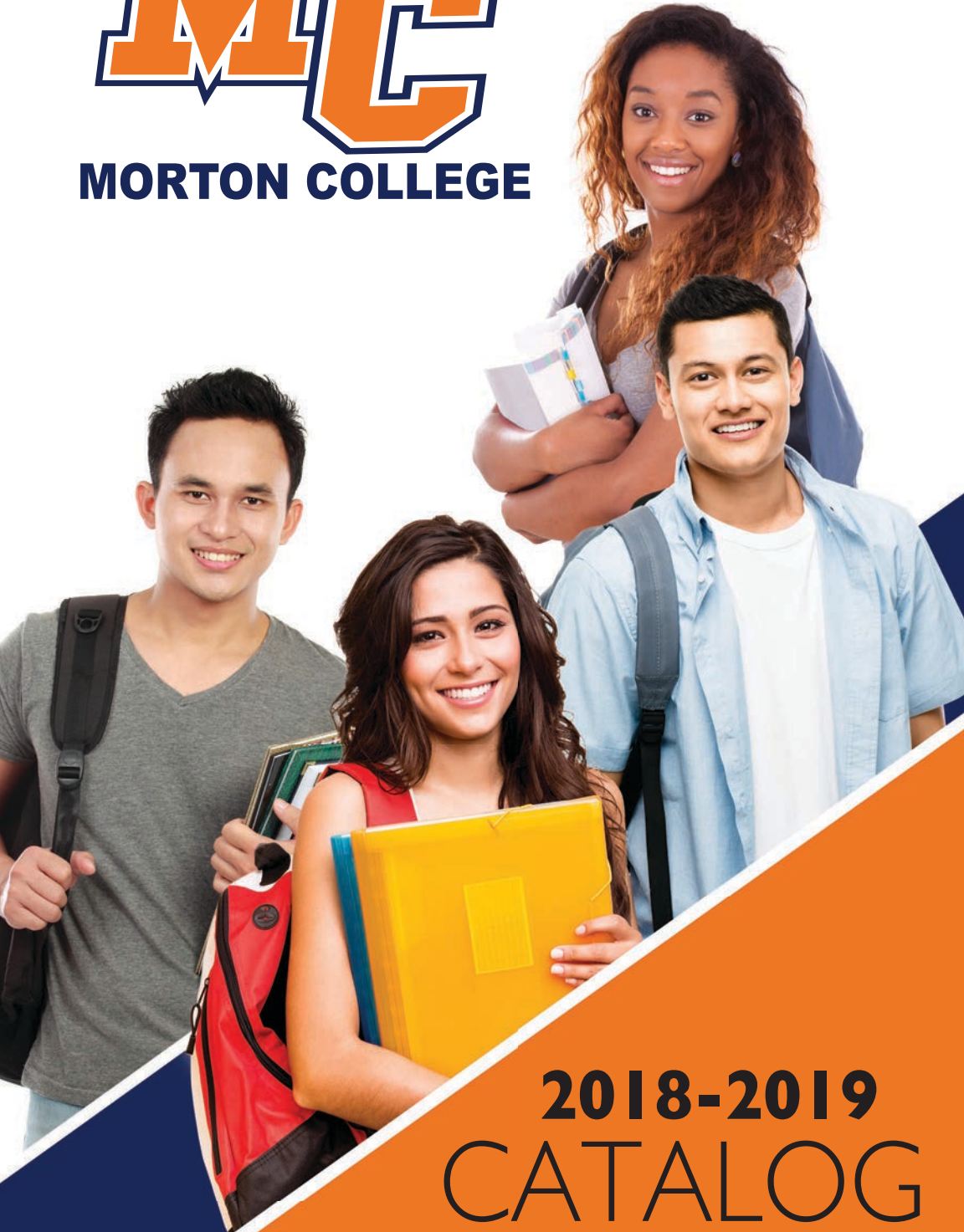




**MORTON COLLEGE**



**2018-2019  
CATALOG**



# MORTON COLLEGE

## CATALOG

### 2018-2019

#### OFFICIALLY RECOGNIZED BY

- The Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701-1711  
(217) 785-0123  
Fax: (217) 524-498  
1www.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
- Council on Higher Education Accreditation  
One DuPont Circle NW, Suite 510  
Washington, DC 20036-1135  
(202) 955-6126  
Fax: (202) 955-6129  
www.chaea.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
- Association of Community College Trustees
- Hispanic Association of Colleges and Universities
- Continuous Quality Improvement Network
- League for Innovation in Community Colleges
- National Alliance of Community and Technical Colleges

#### APPROVED FOR

- Veterans' Benefits

#### ACCREDITED BY

- The Higher Learning Commission  
230 N. LaSalle Street, Suite 7-500  
Chicago, IL 60604  
(312) 263-0456  
Fax: (312) 263-7462  
www.hlcommission.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

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

- 3343 Peachtree Road, NE, Suite 500  
Atlanta, GA 30326  
(404) 975-5000  
acenursing.org

##### Nursing Assistant Program

- Illinois Department of Public Health  
525-535 W. Jefferson Street  
Springfield, IL 62761-0001  
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

##### 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/Morton College

## STUDENT SERVICES

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



# GETTING STARTED

## EASY STEPS FOR ENROLLMENT

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

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

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

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

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

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

### **"I WANT TO TAKE ADULT OR COMMUNITY EDUCATION COURSES."**

See the Adult Education, Community Programming and Outreach chapter in this catalog, or see the information on the Student Quick Guide.

#### **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 PANTHERPALOOZA**

PantherPalooza is our new student orientation and first time registration session. Academic Advisors will be present to assist. Please call 708-656-8000x2150 to make a reservation.

#### **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 from a regionally accredited high school, 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
- Advanced Bedside Care Technician

- 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 Higher Learning Commission or a comparable regional accrediting association.
- The student must submit an official transcript from each institution.

## GETTING STARTED AT MORTON COLLEGE

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- 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 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.
- The student must submit an official transcript from each institution. Transcripts are only considered official if sealed envelope has not been opened or electronically if received directly from the institution from which they were requested.
- Degree seeking students wishing to have their official transcripts evaluated, should complete a transcript evaluation form with their Academic Advisor. Financial Aid eligible students should notify the Financial Aid department once official transcripts have been submitted to the Office of Admission and Records.
- Evaluation of credits may take up to 6 weeks to complete. Once completed, any credits awarded will be reflected on a student’s Morton College transcript. Questions regarding the evaluation can be addressed by the student’s Academic Advisor or Credential Analyst in the Office of Admission and Records.
- Credit from each transferring institution is evaluated separately. Awarding of credit, including graduate level credit, is left to the college’s discretion.

## 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  
 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)  
 Waubonsee 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



## GETTING STARTED AT MORTON COLLEGE

### IAI PARTICIPATING SCHOOLS [*continued*]

DeVry University, Chicago	Loyola University
DeVry University, DuPage	MacMurray College
Dominican University	McKendree University (R)
East-West University (R)	Midstate College
Ellis College of New York Institute of Technology (R)	Millikin University
Elmhurst College	NAES College (R)
Eureka College (R)	National-Louis University
Illinois Institute of Art – Chicago (R)	North Central College
Illinois Institute of Technology	North Park University
Judson College	Olivet Nazarene University
Kendall College	Quincy University
Knox College (R)	Robert Morris University
Lake Forest College (R)	Rockford College
Lakeview College of Nursing (R)	Roosevelt University
Lewis University	Saint Xavier University
Lexington College	Saint Anthony College of Nursing (R)
Lincoln Christian College	Saint Francis Medical Center, Nursing (R)
Lincoln College	Trinity Christian College
	University of St. Francis
	West Suburban College of Nursing (R)

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

## 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 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 current list of programs for which Morton College has transfer agreements please contact Academic Advising or visit the Morton College transfer website.

- Benedictine University
- Dominican University
- DePaul University
- Governors State University
- National Louis University
- Northern Illinois University
- University of Illinois at Chicago
- VanderCook College of Music

# 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:

**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
- College of DuPage
- Danville Community College
- Elgin Community College
- Harper 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
- Triton Community College
- Waubesa Community College

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

# INTERNATIONAL STUDENTS

Only individuals holding an F1 student visa are allowed to study. B1/B2 visas are restricted from study. B1/B2 visitors must apply for a change of visas status in order to study at Morton College. Morton College cannot assist nor advise in these cases.

Official College Transcripts - college transcripts must be translated to English. The official evaluation must be from ECE or WES evaluation agency.

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

- International Student Admission Application
- Official High School transcripts - official high school transcripts must be sealed and translated to English. The college recommends ECE or WES as the evaluation agency but applicants may use any other evaluation agencies should they wish to.
- TOEFL score: TOEFL®iBT Minimum score 80.
- TOEFL®PBT Minimum score 550  
\*\*\*The TOEFL is not needed if student will be enrolling in the English as a Second Language program (ESL).
- Financial Affidavit of Support.

Candidates must submit these documents. Candidates must submit these documents according to the set deadlines. Late applications will not be accepted and documents must be resubmitted for a future term. Once accepted, Morton College will issue an I-20 to the student.

- Fall semester = all requirements must be submitted by June 15.
- Spring semester = all requirements must be submitted by October 15.

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.

Prospective international students should contact the Registrar, Marelna Avalos, [M.Avalos-Thompson@morton.edu](mailto:M.Avalos-Thompson@morton.edu), with additional questions.

The international students application for admission can be found at [www.Morton.edu](http://www.Morton.edu). Applications will not be considered if any supporting documentation is missing.

**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

## 2018-2019 CATALOG

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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.

## TUITION AND FEES

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



# 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) .....	\$96
Out-of-District Resident of Illinois (per credit hour) .....	\$224
Out-of-State Resident or International (per credit hour).....	\$288

#### \*FEES

Application Fee (first-time enrollees only) .....	\$10
Registration Fee (per semester) .....	\$10
Late Registration Fee (per semester) .....	\$50
Comprehensive Fee (per credit hour) .....	\$9
Technology Fee (per credit hour).....	\$9
Repair/Renovation Fee (per credit hour).....	\$22

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\* 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. Students may update their residency at any time, however, a change in residency less than 30 days prior to the start of the term and once the term has begun, will not be reflected in the current terms tuition rate. 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.

## 2018-2019 CATALOG

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

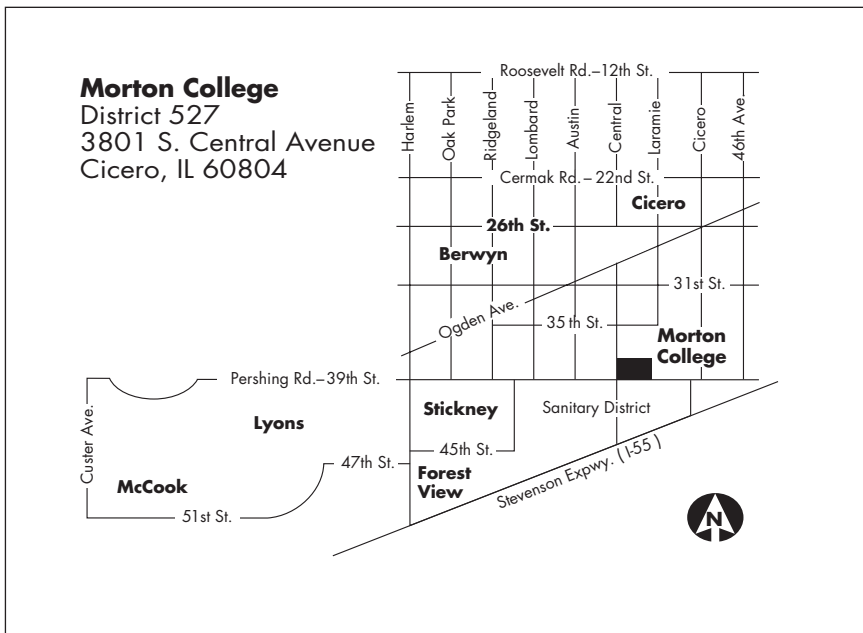
Any person whose legal place of residence lies outside Morton College District 527 but within the boundaries of the State of Illinois.

## 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.



### **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 letter-head and indicate employee works at least 35 hours per week. The verification must also include supervisor name, title of supervisor, contact phone number of supervisor, and student's position. To be eligible for this special tuition rate, employment verification must be presented at the time of initial registration for the semester. Verifications must be presented each semester and cannot be duplicates from previous semesters.

### **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 Director of Student Development 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 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. Under the provisions of this waiver, graduates cannot register for the course until 1 week prior to the start of the course. Short term courses may have separate deadlines based on start dates. In order to receive the waiver, registration must be done in the Office of Admission and Records.

## RETAKE POLICY FEES

Course retake fees (\$30 per credit hour) are assessed when students take a course more than the number of times approved by the Illinois Community College Board.

**For most courses:**

- Students will be assessed a course retake fee in addition to the tuition and course fees if they have already enrolled in the course two or more times and did not withdraw before the end of the refund period, or if they are retaking the course after having received an A, B, C, or P (passing) grade.
- Students retaking a course after receiving an A, B, C, or P grade will receive no additional academic credit. (See specific associate degree program requirements for exceptions to this policy.)
- If a student retakes a course, the highest grade will be applied to his/her Morton College grade point average.

**Exception:** Some courses (referred to as “repeatable” courses), may be taken several times for college credit. Course descriptions in the Morton College Catalog identify these courses along with the maximum number of times the course may be repeated for college credit. Students who enroll in a repeatable course more than the maximum number of times will also be assessed a course retake fee in addition to the tuition and course fees.

Students who plan to retake a course should first consult with an academic advisor and a financial aid advisor. Students planning to transfer to another college are urged to check that college’s course retake/repeat policy as it may differ and your transfer admission grade point average could be different.



## FINANCIAL AID

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



# 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 2018-2019 school year by completing the Free Application for Federal Student Aid (FAFSA).

Complete the FAFSA online, by visiting: <http://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 FSA ID at: <http://fsaid.ed.gov>. If the application includes parental data, the parent must also apply for an FSA ID.

The FSA ID is an unique user name and passwords 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.

Please be sure to enter the Morton College Federal School Code 001728 on the FAFSA.

Students are encouraged to complete the FAFSA beginning Oct. 1 of the fall prior to their expected first enrollment. While the Financial Aid Office will process applications throughout the year, students should apply as soon as possible after Oct. 1 due to the limited funding of certain grant programs.

Once the FAFSA is received students must submit all required paperwork, documents and meet important deadlines in order to have financial aid processed. Students are notified of needed.



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).

Once the FAFSA is received students must submit all required paperwork, documents and meet important deadlines in order to have financial aid processed. Students are notified of needed.

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 the Rights and Responsibility form. These forms can be obtained from the Financial Aid Office or may be printed from the Financial Aid section of Morton College website at [www.morton.edu](http://www.morton.edu).

Eligible students must have all paperwork turned in to the Financial Aid Office by June 11, 2018 to be considered for a fall semester book voucher and Dec. 7, 2018 for a spring semester book voucher. Since processing financial aid can take up to eight weeks, students must plan well in advance of the time they will begin their course of study.

## 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 transcript or High School Equivalency Certificate 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. 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.

**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. Students can apply for this grant by completing the FAFSA. 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 in the month of November.

## 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.isac.org](http://www.isac.org).

**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 911 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.

**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.

**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 (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 courses) and above are used to determine GPA. Remedial courses do not bear credit and are not calculated into the 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 (F), Unsatisfactory (U), are NOT considered successful completion. Excused withdrawals will count toward hours attempted for the cumulative completion rate as well as the cumulative GPA. However, student-initiated withdrawals from courses within the 100% tuition refund period will not be considered against the completion rate.

### **FINANCIAL AID SATISFACTORY**

A student who has attempted semester hours of course work and has achieved a minimum 67% course completion rate is considered a student in Good Standing.

### **FINANCIAL AID WARNING**

Students who have attempted credit hours, but have not achieved a minimum 67% completion rate will be placed in a Financial Aid Warning status.

### **UNSATISFACTORY**

Students who have a subsequent semester without earning a minimum 67% completion rates will be placed in an Unsatisfactory status and must complete the SAP appeal process for reinstatement of funding.

### **FINANCIAL AID 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.

### **GOOD STANDING**

A student who has attempted semester hours of coursework and has not reached the 150% threshold considered a student in Good Standing.

### **MAXIMUM TIMEFRAME**

Students who have reached the 150% threshold must complete the SAP appeal process for reinstatement of funding.

### **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.

**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 should include supporting third-party documentation, when available.

## **SAP APPEAL PROCESS AND PROCEDURE**

Students placed on a Suspension, Unsatisfactory, and/or, Maximum Timeframe 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 may be required to provide documents that demonstrate, and or verify, 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 appeal packets and instructions can be found in various locations. Electronic copies are on the Financial Aid website. Physical copies are available in the following offices: Financial Aid and Advising. Students must follow the instructions on the appeal forms packet. Completed appeal packets may be submitted to any of the three aforementioned offices. The SAP committee meets weekly throughout the school-year, but during peak registration periods will meet daily to accommodate students' needs. Decisions are sent to the student in writing from the office of Financial Aid.

## **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 student's 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.

## **2018-2019 CATALOG**

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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.



## REGISTRATION

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



# 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.

## LATE REGISTRATION

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

## 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. Courses shorter than the traditional length of each semester may have different drop dates.

## 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.

## 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 —**

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.

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).



## ACADEMIC INFORMATION AND CAMPUS REGULATIONS

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38	Code of Student Conduct
40	Academic Honesty Policy
47	Student Complaint and Grievance
50	Academic Load and Classification
50	Credit Hour Policy
50	Assessment of Student Learning
51	Enrollment in Developmental Courses
51	Grading Policy
52	Class Attendance
52	Final Exam Week
52	Semester Calendar
52	Grade Appeal Procedure
53	Non-Traditional Learning Program
55	Military Service Credit
55	Transcript
56	Affirmative Action and Equal Opportunity Policy
56	Drug- and Alcohol-Free Campus
57	Family Educational Rights and Privacy Act
59	Freedom of Information Act
59	Chronic Communicable Disease
60	Smoke-Free Campus
60	Children on Campus
60	Lost, Stolen or Damaged Items
60	Hostile Environment/Sexual Harassment
61	Sexual Offender Registration
61	Medical Marijuana Policy
62	Concealed Carry Policy
62	Annual Crime Statistics & Security Report
62	Drug & Alcohol Abuse Prevention Program

# 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 Services determines could endanger the safety or 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 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 for 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.
- The possession of, use of, or being under the influence of illegal drugs, con-



## ACADEMIC INFORMATION AND REGULATIONS

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trolled 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, as defined in the College's Sexual Misconduct policy) 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 fifteen (15) 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 MC community including faculty, staff and students must work together to protect the 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 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**

MC 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.

## ACADEMIC INFORMATION AND REGULATIONS

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- Obtaining and using teacher's editions of textbooks, instructor's manuals, tests or test answers in an unauthorized fashion.
- Providing course materials such as papers, lab data, reports, or answers to be presented by another student as his or her work.
- Making up or falsifying information for the purpose of completing an assignment, quiz, exam or presentation.
- Taking an exam in place of another student or having someone take an exam in your place.
- Turning the same paper in to two different instructors without first receiving permission from both of them.
- Presenting a paper as a speech in a public speaking course which had been submitted as a paper in another course without first receiving permission from both instructors.
- Copying a computer program for unauthorized use.
- Breaking into or utilizing College owned computer files in an unauthorized manner.
- Altering a grade sheet or forging a signature on an academic document.
- Plagiarism (discussed below in more detail).

### **Plagiarism**

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 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.
- 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 MC 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. The appropriate faculty member 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:

- 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. The academic penalty includes but is not limited to 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 Services.
- The Dean of Student 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

## ACADEMIC INFORMATION AND REGULATIONS

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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 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 Dean of Student Services. 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 Services. Upon receipt of a complaint or a report of misconduct, the Dean of Student Services 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 Services may file formal charges of misconduct. If the Dean of Student Services declines to file charges they 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 of Student Services decision not to 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 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).

- 2a. The student may admit the alleged violation and place in writing to the Dean of Student Services any relevant and/or mitigating factors the student would like the Dean of Student Services to consider in evaluating the appropriate action. The Dean of Student 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.
- 2b. The student may deny the alleged violation and request a hearing before the Disciplinary Board.
- 2c. The student may admit the alleged violation and request a hearing before the Disciplinary Board.
- 2d. 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 Services.
3. When the student requests a hearing before the Disciplinary Board the student must submit to the Dean of Student Services 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:
  - 4a. A written notification of the time and place of the hearing.
  - 4b. A written statement of charges with sufficient particularity to enable the student to prepare the necessary defense.
  - 4c. 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 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 Services.
6. At least seven (7) calendar days prior to the hearing before the Disciplinary Board, the student must submit to the Dean of Student Services 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 Services three (3) working days prior to the scheduled

## ACADEMIC INFORMATION AND REGULATIONS

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- hearing. The Dean of Student Services 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, including, an attorney. The complainant must provide the Dean of Student Services the name of the advisor at least forty eight (48) hours prior to the hearing. The advisors participation is limited to offering advice. The advisor cannot participate in the hearing on behalf of the student.
  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 allowed in 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.
  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 Dean of Student Services 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 Services of his or her intention to appeal the decision of the Disciplinary

## **2018-2019 CATALOG**

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Board within fourteen (14) 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

The Student Government Association will recommend the two (2) student members of the Student Government Association who will serve on the Disciplinary Board. The Dean of Student Services will select the two (2) faculty members and two (2) administrators from a pool of volunteers. A secretary will be provided to the Committee through the office of the Provost.

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 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 Provost in writing within fourteen (14) calendar days of the decision of the Disciplinary Board. The Provost shall immediately provide a copy of any appeal to the complainant.

The College may also appeal the decision of the Disciplinary Board if it is of the opinion that the decision was manifestly unfair to the College community. The College may exercise its right to appeal within fourteen (14) calendar days of the decision of the Disciplinary Board. The Provost shall immediately provide a copy of any appeal to the Respondent. The College shall follow all appeals procedures and limitations followed by the respondent.

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 complainant may file a written response thereto within five (5) calendar days of the filing of the appeal.

If the student submits an appeal, the Provost will appoint a Review Committee, consisting of senior college leadership, to study the action taken by the Disciplinary



## **ACADEMIC INFORMATION AND REGULATIONS**

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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.

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. 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 Services to be retaliatory in nature may result in the imposition of sanctions.

### **Exigent Circumstances**

Notwithstanding anything contained herein, the College may remove any member of the College community when that person poses an immediate threat to the health or safety of any other member of the College community. In these situations, it is expected that the individual would exercise reasonable judgment when responding to such an emergency. Campus Safety involvement shall be elicited and campus administrators should be immediately informed. Where there is an immediate threat to the health or safety of any member of the College community, 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 member of the College community 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.

Removal of College faculty and staff is subject to the terms of their respective collective bargaining agreement.

### **Student Complaint and Grievance Procedure**

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 MC students, regardless of academic program. Former students, who are no longer enrolled at the college, but who are

## 2018-2019 CATALOG

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within the 30 college-business day reporting allowance may also use this complaint and grievance procedure.

MC 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 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:

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 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 them to the Dean of Student 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 Services via the Academic Advising 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.

## ACADEMIC INFORMATION AND REGULATIONS

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3. The Dean of Student Services 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 basis of sex involving a member of the faculty or staff as the alleged harasser, the Dean of Student Services 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 wrong-doer), and issue a written decision regarding the complaint.
5. With respect to complaints investigated by the Dean of Student Services, once the investigation is complete, the complaint along with the Dean of Student Services 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 of Student Services for review and recommended action.
6. The committee will review the Dean of Student Services assessment of the complaint and recommend action on the complaint in writing to the Dean of Student Services.
7. The Dean of Student Services will consider the committee's recommendations and issue a decision on the complaint in writing to the student.
8. In matters investigated by the Dean of Student Services, the student should expect to receive a written response sent via the U.S. mails 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.

## CREDIT HOUR POLICY

### **Morton College Credit Hour Definition:**

Morton College's assignment and award of credit hours to courses and programs conforms to commonly accepted practices in higher education and is in keeping with the federal definition of the credit hour.

A credit hour at Morton College is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates either one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks or one academic semester. Equivalent credit is awarded for classes taught in the traditional (face-to-face) and alternative formats, such as online or hybrid classes.

Morton College also awards credit for the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other activities as established by the institution, and consistent with Illinois Community College Board (ICCB) policy, including laboratory work, internships, practica, studio work, and other academic work leading toward the award of credit hours. Morton College determines the appropriate awarding of academic credit across all programs in conformity with this policy, and in conformance with accepted practices in higher education.

## 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

## ACADEMIC INFORMATION AND REGULATIONS

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. 2358.

### GRADING POLICY

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

### GRADE-POINT AVERAGE (GPA)

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

#### GRADE LEGEND

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

## **CLASS ATTENDANCE**

The attendance policy for each course is outlined in the course syllabus distributed by the instructor on the first day of class. Instructors may consider tardiness and absences as factors when determining student achievement. 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.

## **SEMESTER CALENDAR**

Morton College is on the semester system with the academic year divided into 3 sessions, fall, spring and summer. Fall and spring semesters consist of 2, 16 week semesters. The summer semester consists of 5 or 8 week sessions.

## **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 [morton.edu](http://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 Director 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. Students should discuss the CLEP option with an Academic Advisor prior to registering for classes at Morton College.

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.

Official AP/CLEP scores will be evaluated to determine coursework equivalencies at Morton College. Students may earn up to 45 credit hours through AP. Students may not use AP/CLEP to improve a grade, remove a failure or replace an incomplete. All coursework equivalencies earned through AP/CLEP credit will be posted on the student's academic history on the student portal. Students are encouraged to meet with an academic advisor to learn how credits earned through AP/CLEP may be applied to a degree or certificate of completion.

**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. Courses are planned each semester and include a range of subjects and credit hours. Registration for each of these courses is determined with the local high schools, Morton East and Morton West.

## TRANSCRIPT

All students are encouraged to request their transcripts online. Morton College has authorized Parchment as the provider for the managing, processing, and delivery of all transcripts.

### **Request for official transcripts can be made:**

#### **Online:**

- Students who last enrolled at Morton College within the past 3 years can log into their Panther Portal and request transcripts through Panther Central -> Academic Profile Link. Unofficial transcripts can be viewed here.

#### **By Mail or In Person:**

- This format is only available to students whose last enrollment at Morton College occurred prior to 1992.
- Students who have earned credits prior to 1992 can contact Erika Alonso at (708) 656-8000, Ext. 2346, or email Erika.Alonso@morton.edu with requests.

There is a nominal fee for all requests. All financial obligations to the college must be met before requests will be honored.

## ELECTRONIC TRANSCRIPTS

It is the responsibility of the requestor to verify whether the recipient accepts electronic transcripts but most do.

Requests can be made 24/7 via our secure site.

E-mail notification available when transcripts have been processed and received.

The ability to track the progress of the transcript.

The ability to upload additional documents that must accompany the transcript.

**Note:** Unofficial transcripts are NOT available through the Parchment Exchange service. Students can print an unofficial transcript from their Panther Portal or request one at the Office of Admissions and Records (valid Photo ID required).

### 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, Ronald Lullo, 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, Ronald Lullo, 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 Executive Director of Human Resources/Ombudsman. 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. 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 (TITLE IX)**

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

## ACADEMIC INFORMATION AND REGULATIONS

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- 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.

Morton College complies with the law concerning United States Education Amendments of 1972, Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. sections 1681 through 1688, which states:

**No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.**

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

**Ronald A. Lullo**  
**Director of Human Resources / Title IX 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 Operations.

## 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 of Operations 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.

## **ANNUAL CRIME STATISTICS AND SECURITY REPORT**

Morton College is committed to informing the community of the obligations concerning crime and safety as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To obtain a copy, please visit the Morton College Police Department, Building C, Room 119 or call (708) 656-8000 Ext. 2200 or [morton.edu](http://morton.edu).

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

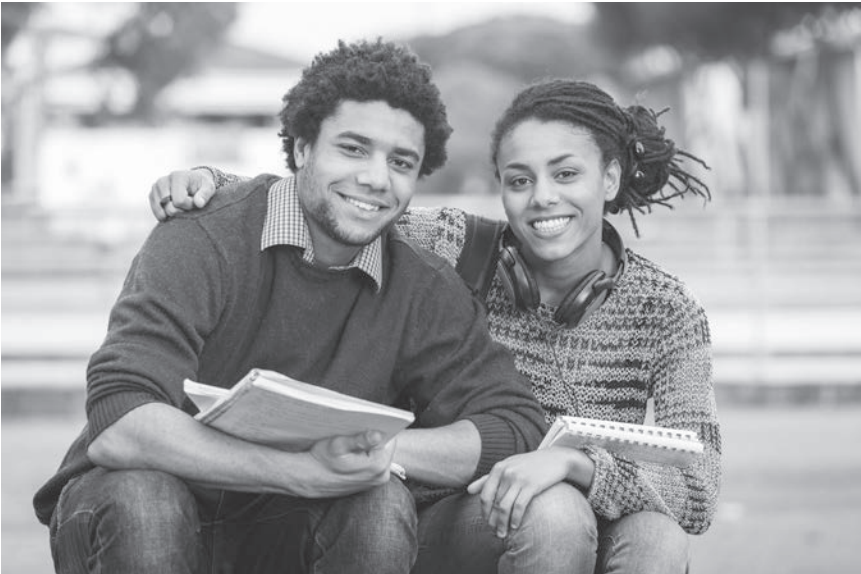
The Drug-Free Schools and Campuses Regulations (345 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires Morton College to implement programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by Morton College students and employees both on its premises and as part of any of its activities. An email notification is sent out to all students and employees on an annual basis as a reminder of these programs, policies and disciplinary procedures, consequences for violations (internal, federal, and state legal penalties), health risks, and prevention and treatment options. The Drug and Alcohol Prevention Program Annual Information document can be found on the college's website.



## STUDENT SERVICES

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64	Campus Resources
67	Library
68	New Student Orientation
69	Hawthorne Works Museum
70	Placement Testing
70	Students with Special Needs
73	Student Activities
75	Employment Opportunities
75	Fitness Center
77	Student Achievements
78	Athletic Programs



# 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 help students create a coursework plan that allows them to succeed at Morton College. Every new degree or certificate-seeking student should meet with an Academic Advisor. All students at Morton College are assigned an academic advisor.

First-year advisors meet with students that have fewer than 30 semester hours. Students are assigned advisors based on the spelling of their last name. Once students reach more than 30 credit hours, they will then transition to either a Transfer or Career & Technical Education Advisor depending on their academic and career goals. Morton College students with plans to transfer to a 4-year university are assigned to a transfer advisor. Morton College students pursuing an Associate in Applied Science or certificate program are assigned to a Career and Technical Education Advisor. The advisors are program specific. Visit your portal or our website to identify your advisor. Academic Advising is a teaching and learning partnership between advisors and students designed to promote and support students as they explore opportunities. Through this partnership, Academic Advisors will challenge students to develop autonomy and build skills necessary for success as they embark on a journey of academic, personal, and professional growth.

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,

## STUDENT SERVICES

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representing over 30 colleges and universities.

- **College Fairs** – The College sponsors various college fairs per year such as the College Fair with over 60 colleges and universities across the country in the fall, and 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.
- **Transfer Planning** - If you plan to transfer to another institution, start early by talking to your advisor. Visit our website for more information on Transfer Agreements and the Transfer Timeline to prepare your for upcoming milestones in the transfer process.

## 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 POLICE

The Campus Police 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 Police 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 Police will arrange transfer to a hospital.

If you require assistance in the event of an emergency evacuation, you must notify the Morton College Campus Police department (located in Building C) of your request by providing Campus Police 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 Police department of your request by providing Campus Police 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 Police does enforce this rule and a citation may be issued to vehicles parked illegally. Please view the Campus Police 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 Police.

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 SERVICES OFFICES

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

- Individual career assessment
- Annual job fair
- Resume assistance
- Job Board
- 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 Services 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.

### STUDENT IDENTIFICATION CARDS

Morton College students are required to have a photo identification card to use certain campus facilities such as the Library and the Tutoring Center. Your student ID will grant you access to campus events and activities as well as provide you with student discounted tickets and a student rate at the Morton College Fitness Center.

#### How to Get Your ID

Getting your Morton College Student ID is easy – all you need to do is present acceptable identification and have your picture taken in Room 241C. Remember to keep your student ID with you at all times. Do not discard your Student ID after the semester ends - you will need it throughout your time at Morton College. Your first ID is at no charge. If lost, it can be replaced for a \$10.00 fee.

Questions, Student Activities at (708) 656-8000, Ext.2262 or [student.activities@morton.edu](mailto:student.activities@morton.edu).

## LIBRARY

The Morton College Library's mission is to be an exemplary academic library that supports the educational goals and purposes of the college. The Library is dedicated to providing instruction and access to resources and services that support the academic program and the general information needs, intellectual development, and professional growth of the entire college community. The beautiful, completely wireless Library won numerous awards for its renovation in 2005.

The Library's collection includes over 37,000 books and 85 periodicals as well as access to over 60 online, research databases. The Library's website, [www.morton.edu/mclibrary](http://www.morton.edu/mclibrary), is the gateway to a wide variety of library services and research

## 2018-2019 CATALOG

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resources. An online catalog provides easy look-up of library materials. Also available are many specialized research databases with factual information and references to journal, magazine and newspaper articles, many of them full text.

Library users may receive assistance at three service points on the first floor: **The Circulation Desk** - materials may be checked out or requested from other academic institutions; **The Computer Help Desk** - help with computer software, e-mail, printing and copying, and **The Reference Desk** - reference librarians help students navigate the library's rich collection of online and print sources. Librarians also provide information literacy instruction detailing how to find, evaluate, and cite sources for college projects. 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 over 128 academic libraries throughout Illinois.

**Library Cards:** A Morton College ID serves as a Library card and printer access card. Current Morton College IDs must be presented to borrow materials from the Library. (Student identification cards are issued in the Library, at the help desk, and by Student Activities located on the second floor of Building C.)

### **Library Hours:**

Fall and Spring semesters hours:

- 7:30 a.m. to 9:00 p.m. Monday through Thursday
- 7:30 a.m. to 4:30 p.m. Friday
- 8:30 a.m. to 5:00 p.m. Saturday
- 12:00 p.m. to 5:00 p.m. Sunday

Summer hours:

- 7:30 a.m. to 7:00 p.m. Monday through Thursday
- Intersession hours vary. Please check Library Web site.

For further information regarding Library services or to schedule tours and instruction please call 708-656-8000 extension 2321

## **NEW 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 New Student Orientation (NSO). NSO sessions are intended to acquaint new students to the resources available as well as the expectations of all members of the college community. This program session offers new students the opportunity to meet key personnel, receive a campus tour and learn how to register for their first semester of courses.

In preparation for NSO, students should have already applied to and be admitted to the college as well as complete the placement test. All recent high school graduates,

degree or certificate-seeking students, are required to attend New Student Orientation.

Registration for NSO is required. 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 reservation.

## 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.

### 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.

The Community Education program offers ACCUPLACER® Review classes in Language Arts and/or Mathematics throughout the year. Check their printed schedule (also online) or call (708) 656-8000, Ext. 2281, for specific information.

### STUDENTS WITH SPECIAL NEEDS

#### Access to College Programs

Post-secondary students with disabilities are guaranteed access to college programs and services by the following federal laws:

#### Section 504 of the Rehabilitation Act of 1973

"No otherwise qualified individual with a disability in the United States... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

#### Title II of the Americans with Disabilities Act

"Subject to the provisions of this title, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, program, or activities of a public entity, or be subjected to discrimination by such an entity."



### Definition of Disability

The law defines a person with a disability as someone who has a physical or mental impairment that substantially limits one or more major life activities. The definition further indicates that you are a “person with a disability” and entitled to protection from discrimination if you have a disability, if you have a history of a disability, or if you are regarded as having a disability.

An “otherwise qualified” disabled individual is defined as one who with an auxiliary aid (e.g., tape recorder, text-on-tape, note taker) or reasonable accommodation (e.g., test proctoring, extended time for testing, sign language interpreter) can meet the academic requirements that an institution can demonstrate essential to its education program.

### At Morton College:

Students who self-identify with a learning, physical, medical, behavioral and/or short term disability may receive accommodations when the following steps are followed and completed in accordance with the deadlines set.

Students seeking accommodations will need to complete the following:

- Complete and return the Request for Accommodation form (can be found on the website [www.morton.edu](http://www.morton.edu) or at the front desk of the Advising department).
- Provide appropriate supporting documentation stating a diagnosis. The following documentation will be accepted:
  - Individual Educational Plan
  - Neuropsychological Evaluation
  - Medical documentation stating a diagnosis and medication student taking (if any).
  - Psycho-Educational Assessment
    - Must include test results, diagnosis and suggested accommodations.

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

**Fall 2018 Accommodations: All paperwork due by August 6**

**Spring 2019 Accommodation: All paperwork due by January 11**

**Summer 2019 Accommodations: All paperwork due by May 27**

**odations: All paperwork due by May 26**

For additional information or to set up an appointment with the Disability Specialist please contact: (708) 656-8000 ext. 2250.

### Deaf and Hard of Hearing Students at Morton College:

Morton College will provide interpreting services for college students enrolled in academic related activities and courses. Students must complete the Request for Accommodation form and meet with the Disability Specialist to confirm their schedule 3 weeks prior to the start of each semester. Requests and schedule changes submitted less than three weeks prior to the first day of class will delay services.

Interpreters will be provided for the following:

- Classes, field trips, study groups, required attendance at special events, meetings with advisors or professors, tutorials, etc.
- Events sponsored by chartered student organizations - This includes programs, concerts, workshops, induction or recognition ceremonies, meetings, etc.

## 2018-2019 CATALOG

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- Special events sponsored by colleges or departments within the university including conferences, guest lecturers, special performances, recognition ceremonies, celebrations, etc.

### **Personal Attendant Policy**

Personal Care Attendants are individuals who are hired to assist a person with personal needs of daily living such as eating, toileting, handling school supplies, etc. If a student needs a Personal Care Assistant, it is the student's responsibility to recruit, interview, hire, train, pay, etc.

### **Personal Attendants at Morton College:**

- Will be restricted to the personal care needs for which he/she was hired.
- Are allowed to assist the student with preparing for class such as finding their seat and getting materials out for use.
- Are allowed to assist the student with putting their supplies and materials away and exiting the room at the end of class.
- Are not allowed to remain in the classroom once the class begins.
- May wait for the student in the hall near the classroom.

If you are a Department of Human Services client, check with your counselor to see if you are eligible for financial assistance with PCA expenses.

### **Medical Emergencies at Morton College**

All students and staff experiencing a medical emergency will be assisted by Campus Police. If a student or staff member needs hospitalization our Districts First Responders transport patients to MacNeal Hospital Emergency Department.

### **Service Animal Policy**

According to the Americans with Disabilities Act (ADA), service animals "that have been individually trained to do work or perform tasks for the benefit of an individual with a disability including, but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items."

According to the definition of the ADA the person must have a disability as defined by the ADA and the animal must be trained to do specific work and tasks for the person.

Morton College recognizes and supports Service Animals on campus. Emotional Support Animals and/or Comfort Animals are not permitted on campus as they are not considered service animals under the ADA.

### **At Morton College:**

- Students who have the need for a service animal on campus are required to complete the Request for Accommodation form and to meet with the Disability Specialist.
- Provide evidence that the animal has been individually and specifically trained for the benefit of the individual who has a disability and desires the use of the animal's assistance.
- The animal must be on a leash and under control at all times.
- Owners/handlers are required to carry equipment and bags sufficient to clean the animal's waste and properly dispose of it. Persons who are not physically able to pick up and dispose of the animal waste are responsible for making necessary arrangements for assistance.
- The college is not responsible for cleaning animal waste.

- The care and supervision of the service animal is the sole responsibility of the owner/handler.
- The animal must be used in ways that do not create safety hazards for other persons.
- Service animals that are unruly or disruptive (barking, running around unleashed, aggressive toward others, bringing attention to itself, and/or other disruptive behavior) will not be permitted on campus.
- It is encourage by Morton College that all service animals wear a harness or other identification to alert other students and staff of the status of the service animal.

## STUDENT ACTIVITIES

Attending Morton College (MC) 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 interest:

### **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: [student.activities@morton.edu](mailto:student.activities@morton.edu)

### **Art + Design Club**

Art + Design Club is perfect for all students who enjoy and have a passion for art. Students are able to extend their creativity through various opportunities. Contact email: [student.activities@morton.edu](mailto:student.activities@morton.edu)

### **Broadway Club**

The Broadway Club is open to all students who enjoy acting and singing in plays, original productions and performances. Contact email: [student.activities@morton.edu](mailto:student.activities@morton.edu)

### **Campus Activity Board (CAB)**

CAB 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: [student.activities@morton.edu](mailto:student.activities@morton.edu)

### **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 a chance to learn about different genres of music and dance ranging from Hip-Hop, Latin and Hard-style. Contact email: [student.activities@morton.edu](mailto:student.activities@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: [student.activities@morton.edu](mailto:student.activities@morton.edu)

### **MC Dance Club**

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

## 2018-2019 CATALOG

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### **Morton Ambassador Program (MAP)**

MAP is a volunteer program comprised of a diverse and motivated group of students committed of promoting Morton College on and off campus. Contact email: student.activities@morton.edu

### **\*Music Club**

The purpose of this club is to provide an opportunity for students to venture into the world of music. The club will demonstrate how music can be applied to bring good in the community and show how it can help people with personal difficulties. Contact email: student.activities@morton.edu

### **Nursing Students Association**

This club promotes educational and social activities for nursing students. Contact email: student.activities@morton.edu

### **Phi Theta Kappa Honor Society**

Theta Omicron is the Morton College Chapter of this international honor society. The international website is [www.ptk.org](http://www.ptk.org). Contact email: benjamin.drury@morton.edu or student.activities@morton.edu

### **Physical Therapist Assistants Club (PTA)**

The PTA Club stresses social and educational activities for students in the Physical Therapist Assistant program. Contact email: student.activities@morton.edu

### **Science Club**

The Science Club provides educational and social activities for students interested in the natural sciences. The club creates a comfortable environment in which students and faculty grow in their knowledge of the sciences through sharing of ideas within the college and in the community. Contact email: bradley.sleeth@morton.edu or student.activities@morton.edu

### **Society of Hispanic Professional Engineers (SHPE)**

SHPE changes lives by empowering the Hispanic community to realize its fullest potential and to impact the world in STEM awareness, access, support and development. Contact email: student.activities@morton.edu

### **Student Government Association (SGA)**

The SGA strives to represent the academic and social issues of the students within the college community. SGA strives to promote diversity, unity, respect, responsibility and the opportunity for personal development outside the classroom. Contact email: student.activities@morton.edu

### **\*Young Ethnic Leaders Re-educating Society (YELRS)**

YELRS raises awareness of current events throughout Morton College and the community using the power of critical thinking. Contact email: student.activities@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.

\*Inactive clubs/organizations. Looking for passionate students to revive the club/organization.

For more information on campus clubs and organizations, contact the Student Activities Office at (708) 656-8000, Ext. 2262 or [student.activities@morton.edu](mailto:student.activities@morton.edu).

### TUTORING CENTER

The Tutoring 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 81).

## EMPLOYMENT OPPORTUNITIES

### ON-CAMPUS EMPLOYMENT

The Human Resources Office, located on the second floor of Building B, assists students interested in working part-time on campus. Student Aide applications are available online at [careers.morton.edu](http://careers.morton.edu). 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 Human Resources at (708) 656-8000, Ext. 2300, or at [www.morton.edu/employment](http://www.morton.edu/employment).

### OFF-CAMPUS EMPLOYMENT

The Career Services Office posts job notices on the Morton College Web site under Campus Services. 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

## 2018-2019 CATALOG

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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 (FIT 075) offered through our community education 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	7 a.m. to 8 p.m.
Friday	7 a.m. to 5 p.m.
Saturday	9 a.m. to 2 p.m.
Sunday	CLOSED

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

# **STUDENT ACHIEVEMENTS**

## **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.

# 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).



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

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- 80    Adult Education Programs
- 82    Adult Education Courses
- 89    Community Education Program



# ADULT EDUCATION, COMMUNITY PROGRAMMING AND OUTREACH

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## ADULT EDUCATION, COMMUNITY PROGRAMMING & OUTREACH

The Adult Education, Community Programming and Outreach Department at Morton College includes the following programs:

- ESL (English Language Acquisition, formerly known as ESL);
- High School Equivalency Certificate (HSEC) preparation;
- Project CARE, volunteer tutoring program for adult learners
- Transition to College and/or Career; and
- Community Education

### ESL PROGRAMS

Due to the Workforce Innovation & Opportunity Act (WIOA) enacted in July 2014, ESL (English as a Second Language) programming is now called ESL. This programming consists primarily of courses that teach English in the context of real-life situations, including civics instruction related to the democratic process, community resources, the U.S. school system, housing, health and wellness, employment, and consumer economics.

Other ESL programming contains courses that focus primarily on conversation or writing. Periodically, citizenship courses and workshops are offered as well.

ESL courses are leveled, and student placement is determined by a placement test, which is required before a student can enroll in ESL courses. For more information about ESL course enrollment or placement testing, please contact the AECPO Department Office at 708-656-8000, ext. 2407.

### HSEC PROGRAMS

The State of Illinois now offers three test series for students to earn the High School Equivalency Certificate. They are the GED®, HiSet and the TASC.

Morton College offers courses that help prepare students for these tests. Placement testing determines the student's educational needs, and enrollment in preparation classes is based on the placement test results. These courses are leveled and range from beginning reading or mathematics to intensive test preparation. As part of this coursework, the department offers i-Pathways, which is web-based test preparation coursework.

In order to enroll in HSEC preparation courses, a student must be 18 years of age or older. If a student is 16 or 17, an official letter of separation from the student's resident high school must be presented at the time of enrollment; this letter must be provided, even if the student has never attended that school.

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

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

For more information about HSEC preparation course enrollment or placement testing, please contact the AECPO Department Office at 708-656-8000, ext. 2407.

### **ESL AND HSEC SUPPORT SERVICES**

Students enrolled in ESL and HSEC courses have many support services available to them, including a dedicated computer lab with educational software, referral services to community resources and agencies, reasonable accommodations for students with disabilities, and tutoring. Students will learn more about these and other support services when they attend orientation before they enroll in classes.

### **COST**

Morton College receives state and federal funding which allows the department to offer most of these courses for free, or at a minimal cost.

### **COURSE SITES**

Courses are offered at various educational and community locations in the Morton College district. Off-campus locations do not always offer all levels or all programs. Specific class locations and meeting times are available at registration.

### **PROJECT CARE**

This is an adult volunteer tutoring program for adults who want to improve their reading or math skills, or adults who want to learn English. The program is free, and it is not necessary to be enrolled in an HSEC or ESL course to request a tutor.

The tutors are adult volunteers who receive specialized and on-going training. A placement test is necessary to be matched with a tutor. For more information about Project CARE, call the office at 708-656-8000, ext. 2383.

### **TRANSITION TO COLLEGE OR CAREER PROGRAMS**

Currently there are two programs for assisting high adult secondary education students transitioning to a college program or directly into the workforce. The first program is called Bridge to Healthcare Careers. This program integrates the instruction of reading, math and language skills in the context of healthcare careers. As with other programs in the department, support services are available to assist students with their studies.

Another transition program is called ICAPS (Integrated Career and Academic Preparation System). This is an accelerated learning opportunity for HSEC preparation students who qualify for the program. It is offered in partnership with the Career & Technical Education (CTE) department for the 16-credit college career certificate in Maintenance & Light Repair (MLR). Students co-enroll in MLR and HSEC classes, which prepares them to take one of the HSEC test batteries and obtain the MLR career certificate, which can lead to employment opportunities such as auto repair facilities and dealerships. For more information about these programs, call (708) 656-8000, Ext. 2368.

# ADULT EDUCATION COURSES

## ENGLISH LANGUAGE ACQUISITION (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 OF 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**

### **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 0.5 - 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.

## 2018-2019 CATALOG

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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.

**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,

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

write summaries, learn new vocabulary and apply standard grammar structures orally and in writing. Placement test required.

### **ESL 090 CONVERSATIONAL PRACTICE I 0.5 - 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 0.5 - 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.

## **HIGH SCHOOL EQUIVALENCY CERTIFICATE (HSEC) PREPARATION**

### **ABE 005 ALPHABETICS 0.5 - 4.5 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 0.5 - 4.5 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 0.5 - 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.

## 2018-2019 CATALOG

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

**0.5 - 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.

### **ABM 010 BEGINNING MATHEMATICS**

**0.5 - 5 CREDITS**

This course introduces and reviews the following basic math concepts: estimating; rounding; place value; properties of operations; addition, subtraction, multiplication and division of whole numbers; setting up equations, including equations with unknowns represented by a symbol; word problems with whole numbers; linear and area measurement; using picture graphs, bar graphs and line plots; and geometric shapes and their attributes.

### **ABE 091 MATHEMATICS II**

**0.5 - 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.

### **GED 012 GED REVIEW**

**0.5 - 5 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**

**0.5 - 5 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**

### **BRIDGE PROGRAMMING**

**BHC 001 BRIDGE TO HEALTHCARE CAREERS 0.5 - 4 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 0.5 - 4 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 EDUCATION PROGRAM (NON-CREDIT COURSES)**

The Community Education program at Morton College is designed to provide community members of all ages with opportunities for life-long learning. The courses are divided into the following topic areas:

- Business or Career Development
- Children / Family Programming
- Fitness and Health
- Personal Growth or Recreation
- Technology
- Test or Academic Preparation and Enhancement

The course schedule for Community Education is set up on a different calendar, comprised of three terms:

- Fall – September 1-December 31
- Spring – January 1-May 31
- Summer – June 1-August 31

An addition to the Community Education program is enrichment courses for adults with intellectual disabilities. These courses are integrated into the course booklet with a special designation.

Special Olympics teams are some of the courses available to these adults. In line with Special Olympics goal of inclusion, Morton College is pursuing the designation of Unified Champion School. Sports included to date include snowshoeing, soccer and bocce.

Community Education has its own course schedule booklet, which is available in hard copy or online through a link on the Morton College website ([www.morton.edu](http://www.morton.edu)). Courses are open to both residents and non-residents.

### **Registration for Community Education Courses**

Register EARLY because late registration can cause a class to be cancelled due to no or low enrollment. Decisions about cancellation are made three days to a week before the start date of the class. Registration can be done in person at the Office of Admissions and Records or online through Instant Enrollment ([http://www.morton.edu/Applying\\_to\\_a\\_Non-Degree\\_Program/](http://www.morton.edu/Applying_to_a_Non-Degree_Program/)).

### **Fees for Community Education Courses**

The cost of these courses varies from class to class, and are not related to the tuition and fee schedule for credit courses. Costs may include the course fee, a materials fee and/or a technology fee. These fees are listed with the course description and are subject to change.

### **Refund and Drop Procedures for Community Education Courses**

It is the student's responsibility to make payment and/or drop a course. If students have not paid for the class by noon two business days after the first class session, they will be dropped from the class. If the class is only one day, payment must be made before the class begins. Same-day registration is allowed, however, in that instance, a payment receipt may be requested by the instructor.

If students drop the class prior to the second class session, they will receive a 100% refund. Otherwise, any refunds would need to be approved by the Dean of Adult and Community Education. Classes cancelled by the college are refunded in full.

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

- 91 Online Non-Credit Continuing Education  
and Personal Enrichment Courses
- 93 Business and Professional Services  
Courses



# ONLINE NON-CREDIT CONTINUING EDUCATION AND PERSONAL ENRICHMENT COURSES

## **Welcome to Morton College Online Non-Credit Career College Training Programs**

Online courses and career training programs prepare you for a new career or help your advance within your current occupation. Learn new skills and prepare for industry-recognized certifications.

Call Now: 855-520-6806 • Admissions Live Chat

<https://careertraining.ed2go.com/morton>

The Morton College office on Continuing Education 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.


### **Catalog**

Arts and Design  
Business  
Career Online High School  
Computer Applications  
Construction and Trades  
Health and Fitness

Hospitality  
Information Technology  
Language  
Legal  
Teacher Professional  
Development  
Writing

*Morton College also provides customized training. Please contact Susan Felice regarding your customized training needs.*

Contact: Susan Felice  
Director of Continuing Education  
Morton College  
708-656-8000 Ext. 2382  
[susan.felice@morton.edu](mailto:susan.felice@morton.edu)



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

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

# 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 the 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 Westlaw.

**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 (PM) 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



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

Call: 887-221-5151

## **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



out 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	









## DEGREE AND CERTIFICATE REQUIREMENTS

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98	Degrees Offered at Morton College
98	General Education Requirements
99	Associate Degree Requirements
100	Career Certificate Requirements
100	Second Degree And/Or Certificate
101	Graduation and Commencement
101	Hale Memorial Award
102	Graduation Procedures



# 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.

## 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. 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.

## 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.

**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 60 credit hours in courses as outlined in the specific program of study.

- 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.

## 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.

## **GRADUATION AND COMMENCEMENT**

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 who are already admitted into or are in the process of fulfilling requirements for a career degree or certificate program under their original catalog may be required to upgrade to a more recent catalog edition, due to updates in industry, licensing, and/or accreditation standards. A degree or certificate cannot be awarded once it has been officially withdrawn by the Illinois Community College Board (ICCB). Every effort will be made to notify the student of such withdrawal.

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.

## **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:

- Meet with an Academic Advisor to determine whether all credits and requirements have been met for graduation. Graduation deadlines are listed for each semester on [www.morton.edu](http://www.morton.edu) and in the printed schedule of classes each semester.
- Complete the graduation petition online through the Panther Portal for the semester in which graduation is intended and by the set deadline.

To add to the academic experience, students are encouraged to participate in the commencement ceremony. This ceremony celebrates the graduation of our students. Graduation is the completion of all degree requirements. However, participation in this ceremony does not guarantee graduation. The commencement ceremony is held once a year at the end of each spring semester for students who graduated in August and December of the previous year and candidates for May. 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.

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



## EDUCATIONAL PROGRAMS

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- 104 General Education Objectives
- 105 Career Programs
- 182 University Transfer Program
- 196 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.
- Articulate how ethical frameworks influence personal and professional choices and responsibilities.
- Apply ethical perspectives to personal, academic, professional, and civic problems or issues.

## EDUCATIONAL PROGRAMS

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**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.

The purpose of General Education courses integral to the core requirements of every degree program at Morton College is to develop a strong foundation and appreciation for life-long learning. By taking a wide-range of courses in Communication, Mathematics, Science, Behavioral and Social Sciences, Humanities and Fine Arts, students are better prepared for the complex, rapidly-changing, and global challenges of the 21st Century.

General Education courses also impart the broad knowledge necessary to cultivate a more enriched, well-rounded life and to foster skills crucial to success in any type of professional or personal endeavor. General Education Courses support the General Education Outcomes expected of graduates with a degree from Morton College.

## 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.

### 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.

## 2018-2019 CATALOG

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

AREA OF STUDY	AAS	Certificate
Accounting	Yes	Yes
Advanced Bedside Care Technician	No	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
Health Information Technology	Yes	Yes
Heating, Ventilation, and Air Conditioning	Yes	Yes
Law Enforcement Education	Yes	No
Maintenance and Light Repair (Automotive)	No	Yes
Medical Office Support	No	Yes
Microsoft Office	No	Yes
Music Production Certificate	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
Simulation and Game Development	No	Yes
Supply Chain Management	No	Yes
Therapeutic Massage	Yes	Yes
Web Site & Multimedia Design	No	Yes
Welding	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 on the pages under their chosen Associate in Applied Science (A.A.S.) Degree. Students should consult with their Academic Advisor when selecting courses. The following guidelines should serve as only reference.

### GENERAL EDUCATION REQUIREMENTS\*

#### A. COMMUNICATIONS

ENG 101	Rhetoric I
ENG 102	Rhetoric II
SPE 101	Principles of Public Speaking

#### B. BEHAVIORAL/SOCIAL SCIENCES

ANT 101	Introduction to Anthropology
ANT 102	Introduction to Cultural Anthropology
ECO 101	Principles of Economics I
ECO 102	Principles of Economics II
GEG 105	World Regional Geography
GEG 110	Geography of North America
GEG 125	Geography of the Eastern World
HIS 105	American History to 1865
HIS 106	American History from 1865
HIS 140	American Popular Culture
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 140	Women's Studies in Global Perspectives

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

BIO 100	Introducing Biology
BIO 102	Introduction to Biology
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 152	Anatomy and Physiology (Therapies)
BIO 160	Plants and Society
BIO 161	Plants and Society Laboratory
BIO 202	Environmental Biology
BIO 203	Anatomy and Physiology I
BIO 204	Anatomy and Physiology II
BIO 212	Microbiology
CHM 100	Fundamentals of Chemistry
CHM 101	Introduction to Chemistry I
CHM 102	Introduction to Chemistry II
CHM 105	General Chemistry I
CHM 106	General 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

**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 130	Introduction to Digital Art
ART 131	Graphic Design I
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

(Humanities continued on next page)

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

(Humanities continued)

MUS 116	Ear Training and Sight Singing II
MUS 121	College Choir
MUS 122	College Singers I
MUS 123	Popular Music Ensemble I
MUS 127	Community Chorus
MUS 128	Symphonic Orchestra I
MUS 129	Community Band
MUS 130	Private Applied Piano Music Major I
MUS 131	Private Applied Piano Music Minor I
MUS 160	Private Applied Piano Music Major I
MUS 180	Introduction to Media Production
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	Beginning Spanish I
SPN 102	Beginning Spanish II
SPN 120	Occupational Spanish I
SPN 121	Spanish for Healthcare Professionals
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



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

**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
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

**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.

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## 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
MAT	105	College Algebra .....	4
		General Education Requirements .....	3
			Total 16

<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
			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
			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
			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
		Total 6
<b>SECOND SEMESTER</b>		
BUS	102	Managerial Accounting ..... 3
CPS	111	Business Computer Systems ..... 3
		Total 6
<b>THIRD SEMESTER</b>		
BUS	202	Intermediate Accounting I ..... 3
BUS	230	Business Law and Contracts ..... 3
		Electives ..... 3
		Total 9
<b>FOURTH SEMESTER</b>		
BUS	201	Cost Accounting ..... 3
BUS	203	Intermediate Accounting II ..... 3
BUS	106	Principles of Finance ..... 3
		Total 9
		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.

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

<b>SECOND SEMESTER</b>		
ATM	122	Automotive Air Conditioning ..... 3
ATM	102	Fuel Systems and Emission Controls..... 3
ATM	105	Automatic Transmissions..... 4
		General Education Requirements ..... 6
		<hr/> Total 16

<b>THIRD SEMESTER</b>		
ATM	201	Manual Transmissions and Transaxles ..... 3
ATM	202	Automotive Electrical Systems ..... 4
ATM	208	Automotive Computer Systems..... 3
PHS	103*	Physical Science..... 4
		General Education Requirements ..... 2
		<hr/> Total 16

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**2018-2019 CATALOG**

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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
		<hr/> 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
		<hr/> 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
		<hr/> 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
		<hr/> Total 14
		Overall Total 50

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

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 102	Fuel Systems and Emission Controls.....	3
ATM 120	Basic Vehicle Mechanics.....	3
ATM 130	Compressed Natural Gas Conversion.....	4
ATM 140	Introduction to Alternative Fuels.....	2
		<hr/>
		Total 12
<b>SECOND SEMESTER</b>		
ATM 115	Introduction to Electric and Hybrid Electric Vehicles.....	2
ATM 202	Automotive Electrical Systems.....	4
ATM 131	Compressed Natural Gas/Advanced Diagnosis.....	3
ATM 208	Automotive Computer Services.....	3
		<hr/>
		Total 12
<b>THIRD SEMESTER</b>		
ATM 203	Engine Performance.....	5
ATM 230	Electric Vehicle Conversion.....	3
ATM 221	Automotive Service II.....	3
		<hr/>
		Total 11
		<hr/>
		Overall Total 35

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

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ATM 104	Automotive Brakes.....	3
ATM 120	Basic Vehicle Mechanics.....	3
ATM 202	Automotive Electrical Systems.....	4
		<hr/>
		Total 10
<b>SECOND SEMESTER</b>		
ATM 122	Automotive Air Conditioning.....	3
ATM 206	Steering and Suspension.....	3
ATM 221	Advanced Automotive Service II.....	3
		<hr/>
		Total 9
		<hr/>
		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)  
16 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
ATM	120	Basic Vehicle Mechanics I ..... 3
		Total 10

<b>SECOND SEMESTER</b>		
ATM	122	Automotive Air Conditioning ..... 3
ATM	206	Steering and Suspension ..... 3
		Total 6

Overall Total 16

## **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 use 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.

## EDUCATIONAL PROGRAMS

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
BUS 101 Financial Accounting .....	3
BUS 111 Introduction to Business .....	3
MAT 105 College Algebra .....	4
General Education Requirements .....	6
	Total 16
 <b>SECOND SEMESTER</b>	
BUS 102 Managerial Accounting .....	3
BUS 107 Principles of Marketing .....	3
BUS 106 Principles of Finance .....	3
General Education Requirements .....	6
	Total 15
 <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.

FIRST SEMESTER

CREDIT HOURS

Table with 3 columns: Course ID, Course Name, and Credit Hours. Rows include CAD 100, CAD 101, CAD 102, Mathematics\*, and General Education Requirements, totaling 15 credit hours.

SECOND SEMESTER

Table with 3 columns: Course ID, Course Name, and Credit Hours. Rows include CAD 103, CAD 104, CAD 141, CAD Elective, Mathematics\*, and General Education Requirements, totaling 18 credit hours.

## 2018-2019 CATALOG

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### THIRD SEMESTER

CAD 203	Electronics Drafting.....	3
CAD 205	Mechanical Design .....	3
CAD 220	Autodesk Inventor.....	3
	CAD Elective.....	3
	General Education Requirements .....	4
		Total 16

### FOURTH SEMESTER

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
		Total 16

Overall Total 65

#### NOTES:

\* 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.

#### CAD Electives (6 Credits)

##### OPTION 1

CAD 107	20/20 Kitchen Design .....	3
CAD 127	Solid Works Essentials .....	3
CAD 137	Revit MEP Fundamentals.....	3

##### OPTION 2

CAD 127	Solid Works Essentials .....	3
CAD 227	Solid Works Assemblies .....	3

##### OPTION 3

CAD 137	Revit MEP Fundamentals.....	3
CAD 237	Revit BIM Management .....	3

**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.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
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
		<hr/> Total 12
<b>SECOND SEMESTER</b>		
CAD 103	Sheet Metal and Weldments .....	3
CAD 104	Assembly Drawings .....	3
	English/Speech .....	3
		<hr/> Total 9
		Overall Total 21

**NOTES:**

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

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



**COMPUTER AIDED DESIGN**

**TECHNOLOGY PROGRAM (CAD)  
12 CREDIT CAREER CERTIFICATE**

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

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

**3D CAD CERTIFICIAT (CDC)  
15 CREDIT HOUR CERTIFICATE**

This two semester certificate is designed for current students, working drafters, designers and engineers in need of updating their knowledge, skills and/or resume.

<b>REQUIRED COURSES</b>			<b>CREDIT HOURS</b>
CAD	107	20/20 Kitchen Design .....	3
CAD	127	Solid Works Essentials .....	3
CAD	137	Revit MEP Fundamentals.....	3
CAD	215	3D Modeling.....	3
CAD	220	Autodesk Inventor.....	3
			<u>Overall Total</u> 15

## 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*..... 3
		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*..... 3
		Total 15

## EDUCATIONAL PROGRAMS

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### FOURTH SEMESTER

CIS	121	Data Base Management.....	3
CIS	170	Introduction to Java .....	3
CIS	253	Successful Career & Life Strategies.....	2
CPS	210*	Programming in Visual Basic.....	3
		Social/Behavioral Science Course* .....	3
		Computer Related Elective.....	1
			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* ..... 3
		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* ..... 3
		Total 16
<b>FOURTH SEMESTER</b>		
CIS	136	Server Configuration & Administration ..... 4
CIS	233	Interconnecting Network Devices II ..... 3
CIS	253	Successful Career and Life Strategies ..... 2
CPS	210*	Programming in Visual Basic ..... 3
		Social/Behavioral Science Course* ..... 3
		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**

### **COMPUTER NETWORK SECURITY (CNS) ASSOCIATE IN APPLIED SCIENCE**

This curriculum prepares graduates for employment as computer network security 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	introductions to Operating Systems ..... 3
CIS	180	Computer Diagnosis & Service I ..... 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	Network Security I ..... 3
CIS	181	Computer Diagnosis and Service II..... 3
CPS	111	Business Computer Systems* ..... 3
		Humanities/Fine Arts Course* ..... 3
		Total 15
<b>THIRD SEMESTER</b>		
BUS	111	Introduction to Business ..... 3
CIS	133	Interconnecting Network Devices I..... 3
CIS	175	Network Security II ..... 3
ENG	102	Rhetoric II
		or
SPE	101	Principles of Public Speaking* ..... 3
		Social/Behavioral Science Course* ..... 3
		Total 15
<b>FOURTH SEMESTER</b>		
CIS	136	Server Configuration & Administration ..... 4
CIS	233	Interconnecting Network Devices II..... 3
CIS	253	Successful Career & Life Strategies..... 2
CIS	265	Network Security III ..... 4
		Social/Behavioral Science Course* ..... 3
		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

### WEB DESIGN (WDA)

### 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..... 3
		Total 15
<b>THIRD SEMESTER</b>		
CPS	122*	Multimedia Applications..... 3
BUS	111	Introduction to Business..... 3
CIS	159	Adobe Photoshop & Flash..... 3
		Social/Behavioral Science Course..... 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
CIS	170	Introduction to Java..... 3
		Social/Behavioral Science Course*..... 3
		Total 14
		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.

FIRST SEMESTER		CREDIT HOURS
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
		Total 16
SECOND SEMESTER		
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
		Total 16

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
		Total 13

<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
		Total 14

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 is designed to provide students with the opportunity to learn the fundamentals of web site and multimedia development. Students will learn how to create and enhance web pages, designing Web sites using the tools of HTML, Java, multimedia design, and database applications.

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
CIS	159	Adobe Photoshop & Flash..... 3
CIS	103	Introduction to Web Design ..... 3
CIS	116	Introduction to HTML Programming ..... 3
CPS	111	Business Computer Systems ..... 3
CPS	122	Multimedia Applications ..... 3
		Total 15

<b>SECOND SEMESTER</b>		<b>CREDIT HOURS</b>
CIS	121	Database Management ..... 3
BUS	111	Introduction to Business ..... 3
CIS	170	Introduction to Java ..... 3
CIS	203	Advanced Web Design ..... 3
GSP	111	Game Development Essentials ..... 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 public schools using developmentally appropriate standards. The field of early childhood covers children, birth through eight years. You must be fingerprinted and have a background clearance to complete ECE 260 and work in child care in Illinois.

#### 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.

#### 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	The Exceptional Child.....	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

## EDUCATIONAL PROGRAMS

### FOURTH SEMESTER

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

Overall Total 64

**\*This Certificate will allow the student to apply for one of the following:**

**Level IV ECE Credential**

**Level IV Infant/Toddler Credential**

**Level 1 Illinois Director Credential**

These credentials fit into the State of Illinois early childhood career lattice system and the ExcelRate Illinois, creating a seamless framework for professional development and promoting access to varied career opportunities in the early childhood field. To earn this credential, students must follow a prescribed course of study. Students should contact the Early Childhood Education Coordinator for further information about this credential and the courses they need to take in order to earn the credentials in addition to their degree.

#### **\*ECE Electives for Level IV ECE Credential**

ECE	102	Guidelines/Standards for Birth Through Preschool .....	1
ECE	130	Education Technology .....	1
ECE	162	Creative Curriculum for Preschool .....	1
ECE	164	Creative Curriculum for Infants/Toddlers .....	1
ECE	202	Math for Early Childhood .....	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
EDU	100	Introduction to American Aducation .....	3

#### **\* Level IV Infant/Toddler Credential**

**Must take ECE 215 The First Three Years of Life**

**ECE 164 Creative Curriculum for Infants/Toddlers**

**ECE 260 Internship must be done with Infants or Toddlers**

#### **\* Level I Illinois Director Credential**

**Must take ECE 210 Early Childhood Administration**

**ECE 130 Educational Technology**

**SPE 101 Principles of Public Speaking**

**ECE 260 Internship must be done twice and once with an Administrative role**

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

### 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
		Total 15

<b>SECOND SEMESTER</b>		
ECE	120	Language Arts for Children..... 3
ECE	125	The Exceptional Child..... 3
ECE	202	Math for Early Childhood..... 3
	OR	
MAT	120	Mathematics for Elementary School Teachers ..... 3
	OR	
MAT	102	General Education Mathematics ..... 3
ENG	101	Rhetoric I ..... 3
PSY	101	Intro to Psychology ..... 3
		Total 15

Overall Total 30

**NOTES:**

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

**EARLY CHILDHOOD EDUCATION**

**EARLY CHILDHOOD ASSISTANT (ECS)  
18 CREDIT CAREER CERTIFICATE**

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

<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
ECE	100	Early Childhood Growth and Development ..... 3
ECE	101	Observation and Assessment of Children ..... 3
ECE	105	Health, Safety, Nutrition for Children ..... 3
		Total 9

<b>SECOND SEMESTER</b>		
ECE	110	Introduction to Early Childhood Education ..... 3
ECE	115	Family, School & Community..... 3
ECE	125	The Exceptional Child..... 3
		Total 9

Overall Total 18

**This Certificate will allow the student to apply for the Level II ECE Illinois Gateway Credential.**

This credential fits into the State of Illinois early childhood career lattice system and the ExcelRate Illinois, creating a seamless framework for professional development and promoting access to varied career opportunities in the early childhood field. To earn this credential, students must follow a prescribed course of study. Students should contact the Early Childhood Education Coordinator for further information about this credential and the courses they need to take in order to earn the credentials in addition to their degree.

## 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”.



**EARLY CHILDHOOD EDUCATION**

**EARLY CHILDHOOD NATURE ASSISTANT (ECN)  
18 CREDIT CAREER CERTIFICATE**

This curriculum is designed to provide basic knowledge regarding child growth and development and developmentally appropriate programming for those working with children in zoos, park districts and museums.

<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 140	Nature, Art and the Young Child .....	1
ECE 145	Child, Family, Culture and Nature .....	1
ECE 230	Environment: Nature Play In and Out .....	1
		Total 9

<b>SECOND SEMESTER</b>		
ECE 105	Health, Safety and Nutrition for Children.....	3
ECE 220	Young Child as Scientist.....	1
ECE 225	Fundamentals - Nature Play & Learning .....	2
ECE 260	ECE Internship.....	3
		Total 9

Overall Total 18

## **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

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<b>FIRST SEMESTER</b>		<b>CREDIT HOURS</b>
FIR	100	Principles of Emergency Services..... 3
FIR	112	Fire Prevention ..... 3
ENG	101	Rhetoric I ..... 3
MAT	102	General Education Mathematics ..... 4
PSY	101	Introduction to Psychology ..... 3
		Total 16

<b>SECOND SEMESTER</b>		
FIR	120	Hazardous Materials..... 3
FIR	150	Introduction to Fire & Emergency Service Admin..... 3
SOC	100	Introduction to Sociology ..... 3
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

<b>THIRD SEMESTER</b>		
FIR	240	Building Construction for Fire Protection..... 3
		General Education Requirements* ..... 3
FIR		Elective ..... 3
FIR		Elective ..... 3
FIR		Elective ..... 3
		Total 15

<b>FOURTH SEMESTER</b>		
FIR	270	Fire Behavior and Combustion..... 3
PEH	102	First Aid..... 2
FIR		Elective ..... 3
FIR		Elective ..... 3
FIR		Elective ..... 3
FIR		Elective ..... 3
		Total 17
		Overall Total 63

## 2018-2019 CATALOG

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### FIR Electives (3 credits each)

FIR 132**	Tactics and Strategy I FIR 145**
Instructor I	
FIR 170	Principles of Fire and Emergency Services Safety and Survival
FIR 180	Fire Investigation I
FIR 185**	Fire Department Leadership I
FIR 195**	Fire Department Leadership II
FIR 230	Fire Protection Systems
FIR 235**	Tactics and Strategy II
FIR 245**	Instructor II
FIR 250	Fire Protection Hydraulics & Water Supply FIR 280
Fire Investigation II	
FIR 285**	Fire Department Leadership III
FIR 295**	Fire Department Leadership IV

### NOTES:

\* Students must select a minimum 3 credit hour general education course in the area of Science and Mathematics. Students are encouraged to consult with an advisor about the availability and scheduling of these courses.

\*\* Students interested in taking these courses must be employed with a Fire Department or have permission of Instructor.

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

**FIRE SCIENCE TECHNOLOGY PROGRAM**

**FIRE INVESTIGATION SPECIALIST (FIS)  
28 CREDIT CAREER CERTIFICATE**

This Fire Investigation Specialist Certificate includes training in various categories of fire hazards, fuel and oxygen supply hazards, and analysis and identification of heat sources. Techniques and procedures used in fire investigation including cause and origin of fires, fire chemistry, fire behavior, structural fire patterns, detecting arson as cause of fire, and roles and responsibilities associated with an investigator and crime laboratories will be covered. This certificate will also include the study of building construction and its effects under fire conditions, and will address speaking to the public and compiling written reports upon interviewing witness for investigation of fire incidents. This certificate will assist established career, industrial fire protection, paid-on-call, or volunteer firefighters and emergency service personnel in promotional opportunities.

<b>CERTIFICATE REQUIREMENTS</b>			<b>CREDIT HOURS</b>
FIR	120	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
			Overall Total 28

NOTE:

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

## FIRE SCIENCE TECHNOLOGY PROGRAM

### FIRE PREVENTION SPECIALIST (FPS) 24 CREDIT CAREER CERTIFICATE

This Fire Prevention Specialist Certificate includes training in hazardous materials, and proper storage and protection from these hazards in occupancies. Courses will explore the study of the various agents used in fixed extinguishing systems, various alarm systems and detection components within an occupancy, fire safety codes associated with various occupancy classifications, and building construction pertaining life and fire safety. Training in understanding how to interpret and apply building codes from various building code manuals, and understanding and identifying fire safety components incorporated into a blue print is also included. Course content will also address dealing with and speaking to the public when handling with fire safety matters, along with proper report writing for liability purposes. This certificate will assist established career, industrial fire protection, paid-on-call, or volunteer firefighters and emergency service personnel in promotional opportunities.

CERTIFICATE REQUIREMENTS			CREDIT HOURS
FIR	112	Fire Prevention .....	3
FIR	120	Hazardous Materials.....	3
FIR	150	Introduction to Fire and Emergency Services Administration	3
FIR	230	Fire Protection Systems .....	3
FIR	240	Building Construction for Fire Protection.....	3
FIR	250	Fire Protection Hydraulics and Water Supply.....	3
ENG	101	Rhetoric I .....	3
SPE	101	Principles of Public Speaking .....	3
			Overall Total 24

NOTE:

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

**FIRE SCIENCE TECHNOLOGY PROGRAM**

**FIRE OFFICER LEADERSHIP I (FOA)  
15 CREDIT CAREER CERTIFICATE**

The Fire Officer Leadership I Certificate provides instruction on fire behavior and hazards involved in dealing with emergency incidents. Specific topics covered include identifying and controlling hazards in emergency incidents, the principles of coordinating fire ground tactics, suppression techniques, and rescue operations with single and multiple companies when dealing with various types of occupancies. This certificate will also include information on various budgeting techniques, planning and development, enforcement of departmental policies, and supervising personnel within the organization. This certificate will assist established career, industrial fire protection, paid-on-call, or volunteer firefighters and emergency service personnel in promotional opportunities.

<b>CERTIFICATE REQUIREMENTS</b>			<b>CREDIT HOURS</b>
FIR	112	Fire Prevention .....	3
FIR	132**	Tactics and Strategy I .....	3
FIR	145**	Instructor I .....	3
FIR	185**	Fire Department Leadership I.....	3
FIR	195	Fire Department Leadership II.....	3
			Overall Total 15

**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.

<b>CERTIFICATE REQUIREMENTS</b>			<b>CREDIT HOURS</b>
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".



### **ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY**

A Registered Health Information Technician (RHIT) specializes in evaluating, controlling, and maintaining the information contained in all types of health records. Career opportunities include positions in group practices, long-term care facilities, hospital health information management departments, attorneys' offices, health maintenance organizations, professional review organizations, ambulatory care facilities, public health agencies, mental health facilities, and many others. The positions include all aspects of medical record technical-level tasks: medical office management and supervision, filing and retrieval, analyzing, coding, indexing, compiling statistics, answering subpoenas, utilization review, quality assessment, medical research, legal correspondence, abstracting, and compiling and presenting medical data through the use of computer-based systems.

The health information technology curriculum is consistent with and responsive to the demonstrated needs and expectations of the health care community served by Morton College.

#### **PROGRAM LEARNING OUTCOMES**

The primary goal of the HIT degree program is to prepare competent entry-level health information technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The health information curriculum encompasses the following areas, demonstrated by the successful graduate of the HIT program:

- The ability to apply the concepts of computer based and other electronic technology related to health care, including the use of database software applications and other tools and techniques for collecting, storing, and retrieving health care data;
- The ability to accurately assign diagnostic and procedural codes and use the appropriate classification systems to correlate the timeliness, completeness, and accuracy of this type of data to reimbursement data for the health care facility;
- The ability to apply principles of organization and supervision in order to develop effective skills in leadership, motivation, and team-building techniques for effective monitoring of health information management staff;
- The ability to apply principles of legal and ethical behavior as they relate to issues applicable to legal aspects of health information, including an appreciation for the Morton core values;
- The ability to interpret and apply rules for security, confidentiality, retention, integrity, and access of health information;
- The ability to perform and participate in health information analysis tasks such as abstracting data and calculating, interpreting, and presenting statistics and other data.

## 2018-2019 CATALOG

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### PROGRAM OPTIONS

1. Medical Billing and Coding Certificate
2. Medical Transcriptionist Certificate
3. A.A.S. Degree in Health Information Technology

<b>COURSE</b>		<b>CREDITS</b>
HIT 100	Foundations of Health Information .....	4
HIT 102	Data Systems and Computer Application .....	4
HIT 103	Coding & Classification Systems .....	3
HIT 104	CPT Coding .....	3
HIT 105	Insurance Reimbursement .....	3
HIT 109	Pathology and Pharmacology .....	3
HIT 201	Computer Data & Statistical Analysis .....	4
HIT 204	Management in Health Information .....	3
HIT 205	Legal, Quality Analysis and Management .....	3
HIT 206	Internship .....	3
HCP 130	Medical Terminology .....	3
<b>General Education courses</b>		
CPS 111	Business Computer Systems .....	3
MAT 102	General Education Mathematics .....	4
SPE 101	Principles of Public Speaking .....	3
PHI 126	Introduction to Ethics .....	3
ENG 101	Rhetoric I .....	3
PSY 101	Introduction to Psychology .....	3
BIO 152	Antaomy & Physiology (Therapies) .....	5
	Behavior/Social Science Elective .....	3
		<b>Total Credit Hours 63</b>

**HEALTH INFORMATION TECHNOLOGY**

**MEDICAL BILLING AND CODING (MBC)  
24 CREDIT CAREER CERTIFICATE**

The Medical Billing and Coding certificate prepares student for employment as medical billers, medical coding, patient account representatives, and data entry specialists. Graduates can be employed by physician’s offices and clinics, medical group practices, managed care companies, insurance companies and other health care providers.

**Admission Requirements**

Students are expected to have accurate keyboarding.

<b>COURSE</b>	<b>CREDITS</b>
HCP 130 Medical Terminology .....	3
HIT 100 Fundamentals of Health Information .....	4
HIT 103 Coding & Classification System.....	3
HIT 104 CPT Coding .....	3
HIT 105 Insurance Reimbursement.....	3
HIT 203 Advanced Coding .....	3
BIO 152 Anatomy & Physiology (Therapies) .....	5
	Total 24

**MEDICAL TRANSCRIPTION (MTC)  
18 CREDIT CAREER CERTIFICATE**

The Medical Transcription certificate prepares students to transcribe medical reports, e.g. surgical reports, consultation reports and discharge summaries. Medical transcriptionists are medical word specialists and are employed in hospitals, clinics, doctors’ offices, other health care facilities, and even out of the home.

**NOTES:** Students are expected to have accurate keyboarding skills, if not, OMT 126 Keyboarding Skill Building is recommended.

BIO 106 Anatomy & Physiology for Allied Health Professions	3
HCP 130 Medical Terminology	3
HIT 109 Pathology and Pharmacology	3
HIT 111 Medical Transcription I	3
HIT 112 Medical Transcription II	3
HIT 113 Clinical in Medical Transcription	3
	Total 18

*continued on next page*

**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
		<hr/> 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
		<hr/> Total 16

## EDUCATIONAL PROGRAMS

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### THIRD SEMESTER

HVA	105	Basic HVAC Controls.....	3
HVA	201	Commercial Refrigeration.....	3
HVA	202	Heat Load Calculation and System Design.....	3
		General Education Requirements .....	4
			<hr/> Total 13

### 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; or those seeking advancement.

**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.

<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
		<hr/> Total 16

<b>SECOND SEMESTER</b>		
LAW 104	Police Operations and Procedures I.....	3
LAW 105	Administration of Justice.....	3
SOC 100*	Introduction to Sociology .....	3
	General Education Requirements .....	8
		<hr/> Total 17

<b>THIRD SEMESTER</b>		
LAW 201	Police Operations and Procedures II.....	3
LAW 202	Juvenile Delinquency.....	3
LAW 203	Law Enforcement and Community Relations .....	3
LAW 204	Criminal Law I.....	3
PSY 101*	Introduction to Psychology .....	3
		<hr/> Total 15

<b>FOURTH SEMESTER</b>		
LAW 205	Criminal Law II.....	3
LAW 206	Introduction to Criminal Investigation .....	3
LAW 207	Court Room Procedures and Evidence.....	3

**2018-2019 CATALOG**

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LAW	208	Police Organization and Administration.....	3
LAW	210	Cold Case Investigation.....	3
			<hr/> Total 15
			Overall Total 63

NOTES:

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

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



**MUSIC PRODUCTION CERTIFICATE (MPC)**

This curriculum prepares students for entry-level employment as a sound engineering technician or an audio-visual technician. Sound engineering and audio/visual technicians work in a variety of different business and nonprofit settings, including film, television, video, and theatre enterprises, universities and colleges, sound recording studios, and religious organizations. The Certificate in Music Production includes a combination of required music technology and general education courses, as well as elective music theory and practices courses, designed to prepare students for employment in organizations which use music or sound for commercial or operational purposes. The program includes both theoretical instruction and practical recording studio experience on the Morton College campus as well as internship affiliations in area business or nonprofit settings.

<b>CERTIFICATE REQUIREMENTS</b>			<b>CREDIT HOURS</b>
MUS	110	Theory I.....	3
MUS	112	Keyboard Musicianship I .....	3
MUS	115	Ear Training I .....	3
MUS	111	Theory II.....	3
MUS	117	Keyboard Musicianship II .....	3
MUS	116	Ear Training II .....	3
MUS	180	Introduction to Media Procution.....	3
MUS	181	Music Production I.....	3
MUS	182	Music Production II.....	3
MUS	280	Music Production for Media.....	3
MUS	281	Live Sound Recording .....	3
MUS	282	Music Production Internship .....	1-4
			<hr/> Total 26-30

## **NURSING ASSISTANT (NUA)**

### **7 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 (ABC)**

### **CERTIFICATE**

Students have the opportunity to enhance their basic nursing assistant training through completion of an additional course. This certificate is designed as a next step for a nursing assistant 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 are eligible to achieve an additional Advanced Bedside Care Technician certificate by completing 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. 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). 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.

## 2018-2019 CATALOG

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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 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**

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
NUR 105 Basic Nursing Assistant Training	7
<b>TOTAL CREDIT HOURS</b>	<b>7</b>

### **ADVANCED BEDSIDE CARE TECHNICIAN PROGRAM**

<b>FIRST SEMESTER</b>	<b>CREDIT HOURS</b>
NUR 105 Basic Nursing Assistant Training	7

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

**TOTAL CREDIT HOURS 10**

**\*All nursing courses should be completed with a “C” or better to sit for State exam.**

## **NURSING ASSOCIATE IN APPLIED SCIENCE A.A.S.-Curriculum Code OE**

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.

Congruent with the mission of Morton College, the nursing program mission is to provide exemplary teaching and learning experiences in preparing professional nurses for ethical practice and community service with a commitment to life-long learning.

The Morton College nursing program believes that the education of pre-licensure nurses is accomplished through an understanding of the needs of the adult learner and applying the principles of evidence-based teaching practices. To achieve this, the faculty and students are dedicated to creating educational experiences that encompass:

- Caring and compassion
- Ethics and integrity
- Diversity
- Human dignity and social justice
- Inquiry and critical thinking
- Communication and collaboration
- Accountability and responsibility
- Life-long learning

Professional nursing practice is both an art and a science that provides care in varied healthcare systems centered on individuals, families, communities and populations encompassing:

- Evidence-based best practices
- Safety and quality improvement
- Informatics and technology
- Advocacy
- Communication and collaboration
- Provision of education
- Wellness promotion, injury prevention and disease management

### **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 requirements listed on the nursing department website in order to be considered for admission. Admission to the program is highly competitive and enrollments are limited each year. All admission requirements must be met for enrollment consideration. Students accepted in the Nursing Program are held accountable to the current policies and procedures outlined in the Handbook for Nursing Students (found on the department website).

### **HEALTH PHYSICAL**

#### Essential Functions

The curriculum leading to the RN requires students to engage in diverse, complex experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the RN, these functions are necessary to ensure the health and safety of clients, fellow students, faculty, and other healthcare providers. The essential abilities necessary to acquire and demonstrate competence in a discipline as complex as nursing and needed for successful admission and continuance in the Morton College Nursing Program. The essential abilities are listed on the department website under ESSENTIAL FUNCTIONS.

[http://www.morton.edu/Essential\\_Functions/](http://www.morton.edu/Essential_Functions/)

The faculty reserves the right to determine whether the student has the personal, scholastic, and professional qualifications necessary to meet these expectations.

#### Clinical Requirements

Part of the learning experience involves direct patient care. Each student is held personally accountable to meeting specific health requirements 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 and maintained throughout enrollment in the program: (current health requirements for clinical can be found on the department website under CLINICAL EXPERIENCES).

[http://www.morton.edu/Nursing\\_Clinical\\_Experience/](http://www.morton.edu/Nursing_Clinical_Experience/)

**Re-Application:** Not applicable

### **Readmission**

Please refer to the Nursing Student Handbook posted on the nursing department website:

[http://www.morton.edu/Nursing\\_Student\\_Handbook/](http://www.morton.edu/Nursing_Student_Handbook/)

## **Program Requirements**

### ***Required support courses (credits):***

BIO 102\* (4) or CHEM 100\* (4) or 105\* (5), BIO 203 (4), BIO 204 (4), BIO 212 (4), ENG 101 (3), ENG 102 (3), PEH 103 (2), PSY 101 (3), PSY 215 (3), Humanities (3).

\*BIO 102 or CHEM 100 or CHEM 105 is a prerequisite for BIO 203 effective Fall 2017.

**Total: 33 (34)**

### ***Required nursing courses (credits):***

**First year:** NUR 107 (4), NUR 108 (6), NUR 116 (3), NUR 117 (3), NUR 118 (3).

**Total: 19**

**Second year:** NUR 206 (10), NUR 216 (6), NUR 218 (4).

**Total: 20**

**Program total:**

**33/(34) non-nursing credits and 38 nursing credits = 71 (72)**

## ASSOCIATE IN APPLIED SCIENCE DEGREE

### NURSING – FIRST YEAR

FALL SEMESTER*		CREDIT HOURS
NUR	107	Foundations of Nursing I ..... 4
NUR	108	Foundations of Nursing II ..... 6
BIO	204	Anatomy and Physiology II ..... 4
		<hr/> Total 14

SPRING SEMESTER		CREDIT HOURS
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
		<hr/> Total 12

### NURSING – SECOND YEAR

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

SPRING SEMESTER		CREDIT HOURS
NUR	216	Medical-Surgical Nursing II ..... 6
NUR	218	Nursing Synthesis ..... 4
		Humanities ..... 3
		<hr/> Total 13



**OFFICE MANAGEMENT TECHNOLOGY**

**OFFICE MANAGEMENT TECHNOLOGY (OMT)  
ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Office Management Technology curriculum provides instruction to prepare students to assume roles as office professionals in a global and ever-changing society. Office Management Technology Program Outcomes:

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

- 1. Operate new office technologies as they are developed and implemented.
- 2. Apply skills, knowledge, and personal traits to perform day-to-day administrative tasks and produce a series of documents using various office applications.
- 3. Apply critical thinking skills to solve office related issues and advance the goals of an organization.

<b>FIRST SEMESTER – FALL</b>		<b>CREDIT HOURS</b>
OMT 102	Keyboarding and Document Formatting.....	2
OMT 140	Office Orientation.....	3
OMT 206	Presentation Software Fundamentals .....	1
OMT 207*	Presentation Software Advanced .....	2
OMT 210	Word Processing Software Fundamentals .....	1
OMT 211*	Word Processing Software Advanced .....	2
	Science and/or Math .....	4
		Total 15
<b>SECOND SEMESTER – SPRING</b>		
BUS 111	Introduction to Business .....	3
OMT 215*	Medical Office Practices .....	3
OMT 216	Spreadsheet Software Fundamentals .....	1
OMT 223	Spreadsheet Software Advanced .....	2
OMT 218	Database Software Fundamentals .....	1
OMT 219*	Database Software Advanced .....	2
	Communications .....	6
		Total 18

**2018-2019 CATALOG**

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**THIRD SEMESTER – FALL**

BUS	101	Financial Accounting.....	3
OMT	125*	Records Management .....	3
OMT	127*	Electronic Recordkeeping.....	3
OMT	131	Introduction to Windows .....	1
OMT	242	Business Communications .....	3
		Humanities.....	3
		Total	16

**FOURTH SEMESTER – SPRING**

BUS	130	Accounting with Quickbooks I.....	1
BUS	131	Accounting with Quickbooks II.....	1
OMT	214*	Office Supervision.....	3
OMT	250	Integrated Office Simulation .....	3
OMT	253	Successful Career & Life Strategies.....	2
		Social/Behavioral Science .....	5
		Total	15
		Overall Total	62

\*Students are urged to take courses in the sequence as listed above. The courses marked with an \* are only offered in the semester listed.

**NOTES:**

Candidates for the Associate in Applied Science degree must earn a minimum of 16 semester hours in general education courses.

**OFFICE MANAGEMENT TECHNOLOGY**

**MICROSOFT OFFICE (DMO)  
7 CREDIT OCCUPATIONAL CERTIFICATE**

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

<b>REQUIRED COURSES</b>			<b>CREDIT HOURS</b>
OMT	131	Introduction to Windows .....	1
OMT	206	Presentation Software Fundamentals .....	1
OMT	210	Word Processing Fundamentals .....	1
OMT	216	Spreadsheet Software Fundamentals .....	1
OMT	218	Database Software Fundamentals .....	1
OMT	223	Spreadsheet Software Advanced .....	2
		Overall Total	7

**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 content. Students will learn how to maintain records manually and electronically. They will also learn general office skills to add value to their qualifications for work in various settings.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
OMT 102	Keyboarding and Document Formatting.....	2
OMT 125*	Records Management .....	3
OMT 127*	Electronic Recordkeeping .....	3
OMT 140	Office Orientation .....	3
		Overall Total 11

\*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**

**MEDICAL OFFICE SUPPORT (MOS)**

**12 CREDIT CAREER CERTIFICATE**

This curriculum provides students with the knowledge and skills necessary for an entry-level position as a nonclinical medical office worker. Students will learn various office procedures, including scheduling appointments, registering patients, coding, maintaining medical records, and more.

<b>REQUIRED COURSES</b>		<b>CREDIT HOURS</b>
OMT 127*	Electronic Recordkeeping.....	3
OMT 140	Office Orientation.....	3
OMT 215	Medical Office Practices .....	3
HIT 103	Coding and Classification Systems .....	3
		Overall Total 12

\*Students are urged to take courses in the sequence as listed above. The courses marked with an \* are only offered in the semester listed.

**NOTE:**

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

**OFFICE MANAGEMENT TECHNOLOGY**  
**OFFICE TECHNOLOGY SPECIALIST (OTS)**  
**30 CREDIT CAREER CERTIFICATE**

This curriculum prepares students for an executive assistant or office management position in today's globalized business environment.

<b>FIRST SEMESTER – FALL</b>		<b>CREDIT HOURS</b>
OMT 102	Keyboarding and Document Formatting.....	2
OMT 131	Introduction to Windows .....	1
OMT 140	Office Orientation.....	3
OMT 206	Presentation Software Fundamentals .....	1
OMT 207*	Presentation Software Advanced .....	2
OMT 210	Word Processing Software Fundamentals .....	1
OMT 211	Word Processing Software Advanced .....	2
		Total 12
<b>SECOND SEMESTER – SPRING</b>		
OMT 216	Spreadsheet Software Fundamentals .....	1
OMT 223	Spreadsheet Software Advanced .....	2
OMT 218	Database Software Fundamentals .....	1
OMT 219*	Database Software Advanced .....	2
OMT 242	Business Communications .....	3
		Total 9
<b>THIRD SEMESTER – FALL</b>		
BUS 101	Financial Accounting.....	3
OMT 125*	Records Management .....	3
OMT 127*	Electronic Recordkeeping.....	3
		Total 9
		Overall Total 30

\*Students are urged to take courses in the sequence as listed above. The courses marked with an \* are only offered in the semester listed.

### **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. Email: accreditation@apta.org; Phone: (703) 706-3245; Website: www.capteonline.org.

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 High School Equivalency (GED/HISET/TASC), 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 to be written on the day 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. All prerequisites are to be completed before the February 1 application deadline:

## 2018-2019 CATALOG

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- 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 152 or equivalent five credit hour Anatomy and Physiology course. (within 5 years of beginning the program)
- PHY 100 or equivalent 3 hour Fundamentals of Physics course. (Within 5 years of beginning the program)
- PHT 101 or equivalent two credit hour Medical Terminology course. (within 5 years of beginning the program)
- Students must have a minimum cumulative GPA of 2.0 to be considered for the 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. Applications do not rollover to the following year.

All General Education courses must be completed with a 'C' or better.

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.

## EDUCATIONAL PROGRAMS

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- 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

PRE-ADMISSION REQUIREMENTS			CREDIT HOURS
ENG	101*	Rhetoric I .....	3
PHT	101*	Medical Terminology for Clinicians .....	2
PSY	101**	Introduction to Psychology .....	3
BIO	152*	Anatomy and Physiology (Therapies).....	5
PHY	100*	Fundamentals of Physics .....	3
		**Humanities general education requirement.....	3
			<u>Total 18</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
			<u>Total 14</u>

**2018-2019 CATALOG**

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**SECOND SEMESTER**

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

Total 14

**THIRD SEMESTER**

PSY	210**	Child Growth and Development	
		OR	
PSY	215**	Life Span: Survey of Human Development .....	3
PHT	212	Systems and Interventions II: Neurology .....	3
PHT	217	Clinical Internship I .....	3
PHT	218	Systems and Interventions III: Cardiovascular, Pulmonary and Integumentary Management .....	2
PHT	219	Special Populations: Pediatrics and Geriatrics .....	2

Total 13

**FOURTH SEMESTER**

PHT	220	Advanced Physical Therapy Techniques .....	3
PHT	222	Seminar in Health Care Literature .....	2
PHT	224	Principles of Practice II: Professional Issues in PT .....	2
PHT	225	Clinical Affiliations II & III .....	5

Total 12

Overall Total 72

**NOTES:**

\*Indicates Program Prerequisites

\*\*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**

**CREDIT HOURS**

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)  
65 CREDITS  
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 is the MBLEx given by the Federation of State Massage Boards ([www.fstmb.org](http://www.fstmb.org)). Please contact that agency regarding requirements for application and fees. Upon passing the exam, they can then apply to the Illinois Department of Finance and Professional Regulations ([www.idfpr.com](http://www.idfpr.com)) for licensure and find the 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 need to be 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. Please refer to the appropriate state for their requirements.

### 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.

### ADMISSION 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.

### HEALTH PHYSICAL

Must be able to stand for at least an hour. Lift 40 lbs.

### TRANSFER STUDENTS

Transfer students must have their official transcripts evaluated. Course descriptions will be used to help evaluate coursework. Prospective students who have graduated from other programs but wish to earn the AAS will need to have obtained their IL state massage license.

## 2018-2019 CATALOG

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ALL COURSES MUST BE PASSED WITH A "C" OR BETTER TO PROCEED THROUGH THE PROGRAM.

### SUGGESTED FORMAT FOR THE A.A.S. TPM PROGRAM CREDIT HOURS

#### FALL TERM

TPM	100	Introduction to Therapeutic Massage #.....	1
HCP	130	Medical Terminology #.....	3
BIO	152	Anatomy and Physiology (Therapies) #.....	5
ENG	101	Rhetoric I.....	3
PEH	103	Nutrition.....	2
			Total 14

#### SPRING TERM

TPM	110	Technique I.....	4
TPM	115	Kinesiology for Massage Therapist.....	4
HIT	109	Pathology and Pharmacology.....	3
PSY	101	Introduction to Psychology*.....	3
			Total 15

#### SUMMER TERM

TPM	120	Techniques II.....	4
TPM	130	Technique III.....	4

#### FALL TERM

TPM	140	Therapeutic Massage Clinic.....	4
TPM	125	Business Practices and Ethics.....	4
TPM	116	Research in Massage.....	3
TPM	205	Advanced Massage I.....	3
			Total 14

#### SPRING SEMESTER

TPM	210	Advanced Massage II.....	3
CPS	111	Business Computer System*.....	3
SPE	101	Principles of Public Speaking*.....	3
Elective		Behavior/Social Science elective.....	3
Elective		Humanities elective.....	3
			Total 12

Overall Total 65

#### NOTES:

**# Indicates prerequisites for the program. They must be passed with a C or better prior of admission into the program.**

(The TPM courses are set but the general election classes - those with the \* - can be taken in any semester.)

### **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 is the MBLEx given by the Federation of State Massage Boards ([www.fstmb.org](http://www.fstmb.org)) Please contact that agency regarding requirements for application and fees. Upon passing the exam, they can then apply to the Illinois Department of Finance and Professional Regulations ([www.idfpr.com](http://www.idfpr.com)) for licensure and obtain 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 need to be 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. Please refer to the appropriate state for their requirements.

#### **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.

# 2018-2019 CATALOG

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## 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.

## HEALTH PHYSICAL

Must be able to stand for at least an hour. Lift 40 lbs.

## TRANSFER STUDENTS

Transfer students must have their official transcripts evaluated. Course descriptions will be used to help evaluate coursework. Prospective students who have graduated from other programs but wish to earn the AAS will need to have obtained their IL state massage license.

ALL COURSES MUST BE PASSED WITH A "C" OR BETTER TO PROGRESS THROUGH THE PROGRAM.

## PREREQUISITE COURSES

## CREDIT HOURS

TPM	100	Introduction to Therapeutic Massage.....	1
HCP	130	Medical Terminology.....	3
BIO	152	Anatomy and Physiology (Therapies) .....	5

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Total 15

## PROGRAM COURSES

TPM	110	Technique I.....	4
TPM	115	Kinesiology for Massage Therapist .....	4
TPM	120	Techniques II.....	4
TPM	130	Techniques III.....	4
TPM	125	Business Practices and Ethics .....	4
TPM	140	Therapeutic Massage Clinic.....	4
HIT	109	Pathology and Pharmacology .....	3
TPM	116	Research in Massage.....	3

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Overall Total 39

**WELDING CERTIFICATE (WEL)  
12 CREDIT CAREER CERTIFICATE**

This curriculum provides students with the skills required for entry-level employment in the welding and fabrication related industries, which include manufacturing, facility maintenance, and construction. Upon successful completion of the program, students will be prepared for the American Welding Society examinations and certifications.

**REQUIRED COURSES:**

WEL	100	Basic Welding and Safety Technology .....	3
WEL	105	Gas Welding and Cutting.....	3
WEL	110	Gas Metal Arc Welding .....	3
WEL	115	Gas Tungsten Metal Arc Welding .....	3
			Total 12

Note: We suggest that all WEL certificate program students earn the basic welding certification as offered by the American Welding Society. Students will submit their class projects to an authorized testing lab for inspection and pass a certification examination.

## 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.

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 IN FINE ARTS IN ART (A.F.A.)**

This degree is for students who intend to pursue a Bachelor of Fine Arts in Art Degree at a four-year college or university. Students must meet the prescribed general education requirements as listed in the Catalog for the Associate in Fine Arts in Art (A.F.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Because completion of the Associate in Fine Arts in Art (A.F.A.) curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer. However, to meet the Illinois Articulation Initiative General Education Core Curriculum requirements, the student should take an additional social/behavioral science course. Students should consult with an advisor when selecting elective courses to determine credit transferability. Most schools require a portfolio review for admission to a bachelor's program. See the "Associate in Fine Arts in Art (A.F.A.) Degree Requirements" table on the following pages for guidance when selecting courses.

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

This degree is for students who intend to pursue a Bachelor of Arts Degree at a four-year college or university. Students must meet the general education requirements listed below for the Associate in Arts (A.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability. The IAI GECC, which consists of 37-41 credits (see [itransfer.org](http://itransfer.org) is included in AA degree.)

### GENERAL EDUCATION REQUIREMENTS (37 TO 41 CREDITS)

<b>A. COMMUNICATIONS</b>			<b>9 Semester Hours</b>
ENG 101	Rhetoric I	C1900	
ENG 102	Rhetoric II	C1901R	
SPE 101	Principles of Public Speaking	C2900	
<b>B. BEHAVIORAL/SOCIAL SCIENCES</b>			<b>9 Semester Hours</b>
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 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 (\*).

ASSOCIATE IN ARTS (A.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> <b>(Must include one laboratory course)</b> 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> Choose one or more courses from Fine Arts:			<b>9 Semester Hours</b>
ART 120	Art Appreciation	F2900	
ART 125	Art History Survey I: Prehistoric to Gothic	F2901	
ART 126†	Art History Survey II: Renaissance and Baroque	F2902	
ART 127†	Art History Survey III: The Modern World	F2902	
ART 217*	Tribal Art	F2903N	
ART 220*	Latin American Traditions in Art	F2906D	
HUM 150	Humanities Through the Arts	HF900	
HUM 153	Survey of Film History	F2909	
MUS 100	Music Appreciation	F1900	
(Humanities continued on next page)			
* Students need to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (*).			
† Only one course marked with a dagger (†) within a single discipline area may be applied toward general education requirements. Additional courses from those marked with a dagger (†) may be applied toward electives.			

## EDUCATIONAL PROGRAMS

### 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	
PEC 140	Golf II (Advanced)	
(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 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.
- Students who place into ENG 086 or ENG 088 are required to take CSS 100. Students transferring 15 or more college-level credit hours (i.e. 100 level courses or above) to Morton College are excluded from this requirement.
- 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 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 (41 CREDITS)

A. COMMUNICATIONS	9 Semester Hours
ENG 101 Rhetoric I C1900	
ENG 102 Rhetoric II C1901R	
SPE 101 Principles of Public Speaking C2900	
B. BEHAVIORAL/SOCIAL SCIENCES	6 Semester Hours
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</b> (Must include one laboratory course).		
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 111	Biology: A System Approach	
BIO 203	Anatomy and Physiology I	
BIO 204	Anatomy and Physiology II	
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

**6  
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>		
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>2 Semester Hours</b>

**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.
- Students who place into ENG 086 or ENG 088 are required to take CSS 100. Students transferring 15 or more college-level credit hours (i.e. 100 level courses or above) to Morton College are excluded from this requirement.
- All entering freshmen must earn at least a "C" in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (A.A., A.S., A.F.A.).
- A maximum of four credits in physical education activity courses may be applied, except for physical education majors.
- A maximum of six credits in career courses may be used toward Associate in Arts and Associate in Science degrees.

## ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS

This degree is for students who intend to pursue a Bachelor of Fine Arts in Art Degree at a four-year college or university. Students must meet the general education requirements listed below for the Associate in Fine Arts in Art (A.F.A.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability.

Most higher education institutions require a portfolio review for admission to a bachelor's program.

### GENERAL EDUCATION REQUIREMENTS (32 CREDITS)

<b>A. COMMUNICATIONS</b>			<b>9 Semester Hours</b>
ENG 101	Rhetoric I	C1900	
ENG 102	Rhetoric II	C1901R	
SPE 101	Principles of Public Speaking	C2900	
<b>B. BEHAVIORAL/SOCIAL SCIENCES</b>			<b>6 Semester Hours</b>
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 (\*).

<b>ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS (CONTINUED)</b>		
<b>C. MATHEMATICS</b>		
MAT 102	General Education Mathematics	M1904
MAT 121	Mathematics for Elementary School Teachers II	M1903
MAT 124	Finite Mathematics	M1906
MAT 141	Statistics	M1902
MAT 181	Discrete Mathematics	M1905
MAT 201	Calculus I	M1900-1
MAT 202	Calculus II	M1900-2
MAT 203	Calculus III	M1900-3
MAT 224	Calculus for Business and Social Science	M1900-B
<b>4 Semester Hours</b>		
<b>D. SCIENCE</b> (Must include one laboratory course). 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>7 Semester Hours</b>		
<b>E. HUMANITIES</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
<b>6 Semester Hours</b>		
* Students are strongly encouraged to complete one course that incorporates cultural diversity. These courses are marked with an asterisk (*).		

**ASSOCIATE IN FINE ARTS IN ART (A.F.A.) DEGREE REQUIREMENTS  
(CONTINUED)****OTHER REQUIREMENTS**

- Complete 30 semester hours of major area requirements and elective courses distributed as follow:

- **Major Area Required courses**

ART 101	Two-Dimensional Fundamentals
ART 102	Three-Dimensional Fundamentals
ART 103	Drawing I
ART 104	Drawing II
ART 125	Art History Survey I: Prehistoric to Gothic
ART 126	Art History Survey II: Renaissance and Baroque
ART 203	Figure Drawing I

- **Elective Studio Art courses**

Choose three studio art courses in consultation with an art department advisor.

ART 105	Painting I
ART 111	Sculpture I
ART 113	Ceramics I
ART 115	Photography I
ART 116	Photography II
ART 117	Photography III
ART 205	Painting II
ART 211	Sculpture II
ART 213	Ceramics II

- All entering freshmen must earn at least a “C” in ENG 101 and ENG 102 for satisfactory completion of the IAI General Education Core Curriculum and for graduation from the College in all university transfer degrees (A.A., A.S., A.F.A.).
- Because completion of the Associate in Fine Arts in Art (A.F.A.) curriculum does not fulfill the requirements of the Illinois General Education Core Curriculum, students will need to complete the general education requirements of the institution to which they transfer. However, to meet the Illinois Articulation Initiative General Education Core Curriculum requirements, the student should take an additional social/behavioral science course.

# LIBERAL STUDIES PROGRAM

## ASSOCIATE IN LIBERAL STUDIES (A.L.S.)

The Liberal Studies Program, which leads to an Associate in Liberal Studies (A.L.S.) degree, is designed for students desiring up to two years of college courses for a specific purpose. This curriculum may include university transfer courses and career courses.

The curriculum stresses flexibility and is tailored to the individual needs of students. Each student develops a curriculum with the assistance of an advisor and completes the general education and graduation requirements listed under the Associate in Liberal Studies Degree Requirements. Depending on a student's curriculum, all or part of the course work may be accepted at a four-year college or university.

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

This degree is for students who intend to pursue an individually-designed curriculum meeting their specific interests or needs. Students must meet the general education requirements listed below for the Associate in Liberal Studies (A.L.S.) Degree. Students pursuing this degree should complete the remaining required semester hours according to the requirements of the four-year school to which they plan to transfer. Students should consult with an Academic Advisor when selecting elective courses to determine credit transferability.

### GENERAL EDUCATION REQUIREMENTS (20 CREDITS)

<p><b>A. COMMUNICATIONS</b></p> <p>ENG 101      Rhetoric I                      JRN 101      Beginning Reporting                      SPE 101      Principles of Public Speaking</p>	<p><b>3 Semester Hours</b></p>
<p><b>B. BEHAVIORAL/SOCIAL SCIENCES</b></p> <p>ANT 101      Introduction to Anthropology                      ANT 102      Introduction to Cultural Anthropology                      ECO 101      Principles of Economics I                      ECO 102      Principles of Economics II                      GEG 105      World Regional Geography                      GEG 110      Geography of North America                      GEG 125      Geography of the Eastern World                      HIS 105      American History to 1865                      HIS 106      American History from 1865                      HIS 140      American Popular Culture                      HIS 190      War and Western Society                      POL 201      United States National Government</p> <p style="text-align: center;">(Behavioral/Social Sciences continued on next page)</p>	<p><b>3 Semester Hours</b></p>

## EDUCATIONAL PROGRAMS

### 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 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 152	Anatomy and Physiology (Therapies)
BIO 160	Plants and Society
BIO 161	Plants and Society Laboratory
BIO 202	Ecology of Man
BIO 203	Anatomy and Physiology I
BIO 204	Anatomy and Physiology II
BIO 212	Microbiology
BIO 215	Principles of Heredity
CHM 100	Fundamentals of Chemistry
CHM 101	Intro to Chemistry I
CHM 102	Intro to Chemistry II
CHM 105	General Chemistry I
CHM 106	General 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

**4  
Semester  
Hours**

(Humanities continued on next page)

<b>ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)</b>	
(Humanities continued)	
MAT 110	College Trigonometry
MAT 120	Mathematics for Elementary School Teachers I
MAT 121	Mathematics for Elementary School Teachers II
MAT 124	Finite Mathematics
MAT 141	Statistics
MAT 181	Discrete Mathematics
MAT 201	Calculus I
MAT 202	Calculus II
MAT 203	Calculus III
MAT 215	Differential Equations
MAT 224	Calculus for Business and Social Science
PHS 101	Astronomy
PHS 103	Physical Science I
PHY 101	General Physics I
PHY 102	General Physics II
PHY 105	Physics I
PHY 205	Physics II
PHY 206	Physics III
<b>D. HUMANITIES</b>	
ART 101	Two-Dimensional Fundamentals
ART 102	Three-Dimensional Fundamentals
ART 103	Drawing I
ART 104	Drawing II
ART 105	Painting I
ART 107	Watercolor
ART 111	Sculpture I
ART 113	Ceramics I
ART 115	Photography I
ART 116	Photography II
ART 117	Photography III
ART 120	Art Appreciation
ART 125	Art History Survey I: Prehistoric to Gothic
ART 126	Art History Survey II: Renaissance and Baroque
ART 127	Art History Survey III: The Modern World
ART 130	Introduction to Digital Art
ART 131	Graphic Design I
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
(Humanities continued on next page)	
	<b>3 Semester Hours</b>



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

(Humanities continued)

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
MUS 122	College Singers I
MUS 123	Popular Music Ensemble I
MUS 127	Community Chorus
MUS 128	Symphonic Orchestra I
MUS 129	Concert Band I
MUS 130	Private Applied Piano Music Major I
MUS 131	Private Applied Piano Music Minor I
MUS 160	Private Applied Piano Music Major II
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	Beginning Spanish I
SPN 102	Beginning Spanish II
SPN 120	Occupational Spanish I
SPN 121	Spanish for Healthcare Professionals
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

<b>ASSOCIATE IN LIBERAL STUDIES (A.L.S.) DEGREE REQUIREMENTS (CONTINUED)</b>		
THR 113	Summer Theatre Workshop	
THR 125	Fundamentals of Acting	
<b>E. HEALTH, TECHNOLOGY AND COLLEGE READINESS</b>		
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	
		<b>2 Semester Hours</b>
<b>F. ADDITIONAL GENERAL EDUCATION ELECTIVES</b> Choose any courses listed above from sections A, B, C or D.		<b>5 Semester Hours</b>

**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.
- Students who place into ENG 086 or ENG 088 are required to take CSS 100. Students transferring 15 or more college-level credit hours (i.e. 100 level courses or above) to Morton College are excluded from this requirement.

## COURSE DESCRIPTIONS

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- 202 Course Numbering
- 202 Prerequisites
- 202 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. May be taken four times for college credit. **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.

**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.**

**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. Studio six hours per week.

## 2018-2019 CATALOG

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**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. May be taken four times for college credit. 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. May be taken four times for college credit.

*Prerequisite: ART 101 or ART 115 or Consent of Instructor.*

**ART 120 ART APPRECIATION 3 CREDITS**  
**(IAI: F2 900)**

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

**ART 125 ART HISTORY SURVEY I 3 CREDITS**  
**PREHISTORIC TO GOTHIC**  
**(IAI: F2 901)**

This course surveys art and architecture from prehistoric times through the Gothic period. Students study artifacts and monuments of many different cultures, including Egypt, Africa, North American Indian, Pre-Columbian Mexico, Greece, Rome, Early Christian, Middle East, Gothic, India, China and Japan. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**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.



## 2018-2019 CATALOG

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**ART 213 CERAMICS II 3 CREDITS**

Students experiment with clay forms, including hand-building and wheel-thrown methods. The course emphasizes achieving a high level of design and surface embellishment with special glaze techniques. May be taken four times for college credit. Studio six hours per week. *Prerequisite: ART 113.*

**ART 217 INDIGENOUS ART 3 CREDITS**  
**(IAI: F2 903N)**

This course is an introductory survey of Tribal Art forms from the cultures of Oceania, Africa and the Americas before contact with western man. Painting, sculpture, architecture and utilitarian objects are viewed, discussed and analyzed according to the function they were created for by the various cultures. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**ART 220 LATIN AMERICAN TRADITIONS IN ART 3 CREDITS**  
**(IAI: F2 906D)**

Students will survey various Latin American cultures and explore their contributions to the visual arts. Clay sculpture, painting, architecture and folk art are explored in this survey course with particular interest in how these art forms helped define the Latin American cultural identity. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## AUTOMOTIVE TECHNOLOGY

**ATM 101 AUTOMOTIVE ENGINE DESIGN 5 CREDITS**

This course thoroughly examines the internal combustion engine. Lab work parallels lectures which cover disassembly, parts identification, inspecting, measuring, assembling procedures, manual usage and shop safety. Students should take this course during the first semester of the Automotive Technology curriculum as a foundation for future course work. Lecture three hours, laboratory six hours per week.

**ATM 102 FUEL SYSTEMS AND EMISSION CONTROLS 3 CREDITS**

Students study the principles and operation of the fuel systems and emission controls of an internal combustion engine. They learn to operate different kinds of testing equipment and analyze various fuel systems. Lecture two hours, laboratory three hours per week.

**ATM 104 AUTOMOTIVE BRAKES 3 CREDITS**

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

**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.



## COURSE DESCRIPTIONS

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**ATM 115      INTRO TO ELECTRIC & HYBRID ELECTRIC VEHICLES      2 CREDITS**

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

**ATM 120      BASIC VEHICLE MECHANICS I      3 CREDITS**

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

**ATM 122      AUTOMOTIVE AIR CONDITIONING      3 CREDITS**

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

**ATM 130      COMPRESSED NATURAL GAS CONVERSION      4 CREDITS**

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

**ATM 131      COMPRESSED NATURAL GAS —  
ADVANCED DIAGNOSIS      3 CREDITS**

This course will cover the knowledge and skills needed to properly diagnose and repair compressed natural gas powered vehicles. Engine analysis, scanners and personal computers will be used. Lecture two hours, laboratory three hours per week. *Prerequisite: ATM 130 required.*

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

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

**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.*

## 2018-2019 CATALOG

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### **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, key-less entry, power doors, power seats, remote start and antitheft. Lecture two hours, laboratory three hours per week. *Prerequisite: Completion of ATM 120 and ATM 202.*

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

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

### **ATM 206 STEERING AND SUSPENSION 3 CREDITS**

This course covers the fundamentals of steering geometry, front-end alignment and suspension systems emphasizing diagnostic procedures, servicing and maintaining components. Lecture two hours, laboratory three hours per week.

*Prerequisite: Completion of ATM 120.*

### **ATM 207 MOBILE ELECTRONICS II 3 CREDITS**

This course builds on the knowledge and skills learned in ATM 205. Students will install, test and troubleshoot advanced audio systems, security systems, rear video displays and remote start systems. Lecture two hours, laboratory three hours per week.

*Prerequisite: Completion of ATM 205.*

### **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.*



## 2018-2019 CATALOG

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### **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.

### **ATM 809 ENHANCED EMISSIONS 2 CREDITS**

Through lecture and lab activities, students learn advanced procedures to improve their success in repairing IM240 and OBD failures. Emphasis is placed on diagnosis and repair of OBD I, OBD II, Fuel Control, Drivability and Exhaust Emissions. This course is recognized by the Illinois EPA. Lecture one hour, lab two hours per week.

## **BIOLOGY**

### **BIO 100 INTRODUCING BIOLOGY 3 CREDITS** **(IAI: L1 900)**

Introducing Biology is a science course offered for non-science majors. This course introduces students to the organization of organisms from the molecular level to cells, tissues, and organ systems. The role of genetics in cellular life and evolution is explored, as well as the structure and function of plants, communities, biomes and ecology. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Life Science package.

### **BIO 102 INTRODUCTION TO BIOLOGY 4 CREDITS** **(IAI: L1 900L)**

This one-semester introductory course for non-science majors fulfills a science requirement in general education. It presents a well-balanced coverage of cell biology, reproduction, genetics, growth and development, evolution and ecology. Lecture three hours, laboratory three hours per week. This course applies to the IAI General Education Core Curriculum Life Science package.



## 2018-2019 CATALOG

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**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.

**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 203      ANATOMY AND PHYSIOLOGY I      4 CREDITS**

This course is the first in a two-semester Anatomy and Physiology sequence. Students study the structure and function of the human body on macroscopic and microscopic levels. Human cadavers and anatomical models are used to gain an organizational and structural perspective. Major topics include: body organization and terminology, cell structure and function, histology, and genetics and the following organ systems: integumentary, skeletal (including joints), muscular, and nervous. Lecture three hours, laboratory three hours per week. **Prerequisite: CHM 100 or 105 or BIO 102 (effective Fall 2017).**

**BIO 204      ANATOMY AND PHYSIOLOGY II      4 CREDITS**

This course will study the structure and function of the human body. Human cadavers and other mammalian materials are used. The major topics covered are: some concepts in chemistry, cellular structure and function, tissues, genetics, the integumentary, skeletal/joints, muscular, and nervous systems. **Corequisite: CHM 100 or CHM 105 or BIO 102.**

Students are strongly encouraged, however, to take one of these courses prior to taking BIO 203.

## COURSE DESCRIPTIONS

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**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 203, 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.*

**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.

## 2018-2019 CATALOG

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### **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 2 CREDITS**

The purpose of this course is to familiarize students with QuickBooks software for daily accounting functions and expand student understanding of computerized accounting applications. Course topics include setting up company files, entering payables, writing checks, entering sales, preparing internal reports, and creating financial statements. Lecture one hour per week. *Prerequisite: BUS 101.*

### **BUS 131 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.*



## COURSE DESCRIPTIONS

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**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 205 PRINCIPLES OF AUDITING 3 CREDITS**

This course covers accepted principles, practices, and procedures used by accountants for certifying financial statements. It also introduces audit reports, the corporate internal auditor's function, and interaction between outside auditors and a client company's accounting staff. In addition, the course fosters students' analytical skills. 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.*

**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.

*Prerequisite: BUS 111.*

## 2018-2019 CATALOG

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### **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. *Prerequisite: BUS 111.*

### **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.

### **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.

## COURSE DESCRIPTIONS

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### **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.**

### **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 137 REVIT MEP FUNDAMENTALS 3 CREDITS**

This course introduces the basic use of Revit software for MEP design of building structures and their components such as Mechanical, Electrical and Plumbing systems in 3D. Students will also annotate the models with 2D drafting elements, access building information from the building data base, work with schedules and creating details. Lecture two hours, laboratory three hours per week.

**CAD 141 AUTOCAD PROD ESSENTIALS 3 CREDITS**

This course introduces the student already familiar with AutoCAD to use templates and productivity commands. Use drawings with attributes data, static blocks and dynamic blocks. Maximize plotting output, print scales, pallets, tables, schedules and trouble shoot common AutoCAD problems. Lecture two hours, laboratory three hours per week.

*Prerequisites: CAD 100, CAD 101 and CAD 102, 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.*

**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.*

## COURSE DESCRIPTIONS

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### **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 phototypes. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 127 or permission of instructor.*

### **CAD 235 ARCHITECTURAL COMMERCIAL DESIGN**

**3 CREDITS**

Students will be able to use AutoCAD software 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, lighting and ventilation schedules. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 130.*

### **CAD 237 REVIT BIM MANAGEMENT**

**3 CREDITS**

This course uses Revit software for BIM Management applications for Creating custom Templates, Schedules, System Families, Component Concepts, Family Types and Techniques and Other Industry Specific Management Tools and Projects. Lecture two hours, Laboratory three hours per week.

### **CAD 241 AUTOCAD PRODUCTIVITY**

**3 CREDITS**

Advanced AutoCAD techniques are taught with a focus on productivity and time management. Students learn how to analyze an assignment, determine an efficient course of action and work quickly and accurately to meet deadlines. Lecture two hours, laboratory three hours per week. *Prerequisite: CAD 141 or permission of instructor.*

### **CAD 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.*

### **CAD 299 SPECIAL TOPICS IN COMPUTER ASSISTED DESIGN**

**1 TO 5 CREDITS**

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

**CHEMISTRY****CHM 100 FUNDAMENTALS OF CHEMISTRY 4 CREDITS**

This laboratory course in general chemistry covers the fundamental concepts of physical, inorganic, organic and biochemistry. It is not a prerequisite for any other chemistry course and may be used to fulfill the chemistry requirement for health occupations programs. Lecture three hours, laboratory three hours per week.

**CHM 101 INTRODUCTION TO CHEMISTRY I 4 CREDITS**

The course covers the fundamental principles, laws and theories of chemistry and nonmetals. Nonmetal study is supplemented by laboratory experiments. Lecture three hours, laboratory three hours per week. *Prerequisite: One unit of high school algebra.*

**CHM 102 INTRODUCTION TO CHEMISTRY II 4 CREDITS**

A continuation of CHM 101, this course deals with the chemistry of metals and chemical equilibrium and organic and nuclear chemistry. It discusses environmental problems in modern society. Lecture three hours, laboratory three hours per week.

*Prerequisite: CHM 101.*

**CHM 105 GENERAL CHEMISTRY I 5 CREDITS  
(IAI: P1 902L)**

Beginning course is for students majoring in chemical engineering or science intending to transfer to a four-year college requiring 10 hours of chemistry. Fundamental principles of chemistry are reviewed, with emphasis on ionization, structure of matter, valence and oxidation state. Lecture four hours, laboratory three hours per week. This course applies to the IAI General Education Core Curriculum Physical Science package. *Co-requisite MAT 095*

**CHM 106 GENERAL CHEMISTRY II 5 CREDITS**

A continuation of CHM 105, this course emphasizes solution chemistry, including acids and bases. It investigates rates and mechanisms of various equilibria in lectures and the laboratory. Also considered are complexions, colloids and nuclear chemistry. Students are presented with an overview of classical qualitative analysis with some fundamentals of instrumental analysis through laboratory experiences. Lecture four hours, laboratory three hours per week. *Prerequisite: CHM 105.*

**CHM 205 ORGANIC CHEMISTRY I 5 CREDITS**

Nomenclature, reactions, preparations and reaction mechanisms of the more familiar families of carbon compounds. The course focuses on the hydrocarbons, including aromatics and alkyl halides. Also studied are the stereochemistry and spectroscopic methods. The laboratory work covers separations, identifications, characterizations and preparations of representative organic compounds. Lecture three hours, laboratory six hours per week. *Prerequisite: CHM 106.*

**CHM 206 ORGANIC CHEMISTRY II 5 CREDITS**

CHM 206 is a continuation of CHM 205. Topics covered are the carbonyl functional groups and amines. Biological applications of organic chemistry also are studied. The laboratory consists of the synthesis and identification of representative compounds and qualitative analysis. Lecture three hours, laboratory six hours per week.

*Prerequisite: CHM 205.*

**COMPUTER INFORMATION SYSTEMS****CIS 102 CAREER ESSENTIALS FOR CIS 3 CREDITS**

Students will use real world business examples within the context of the computer information system field to improve their problem solving and critical thinking techniques as they develop the verbal and written communication knowledge, skills and abilities required for employment in the field. Students will explore computing-related employment opportunities and will develop a personalized academic plan. Lecture three hours per week.

**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.

**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.*

## 2018-2019 CATALOG

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**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.*

**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.

**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.*



## COURSE DESCRIPTIONS

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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 spy 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**  
**(IAI: BUS902)**

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: A requirement for any ENG 086 or 088 student pursuing the AA, ASD, and ALS degrees.*

## **EARLY CHILDHOOD EDUCATION**

### **ECE 100      EARLY CHILDHOOD GROWTH AND DEVELOPMENT      3 CREDITS (IAI: ECE 912)**

Foundation course explores theory and principles of child growth and development from prenatal 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 (IAI: ECE 915)**

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.

### **ECE 120      LANGUAGE ARTS FOR CHILDREN      3 CREDITS**

Presents techniques and methods encouraging the development of language in young children. Elements of prose and verse best suited for children at this age and stage of development are surveyed. Also included are techniques of storytelling, puppetry, dramatizing and use of audiovisual materials enhancing language skills.

*Prerequisite: ECE 100 and ECE 101 or concurrent enrollment.*

## 2018-2019 CATALOG

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### **ECE 125 THE EXCEPTIONAL CHILD 3 CREDITS** **(IAI: ECE 913)**

Students will learn to recognize characteristics of children with disabilities and the programs that serve them. Students will study applicable federal and state laws such as the Individuals with Disabilities Education Act. Historical, philosophical and legal foundations of special education will be presented. Students will be required to complete 30 hours of observation with students of disabilities.

**Prerequisite:** *ECE 110 or concurrent enrollment.*

### **ECE 130 EDUCATIONAL TECHNOLOGY 1 CREDIT**

This course is designed to introduce current and future educators to the use of educational technologies with an emphasis on development of a portfolio. Students will examine a variety of technologies for use with an early childhood program. The course objectives and learning outcomes are intended to be achieved through the combination of this course with knowledge and experience gained in the remainder of the curriculum as a whole.

### **ECE 140 NATURE, ART & THE YOUNG CHILD 1 CREDIT**

This course will explore the role of art in connecting young children to nature. Incorporating art as an extension of a learning experience (the process) will be compared and contrasted with using art to teach a subject (the product). Creativity, self-expression, and an appreciation of nature are compatible with the young child's developing thinking skills and course focus will expand the student's ability to design and facilitate developmentally appropriate nature-based art experiences and settings in formal and informal programs for infants to third grade. Students will consider how nature-based art can be incorporated across the curriculum and content areas to enhance each child's connection to the natural world around them, intellectually and aesthetically. Lecture one hour per week.

### **ECE 145 CHILD, FAMILY, CULTURE AND NATURE 1 CREDIT**

This course examines the real-world interconnection of children with their family, their culture, and their experiences of nature within cities and urban settings. The theory and practice of involving children and their families in their local neighborhood environments through learning, play, participation, and environmental care will be explored through a framework in which a child's development and learning is understood as a cultural process. Students will engage with these core concepts through hands-on learning experiences and active reflection on educational practices. Lecture one hour per week.

### **ECE 160 CURRICULUM PLANNING FOR CHILDREN 3 CREDITS**

The principles of planning, implementing, and evaluating a developmentally appropriate curricula are studied. Topics covered include schedules, projects, theme developments, integrating activities across the curriculum, setting up learning centers, activity development in curricular areas of language arts, fine arts, science, motor, math, social studies, and self-concept. **Prerequisite:** *ECE 110.*

### **ECE 162 CREATIVE CURRICULUM FOR PRESCHOOL 1 CREDIT**

This course will introduce the Creative Curriculum for Preschool foundations and system created by Teaching Strategies. Students will learn how to implement the curriculum in their daily classroom activities and planning. Lecture one hour per week.

## COURSE DESCRIPTIONS

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**ECE 164 CREATIVE CURRICULUM FOR INF/TOD/2'S 1 CREDIT**

This course will introduce the Creative Curriculum for Infant/Toddler and Two Year Olds created by Teaching Strategies. Students will learn how to implement the curriculum in their daily classroom activities and planning. Lecture one hour per week.

**ECE 166 GUIDELINES & STANDARDS FOR ECE 1 CREDIT**

This course will give an overview of the Illinois Early Guidelines for children birth to age three and the Illinois Early Learning and Development Standards for preschool children. This course will create a foundational understanding of what children are expected to know and do and recommended uses of the standards and guidelines in everyday practice. Lecture one hour per week.

**ECE 200 PLAY AND GUIDANCE OF CHILDREN 3 CREDITS**

This course is an overview of different types and theories of play and the effect of play on development. The role of the teacher in facilitating play and choosing appropriate equipment is emphasized. Guidance practices will also be studied to provide methods and environmental planning to promote pro-social behavior.

*Prerequisite: ECE 160 and ENG 101 or concurrent enrollment.*

**ECE 202 MATH FOR EARLY CHILDHOOD 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 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.*

## 2018-2019 CATALOG

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### **ECE 215 THE FIRST THREE YEARS OF LIFE**

**3 CREDITS**

This course focuses on patterns of growth and development of children from birth to age three. The specific needs of children, birth to age three, in various child care settings will be examined. Students will develop skills in managing a safe environment and planning stimulating, appropriate activities.

### **ECE 220 YOUNG CHILD AS SCIENTIST**

**1 CREDIT**

This course takes science outside of the typical classroom environment and engages the learner in new venues and experiences that bring science to life. Using the framework of how children construct knowledge and build an understanding of their world, students will experience inquiry-based learning and the interactive process of discovery, observation, testing and theory-building. Using nature as the foundation for developing science concepts, the student will engage in hands-on authentic learning experiences in parallel to the IELDS and National Science Teacher Association key principles. Lecture one hour per week.

### **ECE 225 FUNDAMENTALS-NATURE PLAY & LEARNING**

**2 CREDITS**

Nature play and learning go hand-in-hand. This course will examine the emerging field of early childhood nature play and will include an overview of the eight professional competencies that are grounded in conservation psychology and early childhood education that inform this profession. Students will engage in classroom activities and discussions, reading and research review, skill development and practice as they become familiar with the professional competencies of Nature Start Professional Development program. Students will demonstrate their understanding and practical application of this new knowledge through a nature play and early learning portfolio. In addition, key principles of National Science Teachers Association Early Childhood Guidelines and Illinois Early Learning and Development Standards will be examined and their role in planning and assessment will be integrated into the inquiry-based adult-learning course. Lecture two hours per week.

### **ECE 230 ENVIRONMENT: NATURE PLAY IN AND OUT**

**1 CREDIT**

The early childhood classroom environment is often called the “third teacher”. This course will explore indoor as well as outdoor environment and their role in supporting the young child’s learning. We’ll identify how each of these settings can provide opportunities to build a connection to the natural world. Students will be introduced to important elements of nature play that are available in outdoor environments as well as how indoor play spaces can be enhanced to invite curiosity, discovery and problem-solving for young children. Course will integrate learning across the curriculum, expand the student’s understanding of the inquiry-based learning through nature-based experiences, and consider how nature and environments support cultural sensitivity and areas of diversity. Lecture one hour per week.

### **ECE 260 ECE INTERNSHIP**

**3 CREDITS**

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

## COURSE DESCRIPTIONS

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**ECE 261      ECE ADMINISTRATIVE INTERNSHIP      3 CREDITS**

This course is a practicum designed for those individuals who are interested in serving as administrators or directors of early childhood programs. The focus of this practicum experience is the application of early childhood leadership strategies, administrative skills and knowledge. Student practitioners will be supervised for 300 clock hours in an early childhood program and one-hour per week seminars to discuss readings, current issues, reports, problematic areas, and personal reflections. *Prerequisite: ECE 210.*

**ECE 299      SPECIAL TOPICS IN EARLY CHILDHOOD EDUCATION      1 TO 5 CREDITS**

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

## ECONOMICS

**ECO 101      PRINCIPLES OF ECONOMICS I (MACROECONOMICS) (IAI: S3 901)      3 CREDITS**

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 (MICROECONOMICS) (IAI: S3 902)      3 CREDITS**

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.*

## 2018-2019 CATALOG

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### **EDU 999      BASIC SKILL TEST PREP      1- 3 CREDITS**

This course is designed to prepare prospective teachers to take and pass the Illinois Basic Skills Test (IBST), by refreshing and/or improving skills and abilities in Reading, Writing, and Mathematics. Prerequisite: Students must have basic computer skills. Standardized course developed by ICCB for community college students enrolled in teacher education courses and degree programs.

## **ENGINEERING**

### **EGR 110      ENGINEERING GRAPHICS I      3 CREDITS**

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

**NOTE: EGR 110 is equivalent to CAD 102**

### **EGR 111      ENGINEERING GRAPHICS II      3 CREDITS**

Covers use of AutoCAD software for preparation and analysis of assembly drawings. Topics include layout drawings, assembly drawings, weldments, dimensioning for interchangeable assembly, datum dimensioning, geometric and positional tolerancing, selecting and computing tolerances, classes of fits, methods of inspection and use of ANSI Standards. Lecture two hours, laboratory three hours per week.

**NOTE: EGR 111 is equivalent to CAD 104**

### **EGR 120      STATICS      3 CREDITS** **(IAI: EGR 942)**

Students will analyze one, two, and three dimensional resultant force systems in equilibrium using algebraic and graphical techniques. Students will discuss trusses, frames, centroids, friction, and work. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details. **Prerequisite: Credit or registration in PHY 105 and MAT 201.**

### **EGR 121      DYNAMICS      3 CREDITS** **(IAI: EGR 943)**

Students will analyze the kinematics and dynamics of particles and rigid bodies. Applications include Newton's laws of motion, the principles of work, energy, and momentum. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details. **Prerequisite: EGR 120 and MAT 201.**

## **EMERGENCY MEDICAL TECHNICIAN**

### **EMT 101      EMERGENCY MEDICAL TECHNICIAN      8 CREDITS**

This course provides instruction for students up to the level of Emergency Medical Technician—Basic. The course emphasizes the skills and knowledge necessary to provide emergency medical care at the basic life support level. Forty hours of clinical experience is included as a course requirement. Upon successful completion of all requirements of the course, students are eligible to sit for the Illinois Department of Public Health EMT-B State Examination. **Prerequisite: Evidence of High School Diploma or GED completion**



**ENGLISH****ENG 020 ENGLISH FOR HEALTH SERVICES 1 CREDIT**

This self-contained, audio-tutorial program enables students to discover the meaning of medical terms by analyzing, combining and defining their parts. Laboratory two hours per week. To be successful in this course, students should be able to follow written and spoken directions. ***This course does not apply toward the graduation requirements for the degree and certificate curricula in the career or university transfer program.***

**ENG 070 INTENSIVE GRAMMAR AND EDITING 4 CREDITS**

Students will improve their writing skills through the study of English grammar and editing techniques. The focus of this course will be grammar, usage, sentence analysis, paragraph development and revision. Students will develop editing skills and learn to apply such principles of grammar as verb use, subject-verb agreement and word order in writing. ***Prerequisite: English Placement Test.***

**ENG 071 INTENSIVE READING AND WRITING 4 CREDITS**

Students will develop English reading comprehension and writing skills by learning how to analyze texts from a variety of academic contexts. Students will express their understanding of those texts in writing by learning how to paraphrase, summarize, review, define, describe and evaluate academic texts. ***Prerequisite: English Placement Test.***

**ENG 072 INTENSIVE ACADEMIC LISTENING AND SPEAKING 4 CREDITS**

Students will develop listening comprehension and oral skills for the college classroom by learning how to identify and restate ideas, meaning and themes from oral discussion, tapes and lecture. Course participation will include group discussion, oral presentations, dictation and note-taking in English. ***Prerequisite: English Placement Test.***

**ENG 075 INTENSIVE GRAMMAR AND EDITING (ADVANCED) 4 CREDITS**

Students will prepare for entrance into ENG 101 by reviewing and applying grammar and editing techniques taught in ENG 070. Emphasis will be placed on editing a variety of texts and student generated essays for grammar, usage, thesis, focus, organization and paragraph development. Students will improve their writing through multiple draft analysis and revision. ***Prerequisite: ENG 070 or qualifying score on English Placement Test.***

**ENG 076 INTENSIVE READING AND WRITING (ADVANCED) 4 CREDITS**

Students will prepare for entrance into ENG 101 by reading and writing about a variety of texts from academic contexts. Emphasis will be placed on reading and responding to longer and more complex texts than those that were used in ENG 071. Students will demonstrate their advanced reading comprehension and writing skills through their articulation of those texts in discussion and in writing. Students will express their ideas, thoughts and opinions using various writing formats, including summary, review and exposition. ***Prerequisite: ENG 071 or qualifying score on English Placement Test.***

### **ENG 077 INTENSIVE ACADEMIC LISTENING AND SPEAKING (ADVANCED)**

**4 CREDITS**

Students will prepare for entrance into ENG 101 by developing advanced listening comprehension and oral skills for the college classroom through participation in oral presentations, classroom discussions and debates. Emphasis will be placed on college vocabulary development and pronunciation. Students will build on oral skills that were developed in ENG 072 to increase their ability to speak extemporaneously on a variety of academic topics. *Prerequisite: ENG 072 or qualifying score on English Placement Test.*

### **ENG 080 Writing and REading Bridge**

**6 Credits**

Students develop skills in writing formal English sentences of varied complexity and with minimal patterned errors by writing and analyzing whole texts of increasing scope, studying relevant grammatical concepts, engaging in a variety of practice exercises and activities, and revising and editing their work. Course work may include collaborative projects and peer review, analysis, revision and editing. Students also develop academic reading skills while reading, analyzing and discussing prose of varying lengths. This course is designed for bilingual or non-native speakers of English.

### **ENG 082 READING AND WRITING I**

**3 CREDITS**

Students improve their grasp of written English by receiving ample practice reading, discussing and writing texts of various kinds and lengths. Students develop comprehension skills by interacting with works of fiction and/or nonfiction. They develop composition skills by producing basic discourses and by revising and editing their work. Students also review fundamental grammatical concepts and engage in a variety of practice exercises and activities. Course work may include group projects and peer review. Lecture three hours per week. *Prerequisite: English Placement Test.*

### **ENG 084 READING AND WRITING II**

**3 CREDITS**

Students develop their literacy skills by reading extended narratives and brief essays, and interacting with them in course discussion, group work and their own writing. Students write informal letters that summarize and respond to reading materials and also keep a reading journal. Successful students will become active readers with improved concentration and stamina. They will be able to construct readable and coherent multi-paragraph summaries of and responses to their reading. Lecture three hours per week. *Prerequisite: English Placement Test or ENG 082.*

### **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.*

## COURSE DESCRIPTIONS

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### ENG 088 BASIC COMPOSITION

3 CREDITS

Students develop college-level literacy skills by writing expository essays based on personal experience and by reading, discussing and writing about issue-oriented non-fiction texts of various lengths. Successful students will gain the abilities to develop their own experience-based, well-structured and purposeful essays using clear, correct English and also to interact intelligently with another author's ideas. Lecture three hours per week. *Prerequisite: English Placement Test, ENG 086 or successful appeal after ENG 082 or 084.*

### ENG 101 RHETORIC I

3 CREDITS

(IAI: C1 900)

Students develop the composition and interpretation skills they need to communicate, think and learn effectively in and beyond college. They use writing to explore the link between experience and language. They write to discover insights and to develop, question and revise their thoughts while seeking to communicate them effectively. Students read various genres of writing to practice interacting with other writers and to learn the variety of strategies writers employ to achieve their ends. *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.*

## 2018-2019 CATALOG

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**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.**

**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.*

**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.*

## COURSE DESCRIPTIONS

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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.*

## 2018-2019 CATALOG

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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.*
- 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.*







## COURSE DESCRIPTIONS

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### **HIT 102      DATA SYSTEMS AND COMPUTER APPLICATION      4 CREDITS**

This course introduces the concepts of computer technology as it relates to health care and the tools and techniques for collecting, storing and retrieving health care data. Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies is also presented as well as exploring specialized record requirements. This class will meet for 3 lecture and 2 lab hours per week.

**Prerequisite:** HIT 100 and CPS 111.

### **HIT 103      CODING & CLASSIFICATION SYSTEMS      3 CREDITS**

This course instructs the student on applications of basic coding rules, principles, guidelines, and conventions. It introduces principles of various classification systems with emphasis on the current ICD classification system utilizing manual and computer applications. Focus is on the development of skills needed for assignment of valid Diagnostic and Procedure Codes. It includes the validation of coded clinical information, and the study of the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care. This class will meet for 2 lecture and 2 lab hours per week.

### **HIT 104      CPT CODING      3 CREDITS**

This course introduces the student to the Current Procedure Terminology (CPT) coding system for procedures in ambulatory care and services rendered by physicians. Emphasis is on the six sections of the CPT book. An introduction of Center for Medicare/Medicaid (CMS) Services' Common Procedure Coding System (HCPCS) is included. This class will meet for 2 lecture and 2 lab hours per week.

### **HIT 105      INSURANCE REIMBURSEMENT      3 CREDITS**

This course provides students with information on filing medical insurance claims. Emphasis is on completion of insurance forms, identification of common types of medical insurance, manual and electronic claims processing, and reimbursement follow up. Discussions include prospective payment system regulations, ambulatory care reimbursement issues, case mix analysis, and the impact of prospective payment on health care facilities. Other areas of instruction include hospital and medical staff organization, managed care, accrediting, approving, licensing and certifying agencies. The student develops advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement. This class will meet for 2 lecture and 2 lab hours per week.

### **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. This class will meet 3 lecture hours per week. **Prerequisite:** BIO 152.

## 2018-2019 CATALOG

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**HIT 111      MEDICAL TRANSCRIPTION I      3 CREDITS**

This course instructs the student on transcription of physician dictation, including medical reports commonly used by physicians. These include history and physicals, surgeries and consultations. Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as discharge summaries, consultations, operative reports, and other medical reports. The course utilizes transcribing and information processing equipment compatible with industry standards and is designed to develop speed and accuracy. This class will meet for 3 lecture hours per week. *Prerequisite: OMT 126.*

**HIT 112      MEDICAL TRANSCRIPTION II      3 CREDITS**

This course will instruct the student on transcription of advanced medical reports with increasing speed and accuracy. These reports include history and physicals, consultations, discharge summaries, operative reports, and other medical reports. This class will meet for 3 lecture hours per week. *Prerequisite: HIT 111.*

**HIT 113      MEDICAL TRANSCRIPTION PRACTICUM      3 CREDITS**

This course provides the students with hands-on clinical practice of the skills taught in previous course work. They receive practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Experiences can be in a variety of healthcare facilities. This class will meet for 3 lecture hours per week. *Prerequisite: HIT 111 and HIT 112.*

**HIT 201      COMPUTER DATA AND STATISTICAL ANALYSIS      4 CREDITS**

This course includes general principles of health care statistics with emphasis in hospital statistics. It includes development in computation and calculation of health data and health care data analysis, definitions and formulas for computing hospital and public health statistics, data collection, report generation, statistical quality control and data display. In addition, research and continuous quality improvement study methodologies are introduced and applied to health information data quality projects. This class will meet 3 lecture and 2 lab hours per week. *Prerequisite: MAT 102.*

**HIT 203      ADVANCED CODING      3 CREDITS**

This course includes an in-depth coverage of ICD and CPT coding rubrics, conventions, principles, and updates as they apply to accurate coding of complex medical/surgical cases, with emphasis on case studies. Government regulations and changes in health care reporting will be addressed. Students will assign coding and prospective payment categories using computerized software. Advanced knowledge of how to accurately report diagnoses and procedure codes through the application of official coding guidelines and the use of 3M coding software will be presented. This class will meet 3 lecture hours per week.

**HIT 204      HIT MANAGEMENT      3 CREDITS**

This course focuses on the study and application of the basic functions of staff management, human resources, and financial reporting. Emphasis is placed on planning, organizing, team-building, training programs, departmental workflow processes, budgets, resource allocation and staffing needs. This class will meet 3 lecture hours per week.

## COURSE DESCRIPTIONS

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### **HIT 205      LEGAL, QUALITY ANALYSIS & MANAGEMENT      3 CREDITS**

This course includes a study of the theory and practice essential to the efficient operation of a health information management department with an acute, ambulatory or long-term care setting. Emphasis is placed completing organizational charts, policies, procedures, job descriptions, departmental layouts, schedules, budgets, performance evaluations, productivity monitors, and other activities normally completed at the supervisory level. Principles of organization and supervision of human, fiscal, and capital resources are presented. Introduces concepts of the legal, confidentiality, ethics, health care legislation, and regulations issues as they related to the maintenance and use of health information. This class will meet 3 lecture hours per week.

**Prerequisite:** *HIT 100.*

### **HIT 206      INTERNSHIP      3 CREDITS**

This course allows students experience in the Health Information Management field. Students are assigned to health information management and adjunct departments of various health care facilities for supervised clinical experiences and application of health information management theory. Emphasis is on the mastery of entry-level competencies. This class will meet 6 lab hours per week. **Prerequisite:** *HIT 102 - HIT 103-104 and HIT 201.*

## **HISTORY**

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

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

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

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

### **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.

## 2018-2019 CATALOG

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**HIS 106      AMERICAN HISTORY FROM 1865      3 CREDITS**

**(IAI: S2 901)**

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

**HIS 140      AMERICAN POPULAR CULTURE      3 CREDITS**

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

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

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

## 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  
AND LITERATURE      3 CREDITS**

**(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.

## COURSE DESCRIPTIONS

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**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.

**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      3 CREDITS**  
**AIR CONDITIONING**

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.***

## 2018-2019 CATALOG

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**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.

**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.

**HVA 203      COMMERCIAL AIR CONDITIONING  
AND REFRIGERATION      3 CREDITS**

The course objective is to have students apply their knowledge of basic air conditioning theory, components, practices and skills to work on commercial air conditioning systems. Students will learn to install, troubleshoot and repair commercial roof-top and water based "chiller" air conditioning systems. Lecture two hours, laboratory two hours per week.

**HVA 204      HYDRONIC COMFORT SYSTEMS      3 CREDITS**

Introduces students to the basic principles and practice of hydronic (water based) heating/air conditioning systems for residential and light commercial buildings. It covers hydronic heat sources, pumps, fittings, valves, distribution systems, radiant heating and controls. Lecture two hours, laboratory two hours per week.

**HVA 206      REFRIGERANT HANDLING/EPA EXAM REVIEW      3 CREDITS**

This course reviews the information and skills necessary to successfully complete the Air Conditioning and Refrigeration Institute (ARI) competency and refrigerant handling exams required to work in the refrigeration/air conditioning industry. Lecture two hours, laboratory three hours per week.



## COURSE DESCRIPTIONS

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### **HVA 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.***

### **HVA 299      SPECIAL TOPICS IN HEATING, VENTILATION AIR CONDITIONING, AND REFRIGERATION      1 TO 5 CREDITS**

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

## **INDEPENDENT STUDY**

### **IND 199      INDEPENDENT STUDY      1 TO 4 CREDITS**

For the student who has satisfactorily completed most or all of the course work in a specific baccalaureate discipline offered at the College and wishes to do advanced study in a special project or to experiment under the supervision of a faculty member. The project must be a reasonable and moderate extension of an existing course at the College and defined by a compact with the instructor.

***Prerequisite: Approved learning contract.***

## **JOURNALISM**

### **JRN 101      CULTURE OF JOURNALISM      3 CREDITS**

Culture of Journalism is an introduction to the journalistic profession. In this course, students explore the practical aspects of news writing, including the techniques of news gathering, reporting, and interviewing, and learn about the legal and ethical issues facing journalists. Lecture three hours per week.

### **JRN 102      NEWS EDITING AND PRODUCTION      3 CREDITS**

News Editing and Production provides an introduction to the principles and techniques of electronic editing and publication design. Students in this course will learn how to emphasize the editing of body copy and display type for maximum clarity and impact. The course builds upon knowledge gained in Culture of Journalism and focuses on the presentation of news in print and online media. Lecture three hours per week.

### **JRN 106      MASS MEDIA      3 CREDITS (IAI: MC 911)**

This course emphasizes the role played by print, film, radio and television in contemporary life. It helps orient journalism students to their field and provides other interested students with a background in media. Lecture three hours per week. This course applies to one or more IAI majors. See an Academic Advisor for details.

***Prerequisite: English Placement Test.***

## **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.

**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.

## COURSE DESCRIPTIONS

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**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.

**LAW 207      COURT PROCEDURES AND EVIDENCE      3 CREDITS**

Study the evidence and rules of evidence governing trials. Topics include the examination of hearsay evidence and exceptions, opinion evidence, testimonial evidence, articles and exhibits of evidence. They also cover exclusionary rule, burdens of proof, direct and circumstantial evidence and evidence of electronic surveillance. Lecture three hours per week.

**LAW 208      POLICE ORGANIZATION AND ADMINISTRATION      3 CREDITS**

This course covers management responsibilities in the line and staff services of police agencies, including techniques and methods of administration, planning, organization, direction, coordination, reporting and budgeting. Lecture three hours per week.

**LAW 210      COLD CASE INVESTIGATION      3 CREDITS**

Course provides basic principles of violent crime investigation, areas of concentration specific to cold case investigation within the criminal justice system, problems attached to investigating old cases, and specific ways in which witnesses might be related and contacted. Lecture three hours per week.

**LAW 299      SPECIAL TOPICS IN LAW ENFORCEMENT      1 TO 5 CREDITS**

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

## MATHEMATICS

**MAT 075      MATH FOR NURSES      1 CREDIT**

The student reviews basic mathematics principles including fractions and decimals. Basic skills are applied to the use of ratio and proportion and the formula method of problem solving. All examples are drawn from nursing situations. Lecture one hour per week. ***This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.***

**MAT 083      ELEMENTARY ALGEBRA - PART I      2 CREDITS**

This is the first of two courses designed for students who have not completed high school algebra, students who need a review of elementary algebra and students who have had previous difficulty with the subject. Topics include operations with real numbers, simplifying algebraic expressions, solving linear equations, and related applications. Competence in arithmetic skills is required. Lecture two hours per week.

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

## 2018-2019 CATALOG

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### **MAT 084      ELEMENTARY ALGEBRA - PART II      2 CREDITS**

This is the second of two courses designed for students who need a review of elementary algebra and students who have had previous difficulty with the subject. Topics include solving linear inequalities, literal equations and absolute value equations, graphing linear equations, and related applications. Lecture two hours per week. **Prerequisite:** *MAT 083 or qualifying score on Math Placement Test.*

### **MAT 085      INTERMEDIATE ALGEBRA - PART I      2 CREDITS**

This is the first of two courses designed for students with a background in elementary algebra who need additional preparation before enrolling in college-level math courses. Topics include graphing linear equations, functions, solving systems of linear equations and systems of linear inequalities, properties of exponents, scientific notation, polynomials, and related applications. Lecture two hours per week. **Prerequisites:** *MAT 084 or MAT 093, or qualifying score on Math Placement Test.*

### **MAT 086      INTERMEDIATE ALGEBRA - PART II      2 CREDITS**

This is the second of two courses designed for students with a background in elementary algebra who need additional preparation before enrolling in college algebra. Topics include factoring polynomials, rational expressions, rational exponents and radicals, quadratic equations, and related applications. Lecture two hours per week. **Prerequisite:** *MAT 085 or qualifying score on Math Placement Test.*  
**Note:** *Students planning to take MAT 102 or MAT 120 are not required to take MAT 086.*

### **MAT 090      MATHEMATICS FUNDAMENTALS      3 CREDITS**

The student reviews basic math principles, including fundamental operations of whole numbers, fractions, decimals, percents, measurement and geometric concepts. Lecture three hours per week. ***This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.*** **Prerequisite:** *Math Placement Test.*

### **MAT 092      ELEMENTARY GEOMETRY      3 CREDITS**

This course is for students who have not completed two semesters of high school geometry or have had previous difficulty with the subject. Topics include plane geometric figures such as angles, polygons and circles and the concepts of congruence, similarity, perimeter and area. Competence in elementary algebra is required. Lecture three hours per week. ***This course does not apply toward the graduation requirement for the degree and certificate curricula in the career or university transfer program.*** **Prerequisite:** *MAT 084 or MAT 093, or qualifying score on Math Placement Test.*

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

This course is for students who have not completed high school algebra, students who need a review of elementary algebra or students who have had previous difficulty with the subject. Topics include operations with real numbers, solving linear equations and inequalities, elementary set operations, graphing linear equations, and related applications. Competence in arithmetic skills is required. 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 090 or qualifying score on Math Placement Test.*

## COURSE DESCRIPTIONS

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### **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 (IAI: M1 904)**

**4 CREDITS**

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 completion of MAT 085 or MAT 095 or Math Placement Test.***

### **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 qualifying score on Mathematics Test; AND satisfactory completion of MAT 092 or Geometry Proficiency Test or two semesters of high school geometry or equivalent 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 or equivalent 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 4 CREDITS**  
**(IAI: M1 903)**  
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.**
- 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: Grade of "C" or better in MAT 105 or Math Placement Test.**

## COURSE DESCRIPTIONS

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**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.**

**MAT 202      CALCULUS II      5 CREDITS**  
**(IAI: M1 900-2)**

This course, which continues from MAT 201, is a complete presentation of calculus with some applications, designed primarily for students preparing to study mathematics, computer science, engineering or physical sciences. Students focus on applications of the definite integral, methods of integration, plane analytic geometry, hyperbolic functions and infinite series. Study also includes an introduction to polar coordinates and parametric equations. This course applies to the IAI General Education Core Curriculum Mathematics package. **Prerequisite: Grade of "C" or better in MAT 201.**

## 2018-2019 CATALOG

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**MAT 203      CALCULUS III      4 CREDITS**  
**(IAI: M1 900-3)**

This course extends to three dimensions the concepts learned in earlier math courses. Students will learn to work with algebraic and geometric descriptions of lines, planes and surfaces along with vectors and curvature. Partial differentiation and its applications and integrals involving two or more variables and their applications are examined. Selected topics from vector calculus may be included. This course applies to the IAI General Education Core Curriculum Mathematics package. **Prerequisite: Grade of "C" or better in MAT 202.**

**MAT 215      DIFFERENTIAL EQUATIONS      3 CREDITS**

Students explore the methods of solving ordinary differential equations and related applications. Topics include various methods of solving first order differential equations, linear equations of higher order, systems of differential equations, elementary numerical methods and Laplace transforms. **Prerequisite: Grade of "C" or better in MAT 202 or permission of instructor.**

**MAT 224      CALCULUS FOR BUSINESS AND SOCIAL SCIENCE      4 CREDITS**  
**(IAI: M1 900-B)**

This course, designed for students in business, economics, biological sciences and social sciences, covers the concepts of function, limit, differentiation and integration. The main focus of the course is on applications of these concepts, rather than on the comprehensive treatment of the mathematics provided by MAT 201. Knowledge of trigonometry is not required. Students develop problem solving skills and use technology, where appropriate, to make sense of situations using calculus concepts. This course applies to the IAI General Education Core Curriculum Mathematics package.

**Prerequisite: Grade of "C" or better in MAT 105 or qualifying score on Math Placement Test.**

## MUSIC

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

This course covers music and composers from ancient to modern times with emphasis on the Baroque (Bach and Handel), Classical (Haydn, Mozart and Beethoven), Romantic (Schubert, Schumann, Mendelssohn) and 20th Century (Stravinsky and 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.



## COURSE DESCRIPTIONS

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

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

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

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

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

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

**MUS 106 TRENDS IN MODERN AMERICAN MUSIC 3 CREDITS**  
**(IAI: F1 904)**

This course traces the development of twentieth-century American popular music from its roots in American folk music, blues and Tin Pan Alley through the inception of Jazz and late-twentieth-century popular movements. It includes Rock and Roll, Motown, the British Invasion, 1960's folk, heavy metal, hip-hop, punk rock and other defining genres. Students will learn about artist's styles and musical characteristics through listening exams, group discussion, research papers and tests.

**MUS 108 WORLD MUSIC SURVEY 3 CREDITS**  
**(IAI: F1 903N)**

Students explore music in the context of eight representative cultures: Native American, African, Afro-American, Japanese, Indian, Indonesian, Latin American and peasant cultures of Eastern Europe. Students study a variety of musical expressions and their cultural roots. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**MUS 110 MUSIC THEORY I 3 CREDITS**

Students study scales, intervals, triads and their inversions; musical terms and forms; tonality and rhythm; and relation of harmonic devices to musical language. Lecture and laboratory three hours per week. **Corequisite: MUS 112 and MUS 115.**

**MUS 111 MUSIC THEORY II 3 CREDITS**

A continuation of MUS 110, this course focuses on the second inversion of triads, cadences, dominant seventh chords and other seventh chords. It stresses rhythmic implication of material and analysis of masterworks. Lecture and lab three hours per week. **Prerequisite: MUS 110.**



## COURSE DESCRIPTIONS

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### **MUS 128 SYMPHONIC ORCHESTRA I 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 CONCERT BAND I 1 CREDIT**

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

*Prerequisite: Instrumental proficiency.*

### **MUS 130, 160 PRIVATE APPLIED PIANO MUSIC MAJOR I, II, III, IV 230, 2602 CREDITS**

This course is intended for students who would like to major in music, or for those who are serious about improving their skills in piano. Students receive one hour of private instruction in piano per week for 16 weeks. Students will be expected to practice a minimum of ten hours per week in addition to their lesson time. The student will study a variety of appropriate exercises and solo repertoire commensurate with their skill level, and will be expected to perform a jury examination as their final exam. First time students should enroll in MUS 130 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour per week; lab ten hours per week.

### **MUS 131, 161 PRIVATE APPLIED PIANO MUSIC MAJOR I, II, III, IV 231, 2611 CREDIT**

This course is intended for students who would like to study piano for personal enrichment. Students receive a half-hour of private instruction in piano per week for 16 weeks. Students will study a variety of appropriate exercises and solo repertoire, and will be expected to perform a jury examination as their final exam. Students will be expected to practice a minimum of five hours per week in addition to their lesson time. First time students should enroll in MUS 131 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour per week; lab five hours per week.

### **MUS 132, 162 PRIVATE APPLIED VOICE MUSIC MAJOR I, II, III, IV 232, 2622 CREDITS**

This course is intended for students who would like to major in music, or for those who are serious about improving their skills in voice. Students receive one hour of private instruction in voice per week for 16 weeks. Students will be expected to practice a minimum of ten hours per week in addition to their lesson time. The student will study a variety of appropriate exercises and solo repertoire commensurate with their skill level, and will be expected to perform a jury examination as their final exam. First time students should enroll in MUS 132 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour per week, lab ten hours per week.

### **MUS 133, 163 PRIVATE APPLIED VOICE MUSIC NON-MAJOR I, II, III, IV 233, 2631 CREDIT**

This course is intended for students who would like to study voice for personal enrichment. Students receive a half-hour of private instruction in voice per week for 16 weeks. Students will study a variety of appropriate exercises and solo repertoire, and will be expected to perform a jury examination as their final exam. Students will be expected to practice a minimum of five hours per week in addition to their lesson time. First time students should enroll in MUS 133 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour per week, lab five hours per week.

### **MUS 134, 164 PRIVATE APPLIED GUITAR MUSIC MAJOR I, II, III, IV 234, 2642 CREDITS**

This course is intended for students who would like to major in music, or for those who are serious about improving their skills in guitar. Students receive one hour of private instruction in guitar per week for 16 weeks. Students will be expected to practice a minimum of ten hours per week in addition to their lesson time. The student will study a variety of appropriate exercises and solo repertoire commensurate with their skill level, and will be expected to perform a jury examination as their final exam. First time students should enroll in MUS 134 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour, lab ten hours per week.

### **MUS 135, 165 PRIVATE APPLIED GUITAR MUSIC NON-MAJOR I, II, III, IV 235, 2651 CREDIT**

This course is intended for students who would like to study guitar for personal enrichment. Students receive a half-hour of private instruction in guitar per week for 16 weeks. Students will study a variety of appropriate exercises and solo repertoire, and will be expected to perform a jury examination as their final exam. Students will be expected to practice a minimum of five hours per week in addition to their lesson time. First time students should enroll in MUS 135 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour per week, lab five hours per week.

### **MUS 136, 166 PRIVATE APPLIED PERCUSSION MUSIC MAJOR I, II, III, IV 236, 2662 CREDITS**

This course is intended for students who would like to major in music, or for those who are serious about improving their skills on a percussion instrument. Students receive one hour of private instruction in percussion per week for 16 weeks. Students will be expected to practice a minimum of ten hours per week in addition to their lesson time. The student will study a variety of appropriate exercises and solo repertoire commensurate with their skill level, and will be expected to perform a jury examination as their final exam. First time students should enroll in MUS 136 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour, lab ten hours per week.

## COURSE DESCRIPTIONS

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### **MUS 137, 167 PRIVATE APPLIED PERCUSSION MUSIC NON-MAJOR I, II, III, IV 237, 2671 CREDIT**

This course is intended for students who would like to study percussion for personal enrichment. Students receive a half-hour of private instruction on a percussion instrument per week for 16 weeks. Students will study a variety of appropriate exercises and solo repertoire, and will be expected to perform a jury examination as their final exam. Students will be expected to practice a minimum of five hours per week in addition to their lesson time. First time students should enroll in MUS 137 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour per week, lab five hours per week.

### **MUS 138, 168 PRIVATE APPLIED STRINGS MUSIC MAJOR I, II, III, IV 238, 2682 CREDITS**

This course is intended for students who would like to major in music, or for those who are serious about improving their skills on violin, viola, cello or string bass. Students receive one hour of private instruction on violin, viola, cello or string bass per week for 16 weeks. Students will be expected to practice a minimum of ten hours per week in addition to their lesson time. The student will study a variety of appropriate exercises and solo repertoire commensurate with their skill level, and will be expected to perform a jury examination as their final exam. First time students should enroll in MUS 138 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour, lab ten hours per week.

### **MUS 139, 169 PRIVATE APPLIED STRINGS MUSIC NON-MAJOR I, II, III, IV 239, 2691 CREDIT**

This course is intended for students who would like to study violin, viola, cello or string bass for personal enrichment. Students receive a half-hour of private instruction on a string instrument per week for 16 weeks. Students will study a variety of appropriate exercises and solo repertoire, and will be expected to perform a jury examination as their final exam. Students will be expected to practice a minimum of five hours per week in addition to their lesson time. First time students should enroll in MUS 139 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency.

### **MUS 140, 170 PRIVATE APPLIED WOODWIND MUSIC MAJOR I, II, III, IV 240, 2702 CREDITS**

This course is intended for students who would like to major in music, or for those who are serious about improving their skills on a woodwind instrument. Students receive one hour of private instruction on a woodwind instrument per week for 16 weeks. Students will be expected to practice a minimum of ten hours per week in addition to their lesson time. The student will study a variety of appropriate exercises and solo repertoire commensurate with their skill level, and will be expected to perform a jury examination as their final exam. First time students should enroll in MUS 140 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour, lab ten hours per week.

### **MUS 141, 171 PRIVATE APPLIED WOODWIND MUSIC NON-MAJOR I, II, III, IV 241, 2711 CREDIT**

This course is intended for students who would like to study violin, viola, cello or string bass for personal enrichment. Students receive a half-hour of private instruction on a string instrument per week for 16 weeks. Students will study a variety of appropriate exercises and solo repertoire, and will be expected to perform a jury examination as their final exam. Students will be expected to practice a minimum of five hours per week in addition to their lesson time. First time students should enroll in MUS 141 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour per week, lab five hours per week.

### **MUS 142, 172 PRIVATE APPLIED BRASS MUSIC MAJOR I, II, III, IV 242, 2722 CREDITS**

This course is intended for students who would like to major in music, or for those who are serious about improving their skills in trumpet, French horn, trombone, baritone, euphonium or tuba. Students receive one hour of private instruction on a brass instrument per week for 16 weeks. Students will be expected to practice a minimum of ten hours per week in addition to their lesson time. The student will study a variety of appropriate exercises and solo repertoire commensurate with their skill level, and will be expected to perform a jury examination as their final exam. First time students should enroll in MUS 142 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour, lab ten hours per week.

### **MUS 143, 173 PRIVATE APPLIED BRASS MUSIC NON-MAJOR I, II, III, IV 273, 2731 CREDIT**

This course is intended for students who would like to study trumpet, French horn, trombone, baritone, euphonium or tuba for personal enrichment. Students receive a half-hour of private instruction on a brass instrument per week for 16 weeks. Students will study a variety of appropriate exercises and solo repertoire, and will be expected to perform a jury examination as their final exam. Students will be expected to practice a minimum of five hours per week in addition to their lesson time. First time students should enroll in MUS 143 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. Lecture one hour per week, lab five hours per week.

### **MUS 152, 222, 252 COLLEGE SINGERS II, III, IV 1 CREDIT**

This choir performs a wide variety of choral music, including classical works, jazz, Broadway and holiday selections. This ensemble performs several concerts every year in various venues. First time students should enroll in MUS 122 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. This course may also be taken for non-credit. Lab three times per week.

## COURSE DESCRIPTIONS

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### **MUS 153, 223, 253 POPULAR ENSEMBLE II, III, IV 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. This ensemble performs several concerts every year in various venues. First time students should enroll in MUS 123 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. This course may also be taken for non-credit. Lab three times per week.

### **MUS 158, 228, 258 SYMPHONY ORCHESTRA II, III, IV 1 CREDIT**

This ensemble is comprised of both students and community musicians, and performs a wide variety of orchestral works. This course is open to anyone interested in learning to play a string instrument in an orchestral setting. First time students should enroll in MUS 128 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. This course may also be taken for non-credit. Lab three times per week.

### **MUS 159, 229, 259 CONCERT BAND II, III, IV 1 CREDIT**

This ensemble provides experience in performing concert band repertoire. This ensemble is open to anyone interested in learning to play a concert band instrument in an ensemble setting. First time students should enroll in MUS 129 and enroll in the next numbered course in subsequent semesters, with each numbered course corresponding to a level of technical fluency. This course may also be taken for non-credit. Lab three times per week.

### **MUS 160 PRIVATE APPLIED PIANO MUSIC MAJOR II 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 180 INTRODUCTION TO MEDIA PRODUCTION 3 CREDITS**

This lecture/demonstration course introduces students to the language and theories common to all fields in which audio is used. Classes make use of a wide assortment of audio synthesis, processing and analysis tools to illustrate different topics and concepts. Topics include an introduction to sound and hearing, analog and digital audio signals, and audio systems theory.

### **MUS 181 MEDIA PRODUCTION I 3 CREDITS**

Course introduces students to basic theories and techniques of recording, editing, and mixing. Instruction covers fundamentals of microphone usage, mixing console operation, and non-linear digital recording and editing. Course is taught in a classroom laboratory where lectures focus on the production of short-form audio works of voice, music, and sound effects to develop and improve engineering and production skills.

**MUS 182 MEDIA PRODUCTION II 3 CREDITS**

This course provides students with a solid foundation in working with digital audio workstations. Students gain experience with fundamental practices in digital audio production, including editing, signal processing, automation, mixing, and preparing audio deliverables. Students develop refined listening, evaluation, and judgment abilities. Students adopt techniques and strategies for organizing and managing sessions, developing effective communication and presentation skills, and acquiring a sense of professionalism in the field.

**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 212 KEYBOARD MUSICIANSHIP III 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 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.*

**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 3 CREDITS**

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.*

**MUS 217 KEYBOARD MUSICIANSHIP IV 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 280 MUSIC PRODUCTION FOR MEDIA 3 CREDITS**

This course covers acquisition of audio for video and automated dialogue replacement techniques (ADR). This course provides an overview of audio editing with multiple types of non-linear software, and includes a discussion of balancing volume in video production.



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## COURSE DESCRIPTIONS

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**MUS 281      LIVE SOUND RECORDING      3 CREDITS**

This course focuses on recording music both within a studio and on location. This course compares and contrasts music recording techniques for popular music and classical music and acoustics of different environments. The course also covers vintage audio equipment.

**MUS 282      MUSIC PRODUCTION INTERNSHIP      1-4 CREDITS**

The Audio Production Internship provides students with the opportunity to gain real-life experience working in professional music production and technology situations.

## NURSING

**NUR 105      BASIC NURSING ASSISTANT TRAINING      7 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. Lecture/Demonstration 7 hours per week; lab/studio three hours per week. ***Prerequisite: Placement Testing scores of 64 or higher for English/Reading with two (2) attempts at Passing.***

**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 or permission of instructor; 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 6 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 three 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.*

## COURSE DESCRIPTIONS

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### **NUR 206      MEDICAL-SURGICAL NURSING I      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.***

### **NUR 216      MEDICAL-SURGICAL NURSING II      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      3 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 three hours per week; lab 1 hour 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 102      KEYBOARDING & DOCUMENT FORMATTING                      2 CREDITS**

Students develop keyboarding speed and accuracy while learning how to format and produce professional business documents.

**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 OMT 140 or concurrent enrollment.*

**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 OMT 140 or concurrent enrollment.*

**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.

**OMT 206      PRESENTATION SOFTWARE FUNDAMENTALS    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.

**OMT 207      PRESENTATION SOFTWARE ADVANCED    2 CREDITS**

A continuation of the OMT 206 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 two hours per week.

*Prerequisite: OMT 206 or CPS 111.*

## COURSE DESCRIPTIONS

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**OMT 210 WORD PROCESSING FUNDAMENTALS 2 CREDITS**

This course introduces word processing software to participants who wish to produce professional documents for coursework, business, and personal use. Topics covered include creating and formatting documents with graphics, tables, and references. Lecture two hours per week. *Prerequisite: Accurate keyboarding skills at 25 words per minute and personal computer knowledge.*

**OMT 211 WORD PROCESSING ADVANCED 2 CREDITS**

A continuation of OMT 210 for participants who wish to learn advanced capabilities of word processing software. Topics covered include templates, form letters, online forms, graphics and design, macros, and document collaboration. Lecture two hours per week. *Prerequisite: OMT 210.*

**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.

**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 coding; creation and maintenance of patient files; and working in a computerized medical office. Lecture three hours per week. *Prerequisite: OMT 102 or OMT 140 or concurrent enrollment.*

**OMT 216 SPREADSHEET SOFTWARE FUNDAMENTALS 1 CREDIT**

This course introduces spreadsheet software to participants who wish to work with spreadsheets in business and personal use. Topics covered include creating and formatting spreadsheets, formulas and functions, and data analysis.

**OMT 218 DATABASE SOFTWARE FUNDAMENTALS 1 CREDIT**

This course introduces Microsoft Access, a database management program which can be used to collect, manage and display information. Students learn procedures to structure and maintain a database by working with various database objects such as a table, query, form and report. Lecture one hour per week.

**OMT 219 DATABASE SOFTWARE ADVANCED 2 CREDITS**

This course is a continuation of OMT 218. Students will learn advanced features of Microsoft Access such as working with multiple forms, creating detailed reports, and running database analysis. Lecture two hours per week. *Prerequisites: OMT 218*

**OMT 223 SPREADSHEET SOFTWARE ADVANCED 1 CREDIT**

A continuation of OMT 216 for participants who wish to learn advanced capabilities of spreadsheet software. Topics covered include multipage workbooks, data import, PivotTables, macros, and distributing workbooks. *Prerequisite: OMT 216.*

## 2018-2019 CATALOG

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### **OMT 242 BUSINESS COMMUNICATIONS 3 CREDITS**

Offers the office professional specific guidance toward polishing memo, letter, report and proposal writing skills. It emphasizes interpersonal relations, collecting information, solving problems and making independent decisions. Lecture three hours per week. *Prerequisite: OMT 102; recommend ENG 084 for students in OMT program, .*

### **OMT 250 INTEGRATED OFFICE SIMULATION 3 CREDITS**

This course is a capstone for the Office Management Technology degree. Students will integrate documents using the Microsoft Office Suite and use critical thinking skills to solve document and office-related issues. Knowledge of Microsoft Word, Excel, Access, and PowerPoint is required. Keyboarding speed and accuracy development continues. Lecture one hour per week, laboratory four hours per week.

*Prerequisite: Working towards completion of OMT degree.*

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

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

### **OMT 299 SPECIAL TOPICS IN OFFICE MANAGEMENT TECHNOLOGY 1 TO 5 CREDITS**

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

## **PHYSICAL EDUCATION**

### **PEC 101 ADAPTIVE PHYSICAL EDUCATION 1 CREDIT**

This course provides therapeutic and recreational activities for students with disabilities, unable or not wishing to, enroll in regular physical education courses. These focus on the development and progress of individual skills and are tailored to individual needs. The instructor may work with the student's personal physician to design an activity program. Laboratory two hours per week. Repeatable three times for additional credit. May be taken four times for college credit.

### **PEC 131 SOFTBALL 1 CREDIT**

This course will instruct in the basic techniques of both fast-pitch and slow-pitch softball. Topics covered will include basic hitting and fielding techniques and rules of the game. Practice games will be used, as well as drill work.

### **PEC 132 VOLLEYBALL 1 CREDIT**

This is a co-educational course that covers the principles and techniques of volleyball. It offers students the opportunity to compete with other students of their own ability level.

## COURSE DESCRIPTIONS

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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.*

### **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. *Prerequisite: PEC 172.*

## 2018-2019 CATALOG

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**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.

**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.

**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.



## **COURSE DESCRIPTIONS**

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### **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.

### **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 3 CREDITS (IAI: H5 904N)**

This course compares the major world religions and considers their major contributions to world civilization. Study includes Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism, Confucianism and Shintoism. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

### **PHI 126 INTRODUCTION TO ETHICS 3 CREDITS (IAI: H4 904)**

Students examine man as a moral being. This course analyzes the principal ethical theories and their practical application to man's moral problems and decisions. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## 2018-2019 CATALOG

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**PHI 180      SOCIAL ETHICS      3 CREDITS**  
**(IAI: H4 904)**

This course encourages critical thinking about traditional and modern social problems. Students probe the reasoning, rationalizations and justifications for social policy and public opinion. Lecture three hours weekly. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

**PHI 201      PHILOSOPHY      3 CREDITS**  
**(IAI: H4 900)**

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

**PHI 202      INTRODUCTION TO LOGIC      3 CREDITS**  
**(IAI: H4 906)**

This course provides an orderly approach to deductive reasoning, emphasizing modern symbolic techniques, concepts of scientific reasoning and language usage. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Fine Arts and Humanities package.

## PHYSICAL SCIENCE

**PHS 101      ASTRONOMY      3 CREDITS**  
**(IAI: P1 906)**

History of astronomy, planets, solar system, the Milky Way, stars, stellar evolution and cosmology are topics in this introductory astronomy course. Lecture is three hours per week. Also offered as independent study telecourse. This course applies to IAI General Education Core Curriculum Physical Science Package.

**PHS 103      PHYSICAL SCIENCE I      4 CREDITS**  
**(IAI: P9 900L)**

Students are introduced to physics, chemistry, and astronomy. Lecture is three hours per week, laboratory two hours per week. This course is for non-science majors, and applies to IAI General Education Core Curriculum Physical Science Package.

## PHYSICAL THERAPIST ASSISTANT

**PHT 101      MEDICAL TERMINOLOGY FOR CLINICIANS      2 CREDITS**

A self-directed, technology enhanced approach is used in the study of medical terminology and medical record documentation. Initial emphasis is placed on basic terminology, word skills and knowledge, including prefixes, suffixes, word parts, general medicine, body parts, 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, definitions of terms and comprehensive use of select medical terms in appropriate written applications. Completion of this course will prepare the student for curricula study in the area of specialization.

## COURSE DESCRIPTIONS

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### **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.

**Prerequisite:** *Acceptance into the PTA program.*

### **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: INTRODUCTION TO PHYSICAL THERAPY**

**2 CREDITS**

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.*

## 2018-2019 CATALOG

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### **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.***

### **PHT 115      FUNDAMENTALS OF KINESIOLOGY II      4 CREDITS**

In this course of a two part series in the fundamentals of kinesiology. Students continue to analyze basic concepts of motion as they apply the human body. Subjects will include force, torque, and other biomechanical concepts as they relate to therapeutic activity and exercise. Bones, joints, muscles and nerves of the lower extremities will be studied in detail. Students will analyze and apply biomechanical and muscle physiology concepts to the joints of the lower extremity as well as their role in human gait. This knowledge will then be applied to analyzing human motion and posture with an emphasis on integrating structure and function. Lecture three hours a week, laboratory three hours a week.

***Prerequisite: Successful completion of the first semester in the PTA program.***

### **PHT 117      PATIENT MANAGEMENT II: TESTS AND MEASUREMENTS      2 CREDITS**

This is the second course in the Patient Management Series. This course addresses issues of testing and measurement important to the assessment of patient response to physical therapy. Students will acquire skills in goniometry, manual muscle testing, and basic sensory testing. In addition students will be introduced to the use of outcome measures in physical therapy practice. Data collection will also include an introduction to assessment of neurological integrity, integumentary integrity and pain. Lecture one hour per week, laboratory three hours per week.

***Prerequisite: Successful completion of the first semester in the PTA program.***

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## COURSE DESCRIPTIONS

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### **PHT 122 THERAPEUTIC EXERCISE 2 CREDITS**

Students are introduced to the principles and techniques of therapeutic exercise including, but not limited to therapeutic interventions for stretching, range of motion, strengthening, posture, balance, coordination and agility training and aerobic conditioning. Emphasis will be placed on the role of therapeutic exercise in medical, surgical, orthopedic and neurological conditions and in maintenance of health and well being. Students will learn how to implement a therapeutic exercise program under the direction and supervision of the physical therapist and will identify when to progress, modify, adapt or withhold exercise interventions in response to patient presentation. Students will learn how to write and implement a home exercise program that is consistent with the plan of care established by the physical therapist. Lecture one hour, laboratory three hours per week.

***Prerequisite: Successful completion of the first semester in the PTA program.***

### **PHT 123 SYSTEMS AND INTERVENTIONS I: ORTHOPEDICS 3 CREDITS**

This course focuses on the application of physical therapy interventions for the treatment of orthopedic conditions of the trunk and extremities. Common orthopedic diagnoses will be presented and students will discuss the principles and progression of the orthopedic patient throughout the various stages of recovery. Students will learn how to appropriately integrate therapeutic modalities and exercise into the treatment plan to enhance healing and recovery. This course will also discuss the use of orthotics for the orthopedic patient. Students will be introduced to the special needs of the patient with a lower limb amputation. Instruction will include discussion on the levels of lower extremity amputation and address pre prosthetic and prosthetic rehabilitation. Lecture two hours per week, laboratory three hours per week.

***Prerequisite: Successful completion of the first semester in PTA program.***

### **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.

***Prerequisite: Successful completion of the first semester in the PTA program.***



## COURSE DESCRIPTIONS

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### **PHT 219 SPECIAL POPULATIONS: PEDIATRIC AND GERIATRIC 2 CREDITS**

Management of patients from special age populations is addressed in lecture and laboratory format. The study of normal aging across the lifespan is considered emphasizing normal development in pediatrics and age related changes in older people. Physical therapy management will focus on testing and interventions specific to diseases and conditions considered age specific. The course will explore the different service delivery settings and reimbursement mechanisms for pediatric and geriatric populations and will look at the impact of caring on family members and caregivers. Legal and ethical considerations specific to the needs of vulnerable populations will be discussed. Lecture one hour per week and laboratory three hours per week.

***Prerequisite: Successful completion of the first year in the PTA program.***

### **PHT 220 ADVANCED PHYSICAL THERAPY TECHNIQUES 3 CREDITS**

Advanced orthopedic, neurological and integumentary interventions and handling techniques currently used in clinical practice are presented. Students will be introduced to advanced physical agents and electrotherapeutic modalities, advanced therapeutic exercise techniques and elements of assistive and adaptive technology not addressed in basic course material. This course provides students the opportunity to work with a variety of advanced or specialized topics in the field of physical therapy. Current trends and issues regarding scope of practice and different practice settings suitable for the PTA are addressed. The principles, interventions and handling techniques presented in this course are above the basic course level. Lecture twelve hours per week for four weeks. ***Prerequisite: Successful completion of PHT 212, PHT 218, PHT 219 and consent of the PTA Program Director.***

### **PHT 222 SEMINAR IN HEALTH CARE LITERATURE 2 CREDITS**

This course is designed to guide the student through the process of finding and using evidence to support best practice. Students will learn how to formulate a research question and how to use that question to search the professional literature for relevant evidence. Instruction will teach students to be critical consumers of articles that they read, with tools to assess not only the quality of the research, but also the level of evidence presented. Basic statistical concepts will be discussed. Students will be required to integrate evidence into clinical practice and to present evidence on a given topic relevant to physical therapy practice to their peers. The significance of professional literature to reflective practice and lifelong learning will be discussed. This is a hybrid course with classroom and online instruction.

***Prerequisite: Successful completion of PHT 212, PHT 218, PHT 219 and consent of the PTA Program Director. English 102 is recommended.***







## POLITICAL SCIENCE

**POL 201      UNITED STATES NATIONAL GOVERNMENT      3 CREDITS**  
**(IAI: S5 900)**

Students study the national government. They focus on the theory and development of the constitutional system and current problems arising from federalism; civil liberties and civil rights; methods of popular control; foreign policy and government's role in the economy. They have opportunity for field work. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**POL 202      STATE AND LOCAL GOVERNMENT      3 CREDITS**  
**(IAI: S5 902)**

Students learn the function and operations of state and local government from the precinct level to state government and the citizen's relationship to them. Field work includes interviews and visits to city halls, board meetings and court rooms, among other activities. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

## PSYCHOLOGY

**PSY 101      INTRODUCTION TO PSYCHOLOGY      3 CREDITS**  
**(IAI: S6 900)**

Students study psychology as a science, personality, heredity, environment, intelligence and sensory and perception abilities to gain a better understanding of the person. Lecture three hours per week. Course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**Prerequisite:** *College level reading and writing skills are highly recommended.*

**PSY 201      SOCIAL PSYCHOLOGY      3 CREDITS**  
**(IAI: S8 900)**

Students learn how individuals think about, are influenced by and relate to others in their social environment. Topics include the links among attitudes, judgments and behavior; influence, persuasion and conformity; attraction, altruism and aggression. Lecture three hours per week. Course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. **Prerequisite:** *SOC 100 or PSY 101, or permission of instructor.*

**PSY 202      ABNORMAL PSYCHOLOGY      3 CREDITS**  
**(IAI: PSY 205)**

This course explores symptoms and causes of various psychological disorders. Objectives include defining normality, understanding the influence environment, genetics and personality characteristics have on human behavior, analyzing the major personality theories, learning about anxiety disorders, personality disorders, sexual disorders, addiction, major mental disorders and looking at therapeutic methods designed 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.*

## COURSE DESCRIPTIONS

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**PSY 210 CHILD GROWTH AND DEVELOPMENT 3 CREDITS**  
**(IAI: S6 903)**

This course examines the current knowledge of the physical, psychological and social development of children from prenatal to early adolescence. It investigates innate and environmental influences and compares the latest major theories with students' observations and experiences with children. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: PSY 101 or permission of instructor.*

**PSY 211 ADOLESCENT PSYCHOLOGY 3 CREDITS**  
**(IAI: S6 904)**

Adolescent psychology examines the physical, intellectual, emotional and social developmental patterns observed from puberty to adulthood. Various psychological theories concerning adolescence and research will be reviewed. Course topics include self-identity, family roles and interactions, social relationships, values, gender and intelligence. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: PSY 101.*

**PSY 215 LIFE SPAN: A SURVEY OF HUMAN DEVELOPMENT 3 CREDITS**  
**(IAI: S6 902)**

Students explore the emotional, social, cognitive, neurobiological and physical milestones of childhood, adolescence, adulthood and old age. This course emphasizes human developmental stages, developmental research methods and patterns of adjustment to differing lifetime demands. Theories and principles of human development are examined in light of contemporary research. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

*Prerequisite: PSY 101.*

## SOCIAL SCIENCE

**SSC 103 SUCCESSFUL STUDY 1 CREDIT**

Students learn and adopt methods that lead to academic success in college. Topics include study skills, taking notes, taking tests, time management, memory techniques and other skills needed to master studies. Lecture one hour per week.

**SSC 140 WOMEN'S STUDIES IN GLOBAL PERSPECTIVES 3 CREDITS**

This is an interdisciplinary survey of the individual woman and the role of women in society. Topics include feminism, health and family life, legislative and policy changes, labor force distribution, socialization, culture and sex role stereotypes. The course will provide a basis for further intellectual pursuits in the areas of sociology, psychology, economics and other social and behavior sciences.

## SOCIOLOGY

**SOC 100 INTRODUCTION TO SOCIOLOGY 3 CREDITS**  
(IAI: S7 900)

This course offers systematic study of social factors, structure and relationships, emphasizing values and rules of conduct in society, the process of socialization, group characteristics and influence and power relations. Students analyze selected social institutions and compare their influence on life chances, social inequality and social conflict. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 101 THE FAMILY 3 CREDITS**  
(IAI: S7 902)

Students explore institutions and systems of kinship, marriage, family grouping, child rearing, personal maintenance and status placement. They also examine the problems and conditions of courtship, marriage and family living. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 102 SOCIAL PROBLEMS 3 CREDITS**  
(IAI: S7 901)

Students examine social problems facing contemporary society. They assist in the selection of study areas based on their interests, understand the concept social problems, and identify and investigate proposed solutions to current social problems. Lecture three hours per week. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package.

**SOC 201 MINORITY GROUP RELATIONS 3 CREDITS**  
(IAI: S7 903D)

This course examines differential power between groups (including gender), and analyzes the social structures which are used to maintain these power differences. Topics to be covered include, cultural diversity and various dimensions of discrimination and prejudice, including an analysis of inequality and its origins, conditions under which inequality occurs and persists, and changing inequality and ways to deal with minority group problems. This course applies to the IAI General Education Core Curriculum Social/Behavioral Science package. *Prerequisite: SOC 100.*

**SOC 220 INTRODUCTION TO SOCIAL WORK 3 CREDITS**

This course examines the history and origins of the field of social work and explores its organization and relationships with other helping professions. It also studies the major areas of concern in the field of social work itself, including but not limited to understanding human values and diversity and the knowledge and skills required to work successfully with a variety of diverse community groups. Lecture three hours per week. *Prerequisite: PSY 101 and SOC 100.*

## **SPANISH**

### **SPN 101 BEGINNING SPANISH I 4 CREDITS**

This is a course for total beginners with no prior knowledge of Spanish, and for those who did not learn Spanish as a home language. Students are introduced to the sounds of the language, basic vocabulary, and grammar. The goal is to start building oral and written communicative skills in Spanish. It promotes awareness of the diversity of the Spanish language and cultures. Not open to native or heritage speakers of Spanish. Students who learned Spanish as a home language should enroll directly in SPN 130 (Spanish for Heritage Speakers) or in appropriate 200-level courses.

### **SPN 102 BEGINNING SPANISH II 4 CREDITS**

As the continuation of SPN 101, this is a course for beginners who wish to continue to improve their listening, speaking, reading, and writing in Spanish. The range and complexity of the vocabulary and grammar are increased. Students' awareness of the diversity of the Spanish language and cultures is widened. Upon successful completion, students are ready for SPN 201 - Intermediate Spanish I. Not open to native or heritage speakers of Spanish. Students who learned Spanish as a home language should enroll directly in SPN 130 (Spanish for Heritage Speakers) or in appropriate 200-level courses.

### **SPN 120 BASIC SPANISH FOR PROFESSIONALS 3 CREDITS**

Designed for absolute beginners in Spanish with careers requiring communication with Spanish speakers. It entails the study of vocabulary and grammar needed for basic oral and written communication in various professional settings, such as healthcare, education, law enforcement, business, or social science.

*Prerequisite: Not open to native or heritage speakers of Spanish.*

### **SPN 121 SPANISH FOR HEALTHCARE PROFESSIONALS 3 CREDITS**

Ideal for those who work in a healthcare setting in which a specialized and formal command of Spanish is key to professional success. Designed for heritage speakers of Spanish - those who learned Spanish as a home language - and other students who already have a basic knowledge of the language. This course is taught in Spanish.

*Prerequisite: Understanding spoken Spanish and being able to speak it at a basic level.*

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

Ideal for those who grew up speaking Spanish and wish to develop confidence in a more formal variety. Focus is on developing reading and writing skills in standard Spanish, reviewing aspects of the language often confusing for heritage speakers, such as spelling and English interference. This course increases awareness of the diversity of the Spanish language and cultures in the U.S. and the rest of the world. Taught in Spanish. Previous coursework in Spanish not required.

*Prerequisite: Having learned Spanish as a home language. Previous experience in Spanish NOT required. Students who grew up speaking Spanish AND have previous academic credit in the language should register directly for 200-level Spanish courses, IF prerequisites for those are met.*

## 2018-2019 CATALOG

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

Having learned Spanish as a home language. Students who grew up speaking Spanish AND have previous academic credit in the language should register directly for 200-level Spanish courses, IF prerequisites for those are met.

***Prerequisite: It is recommended, but not required, that prior to enrollment students have successfully completed two years of Spanish in high school, or SPN 130, or SPN 102, or equivalent. Placement available if needed.***

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

As a continuation of SPN 201, this course provides more advanced Spanish vocabulary and grammar, helping students further develop their fluency through ample oral and written practice. It continues to promote a greater understanding of the diversity of the Spanish-speaking world, through the analysis and discussion of news, literature, and film. This course is taught in Spanish. It applies to the IAI General Education Core Curriculum Fine Arts and Humanities package (IAI: H1 900).

***Prerequisite: It is recommended, but not required, that prior to enrollment students have taken three years of Spanish in high school, or SPN 201. Placement available if needed.***

### **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: It is recommended, but not required, that prior to enrollment students have taken either four years of Spanish or high school, or SPN 202, which may also be taken concurrently.***

### **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 fluency in Spanish.***

### **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.***

## COURSE DESCRIPTIONS

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### **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. *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 fluency in Spanish.*

## **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.

## **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*

## 2018-2019 CATALOG

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### **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.

### **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.



## COURSE DESCRIPTIONS

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**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 be 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 100, BIO 152 or HCP 130.*

**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 152.*

## 2018-2019 CATALOG

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**TPM 116 RESEARCH IN MASSAGE 3 CREDITS**

This course will explore research and give the student some awareness of how to understand the information in research articles. Students will learn about research literacy, how to distinguish and evaluate qualitative and quantitative research, and how to make sense of statistical data. The student will learn how to write case studies/case reports.

**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.

**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.*

**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, unrufling, chakra connections, chakra spreading. Reiki I and Reiki II will be discussed and presented. The student will receive the attainments 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.*





**TRUSTEES, ADMINISTRATION, PROFESSIONAL STAFF,  
FACULTY AND STAFF**

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292 Board of Trustees  
292 Administration  
294 Full-Time Faculty  
297 Faculty Emeritus  
298 Staff



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## 2018-2019 CATALOG

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

## 2018-2019 CATALOG

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Academic Advisor  
Room 109B, Ext. 2249

**YASNA SOTO**

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### **MARIA VARGAS**

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### **LUIS VASQUEZ**

Campus Safety Officer  
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Men's Head Basketball Coach  
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Data & Research Analyst  
Room 218C, Ext. 2386

### **RODOLFO YANEZ**

Academic Advisor  
1st floor, Building B, Ext. 2402



# 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 (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.

## **2018-2019 CATALOG**

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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.

### **COMMUNITY EDUCATION**

This non-credit program is designed to provide life-long learning opportunities to community members. 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.

### **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.

## **2018-2019 CATALOG**

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### **DUAL CREDIT**

Students receive both high school and college credit for a college-level course successfully completed.

### **ELA**

This is the abbreviation for English Language Acquisition, a program that assists community members in learning English. It is designed for non-native speakers, and covers the skills of reading, writing, speaking and listening.

### **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.

### **GENERAL EDUCATION REQUIREMENTS**

Required courses for gradation 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.

### **HSEC**

This stands for High School Equivalency Certificate, which is the name for the state's certificate that indicates the individual named on the document has completed one of the three batteries of tests to prove high school equivalency. Those test batteries are the GED®, HiSET or TASC.

### **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.

## **2018-2019 CATALOG**

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### **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.

### **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.

# INDEX

## 2018-2019 CATALOG

---

### A

Academic Advising	64
Academic Calendar	iv
Academic Honesty Policy	40
Academic Load and Classification	50
Academic Suspension	27
Academic Warning	27
Acción Afirmativa/Igualdad de Oportunidades	56
Accounting Program	112-114
Administration	292
Administrative Withdrawal	34
Admission Requirements for University Transfer Students	4
Admission to Health Career Programs	3
Admission to the College for Freshmen	3
Adult Education Programs	80
Advanced Placement Programs	53
Affirmative Action and Equal Opportunity Policy	56
Alumni Tuition Waiver	18
Annual Crime Statistics & Security Report	62
Anthropology Courses	202
Appeal	46
Application Process	22
Architectural Drafting Design	125
Art Courses	203
Assessment of Student Learning	50
Associate Degree Requirements	99
Associate in Applied Science	98,107
Associate in Arts	98, 185
Associate in Fine Arts in Art	98,193
Associate in Liberal Studies	98,196
Associate in Science	98,189
Athletic Affiliation	78
Athletic Honors	78
Athletic Programs	77
Auditing a Course	34
Automotive Technology	115
Automotive Technology Courses	206
Ayuda Financiera	22

### B

Biology Courses	210
Board of Trustees	292
Bookstore	65

Bridge Programming	87
Business and Professional Services	93
Business Courses	213
Business Management	120

### C

Campus Map	323
Campus Quick Guide	viii
Campus Resources	64
Campus Police	66
Medical Emergencies	66
Parking Regulations	66
Cancellation of Credit Courses	35
Career Awareness and Development	88
Career Certificate Requirements	100
Career Program Guarantee	11
Career Programs	105
Career Services Office	66
Catalog for Graduation	101
Certificate Programs	105
Chemistry Courses	220
Child Care Center	67
Children on Campus	60
Chronic Communicable Disease	59
Class Attendance	52
Code of Student Conduct	38
College Campus Visits	65
College History	vii
College Level Examination Placement Program	54
College Mission and Goals	vi
College Study Skills Courses	224
Community Education Program	89
Computer Aided Design	123
Computer Aided Design Courses	216
Computer Information Systems	128
Computer Information Systems Courses	221
Computer Repair Technician	133
Computer Support Specialist	130
Concealed Carry Policy	62
Computer Science Courses	224
Confidentiality of Student Records	57
Information Available	57
Information Unavailable	57
Continuing Education	91
Course Completion Requirements	27

Course Numbering . . . . .202  
 Credit Course Descriptions . . . . .202  
 Credit Course Drop Procedure . . . . .32  
 Credit Course Offerings . . . . .202  
 Credit Hour Policy . . . . .50

**D**

Degrees Offered . . . . .98  
 Developmental Courses . . . . .51  
 Directory Information . . . . .58  
 Disciplinary Board . . . . .46  
 Diversity Statement . . . . .vii  
 Dropping a Credit Course . . . . .32  
 Drug- and Alcohol-Free Campus . . . . .56  
 Dual Credit . . . . .55  
 Dual Enrollment . . . . .55

**E**

Early Childhood Aide . . . . .142  
 Early Childhood Assistant . . . . .141  
 Early Childhood Education Courses . . . . .225  
 Early Childhood Education  
     Program . . . . .138  
 Easy Steps for Enrollment . . . . .2  
 Economics Courses . . . . .229  
 Education Courses . . . . .229  
 Educational Guarantees . . . . .11  
 Educational Programs . . . . .104  
 Electronic Records Management . . . . .169  
 Emergency Medical Technician  
     Courses . . . . .230  
 Employment Opportunities . . . . .75  
 Engineering Courses . . . . .230  
 English Courses . . . . .231  
 Enrollment Verification . . . . .18  
 ESL (English Language Acquisition) . . . . .80

**F**

Faculty . . . . .294  
 Faculty Emeritus . . . . .297  
 Family Educational Rights  
     and Privacy Act . . . . .57  
 Federal Pell Grant . . . . .24  
 Federal Return of Title IV Funds . . . . .30  
 Federal Work-Study Program . . . . .24  
 FERPA Complaints . . . . .59  
 Final Exam Week . . . . .52

Financial Aid . . . . .22  
 Financial Aid Programs . . . . .24  
 Financial Aid Warning, Suspension &  
 Probation . . . . .27  
 Fire Science Technology Courses . . . . .235  
 Fire Science Technology Program . . . . .144  
 Fitness Center . . . . .75  
 Food Service . . . . .67  
 Freedom of Information Act . . . . .59  
 French Courses . . . . .245

**G**

Game Development . . . . .136,239  
 General Education Outcomes & Key  
     Indicators . . . . .104  
 General Education Requirements . . . . .98  
 GED . . . . .see HSEC  
 Geography Courses . . . . .239  
 Geology Courses . . . . .240  
 Glossary . . . . .304  
 Goals . . . . .vi  
 Good Standing . . . . .27  
 Grade Appeal Procedure . . . . .52  
 Grade Legend . . . . .51  
 Grade-Point Average . . . . .26,51  
 Grading Policy . . . . .51  
 Graduation Procedures . . . . .102  
 Guidelines for Releasing  
     Information to Others . . . . .58

**H**

Hale Memorial Award . . . . .101  
 Hawthorne Works Museum . . . . .69  
 Health Careers Courses . . . . .240  
 Health Information Technology . . . . .151,240  
 Heating, Ventilation and Air  
     Conditioning . . . . .154  
 Heating, Ventilation and Air  
     Conditioning Courses . . . . .245  
 HSEC (High School Equivalency  
     Certificate) . . . . .80  
 History Courses . . . . .243  
 Hostile Environment/  
     Sexual Harassment . . . . .60  
 Humanities Courses . . . . .244

**I**

IAI Participating Schools . . . . . 6  
 Identification Cards . . . . . 67  
 Illinois Articulation Initiative . . . . . 7, 182  
 Illinois Award Programs . . . . . 24  
 Illinois National Guard  
     Scholarship Grant . . . . . 25  
 Illinois Veterans' Grant . . . . . 25  
 In-District Employee Tuition Rate . . . . . 17  
 In-District Senior Citizen Tuition Waiver . . . . . 17  
 Income Tax Deduction . . . . . 18  
 Independent Study Courses . . . . . 247  
 Intercollegiate Athletics . . . . . 78  
 International Students . . . . . 10

**J**

Joint Educational Agreements . . . . . 9  
 Journalism Courses . . . . . 247

**L**

Law Enforcement Courses . . . . . 248  
 Law Enforcement Education . . . . . 157  
 Liberal Studies Program . . . . . 200  
 Library . . . . . 67  
 Library Cards . . . . . 67  
 Literacy, Project CARE . . . . . 81  
 Lost, Stolen or Damaged Items . . . . . 60

**M**

MAP Program . . . . . 74  
 Mathematics Courses . . . . . 249  
 Maximum Time Requirement . . . . . 28  
 Medical Emergencies . . . . . 66  
 Medical Marijuana Policy . . . . . 61  
 Medical Office Support . . . . . 169  
 Microsoft Office . . . . . 168  
 Military Service . . . . . 33  
 Military Service Credit . . . . . 55  
 Misión y Objetivos . . . . . vi  
 Mission and Goals . . . . . vi  
 Montgomery GI Bill Active Duty . . . . . 26  
 Montgomery GI Bill Reserves . . . . . 26  
 Morton College Athletic Association . . . . . 78

Music Courses . . . . . 254  
 Music Production Certificate . . . . . 159

**N**

Network Systems Administrator . . . . . 134  
 Networking Essentials . . . . . 135  
 Non-Credit Courses . . . . . 79-93  
     Adult Education . . . . . 79-93  
     Community Education . . . . . 79-93  
 Non-Traditional Learning Program . . . . . 53  
 Nursing Assistant . . . . . 160  
 Nursing . . . . . 160  
 Nursing Courses . . . . . 263

**O**

Objetivos . . . . . vi  
 Off-Campus Employment . . . . . 75  
 Office Management Technology . . . . . 167  
 Office Management  
     Technology Courses . . . . . 266  
 Office Technology Specialist . . . . . 170  
 On-Campus Employment . . . . . 75  
 Online, Non-Credit Courses . . . . . 91

**P**

PantherPaloosa . . . . . 68  
 Parking Regulations . . . . . 66  
 Part-Time Students . . . . . 76  
 Payment of Tuition and Fees . . . . . 15  
 Phi Theta Kappa . . . . . 77  
 Philosophy Courses . . . . . 271  
 Physical Education Courses . . . . . 277  
 Physical Science Courses . . . . . 282  
 Physical Therapist Assistant . . . . . 171  
 Physical Therapist Assistant  
     Courses . . . . . 272  
 Physics Courses . . . . . 279  
 Placement Testing . . . . . 69  
 Plagiarism . . . . . 41  
 Political Science Courses . . . . . 280  
 Prerequisites . . . . . 202  
 Prior Learning Evaluation . . . . . 54  
 Procedures for Amending Records . . . . . 58

Procedures for Handling Acts  
of Academic Dishonesty . . . . . 42  
Proficiency Examination . . . . . 53  
Project CARE . . . . . 81  
Psychology Courses . . . . . 289

**R**

Receipt of Credit . . . . . 53  
Refund Policy for Credit Course . . . . . 17  
Registering for a Credit Course . . . . . 32  
Reporting Acts of Academic  
Dishonesty . . . . . 41  
Residency . . . . . 15  
In-District Students . . . . . 15  
International Students . . . . . 16  
Out-of-District Students . . . . . 16  
Out-of-State Students . . . . . 16  
Retake Policy Fees . . . . . 19

**S**

SAP Academic Plans . . . . . 29  
Satisfactory Academic  
Progress Requirements . . . . . 26  
Scholarship Opportunities . . . . . 24  
Second Degree and/or Certificate  
100Semester Calendar . . . . . 52  
Sexual Offender Registration . . . . . 61  
Sexual Harassment . . . . . 60  
Simulation and Game Development . . 135  
Smoke-Free Campus . . . . . 60  
Social Science Courses . . . . . 281  
Sociology Courses . . . . . 282  
Spanish Courses . . . . . 283  
Speech Courses . . . . . 285  
Staff . . . . . 298  
Student Achievements . . . . . 77  
Student Activities . . . . . 73  
Student Complaint and  
Grievance Information . . . . . 47  
Student Eligibility . . . . . 23  
Student Orientation Program  
(PANTHERPALOOZA) . . . . . 68  
Student Quick Guide . . . . . ii  
Students with Special Needs . . . . . 70  
Supply Chain Management . . . . . 175

**T**

Technology Program (CAD) . . . . . 127  
Theatre Arts Courses . . . . . 286  
Therapeutic Massage Courses . . . . . 287  
Therapeutic Massage Program . . . . . 176  
Transcript . . . . . 55  
Transfer Agreements . . . . . 8  
Transfer of Credit to Morton College . . . 4  
Tuition and Fees for Credit Courses . . 14  
Tutoring Center . . . . . 75  
Tutorial Services, Project CARE . . . . . 81

**U**

University Transfer Program . . . . . 182

**V**

Veterans' Educational Benefits . . . . . 25

**W**

Web Design . . . . . 132  
Web Site & Multimedia Design . . . . . 137  
Welding . . . . . 181  
Welding Courses . . . . . 289

# 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.

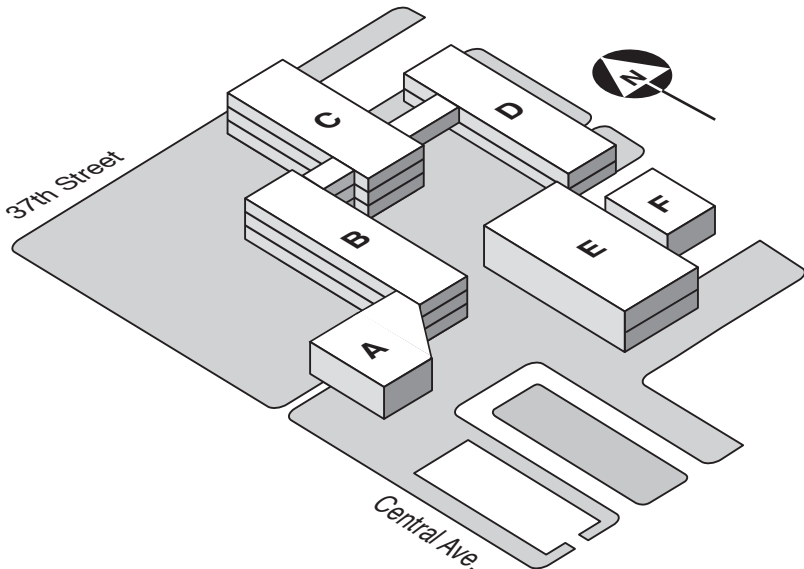
**Building A** contains the Jedlicka Performing Arts Center, which seats 350 people and is used for all performances of the theatre and music departments, large lectures and community events. Building A also contains the Cashier's Office and Financial Aid.

**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, Tutoring 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.



**PARA INFORMACIÓN EN E ESPAÑOL LLAME AL  
(708) 656-8000, OPCIÓN 2**

## **IMPORTANT DISCLAIMERS**

Morton College provides a printed version of its catalog as a convenience for students. However, the online catalog is the most recent and up to date version. The online version will supersede any difference between the two versions.

### **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 visit our website at [morton.edu](http://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 Right to Know**

MC is pleased to provide this informational resources for students as required under federal and state regulations and/or college policy, and to increase students' accessibility to essential information. For details, please visit:

[morton.edu/About-Morton/Student-Right-To-Know-Information](http://morton.edu/About-Morton/Student-Right-To-Know-Information).

# STUDENT QUICK GUIDE

## HOW CAN WE ASSIST YOU?

Call (708) 656-8000. For specific questions dial extensions below.

### **FINANCIAL AID?**

The Financial Aid Office, Ext. 2428, can provide information on the various forms of financial aid available.

### **REGISTERING FOR COURSES?**

We highly recommend seeing an Academic Advisor for academic guidance; make an appointment with an Academic Advisor today, Ext. 2250.

The Office of Admissions and Records, Ext. 2346, can answer admission or registration questions.

### **PLACEMENT TESTING?**

The Testing Center, Ext. 2250, can help set up a testing appointment.

### **PAYING YOUR TUITION?**

For information on tuition payment options and due dates call the Cashier's Office, Ext. 2268 or the Business Office, Exts. 2305 through 2308.

### **TRANSFERRING COLLEGE CREDITS?**

The Academic Advising Center, Ext. 2250, can provide information on transferring college credit.

### **ADULT EDUCATION PROGRAMS?**

Adult Education programs include ELA (English Language Acquisition), high school completions preparation courses, as well as tutoring for English language and literacy learners, Ext. 2407. For tutoring dial Ext. 2383.

### **COMMUNITY EDUCATION PROGRAMS?**

Information about Community Education programs is available through the Adult Education, Community Programming and Outreach Office, Ext. 2281.

### **OBTAINING A STUDENT ID?**

The Student Activities Office can provide information about when and where ID cards may be obtained. Dial Ext. 2318.

### **CAMPUS SAFETY**

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



<b>Academic Advising Center</b>	<b>Ext. 2250</b>	<b>See Page 64</b>
<b>Admissions and Records</b>	<b>Ext. 2346</b>	<b>See Page 3</b>
<b>Adult Education, Community Programming and Outreach</b>	<b>Ext. 2407</b>	<b>See Page 79</b>
<b>Community Education</b>	<b>Ext. 2281</b>	<b>See Page 89</b>
<b>Business and Professional Services</b>	<b>Ext. 2382</b>	<b>See Page 93</b>
<b>Campus Police</b>	<b>Ext. 2200</b>	<b>See Page 66</b>
<b>Child Care Center</b>	<b>Ext. 2284</b>	<b>See Page 67</b>
<b>Financial Aid</b>	<b>Ext. 2428</b>	<b>See Page 21</b>
<b>Library</b>	<b>Ext. 2321</b>	<b>See Page 67</b>
<b>Fitness Center</b>	<b>Ext. 2274</b>	<b>See Page 75</b>
<b>PARA INFORMACIÓN EN ESPAÑOL, LLAME AL (708) 656-8000, OPCIÓN 2</b>		

# TABLE OF CONTENTS



Academic Calendar .....	iv
Mission Statement .....	vi
Diversity Statement .....	vii
College History .....	v
Frequently Called Numbers.....	viii
Getting Started at Morton College.....	1
Tuition and Fees.....	13
Financial Aid.....	21
Registration .....	31
Academic Information and Campus Regulations.....	37
Student Services .....	63
Adult Education, Community Programming and Outreach.....	79
Business & Professional Services.....	93
Degree and Certificate Requirements.....	97
Educational Programs .....	103
Course Descriptions .....	206
Trustees, Administration, Professional Staff, Faculty and Staff .....	299
Academic Glossary .....	312
Index.....	319
Campus Map .....	323

# ACADEMIC CALENDAR 2018-2019

## FALL SEMESTER 2018

Semester Begins ( <i>All Classes</i> ).....	August 20
100% Refund.....up to 8 calendar days from start of course	
50% Refund.....	9–16 calendar days from start of course
Labor Day Recess ( <i>College Closed</i> ).....	September 1-3
Columbus Day ( <i>College Closed</i> ).....	October 8
Midterm Week .....	October 14-20
College Fair .....	October 24
Graduation Petition Deadline .....	November 1

### Spring '19 Registration

Current & new students.....	November 12
Veterans Day ( <i>College Open</i> ).....	November 11
Thanksgiving Recess ( <i>College Closed</i> ) ...	November 22-25
Last Day to Withdraw.....	November 30
Final Exam Week.....	December 8-14
Winter Recess Begins ( <i>No Classes</i> ).....	December 15

## SPRING SEMESTER 2019

Martin Luther King Day ( <i>College Closed</i> ) .....	January 21
Semester Begins ( <i>All Classes</i> ).....	January 14
100% Refund.....up to 8 calendar days from start of course	
50% Refund.....	9–16 calendar days from start of the course
Faculty Seminar Day ( <i>No Classes</i> ).....	January 10
Pulaski Day ( <i>College Closed</i> ) .....	March 4
Midterm Week .....	March 10-16
Spring Break ( <i>No Classes</i> ).....	March 17-23
Graduation Petition Deadline .....	April 1

### Fall & Summer '19 Registration

Current students—30+hrs. completed .....	April 1
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### Fall & Summer '19 Registration

Current & new students.....	April 8
Spring Recess .....	April 19-21
Last Day to Withdraw .....	May 3
Final Exam Week.....	May 10-16
Commencement.....	May 17
Memorial Day ( <i>College Closed</i> ).....	May 27

## SUMMER SESSION 2019

<b>First 5-Week Session</b> .....	May 28–June 27
Last Day to Withdraw ( <i>for 1st 5-Week Session</i> ).....	June 20
<b>8-Week Session</b> .....	June 10–August 1
Graduation Petition Deadline .....	July 1
<b>Second 5-Week Session</b> .....	July 1–August 1
Independence Day ( <i>Closed</i> ).....	July 4
Last Day to Withdraw ( <i>for 8-Week Session</i> ).....	July 25
Last Day to Withdraw ( <i>for 2nd 5-Week Session</i> ).....	July 25

\*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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# 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.

The College honors the community's rich industrial past through the 2007 opening of the Hawthorne Works Museum and Heritage Hall. It pays homage to the many individuals who worked and lived in the community.

Morton College is excited to expand possibilities in a new 15,778-square foot, two-story addition that opened in the Fall of 2016. It is the first new construction of any kind since the current campus opened in 1975.

The building will feature cutting-edge technology in 10 high-tech, LEED-certified classrooms as well as a student lounge and Teaching and Learning Center.

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

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# ABOUT MORTON COLLEGE

Morton College is a public comprehensive community college recognized by the Illinois Community College Board as District 527. The College is governed by a locally elected Board of Trustees. Seven of the Trustees are elected to six year terms by the residents of District 527. A Student Trustee is elected by Morton College students to a one year term. District 527 serves the communities of Berwyn, Cicero, Forest View, Lyons, McCook and Stickney.

The College offers Associate in Arts and Associate in Science university transfer programs and Associate in Applied Science and Certificate programs for students who intend to pursue employment upon graduation. Customized workforce training programs for local employers are also available.

The Adult Education, Community Programming and Outreach division of the College offers a wide array of programs and courses in English Language Acquisition, High School Equivalency Certificate, Adult Literacy, and community education and enrichment programs.

Morton College is accredited by the Higher Learning Commission.

## 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.

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# 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.

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## 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.

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## CORE VALUES

### **Compassion, Fairness, Respect, Responsibility, Tolerance and Truth**

Morton College, in support of these Core Values, is committed to the freedom of expression and the pursuit of truth in teaching and learning in an educational environment that is welcoming to all.

## 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.

# FREQUENTLY CALLED NUMBERS

AECPO Computer Lab	2297	237C
Academic Advising Cnt	2250	1st Fl B
Admissions & Records	2346	1st Fl B
Adult Ed. (GED / ESL)	2373-2374	214C
Arts and Sciences	2330	305B
Athletics	2370-2371	201E
Auto Shop	2276	110D
AV Hotline	2209	1st Fl B
Boardroom	221B	
Bookstore	2234-2225	134C
Bus. & Comm. Svcs	2382	225C
Business Office	2305-2308	203C
Cafeteria	2458	1st Fl C
Campus Police	2200-2201	119C
Career Services Office	2468	214C
Cashier's Office	2268	1st Fl A
Child Care Center	2284	105D
Collegian	2294	328C
Continuing Education and Community Services	2281	223C
CRCP	2271	243C
Duplication Svcs	2257	239B
Expressions	2294	329C
Financial Aid / Veterans	2428	204B
Fitness Center	2274	116E
Hawthorne Wrks Mus	2494	2nd Fl B
Human Resources	2299-2300	211B
Tutoring Center	2465	201C
Library		
Circulation Desk	2321	Library
Computer Help	2235	Library
Instr Technologist	2430	210B
Reference Desk	2429	Library
Maintenance	2220-2221	101D
Marketing/Comm. (MAC)	2270	316C
MIS Help Desk Hotline	2444	232B
Music Department	2231	108C
Multimedia Help Desk	2209	1st Fl B
Nursing Program	2388	302C
Payroll	2306	204C
Placement Testing Cntr	2250	234C
Pre-Kindergarten	2285	105D
Project Care	2383	245C
Service Center	2217	238B
Shipping and Receiving	2218	144C
Student Activities	2262	241C
Student Success Cntr	2318	213C
Theatre Department	2230	103A
Transfer Information	2250	1st Fl B
UPS Campus Recruiter	2877	243C

## 2018-2019 CATALOG

### Published annually by Morton College

This catalog describes policies and programs in effect as of July 2016. The College reserves the right to make changes to this Catalog according to Board of Trustee approval.

It is the policy of Morton College not to discriminate on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, marital status, physical and mental disability, unfavorable military discharge, military status, sexual orientation, or any other unlawful basis in the recruitment, selection or employment of its employees or in its educational programs, admissions, or contracting, or employment policies. In accordance with the Americans with Disabilities Act of 1990, and corresponding state law, Morton College will make reasonable accommodations for applicants and employees. Charges of violations of this policy should be directed to the Director of Human Resources.

For more information contact:

**Ronald A. Lullo**  
Director of Human Resources  
Title IX Coordinator

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