

# MORTON COLLEGE CATALOG



MORTON  
COLLEGE

2014 - 2015

Imagine the possibilities



# MORTON COLLEGE

## CATALOG

### 2014-2015

#### OFFICIALLY RECOGNIZED BY

- The Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701-1711  
(217) 785-0123  
Fax: (217) 524-4981  
[www.iccb.state.il.us](http://www.iccb.state.il.us)

#### MEMBER OF

- American Association of Community Colleges  
One DuPont Circle NW, Suite 410  
Washington, DC 20036-1135  
(202) 728-0200  
Fax: (202) 833-2467  
[www.aacc.nche.edu](http://www.aacc.nche.edu)
- Council on Higher Education Accreditation  
One DuPont Circle NW, Suite 510  
Washington, DC 20036-1135  
(202) 955-6126  
Fax: (202) 955-6129  
[www.chea.org](http://www.chea.org)
- Illinois Community College Trustees Association  
401 East Capitol Avenue, Suite 200  
Springfield, IL 62701-1711  
(217) 528-2858  
Fax: (217) 528-8662  
[www.communitycolleges.org](http://www.communitycolleges.org)
- American Council on Education  
One DuPont Circle NW  
Washington, DC 20036  
(202) 939-9300  
[www.acenet.edu](http://www.acenet.edu)

#### APPROVED FOR

- Veterans' Benefits

#### ACCREDITED BY

- The Higher Learning Commission  
of the North Central Association  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
(312) 263-0456  
Fax: (312) 263-7462  
[www.ncacihe.org](http://www.ncacihe.org)

#### CERTIFIED AND ACCREDITED PROGRAMS

##### Nursing Program

- 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)

##### Accreditation Commission for Education in Nursing, Inc. (ACEN)

- 3343 Peachtree Road, NE, Suite 500  
Atlanta, GA 30326  
(404) 975-5000  
[acenursing.org](http://acenursing.org)

##### Nursing Assistant Program

- Illinois Department of Public Health  
525-535 W. Jefferson Street  
Springfield, IL 62761-0001  
([www.idph.state.il.us](http://www.idph.state.il.us))

##### Physical Therapist Assistant Program

- Commission on Accreditation in Physical  
Therapy Education  
1111 N. Fairfax Street  
Alexandria, VA 22314  
(703) 684-2782  
[www.apta.org/education/accreditation](http://www.apta.org/education/accreditation)

##### Automotive Technology Program

- National Automotive Technicians  
Education Foundation  
101 Blue Seal Drive, Suite 101  
Leesburg, VA 20175  
(703) 669-6650  
Fax: (703) 669-6125  
[www.natef.org](http://www.natef.org)

## 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 70
Admissions and Records	Ext. 2346	See Page 3
Adult Education, Community Programming and Outreach	Ext. 2407	See Page 84
Business and Professional Services	Ext. 2382	See Page 99
Campus Safety	Ext. 2200	See Page 71
Child Care Center	Ext. 2284	See Page 72
Financial Aid	Ext. 2428	See Page 21
Library	Ext. 2321	See Page 73
Fitness Center	Ext. 2274	See Page 79
<b>PARA INFORMACIÓN EN ESPAÑOL, LLAME AL (708) 656-8000, OPCIÓN 2</b>		

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# ACADEMIC CALENDAR 2014-2015

## FALL SEMESTER 2014

Semester Begins (All Classes) .....August 18  
100% Refund .....8 calendar days after class begins  
50% Refund .....9-16 calendar days after class begins  
Labor Day Recess (College Closed) .....August 30 - Sept. 1  
Columbus Day (College Closed) .....October 13  
Midterm Week .....October 12-18  
Graduation Petition Deadline .....October 24

### Spring '15 Registration

Current students - 30+hrs. completed .....November 3

### Spring '15 Registration

Current & new students.....November 10  
Veterans Day (College Closed).....November 11  
Last Day to Withdraw .....November 26  
Thanksgiving Recess (College Closed) ..November 27- 30  
Final Exam Week .....December 6-12  
Winter Recess Begins (No Classes) .....December 20

## SPRING SEMESTER 2015

Semester Begins (All Classes) .....January 12  
Martin Luther King's Birthday (College Closed)..January 19  
100% Refund .....8 calendar days after class begins  
50% Refund .....9-16 calendar days after class begins  
In-Service Day (No Classes) .....February 16  
Pulaski Day (College Closed) .....March 2  
Midterm Week .....March 8-14  
Spring Break (No Classes) .....March 15-21  
Graduation Petition Deadline .....April 2

### Fall & Summer '15 Registration

Current students - 30+hrs. completed.....April 13 - 17

### Fall & Summer '15 Registration

Current & new students .....April 20  
Last Day to Withdraw .....May 1  
Final Exam Week .....May 8-14  
Commencement .....May 15  
Memorial Day (College Closed) .....May 25

## SUMMER SESSION 2015

**First 5-Week Session** .....May 26-June 25  
Last Day to Withdraw (for 1st 5-Week Session) ....June 18  
**8-Week Session** .....June 8-July 30  
Graduation Petition Deadline .....June 23  
**Second 5-Week Session** .....June 29- July 30  
Independence Day Weekend (Closed).....July 3-5  
Last Day to Withdraw (for 8-Week Session) .....July 23  
Last Day to Withdraw (for 2nd 5-Week Session) ....July 23

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

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# LETTER FROM THE PRESIDENT

**¡Bienvenido!**

As president of Morton College, I extend my hand and welcome you to our fine school. I am certain that you will be impressed with our outstanding faculty and support staff. Their education and experience assure that your learning is their top priority. They recently have been engaged in revising the curriculum across the academic and career areas so that what you do learn at Morton College is relevant and cutting edge. Whether you transfer to a four-year school upon graduation or enter the workplace, we guarantee that you will be successful when you leave us.



I encourage you to consider becoming a part of some of the many extracurricular activities that our College offers. Research studies across the country demonstrate conclusively that students who become engaged in activities outside the classroom do better in the classroom than students who only go to class and then leave campus. Peruse the various clubs, governance, athletic, and cultural activities that we offer students and choose one or more to become fully involved in the Morton College experience.

Once again, I am proud to welcome you to the College, and I look forward to seeing you on campus and speaking with you about your Morton College successes.

**Sincerely,**

**Dana Grove, Ph.D.  
President**

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# COLLEGE MISSION AND GOALS

## MISSION

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

## GOALS

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

# 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."

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Source: The Morton College Academic Plan for Excellence.



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# COLLEGE HISTORY

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

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

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

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

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

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

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

A 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.

Today, Morton College continues to move forward in welcoming new and future students wanting to find meaning in their lives and prosper through higher education.

# CAMPUS QUICK GUIDE

## Building A

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

## Location

- First Floor
- First Floor
- First Floor

## Ext.

- 2268
- 2428
- 2230

## Building B

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

## Location

- First Floor
- First Floor
- First Floor
- First Floor

## Ext.

- 2250
- 2373
- 2346
- 2321

## Building C

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

## Location

- 220C
- 134C
- 203C
- First Floor
- 119C
- SSC\*
- 219C
- SSC\*
- SSC\*
- SSC\*
- SSC\*
- SSC\*
- SSC\*

## Ext.

- 2407
- 2222
- 2305
- 2458
- 2200
- 2468
- 2406
- 2465
- 2261
- 
- 2250
- 2245

## Building D

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

## Location

- 105D
- 116D

## Ext.

- 2284
- 2221

## Building E

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

## Location

- 202E
- 116E

## Ext.

- 2370
- 2274

## Building F

- (24) Maintenance

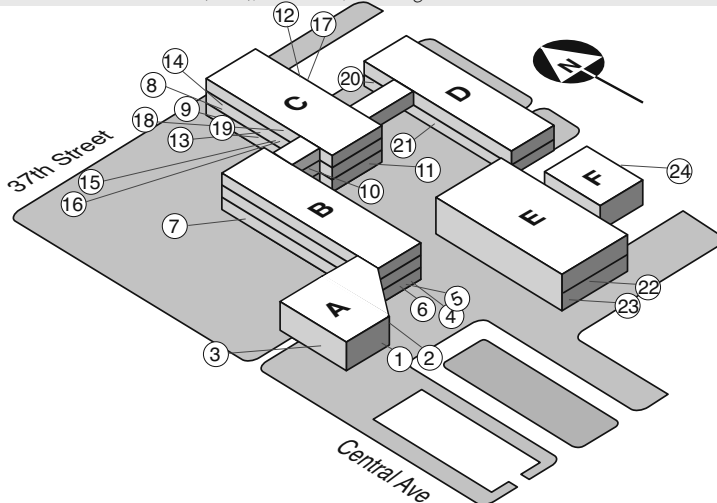
## Location

- First Floor

## Ext.

- 

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



## **GETTING STARTED AT MORTON COLLEGE**

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- 2 Easy Steps for Enrollment
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# GETTING STARTED

## EASY STEPS FOR ENROLLMENT

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

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

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

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

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

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

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

See the Adult Education, Community Programming and Outreach chapter in this Catalog or call (708) 656-8000 (for ESL information in English, dial Ext. 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** Schedule an Appointment with PANTHERPALOOZA

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 Provost 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 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 “package” of course work and have it accepted in lieu of lower-division, general

### 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

**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  
 Loyola University  
 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 (R) are receiving schools only.



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

For an exact list of programs for which Morton College has transfer agreements please contact Transfer Services or visit the Morton College transfer website.

- Northern Illinois University
- Benedictine University
- Governors State University
- Western Illinois University
- Dominican University
- Argosy University
- Concordia University Chicago
- National-Louis University

# 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

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

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- 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 Provost.

**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.

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# TUITION AND FEES

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## TUITION AND FEES\*

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

### TUITION AND FEES OVERVIEW\*

#### \*TUITION

In-District Resident (per credit hour) .....	\$88
Out-of-District Resident of Illinois (per credit hour) .....	\$216
Out-of-State Resident or International (per credit hour).....	\$280

#### \*FEES

Application Fee (first-time enrollees only) .....	\$10
Registration Fee (per semester) .....	\$10
Late Registration Fee (per semester) .....	\$50
Comprehensive Fee (per credit hour) .....	\$8
Technology Fee (per credit hour).....	\$8
Repair/Renovation Fee (per credit hour).....	\$6.50

\* 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).

## 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.

### **Late Registration Fee:**

Students will be assessed a late registration fee if: students register after the course has begun, students are dropped for non-payment and wish to re-register, or if students are dropped for non-attendance and wish to re-register for courses with consent of the instructor.

## **PAYMENT OF TUITION AND FEES**

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

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

## **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:

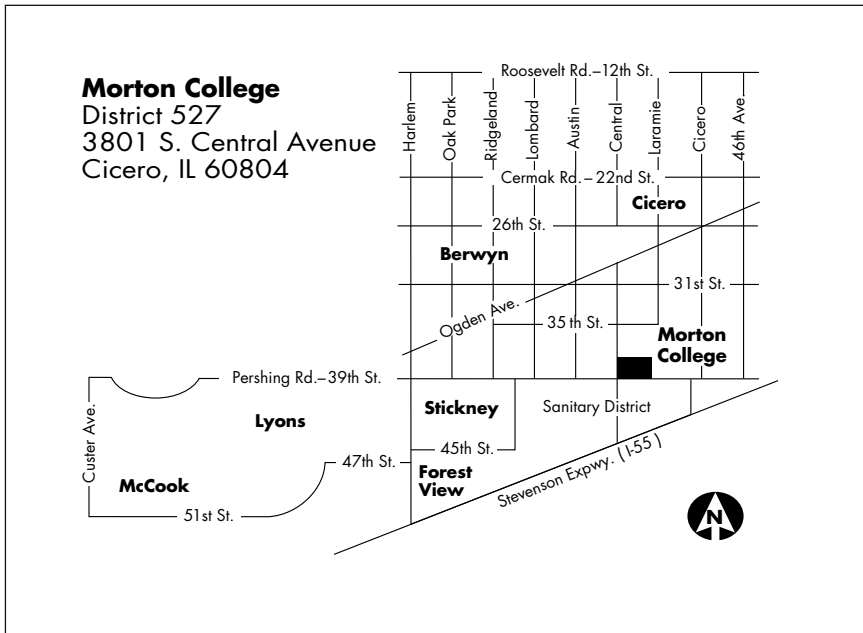
- Applicants who are 18 years of age or older and have established legal permanent residence in District 527 for a minimum of 30 days immediately preceding the first day of the semester.
- Applicants who are under 18 years of age must demonstrate that their parents or legal guardians have legal residence 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**

Refunds for tuition and fees only occur when official withdrawal procedures are properly completed within the advertised Tuition Refund Table located in the current Morton College course schedule. Telephone requests to be withdrawn from courses are not accepted. The college does not grant refunds to students who:

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

The college may award 100% refunds and late withdrawals to students who present documented extenuating circumstances. Extenuating circumstances include: serious illness or injury to the student that required extended recovery, death or serious illness of an immediate family member, significant trauma in the student's life that impaired the student's emotional and/or physical health. Third-party verifiable documentation is required to have a refund request considered by the committee. Refund requests must follow the Student Complaint and Grievance Procedures. Completed packets must be

submitted to the Dean of Student Development and Ombuds Services via the Office of Admissions and Records located on the 1st floor of B Building. All requests must be completed within 30 college-business days of the end of the term in question.

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

## 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.





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# FINANCIAL AID

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Financial aid is available in the form of federal, state and institutional grants, loans, work-study and scholarships. The Financial Aid Office coordinates these aid programs and assists students with the application process. Information on these following financial aid programs is available in the Financial Aid Office, Room 204B, Building B or by contacting a Financial Aid Advisor at (708) 656-8000, Ext. 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 2014-2015 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 an official high school or General Education Development (GED) transcript on file.
- 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.

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**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

Postsecondary education institutions are required by title IV of the Higher Education Act of 1965, amended (HEA), to establish, publish, and consistently apply reasonable satisfactory academic progress standards to students. An institution's standards are considered reasonable if they are in accordance with the satisfactory academic progress federal regulations. Failure to comply with those rules can bar a school and its students from receiving federal financial aid funds. New federal regulations (34 CFR 668.34) stipulate nationally consistent terminology and tighter controls for measuring the satisfactory academic progress (SAP) for the eligibility of students to receive federal financial aid.

### Grade Point Average (GPA)

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

\*\*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.

courses) and above are used to determine GPA. The GPA is determined by multiplying the number of semester hours attempted for each course by the grade points earned and then dividing the number of semester hours attempted. Computation of the grade point average excludes credits earned by proficiency, for which no grade was earned; grades “P”, “U”, “V” and “N” and grades earned at other institutions. GPA is used to determine eligibility for good academic standing, graduation, Dean’s List selection, President’s List selection, Academic Honors selection, scholastic awards, athletics and other purposes.

**Good Standing**

A student who has attempted semester hours of course work and has achieved a 2.0 GPA is considered a student in Good Standing.

**Academic Warning**

Students who have attempted credit hours, but have not achieved a cumulative 2.0 GPA will be placed in an Academic Warning status.

**Academic Suspension**

Students who have a subsequent semester without earning a cumulative 2.0 GPA will be placed on Academic Suspension and must complete the SAP appeal process for readmission to the college.

**Course Completion Requirement (Pace)**

The Pace threshold is 67% successful completion of attempted credit hours. A student’s Pace is a percentage that is calculated by dividing the sum of completed cumulative credit hours and accepted transfer hours by the sum of the attempted hours and accepted transfer hours. Developmental (non-college level) hours are included within the calculation. The major change caused by the new rules was the requirement to include the transferred hours in both the numerator and denominator of the calculation. Since Pace calculations require the inclusion of transferred credits, students whose SAP appeal was denied may be required to make up their Deficit Pace Units at another institution.

Grades of A, B, C, D, and P’s are considered successful completions. Grades of incomplete (I), withdrawal (W), Failure (E), Unsatisfactory (U), are NOT considered successful completion. Excused withdrawals will count toward hours attempted for 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

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cumulative completion rate as well as the cumulative GPA. However, withdrawals from courses within the 100% tuition refund period will not be considered against the completion rate.

### **Maximum Time Requirement (Timeframe)**

Students will not be allowed to receive financial aid after 150% of their academic program is exceeded. For instance, if your academic program can be completed within 62 credit hours, the maximum period must not exceed 93 (62 x 1.5) attempted credit hours. This includes transfer work and coursework equivalent to an awarded Associate's Degree. For students pursuing a certificate program (30 credit hours), the maximum period must not exceed 45 (30 x 1.5) attempted credit hours. All enrollments such as repeats and withdrawals at Morton College are considered attempted hours even if no financial aid was previously received.

### **Regulatory Changes**

The United States Department of Education (ED) modified the Satisfactory Academic Progress (SAP) regulations for multiple reasons. Proposed rules were made effective date of July 1, 2011. The new SAP regulations (34 CFR 668.34) can be found on the website for Electronic Code of Federal Regulations located at [www.ecfr.gov](http://www.ecfr.gov). Furthermore, the website for the Department of Education offers various tools to assist with the planning and execution of SAP policy and practices.

### **Summary of Changes**

**Transfer Hours:** All earned college level credit hours are to be evaluated for transfer and added to the calculation of SAP. This means that accepted transfer hours are included in both the attempted and the earned hours.

**Probation Status:** The term of probation status can only be attributed to students who have successfully appealed the SAP issue. Students previously labeled as being on Probation must now be either on a Warning status for a first offense or on a Suspension status for a subsequent offense.

**SAP Academic Plans:** All students who successfully appeal their SAP status must have an academic plan demonstrating they will achieve satisfactory GPA and/or Pace within the federally allotted Timeframe.

**Equality:** All students must adhere to SAP regulations. This includes those who are not using any financial aid dollars. All appeals of GPA, Pace and Timeframe must be reviewed by the SAP team.

**Documentation:** All SAP appeals must include supporting third-party documentation.

### **SAP Appeal Process and Procedure**

Students placed on a Suspension status will be required to successfully complete the SAP appeal process. They will be required to complete the official appeal form for each subsequent term until their performance has attained the thresholds for minimum GPA and Pace standards within their Timeframe. SAP Suspension students will be required to follow SAP Academic Plans in addition to completing appeals. Students placed on Warning will not be required to complete SAP appeals, as it is their first offense.

A SAP appeal may be based on undue hardship when the failure to make satisfactory academic progress is caused by the death of a relative of a student, severe personal injury or illness of the student or other special circumstances as determined by the college. Students, in consultation with Student Development personnel who have been trained and authorized to process SAP Appeals, may have to help students draft a summary narrative. The narrative must first describe the mitigating circumstances that hindered their attempt to attain the SAP thresholds and then must describe the changes that have been made to assure progress towards attaining the SAP thresholds. Students will be required to provide documents that demonstrate items written in their student summary narratives.

Student appeals may be denied if failure to achieve satisfactory academic progress cannot be attributed to mitigating circumstances. SAP appeals may be denied based solely on failure to provide third-party documentation that proves the stated mitigating circumstances. Student appeals may be denied based solely on failure to follow and/or attain the goals of the SAP Academic Plan.

### **SAP Academic Plans**

A successful appeal must explain the reason(s) that the SAP standards have not been met. Furthermore, the student must state what has changed regarding his/her particular situation. It is important for the student to take responsibility for his or her current situation and the resulting academic plan, and demonstrate an understanding of the consequences the student faces if he or she fails to follow the academic plan. Finally, it is the responsibility of the institution to assist a student in plotting a course to successful completion within a new maximum timeframe and to then monitor the students' pace toward completion. An academic plan must take into account the student's progression toward completion of the intended program, which could, in fact, be the next term.

Academic plans need not be very complicated or too detailed; the purpose of these plans is merely to put the student on track to successful program completion. Students may be restricted to the Program Plan Code under their SAP Academic Plan until they have met the cumulative satisfactory academic progress standards. Students may be required to complete placement and/or diagnostic tests to facilitate the development of a SAP Academic Plan.

Students who are unable to follow the SAP Academic Plans may be allowed to apply for an amended or new Plan by presenting evidence of a documented extenuating and/or mitigating circumstance.

If a long-lasting or recurrent medical condition is the basis of the appeal, students may be required to provide official documents from their health care providers that explicitly indicate they can handle the load of classes set forth in the SAP academic plan.

## **FEDERAL RETURN OF TITLE IV FUNDS**

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



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# REGISTRATION

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## REGISTERING FOR A COURSE

All students planning on attending Morton College must register for courses and pay tuition and fees. A course schedule, listing days and times courses are offered can be found online. Students may enroll online using their Panther Portal at:  
<http://my.morton.edu>

Once a student is logged in, navigate to Panther Central and follow the steps below; Panther Central, Search and Register for Courses

Alternatively, students may also register in person in the Office of Admission and Records.

## 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.

### **COURSE DROP PROCEDURE\***

Students may drop a course by logging in to their Panther Portal online at <http://my.morton.edu> or by completing an add/drop form available in the Office of Admission and Records. To drop a course in person a student must submit the form to the Office of Admission and Records for processing before the deadline date. Refunds of tuition and fees will be allowed only as specified in the Refund Policy.

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## 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, or who are otherwise judged not to be seriously pursuing academic success, 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 may appeal the withdrawal to the appropriate Dean within 10 days. The dean's decision to reinstate or not, will be based on the circumstances, the student's status in the class, and the instructor's recommendation. If the decision is made to reinstate the student, the Dean will notify the Office of Admissions and Records, the student, and the faculty. Mutually agreed upon conditions may be applied to certain reinstatements.

## AUDITING A COURSE

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

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

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

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

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



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# ACADEMIC INFORMATION AND CAMPUS REGULATIONS

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## CODE OF STUDENT CONDUCT\*

Morton College assumes 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.

### **Prohibitions**

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: (This is not an exhaustive list of prohibited conduct, but merely guidelines as to the type and nature of conduct that is prohibited. Any conduct that the Dean of Student Development and Ombuds Services determines could endanger the safety of security of members of the College community or is harmful to the College environment is also prohibited.)

- All forms of academic dishonesty, including but not limited to circumventing testing and/or assessment procedures, cheating, plagiarism, forgery and alteration or unauthorized use of College documents, records or instruments. (Please see the Academic Honesty Policy for details.)
- Engaging in conduct that interferes with, disrupts or obstructs teaching, the performance of institutional duties or the pursuit of educational, administrative, or other authorized College activities; or occupying College buildings or property after due and legal notice to depart has been given.
- Abuse, damage, or vandalism (including all forms of graffiti) to, or theft of College property. Unauthorized entry to College facilities. Theft of College property includes theft of College services and products and includes but is not limited to software licensing infringements and illegal copying/downloading of copyrighted materials.
- Abuse, damage, or vandalism (including all forms of graffiti) to, or theft of the personal property of a member of the College community on campus or at an official College activity off campus.
- Tampering with or disabling fire and safety equipment, systems or posted instructions on their use, as well as causing false alarms of fire or emergency systems; failing to exit College facilities when an alarm is sounded; failing to comply with emergency procedures as directed by College officials or those acting in their stead.
- Unauthorized possession or duplication of keys or key cards to College property or passwords to College information technology systems and the distribution of such keys and/or passwords to other persons.



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- The possession of, use of, or being under the influence of illegal drugs, controlled substances, narcotics, or alcoholic beverages, without an authorized prescription issued by a medical authority, while on campus or at an official College activity off campus; the sale or distribution of illegal drugs, controlled substances, narcotics, or alcoholic beverages while on campus or at an official College activity off campus; the intentional misuse of legally prescribed drugs or medications and/or the sale or distribution of these drugs to other people.
- Verbally, in written form, or physically abusing, harassing (including but not limited to harassment on the basis of sex), threatening, assaulting (including but not limited to sexual assault) or endangering the health, safety or well being 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 or mental harm to a person or damage to a person's property.
- Hazing, stalking, creating a hostile environment, and any other behaviors which intimidate, threaten, coerce, or endanger the safety of others, or which interfere with the safety of any member of the College community or its guests.
- Unauthorized use of College facilities, equipment, and services including but not limited to telephones, e-mail system, internet, computer networks, photocopy machines or fax machines.
- Denying a trustee, employee, student or guest of the College freedom of movement or use of the facility.
- Loud, abusive or offensive language; loitering; gambling; indecent exposure of the body including but not limited to urination or defecation in public, and lewd or obscene conduct.
- The use and/or possession of firearms, ammunition, explosives, explosive devices, fireworks, other weapons or dangerous chemicals on College premises or at an official College activity off campus; the intentional misuse of chemical or flammable substances normally used in the educational process on College premises or at an official College activity; Firearms are never permitted to be carried on the College campus by students; an enrolled student who may be otherwise authorized to carry a firearm (such as employment as a police officer) is strictly prohibited from bringing his/her weapon on to College premises, or to any official College activity off campus.
- Smoking within any College facility or within twenty-five (25) feet of an entrance, open window, or ventilation intake.
- 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.
- Unauthorized use of the College's name or logo or an attempt to defraud another person through unauthorized representation as an agent of the College.
- 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.

- Inciting, aiding, or encouraging others to engage in a behavior which violates the Student Code of Conduct.
- Violation of local, state and federal laws, regulations and policies on campus or at an official College activity off-campus.

Students shall assume responsibility for their own conduct. All students involved in apparent acts of misconduct will have the right of due process as set forth in detail below.

### **Reporting Violations of the Code of Student Conduct**

All members of the Morton College community including faculty, staff and students must work together to protect integrity of the institution. Together they share the responsibility for reporting violations of the Student Code of Conduct. Except as otherwise provided herein as in the case of Academic Dishonesty, the following process should be followed for reporting violations of the Code of Student Conduct: Reports shall be made in writing and submitted to the Dean of Student Development and Ombuds Services. A written report must include the date and approximate time of the violation of, where the violation took place, a brief description of the violation or incident, and the names of witnesses, if any. It is preferred that reports be submitted within forty-eight (48) hours of the alleged violation. Individuals who submit a violation report will be informed that information from their report (including their identity) may be shared with the accused student during the investigatory and/or due process hearing stage.

### **Academic Honesty Policy**

Morton College treats ethical violations affecting course work with the utmost seriousness. Cheating of any kind will result in an Academic Penalty and may result in further 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 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.

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- 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**

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 of the Academic Honesty Policy, he/she should report the incident to the appropriate faculty. That person will then meet with the student or students implicated by the(se) 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:

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- If the faculty member determines there is evidence of cheating, the faculty member will determine the Academic 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 Academic Penalties.
- The student's recourse for an Academic Penalty is to follow the Grade Appeal process.
- The faculty member will then document the violation and the Academic 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 Dean of Student Development and Ombuds Services.
- The Dean of Student Development and Ombuds Services will meet with any of the principal parties necessary to determine whether further disciplinary action (over and above the Academic Penalty) is necessary. Such actions including but not limited to probation, suspension, or administrative withdrawal from an academic major may result. The imposition of further disciplinary action based on a violation of the Academic Honesty Policy is subject to the Due Process procedure set forth herein.

### **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. Unless otherwise provided herein, a student violating the rules and regulations of the College may be subject to any of the following disciplinary actions depending on the nature and severity of the incident, the student's previous conduct record, the developmental needs of the student, the level of accountability and responsibility taken by the student, the interests of the community and those impacted by the conduct, any other aggravating, mitigating, or relevant factors. All disciplinary actions will be issued in writing.

1. **Official Warning** — Written 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, all which will be in writing.
3. **Restitution** — Reimbursement for damage to property including the cost of replacement of parts and/or labor.
4. **Record Restriction** — Restricting a student from utilizing an official record or service of the College (examples include but are not limited to 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

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return. Suspension may include withdrawal from one or more classes. Students who are suspended for disciplinary reasons will still be held responsible for all tuition and fees incurred. 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 Provost. These records will be made available to prospective employers or academic institutions only when a student has signed an authorization for a disciplinary background check.

### **Due Process**

Disciplinary action against students may be initiated by any member of the College community by filing a complaint in writing to the Dean of Student Development and Ombuds Services. Upon receipt of a complaint or a report of misconduct, the Dean will initiate a disciplinary action investigation by (a) interviewing the complainant and/or the persons who filed the report and who are identified in the complaint and/or report, (b) notifying the implicated student, in writing, of the misconduct charge, (c) requesting to interview and (d) interviewing the implicated student. The implicated student may decline to be interviewed. Thereafter, the Dean of Student Development and Ombuds Services may file formal charges of misconduct. If the Dean declines to file charges he must immediately notify the complainant and the person who filed report. The complainant and report filer may file charges within five (5) calendar days of the Dean's decision to not file charges.

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 Disciplinary Board will conduct hearings for students accused of violating the Code of Student Conduct using the following procedures:

1. The student shall be notified that he or she is accused of violating a specific regulation. The notice shall provide a statement of facts that are of sufficient particularity to enable the student to evaluate the charge.
2. The student shall be notified that he or she may elect one of the following four (4) courses of action. The student must communicate his/her choice to the Dean of Student Development and Ombuds Services in writing within seven (7) calendar days of the student receiving notice of the misconduct charge. In the event the student fails to make a timely selection, the process will continue as though the student selected choice (2)(a).
  - a. The student may admit the alleged violation and place in writing to the Dean of Student Development and Ombuds Services any relevant and/or mitigating factors the student would like the Dean to consider in evaluating the appropriate action. The Dean of Student Development and Ombuds Services will then decide on the appropriate action and notify the student of said action in writing within five (5) calendar days of the meeting. The student, however, is entitled to appeal this disciplinary action to the Disciplinary Board.
  - b. The student may deny the alleged violation and request a hearing before the Disciplinary Board.

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- c. The student may admit the alleged violation and request a hearing before the Disciplinary Board.
  - d. If the student is involved in either civil or criminal proceedings arising out of the same incident giving rise to the violation of the Code of Student Conduct, the student may plead "no contest" which means he/she neither admits nor denies the allegations but will accept the disciplinary action as decided by the Dean of Student Development and Ombuds Services.
3. When the student requests a hearing before the Disciplinary Board the student must submit to the Chairperson of the Disciplinary Board information including the student's name, address, e-mail address, and phone number.
  4. At least fourteen (14) calendar days 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 with sufficient particularity to enable the student to prepare the necessary defense.
    - c. A written notification of how the alleged violation was reported and by whom it was reported.
  5. After receiving notice of the alleged violation but prior to the hearing date, the student has the right to ask questions of the Dean of Student Development and Ombuds Services regarding the disciplinary process and possible sanctions that could result. The student must put his/her request for such a meeting in writing to the Dean of Student Development and Ombuds Services.
  6. At least seven (7) calendar days prior to the hearing before the Disciplinary Board, the student must submit to the Chairperson of the Disciplinary Board relevant documentary evidence relating to the conduct violation that the student intends to introduce at the hearing, a list of witnesses the student intends to call at the hearing, and the student's preferred outcome.
  7. The student has the right to request a change in the date and/or time of the hearing if he/she is unable to attend due to a legitimate reason which constitutes good cause to change the meeting and submits the request in writing to the Dean of Student Development and Ombuds Services three (3) working days prior to the scheduled hearing. The Dean will decide if the request is warranted. Only one (1) change in date and/or time will be granted.
  8. The complainant and the person who filed the charges shall be present at all parts of the hearing and present his or her charges to the Disciplinary Board in the form of (a) presenting opening and closing statements, (b) testifying, and (c) calling witnesses on his or her behalf.
  9. The complainant may have advice during the hearing from an individual from within the College community selected by the complainant. The complainant must provide the Disciplinary Board Chair the name of the advisor at least forty eight (48) hours prior

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to the hearing. The advisor's participation is limited to offering advice.

10. The student shall be entitled to appear in person and be present at all parts of the hearing and present his or her defense to the Disciplinary Board in the form of (a) presenting opening and closing statements, (b) testifying, and (c) calling witnesses on his or her behalf. (Students are responsible for contacting their own witnesses to appear at the hearing.)

11. 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 within ten (10) calendar days of the hearing. The student must provide the Disciplinary Board Chair the name of the advisor and/or legal counselor at least forty eight (48) hours prior to the hearing. The advisor's participation is limited to offering advice

12. If the student elects not to appear, the hearing shall be held in his or her absence.

13. The student or his/her legal representative shall be entitled to question the witness(es) through the Disciplinary Board Chairperson. At no time will conversation between the alleged offender and the alleged victim occur within the hearing.

14. The student shall not be required to testify against himself or herself.

15. The student shall be entitled to an expeditious hearing of his or her case.

16. At the onset of the case, the Disciplinary Board will introduce all Board members present, describe the alleged violation, identify the possible sanctions, and describe the hearing process.

17. A decision of the Disciplinary Board will be communicated to the student through the Chairman of the Disciplinary Board within ten (10) calendar days of the final hearing.

18. The decision of the Disciplinary Board shall state that the student has the 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 Dean of Student Development and Ombuds Services of his or her intention to appeal the decision of the Disciplinary Board within five (5) calendar days of issuance and transmittal of the decision to the student.

### **Disciplinary Board**

The Disciplinary Board will consist of six (6) members as follows:

- two (2) students
- two (2) faculty members
- two (2) administrators (one of which who will serve as the chair of the Board)

The Student Government Association will recommend the two (2) student members of the Student Government Association who will serve on the Disciplinary Board. The

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Dean of Student Development and Ombuds Services will select the two (2) faculty members and two (2) administrators from a pool of volunteers. One of the administrators selected will serve as the chairperson. A secretary will be provided to the Committee through the office of the Provost. The Disciplinary Board also includes three (3) alternate members, one (1) for each of the three (3) categories of members and selected as set forth above. Alternate members may attend each meeting of the Disciplinary Board but may not participate in discussion or voting unless called upon to serve in a member's absence.

Service on the Disciplinary Board shall be for a term of one (1) year. However, if the end of a member's term of service would occur during the time the Disciplinary Board is actively hearing a complaint, that member's term will continue until the Board has reached its final resolution of that complaint. Every member of the Disciplinary Board is obligated to excuse himself or herself from service if he/she believes he is not qualified to evaluate a particular complaint, if he/she believes he/she could not render an objective opinion, or if he/she is aware of a potential conflict of interest.

The Disciplinary Board will hear all cases under due process procedures. It should seek all facts in the case and may request witnesses from the faculty, staff and/or the student body. The Disciplinary Board will determine the discipline to be imposed, if any.

Accurate and complete records shall be kept of all hearings by the Dean of Student Development and Ombuds Services' 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 shall be final unless the accused student exercises his or her right to an appeal to the President in writing within fourteen (14) calendar days of the decision of the Disciplinary Board. The President shall immediately provide a copy of any appeal to the complainant.

The issues to be reviewed on appeal shall be limited to whether: (a) the sanction is appropriate; (b) the proper due process procedures were followed; and/or (c) additional pertinent information is available which was previously not available as of the date of the hearing. If the student presents new information, the complaint may file a written response thereto within five (5) calendar days of the filing of the appeal.

If the student submits an appeal, the President will appoint a Review Committee, consisting of senior college leadership, to study the action taken by the Disciplinary Board. The Review Committee will consider the record of the hearing together with any written material in the file and the written appeal and any response thereto.

Service on the Review Committee shall be for a term of one (1) year. However, if the end of a member's term of service would occur during the time the Review Committee is actively hearing a complaint, that member's term will continue until the committee has reached its final resolution of that complaint. Every member of the Review Committee is obligated to excuse himself or herself from service if he/she believes he is not qualified to evaluate a particular complaint, if he/she believes he/she could not render an objective opinion, or if he/she is aware of a potential conflict of interest.



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If the Review Committee and the Disciplinary Board disagree, the final decision will be made by the President.

### **No Retaliation**

The College does not tolerate retaliatory behavior of any kind. While it may be understandable that students may express frustration or disappointment if the Disciplinary Board does not find in their favor, behavior deemed by the Dean of Student Development and Ombuds Services to be retaliatory in nature may result in the imposition of sanctions.

### **Exigent Circumstances**

Notwithstanding anything contained herein, in an emergency situation where there is an immediate threat to the health and safety, any member of the College's faculty or staff is authorized to remove a student and/or guest of the College. In these situations, it is expected that the individual would exercise reasonable judgment when responding to such an emergency. Campus Safety involvement should be elicited as necessary and campus administrators should be immediately informed. In an emergency, the administrator and Campus Safety personnel present each have the authority to: (a) impose an immediate temporary suspension; or (b) immediately restrict access to designated areas of the campus, upon any student who, in the sole judgment of the Administrator, poses a threat to the safety or well-being of any member or guest of the College.

## **STUDENT COMPLAINT AND GRIEVANCE INFORMATION**

Students are encouraged to file feedback, both positive and negative, regarding any policy or practice at the college. The purpose of the procedure is to ensure students the opportunity to express their concerns regarding their relationship, as a student with members of the College's administration, faculty, or 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, disability, and membership in any other protected class, with respect to the conduct of the College's administration, faculty, and/or staff. (Please refer to the Reporting Procedure in the Code of Student Conduct for complaints about the conduct of students.)

### **Applicability**

These procedures apply to all registered Morton College students, regardless of academic program. Former students, who are no longer enrolled at the college, but who are within the 30 college-business day reporting allowance may also use this complaint and grievance procedure.

Morton College encourages open dialogue and requests that students first attempt to address their concerns with the personnel specifically involved in the situation. When this approach is not feasible, the following formal complaint procedures are the requisite method to filing a complaint, grievance, and appeal.

A student who is not satisfied with the results of his/her Academic Grade Appeals to

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the respective faculty member may advance his/her appeal to either the Dean of Arts and Sciences or the Dean of Career and Technical Education.

The following complaints, grievances or feedback are to be submitted to Director of Human Resources who serves as the college's Title IX Coordinator / Section 504 Coordinator or to the Dean of Student Development and Ombuds Services :

1. Sexual Harassment/Hostile Environment on the basis of sex;
2. Americans with Disabilities Act compliance; and
3. Affirmative Action compliance.

The following complaints, grievances or feedback are to be submitted to the Dean of Student Development and Ombuds Services:

1. Code of Conduct Complaints, including plagiarism;
2. Non-academic Complaints regarding unprofessional behavior;
3. Requests for 100% refunds.

Students who are uncertain as to whom to address their complaints may direct the same to the Dean of Student Development and Ombuds Services.

### **Procedures**

Students will not suffer any retaliation from filing a complaint against any area of the institution. All students should feel confident in that all concerns will be taken seriously and researched to determine all the facts of the situation. All complaints should be in writing, contain the date and approximate time, and location of the offenses, identify any witnesses to the offense, describe the offense in sufficient detail for the reviewer to launch his/her investigation, identify the redress sought by the student, filed within a reasonable amount of time of the event giving rise to the complaint, and directed to the persons identified above who are responsible for receiving and investigating certain categories of complaints.

### **All complaints will cycle through the following process:**

1. A student wishing to file a complaint must complete the Student Feedback form and requisite summary of complaint statement.
2. The student must then attach the summary to the completed Student Feedback form and submit to either (a) the Dean of Student Development and Ombuds Services via the Advising Reception office located on the 1st floor of B building or (b) the Director of Human Resources located on the 2nd floor of B building, depending on the type of complaint and the choice of the student regarding to whom to report the complaint as set forth in the Applicability section above.
3. The Dean will then initiate an investigation into the situation, unless the complaint involves an allegation of Sexual Harassment/Hostile Environment on the basis of sex involving a member of the faculty or staff as the alleged harasser.
4. In cases involving an allegation of Sexual Harassment/Hostile Environment on the

## ACADEMIC INFORMATION AND REGULATIONS

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basis of sex involving a member of the faculty or staff as the alleged harasser, the Director of Human Resources or his/her designee shall investigate the matter as set forth in the applicable Board Policies and consistent with relevant Collective Bargaining Agreements and institutional HR practices and assess the complaint as being (i) sustained (facts support a finding that the allegation is true), (ii) unfounded (facts support a finding that the allegation is not true), or (iii) not sustained (it cannot be determined whether the allegation is true, as there is insufficient and/or conflicting facts, thus the benefit of the doubt must be given to the wrongdoer), and issue a written decision regarding the complaint.

5. With respect to complaints investigated by the Dean, once the investigation is complete, the complaint along with the Dean's assessment of the complaint as being (i) sustained (facts support a finding that the allegation is true), (ii) unfounded (facts support a finding that the allegation is not true), or (iii) not sustained (it cannot be determined whether the allegation is true, as there is insufficient and/or conflicting facts, thus the benefit of the doubt must be given to the wrongdoer), will be forwarded to an ad hoc committee selected by the Dean for review and recommended action.
6. The committee will review the Dean's assessment of the complaint and recommend action on the complaint in writing to the Dean.
7. The dean will consider the committee's recommendations and issue a decision on the complaint in writing to the student.
8. In matters investigated by the Director of Human Resources or the Dean of Student Development and Ombuds Services, the student should expect to receive a written response sent via the U.S. Mail within 30 college-business days from the date the complaint was made and received, unless applicable law requires a shorter response time.

If the student seeks to appeal the decision of the committee, the student must submit, in writing, his/her desire to appeal and the basis of the appeal within ten (10) college business days of the mailing of the college's written response. Any appeal will be forwarded to the Provost, who will consider the same and render a final decision regarding the complaint.

## 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.

## 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. Students are responsible for making arrangements with their instructors to complete coursework missed due to 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.

### GRADE LEGEND

Grade	Grade Points	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		

## 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.

## 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 Provost.
- The Provost will review the appeal and render a decision. The decision of the Provost shall be final.

## 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.

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 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.

### 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 trámite de Quejas disponible en la página 44 de este catálogo.

## **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 47 in this catalog.

## **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).

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 \$50 for first-time offenders, \$100 for second-time offenders and \$250 for each additional citation. 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:

**Kenneth H. Stock, SPHR**  
**Director of Human Resources**  
**Title IX Coordinator/  
Section 504 Coordinator**  
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.

## **MEDICAL MARIJUANA POLICY**

Medical marijuana which is prescribed for healing purposes is prohibited at Morton Community College even though there may be state laws which permit its use. This policy shall prevent Morton Community College as a post-secondary education and restrict or prohibit the use of medical cannabis on its property.

## **CONCEALED CARRY POLICY**

Employees full and part time and volunteers of Morton College are prohibited from carrying a firearm or weapon while acting in the course and scope of their employment or duties, either on or off campus property, regardless of whether the employee has a license to carry a firearm or weapon. This prohibition does not apply to those employed as a law enforcement officer or peace officer or to those who have the written approval of the Executive Director/Inspector General to carry a firearm or weapon while on duty.

This Policy applies to all employees, students, persons conducting business including individuals visiting the Morton College Campus as defined in this Policy. Visitors include, but are not limited to, prospective students, former students and their respective families.

No vehicle owned, leased, or otherwise under the control of Morton College may be used to store or carry a firearm or weapon, except as otherwise provided in this policy.

Any employee found to have carried a weapon or firearm onto the property of Morton College knowingly, or found to be carrying a weapon or firearm under circumstances in which the employee should have known that he or she was in possession of a weapon or firearm, may be subject to discipline up to and including, but not limited to, immediate termination of employment, subject to such other employment rules or regulations in place.

Any individual found to have carried a weapon or firearm onto the property of Morton College knowingly, or found to be carrying a weapon or firearm under circumstances in which the individual should have known that he or she was in possession of a weapon or firearm, may be subject to administrative action by Morton College and possible arrest and prosecution. Violations of this Policy may result in referrals to external law enforcement agencies.



## DEGREE AND CERTIFICATE REQUIREMENTS

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# DEGREE AND CERTIFICATE REQUIREMENTS

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## DEGREES OFFERED AT MORTON COLLEGE

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

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

## GENERAL EDUCATION REQUIREMENTS

Each degree program requires a combination of general education, elective and/or career courses; this combination gives each program its special emphasis. The core of general education courses provides students with a common academic experience. Requirements by category for each degree are listed on the succeeding pages. In general, the General Education Requirements for each degree are meant to help students pursuing those degrees to meet Morton College's General Education Objectives as outlined on page 104.

## 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	60 - 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.

## 2014-2015 CATALOG

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

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

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

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

## CAREER CERTIFICATE REQUIREMENTS

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

## CATALOG FOR GRADUATION

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

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

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

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



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# STUDENT SERVICES

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## CAMPUS RESOURCES

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

### ACADEMIC ADVISING

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

- **Educational Planning** — Advisors assist students with course selection, developing short- and long-term schedules and choosing core and elective courses for transfer to four-year colleges and universities and students pursuing certificate and career degrees.
- **Academic Information** — Advisors provide information on College policy, the College Catalog and refer students to appropriate campus facilities.
- **Graduation Planning** — Advisors assist students with meeting graduation requirements. Students are encouraged to meet with an advisor for a pre-graduation audit one semester prior to the expected graduation date.
- **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.

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 3 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 100 computers and laptops. Students may check out laptops at the Circulation Desk to use anywhere within the Library.

The Library provides seven student study rooms. The group student study rooms and 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 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 academic 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 academic libraries. Morton College Library is a member of CARLI, the Consortium of Academic and Research Libraries in Illinois. The online library catalog I-Share, offers materials from 64 large research and university libraries as well as 800 other academic libraries throughout Illinois. Reference librarians also help researchers locate materials through WorldCat, a database of materials in libraries worldwide.

**Library Cards:** A Morton College ID serves as a Library card. Current Morton College IDs must be presented to check materials out of the Library.

## Library Hours:

Fall and spring semesters hours:

- 8:00 a.m. to 9:00 p.m. Monday through Thursday
- 8:00 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

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, or to schedule tours, and instruction please call (708) 656-8000, Ext. 2321

## 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.

Please call (708) 656-8000, Ext. 2321 to schedule a museum tour, or presentation.

## **PANTHERPALOOZA (STUDENT ORIENTATION)**

Morton College is committed to the effective transition of new students to the Morton College family and culture. To meet this goal, the college offers multiple orientation sessions throughout the academic year called PantherPalooza. This program session offers new students the opportunity to meet key personnel, academic advisors and register for their first semester of courses.

PantherPalooza sessions are intended to acquaint new students to the resources available to students, as well as, the expectations of all members of the college community. In preparation for PantherPalooza, students should have already applied, been admitted to the college and completed the placement test.

Furthermore, students should bring their placement results to the orientation session. (Review materials for the placement exam may be found at:

[http://morton.edu/success\\_keys/English.asp](http://morton.edu/success_keys/English.asp) for English and

[http://morton.edu/success\\_keys/Math.asp](http://morton.edu/success_keys/Math.asp) for Math)

The college highly recommends that students pre-register for PantherPalooza. Students may either visit the Academic Advising Center located on the 1st floor of the B Building or call (708) 656-8000, Ext. 2250 to make a PantherPalooza reservation.

## **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**

If a student has a diagnosed learning, physical, behavioral and/or short term disability, accommodations can be provided if the Request for Accommodation form and all supporting diagnostic documentation are provided to the Disability Specialist, Marie Ferro by the posted deadlines.

Fall 2014 Accommodations: All paperwork turned in by August 4, 2014

Spring 2015 Accommodations: All paperwork turned in by December 19, 2014.

The following documentations are accepted by the Disability Specialist:

- Individual Educational Plans accompanied by the School Psychological Report OR
- Neuropsychological Consultation Report OR
- Medical Documentation stating a diagnosis and medication student is taking (if any)
- If the student has Epilepsy an Emergency Plan will be made. OR
- Psycho-Educational Assessment
- Must include test results, diagnosis and suggested accommodations.

#### **DOCUMENTATION OLDER THAN THREE YEARS WILL NOT BE ACCEPTED.**

The Request for Accommodation form is available online at [www.morton.edu](http://www.morton.edu) and at the Academic Advising department. All paperwork must be completed prior to your appointment with the Disability Specialist. For more information and to set up an appointment with, please contact the Academic Advising Department at (708) 656-8000, Ext. 2250.

### **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 is more than just going to class. 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)

**Automotive Club** -The Automotive club provides educational and social activities for students interested in automobiles.

Contact Email: 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

**Campus Activities Board (CAB)** - The Campus Activities Board is a student programming board that creates and produces many campus activities and events. The group provides a wide variety 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 • \_Facebook: MC Student Life • \_Twitter: MCStudentLife

**Chaos Theory Dance Club** - 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: rodolfo.yanez@morton.edu

**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

**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: rafael.navarro@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

**Gay Straight Alliance** – GSA provides a welcoming environment, promotes discussions and creates awareness of issues relevant to Lesbian, Gay, Bisexual, Transgender (LGBT) students and their allies.

Contact Email: Micheal.kott@morton.edu

**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

**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

**MC Radio Club** - The purpose of the club is to broadcast both live and recorded shows from 9am-9pm Monday-Friday, 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

**Nursing Students Association** – This group promotes educational and social activities for nursing students.

Contact Email: lisa.moore@morton.edu

**Physical Therapist Assistants Club** – The PTA Club stresses social and educational activities for students in the Physical Therapist Assistant program.

Contact Email: 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: [cesar.jimenez@morton.edu](mailto:cesar.jimenez@morton.edu)

**Student Government Association** – The SGA strives to represent the academic and social issues of the students within the college community .We strive of 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)

**Video, Graphics & Animation Club** - This clubs is to utilize student body potential to create original work in video making, graphic art, and animation. The Video, Graphics and Animation Club 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)

**Young Ethnic Leaders Re-educating Society** – Y.E.L.R.S. raises awareness of current events throughout Morton College and our community using the power of critical thinking. Contact Email: [tom.spoleti@morton.edu](mailto:tom.spoleti@morton.edu)

Can't find what you are looking for? – You can start your own club or organization that represents your interests as a student. Stop by the Student Activities Office, Room 241C to learn more.

### **INDIVIDUAL LEARNING CENTER (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 86).

## **EMPLOYMENT OPPORTUNITIES**

### **ON-CAMPUS EMPLOYMENT**

The Financial Aid Lobby, located on the second 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).

### 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.

**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).

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# 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 three major areas:

- Adult Education Courses and Programs
  - ESL courses
  - ABE/GED courses
  - Project CARE Adult Volunteer Literacy Program
- 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.

### 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.

**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 completed secondary education in their native country, do they need to take ABE or GED preparation courses at Morton College?

**A:** If students already have completed secondary education in their native country, they are not eligible to take GED preparation courses because they already have a secondary education credential.

**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 the balance of the fiscal year. 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, at (708) 656-8000, 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 at (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**

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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, as well as their tutors.

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 001      ALPHABETICS      0.5-4.5 CREDITS**

This course is designed to help beginning ESL students with a framework to decode, pronounce and spell most words in the English language.

**ESL 002      ALPHABETICS      0.5-4.5 CREDITS**

This course is designed to help intermediate ESL students with a framework to decode, pronounce and spell most words in the English language.

**ESL 003      ALPHABETICS      0.5-4.5 CREDITS**

This course is designed to help advanced ESL students with a framework to decode, pronounce and spell most words in the English language.

**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.

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

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

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

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

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

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**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.

**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.

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

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### **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.

### **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 005      ALPHABETICS      3 CREDITS**

This course is designed to help beginning readers with a framework to decode, pronounce and spell most words in the English language.

### **ABE 006      ALPHABETICS      3 CREDITS**

This course is designed to help adult intermediate readers with a framework to decode, pronounce and spell most words in the English language.

### **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.

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

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

**ABE 090      MATHEMATICS I      3 CREDITS**

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

**ABE 091      MATHEMATICS II      3 CREDITS**

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

## GENERAL EDUCATIONAL DEVELOPMENT (GED)

**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.

**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.



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

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### **BRIDGE PROGRAMMING**

**BHC 001      BRIDGE TO HEALTHCARE CAREERS      3 CREDITS**

This course is designed to introduce and prepare high intermediate adult basic education students for careers in the field of Health Care. In addition, students will be developing and improving their basic skills in preparation for the GED® Tests.

**BHC 010      BRIDGE TO HEALTHCARE CAREERS      3 CREDITS**

This course is designed to introduce and prepare low adult secondary education students for careers in the field of Health Care. In addition, students will be developing and improving their basic skills in preparation for the GED Tests.

### **CAREER AWARENESS AND DEVELOPMENT**

**CAR 001      ORIENTATION TO THE WORLD OF WORK      0.5-3.0 CREDITS**

This course is designed to prepare adult basic literacy students to enter the adult basic education program, and begin the process of looking at work as a career, not a series of jobs.

**CAR 010      ORIENTATION TO THE WORLD OF WORK      0.5-3.0 CREDITS**

This course is designed to prepare adult basic literacy students to enter the adult basic education program, and begin the process of looking at work as a career, not a series of jobs.

**CAR 020      ORIENTATION TO THE WORLD OF WORK      0.5-3.0 CREDITS**

This course is designed to prepare adult basic literacy students to enter the adult basic education program, and begin the process of looking at work as a career, not a series of jobs.

## **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.

## ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH

### Online Career Training Programs

Online Learning Anytime, Anywhere...Just a click away!

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

#### Features:

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

#### Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

#### Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

#### Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

#### Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

#### Freight Broker/Agent Training

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach you the practical application of Freight Broker skills.

#### AutoCAD 2009

Learn the skills needed to create and edit simple drawings and gradually introduce more advanced AutoCAD skills.

#### Veterinary Assistant

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

#### Paralegal

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Wastlaw.

#### Project Management

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PMP) exam.

#### Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development

**ed2go** | Learn More

Visit our site to learn more! [www.gatlineducation.com/morton](http://www.gatlineducation.com/morton)

Call: 887-221-5151

# 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 Certification Prep	Business Administration
PC Troubleshooting, Networking, Security	Personal Development
Languages	Law & Legal Careers
Digital Photography & Digital Video	Sales & Marketing
Entertainment Industry	Courses for Teaching Professionals
Writing & Publishing	Health Care Continuing Education
Test Prep	









## EDUCATIONAL PROGRAMS

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- 104 General Education Objectives
- 105 Career Programs
- 182 University Transfer Program
- 200 Liberal Studies Program



# EDUCATIONAL PROGRAMS

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

## GENERAL EDUCATION OUTCOMES AND KEY INDICATORS

**ANALYSIS/THINKING/PROBLEM SOLVING:** Morton College graduates will be able to reason using a variety of analytical tools and processes in a wide array of contexts

The graduate will be able to:

- Identify and describe problems clearly.
- Collect, analyze, synthesize, and evaluate information.
- Use appropriate ways of thinking or methods to solve problems.
- Evaluate proposed solutions and their consequences.

**COMMUNICATION:** Morton College graduates will be able to communicate clearly, coherently, and accurately with varied audiences and for a range of purposes.

The graduate will be able to:

- Write clearly and persuasively in a variety of forms to a variety of audiences.
- Speak clearly and persuasively in a variety of forms to a variety of audiences.
- Comprehend oral presentations from a variety of speakers.

**DIVERSITY & GLOBAL AWARENESS:** Morton College graduates will be able to recognize the interconnectedness of diverse and global societies.

The graduate will be able to:

- Describe and assess his or her own cultural perspectives and values.
- Identify and describe human cultures and their interactions.
- Articulate the personal and societal benefits of diversity.

**ETHICS:** Morton College graduates will be able to use ethical perspectives to make decisions.

The graduate will be able to:

- Identify significant facts relevant to ethical choices, questions, or situations.
- Compare and contrast differing ethical perspectives.

## EDUCATIONAL PROGRAMS

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- Articulate how ethical frameworks influence personal and professional choices and responsibilities.
- Apply ethical perspectives to personal, academic, professional, and civic problems or issues.

**LITERACY:** Morton College graduates will be able to demonstrate academic or professional literacy within varied content areas.

The graduate will be able to:

- Read critically within varied content areas using appropriate strategies.
- Use current terminology specific to the field of study and/or degree.

## 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
Computer Support Specialist	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
Simulation and Game Development	No	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
Network Systems Administrator	No	Yes
Networking Essentials	No	Yes
Nursing Assistant	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 & Multimedia Design	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>            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>            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	Environmental Biology
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 122	Multimedia Applications
CPS 200	C++ Programming
CPS 210	Programming in Visual Basic
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
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	Music Theory 1
MUS 111	Music Theory 2
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 Piano Music Major
MUS 131	Private Applied Piano Music Minor
MUS 160	Class Piano
MUS 210	Music Theory 3
MUS 211	Music Theory 4
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 122	Multimedia Applications
CPS 200	C++ Programming
CPS 210	Programming in Visual Basic
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

(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 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 180	Introduction to Physical Education	
PEC 181	Jogging and Power Walking for Fitness	
PEC 183	Baseball	
PEC 184	Advanced Baseball	
PEC 185	Floor Hockey	
PEC 190	Sports Officiating	
PEC 200	Leadership in Team and Individual Sports	
PEH 101	Personal Community Health	
PEH 102	First Aid	
PEH 103	Nutrition	
PEH 104	Foundations of Health/Physical Fitness	
PEH 105	Wellness	
		<b>2 Semester Hours</b>

**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.

### **PROGRAM OUTCOMES:**

By providing an academic foundation in accounting, the Accounting Program prepares students for entry-level positions in the accounting field. It may also be completed in order to enhance skills of individuals currently employed in accounting.

Program outcomes within the Accounting Program are as follows:

1. Describe the conceptual framework of accounting.
2. Demonstrate an understanding of accounting terminology, theory, and practice through the applications of Generally Accepted Accounting Principles and other authoritative technical bulletins, practice aids, and announcements.
3. Prepare, understand, analyze, and communicate all Financial Statements including disclosure notes, optional operating summaries and management discussion items required for complete, accurate, and timely reporting to both external and internal users.
4. Apply fundamental accounting principles in a computerized environment using automated accounting software.
5. Demonstrate effective writing and communication skills through research of current accounting topics, and incorporate basic math skills to interpret and analyze both quantitative and qualitative data found in Financial Statements and other reporting summaries.
6. Demonstrate the ability to reason soundly and think critically as evidenced through successful completion of increasingly complex levels of accounting study and all other degree requirements.
7. Perform basic accounting tasks and business math skills to maintain accurate accounting systems in organizations.
8. Communicate with stake holders in a manner that reflects organizational culture and sensitivity to diverse customer and community needs.
9. Perform basic office functions using standard and emerging technologies.
10. Demonstrate, in a work environment, effective self-management through efficient use of time and personal commitments.
11. Participate effectively in individual and group decision making.
12. Use critical thinking skills to make decisions that reflect legal and ethical standards of the accounting profession.

***continued on next page***

## EDUCATIONAL PROGRAMS

<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>15</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 .....	3
	Electives** .....	3
		<u>15</u>
		Total 15
<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	
BUS 242	Business Communications .....	3
	General Education Requirements .....	7
		<u>16</u>
		Total 16
<b>FOURTH SEMESTER</b>		
BUS 201	Cost Accounting .....	3
BUS 203	Intermediate Accounting II.....	3
BUS 253	Successful Career & Life Strategies.....	2
	General Education Requirements .....	3
	Electives** .....	4
		<u>15</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
		<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>		
BUS	202	Intermediate Accounting I .....3
BUS	230	Business Law and Contracts .....3
		Electives .....3
		<u>Total 9</u>
 <b>FOURTH SEMESTER</b>		
BUS	201	Cost Accounting .....3
BUS	203	Intermediate Accounting II .....3
BUS	106	Principles of Finance .....3
		<u>Total 9</u>
		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.

### PROGRAM OUTCOMES:

Upon successful completion of the Morton College Automotive Technology program, a graduate will be able to:

1. Apply critical thinking skills to properly diagnose vehicle concerns.
2. Demonstrate the proper use of tools, equipment, and procedures when performing vehicle repairs.
3. Demonstrate the proper documentation of vehicle diagnosis and repairs.
4. Demonstrate the ability to work both independently and in a group.
5. Utilize common service information software programs to gather vehicle repair information.
6. Demonstrate competency in the eight ASE certification areas as found within the ATM curriculum.

FIRST SEMESTER		CREDIT HOURS
ATM	101	Automotive Engine Design .....5
ATM	104	Automotive Brakes .....3
		General Education Requirements .....6
		Total 14

SECOND SEMESTER		CREDIT HOURS
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

THIRD SEMESTER		CREDIT HOURS
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

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### FOURTH SEMESTER

ATM	203	Engine Performance.....	5
ATM	206	Steering and Suspension .....	3
ATM	204	Advanced Electrical Systems and Accessories .....	3
ATM	253	Successful Career & Life Strategies.....	2
		General Education Requirements .....	5
			<hr/>
			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
		<u>Total 12</u>
<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
		<u>Total 12</u>
<b>THIRD SEMESTER</b>		
ATM 203	Engine Performance.....	5
ATM 230	Electric Vehicle Conversion.....	3
ATM 221	Automotive Service II.....	3
		<u>Total 11</u>
		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.

**FIRST SEMESTER** **CREDIT HOURS**

ATM 104	Automotive Brakes .....	3
ATM 120	Basic Vehicle Mechanics.....	3
ATM 202	Automotive Electrical Systems .....	4
		Total 10

**SECOND SEMESTER**

ATM 122	Automotive 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>		
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
		Total 7
<b>SECOND SEMESTER</b>		
ATM 122	Automotive Air Conditioning .....	3
ATM 206	Steering and Suspension .....	3
		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.

#### **PROGRAM OUTCOMES:**

1. Business Knowledge and Skills
  - Use business terms and concepts when communicating.
  - Analyze data to verify accuracy of conclusions.
  - Prepare reports for decision making and regulatory compliance.
  - Use promotional concepts and strategies, including personal selling, advertising, sales promotion, public relations, and publicity to communicate ideas about products, services, images, and ideas to achieve desired outcomes.
  - Explain the financial concepts used in making business decisions.
2. Interpersonal Interaction and Communication
  - Use effective communications skills to promote respect, trust, and relationship building.
  - Practice active listening to enhance the ability to get a clear understanding of difficult situations.
  - Practice an awareness of ethical and social responsibilities to multicultural, team-oriented, rapidly changing environments.
3. Information Management
  - Use technology and electronic media to manage the work flow and to provide feedback.
  - Analyze the functions, features, and limitations of different operating systems, environments, applications, and utilities.
4. Business Management and Decision Making

Explain the economic effects of technology on business in a global marketplace. Select and use appropriate resources to collect business data that will ultimately translate into information for decision making.

  - Analyze specific economic markets to explain and predict financial behavioral changes.
  - Explain the distribution concepts and processes needed to move, store, locate, and transfer ownership of goods or services.
  - Use the marketing information management concepts, systems, and tools needed to obtain, evaluate, and disseminate information for us in making marketing decisions.
  - Analyze client needs and desires and make marketing recommendations regarding business decisions.
  - Develop, maintain, and improve a product or service mix in response to market opportunities by applying product and service management concepts and processes.
  - Conduct research to identify new business trends and customer/client needs. Identify customer satisfaction as the ultimate goal of business transactions.

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<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*	Macroeconomics - Principles of Economics I .....	3
BUS 242	Business Communications .....	3
	General Education Requirements .....	3
	Electives .....	3
		Total 15
<b>FOURTH SEMESTER</b>		
BUS 208	Principles of Management.....	3
CPS 111	Business Computer Systems .....	3
BUS 253	Successful Career & Life Strategies .....	2
ECO 102*	Microeconomics - Principles of Economics II .....	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.

**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>        </u>
		Total 6

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

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

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

#### **PROGRAM OUTCOMES:**

1. Skills
  - Create CAD-Drawings using various types of CAD-software.
  - Apply critical thinking identify potential problems before they arise)
2. Comprehension
  - Suggest solutions to improve processes.
  - Classify drawings by type (assembly, mechanical, architecture etc.)
3. Application
  - Apply CAD-software as a problem solving tool.
  - Investigate/use search engine applications to find parts and specifications.
4. Analysis
  - Analyze and determine the best approach to solve mechanical problems.
  - Identify parts and components of mechanical assemblies.
5. Synthesis
  - Design, assemble and modify mechanisms to formulate a proposal for a solution.
  - Simulate movements of mechanical assemblies.
6. Evaluation
  - Estimate time, cost and quality of projects.
  - Measure existing processes (identify efficiencies and flaws)
7. Professionalism
  - Collaborate in finding solutions to problems.
  - Develop a proactive stance.
  - Display a strong work ethic.

## EDUCATIONAL PROGRAMS

<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
		<hr/>
		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
CAD 127	Solid Works Essentials .....	3
	Mathematics* .....	3
	General Education Requirements .....	3
		<hr/>
		Total 18
<b>THIRD SEMESTER</b>		
CAD 203	Electronics Drafting .....	3
CAD 205	Mechanical Design .....	3
CAD 220	Autodesk Inventor.....	3
CAD 227	Solid Works Assemblies.....	3
	General Education Requirements .....	4
		<hr/>
		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 & Life Strategies.....	2
	General Education Requirements .....	5
		<hr/>
		Total 16
		Overall Total 65

### 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 107	20/20 Kitchen Design .....	3
CAD 130	Architectural Residential Design.....	3
CAD 235	Architectural Commercial Design .....	3
	Mathematics.....	3
	English/Speech.....	3
		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
		<u>          12</u>
		Total 12
<b>SECOND SEMESTER</b>		
CAD 103	Sheet Metal and Weldments .....	3
CAD 104	Assembly Drawings .....	3
	English/Speech.....	3
		<u>          9</u>
		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

### Computer Information Systems Program Outcomes:

Upon completion of the CIS AAS degree students will be able to:

1. Employ the skills, knowledge and abilities to successfully use technology in other courses, in their careers and throughout their lives
2. Apply programming logic to develop computer programs, design Web pages, and create multimedia presentations.
3. Manage computer operating systems, configure and maintain computer networks and upgrade and repair computer hardware.

## COMPUTER INFORMATION SYSTEMS (CIS)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

This curriculum prepares graduates for employment as computer support specialists in a business environment and is designed for learners planning to transfer to a four-year college or university. All students must complete 23 credit hours of general education courses.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
CIS 102 Career Essentials for CIS .....	3
CIS 105 Programming Logic .....	3
CIS 161 Introduction to Operating Systems .....	3
ENG 101 Rhetoric I* .....	3
MAT 105 College Algebra or higher* .....	4
	Total 16
 <b>SECOND SEMESTER</b>	
CIS 132 Introduction to Networking .....	3
CPS 111 Business Computer Systems* .....	3
ENG 102* Rhetoric II .....	3
MAT 181 Discrete Math* .....	3
	Humanities/Fine Arts Course* .....
	Total 15
 <b>THIRD SEMESTER</b>	
BUS 111 Introduction to Business .....	3
CIS 116 Introduction to Internet HTML Programming .....	3
CIS 220 Systems Analysis .....	3
SPE 101 Principles of Public Speaking* .....	3
	Social/Behavioral Science Course* .....
	Total 15
 <b>FOURTH SEMESTER</b>	
CIS 121 Data Base Management .....	3

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CIS	170	Introduction to Java .....	3
CIS	253	Successful Career & Life Strategies.....	2
CIS	295	CIS Internship.....	1
CPS	210*	Programming in Visual Basic .....	3
		Social/Behavioral Science Course* .....	3
		Computing-related Elective .....	1
			<hr/>
			Total 16
			Overall Total 62

**NOTES:**

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

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

**COMPUTER INFORMATION SYSTEMS  
COMPUTER SUPPORT SPECIALIST (CSS)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares graduates for employment as computer support specialists in a business environment as it prepares learners for industry certification. All students must complete 23 credit hours of general education courses.

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
CIS 102 Career Essentials for CIS.....	3
CIS 161 Introduction to Operating Systems.....	3
CIS 180 Fundamentals of Personal Computer Servicing.....	3
ENG 101 Rhetoric I*.....	3
MAT 105 College Algebra or higher* .....	4
	Total 16
 <b>SECOND SEMESTER</b>	
CIS 132 Introduction to Networking.....	3
CIS 165 Introduction to Network Security .....	3
CIS 181 Advanced Personal Computer Diagnosis and Service .....	3
CPS 111 Business Computer Systems* .....	3
	Humanities/Fine Arts Course* .....
	Total 15
 <b>THIRD SEMESTER</b>	
BUS 111 Introduction to Business.....	3
CIS 133 Interconnecting Network Devices I.....	3
CIS 135 Network Client Configuration.....	4
ENG 102 Rhetoric II* or	
SPE 101 Principles of Public Speaking*.....	3
	Social/Behavioral Science Course* .....
	Total 16
 <b>FOURTH SEMESTER</b>	
CIS 136 Server Configuration & Administration .....	4
CIS 233 Interconnecting Network Devices II.....	3
CIS 295 CIS Internship.....	1
CPS 210* Programming in Visual Basic .....	3
	Social/Behavioral Science Course* .....
	Computing-related Elective .....
	Total 15
	Overall Total 62

**NOTES:**

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

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

## COMPUTER INFORMATION SYSTEMS

### WEB DESIGN (WEB)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

This curriculum prepares students for entry-level employment as computer support specialists in the areas of Web Design and Multimedia and is designed for students planning to transfer to a four-year college or university. All students must complete 23 credit hours of general education courses\*.

<b>FIRST SEMESTER</b>			<b>CREDIT HOURS</b>
CIS	102	Career Essentials for CIS.....	3
CIS	103	Introduction to Web Design.....	3
CIS	116	Introduction to HTML Programming.....	3
ENG	101	Rhetoric I*.....	3
MAT	105	College Algebra*.....	4
			Total 16
<b>SECOND SEMESTER</b>			
CIS	203	Advanced Web Design.....	3
CPS	111	Business Computer Systems*.....	3
ENG	102	Rhetoric II.....	3
MAT	181	Discrete Math*.....	3
		Elective(s) or Gen Ed.....	4
			Total 16
<b>THIRD SEMESTER</b>			
CPS	122*	Multimedia Applications.....	3
BUS	111	Introduction to Business.....	3
CIS	159	Adobe Photoshop & Flash.....	3
CIS	170	Introduction to Java.....	3
		Humanities Course*.....	3
			Total 15
<b>FOURTH SEMESTER</b>			
CIS	121	Data Base Management.....	3
CIS	253	Successful Career & Life Strategies.....	2
GSP	111	Game Development Essentials.....	3
		Social/Behavioral Science Course*.....	5
			Total 13
			Overall Total 60

**NOTES:**

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

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 prepares graduates for entry-level employment as computer repair technicians as it prepares learners for industry certification.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
CIS	102	Career Essentials for CIS.....3
CIS	132	Introduction to Networking.....3
CIS	161	Introduction to Operating Systems.....3
CIS	180	Fundamentals of Personal Computer Servicing.....3
CIS	181	Advanced Personal Computer Diagnosis and Servicing.....3
		Computing-related Electives.....2
		<u>Overall Total 17</u>

**NOTES:**

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

This career certificate can lead to the Computer Support Specialist Associates in Applied Science degree.

Candidates not pursuing an AAS should consider taking CIS 295-CIS Internship as one of the computing-related elective hours.

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

This curriculum prepares graduates for entry-level employment as computer support specialists as it prepares learners for industry certification.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
CIS	102	Career Essentials for CIS.....3
CIS	132	Introduction to Networking.....3
CIS	133	Interconnecting Network Devices I.....3
CIS	135	Networking Client Configuration.....4
CIS	161	Introduction to Operating Systems.....3
		<u>Total 16</u>

<b>SECOND SEMESTER</b>		
CIS	136	Server Configuration & Administration .....4
CIS	165	Introduction to Network Security .....3
CIS	233	Interconnecting Network Devices II.....3
CPS	210	Programming in Visual Basic .....3
		Computing-related Electives.....3
		<u>Total 16</u>

Overall Total 32

**NOTES:**

Candidates for the career certificate must earn a minimum of 32 semester hours as distributed above.

This career certificate can lead to the Computer Support Specialist Associates in Applied Science degree.

Candidates not pursuing an AAS should consider taking CIS 295-CIS Internship as one of the computing-related elective hours.



**COMPUTER INFORMATION SYSTEMS**

**NETWORKING ESSENTIALS (NET)**

**16 CREDIT CAREER CERTIFICATE**

This curriculum prepares graduates for entry-level employment as computer support specialists as it prepares learners for industry certification.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
CIS	102	Career Essentials for CIS.....3
CIS	132	Introduction to Networking.....3
CIS	135	Networking Client Configuration .....4
	OR	
CIS	136	Server Configuration & Administration .....4
CIS	161	Introduction to Operating Systems .....3
		Computing-related Electives.....3
		<u>Overall Total 16</u>

**NOTES:**

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

This career certificate can lead to the Computer Support Specialist Associates in Applied Science degree.

Candidates not pursuing an AAS should consider taking CIS 295-CIS Internship as one of the computing-related elective hours.

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

This curriculum is designed to give students a basic understanding of the game and simulation programming development process. The career certificate can lead to the Associate in Applied Science degree in Computer Science or prepare students for transfer to a Bachelor Program in this specialty.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
CIS	105	Programming Logic .....3
CPS	111	Business Computer Systems .....3
CPS	122	Multimedia Applications .....3
MAT	105	College Algebra .....4
		<u>Total 13</u>

<b>SECOND SEMESTER</b>		
CPS	200	C++ Programming .....3
GSP	111	Game Development Essentials .....3
MAT	181	Discrete Mathematics .....3
PHY	101	General Physics .....5
		<u>Total 14</u>

Overall Total 27

**NOTES:**

Candidates for the career certificate must earn a minimum of 27 semester hours as distributed above.

The career certificate can lead to the Computer Information Systems Associate in Applied Science degree or prepare students for transfer to a four-year college or university in this specialty.

**COMPUTER INFORMATION SYSTEMS**  
**WEB SITE & MULTIMEDIA DESIGN (WMD)**  
**30 CREDIT CAREER CERTIFICATE**

This curriculum prepares graduates for entry-level employment as web site and multimedia development specialists.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
CIS	102	Career Essentials for CIS.....3
BUS	111	Introduction to Business .....3
CIS	103	Introduction to Web Design .....3
CIS	116	Introduction to HTML Programming .....3
CPS	111	Business Computer Systems .....3
		Total 15

<b>SECOND SEMESTER</b>		<b>CREDIT HOURS</b>
CIS	121	Database Management .....3
CIS	159	Adobe Photoshop & Flash.....3
CIS	170	Introduction to Java .....3
CIS	203	Advanced Web Design .....3
CPS	122	Multimedia Applications .....3
		Total 15
		Overall Total 30

**NOTES:**

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

This career certificate can lead to the Web Design Associate in Applied Science degree.

## 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.

#### **PROGRAM OUTCOMES:**

1. Create environments that are healthy, respectful, supportive and challenging for all children, using understanding of child development.
2. Explain how to engage in respectful, reciprocal relationships that support and empower families.
3. Identify and utilize formal and informal assessment strategies to positively influence children's development.
4. Implement a wide array of effective approaches, strategies, and tools to positively influence children's development and learning.
5. Construct lesson plans to provide developmentally appropriate experiences.
6. Demonstrate ethical guidelines of the early childhood profession to maintain standards of professional conduct.

## EDUCATIONAL PROGRAMS

### 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.

<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
		*ECE Program Electives.....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
		*ECE Program Electives.....3
		Total 15
		Overall Total 31

\*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

**NOTES:**

Students must complete all ECE courses with a minimum grade of “C”.

**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.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
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
		<hr/> Total 15

<b>SECOND SEMESTER</b>		
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
		<hr/> 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
		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
		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
		<hr/>
		Total 6
<b>SECOND SEMESTER</b>		
ECE 105	Health, Safety and Nutrition for Children.....	3
ECE 110	Introduction to Early Childhood Education .....	3
		<hr/>
		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.

### **PROGRAM OUTCOMES:**

1. Students will be able to explain the basic theories and fundamentals of how and why fires start, spread, and are controlled.
2. Students will be able to identify and analyze the components of building construction related to fire safety.
3. Students will be able to explain basic responsibilities of company officers.
4. Students will be able to explain the basic philosophy, organization, and operation of fire prevention programs.
5. Student will be able to apply the theory and principles for the use of water in fire suppression activities.

## EDUCATIONAL PROGRAMS

FIRST SEMESTER	CREDIT HOURS
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

SECOND SEMESTER	CREDIT HOURS
FIR 120 Hazardous Materials.....	3
FIR 150 Introduction to Fire & Emergency Service Admin. ....	3
SOC 100 Introduction to Sociology .....	3
ENG 102 Rhetoric II .....	3
or	
SPE 101 Principles of Public Speaking	
PHI 126 Introduction to Ethics.....	3
or	
PHI 180 Social Ethics	
	Total 15

THIRD SEMESTER	CREDIT HOURS
FIR 240 Building Construction for Fire Protection.....	3
General Education Requirements* .....	3
FIR Elective .....	3
FIR Elective .....	3
FIR Elective .....	3
	Total 15

FOURTH SEMESTER	CREDIT HOURS
FIR 270 Fire Behavior and Combustion.....	3
PEH 102 First Aid .....	2
FIR Elective .....	3
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

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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	Hazardous Materials.....	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
			<u>Overall Total 28</u>

**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".



## **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.

**PROGRAM OUTCOMES:**

The Morton College HVAC/R Program provides the foundation for a lifetime of learning to students seeking a career in, or career advancement within, the Heating, Ventilating, Air Conditioning and Refrigeration Industry. The program is committed to providing local employers with skilled HVAC/R technicians. Graduates will have the skills needed to enter the workforce, along with the skills required to adapt to a fast paced industry that is changing every day. The Morton College HVAC/R Program will constantly assess student learning as well as the program curriculum to verify that the demands of the HVAC/R Industry and our Graduates are being met. Our Career Certificate Program will guide students directly into the HVAC/R Industry. Our Associates in Applied Science Degree in Heating, Ventilation, and Refrigeration will provide further student professional development, as well as being the foundation for transfer to a four year HVAC/R Engineering University.

<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 HVAC/R .....	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 201 Commercial Refrigeration .....	3
HVA 202 Heat Load Calculation and System Design.....	3
General Education Requirements .....	4
	Total 13

***continued on next page***

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### FOURTH SEMESTER

HVA	203	Commercial Air Conditioning and Refrigeration .....	3
HVA	204	Hydronic Comfort Systems.....	3
HVA	206	Refrigerant Handling/EPA Exam Review .....	3
HVA	253	Successful Career & Life Strategies.....	2
		General Education Requirements .....	6
			<hr/>
			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, Air Conditioning, and Refrigeration 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 HVAC/R .....	3
HVA 202 Heat Load Calculation/System Design .....	3
	Total 15
 <b>SECOND SEMESTER</b>	
HVA 103 Intermediate Refrigeration .....	3
HVA 104 Intermediate Heating and Air Conditioning .....	3
HVA 120 Basic Sheet Metal Fabrication .....	3
HVA 204 Hydronic Comfort Systems .....	3
HVA 206 Refrigerant Handling/EPA Exam Review .....	3
	Total 15
	Overall Total 30

**NOTES:**

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

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

HVA	201	Commercial Refrigeration
HVA	203	Commercial Air Conditioning and Refrigeration
HVA	253	Successful Career & Life Strategies

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

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

### **PROGRAM OUTCOMES:**

1. Demonstrate competency requirements in entry-level position as a law enforcement officer.
2. Identify problem-solving skills that will correlate to those used by law enforcement officers.
3. Demonstrate the ethical and professional standards used by law enforcement officers.
4. Prepare to meet state requirements for state certification as a law enforcement officer.
5. Prepare to transfer to a four-year college or university to receive a baccalaureate degree in Law Enforcement or Criminal Justice after completing their two-year degree at Morton College.

## EDUCATIONAL PROGRAMS

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<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
		<u>Total 16</u>
 <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
		<u>Total 17</u>
 <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
		<u>Total 15</u>
 <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
		<u>Total 15</u>
		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.

## **NURSING ASSISTANT (NUA)**

### **9 CREDIT CAREER CERTIFICATE**

The Nursing Assistant Program prepares students with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). The program trains students to function in the role of nursing assistant under the supervision of a registered nurse (RN) or licensed practical nurse (LPN). This program is approved by the Illinois Department of Public Health (IDPH). Individuals completing the program and meeting eligibility requirements for certification can continue in nursing or other health careers. For specific requirements regarding certification, including residency or employment provisions, contact: IDPH, 535 W. Jefferson Street, Springfield, IL 62761, (217) 782-4997, [www.idph.state.il.us](http://www.idph.state.il.us).

The basic nursing assistant proficiency examination is the State-approved competency evaluation, with both written and manual skills components. The course requires the student to complete 93 hours of classroom lecture, perform 40 hours in a clinical setting, and successfully demonstrate 21 manual patient/resident care skills. Satisfactory completion of the program requirements provides eligibility to take the IDPH written competency examination for State certification as a Certified Nursing Assistant or CNA.

## **ADVANCED BEDSIDE CARE TECHNICIAN**

### **12 CREDIT CAREER CERTIFICATE**

Students have the opportunity to enhance their basic nursing assistant training through completion of an additional course. The Advanced Bedside Care Technician Program is designed as a next step for a nursing assistant or patient care technician on his/her chosen career path, or for the licensed professional who wants to increase knowledge in phlebotomy and cardiac dysrhythmias. The graduate will be eligible to test for certification as a Phlebotomy Technician and ECG Technician by the National Center for Competency Testing (NCCT).

Graduates of the Morton Nursing Assistant Program, prior to Fall, 2014, are eligible to achieve an additional Advanced Bedside Care Technician certificate by completing NUR 104 Socialization into Nursing Assistant Career and NUR 106 Advanced Bedside Care Technician ( or equivalent with consent of the Program Director).

#### **PROGRAM OUTCOMES**

1. Provide safe, quality care under supervision of a registered nurse or licensed practical nurse in a variety of settings.
2. Perform essential nursing assistant clinical skills.
3. Work together with members of the healthcare team, the patient and the patient's family and friends.
4. Follow ethical and moral behaviors and legal guidelines in the provision of patient or resident care.

### PREREQUISITES

Entry into the Nursing Assistant Program requires that students be at least 16 years of age, take the Morton College placement tests, and meet the minimum scores of 64 for English/Reading and 50 for Arithmetic. Students are required to have successfully completed NUR 104 Socialization into the Nursing Assistant Career with a grade of “C” or better. All students must have a valid Social Security number. A high school diploma or General Educational Development certificate is not required.

Per Illinois State law (Healthcare Worker Background Check Act):

- IDPH requires all nursing assistant students pass a criminal background check.
- A computerized background check will be performed during the NUR 105 class.

A felony conviction will prohibit an individual from seeking employment in any health-care facility in the State of Illinois. Any inquiries regarding criminal convictions should be directed to: Illinois Department of Public Health, 535 W. Jefferson Street, Springfield, IL 62761, Telephone: (217) 782-2913, Website: [www.idph.net](http://www.idph.net)

### 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 the NUR 105 class. A list of IDPH-approved vendors for fingerprinting will be provided upon successful completion of the background check.

#### Health Requirements

- Medical history/Physical exam (primary physician, nurse practitioner or other approved healthcare provider)
- 10 Panel urine drug screen
- Complete blood count (CBC) and Rapid Plasma Reagin (RPR) test
- Two-step tuberculosis (TB) skin test (if positive result for TB, chest x-ray report is required)
- Documentation of verified immunity to varicella, rubeola, rubella, measles, mumps through blood titers. (If titers do not prove immunity, student must receive appropriate vaccine)
- Hepatitis B vaccine (series of three) or proof of positive titer
- Influenza (flu) vaccine (required October through May)
- Tetanus-Diphtheria-Pertussis Vaccine (Tdap)

#### Basic Life Support Certification (CPR)

All students are required to provide proof of American Heart Association (AHA) Basic Life Support Certification for Healthcare Providers (CPR). This must be turned in by the first day of the NUR 104 class. Please call (708) 656-8000, Ext. 2388 if you need assistance finding a location that offers this certification.

#### Uniform and supplies

All students will be required to wear a Morton teal uniform scrub top, white or grey scrub pants, white nursing shoes or white sneakers, name tag and watch with second hand for all clinical work. A stethoscope, gait belt and protective goggles are also required.

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### Clinical experience

Students are required to participate in several clinical experiences in order to translate theory and laboratory skills to an actual patient care environment. In NUR 104, there is one, 5 hour clinical observation experience the last week of the course. In NUR 105, there is one, 8 hour clinical experience per week for several weeks, at an off-site location. In NUR 106, there are 40 hours of clinical experience during the last three weeks of the course, at one or more locations. Students must provide their own transportation to the clinical site. Malpractice insurance (included in regular fees) and a criminal background check is required for entry into the clinical site.

### IDPH Nurse Aide Competency Examination

The fee for taking the examination for nursing assistant certification is \$65, payable by money order or certified check. This fee is due the last week of the NUR 105 course.

### National Center for Competency Testing (NCCT) Certification Examinations

The fee for taking both examinations for Phlebotomy Technician and ECG Technician is \$180. The fee is due the last week of the NUR 106 course.

### NURSING ASSISTANT PROGRAM

FIRST SEMESTER	CREDIT HOURS
NUR 104 Socialization into Nursing Assistant Career	1
NUR 105 Basic Nursing Assistant Training	8
<b>TOTAL CREDIT HOURS</b>	<b>9</b>

### ADVANCED BEDSIDE CARE TECHNICIAN PROGRAM

FIRST SEMESTER	CREDIT HOURS
NUR 104 Socialization into Nursing Assistant Career	1
NUR 105 Basic Nursing Assistant Training	8

SECOND SEMESTER	CREDIT HOURS
NUR 106 Advanced Bedside Care Technician	3
<b>TOTAL CREDIT HOURS</b>	<b>12</b>



### **NURSING**

#### **ASSOCIATE IN APPLIED SCIENCE DEGREE IN NURSING (REGISTERED PROFESSIONAL NURSING—RN)**

The Nursing Program is designed for student seeking an associate degree in registered nursing. Students who complete the AAS degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN)\*. Completion of the program does not guarantee licensure. For specific licensure requirements, including residency or employment provisions, contact IDFPR, 100 W. Randolph, Suite 9-300, Chicago, IL 60601, telephone (312) 814-2715, website [www.idfpr.com](http://www.idfpr.com)

#### **PROGRAM APPROVAL, ACCREDITATION AND PROFESSIONAL MEMBERSHIPS**

The Associate in Applied Sciences Degree in Nursing program at Morton College is approved by the Illinois Department of Financial and Professional Regulation (IDFPR), [www.idfpr.com](http://www.idfpr.com)

The Associate in Applied Sciences Degree in Nursing Program is accredited by the Accreditation Commission for Education In Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Suite 500, Atlanta, GA 30326, 404-975-5000, <http://www.nlnac.org>

Morton College Nursing Program is a member of the National League for Nursing (NLN), <http://www.nln.org>

Morton College Nursing Program is a member of the National Organization for Associate Degree Nursing (NOADN), <http://www.noadn.org>

#### **PROGRAM OUTCOMES**

1. Provide safe, quality, evidence-based patient-centered nursing care in a variety of healthcare settings to diverse patients across the life span.
2. Employ the nursing process using critical thinking and clinical reasoning to manage patient care and within a culture of caring.
3. Participate in collaborative relationships with members of the inter-professional team, the patient, and the patient's support persons.
4. Implement fiscally responsible quality and regulatory measures to improve patient care.
5. Use information technology and patient care technology to assess, communicate, educate, mitigate error, and support decision-making.
6. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.

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

Students are admitted into the Nursing Program in the fall semester. All prospective nursing students must meet the following requirements in order to be considered for admission:

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- Complete and submit both Morton College and Nursing Program applications, available from the Office of Admissions and Records.
- Submit official high school or General Education Development (GED) transcripts. Foreign transcripts must be evaluated by either Educational Credential Evaluators, Inc. (ECE) or World Education Services, Inc. (WES), and contain the statement "...has the equivalent of a United States high school diploma."
- Attend a mandatory Nursing Informational Session offered through Academic Advising.
- Take the Placement Test for English, with an eligible score indicating placement into ENG 101. This requirement must be achieved during the fall or spring semester of the year application is being made. Information regarding Nursing Admission testing dates can be obtained from Academic Advising or on the Nursing Program application.
- Take the Placement Test for Mathematics, with an eligible score indicating placement into MAT 085/095. This requirement must be achieved during the fall or spring semester of the year application is being made. Information regarding Nursing Admission testing dates can be obtained from Academic Advising or on the Nursing Program application.
- Submit evidence of the following with a grade of C or better:
  - 4 hours in BIO 103
  - 3 hours in PSY 101
  - 3 hours in ENG 101
  - 2 hours in PEH 103
  - MAT 075

A minimum GPA of 2.00 is required for admission, and a cumulative GPA of 2.00 must be maintained throughout the program. A grade of C or better is required for all nursing courses.

Admission to the program is highly competitive, as enrollments are limited each year. All admission requirements must be met for enrollment consideration. Points are awarded based on grades achieved in required and other general education courses. In-district applicants will be reviewed and ranked after June 1st. Applicants living outside of the Morton College district will be reviewed for admission in July, on a space-available basis. Students requesting advanced placement will be considered on an individual basis, and should schedule an appointment with Academic Advising.

Students accepted into the Nursing Program are held accountable to the current policies and procedures outlined in the Handbook for Nursing Students.

## ASSOCIATE IN APPLIED SCIENCE DEGREE

### NURSING – FIRST YEAR

<b>FALL SEMESTER*</b>	<b>CREDIT HOURS</b>
NUR 107 Foundations of Nursing I .....	4
NUR 108 Foundations of Nursing II .....	7
BIO 104 Anatomy and Physiology II .....	4
	Total 15

<b>SPRING SEMESTER</b>	<b>CREDIT HOURS</b>
NUR 116 Mental Health Nursing .....	3
NUR 117 Nursing Care of the Childbearing Family .....	3
NUR 118 Nursing Care of the Child and Family .....	3
PSY 215 Life Span of Human Development .....	3
	Total 12

### NURSING – SECOND YEAR

<b>FALL SEMESTER*</b>	<b>CREDIT HOURS</b>
NUR 206 Medical-Surgical Nursing .....	10
BIO 212 Microbiology .....	4
ENG 102 Rhetoric II .....	3
	Total 17

<b>SPRING SEMESTER</b>	<b>CREDIT HOURS</b>
NUR 216 Adult Health Nursing .....	6
NUR 218 Nursing Synthesis .....	4
Humanities .....	3
	Total 13
	Overall Total 69

\*Admission and program requirements are for students admitted through Fall 2014.

Contact Academic Advising for information related to admissions effective Fall 2015.

\*\*Candidates for the LPN Career Certificate must earn a minimum of 43 semester hours. These 43 hours include 8 credit hours for BIO 103 and BIO 104. Students choosing this option may exit the program and make application for the NCLEX-PN.

Entry into the second program year requires a GPA of 2.50 or higher in first year Nursing and Biology courses. NUR 138 is required for students who have earned a GPA less than 2.50 in order to progress to the second year.

\*\*\*ENG 102 is required. Other options for general education requirements are listed for the Associate in Applied Sciences degree.

\*\*\*\*Candidates for the AAS degree in Nursing must earn a minimum of 69 semester hours. A minimum of 29 semester hours of general education courses is required.

### HEALTH REQUIREMENTS

Part of the learning experience involves direct patient care in a variety of clinical settings. **Each student is held personally accountable to meeting specific health requirements.** This is done to ensure the well-being of patients, staff and other individuals, and to foster self-care behaviors. The following documentation must be on file in the Health Careers Office prior to the first day of class. A student is required to update health requirements following a change in health status, changes made by the clinical facility or student's insurer. **Any student who does not provide proof of current health requirements (following admission and throughout the program, as necessary) will not participate in any clinical experience—no exceptions.**

- Physical examination and statement from a certified physician or mid-level care provider licensed to practice in Illinois.
- Hepatitis B series vaccine or proof of positive titer
- Laboratory tests: Complete blood count (CBC), Rapid Plasma Reagin (RPR), tetanus. Documented history of MMR (measles [Rubeola], mumps, rubella [German measles]), Varicella (Chicken pox) or proof of positive titers.
- 10 panel toxicology screen showing negative results for a period of 30 days prior to admission into the nursing program up to and including the first day of clinical. A negative toxicology screen is required for student entry into a clinical facility, and must be maintained throughout the program.
- Color vision screening
- 2-step Tuberculosis (TB) PPD test, with 10 days between tests, or QuantiFERON test. For positive PPD results, a chest xray is required. NOTE: This test is required annually.
- Tetanus-Diphtheria-Pertussis Vaccine (Tdap)
- Influenza vaccine is required in October, which is the start of the "flu season" (October through May).
- Liability insurance purchased through the college at registration.
- Health insurance.
- Background check. Each student must consent in writing to a criminal background

## EDUCATIONAL PROGRAMS

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check to be done prior to entry into a healthcare facility, in accordance with State law and The Joint Commission standards for healthcare workers.

- American Heart Association Basic Life Support (AHA BLS) for Healthcare Providers certification (CPR). This is the only certification accepted by the Morton College Nursing Program, which expires two (2) years from the date it is issued. No student will be allowed in any clinical facility without current AHA BLS certification.

### OTHER CLINICAL REQUIREMENTS

- Students receive training on Standard Precautions (e.g., blood borne pathogens) Occupational Safety and Health Administration (OSHA) standards, and the prevention and spread of infectious disease.
- Students will receive an orientation specific to the clinical facility, prior to the start of each clinical experience. This training may include, but is not limited to: patient confidentiality, the Health Insurance Portability and Accountability Act (HIPAA), fire and safety precautions, documentation and the use of an electronic health record (EHR).

### EDUCATIONAL ADVANCEMENT

Morton College and Benedictine University offer a 3 + 1 RN to BSN completion program, with an emphasis on role formation and preparation for graduate study.

The entire program is completed at Morton College's main campus in Cicero. Building upon previous knowledge and experience gained in Morton's ADN program, the 3 + 1 program is designed for the working RN who is juggling multiple life priorities and wants a cost effective, quality education.

Learn more about Benedictine University's Nursing Program by visiting [www.ben.edu/nursing](http://www.ben.edu/nursing) or contact the Admissions Office of Benedictine University at (630)829-6328. Information is also available by contacting Morton College's Academic Advising Center at (708) 656-8000, Ext. 2250.

**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.

<b>FIRST SEMESTER – FALL</b>			<b>CREDIT HOURS</b>
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
			Total 16
<b>SECOND SEMESTER – SPRING</b>			
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
			Total 15
<b>THIRD SEMESTER – FALL</b>			
OMT	218	Mircrosoft Access I .....	1
OMT	219	Microsoft 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
			Total 16
<b>FOURTH SEMESTER – SPRING</b>			
OMT	216	Microsoft Excel for Business I .....	1
OMT	223	Microsoft Excel for Business II.....	1
OMT	214*	Office Supervision .....	3
OMT	250*	Integrated Office Simulation.....	3
OMT	253	Successful Career & Life Strategies.....	2
		General Education Requirements .....	5
			Total 15
			Overall Total 62

**NOTES:**

Candidates for the Associate in Applied Science degree must earn a minimum of 16 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
		Overall Total 11

**NOTE:**

Students can complete this certificate in either the fall or spring semester.

## 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.

REQUIRED COURSES			CREDIT HOURS
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
			<u>Overall Total 12</u>

**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.....	3
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
			<u>Overall Total 7</u>

**NOTE:**

Students can complete this certificate in either the fall or spring semester.

**OFFICE MANAGEMENT TECHNOLOGY**

**MICROSOFT OFFICE (DMO)**

**7 CREDIT OCCUPATIONAL 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 218	Microsoft Access I .....	1
OMT 131	Introduction to Windows .....	1
OMT 216	Microsoft Excel for Business I .....	1
OMT 223	Microsoft Excel for Business II .....	1
OMT 206	Microsoft PowerPoint I.....	1
OMT 210	Word I.....	2
		<u>Overall Total 7</u>

**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
OMT 216	Microsoft Excel for Business I .....	1
OMT 223	Microsoft Excel for Business 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>		
OMT 218	Mircrosoft 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 75% in all coursework.

Graduates must take the National Physical Therapy Exam (NPTE) to practice as physical therapist assistants in many states, Illinois included. Licensure in Illinois 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.

The deadline for submission of a complete application to the PTA program is February 1st.

#### **Requirements for admission are:**

- High school diploma or GED, official transcripts required. (Foreign transcripts must be evaluated by ECE or WES and show equivalency to a US high school diploma.)
- 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). One setting MUST be outpatient and one setting MUST be inpatient.
- 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. An essay will be required at the time of the interview.
- Two letters of recommendation are required.
- 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)

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- 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 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.

### **PROGRAM OUTCOMES:**

Upon completion of the program, the graduate will be able to:

- Participate as an effective member of the health care team.
- Carry out technical aspects of clinical work within a plan of care established by a physical therapist, in a safe, ethical and competent manner that reflects entry level performance skills.
- Communicate and interact with patient / client, family members, caregivers, other members of the community and members of a multidisciplinary health care team in an effective, appropriate and capable manner.
- Demonstrate the ability to respond appropriately during patient / client emergencies and untoward events.
- Competently perform data collection to measure a patient/ client's response to treatment interventions and complete timely, accurate and legal documentation of patient care.
- Utilize critical thinking skills and problem solving to progress, modify and /or with hold interventions based on patient status as determined through observation, data collection and problem solving skills.
- Demonstrate actions, approaches and values consistent with the expected roles, responsibilities and duties of a licensed physical therapist assistant practicing under the supervision and direction of a licensed physical therapist.
- Assume responsibility for professional judgment and ethics.
- Recognize the need for continued personal and professional growth to ensure competence in current practices of physical therapy.
- Demonstrate achievement of the requirements for the Associate in Applied Science Degree as determined by Morton College.
- Pass the NPTE for licensure within their chosen state.

## PHYSICAL THERAPIST ASSISTANT (PTA)

### COURSE SEQUENCE

<b>PRE-ADMISSION</b>	<b>CREDIT HOURS</b>
ENG 101*	Rhetoric I .....3
BIO 103*	Anatomy and Physiology I.....4
PHT 101*	Medical Terminology for Clinicians.....2
PSY 101**	Introduction to Psychology .....3
	**Humanities general education requirement.....3
	<u>Total 15</u>
<b>FIRST SEMESTER</b>	
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
PHT 105	Therapeutic Modalities I .....1
ENG 102**	Rhetoric II
or	
SPE 101**	Principles of Public Speaking .....3
BIO 104^	Anatomy and Physiology II.....4
	<u>Total 18</u>
<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 .....2
PHT 125	Therapeutic Modalities II .....1
	<u>Total 14</u>
<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
	<u>Total 13</u>
<b>FOURTH SEMESTER</b>	
PHT 220	Advanced Physical Therapy Techniques .....3
PHT 222	Seminar in Health Care Literature .....2
PHT 224	Principles of Practice II: Professional Issues in PT.....2
PHT 225	Clinical Affiliations II .....5
	<u>Total 12</u>
	Overall Total 72

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### 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).

**PROGRAM OUTCOMES:**

Graduates of this program will be able to:

1. Order and control inventory.
2. Analyze logistics and operations in Supply Chain Management.
3. Perform warehousing activities effectively.
4. Utilize transportation methods and strategies for distributing materials.
5. Coordinate and communicate with various stakeholders inside and outside the organization regarding Supply Chain Management.
6. Launch improvement programs in Supply Chain Management.
7. Forecast material requirements for purchasing.

**The Supply Chain Management Certificate Program has the following program outcomes:**

1. Learn and understand the strategic importance of good supply chain design planning and operation and how they can confer competitive advantage when properly applied.
2. Identify and properly evaluate the various key drivers which effect supply chain performance; facilities inventory, transportation, information, sourcing, and pricing.
3. Understand and use the analytical methodologies which are used for supply chain analysis in a managerial context.
4. Prepare participants to have a commitment to quality, timeliness and continuous improvement.
5. Prepare participants to communicate and function effectively in teams.

**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 program covers topics in massage techniques, massage theory, anatomy and physiology, kinesiology, body mechanics, documentation, medical terminology, business/ethics and client/therapist relationship building, and includes 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 the exam can be either the NCETMB or NCETM given by the National Certification Board for Therapeutic Massage and Bodywork ([www.ncbtmb.org](http://www.ncbtmb.org)). OR the MBLEx given by the Federation of State Massage Boards ([www.fstmb.org](http://www.fstmb.org)) Please contact those agencies regarding requirements for application and fees. Upon passing the exam of choice, they can then apply to the Illinois Department of Finance and Professional Regulations ([www.idfpr.com](http://www.idfpr.com)) for licensure and a list of approved agencies for fingerprinting. Fingerprints 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 IL 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. Each state has their own requirements for education and licensure/regulations for practicing massage therapy.

### **PROGRAM OUTCOMES:**

The successful graduates of the Applied Associate in Science program will:

1. Function within the scope and limitations of practice for a massage therapist as defined by the Illinois Board of Massage Therapy.
2. Utilize critical thinking to provide a safe, effective, and organized massage session.
  - a. Interview, collect data and assess the effects/benefits and needs/contraindications.
  - b. Develop a safe, effective treatment plan.
  - c. Implement the plan, being able to make adjustments as indicated.
  - d. Document the session using appropriate terminology.
  - e. Demonstrate effective communication skills within the health care community.
3. Respect the values and cultural diversity of all persons.
4. Recognize appropriate ethical responsibilities of the massage therapist.
5. Identify the need for continued self-development and self-care as an educated member of the community.
6. Write the State Board Exam for Massage Therapy.
7. Incorporate into the massage session techniques of myofascial release, orthopedic massage, energy work and Reiki as client assessment indicates.

Incorporate the supplementary skills of public speaking, psychology and business math or business computers to provide a well-rounded approach when interfacing with prospective clients, colleagues and healthcare professionals.

## EDUCATIONAL PROGRAMS

### 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.

### PREREQUISITES 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 .....	3
			<hr/>
			Total 8

### FIRST SEMESTER

BIO	104	Anatomy and Physiology II .....	4
TPM	110	Technique I .....	4
HIT	109	Pathology and Pharmacology .....	3
TPM	130	Technique III .....	4
			<hr/>
			Total 15

### SECOND SEMESTER

TPM	115	Kinesiology for Massage Therapist .....	4
TPM	120	Techniques II .....	4
TPM	125	Business Practices and Ethics .....	4
			<hr/>
			Total 12

## SUMMER TERM

TPM	140	Clinic.....	4
			<hr/>
			Total 4

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**THIRD SEMESTER**

ENG	101	Rhetoric .....	3
TPM	205	Advanced Massage I .....	3
PSY	101	General Psychology .....	3
SPE	101	Speech .....	3
PEH	103	Nutrition .....	2

Total 14

**FOURTH SEMESTER**

TPM	210	Advanced Massage II.....	3
BUS	111	Introduction to Business	
OR			
CPS	111	Business Computer System.....	3
Elective*		Behavioral or Social Studies elective .....	3
Elective		Humanities elective .....	3

Total 12

Overall Total 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)

### 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 the exam can be either the NCETMB or NCETM given by the National Certification Board for Therapeutic Massage and Bodywork ([www.ncbtmb.org](http://www.ncbtmb.org)). OR the MBLEx given by the Federation of State Massage Boards ([www.fstmb.org](http://www.fstmb.org)). Please contact those agencies regarding requirements for application and fees. Upon passing the exam of their choice, they can then apply to the Illinois Department of Finance and Professional Regulations ([www.idfpr.com](http://www.idfpr.com)). for licensure and a list of approved agencies for fingerprinting. Fingerprints 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 Illinois 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. Each state has their own requirements for education and licensure/regulations for practicing massage therapy.

#### **PROGRAM OUTCOMES:**

The successful graduates of the certificate program will:

1. Function within the scope and limitations of practice for a massage therapist as defined by the state of Illinois Board of Massage Therapy.
2. Utilize critical thinking to provide a safe, effective, and organized massage session.
  - a. Interview, collect data and assess the effects/benefits and needs/contraindications.
  - b. Develop a safe, effective treatment plan.
  - c. Implement the plan, being able to make adjustments as indicated.
  - d. Document the session using appropriate terminology.
  - e. Demonstrate effective communication skills within the health care community.
3. Respect the values and cultural diversity of all persons
4. Recognize appropriate ethical responsibilities of the massage therapist
5. Identify the need for continued self-development and self-care as an educated member of the community
6. Write the State Board Exam for Massage Therapy.

#### **PROGRAM REQUIREMENTS**

- Be 18 years of age or older.
- Complete and return the Morton College Information Form AND a Therapeutic Massage Application to the

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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.

## EDUCATIONAL PROGRAMS

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### PREREQUISITE COURSES

			CREDIT HOURS
TPM	100	Introduction to Therapeutic Massage.....	1
BIO	103	Anatomy and Physiology (within 5 years) .....	4
HCP	130	Medical Terminology.....	3
			<hr/>
			Total 8

### PROGRAM COURSES

#### FIRST SEMESTER

BIO	104	Anatomy and Physiology II .....	4
TPM	110	Technique I .....	4
TPM	109	Pathology and Pharmacology .....	3
TPM	130	Technique III .....	4
			<hr/>
			Total 15

#### SECOND SEMESTER

TPM	115	Kinesiology .....	4
TPM	120	Technique II .....	4
TPM	125	Business Practices and Ethics .....	4
			<hr/>
			Total 12

### SUMMER TERM

TPM	140	Clinic.....	4
			<hr/>
			Total 4
			Overall Total 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.

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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</b>
ENG 101 Rhetoric I	C1900	<b>Semester Hours</b>
ENG 102 Rhetoric II	C1901R	
SPE 101 Principles of Public Speaking	C2900	
<b>B. BEHAVIORAL/SOCIAL SCIENCES</b>		
Courses must be selected from at least two disciplines:		
ANT 101 Introduction to Anthropology	S1902	<b>9 Semester Hours</b>
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

### ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)

<p><b>C. MATHEMATICS</b></p> <p>MAT 102 General Education Mathematics M1904            MAT 121 Mathematics for Elementary School Teachers II M1903</p> <p>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><b>4</b> Semester Hours</p>
<p><b>D. SCIENCE</b>  <b>(Must include one laboratory course)</b>            Choose one course from Life Sciences:</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>Choose one course from Physical Sciences:</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><b>7</b> Semester Hours</p>
<p><b>E. HUMANITIES</b>            Choose one or more courses from Fine Arts:</p> <p>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</p> <p>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</p>	<p><b>9</b> Semester Hours</p>

(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.

**2014-2015 CATALOG**

**ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)**

(Humanities continued)			
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>			
Choose one or more courses from Humanities:			
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	
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>		<b>2 Semester Hours</b>
CPS 101	Information Technologies		
CPS 111	Business Computer Systems		
CPS 122	Multimedia Applications		
CPS 200	C++ Programming	CS911	
CPS 210	Programming in Visual Basic		
CSS 100	College Study Seminar		
PEC 101	Adaptive Physical Education		
PEC 131	Softball		
PEC 132	Volleyball		
PEC 133	Power Volleyball		
PEC 139	Golf		
(Health and Physical Fitness 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.			

**ASSOCIATE IN ARTS (A.A.) DEGREE REQUIREMENTS (CONTINUED)**

(Health and Physical Fitness continued)

- 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 180 Introduction to Physical Education
- PEC 181 Jogging and Power Walking for Fitness
- PEC 183 Baseball
- PEC 184 Advanced Baseball
- PEC 190 Sports Officiating
- PEC 200 Leadership in Team and Individual Sports
- PEH 101 Personal Community Health
- PEH 102 First Aid
- PEH 103 Nutrition
- PEH 104 Foundations of Health/Physical Fitness
- PEH 105 Wellness

**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>            Required course:            PSY 101 Introduction to Psychology S6900  <b>and</b>            Choose one course from:            GEG 105* World Regional Geography S4900N            POL 201 United States National Government S5900  <b>and</b>            Choose one course from:            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>            Choose one course sequence:            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 (\*).





**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 [itransfer.org](http://itransfer.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>
Courses must be selected from at least two disciplines:			
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 need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (\*).

<b>ASSOCIATE IN SCIENCE (A.S.) DEGREE REQUIREMENTS (CONTINUED)</b>		
<b>C. MATHEMATICS</b>		
Choose one course from:		
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>and</b>		
Choose one course from:		
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
		<b>8 Semester Hours</b>
<b>D. SCIENCE (Must include one laboratory course).</b>		
Choose one course from Life Sciences:		
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>		
Choose one course from Physical Sciences:		
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>and</b>		
Choose an additional course from those listed above or from the following:		
BIO 103	Anatomy and Physiology I	
BIO 104	Anatomy and Physiology II	
BIO 111	Biology: A System Approach	
BIO 212	Microbiology	
BIO 215	Principles of Heredity	
CHM 100	Fundamentals of Chemistry	
		<b>10 Semester Hours</b>

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

CHM 106	Inorganic Chemistry II	
CHM 205	Organic Chemistry I	
CHM 206	Organic Chemistry II	
PHY 102	General Physics II	
PHY 105	Physics I	
PHY 205	Physics II	
PHY 206	Physics III	

**E. HUMANITIES**

Choose a minimum of one course from:

ART 120	Art Appreciation	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
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

**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.

<b>ASSOCIATE IN SCIENCE (A.S.) DEGREE REQUIREMENTS (CONTINUED)</b>			
SPN 215†	Spanish Conversation and Composition I	H1900	
SPN 216†	Spanish Conversation and Composition II	H1900	
<b>and</b>			
Choose one course from those listed above to complete nine semester hours.			
<b>F. HEALTH, TECHNOLOGY AND COLLEGE READINESS</b>		<b>2 Semester Hours</b>	
CPS 101	Information Technologies		
CPS 111	Business Computer Systems		
CPS 122	Multimedia Applications		
CPS 200	C++ Programming		CS911
CPS 210	Programming in Visual Basic		
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 180	Introduction to Physical Education		
PEC 181	Jogging and Power Walking for Fitness		
PEC 183	Baseball		
PEC 184	Advanced Baseball		
PEC 185	Floor Hockey		
PEC 190	Sports Officiating		
PEC 200	Leadership in Team and Individual Sports		
PEH 101	Personal Community Health		
PEH 102	First Aid		
PEH 103	Nutrition		
PEH 104	Foundations of Health/Physical Fitness		
PEH 105	Wellness		
<b>OTHER REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.).</li> <li>• A maximum of four credits in physical education activity courses may be applied, except for physical education majors.</li> <li>• A maximum of six credits in career courses may be used toward Associate in Arts and Associate in Science degrees.</li> </ul>			

## 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>
Select courses from at least two disciplines:			
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>		<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</b> (Must include one laboratory course). Choose one course from Life Sciences:		<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>			
Choose one course from Physical Sciences:			
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>		<b>6 Semester Hours</b>	
Required course:			
ART 127	Art History Survey III: The Modern World		F2902
Choose at least 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
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	
* 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.

<b>GENERAL EDUCATION REQUIREMENTS (20 CREDITS)</b>		
<p><b>A. COMMUNICATIONS</b></p> <p>ENG 101      Rhetoric I                      JRN 101      Beginning Reporting                      SPE 101      Principles of Public Speaking</p>		<b>3 Semester Hours</b>
<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                      HIS 190      War and Western Society                      POL 201      United States National Government</p> <p style="text-align: right; font-size: small;">(Behavioral/Social Sciences continued on next page)</p>		<b>3 Semester Hours</b>

**ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)**

(Science and Mathematics continued)

POL 202	State and Local Government
PSY 101	Introduction to Psychology
PSY 201	Social Psychology
PSY 202	Abnormal Psychology
PSY 210	Child Growth and Development
PSY 211	Adolescent Psychology
PSY 215	Life Span: A Survey of Human Development
SOC 100	Introduction to Sociology
SOC 101	The Family
SOC 102	Social Problems
SOC 201	Minority Group Relations
SOC 220	Introduction to Social Work
SSC 103	Successful Study
SSC 140	Women's Studies in Global Perspectives

**C.SCIENCE OR MATHEMATICS**

BIO 100	Introducing Biology
BIO 102	Introduction to Biology
BIO 103	Anatomy and Physiology I
BIO 104	Anatomy and Physiology II
BIO 106	Human Anatomy and Physiology for the Allied Health Professions
BIO 110	Biology: A Cellular Approach
BIO 111	Biology: A System Approach
BIO 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 122	Multimedia Applications
CPS 200	C++ Programming
CPS 210	Programming in Visual Basic
GEG 101	Physical Geography
GEL 101	Physical Geology
MAT 102	General Education Mathematics
MAT 105	College Algebra
MAT 110	College Trigonometry

**4  
Semester  
Hours**

(Humanities continued on next page)

ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)	
(Humanities continued)	
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
HIS 103	Early Western Civilization
HIS 104	Modern Western Civilization
HUM 150	Humanities Through the Arts
HUM 151	Humanities Through History, Philosophy and Literature
(Humanities continued on next page)	
	<b>3 Semester Hours</b>

ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)

(Humanities continued)

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	Music Theory 1
MUS 111	Music Theory 2
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 Piano Music Major
MUS 131	Private Applied Piano Music Minor
MUS 160	Class Piano
MUS 210	Music Theory 3
MUS 211	Music Theory 4
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

<b>ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)</b>	
<p><b>E. HEALTH, TECHNOLOGY AND COLLEGE READINESS</b></p> <p>CPS 101 Information Technologies            CPS 111 Business Computer Systems            CPS 122 Multimedia Applications            CPS 200 C++ Programming            CPS 210 Programming in Visual Basic            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 180 Introduction to Physical Education            PEC 181 Jogging and Power Walking for Fitness            PEC 183 Baseball            PEC 184 Advanced Baseball            PEC 185 Floor Hockey            PEC 190 Sports Officiating            PEC 200 Leadership in Team and Individual Sports            PEH 101 Personal Community Health            PEH 102 First Aid            PEH 103 Nutrition            PEH 104 Foundations of Health/Physical Fitness            PEH 105 Wellness</p>	<p><b>2 Semester Hours</b></p>
<p><b>F. ADDITIONAL GENERAL EDUCATION ELECTIVES</b>            Choose any courses listed above from sections A, B, C or D.</p>	<p><b>5 Semester Hours</b></p>

**OTHER REQUIREMENTS**

- Complete the minimum required semester hours of electives. Students may receive a complete list of elective courses in the Academic Advising Center. Students should use a transfer guide when selecting electives as the transferability of courses is related to one's major and the transfer institution.

## COURSE DESCRIPTIONS

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- 206 Course Numbering
- 206 Prerequisites
- 206 Course Offerings



# COURSE DESCRIPTIONS

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## COURSE NUMBERING

Courses are listed in numerical order within each discipline. Courses numbered 010 to 099 represent noncredit courses or credit courses that generally do not lead to a degree. The 100 to 199 sequence normally represents first year or traditional freshman courses and the 200 to 299 sequence represents second year or traditional sophomore courses.

Course numbers do not imply that a course will be accepted for transfer to other institutions. Therefore, students are strongly advised to consult with an Academic Advisor regarding the transfer of courses and credits to other colleges and universities.

## PREREQUISITES

Prerequisites listed for specific courses should be followed closely to guarantee students qualify for subsequent courses and gain maximum benefit from instruction. Additional information regarding course prerequisites is available by visiting the Academic Advising Center or by calling (708) 656-8000, Ext. 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.**

## 2014-2015 CATALOG

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### **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 101 or ART 115 or Consent of Instructor.**

### **ART 120 ART APPRECIATION (IAI: F2 900)**

**3 CREDITS**

This course is an introductory study of the visual arts. An emphasis is on developing an understanding and appreciation of works of art. The purposes of art will be discussed through a study of various art movements and styles, vocabulary, media and aesthetic concepts. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

### **ART 125 ART HISTORY SURVEY I PREHISTORIC TO GOTHIC (IAI: F2 901)**

**3 CREDITS**

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.

**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 130      INTRODUCTION TO DIGITAL ART      3 CREDITS**

This course covers the basic elements of visual language and design and provides fundamental instruction in digital media as a creative tool. Students will conceive and create digital works of art, develop critical thinking skills, and conduct research on topics related to technology in the arts. Six lab/studio hours per week.

**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.**



## COURSE DESCRIPTIONS

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### **ATM 104     AUTOMOTIVE BRAKES**

**3 CREDITS**

The course covers the fundamentals of brake systems, emphasizing diagnostic procedures in servicing and maintaining components. Lecture two hours, laboratory three hours per week.

### **ATM 105     AUTOMATIC TRANSMISSIONS**

**4 CREDITS**

Through lectures and lab work, the student learns the construction of automatic transmissions and the fundamentals of hydraulics, torque converters, planetary gear variations and oil circuitry. The focus is on developing skill in diagnosing transmission problems in popular models. Lecture two hours, laboratory six hours per week.

### **ATM 115     INTRO TO ELECTRIC & HYBRID ELECTRIC VEHICLES**

**2 CREDITS**

This course focuses on the operation of Electric and Hybrid electric vehicles that are currently used in transportation vehicles. AC and DC electric motors, batteries, electrical safety and hybrid systems are emphasized. The theories of electric and hybrid electric operation and vehicle service procedures are covered. Lecture two hours.

### **ATM 120     BASIC VEHICLE MECHANICS I**

**3 CREDITS**

This course is an introduction to the elements of servicing domestic and imported vehicles. Preventative maintenance, use and care of tools and equipment, basic shop procedures, safety practices and customer relations will be covered. Designed for the person wanting to maintain their vehicle or purchase a used vehicle. Lecture two hours, laboratory three hours per week. **Prerequisite: English and Math placement testing required.**

### **ATM 122     AUTOMOTIVE AIR CONDITIONING**

**3 CREDITS**

This course covers operation, diagnostic techniques and service procedures of automotive air conditioning. Students service a variety of vehicle makes and models in the lab. Lecture two hours, laboratory three hours per week.

### **ATM 130     COMPRESSED NATURAL GAS CONVERSION**

**4 CREDITS**

This course will introduce the student to compressed natural gas powered vehicles. Through lecture and lab activities the student will learn the regulations, procedures, and maintenance items required for a compressed natural gas vehicle conversion. Lecture two hours, laboratory six hours per week. Previous knowledge or work experience related to fuel systems recommended.

### **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.**

## 2014-2015 CATALOG

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**ATM 140 INTRODUCTION TO ALTERNATIVE FUELS 2 CREDITS**

This course focuses on the alternative fuels currently recognized and available for vehicle use. Each fuel is studied for its exhaust emissions, cost, availability and practical use in transportation vehicles. The theory of operation, safety issues and maintenance of alternative fueled and hybrid vehicles is covered. Lecture two hours.

**ATM 201 MANUAL TRANSMISSIONS AND TRANSAXLES 3 CREDITS**

This course covers the design and principles of operation of manual transmissions, transaxles and drive trains. Servicing procedures for clutch assembly, transmissions, transaxles, drive trains and differential assembly will be covered. Lecture two hours, laboratory three hours per week. **Prerequisite: Completion of ATM 120.**

**ATM 202 AUTOMOTIVE ELECTRICAL SYSTEMS 4 CREDITS**

Through lecture and lab, students learn the theory of operation, diagnosis and testing procedures on conventional automotive electrical systems. Lecture two hours, lab six hours per week. **Prerequisite: Completion of ATM 120.**

**ATM 203 ENGINE PERFORMANCE 5 CREDITS**

This course provides experience in diagnosing and repairing fuel, ignition and electrical systems; and engine malfunctions. Students use modern test equipment to diagnose malfunctions and learn efficient repair procedures. Lecture three hours, laboratory six hours per week. **Prerequisite: Completion of ATM 102, ATM 120 and ATM 202.**

**ATM 204 ADVANCED ELECTRICAL SYSTEMS & ACCESSORIES 3 CREDITS**

This course focuses on the electrical system accessories and communication networks currently being used on automobiles. Students will use a variety of diagnostic equipment to diagnose and repair electrical system problems such as open and short circuits, blown fuses and frayed wiring. These systems include: passive restrain, keyless entry, power doors, power seats, remote start and anti theft. Lecture two hours, laboratory three hours per week. **Prerequisite: Completion of ATM 120 and ATM 202.**

**ATM 205 MOBILE ELECTRONICS INSTALLATION I 3 CREDITS**

This course provides the skills needed for Automotive Mobile Electronics installers. Students will learn the techniques required to assemble electrical circuits, measure the electrical systems performance and install an aftermarket mobile audio system. Lecture two hours, laboratory three hours per week. **Prerequisite: Completion of ATM 202.**

**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.**

## COURSE DESCRIPTIONS

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**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.**

**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 202.**

**ATM 253      SUCCESSFUL CAREER & LIFE 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.**

## **2014-2015 CATALOG**

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### **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.





## 2014-2015 CATALOG

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**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.

**BIO 160      PLANTS AND SOCIETY                      3 CREDITS  
(IAI: L1 901)**

Plants and Society is an introductory course for majors and non-science majors. This course covers plant anatomy, genetics, growth and reproduction, biomes, and the importance of plants to humans. This course applies to the IAI General Education Core Curriculum Life Science package.

## COURSE DESCRIPTIONS

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**BIO 161      PLANTS AND SOCIETY LABORATORY      1 CREDIT**  
**(IAI: L1 901L)**

Plants and Society Laboratory is an introductory lab course for majors and non-science majors. This laboratory course demonstrates and further stresses topics such as plant anatomy and physiology, growth and reproduction, genetics, classification, biomes, and the importance of plants to humans. This course applies to the IAI General Education Core Curriculum Life Science package. **Prerequisite: BIO 160 or concurrent registration.**

**BIO 202      ENVIRONMENTAL BIOLOGY      3 CREDITS**  
**(IAI: L1 905)**

An integrated survey of man's effect on his environment from air pollution to zoonoses and of his prospects for adapting and surviving in changed circumstances. Basic ecological principles are covered. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Life Science package.

**BIO 212      MICROBIOLOGY      4 CREDITS**  
**(IAI: CLS 905, NUR 905)**

Structure, metabolism, genetics, reproduction and evolution of microorganisms (bacteria, fungi, algae, protozoa and viruses). An emphasis is placed on their role in natural processes and human affairs. Microorganism-caused diseases, helminths, immunology, methods of culturing, identifying and controlling microorganisms. Lecture three hours, laboratory three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**Prerequisite: A college biology course with laboratory such as BIO 102, BIO 103, BIO 110 or BIO 111.**

## BUSINESS

**BUS 101      FINANCIAL ACCOUNTING      3 CREDITS**  
**(IAI: BUS 903)**

Basic principles relating to financial accounting, with emphasis on the preparation and interpretation of external financial statements. Topics include: the accounting cycle for service and merchandising concerns, accounting for current and long-term assets, and current and long-term liabilities; owner's equity for partnerships and corporations, use of the cash flow statement and the analysis and interpretation of financial statements. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**BUS 102      MANAGERIAL ACCOUNTING      3 CREDITS**

Managerial accounting concepts, with emphasis on the use of accounting information for managerial planning, control, and decision-making. Corporate financial reporting, international accounting, job order and process cost accounting, cost-volume-profit analysis, budgeting, flexible budgets, standard costs, capital budgeting and managerial decisions are studied. Lecture three hours per week. **Prerequisite: BUS 101.**

## 2014-2015 CATALOG

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**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.**

**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.**

## **COURSE DESCRIPTIONS**

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**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      ESSENTIALS - CONTEMPORARY ADVERTISING      3 CREDITS**

An overview of advertising, emphasizing the foundations of a successful advertising campaign. Discussed are all kinds of sales promotion and media, including radio, TV, newspapers, magazines, direct mail and outdoor. Lecture three hours per week.

**BUS 208      PRINCIPLES OF MANAGEMENT      3 CREDITS**

Covers the essentials of successful management and encompasses problems in planning, decision-making, control, structure, delegation, leadership, labor relations, motivation and interpersonal relations. Students learn concepts by applying them to practical case studies. Lecture three hours per week.

**Prerequisite: BUS 111.**

**BUS 215      HUMAN RESOURCES MANAGEMENT      3 CREDITS**

Student will learn about various topics of Human Resources Management through the study of the environment of HR Management, jobs and labor, training and development, compensations, and employee relations. Lecture three hours per week.

**Prerequisite: BUS 111.**

## 2014-2015 CATALOG

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**BUS 218      SMALL BUSINESS MANAGEMENT      3 CREDITS**

This course is intended for students who wish to learn about managing a small business. It is designed to meet the needs of future, current, and experienced business owners. A hands-on approach is used to develop a knowledge base and skills for aspiring and practicing business owners. This is accomplished by using a "how to" perspective with hands-on exercises that allows the student to practice the skills needed to own and run a small business. The exercises will include practices like conceiving, preparing, starting, organizing, and operating a small business. Current small business research, theory, and practice will be addressed by course content. The course will help the student make decisions associated with starting and operating a small business, as well as to optimize and grow the small business. Lecture three hours per week.

**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 241      BUSINESS STATISTICS      4 CREDITS**

This course covers the basic concepts and methods of statistical analysis as they apply to the business and economics decision making processes. The course is divided in five parts. The first part is an introduction to the subject. This part includes basic concepts and definitions like variables and scales of measurement. The second part covers topics like collection, interpretation, and graphical presentation of data, measurements of central tendency including the geometric and the trimmed mean and measurements of dispersion including the mean-variance analysis and the Sharpe ratio among others. The third part of the course is about Probability and Probability Distributions. This part includes the Poisson and the Hypergeometric Distributions among others. The fourth part deals with basic inference and it includes topics about sampling and sampling distributions, estimation, and hypothesis testing. The fifth part deals with simple linear regression analysis. Throughout the course emphasis is put on the ethical issues concerning the analysis and report of information. Lecture four hours per week. **Prerequisite: MAT 102 or MAT 105.**

**BUS 242      BUSINESS COMMUNICATIONS      3 CREDITS**

This course offers the business 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.

## COURSE DESCRIPTIONS

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### **BUS 253      SUCCESSFUL CAREER & LIFE STRATEGIES      2 CREDITS**

Course is designed to provide students with workplace skills necessary to identify their personal and professional needs. The course focuses on successful strategies for finding and keeping a job and knowing when to make career changes. Emphasis will be placed on money management, investments, debt management and personal assets. The U.S. Labor Secretary's Commission of Achieving Necessary Skills (SCANS) provides an outline for this course. **Prerequisite: Placement into ENG 101 and completion of 30 semester hours of college course work.**

### **BUS 299      SPECIAL TOPICS IN BUSINESS      1 TO 5 CREDITS**

Course covers different current topics in Business. Content and format will vary depending on the topic being covered. Specific course topic and hours will be indicated in the Course Schedule. Variable credit, lecture one to five hours, laboratory zero to nine hours per week.

## COMPUTER AIDED DESIGN

### **CAD 100      AUTOCAD FUNDAMENTALS      3 CREDITS**

Basic commands of AutoCAD software are taught in an easy-to-learn systematic approach. Students learn how to operate an industrial-grade CAD work station and gain familiarity with AutoCAD software. Lecture two hours, laboratory three hours per week.

### **CAD 101      FUNDAMENTALS OF DRAFTING      3 CREDITS**

Covers the use of AutoCAD software for learning basic drafting principles. Provides the student foundation for world-wide industrial graphical communication. Topics include orthographic projection, sketching, geometric construction, auxiliary views, sectioning, screw threads, isometric projection, introduction to 3D modeling and preparation of industrial working drawings. Lecture two hours, laboratory three hours per week.

### **CAD 102      DESCRIPTIVE GEOMETRY      3 CREDITS**

Covers the use of AutoCAD software for learning the techniques used by engineers in graphical problem solving. Topics include points in space, lines in space, true lengths of lines, true size of angles, true size of planes, bearing, slope, strike, dip, areas and volumes. Lecture two hours, laboratory three hours per week.

**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.**

## 2014-2015 CATALOG

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### **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 127 SOLID WORKS ESSENTIALS**

**3 CREDITS**

This course applies the use of Solid Works software for the design, solution and enhancement of complex 3D parts and assemblies. It applies the use of modeling capabilities of SolidWorks mechanical design and automation software, for the simulation, and functional analysis of working mating parts and phototypes. Lecture two hours, laboratory three hours per week.

### **CAD 130 ARCHITECTURAL RESIDENTIAL DESIGN**

**3 CREDITS**

Uses AutoCAD software for the preparation of drawings needed for the design and construction of a residential home. Topics include site plans, floor plans, foundations, wall sections, construction details, HVAC, kitchen design, plumbing, lighting, roof plans, material specifications, exterior elevations and using standard architectural libraries. Lecture two hours, laboratory three hours per week.

**Prerequisite: CAD 100 and CAD 101, or permission of instructor.**

### **CAD 203 ELECTRONICS DRAFTING**

**3 CREDITS**

Covers the use of AutoCAD software for preparation of drawings used by electrical engineers, such as block diagrams, chassis design, wiring diagrams, schematic diagrams and printed circuit board design. Emphasis on creation of PCB artwork using standard libraries. Lecture two hours, laboratory three hours per week.

**Prerequisite: CAD 100 and CAD 101, or permission of instructor.**

### **CAD 205 MECHANICAL DESIGN**

**3 CREDITS**

Covers the use of AutoCAD software for graphical analysis of mechanical components. Topics include developing a movie file of a mechanism that displays how it operates, kinematic analysis of various linkages and mechanisms, creation of accurate CAD drawings of these components and graphical solution to design problems traditionally solved by using mathematics. Lecture two hours, laboratory three hours per week.

**Prerequisite: CAD 100 and CAD 101, or permission of instructor.**



## COURSE DESCRIPTIONS

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### **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 3D 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 227     SOLID WORKS ASSEMBLIES**

**3 CREDITS**

This course applies the use of Solid Works software for the design, solution and enhancement of complex 3D parts and assemblies. It applies the use of modeling capabilities of SolidWorks mechanical design and automation software, for the simulation, and functional analysis of working mating parts and prototypes. Lecture two hours, laboratory three hours per week.

### **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.**





## 2014-2015 CATALOG

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**CIS 103      INTRODUCTION TO WEB DESIGN      3 CREDITS**

Students will gain the knowledge and skills necessary to create effective Web sites as they learn the principles of Web design using Dreamweaver software. They will learn to combine effective navigation with the use of graphics, text and color.

**Prerequisite:** CIS 116 or concurrent enrollment.

**CIS 105      PROGRAMMING LOGIC      3 CREDITS**

Introduces the fundamental logic needed to solve various business programs, such as reports, extracts, edits and updates. Students learn this primarily through the use of flowcharts, supplemented by pseudocode, structured programming concepts and other documentation techniques. Lecture two hours, laboratory three hours per week.

**Prerequisite:** Concurrent enrollment or credit in CPS 111.

**CIS 116      INTRODUCTION TO INTERNET HTML PROGRAMMING 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 132      INTRODUCTION TO NETWORKING      3 CREDITS**

Students will learn the fundamentals of how computer networks work.

Lecture three hours per week. **Prerequisite:** CIS 161

**CIS 133      INTERCONNECTING NETWORK DEVICES I      3 CREDITS**

Students will gain the knowledge, skills and abilities to implement and support small, switched and routed networks. Topics covered include host-to-host communications using TCP/IP, network-layer devices/switches, and the use of WANs and routing to connect to the Internet and corporate sites. Lecture two hours per week, lab three hours per week. **Prerequisite:** CIS 132

**CIS 135      NETWORK CLIENT CONFIGURATION      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      SERVER CONFIGURATION & ADMINISTRATION      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.

## COURSE DESCRIPTIONS

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**CIS 156      CREATING A WEB PAGE      1 CREDIT**

Introduction to creating a home web page. Students will be able to create and manage web pages using a variety of software packages. Students will learn about creating a website. (Short Course). Lecture one hour per week.

**CIS 159      ADOBE PHOTOSHOP & FLASH      3 CREDITS**

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 161      INTRODUCTION TO OPERATING SYSTEMS      3 CREDIT**

Students will gain the knowledge, skills and abilities to use both GUI and command line operating systems to access and manage applications, files, utilities and networks. Lecture three hours per week.

**CIS 165      INTRODUCTION TO NETWORK SECURITY      3 CREDIT**

Students will gain the knowledge, skills and abilities to secure both physical and logical networks as they learn about network security issues, how to address them, and steps to take to avoid them now and in the future. Lecture two hours per week, lab three hours per week. **Prerequisite: CIS 132**

**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 180      FUNDAMENTALS OF PERSONAL  
COMPUTER SERVICING      3 CREDITS**

Students will gain the knowledge, skills and abilities necessary to service personal computers. Components, upgrades and basic diagnostic skills are covered. Lecture two hours per week, lab three hours per week. **Prerequisite: CIS 161.**

**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.**

## 2014-2015 CATALOG

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### **CIS 203    ADVANCED WEB DESIGN**

**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, create 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    INTERCONNECTING NETWORK DEVICES II**

**3 CREDITS**

Students will gain the knowledge, skills and abilities to configure, verify, and troubleshoot Cisco networking devices typically found at medium-sized network sites. Lecture two hours per week, lab three hours per week. **Prerequisite:** CIS 133.

### **CIS 253    SUCCESSFUL CAREER & LIFE 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 295    CIS INTERNSHIP**

**1 CREDIT**

Students will gain the knowledge, skills and abilities required to be employed in the computer information system field as they gain work experience in a supervised, approved training environment. In most cases, internships will be unpaid. 75 hours of work is required. This course can be repeated up to three times for credit. **Prerequisite:** 12 semester credit hours completed or concurrent in major.

### **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.

**CPS 111      BUSINESS COMPUTER SYSTEMS      3 CREDITS**

Students will gain the knowledge, skills and abilities to manage files; use word processing, spreadsheet, database, and presentation software to create and manipulate business documents; research and evaluate Internet resources; and apply the fundamentals of computer and information literacy in our digital world.

**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      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.**

## 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.





## 2014-2015 CATALOG

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### **ECE 202      TEACHING MATH AND SCIENCE TO CHILDREN      3 CREDITS**

Focus on teaching mathematics and science for children through third grade by utilizing hands-on activities. Development of problem-solving skills and methods for encouraging exploration and experimentation is stressed. Also developmentally appropriate activities and instructional materials are covered. **Prerequisite: ECE 160 and ENG 101 or concurrent enrollment.**

### **ECE 203      EMERGING LITERACY IN CHILDREN      3 CREDITS**

Through exposure and practice, students explore a variety of literature and print script materials, techniques, strategies and activities facilitating young children's acquisition of essential competencies in literacy. Course delineates concepts involved in emergent literacy, an evolving process leading to readiness for more formal reading and writing instruction. **Prerequisite: ECE 120 and ENG 101 or concurrent enrollment.**

### **ECE 205      CHILDREN'S LITERATURE      3 CREDITS**

Students in this course learn how to teach and select literature, such as books and poetry, in elementary and secondary classrooms. Students will explore current trends in teaching and learning techniques for literature, types of literature and strategies to integrate literature into classroom practice. **Prerequisite: ENG 101.**

### **ECE 207      CREATIVE EXPRESSION FOR CHILDREN      3 CREDITS**

An overview of a wide variety of experiences and methods for developing self expression and creativity in young children through art, music, movement and drama. This course will stress the relationship of creative experiences within the curriculum and the role of creative expression within the early childhood program. **Prerequisite: ECE 160 or concurrent enrollment.**

### **ECE 210      EARLY CHILDHOOD ADMINISTRATION      3 CREDITS**

This course involves an examination of current early childhood administrative practices and procedures. An analysis of administrators' interactions with governmental, legal, business/finance, medical, social service and educational agencies are included. Students examine the management process of planning, staffing, record keeping, budgeting, and purchasing and monitoring for quality. Formation of policy statements, philosophy, programming, planning, evaluation and working with parents is included. Students become familiar with state licensing standards, accreditation, community resources and professional organizations. **Prerequisite: ECE 160 or concurrent enrollment.**

### **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.

## COURSE DESCRIPTIONS

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**ECE 260 EARLY CHILDHOOD EDUCATION INTERNSHIP 3 CREDITS**

Focus on practical application of theories in early childhood education in supervised setting. Clinical experiences are arranged in a variety of child care facilities such as centers, homes, public schools, corporate centers, college laboratory schools and centers for exceptional children. Student practitioners spend minimum of 10 hours onsite and in one-hour per week seminars discussing readings, current issues, reports, problematic areas and personal reflections. **Prerequisite: ECE 120, ECE 160 and ENG 101 or concurrent enrollment.**

**ECE 299 SPECIAL TOPICS IN EARLY 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 3 CREDITS**  
**(MACROECONOMICS)**  
**(IAI: S3 901)**

This introductory course emphasizes macroeconomic theory. Students study the economy as a whole through output, growth, savings and investments, money and banking, inflation, deficit spending, government demand and unemployment. They concentrate on the aggregates of economic analysis. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. **Prerequisite: Completion of MAT 084 or MAT 093 or MAT 085 or MAT 095 OR Concurrent enrollment in MAT 085 or MAT 095 OR Placement into MAT 102 or higher.**

**ECO 102 PRINCIPLES OF ECONOMICS II 3 CREDITS**  
**(MICROECONOMICS)**  
**(IAI: S3 902)**

Continuation of ECO 101, this course covers microeconomic theory. It stresses how individuals, firms and industries decide prices; competition of firms; monopolies; farming; distribution of income; business and the environment; labor; comparative economic systems and internal economics. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. **Prerequisite: ECO 101.**

## EDUCATION

**EDU 100 INTRODUCTION TO AMERICAN EDUCATION 3 CREDITS**

Students study American education as a professional and a private enterprise. Philosophical, historical and social foundations in the context of current issues, policies and trends, in the field of education, are examined. Emphasis is also placed on organization and structure, financing, curriculum, teaching and government responsibilities. This course requires 30 hours of observation at public schools.

**Prerequisite: Placement into ENG 101.**

**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.**



## 2014-2015 CATALOG

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### **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.**

### **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.

## COURSE DESCRIPTIONS

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### **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.**

### **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 nonfiction 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.

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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. **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 essays, including a minimum of 10 pages of research writing, 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 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 ENG 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 ENG 101 or permission of instructor.**



## COURSE DESCRIPTIONS

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**ENG 211 INTRODUCTION TO LITERATURE 3 CREDITS**  
**(IAI: H3 900)**

An introduction to the study and appreciation of fiction, poetry and drama. The main goal is to help students fully experience literature by developing an approach to determine literary meaning, form and value. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**Prerequisite: Credit or enrollment in ENG 101.**

**ENG 215 AMERICAN LITERATURE I 3 CREDITS**  
**(IAI: H3 914)**

Studies selected works of major American pre-Civil War authors. The principal aim is to acquaint students with the best expression of the American experience and to enlarge their perspective of the American scene. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. **Prerequisite: Credit or enrollment in ENG 102.**

**ENG 216 AMERICAN LITERATURE II 3 CREDITS**  
**(IAI: H3 915)**

Studies selected works of major American authors since the Civil War. The principal aim is to acquaint students with the best expressions of the American experience and to enlarge their perspective of the American scene. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. **Prerequisite: Credit or enrollment in ENG 102.**

**ENG 218 U.S. LATINO/HISPANIC LITERATURE 3 CREDITS**  
**(IAI: H3 910D)**

Students examine various types of literary works that reflect the experience and construction of Latino ethnic and cultural identities in the United States. By studying works of U.S. Latino/Hispanic/Chicano literature, students explore both the particular and the 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**  
**(IAI: H3 910D)**

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.**

## 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.

**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.

## COURSE DESCRIPTIONS

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**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 F.O.I. courses, 4) One year of Fire Officer training.**

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### **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.I. 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

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### **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.

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### **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.





## COURSE DESCRIPTIONS

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**HCP 134 INTRODUCTION TO MEDICAL CODING 2 CREDITS**  
Students learn the coding rules for CPT, ICD-9-CM, and Level II (HCPCS) coding systems and then applying the rules to code patient services. In addition, a variety of payment systems are presented — DRG, APC, RUGSIII. The medical topics of Medicare fraud/abuse, HMOs, and PROs are also reviewed. Lecture one hour per week, laboratory two hours per week. **Prerequisite: HCP 130.**

## HISTORY

**HIS 103 EARLY WESTERN CIVILIZATION 3 CREDITS**  
(IAI: H2 901)

This course is a cultural and social survey of the Western World from its origins to the end of the 15th Century. It emphasizes social, intellectual and cultural trends rather than political chronology. Topics include the status of women, scientific progress and the development of religion, morals and manners, entertainment and the arts. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HIS 104 MODERN WESTERN CIVILIZATION 3 CREDITS**  
(IAI: H2 902)

A continuation of HIS 103, this course surveys the cultural and social life of the Western World from the end of the 15th Century to the present. Topics cover the expansion of Western influence and a critical analysis of cultural trends and social institutions. Also analyzed are the status of women, scientific progress, technological advances, witchcraft, the arts and entertainment, communism, fascism and nazism. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HIS 105 AMERICAN HISTORY TO 1865 3 CREDITS**  
(IAI: S2 900)

Students gain an understanding of the origins and growth of America's cultural and political systems. Topics include the European background to colonization, colonial society, American Revolution, formation of a constitutional government, Jacksonian Democracy, our religious heritage, the diverging socio-economic paths of the American North and South, slavery and the Civil War. This course applies to the IAI General Education Core Curriculum Social/Behavior Science package.

**HIS 106 AMERICAN HISTORY FROM 1865 3 CREDITS**  
(IAI: S2 901)

The course emphasis is on the creation of an industrial society emerging into a world power. Students explore the problems of becoming a world power. Topics include Reconstruction, growth of business and labor, immigration and ethnic culture, politics and foreign policy, the World Wars, the Great Depression and civil rights (with special attention to the drive for the rights of women and Blacks). This course applies to the IAI General Education Core Curriculum Social/Behavior Science package.

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### **HIS 140      AMERICAN POPULAR CULTURE      3 CREDITS**

This course defines popular culture as it is differentiated from folk and elite culture. It identifies the conditions allowing for the growth of popular culture (such as technology and urbanization) and follows the emergence and transformation of examples of popular culture such as literature, music, theatre, movies and television. Popular culture from the colonial era through the end of the 19th Century are briefly covered. More time is allocated for 20th Century developments. Lecture three hours per week.

### **HIS 190      WAR AND WESTERN SOCIETY      3 CREDITS**

Students explore the relationship between war and Western Society from the Greeks to the present. This relationship will be addressed by constructing a narrative and an analysis focusing on the evolving relationship among Western Society, armies and technology. Thus, the more traditional aspects of military history such as strategy, tactics, logistics and leadership will be placed in a broad framework. The course also will examine how the experience of warfare has been portrayed by historians, novelists and film makers. **Prerequisite: ENG 101.**

## HEALTH INFORMATION TECHNOLOGY

### **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 administration 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: BIO 103 or BIO 106.**

## 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, production methods and discussion and critique of selected films. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HUM 154      LATIN AMERICAN CIVILIZATION AND CULTURE      3 CREDITS  
(IAI: H2 903N)**

Students will explore the history of Latin America from pre-Columbian times through the present using historical documents: journals, diaries, codices, etc. The origins of indigenous Latin American cultures and their adaptations to and influence on Western cultures will be examined. The impact of Spanish conquest and colonization on these groups will be traced through modern times, and their influence on contemporary Latin American society, as well as on immigrants living in the United States. Political, economic and social factors will be considered along side literature, art and music. Classroom instruction takes place in English. Students may choose to read some supplementary texts in English or in Spanish. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**HEATING, VENTILATION, AIR CONDITIONING  
AND REFRIGERATION****HVA 101      BASIC REFRIGERATION      3 CREDITS**

Covers the basic refrigeration cycle and refrigerants and their properties. It teaches the basics of compressor operation and the components of a refrigeration system with their corresponding controls. Lecture two hours, laboratory two hours per week.

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**HVA 102      BASIC HEATING AND AIR CONDITIONING      3 CREDITS**

Introduces students to the basic principles and practices of residential heating and air conditioning. It covers concepts, types of equipment, systems, operation, and their applications. Lecture two hours, lab two hours per week.

**HVA 103      INTERMEDIATE REFRIGERATION      3 CREDITS**

A continuation of HVA 101. Students learn the four components of the basic refrigeration cycle in greater detail. System operation and basic troubleshooting is covered, along with refrigeration tools and their proper use. Lecture two hours, laboratory two hours per week. **Prerequisite: Credit in HVA 101.**

**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.**

**HVA 105      BASIC HVAC/R 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.

**HVA 110      ELECTRICITY FOR HVAC/R      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 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 103.**

**HVA 202      HEAT LOAD CALCULATION AND SYSTEM DESIGN      3 CREDITS**

Calculations and surveys needed to determine the heating and cooling requirements for residential, light commercial, and industrial structures. Methods used will be long form and software generated versions of ACCA Manual J. Lecture three hours per week.



## 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.**

## LAW ENFORCEMENT EDUCATION

**LAW 101      INTRODUCTION TO LAW ENFORCEMENT      3 CREDITS**

Introduces students to a law enforcement career. Topics include philosophical and historical background of law enforcement, local, state and federal agencies and processes by which law is administered, technical problems, a survey of professional career opportunities and required qualifications. Lecture three hours per week.

**LAW 102      INTRODUCTION TO CRIMINOLOGY      3 CREDITS**  
**(IAI: CRJ 912)**

Study crime causation and criminal behavior and societal reactions to crime as a cultural pattern and crime prevention. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**LAW 104      POLICE OPERATIONS AND PROCEDURES I      3 CREDITS**

Provides students with the skills and techniques basic to patrol administration. Lecture three hours per week.

## **COURSE DESCRIPTIONS**

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**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.







## 2014-2015 CATALOG

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### **MAT 093 INTENSIVE ELEMENTARY ALGEBRA 4 CREDITS**

This course covers the same material as MAT 091, but with a stronger focus (and additional course time spent) on developing and applying problem-solving skills. It is especially designed for students who may have math anxiety as well as those who would benefit from spending more time working with an instructor. The primary audience for this course (and for MAT 091) is students who have not completed high school algebra or have had previous difficulty with the subject. Topics include operations with real numbers, solving linear equations and inequalities, elementary graphing principles, simplifying and factoring polynomials. Competence in arithmetic skills (including operations with fractions) is required. Lecture four hours per week.

**Prerequisite:** MAT 090 or qualifying score on Math Placement Test.

### **MAT 095 INTERMEDIATE ALGEBRA 4 CREDITS**

This course provides additional algebraic background for those with one year of high school algebra. It covers the second year of high school algebra, including fundamental operations, simultaneous equations, quadratic equations, exponents and radicals, inequalities, factoring, problem solving and rational expressions. Lecture four hours per week. **This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.**

**Prerequisite:** MAT 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 Education Core Curriculum Mathematics package. **Prerequisite:** Successful comple-

## COURSE DESCRIPTIONS

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tion 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 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.

## 2014-2015 CATALOG

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**MAT 124      FINITE MATHEMATICS      4 CREDITS**  
**(IAI: M1 906)**

For students in business, economics and the social sciences, this course emphasizes concepts and applications of mathematics to business problems. Topics include algebra, sets, probability, matrices, linear programming, finance and linear models. Lecture four hours per week. This course applies to the IAI General Education Core Curriculum Mathematics package. **Prerequisite: MAT 105 or Math Placement Test.**

**MAT 141      STATISTICS      4 CREDITS**  
**(IAI: BUS 901, M1 902)**

Students investigate elementary descriptive and inferential statistical methods: graphs, averages, measures of dispersion, probability, tables, probability and sampling distributions, confidence intervals, hypothesis testing, analysis of variance and simple linear correlation. The course also provides the students opportunities to use computers to solve problems. Lecture four hours per week. (1) This course applies to the IAI General Education Core Curriculum Mathematics Package. (2) This course applies to one or more IAI majors. See an Academic Advisor for details. **Prerequisite: MAT 102 or MAT 105, or qualifying score on Math Placement Test.**

**MAT 181      DISCRETE MATHEMATICS      3 CREDITS**  
**(IAI: MI 905)**

This course introduces students to topics that develop reasoning skills and provide a foundation for further study in computer technology or mathematics. These topics include: Boolean logic, elementary number theory, methods of proof, induction, recursion, sets, combinatorial techniques, functions, graphs and trees. Applications to digital circuits and computer algorithms will be discussed. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Mathematics package. **Prerequisite: MAT 105 with a minimum grade of "C" or Math Placement Test.**

**MAT 201      CALCULUS I      5 CREDITS**  
**(IAI: M1 900-1)**

This course is a complete presentation of calculus with some applications, designed primarily for students preparing to study mathematics, computer science, engineering or physical sciences. Topics include theory and computation of limits, differentiation and an introduction to integration. Students will need to be familiar with many families of functions, including trigonometric, exponential and logarithmic functions. A prior course in trigonometry is required. This course applies to the IAI General Education Core Curriculum Mathematics package.

**Prerequisite: Grade of "C" or better in both MAT 105 and MAT 110 or qualifying score on Mathematics Placement Test.**



## **MUSIC**

**MUS 100      MUSIC APPRECIATION      3 CREDITS**  
**(IAI: F1 900)**

This course covers music and composers from ancient to modern times with emphasis on the Baroque (Bach and Handel), Classical (Haydn, Mozart and Beethoven), Romantic (Schubert, Schumann, Mendelssohn) and 20th Century (Stravinsky and Hindemith). The course demonstrates music as it has developed in Western Civilization. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 101      HISTORY OF MUSIC: PRE-TWENTIETH CENTURY      3 CREDITS**  
**(IAI: F1 901)**

Pre-20th Century music covers the historical development of Western music, including various musical styles and periods, and the contributions of key composers, conductors and performers in shaping Western musical traditions. This course emphasizes concepts, structure, musical idioms and aesthetics. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 102      HISTORY OF MUSIC: TWENTIETH CENTURY      3 CREDITS**  
**(IAI: F2 902)**

Students explore history, materials, composers and works that have developed from around the 1890s to date. The course emphasizes the relationship of today's music to significant directions of style and thought. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 103      MUSIC OF MULTICULTURAL AMERICA      3 CREDITS**  
**(IAI: F1 905D)**

Music of Multicultural America is a survey of various ethnic musical traditions as threads of influences on contemporary American musical culture. Selected African, Asian and European music is traced from its origins through its continuing role in shaping a pluralistic American culture. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 105      INTRODUCTION TO AMERICAN MUSIC      3 CREDITS**  
**(IAI: F1 904)**

This course surveys American music from colonial times to the present. It includes serious music, religious music, musical theater, jazz and popular styles. A listener's point of view is studied. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.



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**MUS 117      KEYBOARD MUSICIANSHIP 2      1 CREDIT**

Keyboard realization of the materials presented in MUS 115. Emphasis is on combining the left and right hand to perform major scales, minor scales and arpeggios. Students will also begin the process of harmonizing basic melodies. Required of all students enrolled in MUS 115. **Prerequisite: MUS 110 MUS 115. Corequisite: MUS 111 MUS 116. Consent of Instructor: These prerequisites may be waived with the instructor's signature.** Lab three times per week.

**MUS 121      COLLEGE CHOIR      1 CREDIT**

College choir is a performance activity open to all students. The choir may vary from semester to semester and may include traditional or pop style music. It may be taken four times for college credit. Meets three hours weekly for rehearsal.

**Prerequisite: Vocal proficiency.**

**MUS 122      COLLEGE SINGERS      1 CREDIT**

This vocal ensemble performs a wide variety of vocal chamber music from all periods. Open by audition to members of the College Choir or Community Chorus. It may be taken four times for college credit.

**Prerequisite: Vocal proficiency.**

**MUS 123      POPULAR MUSIC ENSEMBLE      1 CREDIT**

The emphasis of this ensemble will be on popular styles of American music, including jazz, rock, blues, R&B and more. Repertoire will be chosen according to members of the ensemble. May be taken four times for college credit.

**Prerequisite: Instrumental proficiency.**

**MUS 127      COMMUNITY CHORUS      1 CREDIT**

A choir of students and community singers perform major works and lighter music in frequent concerts. It is open to students, staff and community residents. May be taken four times for college credit. Meets two hours weekly for rehearsal.

**Prerequisite: Vocal proficiency.**

**MUS 128      COMMUNITY ORCHESTRA      1 CREDIT**

An orchestra of students and community musicians perform a wide variety of music, including choral-orchestral works performed in cooperation with the Community Chorus. Open to students, staff and community residents. May be taken four times for college credit. Meets three hours weekly for rehearsal.

**Prerequisite: Instrumental proficiency.**

**MUS 129      COMMUNITY BAND      1 CREDIT**

This course is open to students and community musicians proficient in playing instruments. Participants become familiar with the problems and techniques of performing music in the repertoire of the standard concert band. Performances include concerts and cooperative works with the College's Community Chorus. Audition is not required. May be taken four times for college credit.

**Prerequisite: Instrumental proficiency.**



## COURSE DESCRIPTIONS

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**MUS 130 PRIVATE APPLIED MUSIC MAJOR 2 CREDITS**

Students receive private instruction in piano. 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. This course applies to one or more IAI majors. See an Academic Advisor for details. Lecture one hour per week; lab/studio ten hours per week.

**MUS 131 PRIVATE APPLIED MUSIC MINOR 1 CREDIT**

Students receive private instruction in piano. 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. Lecture 1 hour per week; lab/studio five hours per week.

**MUS 212 KEYBOARD MUSICIANSHIP 3 1 CREDIT**

Keyboard realization of the materials presented in MUS 210. Emphasis is on playing chord progressions in multiple keys. Students will also continue to master more difficult major and minor scales, perform more challenging arpeggios and harmonize more complex melodies. Required of all students enrolled in MUS 210. **Prerequisite: MUS 111, MUS 116; corequisite MUS 210 and MUS 215 or consent of instructor – Students may be exempted from this course with consent of instructor.**

**MUS 217 KEYBOARD MUSICIANSHIP 4 1 CREDIT**

Keyboard realization of the materials presented in MUS 215. Emphasis is on more rapid execution of all keyboarding skills in preparation for a keyboarding proficiency examination. Required of all students enrolled in MUS 215. Lab/studio three hours per week. **Prerequisite: MUS 210 and MUS 215; corequisite MUS 211, MUS 216 or consent of instructor – Students may be exempted from this course with instructor's signature.**

**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 MUSIC THEORY 3 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 MUSIC THEORY 4 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.**

## 2014-2015 CATALOG

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**MUS 215 EAR TRAINING AND SIGHT SINGING III 1 CREDIT**

This course includes advanced interval recognition and dictation, both melodic and harmonic, advanced dictation in triads and seventh chords and identification of compound rhythmic units. Laboratory two hours per week.

**Prerequisite:** MUS 110, MUS 111, MUS 116 with concurrent enrollment in MUS 210.

**MUS 216 EAR TRAINING AND SIGHT SINGING IV 1 CREDIT**

This course is a continuation of MUS 215. Laboratory two hours per week.

**Prerequisite:** MUS 210 and MUS 215 with concurrent enrollment in MUS 211.

## NURSING

**NUR 104 SOCIALIZATION INTO NURSING ASST. CAREER 1 CREDIT**

This course is designed to provide the student with an introduction to a career as a nursing assistant. The course will guide the student in learning effective strategies and identifying resources that will help toward success in the basic nursing assistant program. Key elements of the course include: role of the nursing assistant as a member of the healthcare team, importance of good communication, accountability to self and others, and the legal/moral/ethical responsibilities associated with a career in health-care. The student will also learn effective ways to study, listening skills, reading comprehension, basic mathematic skills and using college resources. The student will have an opportunity to tour a local healthcare facility to experience the role of nursing assistant, as well as complete preparations for entry into NUR 105 Basic Nursing Assistant Training. **Prerequisites:** Placement testing for English/Reading and Arithmetic.

**NUR 105 BASIC NURSING ASSISTANT TRAINING 8 CREDITS**

This course is designed to provide the student with the knowledge and skills necessary to perform basic care services for a patient (acute care setting) or resident (long-term care setting). It prepares the student to function in the role of nursing assistant under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). This course is designed to meet the curriculum requirements of the Illinois Department of Public Health (IDPH). The basic nursing assistant proficiency examination is the State-approved competency evaluation, with both written and manual skills components. The course requires the student to complete 93 hours of classroom lecture, perform 40 hours in a clinical setting, and successfully demonstrate 21 manual patient/resident care skills. Satisfactory completion of the course provides eligibility to take the IDPH established competency written examination for State certification as a certified nursing assistant. **Prerequisite:** Placement testing scores of 64 for English/Reading and 77 for Arithmetic, with two (2) attempts at passing. Successful completion of NUR 104, Socialization into Nursing Assisting Training with a grade of "C" or better.

## COURSE DESCRIPTIONS

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### **NUR 106      ADVANCED BEDSIDE CARE TECHNICIAN      3 CREDITS**

The course is designed as a next step for a nursing assistant or patient care technician on his/her chosen career path, or for the licensed professional who wants to increase knowledge in phlebotomy and cardiac dysrhythmias. The course will guide the student in learning effective skills to enhance knowledge gained in basic nursing assistant training. Key elements of the course include: therapeutic communication, cardiac conduction system, bedside electrocardiogram, phlebotomy skills, standard precautions and patient mobility. Students will be prepared to test for certification as a Phlebotomy Technician and ECG Technician by the National Center for Competency Testing (NCCT). **Prerequisites: NUR 105 or equivalent; listed on IDPH registry as Certified Nursing Assistant or Illinois licensed healthcare provider (e.g., RN, LPN, EMT); 18 years of age; high school transcript or General Educational Development (GED) certificate.**

### **NUR 107      FOUNDATIONS OF NURSING I      4 CREDITS**

Foundations of Nursing I introduces the concepts necessary for safe, patient-centered nursing care for a diverse patient population while integrating the legal and ethical responsibilities of the professional nurse. Care of the patient is evidence-based, and developmentally and culturally appropriate. The course introduces the principle of critical thinking as it applies to nursing, the nursing process, and therapeutic and professional communication. Application of knowledge and skills occurs in the nursing laboratory and in a variety of clinical settings. Lecture three hours per week; lab two hours per week.

### **NUR 108      FOUNDATIONS OF NURSING II      7 CREDITS**

Foundations of Nursing II continues to focus on the concepts necessary for safe, patient-centered nursing care for a diverse patient population while integrating the legal and ethical responsibilities of the professional nurse. Care of the patient is evidence-based, and developmentally and culturally appropriate. The course builds on the principles of critical thinking as it applies to nursing, the nursing process, and therapeutic and professional communication. Application of knowledge and skills occurs in the nursing laboratory and in a variety of clinical settings. Lecture three hours per week; lab four hours per week. **Prerequisite: Successful completion of NUR 107.**

### **NUR 116      MENTAL HEALTH NURSING      3 CREDITS**

Principles and concepts of mental health, psychopathology, psychopharmacology, and treatment modalities relating to nursing care of patients and their families. Emphasis is on assessment, communication techniques, promoting mental health, culture, caring, ethical/legal aspects, and the collaborative role of the nurse on a variety of settings. Lecture two hours per week; lab one hour per week. **Prerequisite: Successful completion of NUR 107 and NUR 108.**

### **NUR 117      NURSING OF THE CHILDBEARING FAMILY      3 CREDITS**

Students are introduced to the study and application of the principles required to meet the common needs of the childbearing family. Assessment techniques and strategies unique to the childbearing woman and the newborn are discussed and integrated into the clinical experience. Therapeutic communication and interpersonal relationships are examined with respect for cultural and situational variances. Clinical experiences prepare the student to function as a member of the healthcare team in the role of obstetrical nurse, communicate effectively, and utilize technology and the nursing process to provide holistic care in an ethical manner. This course will utilize lecture, clinical experiences, textbook readings, simulation, current web-based resources and care planning. Lecture two hours per week, lab one hour per week. **Prerequisite: Successful completion of NUR 107 and NUR 108.**

### **NUR 118      NURSING CARE OF THE CHILD AND FAMILY      3 CREDITS**

The course incorporates a holistic approach to addressing the needs of the child and family along the health-illness continuum. This course will address the foundations, principles and concepts of the child and family. The student will utilize the nursing process to provide culturally competent care of children from infancy through adolescence. It places emphasis on the application of knowledge of growth and development patterns at various stages with the focus on the child as part of a family unit. The course will utilize lecture, clinical experiences, textbook readings, current web-based resources, journaling, simulation and concept mapping. Lecture two hours per week **Prerequisite: Successful completion of NUR 107 and NUR 108.**

### **NUR 206      MEDICAL-SURGICAL NURSING      10 CREDITS**

This is the first of two semester long courses that provide for the acquisition and application of medical-surgical nursing theory, communication techniques, collaboration with the inter-professional team and critical thinking skills necessary for the safe, patient centered care of diverse patients experiencing various stable and unstable acute and chronic medical/surgical conditions. The course emphasizes the importance of care that is developmentally and culturally appropriate. It incorporates evidence-based nursing, professional standards and legal and ethical responsibilities of the nurse as applied in acute care settings. Application of knowledge and skills occurs in the nursing laboratory and a varied of acute care clinical settings. Lecture seven hours per week; lab three hours per week. **Prerequisite: Successful completion of NUR 107 and 108.**

## COURSE DESCRIPTIONS

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### **NUR 216 ADULT HEALTH NURSING**

**6 CREDITS**

Nursing 216 is the second of two courses that provide for the acquisition and application of advanced medical/surgical nursing theory, communication techniques, collaboration with the inter-professional team, and critical thinking skills/clinical reasoning necessary for safe, patient-centered nursing care to diverse patients, groups of patients and communities experiencing various care needs in a myriad of settings. This course emphasizes the importance of care that is holistic and developmentally and culturally appropriate. Incorporates evidence-based nursing, professional standards, and legal and ethical responsibilities of the professional nurse as it relates to the circumstance where care is provided. Application of advanced knowledge and skills occurs in the nursing laboratory and a variety of care clinical settings including hospitals, clinics and the community. Lab 2.5 hours per week. Lecture 3.5 hours per week **Prerequisite: Successful completion of NUR 206. Concurrent enrollment in NUR 218.**

### **NUR 218 NURSING SYNTHESIS**

**4 CREDITS**

This course analyzes nursing care and roles within communities and care delivery systems that improve wellness for varied populations across the life span. Students employ critical thinking and clinical reasoning in developing and delivering programs. Professional standards, quality measures, legal and ethical considerations within the nursing profession are detailed. Academic and professional activities geared toward success as a practicing registered nurse and lifelong learner. Lecture two hours per week; lab 2 hours per week. **Prerequisites: NUR 107, 108, 116, 117, 118, 206 and concurrent enrollment in NUR 216.**

### **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.**

## 2014-2015 CATALOG

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**OMT 124      PROOFREADING SKILLS      1 CREDIT**

A thorough review of the rules and techniques used by a good proofreader. Using standard proofreader's marks and completing realistic practice exercises, students find and correct errors in simple keyboarding, grammar, sentence structure and content. Lecture one hour per week.

**OMT 125      RECORDS MANAGEMENT      3 CREDITS**

Introduction to the ever-changing area of records management. Students learn the latest ARMA-compatible filing rules, computer applications of the rules, managing records using paper and database systems and control and electronic retention of records. Lecture three hours per week. **Prerequisite: OMT 102 or equivalent.**

**OMT 126      KEYBOARDING SKILL BUILDING      2 CREDITS**

This course is designed to improve keyboarding speed and accuracy. 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.**

**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. **Prerequisite: OMT 102 or equivalent.**

**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 131      INTRODUCTION TO WINDOWS      1 CREDIT**

This course is an introduction to the Windows operating system. Students will gain the knowledge, skills and ability to use Microsoft Windows to access and manage files, applications, tools, and other accessories. Lecture one hour per week.

**OMT 140      OFFICE ORIENTATION      3 CREDITS**

An introduction to OMT course expectations and strategies to work successfully in an office setting. Students acquire knowledge and skills to write a resume; get and keep a job; work with various office equipment and software; perform general office procedures; and work with others. Lecture three hours per week.

## COURSE DESCRIPTIONS

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**OMT 206 POWERPOINT I 1 CREDIT**

This course introduces Microsoft PowerPoint software to participants who wish to produce presentations for coursework, professional purposes, and personal use. Topics covered include creating and delivering presentations using images, charts, media, and animation. Lecture one hour per week. **Prerequisite: OMT 140 or CPS 111**

**OMT 207 POWERPOINT II 1 CREDIT**

A continuation of the OMT 206 PowerPoint I course for participants who wish to learn advanced capabilities of Microsoft PowerPoint software. Topics covered include customizing templates and masters; linking to files; manipulating graphics and animations; narrating presentations; creating photo albums, and publishing to the web. Lecture one hour per week. **Prerequisite: OMT 102, 206 or CPS 111**

**OMT 210 WORD I 2 CREDITS**

Introduces word-processing fundamentals using Microsoft Word for Windows software at individual computer workstations. Students apply these techniques to a variety of business documents. Lecture two hours per week. **Prerequisite: Accurate keyboarding skills at 25 words per minute and personal computer knowledge.**

**OMT 211 WORD II 2 CREDITS**

Builds proficiency in the use of Microsoft Word for Windows. Students learn intermediate computer skills using Word for Windows software at individual computer workstations and apply these techniques to a variety of business documents. Lecture two hours per week.

**Prerequisite: OMT 210.**

**OMT 212 WORD III 2 CREDITS**

Students will learn the advanced features of the Microsoft Word software. Emphasis given to topics including borders, clip art, drawing, word art, charts, macros, forms, templates, sorting, selecting, outlining, document mapping, and the Internet. Lecture two hours per week. This course meets for eight weeks. **Prerequisite: OMT 211 or equivalent.**

**OMT 214 OFFICE SUPERVISION 3 CREDITS**

Familiarizes students with the functions of the modern business office and its relationship to global business activity. It emphasizes the practical application of such activities as word processing, records management, travel and conference planning, telecommunications, job seeking, time management and human relations. Lecture three hours per week. **Prerequisite: OMT 102 or equivalent.**

**OMT 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. **Prerequisite: OMT 102 or equivalent.**







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**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

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**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.

## 2014-2015 CATALOG

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**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**

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### **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.

## **PHILOSOPHY**

### **PHI 125 WORLD RELIGIONS IN GLOBAL CONTEXT (IAI: H5 904N)**

**3 CREDITS**

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 (IAI: H4 904)**

**3 CREDITS**

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 (IAI: H4 904)**

**3 CREDITS**

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 (IAI: H4 900)**

**3 CREDITS**

Students inquire into the main problems of philosophy and analyze the most significant philosophic systems. Topics include the source and limits of knowledge, errors in reasoning, moral and ethical values, freedom and determinism and the nature and form of religion. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

### **PHI 202 INTRODUCTION TO LOGIC (IAI: H4 906)**

**3 CREDITS**

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 105      THERAPEUTIC MODALITIES I      1 CREDIT**

This eight week course introduces students to the concept of therapeutic modalities. Students will study the physiological effects, principles and practical therapeutic applications of select physical modalities including, but not limited to hydrotherapy, thermal agents, cryotherapy, and compression therapies. 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.

**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. 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.**





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## COURSE DESCRIPTIONS

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### **PHT 124 INTRODUCTION TO CLINICAL EDUCATION 2 CREDITS**

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 during 4 four hour sessions. Emphasis is placed 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 12 weeks, clinical 4 hours per week for 4 weeks. **Prerequisite: Successful completion of the first semester in the PTA program**

### **PHT 125 THERAPEUTIC MODALITIES II 1 CREDIT**

This eight week course continues to build the student's knowledge of therapeutic modalities in preparation for clinical education. Students will study the physiological effects, principles and practical therapeutic applications of physical modalities including, but not limited to ultrasound, traction, light 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. Lecture one hour laboratory three hours per week.

### **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 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.**







**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 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.**

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**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.

## COURSE DESCRIPTIONS

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**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.**

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### **SPN 120      OCCUPATIONAL SPANISH I      3 CREDITS**

This is a beginning course for students with no previous background in Spanish but with careers requiring contact with Spanish-speaking people. Students study vocabulary and structures needed for basic communication and comprehension and are introduced to basic patterns and concepts. This course meets the needs of students majoring in law enforcement, the medical professions and social science, but does not replace SPN 101. Lecture three hours per week.

### **SPN 121      OCCUPATIONAL SPANISH II      3 CREDITS**

A continuation of SPN 120, this course is designed for students with careers involving contact with Spanish-speaking people. It provides additional practice with vocabulary and structure and uses special lesson units to meet the needs of students in law enforcement, medical, business or social service occupations. Lecture three hours per week.

**Prerequisite:** SPN 120.

### **SPN 130      SPANISH FOR HERITAGE SPEAKERS      4 CREDITS**

Heritage Speakers, who grew up speaking Spanish but may not be able to read or write it, will further develop their knowledge and understanding of the Spanish language and culture. Emphasis is on vocabulary, reading and writing formal Spanish in order to transition to Spanish 201 (SPN 201) therefore all grammar structures from Elementary Spanish (SPN 101 & 102) will be covered. Lecture four hours per week.

**Prerequisite:** Native or near-native speaking fluency in Spanish or permission of instructor.

### **SPN 201      INTERMEDIATE SPANISH I      4 CREDITS**

This course reviews the language content of the Elementary Spanish courses. It introduces intermediate skills and provides the student with ample practice to develop their oral and written proficiency. It also promotes a greater understanding of the culture through the study and discussion of literature and the arts. Lecture four hours per week.

**Prerequisite:** SPN 102, SPN 130, two units of high school Spanish or permission of instructor.

### **SPN 202      INTERMEDIATE SPANISH II      4 CREDITS** **(IAI: H1 900)**

This course is a continuation of SPN 201 and prepares the student to continue their study of Spanish beyond the intermediate level. It is designed to provide students with continued growth by further developing their fluency through ample oral and written practice. It continues to promote a greater understanding of the culture through the study and discussion of literature and the arts. Lecture four hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. **Prerequisite:** SPN 201, three units of high school Spanish or permission of instructor.



## COURSE DESCRIPTIONS

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**SPN 215      SPANISH CONVERSATION AND COMPOSITION I      3 CREDITS**  
**(IAI: H1 900)**

This course offers intensive practice in oral and written expression, stressing distinctions in word usage, structure and the elements of style. Oral and written composition stems from selections of representative authors, essays on Hispanic culture, articles in periodicals, short stories and a novel or play read each semester. Lecture three hours per week. Applies to the IAI General Education Core Curriculum Fine Arts and Humanities package. **Prerequisite: SPN 202 or four units of high school Spanish or permission of instructor.**

**SPN 216      SPANISH CONVERSATION AND COMPOSITION II      3 CREDITS**  
**(IAI: H1 900)**

This course continues the work done in SPN 215. The course offers intensive practice in oral and written expression, with attention to distinctions in word usage, structure and the elements of style. Oral and written composition is based on selections from representative authors, essays on Hispanic culture, articles in periodicals, short stories and a novel or play read each semester. **Prerequisite: SPN 215 or permission of instructor.**

**SPN 220      CULTURE AND CIVILIZATION OF LATIN AMERICA      3 CREDITS**

Students focus on the social, political, cultural and economic factors that have shaped modern-day Latin America. Course themes are explored through the study of major Hispanic writers, text readings and related media selections. This course is taught in Spanish. Lecture three hours per week. **Prerequisite: SPN 202 or fluency in Spanish.**

**SPN 225      SPANISH AMERICAN LITERATURE I      3 CREDITS**

Students survey important Latin American writers and poets. The course emphasizes the development of effective skills for reading, understanding and interpreting Spanish language literature. Students continue to enhance and polish their oral and written Spanish language skills through classroom language study, discussions and essays. Lecture three hours per week. **Prerequisite: SPN 202 or fluency in Spanish.**

**SPN 226      SPANISH AMERICAN LITERATURE II      3 CREDITS**

A continuation of SPN 225, the course surveys additional Latin American authors and genres and continues to emphasize literary analysis and written and oral Spanish language skills. Lecture three hours per week. **Prerequisite: SPN 225 or permission of instructor.**

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### 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**

**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  
(IAI: F1 907)****3 CREDITS**

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  
(IAI: F1 908)****3 CREDITS**

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.

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**THR 113 SUMMER THEATRE WORKSHOP 2 CREDITS**

This workshop gives students academic and practical experience in the three basic theatre disciplines: theatre management, technical practice and performance. It covers in depth one genre of drama and presents at least one major production to the public during the summer workshop, exemplifying this genre. All students enrolled in this workshop participate. May be taken twice for credit.

**THR 125 FUNDAMENTALS OF ACTING 3 CREDITS**  
**(IAI: TA 914)**

Students explore acting methods with emphasis on basic stage technique. They dissect the role of the character in relation to the play, examine the intellectual and emotional values of the play and interpret by means of voice and action. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

**THR 130 STAGE MAKEUP 2 CREDITS**

This course introduces students to makeup theory through lecture, demonstration and laboratory practice, developing proficiency in the various techniques and styles of makeup application. It emphasizes materials, color and light, character, age, race and period makeup. Lecture two hours per week.

**THR 135 STAGECRAFT 3 CREDITS**  
**(IAI: TA 911)**

This course introduces students to basic techniques of theatrical production, emphasizing constructing and handling scenery, painting, stage lighting and backstage organization. Laboratory experience involves set construction and other preparations for College theatre productions. Lecture two hours, laboratory three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

## 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**

Massage theory and Swedish massage techniques are discussed and demonstrated. Students will learn to interview the client, collect data, and assess this information in order to critically develop and implement a sequence for full-body massage. Other topics being covered include pressure sensitivity, draping techniques, professional relationships and documentation. Students will be instructed on self-care techniques and proper body mechanics. The influence the history of massage has on today's industry will also be explored. **Prerequisite: TPM Application, TPM 100, BIO 103, PHT 101 or HCP 130.**

## COURSE DESCRIPTIONS

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**TPM 115 KINESIOLOGY FOR MASSAGE THERAPISTS 4 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). Lecture three hours, lab two hours per week.

**Prerequisite: BIO 103 and BIO 104.**

**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. Lecture three hours, lab three hours per week.

**Prerequisite: TPM 110 and TPM 113.**

**TPM 125 BUSINESS PRACTICES AND ETHICS 4 CREDITS**

Business development and employee relations are discussed. Interview skills, resume writing, record keeping (financial and client), marketing and community service are explored. Client-therapist relations, business ethics, professional ethics are discussed. Students will be conducting fieldwork experiences as well as community presentations. Lecture three hours, lab hours may vary with events.

**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. Lecture three hours, lab three hours per week.

**Prerequisite: TPM 110 and TPM 113.**

**TPM 140 THERAPEUTIC MASSAGE CLINIC 4 CREDITS**

Within the boundaries of an on-site classroom setting, students will conduct a student clinic. Clients will be members of the community. Under supervision of faculty, students will schedule appointments, maintain records, conduct massages using the knowledge and skills learned throughout the program. Research analysis, review for state exam and for job preparedness will also be provided. Lecture one hour, lab three hours per week. **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, unroofing, 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 two hours, lab three hours per week. **Prerequisite: TPM 120 and TPM 130 OR have obtained or are in the process of obtaining an IL State Massage Therapist License.**

## 2014-2015 CATALOG

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### **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 two hours, lab three hours per week. **Prerequisite: TPM 120 and TPM 130 OR have obtained or are in the process of obtaining an IL State Massage Therapist License.**

### **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.

# Therapeutic Massage Program



## Looking for a career

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

## Try Therapeutic Massage!

**Certificate and Associate in Applied Science program offered**

\*Applications for the fall 2013 class need to be submitted in the summer, so sign up for the following prerequisite courses this spring semester:

*BIO 103 Anatomy and Physiology*

*TPM 100 Introduction to Massage Therapy*

And either *HCP 130 Medical Terminology* or *PHT 101 Medical Terminology For Clinicians*

## Questions?

Contact Advising (1st floor B Building) at 708-656-8000, Ext 2250 or  
Linda Moore (Office 308C) or Ext 2412.











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298	Administration
300	Professional Staff
300	Full-Time Faculty
303	Faculty Emeritus
304	Staff



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## 2014-2015 CATALOG

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### **ED MCGHEE**

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### **ROGER MONTORO**

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Note: Extensions followed by "v" are voice mail only.

## 2014-2015 CATALOG

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# ACADEMIC GLOSSARY

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## **ACADEMIC ADVISOR**

College staff member responsible for providing guidance in course and program-related issues.

## **ACADEMIC SEMESTER**

Fall, spring and summer weeks when courses are in session. The fall and spring semesters are 16 weeks long. The summer semester has three sessions varying in length from five to eight weeks.

## **ACADEMIC YEAR**

Fall, spring and summer semesters. Begins late-August and runs through mid-August of the following year.

## **ADMINISTRATION**

College staff members responsible for management and supervision.

## **ALUMNI**

Graduates of Morton College.

## **ARTICULATION AGREEMENT**

Formal agreement between Morton College and a four-year college or university which eases a student's transfer to that institution.

## **ASSOCIATE IN APPLIED SCIENCE (A.A.S.)**

Undergraduate degree of at least 62 credits awarded upon successful completion of a program of study that prepare students to enter the workforce immediately after graduation.

## **ASSOCIATE IN ARTS 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.

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### **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.

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### **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.

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### **OUT-OF-DISTRICT**

Any student whose legal place of residence 30 days prior to the beginning of the semester lies outside Morton College District 527, but within the boundaries of the state of Illinois.

### **OUT-OF-STATE**

Any student whose permanent residence lies outside the State of Illinois, but within the United States.

### **PART-TIME STUDENT**

Students enrolled for 11 credit hours or less in the Fall or Spring semesters, and five credits or less during the Summer Semester.

### **PASS RATE**

The percentage of students that pass a college level credit course with a minimum of a D or better or a developmental credit course with a P.

### **PERSISTENCE**

Persistence refers to the percentage of students who return the next semester or year. It can be Fall to Spring, Spring to Fall or Fall to Fall.

### **PREREQUISITE**

Requirement for entry into a course or program of study.

### **RETENTION**

Retention refers to course completion. It is calculated by dividing the number of earned credit hours by the number of attempted credit hours.

### **SEMESTER**

Morton College is on the semester system within the academic year. It is divided into two 16-week semesters (Fall and Spring). The Summer session has three sessions varying in length from five to eight weeks.

### **SOPHOMORE**

A student who has earned between 30 to 59 semester hours of credit.

### **STUDENT**

A person currently registered and enrolled at Morton College.

### **STUDENT REFUND**

The two types of refunds are tuition and fees and financial aid. The tuition and fee refund reimbursement of student's out of pocket expenses for tuition. This typically occurs when the student has paid for tuition and a course is dropped during the refund period. The financial aid refund relates to financial aid award in excess of the student education costs that is refunded to the student.

### **SUCCESS RATE**

The percentage of students that complete a certificate or degree program, or transfer to a four-year institution.

### **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.

### **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.

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# CAMPUS MAP

The campus, located on 37.1 acres at 3801 S. Central Avenue in Cicero, contains five educational buildings finished in reddish-brown brick. Elevators are available for students and visitors unable to use the stairways. The architecture of the buildings blends in with the surrounding residential neighborhood.

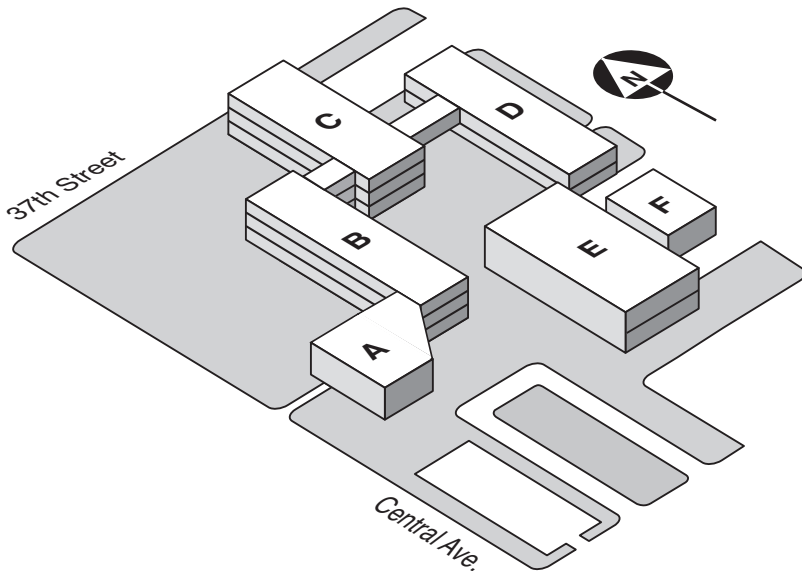
**Building A** contains the Jedlicka Performing Arts Center, which seats 350 people and is used for all performances of the theatre and music departments, large lectures and community events. Building A also contains the Cashier's Office and Financial Aid.

**Building B** contains administrative and faculty offices; Academic Advising; Admissions and Records; classrooms; and the Library. Building B also contains Adult Education, Community Programming and Outreach.

**Building C** contains administrative and faculty offices including 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.







# 2014-2015 CATALOG

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