week	March 10-16
Spring Break (No Classes)	March 25-April 1
Graduation Petition Deadline	April 2
Fall & Summer '13 Open Registration	April 15-19
Last Day to Withdraw	May 3
Final Exam Week	May 10-16
Commencement	May 17
Memorial Day (College Closed)	May 27

## SUMMER SESSION 2013

<b>First 5-Week Session</b>	May 28-June 27
Last Day to Withdraw (for 1st 5-Week Session)	June 18
<b>8-Week Session</b>	June 3-July 25
Graduation Petition Deadline	June 25
Independence Day Weekend (Closed)	July 4
<b>Second 5-Week Session</b>	July 1-August 1
Last Day to Withdraw (for 8-Week Session)	July 18
Last Day to Withdraw (for 2nd 5-Week Session)	July 25

**\*Refund will be based on length of course. Check with Office of Admission and Records or Cashier's Office for details.**

# CALENDAR

## 2012

### JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## 2013

### JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### JULY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

---

# COLLEGE MISSION AND GOALS

## MISSION

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

## GOALS

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

---

# MISIÓN Y OBJETIVOS DE MORTON COLLEGE

## MISIÓN

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

## OBJETIVOS

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

---

# DIVERSITY STATEMENT

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

---

Source: The Morton College Academic Plan for Excellence.



---

# COLLEGE HISTORY

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

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

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

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

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

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

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

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

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

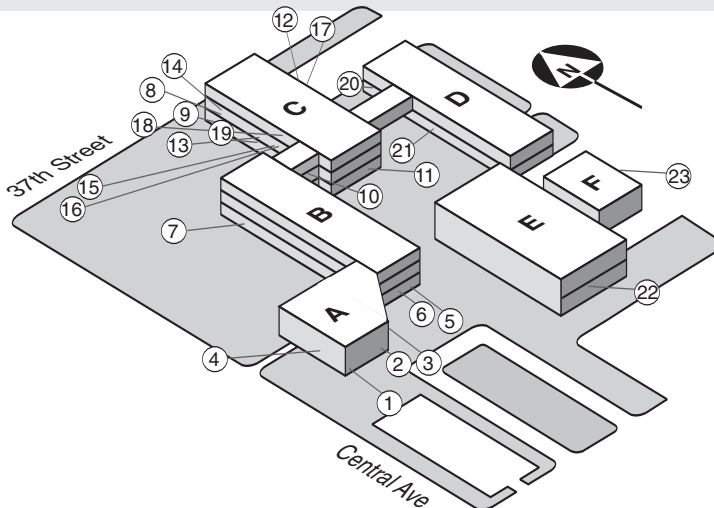
From a remarkable beginning to a bright, promising future, Morton College continues to move forward in welcoming new and future students wanting to find meaning in their lives and prosper through higher education.



# CAMPUS QUICK GUIDE

<b>Building A</b>	<b>Location</b>	<b>Ext.</b>
(1) Adult Education (ESL/GED) Information Center	First Floor	2407
(2) Cashier's Office	First Floor	2268
(3) Financial Aid	First Floor	2428
(4) Jedlicka Performing Arts Center	First Floor	2230
<b>Building B</b>	<b>Location</b>	<b>Ext.</b>
(5) Academic Advising Center	First Floor	2250
(6) Admissions and Records	First Floor	2346
(7) Library	First Floor	2321
<b>Building C</b>	<b>Location</b>	<b>Ext.</b>
(8) Adult Education, Community Programming and Outreach (ESL/GED)	220C	2407
(9) Bookstore	134C	2222
(10) Business Office	203C	2305
(11) Cafeteria	First Floor	2458
(12) Campus Safety	119C	2200
(13) Career Planning & Placement Office	SSC*	2468
(14) Continuing Education/Community Service	219C	2406
(15) Individual Learning Center (Tutorial Services)	SSC*	2465
(16) Student Activities	SSC*	2261
(17) Student Union	SSC*	—
(18) Testing Center	SSC*	2250
(19) Transfer Services	SSC*	2245
<b>Building D</b>	<b>Location</b>	<b>Ext.</b>
(20) Child Care Center	105D	2284
(21) Physical Plant	116D	2221
<b>Building E</b>	<b>Location</b>	<b>Ext.</b>
(22) Athletics/Vais Gymnasium	202E	2370
<b>Building F</b>	<b>Location</b>	<b>Ext.</b>
(23) Maintenance	First Floor	—

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



## GETTING STARTED AT MORTON COLLEGE

---

- 2 Easy Steps for Enrollment
- 3 Admission to the College for Freshmen
- 3 Admission to Health Career Programs
- 4 Admission Requirements for University Transfer Students
- 4 Transfer of Credit to Morton College
- 5 Illinois Articulation Initiative
- 5 IAI Participating Schools Chart
- 7 Transfer Agreements
- 7 Dual Admission
- 8 Joint Educational Agreements
- 9 Chargeback Policy
- 10 International Students
- 11 Educational Guarantees



# GETTING STARTED

## EASY STEPS FOR ENROLLMENT

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

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

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

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

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

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

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

See the Adult Education, Community Programming and Outreach chapter in this Catalog or call (708) 656-8000 (for ESL information in English, dial Ext. 2793; for ESL information in Spanish, dial Ext. 2794; for GED information, dial Ext. 2790). For general information call Ext. 2373 or Ext. 2407.

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

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

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

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

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

Students intending on enrolling in an English, math or a course that has a math or English prerequisite must take a placement test before registering. Students may be exempt from placement testing based on previous college credit or ACT scores. For more information, contact Academic Advising at (708) 656-8000, Ext. 2250, to schedule an appointment.

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

An Academic Advisor will help determine appropriate courses to take to pursue your degree/certificate. To meet with an Academic Advisor, call (708) 656-8000, Ext. 2250, to schedule an appointment.

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

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

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

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

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

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

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

To obtain an enrollment package, contact the Office of Admissions and Records at (708) 656-8000, Ext. 2346.

# ADMISSION TO THE COLLEGE FOR FRESHMEN

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

- Individuals who are high school graduates, General Education Development (GED) recipients, or individuals who are at least 18 years of age.
- Individuals 16 years of age who are still in attendance at a high school may be admitted for accelerated college enrollment on the basis of the high school's recommendation. Contact the Office of Admissions and Records at (708) 656-8000, Ext. 2346, for more information. Official high school transcripts are required and students must have the written consent of their high school principal or counselor.
- Students less than 16 years of age who obtain prior approval from their high school district and from the Vice President of Academic and Student Development may be admitted to Morton College.
- Admission may be granted to other individuals by special permission, but applicants are subject to the requirements of specific programs or courses. The College reserves the right to advise applicants whether they meet these requirements

\*Morton College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability in its education, admissions or employment policies.

## ADMISSION: HEALTH CAREER PROGRAMS

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

Health Career programs that utilize competitive enrollment include:

- Certified Nursing Assistant
- Licensed Practical Nurse
- Registered Nurse

- Physical Therapist Assistant
- Therapeutic Massage

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

# ADMISSION REQUIREMENTS FOR UNIVERSITY TRANSFER STUDENTS

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

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

# TRANSFER OF CREDIT TO MORTON COLLEGE

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

Transfer credit is accepted under the following conditions:

- The institution previously attended must be accredited by the North Central Association of Colleges and Schools or a comparable regional accrediting association.
- The student must submit an official transcript from each institution.
- Credit may be transferred only in college-level courses

## GETTING STARTED AT MORTON COLLEGE

in which a grade of “D” or above has been earned (Most receiving institutions will not accept a “D” for transfer). A “C” is required in ENG 101 and ENG 102 or course equivalents in all transfer degrees (A.A., A.S., A.F.A., A.A.T.).

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

## ILLINOIS ARTICULATION INITIATIVE

Morton College participates in the Illinois Articulation Initiative (IAI), a statewide agreement designed to facilitate the transfer of students from one Illinois college/university to another in order to complete a bachelor’s degree (see the “IAI Participating Schools” table on pages 5 & 6). Effective as of 1998, students who complete the IAI General Education Core Courses (GECC) can transfer this

### IAI PARTICIPATING SCHOOLS

#### Two-year Public Institutions

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

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

continued on next page

**IAI PARTICIPATING SCHOOLS [continued]**

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

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

**Two-year Independent Institutions**

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

**Four-year Public Institutions**

Chicago State University  
 Eastern Illinois University  
 Governors State University (R)  
 Illinois State University  
 Northeastern Illinois University  
 Northern Illinois University  
 Southern IL University Carbondale

Southern IL University Edwardsville  
 University of Illinois at Chicago  
 University of Illinois at Springfield  
 University of Illinois at Urbana - Champaign  
 Western Illinois University

**Four-year Independent Institutions**

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

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

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



“package” of course work and have it accepted in lieu of lower-division, general education course requirements. Students who complete an Associate in Arts or an Associate in Science degree that contains the IAI GECC also will have met their transfer college/universities’ lower-division general education requirements and be granted junior standing. To learn more about the Illinois Articulation Initiative, contact the Academic Advising Center at (708) 656-8000, Ext. 2250 or Transfer Services at Ext. 2245; or visit [www.itransfer.org](http://www.itransfer.org).

## TRANSFER AGREEMENTS

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

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

For more information, contact Transfer Services at (708) 656-8000, Ext. 2250.

## DUAL ADMISSION

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

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

## 2012-2013 CATALOG

---

- Robert Morris University
- Roosevelt University
- Western Illinois University

For more information about Dual Admission Agreements, contact Transfer Services at (708) 656-8000, Ext. 2250.

## JOINT EDUCATIONAL AGREEMENTS

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

### COLLEGE PROGRAMS

#### **College of DuPage**

Electronics Technology

#### **Moraine Valley**

Addictions Studies

Baking/Pastry Arts

Beverage Management

Coding Specialist

Culinary Arts Management

Desktop Publishing and Graphics

Electronics Technology

Fitness Trainer

Health Information Technology

Human Resources Management

LAN Technician

Legal Office Assistant

Marketing and Management

Medical Transcription

Paraprofessional Educator

Radiologic Technology

Security Services

Tourism Management

Travel Business Management

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

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

**Cooperative Agreements** — Morton College is a participant in the South Metropolitan Career Network, a cooperative effort among 28 area community colleges that makes more educational programs available to the residents of each college district.

Residents of Morton College's district may enroll in any programs in the Career and Technical Education Applied Science degree or certificate not offered at Morton College upon approval without paying out-of-district tuition at the following colleges:

- Black Hawk College
- Carl Sandburg College
- Danville Community College
- Elgin Community College
- Heartland Community College
- Highland Community College
- Illinois Central College
- Illinois Valley Community College
- John Wood Community College
- Joliet Junior College
- Kankakee Community College
- Kaskaskia College
- Kishwaukee College
- Lake Land College
- Lewis and Clark Community College
- Lincoln Land Community College
- McHenry County College
- Moraine Valley Community College
- Morton College
- Prairie State College
- Rend Lake College
- Richland Community College
- Rock Valley College
- Sauk Valley Community College
- South Suburban College
- Southwestern Illinois College
- Spoon River College
- Waubensee Community College

Further information on this Agreement is available in the Office of Admissions and Records.

## CHARGEBACK POLICY

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

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

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

## INTERNATIONAL STUDENTS

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

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

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

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

**Students who fail to enroll as a full-time credit student each semester will have their F1 status terminated.**

## EDUCATIONAL GUARANTEES

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

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

### Terms

1. All guaranteed course work must be completed at Morton College.
2. All course work must be completed within three years prior to graduation.
3. Transfer status of individual courses is based upon the receiving college's or university's agreement with Morton at the time of the student's graduation.
4. The student must have attained acceptable grades in individual courses as defined by the receiving university.
5. The student must have met with an authorized Morton College advisor and declared a major and transfer college or university prior to taking the courses under guarantee. Only those courses approved in writing by the authorized counselor are guaranteed transferable, and these courses are guaranteed to transfer as general education electives unless the counselor has specifically authorized them as meeting distributive general education or major area requirements.

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

### Terms

1. The graduate must have earned the A.A.S. degree or certificate beginning May 1993 or thereafter in a career program identified in the college catalog.
2. All guaranteed program coursework must be completed at Morton College with a grade of "C" or better.
3. The graduate must have completed the A.A.S. degree within a four-year time

## 2012-2013 CATALOG

---

- span or the certificate within a two-year time span.
4. Graduates must be employed full-time in an entry level position for which the A.A.S degree or certificate is intended to prepare students. (Determination that the position falls within the terms of the guarantee may occur when the graduate initiates the career program guarantee as noted in #12 below.)
  5. Employment must commence within 6 months of graduation.
  6. The employer must certify in writing within 90 days of the graduate's initial employment that the employee is lacking entry-level skills consistent with the position(s) for which the A.A.S. or certificate is intended to prepare students.
  7. The student, program coordinator, and instructor, in consultation with the employer and/or division dean, will develop a written educational plan for retraining.
  8. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
  9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, and other course-related expenses.
  10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
  11. The student's sole remedy against the District and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
  12. The career program remedy can be initiated through a written communication with the Office of the Vice President of Academic and Student Development.

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

## TUITION AND FEES

---

14	Tuition and Fees
15	Payment of Tuition and Fees
15	Residency
17	Refund Policy
18	Enrollment Verification
18	Income Tax Deduction
18	Alumni Tuition Waiver





# TUITION AND FEES

---

## TUITION AND FEES\*

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

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

### TUITION AND FEES OVERVIEW\*

#### \*TUITION

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

#### \*FEES

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

## DESCRIPTION OF FEES

### Technology Fee:

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

### Comprehensive Fee:

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

### Repair/Renovation Fee:

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

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

## PAYMENT OF TUITION AND FEES

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

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

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

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

## RESIDENCY

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

## IN-DISTRICT STUDENTS

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

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

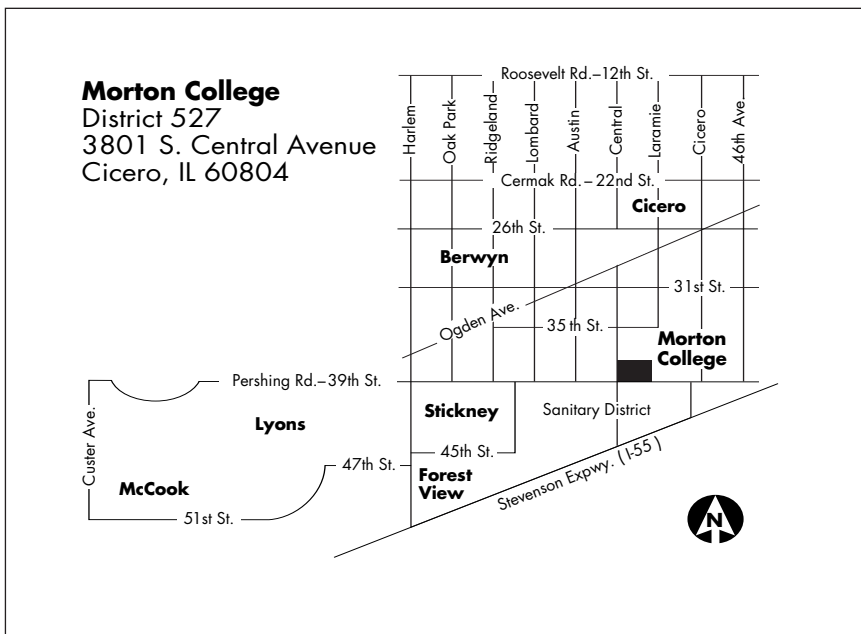
- Applicants who are 18 years of age or older and have established legal permanent residence in District 527 for a minimum of 30 days immediately preceding the first day of the semester.
- Applicants who are under 18 years of age must demonstrate that their parents or legal guardians have legal residence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

## OUT-OF-DISTRICT STUDENTS

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

## OUT-OF-STATE STUDENTS

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



## **INTERNATIONAL STUDENTS**

Any person whose permanent residence lies outside the United States.

## **CHARGEBACK STUDENTS**

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

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

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

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

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

## **REFUND POLICY**

The College refunds tuition and fees only when official drop forms are properly completed, authorized and processed through the Office of admissions and Records and only according to the Tuition Refund Table found in the current Morton College course schedule. Telephone requests to be "dropped" are not accepted. The College does not grant refunds to students who:

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

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

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

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

## ENROLLMENT VERIFICATION

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

## INCOME TAX DEDUCTION

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

## ALUMNI TUITION WAIVER

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

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



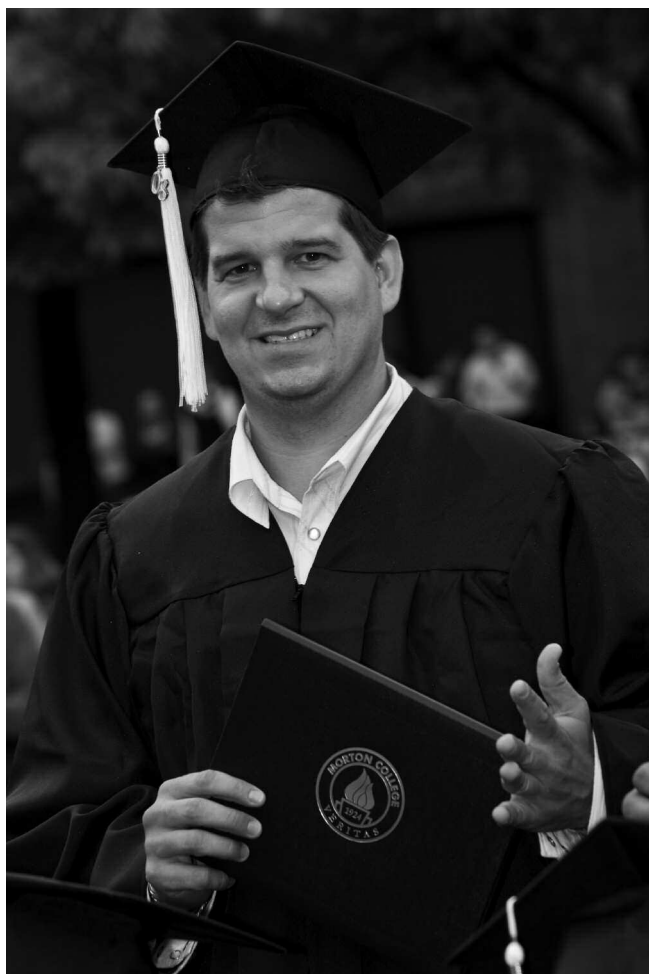




## FINANCIAL AID

---

- 22 Financial Aid Application Process
- 24 Financial Aid Programs
- 25 Veterans' Educational Benefits
- 26 Satisfactory Academic Progress Requirements
- 29 Federal Return of Title IV Funds



# FINANCIAL AID

---

Financial aid is available in the form of federal, state and institutional grants, loans, work-study and scholarships. The Financial Aid Office coordinates these aid programs and assists students with the application process. Information on these following financial aid programs is available in the Financial Aid Office, Room 204B, Building B or by contacting a Financial Aid Advisor at (708) 656-8000, Ext. 2428.

## AYUDA FINANCIERA

La ayuda financiera está disponible en forma de becas institucionales, estatales o federales, préstamos, opciones de trabajo para estudiantes y oportunidades de becas. La Oficina de Ayuda Financiera coordina estos apoyos y ayuda financiera a los estudiantes con el proceso de aplicación correspondiente. La información sobre estas oportunidades está disponible en la Oficina de Ayuda Financiera localizada en el cuarto 204B. También puede llamar a nuestros asesores al (708) 656-8000, Ext. 2428.

## APPLICATION PROCESS

Students may apply for federal, state and institutional financial aid for the 2012-2013 school year by completing the Free Application for Federal Student Aid (FAFSA) form. Complete the FAFSA online, by visiting:

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

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

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

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

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

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

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

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

- Complete your FAFSA (If assistance is needed, please contact a Financial Aid Advisor at (708) 656-8000, Ext. 2428).
- Complete a Morton College Financial Aid Data Form and

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

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

## STUDENT ELIGIBILITY

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

- May need to demonstrate financial need (Check program requirements).
- Have a high school diploma or General Education Development (GED) certificate
- Have a valid Social Security number. If you need a Social Security number, you can apply at [www.ssa.gov](http://www.ssa.gov) or by calling 1-800-772-1213. For more information, please contact the Financial Aid Office at (708) 656-8000, Ext. 2428.
- Be enrolled as a student working toward an eligible degree or certificate program (Please contact the Financial Aid Office for more details).
- Be a U.S. citizen or eligible noncitizen.
- Meet satisfactory academic progress standards as explained in this chapter.
- Certify you are not in default on a federal student loan and you do not owe money on a federal student grant as a result of an over award.
- Comply with the Selective Service registration, if required. If you are a male, age 18 through 25, and have not registered, you can give the Selective Service permission to register you by checking a box on the FAFSA form. You can also register at [www.sss.gov](http://www.sss.gov) or by calling 1-847-688-6888.
- You may not be eligible to receive federal student aid if you've been convicted under federal or state law of selling or possessing illegal drugs. To find out your financial aid eligibility, call 1-800-4-FED-AID or go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), click on "worksheets" in the left column, then select "Drug Worksheet."
- Must be actively pursuing their coursework throughout the semester.

## FINANCIAL AID PROGRAMS AT MORTON COLLEGE

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

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

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

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

**TEACH Grant** — The U.S. Department of Education's Teacher Education Assistance for College and Higher Education Grant (TEACH Grant) Program provides funds to students who are completing or who plan to complete coursework that is required to begin a career in teaching, and who agree to teach full-time for at least four years:

- As a highly qualified teacher;
- At a school serving low-income students; and
- In a high-need field.

If you receive a TEACH Grant but do not complete the required four years of teaching service within eight years after you complete (or otherwise cease to be enrolled in) the program for which you received the grant, all TEACH Grant funds you received will be converted to a Direct Unsubsidized Loan that you must repay with interest. If interested, please contact the Financial Aid Office to discuss the necessary steps to receive this grant.

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

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

## VETERANS' EDUCATIONAL BENEFITS

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

### **ILLINOIS VETERANS' GRANT (IVG)**

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

### **ILLINOIS NATIONAL GUARD GRANT (ING)**

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

**Illinois MIA/POW Scholarship** – is a program for dependents (spouse or children) of veterans who were declared by the Department of Defense or U.S. Department of Veterans Affairs to be a prisoner of war; missing in action; died as a result of a service-connected disability; or be permanently disabled from service-connected causes with 100% disability. This scholarship covers in-district tuition and certain fees. Applications are available in the Financial Aid Office, Room 204, Building B.

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

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

## 2012-2013 CATALOG

---

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

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

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

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

Information on any of these programs is available in the Financial Aid Office, Room 204, Building B or by calling (708) 656-8000, Ext. 2228.

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

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

**\*\*After financial aid awards are applied to students' tuition, fees and bookstore charges, the balances are released to students in two disbursements - at the end of the 6th and 12th weeks of the semester. Financial aid awards are disbursed only with student signature and address verification.**

attempted during the semester is achieved and all courses attempted are completed. Students whose Financial Aid is Suspended will be ineligible for additional Financial Aid unless a Satisfactory Academic Progress Appeal is submitted along with all requested documentation for extenuating circumstances specifically related to one of the following:

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

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

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

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

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

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

## 2012-2013 CATALOG

---

Maximum Time Allowable has been exceeded as a result of:

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

### Financial Aid Probation/Suspension

- **Warning:** The first time a student fails to maintain a minimum cumulative GPA of 2.0 and/or 67% course completion rate, he/she will be placed on warning. Students placed on warning are still eligible to receive financial aid for one semester.
- **Suspension:** Students will be placed on suspension status the following semester if he/she fails to achieve a GPA of 2.0 for the second time. A student will also be placed on suspension status if the current and/or cumulative attempted credit hour completion rate is less than 67% for the second time. Students placed on suspension status will be ineligible for any federal or state monies. Notification of ineligibility will be sent after final grades have been posted.
- **Probation:** Students will be placed on probation if their appeal\*\* is approved by the Financial Aid Standards of Progress Committee. If the student does not meet financial aid standards, he/she will be terminated from receiving financial aid and will not be granted another opportunity to appeal.

### Procedure for Appeal and Reinstatement

- Students on financial aid suspension status may appeal to the Financial Aid Standards of Academic Progress Committee if they have mitigating circumstances. Students wishing to appeal their status must obtain an official appeal form at the Financial Aid Office or at [www.morton.edu](http://www.morton.edu).
- Maximum time allowable appeals will only be considered from students who have completed a degree and



document a change in academic program and/or have taken developmental course work.

- Students who have been reinstated by the Financial Aid Standards of Academic Progress Committee and/or the Director of Financial Aid must meet the Satisfactory Academic Progress requirements criteria from that point forward.
- Students will be placed on probation if their appeal\*\* is approved by the Financial Aid Standards of Progress Committee. If the student does not meet financial aid standards, he/she will be terminated from receiving financial aid and will not be granted another opportunity to appeal.

\*\* A student who is placed in suspension status due to not maintaining satisfactory academic progress may submit a Standards of Progress appeal for reinstatement if he/she believes extenuating circumstances may exist. All appeals will be directed to the Financial Aid Standards of Progress Committee.

## FEDERAL RETURN OF TITLE IV FUNDS

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



## REGISTRATION

---

32	Registering for a Course
32	Dropping a Course
33	Military Service
34	Administrative Withdrawal
34	Auditing a Course
35	Cancellation of Courses



# REGISTRATION

---

## REGISTERING FOR A COURSE

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

**<http://my.morton.edu>**

All students are strongly encouraged to meet with an Academic Advisor before registering to ensure that appropriate courses are taken. To set up an appointment, contact the Academic Advising Center at (708) 656-8000, Ext. 2250.

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

## DROPPING A COURSE

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

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

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

## COURSE DROP PROCEDURE\*

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

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

Office before dropping a course.

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

\* For information on dropping Adult Education courses, contact the Adult Education, Community Programming and Outreach office at (708) 656-8000, Ext. 2373.

## MILITARY SERVICE

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

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

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

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

For more information regarding this policy, contact the Office of Admissions and Records at (708) 656-8000, Ext. 2346.

## ADMINISTRATIVE WITHDRAWAL

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

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

## AUDITING A COURSE

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

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

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

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

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

# NOTES

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



## **ACADEMIC INFORMATION AND CAMPUS REGULATIONS**

38	Code of Student Conduct
39	Academic Honesty Policy
44	Student Complaint and Grievance
45	Academic Load and Classification
45	Assessment of Student Learning
46	Enrollment in Developmental Courses
46	Grading Policy
47	Class Attendance
47	Final Exam Week
47	Semester Calendar
47	Standards of Academic Progress
48	Grade Appeal Procedure
49	Grade and Record Forgiveness
49	Non-Traditional Learning Program
52	Military Service Credit
52	Second Degree and/or Certificate
53	Transcript
53	Affirmative Action and Equal Opportunity Policy
54	Drug- and Alcohol-Free Campus
54	Family Educational Rights and Privacy Act
56	Freedom of Information Act
56	Chronic Communicable Disease
57	Smoke-Free Campus
58	Children on Campus
58	Lost, Stolen or Damaged Items
58	Hostile Environment/Sexual Harassment
58	Sexual Offender Registration

# ACADEMIC INFORMATION AND CAMPUS REGULATIONS

---

## CODE OF STUDENT CONDUCT\*

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

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

- All forms of academic dishonesty, including but not limited to cheating, plagiarism, forgery and alteration or use of College documents or instruments with intent to defraud.
- Acts interfering, disrupting or obstructing teaching, administration or authorized College activities.
- Theft or damage to College property or to the property of a member of the College community on campus or at an official College activity off campus.
- Possession, use, sale or distribution of illegal drugs, narcotics or alcoholic beverages, or being under the influence of these while on campus or at an official College activity off campus.
- Verbally, physically, or in a written form abusing, harassing, threatening, assaulting or endangering the health or safety of any person on campus or at an official College activity off campus. This includes (a) a student who threatens to cause harm to himself /herself, and (b) all conduct or communications that a reasonable person would interpret as a serious expression of intent to cause physical harm to a person or damage to a person's property.
- Sexual offenses/harassment.
- Stalking.
- Hazing.
- Unauthorized use of College telephones, e-mail system, photocopy machines or fax machines.
- Violation of local, state and federal laws, regulations and policies on campus or at an official College activity off-campus.
- Denying a trustee, employee, student or guest of the College freedom of movement or use of the facility; disrupting the performance of institutional duties or pursuit of educational activities; or occupying College buildings or property after due

## ACADEMIC INFORMATION AND REGULATIONS

---

and legal notice to depart has been given.

- Loud, abusive or offensive language; loitering; creating a hostile environment; gambling; and lewd or obscene conduct.
- Illegal, unauthorized, or inappropriate possession of firearms, ammunition, explosives, other weapons or dangerous chemicals on College premises.
- Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested.
- Abuse of computer time including but not limited to unauthorized entry into a file to use, read or change the contents; unauthorized transfer of a file; unauthorized use of another individual's identification and password; unauthorized use of copyrighted material received or transferred over the network; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send or receive obscene or abusive messages; use of computing facilities to access obscene Internet sites; use of computing facilities to interfere with normal operation of the College computing system; and use of computing facilities for personal profit or gain.

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

## ACADEMIC HONESTY POLICY

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

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

first receiving permission from both of them.

- Presenting a paper as a speech in a public speaking course which had been submitted as a paper in another course without first receiving permission from both instructors.
- Copying a computer program for unauthorized use.
- Breaking into or utilizing College-owned computer files in an unauthorized manner.
- Altering a grade sheet or forging a signature on an academic document.
- Plagiarism (discussed below in more detail).

### **PLAGIARISM**

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

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

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

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

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

If a student witnesses or learns of an apparent violation, he/she should report the incident

## ACADEMIC INFORMATION AND REGULATIONS

---

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

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

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

### DISCIPLINARY ACTION \*

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

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

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

## 2012-2013 CATALOG

---

4. **Record Restriction** — Restricting a student from utilizing an official record or service of the College (examples, transcripts, registration, etc.) until the student's obligation has been met.
5. **Suspension** — Separation from the College that denies the privilege of continuing enrollment for a definite period of time after which the student may be eligible to return. Suspension may include withdrawal from one or more classes. Conditions for readmission may be specified.
6. **Dismissal** — Permanent separation from the College.

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

### DUE PROCESS

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

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

## **ACADEMIC INFORMATION AND REGULATIONS**

---

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

### **DISCIPLINARY BOARD**

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

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

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

The Disciplinary Board will hear all cases under the due process procedures. It should seek all facts in the case and may request witnesses from the staff or the student body.

## **2012-2013 CATALOG**

---

Students appearing before the Disciplinary Board because of a misconduct charge may also bring witnesses. The Disciplinary Board will determine the disciplinary action if necessary.

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

### **APPEAL**

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

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

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

If a complaint cannot be solved informally, the student may file a formal complaint in writing to the Title IX/Section 504 Coordinator, Kenneth Stock, Morton College, 3801 S. Central, Cicero, Illinois, 60804, (708) 656-8000, Ext. 2298. Upon receipt of the complaint the Title IX/504 Coordinator will review it. Should the complaint filed pertain to race, color, religion, national origin, gender, sexual orientation, age, or marital status and the Title IX/504 Coordinator cannot solely resolve the issue, he will consult with the Director of Student Development and a Student Grievance Committee will be formed. Upon the formation of the Committee a hearing will be held to resolve the complaint.

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

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



## ACADEMIC INFORMATION AND REGULATIONS

---

mination. The Vice President will render a decision within 10 school days of receipt of the request, and the decision will be final.

For a detailed description of the Grievance Procedure, contact the Title IX/Section 504 Coordinator, Kenneth Stock, Morton College, 3801 S. Central, Cicero, Illinois, 60804, (708) 656-8000, Ext. 2298.

## ACADEMIC LOAD AND CLASSIFICATION

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

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

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

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

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

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

## ASSESSMENT OF STUDENT LEARNING

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

## ENROLLMENT IN DEVELOPMENTAL COURSES

To help students achieve their educational goals, the College adheres to a policy of required placement testing and fulfillment of developmental course(s). All students who are degree-seeking, in a transfer track or enrolled in a certificate program requiring English or math must complete placement tests. Based on test results, students placing into developmental English or math courses must begin taking these courses within the first 12 semester hours of study at the College. Some registration restrictions may occur based on test results. For more information, see the Placement Testing section located in the Student Services chapter in this catalog or contact the Placement Testing Center at (708) 656-8000, Ext. 2250.

## GRADING POLICY

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

### GRADE-POINT AVERAGE (GPA)

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

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

## CLASS ATTENDANCE

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

## FINAL EXAM WEEK

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

## SEMESTER CALENDAR

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

## STANDARDS OF ACADEMIC PROGRESS

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

### GOOD STANDING

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

### ACADEMIC WARNING

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

### ACADEMIC PROBATION

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

### ACADEMIC SUSPENSION

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

## GRADE APPEAL PROCEDURE

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

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

## GRADE AND RECORD FORGIVENESS

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

### GRADE FORGIVENESS

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

### RECORD FORGIVENESS

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

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

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

## NON-TRADITIONAL LEARNING PROGRAM\*

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

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

## 2012-2013 CATALOG

---

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

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

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

### RECEIPT OF CREDIT

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

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

### PROFICIENCY EXAMINATION

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

#### Regulations for Proficiency Examination —

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

## ACADEMIC INFORMATION AND REGULATIONS

---

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

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

### PRIOR LEARNING EVALUATION

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

### COLLEGE LEVEL EXAMINATION AND ADVANCED PLACEMENT PROGRAMS

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

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

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

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

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

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

### MILITARY SERVICE CREDIT

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

### DUAL CREDIT/DUAL ENROLLMENT

Morton College does offer opportunities for dual credit and dual enrollment. For more information, please contact the Dean of Careers and Technical Education at (708) 656-8000, Ext. 2334.

## SECOND DEGREE AND/OR CERTIFICATE

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

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



## TRANSCRIPT

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

## AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY POLICY

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

Individuals with questions in regards to discrimination should contact the Section 504 Coordinator/Title IX, Kenneth Stock, Morton College, 3801 S. Central Avenue, Cicero, Illinois 60804, (708) 656-8000, Ext. 2298. Students should also review the Student Complaint and Grievance Information as outlined on Page 44 in this catalog.

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

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

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

Cualquier pregunta se debe dirigir al Coordinador de la Sección 504/ Título IX, Kenneth Stock, Morton College, 3801 S. Central, Cicero, Illinois 60804, (708) 656-8000, extensión 2298. Los estudiantes deben también revisar el Procedimiento sobre el tramite de Quejas disponible en la página 44 de este catálogo.

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

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

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

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

### **CONFIDENTIALITY OF STUDENT RECORDS**

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

### **INFORMATION AVAILABLE FOR INSPECTION**

As outlined in FERPA, Morton College students have the right to inspect and review information contained in their official educational records within 30 days of the day the college receives a request for access. Such records include information on academic grades, application for admission, college and secondary school transcripts, student placement, financial aid and other materials. Students wishing to inspect their records should submit a written request to the Coordinator of Student Record Services in the Office of Admissions and Records. The Office of Admissions and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. For other information, contact the Office of Admissions and Records at (708) 656-8000, Ext. 2401.

### **INFORMATION UNAVAILABLE FOR INSPECTION**

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

- Financial information submitted by their parents.
- Confidential letters and recommendations associated with admissions, employment or job placement.
- Honors to which they have waived their rights of inspection and review.
- Educational records containing information about more than one student (in this example, the student may see only the part of the record pertaining to themselves).

## **ACADEMIC INFORMATION AND REGULATIONS**

---

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

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

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

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

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

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

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

### **DIRECTORY INFORMATION**

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

### **PROCEDURES FOR AMENDING RECORDS**

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

### **FERPA COMPLAINTS**

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

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

### **FREEDOM OF INFORMATION ACT**

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

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

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

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

### **PREVENTATIVE MEASURES**

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

## **SMOKE-FREE CAMPUS**

All buildings on the Morton College campus continue to be designated as non-smoking areas as well as the grounds, parking lots, and College vehicles.

In accordance with the Smoke Free Illinois Act, 410 ILCS 82/1 et seq. (the “Act”), which prohibits smoking in any public place or any place of employment, smoking is prohibited at Morton College. Pursuant to the Act, the College may provide smoking areas that comply and/or exceed with the provisions of the Act; smoking is prohibited except in specifically designated smoking areas that are at least 15 feet out from the entrances, exits, windows and ventilation intakes of all College buildings. The current designated smoking area is visibly marked and located outside, 15 feet north of the Building B/Building C Foyer doors (between the Library and Cafeteria). No tobacco products may be sold or given out as complimentary items on Campus.

The purpose of this No Smoking Policy is to provide a healthy, clean, and safe environment for all students, staff, and general public who use College facilities. This policy recognizes that smoking is a matter of individual choice that should not infringe on the rights and desires of other individuals.

Morton College Campus Police Officers may issue citations starting at \$25 for first-time offenders and up to \$50 for each additional violation. In addition, the College may refer students who violate this Policy to the appropriate Dean for disciplinary procedures pursuant to the Student Handbook. College employees may be subject to discipline pursuant to the policies and procedures applicable to their employment. Violators will be disciplined through regular administrative channels within their division at the College.

Questions or violations should be reported to the Campus Police Office.

## **CHILDREN ON CAMPUS**

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

## **LOST, STOLEN OR DAMAGED ITEMS**

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

## HOSTILE ENVIRONMENT/ SEXUAL HARASSMENT

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

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

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

**Title IX Coordinator/  
504 Coordinator  
Kenneth Stock**

3801 S. Central Avenue  
Cicero, IL 60804

(708) 656-8000, Ext. 2298  
Room 211B

## SEXUAL OFFENDER REGISTRATION

Pursuant to applicable state and federal laws pertaining to sex offender registration, sex offenders who by law must register with law enforcement officials and who are students and/or employees of Morton College must also register with the Morton College Campus Police Department. The Morton College Campus Police Department is a keeper of information regarding registered sex offenders who are Morton College students and/or employees. Please direct all inquiries regarding information about said registered sex offenders, to Frank Marzullo, Executive Director of Campus Police/Inspector General..

## DEGREE AND CERTIFICATE REQUIREMENTS

---

60	Degrees Offered at Morton College
60	General Education Requirements
61	Associate Degree Requirements
62	Career Certificate Requirements
63	Catalog for Graduation



# DEGREE AND CERTIFICATE REQUIREMENTS

---

## DEGREES OFFERED AT MORTON COLLEGE

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

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

## GENERAL EDUCATION REQUIREMENTS

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



## DEGREE AND CERTIFICATE REQUIREMENTS

### GENERAL EDUCATION REQUIREMENTS AND MINIMUM SEMESTER HOURS

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

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

## ASSOCIATE DEGREE REQUIREMENTS

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

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

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

## 2012-2013 CATALOG

---

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

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

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

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

## CAREER CERTIFICATE REQUIREMENTS

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

## CATALOG FOR GRADUATION

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

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

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

For additional information regarding degree and certificate requirements, visit the Academic Advising Center or call (708) 656-8000, Ext. 2250.



## STUDENT SERVICES

---

66	Campus Resources
69	Library
70	Hawthorne Works Museum
74	Employment Opportunities
75	Fitness Center
76	Student Achievements
77	Hale Memorial Award
77	Graduation Procedures
77	Athletic Programs



# STUDENT SERVICES

---

## CAMPUS RESOURCES

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

### ACADEMIC ADVISING

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

- **Educational Planning** — Advisors assist students with course selection, developing short- and long-term schedules and choosing core and elective courses for transfer to four-year colleges and universities and students pursuing certificate and career degrees.
- **Academic Information** — Advisors provide information on College policy, the College Catalog and refer students to appropriate campus facilities.
- **Graduation Planning** — Advisors assist students with meeting graduation requirements. Students are encouraged to meet with an advisor for a pre-graduation audit one semester prior to the expected graduation date.
- **Transfer Guides** – Transfer guides are planning tools used to select appropriate Morton College courses in preparation for transfer. Transfer guides are available for 38 schools within the state of Illinois.
- **College Representatives** – Throughout the year the college hosts individual visits from admission counselors, representing over 30 colleges and universities.
- **College Fairs** – The College sponsors various college fairs per year, one of them being the Private Illinois Colleges and Universities (PICU) Fair which features private transfer institutions.
- **College Campus Visits** – The College hosts visits to various transfer universities in Illinois. Campus visits provide students the opportunity to meet with university representatives, current undergraduate students and experience the campus first hand. Participation is free to all currently enrolled Morton College students who are in good standing.
- **College Tours** – Become more familiar with Morton College by taking a campus tour. A tour of the college is a perfect way to learn your way around the campus, visit our state-of-the-art facilities and experience our friendly environment. Campus tours are available upon request. To schedule a tour, call the Enrollment Specialist at (708) 656-8000, Ext. 2359.

- **Scholarship Information** – Students are provided with scholarship information offered by colleges, universities and private agencies.

### BOOKSTORE

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

#### **Fall and Spring Semesters**

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

8:30 a.m. to 4:00 p.m. Friday

#### **Summer Semester**

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

8:30 a.m. to 4:00 p.m. Thursday

For more information, contact the Bookstore at (708) 656-8000, Ext. 2222.

### CAMPUS SAFETY

The Campus Safety Department is responsible for all law enforcement and emergency responses on campus. Campus emergencies can be reported by dialing Ext. 2200 or by using one of over 30 emergency phones located throughout the campus and parking lots. When off campus, please dial (708) 656-8000, Ext. 2200.

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

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

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

**Parking Regulations** — The “E” lot is for employee parking and you must have a Morton College parking permit to park in this lot. All students and visitors can use the “A” lot to park without a permit. Campus Safety does enforce this rule and a citation may be issued to vehicles parked illegally. Please view the Campus Safety website for more information regarding these parking lots and fines. Morton College is not responsible for the theft or damage of any vehicle. Vehicle accidents that occur on campus must be reported to Campus Safety.

## **2012-2013 CATALOG**

---

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

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

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

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

For more information, call the Career Planning and Placement Office at (708) 656-8000, Ext. 2468.

### **CHILD CARE CENTER**

Morton College students who are parents of children between the ages 2-1/2 to 6 may leave their children in the Child Care Center while they attend courses on campus or use on-campus facilities (subject to availability). This service is available between 8 a.m. and 2 p.m. weekdays during the fall and spring semesters. The Center charges an hourly fee and a one-time nonrefundable deposit to help offset the program's cost. Children also must be toilet trained and socially ready for the preschool environment. Parents should register early due to limited enrollment. Interested parents may contact the Child Care Center Coordinator in Room 105D or call (708) 656-8000, Ext. 2284.

### **FOOD SERVICE**

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

### **IDENTIFICATION CARDS**

Student identification cards are issued by the Student Activities Office. ID cards admit students to College activities and entitle them to discounts in the Chicago metropolitan area. Questions concerning IDs should be directed to the Student Activities Office, (708) 656-8000, Ext. 2318.



## LIBRARY

The beautiful, completely wireless Library has won numerous awards for its renovation in 2005. The Library meets the educational needs of the College's students, faculty, staff and community residents by providing resources for research, teaching and learning. Students may access the Internet, Library databases, word processing software and other educational resources through more than 90 computers and 20 laptops. Students may check out laptops at the Circulation Desk to use anywhere within the Library.

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

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

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

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

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

### **Library Hours:**

Fall and spring semesters hours:

- 7:30 a.m. to 9:00 p.m. Monday through Thursday
- 7:30 a.m. to 6:00 p.m. Friday
- 9:00 a.m. to 4:00 p.m. Saturday
- 1:00 p.m. to 5:00 p.m. Sunday

## 2012-2013 CATALOG

---

Summer hours:

- 8:00 a.m. to 7:00 p.m. Monday through Thursday
- Intersession hours vary. Please check Library Web site.

For further information about Library services call (708) 656-8000, Ext. 2321. To request tours or library instruction, call the Reference Desk at Ext. 2429.

# HAWTHORNE WORKS MUSEUM

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

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

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

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

Appointments for individuals or groups are available. Museum staff may be reached at (708) 656-8000, Ext. 2494. To inquire about donations or volunteer opportunities, educational tours and presentations for groups either on or off campus, contact Kathy Rozhon, the Library and Museum Liaison, at (708) 656-8000, Ext. 2320. A virtual tour is available at [www.morton.edu/museum/index.html](http://www.morton.edu/museum/index.html).

### STUDENT ORIENTATION PROGRAM

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

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

Orientation program sessions generally take place multiple times throughout the calendar year and require registration. Students can obtain more information and sign up by calling (708) 656-8000, Ext. 2250 or stopping by the Academic Advising Center, located in the B Building, 1st Floor.

### PLACEMENT TESTING

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

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

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

In an effort to provide the most appropriate English and math placements, the College will periodically review the course placement criteria. Morton College reserves the right to adjust these criteria at any time. In the event of score changes, students currently enrolled in English or math course sequences will be allowed to complete those sequences. However, students who have not started their course sequence will be held to the criteria that are in effect at the time of their registration. Students who have begun their developmental course sequence and who have been enrolled in developmental courses within the past two years are ineligible for retesting. For more information or to schedule an appointment, call (708) 656-8000, Ext. 2250.

### SPECIAL SERVICES FOR STUDENTS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Morton College assists students with disabilities by providing equal access to all college programs and activities. To obtain information regarding special services students should contact the Academic Advising Center at (708) 656-8000, Ext. 2250. To be eligible for services students are responsible for providing appropriate documentation of their disability(-ies).

Should a student anticipate requiring assistance in the event of an emergency evacuation, he/she must provide the Campus Safety Office (located in Building C) of his/her disability along with a copy of his/her current schedule at the beginning of each semester. Any changes to that schedule should be immediately communicated as well to the Campus Safety Office.

Should a student anticipate requiring assistance on a temporary basis in the event of an emergency evacuation, he/she should follow the above procedure.

### MAP PROGRAM

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

Students gain practical experience by helping to plan, organize and participate in campus projects and events. For more information please contact the Student Activities & Workforce Director at (708) 656-8000, Ext. 2468.

### STUDENT ACTIVITIES

Attending Morton College (MC) is more than just attending classes. Getting involved in campus activities enhances your college experience! Join any of the following clubs or organizations that appeal to your interests:

**Anime Gamers Union (AGU)** - AGU is open to students interested in Anime (Japanese animation) as well as electronic gaming, board games, and Role Playing Games (RPG's). They also sponsor gaming tournaments and film festivals, and attend the "Anime Central" Convention in May each year.  
Contact Email: [elizabeth.napoletano@morton.edu](mailto:elizabeth.napoletano@morton.edu)

**Art Club** - An organization for students interested in any kind of art form. Students are also able to show off their artistic talents through art exhibitions.  
Contact Email: [rodolfo.yanez@morton.edu](mailto:rodolfo.yanez@morton.edu)

**Automotive Club** -The Automotive club provides educational and social activities for students interested in automobiles. Contact Email: [Don.sykora@morton.edu](mailto:Don.sykora@morton.edu)

**Broadway Club** – The Broadway club is open to all students who enjoy acting and singing in plays and original productions and performances.  
Contact Email: [Michael.nedza@morton.edu](mailto:Michael.nedza@morton.edu)

**Campus Activities Board (CAB)** - CAB is a student programming board that creates and produces many campus activities and events. The group provides a wide variety

## STUDENT SERVICES

---

of entertainment, cultural, educational and recreational activities for the Morton College community. They also attend leadership conferences throughout the United States. Contact Email: [rodolfo.yanez@morton.edu](mailto:rodolfo.yanez@morton.edu) • Facebook: MC Student Life • Twitter: MCStudentLife

**College Bowl** -The College Bowl is a trivial competition that tests the mind of a student with questions ranging from history, science and math.  
Contact Email: [robert.casey@morton.edu](mailto:robert.casey@morton.edu)

**Collegian Newspaper** - One of the state's oldest community college newspapers, the Collegian has a solid reputation for its in depth reporting of Morton news and events.  
Contact Email: [michelle.mohr@morton.edu](mailto:michelle.mohr@morton.edu), [rosanne.dimesio@morton.edu](mailto:rosanne.dimesio@morton.edu)

**Elite Boxing Club** - The boxing club offers students an extracurricular activity that promotes physical and mental health, while simultaneously learning self-defense and boxing techniques. Contact Email: [mceliteboxing@yahoo.com](mailto:mceliteboxing@yahoo.com)

**Morton Ambassador Program (MAP)** - MAP is a volunteer program comprised of a diverse and motivated group of students committed to promoting Morton College on and off campus. Contact Email: [marisol.velazquez@morton.edu](mailto:marisol.velazquez@morton.edu)

**Chaos Theory Dance Team** - This club was created to represent student interests, to promote Morton College in the community, to encourage participation in college activities and to provide students with the chance to learn about different genres of music and dance, ranging from Hip-Hop, Latin, and Hard-style.  
Contact Email: [john.warren@morton.edu](mailto:john.warren@morton.edu)

**MC Dance Club** - The purpose of Dance Club is to promote and encourage school spirit, develop good sportsmanship, support athletic teams and develop positive relationships in the community. Contact Email: [russel.streuly@morton.edu](mailto:russel.streuly@morton.edu)

**MC Radio** - The purpose of the club is to broadcast both live and recorded shows from 9 a.m. to 9 p.m. Weekdays, provide both breaking and campus news for the community, and give students, who are interested in this field of work, productive hands-on training. Contact Email: [michelle.mohr@morton.edu](mailto:michelle.mohr@morton.edu)

**Men's Soccer Club** -This club is for male students who are interested in soccer as well as participating and hosting soccer tournaments on and off campus.  
Contact Email: [alejandro.franco@morton.edu](mailto:alejandro.franco@morton.edu)

**Nursing Students Association** – This group promotes educational and social activities for nursing students. Contact Email: [lisa.moore@morton.edu](mailto:lisa.moore@morton.edu)

**Physical Therapist Assistants Club (PTA)** – The PTA Club stresses social and educational activities for students in the Physical Therapist Assistant program.  
Contact Email: [fran.wedge@morton.edu](mailto:fran.wedge@morton.edu)

**Phi Theta Kappa Honor Society**- Theta Omicron is the Morton College chapter of this international honor society. The international website is located at [www.ptk.org](http://www.ptk.org)  
Contact Email: [m.avalos-thompson@morton.edu](mailto:m.avalos-thompson@morton.edu)

**Student Government Association (SGA)** – The SGA strives to represent the academic and social issues of the students within the college community. We strive to promote diversity, unity, respect, responsibility and the opportunity for personal development outside the classroom. Contact Email: [marisol.velazquez@morton.edu](mailto:marisol.velazquez@morton.edu)

## 2012-2013 CATALOG

---

**Video, Graphics, and Animation (VGA) Club** - This club is to utilize student body potential to create original work in video making, graphic art, and animation. VGA is used to gain experience and exposure in diverse areas of practical experience whether it is professional, personal and/or developmental.

Contact Email: [luis.sanchez@morton.edu](mailto:luis.sanchez@morton.edu)

**Women's Soccer Club** - This club is for female students who are interested in soccer as well as participating and hosting soccer tournaments on and off campus.

Contact Email: [alfonso.vega@morton.edu](mailto:alfonso.vega@morton.edu)

Can't find what you are looking for?

You can start our own club or organization that represents your interests as a student. Stop by the Student Activities Office, Room 241C to learn more.

For more information about campus organizations and clubs, contact the Student Activities Office at (708) 656-8000, Ext. 2262 • Room 241C

## TUTORIAL SERVICES

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

For more information, contact (708) 656-8000, Ext. 2465. In addition, tutoring is provided through Project CARE (see page 82).

# EMPLOYMENT OPPORTUNITIES

## ON-CAMPUS EMPLOYMENT

The Financial Aid Lobby, located on the first floor of Building A, assists students interested in working part-time on campus. Student Aide employment applications are available in the Financial Aid Office. The Human Resources Office posts permanent part-time and full-time employment opportunities for students, as well as others who meet requirements. For more information, contact Financial Aid at (708) 656-8000, Ext. 2428, or Human Resources at (708) 656-8000, Ext. 2298.

## OFF-CAMPUS EMPLOYMENT

The Career Planning and Placement Office posts job notices on the Morton College Web site under Career Planning and Placement. For more information or assistance, contact the office at (708) 656-8000, Ext. 2468.

# FITNESS CENTER

## PARTICIPATION OPTIONS

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

### Credit Options

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

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

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

### Noncredit Options

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

### Getting Started

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

Credit-seeking students in PEC 171 will also have their fitness levels assessed during their orientation and therefore should come dressed for activity in workout clothes and gym shoes. Details of these specific orientation times and dates can be found in the Course Schedule. Students should stop by or call (708) 656-8000, Ext. 2274 to sign up for an available time slot.

### Location and Hours

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

## 2012-2013 CATALOG

---

### Hours of Operation

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

\*Please note that we will be closed Friday through Sunday in the summer and there will be special hours for holidays.

## STUDENT ACHIEVEMENTS

### FULL-TIME STUDENTS

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

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

### PART-TIME STUDENTS

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

### PHI THETA KAPPA

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

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

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

For more information, contact Student Activities at (708) 656-8000, Ext. 2419.



## ROBERT M. HALE (MEMORIAL) AWARD FOR ACADEMIC EXCELLENCE

The Hale Memorial Award is presented each year at commencement to the candidate for graduation who has the highest scholastic average in an associate degree program and who has earned the associate degree in two (2) academic years.

## GRADUATION PROCEDURES

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

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

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

For more information, please contact the Academic Advising Center at (708) 656-8000, Ext. 2250.

## ATHLETIC PROGRAMS

### ATHLETIC HONORS

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

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

## 2012-2013 CATALOG

---

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

### INTERCOLLEGIATE ATHLETICS

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

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

The National Junior College Athletic Association governs a student athlete's eligibility for athletic participation. For more information, visit the Intercollegiate Athletic Department, Room 201E, in the Henry J. Vais Gymnasium, or call (708) 656-8000, Ext. 2370.

### MORTON COLLEGE ATHLETIC ASSOCIATION

The Morton College Athletic Association (M.C.A.A.) supports the athletic department in promoting high-quality athletic programs by providing additional funding for scholarships. Membership consists of athletes, parents, coaches, college staff, alumni and friends of the College. For further information, visit the Intercollegiate Athletic Department, Room 201E, in the Henry J. Vais Gymnasium, or call (708) 656-8000, Ext. 2370.

### NATIONAL, REGIONAL AND CONFERENCE AFFILIATION

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

## ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH

---

80	Adult Education Programs
86	Adult Education Courses
91	Continuing Education
92	Community Service Program
94	Online Non-Credit Continuing Education & Personal Enrichment Courses
95	Business and Professional Services



# ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH

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

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

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

## ADULT EDUCATION PROGRAMS

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

**A:** Yes, adult students under the age of 18 must present an official letter of separation from their resident high school. This letter must be provided even if the student has never attended that high school.

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

**A:** It is the policy of the Adult Education programs at Morton College to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in class activities or to meet class requirements. ABE/GED/ESL students with disabilities are encouraged to contact the Public Assistance Specialist, at Morton College, 3801 S. Central Avenue, Cicero, IL 60804 in Room 217C or call (708) 656-8000, Ext. 2364, to discuss their need for accommodations.

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

---

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

**Q:** What does ESL mean?

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

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

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

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

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

In addition, an intensive English Program is offered through the Morton College English Department. Students must take a placement test prior to enrollment. Contact the Morton College Placement Testing Center at (708) 656-8000, Ext. 2250, to make an appointment.

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

**Q:** What does ABE mean?

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

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

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

## 2012-2013 CATALOG

---

**Q:** What does GED mean?

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

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

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

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

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

## PROJECT CARE

**Q:** What is Project CARE?

**A:** Morton College receives funding from the Illinois State Library (ISL), a division of the Office of the Secretary of State, using funds designated for literacy, to administer Project CARE, a free literacy tutoring program for adults. It pairs up students, whose reading level is less than ninth grade or who are learning English, with trained adult volunteers who help students improve their basic skills. Students must take a placement test in order to enroll in this program. For more information about tutoring assistance, or to volunteer to become a tutor, please call (708) 656-8000, Ext. 2383.

## **PLACEMENT TESTING & REGISTRATION**

**Q:** How do students sign up for ABE/GED/ESL classes?

**A:** The process is different for ABE/GED students than it is for ESL students. Morton College does not guarantee there will be available spaces in the program. Course openings are filled by placement test results and available funding. The program also reserves the right to cancel a course for lack of funding or lack of enrollment.

**Q:** What is the enrollment process for ESL students?

**A:** ESL students contact the Adult Education, Community Programming & Outreach (AECPO) area to find out when the next test sign-up period is occurring. This can be done by phone (see Student Quick Guide at the beginning of the catalog for phone numbers) or by stopping at Room 102B.

The placement test is free, and the results are valid for 120 days. Students then come to test sign-up and get an appointment for the placement test. Biographical data is collected at that time.

When students complete the placement exam, they will select an appointment for orientation. At the end of the orientation session, they meet with a staff member, who gives them information about the courses they may take, and the registration process is completed at that time.

**Q:** What is the enrollment process for ABE/GED students?

**A:** Unlike ESL students, ABE/GED students are enrolled in class immediately, and must be prepared to stay for the full class session on the first day. ABE/GED students should contact the Adult Education, Community Programming & Outreach (AECPO) area to find out the start date of the next class. This can be done by phone, Ext. 2373, or by inquiring at Room 102B.

### COST

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

**A:** Morton College receives state and federal funding that allows them to offer most Adult Education programming at no cost or with a nominal fee. Project CARE, ESL and ABE courses are free. GED students pay \$3.00 per credit hour.

### BOOKS

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

Textbooks are an integral part of Adult Education programs. The books used in the ABE/GED/ESL programs at Morton College have been chosen to help you succeed as you continue your education. Books are available at the Morton College Bookstore located on the first floor of Building C. For further information, please contact the Adult Education Instructional Program Associate (708) 656-8000, Ext. 2406.

### COURSE SITES

**Q:** When and where are courses held?

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

### STUDENT SERVICES

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

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

- A dedicated computer laboratory that is available to all enrolled students as a supplement to their regular courses. Software programs are specifically geared to language learning and GED preparation. The lab also provides internet access, which allows



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

---

them to use web-based programs and visit educational websites.

- Tutoring services are available through Project CARE and the Individual Learning Center. Both of these services are located in the Student Success Center, on the second floor of Building C.
- The Morton College Library, located on the first floor of Building B, was completely renovated in 2005. It provides wireless access to a student's laptop computer, or students can borrow a laptop while in the library. The **George Russo Collection** is a special collection of books which were specifically selected for use by ESL and ABE/GED students.

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

### **Q: Where can I obtain my Morton College student ID?**

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

### **Q: Is child care available during course hours?**

**A:** Currently, there is limited child care availability during the day on campus at Morton College. Please contact the Child Care Center at (708) 656-8000, Ext. 2284, for more information.

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

**A:** Yes, other student services include:

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

## **PUBLIC AID STUDENTS**

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

**A:** Eligible public assistance adult education students may receive state financial assistance to help pay for tuition, books, fees, transportation and/or child care services. Please contact the Public Assistance Specialist at (708) 656-8000, Ext. 2364, for more information.

## ADULT EDUCATION COURSES

### ENGLISH AS A SECOND LANGUAGE (ESL)

**ESL 008      ESL FUNDAMENTALS I      3 CREDITS**

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

**ESL 009      ESL FUNDAMENTALS II      3 CREDITS**

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

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

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

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

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

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

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

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

---

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

This course provides ESL students with additional practice in reading, writing, listening and speaking in English, so that they can express themselves as consumers, and in community, social and work situations. Students in this course learn to ask for and give specific information, report emergencies, make suggestions, give advice and use standard English grammar to fulfill basic language requirements. Placement test required.

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

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

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

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

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

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

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

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

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

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

## 2012-2013 CATALOG

---

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

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

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

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

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

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

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

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

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

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

**ESL 065      BEGINNING WRITING WORKSHOP      3 CREDITS**

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

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

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

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

---

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

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

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

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

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

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

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

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

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

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

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

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

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

## 2012-2013 CATALOG

---

### **ABE 091      MATHEMATICS II**

**3 CREDITS**

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

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

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

**3 CREDITS**

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

### **GED 012      GED REVIEW**

**3 CREDITS**

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

## **CONTINUING EDUCATION**

The Continuing Education program at Morton College is designed to make available to the community courses and short seminars to help participants meet professional and career goals. The offerings focus on developing skills valuable to the workplace and are designed to reflect the vocational needs of the community.

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

For more information, contact (708) 656-8000, Ext. 2281

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

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



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

The Community Service program at Morton College is designed to provide community members with opportunities for life-long learning. The courses focus on developing skills that will help participants enrich the use of their leisure time, and reflect the educational, civic, recreational and cultural interests of the community.

The Community Service course schedule comes out three times a year: August 1, December 1 and May 1. These schedules are printed separately from the credit course schedule, and are also available online through the Morton College website. It is now possible to register and pay online for these courses using a credit card. Early registration is encouraged since these courses may be cancelled if there is insufficient enrollment. Courses include photography, children's ballet, computers, language, dancing, music and physical fitness.

The Fitness Center Membership (PEC 075) provides community residents and students the opportunity to use the College Fitness Center for personal fitness programs during selected hours which are posted each term. The monthly fee, which is discounted when students register for the full term or the entire academic year, allows enrollees to use the Fitness Center an unlimited number of times during the posted hours.

For course schedules or more information, please contact (708) 656-8000, Ext. 2281.



“Intellectual growth should  
commence at birth and cease  
only at death.”

- Albert Einstein



# ONLINE NON-CREDIT CONTINUING EDUCATION AND PERSONAL ENRICHMENT COURSES


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

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

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

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

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



**Online learning anytime, anywhere...  
just a click away!**

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

## **BUSINESS & PROFESSIONAL SERVICES**

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



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

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

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



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

Spanish-speaking counselors are available by appointment.

For more information, please contact Susan Felice, Director of Business and Community Services at (708) 656-8000, Ext. 2382, or [susan.felice@morton.edu](mailto:susan.felice@morton.edu).

To schedule an appointment, go to [www.scorechicago.org](http://www.scorechicago.org) and click on: "Make an Appointment."







## EDUCATIONAL PROGRAMS

---

- 100 General Education Objectives
- 100 Career Programs
- 164 University Transfer Program
- 182 Liberal Studies Program



# EDUCATIONAL PROGRAMS

---

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

## GENERAL EDUCATION OBJECTIVES

Upon completion of degree requirements, Morton College students will:

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

## CAREER PROGRAMS

### ASSOCIATE IN APPLIED SCIENCE

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

### CERTIFICATE PROGRAMS

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



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

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

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

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

### GENERAL EDUCATION REQUIREMENTS (23 CREDITS)\*

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

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

**C.SCIENCE AND MATHEMATICS**

BIO 100	Introducing Biology
BIO 102	Introduction to Biology
BIO 103	Anatomy and Physiology I
BIO 104	Anatomy and Physiology II
BIO 106	Human Anatomy and Physiology for the Allied Health Professions
BIO 110	Biology: A Cellular Approach
BIO 111	Biology: A Systems Approach
BIO 140	Introduction to Marine Ecology
BIO 150	Heredity and Society
BIO 160	Plants and Society
BIO 161	Plants and Society Laboratory
BIO 202	Ecology of Man
BIO 212	Microbiology
BIO 215	Principles of Heredity
CHM 100	Fundamentals of Chemistry
CHM 101	General Chemistry I
CHM 102	General Chemistry II
CHM 105	Inorganic Chemistry I
CHM 106	Inorganic Chemistry II
CHM 205	Organic Chemistry I
CHM 206	Organic Chemistry II
CPS 101	Information Technologies
CPS 111	Business Computer Systems
CPS 120	Object-Oriented Technology with C++
CPS 122	Multimedia Applications
CPS 200	C++ Programming for Engineers
CPS 210	Programming in Visual Basic
CPS 220	Fortran Programming
GEG 101	Physical Geography
GEL 101	Physical Geology
MAT 102	General Education Mathematics
MAT 105	College Algebra
MAT 110	College Trigonometry
MAT 120	Mathematics for Elementary School Teachers I
MAT 121	Mathematics for Elementary School Teachers II
MAT 124	Finite Mathematics
MAT 141	Statistics
MAT 181	Discrete Mathematics
MAT 201	Calculus I
MAT 202	Calculus II
MAT 203	Calculus III
MAT 215	Differential Equations
MAT 224	Calculus for Business and Social Science
PHS 101	Astronomy
PHS 103	Physical Science I
PHY 101	General Physics I
PHY 102	General Physics II
PHY 105	Physics I
PHY 205	Physics II
PHY 206	Physics III

**7  
Semester  
Hours**

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

**D. HUMANITIES**

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

**3  
Semester  
Hours**

*(Humanities continued on next page)*

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

*(Humanities continued)*

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

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

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

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

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

*(Health, Technology and College Readiness continued)*

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

**2  
Semester  
Hours**

**OTHER REQUIREMENTS**

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

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

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

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
BUS 101	Financial Accounting .....3
BUS 111	Introduction to Business .....3
CPS 111	Business Computer Systems .....3
	General Education Requirements .....6
	<u>                    </u> Total 15
 <b>SECOND SEMESTER</b>	
BUS 102	Managerial Accounting .....3
PSY 101*	Introduction to Psychology .....3
BUS 106	Principles of Finance .....3
	General Education Requirements .....4
	Electives** .....3
	<u>                    </u> Total 16
 <b>THIRD SEMESTER</b>	
BUS 202	Intermediate Accounting I .....3
BUS 230	Business Law and Contracts .....3
	or
BUS 231	Business Law and Commercial Transactions
	General Education Requirements .....7
	Electives** .....3
	<u>                    </u> Total 16
 <b>FOURTH SEMESTER</b>	
BUS 130	QuickBooks I .....1
BUS 201	Cost Accounting .....3
BUS 203	Intermediate Accounting II .....3
BUS 253	Successful Career Strategies .....2
	General Education Requirements .....3
	Electives** .....3
	<u>                    </u> Total 15
	Overall Total 62

**NOTES:**

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

\*\*Business electives are recommended.

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

## ACCOUNTING PROGRAM (ACP)

### 30 CREDIT CAREER CERTIFICATE

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
BUS	101	Financial Accounting .....3
BUS	111	Introduction to Business .....3
		<hr/>
		Total 6
<b>SECOND SEMESTER</b>		
BUS	102	Managerial Accounting .....3
CPS	111	Business Computer Systems .....3
		<hr/>
		Total 6
<b>THIRD SEMESTER</b>		
BUS	202	Intermediate Accounting I .....3
BUS	230	Business Law and Contracts .....3
		Electives .....3
		<hr/>
		Total 9
<b>FOURTH SEMESTER</b>		
BUS	201	Cost Accounting .....3
BUS	203	Intermediate Accounting II .....3
BUS	106	Principles of Finance .....3
		<hr/>
		Total 9
		<hr/>
		Overall 30



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

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

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

**NOTES:**

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

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

**AUTOMOTIVE TECHNOLOGY**  
**AUTOMOTIVE TECHNOLOGY (ATC)**  
**50 CREDIT CAREER CERTIFICATE**

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

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

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

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 102	Fuel Systems and Emission Controls.....	3
ATM 120	Basic Vehicle Mechanics.....	3
ATM 130	Compressed Natural Gas Conversion.....	4
ATM 140	Introduction to Alternative Fuels.....	2
		<hr/>
		Total 12

<b>SECOND SEMESTER</b>		
ATM 115	Introduction to Electric and Hybrid Electric Vehicles.....	2
ATM 202	Automotive Electrical Systems .....	4
ATM 131	Compressed Natural Gas/Advanced Diagnosis .....	3
ATM 208	Automotive Computer Services .....	3
		<hr/>
		Total 12

<b>THIRD SEMESTER</b>		
ATM 203	Engine Performance.....	5
ATM 230	Electric Vehicle Conversion.....	3
ATM 221	Automotive Service II.....	3
		<hr/>
		Total 11

Overall Total 35

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

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

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

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

Overall Total 19

**AUTOMOTIVE TECHNOLOGY**  
**AUTOMOTIVE MOBILE ELECTRONICS (AME)**  
**16 CREDIT CAREER CERTIFICATE**

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 202	Automotive Electrical Systems .....	4
ATM 205	Mobile Electronics Installation I .....	3
		Total 7

<b>SECOND SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 204	Advanced Electrical Systems and Accessories.....	3
ATM 207	Mobile Electronics Installation II .....	3
ATM 220	Automotive Service I.....	3
		Total 9

Overall Total 16

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

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

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

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

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
BUS 101	Financial Accounting .....	3
BUS 111	Introduction to Business .....	3
	General Education Requirements .....	6
	Electives .....	3
		Total 15
<b>SECOND SEMESTER</b>		
BUS 102	Managerial Accounting .....	3
BUS 107	Principles of Marketing .....	3
BUS 106	Principles of Finance .....	3
	General Education Requirements .....	7
		Total 16
<b>THIRD SEMESTER</b>		
BUS 230	Business Law and Contracts .....	3
	or	
BUS 231	Business Law and Commercial Transactions	
ECO 101*	Principles of Economics I (Macroeconomics).....	3
	General Education Requirements .....	3
	Electives** .....	6
		Total 15
<b>FOURTH SEMESTER</b>		
BUS 208	Principles of Management .....	3
CPS 111	Business Computer Systems .....	3
BUS 253	Successful Career Strategies .....	2
ECO 102*	Principles of Economics II (Microeconomics).....	3
	General Education Requirements .....	5
		Total 16
		Overall Total 62

**NOTES:**

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

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

---

**EDUCATIONAL PROGRAMS**

**BUSINESS MANAGEMENT CERTIFICATE (BSC)  
30 CREDIT CAREER CERTIFICATE**

This certificate program will prepare students for a business career. It will include basic courses in accounting, economics, business and business law.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
BUS	101	Financial Accounting .....3
BUS	111	Introduction to Business .....3
		<u>Total 6</u>

<b>SECOND SEMESTER</b>		
BUS	102	Managerial Accounting .....3
CPS	111	Business Computer Systems .....3
		<u>Total 6</u>

<b>THIRD SEMESTER</b>		
ECO	101*	Principles of Economics I (Macroeconomics).....3
BUS	230	Business Law and Contracts.....3
		Electives**.....3
		<u>Total 9</u>

<b>FOURTH SEMESTER</b>		
BUS	208	Principles of Management.....3
BUS	106	Principles of Finance .....3
BUS	107	Principles of Marketing .....3
		<u>Total 9</u>

Overall Total 30

## COMPUTER AIDED DESIGN (MDT)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
CAD 100	AutoCAD Fundamentals .....	3
CAD 101	Fundamentals of Drafting .....	3
CAD 102	Descriptive Geometry .....	3
	Mathematics* .....	3
	General Education Requirements .....	3
		Total 15
<b>SECOND SEMESTER</b>		
CAD 103	Sheet Metal and Weldments .....	3
CAD 104	Assembly Drawings .....	3
CAD 107	20/20 Kitchen Design .....	3
	Mathematics* .....	3
	General Education Requirements .....	3
		Total 15
<b>THIRD SEMESTER</b>		
CAD 203	Electronics Drafting .....	3
CAD 205	Mechanical Design .....	3
CAD 220	Autodesk Inventor.....	3
	General Education Requirements .....	6
	Electives .....	1
		Total 16
<b>FOURTH SEMESTER</b>		
CAD 215	3D Modeling .....	3
CAD 225	Industrial Applications.....	3
CAD 241	AutoCAD Productivity .....	3
CAD 253	Successful Career Strategies.....	2
	General Education Requirements .....	5
		Total 16
		Overall Total 62

**NOTES:**

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

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



**COMPUTER AIDED DESIGN**

**ARCHITECTURAL DRAFTING DESIGN (ADD)**

**21 CREDIT CAREER CERTIFICATE**

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

REQUIRED COURSES		CREDIT HOURS
CAD 100	AutoCAD Fundamentals.....	3
CAD 101	Fundamentals of Drafting .....	3
CAD 130	Architectural Residential Design.....	3
CAD 107	20/20 Kitchen Design .....	3
CAD 235	Architectural Commercial Design .....	3
	Mathematics.....	3
	English/Speech.....	3
		<hr/> Overall Total 21

*NOTES:*

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

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

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

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

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

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

**NOTES:**

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

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

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

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

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

*NOTES:*

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

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

## COMPUTER INFORMATION SYSTEMS (CIS) ASSOCIATE IN APPLIED SCIENCE DEGREE

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

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

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

### TRACKS:

#### GENERALIST

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

#### NETWORKING

CIS	133	Network Configuration and Installation I.....	3
CIS	135	Client for Microsoft Networks I .....	4
CIS	136	Microsoft Windows Server.....	4
CIS	137	Managing Network Services.....	5
MAT	181	Discrete Math or higher*.....	3
Electives .....			1

## EDUCATIONAL PROGRAMS

---

Additional General Education Requirements .....	20
Total Track Course Requirement .....	40
Total Overall Degree Requirement .....	Total 62

### PC REPAIR

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

### WEB DEVELOPMENT

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

Overall Total 62

### PROGRAMMING COURSES

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

#### NOTES:

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

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

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

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

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

**NOTES:**

1 CIS 132 – Prerequisites are CIS 112 and CIS 130 or CPS 111 or concurrent enrollment.

2 CIS 160 – Prerequisite is CIS 112.

3 CIS 180 – Prerequisites are CIS 112 and CIS 130 or CPS 111 or concurrent enrollment.

4 CIS 181 – Prerequisite is CIS 180.

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

**COMPUTER INFORMATION SYSTEMS**

**COMPUTING ESSENTIALS (CET)**

**17 CREDIT CAREER CERTIFICATE**

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

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

*NOTES:*

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

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

## COMPUTER INFORMATION SYSTEMS

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

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

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

*NOTES:*

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

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



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

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

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

**NOTES:**

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

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

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

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
CIS	112	MS-DOS .....1
CIS	130	Introduction to Windows .....1
CIS	132	Introduction to Networking.....3
CIS	133	Network Configuration and Installation I.....3
CIS	135	Client for Microsoft Networking .....4
CIS	180	Fundamentals of Personal Computer Servicing.....3
		Elective .....1
		Total 16
<b>SECOND SEMESTER</b>		
CIS	136	Microsoft Windows Server.....4
CIS	137	Managing Network Services.....5
CIS	181	Advanced Personal Computer Diagnosis and Servicing.....3
CIS	233	Network Configuration and Installation II.....3
		Elective .....1
		Total 16
		Overall Total 32

**NOTES:**

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

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

## COMPUTER INFORMATION SYSTEMS

### NETWORKING ESSENTIALS (NET)

#### 16 CREDIT CAREER CERTIFICATE

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

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

**NOTES:**

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

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

**COMPUTER INFORMATION SYSTEMS**  
**SIMULATION AND GAME DEVELOPMENT (GSP)**  
**27 CREDIT CAREER CERTIFICATE**

This program will provide a broad background in simulation and game development with practical applications in programming, business applications, and multimedia technology.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
CIS	105	Programming Logic .....3
CPS	111	Business Computer Systems .....3
MAT	105	College Algebra .....4
CPS	122	Multimedia Applications .....3
		Total 13
<b>SECOND SEMESTER</b>		
CPS	120	Object-Oriented Tech with C++ .....3
PHY	101	General Physics I .....5
GSP	111	Game Development Essentials .....3
MAT	181	Discrete Mathematics .....3
		Total 14
		Overall Total 27

**COMPUTER INFORMATION SYSTEMS**

**WEB SITE DEVELOPMENT (WSD)**

**18 CREDIT CAREER CERTIFICATE**

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

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
BUS	111	Introduction to Business .....3
CIS	103	Introduction to Dreamweaver .....3
CIS	116	Internet Applications .....3
CIS	170	Java .....3
CIS	203	Advanced Dreamweaver &Intro to Fireworks.....3
CPS	111	Business Computer Systems .....3
		<u>Overall Total 18</u>

*NOTES:*

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

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

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

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

**FIRST SEMESTER**

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

**SECOND SEMESTER**

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

**THIRD SEMESTER**

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

**FOURTH SEMESTER**

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

Overall Total 64

\*ECE Electives

ECE 202	Teaching Math and Science to Children .....	3
ECE 203	Emerging Literacy in Children .....	3
ECE 207	Creative Expression for Children.....	3
ECE 210	Early Childhood Administration .....	3
ECE 215	The First Three Years of Life .....	3

**NOTES:**

*ECE 105 meets the Health and Physical Fitness general education requirement.*

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

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

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

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

**NOTES:**

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

*Electives to choose from include the following:*

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

## EARLY CHILDHOOD EDUCATION PROGRAM

### EARLY CHILDHOOD EDUCATION (ECC)

#### 30 CREDIT CAREER CERTIFICATE

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

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

**NOTES:**

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



**EARLY CHILDHOOD EDUCATION**

**EARLY CHILDHOOD ASSISTANT (ECS)**

**18 CREDIT CAREER CERTIFICATE**

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

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

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

Overall Total 18

**PROGRAM ELECTIVES:**

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

*NOTES:*

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

**EARLY CHILDHOOD EDUCATION**  
**EARLY CHILDHOOD AIDE (ECA)**  
**12 CREDIT CAREER CERTIFICATE**

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

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

*NOTES:*

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

**FIRE SCIENCE TECHNOLOGY PROGRAM (FST)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum educates students who seek a career as a firefighter and/or fire administrator. It serves students with no previous experience; those who may be presently employed; those seeking advancement in the fire service; or wanting to transfer to four-year college/university to obtain a Bachelor’s Degree in Fire Administration. Students will learn about fire behavior characteristics, how to properly handle hazardous materials incidents, the extinguishment of various types of fires, proper instruction and training of fellow firefighters, leading and managing of fire companies with knowledge in tactical and strategic considerations during emergency incidents, as well as managing various operational aspects and organizations within the fire department.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
FIR	100	Principles of Emergency Services.....3
FIR	112	Fire Prevention .....3
ENG	101	Rhetoric I .....3
MAT	102	General Education Mathematics .....4
PSY	101	Introduction to Psychology .....3
		Total 16

<b>SECOND SEMESTER</b>		
FIR	120	Hazardous Materials.....3
FIR	150	Introduction to Fire & Emergency Service Admin. ....3
SOC	100	Introduction to Sociology .....3
		General Education Requirements .....3
ENG	102	Rhetoric II
	or	
SPE	101	Principles of Public Speaking
		General Education Requirements .....3
PHI	126	Introduction to Ethics
	or	
PHI	180	Social Ethics
		Total 15

<b>THIRD SEMESTER</b>		
FIR	240	Building Construction for Fire Protection.....3
		General Education Requirements* .....3
FIR		Elective .....3
FIR		Elective .....3
FIR		Elective .....3
		Total 15

<b>FOURTH SEMESTER</b>		
FIR	270	Fire Behavior and Combustion.....3
PEH	102	First Aid .....2
FIR		Elective .....3

Continued on next page

**2012-2013 CATALOG**

---

FIR	Elective .....	3
FIR	Elective .....	3
FIR	Elective .....	3
		Total 17
		Overall Total 63

**FIR Electives (3 credits each)**

FIR 132**	Tactics and Strategy I
FIR 145**	Instructor I
FIR 170	Principles of Fire and Emergency Services Safety and Survival
FIR 180	Fire Investigation I
FIR 185**	Fire Department Leadership I
FIR 195**	Fire Department Leadership II
FIR 230	Fire Protection Systems
FIR 235**	Tactics and Strategy II
FIR 245**	Instructor II
FIR 250	Fire Protection Hydraulics & Water Supply
FIR 280	Fire Investigation II
FIR 285**	Fire Department Leadership III
FIR 295**	Fire Department Leadership IV

**NOTES:**

\* Students must select a minimum 3 credit hour general education course in the area of Science and Mathematics. Students are encouraged to consult with an advisor about the availability and scheduling of these courses.

\*\* Students interested in taking these courses must be employed with a Fire Department or have permission of Instructor.

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

**FIRE SCIENCE TECHNOLOGY PROGRAM**

**FIRE INVESTIGATION SPECIALIST (FIS)  
28 CREDIT CAREER CERTIFICATE**

This Fire Investigation Specialist Certificate includes training in various categories of fire hazards, fuel and oxygen supply hazards, and analysis and identification of heat sources. Techniques and procedures used in fire investigation including cause and origin of fires, fire chemistry, fire behavior, structural fire patterns, detecting arson as cause of fire, and roles and responsibilities associated with an investigator and crime laboratories will be covered. This certificate will also include the study of building construction and its effects under fire conditions, and will address speaking to the public and compiling written reports upon interviewing witness for investigation of fire incidents. This certificate will assist established career, industrial fire protection, paid-on-call, or volunteer firefighters and emergency service personnel in promotional opportunities.

<b>CERTIFICATE REQUIREMENTS</b>			<b>CREDIT HOURS</b>
FIR	120	Principles of Emergency Services.....	3
FIR	150	Introduction to Fire & Emergency Services Administration.....	3
FIR	180	Fire Investigation I.....	3
FIR	240	Building Construction for Fire Protection.....	3
FIR	270	Fire Behavior and Combustion.....	3
FIR	280	Fire Investigation II.....	3
ENG	101	Rhetoric I.....	3
SPE	101	Principles of Public Speaking.....	3
CHM	100	Fundamentals of Chemistry.....	4
			Overall Total 28

**NOTE:**

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

## FIRE SCIENCE TECHNOLOGY PROGRAM

### FIRE PREVENTION SPECIALIST (FPS) 24 CREDIT CAREER CERTIFICATE

This Fire Prevention Specialist Certificate includes training in hazardous materials, and proper storage and protection from these hazards in occupancies. Courses will explore the study of the various agents used in fixed extinguishing systems, various alarm systems and detection components within an occupancy, fire safety codes associated with various occupancy classifications, and building construction pertaining life and fire safety. Training in understanding how to interpret and apply building codes from various building code manuals, and understanding and identifying fire safety components incorporated into a blue print is also included. Course content will also address dealing with and speaking to the public when handling with fire safety matters, along with proper report writing for liability purposes. This certificate will assist established career, industrial fire protection, paid-on-call, or volunteer firefighters and emergency service personnel in promotional opportunities.

CERTIFICATE REQUIREMENTS			CREDIT HOURS
FIR	112	Fire Prevention .....	3
FIR	120	Hazardous Materials.....	3
FIR	150	Introduction to Fire and Emergency Services Administration .	3
FIR	230	Fire Protection Systems .....	3
FIR	240	Building Construction for Fire Protection.....	3
FIR	250	Fire Protection Hydraulics and Water Supply .....	3
ENG	101	Rhetoric I .....	3
SPE	101	Principles of Public Speaking .....	3
			Overall Total 24

NOTE:

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

**FIRE SCIENCE TECHNOLOGY PROGRAM**

**FIRE OFFICER LEADERSHIP I (FOA)  
15 CREDIT CAREER CERTIFICATE**

The Fire Officer Leadership I Certificate provides instruction on fire behavior and hazards involved in dealing with emergency incidents. Specific topics covered include identifying and controlling hazards in emergency incidents, the principles of coordinating fire ground tactics, suppression techniques, and rescue operations with single and multiple companies when dealing with various types of occupancies. This certificate will also include information on various budgeting techniques, planning and development, enforcement of departmental policies, and supervising personnel within the organization. This certificate will assist established career, industrial fire protection, paid-on-call, or volunteer firefighters and emergency service personnel in promotional opportunities.

<b>CERTIFICATE REQUIREMENTS</b>			<b>CREDIT HOURS</b>
FIR	112	Fire Prevention .....	3
FIR	132**	Tactics and Strategy I.....	3
FIR	145**	Instructor I .....	3
FIR	185**	Fire Department Leadership I.....	3
FIR	195	Fire Department Leadership II.....	3
			<u>Overall Total 15</u>

**NOTES:**

\*\* Students interested in taking these courses must be employed with a Fire Department or have permission of Instructor.

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

## FIRE SCIENCE TECHNOLOGY PROGRAM

### FIRE OFFICER LEADERSHIP II (FOB) 12 CREDIT CAREER CERTIFICATE

The Fire Officer Leadership II Certificate provides instruction on fire behavior and hazards involved in dealing with emergency incidents. Specific topics covered include identifying and controlling hazards in emergency incidents, the principles of coordinating fire ground tactics, suppression techniques, and rescue operations with single and multiple companies when dealing with various types of occupancies. This certificate will also include information on various budgeting techniques, planning and development, enforcement of departmental policies, and supervising personnel within the organization. This certificate will assist established career, industrial fire protection, paid-on-call, or volunteer firefighters and emergency service personnel in promotional opportunities.

CERTIFICATE REQUIREMENTS			CREDIT HOURS
FIR	235**	Tactics and Strategy II.....	3
FIR	245**	Instructor II.....	3
FIR	285**	Fire Department Leadership III .....	3
FIR	295**	Fire Department Leadership IV .....	3
			<u>Overall Total 12</u>

**NOTES:**

\*\* Students interested in taking these courses must be employed with a Fire Department or have permission of Instructor.

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



## HEALTH INFORMATION TECHNOLOGY

Health information technology is found in many places in a variety of formats. As a health information practitioner, a Registered Health Information Technician (RHIT) specializes in evaluating, controlling, and maintaining the information contained in all types of health records. Career opportunities include positions in group practices, long-term care facilities, hospital health information management departments, attorneys' offices, health maintenance organizations, professional review organizations, ambulatory care facilities, public health agencies, mental health facilities, and many others. The positions include all aspects of medical record technical-level tasks: medical office management and supervision, filing and retrieval, analyzing, coding, indexing, compiling statistics, answering subpoenas, utilization review, quality assessment, medical research, legal correspondence, abstracting, and compiling and presenting medical data through the use of computer-based systems.

The health information technology curriculum is consistent with and responsive to the demonstrated needs and expectations of the health care community served by Morton College.

### **Program Learning Outcomes:**

The primary goal of the HIT degree program is to prepare competent entry-level health information technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The health information curriculum encompasses the following areas, demonstrated by the successful graduate of the HIT program:

The ability to apply the concepts of computer based and other electronic technology related to health care, including the use of database software applications and other tools and techniques for collecting, storing, and retrieving health care data;

The ability to accurately assign diagnostic and procedural codes and use the appropriate classification systems to correlate the timeliness, completeness, and accuracy of this type of data to reimbursement data for the health care facility;

The ability to apply principles of organization and supervision in order to develop effective skills in leadership, motivation, and team-building techniques for effective monitoring of health information management staff;

The ability to apply principles of legal and ethical behavior as they relate to issues applicable to legal aspects of health information, including an appreciation for the Morton core values;

The ability to interpret and apply rules for security, confidentiality, retention, integrity, and access of health information;

## **2011-2012 CATALOG**

---

The ability to perform and participate in health information analysis tasks such as abstracting data and calculating, interpreting, and presenting statistics and other data.

### **Program Options:**

1. Medical Billing Certificate
2. Medical Coding Certificate
3. Medical Transcriptionist Certificate
4. A.A.S. Degree in Health Information Technology

**HEALTH INFORMATION TECHNOLOGY (HIT)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum provides students with the necessary skills for entry-level position in the Health Information field. Graduates will be trained for employment for positions in group practices, long-term care facilities, hospital health information management departments, attorneys' offices, health maintenance organizations, professional review organizations, ambulatory care facilities, public health agencies, mental health facilities, and many others.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
HCP	131	Advanced Medical Terminology .....3
HIT	100	Foundations of Health Information .....4
CPS	111	Business Computer Systems .....3
MAT	102	General Education Mathematics .....4
		Total 14
<b>SECOND SEMESTER</b>		
HIT	102	Data Systems and Computer Application.....4
HIT	109	Pathology and Pharmacology .....3
HIT	103	Coding & Classification Systems.....3
HIT	104	CPT Coding .....3
SPC	101	Principles of Public Speaking .....3
		Total 16
<b>THIRD SEMESTER</b>		
HIT	201	Basic HVAC Controls .....4
HIT	105	Domestic Refrigeration and Air Conditioning .....3
		Behavior/Social Science Elective .....3
PHI	126	Introduction to Ethics .....3
ENG	101	Rhetoric I .....3
		Total 16
<b>FOURTH SEMESTER</b>		
HIT	205	Legal, Quality Analysis and Management.....3
HIT	206	Internship .....5
PSY	101	Introduction to Psychology .....3
		Total 11
		Overall Total 63

**PREREQUISITES:**

*BIO 106 Anatomy & Physiology for the Allied Health Professions,  
HCP 130 Medical Terminology.*

**HEALTH INFORMATION TECHNOLOGY**

**MEDICAL BILLING (MBC)**

**17 CREDIT CAREER CERTIFICATE**

The Medical Billing certificate prepares students for employment as medical billers, patient account representatives, and data entry specialists. Graduates can be employed by physician's offices and clinics, medical group practices, managed care companies, insurance companies and other health care providers.

<b>REQUIRED COURSES</b>			<b>CREDIT HOURS</b>
HCP	130	Medical Terminology .....	3
HCP	131	Advanced Medical Terminology .....	3
HCP	133	Introduction to Medical Billing.....	2
HIT	103	Coding and Classification System.....	3
HIT	104	CPT Coding.....	3
HIT	105	Insurance Reimbursement .....	3
			Overall Total 17

*NOTE:*

*OMT 126 recommended (to work toward typing of 40 wpm).*

**HEALTH INFORMATION TECHNOLOGY**

**MEDICAL CODING (MCC)**

**17 CREDIT CAREER CERTIFICATE**

The Medical Coding certificate program prepares students to become medical coding specialists and gain a working knowledge of ICD-9-CM, 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.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
BIO	106	Anatomy and Physiology for Allied Health Professions .....3
HCP	130	Medical Terminology .....3
HCP	131	Advanced Medical Terminology .....3
HIT	134	Introduction to Medical Coding.....2
HIT	105	Insurance Reimbursement .....3
HIT	203	Advanced Coding .....3
		<hr/> Overall Total 17

*NOTE:*

*OMT 126 recommended (to work toward typing of 40 wpm).*

## HEALTH INFORMATION TECHNOLOGY

### MEDICAL TRANSCRIPTION (MTC)

#### 21 CREDIT CAREER CERTIFICATE

The Medical Transcription certificate prepares students to transcribe medical reports, e.g. surgical reports, consultation reports and discharge summaries. Medical transcriptionists are medical word specialists and are employed in hospitals, clinics, doctors' offices, other health care facilities, and even out of the home.

#### REQUIRED COURSES

#### CREDIT HOURS

BIO	106	Anatomy and Physiology for Allied Health Professions .....	3
HCP	130	Medical Terminology .....	3
HCP	131	Advanced Medical Terminology .....	3
HIT	109	Pathology and Pharmacology .....	3
HIT	111	Medical Transcription I .....	3
HIT	112	Medical Transcription II .....	3
HIT	113	Clinical in Medical Transcription.....	3

Overall Total 21

*NOTE:*

*OMT 126 recommended (to work toward typing of 40 wpm).*

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

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

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

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

**NOTES:**

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

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

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

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

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

**NOTES:**

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

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

HVA	200	<i>Domestic Refrigeration and Air Conditioning</i>
HVA	201	<i>Commercial Refrigeration</i>
HVA	203	<i>Commercial Air Conditioning and Refrigeration</i>
HVA	253	<i>Successful Career Strategies</i>



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

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

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

**NOTES:**

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

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

## **NURSE ASSISTING (NUA)**

### **8 CREDIT CAREER CERTIFICATE**

This curriculum prepares students to become certified nursing assistants through classroom lectures and 40 hours of clinical work at a local facility. This program is approved by the I.D.P.H. Completion of the CNA program does not guarantee certification. Those completing the program and meeting eligibility requirements can continue studies in nursing and other health professions. For specific certification requirements, including residency or employment requirements, contact the Illinois Department of Public Health, 525 W. Jefferson St., Springfield, IL 62671, (217) 782-4977, [www.idph.state.il.us](http://www.idph.state.il.us).

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

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

#### **PREREQUISITES:**

Students must be 16 years old, take the Morton College placement test and meet the minimum score required for admission to CNA program. A GED or high school diploma is not required.

#### **Background Check**

Per the Healthcare Worker Background Check Act, an Illinois state law,

- The Illinois Department of Public Health (I.D.P.H.) requires that all Certified Nursing Assistant students must pass a Criminal Background Check.
- Required I.D.P.H computer background check will be performed the first day of class;
- Inquiries regarding convictions should be directed to the Illinois Department of Public Health at (217)782-2813.

#### **Additional Information**

##### **Fingerprinting**

All students who pass the Criminal Background Check will need to be fingerprinted by an IDPH approved site within the first ten days of class. A list of IDPH approved vendors for fingerprinting will be provided upon successful completion of the Criminal Background Check. There is a fee of approximately \$35 for fingerprinting.

**Health Requirements**

A packet will be mailed to the address provided to Admissions & Registration with a list of health requirements that are due on the first day of class. It is highly recommended that the student call their physician office to schedule an appointment for a physical immediately upon registration. The following items will be due the first day of class: Physical exam signed by physician, double TB test (allow 7-10 days between tests), chest x-ray if TB test is positive, Varicella Titer, Rubeola Titer, Rubella Titer, Measles Titer, Mumps Titer, Hepatitis B Vaccine or Titer, CBC, RPR, Tetanus, 10 Panel Urine drug screen.

**CPR Certification**

All students' are required to provide proof of CPR Certification for Health Care Providers from the American Heart Association. This must be turned in by the first day of class. Please call 708-656-8000, ext. 2388 if you need assistance finding a location to get your CPR Certification.

**Uniforms & Supplies**

All students' will be required to wear a white uniform (scrub pants & scrub shirt), white nurse shoes or white sneakers for all clinical work. A name pin, stethoscope and watch with second hand will also be required for this course.

**Clinical**

Clinical rotation is one 8 hour day per week, at an off-site location. Students' must provide their own transportation to clinical.

**Malpractice Insurance**

Malpractice insurance is required and must be paid for at time of registration.

**Nurse Aide Competency Exam**

The fee for taking the Illinois Nurse Aide Test is \$65 and must be paid by money order or certified check the last week of the course. Students are responsible for all fees.

**EIGHT WEEKS**

**CREDIT HOURS**

NUR 105	Nursing Assistant Training.....	8
---------	---------------------------------	---

*NOTES:*

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

## **NURSING: A CAREER LADDER**

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

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

The program leading to the certificate of Practical Nurse is approved by the I.D. F. P.R. Graduates are eligible to apply to take the National Council Licensing Examination for the Practical Nurse (NCLEX-PN). For specific licensure requirements, including residency or employment requirements, please contact the Illinois Department of Financial and Professional Regulation, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, (312) 814-2715, [www.idfpr.com](http://www.idfpr.com)

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

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

- Complete Morton College and Nursing Program applications (obtained from Office of Admissions and Records).
- High school diploma or GED equivalent.
- Have one year of high school chemistry with a grade of "C" or better or the equivalent college credit within five years of beginning program.
- Must take English Placement Test in Fall or Spring of application year at Morton College and achieve score eligible for placement into ENG 101.
- Must take Math Placement Test in Fall or Spring of application year at Morton College and achieve score eligible for placement into MAT 085/095.
- All students must take placement college tests at Morton College regardless of course work taken. Nursing admission English and Math tests must be taken on the specified Nursing Admission Test dates. See Academic Advising or the nursing application for specific dates.

## EDUCATIONAL PROGRAMS

---

- MAT 075 must be taken within one year of acceptance into the Nursing program. Alternatively, students may take a proficiency exam and pass satisfactorily to meet this requirement within one year of acceptance.
- Have earned 10 college credit hours:
  - Eight of these hours must be BIO 103 and 104 and must have been taken within five years of the beginning of the program with a “C” or better.
- The remaining credit hours may be selected from the following courses:
  - PSY 101    3 credits
  - PEH 103    2 credits
  - BIO 212    4 credits
  - ENG 101    3 credits
- A “C” is required in courses selected for the 10 college credit hours admission requirement.
- All science courses require a “C” or better within five years of beginning program.
- After June 1, applicants will be reviewed and ranked until the program is filled.
- Applicants living outside the Morton College district will be reviewed for admission in July if space in the program permits.
- The 10 semester hours above represent the minimum coursework required for admission. However, program admission is highly competitive and grade-based points are awarded for these 10 credit hours as well as completion of the other general education courses that are part of the program. These other general education classes are those listed above as well as PSY 215, and ENG 102 or SPE 101.

### NOTES:

*All admission requirements must be met. Minimum GPA of 2.00 is required for admission and students must maintain a cumulative GPA of 2.00 throughout the program for graduation.*

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

## 2012-2013 CATALOG

---

### NURSING – FIRST YEAR (NPN)

#### FALL SEMESTER – FIRST LEVEL

			CREDIT HOURS
NUR	121	Fundamentals of Nursing I .....	2
NUR	122	Fundamental of Nursing II .....	6
NUR	124	Mental Health Nursing I .....	1
NUR	125	Professional Issues in Nursing I .....	1
PSY	101	Introduction to Psychology .....	3
ENG	101	Rhetoric I .....	3
			Total 16

#### SPRING SEMESTER – FIRST LEVEL

NUR	135	Medical – Surgical Nursing I .....	2
NUR	136	Medical – Surgical Nursing II .....	4
NUR	137	Medical – Surgical Nursing III .....	4
NUR	150	Pharmacology .....	2
PSY	215	Life Span .....	3
			Total 15

#### SUMMER SEMESTER-FIRST LEVEL

NUR	138	Nursing Care of the Developing Family .....	4
-----	-----	---	---

Overall Total 43

*\*Candidates for the career certificate must earn a minimum of 43 semester hours as listed above. These 43 hours include 8 credits for prerequisite courses in anatomy and physiology.*

#### NOTES:

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

- *Exit as a Practical Nurse, pass the NCLEX-PN and practice as a Licensed Practical Nurse.*
- *Go on directly with second-year studies.*

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

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

*A fee for malpractice insurance is required.*

*NUR 138 is required for students seeking certificates in practical nursing or for those continuing to second-year studies earning below a 2.50 GPA in first-year Nursing and Biology courses. Those with a GPA below 2.50 must successfully complete NUR 138 to continue on into the second year. NUR 138 is recommended for all other students moving on to second-year studies.*

**NURSING – SECOND YEAR (NUR)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

<b>FALL SEMESTER – SECOND LEVEL</b>			<b>CREDIT HOURS</b>
NUR	221	Medical – Surgical Nursing IV .....	6
NUR	222	Maternal – Child Nursing .....	4
BIO	212	Microbiology .....	4
PEH	103	Nutrition .....	2
			Total 16

<b>SPRING SEMESTER – SECOND LEVEL</b>			
NUR	233	Nursing of Children.....	4
NUR	234	Mental Health Nursing II.....	3
NUR	235	Professional Issues in Nursing II.....	3
ENG	102*	Rhetoric II or SPE 101 .....	3
		Humanities Requirement .....	3
			Total 16

Overall Total 75

*Candidates for the Associate Degree in Nursing must earn a minimum of 71 semester hours. The overall total of 75 hours include 8 credits for prerequisite courses in Anatomy & Physiology and 4 credits in the optional NUR 138.*

**NOTES:**

\* ENG 101 and 102 are recommended.

*Students enrolled in the nursing program are subject to the current policies and procedures in the Handbook for Nursing Students.*

*A fee for malpractice insurance is required.*

*Candidates for the Associate in Applied Science degree must earn a minimum of 29 semester hours in general education courses.*

**Health Required Policy**

Participation in clinical courses is an integral part of the Nursing program at the College. Each nursing student is required to comply with all policies and procedures of the contracted clinical agencies. Therefore, each student is expected to uphold the contractual terms in the contracts upon being admitted to the nursing program.

Costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are required by all students upon acceptance to the nursing program:

## 2012-2013 CATALOG

---

**HEALTH REQUIREMENTS:** In order to prepare for the clinical setting, the nursing student is required by the first day of class, to have on file in their nursing program record the following :

1. Physical exam and statement from a certified physician or nurse practitioner in the State of Illinois.

Proof of complete physical exam which demonstrate the student is free from disease must be documented by a licensed physician or nurse practitioner in the State of Illinois to work in a clinical setting.

Note: if there is a change in condition or an illness while enrolled in the program, the student may be requested to bring in a statement from their physician that they are free from disease and able to practice in the clinical setting.

2) Vaccination: Note: Hepatitis series completed more than two (2) years prior to admission must have titer drawn, or provide proof of immunity: 1) Hepatitis B Series or evidence of immunity; or signature of declined vaccination.

3) Labs: Complete Blood count (CBC); R.P.R.; Tetanus; MMR (German Measles, Mumps, Varicella, Rubella titres) evidence of immunity is required. Any titer non-immune requires students to receive immunization.

4) 10 Panel urine drug screen: Completion of a pre-clinical 10 panel drug screen thirty (30) days prior to admission and before the first day of class must be negative and on file in the student's record. The student must have a negative screen prior to being assigned to a clinical agency.

5) Double Tuberculosis TB/PPD test, allow 10 days between tests; required annual TB test; chest X-ray if PPD positive.

6) Annual Flu shot required for clinical sites.

7) Liability or accident insurance: Proof of liability and accident insurance that is purchased through the college at registration.

8) Copy of your health insurance; provide updated copies if changes in policy to the nursing program.

9) Background Check: Nursing students will pay at registration a fee for a required background check prior to admission and before the first day of class . All students will sign a release form for permission to perform a background check as required by Morton College and agree to have results sent to the clinical settings .

10) CPR: Proof of Cardiopulmonary Resuscitation (CPR) by the American Heart Association, Basic Life Support for Health Care Providers training at the health care provider level (BLS/infant/Child) . This is renewed every 2 years and must be up-to-date while enrolled in the nursing program and a copy in the student's file.

11) Blood Borne Pathogens: Completion of training in NUR 121 in the Fundamental Courses will provide blood borne pathogens, Universal Precautions, OSHA requirements, and the prevention and management of the spread of diseases.

12) Clinical orientation: Given at the clinical sites where additional information is given related to hospital policies including, but not limited to issues of confidentiality, Fire and Safety procedures, documentation policies, and use of the electronic medical record (EMR).



## EDUCATIONAL PROGRAMS

### OFFICE MANAGEMENT TECHNOLOGY

#### OFFICE MANAGEMENT TECHNOLOGY (OMT) ASSOCIATE IN APPLIED SCIENCE DEGREE

Students completing this program are prepared for administrative positions requiring advanced office skills.

FIRST SEMESTER – FALL			CREDIT HOURS
OMT	101	Keyboarding I .....	1
OMT	102	Keyboarding II .....	2
OMT	124*	Proofreading .....	1
OMT	140	Office Orientation.....	3
OMT	225	Google Applications.....	3
		General Education Requirements .....	6
			<hr/> Total 16
SECOND SEMESTER – SPRING			
OMT	125	Records Management .....	3
OMT	210	Word I .....	2
OMT	211	Word II.....	2
OMT	212	Word III.....	2
OMT	242*	Business Communication .....	3
OMT	248	Social Networking for Business.....	3
			<hr/> Total 15
THIRD SEMESTER – FALL			
CIS	124	Access I .....	1
CIS	125	Access II .....	1
OMT	126	Keyboarding Skill Building.....	2
OMT	127	Electronic Recordkeeping.....	3
OMT	206	PowerPoint I .....	1
OMT	207	PowerPoint II .....	1
OMT	222	Voice Recognition.....	2
		General Education Requirements .....	5
			<hr/> Total 16
FOURTH SEMESTER – SPRING			
CIS	142	Excel I .....	1
CIS	143	Excel II.....	1
OMT	214*	Office Supervision .....	3
OMT	250*	Integrated Office Simulation .....	3
OMT	253	Successful Career Strategies.....	2
		General Education Requirements .....	5
			<hr/> Total 15
			Overall Total 62

#### NOTES:

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

Students are urged to take courses in the sequence as listed above. The courses marked with an \* are only offered in the semester listed.

**OFFICE MANAGEMENT TECHNOLOGY**  
**ELECTRONIC RECORDS MANAGEMENT (ERM)**  
**11 CREDIT CAREER CERTIFICATE**

The Electronic Records Management certificate is designed to provide students with basic knowledge and skills to manage electronic files. Students will learn how to create and maintain records manually and electronically. They will also learn data entry and general office skills to add value to their qualifications for work in various settings.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
OMT 125	Records Management .....	3
OMT 126	Keyboarding Skill Building .....	2
OMT 127*	Electronic Recordkeeping .....	3
OMT 140	Office Orientation .....	3
		<hr/>
		Overall Total 11

*NOTE:*

*Students can complete this certificate in either the fall or spring semester.*

*\*Course offered in spring only.*

**OFFICE MANAGEMENT TECHNOLOGY**  
**MEDICAL OFFICE SUPPORT (MOS)**  
**12 CREDIT CAREER CERTIFICATE**

The Medical Office Support certificate is designed to provide students with the knowledge and skills necessary to work as a nonclinical medical office worker. Students will learn general office procedures, data entry, and file management using medical office simulation software.

<b>REQUIRED COURSES</b>			<b>CREDIT HOURS</b>
OMT	101	Keyboarding I .....	1
OMT	102	Keyboarding II .....	2
OMT	125	Records Management .....	3
OMT	140	Office Orientation .....	3
OMT	215	Medical Office Practices .....	3
			<hr/> Overall Total 12

*NOTE:*

*Students can complete this certificate in either the fall or spring semester.*

## OFFICE MANAGEMENT TECHNOLOGY

### OFFICE COMMUNICATIONS (OCC)

#### 17 CREDIT CAREER CERTIFICATE

The Office Communications Certificate prepares students for entry-level office management positions in business, government and industry.

<b>FIRST SEMESTER – FALL</b>		<b>CREDIT HOURS</b>
OMT 222	Voice Recognition.....	2
OMT 225	Google Applications.....	3
OMT 248	Social Networking for Business .....	3
		<hr/>
		Total 8
<b>SECOND SEMESTER – SPRING</b>		
OMT 140	Office Orientation.....	2
OMT 214*	Office Supervision .....	3
OMT 242	Business Communications .....	3
		<hr/>
		Total 9
		Overall Total 17

**OFFICE MANAGEMENT TECHNOLOGY**

**OFFICE DATA ENTRY (ODE)**

**7 CREDIT CAREER CERTIFICATE**

Students completing this program possess basic skills in keyboarding, voice recognition software and office procedures.

<b>REQUIRED COURSES</b>			<b>CREDIT HOURS</b>
OMT	101	Keyboarding I .....	1
OMT	102	Keyboarding II .....	2
OMT	126	Keyboarding Skill Building .....	2
OMT	222	Voice Recognition .....	2
			<hr/>
			Overall Total 7

*NOTE:*

*Students can complete this certificate in either the fall or spring semester.*

**OFFICE MANAGEMENT TECHNOLOGY**  
**OFFICE TECHNOLOGY SPECIALIST (OTS)**  
**30 CREDIT CAREER CERTIFICATE**

Students completing this program are prepared for an executive assistant or office management position in today's globalized business environment.

<b>FIRST SEMESTER – FALL</b>		<b>CREDIT HOURS</b>
OMT 101	Keyboarding I .....	1
OMT 102	Keyboarding II .....	2
CIS 142	Excel I .....	1
CIS 143	Excel II .....	1
OMT 206	PowerPoint I .....	1
OMT 210	Word I .....	2
OMT 211	Word II .....	2
OMT 212	Word III .....	2
OMT 242*	Business Communications .....	3
		Total 15
<b>SECOND SEMESTER – SPRING</b>		
CIS 124	Access I .....	1
OMT 126	Keyboarding Skill Building .....	2
OMT 140	Office Orientation.....	3
OMT 207	PowerPoint II .....	1
OMT 222	Voice Recognition.....	2
OMT 225	Google Applications.....	3
OMT 248	Social Networking for Business.....	3
		Total 15
		Overall Total 30

## PHYSICAL THERAPIST ASSISTANT (PTA) ASSOCIATE IN APPLIED SCIENCE DEGREE

Graduates of this accredited program are prepared to perform physical therapy treatments and related duties under the direction and supervision of a physical therapist. This program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 N. Fairfax Street, Alexandria, VA 22314; accreditation@apta.org; (703) 684-2782 or (800) 999-2782. To graduate, students must achieve a minimum grade of “C” in all coursework.

Graduates must take the National Physical Therapy Exam (NPTE) to practice as physical therapist assistants in many states, Illinois included. Licensure is controlled by the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, 320 West Washington St., Springfield, IL 62786; (217) 785-0800 or (217) 782-8556; www.idfpr.com. Applicants with a conviction for a felony or misdemeanor may have difficulty obtaining a PTA license in Illinois. It is each student’s responsibility to determine whether he/she is in compliance with criteria for state licensure. Graduation from this program does not guarantee a passing score on the NPTE for the PTA.

Prior to the start of clinical internships students will be required to undergo a background check and physical exam. A social security number is required to comply with the criminal background check.

### **Requirements for admission are:**

- High school diploma or GED.
- Completion of 30 hours of observation in two different physical therapy clinical settings with a minimum of 10 hours in each setting (inpatient, outpatient, skilled nursing, pediatrics and/or industrial rehab).
- Completion of MAT 084 or MAT 093 with a grade of “P” or place into MAT 085/095 on the Math Placement Test taken at Morton College.
- Participation in an interview for inclusion and exclusion purposes with the PTA Program Admissions Committee. Interviews will be scheduled after February 1.
- Completion of preadmission course work, as follows, with a grade of “C” or better within five years of acceptance into the program:
  - ENG 101. If ENG 101 was taken more than five years prior to admission into the PTA Program, the student may satisfy this requirement by taking the English Placement Test at Morton College and placing into ENG 101.
  - BIO 103 or equivalent four-credit-hour Anatomy and Physiology 1 course. (within 5 years of beginning the program)
  - PHT 101 or equivalent two credit hour Medical Terminology course. (within 5 years of beginning the program)
- Students must have a minimum cumulative GPA of 2.0 to be considered for

## 2012-2013 CATALOG

---

the program.

In addition students must complete BIO 104 with a grade of 'C' or better by the end of the first semester in the program. Failure to achieve this grade will result in dismissal from the PTA program.

Applicants to the PTA program must meet with an admissions healthcare advisor before the February 1 deadline to review pre-admission course work.

Admission into the PTA Program is selective. All prerequisite course work and other admission requirements must be met before final acceptance. Preference is given to in-district residents, and residents from districts that have a current Joint Agreement with Morton College.

Complete applications received and meeting the program requirements by the February 1 deadline will be considered subject to program capacity.

Students will be readmitted only once to the PTA Program. Readmission is not guaranteed.



**PHYSICAL THERAPIST ASSISTANT (PTA)**

**COURSE SEQUENCE**

<b>PRE-ADMISSION</b>	<b>CREDIT HOURS</b>
BIO 103* Anatomy and Physiology I.....	4
ENG 101* Rhetoric I, completion or placement.....	3
PHT 101* Medical Terminology .....	2
PSY 101** Introduction to Psychology .....	3
**Humanities general education requirement.....	3
	Total 15
 <b>FIRST SEMESTER</b>	
ENG 102** Rhetoric II	
or	
SPE 101** Principles of Public Speaking.....	3
BIO 104^ Anatomy and Physiology II.....	4
PHT 111 Patient Management I: Basic Skills for the PTA .....	2
PHT 112 Principles of Practice I: Introduction to Physical Therapy .....	2
PHT 113 Introduction to Disease.....	2
PHT 114 Fundamentals of Kinesiology I .....	4
	Total 17
 <b>SECOND SEMESTER</b>	
PHT 115 Fundamentals of Kinesiology II .....	4
PHT 117 Patient Management II: Tests and Measurements .....	2
PHT 122 Therapeutic Exercise.....	2
PHT 123 Systems and Interventions I: Orthopedics .....	3
PHT 124 Introduction to Clinical Education.....	1
PHT 125 Therapeutic Modalities .....	2
	Total 14
 <b>THIRD SEMESTER</b>	
PSY 210** Child Growth and Development	
or	
PSY 215** Life Span: Survey of Human Development.....	3
PHT 212 Systems and Interventions II: Neurology .....	3
PHT 217 Clinical Internship I .....	3
PHT 218 Systems and Interventions III: Cardiovascular, Pulmonary and Integumentary Management .....	2
PHT 219 Special Populations: Pediatrics and Geriatrics.....	2
	Total 13

**CONTINUED ON NEXT PAGE**

## 2012-2013 CATALOG

---

### FOURTH SEMESTER

PHT	220	Advanced Physical Therapy Techniques .....	3
PHT	222	Seminar in Health Care Literature .....	2
PHT	224	Principles of Practice II: Professional Issues in PTA .....	2
PHT	225	Clinical Internship II .....	5

Total 12

Overall Total 71

#### NOTES:

*\*Indicates Program Prerequisites*

*^This course must be taken by the end of the first semester in the program and completed with a grade of C or better for the student to remain in the program.*

*\*\*These courses fulfill the AAS general education requirements for graduation.*

*The Health/Fitness general education requirement is met, as the required material is covered in the PTA program.*

*A fee for malpractice insurance is required.*

*Students enrolled in the PTA program are subject to the current policies and procedures in the Physical Therapist Assistant Student Handbook.*

## SUPPLY CHAIN MANAGEMENT (SCM)

### 18 CREDIT CAREER CERTIFICATE

This new certificate provides students with specific instruction in Supply Chain Management. Each course is designed around a body of knowledge in supply chain concepts and strategies, demand management, inter-firm product design, materials and supply management, logistics, relationship management, value analysis, and quality management. Successful completion of this program will help students prepare for the foundational-level certification offered by the Manufacturing Skill Standards Council (MSSC).

#### FIRST SEMESTER

BUS	111	Introduction to Business .....	3
SCM	101	Principles of Supply Chain Management .....	3
			Total 6

#### SECOND SEMESTER

SCM	104	Warehousing and Distribution .....	3
SCM	203	Inventory Control .....	3
			Total 6

#### THIRD SEMESTER

SCM	107	Transportation and Traffic Management .....	3
SCM	204	Global Logistics .....	3
			Total 6
			Overall Total 18

## THERAPEUTIC MASSAGE PROGRAM (TMA) ASSOCIATE IN APPLIED SCIENCE DEGREE

Therapeutic massage is the manipulation of the soft tissue as a means of helping clients achieve optimal levels of functioning. The objective of this program is to provide a well-rounded education along with courses which will teach you massage techniques, massage theory, anatomy and physiology, kinesiology, body mechanics, documentation, medical terminology, business/ethics and client/therapist relationship building, an introduction to other modalities and complementary alternative therapies and advance massage courses.

Upon completion of this program, graduates will be eligible to sit for the Illinois State Exam for licensure as a Massage Therapist, currently being given through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB/NCBTM) (please contact this agency regarding requirements for application and fees). They will need to apply to the Illinois Department of Finance and Professional Regulations for licensure and be fingerprinted, which are run through both the Illinois State Police and the FBI. There are fees for the license and fingerprinting, payable to the agencies providing the service. The license is renewable every two years on even numbered years. The state also requires 24 continuing education credits, 2 of which are in ethics, in the two-year renewal period to maintain your license. Other states vary in their requirements for and maintenance of their licenses.

### PROGRAM REQUIREMENTS

- Be 18 years of age or older.
- Complete and return the Morton College Information Form AND a Therapeutic Massage Application to the Office of Admissions and Records (OAR).
- Have an official high school transcript or GED indicating graduation or transcript indicating 60 hours of secondary education on file in the OAR.
- Understand there is a fee for malpractice insurance.
- Meet an advisor in the Academic Advising/Testing Center to develop a schedule and arrange for placement testing.

ALL COURSES MUST BE PASSED WITH A "C" OR BETTER TO PROCEED THROUGH THE PROGRAM.

PREREQUISITE COURSES FOR THE A.A.S. TPM PROGRAM			CREDIT HOURS
TPM	100	Introduction to Therapeutic Massage.....	1
BIO	103	Anatomy and Physiology (within 5 years).....	4
HCP	130	Medical Terminology	
<b>or</b>			
PHT	101	Medical Terminology for Clinicians.....	2
			Total 7

CONTINUED ON NEXT PAGE

## FALL TERM

**PROGRAM COURSES**

BIO	104	Anatomy and Physiology II .....	4
TPM	110	Technique I .....	4
TPM	113	Professional Relationships and Documentation .....	2
ENG	101	Rhetoric I .....	3
			Total 13

## SPRING TERM

TPM	115	Kinesiology .....	3
TPM	120	Techniques II (2nd eight weeks) .....	4
TPM	130	Technique III (1st 8 weeks) .....	4
TPM	112	Complimentary Alternative Therapies .....	3
			Total 14

## SUMMER TERM

TPM	139	Clinical I .....	1
-----	-----	------------------	---

## FALL TERM

TPM	125	Business Practices and Ethics .....	3
TPM	140	Clinical II .....	3
TPM	205	Advanced Massage I .....	3
PSY	101	General Psychology .....	3
PEH	103	Nutrition .....	2
			Total 14

## SPRING TERM

Elective*		Behavioral or Social Studies elective .....	3
Elective		Humanities elective .....	3
SPE	101	Speech .....	3
TPM	210	Advanced Massage II .....	3
BUS	111	Introduction to Business	
OR			
CPS	111	Business Computer System .....	3
			Total 15

Overall Total 64 or 65

**NOTES:**

*\*Suggested Behavioral or Social Studies elective*

*PSY 215 Life Span: A Survey of Human Development, SSC 103 Successful Study*

*ECO 101 Principles of Economics I*

## THERAPEUTIC MASSAGE PROGRAM (TPM)

### 38 or 39 CREDIT CAREER CERTIFICATE

Therapeutic massage is the manipulations of the soft tissue of the body as a means of helping clients achieve optimal levels of functioning. In this program, you will learn massage techniques, massage theory, anatomy and physiology, kinesiology, body mechanics, documentation, medical terminology, business/ethics and client/therapist relationship building and an introduction to other modalities and complementary alternative therapies.

Upon completion of this program, graduates will be eligible to sit for the Illinois State Exam for licensure as a Massage Therapist, currently being given through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB/NCBTM) (please contact this agency regarding requirements for application and fees). They will need to apply to the Illinois Department of Finance and Professional Regulations for licensure and be fingerprinted, which are run through both the Illinois State Police and the FBI. There are fees for the license and fingerprinting, payable to the agencies providing the service. The license is renewable every two years on even numbered years. The state also requires 24 continuing education credits, 2 of which are in ethics, in the two-year renewal period to maintain your license. Other states vary in their requirements for and maintenance of their licenses.

#### PROGRAM REQUIREMENTS

- Be 18 years of age or older.
- Complete and return the Morton College Information Form AND a Therapeutic Massage Application to the Office of Admissions and Records (OAR).
- Have an official high school transcript or GED indicating graduation or transcript indicating 60 hours of secondary education on file in the OAR.
- Understand there is a fee for malpractice insurance.
- Meet an advisor in the Academic Advising/Testing Center to develop a schedule and arrange for placement testing.

ALL COURSES MUST BE PASSED WITH A "C" OR BETTER TO PROGRESS THROUGH THE PROGRAM.

PREREQUISITE COURSES		CREDIT HOURS
TPM	100	Introduction to Therapeutic Massage.....1
BIO	103	Anatomy and Physiology (within 5 years) .....4
HCP	130	Medical Terminology
<b>or</b>		
PHT	101	Medical Terminology for Clinicians.....2
		<hr/> Total 7

## EDUCATIONAL PROGRAMS

---

### PROGRAM COURSES

BIO	104	Anatomy and Physiology II .....	4
TPM	110	Therapeutic Massage Techniques I (Prerequisite: TPM 100, BIO 106, HCP 130/PHT 101).....	4
TPM	112	Complementary and Alternative Therapies (May also be taken prior to program admission) .....	3
TPM	113	Professional Relationships and Documentation .....	2
		(Prerequisite: Same as TPM 110 should be taken concurrently with TPM 110)	
TPM	115	Kinesiology (Prerequisite: TPM 100, BIO 106, HCP 130).....	3
TPM	120	Therapeutic Massage Techniques II .....	4
		(Prerequisite: TPM 110, TPM 113)	
TPM	130	Therapeutic Massage Techniques III .....	4
		(Prerequisite: TPM 110, TPM 113)	
TPM	125	Business Practices and Ethics .....	3
TPM	139	Therapeutic Massage Clinical I (Prerequisite: Coordinator's signature) .....	1
TPM	140	Therapeutic Massage Clinical (Prerequisite: Coordinator's signature) .....	3

Total 31

Overall Total 38 or 39

## UNIVERSITY TRANSFER PROGRAM

These two-year curricula are for students planning to transfer to four-year colleges or universities to earn bachelor's degrees after planning to transfer upon graduation from Morton College. Since requirements of four-year colleges and universities widely vary, students are responsible for selecting courses that transfer to their chosen four-year college or university. Morton College maintains articulation with colleges and universities throughout Illinois. Students should consult with their advisors to plan appropriate courses of study.

### EXAMPLES OF DEGREE CURRICULA

Examples of liberal arts and science curricula that can be designed include:

#### Associate in Arts

Accounting, Anthropology, Art, Art Education, Business, Business Records Administration, Music, Office Administration, Philosophy, Physical Education, Political Science, Pre-Journalism, Pre-Law, Psychology, Public Administration, Social Work, Sociology, Spanish, Speech & Theatre

#### Associate in Science

Astronomy, Biology, Chemistry, Computer Science, Engineering Geography, Health and Physical Fitness, Mathematics, Physical Science & Physics

### Illinois Articulation Initiative

Morton College participates in the Illinois Articulation Initiative (IAI), a statewide system for articulating courses and programs. The IAI features a common General Education Core Curriculum (IAI GECC)--a package of general education courses that are accepted by all participating schools. Completion of the IAI GECC at a community college assures transferring students that lower-division, campus-wide general education requirements for a bachelor's degree will be satisfied at any participating institution. A receiving college or university may require institution-wide and/or mission-related graduation requirements that do not fall within the scope of the general education core. If students transfer with anything less than the full IAI GECC, the general education requirements of the receiving school may have to be completed, and these may be different from the IAI GECC.

The IAI GECC consists of 12 to 13 courses—or 37-41 semester credits-- chosen from five different categories. No more than two courses from any one discipline can be used to fulfill the requirements. The IAI GECC requirements are listed below:

#### Communications

- 3 courses (9 semester credits)
- The 3 courses must include a two-course sequence in writing completed with grades



of C or better (6 semester credits) and one course in oral communications (3 semester credits) – a C being at least two quality points on a four-point scale.

### **Mathematics**

- 1 or 2 courses (3-6 semester credits)

### **Physical & Life Sciences**

- 2 courses (7-8 semester credits)
- These two courses will include one course selected from the physical sciences and one course selected from the life sciences, with at least one course that includes a lab.

### **Humanities & Fine Arts**

- 3 courses (9 semester credits)
- These will include at least one course selected from the humanities and at least one course selected from the fine arts.

### **Social and Behavioral Sciences**

- 3 courses (9 semester credits)
- These will include courses from at least two different disciplines.

The IAI GECC is included in Morton College's AA and AS degrees. For specific Morton College courses that fulfill IAI GECC requirements, refer to AA and AS degree course requirements.

Note that the IAI also includes recommendations for appropriate lower-division coursework in specific baccalaureate majors. The Illinois Baccalaureate Majors' Recommendations describe courses ordinarily taken by freshmen and sophomores for a specific major. These course recommendations are meant for students who are undecided about a four year college or university. All of the course selections should be made with guidance from an academic advisor.

For more information about the IAI and the benefits of transferring after meeting the IAI GECC requirements, check with an academic advisor and visit the IAI website at [www.iTransfer.org](http://www.iTransfer.org).

Note that Morton College will recognize courses on the approved list of IAI courses taken at any participating college or university and apply the credit toward fulfilling IAI GECC requirements at Morton College.

## 2012-2013 CATALOG

---

Morton College offers a wide variety of courses to help students achieve academic, professional and personal goals. Morton College's University Transfer Program includes the following degrees:

- Associate in Arts (A.A.)
- Associate in Science (A.S.)
- Associate of Arts in Teaching (A.A.T- E.C.T.)
- Associate in Fine Arts in Art (A.F.A.)

Each degree requires at least 62 credit hours for completion and fulfills the first two years of study for students pursuing a bachelor's degree at a four-year college or university. Students are encouraged to meet with a Morton College Academic Advisor and to consult the catalog of the college or university they expect to attend for information about transferable courses. To meet with an advisor, call (708) 656-8000, Ext. 2250.

### **ASSOCIATE IN ARTS (A.A.)**

This degree is for students who intend to pursue a Bachelor of Arts Degree at a four-year college or university. Students must meet the prescribed general education requirements as listed in the Catalog for the Associate in Arts (A.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability. The AA Degree includes IAI GECC. See the "Associate in Arts (A.A.) Degree Requirements" table on the following pages for guidance when selecting courses.

### **ASSOCIATE IN SCIENCE (A.S.)**

This degree is for students who intend to pursue a Bachelor of Science Degree at a four-year college or university. Students must meet the prescribed general education requirements as listed in the Catalog for the Associate in Science (A.S.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an advisor when selecting elective courses to determine credit transferability. The AS Degree includes IAI GECC. See the "Associate in Science (A.S.) Degree Requirements" table on the following pages for guidance when selecting courses.

### **ASSOCIATE OF ARTS IN TEACHING DEGREE (AAT-ECT)**

This curriculum is designed to allow a student to achieve an Associate in Arts Teaching (AAT) degree in Early Childhood Education. With successful completion of the AAT degree program requirements, a student will be able to transfer to a teacher preparation program at a senior institution to obtain their teaching certificate for birth to third grade. The AAT-ECT Degree includes IAI GECC. See the "Associate of Arts in Teaching (AAT-ECT) Degree Requirements" table on the following pages for guidance when selecting courses.

**ASSOCIATE IN FINE ARTS IN ART (A.F.A.)**

This degree is for students who intend to pursue a Bachelor of Fine Arts in Art Degree at a four-year college or university. Students must meet the prescribed general education requirements as listed in the Catalog for the Associate in Fine Arts in Art (A.F.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Because completion of the Associate in Fine Arts in Art (A.F.A.) curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer. However, to meet the Illinois Articulation Initiative General Education Core Curriculum requirements, the student should take an additional social/behavioral science course. Students should consult with an advisor when selecting elective courses to determine credit transferability. Most schools require a portfolio review for admission to a bachelor's program. See the "Associate in Fine Arts in Art (A.F.A.) Degree Requirements" table on the following pages for guidance when selecting courses.

## ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue a Bachelor of Arts Degree at a four-year college or university. Students must meet the general education requirements listed below for the Associate in Arts (A.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability. The IAI GECC, which consists of 37-41 credits (see [itransfer.org](http://itransfer.org)) is included in AA degree.

### GENERAL EDUCATION REQUIREMENTS (37 TO 41 CREDITS)

<b>A. COMMUNICATIONS</b>	<b>9 Semester Hours</b>
ENG 101 Rhetoric I C1900	
ENG 102 Rhetoric II C1901R	
SPE 101 Principles of Public Speaking C2900	
<b>B. BEHAVIORAL/SOCIAL SCIENCES</b>	<b>9 Semester Hours</b>
<i>Courses must be selected from at least two disciplines:</i>	
ANT 101 Introduction to Anthropology S1902	
ANT 102* Introduction to Cultural Anthropology S1901N	
ECO 101 Principles of Economics I S3901	
ECO 102 Principles of Economics II S3902	
GEG 105* World Regional Geography S4900N	
GEG 125* Geography of the Eastern World S4902N	
HIS 105 American History to 1865 S2900	
HIS 106 American History from 1865 S2901	
POL 201 United States National Government S5900	
POL 202 State and Local Government S5902	
PSY 101 Introduction to Psychology S6900	
PSY 201 Social Psychology S8900	
PSY 210 Child Growth and Development S6903	
PSY 211 Adolescent Psychology S6904	
PSY 215 Life Span: A Survey of Human Dev. S6902	
SOC 100 Introduction to Sociology S7900	
SOC 101 The Family S7902	
SOC 102 Social Problems S7901	
SOC 201* Minority Group Relations S7903D	

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

**EDUCATIONAL PROGRAMS**

<b>ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)</b>			
<b>C. MATHEMATICS</b>			<b>4 Semester Hours</b>
MAT 102	General Education Mathematics	M1904	
MAT 121	Mathematics for Elementary School Teachers II	M1903	
MAT 124	Finite Mathematics	M1906	
MAT 141	Statistics	M1902	
MAT 181	Discrete Mathematics	M1905	
MAT 201	Calculus I	M1900-1	
MAT 202	Calculus II	M1900-2	
MAT 203	Calculus III	M1900-3	
MAT 224	Calculus for Business and Social Science	M1900-B	
<b>D. SCIENCE (Must include one laboratory course)</b> <i>Choose one course from Life Sciences:</i>			<b>7 Semester Hours</b>
BIO 100	Introducing Biology	L1900	
BIO 102	Introduction to Biology	L1900L	
BIO 110	Biology: A Cellular Approach	L1900L	
BIO 140	Introduction to Marine Ecology	L1905	
BIO 150	Heredity and Society	L1906	
BIO 160	Plants and Society	L1901	
BIO 161	Plants and Society Laboratory	L1901L	
BIO 202	Ecology of Man	L1905	
<b>and</b>			
<i>Choose one course from Physical Sciences:</i>			
CHM 105	Inorganic Chemistry I	P1902L	
GEG 101	Physical Geography	P1909	
GEL 101	Physical Geology	P1907L	
PHS 101	Astronomy	P1906	
PHS 103	Physical Science I	P9900L	
PHY 101	General Physics I	P1900L	
<b>E. HUMANITIES</b> <i>Choose one or more courses from Fine Arts:</i>			<b>9 Semester Hours</b>
ART 120	Art Appreciation	F2900	
ART 125	Art History Survey I: Prehistoric to Gothic	F2901	
ART 126†	Art History Survey II: Renaissance and Baroque	F2902	
ART 127†	Art History Survey III: The Modern World	F2902	
ART 217*	Tribal Art	F2903N	
ART 220*	Latin American Traditions in Art	F2906D	
HUM 150	Humanities Through the Arts	HF900	
HUM 153	Survey of Film History	F2909	
MUS 100	Music Appreciation	F1900	

*(Humanities continued on next page)*

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

† Only one course marked with a dagger (†) within a single discipline area may be applied toward general education requirements. Additional courses from those marked with a dagger (†) may be applied toward electives.

2012-2013 CATALOG

ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)

<i>(Humanities continued)</i>		
MUS 101	History of Music: Pre-Twentieth Century	F1901
MUS 102	History of Music: Twentieth Century	F2902
MUS 103*	Music of Multicultural America	F1905D
MUS 105†	Introduction to American Music	F1904
MUS 106†	Trends in Modern American Music	F1904
MUS 108*	World Music Survey	F1903N
THR 108	Theatre Experience	F1907
THR 110	Introduction to Theatre	F1908
<b>and</b>		
<i>Choose one or more courses from Humanities:</i>		
ENG 211	Introduction to Literature	H3900
ENG 215	American Literature I	H3914
ENG 216	American Literature II	H3915
ENG 218*	U.S. Latino/Hispanic Literature	H3910D
ENG 220	English Literature I	H3912
ENG 221	English Literature II	
ENG 225	Introduction to Shakespeare	H3905
HIS 103	Early Western Civilization	H2901
HIS 104	Modern Western Civilization	H2902
HUM 150	Humanities Through the Arts	HF900
HUM 151	Humanities Through History, Philosophy and Literature	H9900
HUM 154*	Latin American Civilization and Culture	H2903N
PHI 125*	World Religions in Global Context	H5904N
PHI 126†	Introduction to Ethics	H4904
PHI 180†	Social Ethics	H4904
PHI 201	Philosophy	H4900
PHI 202	Introduction to Logic	H4906
SPN 202†	Intermediate Spanish II	H1900
SPN 215†	Spanish Conversation and Composition I	H1900
SPN 216†	Spanish Conversation and Composition II	H1900
<b>F.</b>	<b>HEALTH, TECHNOLOGY AND COLLEGE READINESS</b>	
CPS 101	Information Technologies	
CPS 111	Business Computer Systems	
CPS 120	Object-Oriented Technology with C++	
CPS 122	Multimedia Applications	
CPS 200	C++ Programming for Engineers	CS911
CPS 210	Programming in Visual Basic	
CPS 220	Fortran Programming	
CSS 100	College Study Seminar	
PEC 101	Adaptive Physical Education	
PEC 131	Softball	
PEC 132	Volleyball	
PEC 133	Power Volleyball	
<i>(Health and Physical Fitness continued on next page)</i>		
* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (*).		<b>2 Semester Hours</b>
† Only one course marked with a dagger (†) within a single discipline area may be applied toward general education requirements. Additional courses from those marked with a dagger (†) may be applied toward electives.		

**ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)**

*(Health and Physical Fitness continued)*

PEC 139	Golf
PEC 140	Golf II (Advanced)
PEC 155	Aerobic Exercise
PEC 158	Basketball
PEC 159	Advanced Basketball
PEC 171	Physical Fitness
PEC 172	Advanced Physical Fitness
PEC 173	Weight Training
PEC 174	Advanced Weight Training
PEC 175	Circuit Training
PEC 176	Advanced Circuit Training
PEC 177	Weight Control and Exercise
PEC 178	Soccer
PEC 181	Jogging and Power Walking for Fitness
PEC 183	Baseball
PEC 184	Advanced Baseball
PEC 190	Sports Officiating
PEH 101	Personal Community Health
PEH 102	First Aid
PEH 103	Nutrition
PEH 104	Foundations of Health/Physical Fitness
PEH 105	Wellness
PEH 106	Drug and Alcohol Abuse

**OTHER REQUIREMENTS**

- Complete the minimum required semester hours of electives. Students may receive a complete list of elective courses in the Academic Advising Center. Students should use a transfer guide when selecting electives as the transferability of courses is related to one's major and the transfer institution.
- All entering freshmen must earn at least a "C" in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (A.A., A.S., A.F.A.).
- A maximum of four credits in physical education activity courses may be applied, except for physical education majors.
- A maximum of six credits in career courses may be used toward the Associate in Arts or Associate in Science degrees.

## ASSOCIATE OF ARTS IN TEACHING – EARLY CHILDHOOD EDUCATION (AAT-ECT) DEGREE REQUIREMENTS

The Associate of Arts in Teaching in Early Childhood Education provides students with the program equivalent of the first two years of most four-year college teacher education programs in early childhood education. Students should check individual school requirements before completing the curriculum as outlined. The degree consists of general education courses, professional education courses and courses in the early childhood education major area. These courses encompass the Illinois Professional Teaching Standards, the Core Technology Standards for all teachers, and the Core Language Arts Standards for all teachers. Students must also pass the Illinois Basic Skills Test to earn the AAT in Early Childhood Education and develop a portfolio reflecting the Illinois Professional Teaching Standards. AAT students are advised to complete the degree prior to transfer. Transfer students obtaining the AAT ECT Degree will be on “equal footing” with native four year institution students when seeking admission to an upper division ECE Degree program. Admission into the baccalaureate degree programs is competitive and most senior institutions require a GPA of 2.5 or higher; completion of these course alone does not guarantee admission.

### GENERAL EDUCATION REQUIREMENTS (42 CREDITS)

<p><b>A. COMMUNICATIONS</b>            ENG 101 Rhetoric I C1900            ENG 102 Rhetoric II C1901R            SPE 101 Principles of Public Speaking C2900</p>	<b>9 Semester Hours</b>
<p><b>B. BEHAVIORAL/SOCIAL SCIENCES</b>  <i>Required course:</i>            PSY 101 Introduction to Psychology S6900  <b>and</b>  <i>Choose one course from:</i>            GEG 105* World Regional Geography S4900N            POL 201 United States National Government S5900  <b>and</b>  <i>Choose one course from:</i>            HIS 105 American History to 1865 S2900            HIS 106 American History from 1865 S2901</p>	<b>9 Semester Hours</b>
<p><b>C. MATHEMATICS</b>  <i>Choose one course sequence:</i>            MAT 102 General Education Mathematics M1904            MAT 141 Statistics M1902  <b>or</b>            MAT 120 Mathematics for Elementary School Teachers I            MAT 121 Mathematics for Elementary School Teachers II M1903</p>	<b>8 Semester Hours</b>

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).



**EDUCATIONAL PROGRAMS**

**ASSOCIATE OF ARTS IN TEACHING - EARLY CHILDHOOD (AAT-ECT)  
DEGREE REQUIREMENTS (CONTINUED)**

<p><b>D. SCIENCE</b> <i>(Must include one laboratory course).</i>  <i>Choose one course from Life Sciences:</i>          BIO 100 Introducing Biology L1900          BIO 102 Introduction to Biology L1900L          BIO 150 Heredity and Society L1906          BIO 160 Plants and Society L1901          BIO 202 Ecology of Man L1905  <b>and</b>  <i>Choose one course from Physical Sciences:</i>          PHS 101 Astronomy P1906          PHS 103 Physical Science I P9900L</p>	<p><b>7 Semester Hours</b></p>
<p><b>E. HUMANITIES</b>  <i>Required course:</i>          HUM 150 Humanities Through the Arts HF900  <b>and</b>  <i>Choose one course from:</i>          ART 120 Art Appreciation F2900          ART 125 Art History Survey I: Prehistoric to Gothic F2901          ART 126 Art History Survey II: Renaissance and Baroque F2902          ART 127 Art History Survey III: The Modern World F2902  <b>and</b>  <i>Choose one course from:</i>          MUS 100 Music Appreciation F1900          MUS 105 Introduction to American Music F1904          MUS 108* World Music Survey F1903N          THR 108 Theatre Experience F1907          THR 110 Introduction to Theatre F1908</p>	<p><b>9 Semester Hours</b></p>

**PROGRAM COURSE REQUIREMENTS (22 CREDITS)**

EDU 100 Introduction to American Education ECE 100 Early Childhood Growth and Development ECE 101 Observation and Assessment of Children ECE 105 Health, Safety and Nutrition for Children ECE 110 Introduction to Early Childhood Education ECE 115 Family, School and Community ECE 130 Educational Technology ECE 160 Curriculum Planning for Children
--

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

**OTHER REQUIREMENTS**

- All entering freshmen must earn at least a “C” in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (AA, AS, AFA, AAT-ECT).
- Students are required to complete all courses under Program Course Requirements with a grade of “C” or better.

**ASSOCIATE OF ARTS IN TEACHING - EARLY CHILDHOOD (AAT-ECT)  
DEGREE REQUIREMENTS (CONTINUED)**

- Students must pass the Basic Skills Test before graduation (It is recommended that it be fulfilled prior to 45 semester hours being completed).
- Students must graduate with a minimum cumulative GPA of 2.5.
- Students are required to keep an electronic portfolio.
- Complete AAT-ECT application (obtained from the Office of Admissions and Records).

**All students applying to the program must meet the following requirements:**

- Eligibility for placement into ENG 101
- Eligibility for placement into MAT 102

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

This degree is for students who intend to pursue a Bachelor of Science Degree at a four-year college or university. Students must meet the general education requirements listed below for the Associate in Science (A.S.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability. The IAI GECC which consists of 37-41 credits (see [ittransfer.org](http://transfer.org)) is included in the AS degree.

### GENERAL EDUCATION REQUIREMENTS (47 CREDITS)

<b>A. COMMUNICATIONS</b>	<b>9 Semester Hours</b>
ENG 101 Rhetoric I C1900	
ENG 102 Rhetoric II C1901R	
SPE 101 Principles of Public Speaking C2900	
<b>B. BEHAVIORAL/SOCIAL SCIENCES</b>	<b>9 Semester Hours</b>
<i>Courses must be selected from at least two disciplines:</i>	
ANT 101 Introduction to Anthropology S1902	
ANT 102* Introduction to Cultural Anthropology S1901N	
ECO 101 Principles of Economics I S3901	
ECO 102 Principles of Economics II S3902	
GEG 105* World Regional Geography S4900N	
GEG 125* Geography of the Eastern World S4902N	
HIS 105 American History to 1865 S2900	
HIS 106 American History from 1865 S2901	
POL 201 United States National Government S5900	
POL 202 State and Local Government S5902	
PSY 101 Introduction to Psychology S6900	
PSY 201 Social Psychology S8900	
PSY 210 Child Growth and Development S6903	
PSY 211 Adolescent Psychology S6904	
PSY 215 Life Span: A Survey of Human Development S6902	
SOC 100 Introduction to Sociology S7900	
SOC 101 The Family S7902	
SOC 102 Social Problems S7901	

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

ASSOCIATE IN SCIENCE (A.S.) DEGREE REQUIREMENTS (CONTINUED)		
<p>SOC 201* Minority Group Relations S7903D</p> <p><b>C. MATHEMATICS</b>  <i>Choose one course from:</i></p> <p>MAT 102 General Education Mathematics M1904            MAT 121 Mathematics for Elementary School Teachers II M1903            MAT 124 Finite Mathematics M1906            MAT 141 Statistics M1902            MAT 181 Discrete Mathematics M1905            MAT 201 Calculus I M1900-1            MAT 202 Calculus II M1900-2            MAT 203 Calculus III M1900-3            MAT 224 Calculus for Business and Social Science M1900-B</p> <p style="text-align: center;"><b>and</b></p> <p><i>Choose one course from:</i></p> <p>MAT 102 General Education Mathematics M1904            MAT 105 College Algebra            MAT 110 College Trigonometry            MAT 121 Mathematics for Elementary School Teachers II M1903            MAT 124 Finite Mathematics M1906            MAT 141 Statistics M1902            MAT 181 Discrete Mathematics M1905            MAT 201 Calculus I M1900-1            MAT 202 Calculus II M1900-2            MAT 203 Calculus III M1900-3            MAT 215 Differential Equations            MAT 224 Calculus for Business and Social Science M1900-B</p>	<p><b>8</b>  <b>Semester</b>  <b>Hours</b></p>	
<p><b>D. SCIENCE</b> <i>(Must include one laboratory course).</i>  <i>Choose one course from Life Sciences:</i></p> <p>BIO 100 Introducing Biology L1900            BIO 102 Introduction to Biology L1900L            BIO 110 Biology: A Cellular Approach L1900L            BIO 140 Introduction to Marine Ecology L1905            BIO 150 Heredity and Society L1906            BIO 160 Plants and Society L1901            BIO 161 Plants and Society Laboratory L1901L            BIO 202 Ecology of Man L1905</p> <p style="text-align: center;"><b>and</b></p> <p><i>Choose one course from Physical Sciences:</i></p> <p>CHM 105 Inorganic Chemistry I P1902L            GEG 101 Physical Geography P1909            GEL 101 Physical Geology P1907L            PHS 101 Astronomy P1906            PHS 103 Physical Science I P9900L            PHY 101 General Physics I P1900L</p> <p style="text-align: center;"><b>and</b></p> <p><i>Choose an additional course from those listed above or from the following:</i></p> <p>BIO 103 Anatomy and Physiology I            BIO 104 Anatomy and Physiology II            BIO 111 Biology: A System Approach            BIO 212 Microbiology            BIO 215 Principles of Heredity</p>	<p><b>10</b>  <b>Semester</b>  <b>Hours</b></p>	

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

CHM 100	Fundamentals of Chemistry	
CHM 106	Inorganic Chemistry II	
CHM 205	Organic Chemistry I	
CHM 206	Organic Chemistry II	
PHY 102	General Physics II	
PHY 105	Physics I	
PHY 205	Physics II	
PHY 206	Physics III	

**E. HUMANITIES**

*Choose a minimum of one course from:*

ART 120	Art Appreciation	F2900
ART 125	Art History Survey I: Prehistoric to Gothic	F2901
ART 126†	Art History Survey II: Renaissance and Baroque	F2902
ART 127†	Art History Survey III: The Modern World	F2902
ART 217*	Tribal Art	F2903N
ART 220*	Latin American Traditions in Art	F2906D
HUM 150	Humanities Through the Arts	HF900
HUM 153	Survey of Film History	F2909
MUS 100	Music Appreciation	F1900
MUS 101	History of Music: Pre-Twentieth Century	F1901
MUS 102	History of Music: Twentieth Century	F2902
MUS 103*	Music of Multicultural America	F1905D
MUS 105†	Introduction to American Music	F1904
MUS 106†	Trends in Modern American Music	F1904
MUS 108*	World Music Survey	F1903N
THR 108	Theatre Experience	F1907
THR 110	Introduction to Theatre	F1908

**and**

*Choose a minimum of one course from:*

ENG 211	Introduction to Literature	H3900
ENG 215	American Literature I	H3914
ENG 216	American Literature II	H3915
ENG 218*	U.S. Latino/Hispanic Literature	H3910D
ENG 220	English Literature I	H3912
ENG 221	English Literature II	H3913
ENG 225	Introduction to Shakespeare	H3905
HIS 103	Early Western Civilization	H2901
HIS 104	Modern Western Civilization	H2902
HUM 150	Humanities Through the Arts	HF900
HUM 151	Humanities Through History, Philosophy and Literature	H9900
HUM 154*	Latin American Civilization and Culture	H2903N
PHI 125*	World Religions in Global Context	H5904N
PHI 126†	Introduction to Ethics	H4904
PHI 180†	Social Ethics	H4904
PHI 201	Philosophy	H4900
PHI 202	Introduction to Logic	H4906

**9  
Semester  
Hours**

\* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

† Only one course marked with a dagger (†) within a single discipline area may be applied toward general education requirements. Additional courses from those marked with a dagger (†) may be applied toward electives.

## 2012-2013 CATALOG

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

SPN 202†	Intermediate Spanish II	H1900
SPN 215†	Spanish Conversation and Composition I	H1900
SPN 216†	Spanish Conversation and Composition II	H1900

**and**

*Choose one course from those listed above to complete nine semester hours.*

#### F. HEALTH, TECHNOLOGY AND COLLEGE READINESS

CPS 101	Information Technologies	
CPS 111	Business Computer Systems	
CPS 120	Object-Oriented Technology with C++	
CPS 122	Multimedia Applications	
CPS 200	C++ Programming for Engineers	CS911
CPS 210	Programming in Visual Basic	
CPS 220	Fortran Programming	
CSS 100	College Study Seminar	
PEC 101	Adaptive Physical Education	
PEC 131	Softball	
PEC 132	Volleyball	
PEC 133	Power Volleyball	
PEC 139	Golf	
PEC 140	Golf II (Advanced)	
PEC 155	Aerobic Exercise	
PEC 158	Basketball	
PEC 159	Advanced Basketball	
PEC 171	Physical Fitness	
PEC 172	Advanced Physical Fitness	
PEC 173	Weight Training	
PEC 174	Advanced Weight Training	
PEC 175	Circuit Training	
PEC 176	Advanced Circuit Training	
PEC 177	Weight Control and Exercise	
PEC 178	Soccer	
PEC 181	Jogging and Power Walking for Fitness	
PEC 183	Baseball	
PEC 184	Advanced Baseball	
PEC 185	Floor Hockey	
PEC 190	Sports Officiating	
PEH 101	Personal Community Health	
PEH 102	First Aid	
PEH 103	Nutrition	
PEH 104	Foundations of Health/Physical Fitness	
PEH 105	Wellness	
PEH 106	Drug and Alcohol Abuse	

**2  
Semester  
Hours**

#### OTHER REQUIREMENTS

- Complete the minimum required semester hours of electives. Students may receive a complete list of elective courses in the Academic Advising Center. Students should use a transfer guide when selecting electives as the transferability of courses is related to one's major and the transfer institution.
- All entering freshmen must earn at least a "C" in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (A.A., A.S., A.F.A.).
- A maximum of four credits in physical education activity courses may be applied, except for physical education majors.
- A maximum of six credits in career courses may be used toward Associate in Arts and Associate in Science degrees.

## ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue a Bachelor of Fine Arts in Art Degree at a four-year college or university. Students must meet the general education requirements listed below for the Associate in Fine Arts in Art (A.F.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability.

Most higher education institutions require a portfolio review for admission to a bachelor's program.

### GENERAL EDUCATION REQUIREMENTS (32 CREDITS)

<b>A. COMMUNICATIONS</b>			<b>9 Semester Hours</b>
ENG 101	Rhetoric I	C1900	
ENG 102	Rhetoric II	C1901R	
SPE 101	Principles of Public Speaking	C2900	
<b>B. BEHAVIORAL/SOCIAL SCIENCES</b>			<b>6 Semester Hours</b>
<i>Select courses from at least two disciplines:</i>			
ANT 101	Introduction to Anthropology	S1902	
ANT 102*	Introduction to Cultural Anthropology	S1901N	
ECO 101	Principles of Economics I	S3901	
ECO 102	Principles of Economics II	S3902	
GEG 105*	World Regional Geography	S4900N	
GEG 125*	Geography of the Eastern World	S4902N	
HIS 105	American History to 1865	S2900	
HIS 106	American History from 1865	S2901	
POL 201	United States National Government	S5900	
POL 202	State and Local Government	S5902	
PSY 101	Introduction to Psychology	S6900	
PSY 201	Social Psychology	S8900	
PSY 210	Child Growth and Development	S6903	
PSY 211	Adolescent Psychology	S6904	
PSY 215	Life Span: A Survey of Human Development	S6902	
SOC 100	Introduction to Sociology	S7900	
SOC 101	The Family	S7902	
SOC 102	Social Problems	S7901	
SOC 201*	Minority Group Relations	S7903D	

\* Students are strongly encouraged to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS (CONTINUED)		
<b>C. MATHEMATICS</b>		
MAT 102	General Education Mathematics	M1904
MAT 121	Mathematics for Elementary School Teachers II	M1903
MAT 124	Finite Mathematics	M1906
MAT 141	Statistics	M1902
MAT 181	Discrete Mathematics	M1905
MAT 201	Calculus I	M1900-1
MAT 202	Calculus II	M1900-2
MAT 203	Calculus III	M1900-3
MAT 224	Calculus for Business and Social Science	M1900-B
		<b>4 Semester Hours</b>
<b>D. SCIENCE</b> <i>(Must include one laboratory course).</i>		
<i>Choose one course from Life Sciences:</i>		
BIO 100	Introducing Biology	L1900
BIO 102	Introduction to Biology	L1900L
BIO 110	Biology: A Cellular Approach	L1900L
BIO 140	Introduction to Marine Ecology	L1905
BIO 150	Heredity and Society	L1906
BIO 160	Plants and Society	L1901
BIO 161	Plants and Society Laboratory	L1901L
BIO 202	Ecology of Man	L1905
<b>and</b>		
<i>Choose one course from Physical Sciences:</i>		
CHM 105	Inorganic Chemistry I	P1902L
GEG 101	Physical Geography	P1909
GEL 101	Physical Geology	P1907L
PHS 101	Astronomy	P1906
PHS 103	Physical Science I	P9900L
PHY 101	General Physics I	P1900L
		<b>7 Semester Hours</b>
<b>E. HUMANITIES</b>		
<i>Required course:</i>		
ART 127	Art History Survey III: The Modern World	F2902
<i>Choose at least one course from:</i>		
ENG 211	Introduction to Literature	H3900
ENG 215	American Literature I	H3914
ENG 216	American Literature II	H3915
ENG 218*	U.S. Latino/Hispanic Literature	H3910D
ENG 220	English Literature I	H3912
ENG 221	English Literature II	H3913
ENG 225	Introduction to Shakespeare	H3905
HIS 103	Early Western Civilization	H2901
HIS 104	Modern Western Civilization	H2902
HUM 150	Humanities Through the Arts	HF900
HUM 151	Humanities Through History, Philosophy and Literature	H9900
HUM 154*	Latin American Civilization and Culture	H2903N
PHI 125*	World Religions in Global Context	H5904N
PHI 126	Introduction to Ethics	H4904
PHI 180	Social Ethics	H4904
PHI 201	Philosophy	H4900
PHI 202	Introduction to Logic	H4906
SPN 202	Intermediate Spanish II	H1900
SPN 215	Spanish Conversation and Composition I	H1900
SPN 216	Spanish Conversation and Composition II	H1900
		<b>6 Semester Hours</b>
* Students are strongly encouraged to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (*).		



## ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS (CONTINUED)

**OTHER REQUIREMENTS**

- Complete 30 semester hours of major area requirements and elective courses distributed as follow:
  - **Major Area Required courses**
    - ART 101 Two-Dimensional Fundamentals
    - ART 102 Three-Dimensional Fundamentals
    - ART 103 Drawing I
    - ART 104 Drawing II
    - ART 125 Art History Survey I: Prehistoric to Gothic
    - ART 126 Art History Survey II: Renaissance and Baroque
    - ART 203 Figure Drawing I
  - **Elective Studio Art courses**

*Choose three studio art courses in consultation with an art department advisor.*

    - ART 105 Painting I
    - ART 111 Sculpture I
    - ART 113 Ceramics I
    - ART 115 Photography I
    - ART 116 Photography II
    - ART 205 Painting II
    - ART 211 Sculpture II
    - ART 213 Ceramics II
- All entering freshmen must earn at least a “C” in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (A.A., A.S., A.F.A.).
- Because completion of the Associate in Fine Arts in Art (A.F.A.) curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer. However, to meet the Illinois Articulation Initiative General Education Core Curriculum requirements, the student should take an additional social/behavioral science course.

# LIBERAL STUDIES PROGRAM

## ASSOCIATE IN LIBERAL STUDIES (A.L.S.)

The Liberal Studies Program, which leads to an Associate in Liberal Studies (A.L.S.) degree, is designed for students desiring up to two years of college courses for a specific purpose. This curriculum may include university transfer courses and career courses.

The curriculum stresses flexibility and is tailored to the individual needs of students. Each student develops a curriculum with the assistance of an advisor and completes the general education and graduation requirements listed under the Associate in Liberal Studies Degree Requirements. Depending on a student's curriculum, all or part of the course work may be accepted at a four-year college or university.

## ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue an individually-designed curriculum meeting their specific interests or needs. Students must meet the general education requirements listed below for the Associate in Liberal Studies (A.L.S.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability.

### GENERAL EDUCATION REQUIREMENTS (20 CREDITS)

#### A. COMMUNICATIONS

ENG 101	Rhetoric I
JRN 101	Beginning Reporting
SPE 101	Principles of Public Speaking

**3  
Semester  
Hours**

#### B. BEHAVIORAL/SOCIAL SCIENCES

ANT 101	Introduction to Anthropology
ANT 102	Introduction to Cultural Anthropology
ECO 101	Principles of Economics I
ECO 102	Principles of Economics II
GEG 105	World Regional Geography
GEG 110	Geography of North America
GEG 125	Geography of the Eastern World
HIS 105	American History to 1865
HIS 106	American History from 1865
HIS 140	American Popular Culture
HIS 190	War and Western Society
POL 201	United States National Government

**3  
Semester  
Hours**

*(Behavioral/Social Sciences continued on next page)*

**ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)**

<i>(Science and Mathematics continued)</i>		
POL 202	State and Local Government	
PSY 101	Introduction to Psychology	
PSY 201	Social Psychology	
PSY 202	Abnormal Psychology	
PSY 210	Child Growth and Development	
PSY 211	Adolescent Psychology	
PSY 215	Life Span: A Survey of Human Development	
SOC 100	Introduction to Sociology	
SOC 101	The Family	
SOC 102	Social Problems	
SOC 201	Minority Group Relations	
SOC 220	Introduction to Social Work	
SSC 103	Successful Study	
SSC 140	Women's Studies in Global Perspectives	
<b>C.SCIENCE AND MATHEMATICS</b>		
BIO 100	Introducing Biology	
BIO 102	Introduction to Biology	
BIO 103	Anatomy and Physiology I	
BIO 104	Anatomy and Physiology II	
BIO 106	Human Anatomy and Physiology for the Allied Health Professions	
BIO 110	Biology: A Cellular Approach	
BIO 111	Biology: A System Approach	
BIO 140	Introduction to Marine Ecology	
BIO 150	Heredity and Society	
BIO 160	Plants and Society	
BIO 161	Plants and Society Laboratory	
BIO 202	Ecology of Man	
BIO 212	Microbiology	
BIO 215	Principles of Heredity	
CHM 100	Fundamentals of Chemistry	
CHM 101	General Chemistry I	
CHM 102	General Chemistry II	
CHM 105	Inorganic Chemistry I	
CHM 106	Inorganic Chemistry II	
CHM 205	Organic Chemistry I	
CHM 206	Organic Chemistry II	
CPS 101	Information Technologies	
CPS 111	Business Computer Systems	
CPS 120	Object-Oriented Technology with C++	
CPS 122	Multimedia Applications	
CPS 200	C++ Programming for Engineers	
CPS 210	Programming in Visual Basic	
CPS 220	Fortran Programming	
GEG 101	Physical Geography	
GEL 101	Physical Geology	
MAT 102	General Education Mathematics	
		<b>4 Semester Hours</b>
<i>(Humanities continued on next page)</i>		

**ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)**

<i>(Humanities continued)</i>		
MAT 105	College Algebra	
MAT 110	College Trigonometry	
MAT 120	Mathematics for Elementary School Teachers I	
MAT 121	Mathematics for Elementary School Teachers II	
MAT 124	Finite Mathematics	
MAT 141	Statistics	
MAT 181	Discrete Mathematics	
MAT 201	Calculus I	
MAT 202	Calculus II	
MAT 203	Calculus III	
MAT 215	Differential Equations	
MAT 224	Calculus for Business and Social Science	
PHS 101	Astronomy	
PHS 103	Physical Science I	
PHY 101	General Physics I	
PHY 102	General Physics II	
PHY 105	Physics I	
PHY 205	Physics II	
PHY 206	Physics III	
<b>D. HUMANITIES</b>		
ART 101	Two-Dimensional Fundamentals	
ART 102	Three-Dimensional Fundamentals	
ART 103	Drawing I	
ART 104	Drawing II	
ART 105	Painting I	
ART 107	Watercolor	
ART 111	Sculpture I	
ART 113	Ceramics I	
ART 115	Photography I	
ART 116	Photography II	
ART 117	Photography III	
ART 120	Art Appreciation	
ART 125	Art History Survey I: Prehistoric to Gothic	
ART 126	Art History Survey II: Renaissance and Baroque	
ART 127	Art History Survey III: The Modern World	
ART 203	Figure Drawing I	
ART 204	Figure Drawing II	
ART 205	Painting II	
ART 211	Sculpture II	
ART 213	Ceramics II	
ART 217	Tribal Art	
ART 220	Latin American Traditions in Art	
ENG 211	Introduction to Literature	
ENG 215	American Literature I	
ENG 216	American Literature II	
ENG 218	U.S. Latino/Hispanic Literature	
ENG 220	English Literature I	
ENG 221	English Literature II	
HIS 103	Early Western Civilization	
HIS 104	Modern Western Civilization	
	<i>(Humanities continued on next page)</i>	
		<b>3 Semester Hours</b>

ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)

*(Humanities continued)*

HUM 150	Humanities Through the Arts
HUM 151	Humanities Through History, Philosophy and Literature
HUM 153	Survey of Film History
HUM 154	Latin American Civilization and Culture
MUS 100	Music Appreciation
MUS 101	History of Music: Pre-Twentieth Century
MUS 102	History of Music: Twentieth Century
MUS 103	Music of Multicultural America
MUS 104	History of Rock and Roll
MUS 105	Introduction to American Music
MUS 106	Trends in Modern American Music
MUS 107	Music in the Theater
MUS 108	World Music Survey
MUS 109	Music and the Films
MUS 110	Harmony I
MUS 111	Harmony II
MUS 115	Ear Training and Sight Singing I
MUS 116	Ear Training and Sight Singing II
MUS 121	College Choir
MUS 122	College Singers
MUS 123	Popular Music Ensemble
MUS 127	Community Chorus
MUS 128	Community Orchestra
MUS 129	Community Band
MUS 130	Private Applied Music Major
MUS 131	Private Applied Music Minor
MUS 160	Class Piano
MUS 210	Harmony III
MUS 211	Harmony IV
MUS 215	Ear Training and Sight Singing III
MUS 216	Ear Training and Sight Singing IV
PHI 125	World Religions in Global Context
PHI 126	Introduction to Ethics
PHI 180	Social Ethics
PHI 201	Philosophy
PHI 202	Introduction to Logic
SPE 115	Oral Interpretation
SPN 101	Elementary Spanish I
SPN 102	Elementary Spanish II
SPN 120	Occupational Spanish I
SPN 121	Occupational Spanish II
SPN 130	Spanish for Heritage Speakers
SPN 201	Intermediate Spanish I
SPN 202	Intermediate Spanish II
SPN 215	Spanish Conversation and Composition I
SPN 216	Spanish Conversation and Composition II
SPN 220	Culture and Civilization of Latin America
SPN 225	Spanish American Literature I
SPN 226	Spanish American Literature II
THR 107	Theatre Practice Seminar
THR 108	Theatre Experience
THR 110	Introduction to Theatre
THR 112	Theatre Practicum
THR 113	Summer Theatre Workshop

**ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)**

<p>THR 125 Fundamentals of Acting</p> <p><b>E. HEALTH, TECHNOLOGY AND COLLEGE READINESS</b></p> <p>CPS 101 Information Technologies</p> <p>CPS 111 Business Computer Systems</p> <p>CPS 120 Object-Oriented Technology with C++</p> <p>CPS 122 Multimedia Applications</p> <p>CPS 200 C++ Programming for Engineers</p> <p>CPS 210 Programming in Visual Basic</p> <p>CPS 220 Fortran Programming</p> <p>CSS 100 College Study Seminar</p> <p>PEC 101 Adaptive Physical Education</p> <p>PEC 131 Softball</p> <p>PEC 132 Volleyball</p> <p>PEC 133 Power Volleyball</p> <p>PEC 139 Golf</p> <p>PEC 140 Golf II (Advanced)</p> <p>PEC 155 Aerobic Exercise</p> <p>PEC 158 Basketball</p> <p>PEC 159 Advanced Basketball</p> <p>PEC 171 Physical Fitness</p> <p>PEC 172 Advanced Physical Fitness</p> <p>PEC 173 Weight Training</p> <p>PEC 174 Advanced Weight Training</p> <p>PEC 175 Circuit Training</p> <p>PEC 176 Advanced Circuit Training</p> <p>PEC 177 Weight Control and Exercise</p> <p>PEC 178 Soccer</p> <p>PEC 181 Jogging and Power Walking for Fitness</p> <p>PEC 183 Baseball</p> <p>PEC 184 Advanced Baseball</p> <p>PEC 185 Floor Hockey</p> <p>PEC 190 Sports Officiating</p> <p>PEH 101 Personal Community Health</p> <p>PEH 102 First Aid</p> <p>PEH 103 Nutrition</p> <p>PEH 104 Foundations of Health/Physical Fitness</p> <p>PEH 105 Wellness</p> <p>PEH 106 Drug and Alcohol Abuse</p>	<p><b>2</b> <b>Semester</b> <b>Hours</b></p>
<p><b>F. ADDITIONAL GENERAL EDUCATION ELECTIVES</b> Choose any courses listed above from sections A, B, C or D.</p>	<p><b>5</b> <b>Semester</b> <b>Hours</b></p>

**OTHER REQUIREMENTS**

- Complete the minimum required semester hours of electives. Students may receive a complete list of elective courses in the Academic Advising Center. Students should use a transfer guide when selecting electives as the transferability of courses is related to one's major and the transfer institution.

## COURSE DESCRIPTIONS

---

196	Course Numbering
196	Prerequisites
196	Course Offerings



# COURSE DESCRIPTIONS

---

## COURSE NUMBERING

Courses are listed in numerical order within each discipline. Courses numbered 010 to 099 represent noncredit courses or credit courses that generally do not lead to a degree. The 100 to 199 sequence normally represents first year or traditional freshman courses and the 200 to 299 sequence represents second year or traditional sophomore courses.

Course numbers do not imply that a course will be accepted for transfer to other institutions. Therefore, students are strongly advised to consult with an Academic Advisor regarding the transfer of courses and credits to other colleges and universities.

## PREREQUISITES

Prerequisites listed for specific courses should be followed closely to guarantee students qualify for subsequent courses and gain maximum benefit from instruction. Additional information regarding course prerequisites is available by visiting the Academic Advising Center or by calling (708) 656-8000, Ext. 2250.

## COURSE OFFERINGS

Morton College plans on offering the courses listed in the catalog. The College is not obligated, however, to offer those courses in any particular semester or if enrollment does not warrant it. Course content may vary depending on needs and abilities of students enrolled.

### ANTHROPOLOGY

**ANT 101      INTRODUCTION TO ANTHROPOLOGY      3 CREDITS**  
**(IAI: S1 902)**

This course introduces the study of the origins of man. It explores prehistory as reflected in archaeology and human evolution as reflected in paleontology. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**ANT 102      INTRODUCTION TO CULTURAL ANTHROPOLOGY      3 CREDITS**  
**(IAI: S1 901N)**

This course examines the principles and techniques used in the comparative study of culture. It focuses on social organization, technology, economics, religion, marriage and law as manifested in various societies and peoples. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.



**ART****ART 101 TWO-DIMENSIONAL FUNDAMENTALS 3 CREDITS**

Students explore the foundations of two-dimensional art in making experimental, abstract compositions on flat surfaces with a range of materials. Through the formal elements of design — line, value, color, texture and shape — they develop their perceptive powers rather than produce finished works of art. The student translates observations into innovative conceptual patterns. Studio six hours per week.

**ART 102 THREE-DIMENSIONAL FUNDAMENTALS 3 CREDITS**

Students explore the foundations of three-dimensional art by producing experimental constructions with a range of materials. They discover the problems of working in space, joining materials and using color, texture, value, line, mass, proportion and material. Studio six hours per week.

**ART 103 DRAWING I 3 CREDITS**

This course introduces drawing, emphasizing object representation and individual expression. Students learn about line, value and spatial illusion through course and sketchbook assignments. Media include charcoal, graphite sticks, pen and ink, marker and pencil. Studio six hours per week.

**ART 104 DRAWING II 3 CREDITS**

This course emphasizes composition and the interaction of design, image and content in representing and interpreting the subject. Students work with color through pastels, colored drawing inks, watercolor washes and colored pencils. Studio six hours per week. *Prerequisite: ART 103.*

**ART 105 PAINTING I 3 CREDITS**

Students explore a variety of subject matter to learn about basic painting techniques. They study color mechanics and become competent either in acrylic or oil paints. Experimentation is encouraged. Studio six hours per week.

*Prerequisite: ART 101 or ART 103 or approval of instructor.*

**ART 107 WATERCOLOR 3 CREDITS**

Students explore the aqueous medium of painting with representational and nonrepresentational subject matter. They study basic watercolor materials and techniques, flat and graded washes, dry brush and wet on wet and experiment with special effects and media. Studio six hours per week. *Prerequisite: ART 101 or ART 103.*

**ART 111 SCULPTURE I 3 CREDITS**

This course introduces the basic construction techniques of sculpture, examining assemblage and additive and subtractive processes. Studio six hours per week.

*Prerequisite: ART 102.*

## 2012-2013 CATALOG

---

**ART 113 CERAMICS I 3 CREDITS**

Students learn the basics of using clay in making both functional vessel forms and nonfunctional sculptural forms. They focus on basic hand-building methods including pinch pot, coil and slab and some wheel throwing. Studio six hours per week. *Prerequisite: ART 102.*

**ART 115 PHOTOGRAPHY I 3 CREDITS**

This course is an introduction to photography as an artistic medium. Students study camera and darkroom techniques, film developing, contact printing, enlarging, beginning Adobe Photoshop software and a variety of photographic equipment. Perceptual and aesthetic development is emphasized. Studio six hours per week.

**ART 116 PHOTOGRAPHY II 3 CREDITS**

This course explores advanced technical and interpretive problems of black and white photography with a view to developing control of the medium needed for maximum quality. Lighting techniques and view camera equipment are studied. Students also explore Adobe Photoshop software and use scanners to integrate and manipulate images. Studio six hours per week. *Prerequisite: ART 115.*

**ART 117 PHOTOGRAPHY III 3 CREDITS**

This course explores color photography as a separate medium with its distinct interpretive, aesthetic and procedural requirements. Students study Adobe Photoshop software, use scanners to integrate and manipulate images and explore four-color separations to produce full-color offset printed pieces. Emphasis is on the creative/technical use of computer software. *Prerequisite: ART 115.*

**ART 120 ART APPRECIATION 3 CREDITS**  
**(IAI: F2 900)**

This course is an introductory study of the visual arts. An emphasis is on developing an understanding and appreciation of works of art. The purposes of art will be discussed through a study of various art movements and styles, vocabulary, media and aesthetic concepts. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**ART 125 ART HISTORY SURVEY I 3 CREDITS**  
**PREHISTORIC TO GOTHIC**  
**(IAI: F2 901)**

This course surveys art and architecture from prehistoric times through the Gothic period. Students study artifacts and monuments of many different cultures, including Egypt, Africa, North American Indian, Pre-Columbian Mexico, Greece, Rome, Early Christian, Middle East, Gothic, India, China and Japan. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## COURSE DESCRIPTIONS

---

**ART 126      ART HISTORY SURVEY II      3 CREDITS**  
**RENAISSANCE AND BAROQUE**  
**(IAI: F2 902)**

This course surveys the art and architecture of the Renaissance and Baroque periods in Western Europe. It presents master artists, including Leonardo da Vinci, Michelangelo, Raphael, Van Eyck, Bernini, Durer, Rubens, Rembrandt and Velazquez amidst the cultural background of Italy, France, Spain, the Netherlands and Germany. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**ART 127      ART HISTORY SURVEY III      3 CREDITS**  
**THE MODERN WORLD**  
**(IAI: F2 902)**

This course surveys art and architecture from the 19th Century to the present. It presents the movements and styles of modern art in Europe and the United States, including Monet and Impressionism, Picasso and Cubism, Surrealism, Mexican Muralists, Warhol and Pop Art, photography and 20th Century architecture. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**ART 203      FIGURE DRAWING I      3 CREDITS**

Students study the human figure through drawing problems in line, gesture and value. They relate basic anatomical drawings of the skeletal and muscle structure to a live model. They use a variety of drawing media and techniques to interpret the live model in action and still poses. Studio six hours per week. *Prerequisite: ART 103.*

**ART 204      FIGURE DRAWING II      3 CREDITS**

Students further study the human figure using a variety of dry and aqueous media. Art history is used to develop ideas for exploring realistic and expressive interpretations of the figure. Ink washes, pastels and acrylic paint are some of the media used. The course stresses individual problems, composition and abstraction. Studio six hours per week. *Prerequisite: ART 203.*

**ART 205      PAINTING II      3 CREDITS**

Students study advanced painting problems and develop personal interests, whether abstract or realistic. They focus on special problems in visual communication and making aesthetic statements. They can also experiment with materials and subject matter and develop themes. Studio six hours per week. *Prerequisite: ART 105.*

**ART 211      SCULPTURE II      3 CREDITS**

Students explore advanced problems in sculpture while developing personal three-dimensional statements, covering basic sculpture techniques, casting and welding. They concentrate on refining their technical skills. Studio six hours per week. *Prerequisite: ART 111.*

## 2012-2013 CATALOG

---

**ART 213 CERAMICS II 3 CREDITS**

Students experiment with clay forms, including hand-building and wheel-thrown methods. The course emphasizes achieving a high level of design and surface embellishment with special glaze techniques. Studio six hours per week. *Prerequisite: ART 113.*

**ART 217 TRIBAL ART 3 CREDITS**  
**(IAI: F2 903N)**

This course is an introductory survey of Tribal Art forms from the cultures of Oceania, Africa and the Americas before contact with western man. Painting, sculpture, architecture and utilitarian objects are viewed, discussed and analyzed according to the function they were created for by the various cultures. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**ART 220 LATIN AMERICAN TRADITIONS IN ART 3 CREDITS**  
**(IAI: F2 906D)**

Students will survey various Latin American cultures and explore their contributions to the visual arts. Clay sculpture, painting, architecture and folk art are explored in this survey course with particular interest in how these art forms helped define the Latin American cultural identity. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## AUTOMOTIVE TECHNOLOGY

**ATM 101 AUTOMOTIVE ENGINE DESIGN 5 CREDITS**

This course thoroughly examines the internal combustion engine. Lab work parallels lectures which cover disassembly, parts identification, inspecting, measuring, assembling procedures, manual usage and shop safety. Students should take this course during the first semester of the Automotive Technology curriculum as a foundation for future course work. Lecture three hours, laboratory six hours per week.

**ATM 102 FUEL SYSTEMS AND EMISSION CONTROLS 3 CREDITS**

Students study the principles and operation of the fuel systems and emission controls of an internal combustion engine. They learn to operate different kinds of testing equipment and analyze various fuel systems. Lecture two hours, laboratory three hours per week.

**ATM 104 AUTOMOTIVE BRAKES 3 CREDITS**

The course covers the fundamentals of brake systems, emphasizing diagnostic procedures in servicing and maintaining components. Lecture two hours, laboratory three hours per week.

## COURSE DESCRIPTIONS

---

**ATM 105      AUTOMATIC TRANSMISSIONS      4 CREDITS**

Through lectures and lab work, the student learns the construction of automatic transmissions and the fundamentals of hydraulics, torque converters, planetary gear variations and oil circuitry. The focus is on developing skill in diagnosing transmission problems in popular models. Lecture two hours, laboratory six hours per week.

**ATM 115      INTRO TO ELECTRIC & HYBRID ELECTRIC VEHICLES      2 CREDITS**

This course focuses on the operation of Electric and Hybrid electric vehicles that are currently used in transportation vehicles. AC and DC electric motors, batteries, electrical safety and hybrid systems are emphasized. The theories of electric and hybrid electric operation and vehicle service procedures are covered. Lecture two hours.

**ATM 120      BASIC VEHICLE MECHANICS I      3 CREDITS**

This course is an introduction to the elements of servicing domestic and imported vehicles. Preventative maintenance, use and care of tools and equipment, basic shop procedures, safety practices and customer relations will be covered. Designed for the person wanting to maintain their vehicle or purchase a used vehicle. Lecture two hours, laboratory three hours per week. *Prerequisite: English and Math placement testing required.*

**ATM 122      AUTOMOTIVE AIR CONDITIONING      3 CREDITS**

This course covers operation, diagnostic techniques and service procedures of automotive air conditioning. Students service a variety of vehicle makes and models in the lab. Lecture two hours, laboratory three hours per week.

**ATM 130      COMPRESSED NATURAL GAS CONVERSION      4 CREDITS**

This course will introduce the student to compressed natural gas powered vehicles. Through lecture and lab activities the student will learn the regulations, procedures, and maintenance items required for a compressed natural gas vehicle conversion. Lecture two hours, laboratory six hours per week. Previous knowledge or work experience related to fuel systems recommended.

**ATM 131      COMPRESSED NATURAL GAS —  
ADVANCED DIAGNOSIS      3 CREDITS**

This course will cover the knowledge and skills needed to properly diagnose and repair compressed natural gas powered vehicles. Engine analysis, scanners and personal computers will be used. Lecture two hours, laboratory three hours per week. *Prerequisite: ATM 130 required.*

**ATM 140      INTRODUCTION TO ALTERNATIVE FUELS      2 CREDITS**

This course focuses on the alternative fuels currently recognized and available for vehicle use. Each fuel is studied for its exhaust emissions, cost, availability and practical use in transportation vehicles. The theory of operation, safety issues and maintenance of alternative fueled and hybrid vehicles is covered. Lecture two hours.

## 2012-2013 CATALOG

---

### **ATM 201      MANUAL TRANSMISSIONS AND TRANSAXLES      3 CREDITS**

This course covers the design and principles of operation of manual transmissions, transaxles and drive trains. Servicing procedures for clutch assembly, transmissions, transaxles, drive trains and differential assembly will be covered. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 120.*

### **ATM 202      AUTOMOTIVE ELECTRICAL SYSTEMS      4 CREDITS**

Through lecture and lab, students learn the theory of operation, diagnosis and testing procedures on conventional automotive electrical systems. Lecture two hours, lab six hours per week. *Prerequisite: Completion of ATM 120.*

### **ATM 203      ENGINE PERFORMANCE      5 CREDITS**

This course provides experience in diagnosing and repairing fuel, ignition and electrical systems; and engine malfunctions. Students use modern test equipment to diagnose malfunctions and learn efficient repair procedures. Lecture three hours, laboratory six hours per week. *Prerequisite: Completion of ATM 102, ATM 120 and ATM 202.*

### **ATM 204      ADVANCED ELECTRICAL SYSTEMS & ACCESSORIES      3 CREDITS**

This course focuses on the electrical system accessories and communication networks currently being used on automobiles. Students will use a variety of diagnostic equipment to diagnose and repair electrical system problems such as open and short circuits, blown fuses and frayed wiring. These systems include: passive restraint, keyless entry, power doors, power seats, remote start and antitheft. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 120 and ATM 202.*

### **ATM 205      MOBILE ELECTRONICS INSTALLATION I      3 CREDITS**

This course provides the skills needed for Automotive Mobile Electronics installers. Students will learn the techniques required to assemble electrical circuits, measure the electrical systems performance and install an aftermarket mobile audio system. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 202.*

### **ATM 206      STEERING AND SUSPENSION      3 CREDITS**

This course covers the fundamentals of steering geometry, front-end alignment and suspension systems emphasizing diagnostic procedures, servicing and maintaining components. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 120.*

### **ATM 207      MOBILE ELECTRONICS II      3 CREDITS**

This course builds on the knowledge and skills learned in ATM 205. Students will install, test and troubleshoot advanced audio systems, security systems, rear video displays and remote start systems. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 205.*

---

## COURSE DESCRIPTIONS

---

**ATM 208      AUTOMOTIVE COMPUTER SYSTEMS      3 CREDITS**

This course covers the computer systems used in today's vehicles that control many sub-systems and their components. These include engine control, brake, suspension, emission control, air bag, transmission and air-conditioning systems. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 120.*

**ATM 220      AUTOMOTIVE SERVICE I      3 CREDITS**

Students diagnose and repair automobiles using knowledge acquired from other automotive courses. The focus is on job responsibilities and good work habits. Laboratory nine hours per week. *Prerequisite: Completion of ATM 101, ATM 104 and ATM 120. Student must also be concurrently enrolled in at least one of the following: ATM 201, ATM 202 or ATM 208.*

**ATM 221      AUTOMOTIVE SERVICE II      3 CREDITS**

Students diagnose and repair automobiles using knowledge acquired from other automotive courses. The focus is on job responsibilities and good work habits. Laboratory nine hours per week. *Prerequisite: Completion of ATM 102, ATM 105, ATM 122 and ATM 220. Student must also be concurrently enrolled in at least one of the following: ATM 203 or ATM 206.*

**ATM 222      A.S.E. CERTIFICATION TEST REVIEW      1.5 CREDITS**

This course reviews the information required for the Automotive Service Excellence (A.S.E.) Certification exams. It highlights test-taking techniques and practice exams. Lecture 1.5 hours per week.

**ATM 230      ELECTRIC VEHICLE CONVERSION      3 CREDITS**

This course will focus on a typical vehicle conversion from an internal combustion engine to battery electric power. The knowledge and skills required to perform a conversion will be covered. Electrical safety, vehicle selection, motor and component sizing and installation will be performed on a vehicle. Students will work in a group to develop a budget, manage the project and determine specific goals for the use of the vehicle. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 209.*

**ATM 253      SUCCESSFUL CAREER STRATEGIES      2 CREDITS**

Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

## 2012-2013 CATALOG

---

### **ATM 299 SPECIAL TOPICS IN AUTOMOTIVE 1 TO 5 CREDITS**

Course covers different current topics in Automotive. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

### **ATM 804 DIESEL ENGINE 1 CREDIT**

This course is designed to give the technician a fundamental understanding of diesel engine systems. Diesel technology expanded to include medium and light-duty vehicles, requiring technicians to become proficient in the repair and maintenance of these vehicles. This course is designed to meet the growing diesel engine repair and maintenance demand that is being placed on technicians. It will include basic principles, system identification, troubleshooting, diagnostics and repair of components. This will be accomplished through lecture, demonstration and discussion. Lecture one hour per week.

### **ATM 805 COMPRESSED NATURAL GAS CYLINDER INSPECTION 1 CREDIT**

This course will cover the knowledge and skills required to safely identify, handle and inspect Compressed Natural Gas cylinders. Through lecture, demonstration and lab practice, students will learn proper installation and removal of cylinders, venting procedures and the procedure required for proper inspection. After successful completion, students will be certified inspectors through CSA International. Lecture one hour per week.

### **ATM 806 COMPRESSED NATURAL GAS VEHICLE SYSTEMS 2 CREDITS**

This course will cover the knowledge and skills required to make proper diagnosis and repairs to Natural Gas powered vehicles. Through lecture and demonstration, students learn the system operation, components function and the testing procedures for specific vehicle systems. Lecture two hours per week.

### **ATM 807 LIQUEFIED PETROLEUM GAS VEHICLE SYSTEMS 2 CREDITS**

This course will cover the knowledge and skills required to make proper diagnosis and repairs to Liquefied Petroleum powered vehicles. Through lecture and demonstration, students learn the system operation, components function and testing procedures for specific vehicle systems. Lecture two hours per week.

### **ATM 808 E-85 VEHICLE SYSTEMS 1 CREDIT**

This course will cover the knowledge and skills required to make proper diagnosis and repairs to vehicles powered by E-85 systems. Through lecture, demonstration and lab practice, students learn the system operation, components function and testing procedures for specific vehicle systems. Course topics will cover technical, emissions and safety aspects of E-85 systems. Lecture one hour per week.



---

## COURSE DESCRIPTIONS

---

**ATM 809      ENHANCED EMISSIONS      2 CREDITS**

Through lecture and lab activities, students learn advanced procedures to improve their success in repairing IM240 and OBD failures. Emphasis is placed on diagnosis and repair of OBD I, OBD II, Fuel Control, Drivability and Exhaust Emissions. This course is recognized by the Illinois EPA. Lecture one hour, lab two hours per week.

## BIOLOGY

**BIO 100      INTRODUCING BIOLOGY      3 CREDITS**  
**(IAI: L1 900)**

Introducing Biology is a science course offered for non-science majors. This course introduces students to the organization of organisms from the molecular level to cells, tissues, and organ systems. The role of genetics in cellular life and evolution is explored, as well as the structure and function of plants, communities, biomes and ecology. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Life Science package.

**BIO 102      INTRODUCTION TO BIOLOGY      4 CREDITS**  
**(IAI: L1 900L)**

This one-semester introductory course for non-science majors fulfills a science requirement in general education. It presents a well-balanced coverage of cell biology, reproduction, genetics, growth and development, evolution and ecology. Lecture three hours, laboratory three hours per week. This course applies to the IAI General Education Core Curriculum Life Science package.

**BIO 103      ANATOMY AND PHYSIOLOGY I      4 CREDITS**

Students study the structure and function of the human body. Human cadavers and other mammalian materials are used. Major topics are cellular structure and function, basic chemistry, genetics, embryological development, integumentary, skeletal, muscular and reproductive systems and blood. Lecture three hours, laboratory three hours per week. *Prerequisite: Suggest BIO 102, CHM 100 or high school biology with lab within last five years.*

**BIO 104      ANATOMY AND PHYSIOLOGY II      4 CREDITS**

A continuation of BIO 103, topics include study of circulatory, urinary, respiratory, digestive, nervous and endocrine systems. Human and other mammalian materials are used. Lecture three hours, laboratory three hours per week. *Prerequisite: BIO 103.*

**BIO 105      ANATOMY FOR THE HEALTH OCCUPATIONS      2 CREDITS**

This course continues BIO 103 and is designed especially for LPN students. Students study the structure and function of the human body with emphasis on the circulatory, urinary, respiratory, digestive, nervous and endocrine systems. Lecture 1.5 hours, laboratory 1.5 hours per week. *Prerequisite: BIO 103.*

## 2012-2013 CATALOG

---

**BIO 106      ANATOMY AND PHYSIOLOGY  
FOR THE ALLIED HEALTH PROFESSIONS                      3 CREDITS**

This course is an overview of fundamental principles in chemistry and cell biology. It continues with a systemic approach of anatomy and physiology. All major systems are covered, including muscular, skeletal, cardiovascular, and nervous systems. This course is not recommended for student entering nursing, physical therapy assistant, or massage therapy programs. Lecture three hours per week.

**BIO 110      BIOLOGY: A CELLULAR APPROACH                      5 CREDITS  
(IAI: BIO 910, L1 900L)**

This introductory course is for both majors and nonmajors in the life sciences. The course covers the major developments and generalizations of biology, with emphasis on the origin of life, cellular organization and function, cellular energy transformation, Mendelian and molecular genetics, general and human reproduction and embryology and evolution. Lecture four hours, laboratory three hours per week. (1) This course applies to the IAI General Education Core Curriculum Life Science package. (2) This course applies to one or more IAI majors. See an Academic Advisor for details.

**BIO 111      BIOLOGY: A SYSTEMS APPROACH                      5 CREDITS  
(IAI: BIO 910)**

The study of the basic biological generalizations covering plant and animal structure, function, diversity, behavior, ecology and evolution, and emphasizes organisms and populations. Lecture four hours, laboratory three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**BIO 140      INTRODUCTION TO MARINE ECOLOGY                      3 CREDITS  
(IAI: L1 905)**

This course will introduce students to the ecology of ocean environments. Topics to be presented in this course will include the physico-chemical, biological, geographical, geological, ecological, and environmental features of marine habitats and ecosystems. Consideration will also be given to the impact of human activity on our oceans ecosystems and the role we play as stewards of our planet's oceans.

**BIO 150      HEREDITY AND SOCIETY                      3 CREDITS  
(IAI: L1 906)**

Heredity and Society is an introductory course for majors and non-science majors. The course is an introduction to basic genetic principles and contemporary issues in biotechnology. This course will allow students to have a better understanding of new foods, medicines, and technologies that have evolved due to modern genetics. This course applies to the IAI General Education Core Curriculum Life Science package.



## 2012-2013 CATALOG

---

**BUS 102      MANAGERIAL ACCOUNTING      3 CREDITS**

Managerial accounting concepts, with emphasis on the use of accounting information for managerial planning, control, and decision-making. Corporate financial reporting, international accounting, job order and process cost accounting, cost-volume-profit analysis, budgeting, flexible budgets, standard costs, capital budgeting and managerial decisions are studied. Lecture three hours per week.

*Prerequisite: BUS 101.*

**BUS 106      PRINCIPLES OF FINANCE      3 CREDITS**

Students study the major areas of finance, including corporate finance, monetary and fiscal policy, money and capital markets. They learn about the financial mechanism in the economy and the roles played by private corporations, the federal reserve system and the public. Also discussed are the principles of finance and the role of finance as a social science. Lecture three hours per week. *Prerequisite: BUS 101.*

**BUS 107      PRINCIPLES OF MARKETING      3 CREDITS**

Offers a systematic approach to pricing, promoting and distributing goods and services to current and potential customers. The student learns to identify and describe basic marketing methods, institutions and practices. Lecture three hours per week.

*Prerequisite: BUS 111.*

**BUS 110      PERSONAL FINANCE      3 CREDITS**

Planning, controlling, directing financial goals, preparing financial statements, comparing insurance, budgeting, investing, tax planning, retirement planning, estate transfer and purchasing or renting housing. Lecture three hours per week.

**BUS 111      INTRODUCTION TO BUSINESS      3 CREDITS**

Students learn the phases of American business: common and special forms of business ownership, marketing (wholesaling, retailing, advertising, sales promotion, market research, international trade), manufacturing (physical facilities, procurement of materials, inventory and production control), business financing; personnel relationships, transportation, statistics, taxation, government and business. Recommended ENG 084 or permission of instructor. Lecture three hours per week.

**BUS 117      SALES MANAGEMENT      3 CREDITS**

Theory and practice of salesmanship, including the sale of retail consumables, retail services, industrial capital equipment, industrial services, sales techniques for prospecting and servicing accounts and sales management. Lecture three hours per week. *Prerequisite: BUS 111.*

## COURSE DESCRIPTIONS

---

**BUS 127 BUSINESS MATHEMATICS 3 CREDITS**  
Students learn about arithmetical relationships and processes, develop fundamental mathematical skills and the ability to apply these skills to mathematical businesses problems. The course deals with business administration subjects, using practical problems from accounting, banking, finance, insurance, investments, marketing, retailing and other business areas. Completion of MAT 090 or placement in higher level is recommended. Lecture three hours per week.

**BUS 130 ACCOUNTING WITH QUICKBOOKS I 1 CREDIT**  
The purpose of this course is to familiarize students with QuickBooks software for daily accounting functions and expand student understanding of computerized accounting applications. Course topics include setting up company files, entering payables, writing checks, entering sales, preparing internal reports, and creating financial statements. Lecture one hour per week. *Prerequisite: BUS 101.*

**BUS 132 ACCOUNTING WITH QUICKBOOKS II 1 CREDIT**  
This course provides intermediate applications of QuickBooks accounting software. Course topics include inventory, budgets, account reconciliation, time tracking, customizing reports, and importing/exporting files. Students should possess prior QuickBooks experience with payables, receivables and financial statements. Lecture one hour per week. *Prerequisite: BUS 130.*

**BUS 201 COST ACCOUNTING 3 CREDITS**  
An in-depth study of the basic principles and procedures of cost accounting and the uses of accumulated data for cost control. Students study job order, process and standard costing, used in manufacturing control, management planning and decision making. Lecture three hours per week. *Prerequisite: BUS 102.*

**BUS 202 INTERMEDIATE ACCOUNTING I 3 CREDITS**  
Emphasizes the accounting process, financial statements, receivables, inventories, liabilities, investments and capital and intangible assets. Lecture three hours per week. *Prerequisite: BUS 101.*

**BUS 203 INTERMEDIATE ACCOUNTING II 3 CREDITS**  
Accents long-term investments, stock and bond transactions, income tax, leases and pension costs, retained earnings, accounting changes and correction of errors and the analysis of various financial statements. Lecture three hours per week. *Prerequisite: BUS 202.*

**BUS 207 ADVERTISING 3 CREDITS**  
An overview of advertising, emphasizing the foundations of a successful advertising campaign. Discussed are all kinds of sales promotion and media, including radio, TV, newspapers, magazines, direct mail and outdoor. Lecture three hours per week.

## 2012-2013 CATALOG

---

### **BUS 208 PRINCIPLES OF MANAGEMENT 3 CREDITS**

Covers the essentials of successful management and encompasses problems in planning, decision-making, control, structure, delegation, leadership, labor relations, motivation and interpersonal relations. Students learn concepts by applying them to practical case studies. Lecture three hours per week.

*Prerequisite: BUS 111.*

### **BUS 230 BUSINESS LAW AND CONTRACTS 3 CREDITS**

The course is a topical overview of the basic principles of law. Students will be introduced to the origins of American law and the forces that are altering our legal system. Emphasis will be placed on those areas that affect businesses of all sizes and forms including crimes, torts, contracts, discharge of contracts, breaches and remedies for breaches. Time permitting, an overview of employment will be covered.

### **BUS 231 BUSINESS LAW AND COMMERCIAL TRANSACTIONS 3 CREDITS**

Discusses commercial paper, sales, government regulation of business, secured transactions and real property. Lecture three hours per week.

### **BUS 253 SUCCESSFUL CAREER STRATEGIES 2 CREDITS**

Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

### **BUS 299 SPECIAL TOPICS IN BUSINESS 1 TO 5 CREDITS**

Course covers different current topics in Business. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## COMPUTER AIDED DESIGN

### **CAD 100 AUTOCAD FUNDAMENTALS 3 CREDITS**

Basic commands of AutoCAD software are taught in an easy-to-learn systematic approach. Students learn how to operate an industrial-grade CAD work station and gain familiarity with AutoCAD software. Lecture two hours, laboratory three hours per week.

### **CAD 101 FUNDAMENTALS OF DRAFTING 3 CREDITS**

Covers the use of AutoCAD software for learning basic drafting principles. Provides the student foundation for world-wide industrial graphical communication. Topics include orthographic projection, sketching, geometric construction, auxiliary views, sectioning, screw threads, isometric projection, introduction to 3D modeling and preparation of industrial working drawings. Lecture two hours, laboratory three hours per week.

## COURSE DESCRIPTIONS

---

### **CAD 102      DESCRIPTIVE GEOMETRY      3 CREDITS**

Covers the use of AutoCAD software for learning the techniques used by engineers in graphical problem solving. Topics include points in space, lines in space, true lengths of lines, true size of angles, true size of planes, bearing, slope, strike, dip, areas and volumes. Lecture two hours, laboratory three hours per week.

**NOTE: CAD 102 is equivalent to EGR 110**

### **CAD 103      SHEET METAL AND WELDMENTS      3 CREDITS**

Covers the use of AutoCAD software for sheet metal layout. Topics include true lengths of lines, true size of planes, HVAC duct design, template development of intersecting pipes, packaging design, sheet metal chassis design and transitional connecting parts. Cardboard models are constructed of actual industrial sheet metal parts. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 104      ASSEMBLY DRAWINGS      3 CREDITS**

Covers the use of AutoCAD software for preparation and analysis of assembly drawings. Topics include layout drawings, assembly drawings, weldments, dimensioning for interchangeable assembly, datum dimensioning, geometric and positional tolerancing, selecting and computing tolerances, classes of fits, methods of inspection and use of ANSI Standards. Lecture two hours, laboratory three hours per week.

*Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

**NOTE: CAD 104 is equivalent to EGR 111**

### **CAD 107      20/20 KITCHEN DESIGN      3 CREDITS**

This course introduces the use of 20/20 CAD software for kitchen design, layouts, elevations, perspectives, billing of materials and pricing. Students will acquire familiarity with cabinet styles, quality construction and modification options. This course covers wood species, door styles, and finish options. Other topics include Appliance selection, counter top specifications, material options, applications, edge finishes and textures. Lecture two hours, laboratory three hours per week.

**NOTE: Previous experience with CAD is helpful but not required.**

### **CAD 130      ARCHITECTURAL RESIDENTIAL DESIGN      3 CREDITS**

Uses AutoCAD software for the preparation of drawings needed for the design and construction of a residential home. Topics include site plans, floor plans, foundations, wall sections, construction details, HVAC, kitchen design, plumbing, lighting, roof plans, material specifications, exterior elevations and using standard architectural libraries. Lecture two hours, laboratory three hours per week.

*Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 203      ELECTRONICS DRAFTING      3 CREDITS**

Covers the use of AutoCAD software for preparation of drawings used by electrical engineers, such as block diagrams, chassis design, wiring diagrams, schematic diagrams and printed circuit board design. Emphasis on creation of PCB artwork using standard libraries. Lecture two hours, laboratory three hours per week.

*Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

## 2012-2013 CATALOG

---

### **CAD 205      MECHANICAL DESIGN      3 CREDITS**

Covers the use of AutoCAD software for graphical analysis of mechanical components. Topics include developing a movie file of a mechanism that displays how it operates, kinematic analysis of various linkages and mechanisms, creation of accurate CAD drawings of these components and graphical solution to design problems traditionally solved by using mathematics. Lecture two hours, laboratory three hours per week.

*Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 215      3D MODELING      3 CREDITS**

Covers the use of AutoCAD software for creating 3D models of various mechanical parts and assemblies. Topics include wireframe models, surface models, solid models, solid primitives, solid editing, rendering and mass calculations. Course provides foundation for further work in 3D animation as well as modeling for engineering prototype testing and evaluation. Lecture two hours, laboratory three hours per week.

*Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 220      AUTODESK INVENTOR      3 CREDITS**

This course introduces the use of Autodesk Inventor software for the design, solution and enhancement of design projects traditionally designed with 3-D CAD. It incorporates the use of 3D parametric technology. This course develops the abilities of the student to work with parametric modeling techniques. Lecture two hours, laboratory three hours per week.

*Prerequisite: CAD 100 and CAD 215, or permission of instructor.*

### **CAD 225      INDUSTRIAL APPLICATIONS      3 CREDITS**

Covers the use of AutoCAD software to examine practices and economies of modern industrial CAD departments. Students receive opportunities for advanced problem solving and are encouraged to use their own judgment and initiative in the solution of these problems. All completed work should be done on a professional basis. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 100 and CAD 101, or permission of instructor.*

### **CAD 235      ARCHITECTURAL COMMERCIAL DESIGN      3 CREDITS**

Uses AutoCAD software for the creation of drawings needed for the design and construction of multiple-unit buildings. Topics include site plans, multiple condo units, individual condo units, structural details, section drawings, dimensioned drawings, commercial building design, space flow, structural details, external references, sections, electrical, water and sewer utility lines, HVAC, and lighting and ventilation schedules. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 230.*

### **CAD 240      PLANT LAYOUT      3 CREDITS**

Uses AutoCAD software for the creation of drawings needed for the design of an industrial plant. Topics include plant design, office design, placement of equipment, roof penetrations, conveyor routing, product flow, electric lines, water lines, air lines, HVAC, use of datum points, routing of mechanicals and producing mechanical drawings. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 235.*



## COURSE DESCRIPTIONS

---

**CAD 241      AUTOCAD PRODUCTIVITY      3 CREDITS**  
Advanced AutoCAD techniques are taught with a focus on productivity and time management. Students learn how to analyze an assignment, determine an efficient course of action and work quickly and accurately to meet deadlines. Lecture two hours, laboratory three hours per week.  
*Prerequisite: CAD 102 or CAD 104 or permission of the instructor.*

**CAD 253      SUCCESSFUL CAREER STRATEGIES      2 CREDITS**  
Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

**CAD 299      SPECIAL TOPICS IN  
COMPUTER ASSISTED DESIGN      1 TO 5 CREDITS**  
Course covers different current topics in Computer Assisted Design. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## CHEMISTRY

**CHM 100      FUNDAMENTALS OF CHEMISTRY      4 CREDITS**  
This laboratory course in general chemistry covers the fundamental concepts of physical, inorganic, organic and biochemistry. It is not a prerequisite for any other chemistry course and may be used to fulfill the chemistry requirement for health occupations programs. Lecture three hours, laboratory three hours per week.

**CHM 101      GENERAL CHEMISTRY I      4 CREDITS**  
The course covers the fundamental principles, laws and theories of chemistry and non-metals. Nonmetal study is supplemented by laboratory experiments. Lecture three hours, laboratory three hours per week. *Prerequisite: One unit of high school algebra.*

**CHM 102      GENERAL CHEMISTRY II      4 CREDITS**  
A continuation of CHM 101, this course deals with the chemistry of metals and chemical equilibrium and organic and nuclear chemistry. It discusses environmental problems in modern society. Lecture three hours, laboratory three hours per week.  
*Prerequisite: CHM 101.*

## 2012-2013 CATALOG

---

**CHM 105      INORGANIC CHEMISTRY I      5 CREDITS**  
**(IAI: P1 902L)**

Beginning course is for students majoring in chemical engineering or science intending to transfer to a four-year college requiring 10 hours of chemistry. Fundamental principles of chemistry are reviewed, with emphasis on ionization, structure of matter, valence and oxidation state. Lecture four hours, laboratory three hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package. *Prerequisite: Engineering students: MAT 105 and one year of high school chemistry. Liberal arts students: MAT 105.*

**CHM 106      INORGANIC CHEMISTRY II      5 CREDITS**

A continuation of CHM 105, this course emphasizes solution chemistry, including acids and bases. It investigates rates and mechanisms of various equilibria in lectures and the laboratory. Also considered are complexions, colloids and nuclear chemistry. Students are presented with an overview of classical qualitative analysis with some fundamentals of instrumental analysis through laboratory experiences. Lecture four hours, laboratory three hours per week. *Prerequisite: CHM 105.*

**CHM 205      ORGANIC CHEMISTRY I      5 CREDITS**

Nomenclature, reactions, preparations and reaction mechanisms of the more familiar families of carbon compounds. The course focuses on the hydrocarbons, including aromatics and alkyl halides. Also studied are the stereochemistry and spectroscopic methods. The laboratory work covers separations, identifications, characterizations and preparations of representative organic compounds. Lecture three hours, laboratory six hours per week. *Prerequisite: CHM 106.*

**CHM 206      ORGANIC CHEMISTRY II      5 CREDITS**

CHM 206 is a continuation of CHM 205. Topics covered are the carbonyl functional groups and amines. Biological applications of organic chemistry also are studied. The laboratory consists of the synthesis and identification of representative compounds and qualitative analysis. Lecture three hours, laboratory six hours per week. *Prerequisite: CHM 205.*

## COMPUTER INFORMATION SYSTEMS

**CIS 103      INTRODUCTION TO DREAMWEAVER      3 CREDITS**

Students will gain the knowledge and skills necessary to create effective Web sites as they learn the principles of Web design using Macromedia Dreamweaver software. They will learn to combine effective navigation with the use of graphics, text and color. *Prerequisite: CIS 116 or concurrent enrollment.*

## COURSE DESCRIPTIONS

---

**CIS 105      PROGRAMMING LOGIC      3 CREDITS**

Introduces the fundamental logic needed to solve various business programs, such as reports, extracts, edits and updates. Students learn this primarily through the use of flowcharts, supplemented by pseudocode, structured programming concepts and other documentation techniques. Lecture two hours, laboratory three hours per week.

*Prerequisite: Concurrent enrollment or credit in CPS 111.*

**CIS 112      MS-DOS      1 CREDIT**

Students are introduced to the Windows Command/DOS Prompt. They will learn correct command syntax, including switches, and the use of wildcards. The boot sequence is also taught. This course is designed for students pursuing PC repair, networking or programming. Lecture one hour per week.

**CIS 116      INTERNET APPLICATIONS      3 CREDITS**

Students gain practical experience creating multimedia Web pages with hypertext links. They will create tables and frames by using HTML. In addition, they will use cascading style sheets, work with dynamic content, and control mouse and keyboard events. Some programming with Java Script. Lecture two hours, computer lab three hours per week. *Prerequisite: Basic computer operating and browser skills.*

**CIS 121      DATABASE MANAGEMENT      3 CREDITS**

Covers all aspects of data base systems, including physical and logical structure, data languages and data base design. The student designs a microcomputer data base system. Lecture two hours, laboratory three hours per week. *Prerequisite: CPS 111.*

**CIS 124      MICROSOFT ACCESS I      1 CREDIT**

Teaches a database management system which can be used at all skill levels to store and display information. Students learn how to design and edit a database, add records and customize tables. (Short Course). Lecture one hour per week.

**CIS 125      MICROSOFT ACCESS II      1 CREDIT**

A continuation of CIS 124. Topics include how to create efficient databases by using normalization rules and table relationships and customize queries, forms and reports by using functions, properties and macros. (Short Course). Lecture one hour per week. *Prerequisite: CIS 124.*

**CIS 130      INTRODUCTION TO WINDOWS      1 CREDIT**

Students will learn to how to use Windows to run programs, configure their systems and manage files. Lecture one hour per week.

**CIS 132      INTRODUCTION TO NETWORKING      3 CREDITS**

Students will learn the fundamentals of how computer networks work. Lecture three hours per week. *Prerequisite: CIS 112 and CIS 130 or CPS 111 or concurrent enrollment.*

## 2012-2013 CATALOG

---

**CIS 133      NETWORK CONFIGURATION AND INSTALLATION I      3 CREDITS**

Students will gain the knowledge, skills and ability necessary to install, configure, maintain and troubleshoot complex computer networking environments.

*Prerequisite: CIS 132 or concurrent enrollment.*

**CIS 135      CLIENT FOR MICROSOFT NETWORKING      4 CREDITS**

Students will gain the knowledge, skills and ability necessary to install, configure, maintain and troubleshoot client for Microsoft Networking. Lecture three hours per week, lab three hours per week. *Prerequisite: CIS 132 or concurrent enrollment.*

**CIS 136      MICROSOFT WINDOWS SERVER      4 CREDITS**

Students will gain the knowledge, skills and ability necessary to install, configure, maintain and troubleshoot a Microsoft Windows Server. *Prerequisite: CIS 132 or concurrent enrollment.*

**CIS 137      MANAGING NETWORK SERVICES      5 CREDITS**

Students will gain the knowledge, skills and ability necessary to install, configure, maintain and troubleshoot complex computer networking environments. Lecture four hours per week, laboratory three hours per week. *Prerequisite: CIS 136 or concurrent enrollment.*

**CIS 142      EXCEL I      1 CREDIT**

Introduces the Microsoft Excel spreadsheet, which uses the Windows graphical interface. Students learn how to enter and edit a worksheet, construct formulas, perform formatting, utilize functions, manipulate Windows, print a worksheet and create a chart, using the keyboard and a mouse to interact with the software. (Short Course). Lecture one hour per week.

**CIS 143      EXCEL II      1 CREDIT**

Continues the study of Microsoft Excel. Topics are advanced charting techniques, creating, modifying and accessing a database and creating and implementing macros. (Short Course). Lecture one hour per week. *Prerequisite: CIS 142.*

**CIS 152      UPGRADING AND REPAIRING THE PC      1 CREDIT**

This course assists those wanting to upgrade and repair their IBM compatible computers. Learn how to add memory, a modem, sound card, CD-ROM drive and a larger and faster hard drive. Lecture one hour per week.

**CIS 156      CREATING A WEB PAGE      1 CREDIT**

Introduction to creating a home web page. Students will be able to create and manage web pages using a variety of software packages. Students will learn about creating a website. (Short Course). Lecture one hour per week.

## COURSE DESCRIPTIONS

---

**CIS 159      ADOBE PHOTOSHOP      1 CREDIT**

Photoshop is an image-editing program. Students will learn how to manipulate graphic images. Adobe Photoshop allows students to retouch photographs, merge and edit color images and create collages or original art work. This software can also be used in producing images for online and print media.

**CIS 160      ADVANCED MS-DOS      1 CREDIT**

Students will become more adept at using the Windows Command/DOS prompt as they learn redirection, filters, how to write batch files, and back-up schemes. The registry is also introduced. Lecture one hour per week.

*Prerequisite: CIS 112.*

**CIS 170      INTRODUCTION TO JAVA      3 CREDITS**

Students for whom concepts such as Windows, menus, Web pages, and the Internet are familiar will use Java to create applets and programs for Windows applications. This course covers the Java programming environment, control structures, arrays, strings, characters, graphics, files, Java utilities, and bit manipulation.

*Prerequisite: CPS 111 and a programming course.*

**CIS 172      ASP PROGRAMMING      3 CREDITS**

Students will be able to integrate server technologies to produce Web applications and other computer applications. Students will use a scripting language such as JavaScript to create Web applications and Web pages that transport data to a Microsoft Access file. *Prerequisite: CPS 111.*

**CIS 180      FUNDAMENTALS OF PERSONAL  
COMPUTER SERVICING      3 CREDITS**

Provides students with knowledge and skills needed to service personal computers. Components, upgrades and basic diagnostic skills are covered. Lecture two hours, laboratory three hours per week. *Prerequisite: CIS 112 and CIS 130 or CPS 111 or concurrent enrollment.*

**CIS 181      ADVANCED PERSONAL  
COMPUTER DIAGNOSIS AND SERVICE      3 CREDITS**

Acquire advanced diagnostic skills related to the MS-DOS based personal computer. Students learn how to solve conflicts, create configurations, manage memory and resources and test and replace computer components. Utility and diagnostic software programs are utilized. Lecture two hours, laboratory three hours per week.

*Prerequisite: CIS 180.*

**CIS 203      ADVANCED DREAMWEAVER & INTRO TO FIREWORKS      3 CREDITS**

Students will gain the knowledge and skills necessary to create advanced web sites building on their experience from CIS 103 Introduction to Dreamweaver. They will learn to create style sheets, online forms, absolute and relative links, use spry menus, cre-

## 2012-2013 CATALOG

---

ate buttons and banners, and improve graphic design using Fireworks and apply their knowledge to complete project work creating web sites for real users. Lecture two hours per week, lab 3 hours per week.

*Prerequisite: CIS 116 and CIS 103 or Instructor permission.*

### **CIS 220      SYSTEMS ANALYSIS      3 CREDITS**

Explores systems analysis and design, explains usage of various systems analysis tools and expands the concepts of file organization, data base management, JCL and utilities. It examines by case studies the implementation of production problems requiring the aid of systems analysis. Lecture two hours, laboratory three hours per week.

*Prerequisite: CPS 111.*

### **CIS 233      NETWORK CONFIGURATION AND INSTALLATION II      3 CREDITS**

Students will work as lead technicians in the design, configuration, installation, troubleshooting, and support of computer networks. They will gain leadership skills and the hands-on experience sought by employers. Lecture two hours per week, laboratory three hours per week. *Prerequisite: CIS 133.*

### **CIS 253      SUCCESSFUL CAREER STRATEGIES      2 CREDITS**

Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

### **CIS 299      SPECIAL TOPICS IN COMPUTER INFORMATION SYSTEMS      1 TO 5 CREDITS**

This course covers different current topics in Computer Information Technology. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## **COMPUTER SCIENCE**

### **CPS 101      INFORMATION TECHNOLOGIES      2 CREDITS**

A comprehensive overview of the computer. What it is, what it can and cannot do and how it may be instructed to solve problems. Students will become familiar with the terminology of data processing. Instruction is through independent study and involves reading a textbook on information technologies and working on simulated laboratory exercises using a CD-ROM. Lecture two hours per week.

## COURSE DESCRIPTIONS

---

### **CPS 111 BUSINESS COMPUTER SYSTEMS 3 CREDITS**

This course presents an overview of computer concepts and information systems and an introduction to the most common microcomputer tools required for use in business and technological careers. Students will learn key topics including the system development life cycle; defining and categorizing operating systems; computer hardware and software; files and data storage options; computer architecture and security; accessing the Internet; using the Web; and understanding digital media. Applications include spreadsheets, word processing and file management. Students will also learn about current trends in computers and careers. Lecture two hours and laboratory three hours per week.

### **CPS 120 OBJECT-ORIENTED TECHNOLOGY WITH C++ 3 CREDITS**

This course teaches object-oriented programming with the C++ programming language. It is an introduction to Object-Oriented Technology with C++. Lecture two hours per week, laboratory three hours per week. *Prerequisite: CPS 111.*

### **CPS 122 MULTIMEDIA APPLICATIONS 3 CREDITS**

This course teaches the use of a microcomputer authoring system. Students will design and create multimedia applications that will run in a Windows environment. Text, graphics, sound, pictures, video and animation are included. Lecture two hours per week, laboratory three hours per week. *Prerequisite: CPS 111 or equivalent.*

### **CPS 200 C++ PROGRAMMING FOR ENGINEERS 3 CREDITS (IAI: CS 911)**

Teaches C++ language with emphasis on science and engineering applications. Topics include file I/O, data types, control structures, subroutines, functions, arrays and pointers. Microsoft Visual C++ will be used to write, compile and execute programs. Lecture is two hours per week, laboratory three hours per week. Course applies to the IAI General Education Core Curriculum Mathematics Package. *Prerequisite: MAT 201 and CPS 111 or permission of instructor.*

### **CPS 210 PROGRAMMING IN VISUAL BASIC 3 CREDITS**

Visual Basic Language programming and program structure for a digital computer, including algorithmus, flow charts and programming language. Writing and running Windows applications is emphasized. Offered both on campus and online via the Internet. Lecture two hours, laboratory three hours per week. *Prerequisite: CPS 111.*

### **CPS 220 FORTRAN PROGRAMMING 3 CREDITS**

An introductory course in FORTRAN programming, it is designed for students entering engineering, science, mathematics, or a computer-related field. This course stresses applications and problem solving techniques using FORTRAN. Students use personal computers and FORTRAN 90/95 software to write programs. Lecture two hours, laboratory three hours per week. *Prerequisite: MAT 201 or permission of instructor.*

## COLLEGE STUDY SKILLS

**CSS 100 COLLEGE STUDY SEMINAR 3 CREDITS**

The goal of this course is to familiarize the traditional college student as well as the continuing education student with academic and personal skills needed to make their college experience successful and rewarding. These skills include personal management, interpersonal communication, fundamental research techniques and critical thinking.

*Prerequisite: Placement into ENG 086.*

## EARLY CHILDHOOD EDUCATION

**ECE 100 EARLY CHILDHOOD GROWTH AND DEVELOPMENT 3 CREDITS**

Foundation course explores theory and principles of child growth and development from pre-natal through early adolescence year, with focus on the young child. In-depth study of cognitive, language, physical, social-emotional and aesthetic development is explored in light of the theories of Piaget, Erikson, Vygotsky, Skinner and others in context of gender, family, culture and society, with emphasis on implications for early childhood professional practice.

**ECE 101 OBSERVATION AND ASSESSMENT OF CHILDREN 3 CREDITS**

Students will explore observational techniques and assessment practices that facilitate understanding of child development. Through supervised observations and experiences, in a childcare facility, the relationship between careful observation, communication and children's interactions is documented.

**ECE 105 HEALTH, SAFETY AND NUTRITION FOR CHILDREN 3 CREDITS**

This course focuses on issues related to nutrition, health and safety of the individual child and children in group settings. Key strategies of a healthy lifestyle, preventive health and community health are explored.

**ECE 110 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3 CREDITS**

Survey course provides overview of early childhood care and education, including historical perspectives, organization, structure programming and basic values in Early Childhood Education. Professional practices of early childhood educators are outlined with an emphasis on their ability to enhance personal skills of children at these ages and stages of development. *Students will spend a minimum of 15 hours of observation in early childhood settings.*

**ECE 115 FAMILY, SCHOOL AND COMMUNITY 3 CREDITS**

This course is an introduction to factors influencing relationships among families with young children, schools, agencies and communities. Students learn about community resources, family education programs and their development and support. This course will examine needs of infants, toddlers, school age children and teens with additional consideration of parenting programs and trends.



## COURSE DESCRIPTIONS

---

### **ECE 120      LANGUAGE ARTS FOR CHILDREN      3 CREDITS**

Presents techniques and methods encouraging the development of language in young children. Elements of prose and verse best suited for children at this age and stage of development are surveyed. Also included are techniques of storytelling, puppetry, dramatizing and use of audiovisual materials enhancing language skills.

*Prerequisite: ECE 100 and ECE 101 or concurrent enrollment.*

### **ECE 125      STUDENTS WITH DISABILITIES IN SCHOOL      3 CREDITS**

Students will learn to recognize characteristics of children with disabilities and the programs that serve them. Students will study applicable federal and state laws such as the Individuals with Disabilities Education Act. Historical, philosophical and legal foundations of special education will be presented. Students will be required to complete 30 hours of observation with students of disabilities.

*Prerequisite: ECE 110 or concurrent enrollment.*

### **ECE 130      EDUCATIONAL TECHNOLOGY      1 CREDIT**

This course is designed to introduce current and future educators to the use of educational technologies with an emphasis on development of a portfolio. Students will examine a variety of technologies for use with an early childhood program. The course objectives and learning outcomes are intended to be achieved through the combination of this course with knowledge and experience gained in the remainder of the curriculum as a whole.

### **ECE 160      CURRICULUM PLANNING FOR CHILDREN      3 CREDITS**

The principles of planning, implementing, and evaluating a developmentally appropriate curricula are studied. Topics covered include schedules, projects, theme developments, integrating activities across the curriculum, setting up learning centers, activity development in curricular areas of language arts, fine arts, science, motor, math, social studies, and self-concept.

*Prerequisite: ECE 110.*

### **ECE 200      PLAY AND GUIDANCE OF CHILDREN      3 CREDITS**

This course is an overview of different types and theories of play and the effect of play on development. The role of the teacher in facilitating play and choosing appropriate equipment is emphasized. Guidance practices will also be studied to provide methods and environmental planning to promote pro-social behavior.

*Prerequisite: ECE 160 and ENG 101 or concurrent enrollment.*

### **ECE 202      TEACHING MATH AND SCIENCE TO CHILDREN      3 CREDITS**

Focus on teaching mathematics and science for children through third grade by utilizing hands-on activities. Development of problem-solving skills and methods for encouraging exploration and experimentation is stressed. Also developmentally appropriate activities and instructional materials are covered. *Prerequisite: ECE 160 and ENG 101 or concurrent enrollment.*

## 2012-2013 CATALOG

---

### **ECE 203      EMERGING LITERACY IN CHILDREN      3 CREDITS**

Through exposure and practice, students explore a variety of literature and print script materials, techniques, strategies and activities facilitating young children's acquisition of essential competencies in literacy. Course delineates concepts involved in emergent literacy, an evolving process leading to readiness for more formal reading and writing instruction. *Prerequisite: ECE 120 and ENG 101 or concurrent enrollment.*

### **ECE 205      CHILDREN'S LITERATURE      3 CREDITS**

Students in this course learn how to teach and select literature, such as books and poetry, in elementary and secondary classrooms. Students will explore current trends in teaching and learning techniques for literature, types of literature and strategies to integrate literature into classroom practice. *Prerequisite: ENG 101.*

### **ECE 207      CREATIVE EXPRESSION FOR CHILDREN      3 CREDITS**

An overview of a wide variety of experiences and methods for developing self expression and creativity in young children through art, music, movement and drama. This course will stress the relationship of creative experiences within the curriculum and the role of creative expression within the early childhood program. *Prerequisite: ECE 160 or concurrent enrollment.*

### **ECE 210      EARLY CHILDHOOD ADMINISTRATION      3 CREDITS**

This course involves an examination of current early childhood administrative practices and procedures. An analysis of administrators' interactions with governmental, legal, business/finance, medical, social service and educational agencies are included. Students examine the management process of planning, staffing, record keeping, budgeting, and purchasing and monitoring for quality. Formation of policy statements, philosophy, programming, planning, evaluation and working with parents is included. Students become familiar with state licensing standards, accreditation, community resources and professional organizations. *Prerequisite: ECE 160 or concurrent enrollment.*

### **ECE 215      THE FIRST THREE YEARS OF LIFE      3 CREDITS**

This course focuses on patterns of growth and development of children from birth to age three. The specific needs of children, birth to age three, in various child care settings will be examined. Students will develop skills in managing a safe environment and planning stimulating, appropriate activities.

### **ECE 260      EARLY CHILDHOOD EDUCATION INTERNSHIP      3 CREDITS**

Focus on practical application of theories in early childhood education in supervised setting. Clinical experiences are arranged in a variety of child care facilities such as centers, homes, public schools, corporate centers, college laboratory schools and centers for exceptional children. Student practitioners spend minimum of 10 hours onsite and in one-hour per week seminars discussing readings, current issues, reports, problematic areas and personal reflections. *Prerequisite: ECE 120, ECE 160 and ENG 101 or concurrent enrollment.*

## COURSE DESCRIPTIONS

---

**ECE 299      SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION      1 TO 5 CREDITS**

Course covers different current topics in Early Childhood Education. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

### ECONOMICS

**ECO 101      PRINCIPLES OF ECONOMICS I (MACROECONOMICS)      3 CREDITS**  
**(IAI: S3 901)**

This introductory course emphasizes macroeconomic theory. Students study the economy as a whole through output, growth, savings and investments, money and banking, inflation, deficit spending, government demand and unemployment. They concentrate on the aggregates of economic analysis. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

*Prerequisite: Completion of MAT 084 or MAT 093; or MAT 095 OR concurrent enrollment in MAT 085 or MAT 095 or Placement in MAT 102 or higher.*

**ECO 102      PRINCIPLES OF ECONOMICS II (MICROECONOMICS)      3 CREDITS**  
**(IAI: S3 902)**

Continuation of ECO 101, this course covers microeconomic theory. It stresses how individuals, firms and industries decide prices; competition of firms; monopolies; farming; distribution of income; business and the environment; labor; comparative economic systems and internal economics. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: ECO 101.*

### EDUCATION

**EDU 100      INTRODUCTION TO AMERICAN EDUCATION      3 CREDITS**

Students study American education as a professional and a private enterprise. Philosophical, historical and social foundations in the context of current issues, policies and trends, in the field of education, are examined. Emphasis is also placed on organization and structure, financing, curriculum, teaching and government responsibilities. This course requires 30 hours of observation at public schools.

*Prerequisite: Placement into ENG 101.*

## 2012-2013 CATALOG

---

### **EDU 999 BASIC SKILL TEST PREP**

**1- 3 CREDITS**

This course is designed to prepare prospective teachers to take and pass the Illinois Basic Skills Test (IBST), by refreshing and/or improving skills and abilities in Reading, Writing, and Mathematics. Prerequisite: Students must have basic computer skills. Standardized course developed by ICCB for community college students enrolled in teacher education courses and degree programs.

## **ENGINEERING**

### **EGR 110 ENGINEERING GRAPHICS I**

**3 CREDITS**

Covers use of AutoCAD software for learning techniques used by engineers in graphical problem solving. Topics include points in space, lines in space, true lengths of lines, true size of angles, true size of planes, bearing, slope, strike, dip, areas and volumes. Lecture two hours, laboratory three hours per week.

**NOTE: EGR 110 is equivalent to CAD 102**

### **EGR 111 ENGINEERING GRAPHICS II**

**3 CREDITS**

Covers use of AutoCAD software for preparation and analysis of assembly drawings. Topics include layout drawings, assembly drawings, weldments, dimensioning for interchangeable assembly, datum dimensioning, geometric and positional tolerancing, selecting and computing tolerances, classes of fits, methods of inspection and use of ANSI Standards. Lecture two hours, laboratory three hours per week.

**NOTE: EGR 111 is equivalent to CAD 104**

### **EGR 120 STATICS**

**3 CREDITS**

**(IAI: EGR 942)**

Students will analyze one, two, and three dimensional resultant force systems in equilibrium using algebraic and graphical techniques. Students will discuss trusses, frames, centroids, friction, and work. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details. *Prerequisite: Credit or registration in PHY 105 and MAT 201.*

### **EGR 121 DYNAMICS**

**3 CREDITS**

**(IAI: EGR 943)**

Students will analyze the kinematics and dynamics of particles and rigid bodies. Applications include Newton's laws of motion, the principles of work, energy, and momentum. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details. *Prerequisite: EGR 120 and MAT 201.*

**ENGLISH****ENG 020 ENGLISH FOR HEALTH SERVICES 1 CREDIT**

This self-contained, audio-tutorial program enables students to discover the meaning of medical terms by analyzing, combining and defining their parts. Laboratory two hours per week. To be successful in this course, students should be able to follow written and spoken directions. *This course does not apply toward the graduation requirements for the degree and certificate curricula in the career or university transfer program.*

**ENG 060 SUCCESSFUL STUDY 1 CREDIT**

This individualized course helps students develop study skills needed to efficiently read textbooks and supplementary materials, prepare assignments, take notes, do exercises and take tests. Laboratory two hours per week or lecture one hour per week, depending on teaching approach. To be successful in the course, students should be able to follow written and spoken directions. *This course does not apply toward the graduation requirements for the degree and certificate curricula in the career or university transfer program.*

**ENG 070 INTENSIVE GRAMMAR AND EDITING 4 CREDITS**

Students will improve their writing skills through the study of English grammar and editing techniques. The focus of this course will be grammar, usage, sentence analysis, paragraph development and revision. Students will develop editing skills and learn to apply such principles of grammar as verb use, subject-verb agreement and word order in writing. *Prerequisite: English Placement Test.*

**ENG 071 INTENSIVE READING AND WRITING 4 CREDITS**

Students will develop English reading comprehension and writing skills by learning how to analyze texts from a variety of academic contexts. Students will express their understanding of those texts in writing by learning how to paraphrase, summarize, review, define, describe and evaluate academic texts. *Prerequisite: English Placement Test.*

**ENG 072 INTENSIVE ACADEMIC LISTENING AND SPEAKING 4 CREDITS**

Students will develop listening comprehension and oral skills for the college classroom by learning how to identify and restate ideas, meaning and themes from oral discussion, tapes and lecture. Course participation will include group discussion, oral presentations, dictation and note-taking in English. *Prerequisite: English Placement Test.*

**ENG 075 INTENSIVE GRAMMAR AND EDITING (ADVANCED) 4 CREDITS**

Students will prepare for entrance into ENG 101 by reviewing and applying grammar and editing techniques taught in ENG 070. Emphasis will be placed on editing a variety of texts and student generated essays for grammar, usage, thesis, focus, organization and paragraph development. Students will improve their writing through multiple draft analysis and revision. *Prerequisite: ENG 070 or qualifying score on English Placement Test.*

## 2012-2013 CATALOG

---

### **ENG 076 INTENSIVE READING AND WRITING (ADVANCED) 4 CREDITS**

Students will prepare for entrance into ENG 101 by reading and writing about a variety of texts from academic contexts. Emphasis will be placed on reading and responding to longer and more complex texts than those that were used in ENG 071. Students will demonstrate their advanced reading comprehension and writing skills through their articulation of those texts in discussion and in writing. Students will express their ideas, thoughts and opinions using various writing formats, including summary, review and exposition.

*Prerequisite: ENG 071 or qualifying score on English Placement Test.*

### **ENG 077 INTENSIVE ACADEMIC LISTENING AND SPEAKING (ADVANCED) 4 CREDITS**

Students will prepare for entrance into ENG 101 by developing advanced listening comprehension and oral skills for the college classroom through participation in oral presentations, classroom discussions and debates. Emphasis will be placed on college vocabulary development and pronunciation. Students will build on oral skills that were developed in ENG 072 to increase their ability to speak extemporaneously on a variety of academic topics. *Prerequisite: ENG 072 or qualifying score on English Placement Test.*

### **ENG 080 WRITING AND READING BRIDGE 6 CREDITS**

Students develop skills in writing formal English sentences of varied complexity and with minimal patterned errors by writing and analyzing whole texts of increasing scope, studying relevant grammatical concepts, engaging in a variety of practice exercises and activities, and revising and editing their work. Course work may include collaborative projects and peer review, analysis, revision and editing. Students also develop academic reading skills while reading, analyzing and discussing prose of varying lengths. This course is designed for bilingual or non-native speakers of English.

### **ENG 082 READING AND WRITING I 3 CREDITS**

Students improve their grasp of written English by receiving ample practice reading, discussing and writing texts of various kinds and lengths. Students develop comprehension skills by interacting with works of fiction and/or nonfiction. They develop composition skills by producing basic discourses and by revising and editing their work. Students also review fundamental grammatical concepts and engage in a variety of practice exercises and activities. Course work may include group projects and peer review. Lecture three hours per week. *Prerequisite: English Placement Test.*

### **ENG 084 READING AND WRITING II 3 CREDITS**

Students develop their literacy skills by reading extended narratives and brief essays, and interacting with them in course discussion, group work and their own writing. Students write informal letters that summarize and respond to reading materials and also keep a reading journal. Successful students will become active readers with improved concentration and stamina. They will be able to construct readable and coherent multi-paragraph summaries of and responses to their reading. Lecture three hours per week. *Prerequisite: English Placement Test or ENG 082.*

---

## COURSE DESCRIPTIONS

---

### **ENG 086      READING AND WRITING III      3 CREDITS**

Students move toward college-level literacy skills by reading extended narratives and brief essays, and interacting with them in course discussion, group work and their own writing. Students write informal letters, essays that respond to readings and a reading journal. Successful students will become active readers who learn to question the texts they read. They will be able to construct readable and coherent multi-paragraph essays in response to their reading. Lecture three hours per week.

*Prerequisite: English Placement Test, ENG 084 or successful appeal after ENG 082.*

### **ENG 088      BASIC COMPOSITION      3 CREDITS**

Students develop college-level literacy skills by writing expository essays based on personal experience and by reading, discussing and writing about issue-oriented non-fiction texts of various lengths. Successful students will gain the abilities to develop their own experience-based, well-structured and purposeful essays using clear, correct English and also to interact intelligently with another author's ideas. Lecture three hours per week. *Prerequisite: English Placement Test, ENG 086 or successful appeal after ENG 082 or 084.*

### **ENG 101      RHETORIC I      3 CREDITS** **(IAI: C1 900)**

Students develop the composition and interpretation skills they need to communicate, think and learn effectively in and beyond college. They use writing to explore the link between experience and language. They write to discover insights and to develop, question and revise their thoughts while seeking to communicate them effectively. Students read various genres of writing to practice interacting with other writers and to learn the variety of strategies writers employ to achieve their ends. To pass with a "C" or better, students must produce a portfolio that passes evaluation by English faculty at semester's end. Lecture three hours per week. *Prerequisite: English Placement Test, ENG 088 or successful appeal after ENG 082, 084 or 086.*

*Note: All entering freshmen (first-time college enrollees) must earn at least a "C" in each of ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Package and for graduation from the College in all university transfer degrees (A.A., A.S., and A.F.A.). This is a regulation of the IAI Steering Panel and endorsed by the Illinois Community College Board.*

### **ENG 102      RHETORIC II      3 CREDITS** **(IAI: C1 901R)**

Students further develop the composition and comprehension skills they gained in Rhetoric I. The course focuses on writing as a means of learning to reason effectively. In the process of writing several brief essays and one 10-page research paper for the course, students learn to analyze arguments and to construct a complex argument that interweaves their own ideas with those of their sources. Students also learn basic text-based and electronic research methods and proper documentation procedures. Lecture three hours per week. *Prerequisite: ENG 101.*

*Note: All entering freshmen (first-time college enrollees) must earn at least a "C" in each of*

## 2012-2013 CATALOG

---

*ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Package and for graduation from the College in all university transfer degrees (A.A., A.S., and A.F.A.). This is a regulation of the IAI Steering Panel and endorsed by the Illinois Community College Board.*

### **ENG 151      CREATIVE WRITING I, FICTION      3 CREDITS**

Students in this course develop their creative writing skills through critical analysis of works by established authors, student writers, and through the execution of their own work. They learn to integrate narration, description, characterization, setting, plot and dialogue into their own works of fiction with an eye toward publication. Emphasis will be placed on critical analysis, the principles of fiction and the writing process.

Lecture three hours per week.

*Prerequisite: Grade of C or better in English 101 or permission of instructor.*

### **ENG 152      CREATIVE WRITING II, NON-FICTION      3 CREDITS**

Students in this course will develop their creative writing skills through critical analysis of literary essays written by established and student writers, and through the execution of their own. They learn to integrate narration, description, portraiture, setting and dialogue into their own literary essays with an eye toward publication. Emphasis will be placed on critical analysis, the principles of narration and the writing process. Lecture three hours per week.

*Prerequisite: Grade of C or better in English 101 or permission of instructor.*

### **ENG 211      INTRODUCTION TO LITERATURE      3 CREDITS** **(IAI: H3 900)**

An introduction to the study and appreciation of fiction, poetry and drama. The main goal is to help students fully experience literature by developing an approach to determine literary meaning, form and value. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

*Prerequisite: Credit or enrollment in ENG 101.*

### **ENG 215      AMERICAN LITERATURE I      3 CREDITS** **(IAI: H3 914)**

Studies selected works of major American pre-Civil War authors. The principal aim is to acquaint students with the best expression of the American experience and to enlarge their perspective of the American scene. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

### **ENG 216      AMERICAN LITERATURE II      3 CREDITS** **(IAI: H3 915)**

Studies selected works of major American authors since the Civil War. The principal aim is to acquaint students with the best expressions of the American experience and to enlarge their perspective of the American scene. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*



---

## COURSE DESCRIPTIONS

---

**ENG 218 U.S. LATINO/HISPANIC LITERATURE 3 CREDITS**  
**(IAI: H3 910D)**

Students examine various types of literary works that reflect the experience and construction of Latino ethnic and cultural identities in the United States. By studying works of U.S. Latino/Hispanic/Chicano literature, students explore both the particular and the universal: the struggle of writers within these ethnicities to establish voice and identity, as well as the place of these works in relation to other literatures in the United States. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

**ENG 219 AFRICAN AMERICAN LITERATURE 3 CREDITS**

Students read, analyze and discuss works in a variety of genres including folk literature, fiction, poetry, and drama by significant African-American writers from the eighteenth through the twentieth century. They study social, cultural, and historical contexts of works representative of literary movements, including the Harlem Renaissance, realism, naturalism, the Black Arts Movement, and postmodernism. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 101.*

**ENG 220 ENGLISH LITERATURE I 3 CREDITS**  
**(IAI: H3 912)**

Surveys English literature from its Anglo-Saxon origins through the Renaissance and up to the Restoration Period. Emphasizes the works of Chaucer, Spenser, Shakespeare and Milton. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

**ENG 221 ENGLISH LITERATURE II 3 CREDITS**  
**(IAI: H3 913)**

Surveys the literature of the Restoration, Neoclassical, Romantic and Victorian periods by highlighting the social, political and economic forces reflected in the lives and works of the major writers. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: Credit or enrollment in ENG 102.*

**ENG 225 INTRODUCTION TO SHAKESPEARE 3 CREDITS**  
**(IAI: H3 905)**

An introduction to Shakespeare's comedies, histories, tragedies and poetry, this course explores the Bard's work through reading, viewing and oral interpretation. Students attend a live performance and view film interpretations. Lecture three hours per week. (Course is offered one evening per week to facilitate play attendance). Lab fee for play tickets and transportation. This course applies to the IAI General Education

## 2012-2013 CATALOG

---

Core Curriculum Fine Arts and Humanities package.

*Prerequisite: Credit or enrollment in ENG 102.*

*Note: This course also is offered pass/fail for students wanting to take it primarily for enrichment and not for transfer credit.*

### FIRE SCIENCE TECHNOLOGY

#### **FIR 100      PRINCIPLES OF EMERGENCY SERVICES      3 CREDITS**

This course provides an overview of fire protection: career opportunities in fire protection and related fields, philosophy and history of fire protection/service, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection to fire protection systems, and introduction to fire strategy and tactics. Lecture three hours per week.

#### **FIR 112      FIRE PREVENTION      3 CREDITS**

This course provides fundamental information regarding the history and philosophy of fire suppression, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and life-safety education. Lecture three hours per week. *Prerequisites: FIR 100 or instructor approval. Office of State Fire Marshall Fire Officer I Certification Requirements: 1) Four years minimum of fire service experience; 2) Certified Firefighter 3; 3) Completion of five F.O.I. courses; 4) One year of Fire Officer training*

#### **FIR 120      HAZARDOUS MATERIALS      3 CREDITS**

This course provides basic fire chemistry relating to the categories of hazardous materials including problems of recognition, reactivity, and health encountered by firefighters. Lecture three hours per week.

#### **FIR 132      TACTICS AND STRATEGY I      3 CREDITS**

This course is part of the Fire Officer I series. The course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. This course also introduces basic principles and methods associated with fireground tactics and strategy as required of the company officer. Emphasis in the element of size-up, fireground operations, pre-fire planning, as well as basic engine and truck company operations on the fire scene. Lecture three hours per week. *Prerequisites: FIR 100 or instructor approval. Office of State Fire Marshall Fire Officer I Certification Requirements: 1) Four years minimum of fire service experience; 2) Certified Firefighter 3; 3) Completion of five F.O.I. courses; 4) One year of Fire Officer training*

## COURSE DESCRIPTIONS

---

**FIR 145      INSTRUCTOR I      3 CREDITS**  
This course is part of the Fire Officer I series and will provide information about the teaching/learning environment, methods of teaching, test administration and the use of the 4-step method of teaching. Students will complete several actual teaching exercises when completing this course. Lecture three hours per week. *Prerequisite: Office of State Fire Marshall Fire Officer I Certification Requirements: 1) Four years minimum of fire service experience; 2) Certified Firefighter 3; 3) Completion of five F.O.I. courses; 4) One year of Fire Officer training*

**FIR 150      INTRODUCTION OF FIRE AND EMERGENCY      3 CREDITS**  
**SERVICES ADMINISTRATION**

This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis will concentrate on fire service leadership from the perspective of the company officer. Lecture three hours per week. *Prerequisite: FIR 100 or instructor approval*

**FIR 160      LEGAL ASPECTS OF THE FIRE SERVICE      3 CREDITS**  
This course introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases. Lecture three hours per week.

**FIR 170      PRINCIPLES OF FIRE AND EMERGENCY      3 CREDITS**  
**SAFETY AND SURVIVAL**

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Lecture three hours per week.

**FIR 180      FIRE INVESTIGATION I      3 CREDITS**  
This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Lecture three hours per week. *Prerequisites: Completion of FIR 100 (Principles of Emergency Services), FIR 160 (Legal Aspects of the Fire Service), and FIR 240 (Building Construction for Fire Protection) or instructor approval*

**FIR 185      FIRE DEPARTMENT LEADERSHIP I      3 CREDITS**  
This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis is concentrated on fire service leadership from the perspective of the company officer. This course follows the National Fire Administration's model fire science associates curriculum. This course also follows the Illinois State Fire Marshal model and objectives for the Fire Officer I certification and is the first Management course (Management 1) needed to obtain Fire Officer I certification through the office of the Illinois State Fire Marshal. Lecture three hours per week. *Prerequisites: FIR 100 (Principles of Emergency Services) and FIR 160 (Legal Aspects of the Fire Service), or Instructor approval. Office of the State Fire Marshal Fire Officer I Certification Requirements: 1) Four years of fire service experience, 2) Certified Firefighter 3, 3) Completion of five FO I courses, 4) One year of Fire Officer training*

## 2012-2013 CATALOG

---

### **FIR 190      OCCUPATIONAL SAFETY AND HEALTH      3 CREDITS** **FOR FIRE SERVICE**

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization. Lecture three hours per week. *Prerequisites: Completion of FIR 100 and FIR 160 or instructor approval*

### **FIR 195      FIRE DEPARTMENT LEADERSHIP II      3 CREDITS**

This course is one of the two management courses in the Fire Officer I series (Fire Department Leadership I and Fire Department Leadership II) and applies the concepts of leadership and responsibility of the company officer in human resource management. The course will also feature the principles of communications and group dynamics as they relate to the fire company, the company officer and the fire department. Lecture three hours per week. *Prerequisites: FIR 185 or instructor approval Office of State Fire Marshall Fire Officer I Certification Requirements: 1) Four years minimum of fire service experience; 2) Certified Firefighter 3; 3) Completion of five F.O.I. courses; 4) One year of Fire Officer training.*

### **FIR 230      FIRE PROTECTION SYSTEMS      3 CREDITS**

This course provides information relating to features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Lecture three hours per week. *Prerequisites: FIR 100 or instructor approval.*

### **FIR 235      TACTICS AND STRATEGY II      3 CREDITS**

This course is part of the Fire Officer II series. The course provides students with the knowledge and skills necessary to manage and coordinate emergency service delivery using an Incident Management System. This course also emphasizes multi-company alarm assignments and major fire incidents by occupancy classification. Lecture three hours per week. *Prerequisites: FIR 132 or instructor approval. Office of State Fire Marshall Fire Officer II Certification Requirements: 1) Five years minimum of fire service experience; 2) Certified Firefighter 3; 3) Certified Fire Officer I; 4) Completion of four F.O. II courses; 5) One year of FO Trainee experience.*

### **FIR 240      BUILDING CONSTRUCTION FOR FIRE PROTECTION      3 CREDITS**

This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Lecture three hours per week. *Prerequisites: FIR 100 or instructor approval.*

## COURSE DESCRIPTIONS

---

**FIR 245      INSTRUCTOR II      3 CREDITS**

This course is part of the Fire Officer II series and is structured to provide the student with instruction in writing behavioral objectives, lesson plan construction, and development of evaluation instruments and use of visual aids. The student will develop the skills to write course content for company and department level instruction. Lecture three hours per week. *Prerequisites:* FIR 145 (Instructor I) or Instructor approval. *Office of the State Fire Marshal Fire Officer II Certification Requirements:* 1) Five years of fire service experience, 2) Certified Firefighter 3, 3) Certified Fire Officer I, 4) Completion of four FO II courses. 5) One year of FO II Trainee experience

**FIR 250      FIRE PROTECTION HYDRAULICS AND WATER SUPPLY      3 CREDITS**

This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. Lecture three hours per week. *Prerequisites:* MAT 102, or demonstration of competency in high school level algebra or the equivalent, and FIR 100 or instructor approval

**FIR 270      FIRE BEHAVIOR AND COMBUSTION      3 CREDITS**

This course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. Emphasis is concentrated on the molecular structure of how fire burns and sustains a burning state. Concepts associated with the chemistry and dynamics of fire will be covered as well as the science and dynamics behind the proper use and application of various extinguishing agents used in fire fighting. Lecture three hours per week. *Prerequisite:* FIR 100 or instructor approval.

**FIR 280      FIRE INVESTIGATION II      3 CREDITS**

This course is intended to provide the student with advanced technical knowledge on rule of law, fire scene analysis, fire behavior, evidence collection and preservation, scene documentation, case preparation and testifying. Lecture three hours per week. *Prerequisites:* FIR 180 or instructor approval.

**FIR 285      FIRE DEPARTMENT LEADERSHIP III      3 CREDITS**

This course is one of the two management courses in the Fire Officer II series (Fire Department Leadership III and Fire Department Leadership IV) and applies the concepts of the fire officer's role as a manager of resources, finances, budget preparation and administration. This course will also cover the functions of the Fire Officer in the areas of human resource development, emergency service finance, and evaluation of personnel performance. Lecture three hours per week. *Prerequisites:* FIR 195 or instructor approval. *Office of State Fire Marshal Fire Officer II Certification Requirements:* 1) Five years of fire service experience; 2) Certified Firefighter 3; 3) Certified Fire Officer I; 4) Completion of four FO II courses; 5) FO II trainee experience.

## 2012-2013 CATALOG

---

### **FIR 295      FIRE DEPARTMENT LEADERSHIP IV      3 CREDITS**

This course is one of the two management courses in the Fire Officer II series (Leadership III and Leadership IV) and applies the concepts of the fire officer's role in the management functions of human resource management, public relations, safety and information management. The course will also focus on the areas of community and government relations, and labor/management relations. Lecture three hours per week.

*Prerequisites: FIR 285 or instructor approval.*

## **FRENCH**

### **FRE 101      ELEMENTARY FRENCH I      4 CREDITS**

This course for students with no previous credit in French provides practice in developing basic skills in speaking, understanding, reading and writing. Lecture four hours per week.

### **FRE 102      ELEMENTARY FRENCH II      4 CREDITS**

This course is a continuation of FRE 101. Speaking, listening, reading, and writing skills are enhanced through communicative approaches and guided practice. Authentic readings are incorporated into program of study. Students develop skills needed for intermediate French. Lecture four hours per week.

*Prerequisite: FRE 101, one unit of high school French or permission of instructor.*

### **FRE 201      INTERMEDIATE FRENCH I      4 CREDITS**

This course strengthens and expands ability to speak, understand, read and write. Readings and conversational practice offers insight into French cultural patterns. Lecture four hours per week. *Prerequisite: FRE 102 or two years of high school French. (Students who have three units of high school French may also register for credit).*

### **FRE 202      INTERMEDIATE FRENCH II      4 CREDITS**

This course continues the review of intermediate grammar and linguistic structures begun in FRE 201. Selections from original literary works from French masters and culture readings serve as bases for conversations, analyses and compositions. Vocabulary is augmented, writing skills are polished and fluency is increased. Lecture four hours per week. *Prerequisite: FRE 201, three units of high school French or permission of instructor.*

## **GAME DEVELOPMENT**

### **GSP 111      GAME DEVELOPMENT ESSENTIALS      3 CREDITS**

This course presents an overview of the game and simulation programming development process complete with a historical framework, content creation strategies, production techniques and future predictions. Lecture two hours per week. Lab three hours per week.

**GEOGRAPHY****GEG 101      PHYSICAL GEOGRAPHY      5 CREDITS**  
**(IAI: P1 909)**

Covers the relationships between the elements of the physical environment and man. Attention is focused on the world problems stemming from the interaction of man, physical environment, atmosphere and natural resources. Field trips are an important part of the course. Lecture five hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package.

**GEG 105      WORLD REGIONAL GEOGRAPHY      3 CREDITS**  
**(IAI: S4 900N)**

The course offers a global survey for a better understanding and appreciation of geographical patterns. Each regional study characterizes physical and cultural features associated with the interplay of man and his environment. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**GEG 125      GEOGRAPHY OF THE EASTERN WORLD      3 CREDITS**  
**(IAI: S4 902N)**

This course offers a geographic survey of the environmental and cultural aspects of the Third World and Non-Western portions of the Eastern Hemisphere. It emphasizes spatial arrangements of population, human institutions, economic activities and cultural landscapes. It underscores distinctive regional problems. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**GEOLOGY****GEL 101      PHYSICAL GEOLOGY      4 CREDITS**  
**(IAI: P1 907L)**

This introductory course, covering the fundamentals of physical geology, deals with the physical processes that formed the earth in the past and continue to shape its surface today. Topics include historical background on the development of geology as a science; a thorough grounding in the reading of topographic maps; using maps to interpret the geology of the earth's surface and the study of the minerals and rocks constituting the earth's crust. Students discuss the latest theories of plate tectonics, sea floor spreading and paleomagnetism. Lecture two hours, laboratory four hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package.

**GERMAN****GER 101      ELEMENTARY GERMAN I      4 CREDITS**

Students acquire skill in proper pronunciation, a working knowledge of elementary vocabulary, an acquaintance with some basic structural principles and some facility in reading comprehension. GER 101 is for students with no previous credit in German I. Lecture four hours per week.

## 2012-2013 CATALOG

---

**GER 102      ELEMENTARY GERMAN II      4 CREDITS**  
Students perfect their pronunciation, enlarge their vocabulary, increase their knowledge of basic structural principles, improve their reading comprehension and attain some skill in aural comprehension. Lecture four hours per week.  
*Prerequisite: GER 101 or one year of high school German.*

**GER 201      INTERMEDIATE GERMAN I      4 CREDITS**  
This course offers a review of all material on German previously studied. Students develop active skills, and they write in German for the first time. Lecture four hours per week.  
*Prerequisite: GER 102 or two years of high school German. (Students with three units of high school German may also register for credit).*

**GER 202      INTERMEDIATE GERMAN II      4 CREDITS**  
Students are given further practice in speaking and aural comprehension. Through work in reading comprehension, they are prepared for courses in literature. Lecture four hours per week. *Prerequisite: GER 201 or three years of high school German.*

## HEALTH CAREERS

**HCP 100      INTRODUCTION TO HEALTH CAREERS      2 CREDITS**  
Students survey occupational choices in health-care field. Within context of a general patient management model, general health-care trends and basic principles are examined. Skills in effective communication, critical thinking and professionalism, all attributes needed by health-care providers, are introduced.

**HCP 102      UNDERSTANDING CULTURAL DIVERSITY  
IN HEALTH CARE      3 CREDITS**  
Designed for individuals with interests in or are currently employed in health-related fields. Explores different issues and perceptions of health and illness relating to the U.S. health care delivery system and select populations. Emphasis placed on enabling positive interactions between providers and consumers of health care services through improved cultural and self-awareness.

**HCP 107      STRATEGIES FOR SUCCESS  
IN HEALTH PROGRAMS      2 CREDITS**  
Providing students with strategies for success as they enter challenging health care professions. Strategies include self-assessment, planning and introduction of technology as it applies to health care. Activities fostering attentive listening, communication skills, team building and respect for diversity will be provided.  
*Prerequisite: Placement into ENG 101 or concurrent enrollment in ENG 088.*

**HCP 130      MEDICAL TERMINOLOGY      3 CREDITS**  
Basic medical terminology for students planning to enter medical office occupations. It provides a working knowledge of medical abbreviations and common drugs and teaches students prefixes, suffixes and root words and how they are combined in medical terms. Emphasis is on spelling, definition, usage and pronunciation. Lecture one hour



---

## COURSE DESCRIPTIONS

---

and laboratory two hours per week.

**HCP 131      ADVANCED MEDICAL TERMINOLOGY      3 CREDITS**  
This course will discuss advanced terminology in various medical and surgical specialties. Emphasizes correct usage, analysis, spelling and pronunciation of advanced medical and surgical terms, medical abbreviations and symbols. Lecture three hours per week. *Prerequisite: HCP 130.*

**HCP 133      INTRODUCTION TO MEDICAL BILLING      2 CREDITS**  
Provides realistic record-keeping experience for medical and dental office assistants. Students enter data and work with information in patient files using a computerized patient billing and record-keeping simulation. Lecture one hour per week, laboratory two hours per week. *Prerequisite: OMT 102 or equivalent.*

**HCP 134      INTRODUCTION TO MEDICAL CODING      2 CREDITS**  
Students learn the coding rules for CPT, ICD-9-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient services. In addition, a variety of payment systems are presented — DRG, APC, RUGSIII. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed. Lecture one hour per week, laboratory two hours per week. *Prerequisite: HCP 130.*

## HISTORY

**HIS 103      EARLY WESTERN CIVILIZATION      3 CREDITS**  
**(IAI: H2 901)**  
This course is a cultural and social survey of the Western World from its origins to the end of the 15th Century. It emphasizes social, intellectual and cultural trends rather than political chronology. Topics include the status of women, scientific progress and the development of religion, morals and manners, entertainment and the arts. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HIS 104      MODERN WESTERN CIVILIZATION      3 CREDITS**  
**(IAI: H2 902)**  
A continuation of HIS 103, this course surveys the cultural and social life of the Western World from the end of the 15th Century to the present. Topics cover the expansion of Western influence and a critical analysis of cultural trends and social institutions. Also analyzed are the status of women, scientific progress, technological advances, witchcraft, the arts and entertainment, communism, fascism and naziism. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## 2012-2013 CATALOG

---

**HIS 105      AMERICAN HISTORY TO 1865      3 CREDITS**  
**(IAI: S2 900)**

Students gain an understanding of the origins and growth of America's cultural and political systems. Topics include the European background to colonization, colonial society, American Revolution, formation of a constitutional government, Jacksonian Democracy, our religious heritage, the diverging socio-economic paths of the American North and South, slavery and the Civil War. This course applies to the IAI General Education Core Curriculum Social/Behavior Science package.

**HIS 106      AMERICAN HISTORY FROM 1865      3 CREDITS**  
**(IAI: S2 901)**

The course emphasis is on the creation of an industrial society emerging into a world power. Students explore the problems of becoming a world power. Topics include Reconstruction, growth of business and labor, immigration and ethnic culture, politics and foreign policy, the World Wars, the Great Depression and civil rights (with special attention to the drive for the rights of women and Blacks). This course applies to the IAI General Education Core Curriculum Social/Behavior Science package.

**HIS 140      AMERICAN POPULAR CULTURE      3 CREDITS**

This course defines popular culture as it is differentiated from folk and elite culture. It identifies the conditions allowing for the growth of popular culture (such as technology and urbanization) and follows the emergence and transformation of examples of popular culture such as literature, music, theatre, movies and television. Popular culture from the colonial era through the end of the 19th Century are briefly covered. More time is allocated for 20th Century developments. Lecture three hours per week.

**HIS 190      WAR AND WESTERN SOCIETY      3 CREDITS**

Students explore the relationship between war and Western Society from the Greeks to the present. This relationship will be addressed by constructing a narrative and an analysis focusing on the evolving relationship among Western Society, armies and technology. Thus, the more traditional aspects of military history such as strategy, tactics, logistics and leadership will be placed in a broad framework. The course also will examine how the experience of warfare has been portrayed by historians, novelists and film makers. *Prerequisite: ENG 101.*

## HEALTH INFORMATION TECHNOLOGY

**HIT 100      FOUNDATIONS OF HEALTH INFORMATION      4 CREDITS**

This course introduces the systems and processes for collecting maintaining and disseminating primary and secondary health related information. Introduction into the delivery and organizational structure is included. Content includes the health record, documentation requirements, registries, indices, licensing, regulatory agencies forms, and screens. Lecture three hours, lab two hours per week.

## COURSE DESCRIPTIONS

---

### **HIT 102 DATA SYSTEMS & COMPUTER APPLICATION 4 CREDITS**

This course introduces the concepts of computer technology as it relates to health care and the tools and techniques for collecting, storing and retrieving health care data. Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies is also presented as well as exploring specialized record requirements. Lecture three hours, lab two hours per week..  
*Prerequisites: HIT 100, CPS 111*

### **HIT 103 CODING & CLASSIFICATION SYSTEMS 3 CREDITS**

This course instructs the student on applications of basic coding rules, principles, guidelines, and conventions. It introduces principles of various classification systems with emphasis on the current ICD classification system utilizing manual and computer applications. Focus is on the development of skills needed for assignment of valid Diagnostic and Procedure Codes. It includes the validation of coded clinical information, and the study of the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. Lecture two hours, lab two hours per week. *Prerequisites: HIT 100.*

### **HIT 104 CPT CODING 3 CREDITS**

This course introduces the student to the Current Procedure Terminology (CPT) coding system for procedures in ambulatory care and services rendered by physicians. Emphasis is on the six sections of the CPT book. An introduction of Center for Medicare/Medicaid (CMS) Services' Common Procedure Coding System (HCPCS) is included. Lecture two hours, lab two hours per week.  
*Prerequisites: HIT 100.*

### **HIT 105 INSURANCE REIMBURSEMENT 3 CREDITS**

This course provides students with information on filing medical insurance claims. Emphasis is on completion of insurance forms, identification of common types of medical insurance, manual and electronic claims processing, and reimbursement follow up. Discussions include prospective payment system regulations, ambulatory care reimbursement issues, case mix analysis, and the impact of prospective payment on health care facilities. Other areas of instruction include hospital and medical staff organization, managed care, accrediting, approving, licensing and certifying agencies. The student develops advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. Lecture two hours, lab two hours per week.  
*Prerequisites: HIT 100.*

### **HIT 109 PATHOLOGY AND PHARMACOLOGY 3 CREDITS**

This course is the study of the origin, identification and classification of diseases of the human body. Emphasis on etiology, manifestations, diagnostic finding and treatment. General introduction to pharmacological concepts are also presented. Focus is on fundamental concepts of drug classification, adverse reactions, poisoning and management of common diagnoses. Other topics include identifying the drugs associated with the treatment process; drug therapy which includes dosages, actions, and administra-

## 2012-2013 CATALOG

---

tion routes. Emphasis is on drug interactions with each body system, pharmaceutical medical terminology, and generic and trade names of drugs. Lecture three hours per week. *Prerequisites: HCP 131 and BIO 106.*

### **HIT 111      MEDICAL TRANSCRIPTION I      3 CREDITS**

This course instructs the student on transcription of physician dictation, including medical reports commonly used by physicians. These include history and physicals, surgeries and consultations. Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as discharge summaries, consultations, operative reports, and other medical reports. The course utilizes transcribing and information processing equipment compatible with industry standards and is designed to develop speed and accuracy. Lecture two hours, lab two hours per week.

### **HIT 112      MEDICAL TRANSCRIPTION II      3 CREDITS**

This course will instruct the student on transcription of advanced medical reports with increasing speed and accuracy. These reports include history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Lecture two hours, lab two hours per week. *Prerequisites: HIT 111.*

### **HIT 113      MEDICAL TRANSCRIPTION PRACTICUM      3 CREDITS**

This course provides the students with hands-on clinical practice of the skills taught in previous course work. They receive practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student experiences can be in a variety of healthcare facilities. Lecture one hour, lab four hours per week. *Prerequisites: HIT 111 and HIT 112.*

### **HIT 201      COMPUTER DATA & STATISTICAL ANALYSIS      4 CREDITS**

This course includes general principles of health care statistics with emphasis in hospital statistics. It includes development in computation and calculation of health data and health care data analysis, definitions and formulas for computing hospital and public health statistics, data collection, report generation, statistical quality control and data display. In addition, research and continuous quality improvement study methodologies are introduced and applied to health information data quality projects. Lecture three hours, lab two hours per week. *Prerequisites: MAT 102.*

### **HIT 203      ADVANCED CODING      3 CREDITS**

This course includes an in-depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Students will assign coding and prospective payment categories using computerized software. Advanced knowledge of how to accurately report diagnoses and procedure codes through the application of official coding guidelines and the use of 3M coding software will be presented. Lecture two hours, lab two hours per week. *Prerequisites: HCP 134.*

## COURSE DESCRIPTIONS

---

### **HIT 205      LEGAL, QUALITY ANALYSIS & MANAGEMENT      3 CREDITS**

This course includes a study of the theory and practice essential to the efficient operation of a health information management department with an acute, ambulatory or long-term care setting. Emphasis is placed completing organizational charts, policies, procedures, job descriptions, departmental layouts, schedules, budgets, performance evaluations, productivity monitors, and other activities normally completed at the supervisory level. Principles of organization and supervision of human, fiscal, and capital resources are presented. Introduces concepts of the legal, confidentiality, ethics, health care legislation, and regulations issues as they related to the maintenance and use of health information.. Lecture three hours per week. *Prerequisites: HIT 100.*

### **HIT 206      INTERNSHIP      5 CREDITS**

This course allows students experience in the Health Information Management field. Students are assigned to health information management and adjunct departments of various health care facilities for supervised clinical experiences and application of health information management theory. Emphasis is on the mastery of entry-level competencies. Lab 10 hours per week. *Prerequisites: HIT 102, HIT 103, HIT 104, HIT 201.*

## **HUMANITIES**

### **HUM 150      HUMANITIES THROUGH THE ARTS      3 CREDITS** **(IAI: HF 900)**

This course surveys film, drama, music, literature, painting, sculpture and architecture from the standpoint of historical context, elements distinctive to the art form, form as related to meaning, and critical and evaluative approaches. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

### **HUM 151      HUMANITIES THROUGH HISTORY, PHILOSOPHY      3 CREDITS** **AND LITERATURE** **(IAI: H9 900)**

This course enables students to explore the triumphs and tragedies of the Human Experience. The interconnections of history, philosophy, and literature are presented in this introductory study. Topics include the family in historical perspective, language, youth, the American national character, human relations and rights, the human environment, myth and mythology, morals, free will, religion and ethics. Interpretive reading and critical thinking objectives are emphasized through class discussion and written essays. Selected readings from historical texts, short philosophical essays, drama, and fiction form the basis for discussion. A variety of media is used to achieve course objectives. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

### **HUM 153      SURVEY OF FILM HISTORY      3 CREDITS** **(IAI: F2 909)**

This course is a historical and critical survey of motion pictures from their inception to the present. Topics include film as an art form, social and technical aspects, produc-

## 2012-2013 CATALOG

---

tion methods and discussion and critique of selected films. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

### **HUM 154      LATIN AMERICAN CIVILIZATION AND CULTURE      3 CREDITS (IAI: H2 903N)**

Students will explore the history of Latin America from pre-Columbian times through the present using historical documents: journals, diaries, codices, etc. The origins of indigenous Latin American cultures and their adaptations to and influence on Western cultures will be examined. The impact of Spanish conquest and colonization on these groups will be traced through modern times, and their influence on contemporary Latin American society, as well as on immigrants living in the United States. Political, economic and social factors will be considered along side literature, art and music. Classroom instruction takes place in English. Students may choose to read some supplementary texts in English or in Spanish. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## **HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION**

### **HVA 101      BASIC REFRIGERATION      3 CREDITS**

Covers the basic refrigeration cycle and refrigerants and their properties. It teaches the basics of compressor operation and the components of a refrigeration system with their corresponding controls. Lecture two hours, laboratory two hours per week.

### **HVA 102      BASIC HEATING AND AIR CONDITIONING      3 CREDITS**

Introduces students to the basic principles and practices of heating and air conditioning in the home. It covers concepts, types of equipment, systems and their applications. Lecture two hours, laboratory two hours per week.

*Prerequisite: HVA 110 or concurrent enrollment.*

### **HVA 103      INTERMEDIATE REFRIGERATION      3 CREDITS**

A continuation of HVA 101. Students learn in greater detail the refrigeration system: evaporator, power requirements, refrigerant control, piping, sizing and installation, preparation of systems for operation and complete testing and trouble shooting. Lecture two hours, laboratory two hours per week.

*Prerequisite: Credit in HVA 101 or competency exam by instructor.*

### **HVA 104      INTERMEDIATE HEATING AND AIR CONDITIONING      3 CREDITS**

An advancement of the basic principles, practices and skills learned in HVA 102. Students will learn in greater detail the concepts applied to basic heating and air conditioning systems. Skills to be learned will include testing, troubleshooting and preparation of heating and air conditioning systems for operation. Lecture two hours and laboratory two hours per week. *Prerequisite: HVA 102 or competency exam by instructor.*

## COURSE DESCRIPTIONS

---

**HVA 105      BASIC HVAC CONTROLS**

**3 CREDITS**

Introduces students to the controls used in heating, cooling and refrigeration. It emphasizes the theory of solid state controls and lab practicals related to solving control problems. Lecture two hours, laboratory two hours per week. *Prerequisite: HVA 110 or concurrent enrollment.*

**HVA 110      ELECTRICITY FOR REFRIGERATION  
AND AIR CONDITIONING**

**3 CREDITS**

Covers the basic electrical knowledge and skills necessary in refrigeration and air conditioning. Topics include Ohm's law, alternating current fundamentals, instrumentation, power systems and electrical safety. Lecture two hours per week, laboratory two hours per week.

**HVA 120      BASIC SHEET METAL FABRICATION**

**3 CREDITS**

Introduces students to the preliminary considerations of basic sheet metal fabrication and layout. Lecture two hours, laboratory two hours per week.

**HVA 200      DOMESTIC REFRIGERATION  
AND AIR CONDITIONING**

**3 CREDITS**

Students apply their knowledge of basic theory, components, practices, and skills. Students will actually troubleshoot/repair domestic refrigerators, freezers, and air conditioners. Topics discussed include domestic refrigerators, freezers, and air conditioner systems. Lecture two hours, laboratory two hours per week.  
*Prerequisite: HVA 103, HVA 104 and HVA 110.*

**HVA 201      COMMERCIAL REFRIGERATION**

**3 CREDITS**

The course objective is to have students apply their knowledge of basic refrigeration theory, components, practices and skills to work on commercial refrigeration systems. Students will learn to install, troubleshoot and repair commercial reach-in, walk-in and ice machine refrigeration systems. Lecture two hours, laboratory two hours per week.  
*Prerequisite: HVA 101 and HVA 103 or permission of instructor.*

**HVA 202      HEAT LOAD ESTIMATING AND DUCT DESIGN**

**5 CREDITS**

Calculations and surveys needed to determine the heating and cooling load required for residential, commercial or industrial buildings. It also includes methods and systems of duct design. Lecture five hours per week.

**HVA 203      COMMERCIAL AIR CONDITIONING  
AND REFRIGERATION**

**3 CREDITS**

The course objective is to have students apply their knowledge of basic air conditioning theory, components, practices and skills to work on commercial air conditioning systems. Students will learn to install, troubleshoot and repair commercial roof-top and water based "chiller" air conditioning systems. Lecture two hours, laboratory two hours per week. *Prerequisite: HVA 201 or permission of instructor.*

## 2012-2013 CATALOG

---

**HVA 204      HYDRONIC COMFORT SYSTEMS      3 CREDITS**  
Introduces students to the basic principles and practice of hydronic (water based) heating/air conditioning systems for residential and light commercial buildings. It covers hydronic heat sources, pumps, fittings, valves, distribution systems, radiant heating and controls. Lecture two hours, laboratory two hours per week.

**HVA 206      ARI CERTIFICATION EXAM REVIEW      3 CREDITS**  
This course reviews the information and skills necessary to successfully complete the Air Conditioning and Refrigeration Institute (ARI) competency and refrigerant handling exams required to work in the refrigeration/ARI conditioning industry. Lecture two hours, laboratory three hours per week. *Prerequisite: HVA 101 and HVA 103 or proficiency exam by instructor.*

**HVA 221      INTERMEDIATE SHEET METAL FABRICATION      3 CREDITS**  
An advancement of the basic principles, practices and skills learned in HVA 120. Students will learn in greater detail the concepts applied to basic sheet metal fabrication. Skills to be learned include advanced sheet metal tools, commercial duct systems and advanced duct fittings. Lecture two hours, laboratory three hours per week. *Prerequisite: HVA 120.*

**HVA 253      SUCCESSFUL CAREER STRATEGIES      2 CREDITS**  
Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. *Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

**HVA 299      SPECIAL TOPICS IN HEATING, VENTILATION  
AND AIR CONDITIONING      1 TO 5 CREDITS**  
Course covers different current topics in Heating, Ventilation and Air Conditioning. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## INDEPENDENT STUDY

**IND 199      INDEPENDENT STUDY      1 TO 4 CREDITS**  
For the student who has satisfactorily completed most or all of the course work in a specific baccalaureate discipline offered at the College and wishes to do advanced study in a special project or to experiment under the supervision of a faculty member. The project must be a reasonable and moderate extension of an existing course at the College and defined by a compact with the instructor. *Prerequisite: Approved learning contract.*



## **JOURNALISM**

**JRN 101      CULTURE OF JOURNALISM      3 CREDITS**  
Culture of Journalism is an introduction to the journalistic profession. In this course, students explore the practical aspects of news writing, including the techniques of news gathering, reporting, and interviewing, and learn about the legal and ethical issues facing journalists. Lecture three hours per week.

**JRN 102      NEWS EDITING AND PRODUCTION      3 CREDITS**  
News Editing and Production provides an introduction to the principles and techniques of electronic editing and publication design. Students in this course will learn how to emphasize the editing of body copy and display type for maximum clarity and impact. The course builds upon knowledge gained in Culture of Journalism and focuses on the presentation of news in print and online media. Lecture three hours per week.

**JRN 106      MASS MEDIA      3 CREDITS**  
**(IAI: MC 911)**  
This course emphasizes the role played by print, film, radio and television in contemporary life. It helps orient journalism students to their field and provides other interested students with a background in media. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.  
*Prerequisite: English Placement Test.*

**JRN 206      NEWS WRITING AND REPORTING      3 CREDITS**  
This course emphasizes the lead, simple story types, organization and structure of the news story and journalism language and style through practice in news writing and reporting. It helps journalism students establish themselves academically before transferring to senior colleges. Lecture three hours per week.  
*Prerequisite: JRN 101 or permission of instructor and English Placement Test.*

## **LAW ENFORCEMENT EDUCATION**

**LAW 101      INTRODUCTION TO LAW ENFORCEMENT      3 CREDITS**  
Introduces students to a law enforcement career. Topics include philosophical and historical background of law enforcement, local, state and federal agencies and processes by which law is administered, technical problems, a survey of professional career opportunities and required qualifications. Lecture three hours per week.

**LAW 102      INTRODUCTION TO CRIMINOLOGY      3 CREDITS**  
**(IAI: CRJ 912)**  
Study crime causation and criminal behavior and societal reactions to crime as a cultural pattern and crime prevention. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

## 2012-2013 CATALOG

---

**LAW 104 POLICE OPERATIONS AND PROCEDURES I 3 CREDITS**  
Provides students with the skills and techniques basic to patrol administration. Lecture three hours per week.

**LAW 105 ADMINISTRATION OF JUSTICE 3 CREDITS**  
**(IAI: CRJ 911)**

Covers the history, theories and administration of the correctional process, emphasizing the law officer's role. Topics include the review of the penal systems, procedures from incident to disposition, legal foundations and procedures of the sentencing process and probation and parole. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**LAW 201 POLICE OPERATIONS AND PROCEDURES II 3 CREDITS**  
Studies a number of crime-fighting tasks including tactical groups, narcotics investigation, and criminal profiling. Practical applications and the theories behind the measures are discussed. Lecture three hours per week.

**LAW 202 JUVENILE DELINQUENCY 3 CREDITS**  
**(IAI: CRJ 914)**

Provides a detailed study of the psychological, social and environmental causes of juvenile delinquency. It also covers the responsibilities and activities of law enforcement agencies in dealing with juvenile delinquency. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**LAW 203 LAW ENFORCEMENT AND COMMUNITY RELATIONS 3 CREDITS**

Studies police community relations programs as major tools in crime prevention. Topics include the use of specialized community service units, communication skills, training in the understanding of ethnic groups and focus on human and race relations, linguistics and cultural variations. Lecture three hours per week.

**LAW 204 CRIMINAL LAW I 3 CREDITS**

Illinois criminal law and its relationship to common law and case law; the elements of felonies and pertinent misdemeanors; the structure, definitions and most frequently used sections of the penal code and other criminal statutes. Lecture three hours per week.

**LAW 205 CRIMINAL LAW II 3 CREDITS**

This course places focus upon significant legal issues that shape legal law enforcement behaviors. Subjects covered include arrest, search and seizure, police interrogation and confessions, police entrapment, and the due process model.

**LAW 206 INTRODUCTION TO CRIMINAL INVESTIGATION 3 CREDITS**

Covers the fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation and follow-up and case preparation. Lecture three hours per week.

## COURSE DESCRIPTIONS

---

### **LAW 207 COURT PROCEDURES AND EVIDENCE 3 CREDITS**

Study the evidence and rules of evidence governing trials. Topics include the examination of hearsay evidence and exceptions, opinion evidence, testimonial evidence, articles and exhibits of evidence. They also cover exclusionary rule, burdens of proof, direct and circumstantial evidence and evidence of electronic surveillance. Lecture three hours per week.

### **LAW 208 POLICE ORGANIZATION AND ADMINISTRATION 3 CREDITS**

This course covers management responsibilities in the line and staff services of police agencies, including techniques and methods of administration, planning, organization, direction, coordination, reporting and budgeting. Lecture three hours per week.

### **LAW 210 COLD CASE INVESTIGATION 3 CREDITS**

Course provides basic principles of violent crime investigation, areas of concentration specific to cold case investigation within the criminal justice system, problems attached to investigating old cases, and specific ways in which witnesses might be related and contacted. Lecture three hours per week.

### **LAW 299 SPECIAL TOPICS IN LAW ENFORCEMENT 1 TO 5 CREDITS**

Course covers different current topics in Law Enforcement. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## **MATHEMATICS**

### **MAT 035 COMPUTATION SKILLS FOR SCIENCE-RELATED COURSES 1 CREDIT**

Basic arithmetic and algebraic concepts, including scientific notation and percentages, are applied to physics and chemistry problems. Dimensional analysis for conversions, with an emphasis on the metric system, and other problem-solving techniques are introduced. Data analysis including significant figures, percent error, the preparation and interpretation of graphs is also covered.

### **MAT 075 MATH FOR NURSES 1 CREDIT**

The student reviews basic mathematics principles including fractions and decimals. Basic skills are applied to the use of ratio and proportion and the formula method of problem solving. All examples are drawn from nursing situations. Lecture one hour per week. *This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.*

### **MAT 083 ELEMENTARY ALGEBRA - PART I 2 CREDITS**

This is the first of two courses designed for students who have not completed high school algebra, student who need a review of elementary algebra and students who have had previous difficulty with the subject. Topics include operations with real num-

## 2012-2013 CATALOG

---

bers, simplifying algebraic expressions, solving linear equations, and related applications. Competence in arithmetic skills is required. Lecture two hours per week. *Prerequisite: MAT 090 or qualifying score on Math Placement Test.*

### **MAT 084 ELEMENTARY ALGEBRA - PART II 2 CREDITS**

This is the second of two courses designed for students who need a review of elementary algebra and students who have had previous difficulty with the subject. Topics include solving linear inequalities, literal equations and absolute value equations, graphing linear equations, and related applications. Lecture two hours per week. *Prerequisite: MAT 083 or qualifying score on Math Placement Test.*

### **MAT 085 INTERMEDIATE ALGEBRA - PART I 2 CREDITS**

This first course in intermediate algebra is designed for students with a background in elementary algebra who need additional preparation before enrolling in college-level math courses. Topics include graphing linear equations, functions, solving systems of linear equations and systems of linear inequalities, properties of exponents, scientific notation, polynomials, and related applications. Lecture two hours per week. *Prerequisites: MAT 084 or MAT 093, or qualifying score on Math Placement Test.*

### **MAT 086 INTERMEDIATE ALGEBRA - PART II 2 CREDITS**

This is the second of two courses designed for students with a background in elementary algebra who need additional preparation before enrolling in college algebra. Topics include factoring polynomials, rational expressions, rational exponents and radicals, quadratic equations, and related applications. Lecture two hours per week. *Prerequisite: MAT 085 or qualifying score on Math Placement Test.*  
*Note: Students planning to take MAT 102 or MAT 120 are not required to take MAT 086.*

### **MAT 090 MATHEMATICS FUNDAMENTALS 3 CREDITS**

The student reviews basic math principles, including fundamental operations of whole numbers, fractions, decimals, percents, measurement and geometric concepts. Lecture three hours per week. *This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.*  
*Prerequisite: Math Placement Test.*

### **MAT 092 ELEMENTARY GEOMETRY 3 CREDITS**

This course is for students who have not completed two semesters of high school geometry or have had previous difficulty with the subject. Topics include plane geometric figures such as angles, polygons and circles and the concepts of congruence, similarity, perimeter and area. Competence in elementary algebra is required. Lecture three hours per week. *This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.*  
*Prerequisite: MAT 084 or MAT 093, or qualifying score on Math Placement Test.*

## COURSE DESCRIPTIONS

---

### **MAT 093      INTENSIVE ELEMENTARY ALGEBRA      4 CREDITS**

This course covers the same material as MAT 091, but with a stronger focus (and additional course time spent) on developing and applying problem-solving skills. It is especially designed for students who may have math anxiety as well as those who would benefit from spending more time working with an instructor. The primary audience for this course (and for MAT 091) is students who have not completed high school algebra or have had previous difficulty with the subject. Topics include operations with real numbers, solving linear equations and inequalities, elementary graphing principles, simplifying and factoring polynomials. Competence in arithmetic skills (including operations with fractions) is required. Lecture four hours per week.

*Prerequisite: MAT 090 or qualifying score on Math Placement Test.*

### **MAT 095      INTERMEDIATE ALGEBRA      4 CREDITS**

This course provides additional algebraic background for those with one year of high school algebra. It covers the second year of high school algebra, including fundamental operations, simultaneous equations, quadratic equations, exponents and radicals, inequalities, factoring, problem solving and rational expressions. Lecture four hours per week. *This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.*

*Prerequisite: MAT 084 or MAT 093, or qualifying score on Math Placement Test.*

### **MAT 099      INDIVIDUALIZED PREPARATION IN DEVELOPMENTAL MATH      1-4 CREDITS**

Students in this developmental math course will learn math on-line or using an alternate delivery system. Course objectives and grading requirements will be tailored to the needs of each individual student. A student can only register for this course with the permission of a math faculty advisor.

*Prerequisite: Students must be able to operate a computer and access the Internet.*

### **MAT 100      OCCUPATIONAL MATHEMATICS      3 CREDITS**

Students review the four fundamental operations on whole numbers, fractions, and decimals, and work to develop problem-solving skills. Students also study issues related to measurement, converting between units of measurement, estimation, proportional reasoning, applied algebra, constructive geometry, and right triangle trigonometry. The mathematical topics will be covered through application to the content in the HVA and other career programs.

### **MAT 102      GENERAL EDUCATION MATHEMATICS      4 CREDITS (IAI: M1 904)**

This course is designed primarily for students who are not pursuing careers in mathematics, science and business. Students planning to study mathematics, science or business should take MAT 105 followed by general education course(s) at the upper level. Students develop essential mathematical competencies needed for participation in our modern world by studying topics such as critical thinking skills, sets, probability, statistics, and the mathematics of finance. This course applies to the IAI General

## 2012-2013 CATALOG

---

Education Core Curriculum Mathematics package.

*Prerequisite: Successful completion of MAT 085 or MAT 095 or Math Placement Test; and satisfactory completion of MAT 092 or Geometry Proficiency Test or two semesters of high school geometry with a grade of "C" or better.*

### **MAT 105 COLLEGE ALGEBRA 4 CREDITS**

This course prepares students to study more advanced mathematics. Topics include the real number system, polynomials, inequalities, and exponential, logarithmic and rational functions. It also covers conic sections, determinants, sequences and series and the binomial theorem. To qualify for this course, students must demonstrate competence in both algebra and geometry. Lecture four hours per week.

*Prerequisite: Satisfactory completion of MAT 086 or MAT 095 or Math Placement Test; and satisfactory completion of MAT 092 or Geometry Proficiency Test or two semesters of high school geometry with a grade of "C" or better.*

### **MAT 110 COLLEGE TRIGONOMETRY 3 CREDITS**

The trigonometric functions of real numbers are studied with emphasis on the use of the rectangular coordinate system to define functions and to establish their properties. The graphs of the functions are studied to illustrate inverse relationships, periodicity, domain and range. Other topics include solution of triangles, proof of identities, trigonometric equations, polar coordinates and trigonometric form of complex numbers. Lecture three hours per week. *Prerequisite: Completion or concurrent registration in MAT 105 or qualifying score on Math Placement Test.*

### **MAT 120 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS I 4 CREDITS**

Students develop the mathematical background they will need as elementary school teachers. Topics include: sets, number systems, operations with integers and rational numbers, elementary number theory, and problem solving. The focus is on explaining how to solve problems rather than just providing an answer.

*Prerequisite: Successful completion of MAT 085 or MAT 095 or qualifying score on Mathematics Placement Test; and successful completion of MAT 092 or qualifying score on Geometry Proficiency Test or two semesters of high school geometry with a grade of "C" or better. Successful completion of ENG 084 or qualifying score on the English Placement Test.*

### **MAT 121 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II (IAI: M1 903) 4 CREDITS**

Students will continue to develop the theoretical understanding of elementary school mathematics they will need as teachers. Students will explore ratios, topics in data analysis and statistics, uncertainty and probability, geometry (including transformations), and develop proportional reasoning skills. In the spirit of MAT 120, the focus continues to be on making sense of the concepts, student explanations utilizing multiple representations, careful reasoning, justification for all answers, and developing the

## COURSE DESCRIPTIONS

---

habits of mind to support a lifelong learning of mathematics. This course applies to the IAI General Education Core Curriculum Mathematics package.

*Prerequisite: Grade "C" or better in MAT 120.*

**MAT 124      FINITE MATHEMATICS      4 CREDITS**  
**(IAI: M1 906)**

For students in business, economics and the social sciences, this course emphasizes concepts and applications of mathematics to business problems. Topics include algebra, sets, probability, matrices, linear programming, finance and linear models. Lecture four hours per week. This course applies to the IAI General Education Core Curriculum Mathematics package. *Prerequisite: MAT 105 or Math Placement Test.*

**MAT 141      STATISTICS      4 CREDITS**  
**(IAI: BUS 901, M1 902)**

Students investigate elementary descriptive and inferential statistical methods: graphs, averages, measures of dispersion, probability, tables, probability and sampling distributions, confidence intervals, hypothesis testing, analysis of variance and simple linear correlation. The course also provides the students opportunities to use computers to solve problems. Lecture four hours per week. (1) This course applies to the IAI General Education Core Curriculum Mathematics Package. (2) This course applies to one or more IAI majors. See an Academic Advisor for details. *Prerequisite: MAT 102 or MAT 105, or qualifying score on Math Placement Test.*

**MAT 181      DISCRETE MATHEMATICS      3 CREDITS**  
**(IAI: MI 905)**

This course introduces students to topics that develop reasoning skills and provide a foundation for further study in computer technology or mathematics. These topics include: Boolean logic, elementary number theory, methods of proof, induction, recursion, sets, combinatorial techniques, functions, graphs and trees. Applications to digital circuits and computer algorithms will be discussed. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Mathematics package. *Prerequisite: MAT 105 with a minimum grade of "C" or Math Placement Test.*

**MAT 201      CALCULUS I      5 CREDITS**  
**(IAI: M1 900-1)**

This course is a complete presentation of calculus with some applications, designed primarily for students preparing to study mathematics, computer science, engineering or physical sciences. Topics include theory and computation of limits, differentiation and an introduction to integration. Students will need to be familiar with many families of functions, including trigonometric, exponential and logarithmic functions. A prior course in trigonometry is required. This course applies to the IAI General Education Core Curriculum Mathematics package.

*Prerequisite: Grade of "C" or better in both MAT 105 and MAT 110 or qualifying score on Mathematics Placement Test.*

## 2012-2013 CATALOG

---

**MAT 202**     **CALCULUS II**     **5 CREDITS**  
**(IAI: M1 900-2)**

This course, which continues from MAT 201, is a complete presentation of calculus with some applications, designed primarily for students preparing to study mathematics, computer science, engineering or physical sciences. Students focus on applications of the definite integral, methods of integration, plane analytic geometry, hyperbolic functions and infinite series. Study also includes an introduction to polar coordinates and parametric equations. This course applies to the IAI General Education Core Curriculum Mathematics package. *Prerequisite: Grade of "C" or better in MAT 201.*

**MAT 203**     **CALCULUS III**     **4 CREDITS**  
**(IAI: M1 900-3)**

This course extends to three dimensions the concepts learned in earlier math courses. Students will learn to work with algebraic and geometric descriptions of lines, planes and surfaces along with vectors and curvature. Partial differentiation and its applications and integrals involving two or more variables and their applications are examined. Selected topics from vector calculus may be included. This course applies to the IAI General Education Core Curriculum Mathematics package. *Prerequisite: Grade of "C" or better in MAT 202.*

**MAT 215**     **DIFFERENTIAL EQUATIONS**     **3 CREDITS**

Students explore the methods of solving ordinary differential equations and related applications. Topics include various methods of solving first order differential equations, linear equations of higher order, systems of differential equations, elementary numerical methods and Laplace transforms. *Prerequisite: Grade of "C" or better in MAT 202 or permission of instructor.*

**MAT 224**     **CALCULUS FOR BUSINESS AND SOCIAL SCIENCE**     **4 CREDITS**  
**(IAI: M1 900-B)**

This course, designed for students in business, economics, biological sciences and social sciences, covers the concepts of function, limit, differentiation and integration. The main focus of the course is on applications of these concepts, rather than on the comprehensive treatment of the mathematics provided by MAT 201. Knowledge of trigonometry is not required. Students develop problem solving skills and use technology, where appropriate, to make sense of situations using calculus concepts. This course applies to the IAI General Education Core Curriculum Mathematics package. *Prerequisite: Grade of "C" or better in MAT 105 or qualifying score on Math Placement Test.*

## MUSIC

**MUS 100**     **MUSIC APPRECIATION**     **3 CREDITS**  
**(IAI: F1 900)**

This course covers music and composers from ancient to modern times with emphasis on the Baroque (Bach and Handel), Classical (Haydn, Mozart and Beethoven), Romantic (Schubert, Schumann, Mendelssohn) and 20th Century (Stravinsky and



## COURSE DESCRIPTIONS

---

Hindemith). The course demonstrates music as it has developed in Western Civilization. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 101      HISTORY OF MUSIC: PRE-TWENTIETH CENTURY      3 CREDITS**  
**(IAI: F1 901)**

Pre-20th Century music covers the historical development of Western music, including various musical styles and periods, and the contributions of key composers, conductors and performers in shaping Western musical traditions. This course emphasizes concepts, structure, musical idioms and aesthetics. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 102      HISTORY OF MUSIC: TWENTIETH CENTURY      3 CREDITS**  
**(IAI: F2 902)**

Students explore history, materials, composers and works that have developed from around the 1890s to date. The course emphasizes the relationship of today's music to significant directions of style and thought. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 103      MUSIC OF MULTICULTURAL AMERICA      3 CREDITS**  
**(IAI: F1 905D)**

Music of Multicultural America is a survey of various ethnic musical traditions as threads of influences on contemporary American musical culture. Selected African, Asian and European music is traced from its origins through its continuing role in shaping a pluralistic American culture. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 105      INTRODUCTION TO AMERICAN MUSIC      3 CREDITS**  
**(IAI: F1 904)**

This course surveys American music from colonial times to the present. It includes serious music, religious music, musical theater, jazz and popular styles. A listener's point of view is studied. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 106      TRENDS IN MODERN AMERICAN MUSIC      3 CREDITS**  
**(IAI: F1 904)**

This course traces the development of twentieth-century American popular music from its roots in American folk music, blues and Tin Pan Alley through the inception of Jazz and late-twentieth-century popular movements. It includes Rock and Roll, Motown, the British Invasion, 1960's folk, heavy metal, hip-hop, punk rock and other defining genres. Students will learn about artist's styles and musical characteristics through listening exams, group discussion, research papers and tests.

## 2012-2013 CATALOG

---

**MUS 108      WORLD MUSIC SURVEY      3 CREDITS**  
**(IAI: F1 903N)**

Students explore music in the context of eight representative cultures: Native American, African, Afro-American, Japanese, Indian, Indonesian, Latin American and peasant cultures of Eastern Europe. Students study a variety of musical expressions and their cultural roots. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 110      HARMONY I      3 CREDITS**

Students study scales, intervals, triads and their inversions; musical terms and forms; tonality and rhythm; and relation of harmonic devices to musical language. Lecture and laboratory three hours per week. *Prerequisite: Knowledge of basic musical notations or permission of instructor.*

**MUS 111      HARMONY II      3 CREDITS**

A continuation of MUS 110, this course focuses on the second inversion of triads, cadences, dominant seventh chords and other seventh chords. It stresses rhythmic implication of material and analysis of masterworks. Lecture and lab three hours per week. *Prerequisite: MUS 110.*

**MUS 115      EAR TRAINING AND SIGHT SINGING I      1 CREDIT**

This course covers simple interval recognition; dictation of triads; singing intervals and simple melodies and recognizing and performing simple rhythm units. Lecture and lab two hours per week. *Prerequisite: Knowledge of basic musical notations or permission of instructor.*

**MUS 116      EAR TRAINING AND SIGHT SINGING II      1 CREDIT**

This course is a continuation of MUS 115. Lecture and lab two hours per week. *Prerequisite: MUS 110, MUS 115 with concurrent enrollment in MUS 111.*

**MUS 121      COLLEGE CHOIR      1 CREDIT**

College choir is a performance activity open to all students. The choir may vary from semester to semester and may include traditional or pop style music. It may be taken four times for college credit. Meets three hours weekly for rehearsal. *Prerequisite: Vocal proficiency.*

**MUS 122      COLLEGE SINGERS      1 CREDIT**

This vocal ensemble performs a wide variety of vocal chamber music from all periods. Open by audition to members of the College Choir or Community Chorus. It may be taken four times for college credit. *Prerequisite: Vocal proficiency.*

**MUS 123      POPULAR MUSIC ENSEMBLE      1 CREDIT**

The emphasis of this ensemble will be on popular styles of American music, including jazz, rock, blues, R&B and more. Repertoire will be chosen according to members of the ensemble. May be taken four times for college credit. *Prerequisite: Instrumental proficiency.*

## COURSE DESCRIPTIONS

---

**MUS 127 COMMUNITY CHORUS 1 CREDIT**

A choir of students and community singers perform major works and lighter music in frequent concerts. It is open to students, staff and community residents. May be taken four times for college credit. Meets two hours weekly for rehearsal.

*Prerequisite: Vocal proficiency.*

**MUS 129 COMMUNITY BAND 1 CREDIT**

This course is open to students and community musicians proficient in playing instruments. Participants become familiar with the problems and techniques of performing music in the repertoire of the standard concert band. Performances include concerts and cooperative works with the College's Community Chorus. Audition is not required. May be taken four times for college credit.

*Prerequisite: Instrumental proficiency.*

**MUS 130 PRIVATE APPLIED MUSIC MAJOR 2 CREDITS**

Students receive private instruction in any symphonic instrument, guitar, piano, organ, voice or electronic synthesizer. One hour of private instruction per week requires two hours of daily practice. During the fourth semester a partial recital is required. May be taken four times for college credit.

**MUS 131 PRIVATE APPLIED MUSIC MINOR 1 CREDIT**

Students receive private instruction in any symphonic instrument, guitar, piano, organ, voice or electronic synthesizer. One half-hour of private instruction per week requires one hour of daily practice. Music majors may register for two minor instruments with the approval of the course director. May be taken four times for college credit.

**MUS 160 CLASS PIANO 1 CREDIT**

Students prepare for future private lesson instruction in this introductory course. Beginning piano students study keyboard skills, general musicianship, sight-reading and piano literature. Enrollment is open to both music majors and nonmajors. Lecture one hour, laboratory one hour per week.

**MUS 210 HARMONY III 3 CREDITS**

This course continues MUS 111 with emphasis on Neapolitan sixth, augmented sixth and other altered chords. Lecture and lab three hours per week.

*Prerequisite: MUS 110 and MUS 111.*

**MUS 211 HARMONY IV 3 CREDITS**

A continuation of MUS 210, this course emphasizes ninth, 11th and 13th chords. It studies 20th Century techniques, including analysis of works by Hindemith, Schoenberg and other modern composers. Lecture and lab three hours per week.

*Prerequisite: MUS 210.*

**MUS 215 EAR TRAINING AND SIGHT SINGING III 1 CREDIT**

This course includes advanced interval recognition and dictation, both melodic and harmonic, advanced dictation in triads and seventh chords and identification of compound rhythmic units. Laboratory two hours per week.

*Prerequisite: MUS 110, MUS 111, MUS 116 with concurrent enrollment in MUS 210.*

## 2012-2013 CATALOG

---

### **MUS 216 EAR TRAINING AND SIGHT SINGING IV 1 CREDIT**

This course is a continuation of MUS 215. Laboratory two hours per week.

*Prerequisite: MUS 210 and MUS 215 with concurrent enrollment in MUS 211.*

## **NURSING**

### **NUR 105 NURSING ASSISTANT TRAINING 8 CREDITS**

Students acquire the necessary knowledge and skills to perform basic health care. Under the supervision of a registered nurse or licensed practical nurse, they learn to function as nurse's aides. This course meets the requirements of the Illinois Department of Public Health. Lecture seven hours, laboratory three hours per week.

*Prerequisite: Demonstrate required reading ability on English Placement Test.*

### **NUR 121 FUNDAMENTALS OF NURSING I 2 CREDITS**

Study basic needs and procedures common to all patients. Basic assessments and interventions, safety considerations, provision of nutrition and hygiene are addressed. The principles of caring for the geriatric patient are discussed with respect for diversity.

*Prerequisite: Acceptance into nursing program, credit in BIO 103 and BIO 104 (within five years, grade "C" or better), registration or credit in MAT 075 (within one year of admission to the program), current registration in NUR 124, NUR 125, registration or credit in PSY 101.*

### **NUR 122 FUNDAMENTALS OF NURSING II 6 CREDITS**

This course builds on the concepts of NUR 121. The nursing process is introduced and provides the foundation for nursing practice. Principles of medication administration, assessments and interventions for persons experiencing problems with mobility, body integrity, infectious processes, metabolic regulations, comfort and rest are addressed. Clinical experiences provide the opportunity for the student to begin to function as a member of the health care team and to use the nursing process to deliver care to persons with respect for diversity.

*Prerequisite: Acceptance into nursing program NUR 121, MAT 075 (within one year). Current registration in NUR 124, NUR 125, credit in BIO 103 and BIO 104 (within five years, grade "C" or better).*

### **NUR 124 MENTAL HEALTH NURSING I 1 CREDIT**

This course introduces basic concepts regarding human behavior as it applies to patient care. It provides the structures for future development of the nurse-patient relationship. Emphasis is placed on therapeutic communication. The course will utilize lecture, seminar, clinical experiences, textbook readings, online tutorials and will introduce the care of the culturally diverse patient.

*Prerequisite: Admission to nursing program, concurrent with NUR 121. Credit in BIO 103 and BIO 104.*

## COURSE DESCRIPTIONS

---

### **NUR 125      PROFESSIONAL ISSUES IN NURSING I      1 CREDIT**

Contrast the history of nursing with its current developmental status. Relevant aspects of nursing will be discussed including academic preparation, methodologies, career opportunities, organization and publications. The legal responsibilities of the nurse as stated in the Illinois Nurse Practice Act of 2007 will be presented. Ethical issues will be discussed. Cultural influences on community and health care will be explored. The role of the nurse as team member and team builder is discussed. The course includes lecture, small group discussion, case studies and a project.

*Prerequisite: Acceptance into the nursing program. Credit in BIO 103, BIO 104 and NUR 124. Current registration or credit in PSY 101 concurrent with NUR 122.*

### **NUR 135      MEDICAL SURGICAL NURSING I      2 CREDITS**

Introduces nursing concepts and selected theoretical aspects of nursing care of the medical surgical patient. All concepts and nursing care are addressed incorporating principles of a team approach and cultural diversity. Concepts and principles central to this course include IV assessment, infection control, asepsis, acid-base, fluid and electrolyte balance. Parental therapy and math are discussed theoretically and demonstrated within the setting of the college lab. Physical assessment strategies and techniques for each discussed system are integrated into course and college laboratory experiences. The perioperative experience for the person undergoing surgery is presented as are common biopsychosocial responses. Preoperative, intraoperative and postoperative nursing care issues and the person in shock are considered. Oncology nursing is presented to include prevention, etiologies, epidemiology, medical management and nursing interventions. The course includes lecture, discussion and college laboratory experiences.

*Prerequisite: Credit in BIO 103 and BIO 104 (within five years, grade C or better), PSY 101, NUR 122, NUR 124, and NUR 125. Concurrent registration in NUR 150 and credit or concurrent registration in PSY 210 or Life Span Course.*

### **NUR 136      MEDICAL SURGICAL NURSING II      4 CREDITS**

Study and application of the principles required for nursing care of persons with concerns with respiration, cardiac and peripheral circulation, renal and urinary systems. Integumentary and hemo-immune systems also are studied. Care of persons with related pathologies is described through utilization of the nursing process. Physical assessment strategies and techniques for each discussed system are integrated. Interpersonal processes between all persons with respect for diversity and situational differences are examined in small group discussions. Students will be exposed to technology necessary for data retrieval and treatments. The role of nurse as team member and teacher is discussed. This course includes lecture, case study, clinical, small group discussion and nursing laboratory experiences.

*Prerequisite: NUR 135, PSY 101 and concurrent registration in NUR 150. Credit or current registration in PSY 210 or Life Span Course.*

## 2012-2013 CATALOG

---

### **NUR 137      MEDICAL SURGICAL NURSING III      4 CREDITS**

Study and application of the principles required for nursing care of persons with sensation/reception concerns to include the eye, ear and neurologic system, musculoskeletal systems, gastrointestinal, metabolic, endocrine and reproductive systems. Care of persons with related pathologies is described through utilization of the nursing process systems. Physical assessment strategies and techniques for each discussed system are integrated into course and clinical experiences. Students will be exposed to technology necessary for data retrieval documentation and treatments. The role of the nurse as team member and teacher is discussed. This course includes lecture, case study, clinical, small group discussion and nursing laboratory experiences.

*Prerequisite: NUR 135, PSY 101 and concurrent registration in NUR 150. Credit or current registration in PSY 210 or Life Span Course.*

### **NUR 138      NURSING CARE OF THE DEVELOPING FAMILY      4 CREDITS**

Through a philosophy of family-centered care, this course introduces students to the study and application of principles required to meet the common needs of the normal childbearing family and child from birth through adolescence. Physical assessment techniques and strategies unique to the childbearing woman and child will be discussed and are integrated into clinical experiences. Therapeutic communication and interpersonal relationships between all persons with respect to function as a member of the health care team under the direction of a registered nurse, communicate effectively, utilize technology and the nursing process to provide holistic care in an ethical manner. This course includes theory and clinical components.

*Prerequisite: NUR 136, NUR 137, NUR 150, BIO 104, PSY 101, PSY 210 or Life Span Course.*

### **NUR 150      PHARMACOLOGY      2 CREDITS**

Presents the physiological and psychological alterations produced by specific drugs. The theory presented will increase the nurse's knowledge of name, classification, administration, counter indication, side effects, adverse reactions, interactions and predictable outcomes of specific drugs. Nursing implications associated with drugs will be presented, as well as the ethical and legal issues and responsibilities associated with the administration of medications. *Prerequisite: BIO 103, BIO 104 and acceptance into Nursing program.*

### **NUR 221      MEDICAL SURGICAL NURSING IV      6 CREDITS**

Incorporates and builds on all concepts, themes and principles learned in the first level nursing experience in caring for adults with complex and chronic illnesses in special care settings and the community. Focus is on care issues of adults with multiple system concerns including shock, burns, head, spinal cord, thoracic and abdominal injuries. Principles of cardiovascular assessments and therapies including introductory arrhythmia interpretation are addressed particularly as necessary in the Intensive Care setting. There is an emphasis on the invasive diagnostic, treatable medications and surgical care. The concepts of oxygenation and ventilation are detailed. Nursing care of persons requiring mechanical ventilation is included. Community resources available to persons will be investigated and an experience with a home health agency is included.

## COURSE DESCRIPTIONS

---

ed. Holistic care is described by integrating the nursing process. Discussion of interpersonal processes will include issues of cultural diversity, family dynamics, and therapeutic communication. Students will be exposed to technology necessary for data retrieval (computers and monitors), documentation and treatments including the mechanical ventilator. The role of the nurse as team member, Teacher and Patient Care Manager is discussed. This course includes lecture, case study, clinical, small group discussion and nursing laboratory experiences.

*Prerequisite: NUR 136, NUR 137, NUR 150. Credit or current registration in BIO 212 and PEH 103. Credit in PSY 101, PSY 210 or Life Span Course, BIO 104 (with a C or better in five years).*

### **NUR 222      MATERNAL CHILD NURSING      4 CREDITS**

Introduces students to the study and application of principles required to meet both the common and complex needs of the childbearing family and newborn infant. Physical assessment techniques and strategies unique to the childbearing woman and newborn infant will be discussed and are integrated into clinical experiences. Therapeutic communication and interpersonal relationships between all persons with respect for cultural and situational differences are examined. Clinical experiences prepare the student to function as a member of the health care team in the role of the obstetrical nurse, communicate effectively, utilize technology and the nursing process to provide holistic care in an ethical manner. This course includes theory and clinical components.

*Prerequisite: NUR 136, NUR 137, NUR 150, PSY 101, PSY 210 or Life Span Course, BIO 104 (with a C or better in five years). Credit or current registration in BIO 212 and PEH 103.*

### **NUR 233      NURSING OF CHILDREN      4 CREDITS**

The course incorporates a holistic approach to addressing the needs of the pediatric patient. Increases the student's knowledge of facts, principles and concepts with regard to care of the child from neonate to adolescent. The nursing student will utilize the nursing process to provide care to children who are experiencing serious illness, long-term physical developmental problems and anomalies. It places emphasis on the application of knowledge of growth and development patterns at various stages in the case of the child as part of the family unit. Utilization of protective, nutritive, and generative skills will reinforce previous learning and provide the opportunity for transfer of learning to new settings. The student will recognize cultural influences on growth and development.

*Prerequisite: NUR 221, NUR 222, BIO 212 and PEH 103. Current registration in NUR 235.*

### **NUR 234      MENTAL HEALTH NURSING II      3 CREDITS**

Understanding human behavior, effectively assessing patients' emotional conflicts, communicating professionally and therapeutically and planning interventions for unmet needs will be stressed. In addition, a spectrum of mental illnesses from mild to disabling will be studied. A strong emphasis will be placed on recognizing and intervening with substance abusing patients, and on identifying and intervening with victims of violence. The students will use the nursing process to provide culturally appropriate care. This course will utilize lecture, seminar, guest presenters, clinical experiences, textbook readings and videos.

*Prerequisite: NUR 221, NUR 222, BIO 212 and PEH 103. Current registration in NUR 235.*

## 2012-2013 CATALOG

---

### **NUR 235      PROFESSIONAL ISSUES IN NURSING II      3 CREDITS**

This course is designed to facilitate the process of transition from student to graduate nurse. The nursing process will be utilized in the management of the diverse patient population. Discussions will include preparation of resumes, cover letters, and interviewing techniques.

*Prerequisite: NUR 221, NUR 222, BIO 212, PEH 103. Current registration in NUR 233 and NUR 234.*

### **NUR 299      SPECIAL TOPICS IN NURSING      1 TO 5 CREDITS**

This course covers different current topics in nursing. Course content format will vary depending on the topic covered. Specific course topics and hours will be indicated in the Course Schedule.

## **OFFICE MANAGEMENT TECHNOLOGY**

### **OMT 101      KEYBOARDING I      1 CREDIT**

Students will learn how to key on a computer keyboard using the correct touch-keyboarding techniques. Students will learn correct fingering of the alphabetic and numeric keys and will learn the meanings and correct usage of the symbol keys. This course meets for six weeks. Laboratory two hours per week.

### **OMT 102      KEYBOARDING II      2 CREDITS**

This course continues development of correct alphanumeric keyboarding techniques for the student successfully completing Keyboarding I. Students develop speed and accuracy, learn to center vertically and horizontally, format and produce personal business letters, interoffice memos, reports and tabulated material. *Prerequisite: OMT 101.*

### **OMT 124      PROOFREADING SKILLS      1 CREDIT**

A thorough review of the rules and techniques used by a good proofreader. Using standard proofreader's marks and completing realistic practice exercises, students find and correct errors in simple keyboarding, grammar, sentence structure and content. Lecture one hour per week.

### **OMT 125      RECORDS MANAGEMENT      3 CREDITS**

Introduction to the ever-changing area of records management. Students learn the latest ARMA-compatible filing rules, computer applications of the rules, managing records using paper and database systems and control and electronic retention of records. Lecture three hours per week. *Prerequisite: OMT 102 or equivalent.*

### **OMT 126      KEYBOARDING SKILL BUILDING      2 CREDITS**

This course is designed to improve keyboarding speed and accuracy using the fundamentals developed by Cortez Peters. No minimum speed is required to take the course. Students start at any level of ability and progress through teacher-directed activities. *Prerequisite: Touch keyboarding skills.*



## COURSE DESCRIPTIONS

---

**OMT 127      ELECTRONIC RECORDKEEPING      3 CREDITS**

This course introduces students to the fundamentals of electronic records management. Students will learn about electronic record history and concerns; life cycle of electronic content; ARMA filing rules; image records; safety and security; and electronic recordkeeping software. Lecture three hours per week.

**OMT 128      MEDICAL OFFICE LAW AND ETHICS      2 CREDITS**

An overview of the legal and ethical considerations affecting medical office personnel. It explores all aspects of medical employment, including laws relevant to OSHA, DBA and CDC requirements.

**OMT 140      OFFICE ORIENTATION      3 CREDITS**

An introduction to basic electronic calculating and word processing, writing a resume and cover letter, preparing for an interview, making and receiving telephone calls and accepting and keeping a job. It also develops personal and interpersonal skills.

**OMT 205      INTRODUCTION TO MICROSOFT OFFICE      2 CREDITS**

Introduces Microsoft Office using the Microsoft Windows environment. It covers Microsoft Windows, Microsoft Office Manager, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and object linking and embedding (OLE). Lecture two hours per week. *Prerequisite: CIS 130 or previous microcomputer experience.*

**OMT 206      POWERPOINT I      1 CREDIT**

This course introduces Microsoft PowerPoint software to students with basic computer knowledge. Students will develop skills to plan and deliver a presentation using Microsoft PowerPoint software. Course skills include formatting presentations with fonts, styles, and themes; inserting illustrations, sound, and animation; and saving and printing presentations.

*Prerequisite: Basic computer knowledge.*

**OMT 207      POWERPOINT II      1 CREDIT**

A continuation of OMT 206 PowerPoint I, students acquire skills to use advanced features of Microsoft Office PowerPoint. The content of this course includes customizing templates and slide masters, advanced animation, inserting video and audio, working with tables and charts, and publishing a presentation.

*Prerequisite: OMT 102 or 206.*

**OMT 210      WORD I      2 CREDITS**

Introduces word-processing fundamentals using Microsoft Word for Windows software at individual computer workstations. Students apply these techniques to a variety of business documents. Lecture two hours per week. *Prerequisite: Accurate keyboarding skills at 25 words per minute and personal computer knowledge.*

**OMT 211      WORD II      2 CREDITS**

Builds proficiency in the use of Microsoft Word for Windows. Students learn intermediate computer skills using Word for Windows software at individual computer workstations and apply these techniques to a variety of business documents. Lecture two hours per week.

*Prerequisite: OMT 210.*

## 2012-2013 CATALOG

---

### **OMT 212 WORD III**

**2 CREDITS**

Students will learn the advanced features of the Microsoft Word software. Emphasis given to topics including borders, clip art, drawing, word art, charts, macros, forms, templates, sorting, selecting, outlining, document mapping, and the Internet. Lecture two hours per week. This course meets for eight weeks. *Prerequisite: OMT 211 or equivalent.*

### **OMT 214 OFFICE SUPERVISION**

**3 CREDITS**

Familiarizes students with the functions of the modern business office and its relationship to global business activity. It emphasizes the practical application of such activities as word processing, records management, travel and conference planning, telecommunications, job seeking, time management and human relations. Lecture three hours per week. *Prerequisite: OMT 102 or equivalent.*

### **OMT 215 MEDICAL OFFICE PRACTICES**

**3 CREDITS**

This course introduces the knowledge and skills necessary for the nonclinical medical office worker to support administrative procedures in a medical environment. Through computer simulated assignments, students will apply critical thinking skills to familiarize themselves with medical office procedures. Content includes reception, in person and on telephone; scheduling appointments, laboratory work, and hospital stays; creation and maintenance of patient files; and working in a computerized medical office. Lecture three hours per week.

### **OMT 222 OFFICE SUPERVISION**

**2 CREDITS**

In this course students will learn voice recognition software. They will convert analog sound to text, train and calibrate voice recognition software to dictate into MS Word. Lecture two hours per week.

### **OMT 225 GOOGLE APPLICATIONS**

**3 CREDITS**

In this Google Applications course, students will learn different Google features, including: Gmail, electronic calendar management, word processing, spreadsheets and presentation software. Importing and exporting MS Word, Excel and PowerPoint with Google Applications will also be studied. Lecture three hours per week. *Prerequisite: The student must have strong use of the internet and word processing skills.*

### **OMT 242 BUSINESS COMMUNICATIONS**

**3 CREDITS**

Offers the office professional specific guidance toward polishing memo, letter, report and proposal writing skills. It emphasizes interpersonal relations, collecting information, solving problems and making independent decisions. Lecture three hours per week.

*Prerequisite: OMT 101 or permission of instructor.*

### **OMT 248 SOCIAL NETWORKING FOR BUSINESS**

**3 CREDITS**

In this course, students will study how social networks formed and how to use them for business. The students will work with social networking applications to learn how to grow and expand their potential client base, how to follow others; and networking in

## COURSE DESCRIPTIONS

---

second life/virtual world. Topics of advertising, video making, creating groups, wikis, and social bookmarking will be covered. Lecture three hours per week.

*Prerequisite: The student must be a regular user of the internet.*

### **OMT 250      INTEGRATED OFFICE SIMULATION      3 CREDITS**

This course is a capstone for the Office Management Technology degree. Students will integrate documents using the Microsoft Office Suite and use critical thinking skills to solve document and office-related issues. Knowledge of Microsoft Word, Excel, Access, and PowerPoint is required. Keyboarding speed and accuracy development continues. Lecture one hour per week, laboratory four hours per week.

*Prerequisite: OMT 103, OMT 206, OMT 210, OMT 211, CIS 124, CIS 142.*

### **OMT 253      SUCCESSFUL CAREER STRATEGIES      2 CREDITS**

This course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course.

*Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.*

### **OMT 299      SPECIAL TOPICS IN OFFICE MANAGEMENT TECHNOLOGY      1 TO 5 CREDITS**

Course covers different current topics in Office Management Technology. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## PHYSICAL EDUCATION

### **PEC 101      ADAPTIVE PHYSICAL EDUCATION      1 CREDIT**

This course provides therapeutic and recreational activities for students with disabilities, unable or not wishing to, enroll in regular physical education courses. These focus on the development and progress of individual skills and are tailored to individual needs. The instructor may work with the student's personal physician to design an activity program. Laboratory two hours per week. Repeatable three times for additional credit. May be taken four times for college credit.

### **PEC 131      SOFTBALL      1 CREDIT**

This course will instruct in the basic techniques of both fast-pitch and slow-pitch softball. Topics covered will include basic hitting and fielding techniques and rules of the game. Practice games will be used, as well as drill work.

## 2012-2013 CATALOG

---

- PEC 132 VOLLEYBALL 1 CREDIT**  
This is a co-educational course that covers the principles and techniques of volleyball. It offers students the opportunity to compete with other students of their own ability level.
- PEC 133 POWER VOLLEYBALL 1 CREDIT**  
This is a co-educational course that covers the advanced principles and techniques of power volleyball. It offers students the opportunity to compete with other students of their own ability level.
- PEC 139 GOLF 1 CREDIT**  
This course will examine the basic rules and practices in golf. Practice techniques for the skills of putting, chipping, pitching and driving will be covered. In addition, the history of the game will be examined as well as the rules and scoring of golf.
- PEC 140 GOLF II (ADVANCED) 1 CREDIT**  
This course is a continuation of Golf, PEC 139. The perfecting of skills and the proper approaches to specific aspects of play on the course are covered. May be repeated twice for additional credit.
- PEC 155 AEROBIC EXERCISE 1 CREDIT**  
This course consists of an aerobic style fitness program designed to trim and tone the body. Vigorous exercise routines are choreographed to music to increase flexibility, cardiovascular endurance and movement efficiency.
- PEC 158 BASKETBALL 1 CREDIT**  
Basic basketball techniques will be explored in this course. The areas of dribbling, passing and shooting will be covered. In addition, the student will practice these techniques and learn the basic rules of the game.
- PEC 159 ADVANCED BASKETBALL 1 CREDIT**  
Advanced theories of basketball will be covered. Strategies of the game will be examined and basic coaching theory will be introduced. A continuation of skill development will be emphasized.
- PEC 171 PHYSICAL FITNESS 1 CREDIT**  
Physical fitness encompasses all the components of fitness: cardiovascular endurance, strength, flexibility and body composition. This is displayed by participation in the Super Circuit three times per week. Stretching, attending a seminar on aspects of fitness and participating in other aerobic activities such as power walking, jogging, aqua exercise and step aerobics.
- PEC 172 ADVANCED PHYSICAL FITNESS 1 CREDIT**  
Instruction is a sequel to the basic physical fitness course, PEC 171. Students study and practice advanced techniques of conditioning and routines are tailored to individual needs. Students will participate in a high repetition type of exercise program along with an approved jogging program prescribed by the instructor. May be repeated twice for additional credit. *Prerequisite: PEC 171.*

## COURSE DESCRIPTIONS

---

**PEC 173      WEIGHT TRAINING      1 CREDIT**

The theory and practice of weight training skills are covered. Through individually tailored exercise routines, students gain a knowledge and understanding of various weight lifting techniques that are designed for the development of various muscle groups.

**PEC 174      ADVANCED WEIGHT TRAINING      1 CREDIT**

This course is a sequel to the basic weight training course, PEC 173. Students study the theory and practice of weight training and conditioning at a more advanced level. Activities involve the discussion of, and participation in, various methods of conditioning and exercise. Routines are tailored to individual needs within the course program. May be repeated twice for additional credit. *Prerequisite: PEC 172.*

**PEC 175      CIRCUIT TRAINING      1 CREDIT**

This course is a continuation of PEC 174. It will focus on individual development of fitness and wellness levels. Advanced techniques of cardiovascular exercise weight training technique and flexibility training will be a point of emphasis. *Prerequisite: PEC 173 and PEC 174.*

**PEC 176      ADVANCED CIRCUIT TRAINING      1 CREDIT**

This is a continuation of PEC 175. This course will emphasize a personal fitness and wellness plan for students for lifelong activity. In addition, concepts of body image, body fat levels and risk factors for disease will be examined. *Prerequisite: PEC 175.*

**PEC 177      WEIGHT CONTROL AND EXERCISE      1 CREDIT**

This course provides a program for weight reduction through a three-phase aerobic floor exercise routine. The first phase deals with stretching. The second phase concentrates on the upper extremities and the third phase deals with abdominal muscles.

**PEC 178      SOCCER      1 CREDIT**

This course will develop the basic skills of soccer for the student. Emphasis will be placed on individual skill build-up, as well as team strategies. The course will also introduce the rules of soccer and strategies of team play. Practice games are a part of the course.

**PEC 180      INTRODUCTION TO PHYSICAL EDUCATION      2 CREDITS**

The coeducational course emphasizes history, principles, philosophy, aims and objectives of physical education. It reviews important issues, career opportunities and trends. Lecture two hours per week.

**PEC 181      JOGGING AND POWER WALKING FOR FITNESS      1 CREDIT**

The course provides instruction in the basic skills and techniques of jogging and power walking. Laboratory two hours weekly.

## 2012-2013 CATALOG

---

### **PEC 183 BASEBALL**

**1 CREDIT**

This course will examine the basic rules, strategies and techniques of the All-American game, baseball. Special emphasis will be put on individual skill development. In addition, rules and strategies of the game will be covered.

### **PEC 190 SPORTS OFFICIATING**

**2 CREDITS**

This course teaches officiating procedures and techniques for baseball, basketball, football, volleyball and softball. Students study contest rules and officiating techniques, receive practical experience and take tests for certification in a sport of their choice. The course may be taken twice for a second certification and additional credit. Lecture one hour, laboratory two hours per week.

### **PEC 200 LEADERSHIP IN TEAM AND INDIVIDUAL SPORTS**

**2 CREDITS**

Students study methods and techniques of teaching individual and team activities and cover the problems of planning, administering and organizing learning activities. They learn techniques of oral communication, demonstrating, discussing and guiding student performances and gain practical experience in using these techniques. They undertake fieldwork with youth. Lecture one hour, laboratory three hours per week.

### **PEH 101 PERSONAL COMMUNITY HEALTH**

**2 CREDITS**

Students learn about personal and mental health, nutrition, communicable diseases, community health, intimate relationships and discuss the physiological aspects and importance of physical fitness. Students explore the effects of alcohol, tobacco and substance abuse on personal health and society. Lecture two hours per week.

### **PEH 102 FIRST AID**

**2 CREDITS**

This course covers the knowledge and practical application of basic first aid, treatment of injuries and common illnesses and cardiopulmonary resuscitation. Students furnish bandages and tape. Lecture two hours per week.

### **PEH 103 NUTRITION**

**2 CREDITS**

This course acquaints students with the basic theory and practices of nutrition. Topics include various types of nutrients, human digestive system, nutritional planning, importance of the major categories of foods and weight reduction and control. Lecture two hours per week.

### **PEH 104 FOUNDATIONS OF HEALTH/PHYSICAL FITNESS**

**2 CREDITS**

This course covers the physiological aspects of wellness and physical fitness; discussion and testing of obesity, nutrition, cardiovascular conditioning and diet; personal fitness evaluation; development and evaluation of a personal fitness program; appraisal of programs available to the individual through private and noneducational agencies; health and fitness myths; superstitions and misconceptions. Lecture two hours per week.

## **COURSE DESCRIPTIONS**

---

**PEH 105 WELLNESS 2 CREDITS**

This course introduces students to aspects of health maintenance. Topics include physical fitness, weight control, nutrition, stress and time management, mental health and development, social and spiritual concerns and employment.

**PEH 106 DRUG AND ALCOHOL ABUSE 1 CREDIT**

This course provides students with knowledge about substance abuse. It helps each develop a healthful and intelligent lifestyle and better deal with the substance abuse problems of family or friends. Topics include the social, psychological and physiological aspects of alcoholism, drug abuse and smoking. Lecture one hour per week.

### **PHILOSOPHY**

**PHI 125 WORLD RELIGIONS IN GLOBAL CONTEXT 3 CREDITS**  
**(IAI: H5 904N)**

This course compares the major world religions and considers their major contributions to world civilization. Study includes Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Confucianism and Shintoism. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHI 126 INTRODUCTION TO ETHICS 3 CREDITS**  
**(IAI: H4 904)**

Students examine man as a moral being. This course analyzes the principal ethical theories and their practical application to man's moral problems and decisions. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHI 180 SOCIAL ETHICS 3 CREDITS**  
**(IAI: H4 904)**

This course encourages critical thinking about traditional and modern social problems. Students probe the reasoning, rationalizations and justifications for social policy and public opinion. Lecture three hours weekly. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHI 201 PHILOSOPHY 3 CREDITS**  
**(IAI: H4 900)**

Students inquire into the main problems of philosophy and analyze the most significant philosophic systems. Topics include the source and limits of knowledge, errors in reasoning, moral and ethical values, freedom and determinism and the nature and form of religion. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## 2012-2013 CATALOG

---

**PHI 202      INTRODUCTION TO LOGIC      3 CREDITS**  
**(IAI: H4 906)**

This course provides an orderly approach to deductive reasoning, emphasizing modern symbolic techniques, concepts of scientific reasoning and language usage. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## PHYSICAL SCIENCE

**PHS 101      ASTRONOMY      3 CREDITS**  
**(IAI: P1 906)**

History of astronomy, planets, solar system, the Milky Way, stars, stellar evolution and cosmology are topics in this introductory astronomy course. Lecture is three hours per week. Also offered as independent study telecourse. This course applies to IAI General Education Core Curriculum Physical Science Package.

**PHS 103      PHYSICAL SCIENCE I      4 CREDITS**  
**(IAI: P9 900L)**

Students are introduced to physics, chemistry, and astronomy. Lecture is three hours per week, laboratory two hours per week. This course is for non-science majors, and applies to IAI General Education Core Curriculum Physical Science Package.

## PHYSICAL THERAPIST ASSISTANT

**PHT 101      MEDICAL TERMINOLOGY FOR CLINICIANS      2 CREDITS**

A self-directed, technology-enhanced approach is used in the study of medical terminology and medical record documentation. Initial emphasis is placed on basic terminology word skills and knowledge including prefixes, suffixes, word parts, general medicine and body parts, and selected abbreviations and symbols. After initial learning modules are completed, study focuses on a body system approach to common and special services in health care relating to structure, function, disease, diagnosis, and treatment. Mastery includes skills in spelling, pronunciation, definitions, of terms and comprehensive use of select medical terms in appropriate written and oral applications. Completion of this course will prepare the student for curricula study in the area of specialization. Lecture two hours per week.

**PHT 111      PATIENT MANAGEMENT I: BASIC SKILLS FOR THE PTA      2 CREDITS**

This course introduces principles of physical therapy practice and interventions performed by the Physical Therapist Assistant. Basic physical therapy skills including palpation, body mechanics, wheelchair management, gait training and use of assistive devices, transfer training, bed mobility and basic range of motion will be taught. The student will understand the importance of data collection including, measurement of vital signs and assessment of anthropometric characteristics. The student will be introduced to the handling of basic medical emergencies, risk management and infection control.



## COURSE DESCRIPTIONS

---

Lecture one hour per week, laboratory three hours per week.

*Prerequisite: Acceptance into PTA program.*

### **PHT 112      PRINCIPLES OF PRACTICE I:      2 CREDITS** **INTRODUCTION TO PHYSICAL THERAPY**

Students are introduced to legal and ethical concepts guiding professional behavior and conduct while developing an awareness of the health care delivery system, work performance and expectations and cultural diversity. This includes an examination of the State of Illinois Physical Therapy Practice Act and core documents of the American Physical Therapy Association (APTA). Students will be introduced to the role of the PTA as a member of the health care team. This course will also introduce students to the study of interpersonal and communication skills required of the Physical Therapist Assistant, addressing different forms of communication including listening, verbal and non-verbal skills and written documentation. The student will be introduced to standards of record keeping including legal and ethical requirements associated with the medical record and patient information. Interpersonal relationships and professional behaviors will address the needs of the patient, family and health care professional as they deal with issues of health, wellness, illness and disability. The student will be introduced to social and psychological aspects of illness, disability, death and dying. Lecture two hours per week.

*Prerequisite: Acceptance into PTA program.*

### **PHT 113      INTRODUCTION TO DISEASE      2 CREDITS**

This foundational course surveys the disease processes affecting the various systems of the human body. Students will be introduced to concepts of both medical and physical therapy screening and diagnosis. Instruction will address pathology of disease within selected systems of the human body and how this pathology may impact the delivery of physical therapy interventions to the individual. The course will discuss presentation of common disease processes and healing processes as they relate to physical therapy. The material presented in this course will lay the groundwork for future studies within this program. Lecture two hours per week.

*Prerequisite: Acceptance into the PTA program.*

### **PHT 114      FUNDAMENTALS OF KINESIOLOGY I      4 CREDITS**

The first course of a two part series in the fundamentals of kinesiology. Students are introduced to basic concepts of motion as they apply to the human body. Concepts covered include biomechanics, motion analysis and posture. Bones, joints, muscles and nerves of the thorax, abdomen, spinal column and upper extremities will be covered in detail. This knowledge will then be applied to analyzing human motion with an emphasis on integrating structure and function. Lecture three hours per week, laboratory three hours per week.

*Prerequisite: Acceptance into the PTA program.*

## 2012-2013 CATALOG

---

### **PHT 115      FUNDAMENTALS OF KINESIOLOGY II      4 CREDITS**

The second course of a two part series in the fundamentals of kinesiology. Students continue to analyze basic concepts of motion as they apply the human body including force, torque, and other biomechanical concepts as they relate to therapeutic activity and exercise. Bones, joints, muscles and nerves of the lower extremities will be studied in detail. Students will analyze and apply biomechanical and muscle physiology concepts to the joints of the lower extremity as well as their role in human gait. This knowledge will then be applied to analyzing human motion and posture with an emphasis on integrating structure and function. Lecture three hours a week, laboratory three hours a week.

*Prerequisite: Successful completion of the first semester in the PTA program.*

### **PHT 117      PATIENT MANAGEMENT II: TESTS AND MEASUREMENTS      2 CREDITS**

This is the second course in the Patient Management Series. This course addresses issues of testing and measurement important to the assessment of patient response to physical therapy. Students will acquire skills in goniometry, manual muscle testing, and basic sensory testing. In addition students will be introduced to the use of outcome measures in physical therapy practice. Data collection will also include an introduction to assessment of neurological integrity, integumentary integrity and pain. Lecture one hour per week, laboratory three hours per week.

*Prerequisite: Successful completion of the first semester in the PTA program.*

### **PHT 122      THERAPEUTIC EXERCISE      2 CREDITS**

Students are introduced to the principles and techniques of therapeutic exercise including, but not limited to therapeutic interventions for stretching, range of motion, strengthening, posture, balance, coordination and agility training and aerobic conditioning. Emphasis will be placed on the role of therapeutic exercise in medical, surgical, orthopedic and neurological conditions and in maintenance of health and well being. Students will learn how to implement a therapeutic exercise program under the direction and supervision of the physical therapist and will identify when to progress, modify, adapt or withhold exercise interventions in response to patient presentation. Students will learn how to write and implement a home exercise program that is consistent with the plan of care established by the physical therapist. Lecture one hour, laboratory three hours per week.

*Prerequisite: Successful completion of the first semester in the PTA program.*

### **PHT 123      SYSTEMS AND INTERVENTIONS I: ORTHOPEDICS      3 CREDITS**

This course focuses on the application of physical therapy interventions for the treatment of orthopedic conditions of the trunk and extremities. Common orthopedic diagnoses will be presented and students will discuss the principles and progression of the orthopedic patient throughout the various stages of recovery. Students will learn how to appropriately integrate therapeutic modalities and exercise into the treatment plan to enhance healing and recovery. This course will also discuss the use of orthotics for the orthopedic patient. Students will be introduced to the special needs of the patient with a lower limb amputation. Instruction will include discussion on the levels of lower extremity amputation and address pre prosthetic and prosthetic rehabilitation. Lecture two hours per week, laboratory three hours per week.

*Prerequisite: Successful completion of the first semester in PTA program.*

## COURSE DESCRIPTIONS

---

### **PHT 124 INTRODUCTION TO CLINICAL EDUCATION 1 CREDIT**

This course is designed to prepare the student for their first clinical experiences in the fall. Students will review and practice oral and written communication skills, and will be introduced to general information on billing for physical therapy services. Students will be given the opportunity to observe clinical practice with emphasis on examining the role of the PTA, and the relationship between the PT and the PTA. This experience is designed to provide the student with an opportunity to observe the organization and general operation of a clinical environment, including PT/PTA interaction, time management techniques and professional deportment. Students will receive information about the health, legal and conduct requirements of the clinical sites. Lecture two hours per week for 8 weeks. *Prerequisite: Successful completion of the first semester in PTA program.*

### **PHT 125 THERAPEUTIC MODALITIES 2 CREDITS**

Students study the physiological effects, principles and practical therapeutic applications of physical modalities including, but not limited to hydrotherapy, thermal agents, cryotherapy, ultrasound, traction, compression therapies and electrotherapeutic modalities. Emphasis is placed on understanding the effects, indications and contraindications of each modality and providing competent application of the modality as part of an established plan of care. The course will also address physiological effects, principles and practical application of soft tissue management techniques. Basic theoretical concepts are introduced relative to current clinical physical therapy practice including use of therapeutic massage, myofascial release, trigger point management, soft tissue mobilization and lymphedema management. Lecture one hour laboratory three hours per week. *Prerequisite: Successful completion of the first semester in the PTA program.*

### **PHT 212 SYSTEMS & INTERVENTION II: NEUROLOGY 3 CREDITS**

Basic neurologic rehabilitation course covering anatomy and functions of the central and peripheral nervous systems, functional mobility skills, activities of daily living (ADL's), documentation of assessment and treatment interventions, and the writing of home exercise/activity programs. Students will be taught exercise programs and therapeutic intervention techniques to work with patients diagnosed with stroke, spinal cord injury, traumatic head injury, central nervous system disorders, and peripheral nerve injuries. Specific therapeutic treatment techniques, as well as designing and writing home exercise/activity programs for patients with neurological diagnoses are also taught. Documentation of the various assessments, techniques and activities will be incorporated into this course. Lecture two hours per week, laboratory three hours per week. *Prerequisite: Successful completion of the first year in PTA program.*

### **PHT 217 CLINICAL INTERNSHIP I 3 CREDITS**

This course introduces the student to supervised practice in the clinical setting. There are two components to this course, lecture and clinical. The lecture component covers topics that are relevant to current issues and trends in health care and to the PTA scope of practice. Classroom and web based discussion will address legal and ethical standards of practice, presentation skills, effective communication and conflict resolution. The course will also introduce the student to lifelong learning and career development for the PTA. The clinical component of this course provides an opportunity for

## 2012-2013 CATALOG

---

the student to experience supervised hands on clinical practice. The clinical experience will be both a learning opportunity as new techniques and skills are applied and an opportunity to apply basic skills and knowledge learned during the first year of the PTA program. This course requires 4 weeks of full time clinical education (40 hours) with a concurrent web based component. The remaining weeks will involve in-class lecture of two hours per week. *Prerequisite: Successful completion of the first year in PTA program.*

**PHT 218      CARDIOVASCULAR, PULMONARY AND      2 CREDITS**  
**INTEGUMENTARY MANAGEMENT**

This course will expand on the medical and physical therapy management of patients with disease and impairment of the cardiac, pulmonary, vascular and integumentary systems introduced in PHT 113. Students will be introduced to data collection techniques and interventions related to assessment and management of these systems. Emphasis will be placed on wound care and prevention of skin breakdown, postural drainage and chest physical therapy techniques, breathing exercises, cardiac and pulmonary rehabilitation and physiological response of the cardiovascular and pulmonary systems to exercise. Lecture one hour per week, laboratory three hours per week.

*Prerequisite: Successful completion of the first year in the PTA program.*

**PHT 219      SPECIAL POPULATIONS: PEDIATRIC AND GERIATRIC      2 CREDITS**

Management of patients from special age populations is addressed in lecture and laboratory format. The study of normal aging across the lifespan is considered emphasizing normal development in pediatrics and age related changes in older people. Physical therapy management will focus on testing and interventions specific to diseases and conditions considered age specific. The course will explore the different service delivery settings and reimbursement mechanisms for pediatric and geriatric populations and will look at the impact of caring on family members and caregivers. Legal and ethical considerations specific to the needs of vulnerable populations will be discussed. Lecture one hour per week and laboratory three hours per week.

*Prerequisite: Successful completion of the first year in the PTA program.*

**PHT 220      ADVANCED PHYSICAL THERAPY TECHNIQUES      3 CREDITS**

Advanced orthopedic, neurological and integumentary interventions and handling techniques currently used in clinical practice are presented. Students will be introduced to advanced physical agents and electrotherapeutic modalities, advanced therapeutic exercise techniques and elements of assistive and adaptive technology not addressed in basic course material. This course provides students the opportunity to work with a variety of advanced or specialized topics in the field of physical therapy. Current trends and issues regarding scope of practice and different practice settings suitable for the PTA are addressed. The principles, interventions and handling techniques presented in this course are above the basic course level. Lecture twelve hours per week for four weeks.

*Prerequisite: Successful completion of PHT 212, PHT 218, PHT 219 and consent of the PTA Program Director*

## COURSE DESCRIPTIONS

---

### **PHT 222 SEMINAR IN HEALTH CARE LITERATURE 2 CREDITS**

This course is designed to guide the student through the process of finding and using evidence to support best practice. Students will learn how to formulate a research question and how to use that question to search the professional literature for relevant evidence. Instruction will teach students to be critical consumers of articles that they read, with tools to assess not only the quality of the research, but also the level of evidence presented. Basic statistical concepts will be discussed. Students will be required to integrate evidence into clinical practice and to present evidence on a given topic relevant to physical therapy practice to their peers. The significance of professional literature to reflective practice and lifelong learning will be discussed. This is a hybrid course with classroom and web based instruction.

*Prerequisite: Successful completion of PHT 212, PHT 218, PHT 219 and consent of the PTA Program Director. English 102 is recommended.*

### **PHT 224 PRINCIPLES OF PRACTICE II: PROFESSIONAL ISSUES IN PHYSICAL THERAPY 2 CREDITS**

This course builds on the introductory information presented in part one of this series, expanding on professional issues, risk management, ethical and legal concepts of patient care and patient rights. The course will further develop the roles and responsibilities of the PTA and reinforce team interaction and communication skills. In preparation for a career in physical therapy the student will receive instruction related to development of skills required for job seeking and retention in a competitive marketplace. Topics will include applying for licensure and license renewal criteria, résumé writing, portfolio development, continued professional development and career paths for the PTA. Hybrid Classroom and web based instruction. *Prerequisite: Successful completion of PHT 212, PHT 218, PHT 219 and consent of the PTA Program Director.*

### **PHT 225 CLINICAL AFFILIATIONS II 5 CREDITS**

Students apply concepts and skills learned in all previous academic and clinical settings. It will also enable the student to apply and reinforce new techniques and skills in their clinical experience. These final two clinical affiliations offer the student clinical experiences that will progress him/her toward independently functioning as a physical therapist assistant working under the supervision of a PT or PTA in an actual clinical setting (40 hours per week). A lecture component allows students to interact with classmates, instructors and guest lecturers. Lecture topics are relevant to current issues/trends in health care and PTA scope of practice. Hybrid lecture, laboratory 40 hours per week for two six-week sessions.

*Prerequisite: Successful completion of PHT 212, PHT 218 and PHT 219 and consent of PTA Program Director.*

## PHYSICS

**PHY 101      GENERAL PHYSICS I      5 CREDITS**  
**(IAI: P1 900L)**

In this introductory course, liberal arts and preprofessional students study mechanics, motion of particles, force and motion, work and energy and status of fluids, as well as temperature, heat and work, kinetic theory of matter, wave motion and sound. They explore these concepts and the scientific method through lectures, classroom demonstrations, written exercises and problem-solving activities. Lecture four hours, laboratory three hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package.

*Prerequisite: MAT 105.*

**PHY 102      GENERAL PHYSICS II      5 CREDITS**

A continuation of PHY 101, this course includes electrostatics, magnetism, electromagnetic waves and electronics, light and its measurement and lenses and mirrors, as well as atomics and nucleonics, X-rays, optical spectra and atomic structure. Students study scientific methods further. Lecture four hours, laboratory three hours per week.

*Prerequisite: PHY 101.*

**PHY 105      PHYSICS I      5 CREDITS**

Students preparing to major in science, engineering, and math investigate simple equations of linear and rotational motion, vectors, forces, equilibrium, momentum, and energy concepts. Other topics include wave motion, sound, hydrostatics, and hydrodynamics. Lecture four hours, laboratory three hours per week.

*Prerequisite: Registration or credit in MAT 201.*

**PHY 205      PHYSICS II      5 CREDITS**

Students preparing to major in science, engineering, or math engage in study of thermodynamics, electricity, magnetism, and simple circuit analysis. This is the second course in the physics sequence. Lecture four hours, laboratory three hours per week.

*Prerequisite: PHY 105.*

**PHY 206      PHYSICS III      5 CREDITS**

Students preparing to major in science, engineering, and math engage in the study of properties of sound waves and light waves, relativity, atomic theory, and nuclear theory. This is the third course in the physics sequence. Lecture four hours, laboratory three hours per week. *Prerequisite: PHY 205.*

**POLITICAL SCIENCE****POL 201 UNITED STATES NATIONAL GOVERNMENT 3 CREDITS  
(IAI: S5 900)**

Students study the national government. They focus on the theory and development of the constitutional system and current problems arising from federalism; civil liberties and civil rights; methods of popular control; foreign policy and government's role in the economy. They have opportunity for field work. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**POL 202 STATE AND LOCAL GOVERNMENT 3 CREDITS  
(IAI: S5 902)**

Students learn the function and operations of state and local government from the precinct level to state government and the citizen's relationship to them. Field work includes interviews and visits to city halls, board meetings and court rooms, among other activities. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**PSYCHOLOGY****PSY 101 INTRODUCTION TO PSYCHOLOGY 3 CREDITS  
(IAI: S6 900)**

Students study psychology as a science, personality, heredity, environment, intelligence and sensory and perception abilities to gain a better understanding of the person. Lecture three hours per week. Course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

*Prerequisite: College level reading and writing skills are highly recommended.*

**PSY 201 SOCIAL PSYCHOLOGY 3 CREDITS  
(IAI: S8 900)**

Students learn how individuals think about, are influenced by and relate to others in their social environment. Topics include the links among attitudes, judgments and behavior; influence, persuasion and conformity; attraction, altruism and aggression. Lecture three hours per week. Course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: SOC 100 or PSY 101, or permission of instructor.*

**PSY 202 ABNORMAL PSYCHOLOGY 3 CREDITS  
(IAI: PSY 205)**

This course explores symptoms and causes of various psychological disorders. Objectives include defining normality, understanding the influence environment, genetics and personality characteristics have on human behavior, analyzing the major personality theories, learning about anxiety disorders, personality disorders, sexual disorders, addiction, major mental disorders and looking at therapeutic methods designed

## 2012-2013 CATALOG

---

to improve mental health. This course applies to one or more IAI majors. See an Academic Advisor for details. *Prerequisite: PSY 101 or permission of instructor.*

**PSY 210 CHILD GROWTH AND DEVELOPMENT 3 CREDITS**  
**(IAI: S6 903)**

This course examines the current knowledge of the physical, psychological and social development of children from prenatal to early adolescence. It investigates innate and environmental influences and compares the latest major theories with students' observations and experiences with children. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: PSY 101 or permission of instructor.*

**PSY 211 ADOLESCENT PSYCHOLOGY 3 CREDITS**  
**(IAI: S6 904)**

Adolescent psychology examines the physical, intellectual, emotional and social developmental patterns observed from puberty to adulthood. Various psychological theories concerning adolescence and research will be reviewed. Course topics include self-identity, family roles and interactions, social relationships, values, gender and intelligence. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: PSY 101.*

**PSY 215 LIFE SPAN: A SURVEY OF HUMAN DEVELOPMENT 3 CREDITS**  
**(IAI: S6 902)**

Students explore the emotional, social, cognitive, neurobiological and physical milestones of childhood, adolescence, adulthood and old age. This course emphasizes human developmental stages, developmental research methods and patterns of adjustment to differing lifetime demands. Theories and principles of human development are examined in light of contemporary research. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: PSY 101.*

## SOCIAL SCIENCE

**SSC 103 SUCCESSFUL STUDY 1 CREDIT**

Students learn and adopt methods that lead to academic success in college. Topics include study skills, taking notes, taking tests, time management, memory techniques and other skills needed to master studies. Lecture one hour per week.

**SSC 140 WOMEN'S STUDIES IN GLOBAL PERSPECTIVES 3 CREDITS**

This is an interdisciplinary survey of the individual woman and the role of women in society. Topics include feminism, health and family life, legislative and policy changes, labor force distribution, socialization, culture and sex role stereotypes. The course will provide a basis for further intellectual pursuits in the areas of sociology, psychology, economics and other social and behavior sciences.



**SOCIOLOGY****SOC 100 INTRODUCTION TO SOCIOLOGY 3 CREDITS**  
**(IAI: S7 900)**

This course offers systematic study of social factors, structure and relationships, emphasizing values and rules of conduct in society, the process of socialization, group characteristics and influence and power relations. Students analyze selected social institutions and compare their influence on life chances, social inequality and social conflict. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 101 THE FAMILY 3 CREDITS**  
**(IAI: S7 902)**

Students explore institutions and systems of kinship, marriage, family grouping, child rearing, personal maintenance and status placement. They also examine the problems and conditions of courtship, marriage and family living. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 102 SOCIAL PROBLEMS 3 CREDITS**  
**(IAI: S7 901)**

Students examine social problems facing contemporary society. They assist in the selection of study areas based on their interests, understand the concept social problems, and identify and investigate proposed solutions to current social problems. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 201 MINORITY GROUP RELATIONS 3 CREDITS**  
**(IAI: S7 903D)**

This course examines differential power between groups (including gender), and analyzes the social structures which are used to maintain these power differences. Topics to be covered include, cultural diversity and various dimensions of discrimination and prejudice, including an analysis of inequality and its origins, conditions under which inequality occurs and persists, and changing inequality and ways to deal with minority group problems. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

*Prerequisite: SOC 100.*

**SOC 220 INTRODUCTION TO SOCIAL WORK 3 CREDITS**

This course examines the history and origins of the field of social work and explores its organization and relationships with other helping professions. It also studies the major areas of concern in the field of social work itself, including but not limited to understanding human values and diversity and the knowledge and skills required to work successfully with a variety of diverse community groups. Lecture three hours per week.

*Prerequisite: PSY 101 and SOC 100.*

## SPANISH

**SPN 101      ELEMENTARY SPANISH I      4 CREDITS**

This course is the first course in a four course series. The student is introduced to the Spanish language and elementary skills are developed through ample oral and written practice. Students learn to communicate in a wide range of beginning situations for a variety of purposes. It also promotes a greater understanding of the cultures of those who speak Spanish and their contributions to the world. Lecture four hours per week.

**SPN 102      ELEMENTARY SPANISH II      4 CREDITS**

This course is the continuation of SPN 101. It is designed to provide students with continued growth by further developing their fluency through ample oral and written practice. Students continue to expand their communicative abilities by increasing their range of situations. The students' understanding of the cultures of those who speak Spanish and their contributions to the world is widened. Lecture four hours per week.

*Prerequisite: SPN 101, one unit of high school Spanish or permission of instructor.*

**SPN 120      OCCUPATIONAL SPANISH I      3 CREDITS**

This is a beginning course for students with no previous background in Spanish but with careers requiring contact with Spanish-speaking people. Students study vocabulary and structures needed for basic communication and comprehension and are introduced to basic patterns and concepts. This course meets the needs of students majoring in law enforcement, the medical professions and social science, but does not replace SPN 101. Lecture three hours per week.

**SPN 121      OCCUPATIONAL SPANISH II      3 CREDITS**

A continuation of SPN 120, this course is designed for students with careers involving contact with Spanish-speaking people. It provides additional practice with vocabulary and structure and uses special lesson units to meet the needs of students in law enforcement, medical, business or social service occupations. Lecture three hours per week.

*Prerequisite: SPN 120.*

**SPN 130      SPANISH FOR HERITAGE SPEAKERS      4 CREDITS**

Heritage Speakers, who grew up speaking Spanish but may not be able to read or write it, will further develop their knowledge and understanding of the Spanish language and culture. Emphasis is on vocabulary, reading and writing formal Spanish in order to transition to Spanish 201 (SPN 201) therefore all grammar structures from Elementary Spanish (SPN 101 & 102) will be covered. Lecture four hours per week.

*Prerequisite: Native or near-native speaking fluency in Spanish or permission of instructor.*

**SPN 201      INTERMEDIATE SPANISH I      4 CREDITS**

This course reviews the language content of the Elementary Spanish courses. It introduces intermediate skills and provides the student with ample practice to develop their oral and written proficiency. It also promotes a greater understanding of the culture through the study and discussion of literature and the arts. Lecture four hours per week.

*Prerequisite: SPN 102, SPN 130, two units of high school Spanish or permission of instructor.*

## COURSE DESCRIPTIONS

---

**SPN 202      INTERMEDIATE SPANISH II      4 CREDITS**  
**(IAI: H1 900)**

This course is a continuation of SPN 201 and prepares the student to continue their study of Spanish beyond the intermediate level. It is designed to provide students with continued growth by further developing their fluency through ample oral and written practice. It continues to promote a greater understanding of the culture through the study and discussion of literature and the arts. Lecture four hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: SPN 201, three units of high school Spanish or permission of instructor.*

**SPN 215      SPANISH CONVERSATION AND COMPOSITION I      3 CREDITS**  
**(IAI: H1 900)**

This course offers intensive practice in oral and written expression, stressing distinctions in word usage, structure and the elements of style. Oral and written composition stems from selections of representative authors, essays on Hispanic culture, articles in periodicals, short stories and a novel or play read each semester. Lecture three hours per week. Applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. *Prerequisite: SPN 202 or four units of high school Spanish or permission of instructor.*

**SPN 216      SPANISH CONVERSATION AND COMPOSITION II      3 CREDITS**  
**(IAI: H1 900)**

This course continues the work done in SPN 215. The course offers intensive practice in oral and written expression, with attention to distinctions in word usage, structure and the elements of style. Oral and written composition is based on selections from representative authors, essays on Hispanic culture, articles in periodicals, short stories and a novel or play read each semester. *Prerequisite: SPN 215 or permission of instructor.*

**SPN 220      CULTURE AND CIVILIZATION OF LATIN AMERICA      3 CREDITS**

Students focus on the social, political, cultural and economic factors that have shaped modern-day Latin America. Course themes are explored through the study of major Hispanic writers, text readings and related media selections. This course is taught in Spanish. Lecture three hours per week. *Prerequisite: SPN 202 or fluency in Spanish.*

**SPN 225      SPANISH AMERICAN LITERATURE I      3 CREDITS**

Students survey important Latin American writers and poets. The course emphasizes the development of effective skills for reading, understanding and interpreting Spanish language literature. Students continue to enhance and polish their oral and written Spanish language skills through classroom language study, discussions and essays. Lecture three hours per week. *Prerequisite: SPN 202 or fluency in Spanish.*

**SPN 226      SPANISH AMERICAN LITERATURE II      3 CREDITS**

A continuation of SPN 225, the course surveys additional Latin American authors and genres and continues to emphasize literary analysis and written and oral Spanish language skills. Lecture three hours per week. *Prerequisite: SPN 225 or permission of instructor.*

## SPEECH

**SPE 101      PRINCIPLES OF PUBLIC SPEAKING      3 CREDITS**  
**(IAI: C2 900)**

In this course, students develop the fundamental speech skills. Topics include theory of delivery, content analysis, audience analysis and critical listening. Students have ample opportunity to perform the functions of speaking, listening and evaluating in a variety of public-address situations. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Communication package.

**SPE 115      ORAL INTERPRETATION      3 CREDITS**  
**(IAI: TA 916)**

Oral recreation of literary works in terms of meaning, background and style. They develop kinetic and kinesthetic movement and gesture, effective use of voice and various reading techniques and skills. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

## SUPPLY CHAIN MANAGEMENT

**SCM 101      PRINCIPLES OF SUPPLY CHAIN MANAGEMENT      3 CREDITS**

This course focuses on core concepts of supply chain management such as integration of information and material flows across multiple organizations in the supply chain. Logistics procedures and strategies, warehousing, inventory management, and order processing are covered. Emphasis on analysis of the competitive environment, distribution network alternatives, and customer service aspects provide a background in each functional area to enable students to pursue their areas of interest. Lecture three hours per week.

**SCM 104      WAREHOUSING AND DISTRIBUTION      3 CREDITS**

This course focuses on key warehousing and distribution functions, processes, organization and operations. It includes analysis of warehouse location, operation, and distribution management strategies. Students will analyze how warehousing and distribution strategies of a company impact the performance of supply chain management. Lecture three hours per week. *Prerequisite: SCM 101*

**SCM 107      TRANSPORTATION & TRAFFIC MANAGEMENT      3 CREDITS**

This course focuses on different modes of transportation and their impact on the performance of supply chain management. It includes analysis of competitive alternative modes, systems, rates, services, and regulations as prerequisite to transport purchase decisions. Organization, operations, and management of the firm's traffic department are also discussed. Lecture three hours per week. *Prerequisite: SCM 101*

## COURSE DESCRIPTIONS

---

### **SCM 203 INVENTORY CONTROL**

**3 CREDITS**

This course focuses on the principles, techniques and procedures of inventory control systems, and its application in different industries. Coursework will include familiarization with production planning and control, purchasing, forecasting, inventory management, inventory costing, physical inventory and warehouse management, distribution systems including transportation, packaging, and material handling. Tools such as Microsoft Excel will be used to simulate a real life inventory control system. Lecture three hours per week. *Prerequisite: SCM 101*

### **SCM 204 GLOBAL LOGISTICS**

**3 CREDITS**

This course focuses on international purchasing or sourcing. Includes the advantages and the barriers of purchasing internationally, global sourcing, procurement technology, and purchasing processes. Emphasizes issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics. Lecture three hours per week. *Prerequisite: SCM 101*

## **THEATRE ARTS**

### **THR 107 THEATRE PRACTICE SEMINAR**

**3 CREDITS**

This course gives students a greater appreciation of the theatrical arts through lectures, discussions and observation of professional productions. Aspects of acting, directing, producing, designing and theatre management are included. Lecture three hours per week.

### **THR 108 THEATRE EXPERIENCE**

**3 CREDITS**

**(IAI: F1 907)**

This course provides students with a general background in theatre to increase their knowledge and appreciation of this art form. Students attend local theatre productions and view films of other productions. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

### **THR 110 INTRODUCTION TO THEATRE**

**3 CREDITS**

**(IAI: F1 908)**

Students survey theatre history and dramatic literature. Students explore the aesthetic, social and technical development of the theatre from antiquity to the 17th Century through a selected list of plays. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

### **THR 112 THEATRE PRACTICUM**

**2 CREDITS**

As part of the theatre curriculum, students must participate in an area of a dramatic production: house management, technical production or performance. May be taken four times for credit.

## 2012-2013 CATALOG

---

**THR 113 SUMMER THEATRE WORKSHOP 2 CREDITS**

This workshop gives students academic and practical experience in the three basic theatre disciplines: theatre management, technical practice and performance. It covers in depth one genre of drama and presents at least one major production to the public during the summer workshop, exemplifying this genre. All students enrolled in this workshop participate. May be taken twice for credit

**THR 125 FUNDAMENTALS OF ACTING 3 CREDITS**  
**(IAI: TA 914)**

Students explore acting methods with emphasis on basic stage technique. They dissect the role of the character in relation to the play, examine the intellectual and emotional values of the play and interpret by means of voice and action. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**THR 130 STAGE MAKEUP 2 CREDITS**

This course introduces students to makeup theory through lecture, demonstration and laboratory practice, developing proficiency in the various techniques and styles of makeup application. It emphasizes materials, color and light, character, age, race and period makeup. Lecture two hours per week.

**THR 135 STAGECRAFT 3 CREDITS**  
**(IAI: TA 911)**

This course introduces students to basic techniques of theatrical production, emphasizing constructing and handling scenery, painting, stage lighting and backstage organization. Laboratory experience involves set construction and other preparations for College theatre productions. Lecture two hours, laboratory three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

## THERAPEUTIC MASSAGE

**TPM 100 INTRODUCTION TO THERAPEUTIC MASSAGE 1 CREDIT**

Introduction to basic principles and techniques of massage therapy. Students will learn basic Swedish massage techniques and how to apply them to the back, arms and legs. Basic anatomy and physiology of the major muscle groups, bony landmarks and contraindications also will be addressed.

**TPM 110 THERAPEUTIC MASSAGE TECHNIQUES I 4 CREDITS**

Initial training and massage techniques are taught. Students learn about self-care techniques as well as history and benefits of massage. Swedish massage techniques and variations are developed into a sequence for full-body massage. Pathologies, pressure sensitivity and draping techniques are covered.

*Prerequisite: TPM Application, TPM 100, BIO 103, PHT 101 or HCP 130.*

---

## COURSE DESCRIPTIONS

---

**TPM 112      COMPLEMENTARY ALTERNATIVE THERAPIES      3 CREDITS**

Students examine many complementary alternative therapies available in the health field today. Students study mind-body connection to health and well-being, and review mind-body therapies proven to be useful for general health. Discussion includes, but is not limited to, relaxation therapy, meditation, biofeedback, hypnosis, chiropractic, acupuncture, homeopathy and massage therapy.

**TPM 113      PROFESSIONAL RELATIONSHIPS      2 CREDITS**  
**AND DOCUMENTATION**

Students will cover building professional relationships within the profession of massage therapy and with clients and other health care professionals. Integration of clinical case management and development of interpersonal and communications skills, including active listening will occur. Boundary issues, confidentiality and transference/counter-transference will be explored, as well as strategies for effectively dealing with emotional and behavioral client responses. Principles of documentation in a clear, concise and accurate manner using appropriate terminology will be covered (Should be taken concurrently with TPM 110).

*Prerequisite: TPM 100, BIO 103, PHT 101 or HCP 130.*

**TPM 115      KINESIOLOGY FOR MASSAGE THERAPISTS      3 CREDITS**

Introduction to basic concepts of biomechanics of movement as they apply to the human body. Concepts covered include force, torque, leverage, balance, biomechanics and motion analysis. Gain understanding of how skeletal, muscular and nervous systems work together, and knowledge of body muscles (upper and lower extremities, trunk and head).

*Prerequisite: BIO 103.*

**TPM 120      THERAPEUTIC MASSAGE TECHNIQUES II      4 CREDITS**

Incorporates sports massage techniques into massages. Joint mobilization, various forms of stretching and sports massage, including pre-, post-event and maintenance are included. Thermotherapy and understanding of heat-related injuries will be discussed. Demonstrations include soft tissue release techniques and sports injury treatments.

*Prerequisite: TPM 110 and TPM 113.*

**TPM 125      BUSINESS PRACTICES AND ETHICS      3 CREDITS**

Explore aspects of developing and maintaining successful therapeutic massage practice. Topics include establishing bookkeeping system, maintaining client records, marketing and developing business plan. Client-therapist relationship and ethical issues are considered.

**TPM 130      THERAPEUTIC MASSAGE TECHNIQUES III      4 CREDITS**

Introduction to various modalities in massage, including pregnant women, infants and chair massage. Various other modalities include energy work, acupressure, craniocervical therapy, ortho-bionomy, stone massage, jin-shin-do, shiatsu, reflexology and deep tissue massage.

*Prerequisite: TPM 110 and TPM 113.*

## 2012-2013 CATALOG

---

**TPM 139 THERAPEUTIC MASSAGE CLINIC I 1 CREDIT**

Public awareness and community education is the focus of the course. Students will be developing and implementing a presentation on the benefits of massage and present seated massages to community agencies. Students will make the arrangements, develop the presentation to fit the particular group and present the presentation at the community group's meetings. They will also be involved in fieldwork at various community events.

*Prerequisite: Consent of Coordinator.*

**TPM 140 THERAPEUTIC MASSAGE CLINIC 3 CREDITS**

Students apply the principles, techniques and procedures learned throughout the program. Students will demonstrate proper client-therapist communication skills (including documentation), draping techniques and safety precautions in a clinic setting. They will perform full-body massages based on client needs. The students gain experience in various internships and the student clinic.

*Prerequisite: Consent of Coordinator.*

**TPM 205 ADVANCED MASSAGE I 3 CREDITS**

Energy theory and techniques will be presented. Various techniques in energy work will be presented and demonstrated, including but not limited to energy reading, unrufling, chakra connections, chakra spreading. Reiki I and Reiki II will be discussed and presented. The student will receive the attunements for both levels of Reiki. Lecture and lab.

*Prerequisite: TPM 120 and TPM 130.*

**TPM 210 ADVANCED MASSAGE II 3 CREDITS**

Myofascial work and orthopedic massage will be discussed and presented. The nature of fascia and how it effects the movement of the body will be presented as well as techniques to facilitate proper myofascial functioning. In orthopedic massage the focus will be on the testing and treatment of dsyfunctions in the muscles, tendons and ligaments. Lecture and lab.

*Prerequisite: TPM 120 and TPM 130.*

**TPM 299 SPECIAL TOPICS IN THERAPEUTIC MASSAGE 1 TO 5 CREDITS**

This course covers different current topics in Therapeutic Massage. Course content format will vary depending on the topic covered. Specific course topic and hours will be indicated in the Course Schedule.



## TRUSTEES, ADMINISTRATION, PROFESSIONAL STAFF, FACULTY AND STAFF

---

286	Board of Trustees
286	Administration
288	Professional Staff
288	Full-Time Faculty
291	Faculty Emeritus
292	Staff



# BOARD OF TRUSTEES

---



1. **ANTHONY MARTINUCCI**, Chair
2. **MELISSA CUNDARI**, Vice Chair
3. **SUSAN L. BANKS**, Secretary
4. **FRANK J. AGUILAR**, Trustee

5. **JOSEPH J. BELCASTER**, Trustee
6. **JOSE A. COLLAZO**, Trustee
7. **FRANCES F. REITZ**, Trustee
8. **BRENDA BEDOLLA**, Student Trustee

# ADMINISTRATION

---

**DR. R. GENE GARDNER**  
Interim President  
Room 219B, Ext. 2210  
PhD: Iowa State University

**MUHAMMAD M. SIDDIQI**  
Vice President of Academic and  
Student Development  
Room 225B, Ext. 2240  
MS: Illinois Institute of Technology

**DR. KEITH MCLAUGHLIN**  
Vice President of Institutional Advancement  
Room 227B, Ext. 2277  
PhD: University of Texas, Austin

## **TRUSTEES, ADMINISTRATION, PROFESSIONAL STAFF, FACULTY AND STAFF**

### **DR. MAGDA BANDA**

Director of Institutional Research  
Room 218C, Ext. 2314  
MA: Loyola University Chicago  
PhD: Loyola University Chicago

### **JENNIFER BUTLER**

Director of Library &  
Hawthorne Works Museum  
Library, Ext. 2322  
MA: The Catholic University of America  
MSLS: The Catholic University of  
America

### **SUSAN FELICE**

Director of Business and  
Community Services  
Room 225C, Ext. 2382  
MS: Southern Illinois University

### **HECTOR MUÑOZ**

Associate Dean of Instruction  
Room 308B, Ext. 2332  
MS: Illinois Institute of Technology

### **JOHN POTEMPA, CPE, CPMM**

Director of Facilities and Operations  
Room 101D, Ext. 2220  
MBA: North Central College

### **DEREK SHOUBA**

Dean of Arts & Sciences  
Room 305B, Ext. 2331  
MSHRM: Roosevelt University  
MM: North Park University  
MA: McGill University

### **KENNETH STOCK, SPHR**

Director of Human Resources  
Room 210B, Ext. 2298

### **DR. FRANCES WEDGE**

Director- Physical Therapist  
Assistant Program  
Room 222C, Ext. 2367  
DScPT: The University of Alabama  
at Birmingham

### **JAMES H. YOUNG**

Dean of Adult Education, Community  
Programming & Outreach  
Room 222C, Ext. 2367  
BA: Southern Illinois University

# PROFESSIONAL STAFF

---

**MARLENA AVALOS-THOMPSON**

Assistant Director of Student  
Development  
1st Floor, Building B, Ext.2245

**SHAWN CROWL**

Grant Accountant  
Room 203C, Ext. 2357

**RICH FULLRIEDE**

Athletic Director  
Room 202E, Ext. 2370  
MA: University of Illinois at Urbana-  
Champaign

**MIREYA PEREZ**

Controller  
Room 203C, Ext. 2289

**SUZANNA RAIGOZA**

Accountant  
Room 203C, Ext. 2305

**MONICA FLORES**

Assistant Director of Financial Aid  
Room 204B, Ext. 2426

**VINCE LA PAGLIA**

Assistant Athletic Director  
Room 201E, Ext. 2371

**JERI MACHINO**

Assistant Director MIS  
Room 232B, Ext. 2472

**SCOTT ULBRICH**

Systems Administrator, MIS  
Room 234B, Ext. 2476

**MARISOL VELAZQUEZ**

Student Activities & Workforce Director  
Room 214C, Ext. 2439

# FULL-TIME FACULTY

---

**DR. MAURA ABRAHAMSON**

Social Sciences  
Room 307C, Ext. 2313  
MA, PhD: University of Chicago

**JOHN J. BAFFA**

Language Arts  
Room 327B, Ext. 2409  
MA: University of Minnesota

**VALERIE A. BAFFA**

Language Arts  
Room 302B, Ext. 2381  
BA, MA: Baylor University

**DENISE A. BELLEZZO**

Fine Arts  
Room 112D, Ext. 1416  
MA, MFA: Northern Illinois University

**JUDY BLUEMER**

Life Sciences  
Room 330B, Ext. 1414  
BS, MS: University of Illinois

**CHERYL BULAT**

Early Childhood Education  
Room 309B, Ext. 2452  
BA: Roosevelt University  
MEd: National-Louis University

**CRAIG F. CASEY**

Physical Science  
Room 321C, Ext. 1291  
BS, MS: Illinois Institute of Technology

**ROBERT F. CASEY**

Mathematics  
Room 308B, Ext. 1353  
BS, MS: Illinois Institute of Technology

## **TRUSTEES, ADMINISTRATION, PROFESSIONAL STAFF, FACULTY AND STAFF**

---

### **JANET M. CROCKETT**

Mathematics/Science  
Room 313C, Ext. 1410  
MS: University of Wisconsin

### **CARLOS DOMINGUEZ**

Mathematics  
Room 310B, Ext. 1292  
MA: Chicago State University

### **EDITH FABIYI**

Office Management Technology  
Room 329B, Ext. 2363  
MA: Pepperdine University

### **DR. KENTON B. GATYAS**

Social Sciences  
Room 312C, Ext. 2293  
MA: University of Chicago  
PhD: University of Illinois

### **BRIAN GILLIGAN**

Accounting/Business  
Room 327B, Ext. 1409  
MA: DePaul University

### **STEVEN GINLEY**

Speech and Theatre Arts  
Room 319C, Ext. 1351  
MA: Ball State University

### **MARGARET E. GRAMAS**

Nursing  
Room 308C, Ext. 1412  
MSN: Lewis University

### **DR. JAMES P. GRICE**

Life Sciences  
Room 310C, Ext. 2413  
MS: Roosevelt University  
PhD: Illinois Institute of Technology

### **DR. MICHAEL KASPROWICZ**

Social Sciences  
Room 319C, Ext. 2351  
MA, PhD: University of Chicago

### **GEOFFREY KRADER**

Mathematics  
Room 310B, Ext. 2292  
MA: University of Wisconsin

### **LAWRENCE LANCIOTTI**

Physical Education  
Room 323B, Ext. 1365  
MSEd: Northern Illinois University

### **TARA J. LATTO**

Nursing  
Room 310C, Ext. 1413  
BSN, MSN: Northern Illinois University

### **DR. CARMEN LIND**

Language Arts  
Room 215C, Ext. 2491  
BA, MFA: Columbia College  
EdD: Northern Illinois University

### **DR. MARK LITWICKI**

Language Arts  
Room 302B, Ext. 1381  
BS, MA: Northern Arizona University  
PhD: Loyola University Chicago

### **DR. MELISSA MENDOZA**

Physical Therapist Assistant  
Room 322C, Ext. 2291  
PhD: Saint Louis University

### **MICHELE D. MOHR**

Language Arts  
Room 322B, Ext. 2404  
BA, MA: DePaul University

### **LINDA MOORE**

Therapeutic Massage  
Room 308C, Ext. 2412  
ADN: College of DuPage  
BA: Elmhurst College

### **LISA MOORE**

Nursing  
Room 330B, Ext. 2414  
BSN, MSN: DePaul University

## 2012-2013 CATALOG

---

### **SHOELEH MUTAMENI**

Mathematics  
Room 322B, Ext. 1404  
BS, MS: University of Illinois

### **MICHAEL NEDZA**

Speech & Theatre Arts  
Room 323B, Ext. 2365  
MFA: Northern Illinois University

### **DR. DANTE J. ORFEI**

Director of Theatre Arts/Instructor  
Room 103A, Ext. 2232  
JD: Kent School of Law

### **ELIZABETH PAEZ**

Mathematics  
Room 309B, Ext. 2353  
MA: DePaul University

### **PATRICIA M. PARISE**

Nursing  
Room 332B, Ext. 1361  
MS: Governors State University

### **DR. DENNIS PEARSON**

Biology  
Room 313C, Ext. 2410  
Ph.D: National University of Health  
Sciences

### **JENNIFER REFT**

Physical Therapist Assistant  
Room 322C, Ext. 2291  
MS: University of Illinois at Chicago

### **LUIS E. SANCHEZ**

CAD Technology  
Room 326B, Ext. 2326  
AAS: Morton College  
BA: DeVry University Chicago  
MBA: Keller Graduate School

### **DR. DIANE P. SARTHER**

Nursing  
Room 321B, Ext. 2385  
EdD: Northern Illinois University

### **ROBERT M. SCHMITT**

Psychology  
Room 321C, Ext. 2397  
MA: Roosevelt University

### **DR. BEHROOZ SEDAIE**

Economics  
Room 309C, Ext. 1312  
PhD: Indiana University, Bloomington, IN

### **GEORGE R. SEIBEL**

Law Enforcement  
Room 309C, Ext. 2312  
BA, MS: Lewis University

### **DR. KIMBERLY SEO**

Life Sciences  
Room 312C, Ext. 1293  
MS, PhD: University of Illinois

### **CELESTE SONNIER**

Language Arts  
Room 215C, Ext. 1491  
MA: McNeese State University

### **SCOTT SPANIOL**

Mathematics  
Room 310B, Ext. 1405  
MA: Eastern Illinois University

### **CATHERINE STUKEL**

Office Management Technology  
Room 329B, Ext. 1363  
MA: Concordia University Wisconsin

### **DR. AUDREY STYER**

Computer Information Systems  
Room 102B, Ext. 2355  
MBA: Dominican University  
PhD: Capella University

### **DONALD SYKORA**

Automotive Technology  
Room 113D, Ext. 1324  
BS, MS: Eastern New Mexico University

---

## TRUSTEES, ADMINISTRATION, PROFESSIONAL STAFF, FACULTY AND STAFF

---

**CYNTHIA WALLEY**

BUS/CIS/CPS  
Room 312B, Ext. 2384  
MBA: Keller Graduate School

**ROBERT D. WOOD**

Behavioral Sciences  
Room 307C, Ext. 1313  
MA: University of Illinois

**JOHN WARREN**

Music  
Room 108C, Ext. 2231  
MA: Roosevelt University

**KAROLIS ZUKAUSKAS**

Language Arts  
Room 321B, Ext. 1385  
MFA: Columbia University, New York

---

# FACULTY EMERITUS

---

**DOROTHY A. BECKER**

Office Management Technology  
BA: Western Illinois University  
MS: Northern Illinois University

**FRED JAWORSKI**

Automotive Technology  
NIASE, Certified Automotive Technician

**PHYLLIS E. BENSON**

Language Arts  
BA: University of Illinois  
MS: Northern Illinois University

**BEVERLY D. KAWA**

Nursing  
MSN: Northern Illinois University

**SANDRA E. DELIMATA**

Office Careers  
BS: Northern Illinois University  
MS: Rochester Institute of Technology

**GUS L. KOTOULAS**

Business  
BS: Northern Illinois University  
MS: Illinois State University

**STEPHEN J. FELDHAUS**

Business Education  
BS: St. Joseph College  
MS: Roosevelt University

**PAUL E. KUKEC**

Music  
BS, MM: DePaul University

**JESSE GARCIA**

Behavioral Sciences  
BA: Calumet College  
MA: Governors State University

**JEREMY MACH**

English/Humanities  
BS: Illinois State University  
MS: Northern Illinois University

**DAVID J. HOSTERT**

Automotive Technology  
ASE: Certified Master Automotive  
Technician  
AAS, BS: Southern Illinois University  
MA: Governors State University

**MARTIN P. MAJEWSKI**

CAD Technology  
BS: Chicago State University  
MS: University of Maryland

**BONNIE R. MICULINIC**

Language Arts  
BA: University of Illinois  
MA: DePaul University  
MA: Roosevelt University

# FACULTY EMERITUS

---

**SCOTT A. MITCHENER**

Heating, Ventilation and Air Conditioning  
AAS: Morton College  
IOE: Certification

**JEROME P. NEADLY**

Social Sciences  
BA, MBA: DePaul University

**ANGELO ONOFRIO**

Counseling  
BA: University of Illinois  
MA: Roosevelt University

**RICK SIEBERT**

Computer Information Systems  
BS: Ferris State University  
MBA: Loyola University  
EdD: Northern Illinois University

**ALINE TUPA**

Nursing  
BSNEd, MSNEd: DePaul University

# STAFF

---

**MARY ADDALIA**

Coordinator – Paraprofessional  
Library Computer Help Desk, Ext. 2235

**SANDRA ALCALA**

Accounts Payable Clerk  
Room 203C, Ext. 2307

**HERNAN ALONSO**

Service Aide/Cashier  
Bookstore, Ext. 2222

**TONY ASAY**

Head Women's Softball Coach  
Room 203E, Ext. 2370

**JESUS AVALOS**

Dispatcher – Campus Safety  
Room 119C, Ext. 2200

**EFRAIN AVILA**

Groundskeeper  
Room 101D, Ext. 2221

**SANDRA BARAJAS**

Preschool Teacher Assistant  
Room 105D, Ext. 2284

**ROXANNE BARONE**

Executive Assistant –  
Vice President's Office  
Room 224B, Ext. 2241

**NICHOLAS BELCASTER**

Custodian  
Room 101D, Ext. 2221

**MARIA BELTRAN**

AECPO - Program Specialist I  
Room 223C, Ext. 2281



## **TRUSTEES, ADMINISTRATION, PROFESSIONAL STAFF, FACULTY AND STAFF**

### **MARIA BERTHIAUME**

Campus Safety Officer  
Room 119C, Ext. 2200

### **SANDRA BISH**

Math Tutor  
Room 236C, Ext. 2465

### **JULIE BLINDER**

Credentials Analyst/Degree Auditor  
Asst. Women's Basketball Coach  
1st Floor, Building B, Ext. 2348

### **NICOLE BODA**

Library Technical Assistant  
1st Floor, Building B, Ext. 2321

### **EILEEN BONIN**

Coordinator – Duplications  
Room 239B, Ext. 2257

### **SAVIRTI BOODOOSINGH**

Math Tutor  
Room 236C, Ext. 2465

### **ALEX CANO**

Head Women's Soccer Coach  
Room 203E, Ext. 2370

### **LILLIAN CIENFUEGOS**

Custodian  
Room 101D, Ext. 2221

### **OSCAR CLAY**

Campus Safety Officer  
Room 119C, Ext. 2200

### **GUS CORONADO**

Head Men's and Women's Cross  
Country Coach  
Room 203E, Ext. 2773v

### **ANTHONY CORTE**

Tutor  
Room 236C, Ext. 2465

### **KABRIA CUMMINGS**

Coordinator of Publications  
Room 316C, Ext. 2270

### **LESLIE CUTRONE-STELLA**

Campus Police Dispatcher  
Room 119C, Ext. 2200

### **JODY DAVIDSON**

Instructional Program Associate -  
AECPO  
Room 219C, Ext. 2406

### **REFUGIO DE LA TORRE**

Custodial Supervisor  
Room 101D, Ext. 2391

### **MARIA DIAZ**

Accounting Clerk I  
1st Floor, Building B, Ext. 2268

### **STEVEN DUHON**

MIS Integration Analyst  
Room 234B, Ext. 2462

### **TERRY ELLIOTT**

Nursing Lab Coordinator  
Room 331B, Ext. 2403

### **LYDIA FALBO**

Clinical Facilitator  
Room 302C, Ext. 2265

### **MARTHA FAVELA**

Admissions and Records Clerk I  
1st Floor, Building B, Ext. 2344

### **ALEX FRANCO**

Assistant Men's Soccer Coach  
Room 203E, Ext. 2370, 2750v

### **JUAN FRANCO**

Head Men's Soccer Coach  
Room 203E, Ext. 2370, 2750v

## 2012-2013 CATALOG

---

**RAQUEL FREYTES**

Academic Advisor  
1st Floor, Building B, Ext. 2247

**XIAO LING GAN**

Web System Coordinator  
Room 234B, Ext. 2463

**BRENDA GARCIA-SEARLE**

Academic Advisor  
Room 114B, Ext. 2152

**SYLVIA GARZA**

Public Assistance Specialist – AECPO  
Room 217C, Ext. 2364

**KERRI GAVIN**

Writing Tutor  
Room 236C, Ext. 2465

**KENNETH GAZDZIAK**

Maintenance Mechanic  
Room 101D, Ext. 2221, 2788v

**JOHN GIEGER**

Reference Librarian  
Library, Ext. 2429

**ROSE GRONKO**

Assistant Women's Volleyball Coach  
Room 203E, Ext. 2674v

**ROSA GUTIERREZ**

Program Support Specialist II - AECPO  
Room 220C, Ext. 2407

**DEREK HAAK**

Campus Safety Officer  
Room 119C, Ext. 2200

**LORRAINE HALAS**

Admissions & Records Clerk II  
1st Floor, Building B, Ext. 2342

**JAMIE HALMON**

Coordinator of Fitness Center  
and Wellness  
Room 116E, Ext. 2274

**YESEL HERNANDEZ**

Service Aide - Duplications  
Room 239B, Ext. 2257

**MICHELLE HERRERA**

Administrative Assistant  
Room 305B, Ext. 2330

**MALENIS HOLLOWAY**

Administrative Assistant  
Room 224B, Ext. 2341

**MARGARET HOPKINS**

Academic Advisor  
1st Floor, Building B, Ext. 2156

**ANTHONY JENKINS**

Science Tutor  
Room 236C, Ext. 2465

**COLIN JEPSEN**

Tutor  
Room 236C, Ext. 2465

**CAROLINE JOHNSON**

Academic Advisor  
1st Floor, Building B, Ext. 2250

**DEMETRA KARAS**

Writing Tutor  
Room 236C, Ext. 2465

**MICHEAL KOTT**

Multimedia Specialist II  
1st Floor, Building B, Ext. 2208

**LINDA KOUTNY**

Computer Operator  
Room 234B, Ext. 2304

## **TRUSTEES, ADMINISTRATION, PROFESSIONAL STAFF, FACULTY AND STAFF**

### **ROBERT KOWALCZYK**

Reference Librarian  
Library, Ext. 2429

### **STAR KROYMAN**

ILC Makeup Testing Assistant  
Room 236C, Ext. 2465

### **DEBRA KUPEC**

Administrative Assistant - Nursing  
Room 302C, Ext. 2388

### **DALANIA LASORELLA**

Tutor  
Room 236C, Ext. 2465

### **CATHY LANTZ**

Reference Librarian  
Library, Ext. 2429

### **NOE LOPEZ**

Math Tutor  
Room 236C, Ext. 465

### **GLORIA LOZANO**

Financial Aid Service Aide  
Room 204B, Ext. 2226

### **TOM MALESKY**

Head Volleyball Coach  
Room 201E, Ext. 2878v

### **VLASTA MANGIA**

Assistant Bookstore Manager  
Bookstore, Ext. 2425

### **BLANCA MARTINEZ**

Financial Aid Assistant  
Room 204B, Ext. 2228

### **RAUL MARTINEZ**

HVAC  
Room 101D, Ext. 2221

### **JAMES MCFADDEN**

Campus Safety Officer  
Room 119C, Ext. 2200

### **ED MCGHEE**

Custodian  
Room 101D, Ext. 2221

### **ROGER MONTORO**

Sergeant  
Room 119C, Ext. 2200

### **ROBERT MORAVECEK**

Campus Safety Officer  
Room 119C, Ext. 2200

### **IRIS NUÑEZ**

Executive Assistant – President's Office  
Room 222B, Ext. 2211

### **SEAN O'BRIEN**

Technology Librarian  
Room Library

### **JIM O'CONNELL**

Student Development Liason  
Room 239C, Ext. 2459

### **BETH PANERAL**

Radio/Operator Dispatcher  
Room 119C, Ext. 2200

### **CATHERINE PAPES**

Library Technical Assistant II  
Library, Ext. 2323

### **RICHIE PAWLAK**

Computer Programmer  
Room 234B, Ext. 2303

### **TSONKA PENCHEVA**

Coordinator of Childcare &  
Pre-School Services  
Room 105D, Ext. 2285

---

Note: Extensions followed by "v" are voice mail only.

## 2012-2013 CATALOG

---

### **GUADALUPE PEREZ**

Student Development &  
Record Specialist  
1st Floor, Building B, Ext. 2345

### **JAIME PEREZ**

Campus Safety Officer  
Room 119C, Ext. 2200

### **KAREN PIEST**

Scheduling Assistant  
Room 305B, Ext. 2333

### **ERIC POROD**

Testing & Assessment Specialist  
1st Floor, Building B, Ext. 2358

### **NICOLE PULLIA**

Preschool Teacher Assistant  
Room 105D, Ext. 2284

### **KAREN QUERFURTH**

Clerk of the Board/Executive Assistant –  
Office of the President  
Room 222B, Ext. 2213

### **JOSE RAMIREZ**

Night Custodian  
Room 101D, Ext. 2221

### **ROSALIE RESENDIZ**

Reference Librarian  
Library, Ext. 2429

### **JOHN RILEY**

Writing Tutor  
Room 236C, Ext. 2465

### **ANGEL RIVAS**

Groundskeeper  
Room 101D, Ext. 2221

### **DORIS RIVERA**

Administrative Assistant –  
Human Resources  
Room 211B, Ext. 2300

### **JUAN RIVERA**

Assessment/Retention/Transition  
Specialist - AECPO  
Room 317C, Ext. 2483

### **DIANA RODRIGUEZ**

Admissions and Records – Clerk II  
1st Floor, Building B, Ext. 2343

### **JOYCE ROLAND**

AECPO - Computer Lab Specialist  
Room 221C, Ext. 2369

### **JOSE ROQUE**

Custodian  
Room 101D, Ext. 2221

### **ROBERT ROSS**

Custodian  
Room 101D, Ext. 2221

### **GENE RAUSCH**

Head Baseball Coach  
Room 203E, Ext. 2370

### **DARYL ROYSTER**

Assistant Men's Basketball Coach  
Room 203E, Ext. 2370

### **KATHLEEN ROZHON**

Library & Museum Liaison  
Library, Ext. 2320

### **RUBEN RUIZ**

Adult Education Enrollment &  
Data Specialist - AECPO  
Room 109A, Ext. 2366

## **TRUSTEES, ADMINISTRATION, PROFESSIONAL STAFF, FACULTY AND STAFF**

### **LEONARD RUTKA**

Chief of Campus Safety  
Room 119C, Ext. 2203

### **JOYCE SAIBIC**

Technical Lab Assistant – Automotive  
Room 138D-2, Ext. 2378

### **MARK SAJATOVIC**

Maintenance/Custodian  
Room 101D, Ext. 2221

### **CANDY SCATCHELL**

ILC Make-up Testing Assistant  
Room 236C, Ext. 465

### **CHERYL SCHOEPF**

Facilities and Operations Specialist  
Room 101D, Ext. 2221

### **DENNIS SCHLAGHECK**

Circulation Librarian  
Library, Ext. 2321

### **CHARMAYNE SCHULTZ**

Paraprofessional – Library  
Library, Ext. 2235

### **ELEANOR SEGAL**

Writing Tutor  
Room 236C, Ext. 2465

### **ZAYA SHAMOON**

Math Tutor  
Room 236C, Ext. 2465

### **MARIA SMITH**

Advisor Clerk I  
1st Floor, Building B, Ext. 2159

### **MARLENE SOTO**

Cashier  
1st Floor, Building A, Ext.2268

### **MARTIN SOTO**

Assistant Director of  
Facilities & Operations  
Room 101D, Ext. 2451

### **VERONICA SPYCHER**

Reference Librarian  
Library, Ext. 2429

### **CONTE STAMAS**

Head Men's Basketball Coach  
Room 203E, Ext. 2370

### **JULIE STEINHAUS**

Tutor  
Room 236C, Ext. 2465

### **FRANCES STEVENS**

Administrative Assistant - Duplications  
Room 239B, Ext. 2217

### **GENE SUIRE**

Bookstore Manager  
Room 134C, Ext. 2225

### **PAUL THOMAS**

Science Tutor  
Room 236C, Ext. 2465

### **ALEJANDRO TORRES**

Campus Safety Officer  
Room 119C, Ext. 2200

### **GINA TORRES**

Academic Advisor  
1st Floor, Building B, Ext. 2157

### **BLANCA TOVAR**

Custodian  
Room 101D, Ext. 2221

### **JOHN TWOMEY**

Math Tutor  
Room 236C, Ext. 2465

## 2012-2013 CATALOG

---

**LUIS VASQUEZ**

Campus Safety Officer  
Room 119C, Ext. 2200

**ALFONSO VEGA**

Receiving/Mail Clerk  
Room 101D, Ext. 2221

**ALYCE VUJTECH**

Executive Assistant – Business Office  
Room 203C, Ext. 2308

**THOMAS WEINSTEIN**

Research and Data Analyst  
Room 218C, Ext. 2386

**RODOLFO YAÑEZ**

Student Activities Leadership Assistant  
Room 241C, Ext. 2419

**GUADALUPE ZARCO**

Student Success Support Specialist  
Room 205B, Ext. 2427

**ANTOINETTE ZYCH**

Coordinator of Accounts  
Receivables & Payroll  
Room 203C, Ext. 2306

# ACADEMIC GLOSSARY

---

## **ACADEMIC ADVISOR**

College staff member responsible for providing guidance in course and program-related issues.

## **ACADEMIC SEMESTER**

Fall, spring and summer weeks when courses are in session. The fall and spring semesters are 16 weeks long. The summer semester has three sessions varying in length from five to eight weeks.

## **ACADEMIC YEAR**

Fall, spring and summer semesters. Begins late-August and runs through mid-August of the following year.

## **ADMINISTRATION**

College staff members responsible for management and supervision.

## **ALUMNI**

Graduates of Morton College.

## **ARTICULATION AGREEMENT**

Formal agreement between Morton College and a four-year college or university which eases a student's transfer to that institution.

## **ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

Undergraduate degree of at least 62 credits awarded upon successful completion of a program of study that prepare students to enter the workforce immediately after graduation.

## **ASSOCIATE IN ARTS TEACHING (A.A.T.)**

This degree is designed to allow a student to achieve an Associate in Arts Teaching (AAT) degree in Early Childhood Education. With successful completion of the AAT degree program requirements, a student will be able to transfer to a teacher preparation program at a senior institution to obtain their teaching certificate for birth to third grade.

## **ASSOCIATE IN ARTS (A.A.)**

Undergraduate degree of at least 62 credits or more awarded upon successful completion of a program of study that prepare students for transfer to four-year colleges and universities.

## **ASSOCIATE IN FINE ARTS IN ART (A.F.A.)**

Undergraduate degree of at least 62 credits or more awarded upon successful completion of a program of study in Art that prepares students for transfer to four-year colleges and universities.

## 2012-2013 CATALOG

---

### **ASSOCIATE IN LIBERAL STUDIES (A.L.S.)**

Undergraduate degree of at least 62 credits or more awarded upon successful completion of a individually-designed curriculum meeting a student's specific interests or needs.

### **ASSOCIATE IN SCIENCE (A.S.)**

Undergraduate degree of at least 62 credits or more awarded upon successful completion of a program of study that prepare students for transfer to four-year colleges and universities.

### **AUDIT**

Taking a course to benefit from experience without receiving a grade or college credit. Cost of auditing a course is the same as that charged for enrolling for credit.

### **CERTIFICATE PROGRAM**

Programs that provide skills in technical occupations that prepare students to enter the workforce immediately after graduation.

### **COMPLETION**

Completion refers to the percentage of students who graduate from a career or transfer degree program.

### **CONCURRENT ENROLLMENT**

Concurrent enrollment occurs when a student is "enrolled" at two or more schools at the same time.

### **COURSE ADD**

Enroll in additional courses after registration is complete. This is processed through the Office of Admissions and Records.

### **COURSE COMPLETION REQUIREMENT (FINANCIAL AID)**

All students enrolled in six or more credit hours must successfully complete 67 percent of the credit hours attempted each semester in order to maintain eligibility for financial aid. Students enrolled less than half-time (one to five credit hours) must successfully complete all the credit hours in which they are registered for each semester.

### **COURSE DROP**

Cancel registration in a course. This may be accomplished only during the adjustment period as specified in the Course Schedule and is processed through the Office of Admissions and Records.

### **COURSES WITH POSTED MATERIALS (NON-DISTRIBUTED LEARNING COURSE)**

Course information such as course syllabus, course schedule/calendar and assignments are posted online.



### **CREDIT COURSE**

Academic courses numbered 100 or above in the College Catalog which may be applied toward completion of a degree or certificate.

### **CREDIT HOUR**

Standard measure of the amount of instructional time required to successfully complete a course. For example, a three credit hour course meets for three hours each week for one semester. (A one-credit hour course meets 50 minutes per week).

### **CURRICULUM**

Courses offered by the College.

### **DEAN**

Member of administrative staff responsible for supervision and management of a particular division of the College.

### **DEGREE PROGRAM**

Associate in Arts, Associate in Science, Associate in Applied Science, Associate in Fine Arts in Art, Associate in Liberal Studies and Associate in Arts in Teaching program of study requiring 62 credits or more for completion.

### **DEVELOPMENTAL COURSE**

Basic development courses in reading, writing and math numbered below 100 listed in the College Catalog which carry credit but do not count toward graduation requirements.

### **DISTANCE LEARNING**

Distance education is defined as education or training courses delivered to remote locations via audio, video or computer technologies, including both synchronous and asynchronous instruction.

### **DISTRIBUTED LEARNING**

Distributed learning encompasses distance learning and the use of technology to enhance learning on campus.

### **DUAL ADMISSION**

Program designed to provide students a smooth and seamless transfer from Morton College to a partner four-year college or university of their choice. Dual Admission allows a student to be admitted to Morton College and a partner college or university. Students enjoy the convenience and affordability of Morton College while having access to the services of the partner college or university. Once the Associate in Arts or Associate in Science degrees are complete, a student can transfer to the partner four-year institution by simply submitting a final transcript from Morton College.

## 2012-2013 CATALOG

---

### **DUAL CREDIT**

Students receive both high school and college credit for a college-level course successfully completed.

### **ELECTIVE**

Course requirement in a program of study which may be fulfilled with a variety of courses numbered above 100.

### **FACULTY**

Members of College staff who teach.

### **FEES**

Charges to students by the College for specific educational service expenses (i.e., technology, registration, courses, etc.).

### **FINANCIAL AID**

Funding provided to students from various sources for assistance in defraying expenses of attending college.

### **FIRST GENERATION STUDENT (FEDERAL)**

Defined as someone whose parents did not attend or complete higher education through two- and four-year postsecondary institutions.

### **FLEX COURSE**

Courses offered at a variety of times, course lengths and location that respond to the students' needs.

### **FRESHMAN**

A student who has earned 0 to 29 semester hours of credit.

### **FULL-TIME STUDENT**

Student registered for 12 or more credits in the fall or spring semester, or six or more credits in the summer semester.

### **GED<sup>®</sup>**

General Educational Development high school equivalency diploma.

### **GENERAL EDUCATION REQUIREMENTS**

Required courses for graduation in degree-seeking programs. Courses encompass a wide variety of disciplines and assist in developing general skills and abilities.

### **GPA (CUMULATIVE GPA)**

Grade-point average, used to compute student academic standing.

### **GRADUATION PETITION**

A form required to be completed by a student in order to be consideration for an upcoming graduation.

### **HYBRID OR BLENDED COURSE (DISTANCE LEARNING COURSE)**

Combines aspects of both online and traditional classroom courses. A portion of the course is taught entirely online and a portion is taught traditionally in a classroom. Each component is clearly defined. Testing can be done online or onsite. A set portion of credit hours is earned online and a set portion is earned onsite.

### **IN-DISTRICT RESIDENCY**

A student who has established permanent residence in District 527 for a minimum of 30 days immediately prior to the beginning of the semester is considered an in-district student. Morton College District 527 includes the communities of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney.

### **IN-STATE RESIDENT**

A student who is a legal resident of the state in which he/she attends school.

### **INTERNATIONAL STUDENT**

A student attending Morton College whose permanent residence lies outside the United States. International students must fill out an International Student Application and provide the necessary admission requirements.

### **LATE REGISTRATION**

Registering during the week that courses begin.

### **MID-TERM**

Midway point of an academic semester.

### **NON-CREDIT**

Courses for which students do not earn any credit.

### **OFFICIAL DAY OF RECORD**

The day that students are recorded as being officially enrolled in a course as of the end of regular registration.

### **ONLINE CORRESPONDENCE COURSE (DISTANCE LEARNING COURSE)**

Course materials are posted online and assignments are submitted online. Interaction between students and the instructor occurs, but there is no student-to-student interaction. Testing and submission of course work is done online. All credit hours are earned online.

### **ONLINE COURSE (DISTANCE LEARNING COURSE)**

Teaching and learning is done entirely online with no traditional classroom component. Interaction between student and the instructor and among students is a key component of online instruction. Testing is done online as is all submission of course work. All credit hours are earned online.

## **2012-2013 CATALOG**

---

### **OUT-OF-DISTRICT**

Any student whose legal place of residence 30 days prior to the beginning of the semester lies outside Morton College District 527, but within the boundaries of the state of Illinois.

### **OUT-OF-STATE**

Any student whose permanent residence lies outside the State of Illinois, but within the United States.

### **PART-TIME STUDENT**

Students enrolled for 11 credit hours or less in the Fall or Spring semesters, and five credits or less during the Summer Semester.

### **PASS RATE**

The percentage of students that pass a college level credit course with a minimum of a D or better or a developmental credit course with a P.

### **PERSISTENCE**

Persistence refers to the percentage of students who return the next semester or year. It can be Fall to Spring, Spring to Fall or Fall to Fall.

### **PREREQUISITE**

Requirement for entry into a course or program of study.

### **RETENTION**

Retention refers to course completion. It is calculated by dividing the number of earned credit hours by the number of attempted credit hours.

### **SEMESTER**

Morton College is on the semester system within the academic year. It is divided into two 16-week semesters (Fall and Spring). The Summer session has three sessions varying in length from five to eight weeks.

### **SOPHOMORE**

A student who has earned between 30 to 59 semester hours of credit.

### **STUDENT**

A person currently registered and enrolled at Morton College.

### **STUDENT REFUND**

The two types of refunds are tuition and fees and financial aid. The tuition and fee refund reimbursement of student's out of pocket expenses for tuition. This typically occurs when the student has paid for tuition and a course is dropped during the refund period. The financial aid refund relates to financial aid award in excess of the student education costs that is refunded to the student.

### **SUCCESS RATE**

The percentage of students that complete a certificate or degree program, or transfer to a four-year institution.

### **TECH PREP STUDENT**

Tech Prep programs at Morton College represent educational paths developed in conjunction with Morton East and Morton West high schools. Each Tech Prep program incorporates a sequence of recommended courses that begin as early as the ninth grade and lead to an Associate in Applied Science degree.

### **TRANSCRIPT**

Permanent record of academic grades at Morton College. Available through the Office of Admissions and Records.

### **TRANSFER CREDIT**

Credit earned at another regionally accredited college or university that is applied to the student's Morton College record.

### **TRANSFER GUIDES**

Informal planning documents available from advisors that suggest courses to be incorporated into the Associate of Arts or Associate of Science degrees for transfer to a four-year university, based on a specific major.

### **TRANSFER PROGRAM**

An associate degree program designed around a specific area of academic interest for students who plan to continue through the bachelor's degree level.

### **TRANSIENT STUDENT**

A student who is seeking a degree at another institution, but who wishes to be temporarily enrolled at Morton College.

### **TUITION**

Cost of attending courses based on residency status and the number of semester hours for which the student enrolls.

### **WEB-ENHANCED COURSE (DISTRIBUTED LEARNING COURSE)**

Traditional face-to-face course that has an online component that enhances the teaching and learning experience. Testing and submission of course work can be done online or onsite. All credit hours are earned onsite.

### **WITHDRAWAL**

Procedure to terminate enrollment in a course or courses after the add/drop period. Students who do not officially withdraw from courses in which they are enrolled may be assigned a failing grade ("F") even if they never attend the course. The student also will be held accountable for all tuition and fees.

# INDEX

---

## A

Academic Advising . . . . . 66  
Academic Calendar . . . . . iv  
Academic Honesty Policy . . . . . 39  
Academic Honors List . . . . . 76  
Academic Load and Classification . . . . . 45  
Academic Probation . . . . . 48  
Academic Suspension . . . . . 48  
Academic Warning . . . . . 47  
Acción Afirmative/Igualdad de  
Oportunidades . . . . . 53  
Accounting Program . . . . . 107-108  
Administration . . . . . 286  
Administrative Withdrawal . . . . . 34  
Admission Requirements for  
University Transfer Students . . . . . 4  
Admission to Health Career Programs . . . 3  
Admission to the College for Freshmen . . 3  
ABE (Adult Basic Education) . . . . . 89  
Definition . . . . . 81  
Program . . . . . 80-83  
Courses . . . . . 89-90  
Adult Education Programs . . . . . 80-83  
Books . . . . . 84  
Cost . . . . . 84  
Courses . . . . . 86-90  
Course Sites . . . . . 84  
Placement Testing & Registration . . . 83  
Public Aid Students . . . . . 85  
Student Services . . . . . 84  
Advanced Placement Programs . . . . . 51  
Affirmative Action and Equal  
Opportunity Policy . . . . . 53  
Alumni Tuition Waiver . . . . . 18  
Anthropology Courses . . . . . 196  
Appeal . . . . . 44  
Application Process . . . . . 22  
Architectural Drafting Design . . . . . 117  
Art Courses . . . . . 197  
Assessment of Student Learning . . . . . 45  
Associate Degree Requirements . . . . . 61  
Associate in Applied Science . . . . . 60,102  
Associate in Arts . . . . . 60, 174,176  
Associate in Arts Teaching . . . . . 60,174,180  
Fine Arts in Art . . . . . 60,175,187  
Associate in Liberal Studies . . . . . 60,190  
Associate in Science . . . . . 60,174, 183

Athletic Affiliation . . . . . 78  
Athletic Honors . . . . . 77  
Athletic Programs . . . . . 77  
Auditing a Course . . . . . 34  
Automotive Technology . . . . . 109-113  
Automotive Technology Courses . . . . . 200  
Ayuda Financiera . . . . . 22

## B

Biology Courses . . . . . 205  
Board of Trustees . . . . . 286  
Bookstore . . . . . 67  
Business and Professional Services . . . 94  
Business Courses . . . . . 207  
Business Management . . . . . 114-115

## C

Campus Map . . . . . 310  
Campus Quick Guide . . . . . viii  
Campus Resources . . . . . 66  
Campus Safety . . . . . 67  
Medical Emergencies . . . . . 67  
Parking Regulations . . . . . 67  
Cancellation of Courses . . . . . 35  
Career Certificate Requirements . . . . . 62  
Career Planning and  
Placement Services . . . . . 68  
Career Program Guarantee . . . . . 11  
Career Programs . . . . . 100  
Catalog for Graduation . . . . . 63  
Certificate Programs . . . . . 100  
Chargeback Policy . . . . . 9  
Chargeback Students . . . . . 17  
Chemistry Courses . . . . . 213  
Child Care Center . . . . . 68  
Children on Campus . . . . . 57  
Chronic Communicable Disease . . . . . 56  
Citizenship Courses . . . . . 89  
Code of Student Conduct . . . . . 38  
College Campus Visits . . . . . 66  
College History . . . . . vii  
College Level Examination  
Placement Program . . . . . 51  
College Mission and Goals . . . . . vi  
College Study Skills Courses . . . . . 220  
Community Service Program . . . . . 92  
Computer Aided Design . . . . . 116-119  
Computer Aided Design Courses . . . . . 210  
Computer Information Systems . . . . . 120-129

Computer Information  
     Systems Courses . . . . . 214  
 Computer Repair Technician . . . . . 122  
 Computer Science Courses . . . . . 218  
 Computing Essentials . . . . . 123  
 Confidentiality of Student Records . . . . . 54  
     Information Available . . . . . 54  
     Information Unavailable . . . . . 54  
 Continuing Education . . . . . 91  
 Course Completion Requirements . . . . . 27  
 Course Descriptions . . . . . 195  
 Course Drop Procedure . . . . . 32  
 Course Numbering . . . . . 196  
 Course Offerings . . . . . 196

**D**

Dean's List . . . . . 75  
 Degrees Offered . . . . . 60  
 Developmental Courses . . . . . 46  
 Directory Information . . . . . 55  
 Disciplinary Board . . . . . 43  
 Diversity Statement . . . . . vi  
 Dropping a Course . . . . . 32  
 Drug- and Alcohol-Free Campus . . . . . 54  
 Dual Admission . . . . . 7  
 Dual Credit . . . . . 52  
 Dual Enrollment . . . . . 52

**E**

Early Childhood Aide . . . . . 134  
 Early Childhood Assistant . . . . . 133  
 Early Childhood Education . . . . . 130  
 Early Childhood Education Courses . . . . . 220  
 Early Childhood Education  
     Program . . . . . 130-134  
 Easy Steps for Enrollment . . . . . 2  
 Economics Courses . . . . . 223  
 Education Courses . . . . . 223  
 Educational Guarantees . . . . . 11  
 Educational Programs . . . . . 100  
 Employment Opportunities . . . . . 74  
 Electronic Records Management . . . . . 158  
 Engineering Courses . . . . . 224  
 ESL (English as a Second Language) . . . . . 81  
     Definition . . . . . 81  
     Program . . . . . 80-83  
     Courses . . . . . 86-89  
 English Courses . . . . . 225

Enrollment Verification . . . . . 18

**F**

Faculty . . . . . 288  
 Faculty Emeritus . . . . . 291  
 Family Educational Rights  
     and Privacy Act . . . . . 54  
 Federal Pell Grant . . . . . 24  
 Federal Return of Title IV Funds . . . . . 29  
 Federal Work-Study Program . . . . . 24  
 FERPA Complaints . . . . . 56  
 Final Exam Week . . . . . 47  
 Financial Aid . . . . . 22  
 Financial Aid Programs . . . . . 24  
 Financial Aid Warning Suspension &  
     Probation . . . . . 28  
 Fire Science Technology Courses . . . . . 230  
 Fire Science Technology Program . . . . . 135-140  
 Fitness Center . . . . . 75  
 Food Service . . . . . 68  
 Freedom of Information Act . . . . . 56  
 French Courses . . . . . 234  
 Freshman . . . . . 45  
 Full-Time Students . . . . . 75

**G**

Game Development . . . . . 128,234  
 General Education Requirements . . . . . 60  
 GED (General Educational  
     Development) . . . . . 90  
     Definition . . . . . 82  
     Program . . . . . 80-83  
     Courses . . . . . 90  
 Geography Courses . . . . . 235  
 Geology Courses . . . . . 235  
 German Courses . . . . . 235  
 Glossary . . . . . 299  
 Goals . . . . . vi  
 Good Standing . . . . . 47  
 Grade and Record Forgiveness . . . . . 49  
 Grade Appeal Procedure . . . . . 48  
 Grade Forgiveness . . . . . 49  
 Grade Legend . . . . . 46  
 Grade-Point Average . . . . . 46  
 Grade-Point Average Requirement . . . . . 27  
 Grading Policy . . . . . 46  
 Graduation Procedures . . . . . 77  
 Guidelines for Releasing

## 2012-2013 CATALOG

---

Information to Others . . . . . 55

### H

Hale Memorial Award . . . . . 77  
Hawthorne Works Museum . . . . . 70  
Health Careers Courses . . . . . 236  
Health Information Technology . . . 141-146  
    Courses . . . . . 238  
Heating, Ventilation and Air  
    Conditioning . . . . . 147-148  
Heating, Ventilation and Air  
    Conditioning Courses . . . . . 242  
History Courses . . . . . 237  
Hostile Environment/  
    Sexual Harassment . . . . . 58  
Humanities Courses . . . . . 241

### I

IAI Participating Schools . . . . . 5-6  
Identification Cards . . . . . 68  
Illinois Articulation Initiative . . . . . 5  
Illinois Award Programs . . . . . 24  
Illinois National Guard  
    Scholarship Grant . . . . . 25  
Illinois Veterans' Grant . . . . . 25  
In-District Employee Tuition Rate . . . . . 17  
In-District Senior Citizen Tuition Waiver . 17  
Income Tax Deduction . . . . . 18  
Independent Study Courses . . . . . 244  
Intercollegiate Athletics . . . . . 77  
International Students . . . . . 10

### J

Joint Educational Agreements . . . . . 8  
Journalism Courses . . . . . 245

### L

Law Enforcement Courses . . . . . 245  
Law Enforcement Education . . . . . 149  
Letter from the President . . . . . v  
Liberal Studies Program . . . . . 190  
Library . . . . . 69  
Library Cards . . . . . 69  
Literacy, Project CARE . . . . . 82

308

Lost, Stolen or Damaged Items . . . . . 57

### M

MAP Program . . . . . 72  
Mathematics Courses . . . . . 247  
Maximum Time Allowable . . . . . 27  
Medical Billing . . . . . 144  
Medical Coding . . . . . 145  
Medical Emergencies . . . . . 67  
Medical Office Support . . . . . 159  
Medical Transcription . . . . . 146  
Microsoft Office . . . . . 124  
Military Service . . . . . 33  
Military Service Credit . . . . . 52  
Misión y Objetivos . . . . . vi  
Mission and Goals . . . . . vi  
Montgomery GI Bill Active Duty . . . . . 25  
Montgomery GI Bill Reserves . . . . . 26  
Morton College Athletic Association . . . 78  
Multimedia Development . . . . . 125  
Music Courses . . . . . 252

### N

Network Systems Administrator . . . . . 126  
Networking Essentials . . . . . 127  
Non-Credit Courses . . . . . 93-95  
    Adult Education . . . . . 80-90  
    Community Education . . . . . 90,93  
    Continuing Education . . . . . 91-92  
    Online . . . . . 94  
Non-Traditional Learning Program . . . . 49  
Nurse Assisting . . . . . 150-151  
Nursing . . . . . 150-156  
Nursing Courses . . . . . 256

### O

Objetivos . . . . . vi  
Off-Campus Employment . . . . . 74  
Office Communications . . . . . 160  
Office Data Entry . . . . . 161  
Office Management Technology . . 157-162  
Office Management  
    Technology Courses . . . . . 260  
Office Technology Specialist . . . . . 162  
On-Campus Employment . . . . . 74  
Online, Non-Credit Courses . . . . . 94



**P**

Paraprofessional Educator . . . . . 131  
 Parking Regulations . . . . . 67  
 Part-Time Students . . . . . 76  
 Payment of Tuition and Fees . . . . . 15  
 Phi Theta Kappa . . . . . 76  
 Philosophy Courses . . . . . 267  
 Physical Education Courses . . . . . 263  
 Physical Science Courses . . . . . 268  
 Physical Therapist Assistant . . . . . 163-166  
 Physical Therapist Assistant  
     Courses . . . . . 268  
 Physics Courses . . . . . 274  
 Placement Testing . . . . . 71  
 Plagiarism . . . . . 40  
 Political Science Courses . . . . . 275  
 Prerequisites . . . . . 196  
 President's List . . . . . 75  
 Prior Learning Evaluation . . . . . 51  
 Procedures for Amending Records . . . . . 55  
 Procedures for Appeal and  
     Reinstatement . . . . . 28  
 Procedures for Handling Acts  
     of Academic Dishonesty . . . . . 40  
 Professional Staff . . . . . 288  
 Proficiency Examination . . . . . 50  
 Project CARE . . . . . 82  
 Psychology Courses . . . . . 275

**R**

Receipt of Credit . . . . . 50  
 Record Forgiveness . . . . . 49  
 Refund Policy . . . . . 17  
 Registering for a Course . . . . . 32  
 Reporting Acts of Academic  
     Dishonesty . . . . . 40  
 Residency . . . . . 15  
     In-District Students . . . . . 16  
     International Students . . . . . 17  
     Out-of-District Students . . . . . 16  
     Out-of-State Students . . . . . 16

**S**

Satisfactory Academic  
     Progress Requirements . . . . . 26

Scholarship Opportunities . . . . . 24  
 Second Degree and/or Certificate . . . . . 52  
 Semester Calendar . . . . . 47  
 Sex Offender Registration . . . . . 58  
 Sexual Harassment . . . . . 58  
 Simulation and Game Development . . . . . 128  
 Smoke-Free Campus . . . . . 57  
 Social Science Courses . . . . . 276  
 Sociology Courses . . . . . 277  
 Sophomore . . . . . 45  
 Spanish Courses . . . . . 278  
 Special Services for Students  
     with Disabilities . . . . . 72  
 Speech Courses . . . . . 280  
 Staff . . . . . 292  
 Standards of Academic Progress . . . . . 47  
 Student Achievements . . . . . 76  
 Student Activities . . . . . 72  
 Student Complaint and  
     Grievance Information . . . . . 44  
 Student Eligibility . . . . . 23  
 Student Orientation Program . . . . . 71  
 Student Quick Guide . . . . . ii  
 Supply Chain Management . . . . . 167, 280

**T**

Technology Program (CAD) . . . . . 119  
 Theatre Arts Courses . . . . . 281  
 Therapeutic Massage Courses . . . . . 282  
 Therapeutic Massage Program . . . . . 168-171  
 Transcript . . . . . 53  
 Transfer Agreements . . . . . 7  
 Transfer of Credit to Morton College . . . . . 4  
 Transfer Guides . . . . . 66  
 Tuition and Fees . . . . . 14  
 Tutorial Services . . . . . 73  
 Tutoring, Literacy & ESL . . . . . 82

**U**

University Transfer Program . . . . . 172

**V**

Veterans' Educational Benefits . . . . . 25

**W**

Web Site Development . . . . . 129

---

## CAMPUS MAP

The campus, located on 37.1 acres at 3801 S. Central Avenue in Cicero, contains five educational buildings finished in reddish-brown brick. Elevators are available for students and visitors unable to use the stairways. The architecture of the buildings blends in with the surrounding residential neighborhood.

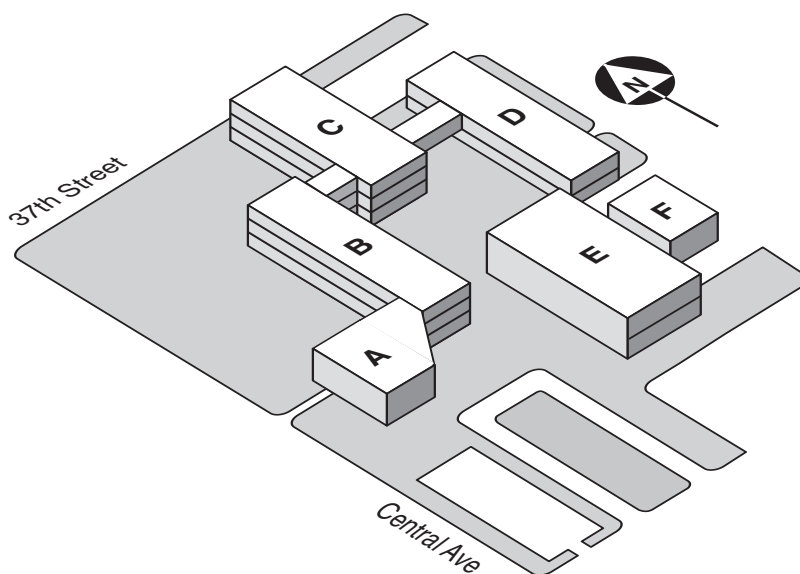
**Building A** contains the Jedlicka Performing Arts Center, which seats 350 people and is used for all performances of the theatre and music departments, large lectures and community events. Building A also contains Adult Education, Community Programming and Outreach; the Cashier's Office; and Financial Aid.

**Building B** contains administrative and faculty offices; Academic Advising; Admissions and Records; classrooms; and the Library.

**Building C** contains administrative and faculty offices; Adult Education, Community Programming and Outreach; the Bookstore; the Business Office; the Cafeteria; Campus Safety; classrooms and laboratories; the Student Success Center, the Testing Center, the Student Activities Office, Student Union, Individual Learning Center (formerly the Math and Writing Center) and Transfer Services.

**Building D** contains art classrooms and studios; automotive technology classrooms and laboratories; a drafting and computer-assisted design classroom; faculty offices; a heating and air conditioning laboratory; the Physical Plant Office; and the Child Care Center.

**Building E** contains the Henry J. Vais Gymnasium, which is capable of seating up to 1,000 people. It also is equipped with a fitness center and a multipurpose loft.









*imagine what you can do!*

Morton College  
3801 S. Central Ave.  
Cicero, IL 60804