MORAINE VALLEY
COMMUNITY COLLEGE

catalog 2024-2025

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2024-2025 Catalog

The online catalog is published annually each spring.

Please note: This catalog is published for informational purposes and should not be regarded as an irrevocable contract between the student and the college. The Board of Trustees of Moraine Valley Community College reserves the right to change, without notice, graduation requirements, fees and other charges, curriculum course structure and content, and other matters within its control. Newly enacted law is applicable when effective. No policy or procedure, or any portion thereof, shall be operative if it conflicts with applicable law. If any part of this catalog or its application to any person or circumstance is invalid, that invalidity shall not affect other provisions or applications. Therefore, the content in this catalog is subject to change.

Academic Calendar

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

Summer Semester 2024

May 20..... Early Summer session begins

May 27..... Memorial Day holiday, no classes

June 1..... Deadline to petition for summer graduation

June 7..... End of three-week pre-session

June 10..... Regular Summer sessions begin

June 10..... Non-credit classes begin

June 19..... Juneteenth Day, no classes

July 4 ..... Independence Day holiday, no classes

July 5..... End of first four-week session

July 8..... Second four-week session begins

Aug. 2..... End of semester

Fall Semester 2024

Aug. 19..... Credit classes begin

Aug. 26..... Non-credit classes begin

Sept. 2..... Labor Day holiday, no classes

Sept. 15..... Deadline to petition for fall graduation

Nov. 5..... Election Day, no classes

Nov. 27-Dec. 1..... Thanksgiving break, no classes

Dec. 2..... Classes resume

Dec. 6-12..... Final exam week

Dec. 12..... End of semester

Spring Semester 2025/Winter Session

Dec. 16, 2024..... Four-week winter session begins

Jan. 10, 2025..... End of four-week winter session

Spring Semester 2025

Jan. 13..... Credit classes begin

Jan. 20..... Martin L. King Day holiday, no classes

Jan. 21..... Non-credit classes begin

Feb. 1..... Deadline to petition for spring graduation

Feb.17..... Presidents' Day holiday, no classes

Feb. 25..... Staff development day, no classes

March 10-16..... Spring break, no classes

March 17..... Classes resume

April 18-20..... No classes

April 21.....Classes resume

May 9-15..... Final exam week

May 15..... End of semester

May 16..... Graduation

Summer Semester 2025

May 19..... Early Summer session begins

May 26..... Memorial Day holiday, no classes

June 1..... Deadline to petition for summer graduation

June 8..... End of three-week pre-session

June 9..... Regular Summer sessions begin

June 9..... Non-credit classes begin

June 19..... Juneteenth Day, no classes

July 3..... End of first four-week session

July 4..... Independence Day holiday, no classes

July 7..... Second four-week session begins

Aug. 1..... End of semester

Fall Semester 2025

Aug. 18..... Credit classes begin

Aug. 25..... Non-credit classes begin

Sept. 1..... Labor Day holiday, no classes

Sept. 15..... Deadline to petition for fall graduation

Sept. 30..... Staff development day, no classes

Nov. 26-Nov. 30..... Thanksgiving break, no classes

Dec. 1..... Classes resume

Dec. 5-11..... Final exam week

Dec.11..... End of semester

Spring Semester 2026/Winter Session

Dec.15, 2025..... Four-week winter session begins

Jan.9, 2026..... End of four-week winter session

Spring Semester 2026

Jan. 12..... Credit classes begin

Jan. 19..... Martin L. King Day holiday, no classes

Jan. 20..... Non-credit classes begin

Feb. 1..... Deadline to petition for spring graduation

Feb. 16..... Presidents' Day holiday, no classes

Feb. 24..... Staff development day, no classes

March 9-15..... Spring break, no classes

March 16..... Classes resume

April 3-5..... No classes

April 6..... Classes resume

May 8-14..... Final exam week

May 14..... End of semester

May 15..... Graduation

Summer Semester 2026

May 18..... Early Summer session begins

May 25..... Memorial Day holiday, no classes

June 1..... Deadline to petition for summer graduation

June 7..... End of three-week pre-session

June 8..... Regular Summer sessions begin

June 8..... Non-credit classes begin

June 19 ..... Juneteenth Day, no classes

July 2..... End of first four-week session

July 3-4..... Independence Day holiday, no classes

July 6..... Second four-week session begins

July 31..... End of semester

Fall Semester 2026

Aug. 17..... Credit classes begin

Aug. 24..... Non-credit classes begin

Sept. 7..... Labor Day holiday, no classes

Sept. 15..... Deadline to petition for fall graduation

Nov. 3..... Election Day, no classes

Nov. 25-Nov. 29..... Thanksgiving break, no classes

Nov. 30..... Classes resume

Dec. 4-10..... Final exam week

Dec. 10..... End of semester

Spring Semester 2027/Winter Session

Dec. 14, 2026 ..... Four-week winter session begins

Jan. 8, 2027 ..... End of four-week winter session

Spring Semester 2027

Jan. 18 ..... Martin L. King Day holiday, no classes

Jan. 19 ..... Credit classes begin

Jan. 25 ..... Non-credit classes begin

Feb. 1 ..... Deadline to petition for spring graduation

Feb. 15 ..... Presidents' Day holiday, no classes

March 2 ..... Staff development day, no classes

March 15-21 ..... Spring break, no classes

March 22 ..... Classes Resume

March 26-28 ..... No classes

March 29 ..... Classes resume

May 14-20 ..... Final exam week

May 20 ..... End of semester

May 21 ..... Graduation

Summer Semester 2027

May 24 ..... Three-week pre-session begins

May 31 ..... Memorial Day holiday, no classes

June 1 ..... Deadline to petition for summer graduation

June 13 ..... End of three-week pre-session

June 14 ..... Eight-week and first four-week sessions begin

June 14 ..... Non-credit classes begin

June 18-19 ..... Juneteenth Day, no classes

July 4-5 ..... Independence Day holiday, no classes

July 9..... End of first four-week session

July 12 ..... Second four-week session begins

Aug. 6 ..... End of semester

For the most up to date calendar, please visit:
morainevalley.edu/calendar

Subject to Revision
Last revised February 2024 - Academic Services

About Moraine Valley

Moraine Valley Community College is one of the nation's leading community colleges with a proud tradition of meeting the diverse needs of our students. The college offers more than 140 degree and certificate programs and services specifically designed to help students succeed in their academic, personal, and professional pursuits.

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

Learn more:

College Administration

Facts

Library

Locations and Maps

Mission and History

Student Life

Student Services

Admission and Registration

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

No person will be denied admission to the college, any program, or activities on the basis of race, color, age, sex, religion, national or ethnic origin, disability, creed, ancestry, marital status, sexual orientation, gender identity, gender expression, arrest record, military status or unfavorable military discharge, citizenship status, or other legally protected characteristics or conduct.

Employees who recruit and enroll students must refrain from using high-pressure recruitment tactics, such as making multiple (three or more) unsolicited contacts by phone, email, or in-person, or engaging in same-day recruitment and registration for the purpose of securing service member enrollments.

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

Admission

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

- a completed enrollment form (available online at enroll.morainevalley.edu or visit Admissions Building S, Room S101) with all required information.
- Submit $25 Admissions Fee or Fee Wavier. These costs include the review of high school/college transcripts and documents, awarding of AP/International Baccalaureate /Biliteracy credit, New Student Orientation, Academic Advising, and assistance with the enrollment process from the time of application.
- a final high school transcript, indicating the date on which the student graduated, or a high school equivalency certificate. Although not required for admission, it is strongly advised to submit a high school transcript or high school equivalency certificate. These documents are necessary for financial aid, special admission programs and athletes.
- all college transcripts, if applicable.
- the final admission steps will include the delivery of a new student welcome letter (both by mail and email) with instructions on academic placement testing, and New Student Orientation programming.
- SAT or American College Testing (ACT) generally is not required but may be used to satisfy academic placement requirements.

For more information about the enrollment process by type of student, visit the Admissions webpages.

Admission to Associate in Arts or Associate in Science Transfer Degree Programs—Students enrolling in transfer degree programs must have completed the minimum high school course requirements as outlined in the following section, in accordance with Illinois Public Act 86-0954. Students who do not meet these requirements may be required to take additional developmental courses. These requirements will be exempted for (a) students who submit college transcripts showing successful completion, with a grade of "C" or better, of 24 semester hours of transfer college credit at the 100 level or above; (b) students who successfully complete the high school equivalency exam; (c) students may submit ACT/SAT scores demonstrating their level of competency in English, mathematics, and reading or demonstrate equivalency proficiency through assessment or through courses offered at the college.

High School Course Requirements for Admission to Transfer Degree Programs

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

Flexible Academic Units	3	Additional English, social studies, mathematics, science, foreign language, music, art, and/or vocational education
	15	

***Transfer from Other Institutions*—**A transfer student must complete the college admission process. Students intending to obtain transfer credit must submit an official college transcript from each college attended to the Records Office. Transfer credit earned from regionally accredited colleges and universities will be accepted in accordance with Moraine Valley admissions policies. All materials submitted during the application process are property of Moraine Valley and will not be returned or reproduced.

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

***Transcript Evaluations*—**Undergraduate credits earned at other regionally accredited colleges/universities will be evaluated for transfer upon receipt of an official transcript. All official transcripts will be evaluated in the order they are received. Transcript Evaluations will be processed within 3 business days.

Students are notified by email once their evaluation is complete. Students can view their transfer credits and track progress toward completion of a degree or certificate by running degree audit through *MVConnect*.

***Reverse Transfer Toward a Moraine Valley Degree*—**In compliance with the Student Transfer Achievement Reform (STAR) Act (110 ILCS 150), Moraine Valley Community College will award Associate degrees to qualifying students. Students may be eligible if they are currently enrolled at a public university in Illinois, have earned at least 15 hours of transferrable 100-level or higher coursework, and have earned a cumulative 60 semester hours of college-level coursework at the public university. Public university students should contact their university Registrar's office to learn more about participating.

Once the public university sends a student's official transcript to the Moraine Valley Records Office, Moraine Valley will complete a degree audit within 30 business days of receiving the transcript. If the student qualifies for a degree, the degree will be awarded. Moraine Valley will notify both the student and public university about the outcome of the degree audit. If a degree is awarded, Moraine Valley will send an official transcript to the public university. For more information, please contact the Records Office at (708) 974-5730 or Admissions at (708) 974-5355.

***Catalog Expiration*—**Students have six years from the first semester of enrollment to complete their program of study. If not completed within this time frame, the student must complete their studies under a newer non-expired catalog. Students who have a break in enrollment of six or more semesters (including summer semesters) must follow the policy for readmission.

***Readmission*—**Any student who has not been enrolled at Moraine Valley for six consecutive semesters (including summer semesters), must be readmitted to the college. The student must visit the Registration Office to update current address, program of study, and catalog year to the current semester. If the student has attended one or more colleges during this interim period, official transcripts for all academic work taken since last attending Moraine Valley must be submitted. Students are encouraged to contact Academic Advising to discuss degree or certificate requirements.

***High School Students*—**Students under 16 are not admitted to college classes. Exceptions to this rule may occur with approved programs of study within specialized Dual Credit Programs. Dual Credit enrolled students must complete an online enrollment form upon the approval of high school faculty and/or counselor. Students over the age of 16 who would like to pursue college courses must complete a High School Authorization Form, which can be obtained from and signed by the appropriate high school official.

***Admission to Honors Program*—**After you apply for admission to the college, complete the Honors Program application available in G210 or online at *morainevalley.edu/honorsprogram*. You will need to meet **two** of the following prerequisites to enroll in the Honors Program:

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

Students need to present verification that they meet admission requirements. After that, students are eligible to register for honors courses. **(708) 608-4186**, *morainevalley.edu/honorsprogram*.

***Admission for International Students*—**For international student admission procedures, see the *International Students webpages* for complete information.

***College 101 Course Requirement*—**All degree seeking students are required to enroll in and successfully complete the freshman experience course COL-101 College: Changes, Challenges, Choices during the first semester of registration unless they have:

- Previously enrolled in at least 30 semester hours of college credit. Credit must be documented on a college transcript or
- Successfully completed Moraine Valley course COL-101 or specific sections of HDV-101.
- Successfully completed a course equivalent to COL-101 at another college. Course must be documented on a college transcript.

Student Success/Early College—

- Dual Credit-Allows high school students the opportunity to earn college and high school credits by enrolling in select classes, offered, and taught by qualified college instructors at the high school. Dual Credit agreements are renewed annually.
- Dual Enrollment-Allows high school students 16 years or older, with permission from their high school, to enroll in and earn college credit for courses at Moraine Valley. These courses can be taken during part of students' regular school day, after school, online, weekends during the fall, spring and summer semesters at Moraine Valley's main campus, Education Center in Blue Island or the Southwest Education Center in Tinley Park.

Students over the age of 16 who would like to pursue college courses must complete a High School Authorization Form every semester they wish to enroll, complete the college's online Admission application, meet course prerequisites, and abide by all college policies. All courses taken will become part of the student's permanent college record and will be reflected on the student's official transcript. He/she is responsible for dropping or withdrawing from a course by the established deadlines and maintain a minimum 2.0 GPA to prevent any limitations to their ability to receive financial aid once he/she enters college as a degree-seeking student.

Enrollment in a college course(s) does not guarantee or grant high school credit for high school graduation requirements. Early College students must abide by all college policies. Tuition rates are determined by the legal residence of the student. These rates are lower for residents of the Moraine Valley Community College district than they are for out-of-district residents that attend Moraine Valley. It is the student's responsibility to demonstrate residency status.

If placement test is completed and Reading course is needed, the student is required to enroll in the Reading course in the same semester.

Registration

Once students have completed the admission process, they can register for classes in person, online or by phone. More information is available on the *Admissions webpages*.

Change of Program

Request Form—

New students who need to update their program of study may call Registration at 708-974-2110. Continuing students who need to update their program of study must submit the Change of Program form. Change of Program request forms are available online via MVConnect under Student Resources. Click on Registration and Records for the online form. Program changes may affect requirements and eligibility for educational benefits such as athletic, financial aid (including VA), and international student status.

Change of Program must be submitted for processing two weeks before the start of each semester for which the student is seeking a program change. Please note, if deadline is missed, student will have to wait until the following semester. Multiple Change of Program submissions will result in the requests being denied. Please contact Registration at 708-974-2110 if you submit more than one request to change your program.

Students are encouraged to visit Academic Advising, Building S, Room S201, to discuss degree or certificate requirements. For request to change programs to Health Science programs, students first must be admitted to the program. During the students first term of admittance, their program will be automatically updated.

Admission to Health Science Programs

Health Information Technology, Nursing, Radiologic Technology, Respiratory Therapy, and Sleep Technology are health career programs leading to an Associate in Applied Science (A.A.S.) degree. Mammography Technology and Computed Tomography are health science certificate programs. All of these programs have special admission requirements and limited enrollment. Applicants are responsible for ensuring that all admission requirements are met, and all documents and scores are submitted on time. Only complete application files will be reviewed for admission. As part of the admission process, most health science programs require that students submit a health history and physical evaluation. Students may also be required to complete a criminal background check. Students also may be required to have current medical insurance.

General information and program requirements may be found in the Career Programs section of this catalog, online at *morainevalley.edu/healthsciences* or by consulting the Academic Advising Center.

Admission Requirements for Health Science A.A.S. Degree Programs

Documents required for a complete file:

- Moraine Valley application for admission if not currently enrolled in college credit courses at Moraine Valley.

- A completed program admission application by specified deadline. Applications are available online and must be returned to the Records Office.
- A completed high school transcript showing date of graduation or a high school equivalency certificate.
- Official transcripts from all colleges or universities previously attended.
- Academic placement results documenting required level of placement as defined by each program.
- Proof of permanent residency or U.S. citizenship must be submitted at the time of application as defined by each program.

Health Science Selection Criteria:

- Selection of qualified applicants is completed by employing a system using GPA and grades in program-specific course work. The high school grade point average will be used for the applicant who has attempted less than 12 semester hours of college-level credit. More information about the ranking system can be found online under admission and selection for each program of study or by meeting with an academic advisor.
- Qualified residents of the district will be given priority.
- The specific program admission application must be submitted by March 1 for programs beginning in fall (August) with the exception of Radiologic Technology which is Jan. 31, Sleep Technology (for new students) which is June 1, or Oct. 1 for the spring (January) Nursing Program.
- Qualified nonresidents who submit the specific program admission application by March 1 for programs beginning in fall (August) or Oct. 1 for the spring (January) nursing program, who have complete files and proof of program academic requirements may be selected on a space-available basis.
- On a space-available basis, applicants who did not meet all admission requirements by the deadline may be considered after application deadline.
- The required medical terminology, mathematics, and science (i.e., biology, chemistry) courses for Health Information Technology, Radiologic Technology and Respiratory Therapy must be completed within five years of program admission. Exceptions may be granted on an individual basis upon approval of the program coordinator.

Transfer Students

- Placement is considered on an individual basis.
- Undergraduate credits earned at other regionally accredited colleges/universities will be evaluated for transfer upon receipt of an official transcript. Transcript Evaluations will be processed within 3 business days. Students can view their transfer credits and track progress toward completion of a degree or certificate by running degree audit through MVConnect.
    - See Academic Advising Center for general education information.
    - See coordinator of specific associate degree health career program for evaluation of career course work.

Reapplication

Applicants not admitted to the special admissions programs during the initial application process are responsible for submitting a new application during the upcoming admission cycle. Readmit program applicants must complete a readmission form and submit it to the Records Office during the applicable time period.

Returning Students

See specific program in the *Career Programs* (p. 64) section of this catalog.

Admission Requirements for Specific Health Science A.A.S. Degree Programs

Health Information Technology A.A.S.

Health Sciences Admission Requirements plus:

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

Radiologic Technology A.A.S.

Health Sciences Admission Requirements plus:

- Completion of one year of high school biology with a lab or one semester of college biology with a lab with a grade of “C” or above.
- Minimum GPA of 2.0 is required for all courses (general education and career) related to the Radiologic Technology program.

  ----Math requirement is met by one of the following:
- Qualify for MTH109 through completion of Moraine Valley’s (MVCC) placement test
- ACT score in Math of 20 or higher OR SAT score of 520 or higher
- Completion of MTH095 or MTH096 with a grade of “C” or higher at MVCC

- Previous college level math credit with a grade of “D” or higher.

English requirement is met by one of the following:

- Test into college level for English and Reading determined by MVCC placement test.
- ACT score in English of 19 and Reading of 20 or higher OR SAT score of 480 or higher. ACT and SAT test scores expire 18 months from test date.
- Completion of all developmental levels in both English and Reading at MVCC
- Previous college-level English composition credit with a grade of “C” or higher.

Respiratory Therapy A.A.S.

Health Sciences Admission Requirements plus:

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or better.
- One year of high school algebra must qualify to take Moraine Valley course MTH-109 or above, or a college-level course at another college, with a grade of "D" or above.
- A minimum grade point average of 2.5 on a 4.0 scale, based on courses inclusive to the Respiratory Therapy AAS degree or a high school GPA of 2.5 on a 4.0 scale if at least 12 college credit hours have not been earned.
- Completed Moraine Valley placement tests. Students may be exempt from placement tests based on previous college credit. Contact an academic advisor for information about placement test exemptions.
  - Math placement test score or exemption must qualify the applicant to take MTH-109.
  - English placement test score or exemption must qualify the applicant to take COM-101.
  - Reading placement test score or exemption must qualify the applicant for courses above RDG-089.

Sleep Technology A.A.S.

Health Sciences Admission Requirements plus:

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or better.
- One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent college level course at another college, with a grade of "C" or above.
- A minimum grade point average of 2.5 based on a four-point system. The high school GPA will be used only if students have attempted less than 12 college hours. A GPA of 2.5 will be assigned if the student took the high school equivalency rather than graduate from high school.
- Moraine Valley placement tests. Students may be exempt from placement tests based on previous college credit. Contact an academic advisor for information about placement test exemptions.
- Math placement test score or exemption must qualify applicant to take MTH-109.
- English placement test score or exemption must qualify applicant to take COM-101.
- Reading placement test score or exemption must qualify applicant for courses above RDG-089.

Nursing A.A.S.

Health Sciences Admission Requirements plus:

Math requirement is met by one of the following:

- Test into college-level math determined by Moraine placement test.
- ACT score in Math of 20 or higher OR SAT score of 520 or higher.
- Completion of MTH096 or MTH098 with a grade of “C” or higher at Moraine.
- Previous college-level math credit with a grade of “D” or higher.

English requirement is met by one of the following:

- Test into college level for both English and Reading determined by Moraine placement test.
- ACT score in English of 19 and Reading of 20 or higher OR SAT score of 480 or higher. ACT and SAT test scores expire 18 months from test date.
- Completion of all developmental levels in English and Reading at Moraine.
- Previous college-level English composition credit with a grade of “C” or higher.

TEAS Results must be submitted with your application. TEAS results are only valid for one year prior to the application deadline.

The qualifying score is the **average score of the four testing areas** (adjusted individual total score) of 60 percent or higher.

Admission to the program depends on successful completion of both BIO-119 and PSY-104 with a grade of “C” or higher by the end of the semester. These courses can be in progress at the application deadline.

An official sealed high school or high school equivalency transcript must be submitted. Your current transcript must show either the graduation date or the ongoing student status. The high school equivalency report must show passing scores.

College transcripts (if applicable) need to be submitted and be official, sealed college transcripts. The electronic evaluation form must be completed and can be found on the student's

MVConnect portal page under resources and Registration and Records

Please submit proof of acceptable certification/license for ranking score if applicable (see below for ranking process and admissible certifications).

Documents to prove residency must also be included. Students must have a permanent U.S. Social Security Number. Priority admission is given to *in-district students*. Out-of-district students are encouraged to apply but are considered after all in-district students have been ranked.

All nursing student applicants must be certified by the State of Illinois as a Basic Nurse Assistant. The Basic Nurse Assistant certification cannot be in progress at the time of application.

Submit complete applications with all required documents to the Records Department in Building S, Room 111 by the application deadlines.

Ranking and Selection

Your rank score will be determined by:

1. Points for cumulative GPA
2. TEAS scores in Math and Science (combined raw score)
3. Science grades: Points will be awarded for completion of the following courses by the application deadline: BIO-180, BIO-181, BIO-119 (C=1 point, B=4 points, A=6 points)
4. IL Certification/Licensure/Course: If you hold one of the following active unencumbered health care certifications or licenses, points will be awarded for the single highest certification or license. One point will be awarded for completing the course MRT-110.

   L.P.N. - 6 points

   Paramedic - 4 points

   Military Medic - 4 points

   MOA/EMT - 2 points

   MRT-110 - 1 point

Admission Requirements for Computed Tomography and Mammography Technology Certificate Programs

- Current ARRT (American Registry of Radiologic Technologists) certification and current state licensure.
- Applicants must also present a valid driver's license, state ID or current student ID.

Cooperative Programs

Moraine Valley has cooperative agreements with suburban community college districts that enable Moraine Valley district residents to enroll in occupational programs not currently offered at its campus. Students who live outside Moraine Valley's district and wish to enroll in eligible programs at Moraine Valley should contact their home college to obtain necessary authorization. Moraine Valley students can enroll in the following colleges at the in-district rate if the program is not offered at Moraine Valley, but Moraine Valley does not approve its students to enroll in individual courses, developmental, and/or prerequisite courses in its cooperative agreements.

Cooperating Colleges:

Black Hawk College
Carl Sandburg College
City Colleges of Chicago
College of DuPage
College of Lake County
Danville Community College
Elgin Community College
Heartland Community College
Highland Community College
Illinois Central Community College
Illinois Eastern Community College
Illinois Valley Community College
John A. Logan 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
Oakton Community College
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 Community College
Southwestern Illinois College
Spoon River College
Triton College
Waubonsee Community College
William Rainey Harper College

Both full-time and part-time attendance is allowed. Cooperative applications will only be approved if submitted by the appropriate deadlines: July 20 for fall, Dec. 16 for spring, and April 20 for summer. Applications received after the due date will not be approved. The cooperative agreement does not apply if a student enrolls in: a transfer or remedial/developmental program, or classes that are part of continuing education, general studies, community services, or short-term job training programs (noncredit).

For more information on cooperative agreements, contact the office of Enrollment Services at (708) 974-5346 or visit the *enrollment services webpages*.

International Students

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

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

See the *International Students* webpages for complete information on admissions, tuition, and international student services.

Placement Tests

Students must complete placement requirements specific to their intended degree, certificate, or course. Please note that all Degree Seeking students must complete placement requirements before registering for courses. Placement scores are considered valid for a maximum of 18 months from the date the exam was taken, rounded up to the nearest March 1st or October 1st.

Students meeting one of the below criteria are not required to take the Accuplacer Reading and Writing placement exam:

- 480 or above on SAT Evidence-Based Reading and Writing
- 19 or above on ACT English and 19 or above on ACT Reading
- High school unweighted cumulative grade point average of 3.0 or higher from a 7th semester or later high school transcript
- 165 or above on GED Language Arts
- Previously earned college credit with a "C" or better in a college-level (101 or higher) English composition/rhetoric course

Students meeting one of the below criteria are not required to take the ALEKS Math placement exam for entry-level college level Mathematics (e.g., MTH 120, MTH 139, etc.):

- 520 or above on SAT Math
- 20 or above on ACT Math

NOTE: Higher SAT and ACT scores may be required to place into non-entry level Mathematics courses (courses beyond MTH 120 and MTH 139 – consult with Admissions for more information)

- High school unweighted cumulative grade point average of 3.0 or higher from a 7th semester or later high school transcript, including successful completion of 4 years of high school math
- Completion of a high school Math Transition Course with a C or higher (check with your high school or counselor for more information on Transitional Math courses at your school).
- 165 or above on GED Math
- Previously earned college credit with a "C" or better in a college-level Mathematics course

Please submit your official high school transcript to the Records office (Building S, Room S 111).

View the college's current policy for placement testing at morainevalley.edu/placement.

Questions?

Please contact Testing Services at 708-974-5309 or visit their office in Building G 231 with questions about placement testing.

Residency Policy

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

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

Students shall be classified as residents of a community college district without meeting the 30-day residency requirement of the district if they are currently residing in the district and are youth (i) who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have recently been emancipated from the Department, and (ii) who had previously met the 30-day residency requirement of the district but who had a placement change into a new community college district. (Public Act 99-0845)

View the *campus map* or, to verify your residency status, call **(708) 974-2110**.

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

It is the student's responsibility to demonstrate residency status. A student may be asked to display verification of residence before class registration can be completed. The following documents may be presented to verify residency: property tax statement, driver's license, Illinois state ID card, vehicle registration, copy of lease or purchase agreement, utility bill, or voter's registration card. Documents or bills that are used to verify residence are required to be in the student's name. A Post Office Box cannot be used to establish residency. Students must provide a street address.

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

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

Tuition and Fees

Moraine Valley strives to make education affordable. Tuition is assessed on the basis of residency at the time of registration. See the current semester's *tuition rates and fees*. The college has a one-time application fee and charges fees for amenities, including college activities, construction/infrastructure, and technology. Additional fees are required for some instructional programs and courses. These mandatory fees may cover books, laboratory equipment, supplies, malpractice insurance, and student malpractice liability. These fees apply uniformly for all students in some instructional programs or courses.

Please note: Tuition rates and fees are subject to change without notice.

A payment must be made at the time of registration. Find complete and up-to-date information on payment options here. Further information can be obtained from the Cashier's Office, call (708) 974-5715.

Tuition and Fees for Corporate, Community and Continuing Education (Noncredit) Courses—Tuition and fees are assigned differently for each course and are listed in the course descriptions. Tuition and fees may change without notice. Courses designated with adult education credit (AEC) are supported by state and local funds, so out-of-district charges may apply to residents who live outside the Moraine Valley district.

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

Billing Information—Students should see the *MVConnect.morainevalley.edu* campus portal for billing due dates and payment information. Classes fewer than eight weeks and noncredit classes must be paid in full the day of registration.

Photo ID—A student is eligible to receive a student photo ID upon completion of course registration. The ID card will be activated every semester the student is registered for classes. To obtain a student photo ID, students must provide proof of registration and a valid photo ID. Get detailed information on the Photo ID webpage.

Application Fee Waiver Documentation-To qualify for a waiver of the college's application fee, an individual must provide proof of financial hardship or record veteran information on their application (veteran or active). The following is a list of instances where a fee waiver can be granted. Economic need for waiver is defined as the following:

- Student has received or is eligible to receive an ACT or SAT testing fee waiver
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home or is homeless.
- Student is a ward of the state or an orphan.
- Other request from high school principal, high school counselor, financial aid officer, or community leader.
- Returning students who have a Student Aid Index (SAI) between -$1,500 to $0 on FAFSA.

Application Fee Waiver Process:

1. Download the application fee waiver form from the Moraine Valley Admissions website https://www.morainevalley.edu/admissions/contact/high-school-counselors/
2. Complete the form including the appropriate high school official signature or provide appropriate documentation.

3. Bring completed form to the Moraine Valley Admissions office, complete the application in the office or send completed application and fee waiver to Admissions via mail or email to admissions@morainevalley.edu. Admissions office is located in Building S, Room S101.
4. Please contact the Admissions office at (708) 974-5355 or visit Admissions in Building S, Room S101 with questions.

Health, Fitness & Recreation Center (FitRec) — Membership for full-time students is free; part-time students have reduced rates. Part-time students taking PEH activity classes in Building H must pay the per-semester access fee in person in Building H. For FitRec membership and cost information, go to *morainevalley.edu/fitrec* for details.

Senior Citizens and Disabled Persons Property Tax Relief Act – Individuals 65 years or older by the first day of the semester, and whose income is less than the threshold amount defined by Section 4 of the Senior Citizens and Disabled Persons Property Tax Relief Act will be entitled to a full tuition waiver for regularly scheduled credit courses, excluding courses designed specifically for senior citizens, provided that available classroom space exists and tuition-paying students enrolled constitute the minimum number required for the course. All other fees apply pursuant to the act.

Senior Citizens 62 or Older – Individuals 62 years or older and who live in district may enroll in credit or adult education (AEC) courses at one-half the tuition rate. Class fees and the college activities fee, technology fee and construction/infrastructure fees are additional.

In-District Property Owners – Students living out of district but are in-district property owners (does not include parents, etc.) may be eligible for in-district tuition rates. Documentation required every year.

Third-Party Invoicing—Tuition and fee charges are the student's financial responsibility. If you are requesting the college to invoice a third party with intent of covering the full balance or a portion of your charges, it is your responsibility to ensure that payment is applied to your account prior to your due date. The college will invoice third parties on your behalf as long as there is no grade or class attendance stipulations required by the third party. All required documents must be presented at the Cashier's Office, Room S105. In the event that any charges are left uncovered (sponsor does not pay as anticipated), all remaining balances become your responsibility.

Balance Due—Moraine Valley reserves the right to place restrictions on students who are in debt to the institution or owe repayment of a federal/state grant. In accordance with the Student Debt Assistance Act (110 ILCS 66/), the college will release an official transcript to a current or former student if the request is to: a) complete a job application; b) transfer from one institution of higher education to another; c) apply for state, federal, or institutional financial aid; d) join the United States Armed Forces or Illinois National Guard; or e) pursue other postsecondary opportunities. The transcript processing fee per transcript required for all students will apply.

Tuition Refund (Credit)—It is the student's responsibility to drop a course by published deadlines. Courses dropped within the refund period will not appear on your record. No-shows do not constitute a drop. Course length determines the number of calendar days allowed to drop a class in order to receive 100% refund. Below are the general guidelines related to the availability of refunds:

Course Length	**100% Refund Deadline**
16-17--week classes	8 calendar days after the first day of class
14-15-week classes	7 calendar days after first day of class
12-13-week classes	6 calendar days after first day of class
10-11-week classes	5 calendar days after first day of class
9-week classes	4 calendar days after first day of class
7-8-week classes	3 calendar days after first day of class
5-6-week classes	2 calendar days after first day of class
3-4-week classes	1 calendar day after first day of class
2-week classes	By end of first day of class
1-week class	Must be dropped before first day of class

Questions about refund deadlines for specific classes/sections can be directed to the Cashier's Office. A student is entitled to a full refund for any class that is cancelled by the college. For more information, contact the Cashier's Office at **(708) 974-5715**.

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

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

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

1. Medical condition. A student must include a signed statement from the attending physician on letterhead and medical billings confirming the reason(s) with dates why the student was unable to attend the class. Documentation on a prescription memo is not an acceptable form of documentation.

2. Family death. In the event of a death of an immediate family member, a student must submit a copy of the Death Certificate or obituary.
3. Active Military Duty. A student, who is called for active military duty must contact the Coordinator of Veterans Services and submit official documentation.

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

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

If a student has a complaint related to a course or an instructor, the student must be advised of the procedures outlined in the student complaint and hearing process (p. 39).

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

If a student claims that s/he has been misinformed by advisors regarding course selection, the student must be referred to the assistant dean of Advising and New Student Orientation at **(708) 974-5721**. If a student claims that s/he has been misinformed by counselors, the student must be referred to the dean of Student Engagement at **(708) 974-5720**.

Corporate, Community and Continuing Education (Noncredit) Refund and Cancellation Policy—It is a student's responsibility to drop a course at least three calendar days prior to the start of class to receive a full refund. Courses dropped less than three calendar days before the start of classes will receive no refund. No-shows do not constitute cancellation. No credit may be used toward another section of missed classes. Classes that are cancelled by the college will receive a full refund.

1098-T Forms—The 1098-T forms will be available electronically by Jan. 31 each year. A 1098-T is generated for eligible tuition and fees each year during the current calendar year in accordance with the most current IRS rules and guidelines. Note: You will NOT receive a 1098-T form if: 1. You are a non-resident alien student, 2. All your courses for the calendar year were noncredit, 3. Your billed tuition was entirely waived by a scholarship or grant.

Veterans Benefit Program

The federal and state governments have several programs available to assist veterans, spouses, and their dependents in paying for college and reaching their educational and vocational goals. Programs include:

1. Federal
   a. VA Educational Benefits (Chapter 30, Chapter 33, Chapter 1606 and 1607)
   b. Veteran Readiness and Employment Service (Chapter 31)
   c. Department of Veteran's Affairs Dependents Educational Assistance Program (Chapter 35),
2. State - Veterans who enroll in Moraine Valley courses may be eligible for the Illinois Veterans Grant (IVG). Applications are available at gibill.va.gov. Students receiving Veterans Administration Educational Benefits must participate in a mandatory orientation program and meet with an academic advisor to ensure they register for courses that are consistent with their educational and career goals. Each subsequent semester, veterans must meet with an academic advisor prior to registering.
   a. Illinois Veterans Grant (IVG)
   b. Illinois National Guard Grant (ING)
   c. Illinois MIA/POW Scholarship (for spouses and dependents)

To be eligible for Veterans Administration Educational Benefits (GI Bill™), students must be a degree- or certificate-seeking student in an approved accredited transfer/career certificate program (programs offered by third-party institutions are not eligible) and making satisfactory academic progress.

Veterans or covered individuals will be charged in-state or in-district tuition depending on the type of educational benefit in accordance with state law. See the current semester's tuition rates and fees. The college has a one-time application fee and charges fees for amenities, including college activities, construction/infrastructure, and technology. Additional fees are required for some instructional programs and courses. These mandatory fees may cover books, laboratory equipment, supplies, malpractice insurance, and student malpractice liability. These fees apply uniformly for all students in some instructional programs or courses.

Please note: Tuition rates and fees are subject to change without notice. A payment must be made at the time of registration. Beneficiaries will not be penalized (e.g., late fee, denied access to courses or facilities, required to borrow additional funds) due

to a delayed disbursement of VA funds. Find complete and up-to-date information on payment options here. Further information can be obtained from the Cashier's Office, call (708) 974-5715.

The VA requires a school to maintain an 85/15 percent ratio for each program of study. The policy states no more than 85 percent of the students enrolled in a program of study will have all or part of their tuition, fees, or other charges paid to or for them by the VA. When a school reaches this maximum capacity of 85 percent, only a VA benefit eligible student who is already enrolled under this program of study, shall receive approval for enrollment.

Satisfactory academic progress for veteran benefits is defined by the college's Standards of Academic Progress (SAP) policy. The Department of Veterans Affairs follows the Department of Education in requiring a policy to use both qualitative (GPA) and quantitative (completion percentage) when measuring SAP.

Additional information on utilizing veterans benefits at Moraine Valley can be found on the Veterans Benefits web pages.

Financial Aid

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

Federal Funds
Pell Grant
Supplemental Educational Opportunity Grant (SEOG)
Work-Study Program (FWS)
Direct Loans (Stafford and PLUS)

State Funds
Illinois Monetary Award Program (MAP)
Police/Fire Officer Survivor Grant
Grant Program for Dependents of Correctional Officers
Early Childhood Access Consortium for Equity Scholarship Program

Other Funds
Adjunct Faculty Organization Scholarship
American Society for Non-destructive Testing Scholarship
Chicagoland Regional College Program
Jane E. Crawley Scholarship
Faculty Association Scholarship
Moraine Valley Community College Foundation Scholarships
Moraine Valley Distinguished Scholar Award
Student Government Association Book Scholarship
Student Life Award of Excellence
Support Staff Association Scholarship

Detailed information about these awards is available in the Financial Aid Office or at https://www.morainevalley.edu/cost-and-aid/scholarships/

Application for Financial Aid—To apply for financial aid at Moraine Valley, applicants should complete the Free Application for Federal Student Aid (FAFSA) and complete all required verification documents through the MVConnect/FA Self-Service portal. The FAFSA application is available online at studentaid.gov. Early application enhances students' chances of obtaining financial aid. Qualified applicants whose files are complete by May 1 will receive priority consideration. Eligible students must have all paperwork turned in to the Financial Aid Office by July 1 to be considered for a fall semester book voucher, Dec. 1 for a spring semester book voucher, and May 1 for a summer semester book voucher. Since processing financial aid can take up to four weeks, students must plan well in advance of the time they will begin their course of study. Specific deadlines can be found at morainevalley.edu/financialaid. To qualify for financial aid, a student must meet the following criteria:

- Be a citizen of the United States or an eligible non-citizen.
- Must possess a high school diploma or high school equivalency certificate.
- Be enrolled at Moraine Valley in an eligible program that is at least 16 credit hours in length. The Department of Education requires that no more than 25 percent of an eligible program be offered at a location other than Moraine Valley or its extension sites (the Education Center at Blue Island and Southwest Education Center in Tinley Park). Advocate Christ Medical Center in Oak Lawn is an approved location for the Emergency Medical Services (EMS) degree program only. The EMS certificate is not financial aid eligible.
- Meet Satisfactory Academic Progress (SAP).
- Demonstrate financial need.
- Have the potential to complete the educational program chosen.

Students who qualify for federal and/or state funds will be informed of how and when they will receive their financial aid award through an Offer Letter on the MVConnect Self-Service Portal. All financial aid-eligible students must sign their Offer Letter annually to complete the financial aid process. Students must demonstrate need to be considered for the Pell and FSEOG grants. Students interested in an educational loan must complete a Federal Loan Request Form to start the loan process.

Financial Aid Eligibility Policies

Satisfactory Academic Progress Policy

All students at Moraine Valley Community College (MVCC) who receive federal financial aid must make satisfactory academic progress (SAP) toward completion of their degrees/certificates at the end of each period of enrollment.

This policy applies to the Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Work Study, Direct Loans, Stafford Loan, Parent Plus Loans, Illinois Monetary Award Program (MAP), and military Veterans' benefits. The U.S. Department of Education requires a policy to use both the qualitative (GPA) and quantitative (Completion Percentage) criteria when measuring SAP.

MVCC reviews SAP at the end of each payment period and has approved the following standards defining SAP in accordance with regulations issued by the U.S. Department of Education.

SAP Standards

1. Cumulative GPA is a minimum 2.00 or higher and;
2. Cumulative completion rate is a minimum 67% or higher and;
3. Completion of program within 150 percent maximum timeframe allowed.

Eligible SAP Statuses

1. **Satisfactory** is assigned to students who are meeting the following criteria:

a. Cumulative GPA is a minimum 2.00 or higher and;

b. Cumulative completion rate is a minimum of 67% or higher and;

c. Completion of program within 150 percent maximum timeframe allowed.

2. **Warning** - When students do not meet the cumulative GPA and/or completion percentage requirement(s) portions of SAP standards, they are placed on warning and notified accordingly. Students remain on warning until the next time SAP is reviewed, which is the next payment period. During the warning period, students remain eligible for federal financial aid for one payment period only.

Eligible SAP Statuses with Conditions:

1. **Probation** - Assigned to whom have appealed and approved, placed on probation, and are eligible for Title IV funds, must meet SAP standards at the end of the subsequent payment period.
2. Academic Plans - Plans are created to address students who are affected by GPA, rate of completion, or both. Students who agree and continue to meet plan requirements are eligible for Title IV funds. If at any time while on the plan, the students do not meet the conditions at the end of a payment period, they return to the suspension/termination status thus making them ineligible to receive Title IV funds for the upcoming payment period.
   a. GPA Plans - To qualify, students must have a completion rate of 67% and a cumulative GPA less than a 2.00. This plan is structured to assist students with raising their cumulative GPA to a minimum 2.00 while maintaining their completion rate of 67%.
   b. Pace Plans - To qualify, students must have a minimum cumulative GPA of 2.00 and have a completion rate less than 67%. This plan is structured to assist students with raising their completion rate while maintaining a cumulative GPA of 2.00.
   c. Pace/GPA Plans - To qualify, students must have a completion rate less than 67% and a cumulative GPA less than 2.00. This plan is structured to assist students with raising their completion rate and cumulative GPA of 2.00 to meet SAP standards.

Please Note: Course withdrawals directly affect the quantitative progress (pace) of a student's satisfactory academic progress as it lowers a student's completion rate; yet a course withdrawal will not affect the qualitative progress (GPA) of a student's satisfactory academic progress.

Ineligible SAP Statuses

1. **Suspension/Termination** – The second term following Warning status when students do not meet one/all the criteria below; are ineligible for federal financial aid and are notified accordingly. Students have the option to appeal their termination.

   a. Cumulative GPA is less than 2.00 and/or;

   b. Cumulative completion rate is less than 67%

2. **Maximum Timeframe Completion** - Each payment period SAP will be calculated to see if it is mathematically possible for students to complete their program and graduate within the maximum timeframe allowed. If at any point it is determined that the student cannot complete their program (i.e., graduate) within the maximum time-frame, that student become ineligible for Title IV funds. No warning or probation period is allowed.

   The maximum time-frame for the completion of a degree/certificate program is defined as no more than 150 percent of the normal time frame required to complete the degree program. For an undergraduate program, this is measured in credit hours. For example, a normal two-year degree program requires 62 credits to complete (graduate). Students must complete the degree within 93 hours in order to remain eligible for Title IV funding.

Please Note: Coursework that transfers into an eligible program will be included in a student's credit hours attempted and completed.

Students can appeal maximum timeframe if they are (12) twelve credit hours or less from completing their degree and (6) six credit hours or less from completing their certificate. Students must have an academic plan proving the number credit hours needed.

Students who previously were on Warning, Probation, Suspension/Termination, or an Academic Plan status will return to a SATISFACTORY status if the following conditions are met:

1. Cumulative GPA equals 2.00 or higher and;
2. Cumulative Completion Rate equals 67% or higher and;
3. Completion of program within 150 percent maximum timeframe allowed.

If the above conditions are not met, students will be TERMINATED and no longer eligible to receive Title IV funds for the upcoming payment period. Students may resubmit an appeal or pay for courses out of pocket until they have met SAP requirements.

The Following Categories Will Be Calculated as Follows:

Course Repeats

1. Students are only allowed to repeat courses to replace previously passed courses one (1) time and receive Title IV funds. When evaluating SAP, both attempts will be calculated in the student's GPA, attempted, and completed (if applicable) credits. This repeat policy

applies to all courses whether or not financial aid was utilized.

2. Students may be paid for repeatedly failing the same course (normal SAP policy still applies to such cases). If students withdraw before completing the course that they are being paid Title IV funds for retaking, the course is not counted as their one allowed retake for that course. However, if students passed a class once and are repaid for retaking it but fail the second time, the failure counts as their paid retake, and they may not be paid for retaking the class a third time.

Courses That Were Academically Forgiven

Schools are required to include hours attempted, hours completed or earned grades on coursework applicable to the student's program of study from previously enrolled periods. All courses will be included in the GPA, attempted, and completed SAP calculations.

Incomplete Grades

When students do not complete all course requirements by the end of their enrollment payment periods, some instructors may assign a temporary grade of (I) for incomplete. In these cases, instructors assign traditional grades after the students complete the course requirements. Incomplete grades may inaccurately reflect a students' GPA and/or pace. Incomplete grades are not considered passing grades and will be counted in SAP calculations for attempted credits as unsuccessful completion; however, these grades will not affect students' GPA until the final grade is recorded. The students' SAP will be updated and recalculated to include the new grade. Should the new calculation make the students ineligible for Title IV funds and aid has been disbursed; the students will be responsible for all aid and balances incurred. All future disbursements will be cancelled.

Transfer Credits

Transfer credits accepted toward the students' program from another institution will be counted in both attempted and completed in a student's SAP evaluation.

Grade Changes

When a grade change occurs, the Registrar will notify the Financial Aid office of such change. The students' SAP will be updated and recalculated to reflect the changed grade for that term. Should the new calculation make the students ineligible for financial aid and aid has been disbursed; the students will be responsible for all aid and balances incurred. All future disbursements will be cancelled.

Audit and Remedial Courses

Audit - Audited classes are not considered "financial aid eligible"; therefore, they count neither as hours attempted or completed.

Remedial Courses - Remedial coursework are considered "financial aid eligible"; therefore, they are counted as attempted and completed hours, and included in the students' GPA whether they are completed successfully or unsuccessfully.

- Students are limited to 30 credit hours attempted for remedial courses.

Consortium Agreements

Students coursework earned at MVCC on a Consortium agreement will be evaluated using this SAP policy.

Second Degrees/Certificates (SAP Reset)

Students seeking consecutive degrees/certificates are monitored like any other students under this policy. A new SAP calculation is performed for the new program of study to determine eligibility. Any credits earned at MVCC from prior program that meet requirements in the new program will be counted in the students' GPA, attempted, and completed credit hours. Any transfer hours that meet requirements in the new program will be treated as transfer credits.

Appeal Procedures

Students not meeting SAP requirements have the option to appeal their suspension/termination of financial aid. It is the responsibility of the students to initiate any appeal. Students must submit their appeal between the dates noted on the appeal form to be considered for the appropriate term. Removal of an academic restriction by Admissions, Registration, Counseling & Career Development, or another MVCC office does not constitute reinstatement of federal aid eligibility. All appeal decisions are final. If students choose not to submit an appeal or the appeal is denied, they can reestablish eligibility for Title IV funds by paying for courses out of pocket until they are in compliance with SAP requirements.

Please note: Sitting out for an enrollment period(s) is not sufficient to re-establish eligibility for Title IV aid.

Appeals are based on a documentable extenuating circumstance impacting academic performance. Extenuating circumstances are considered to be past events that are no longer barriers to prevent academic progress. The appeal application must support how the students are now in a position to be academically successful.

Appeals will not be granted for the repeated circumstances. For example, an appeal can be granted due to a medical issue (back surgery in 2010) placing the students on probation or an academic plan. If students are placed on termination again, the same medical issue (back surgery in 2010) cannot be used as the basis for the appeal. The latter appeal must be based on a reason different from the first appeal.

Note: Circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus are

not considered as extenuating for purposes of appealing suspension/termination of financial aid.

Examples of extenuating circumstances to be considered for appeal:

1. Serious illness or injury to students or *immediate family member that required extended recovery time
2. Death of an immediate family member
3. Significant trauma in students' life that impaired the students' emotional and/or physical health
4. Withdrawal due to military service
5. Second degree or certificate
6. Change of major
7. Other unexpected circumstances beyond the control of the student

**For this purpose, immediate family member is defined as (parent, spouse, sibling, and child, grandparent (step or in-law respectively).*

Approved Appeal Contracts

Appeal contracts are developed for students that have an approved appeal and must be signed by the student before they can receive financial aid. If the student complies with the contract, students will be able to meet SAP standards by a specific time period. If at any time while on the contract, the students do not meet the conditions at the end of a semester, they return to the termination status (ineligible status).

Students who previously were on Warning, Probation, Termination, or an Academic Plan status will return back to a satisfactory status if the following conditions are met:

- Cumulative GPA equals 2.00 or higher, and;
- Cumulative Completion Rate equals 67% or higher, and;
- Completion of program within 150 percent maximum time-frame allowed.

Notifications to Students

Students receive the following notifications:

Warning Letter

Warning letters alert students that although they remain eligible for Title IV funding, they must return back to a satisfactory status at the end of the next payment period enrolled.

Suspension/Termination

Suspension/Termination letters notify students that they are no longer eligible for Title IV funding as well as offer guidelines how to regain Title IV funding.

Maximum Time

Maximum timeframe letters notify students that they are no longer eligible to receive Title IV funding because they were not able to complete their program within 150 percent timeframe allowed.

Return of Federal Funds Policy

Students who withdraw from coursework in a semester may be required to return a portion of the federal financial aid that had been applied to their account. The final amount of financial aid earned will be based on the period of time the student participated during the semester.

Students receiving federal funds who fully withdraw, either officially or unofficially, before the conclusion of the semester, are subject to a "Return of Title IV Aid" (R2T4) calculation established by the federal government. This calculation determines the portion of federal funds that were earned by the student up to the time of withdrawal. The withdrawal date (last date of attendance) will be determined by official withdrawal from classes by the student, or as reported by the instructor in cases of unofficial withdrawal. If the student withdraws beyond the 60% point in the semester, they are considered to have earned 100% of the federal financial aid they were scheduled to receive.

Students enrolled in classes that do not span the entire semester are considered withdrawn if, at the time of the withdrawal, they are not actively attending another class and have not provided written confirmation of anticipated return in the semester for a late start class.

Federal financial aid disbursed in excess of the earned amount must be returned to the federal government. The college will perform the R2T4 calculation within 30 days of the date of determination that a student has completely withdrawn and return any unearned federal funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

If the student previously received a refund from financial aid, which was to be used for education related personal or housing expenses, they may be required to return a portion of those funds to the college. When the college returns a student's unearned funds to the government, they will be billed for any balance due for any unearned refunds received or institutional charges that are now unpaid as a result of the return of federal funds. When an R2T4 calculation results in a credit balance, the credit balance will be disbursed as soon as possible and no later than 14 days after the R2T4 calculation.

If it is determined through a R2T4 calculation that the federal grants already disbursed to the student is less than the earned amount, the school will generate a post-withdrawal disbursement to the student no later than 45 days after the date of the school's determination that the student withdrew.

Students who are eligible for a direct loan post-withdrawal disbursement will be notified, within 30 days of their R2T4 calculation, of their eligibility. Students will be given 14 days to respond whether they will accept or decline the funds.

Funds returned to the federal government based on the "Return of Title IV" Aid calculation referenced above, reduce the outstanding balances in individual federal aid programs. Federal financial aid returned by the student, the parent, or the college, are allocated in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct Parent Loan (PLUS)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- TEACH Grant

If financial aid is awarded after the conclusion of the semester, federal aid is awarded based on the courses completed for that semester.

Students receiving Federal financial aid and considering withdrawing from registered coursework are encouraged to make an appointment with a Financial Aid Expeditor to examine the implications to their financial aid.

Recalculating Financial Aid For Enrollment Changes

The Department of Education (ED) requires schools to disburse the Federal Pell Grant based on a student's level of enrollment intensity, which is the percentage of full-time enrollment at which a student is enrolled, rounded to the nearest whole percent. For example, if full-time enrollment is 12 credit hours and the student is enrolled in 7 hours, the enrollment intensity would be 7 ÷ 12 × 100% = 58%. Direct Stafford loans and other financial aid programs also have minimum enrollment requirements.

The following information pertains to the Federal Pell Grant and explains how enrollment status is determined for awarding purposes:

> The census date, also known as the Pell Recalculation Date (PRD), is the last day for students to add or drop courses before "locking in" their enrollment status for Pell Grant awarding purposes. Moraine Valley uses the award period census date for all students who attend classes at the start of the semester. For students who begin attendance after the term has begun (and are NOT enrolled) the census date will be the date the Pell Grant is first awarded. The award period census dates can be found on our website.

Note: All registration activity must be completed by each term's census date to have the courses count toward the student's enrollment status. Any registration activity that occurs after the census date will be excluded from receiving the Pell Grant for otherwise eligible students.

Pell Recipients Selected For Verification

If a student is selected for verification, all documentation is submitted and the funds are disbursed during the semester, the student's Pell grant will be based on hours locked in at the Moraine Valley's census date also known as Pell Recalculation date (PRD) and the valid Student Aid Index (SAI).

If the student completes the financial aid process after the term has ended, the amount of disbursement will be based on the valid SAI, Moraine Valley's census date also known as the Pell Recalculation date (PRD), and the hours completed. Earned failing grades (F) are considered hours completed for this purpose only.

MAP Grant Eligibility

To receive a MAP grant, a student must:

- be a U.S. citizen or eligible noncitizen or meet the "undocumented student" criteria of the RISE Act;
- be a resident of Illinois (if the applicant is a dependent, the parent whose information is used on the FAFSA must be an Illinois resident);
- demonstrate financial need;
- be enrolled a minimum of three credit hours in a degree or certificate program at an approved Illinois college, for either a semester or quarter term throughout the institution's tuition refund/withdrawal adjustment period;
- be an undergraduate student who has not received a baccalaureate degree (graduate students are not eligible for MAP assistance);
- maintain the satisfactory academic progress standards of the institution (the institution must certify that the student has met its satisfactory academic progress standards at the time MAP payment is requested);
- not be in default on any student loan, nor owe a refund or repayment on any state or federal grant or scholarship. Students in default may reestablish MAP eligibility by:
- repaying the debt in full;
- making satisfactory payment arrangements with the holder of the loan;
- rehabilitating the defaulted loan(s); or
- making payments on the defaulted loan(s) to consolidate the loan(s)

- not be incarcerated; and
- not have exceeded the equivalent of 135 semester credit hours of MAP benefits paid. Eligibility may be extended for one additional term if the recipient has accumulated fewer than 135 MAP Paid Credit Hours but does not have enough credit hours of payment remaining for the number of hours for which he/she is enrolled for the term.

Retention of Illinois Students & Equity (RISE) Act

The Retention of Illinois Students & Equity (RISE) Act allows eligible undocumented students who are disqualified from federal financial aid to apply for state financial aid, including programs administered by ISAC.

The Retention of Illinois Students & Equity (RISE) Act provides a pathway for these qualified students to apply for a Monetary Award Program (MAP) grant, the state's largest need-based grant program for low-income college students.

Eligible Noncitizens

Effective January 1, 2020, the definition of "eligible noncitizen" for ISAC gift assistance programs was expanded to include criteria from the RISE Act. Illinois residents who do not meet the federal definition of eligible noncitizen, but who meet the state criteria, as defined in ISAC's Administrative Rules, are eligible to apply for state financial aid.

From ISAC Administrative Rules, General Provisions, Section 2700.20, Definitions:

• "Eligible Noncitizen" – A noncitizen who is eligible for federal student assistance pursuant to section 484 of the HEA (20 USC 1091); or a noncitizen or person who is not a permanent resident of the United States, who does not meet the eligibility criteria for federal student assistance pursuant to section 484 of the HEA but who meets all of the following criteria:

- *the individual resided with his or her parent or guardian while attending a public or private high school in this State;*
- *the individual graduated from a public or private high school or received the equivalent of a high school diploma in this State;*
- *the individual attended school in this State for at least 3 years as of the date the individual graduated from high school or received the equivalent of a high school diploma in this State;*
- *the individual provides an affidavit stating that the individual will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so; and*
- *the individual has not established a residence outside of this State.*

If you meet the eligibility criteria listed above, you are eligible to apply for state financial aid. If you do not meet the eligibility criteria listed above, you may contact the Multicultural Student Affairs, Building S, Room S216, for more resources for non-eligible noncitizens.

For information on the federal definition of eligible noncitizen, visit the Federal Student Aid website.

Class Cancellations

The college has the right to cancel courses. In the event a course is canceled, students will be allowed to register for another course to replace the canceled course. The replaced course will be given the same registration date as the canceled course. To receive financial aid, all courses you register for must be applicable to your program of study. All other Title IV rules will apply to the newly-added course.

Financial Aid Program Limits

Pell Grant Lifetime Eligibility Used (PLEU)

The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding based on full-time enrollment. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100 percent, the six-year equivalent is 600 percent.

Percent used: To determine how much of the maximum six years (600 percent) of Pell Grant you have used each year, the Department of Education compares the actual amount a student received for the award year with a student's scheduled award amount for that award year. If a student receives the full amount of their scheduled award, that student will have used 100 percent. It is possible a student might not receive their entire scheduled award for an award year. There are a number of reasons for this, the most common is the student was not enrolled for the full year and/or are not enrolled full-time (12 or more credit hours).

The Financial Aid office will calculate the used portion of a student's Pell Lifetime Eligibility Units (PLEU) and report the information to the Department of Education on a semester-by-semester basis. For example, if a student's scheduled award for an award year was $5,000, but they enrolled for only one semester, receiving only $2,500, 50 percent of a student's PLEUs for that award will be reported.

Illinois Monetary Award Program (MAP) Limit

Limit for each term: Payment for each term is made according to the equivalent number of credit hours eligible for MAP payment, with a minimum of three and a maximum of 15 MAP Paid Credit Hours. If a student is enrolled for the equivalent of 15 or more credit hours, the number of MAP Paid Credit Hours assessed to the student will be 15. If a student enroll in a different number of credit hours during the various terms of the same academic year, their actual MAP award may be different for each of those terms.

Limit for freshman and sophomore students: There is a limit on the number of MAP Paid Credit Hours that can be paid while a student is classified by the school as a freshman or sophomore. This limit is the equivalent of 135 MAP Paid Credit Hours. If this maximum is reached, a student must attain junior status at whichever school the student is (or will be) attending for their MAP grant eligibility to resume.

Please note: Moraine Valley is limited to a sophomore status.

Total limit: The maximum number of MAP Paid Credit Hours is capped at the equivalent of 135 MAP Paid Credit Hours.

Once a student has a bachelor's degree or a first professional degree, they are generally not eligible for MAP, Pell, or Federal Supplemental Educational Opportunity Grants (FSEOG). A student may be eligible to apply for Federal Work Study and Federal Direct Subsidized and Unsubsidized Loans if a student has not borrowed their maximum loan eligibility.

If a student's bachelor's degree was received in a foreign country, it must be evaluated by an accredited agency to ensure it is the equivalent of a U.S. bachelor's degree. Moraine Valley recommends Educational Perspectives (edperspectives.org). For assistance with finding other accredited agencies, visit the National Association of Credential Evaluation Services website (naces.org).

If a student has a bachelor's degree, whether it was earned in the U.S. or a foreign country, and the student is pursuing a Moraine Valley Associate in Applied Science degree or certificate that is at least 16 hours and financial aid eligible, the student must meet with an academic advisor to obtain a signed Degree Audit Worksheet; as required by Financial Aid.

A student's program on record must match the program listed on the student's Degree Audit Worksheet to be eligible for financial aid.

A student is not eligible for federal financial aid if they are not degree/certificate seeking at Moraine Valley. If a student needs assistance with choosing a program of study, they may contact the Academic Advising Center.

Ability to Benefit

To receive Title IV aid, a postsecondary student without a high school diploma or its equivalent must have the same basic skills and learning abilities as high school graduates. Certain students who do not have a high school diploma or its equivalent, or who did not complete a secondary education in a home-school setting, may establish Title IV eligibility by satisfying one of several ability-to-benefit (ATB) alternatives, but only if the student is enrolled in an eligible career pathway program.

ATB alternatives are defined as

- Achieving a passing score on an independently administered ATB test approved by Department of Education demonstrating the student can benefit from the education or training being offered;
- The College's ACCUPLACER placement tests are federally approved and can be used to determine a student's suitability. A student must receive the following scores in all three categories.
  - Reading Test (233)
  - Writing Test (235)
  - Arithmetic Test (230)
- Successfully completing at least six semester, trimester, or quarter credit hours, or the equivalent coursework (225 clock hours) applicable toward a degree or certificate offered by the postsecondary institution making the determination (remedial coursework is not acceptable); or
- Meeting a state-designated process that has been approved by the Department of Education.

Eligible Career Pathway Programs: An eligible career pathway program may be a separate program or a component of the student's Title IV eligible postsecondary program. For students who first enrolled in an eligible career pathway program on or after December 18, 2015, the program must combine rigorous and high-quality education, training, and other services that:

- Align with the skill needs of industries in the state or regional economy involved;
- Prepare students for success in a range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the National Apprenticeship Act);
- Include counseling designed to support the student in achieving educational and career goals;

- Include education aligned with workforce preparation activities and training for a specific occupation or occupational cluster;
- Organize education, training, and other services to meet the student's particular needs in a way that helps accelerate educational and career advancement, to the extent practicable;
- Enable the student to obtain a high school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Help the student enter or advance in a specific occupation or occupational cluster.

If the student meets the eligibility requirements listed above, the student will fulfill the high school equivalency requirement and may be eligible for federal financial aid funding.

How to Calculate the 67% Completion Standard

1. A student should get a copy of their transcript from the Registration Office.
2. Total all attempted credit hours. These are defined as enrolled hours on or after the first day of class. Courses in which students receive an A, B, C, D, F, I, W, and/or X will be counted toward hours attempted.
3. Total all successfully completed credit hours. These are defined as those with a grade of A, B, C, or D.
4. Divide all successfully completed credit hours by all attempted credit hours.
5. If the resulting percentage is 67% or greater, then a student has met the 67% completion standard for financial aid. Example: 19 successfully completed hours divided by 27 attempted credit hours = .703 or 70%.

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

How to Calculate Grade Point Average Standard

See the Grading (p. 28 28)section of this catalog.

Instructional Programs

Transfer Programs

Associate in Arts (A.A.) (p. 46), Associate in Science (A.S.) (p. 51), Associate in Engineering Science (A.E.S.) (p. 54), Associate in Fine Arts - Art (A.F.A.) (p. 56) and Associate in Fine Arts - Music (A.F.A) (p. 59) programs are for students whose goal is to transfer to a four-year college or university for a bachelor's degree. See the General Education (p. 26) information in this section and the Transfer Programs section of this catalog.

Career Programs

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

Online Programs

Moraine Valley's Associate in Arts (A.A.) (p. 46), Associate in Science (A.S.) (p. 51) and Associate in General Studies (A.G.S) (p. 62) degrees can be completed online. Please note some areas may have limited options of online courses and courses may require visits to campus. Students may choose from several flexible learning options to complete a degree program.

Moraine Valley has a number of career program degrees and certificates that students can obtain with a majority, if not all, coursework completed online. These programs are designed to enhance students' skills and/or get students right into the field. The programs are not designed for transfer, although many of the courses may be transferable. Some prerequisites may not be available online. Trips to campus are at faculty discretion.

For the most current information about flexible learning options, available courses, to determine if online learning is right for you, and to register, visit the online learning website.

Professional Licensure Disclosure

The U.S. Department of Education requires institutions to disclose educational requirements for programs leading to professional licensure or certification. For further information visit Licensure Information.

Learning Enrichment and College Readiness

Moraine Valley offers basic skills courses in communications, math, and reading that serve students in need of preparation for college-level courses. In addition, the college offers courses/services in English as a Second Language, Intensive English Language, Volunteer Literacy, Adult Basic Education, and High School Equivalency, and academic coordination for the Learning Development Support System. The Academic Skills Center provides free tutoring, computer labs, and various short-term study skills and writing workshop opportunities.

Corporate, Community and Continuing Education

Moraine Valley offers a variety of professional and personal services, including assistance to local companies in strengthening their workforce and becoming more productive. Through scheduled short-term training, customized training, and outreach services, the college meets the demanding needs of business and industry and provides opportunities for professional and personal growth for community residents. Get more information on the *Corporate, Community and Continuing Education webpages*, or call **(708) 974-5735.**

Programs and Services to Support Student Learning

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

Academic Outreach **— (708) 974-5710** Get credit for what you already know.

- Achieved Prior Learning (APL) – Currently enrolled students may earn credit for prior learning or work experience through written examination, oral interview and/or performance test.
- College Level Examination Program (CLEP) – Currently enrolled students may earn credit upon successful completion of certain CLEP exams.
- Proficiency Credit – Currently enrolled students may earn credit for vocational or noncredit training or professional examination certificates. Earn credit for college-level learning attained outside of the classroom with the following programs:

Credit by Examination

Advanced Placement (AP) – **(708) 974-5355** Students may be granted college credit through successful performance of the advanced placement exam from College Board.

College Level Examination Program (CLEP) – **(708) 974-5710** Students may earn credit upon successful completion of certain CLEP exams.

International Baccalaureate Program (IB) – **(708) 974-5355** Students may be granted college credit through successful performance on International Baccalaureate exams.

Credit by Institutional Assessment

Students may earn course credit with the Achieved Prior Learning (APL) assessment process – **(708) 974-5710**. A course assessment may include one or more of the following: written examination, oral interview, and performance test.

Credit for Professional Certification or Licensure

Students may be granted credit for vocational or noncredit training, professional certification, or licensure with the Proficiency Credit (PC) process – **(708) 974-5710**.

Academic Skills Center **— (708) 974-5746**

Adult Basic Education (ABE) **— (708) 974-5340**

Dual Credit/Dual Enrollment **— (708) 974-5643**

Education Center at Blue Island **— (708) 974-5300**

English as a Second Language (ESL) **— (708) 974-5340**

High School Equivalency Application and Testing **— (708) 974-5340**

Honors Program **— (708) 608-4191**

Intensive English Language Program **— (708) 974-5340**

Literacy Volunteer Program **— (708) 974-5331**

Moraine Area Career System (MACS) **— (708) 422-6230**, *kendryna@macspartnership.com*

Online Learning **— (708) 974-5347**

Southwest Education Center **— (708) 974-5400**

General Education

Students must complete a minimum of 62 credit hours for the following degrees: A.S., A.F.A. or A.G.S. Students must complete a minimum of 60 credit hours for the A.A. degree. Some Associate of Applied Science (A.A.S.) degrees may require less than 62 semester hours (see Career Programs section for specific A.A.S. degree program requirements). The required hours are taken from the following three components: (1) general education core, (2) additional degree requirements, and (3) courses taken in the major/minor field and electives. Course work in the general education core:

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

For transfer students (A.A., A.S., A.F.A.), the general education core ranges from 29 to 38 credit hours; for career students (A.A.S.), the core comprises at least 15 credit hours depending on the program of study. For general studies students (A.G.S.), general education contains at least 21 credit hours. Presently, transfer students who complete their A.A., A.S., or A.F.A. degree will fulfill most, if not all, of the general education core requirements expected for the baccalaureate degree at a four-year college or university.

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

1. Communication
2. Mathematics
3. Life and Physical Sciences
4. Humanities and Fine Arts
5. Social and Behavioral Sciences

The specific courses in each division will vary with the student's degree or program, and the type of courses will change occasionally. The student may wish to contact the Academic Advising Center to determine the exact requirements in effect. The General Education Core Curriculum at Moraine Valley is described in the Transfer Programs section of this catalog.

Common Learning Outcomes

In addition to General Education coursework required in all degrees and some certificate programs, all programs include Common Learning Outcomes which are defined as the knowledge, skills and abilities students should learn as a result of experiences both inside and outside of the classroom. These outcomes have been aligned to the mission and values of the college, and they define the expectations of a Moraine Valley education by providing benchmarks against which the college holds itself accountable. As graduates of Moraine Valley, students will have had opportunities to demonstrate these outcomes during their time at the college in a variety of settings.

The five Common Learning Outcomes are:

1. **Communication**: Develop and express ideas using effective communication for a variety of audiences.
2. **Critical Thinking**: Effectively analyze, evaluate, synthesize, and apply information and ideas from diverse sources and disciplines to construct an argument, solution, or judgment.

3. **Diverse Perspectives**: Examine diverse perspectives and cultures as they relate to the individual, regional or global community.
4. **Information and Technology Literacy**: Effectively find, evaluate, manage, transform, and exchange information using a variety of technologies.
5. **Quantitative Literacy**: Use processes, procedures, data, or evidence to solve problems and make effective decisions.

Educational Guarantee

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

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

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

Additionally, Moraine Valley's career training program graduates are guaranteed technical skill competencies. If a graduate of an Associate in Applied Science degree or certificate program is not able to demonstrate entry-level skills expected by his or her employer, the graduate and employer may request up to 12 credit hours of retraining at Moraine Valley. For more information, contact the Vice President of Student Development, **(708) 974-5209**.

Grading

Definitions

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

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

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

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

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

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

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

TA— Transfer grade of A

TB— Transfer grade of B

TC— Transfer grade of C

TD— Transfer grade of D

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

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

W— Official withdrawal: Once a student has withdrawn from a course, he/she will no longer be allowed to attend class. All withdrawals are final. Once a student has withdrawn, a grade of "W" will appear on the official transcript. This grade does not affect the student's GPA. A student who does not officially withdraw may receive a grade of "F." This grade will become a part of the student's permanent record. The student remains responsible for all tuition and fees related to the course. See the "Guidelines for Withdrawal" and "Administrative Withdrawal Policy" below.

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

R— Repeating a class: Students may attempt a college-level course twice (including withdrawals) and a developmental course three times (including withdrawals). In accordance with this policy, a student may be denied enrollment in a class based on lack of academic progress and/or proof of an ability to benefit from the course. Some courses are approved to be taken more than two times (e.g., designated music and physical education courses). The repeat policy will go into effect when the allowable number of repeats for these courses has been exceeded. Those seeking an exception beyond the maximum repeat attempts to must contact the Counseling & Career Development Center. The most recent grade (the repeated grade) received will be computed into the cumulative grade point average. The repeated grade will be designated by an "R." All previous attempts will remain on the transcript but will not be included in the cumulative grade point average.
For financial aid purposes, courses that are repeated will not be counted in enrolled hours if the student previously received a grade of "D" or better in the course. Exception: A repeat will count once if a grade of "C" or better is required for the student to take the next course sequence. For example, if the student took MTH-095 and received a "D," the student would be able to repeat the course and have the hours counted in the enrolled hours since a grade of "C" or better is needed to enroll in MTH-098. However, if the student does not receive a "C" or better in his or her second attempt, the course will not be covered by financial aid the third time.

FF— Forgiveness Policy Applied (p. 32)

Guidelines for the Issuance of an Incomplete Grade

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

Guidelines for Withdrawal

Students who wish to withdraw from a class after the tuition refund period must withdraw by the appropriate deadline date. Courses of different lengths have different withdrawal dates. A student who does not withdraw officially from a class prior to the last date for withdrawals is subject to an F grade.

Students may withdraw from courses by processing a withdrawal form during regular office hours through the Registration Office, Building S, Room S103, or by phone at (708) 974-2110, or by accessing their academic record through the student portal, MVConnect.morainevalley.edu. It is recommended that students keep all records of the withdrawal provided by the registration department.

Students who have holds on their record are not permitted to withdraw from courses online. The student must either call (708) 974-2110 or visit the Registration Office (Room S103) during business hours to withdraw from a course. The deadline dates will apply regardless of any holds the student may have that prevent them from withdrawing online. Students with no holds may officially withdraw online through MVConnect on morainevalley.edu.

During fall and spring semesters, a uniform withdrawal date is in place for 16 and 17 week courses regardless of course start date. For courses of any other length, and for all courses during summer semester, course withdrawal dates are based on start date and length of class.

The tables below summarize course withdrawal dates by semester.

Fall 2023

Length of Class	Withdrawal Date
17-weeks	November 20, 2023
16-weeks	November 20, 2023

Spring 2024

Length of Class	Withdrawal Date
17-weeks	April 15, 2024
16-weeks	April 15, 2024

Fall/Spring Guidelines for all other length courses:

Length of Class	Number of Days to Withdraw (Includes the Start Date)
15 weeks	77 days
13-14 weeks	70 days
12 weeks	63 days
11 weeks	56 days
9-10 weeks	49 days
8 weeks	42 days
6-7 weeks	35 days
5 weeks	28 days
4 weeks	21 days
3 weeks	14 days
2 weeks	7 days
1 week	First day of class

Summer

Length of Class	Number of Days to Withdraw (Includes the Start Date)
11 weeks	63 days
10 weeks	56 days
9 weeks	49 days
8 weeks	42 days
6-7 weeks	35 days
5 weeks	28 days
4 weeks	21 days
3 weeks	14 days
2 weeks	7 days
1 week	First day of class

Administrative Withdrawals and Financial Hardship Policy

Moraine Valley Community College reserves the right to administratively withdraw a student from courses after the withdrawal deadline. Administrative Withdrawals may be initiated by a student or an appropriate college official for, but not limited to, the following circumstances: physical or financial hardship, call to active military duty, Academic/Non-Academic Complaint determination, campus safety and security, and compliance with state or federal laws.

Requests for an administrative withdrawal due to a physical or financial hardship must be supported by documentation that demonstrates the severity or duration of the program prevented the student from continuing classes and/or made it unreasonable to expect the student to be able to make up the missed work. Physical or financial hardship includes:

- Serious injury or illness
- Chronic illness
- Mental health condition
- Medical issue of an immediate family member in which the student has to become a part-time or full-time caretaker of that family member
- Death of an immediate family member
- Sudden or consistent lack of transportation
- Significant cost of living increase; and
- Other extenuating circumstances that prevented the student from continuing enrollment

Requests for an Administrative Withdrawal must be submitted within 60 calendar days after the end of the semester in which the withdrawal is requested, and an extenuating situation occurred. Students must initiate an Administrative Withdrawal request through the Counseling & Career Development Center by sending an email to counseling@morainevalley.edu or calling (708) 974-5722 for an appointment time. A Counselor will provide more detail, collect documents, and assist the student with the process. Students who need assistance re-enrolling after an Administrative Withdrawal may contact the Counseling & Career Development Center for support.

The college will work to limit debt owed by students who are approved for an Administrative Withdrawal. Students who utilize any form of financial aid should consult with their Financial Aid Expeditor before requesting an Administrative Withdrawal due to Return to Title IV calculations that may result in a balance per Federal Student Aid rules. Note: Requests for an Administrative Withdrawal are separate from the Financial Aid Satisfactory Academic Progress appeal process.

Institutional Drop Policy

Moraine Valley Community College has the right to institutionally drop students for non-attendance. Students who are reported at the Financial Aid Census/Attendance date by their instructors as non- attending will be institutionally dropped from those courses. The course that is Institutionally Dropped will not be reflected on the student's final transcript, and charges for the course will be reversed. Students who are receiving financial aid may have their aid impacted by courses being institutionally dropped. Institutional Drop policy was instituted fall 2022 will not retroactively considered.

Additional Grade Information

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

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

All grade reports will be processed after the last official day of the term. Final grade reports will be posted on MVConnect student portal.

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

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

Transcripts — A transcript is a complete record of all courses taken and grades received at Moraine Valley. Letter grades earned in developmental and remedial courses will appear on the transcript, but the grades earned in these courses will not be calculated in the GPA that appears on the transcript. Moraine Valley offers online transcript ordering available to students 24/7 using technology provided by Parchment. Parchment is one of education's most trusted intermediaries for electronic records. Students are able to request and track their transcripts online via Parchment. Moraine Valley will process the student's official transcript to any college, university, agency, or person named. There is a processing fee for on-line and in-person fee transcript services. Due to Student Debt Assistance Act (public act 102-0998), If you have a current balance, you may still request an unofficial transcript. An electronic copy will be sent directly to you. If you have a current balance, you may still request an official transcript be released directly to an employer. There is an online processing fee per transcript.

Academic Load and Classification

Full-Time— students who enroll in 12 or more credit hours during fall or spring semesters, or six or more credit hours during the summer session.

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

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

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

Maximum Academic Load Policy— The allowable maximum academic load during fall or spring semesters is 20 credit hours, and the allowable maximum academic load during summer term is 12 credit hours. Note: Winter term credits count toward load for the spring semester. Students wishing to register for more than the maximum academic load must discuss with an academic advisor for approval prior to registration for any additional hours. For more information, contact the Academic Advising Center at (708) 974-5721 or advising@morainevalley.edu.

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

Course Load for Working Students— Students who work while attending classes should carefully consider the number of hours they work prior to enrolling. Students should plan to set aside two hours of study for every one hour of class time. For example, if a student wishes to enroll in 12 credit hours, the student should set aside 24 hours per week for study time, plus the 12 hours per week of class time for a total of 36 hours per week to devote to their academic success. With a 36-hour-a-week academic commitment, a maximum of 15 hours per week should be considered for working.

Classification

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

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

Attendance Policy

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

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class.

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

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

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially may receive a grade of "F" for the course, which may become a part of the student's permanent record, with the exception of students under Title IX–pregnant and parenting students.

Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation. For assistance, students may contact the Counseling & Career Development Center at (708) 974-5722 or counseling@morainevalley.edu.

Cheating and Plagiarism Policy

Each student is expected to be honest in their class work. The college regards cheating or plagiarism in the classroom, testing center and laboratories, and on assignments or examinations, as a serious offense. Instructors at the college will clearly state their cheating or plagiarism policies and penalties in their course syllabi. The penalty may include a grade of "F" being entered for the student for the course. All incidents of cheating or plagiarism must be reported to the appropriate subdivision office using the official Academic Dishonesty Form. (See Code of Academic Integrity (p. 38))

Multiple Violations of the Code of Academic Integrity*

Any violation of the Code of Academic Integrity (p. 38) is a serious offense. Multiple violations of the Code of Academic Integrity represent a breach in the trust given to members of our academic community and risk dismissal from the college. Students who wish to appeal decisions made by faculty members concerning grades given due to violations of Academic Integrity may refer to Student Complaint and Hearing Process (p. 3939). Students who have multiple violations will be subject to the following:

Status	Violations	Result Action**
Warning	1 Violation	Penalty as defined in the course syllabus and college policy.
Caution	2 Violations	In order to register for class, student will be referred to a counselor to determine if any remediation is needed.

Suspension	3 Violations	The student will be suspended for a semester. Upon return, student will be referred to a counselor for further remediation/assistance to prevent future violations.
Dismissal	4 Violations	The student will be dismissed from Moraine Valley. After a year, the student may appeal to the Dean of Student Engagement.

*Career programs that have special admission applications and/or program handbooks may dismiss students from a program after one violation of the Code of Academic Integrity. A record of the violation will be filed with the Academic Services Office.

**Moraine Valley current or former students who sign a release form to share their academic and conduct records with outside entities may be sharing a record of academic dishonesty if the occurrence was within the last three years.

Forgiveness Policy

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

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

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

For information on the Forgiveness Policy, contact the Counseling & Career Development Center at (708) 974-5722 or counseling@morainevalley.edu. A Counselor will determine if you qualify for Forgiveness and will walk you through the application process.

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

- A student must continue enrollment, or take a break from enrollment, for one academic year before submitting a request for Forgiveness.
- A student must earn, in subsequent terms, a consecutive number of college credit hours with no grades of “P,” “F,” “D,” or “I,” and no more than two “W’s,” equal to the number of earned Moraine Valley College credit hours of “F” grades to be forgiven but no less than 15 credit hours. “Consecutive hours” means college credit hours earned in sequence and does not refer to consecutive semesters.
- For example, a student who wants 15 credit hours or less of “F” grades forgiven must earn 15 consecutive hours with no grades of “F,” “D,” or “I,” and no more than two “W’s” in subsequent terms (fall/spring/summer). A student who wants to have more than 15 hours of “F” grades (i.e., 18 hours) forgiven must, in subsequent terms, earn a consecutive number of hours with no grades of “F,” “D,” or “I” equal to the number of hours of “F” to be forgiven (i.e., 18 hours).

Procedures — A student must meet with a Counselor in Counseling & Career Development to review the F Forgiveness policy, student’s transcript and confirm eligibility. The Counselor will work with the student to complete the official F Grade Forgiveness application and required personal statement. The Counselor will submit the completed application to Enrollment Services to verify credit hour calculations and student eligibility.

- Grades earned in developmental and remedial courses which include, but are not limited to: COM-085, COM-088, COM-090; COS-041; IEL-011, IEL-012, IEL-013, IEL-021, IEL-022, IEL-023, IEL-030, IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-096, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-088, RDG-089, RDG-091 cannot be applied toward the eligibility requirements.
- Grades earned at other colleges cannot be applied toward the eligibility requirements.
- Moraine Valley “U” (audit) grades will not be counted when calculating consecutive hours earned.
- Forgiveness of “F” grades will only be granted once for each student.
- When the eligibility requirements have been fulfilled and forgiveness granted, the student’s cumulative grade point average will be recalculated with “F” grades removed from the calculation. The “F” grades will remain on the official transcript with a notation indicating the student has been granted “F” forgiveness.

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

Grade Point Values and Average

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

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

Calculations of Grade Point Average

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

For the purposes of the semester grade report, official transcript, honors at graduation, and the President's and Dean's Lists, the GPA calculation will not include developmental and remedial courses. Exception: for the purposes of Illinois Veteran Grants, financial aid, and Standards of Academic Progress, the GPA calculation will include developmental and remedial courses. Developmental and remedial courses include, but are not limited to: COM-085, COM-088, COM-090; COS-041; IEL-011, IEL-012, IEL-013, IEL-021, IEL-022, IEL-023, IEL-030, IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-096, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-088, RDG-089, RDG-091.

Example Calculation (Semester Grade Report)

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

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

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

President's List and Dean's List

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

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

Developmental and remedial courses include, but are not limited to, COM-085, COM-088, COM-090; COS-041; IEL-011, IEL-012, IEL-013, IEL-021, IEL-022, IEL-023, IEL-030, IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-096, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-088, RDG-089, RDG-091.

Part-Time Student Scholastic Achievement List

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

- Earn at least a 3.5 cumulative grade point average with at least 24 credit hours (excluding developmental courses).
- Earn at least a 3.5 grade point average for the semester that the distinction is received.

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

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

Standards of Academic Progress

To promote academic progress, the following standards are applied to all students who attempt any credit hours. For Standards of Academic Progress (SOAP), the College calculates a "SOAP GPA." SOAP GPA includes all grades earned in college credit classes, as well as developmental/remedial courses. SOAP GPA often differs from the semester grade report and transcript GPA.

Once a student's standing moves to Academic Caution or lower, the student must work with a Counselor each term for approval to enroll. This approval is required until the SOAP cumulative GPA is above 2.0 and the student is back in Good Standing. Questions about this policy may be directed to the Counseling & Career Development Center at (708) 974-5722 or counseling@morainevalley.edu.

Note: Satisfactory Academic Progress for financial aid is a separate policy that applies to financial aid recipients.

Status	Standard	Result
Good Standing	Attempted and completed any credit hours and maintain a cumulative SOAP GPA above 2.0	No academic restriction. All students are encouraged to meet with an Academic Advisor each semester for course selection.
Academic Caution	Attempted any credit hours and earned a cumulative SOAP GPA of less than 2.0. Students who withdraw from all credit classes will also be placed on Caution.	Must participate in an academic success workshop prior to next registration.
	If semester SOAP GPA is 2.0 or above, and cumulative SOAP GPA is less than 2.0	Student will move to Probation.
	If cumulative SOAP GPA is 2.0 or above	Student will be in Good Standing.
Academic Probation	While on Caution, cumu-lative and semester SOAP GPA earned are less than 2.0. Student is placed on Probation	Meet one-on-one with a Counselor to review and refine success strategies prior to next registration.
	If semester SOAP GPA earned is 2.0 or above and cumulative SOAP GPA is less than 2.0	Student remains on Probation.
	If cumulative SOAP GPA is 2.0 or above	Student will be in Good Standing.
Academic Suspension	While on Probation, cumulative and semester SOAP GPA earned are less than 2.0	Student is suspended for the next semester. Must meet one-on-one with a Counselor prior to next registration.
	If a student on Suspension has a cumulative SOAP GPA of 1.5 or above, an appeal process is available	Student must follow the appeal instructions listed in the Suspension notice letter.
	If semester SOAP GPA is 2.0 or above and cumulative SOAP GPA is less than 2.0 while on Suspension, student moves to Probation	Must meet one-on-one with a Counselor to celebrate hard work and review strategies prior to next registration.
	If cumulative SOAP GPA is 2.0 or above	Student will be in Good Standing.
Academic Dismissal	First semester after returning from Suspension, cumulative and semester SOAP GPA earned are less than 2.0	Dismissal for two semesters and one summer term (one academic year). No appeals are available to students on Dismissal; however, students may

		petition for reinstatement after the year of academic dismissal by meeting with a Counselor.
	After approved reinstatement, if semester SOAP GPA earned is 2.0 or above and cumulative SOAP GPA is less than 2.0	Student will remain on Dismissal standing until cumulative SOAP GPA is 2.0 or above and student moves to Good Standing.

Example GPA Calculation (Standards of -Academic Progress)

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

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

Early Warning Support System

The Early Warning Support System is a system designed to identify and intervene with students who may be encountering academic difficulties and are in jeopardy of failing a class. Early in the semester, teaching faculty will identify such students and will refer those students to the Counseling & Career Development Center. A counselor will then reach out to the student to offer assistance and support, as well as to collaborate with the student on strategies that can empower them to be successful.

Graduation

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

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

Graduation Requirements for All Associate Degrees

The following requirements must be met by students pursuing an associate degree.

- A completed graduation petition must be submitted to the Records Office by the stipulated deadline.
- A minimum cumulative grade point average of 2.0, which does not include developmental and remedial courses.
- A “C” grade or better in COM-101 and a “C” grade or better in COM-102 when the course is required for a specific program or degree.
- A minimum of 62 credit hours for the following degrees: A.S., A.F.A. or A.G.S. A minimum of 60 credit hours for the A.A degree. Some Associate of Applied Science (A.A.S.) degrees may require less than 62 semester hours. Required hours include courses that meet the general education and any specific program requirements for the degree.
- Developmental and remedial courses cannot be applied toward an associate’s degree unless specified in the program description but can be applied to full or part-time student status. Developmental and remedial courses include, but are not limited to: COM-085, COM-088, COM-090; COS-041; IEL-011, IEL-012, IEL-013, IEL-021, IEL-022, IEL-023, IEL-030, IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-096, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-088, RDG-089, RDG-091.
- A student must earn at least 15 credit hours at Moraine Valley.
- All degrees and certificates will be conferred and transcribed with the date (December/May/August) all requirements for that degree/certificate were met.
- Public Act 87-581, which states, “Programs shall at least: require each public institution of higher education to include, in the general education requirements for obtaining a degree, course work on improving human relations to include race, ethnicity, gender, and other issues related to improving human relations to address racism and sexual harassment on their campuses, through existing courses.” Students at Moraine Valley Community College satisfy the requirements of this law through COM-103, which is a required course in each of the degree programs (A.A., A.S., A.A.S., A.F.A., and A.G.S.).
- Students must meet the degree or certificate requirements in effect at the time they first enrolled and earned credit (earned credit is defined as receiving a “D” or above in college-level or "C" or better in developmental courses) or the requirements in effect during any subsequent year until the degree or certificate is completed. However, if enrollment has been interrupted by six or more consecutive semesters (including summer semesters), the student must meet the degree or certificate requirements in effect at the time of re-enrollment with earned credit (earned credit is defined as receiving a “D” or above in college level or “C” or above in developmental courses) or the requirements in effect after re-enrollment until the degree or certificate is completed. Exceptions are the selective admission programs. Students who are readmitted to these programs must follow the requirements in effect at the time of their readmission to the program. In all cases, students must meet all degree or certificate requirements for the selected year. Requirements from more than one year cannot be combined.

Additional Requirements

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

See Transfer Programs section of this catalog for detailed program information.

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

See Career Programs section of this catalog for detailed program information.

Occupational Certificates

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

The requirements are the following:

- successful completion of the specified courses for the certificate;
- minimum overall grade point average of 2.0 in the courses required for the certificate;

- at least 50 percent of the certificate hours must be completed at Moraine Valley.

Developmental and remedial courses cannot be applied toward a certificate unless specified in the program description. Developmental and remedial courses include, but are not limited to, the following: COM-085, COM-088, COM-090; COS-041; IEL-011, IEL-012, IEL-013, IEL-021, IEL-022, IEL-023, IEL-030, IEL-062, IEL-064, IEL-066, IEL-072, IEL-074, IEL-076, IEL-082, IEL-084, IEL-086, IEL-092, IEL-094, IEL-096, MTH-060, MTH-070, MTH-080, MTH-090, MTH-095, MTH-096, MTH-097, MTH-098; and RDG-041, RDG-071, RDG-088, RDG-089, RDG-091.

Second Associate Degree

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

Students may earn only one transfer program (A.A., A.S., A.E.S. or A.F.A).

Students may earn more than one Associate in Applied Science (A.A.S.) degree.

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

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

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

Graduation Petition Deadlines

Candidates for completion of a certificate or degree must file a graduation petition. Graduation petition forms are available online via MVConnect under Student Resources. Click on Registration and Records for the online form.

Deadlines for filing petitions are the following:

Fall graduation (December)—Sept. 15
Spring graduation (May)—Feb. 1
Summer graduation (August)—June 1

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

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

Honors

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

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

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

Associate Degrees
Summa Cum Laude—gold cord
Magna Cum Laude—silver cord
Cum Laude—white cord

Certificates
With High Honors—silver and green cord
With Honors—white and green cord

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

Student Rights and Responsibilities

Human Rights Statement

It is the policy of Moraine Valley Community College not to discriminate on the basis of race, color, age, sex, religion, national or ethnic origin, disability, creed, ancestry, marital status, sexual orientation, gender identity, gender expression, arrest record, military status or unfavorable military discharge, citizenship status, or other legally protected characteristics or conduct in its educational programs, activities or employment practices. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments, Sections 503 and 504 of the Rehabilitation Act of 1974, the Age Discrimination Acts of 1974 and 1975, and other federal and state statutes and regulations. Inquiries concerning application of Title IX may be referred to the Title IX coordinator, **(708) 974-5277**, 9000 W. College Pkwy., Palos Hills, IL 60465. Also see *morainevalley.edu/right-to-know*. Other inquiries concerning the application of other federal, or state laws may be directed to the Director of Human Resources, **(708) 974-5704**, 9000 W. College Pkwy., Palos Hills, IL 60465.

Chosen Name

Moraine Valley recognizes that many of its students use a name other than their legal name. Students may fill out the Chosen Name Request form to change their first name only. Forms are available at the Registration Office, Building S, Room S103; Admissions Office, Building S, Room S101; Multicultural Student Affairs, Building S, Room S216; or Title IX Coordinator's office, Building G, Room G253. Forms must be submitted at the Registration Office. It is strongly recommended that students complete a chosen name request at least two full weeks prior to the start of a semester. If a request is made after this date, students must understand that pre-printed copies of class rosters will not show their updated chosen name and they must notify all current instructors of their requested chosen name. A chosen name does not change the student's legal name on official academic records such as transcripts and diplomas.

Academic Community Statement

As members of the Moraine Valley Academic Community, we are accountable to each other for upholding the Core Values of the college: integrity, responsibility, respect, fairness, diversity, equity, and inclusion. Together, we envision a positive learning environment that promotes the open exchange of ideas by practicing civility as defined in the Code of Student Conduct(p. 39) and ethical learning behavior as defined in the Code of Academic Integrity (p. 38).

Code of Academic Integrity

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

- Honesty: deal truthfully in speech and action
- Responsibility: be accountable to oneself and others
- Integrity: adherence to a standard of values
- Trust: mutual confidence in word and action
- Fairness: consistent and equal treatment of individuals–free of favoritism
- Respect: honor yourself and others

(Adapted from the Center for Academic Integrity)

Students will uphold the Code of Academic Integrity by understanding the policies and expectations in each of their classes. Students will complete course assignments, exams, learning activities, and other assessments in ways that reflect the values of Academic Integrity and encourage others to do the same. Please refer to the Cheating and Plagiarism Policy (p. 31).

Academic Misconduct

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

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

Acts of Dishonesty include but are not limited to:

A) Cheating (p. 31) 31which includes, but is not limited to:

i) use of any unauthorized assistance, resources, materials, or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations;

ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;

iii) the acquisition, without permission, of a test or other academic material belonging to Moraine Valley Community College, to any department, or to any staff;

iv) reuse of work from another class without instructor approval.

B) Plagiarism (p. 3131) which includes, but is not limited to:

i) purposeful use, by paraphrase or direct quotation, of the published or unpublished work of another person without acknowledgment;

ii) unacknowledged use of materials prepared by another person;

iii) use of an agency engaged in the selling of term papers or other academic materials;

iv) reuse of previously written work without proper attribution and instructor approval.

Academic Integrity Violation Process

When a faculty member observes a violation of the Code of Academic Integrity or has evidence to suspect that a violation has occurred, the faculty member initiates the process to determine the extent of the violation and any penalties that may result. The faculty member must act on potential violations as soon as possible but no longer than five college days following the discovery of evidence of a violation or immediately before/after the next class period where the student is present. It is expected that students will complete their entire academic career with zero purposeful violations of Academic Integrity. Thus, any purposeful violation is seen as significant. Please refer to the Cheating and Plagiarism Policy (p. 31).

Code of Student Conduct

The mission of Moraine Valley is to educate the whole person in a learning-centered environment, recognizing our responsibilities to one another, to our community, and to the world we share. Consistent with our mission and core values of integrity, responsibility, respect, fairness, diversity, equity, and inclusion, it is expected that students will govern themselves appropriately. The college recognizes a student's right within the institution to freedom of speech, inquiry, and assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the college.

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

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

The Code is available in hard copy in the Code of Conduct Office (Room U115) or online in the student portal. To file a report or to request information, contact the dean of Students and Compliance Officer at **(708) 974-5390** or the coordinator at **(708) 608-4272**.

Student Complaint and Hearing Process

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

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

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

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

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

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

1. Express your concerns to your instructor: Try to resolve the situation informally.
2. If Step 1 does not resolve your concerns, you may appeal in writing to the faculty member's dean, using the Academic Complaint form that is available online on the student portal. Remember that complaints must be initiated within 20 college days of the occurrence of the alleged violation. The dean will thoroughly investigate your concerns and communicate the faculty member's decision in writing, normally within 40 college days of the written appeal's initiation.
3. If you are not satisfied after your appeal to the dean, you may continue the appeal to the vice president of Academic Affairs in writing within 10 college days.

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

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

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

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

1. When appropriate, express your concerns to the person immediately responsible. Attempt to resolve the complaint informally at this level.
2. If Step 1 does not resolve your concerns, you may file a complaint in writing to the dean of Students and Compliance Officer, using the Non-Academic Complaint Form available online on the student portal. Remember that complaints must be initiated within 20 college days of the occurrence of the action being grieved. The dean of Students and Compliance Officer will refer your complaint to the administrator responsible for the area of concern. A thorough investigation will be conducted, and you will be provided with a written determination, normally within 40 college days of the written appeal's initiation.
3. If resolution of your concerns does not occur, you may ask the vice president of Student Development to review your complaint. You have 10 college days, after receiving the written determination, to request further review.

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

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

Sex-Based Misconduct (Including Title IX)

Moraine Valley Community College ("the College") is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of these Procedures is to implement the College's Policy Prohibiting Sex-Based Misconduct and the Equal Educational Opportunity Policy (Board Policy 300.1 and Board Policy 300), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the Violence Against Women Reauthorization Act ("VAWA"); Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), which requires timely warning to the community of certain immediate threats; the Preventing Sexual Violence in Higher Education Act; and other applicable law and local ordinances.

The College has designated the Dean of Student Success and the Chief Human Resources Officer as the Title IX Coordinators. Contact information for the Title IX Coordinators is as follows:

Dr. Jo Ann Jenkins

Dean of Student Success

Moraine Valley Community College

9000 College Pkwy.

Palos Hills, IL 60465-2478

Telephone: (708) 974-5277

jenkinsj52@morainevalley.edu

Chief Human Resources Officer

Moraine Valley Community College

9000 College Pkwy.

Palos Hills, IL 60465-2478

Telephone: (708) 974-5704

The full procedures are available in the Code of Conduct Office (Building U, Room U115) or online on the student portal. To file a complaint or to request information, contact a Title IX coordinator.

Privacy Rights of Parents and Students

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

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended **—** This act requires that students be advised of

their rights concerning education records and of certain categories of public information which the college has designated "directory information." Moraine Valley Community College sends an email notification to all students on an annual basis explaining these rights. This notification's purpose is to explain the requirements designed to protect the privacy of student records, student's ability to access their record and under what conditions the records may be released. The full policy and procedures regarding the Family Educational Rights and Privacy Act can be found on the college's website.

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

The following are exceptions:

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

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

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

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

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

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

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

  In accordance with the act, the college has designated the following categories of information as public. This information will be released to any inquirer with the approval of the dean of Enrollment Services unless students request that all or part of this list be withheld. These categories are the following:
- name
- city/town of residence
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance (including current classification and year, matriculation, and withdrawal dates)
- degrees and awards received (type of degree and date granted)

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

All information, records, and correspondence are directed only to the student. These rights to educational records transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Under the act, prior written

consent from the students must be obtained before information may be disclosed to a third party unless they are exempted from the provision.

Requests in accordance with a lawful subpoena or court order:

This request must be routed to the dean of Enrollment Services Office. The dean will notify the owner of the student records about the lawful order to release student records. Illinois court rules require seven days before the date on which the appearance is required for a deposition, hearing, or trial. See guidelines from Illinois Council of School Attorney at *iasb.com/law/FAQsubpoena.pdf*.

If students have questions regarding the provisions of the act, they may contact the office of the dean of Enrollment Services, S116.

Rights and Responsibilities for Students with Disabilities

Moraine Valley Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (2008), which prohibit discrimination against individuals with disabilities.

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

The college's Section 504 coordinator is the director of the Center for Disability Services, and inquiries about accommodations for students with disabilities should be directed to the Center for Disability Services, Building S, Room S114, **(708) 974-5711** (TTY 711*). morainevalley.edu/cds*

Use of Cellular Phones and Other Devices

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

Presence of Children and Dependent Family Members on Campus

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

Smoke-Free Facilities

Smoking is prohibited on all state-supported campuses of higher education in Illinois. Smoking is not allowed anywhere on the Moraine Valley campuses except inside personal vehicles. Persons found in violation will be ticketed and subject to student or employee discipline.

Prohibition of Concealed Carry on Moraine Valley Community College Campus

Moraine Valley Community College has been designated as a "Protected Area" by statute (IL. Public Act 98-0063) and prohibits the carrying of any concealed firearms on any owned or leased facility operated or control by Moraine Valley Community College, by persons designated as "Non-Law Enforcement". Board Policy #6539 also restricts the carrying of firearms in any campus owned or leased vehicles by persons designated as Non-Law Enforcement. As provided by statute, all weapons must be stored within the owner's vehicles or lockers provided within the lobby of the Moraine Valley Police department on the Palos Hills campus. Those possessing weapons at the Tinley Park campus must store them within their locked vehicles or surrender them to the "on duty" Moraine Valley police officer for safe storage. Attendees at the Blue Island Center may store their weapons within their personal vehicle in those public parking areas near the campus, but may never enter the building while armed. Persons who violate these procedures are subject to arrest and expulsion/termination from Moraine Valley Community College.

Sexual Assault Reporting

The Moraine Valley Police Department is committed to assisting all members of the college community in providing for their safety and security. The annual security compliance information is available on the Moraine Valley Police Department website at *morainevalley.edu/police*.

Students who would like to receive a copy of the department's booklet entitled "Annual Crime Statistics and Security Report," stop by the Police Department, located in Building P, 9000 W. College Pkwy., Palos Hills, IL, or request a copy be mailed by calling **(708) 974-5555**.

The website and booklet contain information on campus security and personal safety, including topics such as crime prevention, Moraine Valley Police Department's law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to campus security. The website and booklet also contain statistics for the past three years on reported crimes that occurred on campus, in various off-campus buildings, on property used by the college, and on public property within or immediately adjacent to and accessible from the campus.

Moraine Valley Community College Police Department supports ongoing prevention and awareness campaigns that focus on dating violence, domestic violence, sexual assault, and stalking

as described within the provisions of the Violence Against Women Act revisions issued October 2014. The department encourages victims and witnesses to report and assist in the identification and prosecution of those who perpetrate sexual violence within the community.

Victims and witnesses may anonymously report information to the police by going to the Moraine Valley Police Department website and clicking on "Silent Witness." *morainevalley.edu/police*

Sex Offender Procedure

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

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

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

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

1. Upon enrollment of a registered sex offender, the Dean of Students and Compliance Officer or designee will meet with the college's Police Chief or designee to review the student's class schedule and determine which restrictions should be put in place.
2. After determining the appropriate restrictions for a particular student, the Police department will contact the registered sex offender student for a meeting to discuss the restrictions which will be in place while the student is on the college's campus.
3. During the meeting with the Police Chief (or designee) and the registered sex offender student, Police Department will provide the student a written letter containing the restrictions the student must abide by while on the College's campus and will discuss each restriction verbally with the student. During this meeting, the student will also be advised that his/her failure to comply with the restrictions outlined in the letter may result in denial of enrollment, access to campus and/or the decision to initiate police action against them by the college police department.
4. If a sex offender student is enrolled in a college class along with a student who is under the age of 18, the Dean of Students and Compliance Officer will notify the instructor of the class of the student's status as a sex offender. The Dean of Students and Compliance Officer will also determine if there are other College staff members who need to be notified of a student's status as a registered sex offender in order to protect persons under the age of 18 on the College's campus. In some circumstances, the registered sex offender may be required to enroll in a course section that does not contain minors.
5. The Police Chief or designee will notify the director or the Moraine Valley Child Care and any other college program solely serving students under the age of 18, of all registered sex offenders enrolled in or employed by Moraine Valley Community College.
6. The College's Police Department will maintain a database of all registered sex offender students and employees. The database will contain identifier information as outlined in the Campus Sex Crimes Prevention Act. This information will be available for review by any person requesting information on registered sex offenders enrolled or employed by the college.

Drug-Free Schools and Communities Act

As a requirement of the Drug-Free Schools and Communities Act Amendments of 1989 [EDGAR Part 86], Moraine Valley Community College sends an email notification to all students and employees on an annual basis. This notification's purpose is to serve as a reminder of the standards of conduct relating to drugs and alcohol, the health risks associated with drug and alcohol abuse, the availability of support for those experiencing

drug or alcohol problems, the MVCC policies related to the illegal possession, use or distribution of drugs or alcohol, and the internal sanctions and federal and state legal penalties that may result from violations. This notification can be found in full on the college's website.

Student Religious Observances

Moraine Valley Community College does not discriminate against students based on religious observance and will reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. It is the responsibility of the student to notify his or her instructors of any absences necessitated by religious observance, in accordance with the following procedure:

1. A student who anticipates that he or she will be unable, because of his or her religious observance, to attend class or to participate in any examination, study, or work requirement on a particular day, must notify his or her instructors and/or supervisors in writing as soon as possible, but no later than by the end of the second week of class.
2. Upon receipt of such written notification, it is the responsibility of each faculty member and/or supervisor to provide the student with an opportunity to make up any examination, study, or work requirement the student may miss due to the absence.
3. An absence due to religious observance does not relieve a student from responsibility for any part of the course work required during the period of absence. As religious holiday calendars are available in advance of each semester, faculty may insist, where feasible, that a student complete any course work or examination(s) prior to the anticipated absence. In addition, faculty policies regarding course attendance vary widely; students are responsible for knowing these policies and for communicating any anticipated absences for religious observance to each of their instructors.
4. A student who believes that he or she has been denied reasonable accommodations in accordance with Board Policy 4610 or this procedure should first express his or her concerns to the instructor or supervisor and try to resolve the situation informally. If the situation is not resolved informally, the student may appeal in writing to the faculty member's dean, using the Academic Complaint form that is available in any academic subdivision office or on the MVConnect portal.

This procedure complies with the *University Religious Observance Act*, which reads, in part:

Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend class or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section. 110 ILCS 110/1.5(b).

Transfer Programs

Moraine Valley Community College offers a wide variety of courses specifically designed for transfer. This enables students to complete their first two years of coursework leading toward a bachelor's degree in virtually any field of study at a four-year college or university. The keys to a successful transfer are to start planning immediately and to select coursework carefully. Students who already know their intended transfer institution should refer to that school's catalog. Students are strongly encouraged to work with Moraine Valley academic advisors who are available to help students with specific course selection as well as developing an individual educational plan.

Students who plan to complete an associate degree and transfer as a junior in their major should achieve the following goals:

1. **Complete the Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Engineering Science (A.E.S.), or Associate in Fine Arts (A.F.A.).** The general education requirements and graduation requirements for these degrees are described in this section.
2. **Fulfill the lower-division (freshman/sophomore-level -courses) general education requirements of the institution students plan to attend.** Every four-year college or university has different general education requirements. Transfer guides summarizing these requirements for the colleges and universities popular with Moraine Valley students are located online on the transfer webpage under Transfer Guides. For other schools, students should consult the catalog and/or contact the intended transfer institution for additional information. In most cases, if students select their general education coursework carefully, they can simultaneously satisfy the general education requirements for both Moraine Valley and the transfer institution. (Also see Illinois Articulation Initiative (p. 45).)
3. **Fulfill the lower-division requirements in your major field of study.** Students should familiarize themselves with the criteria for admission into the specific program major at the college where a student plans to transfer. In many cases, specific lower-division coursework is required. Detailed information for many schools is located online on the transfer webpage under Transfer Guides. It is recommended to consult the catalog of the transfer school or to reach out to the transfer representative at that institution.
4. **When a student is ready to transfer, obtain a Request for Transcript form from Records and Registra-tion.** Complete the form, requesting that a transcript of the Moraine Valley coursework be sent to the transfer school. Be certain to verify that the transcript has been received by the transfer institution. If a student experiences difficulty in transferring any of his or her courses, contact the transfer articulation coordinator for assistance. Generally, when a college official intercedes on behalf of the student, he or she is able to facilitate the resolution of transfer problems.

Transfer Programs	Credit Hours
Associate of Arts (A.A.) (1280) (p. 46)	62
General Education Core Curriculum (G.E.C.C.) (1180) (p. 49)	37-41
Associate in Science (A.S.) (1330) (p. 51)	62
Associate in Engineering Science (A.E.S.) (2400) (p. 54)	68
Associate in Fine Arts - Art (A.F.A) (1425) (p. 5656)	65
Associate in Fine Arts - Music (A.F.A) (1426) (p. 5959)	64
Other Program	
Associate in General Studies (A.G.S) (1427) (p. 62 62)	62

Illinois Articulation Initiative

Moraine Valley Community College is a participant in the Illinois Articulation Initiative (IAI). Sponsored by the Illinois Board of Higher Education and the Illinois Community College Board, this initiative makes it easier for students to transfer credit between more than 100 participating Illinois colleges and universities.

The initiative includes an agreed-upon Illinois General Education Core Curriculum. The Associate in Arts degree includes and satisfies the full general education core requirements. Completion of the general education core curriculum at any participating institution in Illinois assures transferring students that lower-division, campus-wide general education requirements for an Associate in Arts degree or bachelor's degree have been satisfied upon transfer to another participating institution. The receiving institution still may require admitted transfer students to complete an institution-wide and/or mission-related graduation requirement beyond the scope of the general education core.

The Associate in Science, Associate in Fine Arts, Associate in Applied Science, Associate in Engineering Science, and Associate

in General Studies degrees do not satisfy the entire general education core. Students who complete these degrees may be required to complete additional general education courses for the bachelor's degree at the university when they transfer. All students wishing to meet the IAI general education core should consult with an academic advisor. Students who complete the general education core will be better prepared to transfer as juniors in the baccalaureate major at participating schools. The most current list of participating schools can be found online at *iTransfer.org*.

Specific IAI courses offered at Moraine Valley are maintained through the IAI course database. Use this link and select Moraine Valley to see a list of available courses: *IAI Course Search*. IAI numbers are also presented as part of the course descriptions in this catalog.

Also, use *transferology.com* or *mycreditstransfer.org* to verify how any of your Moraine Valley courses may transfer.

Note: some courses approved for general education requirements for Career Programs may not meet the IAI General Education Core Curriculum requirements for transfer degrees or the General Education Core Curriculum credential. Courses include, but are not limited to, BIO-119, BIO-180, BIO-181, HIS-230, HUM-249, MTH-109, and others. Students are encouraged to meet with a Moraine Valley Academic Advisor for more information and must always confirm transferability of individual courses with the receiving college or university.

Transfer Agreements

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

Moraine Valley and our four-year institution partners have developed a number of transfer guides and transfer agreements to facilitate the smooth transfer of students. Transfer guides provide a framework for preparing to transfer into a specific major or program. Transfer agreements are collaborations between Moraine Valley and the four-year institutions that create transfer pathways. If you have additional questions about transfer guides or transfer agreements after reviewing information on the college website, please contact the Academic Advising Center at (708) 974-5721 or advising@morainevalley.edu.

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

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

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

Additional Graduation Requirements— refer to Graduation section (p. 36).

Associate in Arts Degree (A.A.)

This program is for students who plan to major in disciplines such as Art, Business, Criminal Justice, Education, Early Childhood Education, Elementary Education, English, History, Mass Communications, Political Science, Psychology, Sociology, Special Education or Theater.

Summary of Credit Hours Required

A. General Education Core Curriculum (IAI): 37 credit hours
   1. Communication (9)
   2. Mathematics (3)
   3. Physical and Life Sciences (7)
   4. Humanities and Fine Arts (9)
   5. Social/Behavioral Sciences (9)

B. Baccalaureate Major/Minor and Elective Courses: 23 credit hours

Total A.A. Degree: 60 credit hours

A.A. Degree

Associate in Arts Degree–60 Credit Hours

Curriculum Code 1280

The A.A. degree requirements are recommended for students pursuing a degree such as Art, Business, Criminal Justice, Early Childhood Education, Elementary Education, English, History,

Mass Communications, Political Science, Psychology, Sociology, Special Education or Theater.

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

Enrollment in some courses requires completion of a prerequisite. See course description for complete prerequisite information.

A. General Education Core Curriculum—37 credit hours

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

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

1. Communications—9 credit hours

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

(Note: COM-101 and COM-102 require completion of a prerequisite.)

(Note: COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations.)

2. Mathematics—3 credit hours (minimum)

MTH-120	General Education Mathematics	3
MTH-122	Math for Teachers II	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Science	4
MTH-150	Calculus I/Analytic Geometry	5
MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4
MTH-212	Statistics for Business	4
MTH-215	Discrete Mathematics	3

(Note: All MTH courses above require completion of a prerequisite.)

3. Physical and Life Sciences—7 credit hours

Select one course from Physical Sciences and one course from Life Sciences, with at least one being a lab course.

Life Sciences

BIO-101	Survey of Biology for Non-Majors	4
BIO-103	Germs: Good, Bad and Necessary	3
BIO-104	Biology of Human Life	4
BIO-105	Human Genetics	3
BIO-111	General Biology I	4
BIO-112	General Biology II	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

(Note: BIO-101, BIO-104, BIO-111, BIO-112, NAT-111, and NAT-112 are courses with lab components)

Physical Sciences

AST-101	Descriptive Astronomy	3
AST-103	Observational Astronomy	4
CHM-111	Fundamentals of Chemistry	4
CHM-131	Chemistry (University Oriented) I	4
EAS-120	Introduction to Earth Science	4
EAS-125	Introduction to Weather and Climate	4
EAS-135	Severe and Hazardous Weather	3
GEL-150	Physical Geology	4
PHS-101	Physical Science	4
PHS-103	Descriptive Astronomy	4
PHY-106	Fundamentals of Physics	3
PHY-110	Mechanical Universe I	3
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

(Note: AST-103, CHM-111, CHM-131, EAS-120, EAS-125, GEL-150, PHS-101, and PHS-103 are courses with lab components)

(Note: CHM-111, CHM-131, PHS-101, PHY-106, PHY-110, PHY-150, PHY-203 require completion of a prerequisite.)

4. Humanities and Fine Arts—9 credit hours

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

Humanities—select 3 credit hours from:

ARB-202	Arabic IV	4
FRE-202	French IV	4
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-115	World Mythology	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
HUM-155	LGBTQ Humanities	3
LIT-205	Literature for Children/Young Adults	3
LIT-213	American Literature I	3

LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
LIT-216	Bible as Literature II	3
LIT-217	Introduction to Poetry	3
LIT-218	Introduction to Drama	3
LIT-219	Women in Literature	3
LIT-220	Introduction to Fiction	3
LIT-221	English Literature I	3
LIT-222	English Literature II	3
LIT-223	Western Literature I	3
LIT-224	Western Literature II	3
LIT-225	Shakespeare	3
LIT-226	Literature of the Non-Western World	3
LIT-227	Literature as Film	3
LIT-228	Latin American Literature	3
LIT-230	African American Literature	3
PHI-101	Introduction to Philosophy	3
PHI-111	Critical Thinking	3
PHI-120	World Religions	3
PHI-125	Ethics	3
PHI-200	Philosophy of Religion	3
SPA-202	Spanish IV	4
SPA-213	Introduction to Hispanic Literatures	3

(Note: ARB-202, FRE-202, LIT-205, LIT-213, LIT-214, LIT-215, LIT-216, LIT-217, LIT-218, LIT-219, LIT-220, LIT-221, LIT-222, LIT-223, LIT-224, LIT-225, LIT-226, LIT-227, LIT-228, LIT-230, SPA-202, and SPA-213 require completion of a prerequisite.)

(Note: HUM-135, HUM-140, HUM-145, LIT-226, LIT-228, and PHI-120 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: HUM-120, HUM-155, LIT-219, LIT-227, and LIT-230 are courses examining human diversity within the United States.)

Fine Arts—select 3 credit hours from:

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-227	Literature as Film	3
MUS-106	Introduction to American Music	3
MUS-107	Music Appreciation	3
THE-105	Theater Appreciation	3
THE-107	Film Appreciation	3
THE-110	History of the Theatre	3
THE-111	History of Film	3

(Note: LIT-227 requires completion of a prerequisite.)

(Note: ART-209, HUM-135, HUM-140, and HUM-145 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: HUM-120 examines human diversity within the United States.)

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

5. Social/Behavioral Sciences—9 credit hours

Select three courses from at least two different disciplines (e.gl., no more than two courses from the same course prefix). All courses are three credit hours.

ANT 101	Introduction to Anthropology	3
ANT-201	Biological Anthropology	3
ANT-202	Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
ECO-101	Principles of Macro-Economics	3
ECO-102	Principles of Micro-Economics	3
GEO-101	Cultural Geography	3
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-150	World History to 1500	3
HIS-151	World History since 1500	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-204	African-American History	3
HIS-210	History of Asia	3
HIS-215	History of Africa	3
HIS-220	History of Latin America	3
PSC-103	Introduction to Political Science	3
PSC-110	American National Government	3
PSC-115	State and Local Government	3
PSC-210	International Relations	3
PSC-215	Comparative Government	3
PSC-225	Non-Western Comparative Politics	3
PSC-245	Politics of the Middle East	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
SOC-101	Introduction to Sociology	3
SOC-102	Sociology of Family	3
SOC 204	Social Problems	3
SOC-210	Minority Groups	3
SOC 215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

(Note: PSY-202, PSY-210, SOC-204, and SOC-215 requires completion of a prerequisite.)

(Note: ANT-202, GEO-101, GEO-102, GEO-201, HIS-210, HIS-215, HIS-220, PSC-210, PSC-225, and PSC-245 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: SOC-210 and SOC-215 are courses examining human diversity within the United States.)

B. Additional Degree Requirements—3 credit hours

Associate in Arts Degree

Select three credit hours from Humanities and Fine Arts or Social/Behavioral Sciences listed above or one of the following:

ARB-101	Arabic I	4
ARB-102	Arabic II	4
ARB-201	Arabic III	4
FRE-101	French I	4
FRE-102	French II	4
FRE-201	French III	4
SPA-101	Spanish I	4
SPA-102	Spanish II	4
SPA-201	Spanish III	4

(Note: ARB-101, ARB-102, ARB-201, FRE-101, FRE-102, FRE-201, SPA-101, SPA-102, and SPA-201 will not satisfy ICI GECC courses but will count as electives in the completed A.A. degree.)

B. Baccalaureate Major/Minor Field and Elective Courses—23 credit hours

Includes lower-division coursework in a student's major and minor fields, additional hours from the above areas, foreign languages, and other college credit courses. Detailed information for many colleges is located online on the transfer webpage under Transfer Guides. It is recommended to consult the catalog of the transfer college or to reach out to the transfer representative at that institution. Periodic consultation with an academic advisor is strongly recommended.

Total Degree Hours - 60 credit hours

General Education Core Curriculum Credential (G.E.C.C.)

The General Education Core Curriculum (GECC) Credential will be auto awarded to students who meet the 37-41 hours of general education course work as required and outlined in the table below. The GECC credential mimics the general education components of the Associate in Arts degree Moraine Valley awards.

Summary of Credit Hours Required

A. General Education Core Curriculum (IAI): 37-41 credit hours

1. Communications (9)

2. Mathematics (3-5)

3. Physical and Life Sciences (7-8)

4. Humanities & Fine Arts (9-10)

5. Social/Behavioral Sciences (9)

Total G.E.C.C. credential: 37-41 credit hours

G.E.C.C. Credential

G.E.C.C. Credential–37-41 Credit Hours

Curriculum Code 1180

The General Education Core Curriculum (GECC) credential requirements listed below satisfy the statewide Illinois Articulation Initiative (IAI) and will transfer to participating colleges or universities as meeting their lower-division, campus wide general education requirements. The GECC credential consists of a set of 12 to 13 courses (37 to 41 credits) across five general education areas and is aligned with the Associate in Arts degree and is recommended for transfer students. This credential is earned as part of a transferrable degree and is not a workforce certificate nor industry-recognized credential.

Enrollment in some courses requires completion of a prerequisite. See course description for complete prerequisite information.

General Education Core Curriculum Credential – 37-41 Credit Hours

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

The foundation skills of communication (reading, writing, speaking, and listening), critical thinking and analysis/synthesis, quantification, and the use of resources (including technology and the library) are to be embedded in every general education course (defined in Administrative Rule 23 Ill Adm Code 1501.301 and ICCB Administrative Rules Section 1501.309d)2)).

1. Communications - 9 credit hours

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

(Note: COM-101 and COM-102 require completion of a prerequisite.)
(Note: COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations.)

2. Mathematics - 3-5 credit hours

MTH-120	General Education Mathematics	3
MTH-122	Math for Teachers II	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Science	4

MTH-150	Calculus I/Analytic Geometry	5
MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4
MTH-212	Statistics for Business	4
MTH-215	Discrete Mathematics	3

(Note: All MTH courses above require completion of a prerequisite.)

3. Physical and Life Sciences—7-8 credit hours

Select one course from Physical Sciences and one course from Life Sciences, with at least one being a lab course.

Life Sciences

BIO-101	Survey of Biology for Non-Majors	4
BIO-103	Germs: Good, Bad and Necessary	3
BIO-104	Biology of Human Life	4
BIO-105	Human Genetics	3
BIO-111	General Biology I	4
BIO-112	General Biology II	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

(Note: BIO-101, BIO-104, BIO-111, BIO-112, NAT-111, and NAT-112 are courses with lab components)

Physical Sciences

AST-101	Descriptive Astronomy	3
AST-103	Observational Astronomy	4
CHM-111	Fundamentals of Chemistry	4
CHM-131	Chemistry (University Oriented) I	4
EAS-120	Introduction to Earth Science	4
EAS-125	Introduction to Weather and Climate	4
EAS-135	Severe and Hazardous Weather	3
GEL-150	Physical Geology	4
PHS-101	Physical Science	4
PHS-103	Descriptive Astronomy	4
PHY-106	Fundamentals of Physics	3
PHY-110	Mechanical Universe I	3
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

(Note: CHM-111, CHM-131, EAS-120, EAS-125, GEL-150, PHS-101, and PHS-103 are courses with lab components)

(Note: CHM-111, CHM-131, PHS-101, PHY-106, PHY-110, PHY-150, PHY-203 require completion of a prerequisite.)

4. Humanities and Fine Arts - 9-10 credit hours

Select 9-10 credit hours from the following:

ARB-202	Arabic IV	4
ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
FRE-202	French IV	4
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-115	World Mythology	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
HUM-155	LGBTQ Humanities	3
LIT-205	Literature for Children/Young Adults	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
LIT-216	Bible as Literature II	3
LIT-217	Introduction to Poetry	3
LIT-218	Introduction to Drama	3
LIT-219	Women in Literature	3
LIT-220	Introduction to Fiction	3
LIT-221	English Literature I	3
LIT-222	English Literature II	3
LIT-223	Western Literature I	3
LIT-224	Western Literature II	3
LIT-225	Shakespeare	3
LIT-226	Literature of the Non-Western World	3
LIT-227	Literature as Film	3
LIT-228	Latin American Literature	3
LIT-230	African American Literature	3
MUS-106	Introduction to American Music	3
MUS-107	Music Appreciation	3
PHI-101	Introduction to Philosophy	3
PHI-111	Critical Thinking	3
PHI-120	World Religions	3
PHI-125	Ethics	3
PHI-200	Philosophy of Religion	3
PHI-210	Philosophy: Ancient to Enlightenment	3
PHI-211	Philosophy: Enlightenment to Present	3
SPA-202	Spanish IV	4
SPA-213	Introduction to Hispanic Literatures	3
THE-105	Theater Appreciation	3
THE-107	Film Appreciation	3
THE-110	History of the Theatre	3
THE-111	History of Film	3

(Note: HUM-135, HUM-140, HUM-145, LIT-226, LIT-228, and PHI-120 are courses examining human diversity from a non-U.S./non-European perspective.)
(Note: HUM-120, HUM-155, LIT-219, LIT-227, and LIT-230 are courses examining human diversity within the United States.)

5. Social/Behavioral Sciences - 9 credit hours

Select at least 2 different disciplines.

ANT-101	Introduction to Anthropology	3
ANT-201	Biological Anthropology	3
ANT-202	Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
ECO-101	Principles of Macro-Economics	3
ECO-102	Principles of Micro-Economics	3
GEO-101	Cultural Geography	3
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3

HIS-150	World History to 1500	3
HIS-151	World History since 1500	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-204	African-American History	3
HIS-210	History of Asia	3
HIS-215	History of Africa	3
HIS-220	History of Latin America	3
PSC-103	Introduction to Political Science	3
PSC-110	American National Government	3
PSC-115	State and Local Government	3
PSC-210	International Relations	3
PSC-215	Comparative Government	3
PSC-225	Non-Western Comparative Politics	3
PSC-245	Politics of the Middle East	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
PSY-202	Social Psychology	3
PSY-210	Adult Psychology	3
SOC-101	Introduction to Sociology	3
SOC-102	Sociology of Family	3
SOC-204	Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

(Note: ANT-202, GEO-101, GEO-102, GEO-201, HIS-210, HIS-215, HIS-220, PSC-210, PSC-225, and PSC-245 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: SOC-215 and SOC-101 are courses examining human diversity within the United States.)

Associate in Science Degree (A.S.)

This program is for students who plan to major in a science-related discipline such as biology, chemistry, computer science, dentistry, engineering, geology, mathematics, medicine, medical technology, nursing, pharmacology, occupational and physical therapy, physics, and veterinary medicine.

Summary of Credit Hours Required

A. General Education Core Curriculum: 32 credit hours
   1. Communication (9)
   2. Mathematics (3)
   3. Physical and Life Sciences (8)
   4. Humanities and Fine Arts (6)
   5. Social/Behavioral Sciences (6)

Note: The General Education courses required are approved by the Illinois Articulation Initiative (IAI); however, the structure of the A.S. does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer.

B. Additional Degree Requirements: 6 credit hours

C. Baccalaureate Major/Minor and Elective Courses: 24 credit hours

Total A.S. Degree: 62 credit hours

A.S. Degree

Associate in Science Degree–62 Credit Hours

Curriculum Code 1330

The A.S. degree requirements are recommended for students planning to pursue a degree such as Biology, Chemistry, Computer Science, Engineering, Information Technology, Mathematics, Physics or Technology.

The General Education courses required for the A.S. degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the A.S. does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer. Students interested in a science or math major at a four-year school should consult both a Moraine Valley academic advisor and the catalog of their transfer school for appropriate requirements.

Enrollment in some courses requires completion of a prerequisite. See course description for complete prerequisite information.

A. General Education Core Curriculum—32 credit hours

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

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

1. Communications—9 credit hours

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

(Note: COM-101 and COM-102 require completion of a prerequisite.)

(Note: COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations.)

2. Mathematics—3 credit hours (minimum)

MTH-120	General Education Mathematics	3
MTH-122	Math for Teachers II	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Science	4
MTH-150	Calculus I/Analytic Geometry	5
MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4
MTH-212	Statistics for Business	4
MTH-215	Discrete Mathematics	3

(Note: All MTH courses above require completion of a prerequisite.)

3. Physical and Life Sciences—8 credit hours

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

Life Science—select 4 credit hours from:

BIO-101	Survey of Biology for Non-Majors	4
BIO-104	Biology of Human Life	4
BIO-111	General Biology I	4
BIO-112	General Biology II	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Physical Science—select 4 credit hours from:

CHM-111	Fundamentals of Chemistry	4
CHM-131	Chemistry (University Oriented) I	4
EAS-120	Introduction to Earth Science	4
EAS-125	Introduction to Weather and Climate	4
EAS-135	Severe and Hazardous Weather	4
GEL-150	Physical Geology	4
PHS-101	Physical Science	4
PHS-103	Descriptive Astronomy	4
PHY-106	Fundamentals of Physics	3
AND		
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I	3
AND		
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

(Note: CHM-111, CHM-131, PHS-101, PHY-106, PHY-107, PHY-110, PHY-111, PHY-150, PHY-203 Require completion of a prerequisite.)

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

(Note: Each of the Physical and Life Science courses shown above has a one-hour laboratory component included within the course structure and contact hours, with the exception of PHY-106/ PHY-107 and PHY-110/ PHY-111. Moraine Valley students must take both to fulfill credits for Physical Science.)

4. Humanities and Fine Arts—6 credit hours

Select three credit hours from Humanities and three hours from Fine Arts. All courses are three credit hours unless noted otherwise.

Humanities—select 3 credit hours from:

ARB-202	Arabic IV	4
FRE-202	French IV	4
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-115	World Mythology	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
HUM-155	LGBTQ Humanities	3
LIT-205	Literature for Children/Young Adults	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
LIT-216	Bible as Literature II	3
LIT-217	Introduction to Poetry	3
LIT-218	Introduction to Drama	3
LIT-219	Women in Literature	3
LIT-220	Introduction to Fiction	3
LIT-221	English Literature I	3
LIT-222	English Literature II	3
LIT-223	Western Literature I	3
LIT-224	Western Literature II	3
LIT-225	Shakespeare	3
LIT-226	Literature of the Non-Western World	3
LIT-227	Literature as Film	3
LIT-228	Latin American Literature	3
LIT-230	African American Literature	3
PHI-101	Introduction to Philosophy	3
PHI-111	Critical Thinking	3
PHI-120	World Religions	3
PHI-125	Ethics	3
PHI-200	Philosophy of Religion	3
SPA-202	Spanish IV	4
SPA-213	Introduction to Hispanic Literatures	3

(Note: ARB-202, FRE-202, LIT-205, LIT-213, LIT-214, LIT-215, LIT-216, LIT-217, LIT-218, LIT-219, LIT-220, LIT-221, LIT-222, LIT-223, LIT-224, LIT-225, LIT-226, LIT-227, LIT-228, LIT-230, SPA-202, and SPA-213 require completion of a prerequisite.)

(Note: HUM-135, HUM-140, HUM-145, LIT-226, LIT-228, and PHI-120 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: HUM-120, HUM-155, LIT-219, LIT-227, and LIT-230 are courses examining human diversity within the United States.)

Fine Arts—select 3 credit hours from:

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-208	Survey of Art III	3

ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
LIT-227	Literature as Film	3
MUS-106	Introduction to American Music	3
MUS-107	Music Appreciation	3
THE-105	Theater Appreciation	3
THE-107	Film Appreciation	3
THE-110	History of the Theatre	3
THE-111	History of Film	3

(Note: LIT-227 requires completion of a prerequisite.)

(Note: ART-209, HUM-135, HUM-140, and HUM-145 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: HUM-120 examines human diversity within the United States.)

5. Social/Behavioral Sciences—6 credit hours

Select two courses from different disciplines (e.g., no more than one course from any course prefix). All courses are three credit hours.

ANT-101	Introduction to Anthropology	3
ANT-201	Biological Anthropology	3
ANT-202	Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
ECO-101	Principles of Macro-Economics	3
ECO-102	Principles of Micro-Economics	3
GEO-101	Cultural Geography	3
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-150	World History to 1500	3
HIS-151	World History since 1500	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-204	African-American History	3
HIS-210	History of Asia	3
HIS-215	History of Africa	3
HIS-220	History of Latin America	3
PSC-103	Introduction to Political Science	3
PSC-110	American National Government	3
PSC-115	State and Local Government	3
PSC-210	International Relations	3
PSC-215	Comparative Government	3
PSC-225	Non-Western Comparative Politics	3
PSC-245	Politics of the Middle East	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
PSY-202	Social Psychology	3
PSY-210	Adult Psychology	3
SOC-101	Introduction to Sociology	3
SOC-102	Sociology of Family	3
SOC-204	Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

(Note: PSY-202, PSY-210, SOC-204, and SOC-215 requires completion of a prerequisite.)

(Note: ANT-202, GEO-101, GEO-102, GEO-201, HIS-210, HIS-215, HIS-220, PSC-210, PSC-225, and PSC-245 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: SOC-210 and SOC-215 are courses examining human diversity within the United States.)

B. Additional Degree Requirements—6 credit hours (minimum)

Associate in Science Degree

Select three credit hours (minimum) from college-level MTH courses excluding MTH-102, MTH-109 and MTH-133.

Select three credit hours (minimum) from BIO, CHM, EAS, GEL, NAT, PHS, or PHY prefixes.

C. Baccalaureate Major/Minor Field and Elective Courses—24 credit hours

Includes lower-division coursework in a student's major and minor fields, additional hours from the above areas and other college credit courses. Detailed information for many colleges is located online on the transfer webpage under Transfer Guides. It is recommended to consult the catalog of the transfer college or to reach out to the transfer representative at that institution. Periodic consultation with an academic advisor is strongly recommended. Also see "Foreign Language" section.

Total Degree Hours - 62 credit hours

Associate in Engineering Science Degree (A.E.S.)

This program is a recommended pathway for students pursuing a Bachelor of Science in Engineering degree who elect to complete the first two years of their engineering degree at Moraine Valley. By doing so, students can earn an Associate in Engineering Science (A.E.S.) degree. The program is suitable for all engineering majors, including but not limited to aerospace, agricultural and biological, architectural, biomedical, chemical, civil, computer, computer science, electrical, energy management, engineering mechanics, engineering physics, general, industrial, materials science, mechanical, nuclear, and systems engineering. Students are advised to work early on with an academic advisor at the institution they intend to transfer to, as well as at Moraine Valley, to ensure they choose the appropriate courses.

Summary of Credit Hours Required

A. General Education Core Curriculum: 34 credit hours

1. Communication (9)
2. Mathematics (14)
3. Physical and Life Sciences (8)
4. Humanities and Fine Arts and Social/Behavioral Sciences (3)

Note: The General Education courses required for the A.E.S. degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the A.E.S. does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer. Students interested in an engineering major should consult the catalog of their transfer school and an academic advisor for appropriate requirements.

B. Baccalaureate Major/Minor and Elective Courses: 34 credit hours

Total A.E.S. Degree: 68 credit hours

A.E.S. Degree

Associate in Engineering Science Degree–68 Credit Hours

Curriculum Code 2400

The A.E.S. degree is suitable for all engineering majors, including but not limited to aerospace, agricultural and biological, architectural, biomedical, chemical, civil, computer, computer science, electrical, energy management, engineering mechanics, engineering physics, general, industrial, materials science, mechanical, nuclear, and systems engineering.

The General Education courses required for the A.E.S. degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the A.E.S. does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer. Students interested in an engineering major should consult the catalog of their transfer school and an academic advisor for appropriate requirements.

Enrollment in some courses requires completion of a prerequisite. See course description for complete prerequisite information.

A. General Education Core Curriculum—34 credit hours

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

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

1. Communications—9 credit hours

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

(Note: COM-101 and COM-102 require completion of a prerequisite.)

(Note: COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations.)

2. Mathematics—14 credit hours

MTH-150	Calculus I/Analytic Geometry	5
MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4

Note: Students who are prepared to take MTH-150 during their first semester can complete the A.E.S. program in two years. Typically, such students have had four years of mathematics in high school, with calculus or pre-calculus coursework completed in their senior year. A.E.S. students not ready to take MTH-150 may have to take additional math coursework that does not count towards the degree's course requirements and may extend degree completion beyond two years.

3. Physical Science—8 credit hours

CHM-131	Chemistry (University Oriented) I	4
PHY-203	Mechanics	4

4. Humanities and Fine Arts or Social/Behavioral Sciences—3 credit hours

Select 3 credit hours from the following Humanities, Fine Arts and Social/Behavioral Science courses below:

Humanities

ARB-202	Arabic IV	4
FRE-202	French IV	4
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-115	World Mythology	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
HUM-155	LGBTQ Humanities	3
LIT-205	Literature for Children/Young Adults	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
LIT-216	Bible as Literature II	3
LIT-217	Introduction to Poetry	3

LIT-218	Introduction to Drama	3
LIT-219	Women in Literature	3
LIT-220	Introduction to Fiction	3
LIT-221	English Literature I	3
LIT-222	English Literature II	3
LIT-223	Western Literature I	3
LIT-224	Western Literature II	3
LIT-225	Shakespeare	3
LIT-226	Literature of the Non-Western World	3
LIT-227	Literature as Film	3
LIT-228	Latin American Literature	3
LIT-230	African American Literature	3
PHI-101	Introduction to Philosophy	3
PHI-111	Critical Thinking	3
PHI-120	World Religions	3
PHI-125	Ethics	3
PHI-200	Philosophy of Religion	3
SPA-202	Spanish IV	4
SPA-213	Introduction to Hispanic Literatures	3

(Note: ARB-202, FRE-202, LIT-205, LIT-213, LIT-214, LIT-215, LIT-216, LIT-217, LIT-218, LIT-219, LIT-220, LIT-221, LIT-222, LIT-223, LIT-224, LIT-225, LIT-226, LIT-227, LIT-228, LIT-230, SPA-202, and SPA-213 require completion of a prerequisite.)

(Note: HUM-135, HUM-140, HUM-145, LIT-226, LIT-228, and PHI-120 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: HUM-120, HUM-155, LIT-219, LIT-227, and LIT-230 are courses examining human diversity within the United States.)

Fine Arts

ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
HUM-155	LGBTQ Humanities	3
LIT-205	Literature for Children/Young Adults	3
LIT-227	Literature as Film	3
MUS-106	Introduction to American Music	3
MUS-107	Music Appreciation	3
THE-105	Theater Appreciation	3
THE-107	Film Appreciation	3
THE-110	History of the Theatre	3
THE-111	History of Film	3

(Note: LIT-227 requires completion of a prerequisite.)

(Note: ART-209, HUM-135, HUM-140, and HUM-145 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: HUM-120 examines human diversity within the United States.)

Social/Behavioral Sciences

ANT-101	Introduction to Anthropology	3
ANT-201	Biological Anthropology	3
ANT-202	Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
ECO-101	Principles of Macro-Economics	3
ECO-102	Principles of Micro-Economics	3
GEO-101	Cultural Geography	3
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-150	World History to 1500	3
HIS-151	World History since 1500	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-204	African-American History	3
HIS-210	History of Asia	3
HIS-215	History of Africa	3
HIS-220	History of Latin America	3
PSC-103	Introduction to Political Science	3
PSC-110	American National Government	3
PSC-115	State and Local Government	3
PSC-210	International Relations	3
PSC-215	Comparative Government	3
PSC-225	Non-Western Comparative Politics	3
PSC-245	Politics of the Middle East	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
PSY-202	Social Psychology	3
PSY-210	Adult Psychology	3
SOC-101	Introduction to Sociology	3
SOC-102	Sociology of Family	3
SOC-204	Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

(Note: PSY-202, PSY-210, SOC-204, and SOC-215 requires completion of a prerequisite.)
(Note: ANT-202, GEO-101, GEO-102, GEO-201, HIS-210, HIS-215, HIS-220, PSC-210, PSC-225, and PSC-245 are courses examining human diversity from a non-U.S./non-European perspective.)
(Note: SOC-210 and SOC-215 are courses examining human diversity within the United States.)

B. Baccalaureate Major/Minor Field and Elective Courses—34 credit hours

Includes lower-division coursework in a student's major and minor fields, additional hours from the above areas and other college credit courses. Detailed information for many colleges is located online on the transfer webpage under Transfer Guides. It is recommended to consult the catalog of the transfer college or

to reach out to the transfer representative at that institution. Periodic consultation with an academic advisor is strongly recommended.

First Year Engineering Experience—4 credit hours as follows:

COL-101	College: Changes, Challenges, Choices	1
EGN-110	Introduction to Engineering I	1
EGN-120	Introduction to Engineering II	2

Major Field Courses—10 credit hours as follows:

CSC-140	Introduction to Computer Science	3
MTH-201	Differential Equations	3
OR		
MTH-215	Discrete Mathematics	3
PHY-204	Heat, Electricity and Magnetism	4

Electives—Select a minimum of 20 credit hours from the following:

BIO-111	General Biology I	4
CHM-132	Chemistry (University Oriented) II	4
CHM-203	Organic Chemistry I	5
CIS-165	Python Programming I	3
CIS-176	Java Programming I	3
CSC-240	Advanced Computer Science	3
CSC-280	Data Structures with Applications	4
EGN-150	Introduction to Design	3
EGN-201	Engineering Statics	3
EGN-202	Engineering Dynamics	3
EGN-205	Circuits Analysis	4
EGN-227	Strength of Materials	3
EGN-252	Thermodynamics	3
MTH-210	Linear Algebra	3
MTH-215	Discrete Mathematics	3
PHY-205	Waves and Modern Physics	4

Note: Engineering Pathways students must take CHM-132

Note: Engineering Pathways students must take at least EGN-201

Suggested Schedule

First Semester (17 credit hours)

CHM-131	Chemistry (University Oriented) I	4
COL-101	College: Changes, Challenges, Choices	1
COM-101	Composition I	3
CSC-140	Introduction to Computer Science	3
EGN-110	Introduction to Engineering I	1
MTH-150	Calculus I/Analytic Geometry	5

Second Semester (17-18 credit hours)

COM-102	Composition II	3
EGN-120	Introduction to Engineering II	2
MTH-151	Calculus II/Analytic Geometry	5
PHY-203	Mechanics	4
___-___	Elective	3-4

Note: Engineering Pathways students must take CHM-132; all other AES students, select only electives from the listed program options.

Third Semester (17-19 credit hours)

COM-103	Speech Fundamentals	3
MTH-152	Calculus III/Analytic Geometry	4
PHY-204	Heat, Electricity and Magnetism	4
___-___	Elective	3-4
___-___	Elective	3-4

Note: Engineering Pathways students must take at least EGN-201

Fourth Semester (17 credit hours)

MTH-201	Differential Equations	3
OR		
MTH-215	Discrete Mathematics	3
___-___	Elective	3
___-___	Electives	4
___-___	Electives	4
___-___	Humanities and Fine Arts or Social and Behavioral Sciences Elective	3

Note: Select electives only from the listed program options

Fifth Semester (Summer) (3-4 credit hours)

___-___	Elective	3-4

Note: Select electives only from the listed program options

Total Degree Hours - 68 credit hours

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

The A.F.A. is designed to meet the unique needs of students who plan to major in **art** (p. 5656) or **music** (p. 5959). Typically, the bachelor's degree for art or music majors requires students to complete a sequential list of courses to support a portfolio in the major during their freshman and sophomore years, and will require that students complete additional general education at the transfer school. Students who are interested in art education are recommended to earn an A.A. degree rather than an A.F.A. degree.

The General Education courses required for the A.F.A. degree are approved by the Illinois Articulation Initiative (IAI); however, the structure of the A.F.A. does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer.

Art, A.F.A.

Associate in Fine Arts–Art Degree—65 Credit Hours

Curriculum Code 1425

This program requires a minimum of 65 credit hours and offers the foundational courses required in the first two years of an art degree to prepare students to transfer as a junior to a bachelor's degree in art program. Students interested in transferring to a baccalaureate program should be aware that transfer admission will be competitive, and most schools require a portfolio review for admission to the major, advanced course placement and scholarship consideration.

Summary of Credit Hours Required

A. General Education Core Curriculum: 32 credit hours
1. Communication (9)
2. Mathematics (3)

3. Physical and Life Sciences (8)
4. Humanities (6)
5. Social/Behavioral Sciences (6)

Note: The General Education courses required are approved by the Illinois Articulation Initiative (IAI); however, the structure of the A.F.A. does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer.

B. Art Requirements: 27 credit hours

C. Elective Studio Courses: 6 credit hours

Total A.F.A.–Art Degree: 65 credit hours

Students interested in a fine arts major at a four-year school should consult both a Moraine Valley academic advisor and the catalog of their transfer school for appropriate requirements. Art education majors are recommended to earn an A.A. degree rather than an A.F.A. degree.

Enrollment in some courses requires completion of a prerequisite. See course description for complete prerequisite information.

A. General Education Core Curriculum—32 credit hours

1. Communications—9 credit hours

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

(Note: COM-101 and COM-102 require completion of a prerequisite.)

(Note: COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations.)

2. Mathematics—3 credit hours (minimum)

MTH-120	General Education Mathematics	3
MTH-122	Math for Teachers II	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Science	4
MTH-150	Calculus I/Analytic Geometry	5
MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4
MTH-212	Statistics for Business	4
MTH-215	Discrete Mathematics	3

(Note: MTH-120, MTH-122, MTH-139, MTH-143, MTH-145, MTH-150, MTH-151, MTH-152, MTH-212, and MTH-215 requires completion of a prerequisite.)

3. Physical and Life Sciences—8 credit hours

Select 4 credit hours from Life Science and 4 hours from Physical Science. All courses are 4 credit hours unless noted otherwise.

Life Science—select 4 credit hours from:

BIO-101	Survey of Biology for Non-Majors	4
BIO-104	Biology of Human Life	4
BIO-111	General Biology I	4
BIO-112	General Biology II	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Physical Science—select 4 credit hours from:

CHM-111	Fundamentals of Chemistry	4
CHM-131	Chemistry (University Oriented) I	4
EAS-120	Introduction to Earth Science	4
EAS-125	Introduction to Weather and Climate	4
EAS-135	Severe and Hazardous Weather	4
GEL-150	Physical Geology	4
PHS-101	Physical Science	4
PHS-103	Descriptive Astronomy	4
PHY-106	Fundamentals of Physics	3
AND		
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I	3
AND		
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

(Note: CHM-111, CHM-131, PHS-101, PHY-106, PHY-107, PHY-110, PHY-111, PHY-150, and PHY-203 require completion of a prerequisite.)

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

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

4. Humanities—6 credit hours

Select 6 credit hours from:

ARB-202	Arabic IV	4
FRE-202	French IV	4
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-115	World Mythology	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
HUM-155	LGBTQ Humanities	3
LIT-205	Literature for Children/Young Adults	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
LIT-216	Bible as Literature II	3
LIT-217	Introduction to Poetry	3
LIT-218	Introduction to Drama	3
LIT-219	Women in Literature	3
LIT-220	Introduction to Fiction	3

LIT-221	English Literature I	3
LIT-222	English Literature II	3
LIT-223	Western Literature I	3
LIT-224	Western Literature II	3
LIT-225	Shakespeare	3
LIT-226	Literature of the Non-Western World	3
LIT-227	Literature as Film	3
LIT-228	Latin American Literature	3
LIT-230	African American Literature	3
PHI-101	Introduction to Philosophy	3
PHI-111	Critical Thinking	3
PHI-120	World Religions	3
PHI-125	Ethics	3
PHI-200	Philosophy of Religion	3
PHI-210	Philosophy: Ancient to Enlightenment	3
PHI-211	Philosophy: Enlightenment to Present	3
SPA-202	Spanish IV	4
SPA-213	Introduction to Hispanic Literatures	3

(Note: ARB-202, FRE-202, LIT-205, LIT-213, LIT-214, LIT-215, LIT-216, LIT-217, LIT-218, LIT-219, LIT-220, LIT-221, LIT-222, LIT-223, LIT-224, LIT-225, LIT-226, LIT-227, LIT-228, LIT-230, SPA-202, and SPA-213 require completion of a prerequisite.)

(Note: HUM-135, HUM-140, HUM-145, LIT-226, LIT-228, and PHI-120 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: HUM-120, HUM-155, LIT-219, and LIT-230 are courses examining human diversity within the United States.)

5. Social/Behavioral Sciences—6 credit hours

Select two courses from different disciplines (e.g., no more than one course from any course prefix). All courses are three credit hours.

ANT-101	Introduction to Anthropology	3
ANT-201	Biological Anthropology	3
ANT-202	Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
ECO-101	Principles of Macro-Economics	3
ECO-102	Principles of Micro-Economics	3
GEO-101	Cultural Geography	3
GEO-102	World Regional Geography	3
GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-150	World History to 1500	3
HIS-151	World History since 1500	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-204	African-American History	3
HIS-210	History of Asia	3
HIS-215	History of Africa	3
HIS-220	History of Latin America	3
PSC-103	Introduction to Political Science	3
PSC-110	American National Government	3
PSC-115	State and Local Government	3
PSC-210	International Relations	3
PSC-215	Comparative Government	3
PSC-225	Non-Western Comparative Politics	3
PSC-245	Politics of the Middle East	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
PSY-202	Social Psychology	3
PSY-210	Adult Psychology	3
SOC-101	Introduction to Sociology	3
SOC-102	Sociology of Family	3
SOC-204	Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

(Note: PSY-202, PSY-210, and SOC-204 require completion of a prerequisite.)

(Note: ANT-202, GEO-101, GEO-102, GEO-201, HIS-210, HIS-215, HIS-220, PSC-210, PSC-225, and PSC-245 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: SOC-215 and SOC-101 are courses examining human diversity within the United States.)

B. Art Requirements—27 credit hours

Required Courses

ART-101	Drawing I	3
ART-104	Drawing II	3
ART-105	Life Drawing	3
ART-116	Two-Dimensional Design	3
ART-118	Three-Dimensional Design	3
ART-146	Introduction to Computer Art	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-208	Survey of Art III	3

(Note: ART-104, ART-105, and ART-118 requires completion of a prerequisite.)

C. Elective Studio Courses—6 credit hours

Select 6 credit hours from the following:

ART-106	Drawing Comics	3
ART-120	Beginning Painting	3
ART-121	Watercolor Painting	3
ART-122	Intermediate Painting	3
ART-125	Ceramics I	3
ART-126	Ceramics II	3
ART-150	Sculpture	3
ART-160	Darkroom Photography: Introduction	3
OR		
ART-165	Digital Photography: Introduction	3
ART-161	Camera and Darkroom Techniques	3
ART-162	Photographic Design	3
ART-163	Alternative Photographic Processes	3
ART-170	Printmaking	3
ART-171	Printmaking II	3
ART-280	Independent Studio: Drawing	3

ART-281	Independent Studio: Painting	3
ART-282	Independent Studio: Ceramics	3
ART-283	Independent Studio: Photography	3

(Note: ART-120 and ART-150 require completion of a prerequisite.)

Suggested Schedule

First Semester (15 credit hours)

ART-101	Drawing I	3
ART-116	Two-Dimensional Design	3
COM-101	Composition I	3
___-___	Humanities Elective	3
___-___	Math Elective	3

Second Semester (16 credit hours)

ART-104	Drawing II	3
ART-205	Survey of Art I	3
ART-___	Art Elective	3
COM-102	Composition II	3
___-___	Physical and Life Sciences Elective	4

Third Semester (16 credit hours)

ART-105	Life Drawing	3
ART-146	Introduction to Computer Art	3
ART-206	Survey of Art II	3
___-___	Social and Behavioral Sciences Elective	3
___-___	Physical and Life Sciences Elective	4

Fourth Semester (18 credit hours)

ART-118	Three-Dimensional Design	3
ART-208	Survey of Art III	3
ART-___	Art Elective	3
COM-103	Speech Fundamentals	3
___-___	Social and Behavioral Sciences Elective	3
___-___	Humanities Elective	3

Total Degree Hours - 65 credit hours

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

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

The program(s) of study listed above is a model for students who are undecided about a transfer institution and uncertain about specific course requirements.

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

Music, A.F.A.

Associate in Fine Arts–Music—64 Credit Hours

Curriculum Code 1426

This program requires a minimum of 64 credit hours and offers the foundational courses required in the first two years of a music degree. Students interested in transferring to a baccalaureate program should be aware that transfer admission will be competitive, and most schools require an audition along with placement exams for admission to the major, advanced course placement and scholarship consideration.

Summary of Credit Hours Required

A. General Education Core Curriculum: 29 credit hours
1. Communication (9)
2. Mathematics (3)
3. Physical and Life Sciences (8)
4. Humanities and Fine Arts (6)
5. Social/Behavioral Sciences (3)

Note: The General Education courses required are approved by the Illinois Articulation Initiative (IAI); however, the structure of the A.F.A. does not meet the minimum IAI General Education Core Requirements. Students will need to complete the general education requirements of the school to which they transfer.

B. Music Requirements: 35 credit hours

Total A.F.A.–Music Degree: 64 credit hours

Students interested in a music major at a four-year school should consult both a Moraine Valley academic advisor and the catalog of their transfer school for appropriate requirements.

Enrollment in some courses requires completion of a prerequisite. See course description for complete prerequisite information.

A. General Education Core Curriculum—29 credit hours

1. Communications—9 credit hours

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

(Note: COM-101 and COM-102 require completion of a prerequisite.)

(Note: COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations.)

2. Mathematics—3 credit hours

Choose 3 credit hours from:

MTH-120	General Education Mathematics	3
MTH-122	Math for Teachers II	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Science	4
MTH-150	Calculus I/Analytic Geometry	5

MTH-151	Calculus II/Analytic Geometry	5
MTH-152	Calculus III/Analytic Geometry	4
MTH-212	Statistics for Business	4
MTH-215	Discrete Mathematics	3

(Note: MTH-120, MTH-122, MTH-139, MTH-143, MTH-145, MTH-150, MTH-151, MTH-152, MTH-212 and MTH-215 require completion of a prerequisite.)

(Note: Math requirements vary at four-year institutions.)

3. Physical and Life Sciences—8 credit hours

Life Science—select 4 credit hours from:

BIO-101	Survey of Biology for Non-Majors	4
BIO-104	Biology of Human Life	4
BIO-111	General Biology I	4
BIO-112	General Biology II	4
NAT-111	Environmental Science I	4
NAT-112	Environmental Science II	4

Physical Science—select 4 credit hours from:

CHM-111	Fundamentals of Chemistry	4
CHM-131	Chemistry (University Oriented) I	4
EAS-120	Introduction to Earth Science	4
EAS-125	Introduction to Weather and Climate	4
EAS-135	Severe and Hazardous Weather	4
GEL-150	Physical Geology	4
PHS-101	Physical Science	4
PHS-103	Descriptive Astronomy	4
PHY-106	Fundamentals of Physics	3
AND		
PHY-107	Fundamentals of Physics Lab	1
PHY-110	Mechanical Universe I	3
AND		
PHY-111	Mechanical Universe I Lab	1
PHY-150	Mechanics, Heat & Sound	4
PHY-203	Mechanics	4

(Note: CHM-111, CHM-131, PHS-101, PHY-106, PHY-107, PHY-110, PHY-111, PHY-150, and PHY-203 require completion of a prerequisite.)

4. Humanities and Fine Arts—6 credit hours

Select 6 credit hours from the following:

ARB-202	Arabic IV	4
ART-110	Art Appreciation	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3
FRE-202	French IV	4
HUM-101	Western Humanities I: Foundations	3
HUM-102	Western Humanities II: Continuities	3
HUM-115	World Mythology	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
HUM-155	LGBTQ Humanities	3
LIT-205	Literature for Children/Young Adults	3
LIT-213	American Literature I	3
LIT-214	American Literature II	3
LIT-215	Bible as Literature I	3
LIT-216	Bible as Literature II	3
LIT-217	Introduction to Poetry	3
LIT-218	Introduction to Drama	3
LIT-219	Women in Literature	3
LIT-220	Introduction to Fiction	3
LIT-221	English Literature I	3
LIT-222	English Literature II	3
LIT-223	Western Literature I	3
LIT-224	Western Literature II	3
LIT-225	Shakespeare	3
LIT-226	Literature of the Non-Western World	3
LIT-227	Literature as Film	3
LIT-228	Latin American Literature	3
LIT-230	African American Literature	3
PHI-101	Introduction to Philosophy	3
PHI-111	Critical Thinking	3
PHI-120	World Religions	3
PHI-125	Ethics	3
PHI-200	Philosophy of Religion	3
PHI-210	Philosophy: Ancient to Enlightenment	3
PHI-211	Philosophy: Enlightenment to Present	3
SPA-202	Spanish IV	4
SPA-213	Introduction to Hispanic Literatures	3
THE-105	Theater Appreciation	3
THE-107	Film Appreciation	3
THE-110	History of the Theatre	3
THE-111	History of Film	3

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

(Note: ARB-202, FRE-202, LIT-205, LIT-213, LIT-214, LIT-215, LIT-216, LIT-217, LIT-218, LIT-219, LIT-220, LIT-221, LIT-222, LIT-223, LIT-224, LIT-225, LIT-226, LIT-228, LIT-227, LIT-230, SPA-202, and SPA-213 require completion of a prerequisite.)

(Note: HUM-135, HUM-140, HUM-145, LIT-226, LIT-228, and PHI-120 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: HUM-120, HUM-155, LIT-219, and LIT-230 are courses examining human diversity within the United States.)

5. Social/Behavioral Sciences—3 credit hours

Select 3 credit hours from the following:

ANT-101	Introduction to Anthropology	3
ANT-201	Biological Anthropology	3
ANT-202	Cultural Anthropology	3
ANT-210	Introduction to Archaeology	3
ECO-101	Principles of Macro-Economics	3
ECO-102	Principles of Micro-Economics	3
GEO-101	Cultural Geography	3
GEO-102	World Regional Geography	3

GEO-201	Economic Geography	3
HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-150	World History to 1500	3
HIS-151	World History since 1500	3
HIS-201	American History I	3
HIS-202	American History II	3
HIS-204	African-American History	3
HIS-210	History of Asia	3
HIS-215	History of Africa	3
HIS-220	History of Latin America	3
PSC-103	Introduction to Political Science	3
PSC-110	American National Government	3
PSC-115	State and Local Government	3
PSC-210	International Relations	3
PSC-215	Comparative Government	3
PSC-225	Non-Western Comparative Politics	3
PSC-245	Politics of the Middle East	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
PSY-202	Social Psychology	3
PSY-210	Adult Psychology	3
SOC-101	Introduction to Sociology	3
SOC-102	Sociology of Family	3
SOC-204	Social Problems	3
SOC-210	Minority Groups	3
SOC-215	Sociology of Sex and Gender	3
SSC-101	Social Science I	3

(Note: ANT-202, GEO-101, GEO-102, GEO-201, HIS-210, HIS-215, HIS-220, PSC-210, PSC-225, and PSC-245 are courses examining human diversity from a non-U.S./non-European perspective.)

(Note: SOC-215 and SOC-101 are courses examining human diversity within the United States.)

Music Requirements—35 credit hours

Music Core—23 credit hours

MUS-104	Music Theory I	3
MUS-105	Music Theory II	3
MUS-204	Music Theory III	3
MUS-205	Music Theory IV	3
MUS-118	Keyboard Skills I	1
MUS-120	Keyboard Skills II	1
MUS-218	Keyboard Skills III	1
MUS-220	Keyboard Skills IV	1
MUS-189	Aural Skills I	1
MUS-190	Aural Skills II	1
MUS-289	Aural Skills III	1
MUS-290	Aural Skills IV	1
MUS-206	Music History and Literature I	3

(Note: All music classes require pre- and/or co-requisites.)

Ensembles—4 credit hours

A student should take one ensemble course each semester for a total of 4 credit hours and may choose from the following courses:

MUS-109	Percussion Ensemble I	1
MUS-110	Percussion Ensemble II	1
MUS-209	Percussion Ensemble III	1
MUS-210	Percussion Ensemble IV	1
MUS-141	Chamber Singers I	1
MUS-142	Chamber Singers II	1
MUS-241	Chamber Singers III	1
MUS-242	Chamber Singers IV	1
MUS-145	Chorale I	1
MUS-146	Chorale II	1
MUS-245	Chorale III	1
MUS-246	Chorale IV	1
MUS-149	Flute Choir I	1
MUS-159	Flute Choir II	1
MUS-249	Flute Choir III	1
MUS-259	Flute Choir IV	1
MUS-151	Jazz Ensemble I	1
MUS-152	Jazz Ensemble II	1
MUS-251	Jazz Ensemble III	1
MUS-252	Jazz Ensemble IV	1
MUS-161	Instrumental Chamber Ensemble I	1
MUS-162	Instrumental Chamber Ensemble II	1
MUS-261	Instrumental Chamber Ensemble III	1
MUS-262	Instrumental Chamber Ensemble IV	1
MUS-171	Orchestra I	1
MUS-172	Orchestra II	1
MUS-173	Orchestra III	1
MUS-174	Orchestra IV	1
MUS-175	Concert Band I	1
MUS-176	Concert Band II	1
MUS-275	Concert Band III	1
MUS-276	Concert Band IV	1

Applied Lessons—8 credit hours

A student should take one applied lesson course each semester for a total of 8 credit hours and may choose from the following courses:

MUS-125	Applied Voice Major I	2
MUS-126	Applied Voice Major II	2
MUS-225	Applied Voice Major III	2
MUS-226	Applied Voice Major IV	2
MUS-135	Applied Piano Major I	2
MUS-136	Applied Piano Major II	2
MUS-235	Applied Piano Major III	2
MUS-236	Applied Piano Major IV	2
MUS-139	Applied Strings Major I	2
MUS-140	Applied Strings Major II	2
MUS-239	Applied Strings Major III	2
MUS-240	Applied Strings Major IV	2
MUS-179	Applied Percussion Major I	2
MUS-180	Applied Percussion Major II	2
MUS-279	Applied Percussion Major III	2
MUS-280	Applied Percussion Major IV	2
MUS-185	Applied Guitar Major I	2

MUS-186	Applied Guitar Major II	2
MUS-285	Applied Guitar Major III	2
MUS-286	Applied Guitar Major IV	2
MUS-193	Applied Brasswind Major I	2
MUS-194	Applied Brasswind Major II	2
MUS-293	Applied Brasswind Major III	2
MUS-294	Applied Brasswind Major IV	2
MUS-197	Applied Woodwind Major I	2
MUS-198	Applied Woodwind Major II	2
MUS-297	Applied Woodwind Major III	2
MUS-298	Applied Woodwind Major IV	2

Total Degree Hours - 64 credit hours

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

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

The program(s) of study listed above is a model for students who are undecided about a transfer institution and uncertain about specific course requirements.

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

Associate in General Studies Degree (A.G.S.)

The A.G.S. is designed to meet the unique needs of a student population with educational goals that do not require a traditional degree program where a specific program of study is required. This degree is not intended to be an entering student's default program of study, and student must work with an academic advisor to determine if they fall into the special population this degree is designed to target.

Summary of Credit Hours Required

A. General Education Core Curriculum: 21 credit hours
1. Communication (6)
2. Mathematics (2)
3. Physical and Life Sciences (4)
4. Humanities and Fine Arts (3)
5. Social/Behavioral Sciences (3)
6. One additional General Education Course (3)

Note: This degree is not considered a transfer degree and does not meet traditional general education requirements.

B. General Electives: 41 credit hours

Total A.G.S. Degree: 62 credit hours

General Studies, A.G.S.

Associate in General Studies–62 Credit Hours

Curriculum Code 1427

This program is designed for students with non-traditional needs that cannot be achieved through other associate degree programs. Students may select from a variety of disciplines to explore specialized interests. **The Associate in General Studies degree is not considered a transfer degree and does not meet traditional general education requirements.**

Note: This degree is not intended to be an entering student's default program of study. Students must work with an Academic Advisor to determine if they fall into the special populations this degree is designed to target.

Enrollment in some courses requires completion of a prerequisite. See course description for complete prerequisite information.

General Electives—Select 41 credit hours

It is highly recommended students create a specialized program of study for this degree to meet their individual needs and interests with the guidance of an academic advisor.

Required General Education Courses—21 credit hours

1. Communication—6 credit hours

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

(Note: COM-101 requires completion of a prerequisite)

(Note: COM-103 satisfies the requirements of Public Act 87-581 addressing course work in human relations)

2. Mathematics—2 credit hours

Select a minimum of 2 credit hours from the following:

BUS-120	Business Mathematics	3
MTH-102	Mathematics for Paraprofessionals	3
MTH-109	Math for Allied Health	2
MTH-120	General Education Mathematics	3

(Note: Math classes higher than MTH-120 will also satisfy this requirement)

3. Physical and Life Sciences—4 credit hours

Select science course with a lab component from the following: BIO, CHM, EAS, GEL, NAT, PHS (excluding PHS-105), PHY

4. Social/Behavioral Sciences—3 credit hours

Select 3 credit hours from the following: ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

5. Humanities and Fine Arts—3 credit hours

Select 3 credit hours from the following: ARB, ART, ASL, FRE, HUM, LIT, MUS, PHI, SPA, THE

6. One additional General Education course—3 credit hours

Select one course from any area within of the general education sections listed above

Suggested Schedule

First Semester (15 credit hours)		
COM-101	Composition I	3
___-___	Math	2
___-___	Electives	10
Second Semester (16 credit hours)		
COM-103	Speech Fundamentals	3
___-___	Physical and Life Sciences Elective	4
___-___	Electives	9
Third Semester (16 credit hours)		
PSY or SOC-___	PSY or SOC 100-level Course	3
___-___	Electives	13
Fourth Semester (15 credit hours)		
___-___	Humanities and Fine Arts Elective	3
___-___	General Education Course	3
___-___	Electives	9

Career Programs

To prepare students whose goal is immediate employment upon graduation, Moraine Valley offers career programs that lead to Associate in Applied Science (A.A.S.) degrees or to certificates. Many of the career programs transfer in whole or in part to some universities. However, these programs are not designed specifically for transfer. Students intending to transfer should consult an academic advisor. Career outlook information is available through the Occupational Outlook Handbook and other sources.

High school graduates may be eligible for proficiency credit in some career programs. Additional career programs are offered to Moraine Valley students at other area community colleges through cooperative agreements.

Addictions Studies

This program consists of one degree and one certificate.

Addictions Studies, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1314

This program is designed to give students an opportunity to develop the skills and knowledge necessary to become a certified addictions counselor in Illinois through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA)/Illinois Certification Board (ICB). Division of Substance Use Prevention and Recovery (SUPR), under the Department of Human Services, recognizes certification as a qualifying credential for Addiction Counseling staff working in licensed addictions treatment programs. Students who complete the Associate in Applied Science degree are eligible to take the credentialing exam for the Certified Alcohol and Other Drug Abuse Counselor (CADC). It is especially important and valuable to note that upon completion of this degree, the normal two-year work experience requirement for Certified Addictions Counselor candidates is waived. This means that a student who earns an Associate's Degree in Addiction Studies will only have to take and pass the certification exam in order to become a Certified Alcohol and Drug Counselor.

Required General Education Courses

16 credit hours as follows:

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

(Note: Take MTH-120 or higher)

Select 3 credit hours from Humanities and Fine Arts or Social/Behavioral Sciences:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SSC, SPA, THE

Select 4 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

44 credit hours as follows:

ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addiction Counseling	3
ADC-106	Theory and Practice of Counseling	3
ADC-110	Common Behavior Disorders	3
ADC-112	Diversity in Addictions Counseling	3
ADC-202	Substance Use, Abuse and Dependency	3
ADC-204	Psychopharmacology	3
ADC-206	Group Counseling	3
ADC-207	Family Dynamics and Counseling	3
ADC-208	Case Management	3
ADC-211	Compliance and Ethics	3
ADC-212	Women: Addiction and Recovery	3
ADC-233	Field Practicum	3
ADC-237	Seminar	1
ADC-243	Advanced Field Practicum	3
ADC-247	Advanced Seminar	1

Career Electives

Select 3 credit hours from the following:

ADC-108	Treatment Delivery Models	3
ADC-219	Contemporary Issues: Alcohol/Drugs	2
ADC-230	Special Topics in Addiction Studies	1
CRJ-101	Introduction to Criminal Justice	3
CRJ-105	Criminology	3
CIS-115	Microsoft Office I	3
PSY-205	Psychopathology	3
SPA-125	Career Spanish, Law Enforcement I	3
SPA-126	Career Spanish, Law Enforcement II	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addiction Counseling	3
ADC-110	Common Behavior Disorders	3
ADC-202	Substance Use, Abuse and Dependency	3

Semester 2 (18 credit hours)

ADC-106	Theory and Practice of Counseling	3
ADC-112	Diversity in Addictions Counseling	3
ADC-204	Psychopharmacology	3
ADC-207	Family Dynamics and Counseling	3
ADC-208	Case Management	3
___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social Science Elective	3

Semester 3 (16 credit hours)

ADC-206	Group Counseling	3
ADC-211	Compliance and Ethics	3
ADC-233	Field Practicum	3
ADC-237	Seminar	1
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics	3

(Note: Take MTH-120 or higher.)

Semester 4 (14 credit hours)

ADC-212	Women: Addiction and Recovery	3
ADC-243	Advanced Field Practicum	3
ADC-247	Advanced Seminar	1
___-___	Career Elective	3
___-___	Physical and Life Sciences Elective	4

Addictions Studies, Certificate

Certificate—44 credit hours

Curriculum Code 1321

The program's primary goal is to give students an opportunity to develop the skills and knowledge necessary to pursue and become certified addictions counselors in Illinois through the Illinois Alcohol and Other Drug Abuse Professional Certification Association and related certification entities.

Much faster than average employment growth for all occupations is expected for human services workers who are needed as society focuses on ways to develop mental well-being, such as controlling job- and family-related stress with the help of counselors. In addition, there will be a continuing need to provide specialized services to those with substance abuse problems.

Required Career Courses

44 credit hours as follows:

ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addiction Counseling	3
ADC-106	Theory and Practice of Counseling	3
ADC-110	Common Behavior Disorders	3
ADC-112	Diversity in Addictions Counseling	3
ADC-202	Substance Use, Abuse and Dependency	3
ADC-204	Psychopharmacology	3
ADC-206	Group Counseling	3
ADC-207	Family Dynamics and Counseling	3
ADC-208	Case Management	3
ADC-211	Compliance and Ethics	3
ADC-212	Women: Addiction and Recovery	3
ADC-233	Field Practicum	3
ADC-237	Seminar	1
ADC-243	Advanced Field Practicum	3
ADC-247	Advanced Seminar	1

Suggested Schedule

Semester 1 (12 credit hours)

ADC-100	Human Development and Behavior	3
ADC-101	Introduction to Addiction Counseling	3
ADC-110	Common Behavior Disorders	3
ADC-202	Substance Use, Abuse and Dependency	3

Semester 2 (15 credit hours)

ADC-106	Theory and Practice of Counseling	3
ADC-112	Diversity in Addictions Counseling	3
ADC-204	Psychopharmacology	3
ADC-206	Group Counseling	3
ADC-207	Family Dynamics and Counseling	3

Semester 3 (13 credit hours)

ADC-208	Case Management	3
ADC-211	Compliance and Ethics	3
ADC-212	Women: Addiction and Recovery	3
ADC-233	Field Practicum	3
ADC-237	Seminar	1

Semester 4 (4 credit hours)

ADC-243	Advanced Field Practicum	3
ADC-247	Advanced Seminar	1

ASL Deaf Studies

This program consists of one certificate.

ASL Deaf Studies

Certificate—28 credit hours

Curriculum Code 1469

The ASL Deaf Studies Certificate is designed to develop skills in American Sign Language to provide students with a strong foundation to enter professions that provide services to the Deaf, DeafBlind, and Hard of Hearing communities. Certificate completion will also provide a path to entry into the American Sign Language Interpretation Program which has selective enrollment.

Required General Education Courses

3 credit hours as follows:

COM-101	Composition I	3

Required Career Courses

25 credit hours as follows:

ASL-100	Visual Gestural Communication	2
ASL-101	American Sign Language I	3
ASL-102	American Sign Language II	3
ASL-103	American Sign Language III	3
ASL-110	Deaf Culture and History	3
ASL-111	Working in the Deaf Community	1
ASL-114	Fingerspelling and Numbers in ASL	2
ASL-121	Linguistics of ASL	3
ASL-122	Classifiers in ASL	2
ASL-201	American Sign Language IV	3

Suggested Schedule

Semester 1 (14 credit hours)

ASL-100	Visual Gestural Communication	2
ASL-101	American Sign Language I	3
ASL-102	American Sign Language II	3
ASL-111	Working in the Deaf Community	1
ASL-114	Fingerspelling and Numbers in ASL	2
COM-101	Composition I	3

Semester 2 (14 credit hours)

ASL-103	American Sign Language III	3
ASL-110	Deaf Culture and History	3
ASL-121	Linguistics of ASL	3
ASL-122	Classifiers in ASL	2
ASL-201	American Sign Language IV	3

Automation and Engineering Technology

This program consists of one degree and five certificates.

Automation and Engineering Technology, A.A.S.

A.A.S. Degree—60 credit hours

Curriculum Code 1521

This program prepares students for a career in the production automation, robotics, and industrial networking. This program provides in-depth knowledge and practical experience in production automation, robotics, and the Industrial Internet of Things (IIoT). Students will be working with state-of-the-art equipment including industrial robotics systems and automation controllers. Students focus their studies in five high-demand tracks: CAD Automation, Electrical Automation, IT Automation, Mechanical Automation, and Mechatronics.

Required General Education Courses

Select 3 credit hours from Physical or Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, or PHY

Select 3-4 credit hours from Behavioral Sciences, Humanities, Fine Arts, or Languages:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, or THE

14-15 credit hours as follows*:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
OR		
MTH-133	Math for Industry	2

(Note: MTH-120 or higher. MTH-120 recommended for transfer students)

Required Career Courses

32-34 credit hours as follows*:

AET-101	Orientation to AET Careers	1
AET-110	Robotics I	3
AET-210	Automation Capstone	1-3
ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
IMM-101	Mechanical Systems I	3
IMM-120	Fluid Power I: Basic Circuits	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
MDT-101	Introduction to Drafting	3
MDT-145	Intro to Computer Aided Drafting	3
MDT-201	Manufacturing and Design	3

Electives

Select 12-13 credit hours minimum from any of the following elective courses*:

Suggested Elective Tracks

- CAD Automation Track
- Electrical Automation (ELE) Track
- IT Automation Track
- Mechanical Automation (MEC) Track
- Mechatronics (MET) Track

Elective Courses		Credit Hours	CAD Track	ELE Track	IT Track	MEC Track	MET Track
AET-120	Robotics II: Vision	3		■		■	■
ELT-102	Digital Logic/Solid State Devices	3		■			
ELT-202	Advanced Industrial Controls	3		■			■
ELT-211	Introduction to PLCs	3		■	■		■
ELT-222	Advanced PLCs	3		■			■
IMM-107	Mechanical Systems II	3				■	
IMM-220	Fluid Power II	3				■	
IST-109	Prints for Industry	3				■	
LAN-121	Network Essentials	3			■		
LAN-122	Network Services	4			■		
LAN-153	IT Security Essentials – Security+	3			■		
MDT-110	Mechanical Detailing	3	■				■
MDT-115	Applied GD&T	2	■				
MDT-125	Introduction to Additive Manufacturing	2	■				■
MDT-205	Machine Elements	2	■				
MDT-213	Plant Engineering Graphics	2	■	■			
MDT-285	Intro to 3D Parametric Modeling	3	■				■
WLD-111	Basic Arc/Gas Welding I	3				■	
Suggested Elective Track Credit Hour Totals			**11-12**	**14**	**13**	**12**	**14-15**

***Note: Overall credit hours earned for the degree must total at least 60 for graduation.**

Suggested Schedule

Semester 1 (16 credit hours) - All Tracks

AET-101	Orientation to AET Careers	1
AET-110	Robotics I	3
ELT-101	Electricity and Electronics	3
IMM-120	Fluid Power I: Basic Circuits	3
LAN-111	IT Essentials - A+	3
MDT-145	Intro to Computer Aided Drafting	3

Semester 2 (15 credit hours) - All Tracks

ELT-201	Industrial Controls	3
IMM-101	Mechanical Systems I	3
LAN-112	Managing IT - A+	3
MDT-101	Introduction to Drafting	3
MDT-201	Manufacturing and Design	3

Semesters 3 and 4 - CAD Automation Track

Semester 3 (14-15 credit hours)

COM-101	Composition I	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
OR		
MTH-133	Math for Industry	2
MDT-110	Mechanical Detailing	3
MDT-285	3D Parametric Modeling	3
___-___	Physical and Life Sciences Elective	3

(Note: Take MTH-133 or higher.)

Semester 4 (13-15 credit hours)

AET-210	Automation Capstone	1-3
COM-103	Speech Fundamentals	3
MDT-115	Applied GDT	2
MDT-205	Machine Elements	2
MDT-213	Plant Engineering Drafting	2
___-___	Behavioral Sciences, Humanities, Fine Arts, or Languages Elective	3

Semesters 3 and 4 - Electrical Automation Track

Semester 3 (16-17 credit hours)

COM-101	Composition I	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
OR		
MTH-133	Math for Industry	2
ELT-102	Digital Logic/Solid State Devices	3
ELT-211	Introduction to PLCs	3
MDT-213	Plant Engineering Drafting	2
___-___	Physical and Life Sciences Elective	3

(Note: Take MTH-133 or higher.)

Semester 4 (13-15 credit hours)

AET-210	Automation Capstone	1-3
COM-103	Speech Fundamentals	3
ELT-202	Advanced Industrial Controls	3
ELT-222	Advanced PLCs	3
___-___	Behavioral Sciences, Humanities, Fine Arts, or Languages Elective	3

Semesters 3 and 4 - IT Automation Track

Semester 3 (15-16 credit hours)

COM-101	Composition I	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
OR		
MTH-133	Math for Industry	2
LAN-121	Network Essentials	3
LAN-122	Network Services	4
___-___	Physical and Life Sciences Elective	3

(Note: Take MTH-133 or higher.)

Semester 4 (13-15 credit hours)

AET-210	Automation Capstone	1-3
COM-103	Speech Fundamentals	3
ELT-211	Introduction to PLCs	3
LAN-153	IT Security Essentials - Security+	3
___-___	Behavioral Sciences, Humanities, Fine Arts, or Languages Elective	3

Semesters 3 and 4 - Mechanical Automation Track

Semester 3 (14-15 credit hours)

COM-101	Composition I	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
OR		
MTH-133	Math for Industry	2
IMM-107	Mechanical Systems II	3
IST-109	Prints for Industry	3
___-___	Physical and Life Sciences Elective	3

(Note: Take MTH-133 or higher.)

Semester 4 (13-15 credit hours)

AET-210	Automation Capstone	1-3
COM-103	Speech Fundamentals	3
IMM-220	Fluid Power II: Intermediate System	3
WLD-111	Basic Arc/Gas Welding I	3
___-___	Behavioral Sciences, Humanities, Fine Arts, or Languages Elective	3

Semesters 3 and 4 - Mechatronics Track

Semester 3 (14-15 credit hours)

COM-101	Composition I	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
OR		
MTH-133	Math for Industry	2
ELT-202	Advanced Industrial Controls	3
MDT-110	Mechanical Detailing	3
MDT-285	3D Parametric Modeling	3

(Note: Take MTH-133 or higher.)

Semester 4 (16-18 credit hours)

AET-210	Automation Capstone	1-3
COM-103	Speech Fundamentals	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3
___-___	Physical and Life Sciences Elective	3
___-___	Behavioral Sciences, Humanities, Fine Arts, or Languages Elective	3

Additive Manufacturing Specialist

Certificate—9 credit hours

Curriculum Code 2103

This program is designed to provide a thorough examination of the technologies and processes involved in additive manufacturing, or 3D printing. Classes will examine the major technologies in the field, industrial applications, new and emerging processes, as well as exploring Design for Additive Manufacturing concepts.

Required Career Courses

9 credit hours as follows:

MDT-125	Intro to Additive Manufacturing	3
MDT-225	Design for Additive Manufacturing	3
MDT-160	Introduction to 3D Modeling	3
OR		
MDT-285	3D Parametric Modeling	3

Suggested Schedule

Semester 1 (9 credit hours)

MDT-125	Intro to Additive Manufacturing	3
MDT-225	Design for Additive Manufacturing	3
MDT-160	Introduction to 3D Modeling	3
OR		
MDT-285	3D Parametric Modeling	3

Architectural CAD, Certificate

Certificate—23 credit hours

Curriculum Code 1436

This program prepares the student for a career in the architecture and civil engineering fields as a CAD specialist. Two- and three-dimensional animated computer images are created, edited, and produced.

Required Career Courses

23 credit hours as follows:

CGI-115	Design Visualization	3
MDT-145	Intro to Computer Aided Drafting	3
MDT-190	Construction Blueprint Reading	2
MDT-245	Applied CAD	3
MDT-260	CAD Management	3
MDT-290	Introduction to Revit Architecture	3
MDT-291	Revit Architecture II	3
MDT-292	Revit Bldg Design & Construction	3

Suggested Schedule

Semester 1 (8 credit hours)

CGI-115	Design Visualization	3
MDT-145	Intro to Computer Aided Drafting	3
MDT-190	Construction Blueprint Reading	2

Semester 2 (6 credit hours)

MDT-245	Applied CAD	3
MDT-290	Introduction to Revit Architecture	3

Semester 3 (9 credit hours)

MDT-260	CAD Management	3
MDT-291	Revit Architecture II	3
MDT-292	Revit Bldg Design & Construction	3

AutoCAD Specialist, Certificate

Certificate—12 credit hours

Curriculum Code 1363

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

Required Career Courses

12 credit hours as follows:

MDT-145	Intro to Computer Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-245	Applied CAD	3
MDT-260	CAD Management	3

Suggested Schedule

Semester 1 (6 credit hours)

MDT-145	Intro to Computer Aided Drafting	3
MDT-245	Applied CAD	3

Semester 2 (6 credit hours)

MDT-160	Introduction to 3D Modeling	3
MDT-260	CAD Management	3

Autodesk Inventor Specialist, Certificate

Certificate—8 credit hours

Curriculum Code 1339

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

Required Career Courses

8 credit hours as follows:

MDT-285	3D Parametric Modeling	3
MDT-288	Applied 3D Parametric Modeling	3
MDT-289	3D Parametric Assemblies	2

Suggested Schedule

Semester 1 (6 credit hours)

MDT-285	3D Parametric Modeling	3

MDT-288	Applied 3D Parametric Modeling	3

Semester 2 (2 credit hours)

MDT-289	3D Parametric Assemblies	2

Mechanical Drafting Associate, Certificate

Certificate—16 credit hours

Curriculum Code 1220

This program prepares students for entry-level positions in mechanical drafting and computer aided design (CAD). Development of drafting/CAD skills and practical applications are stressed.

Required Career Courses

16 credit hours as follows:

MDT-101	Introduction to Drafting	3
MDT-110	Mechanical Detailing	3
MDT-115	Applied GDT	2
MDT-145	Intro to Computer Aided Drafting	3
MDT-213	Plant Engineering Drafting	2
MDT-285	3D Parametric Modeling	3

Suggested Schedule

Semester 1 (9 credit hours)

MDT-101	Introduction to Drafting	3
MDT-110	Mechanical Detailing	3
MDT-145	Intro to Computer Aided Drafting	3

Semester 2 (7 credit hours)

MDT-115	Applied GDT	2
MDT-213	Plant Engineering Drafting	2
MDT-285	3D Parametric Modeling	3

Automotive Technology

This program consists of one degree and six certificates.

Automotive Technology, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1277

This program familiarizes the student with the technical aspects of operating and servicing various components and systems used in automotive applications. Classroom lecture is devoted to theory of operation, troubleshooting and repair. Lab work incorporates work on equipment in which safety, business ethics, testing procedures, and techniques are emphasized. Jobs are plentiful for automotive technicians with the strong electronics background needed to work on today's vehicles. The growing complexity of automotive technology, the introduction of hybrid vehicles, the increased use of electronics and emissions control systems and the demand for increased fuel efficiency, all require that vehicles be serviced by highly trained technicians. Rising consumer purchase power; expansion of the driving-age population; and automobiles needing maintenance for pollution control, safety devices and air conditioning contribute to the growth of this occupation.

Required General Education Courses

15 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-133	Math for Industry	2
PHY-106	Fundamentals of Physics	3
PHY-107	Fundamentals of Physics Lab	1

(Note: Take MTH-133 or higher.)

Select 3 credit hours from Humanities and Fine Arts or Social/Behavioral Sciences:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE

Required Career Courses

32 credit hours as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-121	Automotive Brake Systems	4
AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4
AUT-232	Performance & Driveability II	4
AUT-234	Steering and Suspension Systems	4
AUT-236	Auto Engine Reconditioning	4

Electives

Select 15 credit hours from the following:

AUT-120	Automotive Service Advisor	3
AUT-127	Intro to Alternative Fuels	3
AUT-233	Seminar	1
AUT-237	Internship	3
AUT-240	Manual Transmissions and Drivelines	4
AUT-242	Automatic Transmissions	4
AUT-244	OBDII and Emission Control Systems	4
AUT-246	Heating & Air Conditioning Systems	4

Suggested Schedule

Semester 1 (15 credit hours)

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
COM-101	Composition I	3
PHY-106	Fundamentals of Physics	3
PHY-107	Fundamentals of Physics Lab	1

Semester 2 (16 credit hours)

AUT-121	Automotive Brake Systems	4
AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4
AUT-234	Steering and Suspension Systems	4

Semester 3 (16 credit hours)

AUT-232	Performance & Driveability II	4
AUT-236	Auto Engine Reconditioning	4
MTH-133	Math for Industry	2
AUT-___	Electives from Automotive	6

(Note: Take MTH-133 or higher.)

Semester 4 (15 credit hours)

COM-103	Speech Fundamentals	3
___-___	Humanities and Fine Arts Elective	3

OR		
___-___	Social Science Elective	3
AUT-___	Electives from Automotive	9

Automotive Technology – Mopar College Automotive Program (CAP)

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

Nissan Technician Training Academy (NTTA)

Moraine Valley students who are pursuing either the 12-course Automotive Service Technician Certificate or the Automotive Technology A.A.S. degree are provided with access to Nissan Virtual Academy/Infiniti University online technician training courses. Students navigate through their automotive technology courses and complete Nissan/Infiniti online training courses. Students who complete the 12 online Technician Orientation courses are able to participate in an apprenticeship working part-time at a participating Nissan or Infiniti dealer paired with an experienced technician. More information about program benefits is available online at *Nissan Technician Training Academy*.

Automotive Service Advisor, Certificate

Certificate—12 credit hours

Curriculum Code 1477

This program prepares the student for a career as an Automotive Service Advisor. Automotive service advisors work in new and used automobile dealerships and large automobile repair facilities. They greet customers, listen to customer concerns or service requests, determine the type of service required, provide customers with repair estimates, help produce repair orders, notify customers when repairs have been completed, and follow up with customers to help ensure customer satisfaction.

Required Career Courses

12-13 credit hours as follows:

AUT-112	Introductory Automotive Technology	4
AUT-120	Automotive Service Advisor	3
MTH-133	Math for Industry	2
OR		
MTH-120	General Education Mathematics	3

(Note: MTH-120 recommended for transfer students.)

Select one of the following:

BUS-100	Introduction to Business	3
OR		
BUS-131	Principles of Retailing	3
OR		
BUS-133	Salesmanship	3

Suggested Schedule

Semester 1 (12-13 credit hours)

AUT-112	Introductory Automotive Technology	4
AUT-120	Automotive Service Advisor	3
MTH-133	Math for Industry	2
OR		
MTH-120	General Education Mathematics	3
BUS-100	Introduction to Business	3
OR		
BUS-131	Principles of Retailing	3
OR		
BUS-133	Salesmanship	3

Automotive Service Technician, Certificate

Certificate—48 credit hours

Curriculum Code 1237

This program provides the student with the entry-level skills needed to become an automotive technician. The program develops the necessary manipulative skills along with the theory of operation of various automotive systems. Along with developing necessary job skills, the student can use the certificate as a partial fulfillment of the requirements for the A.A.S. degree in automotive technology.

Required Career Courses

48 credit hours as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-121	Automotive Brake Systems	4
AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4
AUT-232	Performance & Driveability II	4
AUT-234	Steering and Suspension Systems	4
AUT-236	Auto Engine Reconditioning	4
AUT-240	Manual Transmissions and Drivelines	4
AUT-242	Automatic Transmissions	4
AUT-244	OBDII and Emission Control Systems	4
AUT-246	Heating & Air Conditioning Systems	4

Suggested Schedule

Semester 1 (12 credit hours)

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-121	Automotive Brake Systems	4

Semester 2 (12 credit hours)

AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4
AUT-234	Steering and Suspension Systems	4

Semester 3 (12 credit hours)

AUT-232	Performance & Driveability II	4
AUT-236	Auto Engine Reconditioning	4
AUT-240	Manual Transmissions and Drivelines	4

Semester 4 (12 credit hours)

AUT-242	Automatic Transmissions	4
AUT-244	OBDII and Emission Control Systems	4
AUT-246	Heating & Air Conditioning Systems	4

Automotive Climate Control Technician, Certificate

Certificate—12 credit hours

Curriculum Code 1462

This program prepares the student for an entry-level position in the automotive service industry.

Required Career Courses

12 credit hours as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-246	Heating & Air Conditioning Systems	4

Suggested Schedule

Semester 1 (8 credit hours)

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4

Semester 2 (4 credit hours)

AUT-246	Heating & Air Conditioning Systems	4

Brake and Chassis Technician, Certificate

Certificate—12 credit hours

Curriculum Code 1461

This program prepares the student for an entry-level position in the automotive service industry.

Required Career Courses

12 credit hours as follows:

AUT-112	Introductory Automotive Technology	4
AUT-121	Automotive Brake Systems	4
AUT-234	Steering and Suspension Systems	4

Suggested Schedule

Semester 1 (8 credit hours)

AUT-112	Introductory Automotive Technology	4
AUT-121	Automotive Brake Systems	4

Semester 2 (4 credit hours)

AUT-234	Steering and Suspension Systems	4

Drivetrain Technician, Certificate

Certificate—16 credit hours

Curriculum Code 1464

This program prepares the student for an entry-level position in the automotive service industry.

Required Career Courses

16 credit hours as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-240	Manual Transmissions and Drivelines	4
AUT-242	Automatic Transmissions	4

Suggested Schedule

Semester 1 (8 credit hours)

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4

Semester 2 (8 credit hours)

AUT-240	Manual Transmissions and Drivelines	4
AUT-242	Automatic Transmissions	4

Engine Driveability Technician, Certificate

Certificate—24 credit hours

Curriculum Code 1463

This program prepares the student for an entry-level position in the automotive service industry.

Required Career Courses

24 credit hours as follows:

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4
AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4
AUT-232	Performance & Driveability II	4
AUT-244	OBDII and Emission Control Systems	4

Suggested Schedule

Semester 1 (8 credit hours)

AUT-112	Introductory Automotive Technology	4
AUT-114	Electrical/Electronic Systems I	4

Semester 2 (8 credit hours)

AUT-125	Performance and Driveability I	4
AUT-214	Electrical/Electronic Systems II	4

Semester 3 (8 credit hours)

AUT-232	Performance & Driveability II	4
AUT-244	OBDII and Emission Control Systems	4

Business Administration Associate

This program consists of one degree and three certificates.

Business Administration Associate, A.A.S.

A.A.S. Degree—60 credit hours

Curriculum Code 1202

This program is designed to provide students with employment or advancement in business, industry, government, or service organizations. The curriculum is intended to serve the needs of students who want to enter management positions and to enable those already in management to upgrade their skills and potential for growth. This program includes an internship/seminar component.

Required General Education Courses

15 credit hours as follows:

BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macro-Economics	3

(Note: Take MTH-120 or higher. MTH-120 recommended for transfer students.)

Select 3 credit hours from Humanities and Fine Arts or Physical and Life Sciences:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE or BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

45 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-105	Small Business Management	4
BUS-110	Legal Environment in Business	3
OR		
BUS-136	Business Law	3
BUS-130	Principles of Marketing	3
BUS-134	International Business	3
BUS-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-143	Managerial Accounting	4
BUS-148	Introduction to Finance	3
BUS-170	Introduction to Human Resources	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-233	Internship	3
BUS-237	Seminar	1
CIS-115	Microsoft Office I	3

Suggested Schedule

Semester 1 (15 credit hours)

BUS-100	Introduction to Business	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
BUS-110	Legal Environment in Business	3
OR		
BUS-136	Business Law	3
COM-101	Composition I	3
CIS-115	Microsoft Office I	3

(Note: MTH-120 recommended for transfer students.)

Semester 2 (16 credit hours)

BUS-130	Principles of Marketing	3
BUS-134	International Business	3
BUS-142	Financial Accounting	4
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macro-Economics	3

Semester 3 (16 credit hours)

BUS-143	Managerial Accounting	4
BUS-148	Introduction to Finance	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
___-___	Humanities and Fine Arts or Physical and Life Sciences Elective	3

Semester 4 (13 credit hours)

BUS-105	Small Business Management	4
BUS-135	Personal Finance	2
BUS-170	Introduction to Human Resources	3
BUS-233	Internship	3
BUS-237	Seminar	1

Accounting Assistant/Clerk, Certificate

Certificate—29 credit hours

Curriculum Code 1328

This program is designed to prepare students for entry-level accounting employment in the shortest possible time.

Required Career Courses

29 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-142	Financial Accounting	4
BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
BUS-148	Introduction to Finance	3
BUS-226	Business Ethics	3
BUS-243	Federal Income Taxes	3
CIS-115	Microsoft Office I	3
OFT-122	Microsoft Excel	3

Suggested Schedule

Semester 1 (10 credit hours)

BUS-100	Introduction to Business	3
BUS-142	Financial Accounting	4
CIS-115	Microsoft Office I	3

Semester 2 (10 credit hours)

BUS-143	Managerial Accounting	4
BUS-145	Computer Applications in Accounting	3
OR		
BUS-243	Federal Income Taxes	3
OFT-122	Microsoft Excel	3

Semester 3 (9 credit hours)

BUS-145	Computer Applications in Accounting	3
OR		
BUS-243	Federal Income Taxes	3
BUS-148	Introduction to Finance	3
BUS-226	Business Ethics	3

(Note: BUS-145 is offered in the spring semester only)

(Note: BUS-243 is offered in the fall semester only)

Business Skills, Certificate

Certificate—19 credit hours

Curriculum Code 1423

This program provides students with opportunities to develop basic skills needed in virtually all work places today. Students develop an understanding of core business concentrations.

Required Career Courses

19 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-130	Principles of Marketing	3
BUS-142	Financial Accounting	4
BUS-148	Introduction to Finance	3
BUS-170	Introduction to Human Resources	3
BUS-231	Principles of Management	3

Suggested Schedule

Semester 1 (10 credit hours)

BUS-100	Introduction to Business	3
BUS-130	Principles of Marketing	3
BUS-142	Financial Accounting	4

Semester 2 (9 credit hours)

BUS-148	Introduction to Finance	3
BUS-170	Introduction to Human Resources	3
BUS-231	Principles of Management	3

Financial Services, Certificate

Certificate—19 credit hours

Curriculum Code 1502

This program provides students with skills desired by companies in the banking, investing and insurance industries.

Required Career Courses

19 credit hours as follows:

BUS-107	Fundamentals of Accounting	2
OR		
BUS-142	Financial Accounting	4
BUS-116	Personal Investing	3
BUS-120	Business Mathematics	3
BUS-135	Personal Finance	2
BUS-226	Business Ethics	3
CIS-115	Microsoft Office I	3
OFT-122	Microsoft Excel	3

Suggested Schedule

Semester 1 (10-12 credit hours)

BUS-107	Fundamentals of Accounting	2
OR		
BUS-142	Financial Accounting	4
BUS-120	Business Mathematics	3
BUS-135	Personal Finance	2
CIS-115	Microsoft Office I	3

Semester 2 (9 credit hours)

BUS-116	Personal Investing	3
BUS-226	Business Ethics	3
OFT-122	Microsoft Excel	3

(Note: BUS-116 is only offered in the spring semester.)

Cannabis Retail Specialist

This program consists of one certificate.

Cannabis Retail Specialist, Certificate

Certificate—13 credit hours

Curriculum Code 1503

This program is designed to provide students with employment or advancement opportunities in a licensed retail cannabis dispensary. Subjects taught focus on the skills and core competencies defined by the industry as most relevant for success. Coursework consists of a blend of business, technical and cannabis-related topics so the student can effectively interact with and serve customers in a retail environment. Students seeking employment in this industry must be 21 years or older, comply with Illinois Department of Financial and Professional Regulation requirements for the Medical and/or Adult-Use Cannabis Dispensary Agent Identification Card(s), and consent to a fingerprint-based criminal history record information background check as required by state law.

Required Career Courses

13 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-131	Principles of Retailing	3
CAN-100	Cannabis Introduction	1
CAN-105	Cannabis Laws and Regulations	1
CAN-110	Cannabis Pharmacology	2
CIS-115	Microsoft Office I	3

Suggested Schedule

Semester 1 (7 credit hours)

BUS-100	Introduction to Business	3
CAN-100	Cannabis Introduction	1
CIS-115	Microsoft Office I	3

Semester 2 (6 credit hours)

BUS-131	Principles of Retailing	3
CAN-105	Cannabis Laws and Regulations	1
CAN-110	Cannabis Pharmacology	2

(Note: All CAN courses are offered in 8-week sessions)

Cloud Networking and Virtualization

This program consists of one certificate.

Cloud Networking and Virtualization, Certificate

Certificate—16 credit hours

Curriculum Code 1442

This program is designed to provide students with a comprehensive understanding of cloud technologies, virtualization, and how to manage and secure them. This program is ideal for individuals who want to develop the skills needed to work with Microsoft Azure and VMware technologies as a cloud or virtualization administrator. Students will have an opportunity to earn professional certification while taking courses in this program.

Required Career Courses

16 credit hours as follows:

LAN-103	Security Awareness	1
LAN-125	Microsoft Azure Fundamentals	3
LAN-225	Microsoft Azure Administration	3
LAN-235	Microsoft Azure Security Technology	3
LAN-280	High Availability Virtualization	3
LAN-281	Scaling Virtualization	3

Suggested Schedule

Semester 1 (7 credit hours)

LAN-103	Security Awareness	1
LAN-125	Microsoft Azure Fundamentals	3
LAN-225	Microsoft Azure Administration	3

Semester 2 (9 credit hours)

LAN-235	Microsoft Azure Security Technology	3
LAN-280	High Availability Virtualization	3
LAN-281	Scaling Virtualization	3

Computed Tomography

This program consists of one certificate.

Computed Tomography, Certificate

Certificate—19 credit hours

Curriculum Code 1340

This advanced certificate program provides students with a complete educational experience for licensed radiologic technologists wishing to become a Computed Tomography Technologist. The program provides each licensed radiologic technologist with opportunities to learn and to develop competence in patient care, communication skills, critical thinking, and technical skills that will permit the student to become a certified Computed Tomography Technologist.

Required Career Courses

19 credit hours as follows:

RAD-208	Introduction to Computed Tomography	1
RAD-221	Procedures and Patient Care	2
RAD-222	Sectional Anatomy and Pathology I	2
RAD-223	Physics and Instrumentation	3
RAD-224	Advanced Computed Tomography Imaging	3
RAD-225	Sectional Anatomy and Pathology II	2
RAD-226	Clinical Education I	3
RAD-227	Clinical Education II	3

Suggested Schedule

Semester 1 - Fall (11 credit hours)

RAD-208	Introduction to Computed Tomography	1
RAD-221	Procedures and Patient Care	2
RAD-222	Sectional Anatomy and Pathology I	2
RAD-223	Physics and Instrumentation	3
RAD-226	Clinical Education I	3

Semester 2 - Spring (8 credit hours)

RAD-224	Advanced Computed Tomography Imaging	3
RAD-225	Sectional Anatomy and Pathology II	2
RAD-227	Clinical Education II	3

Computer Information Systems

This program consists of one degree and 11 certificates.

Computer Information Systems, A.A.S.

A.A.S. Degree—64 credit hours

Curriculum Code 1206

This program prepares students for careers in information technology. Graduates qualify for positions in application development, web design and development, technical support, software support, and/or database administration. Students may choose their specialty courses based on their interests and will use state-of-the-art technology to complete their coursework.

Required General Education Courses

16 credit hours as follows:

BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3

(Note: BUS-120 or MTH-120 or higher)

Select 3 credit hours from Social/Behavioral Sciences or Humanities and Fine Arts:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE

Select 4 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

18 credit hours as follows:

CIS-115	Microsoft Office I	3
CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-117	Information Systems and Technologies	3
CIS-123	Database Design	3

CIS-146	Operating Systems	3
CIS-151	Website Development: HTML & CSS	3

Specialty Career Courses

Select at least 12 credit hours from the following:

CIS-226	PHP Programming II	3
CIS-251	Adv. Website Dev: Javascript & jQuery	3
CIS-254	C# Programming II	3
CIS-265	Python Programming II	3
CIS-276	Java Programming II	3
CIS-292	SQL/Database Applications	3
LAN-122	Network Services	4

Note: The courses listed above have prerequisite courses that need to be completed first and are included in either the Required Career Courses or the Elective Career Courses.

Elective Career Courses

Select 18 credit hours that have not been selected above:

CIS-126	PHP Programming I	3
CIS-131	Website and User Interface Design	3
CIS-143	Introduction to Data Analytics	3
CIS-154	C# Programming I	3
CIS-165	Python Programming I	3
CIS-176	Java Programming I	3
CIS-199	Special Short Topics in Technology	1
CIS-200	Special Topics in Technology	3
CIS-210	Project Management	3
CIS-226	PHP Programming II	3
CIS-232	Introduction to Adobe Creative Suite	3
CIS-234	Adobe Illustrator	3
CIS-236	Adobe Photoshop	3
CIS-251	Adv. Website Dev: Javascript & jQuery	3
CIS-254	C# Programming II	3
CIS-265	Python Programming II	3
CIS-276	Java Programming II	3
CIS-292	SQL/Database Applications	3
CIS-295	Internship	3
CIS-297	Website Design: WordPress	3
CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3
CSC-280	Data Structures with Applications	4
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-233	Managing Database Services	3
OFT-257	Microsoft Access	3

Note: CIS-199 and CIS-200 can be repeated up to 3 times for credit as long as different topics are selected.

Suggested Schedule

Semester 1 (15 credit hours)

CIS-115	Microsoft Office I	3
CIS-117	Information Systems and Technologies	3
COM-101	Composition I	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3

(Note: BUS-120 or MTH-120 or higher)

Semester 2 (16 credit hours)

CIS-123	Database Design	3
CIS-151	Website Development: HTML & CSS	3
COM-103	Speech Fundamentals	3
___-___	Elective Career Course	3
___-___	Physical and Life Sciences Elective	4

Semester 3 (18 credit hours)

CIS-146	Operating Systems	3
___-___	Specialty Career Course	3
___-___	Elective Career Course	3
___-___	Elective Career Course	3
___-___	Elective Career Course	3
___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3

Semester 4 (15 credit hours)

___-___	Specialty Career Course	3
___-___	Specialty Career Course	3
___-___	Specialty Career Course	3
___-___	Elective Career Course	3
___-___	Elective Career Course	3

Associate Database Administrator, Certificate

Certificate—12 credit hours

Curriculum Code 1345

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

Required Career Courses

12 credit hours as follows:

CIS-115	Microsoft Office I	3
CIS-123	Database Design	3
CIS-292	SQL/Database Applications	3
OFT-257	Microsoft Access	3

Suggested Schedule

Semester 1 (6 credit hours)

CIS-115	Microsoft Office I	3
CIS-123	Database Design	3

Semester 2 (6 credit hours)

CIS-292	SQL/Database Applications	3
OFT-257	Microsoft Access	3

C# Programmer, Certificate

Certificate—18 credit hours

Curriculum Code 1466

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level software development positions, or enhance an information technology professional's versatility and career advancement potential.

C# bears syntactic similarities to C++ and Java while utilizing a drag-and-drop development environment more commonly found in Visual Basic. The result is a tool that allows for the rapid development of desktop, data-driven Web applications using state-of-the-art object-oriented techniques. Within this certificate's courses, you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of Visual C#.

Required Career Courses

18 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3
CIS-151	Website Development: HTML & CSS	3
CIS-154	C# Programming I	3
CIS-254	C# Programming II	3
CIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (6 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3

Semester 2 (6 credit hours)

CIS-151	Website Development: HTML & CSS	3
CIS-154	C# Programming I	3

Semester 3 (6 credit hours)

CIS-254	C# Programming II	3
CIS-292	SQL/Database Applications	3

Help Desk Specialist, Certificate

Certificate—39 credit hours

Curriculum Code 1311

This program prepares students for entry-level positions in desktop support for PC applications. Students acquire hardware and software knowledge and customer service skills necessary to troubleshoot and resolve basic PC and applications problems. They may provide assistance concerning the use of computer hardware and software including printing, installing hardware and software, application programs, electronic mail, and operating systems. Students are strongly encouraged to earn A+, Network+, and Microsoft Office Specialist certifications. Job prospects should be best for college graduates who are up to date with the latest skills and technologies, particularly if they have supplemented their formal education with some relevant work experience. Employers seek computer specialists who possess a strong background in fundamental computer skills, combined with good interpersonal and communication skills.

Required Career Courses

39 credit hours as follows:

CIS-105	Introduction to Coding	3
CIS-115	Microsoft Office I	3
CIS-117	Information Systems and Technologies	3
CIS-146	Operating Systems	3
CIS-232	Introduction to Adobe Creative Suite	3
COM-203	Interpersonal Communication	3
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
OFT-116	Microsoft Outlook	1
OFT-122	Microsoft Excel	3
OFT-257	Microsoft Access	3

Suggested Schedule

Semester 1 (13 credit hours)

CIS-115	Microsoft Office I	3
CIS-117	Information Systems and Technologies	3
CIS-146	Operating Systems	3
COM-203	Interpersonal Communication	3
LAN-103	Security Awareness	1

Semester 2 (12 credit hours)

CIS-105	Introduction to Coding	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
OFT-122	Microsoft Excel	3

Semester 3 (14 credit hours)

CIS-232	Introduction to Adobe Creative Suite	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
OFT-116	Microsoft Outlook	1
OFT-257	Microsoft Access	3

Java Programmer, Certificate

Certificate—18 credit hours

Curriculum Code 1458

This program prepares students with programming skills that will, when combined with a degree, provide the background for entry-level software development positions, or enhance an information technology professional's versatility and career advancement potential.

Because Java was designed for the Internet, it has been a popular choice for writing programs that are platform independent and safe. Java remains popular for network programming and web development. More recently, object-oriented features in the language have made Java a competitive option for writing stand-alone applications. Within this certificate's courses you will learn the latest in software design and development methodologies while gaining hands-on experience with the latest versions of Java.

Required Career Courses

18 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3
CIS-151	Website Development: HTML & CSS	3
CIS-176	Java Programming I	3
CIS-276	Java Programming II	3
CIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (6 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3

Semester 2 (6 credit hours)

CIS-151	Website Development: HTML & CSS	3
CIS-176	Java Programming I	3

Semester 3 (6 credit hours)

CIS-276	Java Programming II	3
CIS-292	SQL/Database Applications	3

Multimedia Designer, Certificate

Certificate—30 credit hours

Curriculum Code 1342

This certificate is designed for the experienced computer user who has strong skills in Microsoft Windows navigation and computer applications packages. Students who are interested in beginning a career in Multimedia Design and who do not possess these prerequisite skills should meet with a coordinator to plan appropriate course selections.

Required career courses

30 credit hours as follows:

BUS-215	Employee Training and Development	3
CIS-131	Website and User Interface Design	3
CIS-138	Video Editing: Adobe Premiere	3
CIS-151	Website Development: HTML & CSS	3
CIS-232	Introduction to Adobe Creative Suite	3
CIS-234	Adobe Illustrator	3
CIS-235	Adobe InDesign & Microsoft Publisher	3
CIS-236	Adobe Photoshop	3
CIS-238	Adv. Video Editing: Adobe AfterEffect	3
CIS-251	Adv. Website Dev: Javascript & jQuery	3

Suggested Schedule

Semester 1 (9 credit hours)

CIS-138	Video Editing: Adobe Premiere	3
CIS-151	Website Development: HTML & CSS	3
CIS-232	Introduction to Adobe Creative Suite	3

Semester 2 (9 credit hours)

BUS-215	Employee Training and Development	3
CIS-235	Adobe InDesign & Microsoft Publisher	3
CIS-238	Adv. Video Editing: Adobe AfterEffect	3

(Note: CIS-235 is offered in the spring semester only.)

Semester 3 (12 credit hours)

CIS-131	Website and User Interface Design	3
CIS-234	Adobe Illustrator	3
CIS-236	Adobe Photoshop	3
CIS-251	Adv. Website Dev: Javascript & jQuery	3

(Note: CIS-131, CIS-234, and CIS-236 are offered in the fall semester only.)

PHP Programmer, Certificate

Certificate—18 credit hours

Curriculum Code 1344

This program prepares students with programming skills to design and develop web pages with dynamically generated content that will, when combined with a degree, provide the background for entry-level software development positions, or enhance an information technology professional's versatility and career advancement potential. This program will present students with a wide range of topics with PHP programming including the following: PHP language constructs and usage, procedural model of PHP, web technologies, object model of PHP programming and object-oriented design, access a remote database, migrate a database to another platform, security features, Open Source concepts and topics.

Required Career Courses

18 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3
CIS-126	PHP Programming I	3
CIS-151	Website Development: HTML & CSS	3
CIS-226	PHP Programming II	3
CIS-292	SQL/Database Applications	3

Suggested Schedule

Semester 1 (9 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3

CIS-151	Website Development: HTML & CSS	3

Semester 2 (3 credit hours)

CIS-126	PHP Programming I	3

Semester 3 (6 credit hours)

CIS-226	PHP Programming II	3
CIS-292	SQL/Database Applications	3

(Note: CIS-292 is offered in the fall semester only.)

Programming Skills, Certificate

Certificate—9 credit hours

Curriculum Code 1382

This certificate program will prepare students with fundamental programming and database skills. It may serve as a foundation for students who plan to pursue careers in technology, an enhancement to studies in other disciplines, or a means for adding technical credentials to one's resume.

Required Career Courses

9 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3
CIS-126	PHP Programming I	3
OR		
CIS-154	C# Programming I	3
OR		
CIS-165	Python Programming I	3
OR		
CIS-176	Java Programming I	3

(Note: CIS-126 has a pre-requisite of CIS-151)

Suggested Schedule

Semester 1 (6 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3

Semester 2 (3 credit hours)

CIS-126	PHP Programming I	3
OR		
CIS-154	C# Programming I	3
OR		
CIS-165	Python Programming I	3
OR		
CIS-176	Java Programming I	3

Small Database Administrator, Certificate

Certificate—6 credit hours

Curriculum Code 1380

This program prepares students with skills to build and administer a single-user database, including the designing of tables, queries, forms, reports, and macros. The coursework maps to industry certification in personal database management.

Required Career Courses

6 credit hours as follows:

CIS-115	Microsoft Office I	3
OFT-257	Microsoft Access	3

Suggested Schedule

Semester 1 (3 credit hours)

CIS-115	Microsoft Office I	3

Semester 2 (3 credit hours)

OFT-257	Microsoft Access	3

Software Developer, Certificate

Certificate—36 credit hours

Curriculum Code 1305

This program prepares students with programming skills that will, when combined with a degree and/or industry experience, provide the background for entry-level software development positions. Information technology professionals may also pursue this program to enhance their versatility and career advancement potential.

Within this certificate's courses, students will gain hands-on experience using at least two programming languages, C# and Java. Software development lifecycle issues — including solution conception, design, implementation, and testing — are addressed with hands-on experiences using the latest hardware and software development tools.

Required Career Courses

27 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3
CIS-151	Website Development: HTML & CSS	3
CIS-154	C# Programming I	3
CIS-176	Java Programming I	3
CIS-210	Project Management	3
CIS-254	C# Programming II	3
CIS-276	Java Programming II	3
CIS-292	SQL/Database Applications	3

Electives

Select 9 credit hours that have not been selected above:

CSC-140	Introduction to Computer Science	3
CSC-240	Advanced Computer Science	3
CIS-126	PHP Programming I	3
CIS-131	Website and User Interface Design	3
CIS-143	Introduction to Data Analytics	3
CIS-165	Python Programming I	3
CIS-199	Special Short Topics in Technology	1
CIS-200	Special Topics in Technology	3
CIS-226	PHP Programming II	3

CIS-251	Adv. Website Dev: Javascript & jQuery	3
CIS-265	Python Programming II	3
CIS-297	Website Design: WordPress	3

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

Suggested Schedule

Semester 1 (9 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3
CIS-151	Website Development: HTML & CSS	3

Semester 2 (9 credit hours)

CIS-154	C# Programming I	3
CIS-176	Java Programming I	3
CIS-210	Project Management	3

Semester 3 (9 credit hours)

CIS-254	C# Programming II	3
CIS-276	Java Programming II	3
CIS-292	SQL/Database Applications	3

(Note: CIS-292 is offered in the fall semester only.)

Semester 4 (9 credit hours)

___-___	Elective	3
___-___	Elective	3
___-___	Elective	3

Website Designer, Certificate

Certificate—24 credit hours

Curriculum Code 1434

This certificate is designed for the computer user who has strong skills in Microsoft Windows navigation and computer applications packages. Students who are interested in beginning a career in website design and who do not possess these prerequisite skills should meet a coordinator to plan appropriate course selection.

Required Career Courses

24 credit hours as follows:

CIS-117	Information Systems and Technologies	3
CIS-131	Website and User Interface Design	3
CIS-151	Website Development: HTML & CSS	3
CIS-232	Introduction to Adobe Creative Suite	3
CIS-234	Adobe Illustrator	3
CIS-235	Adobe InDesign & Microsoft Publisher	3
CIS-236	Adobe Photoshop	3
CIS-297	Website Design: WordPress	3

Suggested Schedule

Semester 1 (9 credit hours)

CIS-117	Information Systems and Technologies	3
CIS-151	Website Development: HTML & CSS	3
CIS-232	Introduction to Adobe Creative Suite	3

Semester 2 (9 credit hours)

CIS-131	Website and User Interface Design	3
CIS-235	Adobe InDesign & Microsoft Publisher	3
CIS-297	Website Design: WordPress	3

(Note: CIS-297 is offered in the spring semester only.)

Semester 3 (6 credit hours)

CIS-234	Adobe Illustrator	3
CIS-236	Adobe Photoshop	3

(Note: CIS-234 and CIS-236 are offered in the fall semester only.)

Website Developer, Certificate

Certificate—33 credit hours

Curriculum Code 1433

This program is designed for the experienced computer user who has strong skills in Microsoft Windows navigation and computer applications packages. Students who are interested in beginning a career in website development and who do not possess these prerequisite skills should meet with a coordinator to plan appropriate course selection. This program prepares students for positions as web developers.

Required Career Courses

27 credit hours as follows:

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-117	Information Systems and Technologies	3
CIS-123	Database Design	3
CIS-131	Website and User Interface Design	3
CIS-151	Website Development: HTML & CSS	3
CIS-210	Project Management	3
CIS-251	Adv. Website Dev: Javascript & jQuery	3
CIS-292	SQL/Database Applications	3
CIS-297	Website Design: WordPress	3

Choose one track (6 credit hours):

C# Programmer Track (6 credit hours)

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

Java Programmer Track (6 credit hours)

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

PHP Programmer Track (6 credit hours)

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

Suggested Schedule

Semester 1 (9 credit hours)

CSC-140	Introduction to Computer Science	3
OR		
CIS-105	Introduction to Coding	3
CIS-123	Database Design	3
CIS-151	Website Development: HTML & CSS	3

Semester 2 (12 credit hours)

CIS-117	Information Systems and Technologies	3
CIS-210	Project Management	3
CIS-297	Website Design: WordPress	3

___-___	Track Selection Course	3

(Note: CIS-297 is offered in the spring semester only.)

Semester 3 (12 credit hours)

CIS-131	Website and User Interface Design	3
CIS-251	Adv. Website Dev: Javascript & jQuery	3
CIS-292	SQL/Database Applications	3
___-___	Track Selection Course	3

(Note: CIS-131 and CIS-292 are offered in the fall semester only.)

Computer and Local Area Network Technician

This program consists of one degree and four certificates.

Cisco Network Associate, Certificate

Certificate—20 credit hours

Curriculum Code 1447

This program prepares students for employment as a Cisco network technician. Graduates will be able to administer, install, maintain, and troubleshoot Cisco Systems. In the program, students are introduced to routers, LAN/WAN design and the integration of the Internet in the corporate enterprise network. Students also use this program as an introduction to courses required for the CCNA (Cisco Certified Network Associate). Students can benefit from this program if they are just beginning to train for a career in Cisco network management, or if they already work in the industry and need to upgrade their job skills. Common job titles for recipients of this certificate include help desk technician, LAN technician, Cisco service representative, technical support specialist, and network system administrator.

Required Career Courses

20 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-246	Routing and Switching - CCNA	3
LAN-256	LAN Design - CCNA	3

Suggested Schedule

Semester 1 (11 credit hours)

LAN-101	Orientation to IT Professions	1
LAN-121	Network Essentials	3
LAN-122	Network Services	4

(Note: Take LAN-121: 1st 8 weeks)

(Note: Take LAN-122: 2nd 8 weeks)

Semester 2 (9 credit hours)

LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-246	Routing and Switching - CCNA	3
LAN-256	LAN Design - CCNA	3

(Note: Take LAN-111 and LAN-246: 1st 8 weeks)

(Note: Take LAN-112 and LAN-256: 2nd 8 weeks)

Computer and Local Area Network Technician, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1416

This program prepares students for entry-level positions as a data communications specialist in the information technology profession. Common career titles include PC support technician, LAN specialist, help desk support specialist, LAN system administrator, LAN design specialist, LAN engineer, and many others. The program prepares students for rewarding careers at the forefront of the information technological revolution. Students will examine the installation, maintenance, repair, and management of desktop PCs and local area networks. Students receive hands-on training in network operating systems, user administration, network security, and LAN switching and routing. The program also helps students prepare for CompTIA A+, Network+, Security+, and Cisco CCNA certifications. Graduates of this program possess a wide range of product knowledge as well as hands-on experience in hardware and software installation and support.

Employment for electronic and computer technicians is expected to grow as fast as the average for all occupations. New technologies and increased computer use will continue to stimulate the demand for such workers, and many will find employment in private and public industries.

General Education Requirements

18 credit hours as follows:

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

(Note: Take MTH-120 or higher.)

Select 3 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Select 3 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Career Course Requirements

Core IT Technology Track—21 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-246	Routing and Switching - CCNA	3
LAN-256	LAN Design - CCNA	3

IT Specialty Track—18 credit hours as follows:

LAN-102	Voice and Data Cabling	3

OR		
LAN-120	IoT Fundamentals	3
LAN-153	IT Security Essentials - Security+	3
LAN-220	Linux Administration	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design - CWNA	3
LAN-253	Network Security	3

Elective Courses— Select 6 credit hours from the following:

LAN-125	Microsoft Azure Fundamentals	3
LAN-163	Ethical Hacking	3
LAN-225	Microsoft Azure Administration	3
LAN-235	Microsoft Azure Security Technology	3
LAN-260	Internship	3
LAN-273	Managing Information Security	3
LAN-280	High Availability Virtualization	3
LAN-281	Scaling Virtualization	3

Suggested Schedule

Semester 1 (17 credit hours)

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

(Note: Take LAN-111 and LAN-121: 1st 8 weeks)

(Note: Take LAN-112 and LAN-122: 2nd 8 weeks)

Semester 2 (16 credit hours)

MTH-120	General Education Mathematics	3
COM-103	Speech Fundamentals	3
LAN-103	Security Awareness	1
LAN-120	IoT Fundamentals	3
LAN-153	IT Security Essentials - Security+	3
LAN-___	Elective	3

Semester 3 (15 credit hours)

LAN-220	Linux Administration	3
LAN-246	Routing and Switching - CCNA	3
LAN-___	Elective	3
___-___	Humanities and Fine Arts Elective	3
___-___	Physical and Life Sciences Elective	3

Semester 4 (15 credit hours)

LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design - CWNA	3
LAN-___	Elective	3
LAN-___	Elective	3
___-___	Social and Behavioral Sciences Elective	3

Computer Support Associate, Certificate

Certificate—7 credit hours

Curriculum Code 1348

This program prepares students to work in career fields of computer support, maintenance, and repair. Students will receive training in computer hardware, software, and support. Students will learn about computer hardware components, system operating systems and application software. Jobs in computer maintenance can be found in such career fields as PC support technician, computer help desk, and computer configuration specialist.

Required Career Courses

7 credit hours as follows:

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

Suggested Schedule

Semester 1 (7 credit hours)

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

Computer Technician, Certificate

Certificate—14 credit hours

Curriculum Code 1418

This program prepares students for entry-level positions in PC installation, maintenance, and repair professions. Common career titles include PC support technician, hardware specialist, help desk support specialist, hardware configuration technician, and many others. Students will examine PC software, including operating systems, office applications, network management, and desktop utilities. Courses also introduce a variety of current hardware technology, including CPU features and functions, system architecture, storage technology, backup devices, multimedia devices, and data communication equipment. This program also prepares students for the CompTIA A+ and N+ certifications.

Required Career Courses

14 credit hours as follows:

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

Suggested Schedule

Semester 1 (7 credit hours)

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

Semester 2 (7 credit hours)

LAN-121	Network Essentials	3
LAN-122	Network Services	4

(Note: Take LAN-121: 1st 8 weeks)

(Note: Take LAN-122: 2nd 8 weeks)

LAN Technician, Certificate

Certificate—24 credit hours

Curriculum Code 1419

This program prepares students for entry-level positions as a data communication specialist in the information technology profession. Common career titles include LAN specialist, LAN system administrator, LAN design specialist, LAN engineer, and many others. The LAN Technician certificate prepares students for rewarding careers at the forefront of the information technological revolution. Students will examine the installation, maintenance, repair, and design of local area networks. Students receive hands-on training in network operating systems, user administration, network security, and LAN switching and bridging design. This program also helps students prepare for N+, CCENT, Security Plus, and CCNA certification. Graduates of this program possess a wide range of product knowledge as well as hands-on experience in hardware and software installation and support.

Required Career Courses

24 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-220	Linux Administration	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design - CWNA	3

Suggested Schedule

Semester 1 (15 credit hours)

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4

(Note: Take LAN-111 and LAN-121: 1st 8 weeks)

(Note: Take LAN-112 and LAN-122: 2nd 8 weeks)

Semester 2 (9 credit hours)

LAN-220	Linux Administration	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design - CWNA	3

Microsoft Associate, Certificate

Certificate—24 credit hours

Curriculum Code 1446

This program is designed for information technology professionals pursuing Microsoft training and industry certification.

Required Career Courses

24 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-230	Managing Windows Servers	3
LAN-233	Managing Database Services	3
LAN-251	WLAN Design - CWNA	3

Suggested Schedule

Semester 1 (15 credit hours)

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4

(Note: Take LAN-111 and LAN-121: 1st 8 weeks)

(Note: Take LAN-112 and LAN-122: 2nd 8 weeks)

Semester 2 (9 credit hours)

LAN-230	Managing Windows Servers	3
LAN-233	Managing Database Services	3
LAN-251	WLAN Design - CWNA	3

Network Administrator, Certificate

Certificate—30 credit hours

Curriculum Code 1422

The program is designed to address the need for IT professionals with a comprehensive understanding of multiple operating systems in a mix of vendor environments. The program provides a multi-product approach to system administration. The courses introduce Microsoft, UNIX, Cisco, and Netware products in an interoperable environment.

Required Career Courses

30 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-102	Voice and Data Cabling	3
OR		
LAN-120	IoT Fundamentals	3
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-153	IT Security Essentials - Security+	3
LAN-220	Linux Administration	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design - CWNA	3

Suggested Schedule

Semester 1 (15 credit hours)

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4

Semester 2 (15 credit hours)

LAN-102	Voice and Data Cabling	3
OR		
LAN-120	IoT Fundamentals	3
LAN-153	IT Security Essentials - Security+	3
LAN-220	Linux Administration	3
LAN-230	Managing Windows Servers	3
LAN-251	WLAN Design - CWNA	3

Computer Graphics Imagery

This program consists of one degree and four certificates.

Computer Graphics Imagery, A.A.S.

A.A.S. Degree—61 credit hours

Curriculum Code 1374

This program provides students with contemporary training and experience in the emerging and high-employment field of computer graphics imagery (CGI). Engineering and architectural firms employ skilled workers in computer graphics to create photo-realistic renderings, two- and three-dimensional computer animations, and three-dimensional models for manufacturers, designers, customers, and builders. Computer graphics imagery technologies focus on the possible relationships between parts, objects, people, and environments. Computer-generated models are matched to real-world data in order to build simulations. Computer graphic architectural modeling tools allow designers to visualize space and generate interactive and virtual environments at the part, system, and environment levels.

General Education Requirements

15 credit hours as follows:

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

Select 3 credit hours from Math

or placement into MTH-120 or higher and 3 credit hours from BIO, CHM, EAS, GEL, NAT, PHS, PHY

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Select 3 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Career Courses Requirements

37 credit hours as follows:

CGI-100	Cameras In Production	3
CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	3
CGI-103	2D Graphic Design	3
CGI-104	Computer Animation I	3
CGI-110	Computer Storyboarding	3
CGI-116	3D Computer Animation I	3
CGI-117	Game Engine	3
CGI-118	Applied Animation Techniques	3
CGI-120	3D Computer Animation II	3
CGI-122	3D Computer Character Modeling	3
CGI-126	Computer Physics Simulation	3
CGI-130	Effects and Compositing	3

Career Electives

Select 9 credit hours from the following:

CGI-114	Computer Animation II	3
CGI-115	Design Visualization	3
CGI-119	Blueprints for Games	3
CGI-125	Advanced Photoshop	3
CGI-210	Introduction to Game Design	3
CGI-212	Game Design Elements	3
MDT-145	Intro to Computer Aided Drafting	3
MDT-160	Introduction to 3D Modeling	3
MDT-285	3D Parametric Modeling	3

Suggested Schedule

Semester 1 (16 credit hours)

COM-101	Composition I	3
CGI-100	Cameras In Production	3
CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	3
CGI-103	2D Graphic Design	3
___-___	Humanities and Fine Arts Elective	3

Semester 2 (15 credit hours)

CGI-104	Computer Animation I	3
CGI-110	Computer Storyboarding	3
CGI-116	3D Computer Animation I	3
___-___	Science/Math Elective	3
___-___	Social and Behavioral Sciences Elective	3

Semester 3 (15 credit hours)

CGI-117	Game Engine	3
CGI-118	Applied Animation Techniques	3
CGI-120	3D Computer Animation II	3
CGI-122	3D Computer Character Modeling	3
MDT or CGI-___	MDT or CGI Electives	3

Semester 4 (15 credit hours)

CGI-126	Computer Physics Simulation	3
CGI-130	Effects and Compositing	3
COM-103	Speech Fundamentals	3
MDT or CGI-___	MDT or CGI Electives	3
MDT or CGI-___	MDT or CGI Electives	3

Computer Graphics Associate, Certificate

Certificate—7 credit hours

Curriculum Code 1375

This program provides students with contemporary training and experience in the emerging and high-employment field of computer graphics imagery (CGI). Engineering and architectural firms employ skilled workers in computer graphics to create photo-realistic renderings, two- and three-dimensional computer animations, and three-dimensional models for manufacturers, designers, customers, and builders. Computer graphics imagery technologies focus on the possible relationships between parts, objects, people, and environments. Computer-generated models are matched to real-world data in order to build simulations. Computer graphic architectural modeling tools allow designers to visualize space and generate interactive and virtual environments at the part, system, and environment levels.

Required Career Courses

7 credit hours as follows:

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	3
CGI-104	Computer Animation I	3

Suggested Schedule

Semester 1 (7 credit hours)

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	3
CGI-104	Computer Animation I	3

Computer Graphics Professional, Certificate

Certificate—9 credit hours

Curriculum Code 1377

This program provides students with contemporary training and experience in the emerging and high-employment field of computer graphics imagery (CGI). Engineering and architectural firms employ skilled workers in computer graphics to create photo-realistic renderings, two and three-dimensional computer animations, and three-dimensional models for manufacturers, designers, customers, and builders. Computer graphics imagery technologies focus on the possible relationships between parts, objects, people, and environments. Computer-generated models are matched to real-world data in order to build simulations. Computer graphic architectural modeling tools allow designers to visualize space and generate interactive and virtual environments at the part, system, and environment levels.

Required Career Courses

9 credit hours as follows:

CGI-120	3D Computer Animation II	3
CGI-122	3D Computer Character Modeling	3
CGI-126	Computer Physics Simulation	3

Suggested Schedule

Semester 1 (9 credit hours)

CGI-120	3D Computer Animation II	3
CGI-122	3D Computer Character Modeling	3
CGI-126	Computer Physics Simulation	3

Computer Graphics Designer, Certificate

Certificate—12 credit hours

Curriculum Code 1376

This program provides students with contemporary training and experience in the emerging and high-employment field of computer graphics imagery (CGI). Engineering and architectural firms employ skilled workers in computer graphics to create photo-realistic renderings, two and three-dimensional computer animations, and three-dimensional models for manufacturers, designers, customers, and builders. Computer graphics imagery technologies focus on the possible relationships between parts, objects, people, and environments. Computer-generated models are matched to real-world data in order to build simulations. Computer graphic architectural modeling tools allow designers to visualize space and generate interactive and virtual environments at the part, system, and environment levels.

Required Career Courses

12 credit hours as follows:

CGI-103	2D Graphic Design	3
CGI-110	Computer Storyboarding	3
CGI-114	Computer Animation II	3
CGI-116	3D Computer Animation I	3

Suggested Schedule

Semester 1 (12 credit hours)

CGI-103	2D Graphic Design	3
CGI-110	Computer Storyboarding	3
CGI-114	Computer Animation II	3
CGI-116	3D Computer Animation I	3

Computer Graphics Master, Certificate

Certificate—28 credit hours

Curriculum Code 1378

This program provides students with contemporary training and experience in the emerging and high-employment field of computer graphics imagery (CGI). Engineering and architectural firms employ skilled workers in computer graphics to create photo-realistic renderings, two and three-dimensional computer animations, and three-dimensional models for manufacturers, designers, customers, and builders. Computer graphics imagery technologies focus on the possible relationships between parts, objects, people, and environments. Computer-generated models are matched to real-world data in order to build simulations. Computer graphic architectural modeling tools allow designers

to visualize space and generate interactive and virtual environments at the part, system, and environment levels.

Required Career Courses

28 credit hours as follows:

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	3
CGI-103	2D Graphic Design	3
CGI-104	Computer Animation I	3
CGI-110	Computer Storyboarding	3
CGI-114	Computer Animation II	3
CGI-116	3D Computer Animation I	3
CGI-120	3D Computer Animation II	3
CGI-122	3D Computer Character Modeling	3
CGI-126	Computer Physics Simulation	3

Suggested Schedule

Semester 1 (7 credit hours)

CGI-101	Orientation to CGI Careers	1
CGI-102	Computer Graphics I	3
CGI-104	Computer Animation I	3

Semester 2 (12 credit hours)

CGI-103	2D Graphic Design	3
CGI-110	Computer Storyboarding	3
CGI-114	Computer Animation II	3
CGI-116	3D Computer Animation I	3

Semester 3 (9 credit hours)

CGI-120	3D Computer Animation II	3
CGI-122	3D Computer Character Modeling	3
CGI-126	Computer Physics Simulation	3

Criminal Justice

This program consists of one degree.

Criminal Justice, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1260

This program prepares students for entry-level careers in the criminal justice system, including careers in policing, the courts, and corrections. Employment of police officers is expected to grow faster than the average, while employment of correctional officers is expected to increase much faster than the average. Because of the attractive salaries and benefits, the number of qualified candidates exceeds the number of job openings in federal law enforcement agencies and in most state, local and special police departments, resulting in increased hiring standards and selectivity by employers.

Students may be able to receive an A.A. (Associate in Arts) degree with their A.A.S. degree. Refer to the A.A. degree graduation requirements or contact an academic advisor. Students also may consult the Illinois Articulation Initiative (IAI) (p. 45) recommended curriculum in criminal justice.

Required General Education Courses

32 credit hours as follows:

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics	3
PSC-110	American National Government	3
PSY-101	Introduction to Psychology	3
SOC-101	Introduction to Sociology	3

(Note: Take MTH-120 or higher.)

Select 8 credit hours Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY (two lab science courses recommended)

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

24 credit hours as follows:

CRJ-101	Introduction to Criminal Justice	3
CRJ-105	Criminology	3
CRJ-106	Introduction to Corrections	3
CRJ-107	Juvenile Delinquency & Procedures	3
CRJ-201	Police in American Society	3
CRJ-202	Investigation & Criminal Evidence	3
CRJ-206	Substantive Criminal Law	3
CRJ-207	Procedural Criminal Law	3

Electives

Select 6 credit hours from the following course groups or specific courses:

ADC-230	Special Topics in Addiction Studies	1
BUS-142	Financial Accounting	4
CRJ-___	(any Criminal Justice)	1-3
EMS-101	Emergency Medical Technician	8
CIS-115	Microsoft Office I	3
MTH-139	Probability and Statistics	4
MTH-141	College Algebra (Functions)	4
PEH-107	Introduction to Group Fitness	1
SLP-___	(any Security and Loss Prevention)	1-3

(Note: In addition, any course that fulfills the general education requirement for an A.A. degree can be taken as an elective. See the Transfer Programs section in the catalog for more information.)

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
CRJ-101	Introduction to Criminal Justice	3
CRJ-105	Criminology	3
SOC-101	Introduction to Sociology	3
___-___	Humanities and Fine Arts Elective	3

Semester 2 (15 credit hours)

COM-102	Composition II	3
CRJ-106	Introduction to Corrections	3
CRJ-107	Juvenile Delinquency & Procedures	3
PSC-110	American National Government	3

PSY-101	Introduction to Psychology	3

Semester 3 (16 credit hours)

COM-103	Speech Fundamentals	3
CRJ-201	Police in American Society	3
CRJ-206	Substantive Criminal Law	3
___-___	Career Elective	3
___-___	Physical and Life Sciences Elective	4

Semester 4 (16 credit hours)

CRJ-202	Investigation & Criminal Evidence	3
CRJ-207	Procedural Criminal Law	3
MTH-120	General Education Mathematics	3
___-___	Career Elective	3
___-___	Physical and Life Sciences Elective	4

Culinary Arts

This program consists of two degrees and two certificates.

Baking and Pastry, A.A.S.

A.A.S. Degree—65 credit hours

Curriculum Code 1359

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

Required General Education Courses

15 credit hours as follows:

BUS-120	Business Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3

Select 3 credit hours from Humanities and Fine Arts or Social/Behavioral Sciences:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE

Select 3 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

50 credit hours as follows:

CIS-115	Microsoft Office I	3
RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2
RTM-206	Menu Writing and Marketing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-211	Baking/Pastry II	4
RTM-212	Basic Cake Decorating	2
RTM-213	Artisan Breads	2
RTM-214	Chocolate & Confectionary Artistry	2
RTM-215	Restaurant and Buffet Desserts	2
RTM-216	Advanced Cake Decorating	2
RTM-218	Baking Science & Recipe Development	2
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3
RTM-250	Baking/Pastry III	4

Suggested Schedule

Semester 1 (15 credit hours)

CIS-115	Microsoft Office I	3
RTM-100	Food Service Sanitation	2
RTM-103	Basic Food Theory	2
RTM-209	Baking/Pastry I	4
RTM-211	Baking/Pastry II	4

(Note: RTM-100 is a 4 week course)
(Note: RTM-103, RTM-209, and RTM-211 are 8 week courses)

Semester 2 (16 credit hours)

BUS-120	Business Mathematics	3
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-212	Basic Cake Decorating	2
RTM-216	Advanced Cake Decorating	2
RTM-218	Baking Science & Recipe Development	2

(Note: RTM-101, RTM-102, RTM-212, RTM-216, and RTM-218 are 8 week courses)

Semester 3 Summer (5 credit hours)

RTM-206	Menu Writing and Marketing	3
RTM-213	Artisan Breads	2

(Note: RTM-213 is a 4 week course)
(Note: RTM-206 and RTM-213 are only offered in the early and regular summer session.)

Semester 4 (16 credit hours)

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
RTM-210	Nutrition for Food Service Managers	3
RTM-214	Chocolate & Confectionary Artistry	2
RTM-215	Restaurant and Buffet Desserts	2
RTM-231	Hospitality Supervision	3

(Note: RTM-210, RTM-214, and RTM-215 are 8 week courses)

Semester 5 (13 credit hours)

RTM-240	Purchasing and Cost Control	3
RTM-250	Baking/Pastry III	4
___-___	Physical and Life Sciences Elective	3
___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3

Baking/Pastry Arts, Certificate

Certificate—37 credit hours

Curriculum Code 1323

This program prepares students for entry-level positions in the baking and pastry area of culinary arts.

Required Career Courses

37 credit hours as follows:

BUS-120	Business Mathematics	3
RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-211	Baking/Pastry II	4
RTM-212	Basic Cake Decorating	2
RTM-213	Artisan Breads	2
RTM-214	Chocolate & Confectionary Artistry	2
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Suggested Schedule

Semester 1 (15 credit hours)

RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-103	Basic Food Theory	2
RTM-209	Baking/Pastry I	4
RTM-211	Baking/Pastry II	4

(Note: RTM-100 is a 4 week course)
(Note: RTM-101, RTM-103, RTM-209, and RTM-211 are 8 week courses)

Semester 2 (15 credit hours)

BUS-120	Business Mathematics	3
RTM-102	Quantity Food Production I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-212	Basic Cake Decorating	2
RTM-231	Hospitality Supervision	3

(Note: RTM-102, RTM-210, and RTM-212 are 8 week courses)

Semester 3 Summer (2 credit hours)

RTM-213	Artisan Breads	2

(Note: RTM-213 is a 4-week course)
(Note: RTM-213 is only offered in the early summer session.)

Semester 4 (5 credit hours)

RTM-214	Chocolate & Confectionary Artistry	2
RTM-240	Purchasing and Cost Control	3

(Note: RTM-214 is a 8 week course)

Culinary Arts Management, A.A.S.

A.A.S. Degree—65 credit hours

Curriculum Code 1324

This program is designed to provide small business management training essential to effective culinary arts management in the hospitality industry. Graduates will be able to oversee any food service operation, including hotel, health care, cruise ship, catering, and manufacturing; and will have expertise in menu planning, cost controls, marketing, nutrition, sanitation, and food preparation and production. The program prepares students for entry- to mid-level positions within the hospitality industry. Employment in restaurants is expected to grow rapidly as the average age of the population increases and demand for restaurant services and varied menus increases. Thus, more highly skilled chefs and cooks will be needed. Employment of institutional and cafeteria chefs and cooks will grow about as fast as average, and will be concentrated in educational and health service sectors.

Required General Education Courses

15 credit hours as follows:

BUS-120	Business Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3

Select 3 credit hours from Humanities and Fine Arts or Social/Behavioral Sciences:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE

Select 3 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

50 credit hours as follows:

CIS-115	Microsoft Office I	3
RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2
RTM-202	Quantity Food Production II	4
RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-206	Menu Writing and Marketing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-226	Front-of-the-House Management	4
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3
RTM-245	Quantity Food Production IV	4

Suggested Schedule

Semester 1 (17 credit hours)

BUS-120	Business Mathematics	3
CIS-115	Microsoft Office I	3
RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2

Semester 2 (17 credit hours)

COM-101	Composition I	3

RTM-202	Quantity Food Production II	4
RTM-206	Menu Writing and Marketing	3
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3

Semester 3 (17 credit hours)

COM-103	Speech Fundamentals	3
RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Semester 4 (14 credit hours)

RTM-226	Front-of-the-House Management	4
RTM-245	Quantity Food Production IV	4
___-___	Physical and Life Sciences Elective	3
___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3

Culinary Arts Management, Certificate

Certificate—39 credit hours

Curriculum Code 1322

This program prepares students for entry-level positions in food production.

Required Career Courses

39 credit hours as follows:

BUS-120	Business Mathematics	3
RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2
RTM-202	Quantity Food Production II	4
RTM-203	Garde Manger	4
RTM-204	Quantity Food Production III	4
RTM-209	Baking/Pastry I	4
RTM-210	Nutrition for Food Service Managers	3
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Suggested Schedule

Semester 1 (19 credit hours)

BUS-120	Business Mathematics	3
RTM-100	Food Service Sanitation	2
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2
RTM-202	Quantity Food Production II	4
RTM-209	Baking/Pastry I	4

(Note: RTM-100 is a 4 week course)
(Note: RTM-102, RTM-103, and RTM-202, and RTM-209 are 8 week courses)

Semester 2 (16 credit hours)

RTM-101	Intro to Hospitality Industry	3
RTM-204	Quantity Food Production III	4
RTM-210	Nutrition for Food Service Managers	3
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Semester 3 Summer (4 credit hours)

RTM-203	Garde Manger	4

(Note: RTM-203 is only offered in the early and regular summer session.)

Diagnostic Medical Sonography

This program consists of one degree.

Diagnostic Medical Sonography, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1341
This program prepares graduates for professional careers in the profession of Diagnostic Medical Sonography. Graduates are eligible for employment in hospitals, clinics, and physicians' offices. The program includes instruction in Sonographic technique, theory, patient positioning for diagnostic procedures and progressive clinical experience.

Admitted students who wish to earn an associate in science degree in addition to an associate in applied science degree should consult with an advisor in the Academic Advising Center.

Employment for Diagnostic Medical Sonographers is expected to grow faster than average for many occupations, as the healthcare industry grows so does the need for highly skilled sonographers who provide medical services under the supervision of a licensed medical doctor. While a significant increase in sonographers' employment is anticipated, job seekers are likely to face competition from many other qualified applicants for most openings.

****BIO 180, MRT 110, MTH 109 or MTH 139 or higher must have been completed prior to application or in progress the semester of application.***

Required-General-Education-Courses

16 credit hours as follows:

BIO-180	Human Anatomy & Physiology I	4
BIO-181	Human Anatomy & Physiology II	4
COM-101	Composition I	3
MTH-109	Math for Allied Health	2
OR		
MTH-139	Probability and Statistics	4

Select 3 credit hours from Social/Behavioral Sciences

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Required Career Courses

46 credit hours as follows:

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
DMS-101	Fundamentals of Ultrasound	1

DMS-102	Patient Care and Procedures	2
DMS-103	Abdominal Sonography I	3
DMS-104	OB/GYN Sonography I	3
DMS-105	Abdominal Sonography II	3
DMS-106	OB/GYN Sonography II	3
DMS-107	DMS Clinical Practicum I	1
DMS-108	Legal and Ethical Procedures	2
DMS-109	Principles and Instrumentation I	3
DMS-110	DMS Clinical Practicum II	1
DMS-211	Principles and Instrumentation II	3
DMS-212	Fundamentals of Vascular Sonography	2
DMS-213	DMS Clinical Practicum III	4
DMS-214	Sonography Applications	2
DMS-215	DMS Clinical Practicum IV	4
DMS-216	Imaging and Cross-Sectional Anatomy	3

Suggested-Schedule

Semester 1 Fall (12 credit hours)

COM-101	Composition I	3
DMS-101	Fundamentals of Ultrasound	1
DMS-102	Patient Care and Procedures	2
DMS-103	Abdominal Sonography I	3
DMS-104	OB/GYN Sonography I	3

Semester 2 Spring (11 credit hours)

BIO-181	Human Anatomy & Physiology II	4
DMS-105	Abdominal Sonography II	3
DMS-106	OB/GYN Sonography II	3
DMS-107	DMS Clinical Practicum I	1

Semester 3 Summer (12 credit hours)

DMS-108	Legal and Ethical Procedures	2
DMS-109	Principles and Instrumentation I	3
DMS-110	DMS Clinical Practicum II	1
___-___	Social and Behavioral Sciences Elective	3

Semester 4 Fall (12 credit hours)

CIS-115	Microsoft Office I	3
DMS-211	Principles and Instrumentation II	3
DMS-212	Fundamentals of Vascular Sonography	2
DMS-213	DMS Clinical Practicum III	4

Semester 5 Spring (9 credit hours)

DMS-214	Sonography Applications	2
DMS-215	DMS Clinical Practicum IV	4
DMS-216	Imaging and Cross-Sectional Anatomy	3

Digital Art/Design

This program consists of one degree and one certificate.

Digital Art/Design, A.A.S.

A.A.S. Degree—64 credit hours

Curriculum Code 1428

This program prepares students for a career as a graphic artist/designer in information technology industries related to the visual arts. Students obtain a solid theoretical foundation in traditional art and design, in addition to developing advanced skills in Macintosh hardware and Adobe software for quality computer graphics and design production.

Employment of graphic artists is expected to grow faster than the average for all occupations. Demand will be strong as producers of information, goods, and services place even more emphasis on visual appeal in product design, advertising, marketing, and media. Further, the demand for design for the web and mobile devices will spur employment of graphic artists.

Required General Education Courses

19 credit hours as follows:

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

Select a minimum of 3 credit hours from Mathematics:

BUS-120	Business Mathematics	3
MTH-120	General Education Mathematics	3
MTH-139	Probability and Statistics	4
MTH-143	Finite Mathematics	4
MTH-145	Calculus for Business & Social Science	4
MTH-150	Calculus I/Analytic Geometry	5
MTH-212	Statistics for Business	4
MTH-215	Discrete Mathematics	3

Select 3 credit hours from Humanities and Fine Arts:

HUM, MUS, PHI, THE or

ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-208	Survey of Art III	3
ART-209	Survey of Non-Western Art	3

Select 3 credit hours from Social and Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Select 4 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Studio Courses

36 credit hours as follows:

ART-101	Drawing I	3
ART-104	Drawing II	3
ART-116	Two-Dimensional Design	3
ART-118	Three-Dimensional Design	3
ART-146	Introduction to Computer Art	3
ART-165	Digital Photography: Introduction	3
ART-182	Digital Illustration	3
ART-184	Digital Imaging	3
ART-186	Design I: Layout	3
ART-230	Digital Design Internship	3
ART-246	Advanced Computer Art	3
ART-248	Design II: Interface	3

Electives

Select a minimum of 9 credit hours from the following:

ART-110	Art Appreciation	3
ART-125	Ceramics I	3
ART-150	Sculpture	3
ART-170	Printmaking	3
ART-205	Survey of Art I	3
ART-206	Survey of Art II	3
ART-207	Survey of American Art	3
ART-208	Survey of Art III	3

ART-209	Survey of Non-Western Art	3
ART-251	Digital Art/Design: Special Topics	3
ART-284	Independent Studio: Design	3
BUS-105	Small Business Management	4
BUS-230	Advertising	3
JRN-101	Introduction to Mass Communications	3
CIS-151	Website Development: HTML & CSS	3

Suggested Schedule

Semester 1 Fall (15 credit hours)

COM-101	Composition I	3
ART-101	Drawing I	3
ART-116	Two-Dimensional Design	3
ART-146	Introduction to Computer Art	3
ART-165	Digital Photography: Introduction	3

Semester 2 Spring (15 credit hours)

COM-103	Speech Fundamentals	3
ART-104	Drawing II	3
ART-118	Three-Dimensional Design	3
ART-182	Digital Illustration	3
___-___	Mathematics Course	3-5

Semester 3 Fall (18 credit hours)

ART-184	Digital Imaging	3
ART-186	Design I: Layout	3
ART-246	Advanced Computer Art	3
___-___	Humanities and Fine Arts Elective	3
___-___	Social and Behavioral Sciences Elective	3
___-___	Program Elective	3

Semester 4 Spring (16 credit hours)

ART-230	Digital Design Internship	3
ART-248	Design II: Interface	3
___-___	Physical and Life Sciences Elective	4
___-___	Program Elective	3
___-___	Program Elective	3

Digital Design, Certificate

Certificate—24 credit hours

Curriculum Code 1429

This program is designed to provide persons who have experience, either on-the-job or in post-secondary degree programs, with a means to upgrade or add to their job skills. Based on studio art/design projects, students are given the opportunity of working with Adobe Creative Cloud software as a means to achieve experience for entry-level employment in graphic design and graphic design production. Graduates are able to find employment in one of the many design specializations.

Required Studio Career Courses

24 credit hours as follows:

ART-116	Two-Dimensional Design	3
ART-146	Introduction to Computer Art	3
ART-165	Digital Photography: Introduction	3
ART-182	Digital Illustration	3
ART-184	Digital Imaging	3
ART-186	Design I: Layout	3
ART-246	Advanced Computer Art	3
ART-248	Design II: Interface	3

Suggested Schedule

Semester 1 Fall (9 credit hours)

ART-116	Two-Dimensional Design	3
ART-146	Introduction to Computer Art	3
ART-165	Digital Photography: Introduction	3

Semester 2 Spring (12 credit hours)

ART-182	Digital Illustration	3
ART-184	Digital Imaging	3
ART-186	Design I: Layout	3
ART-246	Advanced Computer Art	3

Semester 3 Fall (3 credit hours)

ART-248	Design II: Interface	3

Education

This program consists of two degrees and five certificates.

Early Childhood Educator, A.A.S.

A.A.S. Degree—61 credit hours

Curriculum Code 1264

This program prepares students for careers in early childhood development. It provides mid-management skills needed to work in kindergartens, nursery schools, daycare centers, and special programs for children from infancy through age 8.

Required General Education Courses

25 credit hours as follows:

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3
PSY-101	Introduction to Psychology	3
PSY-104	Life-Span Developmental Psychology	3

COM-101: This course is a prerequisite for ECE-101. It is assumed that if the student has taken COM-101 previously the student will take ECE-101 during semester one.

Select 4 credit hours from Physical and Life Sciences with Lab:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Select 3 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Required Career Courses

30 credit hours as follows:

ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
ECE-109	Child, Family and Community	3
ECE-201	Math, Science and Social Studies	3
ECE-202	Growth and Development/Young Child	3

ECE-205	Curriculum-Early Childhood Programs	3
EDU-103	Observation/Clinical Experience	3
EDU-104	Intro. to the Foundations of Reading	3
EDU-110	Technology for Educators	3
EDU-111	Intro to the Exceptional Child	3

Required Practicum and Seminar

Select one group (3 credit hours):

ECE-233	ECE Practicum	2
ECE-237	ECE Practicum Seminar	1
OR		
ECE-243	Infant/Toddler Practicum	2
ECE-247	Infant/Toddler Practicum Seminar	1

Required Elective

Select 3 credit hours:

ECE-107	Infant and Toddler Development	3
OR		
EDU-105	Classroom Management	3

(Note: Students pursuing **Level 4 Credential for Infant/Toddler or ECE** must choose ECE-107 as their elective, successfully pass both ECE-233 ECE Practicum and ECE-237 ECE Seminar or both ECE-243 Infant/Toddler Practicum and ECE-247 Infant/Toddler Seminar, and earn the AAS degree to be eligible to apply for IL Infant/Toddler or ECE Credential – Level 4 through Gateways.)

(Note: **Directors Level 1 Credential**: Students must choose EDU-105 as their elective, earn the AAS degree, and then register for and successfully pass ECE-253 ECE Director Practicum and ECE-257 ECE Director Practicum Seminar to be eligible to apply for IL Director Level 1 Credential through Gateways.)

IL Gateway Application:
https://www.ilgateways.com/en/credentials

Optional Electives

There is no requirement for students in the program to take additional elective credit hours

ECE-203	Administration of EC Programs	3
ECE-211	Special Topics in Education	1-3
ECE-253	ECE Director Practicum	3
ECE-257	ECE Director Practicum Seminar	1
EDU-108	Foundations of Bilingual Education	3
EDU-205	Literature for Children/Young Adults	3

(Note: No additional electives are required.)
(Note: **Directors Level 1 Credential**: Students must choose EDU-105 as their elective, earn the AAS degree, and then register for and successfully pass ECE-253 ECE Director Practicum and ECE-257 ECE Director Practicum Seminar to be eligible to apply for IL Director Level 1 Credential through Gateways.)

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
PSY-101	Introduction to Psychology	3
___-___	Social and Behavioral Sciences Elective	3

Semester 2 (18 credit hours)

COM-102	Composition II	3
ECE-109	Child, Family and Community	3
ECE-202	Growth and Development/Young Child	3
ECE-205	Curriculum-Early Childhood Programs	3
ECE-107	Infant and Toddler Development	3
OR		
EDU-105	Classroom Management	3
PSY-104	Life-Span Developmental Psychology	3

Semester 3 (13 credit hours)

COM-103	Speech Fundamentals	3
EDU-103	Observation/Clinical Experience	3
EDU-111	Intro to the Exceptional Child	3
___-___	Physical and Life Sciences Elective	4

Semester 4 (15 credit hours)

ECE-201	Math, Science and Social Studies	3
EDU-104	Intro. to the Foundations of Reading	3
EDU-110	Technology for Educators	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3
ECE-233	ECE Practicum	2
OR		
ECE-243	Infant/Toddler Practicum	2
ECE-237	ECE Practicum Seminar	1
OR		
ECE-247	Infant/Toddler Practicum Seminar	1

Before and After School Care, Certificate

Certificate—27 credit hours

Curriculum Code 1474

This program provides knowledge including the legal requirements for administering and running a before and after school program.

Required General Education Courses

3 credit hours as follows:

COM-101	Composition I	3

COM-101: This course is a prerequisite for ECE-101. It is assumed that if the student has taken COM-101 previously the student will take ECE-101 during semester one.

Required Career Courses

24 credit hours as follows:

ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
ECE-109	Child, Family and Community	3
ECE-201	Math, Science and Social Studies	3
ECE-202	Growth and Development/Young Child	3
ECE-203	Administration of EC Programs	3
EDU-103	Observation/Clinical Experience	3
EDU-105	Classroom Management	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3

ECE-105	Health, Safety and Nutrition	3
ECE-109	Child, Family and Community	3
EDU-103	Observation/Clinical Experience	3
EDU-105	Classroom Management	3

Semester 2 (12 credit hours)

ECE-101	Introduction to Early Childhood	3
ECE-201	Math, Science and Social Studies	3
ECE-202	Growth and Development/Young Child	3
ECE-203	Administration of EC Programs	3

Early Childhood Educator Level 2, Certificate

Certificate—18 credit hours

Curriculum Code 1475

This program prepares students to work with children ages three to eight at the most basic level. All students must have a high school diploma or GED. Students will develop the basic skills and theoretical practice to work in a variety of educational settings in schools, families, and communities with children from age three through eight years old.

Required General Education Course

3 credit hours as follows:

COM-101	Composition I	3

COM-101: This course is a prerequisite for ECE-101. It is assumed that if the student has taken COM-101 previously the student will take ECE-101 during semester one.

Required Career Courses

15 credit hours as follows:

ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
ECE-109	Child, Family and Community	3
ECE-202	Growth and Development/Young Child	3
ECE-205	Curriculum-Early Childhood Programs	3

Note:

Students who successfully complete the coursework for this certificate will be eligible to apply for IL ECE Credential-Level 2. See https://www.ilgateways.com/en/credentials.

Suggested Schedule

Semester 1 (9 credit hours)

COM-101	Composition I	3
ECE-105	Health, Safety and Nutrition	3
ECE-109	Child, Family and Community	3

Semester 2 (9 credit hours)

ECE-101	Introduction to Early Childhood	3
ECE-202	Growth and Development/Young Child	3
ECE-205	Curriculum-Early Childhood Programs	3

Early Childhood Educator Level 3, Certificate

Certificate—27 credit hours

Curriculum Code 1476

This program prepares students for a career in early childhood education with children ages three to eight years old. It provides opportunities for students to build on the skills established in the Early Childhood Educator Level 2 certificate and to develop the additional necessary skills and theoretical practice to work in a variety of educational settings in schools, families, and communities from ages three to eight years old.

Required General Education Courses

9 credit hours as follows:

COM-101	Composition I	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3
PSY or SOC-___	PSY or SOC 100-level Course	3

COM-101: This course is a prerequisite for ECE-101. It is assumed that if the student has taken COM-101 previously the student will take ECE-101 during semester one.
(Note: Students who wish to pursue the Early Childhood Educator AAS degree should take PSY-101 or PSY-104)

Required Career Courses

18 credit hours as follows:

ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
ECE-109	Child, Family and Community	3
ECE-202	Growth and Development/Young Child	3
EDU-103	Observation/Clinical Experience	3
EDU-111	Intro to the Exceptional Child	3

Note:

Students who successfully complete the coursework for this certificate will be eligible to apply for IL ECE Credential-Level 3. See ilgateways.com/en/credentials.

Suggested Schedule

Semester 1 (12 credit hours)

COM-101	Composition I	3
ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
PSY or SOC-___	PSY or SOC 100-level Course	3

(Note: Students who wish to pursue the Early Childhood Educator AAS degree should take PSY-101 or PSY-104)

Semester 2 (9 credit hours)

ECE-109	Child, Family and Community	3
ECE-202	Growth and Development/Young Child	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3

Semester 3 (6 credit hours)

EDU-103	Observation/Clinical Experience	3
EDU-111	Intro to the Exceptional Child	3

ESL and Bilingual Educator Certificate

Certificate—30 credit hours

Curriculum Code 1471

This certificate provides students with the knowledge, skills, and experience necessary to implement key strategies to help support multicultural and multilingual students in ways that value bilingualism and biliteracy.

Required General Education Courses

9 credit hours as follows:

COM-101	Composition I	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3
___-___	Social and Behavioral Sciences Elective	3

COM-101: This course is a prerequisite for ECE-101. It is assumed that if the student has taken COM-101 previously the student will take ECE-101 during semester one.

(Note: Take MTH-121 or higher)

Required Career Courses

21 credit hours as follows:

ECE-101	Introduction to Early Childhood	3
ECE-202	Growth and Development/Young Child	3
EDU-104	Intro. to the Foundations of Reading	3
EDU-106	Language and Linguistics	3
EDU-108	Foundations of Bilingual Education	3
EDU-109	Cross-Cultural Studies	3
EDU-263	Bilingual Practicum	3

Note:

Students who successfully complete the coursework for this certificate will be eligible to apply for IL ECE Credential-Level 3. See https://www.ilgateways.com/en/credentials.

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
EDU-104	Intro. to the Foundations of Reading	3
EDU-108	Foundations of Bilingual Education	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3
___-___	Social and Behavioral Sciences Elective	3

COM-101: This course is a prerequisite for ECE-101. It is assumed that if the student has taken COM-101 previously the student will take ECE-101 during semester one.

(Note: Take MTH-121 or higher)

Semester 2 (12 credit hours)

ECE-101	Introduction to Early Childhood	3
ECE-202	Growth and Development/Young Child	3
EDU-106	Language and Linguistics	3
EDU-109	Cross-Cultural Studies	3

Semester 3 (3 credit hours)

EDU-263	Bilingual Practicum	3

Infant/Toddler Level 2, Certificate

Certificate—21 credit hours

Curriculum Code 1472

The program prepares the student to work with infants and toddlers at the most basic level. All students must have a high school diploma or GED.

Required General Education Course

3 credit hours as follows:

COM-101	Composition I	3

COM-101: This course is a prerequisite for ECE-101. It is assumed that if the student has taken COM-101 previously the student will take ECE-101 during semester one.

Required Career Courses

18 credit hours as follows:

ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
ECE-107	Infant and Toddler Development	3
ECE-109	Child, Family and Community	3
ECE-202	Growth and Development/Young Child	3
ECE-205	Curriculum-Early Childhood Programs	3

Note:

Students who successfully complete the coursework for this certificate will be eligible to apply for IL Infant/Toddler Credential - Level 2. See https://www.ilgateways.com/en/credentials.

Suggested Schedule

Semester 1 (12 credit hours)

COM-101	Composition I	3
ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
ECE-107	Infant and Toddler Development	3

Semester 2 (9 credit hours)

ECE-109	Child, Family and Community	3
ECE-202	Growth and Development/Young Child	3
ECE-205	Curriculum-Early Childhood Programs	3

Infant/Toddler Level 3, Certificate

Certificate—33 credit hours

Curriculum Code 1473

This program prepares students for a career in early childhood education in the infant and toddlers' field. It provides opportunities for students to build on the skills established in the Infant/Toddler Level 2 Certificate and to develop the additional necessary skills and theoretical practice to work in a variety of educational settings in schools, families, and communities from birth to age 4.

Required General Education Courses

9 credit hours as follows:

COM-101	Composition I	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3
PSY or SOC-	PSY or SOC 100-level Course	3
___		

COM-101: This course is a prerequisite for ECE-101. It is assumed that if the student has taken COM-101 previously the student will take ECE-101 during semester one.
(Note: Students who wish to pursue the Early Childhood Educator AAS degree should take PSY-101 or PSY-104.)

Required Career Courses

24 credit hours as follows:

ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
ECE-107	Infant and Toddler Development	3
ECE-109	Child, Family and Community	3
ECE-202	Growth and Development/Young Child	3
ECE-205	Curriculum-Early Childhood Programs	3
EDU-103	Observation/Clinical Experience	3
EDU-111	Intro to the Exceptional Child	3

Other Requirements

One professional contribution in any area within the last five years – can be done in the ECE-107 Infant and Toddler Development.

Note:

Students who successfully complete the coursework for this certificate will be eligible to apply for IL Infant/Toddler Credential - Level 3. See http://www.ilgateways.com/en/credentials.

Suggested Schedule

Semester 1 (12 credit hours)

COM-101	Composition I	3
ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
PSY or SOC-	PSY or SOC 100-level Course	3
___		

(Note: Students who wish to pursue the Early Childhood Educator AAS degree should take PSY-101 or PSY-104)

Semester 2 (15 credit hours)

ECE-107	Infant and Toddler Development	3
ECE-109	Child, Family and Community	3
ECE-202	Growth and Development/Young Child	3
ECE-205	Curriculum-Early Childhood Programs	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3

Semester 3 (6 credit hours)

EDU-103	Observation/Clinical Experience	3
EDU-111	Intro to the Exceptional Child	3

Paraprofessional Educator, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1470

This program prepares students for a career as a paraprofessional educator (teacher's aide) in regular and special education classes in elementary and secondary schools and in social service agencies. Moraine Valley's program provides students with a strong foundation for a career in education through classroom work and observation in the field. Employment of paraprofessionals is expected to grow.

Required General Education Courses

19 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
PSY-101	Introduction to Psychology	3

Select 3 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Select 3 credit hours from Humanities/Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

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

Select 4 credit hours from Physical and Life Sciences with Lab

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

30 credit hours as follows:

EDU-100	Introduction to Education	3
EDU-102	Intro for Paraprofessional Educator	3
EDU-103	Observation/Clinical Experience	3
EDU-104	Intro. to the Foundations of Reading	3
EDU-110	Technology for Educators	3
EDU-111	Intro to the Exceptional Child	3
EDU-205	Literature for Children/Young Adults	3
OR		
LIT-205	Literature for Children/Young Adults	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3
PSY-104	Life-Span Developmental Psychology	3
PSY-215	Educational Psychology	3

Electives

Select 13 credit hours from the following:

ART-110	Art Appreciation	3
ECE-101	Introduction to Early Childhood	3
ECE-105	Health, Safety and Nutrition	3
OR		
PEH-171	A Healthy Lifestyle and You	3
COM-102	Composition II	3
CRJ-107	Juvenile Delinquency & Procedures	3
EDU-105	Classroom Management	3
EDU-233	Paraprofessional Educator Internship	3
EDU-237	Paraprofessional Educator Seminar	1

CIS-100	Computer and Internet Basics	1
MTH-122	Math for Teachers II	3
MUS-107	Music Appreciation	3
PEH-181	Fundamentals of Rhythmical Movement	2
PSY-205	Psychopathology	3
SOC-102	Sociology of Family	3
___-___	Foreign Language Sequence	4-8
___-___	Lab Science Elective	4

(Can use Science Elective to complete sequence)

(Note: EDU-105 is recommended)

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
EDU-102	Intro for Paraprofessional Educator	3
EDU-104	Intro. to the Foundations of Reading	3
PSY-104	Life-Span Developmental Psychology	3
___-___	Elective	3

(Note: Elective recommended is EDU-105 Classroom Management)

Semester 2 (16 credit hours)

COM-103	Speech Fundamentals	3
EDU-100	Introduction to Education	3
EDU-103	Observation/Clinical Experience	3
EDU-110	Technology for Educators	3
EDU-111	Intro to the Exceptional Child	3
MTH-102	Mathematics for Paraprofessionals	3
OR		
MTH-121	Math for Teachers I	3

Semester 3 (16 credit hours)

EDU-205	Literature for Children/Young Adults	3
OR		
LIT-205	Literature for Children/Young Adults	3
PSY-101	Introduction to Psychology	3
___-___	Elective	3
___-___	Humanities and Fine Arts Elective	3
___-___	Lab Science Elective	4

(Note: Recommended students choose a Non-Western or Third World Culture course)

Semester 4 (15 credit hours)

PSY-215	Educational Psychology	3
___-___	Social and Behavioral Sciences Elective	3
___-___	Elective	3
___-___	Elective	3
___-___	Elective	3

Electronic/Computer Controls Tech

This program consists of one degree and two certificates.

Electronic/Computer Controls Tech, A.A.S.

A.A.S. Degree—60 credit hours

Curriculum Code 1281

This program prepares students for entry-level positions as an electronic and computer control technician found in manufacturing, chemical plants, process control environments, packaging, and automated warehouse environments. Electrical, electronic, industrial, PC, and PLC controls will be examined. Lab exercises simulate real-world problems that technicians confront on the job daily. Employment for electronic and computer technicians is expected to grow. New technologies and increased computer use will continue to stimulate the demand for such workers.

Required General Education Courses

15 credit hours as follows:

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

Select 4 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Select 9 credit hours from:

MTH-141, MTH-142, PHY-150, ANT, ARB, ART, BIO, CHM, COM, EAS, ECO, FRE, GEL, GEO, HIS, HUM, LIT, MTH, MUS, NAT, PHI, PHS, PHY, PSC, PSY, SOC, SPA, SSC, THE

Required Career Courses

39 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3
IMM-101	Mechanical Systems I	3
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3
LAN-102	Voice and Data Cabling	3
OR		
LAN-120	IoT Fundamentals	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3

Career Electives

Select 6 credit hours from the following:

AET, CSC, ENG, ELT, HAC, IMM, IST, LAN, MDT, CIS, WLD

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
ELT-101	Electricity and Electronics	3
IMM-101	Mechanical Systems I	3
LAN-102	Voice and Data Cabling	3
OR		
LAN-120	IoT Fundamentals	3
___-___	Career Elective	3

Semester 2 (15 credit hours)

COM-103	Speech Fundamentals	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3
LAN-121	Network Essentials	3
___-___	Elective: Career course from Concentration	3

Semester 3 (15 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-120	Fluid Power I: Basic Circuits	3
LAN-111	IT Essentials - A+	3
___-___	General Education Electives	3

Semester 4 (15 credit hours)

ELT-222	Advanced PLCs	3
IMM-220	Fluid Power II: Intermediate System	3
LAN-112	Managing IT - A+	3
___-___	General Education Electives	6

Electronic Controls Technician, Certificate

Certificate—42 credit hours

Curriculum Code 1417

This program prepares students for entry-level positions working with controls found in process control environments. Industrial, electronic, PC, and PLC controls will be examined.

Required Career Courses

42 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-112	Computers for Industry	1
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3
IMM-101	Mechanical Systems I	3
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3
LAN-102	Voice and Data Cabling	3
OR		
LAN-120	IoT Fundamentals	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
MTH-133	Math for Industry	2

Suggested Schedule

Semester 1 (12 credit hours)

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
IMM-101	Mechanical Systems I	3
IMM-120	Fluid Power I: Basic Circuits	3

(Take ELT-101 and IMM-101: 1st 8 weeks)
(Take ELT-201 and IMM-120: 2nd 8 weeks)

Semester 2 (12 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
LAN-111	IT Essentials - A+	3
IMM-220	Fluid Power II: Intermediate System	3

(Take ELT-202 and IMM-220: 1st 8 weeks)
(Take ELT-211 and LAN-111: 2nd 8 weeks)

Semester 3 (10 credit hours)

LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
ELT-112	Computers for Industry	1
ELT-222	Advanced PLCs	3

(Take ELT-222 and LAN-112: 1st 8 weeks)
(Take ELT-112 and LAN-121: 2nd 8 weeks)

Semester 4 (8 credit hours)

ELT-102	Digital Logic/Solid State Devices	3
LAN-102	Voice and Data Cabling	3
OR		
LAN-120	IoT Fundamentals	3
MTH-133	Math for Industry	2

(Take ELT-102 and MTH-133: 1st 8 weeks)
(Take LAN-120: 2nd 8 weeks)

Electronics Technician, Certificate

Certificate—18 credit hours

Curriculum Code 1282

This program prepares students for entry-level positions in electronics. These courses represent the required core courses for students pursuing an A.A.S. degree in Computer/Electronic Controls Tech, and Computer and Local Area Network Technician.

Required Career Courses

18 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-112	Computers for Industry	1
LAN-102	Voice and Data Cabling	3
OR		
LAN-120	IoT Fundamentals	3
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
MTH-133	Math for Industry	2

Suggested Schedule

Semester 1 (9 credit hours)

ELT-101	Electricity and Electronics	3
LAN-111	IT Essentials - A+	3
LAN-102	Voice and Data Cabling	3
OR		
LAN-120	IoT Fundamentals	3

(Take ELT-101 and IMM-101: 1st 8 weeks)
(Take LAN-120: 2nd 8 weeks)

Semester 2 (9 credit hours)

ELT-102	Digital Logic/Solid State Devices	3

ELT-112	Computers for Industry	1
LAN-112	Managing IT - A+	3
MTH-133	Math for Industry	2

(Take ELT-102 and ELT-112: 1st 8 weeks)
(Take LAN-112 and MTH-133: 2nd 8 weeks)

Emergency Management

This program consists of one certificate.

Emergency Management, Certificate

Certificate—16 credit hours

Curriculum Code 1386

This program provides a strategic interdisciplinary foundation of public safety and business theoretical concepts in emergency preparedness, coupled with adaptable real world application and identifiable best practices. This program promotes a versatile approach by building an educational base of knowledge, professional development through structured learning, and essential responsibilities of emergency planning. Upon successful completion, participants will be capable of maintaining operational readiness.

Required Career Courses

16 credit hours as follows:

CRJ-110	Introduction to Homeland Security	3
CRJ-111	Homeland Security Incident Command	3
CRJ-113	Emergency Preparedness & Response	3
CRJ-114	Public Safety Leadership	3
CRJ-201	Police in American Society	3
LAN-103	Security Awareness	1

Suggested Schedule

Semester 1 (7 credit hours)

CRJ-110	Introduction to Homeland Security	3
CRJ-111	Homeland Security Incident Command	3
LAN-103	Security Awareness	1

Semester 2 (9 credit hours)

CRJ-113	Emergency Preparedness & Response	3
CRJ-114	Public Safety Leadership	3
CRJ-201	Police in American Society	3

Emergency Medical Services

This program consists of one degree and one certificate.

Emergency Medical Services, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1332

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

The Paramedic certificate program is held at Advocate Christ Medical Center. Application to the program is made to The Center for Prehospital Care at Advocate Christ Medical Center.

Required General Education Courses

19 credit hours:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
BIO-115	Anatomy and Physiology	5
OR		
BIO-180	Human Anatomy & Physiology I	4
AND		
BIO-181	Human Anatomy & Physiology II	4

(Note: Take MTH-109 or higher.)

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Select 3 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Required Career Courses

38 credit hours as follows:

EMS-102	Paramedic I	10
EMS-103	Paramedic II	9
EMS-104	Paramedic III	9
EMS-233	Field Experience	5
EMS-237	Seminar/Capstone	2
CIS-101	Introduction to Computer Systems	3

(Note: Take CIS-101 or higher.)

(Note: EMS-102, EMS-103, EMS-104, EMS-233, and EMS-237 must be completed within one calendar year)

(Note: The above required career courses with the exception of CIS-101 are completed at Advocate Christ Medical Center as a requirement of the Emergency Medical Services (EMT-P, Paramedic) Certificate. Application to the Paramedic program is made to the Center for Prehospital Care at Advocate Christ Medical Center.)

Elective Courses

Select 5 credit hours from the following:

ADC-230	Special Topics in Addiction Studies	1

EMS-230	Special Topics in EMS	5
MRT-110	Medical Terminology	3
PEH-170	First Aid	3

(Note: In addition, any course that fulfills the general education requirement for an A.A. degree can be taken as an elective. See the Transfer Programs section in the catalog for more information.)

Suggested Schedule

Semester 1 (14 credit hours)

BIO-115	Anatomy and Physiology	5
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
___-___	Humanities and Fine Arts Elective	3

(Note: Take BIO-115 or BIO-180 and BIO-181)

Semester 2 (13 credit hours)

CIS-101	Introduction to Computer Systems	3
MTH-109	Math for Allied Health	2
___-___	Social and Behavioral Sciences Elective	3
___-___	Electives	5

(Note: Take CIS-101 or higher)

(Note: Take MTH-109 or higher)

Semester 3 (19 credit hours)

EMS-102	Paramedic I	10
EMS-103	Paramedic II	9

(Note: EMS-102 and EMS-103 must be completed within one calendar year)

Semester 4 (16 credit hours)

EMS-104	Paramedic III	9
EMS-233	Field Experience	5
EMS-237	Seminar/Capstone	2

(Note: EMS-104, EMS-233 and EMS-237 must be completed within one calendar year)

Emergency Medical Services (Paramedic), Certificate

Certificate—35 credit hours

Curriculum Code 1320

This program is for those who want to go into the public or private sector as paramedics. It can also be an alternative career path for those presently in the fire science field.

This certificate program is held at Advocate Christ Medical Center. Application to the program is made to The Center for Prehospital Care at Advocate Christ Medical Center.

Employment of EMTs is expected to grow much faster than the average, and competition for jobs will be keen in fire, police, and rescue squad departments due to attractive pay, benefits, and job security.

Admission Requirements

In addition to the standard college entrance requirements, students applying for admission to this program must possess a current Illinois Emergency Medical Technician License.

Required Career Courses

35 credit hours as follows:

EMS-102	Paramedic I	10
EMS-103	Paramedic II	9
EMS-104	Paramedic III	9
EMS-233	Field Experience	5
EMS-237	Seminar/Capstone	2

(Note: EMS-102, EMS-103, EMS-104, EMS-233, and EMS-237 must be completed within one calendar year)

Suggested Schedule

Semester 1 (19 credit hours)

EMS-102	Paramedic I	10
EMS-103	Paramedic II	9

Semester 2 (16 credit hours)

EMS-104	Paramedic III	9
EMS-233	Field Experience	5
EMS-237	Seminar/Capstone	2

Emergency Medical Technician, Certificate

Certificate—8 credit hours

Curriculum Code 1333

This program provides instruction for students to the level of Emergency Medical Technician. The program emphasizes skills necessary to provide entry-level emergency medical care. Students will complete 60 hours of clinical experience, which is included in the program requirements. Upon successful completion of the program, students are eligible to challenge the National Registry of Emergency Medical Technicians written examination

Required Career Courses

8 credit hours as follows:

EMS-101	Emergency Medical Technician	8

Suggested Schedule

Semester 1 (8 credit hours)

EMS-101	Emergency Medical Technician	8

Fire Service Operations

This program consists of one degree.

Fire Service Operations, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1331

This program is designed to help students gain the entry level job skills needed for careers in the fire service. Students will cover all the topics and hands-on skills required for certification as a Basic Operations Firefighter within the State of Illinois. Students will also complete a mandatory internship which will allow them to be rostered members of a local fire department.

Required General Education Courses

21 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2

(Note: Take MTH-109 or higher.)

Select 6 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Select 4 credit hours from Math or Physical and Life Sciences:

BIO, CHM, EAS, GEL, MTH, NAT, PHS, PHY

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

32 credit hours as follows:

EMS-101	Emergency Medical Technician	8
FIS-204	Hazardous Materials Operations	3
FIS-206	Vehicle and Machinery Operations	3
FIS-215	Fire Service Academy I	3
FIS-216	Fire Service Academy II	3
FIS-217	Fire Service Academy III	3
FIS-218	Fire Service Academy IV	3
FIS-219	Fire Service Academy V	3
FIS-220	Fire Service Seminar	1
FIS-221	Fire Service Internship	2

Career Elective Courses

Select 9 credit hours from the following:

FIS-___	Any FIS courses not required above	1-6
EMS-___	Any EMS courses not required above	2-10
PEH-___	PEH-105, 108, 138, or 140	1

Suggested Schedule

Semester 1 (16 credit hours)

COM-101	Composition I	3
EMS-101	Emergency Medical Technician	8
MTH-109	Math for Allied Health	2
___-___	Social and Behavioral Sciences Elective	3

(Note: Take MTH-109 or higher.)

Semester 2 (16 credit hours)

COM-103	Speech Fundamentals	3
___-___	Science/Math Elective	4
___-___	Social and Behavioral Sciences Elective	3
___-___	Humanities and Fine Arts Elective	3
___-___	Career Elective	3

Semester 3 (18 credit hours)

FIS-204	Hazardous Materials Operations	3
FIS-215	Fire Service Academy I	3
FIS-216	Fire Service Academy II	3
FIS-217	Fire Service Academy III	3
FIS-218	Fire Service Academy IV	3
FIS-219	Fire Service Academy V	3

Semester 4 (12 credit hours)

FIS-206	Vehicle and Machinery Operations	3
FIS-220	Fire Service Seminar	1
FIS-221	Fire Service Internship	2
___-___	Career Elective	3
___-___	Career Elective	3

Fitness Trainer

This program consists of one certificate.

Fitness Trainer, Certificate

Certificate—30 credit hours

Curriculum Code 1279

This program is designed for students who desire to integrate education of exercise science methodologies with practical training experience leading to national certification and a career in fitness. This program prepares students to pass national certifying exams and gain entry-level employment in the fitness field. The program coursework emphasizes the analysis of human movement (muscular/skeletal), theoretical applications and methodologies of physical activity. As Americans have become more conscious of their health by being proactive through fitness, the need of fitness trainers has dramatically increased. People need a trusted professional to assess their fitness level, assist with setting goals, design an appropriate fitness program, and motivate them to complete the program and achieve their goals.

Required Career Courses

27 credit hours as follows:

PEH-160	Fundamentals of Human Movement	3
PEH-161	Fitness Methodology	4
PEH-162	Fitness Testing	3
PEH-163	Fitness Programming	3
PEH-164	Exercise for Special Populations	3
PEH-165	Fitness Business Skills & Promotion	3
PEH-172	Nutrition for Today	3
PEH-175	Small Group Fitness Training	2
REC-101	Careers in Recreation Fitness Sports	3

Electives

Select 3 credit hours from the following:

BIO-115	Anatomy and Physiology	5
CIS-115	Microsoft Office I	3
PEH-120	Introduction to Body/Mind Fitness	1
PEH-122	Yoga Basics and Beyond	1
PEH-138	Cardiovascular Conditioning	1
PEH-140	Weight Training	1
PEH-170	First Aid	3
PEH-171	A Healthy Lifestyle and You	3
REC-124	Sport/Recreation Facility Management	3

Suggested Schedule

Semester 1 (13 credit hours)

PEH-160	Fundamentals of Human Movement	3
PEH-161	Fitness Methodology	4
PEH-162	Fitness Testing	3

REC-101	Careers in Recreation Fitness Sports	3

Semester 2 (11 credit hours)

PEH-163	Fitness Programming	3
PEH-164	Exercise for Special Populations	3
PEH-165	Fitness Business Skills & Promotion	3
PEH-175	Small Group Fitness Training	2

Semester 3 (6 credit hours)

PEH-172	Nutrition for Today	3
___-___	Elective	3

Health Information Technology

This program consists of one degree and two certificates.

Health Information Technology, A.A.S.

A.A.S. Degree—72 credit hours

Curriculum Code 1244

This program prepares students for a career that places them right where the expanding arena of health care meets the cutting edge of technology. Health information technicians ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems. They also may use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs. Health information technicians (RHITs) often specialize in coding diagnoses and procedures in patient records for reimbursement and research. RHITs may serve as cancer registrars, compiling and maintaining data on cancer patients. The Health Information Technology Program is a two-year Associate of Applied Science degree program that integrates medical science, diagnosis and procedure coding systems, computer technology, and health care management.

Admission Requirements

See Admission to Health Science Programs in the Admission and Registration section. Applicants not selected for one starting class are individually responsible for reactivating and updating their application file for subsequent starting classes. Re-applicants must complete a new application form and submit it to the Admissions Office during the applicable time period.

Transfer Students—Placement is considered on an individual basis.

Certification

Upon completion of the program, graduates will be eligible to write the national certification exam given by the American Health Information Management Association. Successfully completing this exam allows the graduate to earn the credential RHIT (registered health information technician).

Program Requirements

- Responsible for transportation to and from clinical affiliates
- Responsible for submitting a completed history and physical form signed by a physician as well as a drug screen prior to their first clinical rotation
- Responsible for completing a criminal background check and drug screening prior to a clinical assignment being made.
- Provide proof of comprehensive health and accident insurance
- Responsible for all program fees

Graduation Requirements

- Students must earn a minimum grade of “C” (2.0) in each required career course (theory and clinical) as well as in the required math and biology courses
- Any career course over four years old must be repeated
- Students must complete the program within four years of receiving credit in MRT-111 (formal beginning of HIT program)

Program Calendar

Students are encouraged to complete the general education courses prior to program enrollment. The required medical terminology, biology and mathematics courses must be completed within five years of program admission. Exceptions may be granted on an individual basis upon approval of the program coordinator. Required career courses must be taken in sequence.

Required General Education Courses

16 credit hours minimum as follows:

BIO-115	Anatomy and Physiology	5
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
PSY-201	Industrial/Organizational Psychology	3

(Note: May take BIO-180 and BIO-181 instead of BIO-115)

Take MTH-109 or higher.

Required Career Courses

56 credit hours as follows:

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	3
MRT-114	Health Care Computer Applications	3
MRT-115	HIT Professional Practice I	4
MRT-119	Insurance Reimbursement Procedures	2
MRT-125	Pathophysiology and Pharmacology	3
MRT-131	CPT/HCPCS Level II	4
MRT-132	ICD-10-CM	4
MRT-133	ICD-10-PCS	4
MRT-140	Cancer Registry	2
MRT-141	Coding Computer Applications	2
MRT-211	Health Statistics and Data Analysis	3

MRT-212	Medical Reimbursement Systems	3
MRT-213	Supervisory Techniques	3
MRT-215	HIT Professional Practice II	3
MRT-216	HIT Professional Practice III	5
MRT-218	Quality Management	2

Suggested Schedule

Semester 1 Summer (11 credit hours)

BIO-115	Anatomy and Physiology	5
CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3

(Note: May take BIO-180 and BIO-181 instead of BIO-115)

Semester 2 Fall (15 credit hours)

COM-101	Composition I	3
MRT-111	Health Information Management	3
MRT-125	Pathophysiology and Pharmacology	3
MRT-131	CPT/HCPCS Level II	4
MTH-109	Math for Allied Health	2

(Note: Take MTH-109 or higher)

Semester 3 Spring (13 credit hours)

MRT-114	Health Care Computer Applications	3
MRT-119	Insurance Reimbursement Procedures	2
MRT-132	ICD-10-CM	4
MRT-133	ICD-10-PCS	4

Semester 4 Summer (7 credit hours)

COM-103	Speech Fundamentals	3
MRT-115	HIT Professional Practice I	4

Semester 5 Fall (13 credit hours)

MRT-140	Cancer Registry	2
MRT-141	Coding Computer Applications	2
MRT-211	Health Statistics and Data Analysis	3
MRT-212	Medical Reimbursement Systems	3
MRT-215	HIT Professional Practice II	3

Semester 6 Spring (13 credit hours)

MRT-213	Supervisory Techniques	3
MRT-216	HIT Professional Practice III	5
MRT-218	Quality Management	2
PSY-201	Industrial/Organizational Psychology	3

Medical Billing, Certificate

Certificate—15 credit hours

Curriculum Code 1440

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

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

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

After completion of this certificate, students may choose to continue their education and earn a Medical Coding Specialist Certificate.

Graduation Requirements:

• Students must earn a minimum grade of "C" in each required career course (theory and clinical)

• MRT-110 must have been passed with a minimum grade of "C" within the last five years

Required Career Courses

15 credit hours as follows:

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
MRT-119	Insurance Reimbursement Procedures	2
MRT-122	Coding for Medical Billing	4
MRT-123	EHR and Practice Management	3

Suggested Schedule

Semester 1 (6 credit hours)

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3

Semester 2 (9 credit hours)

MRT-119	Insurance Reimbursement Procedures	2
MRT-122	Coding for Medical Billing	4
MRT-123	EHR and Practice Management	3

Medical Coding Specialist, Certificate

Certificate—41 credit hours

Curriculum Code 1431

This program prepares students to become medical coding specialists and gain a working knowledge of diagnosis and procedure coding systems. Medical coders classify diagnoses and procedures into numerical format to be used for reimbursement, data quality and medical research. Coders develop a broad base of knowledge to enable the application of coding theory using medical terminology, disease process, surgical procedures, and pharmacology principles. Graduates may seek employment as coders, insurance billers, and reimbursement specialists. After completion of the certificate, students may choose to continue their education and earn the A.A.S. in Health Information Technology. All coding certificate courses are applicable toward the A.A.S. degree.

Graduation Requirements:

- Students must earn a minimum grade of "C" in each required career course (theory and clinical)
- Any career course over four years old must be repeated

- Students must complete program within four years of receiving credit in MRT-111 (formal beginning of Coding Specialist program)
- MRT-110 and BIO-115 (or BIO-180 and BIO-181) must have been passed with a minimum grade of "C" within the last five years

Required General Education Courses

5 credit hours minimum as follows:

BIO-115	Anatomy and Physiology	5
OR		
BIO-180	Human Anatomy & Physiology I	4
AND		
BIO-181	Human Anatomy & Physiology II	4

(Note: May take BIO-180 and BIO-181 instead of BIO-115)

Required Career Courses

36 credit hours as follows:

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	3
MRT-113	Coding Professional Practice	4
MRT-119	Insurance Reimbursement Procedures	2
MRT-123	EHR and Practice Management	3
MRT-125	Pathophysiology and Pharmacology	3
MRT-131	CPT/HCPCS Level II	4
MRT-132	ICD-10-CM	4
MRT-133	ICD-10-PCS	4
MRT-212	Medical Reimbursement Systems	3

Suggested Schedule

Semester 1 (11 credit hours)

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
BIO-115	Anatomy and Physiology	5

(Note: May take BIO-180 and BIO-181 instead of BIO-115)

Semester 2 (10 credit hours)

MRT-111	Health Information Management	3
MRT-125	Pathophysiology and Pharmacology	3
MRT-131	CPT/HCPCS Level II	4

Semester 3 (9 credit hours)

MRT-119	Insurance Reimbursement Procedures	2
MRT-123	EHR and Practice Management	3
MRT-132	ICD-10-CM	4

Semester 4 (7 credit hours)

MRT-133	ICD-10-PCS	4
MRT-212	Medical Reimbursement Systems	3

Semester 5 (4 credit hours)

MRT-113	Coding Professional Practice	4

Heating and Air Conditioning

This program consists of five certificates.

Advanced Air Conditioning Technician, Certificate

Certificate—16 credit hours

Curriculum Code 1454

This program prepares the student for an advanced career as a heating, air conditioning, and refrigeration mechanic, installer, or service representative.

Required Career Courses

16 credit hours as follows:

HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4
HAC-180	Electronic Controls	4

Suggested Schedule

Semester 1 (8 credit hours)

HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4

Semester 2 (8 credit hours)

HAC-158	Introduction to Heating	4
HAC-180	Electronic Controls	4

Basic Air Conditioning Technician, Certificate

Certificate—19 credit hours

Curriculum Code 1453

This program prepares the student for a beginning career as a heating, air conditioning, and refrigeration mechanic, installer, or service representative.

Required Career Courses

19 credit hours as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
HAC-140	Sheet Metal Hand Forming	4
HAC-154	Installation and Service	4

Suggested Schedule

Semester 1 (11 credit hours)

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4

Semester 2 (8 credit hours)

HAC-140	Sheet Metal Hand Forming	4
HAC-154	Installation and Service	4

Commercial Systems Service Tech, Certificate

Certificate—13 credit hours

Curriculum Code 1337

This program combines both lecture and hands-on components for commercial heating, air conditioning, and refrigeration maintenance and installation training. The certificate will serve students who are currently in the field and can demonstrate advanced proficiency or those students who have completed the courses necessary for Advanced Air Conditioning Tech Certificate. The Commercial Systems courses deliver advanced

content that is not appropriate for students who have not had the initial training on residential equipment. Students will be trained on commercial equipment and will use advanced digital controls like those found in large commercial buildings or multi-building campuses.

Required Career Courses

13 credit hours as follows:

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

Suggested Schedule

Semester 1 (13 credit hours)

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

Electrical Troubleshooting, Certificate

Certificate—15 credit hours

Curriculum Code 1452

This program prepares the student for a career as a heating, air conditioning, and refrigeration mechanic or service representative.

Required Career Courses

15 credit hours as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-150	Advanced Control Systems	4
HAC-180	Electronic Controls	4

Suggested Schedule

Semester 1 (7 credit hours)

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4

Semester 2 (8 credit hours)

HAC-150	Advanced Control Systems	4
HAC-180	Electronic Controls	4

Heating and Air Conditioning, Certificate

Certificate—33 credit hours

Curriculum Code 1215

This program prepares students for entry-level positions in the heating and air conditioning service and installation industry.

The employment potential for heating, air conditioning and refrigeration technicians is favorable and expected to increase as fast as the average. Concern for the environment and energy conservation should continue to prompt the development of new energy-saving heating and air-conditioning systems. Also, the demand for maintenance and service work should increase as businesses and homeowners strive to keep systems operating at peak efficiency.

Required General Education Courses

6 credit hours as follows:

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

(Note: Take MTH-120 or higher)

Required Career Courses

23 credit hours as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4

Electives

Select 4 credit hours from the following:

HAC-140	Sheet Metal Hand Forming	4
HAC-165	Sustainable Energy Practices	4
HAC-180	Electronic Controls	4
HAC-233	Seminar	1
HAC-237	Internship	3

Suggested Schedule

Semester 1 (14 credit hours)

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
MTH-120	General Education Mathematics	3

(Note: Take MTH-120 or higher)

Semester 2 (19 credit hours)

COM-101	Composition I	3
HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4
___-___	Electives	4

Homeland Security

This program consists of one certificate.

Homeland Security, Certificate

Certificate—17 credit hours

Curriculum Code 1361

This program serves students enrolled in the college's credit programs in Criminal Justice, Security and Loss Prevention, and Fire Service Management. It also provides access to non-degree seeking students from the public sector as well as elected and appointed officials seeking a general background in emergency management.

Required career courses

17 credit hours as follows:

CRJ-101	Introduction to Criminal Justice	3
CRJ-110	Introduction to Homeland Security	3
CRJ-111	Homeland Security Incident Command	3

CRJ-112	Disaster & Blood Borne Hazards	1
FIS-101	Principles of Fire Science	3
FIS-110	Hazardous Materials Awareness	1
SLP-101	Introduction to Security	3

Suggested Schedule

Semester 1 (10 credit hours)

CRJ-101	Introduction to Criminal Justice	3
CRJ-110	Introduction to Homeland Security	3
CRJ-111	Homeland Security Incident Command	3
CRJ-112	Disaster & Blood Borne Hazards	1

Semester 2 (7 credit hours)

FIS-101	Principles of Fire Science	3
FIS-110	Hazardous Materials Awareness	1
SLP-101	Introduction to Security	3

Human Resources Management

This program consists of one degree and one certificate.

Human Resources Management, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1412

This program is designed to prepare students for the operations, control, training, and development of personnel in the workplace. It examines the process of employee recruitment, selection, and placement of individuals for appropriate areas of employment, equal opportunity, staffing, training, evaluations, maintaining the organization, and rewards. This program includes an internship/ seminar component.

According to the U.S. Department of Labor, the job market for human resources specialists and trainers is expected to grow much faster than average through the year 2018.

Required General Education Courses

15 credit hours as follows:

BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macro-Economics	3

(Note: MTH-120 recommended for transfer students.)

Select 3 credit hours from Humanities and Fine Arts or Physical and Life Sciences:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE or BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

44 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	3
OR		
BUS-136	Business Law	3
BUS-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-143	Managerial Accounting	4
BUS-170	Introduction to Human Resources	3
BUS-215	Employee Training and Development	3
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-232	Human Resources Management	3
BUS-233	Internship	3
BUS-237	Seminar	1
CIS-115	Microsoft Office I	3
OFT-122	Microsoft Excel	3
OFT-230	Microsoft PowerPoint & Presentations	3

Electives

Select 3 credit hours from any BUS course

Suggested Schedule

Semester 1 (15 credit hours)

BUS-100	Introduction to Business	3
BUS-110	Legal Environment in Business	3
OR		
BUS-136	Business Law	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
COM-101	Composition I	3
CIS-115	Microsoft Office I	3

(Note: MTH-120 recommended for transfer students)

Semester 2 (16 credit hours)

BUS-142	Financial Accounting	4
BUS-170	Introduction to Human Resources	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macro-Economics	3
OFT-122	Microsoft Excel	3

Semester 3 (16 credit hours)

BUS-143	Managerial Accounting	4
BUS-215	Employee Training and Development	3
BUS-231	Principles of Management	3
BUS-232	Human Resources Management	3
OFT-230	Microsoft PowerPoint & Presentations	3

Semester 4 (15 credit hours)

BUS-135	Personal Finance	2
BUS-226	Business Ethics	3
BUS-233	Internship	3
BUS-237	Seminar	1
BUS-___	BUS-	3
___-___	Humanities and Fine Arts or Physical and Life Sciences Elective	3

Employee Training and Development, Certificate

Certificate—30 credit hours

Curriculum Code 1413

This program prepares students for careers in human resources with an emphasis on training and development of staff. Students

already employed are encouraged to take this program to update their skills and enhance promotion opportunities.

Required Career Courses

24 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-170	Introduction to Human Resources	3
BUS-215	Employee Training and Development	3
BUS-226	Business Ethics	3
BUS-232	Human Resources Management	3
CIS-115	Microsoft Office I	3
OFT-122	Microsoft Excel	3
OFT-230	Microsoft PowerPoint & Presentations	3

Electives

Select 6 credit hours from the following:

BUS-134	International Business	3
BUS-231	Principles of Management	3
CIS-117	Information Systems and Technologies	3
OFT-257	Microsoft Access	3
PSY-201	Industrial/Organizational Psychology	3

Suggested Schedule

Semester 1 (9 credit hours)

BUS-100	Introduction to Business	3
BUS-170	Introduction to Human Resources	3
CIS-115	Microsoft Office I	3

Semester 2 (9 credit hours)

BUS-215	Employee Training and Development	3
BUS-232	Human Resources Management	3
OFT-230	Microsoft PowerPoint & Presentations	3

Semester 3 (12 credit hours)

BUS-226	Business Ethics	3
OFT-122	Microsoft Excel	3
___-___	Elective	3
___-___	Elective	3

Integrated Systems Technology

This program consists of one degree and seven certificates.

Integrated Systems Technology, A.A.S.

A.A.S. Degree—60 credit hours

Curriculum Code 1403

This program prepares students for entry-level positions as electrical and mechanical technicians found in bakeries, manufacturing, chemical plants and material handling and automated warehouse environments. Workers in this field maintain, calibrate, and repair the electrical, mechanical, and electronic equipment found in today's industrial environments. This program involves cross-training in these areas of multiple, integrated systems.

Required General Education Courses

15 credit hours as follows:

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

Select 4 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHY, PHS

Select 9 credit hours from:

MTH-141, MTH-142, PHY-150, ANT, ARB, ART, BIO, CHM, COM, EAS, ECO, FRE, GEL, GEO, HIS, HUM, LIT, MTH, MUS, NAT, PHI, PHS, PHY, PSC, PSY, SOC, SPA, SSC, THE

Required Career Courses

44 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3
IMM-101	Mechanical Systems I	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3
IMM-270	Fluid Power III: Process Control	3
IST-109	Prints for Industry	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-113	Basic Metallurgy and Materials	3

Career Electives

Select 1 credit hours from the following career area electives:

AET, ENG, ELT, HAC, IMM, LAN, MDT, CIS

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
ELT-101	Electricity and Electronics	3
IMM-101	Mechanical Systems I	3
IMM-120	Fluid Power I: Basic Circuits	3
IST-109	Prints for Industry	3

Semester 2 (15 credit hours)

COM-103	Speech Fundamentals	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3
IMM-107	Mechanical Systems II	3
IMM-220	Fluid Power II: Intermediate System	3

Semester 3 (15 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-103	Machinery Moving and Set-Up	2
IMM-270	Fluid Power III: Process Control	3
___-___	Career Elective	1
___-___	General Education Electives	3

Semester 4 (15 credit hours)

ELT-222	Advanced PLCs	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-113	Basic Metallurgy and Materials	3
___-___	General Education Electives	6

Fluid Power Technician, Certificate

Certificate—8 credit hours

Curriculum Code 1367

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

Required Career Courses

8 credit hours as follows:

IMM-103	Machinery Moving and Set-Up	2
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3

Suggested Schedule

Semester 1 (8 credit hours)

IMM-103	Machinery Moving and Set-Up	2
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3

(Take IMM-120: 1st 8 weeks)
(Take IMM-220: 2nd 8 weeks)

Semester 2 (5 credit hours)

IMM-103	Machinery Moving and Set-Up	2
IMM-220	Fluid Power II: Intermediate System	3

Industrial Controls Technician, Certificate

Certificate—9 credit hours

Curriculum Code 1364

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

Required Career Courses

9 credit hours as follows:

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

Suggested Schedule

Semester 1 (6 credit hours)

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

(Take ELT-101:1st 8 weeks)

(Take ELT-201: 2nd 8 weeks)

Semester 2 (3 credit hours)

ELT-202	Advanced Industrial Controls	3

Industrial Maintenance Technician, Certificate

Certificate—23 credit hours

Curriculum Code 1368

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

Required Career Courses

23 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
IMM-101	Mechanical Systems I	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3

Suggested Schedule

Semester 1 (12 credit hours)

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
IMM-101	Mechanical Systems I	3
IMM-107	Mechanical Systems II	3

(Take ELT-101 and IMM-101: 1st 8 weeks)
(Take ELT-201 and IMM-107: 2nd 8 weeks)

Semester 2 (11 credit hours)

ELT-202	Advanced Industrial Controls	3
IMM-103	Machinery Moving and Set-Up	2
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3

(Take ELT-202 and IMM-120: 1st 8 weeks)
(Take IMM-103 and IMM-220: 2nd 8 weeks)

Semester 3 (5 credit hours)

ELT-202	Advanced Industrial Controls	3
IMM-103	Machinery Moving and Set-Up	2

Manufacturing Intern, Certificate

Certificate—15 credit hours

Curriculum Code 1404

This program prepares students to be interviewed for manufacturing and production internships. The students gain an opportunity to explore industrial maintenance as a career.

Required Career Courses

15 credit hours as follows:

ELT-101	Electricity and Electronics	3
IMM-101	Mechanical Systems I	3
IMM-120	Fluid Power I: Basic Circuits	3
IST-109	Prints for Industry	3

OR		
MDT-145	Intro to Computer Aided Drafting	3
CIS-115	Microsoft Office I	3
OR		
ELT-112	Computers for Industry	1
MTH-133	Math for Industry	2

Suggested Schedule

Semester 1 (15 credit hours)

ELT-101	Electricity and Electronics	3
IMM-101	Mechanical Systems I	3
IMM-120	Fluid Power I: Basic Circuits	3
IST-109	Prints for Industry	3
OR		
MDT-145	Intro to Computer Aided Drafting	3
CIS-115	Microsoft Office I	3
OR		
ELT-112	Computers for Industry	1
MTH-133	Math for Industry	2

Mechanical Drive Technician, Certificate

Certificate—8 credit hours

Curriculum Code 1366

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

Required Career Courses

8 credit hours as follows:

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

Suggested Schedule

Semester 1 (8 credit hours)

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

(Take IMM-101: 1st 8 weeks)
(Take IMM-107: 2nd 8 weeks)

Semester 2 (5 credit hours)

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

Plant Engineering Mechanic, Certificate

Certificate—32 credit hours

Curriculum Code 1405

This program integrates short, stackable certificates into a medium size certificate aligned with the postsecondary educational needs of manufacturing and transportation and logistics employers. The certificate introduces topics covering the installation, configuration, and maintenance of automated handling equipment.

Required Career Courses

32 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-101	Mechanical Systems I	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

Suggested Schedule

Semester 1 (12 credit hours)

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
IMM-101	Mechanical Systems I	3
IMM-107	Mechanical Systems II	3

(Take ELT-101 and IMM-101: 1st 8 weeks)
(Take ELT-201 and IMM-107: 2nd 8 weeks)

Semester 2 (12 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3

(Take ELT-202 and IMM-120: 1st 8 weeks)
(Take ELT-211 and IMM-220: 2nd 8 weeks)

Semester 3 (8 credit hours)

IMM-103	Machinery Moving and Set-Up	2
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

(Take WLD-111 and WLD-112: 1st 8 weeks)

PLC Technician, Certificate

Certificate—18 credit hours

Curriculum Code 1365

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

Required Career Courses

18 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3

ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3

Suggested Schedule

Semester 1 (9 credit hours)

ELT-101	Electricity and Electronics	3
ELT-102	Digital Logic/Solid State Devices	3
ELT-201	Industrial Controls	3

(Take ELT-101: 1st 8 weeks)
(Take ELT-102 and ELT-201: 2nd 8 weeks)

Semester 2 (9 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
ELT-222	Advanced PLCs	3

(Take ELT-202 and ELT-211: 1st 8 weeks)
(Take ELT-222: 2nd 8 weeks)

IT Security Specialist

This program consists of one degree and two certificates.

IT Security Specialist, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1420

This program is designed to provide a comprehensive program to develop a skilled workforce in the emerging field of information technology security. Managing information security programs consists of preserving information confidentiality and protection, risk management, data and system integrity, availability, authenticity, and utility. The program is based on information security concepts, principles, methods, techniques, practices, and procedures that guide today's IT security professionals. This program prepares graduates to become employed as IT security specialists, firewall and VPN specialists, and data assurance specialists. Additionally, the program concentrates on industry-specific requirements in the health care and financial areas, as well as other institutions that currently use electronic commerce.

The degree program is designed with an IT Security core curriculum combined with a set of fundamental IT courses. In addition, the program requires the completion of a traditional group of general education courses.

Required General Education Courses

15 credit hours as follows:

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

(Note: MTH-120 or higher.)

Select 3 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Select 3 credit hours from Social and Behavioral Sciences or Humanities and Fine Arts:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, THE

Required Career Courses

48 credit hours as follows:

CIS-105	Introduction to Coding	3
CIS-165	Python Programming I	3
LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-143	Digital Forensics	3
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3
LAN-220	Linux Administration	3
LAN-230	Managing Windows Servers	3
LAN-233	Managing Database Services	3
LAN-246	Routing and Switching - CCNA	3
LAN-253	Network Security	3
LAN-273	Managing Information Security	3

Suggested Schedule

Semester 1 (17 credit hours)

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

(Take LAN-111 and LAN-121: 1st 8 weeks.)

(Take LAN-112 and LAN-122: 2nd 8 weeks.)

Semester 2 (16 credit hours)

LAN-103	Security Awareness	1
LAN-143	Digital Forensics	3
LAN-220	Linux Administration	3
LAN-246	Routing and Switching - CCNA	3
___-___	Physical and Life Sciences Elective	3
MTH-120	General Education Mathematics	3

(Note: MTH-120 or higher)

Semester 3 (15 credit hours)

CIS-105	Introduction to Coding	3
COM-103	Speech Fundamentals	3
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3
LAN-253	Network Security	3

(Take LAN-153: 1st 8 weeks)

(Take LAN-163: 2nd 8 weeks)

Semester 4 (15 credit hours)

CIS-165	Python Programming I	3
LAN-230	Managing Windows Servers	3
LAN-233	Managing Database Services	3
LAN-273	Managing Information Security	3

___-___	Social and Behavioral Sciences Elective	3
OR		
___-___	Humanities and Fine Arts Elective	3

(Take LAN-273: 1st 8 weeks.)

Network Security Associate, Certificate

Certificate—21 credit hours

Curriculum Code 1360

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

Required Career Courses

21 credit hours as follows:

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3

Suggested Schedule

Semester 1 (7 credit hours)

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

Semester 2 (7 credit hours)

LAN-121	Network Essentials	3
LAN-122	Network Services	4

Semester 3 (7 credit hours)

LAN-103	Security Awareness	1
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3

Network Security Specialist, Certificate

Certificate—36 credit hours

Curriculum Code 1424

This program is designed to provide a comprehensive program to develop a skilled workforce in the emerging field of information technology security. Managing information security programs consists of preserving information confidentiality and protection, risk management, data and system integrity, availability, authenticity, and utility. The program is based on information security concepts, principles, methods, techniques, practices, and procedures that guide today's IT security professionals. This program prepares graduates to become employed as IT security specialists, firewall and VPN specialists, and data assurance specialists. Additionally, the program concentrates on industry-specific requirements in the health care and financial areas, as well as other institutions that currently use electronic commerce.

The certificate is designed for professionals returning to upgrade skills or students who are interested in obtaining employment skills in IT security professions. The certificate can be completed as a student progresses through the degree program.

Required Career Courses

36 credit hours as follows:

CIS-105	Introduction to Coding	3
LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4
LAN-143	Digital Forensics	3
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3
LAN-251	WLAN Design - CWNA	3
LAN-253	Network Security	3
LAN-273	Managing Information Security	3

Suggested Schedule

Semester 1 (15 credit hours)

LAN-101	Orientation to IT Professions	1
LAN-103	Security Awareness	1
LAN-111	IT Essentials - A+	3
LAN-112	Managing IT - A+	3
LAN-121	Network Essentials	3
LAN-122	Network Services	4

Semester 2 (12 credit hours)

CIS-105	Introduction to Coding	3
LAN-143	Digital Forensics	3
LAN-153	IT Security Essentials - Security+	3
LAN-163	Ethical Hacking	3

Semester 3 (9 credit hours)

LAN-251	WLAN Design - CWNA	3
LAN-253	Network Security	3
LAN-273	Managing Information Security	3

Mammography Technology

This program consists of one certificate.

Mammography Technology, Certificate

Certificate—9 credit hours

Curriculum Code 1346

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

Required Career Courses

9 credit hours as follows:

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

Suggested Schedule

Semester 1 (6 credit hours)

RAD-260	Breast Pathology	1
RAD-261	Principles and Procedures	3
RAD-262	Quality Assurance	2

Semester 2 (3 credit hours)

RAD-263	Mammography Clinical Internship	3

Marketing and Management

This program consists of one degree and one certificate.

Marketing and Management, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1238

This program is designed to provide students with entry-level employment or advancement within businesses involved in the marketing of goods or services. This program prepares students for career opportunities as store managers, department and division managers, product managers, warehouse managers, and purchasing agents. This list is not inclusive of all occupations available to marketing and management graduates since management positions vary in fields such as product and production planning, advertising, sales, retailing, wholesaling, distribution, consumer research, small business ownership, and general business administration. An important feature of this program is the internship/seminar component.

Jobs for retail supervisors and managers without college-level coursework are expected to be very competitive. Some retail companies have begun requiring their sales staff to report directly to upper-management personnel, bypassing the department-level manager. Many job openings will occur as experienced supervisors and managers move into higher levels of management.

Required General Education Courses

15 credit hours as follows:

BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macro-Economics	3

(Note: Take MTH-120 or higher. MTH-120 recommended for transfer students.)

Select 3 credit hours from Humanities and Fine Arts or Physical and Life Sciences:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE or BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

48 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-105	Small Business Management	4
BUS-110	Legal Environment in Business	3
OR		
BUS-136	Business Law	3
BUS-130	Principles of Marketing	3
BUS-133	Salesmanship	3
BUS-134	International Business	3
BUS-135	Personal Finance	2
BUS-142	Financial Accounting	4
BUS-143	Managerial Accounting	4
BUS-226	Business Ethics	3
BUS-230	Advertising	3
BUS-231	Principles of Management	3
BUS-232	Human Resources Management	3
BUS-233	Internship	3
BUS-237	Seminar	1
CIS-115	Microsoft Office I	3

Suggested Schedule

Semester 1 (15 credit hours)

BUS-100	Introduction to Business	3
COM-101	Composition I	3
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
BUS-130	Principles of Marketing	3
CIS-115	Microsoft Office I	3

(Note: Take MTH-120 or higher. MTH-120 recommended for transfer students.)

Semester 2 (16 credit hours)

BUS-110	Legal Environment in Business	3
OR		
BUS-136	Business Law	3

BUS-142	Financial Accounting	4
COM-103	Speech Fundamentals	3
ECO-101	Principles of Macro-Economics	3
___-___	Humanities and Fine Arts or Physical and Life Sciences Elective	3

Semester 3 (16 credit hours)

BUS-133	Salesmanship	3
BUS-143	Managerial Accounting	4
BUS-226	Business Ethics	3
BUS-231	Principles of Management	3
BUS-232	Human Resources Management	3

Semester 4 (16 credit hours)

BUS-105	Small Business Management	4
BUS-134	International Business	3
BUS-135	Personal Finance	2
BUS-230	Advertising	3
BUS-233	Internship	3
BUS-237	Seminar	1

Retail Management, Certificate

Certificate—25 credit hours

Curriculum Code 1415

This program is designed to provide students with employment or advancement in the retail sector through an understanding of the core competencies defined by the industry as most relevant and focused for success in retail business. Students will develop skills and competencies that are transferable across multiple sectors. These key foundational skills can be applied immediately in the workplace and will prepare students for a leadership role within an organization.

Required General Education Course

3 credit hours as follows:

COM-103	Speech Fundamentals	3

Required Career Courses

22 credit hours as follows:

BUS-130	Principles of Marketing	3
BUS-131	Principles of Retailing	3
BUS-142	Financial Accounting	4
BUS-170	Introduction to Human Resources	3
BUS-231	Principles of Management	3
CIS-115	Microsoft Office I	3
PSY-201	Industrial/Organizational Psychology	3

Suggested Schedule

Semester 1 (12 credit hours)

BUS-130	Principles of Marketing	3
BUS-231	Principles of Management	3
CIS-115	Microsoft Office I	3
PSY-201	Industrial/Organizational Psychology	3

Semester 2 (13 credit hours)

BUS-131	Principles of Retailing	3
BUS-142	Financial Accounting	4
BUS-170	Introduction to Human Resources	3
COM-103	Speech Fundamentals	3

Mechanical and Fluid Power Maintenance

This program consists of one certificate.

Mechanical and Fluid Power Maintenance, Certificate

Certificate—40 credit hours

Curriculum Code 1275

This program prepares students in four areas important to maintenance personnel, including communications, mechanical systems, electrical systems, and fluid power systems. Students will be prepared for entry-level employment in facility maintenance, service maintenance and/or production maintenance fields.

Employment of industrial machinery repairers is expected to grow more slowly than the average for all occupations as more firms introduce automated production equipment. Qualified applicants should find ample employment opportunities as older workers retire, and employment in industrial machinery repair is not usually affected by seasonal changes in production.

Required Career Courses

40 credit hours as follows:

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-101	Mechanical Systems I	3
IMM-103	Machinery Moving and Set-Up	2
IMM-107	Mechanical Systems II	3
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3
IST-109	Prints for Industry	3
MTH-133	Math for Industry	2
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-113	Basic Metallurgy and Materials	3

Suggested Schedule

Semester 1 (12 credit hours)

ELT-101	Electricity and Electronics	3
ELT-201	Industrial Controls	3
IMM-101	Mechanical Systems I	3
IMM-107	Mechanical Systems II	3

(Take ELT-101 and IMM-101: 1st 8 weeks)
(Take ELT-201 and IMM-107: 2nd 8 weeks)

Semester 2 (12 credit hours)

ELT-202	Advanced Industrial Controls	3
ELT-211	Introduction to PLCs	3
IMM-120	Fluid Power I: Basic Circuits	3
IMM-220	Fluid Power II: Intermediate System	3

(Take ELT-202 and IMM-120: 1st 8 weeks)
(Take ELT-211 and IMM-220: 2nd 8 weeks)

Semester 3 (11 credit hours)

IMM-103	Machinery Moving and Set-Up	2

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-113	Basic Metallurgy and Materials	3

(Take IMM-103 and WLD-111: 1st 8 weeks)
(Take WLD-112 and WLD-113: 2nd 8 weeks)

Semester 4 (5 credit hours)

IST-109	Prints for Industry	3
MTH-133	Math for Industry	2

(Take IST-109 and MTH-133: 1st 8 weeks)

Medical Assistant

This program consists of one certificate.

Medical Assistant, Certificate

Certificate—50 credit hours

Curriculum Code 1455

This program prepares graduates to begin careers as members of a multidisciplinary health care team within an ambulatory care setting. Students develop skills in accordance with the American Association of Medical Assistants entry-level competencies to perform administrative and clinical procedures. Additionally, the program will instill a code of professional ethics coupled with a foundation in skills that are needed to assist physicians in caring for patients. Graduates are eligible to take a national certification exam upon course and externship completion.

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, chiropractors and other health care practitioners running smoothly. Administrative duties may include scheduling appointments, greeting clients, maintaining medical records, coding, and filling out insurance forms, arranging for diagnostic testing and referrals, handling correspondence, performing billing and bookkeeping procedures, and using computer applications.

Clinical duties vary by state. They may include conducting medical histories, explaining treatment procedures, preparing clients for examinations, and assisting the physician during the exam. Medical assistants also may collect and prepare laboratory specimens for testing and may perform basic laboratory testing. They instruct clients about medication and diets, telephone prescriptions to a pharmacy as directed, take electrocardiograms, and change dressings. They help patients feel at ease in the health care setting. They respect the confidential nature of medical information and promote patient privacy.

The Medical Assisting Externship consists of 160 hours of unpaid training at one of the Moraine Valley affiliated clinical sites. Most externship sites require that students have a completed health/physical form, required immunizations, current CPR certification, HIPAA understanding, health insurance, and a criminal background check and/or drug screening. Students must be 18 years old to begin their externship. They must be prepared to travel to the assigned externship site. Students must achieve a minimum grade of "C" in all prerequisites and required courses to advance within the program.

Program Accreditation

The Moraine Valley Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Medical Assisting Education Review Board.

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
www.caahep.org

Certification

Upon completion of the program, graduates will be eligible to challenge the Certified Medical Assistant (CMA) exam administered by the American Association of Medical Assistants. Successfully completing this exam allows the graduate to earn the CMA credential (certified medical assistant).

Program Requirements

In order to complete the Medical Assisting Program, students must:

- Earn a grade of "C" (2.0) or better in all prerequisites and required courses and pass all psychomotor and affective competencies at 100%.
- Complete all courses with a MOA prefix at MVCC.
- Complete all courses with a MOA prefix within 3 years.
- Pass 100% of all psychomotor and affective competencies within three attempts in order to pass the course and progress in the program.
- Submit all required clinical documents, including a criminal background check by the due date.
- Complete the 160 unpaid hours of clinical externship (MOA-155, Externship) at an affiliated ambulatory care site within four to five weeks, serving on a full-time basis.
- Provide evidence of completed application to challenge a national certification exam prior to program completion.
- Submit a petition to graduate to the college's Records Office.

Program Calendar

Required career courses must be taken in sequence.

Required General Education Course

10 credit hours minimum as follows:

BIO-115	Anatomy and Physiology	5
OR		
BIO-180	Human Anatomy & Physiology I	4
AND		
BIO-181	Human Anatomy & Physiology II	4
COM-101	Composition I	3
MTH-109	Math for Allied Health	2

(Note: Take MTH-109 or higher.)

Required Career Courses

40 credit hours as follows:

CIS-115	Microsoft Office I	3
MOA-115	Clinical Laboratory Procedures	4
MOA-130	Law and Ethics in Healthcare	2
MOA-140	Medical Office Administration	3
MOA-142	Medical Office Finance Systems	3
MOA-144	Pharmacology-Principles/Applications	5
MOA-147	Medical Assistant Clinic Procedures	6
MOA-155	Medical Assistant Externship	3
MOA-156	Medical Assistant Seminar	2
MRT-110	Medical Terminology	3
PHB-110	Principles & Practice of Phlebotomy	6

(Note: MOA-155 must be completed within one year of completing the clinical courses MOA-115, MOA-144, and MOA-147. The 160 unpaid hours of clinical externship is at an affiliated ambulatory care site, usually completed within four to six weeks. Students shall not receive compensation/payment, monetary or otherwise, for the practicum/externship experience.)

Suggested Schedule

Semester 1 (16 credit hours)

BIO-115	Anatomy and Physiology	5
COM-101	Composition I	3
CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
MTH-109	Math for Allied Health	2

(Note: BIO-115 can be replaced by BIO-180 and BIO-181)
(Note: Take MTH-109 or higher.)

Semester 2 (14 credit hours)

MOA-130	Law and Ethics in Healthcare	2
MOA-140	Medical Office Administration	3
MOA-142	Medical Office Finance Systems	3
PHB-110	Principles & Practice of Phlebotomy	6

Semester 3 (15 credit hours)

MOA-115	Clinical Laboratory Procedures	4
MOA-144	Pharmacology-Principles/Applications	5
MOA-147	Medical Assistant Clinic Procedures	6

Semester 4 (5 credit hours)

MOA-155	Medical Assistant Externship	3
MOA-156	Medical Assistant Seminar	2

(Note: Students shall not receive compensation/payment, monetary or otherwise, for the practicum/externship experience MOA-155.)

Nursing

This program consists of one degree.

Nursing, A.A.S.

A.A.S. Degree—69 credit hours

Curriculum Code 1545

This program prepares students for nursing careers in hospitals and other health care facilities. Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with an advisor in the Academic Advising Center.

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

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

For licensed LPNs, learn about the LPN - RN Transition Program and speak to an academic advisor.

Employment Outlook

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

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

Accreditation

Moraine Valley's Nursing Program is approved and licensed by the Illinois Department of Professional Regulation, the Illinois

Community College Board, the Illinois Board of Higher Education, and the Illinois Department of Vocational Technical Education.

This program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). They are located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 or by phone at (404) 975-5000.

Licensure

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

The Department of Financial and Professional Regulation in Springfield grants licensure for registered nurses. Upon successful completion of the NCLEX-RN exam, graduates may apply to the Department of Financial and Professional Regulation for Registered Nurse licensure. Graduating from a state-approved and licensed nursing program guarantees the right to apply to write for the licensing exam.

Application and Selection Processes

For complete information about the Nursing Program application and selection processes, please refer to the Nursing Program website.

Application process

• Full details for the online application process can be found at https://www.morainevalley.edu/academics/academic-programs/health-sciences/nursing-program

- Submit official high school transcripts or GED certificate
- Submit transcripts from other institutions for general education credit transfer consideration
- Complete all prerequisites
- PSY-104 and BIO-119 must have been completed prior to application or in progress the semester of application
- Must be a licensed as a Certified Nursing Assistant (CNA)

Selection Process

• **Ranking score:**
Points will be awarded based on:

- Cumulative college credit GPA
- Entrance Exam scores in math and science
- BIO-180, BIO-181 and BIO-119 points based on final grade for each of these sciences: “A” = 6 points, “B” = 4 points, “C” = 1 point. The required biology courses must have been completed within five years of program admission.
- IL Certification/Licensures/Course: If you hold one of the following active unencumbered health care certifications or licenses, points will be awarded for the single highest certification or license. One point will be awarded for completing the MRT-110 course.
- LPN = 6 points
- Paramedic/Military Medic = 4 points
- MOA/EMT = 2 points
- MRT-110 = 1 point

- **Tie breaker:** Date and time the completed nursing application packet was submitted to the records department.
- **Residency:** In-district residents who submit a complete nursing application packet to the Records Department by the application deadline will be admitted in ranking score order, before out-of-district residents
- **Notification:** Applicants will be notified of the status of their selection within three weeks after nursing program application deadline.

Academic Standing

Fees—Fees associated with specific nursing courses include use of equipment, some supplies, online learning assessment and remediation, and malpractice insurance if it is a clinical nursing course.

Health Physical—Prior to enrollment, admitted students must submit a complete health history and physical form signed by the applicant and physician or nurse practitioner. The health history and physical must be updated every two years. The health physical includes required laboratory tests and immunizations as required by clinical affiliates. This requirement may cost around $400. Mandatory TB tests, annual flu vaccine, background check, and drug screening are required. Questions about the health physical should be directed to the department chair of Nursing. Health physical forms may be obtained from the Admissions Office. Admission is contingent on your drug screen and background check according to the Nursing Practice Act and our clinical affiliates.

See the ADN rules and regulations for specific information on reporting pregnancy, illness, injury, surgery or need for medications.

Readmission—Upon withdrawal or failure to maintain a minimum GPA in the Nursing Program, students seeking readmission must follow the Department of Nursing policies for readmission. The readmission policies are contained in the Nursing rules and regulations that are distributed to every student at orientation and discussed the first day of class.

Students seeking readmission need to:

- Complete and submit an attrition form. (Attrition forms are available from the instructor and should be returned to the department chair/director of Nursing.)
- Meet conditions for readmission as stated on the Nursing Program attrition form, and the program rules and regulations.
- Make sure health record and CPR status meet program requirements.

Program Requirements

All courses in the Nursing program must be completed with a minimum grade of "C."

As per Nursing program policy, courses may be repeated only once for a total of two enrollments in a course.

Traditional Nursing program students must complete the program within six semesters from admission. This includes any readmission into the first semester of nursing courses and may include any leave of absence granted.

LPN-RN program students must complete the Nursing program within three semesters starting from the third semester of nursing courses.

Additional requirements:

- Responsible for transportation to and from clinical affiliates.
- Responsible for submitting a completed health physical prior to start of program and update results as required—see Health Physical section on this page.
- Responsible for complying with drug screens, criminal background check, etc., as required by clinical affiliates. This will be at the student's expense.
- Provide proof of comprehensive health and accident insurance.
- Responsible for all program fees.
- Responsible for obtaining uniforms.
- Maintain and report proof of current AHA Health Care Provider CPR certification while in program.
- Required to adhere to the Code of Student Conduct. See the Student Rights and Responsibilities (p. 38) section of this catalog.

Curriculum

Required General Education Courses—12 credit hours as follows:

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

Required Program Science Courses —12 credit hours as follows:

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

Required Career Courses—45 credit hours as follows:

NUR-120	Pharmacology & Disease Processes I	3
NUR-122	Pharmacology & Disease Processes II	2
NUR-140	Nursing Concepts I	4
NUR-141	Nursing Concepts II	3
NUR-142	Nursing Concepts III	3
NUR-150	Nursing Arts I	2
NUR-151	Nursing Arts II	1
NUR-152	Nursing Arts III	1
NUR-160	Nursing Clinical Practice I	2
NUR-161	Nursing Clinical Practice II-OB	1
NUR-162	Nursing Clinical Practice II-MS	2
NUR-240	Nursing Concepts IV	3
NUR-241	Nursing Concepts V	3
NUR-242	Nursing Concepts VI	3
NUR-243	Nursing Concepts VII	3
NUR-250	Nursing Arts IV	2
NUR-251	Advanced Nursing Arts V	1
NUR-263	Nursing Clinical Practice III	3
NUR-264	Nursing Clinical Practice IV	3

Electives:

There is no requirement that a student in the program take any elective courses or elective credit hours.

NUR-145	Nursing Enrichment I Special Topics	1
NUR-165	Nursing Transitions I	3
NUR-245	Nursing Enrichment II Special Topics	1

Students must have completed required course prerequisites, be currently enrolled in required course corequisites, and successfully pass all pre- and corequisites to continue in the ADN Program.

Suggested Schedule

Semester 1 (7 credit hours)

BIO-119	Introductory Microbiology	4
PSY-104	Life-Span Developmental Psychology	3

(Note: BIO-119 and PSY-104: full semester)

Semester 2 (16 credit hours)

BIO-180	Human Anatomy & Physiology I	4
NUR-120	Pharmacology & Disease Processes I	3
NUR-140	Nursing Concepts I	4
NUR-150	Nursing Arts I	2
NUR-151	Nursing Arts II	1
NUR-160	Nursing Clinical Practice I	2

Note: Take NUR-151 at 1 credit hour

(NUR-120 and BIO-180: full semester)

(NUR-140 and NUR-150: 1st 8 weeks)

(NUR-151 and NUR-160: 2nd 8 weeks)

Semester 3 (16 credit hours)

BIO-181	Human Anatomy & Physiology II	4
NUR-122	Pharmacology & Disease Processes II	2
NUR-141	Nursing Concepts II	3
NUR-142	Nursing Concepts III	3
NUR-152	Nursing Arts III	1
NUR-161	Nursing Clinical Practice II-OB	1

NUR-162	Nursing Clinical Practice II-MS	2

Note: Take NUR-161 at 1 credit hour

(NUR-122 and BIO-181: full semester)

(NUR-141, NUR-152 and NUR-161: 1st 8 weeks)

(NUR-142 and NUR-162: 2nd 8 weeks)

Semester 4 (14 credit hours)

COM-101	Composition I	3
NUR-240	Nursing Concepts IV	3
NUR-241	Nursing Concepts V	3
NUR-250	Nursing Arts IV	2
NUR-263	Nursing Clinical Practice III	3

(COM-101, NUR-250 and NUR-263: full semester)

(NUR-240: 1st 8 weeks)

(NUR-241: 2nd 8 weeks)

Semester 5 (16 credit hours)

COM-103	Speech Fundamentals	3
NUR-242	Nursing Concepts VI	3
NUR-243	Nursing Concepts VII	3
NUR-251	Advanced Nursing Arts V	1
NUR-264	Nursing Clinical Practice IV	3
SOC-101	Introduction to Sociology	3

(COM-103 and SOC-101: full semester)

(NUR-242 and NUR-264: 1st 8 weeks)

(NUR-243 and NUR-251: 2nd 8 weeks)

Note: Semesters 1 - 3 plus a summer bridge course NUR-165 constitute the Licensed Practical Nurse (LPN) certificate program.

Office Technology

This program consists of one degree and eight certificates.

Office Technology, A.A.S.

A.A.S. Degree—64 credit hours

Curriculum Code 1257

This program prepares students for careers in administrative support and first-line supervision. Graduates will qualify for positions as administrative professionals. Students may also choose an office manager, legal office professional or medical office professional path.

Students completing this program are expected to possess excellent keyboarding, proofreading, and document formatting skills; advanced computer application skills; strong communication skills; broad administrative support skills; excellent interpersonal skills; flexibility; and professionalism. Students completing this program may be expected to supervise lower-level clerical staff.

Students with work experience and advanced skills should contact the program coordinator for assessment and course substitution information. An important feature of this program is the internship/seminar component that provides on-the-job training and offers the student new to the field an opportunity to work in and evaluate a professional setting. The employer also can evaluate the student for possible full-time employment upon graduation. Students wishing to enroll in the internship/seminar should contact the internship coordinator prior to enrollment.

Required General Education Courses

16 credit hours as follows:

BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3

(Note: Take MTH-120 or higher. MTH-120 recommended for transfer students.)

Select 4 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Select 3 credit hours from Social/Behavioral Sciences or Humanities and Fine Arts:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SSC, SPA, THE

Required Career Courses

42 credit hours as follows:

CIS-100	Computer and Internet Basics	1
CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-102	Document Formatting	3
OFT-103	Office Language Skills	3
OFT-104	Keyboarding Speed and Accuracy	1
OFT-116	Microsoft Outlook	1
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-230	Microsoft PowerPoint & Presentations	3
OFT-243	Business Writing	2
OFT-246	Microsoft Office Integration	3
OFT-249	QuickBooks for Office Professionals	3
OFT-255	Administrative Office Procedures	3
OFT-257	Microsoft Access	3
OFT-258	Internship	3
OFT-260	Seminar	1

Required Specialization - select one group

Students must select Managerial, Legal or Medical Specialization (6 credit hours) as follows:

Legal — 6 credit hours

BUS-136	Business Law	3
OFT-252	Legal Documents and Terminology	3

Managerial — 6 credit hours

BUS-100	Introduction to Business	3
BUS-231	Principles of Management	3

Medical — 6 credit hours

MRT-110	Medical Terminology	3

MRT-111	Health Information Management	3

Suggested Schedule

Semester 1 (16 credit hours)

COM-101	Composition I	3
CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-116	Microsoft Outlook	1
BUS-120	Business Mathematics	3
OR		
MTH-120	General Education Mathematics	3
___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3

(Note: Take MTH-120 or higher)

Semester 2 (16 credit hours)

COM-103	Speech Fundamentals	3
OFT-102	Document Formatting	3
OFT-103	Office Language Skills	3
OFT-104	Keyboarding Speed and Accuracy	1
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3

Semester 3 (15 credit hours)

CIS-100	Computer and Internet Basics	1
OFT-230	Microsoft PowerPoint & Presentations	3
OFT-249	QuickBooks for Office Professionals	3
OFT-255	Administrative Office Procedures	3
OFT-260	Seminar	1
___-___	Physical and Life Sciences Elective	4

Semester 4 (17 credit hours)

OFT-243	Business Writing	2
OFT-246	Microsoft Office Integration	3
OFT-257	Microsoft Access	3
OFT-258	Internship	3
___-___	Specialization Course	3
___-___	Specialization Course	3

Administrative Professional, Certificate

Certificate—38 credit hours

Curriculum Code 1315

This program prepares students for positions as administrative professionals, executive assistants, and secretaries. Graduates acquire strong skills in computer applications, written communications, and office procedures. Keyboarding, proofreading, document formatting, and language skills are emphasized.

Required Career Courses

35 credit hours as follows:

CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-102	Document Formatting	3
OFT-103	Office Language Skills	3
OFT-104	Keyboarding Speed and Accuracy	1
OFT-116	Microsoft Outlook	1
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-230	Microsoft PowerPoint & Presentations	3
OFT-243	Business Writing	2
OFT-249	QuickBooks for Office Professionals	3
OFT-255	Administrative Office Procedures	3
OFT-257	Microsoft Access	3
OFT-260	Seminar	1

(Note: OFT-104 may need to be repeated. Minimum skill level recommended for employment is 50 wpm.)

Elective Career Courses

Select 3 credit hours from these courses:

OFT-246	Microsoft Office Integration	3
OFT-258	Internship	3

Suggested Schedule

Semester 1 (10 credit hours)

CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-103	Office Language Skills	3
OFT-116	Microsoft Outlook	1

Semester 2 (11 credit hours)

OFT-102	Document Formatting	3
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-243	Business Writing	2

Semester 3 (10 credit hours)

OFT-230	Microsoft PowerPoint & Presentations	3
OFT-249	QuickBooks for Office Professionals	3
OFT-255	Administrative Office Procedures	3
OFT-260	Seminar	1

Semester 4 (7 credit hours)

OFT-104	Keyboarding Speed and Accuracy	1
OFT-246	Microsoft Office Integration	3
OR		
OFT-258	Internship	3
OFT-257	Microsoft Access	3

Data Entry, Certificate

Certificate—7 credit hours

Curriculum Code 1317

This program prepares students to utilize a keyboard to enter data from source documents into a computer, with students completing tasks such as entering alphabetic, numeric, or symbolic keystrokes. Students learn to compile, sort, and verify the accuracy of data to be entered. Keyboarding accuracy is stressed.

Required Career Courses

7 credit hours as follows:

CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-104	Keyboarding Speed and Accuracy	1

(Note: OFT-104 may need to be repeated. Minimum skill level recommended for employment is 50 wpm.)

Suggested Schedule

Semester 2 (1 credit hours)

OFT-104	Keyboarding Speed and Accuracy	1

Semester 1 (6 credit hours)

CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3

Graphics and Desktop Publishing, Certificate

Certificate—12 credit hours

Curriculum Code 1312

This program is designed for the experienced computer user who possesses strong skills in Microsoft Windows navigation and computer application packages. It is appropriate for students who have earned a degree previously or who can prove substantial work experience. Students who are interested in beginning a career in graphics or desktop publishing and do not possess these prerequisite skills should meet with the department chair or program coordinator to plan appropriate course selections. Job prospects are best in the city, and salaries are directly related to the applicant's skill level and experience.

Required Career Courses

12 credit hours as follows:

CIS-232	Introduction to Adobe Creative Suite	3
CIS-234	Adobe Illustrator	3
CIS-235	Adobe InDesign & Microsoft Publisher	3
CIS-236	Adobe Photoshop	3

Suggested Schedule

Semester 1 (3 credit hours)

CIS-232	Introduction to Adobe Creative Suite	3

Semester 2 (3 credit hours)

CIS-235	Adobe InDesign & Microsoft Publisher	3

(Note: CIS-235 is offered in the spring semester only.)

Semester 3 (6 credit hours)

CIS-234	Adobe Illustrator	3
CIS-236	Adobe Photoshop	3

(Note: CIS-234 and CIS-236 are offered in the fall semester only.)

Legal Office Professional, Certificate

Certificate—41 credit hours

Curriculum Code 1316

This program prepares students for positions as administrative professionals in a legal office. Graduates are skilled in office applications with an emphasis on advanced word processing, legal terminology, and legal procedures. Legal office professionals must possess a high degree of professionalism, as well as superior keyboarding, word processing, language skills, and proofreading skills.

Required Career Courses

38 credit hours as follows:

BUS-136	Business Law	3
CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-102	Document Formatting	3
OFT-103	Office Language Skills	3
OFT-104	Keyboarding Speed and Accuracy	1
OFT-116	Microsoft Outlook	1
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-230	Microsoft PowerPoint & Presentations	3
OFT-243	Business Writing	2
OFT-249	QuickBooks for Office Professionals	3
OFT-252	Legal Documents and Terminology	3
OFT-255	Administrative Office Procedures	3
OFT-260	Seminar	1

(Note: OFT-104 may need to be repeated. Minimum skill level recommended for employment is 50 wpm.)

Elective Career Courses

Select 3 credit hours from these courses:

OFT-246	Microsoft Office Integration	3
OFT-258	Internship	3
PLS-110	Introduction to Paralegal Studies	3

Suggested Schedule

Semester 1 (12 credit hours)

BUS-136	Business Law	3
CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-103	Office Language Skills	3

Semester 2 (11 credit hours)

OFT-102	Document Formatting	3
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-243	Business Writing	2

Semester 3 (12 credit hours)

OFT-104	Keyboarding Speed and Accuracy	1
OFT-116	Microsoft Outlook	1
OFT-230	Microsoft PowerPoint & Presentations	3
OFT-249	QuickBooks for Office Professionals	3
OFT-255	Administrative Office Procedures	3
OFT-260	Seminar	1

Semester 4 (6 credit hours)

OFT-252	Legal Documents and Terminology	3
OFT-246	Microsoft Office Integration	3
OR		
OFT-258	Internship	3
OR		
PLS-110	Introduction to Paralegal Studies	3

Medical Office Professional, Certificate

Certificate—36 credit hours

Curriculum Code 1318

This program prepares students for administrative assistant positions in medical offices or in health-related industries. Students gain knowledge of administrative and receptionist duties and data entry. They will be prepared to produce reports, schedule appointments, answer telephones, and interact with vendors and patients. Familiarity with medical terminology, filing procedures, and computer applications is included.

Required Career Courses

33 credit hours as follows:

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
MRT-111	Health Information Management	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-102	Document Formatting	3
OFT-103	Office Language Skills	3
OFT-104	Keyboarding Speed and Accuracy	1
OFT-116	Microsoft Outlook	1
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-230	Microsoft PowerPoint & Presentations	3
OFT-255	Administrative Office Procedures	3
OFT-260	Seminar	1

(Note: OFT-104 may need to be repeated. Minimum skill level recommended for employment is 50 wpm.)

Elective Career Courses

Select 3 credit hours from these courses:

OFT-246	Microsoft Office Integration	3
OFT-258	Internship	3

Suggested Schedule

Semester 1 (9 credit hours)

CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-103	Office Language Skills	3

Semester 2 (10 credit hours)

MRT-110	Medical Terminology	3
OFT-102	Document Formatting	3
OFT-116	Microsoft Outlook	1
OFT-145	Microsoft Word	3

Semester 3 (10 credit hours)

MRT-111	Health Information Management	3
OFT-104	Keyboarding Speed and Accuracy	1
OFT-122	Microsoft Excel	3
OFT-230	Microsoft PowerPoint & Presentations	3

Semester 4 (7 credit hours)

OFT-246	Microsoft Office Integration	3
OR		
OFT-258	Internship	3
OFT-255	Administrative Office Procedures	3
OFT-260	Seminar	1

Microsoft Office Specialist, Certificate

Certificate—19 credit hours

Curriculum Code 1456

This program is appropriate for any individual who wishes to become proficient in computer applications to further advance his or her current position or to open doors to new opportunities in the workplace. This certificate may be applied to the Administrative Professional certificate and the A.A.S. degree in Office Technology. Students pursuing certificates and degrees in business should consider this certificate as well. Courses in this certificate prepare students for Microsoft Office Specialist certification.

Program prerequisites: keyboarding skill of 40 wpm by touch. Students who need to reach this skill level must enroll in OFT-100, Keyboarding & Basic Formatting. Students with little or no knowledge of microcomputers should also enroll in CIS-100, Personal Computer Basics.

Required Career Courses

19 credit hours as follows:

CIS-115	Microsoft Office I	3
OFT-116	Microsoft Outlook	1
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-230	Microsoft PowerPoint & Presentations	3
OFT-246	Microsoft Office Integration	3
OFT-257	Microsoft Access	3

Suggested Schedule

Semester 1 (4 credit hours)

CIS-115	Microsoft Office I	3
OFT-116	Microsoft Outlook	1

Semester 2 (9 credit hours)

OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-230	Microsoft PowerPoint & Presentations	3

Semester 3 (6 credit hours)

OFT-246	Microsoft Office Integration	3
OFT-257	Microsoft Access	3

Office Assistant, Certificate

Certificate—28 credit hours

Curriculum Code 1214

This program prepares students for a position as office assistants. Students learn the personal and technical skills needed to perform general administrative duties. Document formatting and communication skills are emphasized.

Required Career Courses

25 credit hours minimum as follows:

CIS-100	Computer and Internet Basics	1
CIS-115	Microsoft Office I	3
OFT-100	Keyboarding & Basic Formatting	3
OFT-102	Document Formatting	3
OFT-103	Office Language Skills	3
OFT-104	Keyboarding Speed and Accuracy	1
OFT-116	Microsoft Outlook	1
OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-255	Administrative Office Procedures	3
OFT-260	Seminar	1

(Note: OFT-104 may need to be repeated. Minimum skill level recommended for employment is 50 wpm.)

Elective Career Courses

Select 3 credit hours from these courses:

OFT-249	QuickBooks for Office Professionals	3
OFT-258	Internship	3

Suggested Schedule

Semester 1 (7 credit hours)

CIS-100	Computer and Internet Basics	1
OFT-100	Keyboarding & Basic Formatting	3
OFT-103	Office Language Skills	3

Semester 2 (8 credit hours)

CIS-115	Microsoft Office I	3
OFT-102	Document Formatting	3
OFT-104	Keyboarding Speed and Accuracy	1
OFT-116	Microsoft Outlook	1

Semester 3 (13 credit hours)

OFT-122	Microsoft Excel	3
OFT-145	Microsoft Word	3
OFT-249	QuickBooks for Office Professionals	3
OR		
OFT-258	Internship	3
OFT-255	Administrative Office Procedures	3
OFT-260	Seminar	1

Paralegal Studies

This program consists of one degree and one certificate.

Paralegal Studies AAS

A.A.S. Degree—60 credit hours

Curriculum Code 1490

This program prepares the next generation of educated, ethical legal professionals who provide support to lawyers, judges, and others in the legal community. The program aims to develop 21st century paralegals focused on access to justice, current trends in the law, and continuous learning and professional development. The program does so by developing paralegals' skills in writing, research, and technology, which will result in exceptional support and assistance to those employing our graduates. The program also develops paralegals' substantive and procedural paralegal skills in areas such as bankruptcy law, civil law, criminal law, family law, real estate law, and probate law, which will result in a value-added contributor to the legal support team. Finally, the program develops paralegals' ethical and professional competencies, which will result in invaluable assistance to lawyers in the pursuit of access to justice for all citizens.

Required General Education Courses

24 credit hours as follows:

COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
COM-201	Business and Technical Writing	3
MTH-120	General Education Mathematics	3
PSC-110	American National Government	3

(Note: Take MTH-120 or higher. MTH-120 recommended for transfer students.)

Select 6 or more credit hours from the following Humanities/Language courses:

HUM-115	World Mythology	3
HUM-120	Women in the Humanities	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
HUM-155	LGBTQ Humanities	3
HUM-249	British Culture and Society	3
HUM-251	Austrian Civilization	3
ARB-202	Arabic IV	4
SPA-202	Spanish IV	4

(Note: ARB-202 and SPA-202 may require completion of one or more prerequisites.)

Required Career Courses

27 credit hours as follows:

BUS-136	Business Law	3
CIS-115	Microsoft Office I	3
PLS-110	Introduction to Paralegal Studies	3
PLS-125	Research & Writing for Paralegal I	3
PLS-140	Civil Litigation for the Paralegal	3
PLS-160	Law Office Admin for Paralegal	3
PLS-170	Law Office Technology for Paralegal	3
PLS-190	Research & Writing for Paralegal II	3
PLS-290	Paralegal Internship	3

Elective Career Courses

Select at least 9 credit hours from these courses:

CRJ-101	Introduction to Criminal Justice	3
CRJ-206	Substantive Criminal Law	3
PLS-210	Bankruptcy Law for the Paralegal	3
PLS-220	Criminal Law for the Paralegal	3
PLS-230	Evidence for the Paralegal	3
PLS-240	Family Law for the Paralegal	3
PLS-260	Estate Plans & Probate/Paralegal	3
PLS-270	Real Estate Law for the Paralegal	3

(Note: PLS-160, PLS-230, & PLS-260 are offered in the fall semester only)
(Note: PLS-170, PLS-240, & PLS-270 are offered in the spring semester only)
(Note: PLS-220 is offered in the summer only)

Suggested Schedule

Semester 1 (15 credit hours)

CIS-115	Microsoft Office I	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
PLS-110	Introduction to Paralegal Studies	3
PLS-125	Research & Writing for Paralegal I	3

Semester 2 (15 credit hours)

COM-102	Composition II	3
COM-201	Business and Technical Writing	3
PLS-140	Civil Litigation for the Paralegal	3
PLS-160	Law Office Admin for Paralegal	3
OR		
PLS-170	Law Office Technology for Paralegal	3
PLS-190	Research & Writing for Paralegal II	3

Semester 3 (15-16 credit hours)

___-___	Elective Career Course	3
___-___	Elective Career Course	3
___-___	Humanities/Language Elective	3-4
MTH-120	General Education Mathematics	3
PLS-160	Law Office Admin for Paralegal	3
OR		
PLS-170	Law Office Technology for Paralegal	3

(Note: Take MTH-120 or higher.)

Semester 4 (15-16 credit hours)

BUS-136	Business Law	3
___-___	Elective Career Course	3
___-___	Humanities/Language Elective	3-4
PSC-110	American National Government	3
PLS-290	Paralegal Internship	3

Paralegal Studies, Certificate

Certificate—36 credit hours

Curriculum Code 1491

This program prepares the next generation of educated, ethical legal professionals who provide support to lawyers, judges, and others in the legal community. The program's goals and objectives are identical to those of the Paralegal Studies AAS degree except it is suited to completers of the Associate in Science (AS), Associate in Arts (AA), Associate in Engineering Science (AES), Associate in Fine Arts (AFA), or higher postsecondary degrees. Associate in Applied Science (AAS) or Associate in General Studies (AGS) degree holders need to meet with an academic advisor to determine eligibility for the program and if needed develop a bridge program to satisfy the Paralegal Studies AAS general education requirements.

Required Career Courses

27 credit hours as follows:

BUS-136	Business Law	3
CIS-115	Microsoft Office I	3
PLS-110	Introduction to Paralegal Studies	3
PLS-125	Research & Writing for Paralegal I	3
PLS-140	Civil Litigation for the Paralegal	3
PLS-160	Law Office Admin for Paralegal	3
PLS-170	Law Office Technology for Paralegal	3
PLS-190	Research & Writing for Paralegal II	3
PLS-290	Paralegal Internship	3

Elective Career Courses

Select at least 9 credit hours from these courses:

CRJ-101	Introduction to Criminal Justice	3
CRJ-206	Substantive Criminal Law	3
PLS-210	Bankruptcy Law for the Paralegal	3
PLS-220	Criminal Law for the Paralegal	3
PLS-230	Evidence for the Paralegal	3
PLS-240	Family Law for the Paralegal	3
PLS-260	Estate Plans & Probate/Paralegal	3
PLS-270	Real Estate Law for the Paralegal	3

(Note: PLS-160, PLS-230, & PLS-260 are offered in the fall semester only)
(Note: PLS-170, PLS-240, & PLS-270 are offered in the spring semester only)
(Note: PLS-220 is offered in the summer only)

Suggested Schedule

Semester 1 (6 credit hours)

PLS-110	Introduction to Paralegal Studies	3
PLS-125	Research & Writing for Paralegal I	3

Semester 2 (12 credit hours)

CIS-115	Microsoft Office I	3
PLS-140	Civil Litigation for the Paralegal	3
PLS-160	Law Office Admin for Paralegal	3
OR		
PLS-170	Law Office Technology for Paralegal	3
PLS-190	Research & Writing for Paralegal II	3

Semester 3 (12 credit hours)

BUS-136	Business Law	3
___-___	Elective Career Course	3
___-___	Elective Career Course	3
PLS-160	Law Office Admin for Paralegal	3
OR		
PLS-170	Law Office Technology for Paralegal	3

Semester 4 (6 credit hours)

___-___	Elective Career Course	3
PLS-290	Paralegal Internship	3

Patient Care Technician

This program consists of one certificate.

Patient Care Technician, Certificate

Certificate—22 credit hours

Curriculum Code 1506

This program prepares students to function in the role of a patient care technician (PCT) in an acute care setting. The program provides students with a basic foundation in healthcare terminology, nursing assistant skills, cardiac monitoring set-up and techniques, phlebotomy, and venipuncture skills. Graduates of the PCT certificate will be eligible to challenge the national certification exam.

Required Career Courses

22 credit hours as follows:

HSC-150	Basic Nurse Assistant Training	7
MRT-110	Medical Terminology	3
PHB-110	Principles & Practice of Phlebotomy	6
PHB-111	Phlebotomy Clinical Practice Seminar	2
PHB-112	Phlebotomy Clinical Practice	2
RES-200	Basic EKG Application and Theory	2

Suggested Schedule

Semester 1 (10 credit hours)

HSC-150	Basic Nurse Assistant Training	7
MRT-110	Medical Terminology	3

Semester 2 (8 credit hours)

PHB-110	Principles & Practice of Phlebotomy	6
RES-200	Basic EKG Application and Theory	2

Semester 3 (4 credit hours)

PHB-111	Phlebotomy Clinical Practice Seminar	2
PHB-112	Phlebotomy Clinical Practice	2

Phlebotomy (Blood Collection)

This program consists of one certificate.

Phlebotomy (Blood Collection), Certificate

Certificate—13 credit hours

Curriculum Code 1306

This program presents the basics of phlebotomy. Laboratory scientists, technologists and technicians require blood specimens that have been obtained promptly, efficiently, and safely by qualified phlebotomists. The phlebotomist is an integral member of the health care team. This individual must be well trained in all aspects of specimen collection and processing. The phlebotomist must also be able to maintain high standards of professionalism with patients and their families. To ensure quality training is available to persons interested in this field of work, Moraine Valley has developed a training program in phlebotomy. Employment opportunities for phlebotomists are widespread. The growth is driven by the increased medical needs of an aging population and more diagnostic testing. Locally, the labor market is growing, primarily due to the increase in home health care services and employment opportunities with contract laboratory organizations.

Accreditation/Approval

The Phlebotomy Program curriculum is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Moraine Valley's Phlebotomy Program is one of four programs in the nation to earn NAACLS charter approval.

Certification

Program graduates are eligible to take the phlebotomy certification examination of their choice.

Program Requirements

- In order to register for PHB-110, students must pass the prerequisite course, MRT-110 Medical Terminology, with a minimum passing grade of "C" or higher.
- A student must be 18 years of age or older before the start of PHB-110.
- Students must achieve a minimum passing grade of "C" (2.0) in both lecture and laboratory portions of Principles and Practice of Phlebotomy (PHB-110).
- Students must submit a completed history and physical form signed by a physician prior to clinical assignment.
- Students are responsible for transportation to and from clinical affiliates.
- Students are responsible for securing their own uniform for clinical rotations.
- A complete US high school transcript showing date of graduation or a GED certificate must be submitted to the coordinator prior to completion of the program.
- A liability insurance fee is required.
- The college requires that students have minimal health insurance coverage during the clinical experience.
- A criminal background check must be successfully completed before a clinical assignment is made.
- A specific 10-panel drug screening must be successfully completed before a clinical assignment is made.
- Students must complete the Moraine Valley HIPAA training session.

Program Calendar

Students may complete the program in any two consecutive semesters. Students must complete the second part of the program (PHB-111 & PHB-112) within two semesters of completing PHB-110.

Required Career Courses

13 credit hours as follows:

MRT-110	Medical Terminology	3
PHB-110	Principles & Practice of Phlebotomy	6

PHB-111	Phlebotomy Clinical Practice Seminar	2
PHB-112	Phlebotomy Clinical Practice	2

Suggested Schedule

Semester 1 (3 credit hours)

MRT-110	Medical Terminology	3

Semester 2 (6 credit hours)

PHB-110	Principles & Practice of Phlebotomy	6

Semester 3 (4 credit hours)

PHB-111	Phlebotomy Clinical Practice Seminar	2
PHB-112	Phlebotomy Clinical Practice	2

Radiologic Technology

This program consists of one degree.

Radiologic Technology, A.A.S.

A.A.S. Degree—72 credit hours

Curriculum Code 1240

This program prepares graduates for professional careers in the medical health field. Graduates are eligible for employment in hospitals, clinics, and physicians' offices. The program includes instruction in radiologic technique theory, patient positioning for diagnostic procedures and progressive clinical experience.

Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with an advisor in the Academic Advising Center.

Employment of radiologic technologists is expected to grow as fast as the average for all occupations, as the health care industry grows and because of the vast clinical potential of diagnostic imaging and therapeutic technology. However, while a significant increase in radiologic technologist employment is anticipated, job seekers are likely to face competition from many other qualified applicants for most openings.

Accreditation

Accredited by the Joint Review Committee on Education in Radiologic Technology.

Admission Requirements

See Admission to Health Science Programs in the Admission and Registration section.

Health Physical/Re-Application - Prior to enrollment, admitted students must submit a completed health history and physical form including drug screening signed by a physician.

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

Certification

Program graduates are eligible to take the national examination of the American Registry of Radiologic Technologists.

Program Requirements

- Students must earn a grade of "C" (2.0) or better in each required career course (theory and clinical).
- Students are responsible for transportation to and from clinical affiliates.
- Students are responsible for securing uniforms.
- A liability insurance fee is required.
- The college requires that students have minimal health insurance coverage.
- Successful completion of a criminal background check.

Program Calendar

The Radiologic Technology program requires a full-time commitment. This 24-month program starts in June of each year and includes two academic years and two summer sessions. The required biology and mathematics courses must be completed within five years of program admission.

Required General Education Courses

22 credit hours as follows:

COM-101	Composition I	3
COM-103	Speech Fundamentals	3
BIO-180	Human Anatomy & Physiology I	4
BIO-181	Human Anatomy & Physiology II	4
MTH-109	Math for Allied Health	2

(Note: MTH-139 or higher will meet the MTH-109 requirement.)

Select 3 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

50 credit hours as follows:

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
RAD-101	Health Care in Medical Imaging	1
RAD-102	Principles of Imaging	3
RAD-103	Ionizing Radiation Protection	2
RAD-104	Radiographic Procedures I	3
RAD-105	Image Analysis I	1
RAD-106	Image Analysis II	1
RAD-107	Digital: Acquisition and Display	2
RAD-108	Radiographic Procedures II	3
RAD-110	Radiologic Clinical Practice I	1
RAD-111	Radiologic Clinical Practice II	3
RAD-202	Physics: Product and Characteristics	3
RAD-204	Radiographic Procedures III	2
RAD-205	Radiologic Pathology	1
RAD-206	Medical Imaging Equipment	3
RAD-207	Radiology Science, Ethics, and Law	1

RAD-208	Introduction to Computed Tomography	1
RAD-209	Radiation Biology	2
RAD-210	Radiologic Clinical Practice III	3
RAD-211	Radiologic Clinical Practice IV	4
RAD-212	Radiologic Clinical Practice V	4

Suggested Schedule

Summer (9 credit hours)

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
MTH-109	Math for Allied Health	2
RAD-101	Health Care in Medical Imaging	1

Semester 1 Fall (14 credit hours)

BIO-180	Human Anatomy & Physiology I	4
RAD-102	Principles of Imaging	3
RAD-103	Ionizing Radiation Protection	2
RAD-104	Radiographic Procedures I	3
RAD-105	Image Analysis I	1
RAD-110	Radiologic Clinical Practice I	1

Semester 2 Spring (13 credit hours)

BIO-181	Human Anatomy & Physiology II	4
RAD-106	Image Analysis II	1
RAD-107	Digital: Acquisition and Display	2
RAD-108	Radiographic Procedures II	3
RAD-111	Radiologic Clinical Practice II	3

Summer (12 credit hours)

COM-101	Composition I	3
RAD-202	Physics: Product and Characteristics	3
RAD-210	Radiologic Clinical Practice III	3
___-___	Social and Behavioral Sciences Elective	3

Semester 3 Fall (14 credit hours)

RAD-204	Radiographic Procedures III	2
RAD-205	Radiologic Pathology	1
RAD-206	Medical Imaging Equipment	3
RAD-208	Introduction to Computed Tomography	1
RAD-211	Radiologic Clinical Practice IV	4
___-___	Humanities and Fine Arts Elective	3

Semester 4 Spring (10 credit hours)

COM-103	Speech Fundamentals	3
RAD-207	Radiology Science, Ethics, and Law	1
RAD-209	Radiation Biology	2
RAD-212	Radiologic Clinical Practice V	4

Recreation Therapy

This program consists of one degree.

Recreation Therapy, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1259

This program prepares students for a professional career in recreation therapy. Recreation Therapy professionals help people in community and clinical settings. Recreation therapists plan, and implement therapeutic-based treatment programs for people with disabilities, injuries, or illnesses. These therapists use a variety of modalities including arts and crafts, drama, music, dance, sports, aquatics, and community outings to help maintain or improve a person's physical, social, cognitive, spiritual and emotional well-being. Graduates are eligible for employment in physical rehabilitation centers, medical rehabilitation centers, hospitals, long-term care, skilled care, adult day care, alcohol and drug treatment centers, special recreation associations, and mental health agencies. According to the Bureau of Labor Statistics employment of recreational therapists is projected to grow 12 percent from 2014 to 2024, faster than the average of all occupations. As the large baby-boom generation ages, they will need recreational therapists to help treat age-related injuries and illnesses and to help them maintain a healthy, active lifestyle. Hospitals will provide a large number of recreation therapy jobs, with additional jobs provided by long-term rehabilitation and psychiatric hospitals. Continued growth is expected in community residential facilities, park districts and day care programs for people with disabilities.

Required General Education Courses

26 credit hours as follows:

BIO-115	Anatomy and Physiology	5
COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics	3
PSY-101	Introduction to Psychology	3
SOC-101	Introduction to Sociology	3

(Note: Take MTH-120 or higher.)

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

27 credit hours as follows:

REC-101	Careers in Recreation Fitness Sports	3
REC-102	Older Adult Recreation and Wellness	3
REC-180	Perceptual Motor Development	3
REC-182	Recreation for Special Populations	3
REC-201	Applied Leadership Essentials	3
REC-205	Professional Issues	2
THR-150	Recreation Therapy Techniques I	3
THR-152	Recreation Therapy Techniques II	3
THR-233	Recreation Therapy Practicum	3
THR-237	Recreation Therapy Seminar	1

Electives - Select 10 credit hours from the following:

Electives to enhance skills identified to be important in the field.

ADC-101	Introduction to Addiction Counseling	3
CRJ-107	Juvenile Delinquency & Procedures	3
MRT-110	Medical Terminology	3
PEH-160	Fundamentals of Human Movement	3
PEH-170	First Aid	3
PEH-171	A Healthy Lifestyle and You	3
PEH-190	Outdoor Recreation & Nature Study	3
PEH-___	PEH-105, 107, 108, 120, or 140	1

Electives to ease transfer for those interested students.

PSY-104	Life-Span Developmental Psychology	3
PSY-105	Child Psychology	3
PSY-106	Adolescent Psychology	3
PSY-205	Psychopathology	3
PSY-210	Adult Psychology	3
SPA-101	Spanish I	4
SPA-102	Spanish II	4

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
PSY-101	Introduction to Psychology	3
REC-101	Careers in Recreation Fitness Sports	3
REC-102	Older Adult Recreation and Wellness	3
___-___	Career Elective	3

Semester 2 (16 credit hours)

COM-102	Composition II	3
REC-180	Perceptual Motor Development	3
REC-182	Recreation for Special Populations	3
REC-201	Applied Leadership Essentials	3
SOC-101	Introduction to Sociology	3
PEH-___	PEH-105, 107, 108, 120, or 140	1

Semester 3 (15 credit hours)

COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics	3
THR-150	Recreation Therapy Techniques I	3
THR-152	Recreation Therapy Techniques II	3
___-___	Career Elective	3

(Note: Take MTH-120 or higher)

Semester 4 (17 credit hours)

BIO-115	Anatomy and Physiology	5
REC-205	Professional Issues	2
THR-233	Recreation Therapy Practicum	3
THR-237	Recreation Therapy Seminar	1
___-___	Humanities and Fine Arts Elective	3
___-___	Career Elective	3

Respiratory Therapy

This program consists of one degree.

Respiratory Therapy, A.A.S.

A.A.S. Degree—72 credit hours

Curriculum Code 1241

This program prepares students as critical-care specialists to assist a primary-care physician in managing patients with serious heart and lung disorders. Respiratory therapists are responsible for administering medical gases, managing electronic monitoring equipment, controlling life-support systems, and handling various medical emergencies. Related responsibilities may include diagnostic testing of breathing disorders, rehabilitation of patients with long-standing pulmonary disease, and asthma education.

Admitted students who wish to earn an Associate in Science degree in addition to an Associate in Applied Science degree should consult with an advisor in the Academic Advising Center.

Job opportunities are expected to remain good. Employment of respiratory therapists is expected to increase much faster than average because of substantial growth of middle-aged and elderly populations.

Accreditation— Accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Commission on Accreditation for Respiratory Care
P.O. Box 54876
Hurst, TX 76054-4876
CoARC (817) 283-2835 www.coarc.com

Admission Requirements— See Admission to Health Science Programs in the Admission and Registration section.

Fees— Fees associated with the Respiratory Therapy Program include use of equipment, supplies, and malpractice insurance. Additional expenses include the cost of a uniform, transportation to and parking at clinical sites, physical examination, a CPR course, criminal background check, drug screening, and national board practice exams. Membership to the American Association for Respiratory Care is required to attend the Illinois Society for Respiratory Care Conference during the summer semester.

Health Physical— Prior to clinical placement, students must submit a complete health history and physical form including drug screening signed by the applicant and physician. The health physical includes laboratory tests and immunizations required by clinical affiliates. Questions about the health physical should be directed to the program coordinator. Health physical forms may be obtained from the Admissions Office. The student is encouraged to maintain a copy of all health physical information submitted to the program.

Re-Application— Applicants not selected for one starting class are individually responsible for reactivating and up-dating their application file for subsequent starting classes. Re-applicants must complete a new application form and submit it to the Admissions Office during the applicable time period.

Readmission— Upon withdrawal or failure to maintain a minimum grade of "C" in any required course in the Respiratory Therapy Program, students must receive permission from program faculty before they may be considered for readmission. They must also meet any current requirements for readmission contained in the Student Handbook issued to students upon beginning the program. If all stipulations are met, readmission is still contingent on space-available basis.

Credentials and Licensing— Graduates of the Respiratory Therapy Program must pass the Therapist Multiple Choice (TMC) Examination administered by the National Board for Respiratory Care (NBRC) in order to apply for an Illinois state license. After

passing the TMC, the individual earns the Certified Respiratory Therapist (CRT) credential and is eligible to take the second level of testing to become a Registered Respiratory Therapist (RRT).

Program Requirements—

- Students must earn a minimum grade of "C" (2.0) in each required career course (theory and clinical).
- Students are responsible for transportation to and from clinical affiliates.
- Students are responsible for securing uniforms.
- A liability insurance fee is required.
- The college requires that students have minimal health insurance coverage.
- Successful completion of a criminal background check.

Additional Requirements— A current health care provider level CPR card from the American Heart Association is required for clinical placement. A criminal background check and drug screen are required by the clinical affiliate prior to clinical placement.

Program Calendar— The two-year program starts in the fall term and includes five semesters, including one summer term. Students may complete general education requirements prior to program enrollment. The required biology, chemistry and mathematics courses must be completed within five years of program admission. Exceptions may be granted on an individual basis by the program coordinator. The required career courses must be taken in sequence.

Required General Education Courses

30 credit hours as follows:

BIO-119	Introductory Microbiology	4
BIO-180	Human Anatomy & Physiology I	4
BIO-181	Human Anatomy & Physiology II	4
CHM-111	Fundamentals of Chemistry	4
OR		
CHM-131	Chemistry (University Oriented) I	4
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
OR		
MTH-139	Probability and Statistics	4
PSY-104	Life-Span Developmental Psychology	3

(Note: Take MTH-109 or MTH-139 or higher.)

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses in Sequence

42 credit hours as follows:

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

Suggested Schedule

Summer (7 credit hours)

BIO-180	Human Anatomy & Physiology I	4
CHM-111	Fundamentals of Chemistry	4
OR		
CHM-131	Chemistry (University Oriented) I	4

Summer (7 credit hours)

BIO-181	Human Anatomy & Physiology II	4
MRT-110	Medical Terminology	3

Semester 1 (14 credit hours)

COM-101	Composition I	3
RES-101	Foundations of Respiratory Care	3
RES-102	Fundamentals of Medical Gas Therapy	5
RES-103	Pharmacology for Respiratory Therapy	3

Semester 2 (13 credit hours)

RES-104	Airway Care and Gas Exchange	4
RES-105	Respiratory Therapeutic Modalities	5
RES-106	Patient and Ventilator Management	3
RES-154	Respiratory Clinical Practice I	1

Summer (5 credit hours)

MTH-109	Math for Allied Health	2
OR		
MTH-139	Probability and Statistics	4
RES-107	Managing the Critically Ill Patient	2
RES-157	Respiratory Clinical Practice II	1

(Note: Take MTH-109 or MTH-139 or higher.)

Semester 3 (12 credit hours)

BIO-119	Introductory Microbiology	4
COM-103	Speech Fundamentals	3
RES-201	Neonatal/Advanced Respiratory Care	3
RES-250	Respiratory Clinical Practice III	2

Semester 4 (13 credit hours)

PSY-104	Life-Span Developmental Psychology	3
RES-202	Respiratory Care Capstone	3
RES-251	Respiratory Clinical Practice IV	4
___-___	Humanities and Fine Arts Elective	3

Restaurant/Hotel Management

This program consists of one degree and two certificates.

Restaurant/Hotel Management, A.A.S.

A.A.S. Degree—60 credit hours

Curriculum Code 1256

This program applies management training to the hospitality industry in general, and the restaurant and hotel industry in particular. Management operations include personnel, inventory control, accounting, menu planning, food preparation, marketing, layout and design, front desk procedures, and catering. In addition to growing demand for managers, the need to replace managers who transfer to other occupations or stop working for a variety of reasons will create many new jobs. Job opportunities are expected to be best for persons with associate's or bachelor's degrees in restaurant and institutional food service management.

Required General Education Courses

15 credit hours as follows:

BUS-120	Business Mathematics	3
COM-101	Composition I	3
COM-103	Speech Fundamentals	3

Select 3 credit hours from Social/Behavioral Sciences or Humanities and Fine Arts:

ANT, ARB, ART, ECO, FRE, GEO, HIS, HUM, LIT, MUS, PHI, PSC, PSY, SOC, SPA, SSC, SPA, THE

Select 3 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

45 credit hours as follows:

BUS-142	Financial Accounting	4
CIS-115	Microsoft Office I	3
RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2
RTM-202	Quantity Food Production II	4
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-209	Baking/Pastry I	4
RTM-223	Convention Management and Service	3
RTM-226	Front-of-the-House Management	4
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Suggested Schedule

Semester 1 (14 credit hours)

BUS-120	Business Mathematics	3
COM-101	Composition I	3
RTM-100	Food Service Sanitation	2
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2

Semester 2 (17 credit hours)

BUS-142	Financial Accounting	4
CIS-115	Microsoft Office I	3
RTM-101	Intro to Hospitality Industry	3
RTM-202	Quantity Food Production II	4
RTM-240	Purchasing and Cost Control	3

Semester 3 (16 credit hours)

COM-103	Speech Fundamentals	3
RTM-206	Menu Writing and Marketing	3
RTM-209	Baking/Pastry I	4
RTM-231	Hospitality Supervision	3
___-___	Physical and Life Sciences Elective	3

Semester 4 (13 credit hours)

RTM-205	Beverage Management	3
RTM-223	Convention Management and Service	3
RTM-226	Front-of-the-House Management	4
___-___	Humanities and Fine Arts Elective	3
OR		
___-___	Social and Behavioral Sciences Elective	3

Beverage Management, Certificate

Certificate—19 credit hours

Curriculum Code 1414

This program prepares students for entry-level positions in the beverage area of restaurants, hotels, and clubs.

Required Career Courses

19 credit hours as follows:

BUS-120	Business Mathematics	3
RTM-100	Food Service Sanitation	2
RTM-103	Basic Food Theory	2
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Suggested Schedule

Semester 1 (7 credit hours)

RTM-100	Food Service Sanitation	2
RTM-103	Basic Food Theory	2
RTM-231	Hospitality Supervision	3

Semester 2 Summer (6 credit hours)

RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3

(Note: RTM-205 and RTM-206 are only offered in the early and regular summer session.)

Semester 3 (6 credit hours)

BUS-120	Business Mathematics	3
RTM-240	Purchasing and Cost Control	3

Restaurant/Hotel Management, Certificate

Certificate—37 credit hours

Curriculum Code 1254

This program prepares students for entry-level positions in the hospitality industry.

Required General Education Courses

6 credit hours as follows:

BUS-120	Business Mathematics	3
COM-101	Composition I	3

Required Career Courses

31 credit hours as follows:

RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2
RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3
RTM-209	Baking/Pastry I	4
RTM-226	Front-of-the-House Management	4
RTM-231	Hospitality Supervision	3
RTM-240	Purchasing and Cost Control	3

Suggested Schedule

Semester 1 (17 credit hours)

BUS-120	Business Mathematics	3
RTM-100	Food Service Sanitation	2
RTM-101	Intro to Hospitality Industry	3
RTM-102	Quantity Food Production I	4
RTM-103	Basic Food Theory	2
RTM-231	Hospitality Supervision	3

Semester 2 (14 credit hours)

COM-101	Composition I	3
RTM-209	Baking/Pastry I	4
RTM-226	Front-of-the-House Management	4
RTM-240	Purchasing and Cost Control	3

Semester 3 Summer (6 credit hours)

RTM-205	Beverage Management	3
RTM-206	Menu Writing and Marketing	3

(Note: RTM-205 and RTM-206 are only offered in the early and regular summer session.)

Security and Loss Prevention

This program consists of one certificate.

Security and Loss Prevention, Certificate

Certificate—11 credit hours

Curriculum Code 1307

This program provides students with basic training in security and loss prevention. While completing coursework, students can also complete industry security-related certification: a 20-hour Unarmed Security industry certification and a 40-hour Armed Security Guard industry certification (20 hour unarmed + 20 hour armed training).

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

Required Career Courses

11 credit hours as follows:

CRJ-202	Investigation & Criminal Evidence	3
LAN-103	Security Awareness	1
SLP-100	Unarmed Security Guard Training	1
SLP-101	Introduction to Security	3
SLP-103	Armed Security Guard Training	1
SLP-219	Contemporary Issues: Security	2

Suggested Schedule

Semester 1 (11 credit hours)

CRJ-202	Investigation & Criminal Evidence	3
LAN-103	Security Awareness	1
SLP-100	Unarmed Security Guard Training	1
SLP-101	Introduction to Security	3
SLP-103	Armed Security Guard Training	1
SLP-219	Contemporary Issues: Security	2

Sign Language Interpretation

This program consists of one certificate.

Sign Language Interpretation, Certificate

Certificate—41 credit hours

Curriculum Code 1369

This program serves students who are pursuing employment working with the deaf and deafblind community and/or entering the American Sign Language Interpreting field. Specifically, this certificate will benefit students who are interested in learning American Sign Language to communicate with family, friends, colleagues, and community members, and/or working with the deaf/deafblind/hard-of-hearing community as an interpreter in a wide variety of settings. As a two-year certificate program, this program may also benefit students who are interested in transferring to a four-year institution to complete a bachelor's degree in sign language interpretation, deaf studies, or deaf education.

Required Career Courses

33 credit hours as follows:

ASL-215	American Sign Language V	3
ASL-216	American Sign Language VI	3
INT-100	Introduction to ASL Interpreting	3
INT-101	Interpreting I	3
INT-102	Interpreting II	3

INT-107	Interpreting in Educational Settings	2
INT-108	Ed Settings Field Experience	1
INT-120	Ethics for Interpreters	3
INT-121	ASL to English Interpreting	3
INT-201	Interpreting Field Experience I	2
INT-202	Field Experience Seminar I	1
INT-203	Interpreting III	3
INT-206	Interpreting Field Experience II	2
INT-207	Field Experience Seminar II	1

Elective Courses

Select 8 credit hours from the following:

ASL-218	ASL Enrichment	1
COM-103	Speech Fundamentals	3
EDU-108	Foundations of Bilingual Education	3
INT-110	Interpreting Enrichment	1
INT-199	Special Topics in Interpreting	1-4
INT-205	Transliterating	3
INT-210	Certification Test Preparation	2
MRT-110	Medical Terminology	3
THE-115	Acting I	3

Suggested Schedule

Semester 1 Summer (5 credit hours)

INT-100	Introduction to ASL Interpreting	3
___-___	Elective	2

Semester 2 Fall (12 credit hours)

ASL-215	American Sign Language V	3
INT-101	Interpreting I	3
INT-107	Interpreting in Educational Settings	2
INT-108	Ed Settings Field Experience	1
INT-120	Ethics for Interpreters	3

Semester 3 Spring (12 credit hours)

ASL-216	American Sign Language VI	3
INT-102	Interpreting II	3
INT-121	ASL to English Interpreting	3
INT-201	Interpreting Field Experience I	2
INT-202	Field Experience Seminar I	1

Semester 4 Summer (6 credit hours)

___-___	Elective	3
___-___	Elective	3

Semester 5 Fall (6 credit hours)

INT-203	Interpreting III	3
INT-206	Interpreting Field Experience II	2
INT-207	Field Experience Seminar II	1

Sleep Technology

This program consists of one degree.

Sleep Technology, A.A.S.

A.A.S. Degree—63 credit hours

Curriculum Code 1370

This program prepares students for careers as sleep technologists. Sleep technologists are health-care professionals who work as part of a team under the general supervision of a licensed physician to assist in the education, evaluation, treatment, and follow-up of sleep disorders patients. The scope of practice of sleep technologists enables them to work in sleep centers, laboratories for sleep related breathing disorders, home environments, and non-facility-based settings under the direction of the sleep specialist. This program includes instruction and experience in polysomnographic recording procedures, application of positive airway pressure and oxygen, sleep study scoring, patient care and education, pediatric sleep, sleep disorders, and sleep center management.

Accreditation— This program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) on the recommendation of the Committee for Accreditation for Polysomnographic Technologist Education (CoAPSG).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th Street N., #7709
Seminole, FL 33775-7709
(727) 210-2350
www.caahep.org

Committee on Accreditation for Polysomnographic Technologist Education
11711 Frank Avenue
New Bern, NC 28560

(252) 626-3238
www.coapsg.org

Admissions Requirements— See admission to Health Science Programs in the Admission and Registration section.

Fees— Fees associated with the Sleep Technology program include use of equipment, supplies and malpractice insurance. Additional expenses include the cost of uniform, travel and parking at the clinical site, physical examination, CPR course, criminal background check, and drug screening.

Health Physical— Prior to clinical placement, admitted students must submit a complete history and physical form signed by the applicant and physician. The health physical includes laboratory tests and immunizations required by clinical affiliates. Questions about the health physical should be directed to the program coordinator. The student is required to maintain a copy of all health physical information submitted to the program.

Additional Program Requirements—

- A current health care provider level CPR card from the American Heart Association is required for clinical placement.
- A criminal background check and drug screen are required.
- Students must earn a minimum grade of "C" (2.0) or better in each required career course.

- Students are responsible for transportation to and from the clinical site.

Re-Application— Applicants not selected for one starting class are responsible for reactivating and updating their application file for subsequent starting classes. Re-applicants must complete a new sleep technology admission application and submit to the Admissions Office during the application period as stated in the Admissions and Registration section of this catalog.

Readmission— Upon withdrawal or failure to maintain a "C" in any required PSG prefix career course, students must receive permission from program faculty before they may be considered for readmission. Readmission is contingent on a space-available basis.

Program Calendar— The two-year program starts in the fall semester and consists of five semesters including one summer semester. Students may complete general education requirements prior to program enrollment. The required PSG prefix courses must be taken in sequence.

Required General Education Courses

19-22 credit hours as follows:

BIO-115	Anatomy and Physiology	5
OR		
BIO-180	Human Anatomy & Physiology I	4
AND		
BIO-181	Human Anatomy & Physiology II	4
COM-101	Composition I	3
COM-103	Speech Fundamentals	3
MTH-109	Math for Allied Health	2
PSY-104	Life-Span Developmental Psychology	3
SOC-101	Introduction to Sociology	3

(Take MTH-109 or higher.)

Required Career Courses

41 credit hours as follows:

CIS-115	Microsoft Office I	3
MRT-110	Medical Terminology	3
PEH-171	A Healthy Lifestyle and You	3
PSG-105	Polysomnography Patient Care I	4
PSG-110	Cardiopulmonary Physiology	3
PSG-112	Sleep Study Scoring	2
PSG-115	Polysomnography Patient Care II	4
PSG-120	Sleep Technology Clinical I	4
PSG-125	Pediatric Sleep	2
PSG-135	Sleep Disorders	3
PSG-210	Clinical Sleep Education	3
PSG-220	Sleep Technology Clinical II	2
PSG-225	Sleep Center Management	3
PSG-230	Sleep Technology Clinical III	2

Elective Courses

Select 3 credit hours from the following:

BUS-215	Employee Training and Development	3
BUS-231	Principles of Management	3
COM-203	Interpersonal Communication	3
PHI-111	Critical Thinking	3
PHI-125	Ethics	3
PHY-106	Fundamentals of Physics	3
AND		
PHY-107	Fundamentals of Physics Lab	1
PSY-215	Educational Psychology	3
SOC-202	Sociology of Aging	3
SOC-204	Social Problems	3
SOC-210	Minority Groups	3
SPA-115	Career Spanish for Health Care I	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
MRT-110	Medical Terminology	3
PSG-105	Polysomnography Patient Care I	4
PSG-110	Cardiopulmonary Physiology	3
PSG-112	Sleep Study Scoring	2

Semester 2 (15 credit hours)

BIO-115	Anatomy and Physiology	5
OR		
BIO-180	Human Anatomy & Physiology I	4
AND		
BIO-181	Human Anatomy & Physiology II	4
MTH-109	Math for Allied Health	2
PSG-115	Polysomnography Patient Care II	4
PSG-120	Sleep Technology Clinical I	4

(Note: Take MTH-109 or higher)

Summer (5 credit hours)

PSG-125	Pediatric Sleep	2
PSG-135	Sleep Disorders	3

Semester 3 (14 credit hours)

COM-103	Speech Fundamentals	3
CIS-115	Microsoft Office I	3
PSG-210	Clinical Sleep Education	3
PSG-220	Sleep Technology Clinical II	2
SOC-101	Introduction to Sociology	3

Semester 4 (14 credit hours)

PEH-171	A Healthy Lifestyle and You	3
PSG-225	Sleep Center Management	3
PSG-230	Sleep Technology Clinical III	2
PSY-104	Life-Span Developmental Psychology	3
___-___	Elective	3

Sport and Recreation Management

This program consists of one degree.

Sport and Recreation Management, A.A.S.

A.A.S. Degree—64 credit hours

Curriculum Code 1261

This program prepares graduates for professional careers in the recreation industry. Recreation and Sport Management professionals plan and implement recreation and sport programs, services, and activities for people from diverse

backgrounds and a wide range of activities. Graduates are eligible for employment in park districts, corporate recreation, commercial recreation, and employee recreation. The program includes instruction in facility management, program planning, fiscal management, technology, human resource, marketing, and public relations. According to the Bureau of Labor Statistics, employment of recreation workers is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. As more emphasis is placed on the importance of exercise, more recreation workers will be needed to work in local government parks and recreation departments, fitness centers, sports centers, and camps specializing in younger participants.

Required General Education Courses

25 credit hours as follows:

BIO-111	General Biology I	4
COM-101	Composition I	3
COM-102	Composition II	3
COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics	3
PSY-101	Introduction to Psychology	3
SOC-101	Introduction to Sociology	3

(Take MTH-120 or higher.)

Select 3 credit hours from Humanities and Fine Arts:

ARB, ART, FRE, HUM, LIT, MUS, PHI, SPA, THE

Required Career Courses

30 credit hours as follows:

CIS-115	Microsoft Office I	3
REC-101	Careers in Recreation Fitness Sports	3
REC-102	Older Adult Recreation and Wellness	3
REC-120	Sport/Recreation Programming	3
REC-124	Sport/Recreation Facility Management	3
REC-180	Perceptual Motor Development	3
REC-182	Recreation for Special Populations	3
REC-201	Applied Leadership Essentials	3
REC-205	Professional Issues	2
REC-233	Recreation Management Practicum	3
REC-237	Recreation Management Seminar	1

Electives

Select 9 credit hours from the following:

BUS-110	Legal Environment in Business	3
BUS-231	Principles of Management	3
COM-201	Business and Technical Writing	3
PEH-170	First Aid	3
PEH-190	Outdoor Recreation & Nature Study	3
PSY-201	Industrial/Organizational Psychology	3
RTM-101	Intro to Hospitality Industry	3
SLP-106	Crisis Management	3
THE-150	Creative Dramatics	3

Suggested Schedule

Semester 1 (15 credit hours)

COM-101	Composition I	3
PSY-101	Introduction to Psychology	3
REC-101	Careers in Recreation Fitness Sports	3
REC-124	Sport/Recreation Facility Management	3
___-___	Humanities and Fine Arts Elective	3

(Note: REC-101 and REC-124 are offered in the fall semester only)

Semester 2 (19 credit hours)

BIO-111	General Biology I	4
COM-102	Composition II	3
REC-180	Perceptual Motor Development	3
REC-182	Recreation for Special Populations	3
REC-201	Applied Leadership Essentials	3
SOC-101	Introduction to Sociology	3

Semester 3 (12 credit hours)

COM-103	Speech Fundamentals	3
MTH-120	General Education Mathematics	3
REC-102	Older Adult Recreation and Wellness	3
___-___	Elective	3

(Note: Take MTH-120 or higher.)

Semester 4 (18 credit hours)

CIS-115	Microsoft Office I	3
REC-120	Sport/Recreation Programming	3
REC-205	Professional Issues	2
REC-233	Recreation Management Practicum	3
REC-237	Recreation Management Seminar	1
___-___	Elective	3
___-___	Elective	3

Stationary Engineer

This program consists of one degree and one certificate.

Stationary Engineer, A.A.S.

A.A.S. Degree—62 credit hours

Curriculum Code 1329

This program is designed to prepare students for employment at the management level in the construction industry.

Required General Education Courses

16-17 credit hours as follows*:

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

*Note: Students will need a total of 62 credit hours for program completion.

Select 3-4 credit hours from Math:

MTH-120	General Education Mathematics	3
MTH-139	Probability and Statistics	4
MTH-212	Statistics for Business	4

Select 3 credit hours from Social/Behavioral Sciences:

ANT, ECO, GEO, HIS, PSC, PSY, SOC, SSC

Select 4 credit hours from Physical and Life Sciences:

BIO, CHM, EAS, GEL, NAT, PHS, PHY

Required Career Courses

36 credit hours as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
HAC-140	Sheet Metal Hand Forming	4
HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4
HAC-180	Electronic Controls	4
HAC-240	HVAC Troubleshooting	5

Electives

Select 9-10 credit hours from the following*:

BUS-110	Legal Environment in Business	3
BUS-136	Business Law	3
BUS-226	Business Ethics	3
COM-102	Composition II	3
HAC-165	Sustainable Energy Practices	4
HAC-233	Seminar	1
HIS-101	Western Civilization I	3
HUM-135	African & Middle Eastern Humanities	3
HUM-140	Asian and Oceanic Humanities	3
HUM-145	Native American Humanities	3
CIS-115	Microsoft Office I	3
SOC-210	Minority Groups	3

*Note: Students will need a total of 62 credit hours for program completion.

Suggested Schedule

Semester 1 (16 credit hours)

COM-101	Composition I	3
HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
___-___	Social and Behavioral Sciences Elective	3
___-___	Elective	3

(Note: Select from Elective list)

Semester 2 (14-15 credit hours)

MTH-120	General Education Mathematics	3
OR		
MTH-139	Probability and Statistics	4
OR		
MTH-212	Statistics for Business	4
COM-103	Speech Fundamentals	3
HAC-115	Basic Service Procedures	4
HAC-140	Sheet Metal Hand Forming	4

Semester 3 (16 credit hours)

HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4
___-___	Physical and Life Sciences Elective	4

Semester 4 (15 credit hours)

HAC-180	Electronic Controls	4
HAC-240	HVAC Troubleshooting	5
___-___	Elective	3
___-___	Elective	3

(Note: Select courses from program electives list.)

HAC Stationary Engineer, Certificate

Certificate—43 credit hours

Curriculum Code 1326

This program prepares students to repair and maintain heating, air conditioning and refrigeration equipment in commercial and industrial high-rise environments.

Required General Education Courses

9 credit hours as follows:

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

(Note: Take MTH-120 or higher)

Required Career Courses

34 credit hours as follows:

HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4
HAC-140	Sheet Metal Hand Forming	4
HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
HAC-158	Introduction to Heating	4
HAC-180	Electronic Controls	4
CIS-115	Microsoft Office I	3

Suggested Schedule

Semester 1 (14 credit hours)

COM-101	Composition I	3
HAC-105	Air Conditioning Theory	3
HAC-111	Introduction to Controls	4
HAC-115	Basic Service Procedures	4

Semester 2 (15 credit hours)

HAC-140	Sheet Metal Hand Forming	4
HAC-150	Advanced Control Systems	4
HAC-154	Installation and Service	4
CIS-115	Microsoft Office I	3

Semester 3 (14 credit hours)

COM-103	Speech Fundamentals	3
HAC-158	Introduction to Heating	4
HAC-180	Electronic Controls	4
MTH-120	General Education Mathematics	3

(Note: Take MTH-120 or higher.)

Supply Chain Management

This program consists of two certificates.

Advanced Supply Chain Management, Certificate

Certificate—41 credit hours

Curriculum Code 1519

This certificate program is an application-based program that provides students with advanced supply chain management principles. Key topics covered include core technology skills and business/industry content. Students will address both domestic and global issues in supplier and customer relations, value added product differentiation, cost management, and the professional skills required to succeed within this industry. The program has been designed based on current industry needs and in consultation with logistics and supply chain leaders. Students participating in this program will gain background knowledge for advanced level positions or, if currently employed in the industry, enhanced professional knowledge and career advancement potential.

The U.S. Bureau of Labor Statistics reports that employment in the supply chain industry is expected to increase dramatically, both locally and nationally. The Moraine Valley Community College (MVCC) district is located in a major intermodal transportation hub encompassing businesses tied to air, land, water, and rail transport.

Required General Education Courses

4 credit hours as follows:

MTH-139	Probability and Statistics	4

Required Career Courses

37 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-136	Business Law	3
BUS-231	Principles of Management	3
CIS-115	Microsoft Office I	3
OFT-122	Microsoft Excel	3
TDL-101	Transportation & Logistics Overview	3
TDL-103	Global Transportation	3
TDL-104	Introduction to Import/Export	3
TDL-105	Principles of Operations Management	3
TDL-106	Cargo Security	2
TDL-107	Warehousing and Distribution	3
TDL-108	Advanced Supply Chain Technologies	3
TDL-109	Quality and Customer Service	2

Suggested Schedule

Semester 1 (12 credit hours)

BUS-100	Introduction to Business	3
BUS-136	Business Law	3
CIS-115	Microsoft Office I	3
TDL-101	Transportation & Logistics Overview	3

Semester 2 (9 credit hours)

OFT-122	Microsoft Excel	3
TDL-103	Global Transportation	3
TDL-105	Principles of Operations Management	3

Semester 3 (8 credit hours)

BUS-231	Principles of Management	3
TDL-104	Introduction to Import/Export	3
TDL-106	Cargo Security	2

Semester 4 (12 credit hours)

MTH-139	Probability and Statistics	4
TDL-107	Warehousing and Distribution	3
TDL-108	Advanced Supply Chain Technologies	3
TDL-109	Quality and Customer Service	2

Intro to Supply Chain Management, Certificate

Certificate—21 credit hours

Curriculum Code 1319

This application-based program offers seven courses that provide an introduction to supply chain management. Key topics covered include core technology skills and business/industry content. Students will address both domestic and global issues in supplier and customer relations, value-added product differentiation, cost management, and the basic professional skills required to succeed within this industry. These courses have been designed based on current industry needs and in consultation with logistics and supply chain leaders. The U.S. Bureau of Labor Statistics reports that employment in the supply chain industry is expected to increase locally and nationally. Moraine Valley's district is located in a major intermodal transportation hub encompassing businesses tied to air, land, water, and rail transport. Students participating in this program will gain background for entry-level and trainee positions or, if currently employed in the industry, enhanced professional knowledge and career advancement potential.

Required Career Courses

21 credit hours as follows:

BUS-100	Introduction to Business	3
BUS-136	Business Law	3
CIS-115	Microsoft Office I	3
OFT-122	Microsoft Excel	3
TDL-101	Transportation & Logistics Overview	3
TDL-103	Global Transportation	3
TDL-105	Principles of Operations Management	3

Suggested Schedule

Semester 1 (12 credit hours)

BUS-100	Introduction to Business	3
BUS-136	Business Law	3
CIS-115	Microsoft Office I	3
TDL-101	Transportation & Logistics Overview	3

Semester 2 (9 credit hours)

OFT-122	Microsoft Excel	3
TDL-103	Global Transportation	3
TDL-105	Principles of Operations Management	3

Therapeutic Massage

This program consists of one certificate.

Therapeutic Massage, Certificate

Certificate—25 credit hours

Curriculum Code 1249

This program trains students in the art of touch and the application of pressure to clients' sore muscles and limbs to induce relaxation, assist in rehabilitation and contribute to their overall physical and emotional well-being. The program will institute a code of professional ethics coupled with a foundation of business skills. Additionally, www Valley offers a supervised student clinic that is open to the public and gives students the opportunity to work with a variety of people.

Additional Program Requirements

• Students must be at least 18 years old to enroll in MAS-101.

• Students will need a valid CPR/First Aid card at the time of enrollment in MAS-110 or be enrolled in PEH-170 or have completed a comparable course at another college with a minimum grade of "C." Successful completion of a criminal background check is also required prior to MAS-110.

• Students must earn a minimum grade of "C" (2.0) in each required MAS career course.

Required General Education Courses

5 credit hour minimum:

BIO-115	Anatomy and Physiology	5
OR		
BIO-180	Human Anatomy & Physiology I	4
AND		
BIO-181	Human Anatomy & Physiology II	4

Required Career Courses

20 credit hours as follows:

MAS-101	Introduction to Massage	1
MAS-108	Ethics for Massage Therapy	1
MAS-109	Pathology for Massage Therapy	3
MAS-110	Basic Swedish Massage	3
MAS-112	Sports Massage	1-2
MAS-113	Massage Techniques I	2
MAS-115	Massage Techniques II	1
MAS-119	Business for Massage Therapy	1
MAS-120	Massage Lab Practicum	3
PEH-160	Fundamentals of Human Movement	3

(Note: Students will either have a valid CPR/First Aid card at the time of enrollment in MAS-110 or take PEH-170 or a comparable course at another college with a minimum grade of "C")

Suggested Schedule

Semester 1 (10-13 credit hours)

BIO-115	Anatomy and Physiology	5
MAS-101	Introduction to Massage	1
MAS-108	Ethics for Massage Therapy	1
PEH-170	First Aid	3

(Note: Take PEH-170 only if no valid First Aid and CPR card.)

(Note: May take BIO-180 and BIO-181 instead of BIO-115.)

Semester 2 (9 credit hours)

MAS-110	Basic Swedish Massage	3
MAS-113	Massage Techniques I	2
MAS-115	Massage Techniques II	1
PEH-160	Fundamentals of Human Movement	3

Semester 3 (6 credit hours)

MAS-112	Sports Massage	1-2
MAS-119	Business for Massage Therapy	1
MAS-120	Massage Lab Practicum	3

Welding

This program consists of six certificates.

Individualized Welding, Certificate

Certificate—8 credit hours

Curriculum Code 1530

This program prepares the student for a career as an entry-level welder with specific skills required for an individual's preference.

Required Career Courses

8 credit hours as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-137	Individual Welding Problems I	2

Suggested Schedule

Semester 1 (6 credit hours)

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

Semester 2 (2 credit hours)

WLD-137	Individual Welding Problems I	2

Multi-Process Welding, Certificate

Certificate—9 credit hours

Curriculum Code 1532

This program prepares the student for a career as an entry-level welder with basic knowledge of several types of welding techniques.

Required Career Courses

9 credit hours as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-123	MIG, TIG, & Brazing I	3
WLD-124	MIG, TIG, and Brazing II	3

Suggested Schedule

Semester 1 (3 credit hours)

WLD-111	Basic Arc/Gas Welding I	3

Semester 2 (6 credit hours)

WLD-123	MIG, TIG, & Brazing I	3
WLD-124	MIG, TIG, and Brazing II	3

Pipe Welding, Certificate

Certificate—18 credit hours

Curriculum Code 1531

This program prepares the student for a career as an entry-level welder with specific pipe welding skills required for the pipe welders union.

Required Career Courses

18 credit hours as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-121	Advanced SMAW & Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3
WLD-140	Basic Pipe Welding I	3
WLD-141	Basic Pipe Welding II	3

Suggested Schedule

Semester 1 (6 credit hours)

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

Semester 2 (6 credit hours)

WLD-121	Advanced SMAW & Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3

Semester 3 (6 credit hours)

WLD-140	Basic Pipe Welding I	3
WLD-141	Basic Pipe Welding II	3

Shielded Metal Arc Welding, Certificate

Certificate—9 credit hours

Curriculum Code 1529

This program prepares the student for a career as a basic stick welder. It will give a student one step up on entering the welding field.

Required Career Courses

9 credit hours as follows:

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-121	Advanced SMAW & Cutting I	3

Suggested Schedule

Semester 1 (6 credit hours)

WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

Semester 2 (3 credit hours)

WLD-121	Advanced SMAW & Cutting I	3

Welding, Advanced, Certificate

Certificate—33 credit hours

Curriculum Code 1229

This program prepares students for employment in the welding field. Students gain experience in SMAW (stick), gas metal arc welding (mig), gas tungsten arc welding (tig), brazing, braze welding, oxy fuel and plasma cutting. Metallurgy, welding print interpretation, electrical welding circuits, and related safety procedures are also studied. Advanced training in pipe welding using the shielded metal arc process or advanced training in industrial problems are offered as options to this certificate. Once the student gains employment and experience in the field of welding this education makes the successful student eligible for advancement in the workforce.

Excellent opportunities are available for welders with the right skills set. Knowledgeable, well-trained, and conscientious welders can find positions working in most industries. Trained welders are required due to new government regulations and personal safety requirements that dictate stricter codes. More products have emerged requiring certified and qualified welders.

Required General Education Courses

3 credit hours as follows:

MTH-120	General Education Mathematics	3

(Note: Take MTH-120 or higher)

Required Career Courses

26 credit hours as follows:

WLD-104	Electric Welding Circuits	2
WLD-105	Reading Welding Blueprints	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-113	Basic Metallurgy and Materials	3
WLD-121	Advanced SMAW & Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3
WLD-123	MIG, TIG, & Brazing I	3
WLD-124	MIG, TIG, and Brazing II	3

Career Program Option

Minimum of 4 credit hours chosen from one of the following options:

Option I

WLD-137	Individual Welding Problems I	2
WLD-138	Individual Welding Problems II	2

Option II

WLD-137	Individual Welding Problems I	2
WLD-160	Visual Inspection of Welds	2

Option III

WLD-140	Basic Pipe Welding I	3
WLD-141	Basic Pipe Welding II	3

Suggested Schedule

Semester 1 (14 credit hours)

MTH-120	General Education Mathematics	3
WLD-104	Electric Welding Circuits	2
WLD-105	Reading Welding Blueprints	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

(Note: Take MTH-120 or higher)

Semester 2 (15 credit hours)

WLD-113	Basic Metallurgy and Materials	3
WLD-121	Advanced SMAW & Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3
WLD-123	MIG, TIG, & Brazing I	3
WLD-124	MIG, TIG, and Brazing II	3

Semester 3 (4 credit hours)

WLD-___	Elective	2
WLD-___	Elective	2

Welding, Combination, Certificate

Certificate—26 credit hours

Curriculum Code 1230

This program prepares students for employment in the welding field. Students gain experience in SMAW (stick), gas metal arc welding (mig), gas tungsten arc welding (tig), submerged arc welding flux, cored arc welding, brazing, braze welding, oxy fuel and plasma cutting. Welding print interpretation, electrical welding circuits, and related safety procedures are also studied. Once the student gains employment and experience in the field of welding this education gives the students the tools for a successful career.

Excellent opportunities are available for welders with the right skills set. Knowledgeable, well-trained, and conscientious welders can find positions working in most industries. Trained welders are required due to new government regulations and personal safety requirements that dictate stricter codes. More products have emerged requiring certified and qualified welders.

Required General Education Courses

3 credit hours as follows:

MTH-120	General Education Mathematics	3

(Note: Take MTH-120 or higher)

Required Career Courses

23 credit hours as follows:

WLD-104	Electric Welding Circuits	2
WLD-105	Reading Welding Blueprints	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3
WLD-121	Advanced SMAW & Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3
WLD-123	MIG, TIG, & Brazing I	3
WLD-124	MIG, TIG, and Brazing II	3

Suggested Schedule

Semester 1 (14 credit hours)

MTH-120	General Education Mathematics	3
WLD-104	Electric Welding Circuits	2
WLD-105	Reading Welding Blueprints	3
WLD-111	Basic Arc/Gas Welding I	3
WLD-112	Basic Arc/Gas Welding II	3

(Note: Take MTH-120 or higher)

Semester 2 (12 credit hours)

WLD-121	Advanced SMAW & Cutting I	3
WLD-122	Advanced SMAW and Cutting II	3
WLD-123	MIG, TIG, & Brazing I	3
WLD-124	MIG, TIG, and Brazing II	3

Moraine Valley Administration and Board of Trustees

Moraine Valley Board of Trustees

Moraine Valley Administration

Courses

Moraine Valley's courses meet a variety of students' needs. Not all courses are offered every year. See the subdivision dean or the department chair for information on courses that are offered on a rotational basis. Some courses are also offered using flexible learning options as described below.

Online Courses
These courses have section numbers 300-339. An online course uses a learning management system via the Internet to deliver content, facilitate communication (e.g., faculty-student and student-student), collect student work, and assess student performance. An online course may require trips to campus or a proctored test site. For the most current information about flexible learning options, available courses, to determine if online learning is right for you, and to register, visit the *online learning website.*

Hybrid Courses
These courses have section numbers 350-399. In a hybrid course, face-to-face class sessions are reduced by providing a significant portion of the instruction in a learning management system via the Internet. Hybrid courses have learning activities that must be completed via the Internet as well as class sessions that require on-campus attendance.

Interactive Live Video Courses
These courses have section numbers 340-349. These courses use interactive live video to transmit the class from the main campus classroom to the classroom at the Education Center at Blue Island or the Southwest Education Center in Tinley Park. This format allows students at both locations to interact with each other and the instructor.

Course Descriptions
Descriptions include the course prefix and number, course title, course description with weekly contact hours, credit hours, pre- and/or co-requisites (if any), and department. Where appropriate, the Illinois Articulation Initiative (IAI) code(s) are listed.

Pre-requisite—coursework must be successfully completed before enrolling in the designated class, often an introductory course.

Co-requisite—enroll in two designated courses during the same semester or may have previous credit in a particular course.

Consent of instructor—permission to enroll in course must be granted by the instructor.

IAI Code—meets the requirements of the Illinois Articulation Initiative. IAI codes ending in "D" are courses designed specifically to examine aspects of human diversity within the United States. IAI codes ending in "N" are courses designed specifically to examine aspects of human diversity from a non-U.S./non-European perspective.

Contact Hours—total contact hours per week for the lecture, lab, and practicum components of a course.

ADC—Addiction Studies

ADC-100 Human Development and Behavior (3)

Provides basic principles of human development and behavior. Focus is on how chemical use, misuse, abuse, and dependency affect normal growth and development. (3 contact hours)

ADC-101 Introduction to Addiction Counseling (3)

Introduction to alcohol and other drug abuse counseling and processes. Focus is on assessment and diagnosis, the core functions of an alcohol and other drug abuse counselor, and basic counseling skills. Provides information on career opportunities, counselor certification requirements and procedures, and other aspects of the AODA counselor. (3 contact hours)

ADC-106 Theory and Practice of Counseling (3)

Current theoretical counseling approaches will be discussed within the context of their history, philosophical base, key concepts, and client populations served. Students will be encouraged to explore their own philosophic base and skills to identify approaches for further study. (3 contact hours)

Prerequisite: ADC-101 and ADC-202

ADC-108 Treatment Delivery Models (3)

This course provides an introduction to the history of human services, the life and social problems addressed through human services, and public policies and systems developed in response to human service needs. (3 contact hours)

Corequisite: Registration or credit in ADC-100

ADC-110 Common Behavior Disorders (3)

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

ADC-112 Diversity in Addictions Counseling (3)

This course examines treatment issues, techniques, and the development of programs related to diverse cultures and special-needs groups such as adolescents, women, the elderly, and minority groups. Mixed cultural identities also are covered. (3 contact hours)

Prerequisite: ADC-101

ADC-202 Substance Use, Abuse and Dependency (3)

This course provides intensive instruction about alcohol and other drugs with emphasis on the differences between substance use, abuse and dependence, and the symptoms associated with each of these stages. The student will be able to recognize the signs and symptoms of each stage, the effects of substance abuse on the individual, the family, society, and a historical approach to intervention strategies. (3 contact hours)

ADC-204 Psychopharmacology (3)

This course provides an introduction to the psychopharmacology of alcohol and other drugs, including physiological and biochemical processes, action, use, and route of administration. Intoxication screening and withdrawal symptoms will be addressed. (3 contact hours)

Prerequisite: ADC-202

ADC-206 Group Counseling (3)

Provides intensive instruction in the theory and practice of the group counseling approach used in alcohol and other drug abuse treatment. (3 contact hours)

Corequisite: Registration or credit in ADC-106

ADC-207 Family Dynamics and Counseling (3)

This course provides intensive instruction in the theories of family dynamics and the practice of family counseling in a variety of human services settings. (3 contact hours)

Prerequisite: ADC-101 and ADC-202 Corequisite: Registration or credit in ADC-106

ADC-208 Case Management (3)

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

Prerequisite: ADC-101 and ADC-202

ADC-211 Compliance and Ethics (3)

This course is designed to present and review the compliance and ethical standards to which the addictions counselor is required to adhere. Students will be introduced to the State Division of Alcoholism and Substance Abuse (DASA) Rule 2060, the Illinois State Certification (IAODAPCA) Board Code of Ethics, federal HIPAA privacy and security standards, and corporate compliance standards applicable to the field of addictions studies. (3 contact hours)

Prerequisite: ADC-106

ADC-212 Women: Addiction and Recovery (3)

This course provides an introduction to the specific needs of women in addiction and recovery. Biological, psychological, and societal factors will be identified as well as the treatment services needed to optimize successful recovery. (3 contact hours)

Prerequisite: ADC-101 and ADC-202 or permission of coordinator Corequisite: Registration or credit in ADC-112 or permission of coordinator

ADC-219 Contemporary Issues: Alcohol/Drugs (2)

Intended primarily for students interested in alcohol and other drug issues. The course examines basic policy problems: legislation, professionalism, education, training, literature and research, procedures, administration, and social problems. This course may be taken four times for credit. (2 contact hours)

ADC-230 Special Topics in Addiction Studies (1)

Students work with instructor individually or in small groups to develop special projects designed to focus on specific addictions studies, chemical dependency, substance abuse, or related topics. This course may be taken four times for credit. (1 contact hour)

ADC-233 Field Practicum (3)

Supervised practical exposure and involvement in chemically dependent treatment service delivery at an approved addictions counseling site. This course meets the minimum supervision requirements for counselor certification by the Illinois Alcohol and Other Drug Abuse Professional Certification Association. Fee is required. (15 contact hours)

Prerequisite: Consent of practicum coordinator and 30 credit hours in courses with an ADC prefix and a minimum grade of "C" Corequisite: ADC-237

ADC-237 Seminar (1)

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

Prerequisite: Consent of practicum coordinator Corequisite: ADC-233

ADC-243 Advanced Field Practicum (3)

This course provides supervised advanced-level exposure and involvement in chemical dependent treatment service delivery at an approved addictions counseling site. Successful completion of the course meets 250 (50%) of the minimum supervision requirement of 500 hours for counselor certification by the Illinois Alcohol and Other Drug Abuse Professional Certification Association. Fee is required. (15 contact hours)

Prerequisite: ADC-233 and consent of practicum coordinator Corequisite: Registration or credit in ADC-247

ADC-247 Advanced Seminar (1)

In this course students will discuss their supervised field experiences in ADC-243, Advanced Field Practicum. (1 contact hour)

Prerequisite: Consent of practicum coordinator Corequisite: ADC-243

AET - Automation and Engineering Technology

AET-101 Orientation to AET Careers (1)

This course is an introduction to careers in the field of production automation, robotics, and engineering technology. Students will be required to research employment skills and knowledge, field-specific definitions, professional certifications and associations, current issues in the field, and salaries. (1 contact hour)

AET-110 Robotics I (3)

This course covers basic operations of FANUC robots, including the tasks that an operator, technician, engineer, or programmer who needs to setup, record and/or troubleshoot programs on a FANUC Robotics Handling Tool Software Package will perform. Fee is required. (4 contact hours)

AET-120 Robotics II: Vision (3)

This course covers basic tasks and procedures required for an operator, technician, engineer, or programmer to setup, teach, test, and modify robotic vision programs (iRVision) used for automation, error proofing and troubleshooting. Fee is required. (4 contact hours)

Prerequisite: AET-110

AET-210 Automation Capstone (1-3)

This course is designed to integrate study with practical hands-on experience in automation and engineering. The individual student will identify a topic of study, set specific analysis, and make a presentation of the project. Fee is required. (3-6 contact hours)

Prerequisite: At least 46 hours in the AET program or consent of the instructor

ANT—Anthropology

ANT-101 Introduction to Anthropology (3)

This course is an introduction to the nature of humans and their development and relationship to the physical and social environment today and in the past. Surveys the major subfields of anthropology: biological anthropology, linguistics, cultural anthropology, and archaeology. (3 contact hours)

IAI Code: S1 900N

ANT-201 Biological Anthropology (3)

Introduces the physical and cultural origins of humans, including study of primate behavior, fossil humans, development of tools, origins of agriculture, and development of early civilization. (3 contact hours)

IAI Code: S1 902

ANT-202 Cultural Anthropology (3)

Introduces nature, origins of culture, and diversity of recent or living cultures. Covers methods of field work, case studies, problems of acculturation, and the role of museums in presenting and preserving material culture. (3 contact hours)

IAI Code: S1 901N

ANT-205 North American Indians (3)

Surveys the archaeology and diverse cultures of native Americans, focusing on the earliest migrations to North America, the cultural achievements of the mound and pyramid builders, and the creative adaptations of specific Indian groups to various environments - past and present. (3 contact hours)

ANT-210 Introduction to Archaeology (3)

Introduces archaeological concepts, research, and methods for studying prehistoric and present cultures. Surveys the origin and development of societies in all parts of the world as revealed by significant archaeological sites and material culture. Current archaeological investigations of local interest and ethical issues in archaeology are examined. (3 contact hours)

IAI Code: S1 903

ARB—Arabic

ARB-101 Arabic I (4)

This course introduces students to Modern Standard Arabic. Practice focuses on developing basic knowledge and skills in pronunciation and recognition of the sounds of Arabic, reading and writing the Arabic script, grammar, reading and listening comprehension, and written composition. The course presumes no prior study of the language. (4 contact hours)

ARB-102 Arabic II (4)

This course develops existing basic abilities to communicate in speaking and writing Modern Standard Arabic. Practice focuses on increasing knowledge and skills in pronunciation, grammar, reading and listening comprehension, and written composition. The course builds on basic skills to read and write in the Arabic writing system, and knowledge of basic Arabic grammar. (4 contact hours)

Prerequisite: ARB-101

ARB-103 Arabic Basic Conversation (3)

This is an introductory Arabic course which emphasizes listening comprehension and speaking in Levantine Arabic. With millions of speakers worldwide, Levantine Arabic has become popular beyond its origin in the Levant region, which includes the countries of Jordan, Lebanon, and Syria, among others. This course is highly recommended for students without previous experience in the Arabic language informal speaking. It is particularly for those who wish to acquire limited conversational skills for travel or to speak informal language (not Fusha). (3 contact hours)

ARB-104 Arabic Basic Conversation II (3)

This is an introductory Arabic course that emphasizes listening, comprehension, and speaking in Levantine Arabic. With millions of speakers worldwide, Levantine Arabic has become popular beyond its origin in the Levant region, which includes the countries of Jordan, Lebanon, and Syria, among others. This course is highly recommended for students with some previous experience in informal Arabic speaking. It is particularly for those who wish to acquire limited conversational skills for travel or to speak an informal language (not Fusha). (3 contact hours)

Prerequisite: Successful completion of Arabic 101 or Arabic 103 or prior experience with Arabic language (approval required by the instructor).

ARB-201 Arabic III (4)

This course is the third in a series of Arabic courses. Instruction will build on skills taught in ARB-101 and ARB-102. The main focus of the course will continue to be communicative skills. Students will learn the basic skills needed to communicate in Arabic including comprehension, speaking, reading, and writing. Grammar will be introduced to facilitate communication. The course will be taught mainly in Arabic using Modern Standard Arabic. (4 contact hours)

Prerequisite: ARB-102

ARB-202 Arabic IV (4)

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

Prerequisite: ARB-201 or 4 years of high school Arabic IAI Code: H1 900

ART—Art

ART-101 Drawing I (3)

Introduces drawing principles and techniques. Covers form, design, and perspective, and includes various drawing media techniques. Fee is required. (6 contact hours)

IAI Code: ART904

ART-104 Drawing II (3)

A continuation of ART-101, this course emphasizes composition, perspective, and visual interpretation. A variety of drawing media is used. Fee is required. (6 contact hours)

Prerequisite: ART-101 IAI Code: ART905

ART-105 Life Drawing (3)

Teaches techniques of human figure drawing using draped and undraped models. Various media, applying principles such as design, structure, composition, form, and abstraction, are used. Fee is required. (6 contact hours)

Prerequisite: ART-101

ART-106 Drawing Comics (3)

This course is for students interested in learning how to draw comics and graphic novels. The course will cover story structure, character and setting design, page layout, juxtaposition of images, penciling and inking techniques. Fee is required. (6 contact hours)

Prerequisite: ART-101 or consent of instructor

ART-110 Art Appreciation (3)

Introductory survey and analysis of the visual arts - painting, sculpture, architecture, photography, printmaking, and crafts - to acquaint non-art majors with basic aesthetic concepts: media, technique, and function; elements and form; genres; stylistic characteristic and expressive qualities; and socio-cultural influences. (3 contact hours)

IAI Code: F2 900

ART-116 Two-Dimensional Design (3)

This course introduces the basic principles and elements of two-dimensional design, including basic art theory, composition, and use of color in visual art. Emphasizes application of original ideas in creation of original design. Students will supply basic art-making materials from a list provided by the instructor. Fee is required. (6 contact hours)

IAI Code: ART907

ART-118 Three-Dimensional Design (3)

Basic principles and elements of three-dimensional design are discussed. Includes volume, color, value, texture, and line. Emphasizes application of design concepts to original design. Fee is required. (6 contact hours)

Prerequisite: ART-101 or ART-116 IAI Code: ART908

ART-120 Beginning Painting (3)

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

Prerequisite: ART-101

ART-121 Watercolor Painting (3)

Introduces basic techniques and materials of transparent and opaque watercolor painting. Fee is required. (6 contact hours)

Prerequisite: ART-101

ART-122 Intermediate Painting (3)

Explores advanced painting techniques as applied to solving visual problems in oils, acrylics, and watercolors. Fee is required. (6 contact hours)

Prerequisite: ART-120

ART-125 Ceramics I (3)

Create clay forms using hand techniques and potter's wheel. Covers glazes, decorations, and kiln firing. Explores design problems and solutions. Includes historical and cultural development of ceramics as an art form. Fee is required. (6 contact hours)

ART-126 Ceramics II (3)

Applies basic pottery methods to create advanced ceramic forms. Presents experimental problems in glazes, mixing and firing. Applies historical, aesthetic, and artistic principles to ceramics problems. Student exhibit is required. Fee is required. (6 contact hours)

Prerequisite: ART-125

ART-146 Introduction to Computer Art (3)

Introduction to computer applications in the visual arts. A Macintosh computer software-based approach to visual image manipulation and generation is provided, including the integration of computer hardware, software, and peripheral devices as tools to create and combine traditional and contemporary visual ideas. Involves both theoretical understanding and practical application in the utilization of computer hardware and software to capture, combine, manipulate, and generate two-dimensional visual images in both art and design. Fee is required. (6 contact hours)

ART-150 Sculpture (3)

Introduces basic techniques of sculpture. Explores three-dimensional media. Applies additive, subtractive, and manipulative approaches to creating three-dimensional works of art. Fee is required. (6 contact hours)

Prerequisite: ART-101

ART-160 Darkroom Photography: Introduction (3)

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

ART-161 Camera and Darkroom Techniques (3)

This studio course develops expressive and technical skills in 35mm camera usage and darkroom work through the exploration of various black-and-white films, chemistries, exposure systems and printing techniques. Through a series of complex photographic projects, students learn to think creatively with a camera, control exposure, and explore the photographic potential of various combinations of films and developers, printing papers, alternative printing techniques, and various lighting techniques. Students supply black-and-white film, mounting board, RC, and fiber-based paper, and 35mm manual camera. Fee is required. (6 contact hours)

Prerequisite: ART-160

ART-162 Photographic Design (3)

This studio course investigates the application of 2-D design elements to explore the creative potential of the photographic medium. Students will utilize traditional and non-standard photographic processes to make images which implement specific design techniques. The use of design as a method of communicating ideas and concepts within photography will be explored. A series of conceptual and technical projects will emphasize joining specific techniques, materials, and design elements to bring about a unique creative vision. Creative techniques of 35mm camera work, black and white printing, studio work, and photographic manipulation techniques will be explored. Students supply black-and-white films, mounting board, RC, and fiber-based paper, and 35mm manual camera. Fee is required. (6 contact hours)

Prerequisite: ART-160

ART-163 Alternative Photographic Processes (3)

This course is designed for intermediate-level art and photography students who wish to explore non-standard photographic processes. A series of conceptual and technical projects will emphasize integration of digital imagemaking with handmade photographic printing techniques to foster a unique

creative vision. Areas of exploration include creative camera techniques, image acquisition and optical distortion techniques, digital image manipulation, hand-painted photographic emulsions, photo-based mixed media work, and photographic manipulation. Students supply various papers and other printing materials, mounting board, professional-quality inkjet transparency film and film or digital camera. Fee is required. (6 contact hours)

Prerequisite: ART-146 or ART-160

ART-165 Digital Photography: Introduction (3)

This studio course covers basic principles of digital photography, including equipment and camera operation, digital image adjustment and processing techniques. Students supply mount board, inkjet photo paper and digital SLR camera. Fee is required. (6 contact hours)

ART-170 Printmaking (3)

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

ART-171 Printmaking II (3)

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

Prerequisite: ART-170

ART-180 Digital Photographic Imagery (3)

This art/graphic design studio course explores the techniques of acquiring, manipulating, and outputting digitized photographic images. The emphasis is on digital image-making concepts and techniques, and uses historical references in both art and photography. Fee is required. (4 contact hours)

Corequisite: Registration or credit in ART-146 and registration or credit in ART-160 or ART-165

ART-182 Digital Illustration (3)

This art/graphic design studio course introduces vector-based illustration techniques. Investigates object-oriented graphics, curves, and shapes, blending, patterns, and textures. Also examines the manipulation of type fonts as images. Fee is required. (6 contact hours)

Prerequisite: ART-146 or consent of instructor

ART-184 Digital Imaging (3)

This art/graphic design studio course introduces computer imaging with bit-mapped graphics and rasterized images. Interaction between imaging and object-oriented software is explored. Fee is required. (6 contact hours)

Prerequisite: ART-146 or consent of instructor

ART-186 Design I: Layout (3)

This art/graphic design studio course focuses on the planning and design of print and digital page layout. Requires the creation of both single- and multiple-page documents detailing document construction, working with images, typography, and custom colors. Fee is required. (6 contact hours)

Prerequisite: ART-146 or consent of instructor

ART-205 Survey of Art I (3)

A chronological survey of art, from prehistory through the Middle Ages. Included are artistic achievements of the Prehistoric, Ancient Near East, Ancient Egyptian, Greek, Roman, Early Christian, Byzantine, Carolingian, Ottoman Romanesque, Gothic periods, as well as major non-Western art traditions including Islamic, Indian, Chinese, Japanese, the Pre-Columbian Americas, and Africa. Field trip required. (3 contact hours)

IAI Code: F2 901

ART-206 Survey of Art II (3)

A chronological survey of art from the Proto-Renaissance through the mid-nineteenth century. Included are artistic achievements of both Western and non-Western cultures. Styles and cultures include West Renaissance, Baroque, Rococo, Neoclassical, Romantic and Realistic periods. Non-Western covers India, China, Japan, Pacific cultures, and Africa. Field trip required. (3 contact hours)

IAI Code: F2 902

ART-207 Survey of American Art (3)

A chronological survey of the development of the visual arts in the United States from the colonial period through the present day. Early European influences, post World War II art and the contemporary art scene are included. Field trip required. (3 contact hours)

ART-208 Survey of Art III (3)

A chronological survey of modern art from the mid-19th century through the present time. Beginning with Impressionism, artistic achievements associated with the development of art through movements such as Post-Impressionism, Cubism, Surrealism, Abstraction, and Contemporary art forms will be included. Field trip required. (3 contact hours)

IAI Code: F2 902

ART-209 Survey of Non-Western Art (3)

A survey of non-Western art forms reflecting differing cultures and traditions found in the creative endeavors of Middle Eastern, South Asian, Far Eastern, Pre-Columbian Americas, Oceanian, and Subsaharan African artists. The impact of non-Western art on the contemporary art scene will also be discussed. Field trip required. (3 contact hours)

IAI Code: F2 903N

ART-230 Digital Design Internship (3)

This internship provides an opportunity for students to learn first-hand how a computer artist/designer handles day-to-day assignments. Student interns either work directly with experienced designers approved by the internship coordinator or work on a freelance basis. They also attend a seminar for one hour per week to discuss internship activities and problems. and develop means to close the gap between theory and on-the-job reality. Fee is required. (11 contact hours)

Prerequisite: ART-182, ART-184, ART-186, and consent of internship coordinator or instructor

ART-231 Art Seminar (2)

This course is designed for the student who is planning on transferring to a four-year institution as an art major. Provides an opportunity for guidance in portfolio preparation and offers opportunities to learn about careers in the visual arts. Through field trips to artists' studios, lectures, critiques, and hands-on situations, gain a better understanding of the role of the artist in contemporary society. (2 contact hours)

Prerequisite: ART-101, ART-104 or ART-105, ART-116, ART-118 and 6 credit hours with a minimum grade of "C" from ART-205, ART-206, ART-207, ART-208, ART-209 and permission of the department chair of Fine Arts/Humanities

ART-232 Digital Portfolio Development (3)

This art/design studio course's primary orientation is the development of the student's portfolio. This course permits students to work on their portfolio for a semester in close contact with the instructor. Includes field trips to design organizations, galleries, and museums to further enhance awareness of contemporary computer design. Fee is required. (4 contact hours)

Corequisite: Registration or credit in ART-248 or consent of instructor

ART-246 Advanced Computer Art (3)

This art/graphic design studio course develops students' advanced skills in the digital creation and manipulation of visual images. This course permits students to work on computer-designed projects in close contact with the instructor. Fee is required. (6 contact hours)

Corequisite: Registration or credit in ART-248 or consent of instructor

ART-248 Design II: Interface (3)

This art/graphic design studio course focuses on the planning and design of digital and interactive page layout. Covers page planning, navigation, page-layout tools, and use of image maps. Uses appropriate software to enhance students' awareness of the latest technological advances. Fee is required. (6 contact hours)

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

ART-251 Digital Art/Design: Special Topics (3)

Building on print and electronic layout, this art/graphic design studio course opens new design possibilities for devices for electronic publication on the Macintosh operating system and/or IOS. The topics to be covered during a particular semester will be identified in the college schedule of classes. A syllabus documenting the specific topics, description, learning outcomes and information about prerequisite skills will be available as each class is added to the schedule. Students may take this course two times but may not repeat a topic. (6 contact hours)

Prerequisite: ART-248 or consent of instructor

ART-280 Independent Studio: Drawing (3)

This studio course is for students who have completed all coursework in the discipline of drawing. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. (6 contact hours)

Prerequisite: Consent of Instructor

ART-281 Independent Studio: Painting (3)

This is a studio course for students who have completed all coursework in the discipline of painting. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. (6 contact hours)

Prerequisite: Consent of instructor

ART-282 Independent Studio: Ceramics (3)

This is a studio course for students who have completed all coursework in the discipline of ceramics. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. (6 contact hours)

Prerequisite: Consent of instructor

ART-283 Independent Studio: Photography (3)

This is a studio course for students who have completed college-level coursework in photography. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. Students supply black-and-white films, RC and/or

fiber-based paper, 35mm manual camera, and other incidental supplies as needed. (6 contact hours)

Prerequisite: Consent of instructor

ART-284 Independent Studio: Design (3)

This is a studio course for students who have completed all coursework in the discipline of design. Students enter into a contract with the instructor to complete an agreed-upon body of work and/or project. Fee is required. (6 contact hours)

Prerequisite: Consent of instructor

ASL—American Sign Language

ASL-100 Visual Gestural Communication (2)

This course will involve the development of skills in non-verbal communications. Emphasizes the use and understanding of facial expression, gestures, pantomime, and body language to communicate. (2 contact hours)

ASL-101 American Sign Language I (3)

This is the beginning course in American Sign Language (ASL). Basic vocabulary and grammatical structures are covered. Comprehension and correct production will be emphasized. ASL will be used as the method of instruction. Fee is required. (3 contact hours)

ASL-102 American Sign Language II (3)

This course is a continuation of American Sign Language I and builds on the vocabulary and grammatical structures in that course. Comprehension and production skills will be emphasized. ASL will be used as the method of instruction. Fee is required. (3 contact hours)

Prerequisite: ASL-101

ASL-103 American Sign Language III (3)

This course is a continuation of American Sign Language II and builds on the vocabulary, grammatical structures and advanced comprehension and production skills. ASL will be used as the method of instruction. Fee is required. (3 contact hours)

Prerequisite: ASL-102

ASL-110 Deaf Culture and History (3)

This course provides an overview of the history, language, education, and culture of persons who are diagnosed as deaf and hard of hearing. Topics covered will include types of hearing loss, history and significant figures in the deaf community, deaf education, legislation, autism, deaf culture, and cultural norms. Fee is required. (3 contact hours)

ASL-111 Working in the Deaf Community (1)

This course will provide an overview of careers that require knowledge of ASL and the Deaf community. (1 contact hour)

ASL-114 Fingerspelling and Numbers in ASL (2)

This course will provide students with the tools and practice for successful production and reception of fingerspelling and numbers used in American Sign Language. Fee is required. (2 contact hours)

ASL-121 Linguistics of ASL (3)

This course focuses on the linguistic principles of American Sign Language. Coursework will focus on phonemes, morphemes, semantics, pragmatics, and other topics to increase understanding of the structure of American Sign Language. (3 contact hours)

Prerequisite: ASL-101

ASL-122 Classifiers in ASL (2)

This course focuses on the use of classifiers in ASL. Students will analyze, discuss, and demonstrate the different categories of classifiers. Production and comprehension of classifiers will be emphasized. Fee is required. (2 contact hours)

Prerequisite: ASL-101

ASL-201 American Sign Language IV (3)

This course is a continuation of American Sign Language III and builds on the vocabulary, grammatical structures, and advanced comprehension and production skills. Deaf culture and history will also be covered. ASL will be used as the method of instruction. Fee is required. (3 contact hours)

Prerequisite: ASL-103

ASL-209 Interpreting in Specialized Settings (3)

This course focuses on interpreting in specialized settings (medical, legal, mental health, video relay, education, religious, etc.) and interpreting for deaf-blind individuals. Fee is required. (3 contact hours)

Prerequisite: ASL-103 and INT-101

ASL-210 Advanced Vocabulary for Interpreters (3)

This course focuses on increasing comprehensive and expressive vocabulary, history, cultural forms, idioms, slang, etymology, regional variations in the English language, and continued ASL vocabulary development will be covered in classroom activities and coursework. Fee is required. (3 contact hours)

Prerequisite: ASL-103 and INT-101

ASL-215 American Sign Language V (3)

This course is a continuation of American Sign Language IV and builds on the vocabulary, grammatical structures, and advanced

comprehension and production skills. ASL will be used as the method of instruction. Fee is required. (3 contact hours)

Prerequisite: ASL-201 with a minimum grade of "C"

ASL-216 American Sign Language VI (3)

This course is a continuation of American Sign Language V and builds on the vocabulary, grammatical structures, and advanced comprehension and production skills. ASL will be uses and the method of instruction. Fee is required (3 contact hours)

Prerequisite: ASL-215 with a minimum grade of "C"

ASL-218 ASL Enrichment (1)

This course is a dynamic seminar-style course for students who need additional study and practice to acquire ASL Fluency. Topics will focus on identified areas of weakness as defined with the instructor on the first day of class. Course content will vary for each student depending on the courses that they need to repeat and/or the specific areas of weakness with their ASL Fluency and understanding. (1 contact hour)

AST - Astronomy

AST-101 Descriptive Astronomy (3)

This course explores the universe, and gives students an understanding of our place within it. Students investigate topics such as the history of Astronomy, the formation and evolution of the solar system, the birth, life and death of stars, the formation and evolution of galaxies, and basic Cosmology, the study of the beginning and evolution of the universe as a whole. Students will be introduced to the methods of Astronomy including types of telescopes and how astronomers collect and analyze data. (3 contact hours)

IAI Code: P1 906

AST-103 Observational Astronomy (4)

This lab course explores the universe, and gives students an understanding of our place within it. Students investigate topics such as the history of Astronomy, the formation and evolution of the solar system, the birth, life and death of stars, the formation and evolution of galaxies, and basic Cosmology, the study of the beginning and evolution of the universe as a whole. Students will be introduced to the methods of Astronomy including types of telescopes and how astronomers collect and analyze data. (5 contact hours)

Prerequisite: MTH-095 or 1 year of high school algebra

IAI Code: P1 906L

AST-105 Astronomy: The Cosmos (3)

Explores astronomy and space exploration in the broadest human context. Embraces many sciences and cultures, and provides cosmic perspective for the planet Earth. Investigates diverse topics such as cosmic catastrophes, travel to the stars, cosmic influences on evolution, the origin of life, contact with other civilizations, birth and death of stars and galaxies, future of the earth, and origin and fate of the universe. (3 contact hours).

AUT—Automotive Technology

AUT-112 Introductory Automotive Technology (4)

This course provides the automotive technology student career information about the automotive service industry. The class provides theory and related hands-on experience on live automobiles as a foundation for advanced automotive courses. Instruction includes engine testing and service procedures used on automobile systems and components. Fee is required. (6 contact hours)

AUT-114 Electrical/Electronic Systems I (4)

This course provides instruction in basic electricity and electronics, including direct-current electricity, series and parallel circuits, and basic electronics. Theory, operation and testing of the starting, charging, lighting, and signaling systems are covered. The student will work with multimeters and other electrical test equipment in developing troubleshooting techniques. Fee is required. (6 contact hours)

Corequisite: Registration or credit in AUT-112

AUT-120 Automotive Service Advisor (3)

This course provides the automotive technology student with the knowledge needed for a career as an automotive service consultant (service writer, assistant service manager). The class provides theory and related hands-on experience on live automobiles similar to those in an automobile dealership, independent shop, or franchise service center. Instruction includes consumer relations, internal relations, sales skills, shop operations, and preparation for achieving ASE certification as a service consultant. (4 contact hours)

Prerequisite: AUT-112 or consent of program coordinator

AUT-121 Automotive Brake Systems (4)

This course provides instruction in the theory of operation, diagnosis, and servicing of automotive disc and drum brake systems. Both standard and ABS brake systems are included. Service and troubleshooting of vacuum, hydraulic, and electrical controls are covered. Fee is required. (6 contact hours)

Corequisite: Registration or credit in AUT-112

AUT-125 Performance and Driveability I (4)

Engine drivability through the fuel delivery system, from the fuel tank through fuel distribution components, including electric fuel pumps, fuel filters, fuel injectors, regulators, return systems, vapor recovery, idle air control, and air temperature control are covered. Fee is required. (6 contact hours)

Prerequisite: AUT-114

AUT-127 Intro to Alternative Fuels (3)

This course will address the need in the 21st century for alternative light-duty vehicles, their powerplants, and the energy sources used to propel them. Alternative fuel systems will be discussed as well as their advantages, disadvantages, and impact on passenger safety and the environment. Also included will be a discussion of some of the hybrid vehicles currently in use and the fuel cell as a means of replacing the internal combustion engine for generating electricity. (3 contact hours)

Prerequisite: AUT-125

AUT-214 Electrical/Electronic Systems II (4)

This is a course in advanced automotive electronics with an emphasis on understanding and diagnosis of electronic ignition systems, computerized engine control systems, and non-engine-related computer systems. Fee is required. (6 contact hours)

Prerequisite: AUT-114

AUT-232 Performance & Driveability II (4)

This is an advanced course in engine drivability and fuel management diagnosis. Emphasis on proper diagnostic procedures, use of scan tools, digital oscilloscopes, and exhaust gas analyzers are covered. Fee is required. (6 contact hours)

Prerequisite: AUT-125

AUT-233 Seminar (1)

Discussion of internship activities and problems, a student's performance, and any questions arising out of an internship. Development of professional attitude. Course strives to narrow the gaps between theory and on-the-job reality. (1 contact hour)

Prerequisite: Complete a minimum of 5 AUT classes or be in the third semester of the AUT program Corequisite: Registration in AUT-237 and consent of instructor

AUT-234 Steering and Suspension Systems (4)

This course covers theory of operation, diagnosis, maintenance, repair, and adjustment procedures pertaining to steering and alignment. Lab work includes two- and four-wheel alignment, servicing rack and pinion steering systems, conventional and MacPherson strut-suspension systems. Fee is required. (6 contact hours)

Prerequisite: AUT-112

AUT-236 Auto Engine Reconditioning (4)

This course covers recognizing and diagnosing causes of engine failure and procedures necessary to repair or build an automotive engine. Lab work consists of use of precision measuring tools, restoration of tolerance by machining engine components, and proper disassembly and assembly procedures. Fee is required. (6 contact hours)

Prerequisite: AUT-112

AUT-237 Internship (3)

At AUT internship sites under the supervision of a certified ASE technician, students will diagnose and repair problems involving automotive components relating to the industry in which the student is employed. Fee is required. (15 contact hours)

Prerequisite: Complete a minimum of 5 AUT classes or be in the third semester of the AUT program. Corequisite: Registration in AUT-233 and consent of instructor

AUT-240 Manual Transmissions and Drivelines (4)

Studies manual drive transmissions and transaxles. (6 contact hours)

Prerequisite: AUT-112

AUT-242 Automatic Transmissions (4)

Students study automatic transmissions and transaxles, clutches, linkages, cables, in-vehicle and off-vehicle component repairs, bands, and drums. Emphasizes problem assessment, theory of operation and overhaul procedures. Fee is required. (6 contact hours)

Prerequisite: AUT-112

AUT-244 OBDII and Emission Control Systems (4)

Diagnosis and service of advanced computerized engine control systems (OBDII) and IM240 testing procedures are the main concepts covered. Detailed instruction on the use of advanced electronic testing equipment used in the diagnosis of these systems is covered in-depth. Fee is required. (6 contact hours)

Prerequisite: AUT-232

AUT-246 Heating & Air Conditioning Systems (4)

Explores theory, operation, testing, and servicing of automotive heating and air conditioning systems. Laboratory work includes proper handling of refrigerants, troubleshooting, repairing, and servicing of these systems. Students also may gain certification in recycling and recovery of refrigerants. Fee is required. (6 contact hours)

Prerequisite: AUT-112

BIO—Biology

BIO-101 Survey of Biology for Non-Majors (4)

This one-semester introductory course for non-science majors is designed to fulfill the general education requirement for life science with a laboratory. This is a survey of biology course that covers cell and molecular biology, genetics and heredity, diversity, evolution, ecology, and sustainability. Emphasis will be

placed on the major themes of evolution, structure and function, information flow, energy transformation, and the interconnections within systems. This course contains a laboratory component which will involve the biological concepts discussed in the lecture. Fee is required. (6 contact hours)

IAI Code: L1 900L

BIO-103 Germs: Good, Bad and Necessary (3)

This course is a non-majors biology course designed to fulfill the general education for life science with no lab requirement. Microbes are the invisible engines that drive countless processes in our world, from shaping ecosystems to influencing human health, industry, and society. In this course, " Germs: Good, Bad, and Necessary" students will explore the profound interactions between microorganisms and human society. This is a lecture only course, does not contain a laboratory component. (3 contact hours)

BIO-104 Biology of Human Life (4)

This general education non-majors biology course emphasizes scientific inquiry through a breadth of selected concepts using humans as the study organism. Concepts include cell and molecular biology, human structure and function, human genetics and heredity, evolution, ecology, and sustainability. Biological issues with personal and social implications will be clearly integrated through the course and may include human health and applications of technology. This course contains a laboratory component. Fee is required. (6 contact hours)

IAI Code: L1 904L

BIO-105 Human Genetics (3)

This course is a survey course that introduces students to the laws of human genetics, evolution, genetic diseases, and the latest biotechnology discoveries. Biological issues with personal, social, and moral societal implications will be integrated throughout the course. This course is a non-majors biology course designed to fulfill the general education for life science with no lab requirement. (3 contact hours)

BIO-111 General Biology I (4)

Scientific methods, biochemistry, cellular biology, cellular reproduction, classical and molecular genetics are covered with an emphasis on processes. This course includes a laboratory component. Fee is required. (6 contact hours)

IAI Code: L1910L and BIO910

BIO-112 General Biology II (4)

Structure and function of the major systems of animals, plants, fungi, protista and bacteria are covered. Origin of life, ecology, classification, and evolution are also studied. Animal dissection is included. Note: BIO 111 is recommended prior to taking this course. This course includes a laboratory component. Fee is required. (6 contact hours)

IAI Code: L1910L and BIO910

BIO-115 Anatomy and Physiology (5)

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

Prerequisite: BIO-111 is strongly recommended

BIO-119 Introductory Microbiology (4)

This course introduces microbial life, including morphology, staining, genetics, physiology and biochemistry of bacteria, archaea, fungi, protozoa, algae and helminthes. Medical significance of these organisms is covered, as is the significance of viruses, prions, and viroids. It is strongly recommended that students select one of the following courses prior to taking this course: BIO 111, CHM 111, or CHM 131. This course includes a laboratory component. Fee is required. (6 contact hours)

BIO-180 Human Anatomy & Physiology I (4)

The first course of a two-course sequence, this course presents an integrated approach to structure and function of the human body. Laboratory time is allocated to working with the human cadaver and other mammalian specimens. Models, prepared slides, and physiological experiments, including instrumentation, are also part of the laboratory learning experience. Emphasizes normal microanatomy and physiological principles of human cells, tissues, skeletal elements, and the musculature, and nervous systems. It is recommended that students complete BIO-111 or BIO-115 prior to taking this course. Fee is required. (6 contact hours)

BIO-181 Human Anatomy & Physiology II (4)

The second of a two-course sequence, this course covers the structure and function of humans as related to the endocrine, circulatory, lymphatic, respiratory, digestive, and urinary systems; homeostatic mechanisms; human embryology and reproduction; electrolyte balance; and stress physiology. Laboratory time is allocated to working with the human cadaver and other mammalian specimens. Models, prepared slides, and physiological experiments, including instrumentation, are also part of the laboratory learning experience. Fee is required. (6 contact hours)

Prerequisite: BIO-180

BIO-182 Human Anatomy Lab I (2)

This is the first of a two-course laboratory sequence using a human cadaver to study gross anatomy. Emphasis will be placed on gross anatomy of the integument, skeletal, cardiovascular, muscular, and respiratory systems. Fee is required. (3 contact hours)

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

BIO-183 Human Anatomy Lab II (2)

This is the second of a two-course laboratory sequence using a human cadaver to study gross anatomy. Emphasis will be placed on gross anatomy of the digestive, nervous, special sense, urinary, endocrine, and reproductive systems. Fee is required. (3 contact hours)

Prerequisite: BIO-181 and BIO-182 or consent of instructor, and provide evidence of current tetanus vaccination to the instructor

BIO-211 Zoology I (4)

Study of the natural history, morphology, and physiology of invertebrate animals. Emphasizes midwestern forms, including distribution, feeding habits, reproduction, economic importance, and classification. Fee is required. (6 contact hours)

Prerequisite: BIO-111 or consent of instructor

BIO-212 Vertebrate Zoology (4)

This course covers the structure and function of animal systems and their evolutionary relationships. Examines taxonomy, ecology, behavior, and distribution of representative animals. Fee is required. (6 contact hours)

Prerequisite: BIO-111 or consent of instructor

BIO-215 Physiology of Health & Disease (3)

This course includes functional interrelationships between body systems in health and disease. Emphasizes application of physiological concepts in problem solving. (3 contact hours)

Prerequisite: BIO-115 or BIO-181

BIO-220 Ecology & Field Biology (4)

This course introduces general ecology. Includes field approach of measuring environmental factors in order to understand the ecosystem concept. Interrelationships of organisms, including humans and their environment, are explored. Field work and field trips are included. Fee is required. (6 contact hours)

Prerequisite: BIO-111 or consent of instructor

BIO-221 Introduction to Marine Biology (4)

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

Prerequisite: BIO-111

BIO-230 Botany (4)

Lecture and lab illustrate the diversity of simple and complex plants. Covers the structure of roots, stems, leaves, flowers, and fruits; physiology of growth and response to environmental factors; and local plant ecology stressing community types, biomes, and succession. Fee is required. (6 contact hours)

Prerequisite: BIO-111 or consent of instructor

BIO-240 Biology Research (2)

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

Prerequisite: Consent of instructor

BUS—Business

BUS-100 Introduction to Business (3)

This course will provide the student with the opportunity to develop concepts, attitudes, and ideas about the nature of business and the environment in which it operates. Types of business ownership, management, marketing, finance, accounting, human resources, labor-management relations, ethics, and other related topics are covered. (3 contact hours)

BUS-105 Small Business Management (4)

Studies fundamentals of the organization and operation of a small business. Examines the problems of initial decisions: location, planning, financing, legal concerns, marketing and managing the small business. (4 contact hours)

BUS-107 Fundamentals of Accounting (2)

This course is designed for two types of students: those with no high school or career accounting background who feel the need for introductory work prior to taking BUS-142 (Financial

Accounting) and students that do not wish to take BUS-142 but would like to learn some accounting basics. Emphasis is placed on basic bookkeeping and accounting concepts. Topics will include journalizing, posting, adjusting entries, financial statements, closing entries, and payroll. The course also will examine some accounting differences between a sole proprietorship, partnership, and corporation. This is a nontransfer course. (2 contact hours)

BUS-110 Legal Environment in Business (3)

A study of the modern legal and social environment of business, with emphasis on the regulation of business by government statutes, administrative regulations, and court decisions. Areas of concentration include tort law, consumer protection law, employment law, labor law, and securities law. (3 contact hours)

BUS-116 Personal Investing (3)

This course is intended for students who want to understand the many investment options available to them. The course will cover the major investment choices including common stock, bonds, IRA, Roth IRA, 401(k) plans, 529 Educational Savings Plans, flexible spending accounts, and long-term care insurance. (3 contact hours)

BUS-120 Business Mathematics (3)

This practical course covers mathematics of accounting, management, marketing, and finance. Topic coverage includes sales and property taxes, checkbook reconciliations, payroll, depreciation, trade and cash discounts, markup, review of financial statements, and both simple and compound interest calculations. (3 contact hours)

Prerequisite: Appropriate math placement test score

BUS-130 Principles of Marketing (3)

This course emphasizes key concepts and issues underlying the modern practice of marketing. It includes an analysis of consumer and industrial markets and development and operation of a marketing program emphasizing domestic marketing of manufactured goods. (3 contact hours)

BUS-131 Principles of Retailing (3)

This course examines the fundamentals that support the success of a retail business based on the five components of merchandising: product, price, place, promotion, and people. The student will learn the concepts behind effective strategic retail planning as practiced by different types of retail institutions: location selection, buying, selling, advertising, store management, pricing, customer services, and financing. Includes management of human resources and information systems. (3 contact hours)

BUS-133 Salesmanship (3)

This course focuses on the actual processes involved in the successful selling of products, services, and ideas to both organizational and final customer markets. The student will learn the principles and techniques used in prospecting and preparation, approaching, demonstrating, meeting objection, sale closing, and follow-up. Topics also include buying motives, sales psychology, and the attitudes and attributes of successful sales professionals. Applies to selling both tangible products and intangible services to both organizational and final customer markets. (3 contact hours)

BUS-134 International Business (3)

This course introduces the student to the fundamentals of international marketing, analysis of international business opportunities, market entry strategies and finances, business in the global workplace, the impact of cultural environments on the decision-making process, and the impact of foreign economies on United States business. (3 contact hours)

BUS-135 Personal Finance (2)

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

BUS-136 Business Law (3)

This course provides an introduction to law, examining topics such as contracts, sales and bailments, agency, employment, real and personal property, partnerships and corporations, and the common law as modified by the Uniform Commercial Code (UCC). The case method and problem solving are used to show the legal problems affecting business contracts. (3 contact hours)

BUS-142 Financial Accounting (4)

This course introduces the basics of financial accounting with emphasis on accounting as an information system which aids in the decision-making process. The focus is on the analysis and classifying of accounting information necessary for the preparation of external general-purpose financial statements. Topics include transaction analysis, development of financial reports, the accounting cycle, accruals and deferrals, receivables, payables, payroll, promissory notes, inventory costing, plant assets and depreciation methods, corporate equity concepts, bonds payable, and present value. Students with no high school or career accounting background, who believe they need introductory work, should take BUS-107 prior to taking this course. (4 contact hours)

Prerequisite: Appropriate math placement test score IAI Code: BUS903

BUS-143 Managerial Accounting (4)

This second semester accounting course presents accounting as a system of producing information for the use of internal decision-makers. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Topics include both job-order and process cost systems, cost-volume-profit analysis, budgeting, performance evaluation, differential analysis, capital investment analysis, and activity-based costing. (4 contact hours)

Prerequisite: BUS-142 IAI Code: BUS904

BUS-145 Computer Applications in Accounting (3)

This course introduces the student to the use of the accounting software. The student will gain a practical knowledge of computerized accounting applications including accounts receivable, accounts payable, purchasing, invoicing, payroll, budgeting, and reporting. The course assumes a basic knowledge of personal computers, as well as a working knowledge of the accounting cycle. (3 contact hours)

Prerequisite: BUS-142

BUS-148 Introduction to Finance (3)

This course introduces corporate financial management. Topics include profit maximization, valuation theory, risk and return concepts, and techniques for managing current assets, fixed assets, and capital structure. (3 contact hours)

Prerequisite: BUS-142

BUS-155 Display & Visual Merchandising (3)

Design and create merchandising displays to cultivate positive customer attitudes toward a store or department for the purpose of selling merchandise. (3 contact hours)

BUS-170 Introduction to Human Resources (3)

This course introduces the student to the policies and practices of employment agencies and personnel offices. Topics include recruiting, advertising, interviewing, counseling, placement, marketing, ethics, public relations, and labor law. (3 contact hours)

BUS-199 Special Topics (1-4)

This course covers emerging topics of interest to business. The topics to be covered will be identified with narrative by section number in the college schedule of classes. A syllabus documenting topics, description, objectives, and information about prerequisite skills will be available for each section. This course may be repeated up to three times for credit as long as different topics are selected. Fee may be required. (1-4 contact hours)

BUS-200 Consumer Behavior (3)

Introduces the consumer and organization decision process in selection, acquisition, and use of products and services. Examines influences on consumer behavior that can be considered by marketers in developing marketing strategies and tactics. (3 contact hours)

BUS-215 Employee Training and Development (3)

Provides experience for any professional in analyzing, designing, developing, implementing, and evaluating employee training and development programs for the purposes of successfully transferring knowledge to the workforce to improve organizational efficiency and effectiveness. (3 contact hours)

BUS-226 Business Ethics (3)

This case-oriented course introduces moral issues associated with industry and commerce. Major ethical systems are explored. Encourages ethical methodology. Note: Only three credit hours can be earned for either BUS-226 or PHI-226. Duplicate credit in both courses will not be awarded. (3 contact hours)

BUS-230 Advertising (3)

Covers advertising as an institution in society, a tool of marketing, and a process of mass communication. Explores the elements of developing effective advertising campaigns, including setting objectives, establishing budgets, creating messages, selecting media, and evaluating results. (3 contact hours)

BUS-231 Principles of Management (3)

Examines the foundations and nature of managing both profit and nonprofit organizations in a dynamic global environment. Studies the major management functions of planning and decision making, organizing, leading, and controlling. Emphasis is placed on ethics, diversity, and teamwork. The nature of authority, responsibility, and accountability along with "line" and "staff" organizations also are closely reviewed. (3 contact hours)

BUS-232 Human Resources Management (3)

The Civil Rights Movement, federal manpower development programs, Fair Labor Standards Act, Social Security Act, and their impact upon management and personnel are explored. (3 contact hours)

BUS-233 Internship (3)

Planned and supervised career field experience relating to the student's degree program. Fee is required. (3 contact hours)

Prerequisite: Consent of instructor Corequisite: Registration in BUS-237

BUS-235 Personal Development (2)

Business psychology dealing with attitudes and concepts, including personal efficiency, human relations, motivation, and personality health for personal leadership are covered. (2 contact hours)

BUS-237 Seminar (1)

Discuss internship activities and issues, and development of professional attitude. Closes gaps between theory and on-the-job reality. (1 contact hour)

Prerequisite: Consent of instructor Corequisite: Registration in BUS-233

BUS-240 Intermediate Accounting I (3)

A study of the theory concepts and generally accepted accounting principles underlying the preparation of external accounting reports for corporate organizations. Topics include preparation of financial statements, the time value of money, cash, receivables, inventories, and plant and intangible assets. (3 contact hours)

Prerequisite: BUS-143

BUS-241 Intermediate Accounting II (3)

Continuation of the study of generally accepted accounting principles underlying external financial reporting. Topics emphasized include current long-term liabilities, stockholders' equity, dilutive securities and earnings per share, investments, and revenue recognition. Accounting for income taxes, pensions, leases, and the statement of cash flows also are covered. (3 contact hours)

Prerequisite: BUS-240

BUS-242 Cost Accounting (3)

Covers managerial accounting topics in more detail. Emphasizes the role of accounting in virtually all aspects of an organization. Topics include organizational strategy, quality control, internal cost allocations, product and service costing methods, cost control techniques, cost analysis, and budgeting. (3 contact hours)

Prerequisite: BUS-143

BUS-243 Federal Income Taxes (3)

Includes a comprehensive explanation of federal tax structure and training in application of tax principles to specific problems. Focuses on theory of tax law and the ability to identify tax problems. (3 contact hours)

Prerequisite: BUS-142

CAN - Cannabis Retail Specialist

CAN-100 Cannabis Introduction (1)

This course will introduce students to the retail applications of cannabis. The history, lifecycle, legalization, and sale of cannabis in the retail marketplace will be discussed. (1 contact hour)

CAN-105 Cannabis Laws and Regulations (1)

This course is an integral component of the Cannabis Retail Specialist Certificate. The primary goal of this course is to develop a general understanding of laws and regulations that govern the possession, use, transfer, and need for compliance relating to the business of cannabis. Students will consider the necessity of legal regulation as it relates to cannabis, and how it intersects with existing state and federal controlled substance laws, employment policies, the drug-free workplace act, and the ultimate goal of legal compliance and safety. (1 contact hour)

Prerequisite: CAN-100

CAN-110 Cannabis Pharmacology (2)

This course provides students with a foundation of pharmacological topics related to medical and adult-use cannabis. Course content includes chemical constituents, physiological methodology and consumption, pharmacological research evaluation, and knowledge on drug interactions. Additional topics such as advances in medical research and clinical usage will be addressed. (2 contact hours)

Prerequisite: CAN-100

CGI—Computer Graphics Imagery

CGI-100 Cameras In Production (3)

This course surveys the contemporary concepts and approaches to production in the current state of film, video, and social media. Emphasis is on the layout and composition, involved with capturing digital images. Highlighted are the design skills relative to capturing and compositing of digital images in the modern production pipeline. This course intend is towards students enhancing photographic and cinematographic skills necessary for creating and compositing of digital images. (4 contact hours)

CGI-101 Orientation to CGI Careers (1)

This course is an introduction to careers in the field of computer-generated imagery (CGI) technology. The course provides a survey of the CGI professions and the associated qualifications and skills required for positions in the career field. Students will be required to research employment skills and knowledge, field-specific definitions, professional certifications and associations, current issues in the field, and salaries. A complete self-assessment survey and student study plan will be created by the students. (1 contact hour)

CGI-102 Computer Graphics I (3)

This course provides an introduction to computer generated imagery. CGI is used in modern engineering, science visualization, medicine, architecture, product design, printed media, films, television programs, and geology. The course will introduce the basic concepts in computer generated imagery, including using software-embedded tools (Photoshop) sizing and cropping, colors and color correction techniques, collages and masking techniques, layering, special effects, filtering, and printing and plotting. Fee is required. (4 contact hours)

CGI-103 2D Graphic Design (3)

This course introduces students to the basics of two-dimensional design concepts used for the production of graphic communications. Emphasis is placed on learning the fundamental tools, theories, and principles of design. Students will design layouts for production from electronic formats for outputting to a variety of print media. Adobe Illustrator will be the primary software program used. Fee is required. (4 contact hours)

CGI-104 Computer Animation I (3)

This course provides the basics of creating two-dimensional animated vector-based content using Adobe CS6 Flash. The course will focus on engineering and problem-based animation. Students will learn how to create interactive vector graphics and animations. Fee is required. (4 contact hours)

CGI-110 Computer Storyboarding (3)

This course is designed to introduce the basic concepts of computer-generated imagery storyboarding. Students will produce scripts, sequences, treatments, interaction and storyboard descriptions and images. The course will compare the differences between the working production storyboards used in computer animation, multimedia, and video. There will be a focus on the business, design, and engineering application of storyboarding. Fee is required. (4 contact hours)

CGI-114 Computer Animation II (3)

This course will focus on problem-solving and applications of computer-generated animation. Topics include advanced concepts of animating Flash using Action Script and Flash controllers. The course will include examples of engineering and design application for computer-generated animation. Students will learn how to animate characters, objects, and environments. Students will learn to create classes of animations and the use of automation in the animation process. Fee is required. (4 contact hours)

Prerequisite: CGI-104

CGI-115 Design Visualization (3)

This course will be concentrating on 3D design visualization. Topics for discussion include setting up 3D scenes, viewing 3D space, parametric primitives, importing 3D geometry, lights, cameras, defining materials properties, basic material design, materials editing, mapped materials and rendering/rendering effects of parts and/or assemblies. Build and animate simple hierarchies and produce basic time, length, key frame animation will also be studied. Fee is required (4 contact hours)

CGI-116 3D Computer Animation I (3)

This course introduces 3-D Animation using Autodesk 3DS Max software. Students will learn the basics of animation, modeling techniques, applying materials, lighting a scene and the rendering process. These include creating and adjusting objects with modifiers, applying mapping coordinates, controlling the lighting in a scene, key-framed animation, and outputting rendered animated sequences. Fee is required. (4 contact hours)

CGI-117 Game Engine (3)

This course covers emerging topics of interest to Computer Generated Imagery. We will be exploring the Unreal Game Engine and creating a basic level game. Projects may include previously created content from other CGI Courses, or students may use objects made available to the CGI Community. The focus will be on developing game levels from templates, using physically based materials, scripting for controlling content, lighting, and adding landscapes. Unreal Engine 4 is a complete set of game development tools. Fee is required. (4 contact hours)

Prerequisite: CGI-116 or permission of instructor

CGI-118 Applied Animation Techniques (3)

This course covers the applied techniques of 3D modeling, rendering and animation. Students learn the applied concepts and techniques of modeling with modification techniques that use the materials editor, special effects lighting, geometric modifiers, keyframing, and trackview to derive practical animation solutions to complex animated effects. Fee is required. (4 contact hours)

Prerequisite: CGI-116

CGI-119 Blueprints for Games (3)

In this course, students will explore the scripting functionality within Unreal Engine using a node-based editor called the Blueprints Visual Scripting system. Beyond the basics of creating a 3D environment, scripting will be explored to define object-oriented programming in the engine. Enhanced functionality will be explored as a basis for creating more interactive 3D environments. Unreal Engine is a complete set of game development tools. (4 contact hours)

Prerequisite: CGI-117 or permission of instructor

CGI-120 3D Computer Animation II (3)

This course covers applied character animation. Students will learn the concepts and techniques required to construct and animate biped characters. The interoperability of the 3DS MAX character systems and Motion Builder program will be explored. Topics will cover the design, structuring, animating and realistic skinning of characters. Fee is required. (4 contact hours)

Prerequisite: CGI-116

CGI-122 3D Computer Character Modeling (3)

This course will provide students with a basic understanding of the concepts and skills required for the designing, building, and mapping of 3-D computer characters. The fundamental concepts of character design will be explored for producing hi-resolution and low-polygon count models. Students will learn a variety of modeling techniques necessary to build and properly map models. Fee is required. (4 contact hours)

Prerequisite: CGI-116

CGI-125 Advanced Photoshop (3)

This course provides the student with advanced training in digital photograph manipulation, restoration, and compositing. Fee is required. (4 contact hours)

Prerequisite: CGI-102 or permission of instructor

CGI-126 Computer Physics Simulation (3)

This course covers the simulation and physical behaviors of complex models in a 3-D environment. Students will learn the applied concepts and techniques required for creating realistic physics-based animations. This course will introduce the concepts needed to control the attributes of dynamic and static ridge bodies. Fee is required. (4 contact hours)

Prerequisite: CGI-116

CGI-130 Effects and Compositing (3)

The purpose of this course is to provide the student with a basic understanding of image compositing in 2D & 3D space. The fundamental concepts of creating composites, paint projects, developing animations, and applying visual effects will be introduced. Students will learn how to combine layers, 3D Animations and effects into composites. Primary software used will be Adobe After Effects CC. Fee is required. (4 contact hours)

Prerequisite: CGI-102 or permission of the instructor

CGI-199 Topics (1-3)

This course covers emerging topics of interest to Computer Generated Imagery. The topics to be covered will be identified with narrative by section in the college schedule of classes. A syllabus documenting topics, description, objectives, and information about prerequisite skills will be available for each section. This course may be taken up to three times for credit as long as different topics are selected. Fee is required. (1-4 contact hours)

CGI-210 Introduction to Game Design (3)

This course will introduce the student to computer game design. Students will study the application of games for entertainment, learning and problem-solving. A variety of computer game types will be explored including the history and future of computer games. Students will learn to analyze, evaluate, and review computer games. Game design theory and concepts will be introduced. Students will develop ideas for games. Marketing and presentation topics will be investigated. Fee is required. (4 contact hours)

CGI-212 Game Design Elements (3)

This course surveys the design elements used in game design. Emphasis is placed on the creation of digital maps which could be applied within a game or virtual set. Applications include digital content such as environmental backgrounds, buildings, characters, and props. Within a collaborative setting students will research and design the digital content as used in a professional studio. This course is intended for students to enhance their working skills in Photoshop, material creation and mapping as they work with characters in 3-D environments. Fee is required. (4 contact hours)

Prerequisite: CGI-102 Corequisite: Registration or credit in CGI-210

CHM—Chemistry

CHM-111 Fundamentals of Chemistry (4)

An introductory course with laboratory in the basic fundamentals of inorganic chemistry with an introduction to organic, nuclear and biochemistry. Topics include metric system, atomic theory, nomenclature, bonding, stoichiometry, properties of matter, solutions, acids and bases, pH, and organic functional groups. The course does not assume that students have had high school chemistry and is intended for nonscience liberal arts students and those who plan to pursue a career in allied health or nursing. The course is also designed as an entry-level course for CHM-131 for students who need a chemical foundation prior to enrolling in university-oriented chemistry. Fee is required. (5 contact hours)

Prerequisite: One year of high school algebra, or consent of instructor IAI Code: P1 902L

CHM-131 Chemistry (University Oriented) I (4)

Principles and theories of inorganic chemistry; molecular, atomic, nuclear and electronic theories of matter related to the periodic table; oxidation-reduction; and theories of solution are explored. For students in chemistry, chemical engineering, or physical science programs. Fee is required. (6 contact hours)

Prerequisite: CHM-111 or one year of high school chemistry IAI Code: P1902L and CHM911

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

Principles of chemical equilibrium applied to dissociation, solubility and hydrolysis in aqueous solution are covered. Studies metals, nonmetals and their compounds. Procedures for separation and identification of common metallic and nonmetallic ions are emphasized. Fee is required. (6 contact hours)

Prerequisite: CHM-131 IAI Code: CHM912

CHM-200 Survey of Organic Chemistry (5)

This one-semester survey of organic chemistry includes an introduction to the structure, nomenclature, properties, preparation, and reactions of functional groups, and provides an overview of biochemistry. This course is intended for students whose curriculum requires only one semester of organic chemistry. This course will not satisfy the prerequisites for either CHM-203 or CHM-204. This course includes a two-hour laboratory component. Fee is required. (6 contact hours)

Prerequisite: CHM-111 or CHM-131

CHM-203 Organic Chemistry I (5)

Modern concepts of the structure of organic compounds; correlation between structure, spectroscopy and properties are explored. Reactions, reaction mechanism, study of aliphatic and aromatic hydrocarbons, alkyl halides, alcohols, ethers, and carboxylic acids are covered. Fee is required. (7 contact hours)

Prerequisite: CHM-132 IAI Code: CHM913

CHM-204 Organic Chemistry II (5)

Studies of carboxylic acids, aldehydes, ketones, amines, phenols, carbohydrates, amino acids, proteins and lipids will be covered. Fee is required. (7 contact hours)

Prerequisite: CHM-203 IAI Code: CHM914

CIS—Computer Information Systems

CIS-100 Computer and Internet Basics (1)

This course is designed to assist students with no previous computer experience in acquiring computer literacy and basic skills for Windows and the internet. Topics include hardware and software, operating system features, file management, internet navigation, and productivity software. Students with little or no previous computer experience are strongly encouraged to enroll in this course prior to or concurrent with CIS-115, Microsoft Office I. Fee is required. (2 contact hours)

CIS-101 Introduction to Computer Systems (3)

This course provides an overview of computer hardware, software, networks, and the internet. Topics include usage, terminology, hardware, software, utilities and operating system software, file management, programming, networks, researching on the Internet, and data security and privacy issues. Students are introduced to the elements of computer applications—word processing, spreadsheets, database management, and presentation graphics. Students with little or no computer experience are strongly encouraged to enroll in CIS-100 prior to or concurrent with CIS-101. Students who successfully complete this course will possess the skills and knowledge necessary to take the Internet and Computing Core Certification exam (IC3). Fee is required. (4 contact hours)

IAI Code: BUS902

CIS-105 Introduction to Coding (3)

This course serves as a foundational course for students in programming and other computer courses and is recommended for all students and professionals pursuing careers in information technology. Emphasis is placed on problem solving, logic, and control of the computer through use of a high-level programming language. Key concepts include variables and data types, loops, decisions, functions, and arrays. Students enrolling in CIS-105 should already demonstrate a proficiency in file management. Fee is required. (4 contact hours)

CIS-115 Microsoft Office I (3)

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

IAI Code: BUS902

CIS-117 Information Systems and Technologies (3)

This course provides an overview of computer hardware, software, networks, and the internet for students entering the information technology field or for non-technical majors pursuing careers such as business, sales and marketing, and multimedia communications. Other topics include operating system software and utilities, file management, programming, basic web page development, data security and privacy issues, and leveraging IT to enhance both personal computer use and business operations. Students with little or no computer experience are strongly encouraged to enroll in CIS-100,

Computer and Internet Basics, prior to or concurrent with CIS-117. Fee is required. (4 contact hours)

CIS-123 Database Design (3)

This course is designed to teach the principles of database design. It will focus on the study of relational database design and data modeling and will provide students with opportunities to gain experience in table normalization, setting up entity relationships, creating entity-relationship diagrams (ERDs) in accordance with industry standards, and constructing databases from ERDs using database management systems software. Popular database management system and modeling software will be utilized in class projects and other hands-on assignments and demonstrations. Students should be aware that there are both theoretical and practical components to this course. Fee is required. (4 contact hours)

CIS-126 PHP Programming I (3)

This course is designed as an introduction to PHP programming. The course will explore the procedural model of PHP with in-depth focus of language constructs and usage. Active knowledge in web technologies will be used and students will be introduced to the object model of PHP programming. Fee is required. (4 contact hours)

Prerequisite: CSC-140 or CIS-105 and CIS-151 all with a minimum grade of "C"

CIS-131 Website and User Interface Design (3)

This course will provide students with an understanding and ability to apply effective web design principles in the planning, building, publishing, maintaining, and publicizing of a website. Fundamental principles of typography, color theory, contrast, balance, unity, and Gestalt theory will be covered. Construction components for this course will focus on WYSIWYG editors and other web design tools. Students will learn the complete web design and development cycle from the conception of the idea of a site through the building and publishing of the site. Fee is required. (4 contact hours)

Prerequisite: CIS-151

CIS-138 Video Editing: Adobe Premiere (3)

This course is designed to teach the principles of digital video editing and production. Using both a conceptual and hands-on approach, students will learn how to edit and compile digital video files while understanding and employing essential steps in digital video production. Students will be exposed to storyboarding, filming techniques, capturing, and importing video, incorporating audio files and tracks, markers and trimming, and ethical issues associated with digital video production. Success in the course requires familiarity with computers and strong file management skills. Fee is required. (5 contact hours)

CIS-143 Introduction to Data Analytics (3)

This course provides an overview of the concepts and tools used to visualize and analyze data. Students will identify patterns in data through the creation of charts and tables. Students will also extract, categorize, analyze, and manipulate raw data to draw conclusions to help improve decision-making. (4 contact hours)

Prerequisite: CIS-115 and CIS-123 with a minimum grade of "C"

CIS-146 Operating Systems (3)

This course introduces students to various operating systems used for personal and business applications. The current Microsoft Windows Operating System is covered comprehensively. Windows OS commands, MAC OS, IBM OS, and Open Source OS (such as Linux) are highlighted. Security issues and a brief overview of TCP/IP are also included. Fee is required. (4 contact hours)

CIS-151 Website Development: HTML & CSS (3)

This course introduces the student to web authoring and publishing using Hypertext Markup Language (HTML) and Cascading Style Sheets. In this course, the student will learn how to plan design, create and test web pages. The HTML structure and the elements and attributes supported in HTML will be covered. Topics include inserting text, including images, constructing tables and lists, connecting web pages using hyperlinks, creating forms, incorporating multimedia, and using style sheets to create layouts and format content. The student will also learn how to publish a website using an FTP client. Fee is required. (4 contact hours)

CIS-154 C# Programming I (3)

This course is designed to teach introductory topics in PC application development by using both a conceptual and hands-on approach. This course will focus on the study of the C# programming language and will provide students with opportunities to gain experience using C# to create both console applications and event-driven GUI applications. This is an applications programming class for students with at least one semester of programming experience. The C# programming language will be examined, as will the Visual Studio.NET development environment. Popular development software will be utilized in class projects and other hands-on assignments and demonstrations. Students should be aware and comfortable understanding there are both theoretical and practical components to this course. Fee is required. (4 contact hours)

Prerequisite: CIS-105 with a minimum grade of "C", or CSC-140

CIS-165 Python Programming I (3)

This course introduces the Python programming language to students already familiar with basic programming principles. Program design using structured, top-down, and object-oriented approaches is emphasized. Topics include variables and data

types, arithmetic and logical expressions, control structures, classes, objects, functions, and methods, lists and other collections, and sequential file processing. Fee is required. (4 contact hours)

Prerequisite: CIS-105 with a minimum grade of "C", or CSC-140

CIS-176 Java Programming I (3)

This course introduces the Java programming language to students already familiar with basic programming principles. Program design using structured, top-down, and object-oriented programming approaches within the Java technology environment is emphasized. Topics include basic variable types, arithmetic and logical expressions, control structure, classes, objects, methods, arrays, strings, simple inheritance, and sequential file processing. Fee is required. (4 contact hours)

Prerequisite: CIS-105 with a minimum grade of "C", or CSC-140

CIS-199 Special Short Topics in Technology (1)

This course covers different technology topics based on emerging technological advances. The topics to be covered during a particular semester will be identified with narrative by section number in the college schedule of classes. A syllabus documenting the specific topics, description, objectives, and information about prerequisite skills for the course will be available as each section is added to the schedule. This course may be taken up to three times for credit as long as different topics are selected. Fee is required. (1 contact hour)

CIS-200 Special Topics in Technology (3)

This course covers different technology topics based on emerging technological advances. The topics to be covered during a particular semester will be identified with narrative by section number in the college schedule of classes. A syllabus documenting the specific topics, description, objectives, and information about prerequisite skills for the course will be available as each section is added to the schedule. This course may be taken up to three times for credit as long as different topics are selected. Fee is required. (4 contact hours)

CIS-210 Project Management (3)

This course is designed for students who are expecting to enter the information technology field, or for non-technical professionals who are pursuing related careers in business, sales or marketing. Students in this course use case studies to enhance their ability to function as project leaders. While exploring the project life cycle, they gain experience in budgeting and timeline management. Students use software to design project schedules using tools such as bar charts, program evaluation review technique and critical path method, and produce project plans to apply to case studies. Students are expected to have computer application experience (for example the Microsoft Office Suite), good file management skills and some understanding of business concepts. Fee is required. (4 contact hours)

CIS-226 PHP Programming II (3)

This course is designed as an extension of CIS-126 providing greater in-depth experience with PHP programming. The course will build upon the skills developed using platform. Open Source topics and concepts also will be covered. Fee is required. (4 contact hours)

Prerequisite: CIS-126 with a minimum grade of "C" or consent of instructor

CIS-232 Introduction to Adobe Creative Suite (3)

This course introduces the fundamental concepts and techniques of the Adobe Creative Suite or other current desktop publishing and graphics software. Adobe Illustrator, Photoshop, InDesign, and Acrobat will be included. Students will learn the tools and techniques required to create and edit raster and vector-based images as well as page layout for collateral for print and the web. Topics include terminology, color, layout, design, and design principles. Students with little or no computer experience are strongly encouraged to enroll in CIS-115 prior to or concurrent with CIS-232. Fee is required. (4 contact hours)

CIS-234 Adobe Illustrator (3)

This course introduces vector drawing utilizing Adobe Illustrator or other current commercial illustration software. Students master the tools and techniques used for both print and web graphics. Topics include industry terminology, color, layout, and design principles. Fee is required. (4 contact hours)

Corequisite: Registration or credit in CIS-232

CIS-235 Adobe InDesign & Microsoft Publisher (3)

This course is designed to further develop skills utilizing Adobe InDesign and Microsoft Publisher software. The course is fast paced and project oriented with emphasis on independent work and decision-making in the design and layout of computer-generated documents, including forms, brochures, and newsletters. Other projects include publishing web pages; utilizing photo editing tools; linking and embedding objects from other applications; and publishing for print and web. Fee is required. (4 contact hours)

Corequisite: Registration or credit in CIS-232

CIS-236 Adobe Photoshop (3)

This course encompasses bitmap manipulation utilizing Adobe Photoshop or other current image editing software. Students will master a variety of tools and techniques to edit and create digital images used for print and web. Additional topics include color modes, resolution, file formats, and optimization. Basic page layout and design principles are included. Fee is required. (4 contact hours)

Corequisite: Registration or credit in CIS-232

CIS-238 Adv. Video Editing: Adobe AfterEffect (3)

This course is designed to teach advanced digital video editing and production. Using both a conceptual and hands-on approach, students will learn how to enhance, render, and compile digital video files using a variety of techniques and special effects. Students will be exposed to advanced video enhancement techniques such as keyframes, chroma keying, use of layers to animate text and shapes, motion techniques, working with mattes, and 3-D objects. Fee is required. (5 contact hours)

Prerequisite: CIS-138

CIS-251 Adv. Website Dev: Javascript & jQuery (3)

This course introduces JavaScript and jQuery libraries to students already familiar with HTML and cascading style sheets for the purpose of building interactive websites. Using a hands-on approach, students will analyze problems, develop solutions, and debug and test those solutions. Topics include basic data types, literals, variables, operators, control structures, functions, arrays, browser objects, document objects, event handlers, regular expressions, dynamic content, and cookies. Fee is required. (4 contact hours)

Prerequisite: CSC-140 or CIS-105 and CIS-151 all with a minimum grade of "C"

CIS-254 C# Programming II (3)

This course is designed to teach intermediate-level topics in PC application development by using both a conceptual and hands-on approach. This course will focus on the continued study of the C# programming language and will provide students with opportunities to gain experience using C# to create both console applications and event-driven GUI applications using object-oriented techniques. This is an applications programming class for students with at least one semester of programming experience in the C# language. Popular development software will be utilized in class projects and other hands-on assignments and demonstrations. Students should be aware and comfortable understanding there are both theoretical and practical components to this course. Fee is required. (4 contact hours)

Prerequisite: CIS-154 with a minimum grade of "C"

CIS-265 Python Programming II (3)

This course is designed to teach intermediate-level topics in Python application development using both a conceptual and hands-on approach. This course will focus on the continued study of the Python programming language and will provide students with opportunities to use Python for object-oriented development (including inheritance and polymorphism), data manipulation, web scraping, Office document processing, and data analysis. Students will also be introduced to good software development skills, including debugging, refactoring, style checkers, testing, and packaging. (4 contact hours)

Prerequisite: CIS-165 or CSC-140 with a minimum grade of "C"

CIS-276 Java Programming II (3)

This course is an intermediate study of the Java programming language. Concepts of object-oriented program design are emphasized. Topics included are classes and inheritance, graphical user interface and event handling basic graphics, exceptions, multithreading, collection classes, serialized I/O, record processing, basic database concepts, and networking. Fee is required. (4 contact hours)

Prerequisite: CIS-176 with a minimum grade of "C"

CIS-292 SQL/Database Applications (3)

This course is designed to teach the use of Structured Query Language (SQL) to construct, modify, and maintain relational databases. Emphasis is on SQL and its uses in business applications. hierarchical, network and relational models are covered. Additional topics include data redundancy, data independence, security, and data integrity. Fee is required. (4 contact hours)

Prerequisite: CIS-123 with a minimum grade of "C"

CIS-295 Internship (3)

This course emphasizes planned and supervised career field experience relating to the occupational program of the student. Student works at least 15 hours a week. Topics include preparation for job search, resume and cover letter, job interviews, and professional development. Fee is required. (15 contact hours)

Prerequisite: 30 credit hours from CIS with a minimum 2.0 GPA and consent of instructor

CIS-297 Website Design: WordPress (3)

This course is designed to teach students how to create data-driven websites using popular development software tools. Students develop, implement, and work with databases, database connections, web-enabled interfaces, and server-side security. User interface design principles and applications will also be examined. This is very much a technical, analytical, and creative class. Students will apply what they are learning by actively participating in a semester-long project to design and develop a data-driven website. As the students develop this project throughout the semester, various web design and development practices will be examined. Fee is required. (4 contact hours)

Prerequisite: CIS-151

COL—College Introduction

COL-101 College: Changes, Challenges, Choices (1)

Provides an opportunity to assess your purpose for college, assess your study strategies, set college, and career goals, examine your values and decision-making skills, and develop an appreciation for diversity. This course is a requirement for all entering first-time, degree seeking students. (1 contact hour)

COM—Communication

COM-088 Introduction to Composition (5)

This course is designed to help students develop the writing skills necessary for college-level courses, including the composition of paragraphs and essays, an understanding of the writing process, the introductory use of sources, and the basics of grammar and punctuation. This course may be taken three times to accomplish a grade of “B” or “C” to satisfy the prerequisite requirements for the COM 101/COM 098 Bridge course. An earned grade of “A” satisfies the prerequisite requirement COM 101. (5 contact hours)

Prerequisite: Appropriate assessment score, passing grade in a high school transition class, appropriate high school GPA, appropriate passing grade from an ABE or ESL class

COM-098 COM-Bridge (1)

This course supplements COM-101 instruction for students enrolled in the Bridge Program. Covers developing the topic sentence, ordering ideas, and achieving coherence in paragraphs, and using research to clarify explanations and support arguments. This course runs in tandem with linked COM-101 section. In order to earn a passing grade in COM-101, students must earn a "C" or better in both COM-098 and COM-101. Credit hours for this course can be applied to full- or part-time status but will not count toward graduation credits unless specified in your certificate or degree program. (2 contact hours)

Prerequisite: Appropriate score on composition placement test, or placement into the COM-Bridge Program or COM-088 with a minimum grade of "C", and RDG-088 with a minimum grade of "C" or appropriate score on reading placement test Corequisite: COM-101

COM-101 Composition I (3)

Designed to teach clear and effective expository prose, with emphasis on organization, clarity, and coherence. Learn to adapt style to various readers and use research to clarify explanations and to support arguments. A grade of "C" or better is required for this course to transfer under the guidelines of the Illinois Articulation Initiative (IAI). Fee is required. (3 contact hours)

Prerequisite: COM-088 with a minimum grade of A, or COM-090 or IEL-022 with a minimum grade of "C", or appropriate score on composition placement test, and RDG-089 or IEL-021 with a minimum grade of "C" or appropriate score on reading placement test IAI Code: C1 900

COM-102 Composition II (3)

Analytical and critical writing based upon texts. Research is used to incorporate supporting ideas drawn from primary and secondary sources. A grade of "C" or better is required for this course to transfer under the guidelines of the Illinois Articulation Initiative (IAI). Fee is required. (3 contact hours)

Prerequisite: COM-101 with a minimum grade of "C" IAI Code: C1 901R

COM-103 Speech Fundamentals (3)

Introduction to basic oral communication principles and skills, challenges of cultural diversity and gender equity. Includes study and practice in public speaking and discussion, preparation and organization, and delivery techniques. This course satisfies the requirements of Public Act 87-581. (3 contact hours)

IAI Code: C2 900

COM-104 Introduction to Creative Writing (3)

This course introduces creative writing as a craft developed through a process of active reading, habitual writing, and peer critiquing in a workshop setting. (3 contact hours)

COM-106 Creative Writing, Poetry (3)

This course is an examination and application of prosody, textual conventions, and theories of writing poetry through analysis and student writing. (3 contact hours)

Prerequisite: COM-101 or consent of instructor

COM-107 Creative Writing, Fiction (3)

This course is an exploration and application of techniques, conventions, and theories of writing fiction through analysis and student writing. (3 contact hours)

Prerequisite: COM-101 or consent of instructor

COM-108 Creative Writing Literary Nonfiction (3)

This course is an exploration and application of techniques, conventions, and theories of writing literary non-fiction through analysis and student writing. The study of non-fiction forms will include memoir, profile, literary journalism, and stories of craft. Additional ways to tell the non-fiction story also will be addressed, including humor, visuals, and multigenre pieces. Emphasis will be placed on the writing and creative process. (3 contact hours)

Prerequisite: COM-101 or consent of instructor

COM-120 Introduction to Linguistics (3)

Fundamentals of linguistics are covered. Emphasize speech behavior as interaction. Topics include origins, functions, and limitations of language. (3 contact hours)

COM-123 Applied Forensics (3)

Includes instruction and practical experience in competitive speech events, such as impromptu and persuasive speaking, rhetorical analysis, and oral interpretation. Selection, analysis, and preparation of material are covered. Competitive performance is required. Cannot be repeated for credit. (5 contact hours)

Prerequisite: Consent of instructor Corequisite: Participation on Forensics Team

COM-125 Tutoring Internship (1)

An introduction to tutoring in the Writing Center with emphasis on the interaction between tutor and client, and the options and strategies open to tutors to manage the tutoring session. Includes a review of grammar, writing skills, research and documentation, and a survey of the types of writing done in various disciplines at the college. This course may be taken four times for credit. (1 contact hour)

Prerequisite: COM-101 and COM-102 both with a minimum grade of "C" and consent of instructor

COM-151 Student Publications Seminar (1)

Earn up to four credit hours for participation in production of student publications. Includes weekly seminars. Teaches communication skills and publication production. (2 contact hours)

COM-152 Student Publications Seminar (1)

Earn up to four credit hours for participation in production of student publications. Includes weekly seminars. Teaches communication skills and publication production. (2 contact hours)

COM-153 Student Publications Seminar (1)

Earn up to four credit hours for participation in production of student publications. Includes weekly seminars. Teaches communication skills and publication production. (2 contact hours)

COM-154 Student Publications Seminar (1)

Earn up to four credit hours for participation in production of student publications. Includes weekly seminars. Teaches communication skills and publication production. (2 contact hours)

COM-201 Business and Technical Writing (3)

Improves writing in a variety of business and technical fields, both in college and on the job. (3 contact hours)

Prerequisite: COM-101

COM-203 Interpersonal Communication (3)

Introduces the study of interaction between people that focuses on the importance of sensitivity to various communications. Provides a communication perspective of interpersonal relationships, covering relational maintenance and decline, listening, conflict, the self-concept, cultural impacts on relationships, and interpersonal communication in work and family contexts. (3 contact hours)

COM-204 Argumentation (3)

This course will emphasize principles and methods of critical decision-making through argumentation and debate, including analysis of issues; collection and evaluation of evidence; evaluation of argument and reasoning; techniques of attack and defense in oral argumentation. Students will engage in formal debate. (3 contact hours)

Prerequisite: COM-101 or COM-103

CRJ—Criminal Justice

CRJ-101 Introduction to Criminal Justice (3)

No other judicial system on earth is as unique and as interesting as the American criminal justice system. This course will discuss a multitude of criminal justice topics and inquiries such as: What causes crime? What are the social factors that often lead to crime? How should society respond to criminality? What is the true function of law enforcement and should the focus always be on incarcerating offenders? Is rehabilitation a societal priority and does it ever work? Should policing involve dealing with the social problems of the community? The student will also be introduced to the American court system, including corrections, and those individuals that play important roles within our system of justice. This course is an important starting point for the criminal justice program. It provides a foundation for other courses in specific criminal justice topics. (3 contact hours)

IAI Code: CRJ901

CRJ-105 Criminology (3)

This course studies criminal behavior and the typologies of crime, including violent, political, organized, and property crimes. It analyzes and discusses the major explanations and theories of crime, societal perspective, efforts made toward criminal desistance, policing strategies, and how the criminal justice system has adapted and evolved over time. (3 contact hours)

IAI Code: CRJ912

CRJ-106 Introduction to Corrections (3)

This course examines the correctional system in America, including a thorough review of punishment from colonial America to the present. The student will be introduced to a variety of correctional theories, ideologies, the evolution of penological objectives, in addition to a focus on the retreat from America's "get tough on crime" policies and whether that effort will prove beneficial or harmful to our local communities. (3 contact hours)

IAI Code: CRJ911

CRJ-107 Juvenile Delinquency & Procedures (3)

This course studies the American juvenile justice system, its history, objectives, and adaptation to societal changes. The very first juvenile court system was developed in Chicago in 1899. Students will be introduced to the theoretical causes of juvenile crime, behavioral theories, policing responses, and how the focus of juvenile courts differs from adult courts. The functions of juvenile agencies, juvenile processing, detention, case disposition, and contemporary issues in juvenile justice will also be the subject of discussion. (3 contact hours)

IAI Code: CRJ914

CRJ-109 Introduction to Domestic Violence (3)

This course offers a wide-ranging study of domestic violence. It merges theory with practical responses to victimization with an emphasis on the experience of victims. This course will also address the indication of violence, either in the home, to the individual or family unit, and how such violence impacts society. The course will survey various types of violence and study the offender-victim relationship, related criminological data, and situational aspects that influence domestic violence events, including the dangers to responding police officers. Professional skill development and tactical response of first responders will also be addressed. (3 contact hours)

CRJ-110 Introduction to Homeland Security (3)

The focus on terror and the need to keep America safe has spawned substantial change in the world of public safety. This course will provide an overview of homeland security and the many organizational and governmental facets that require skilled personnel, vast multijurisdictional coordination, and substantial training. The emergency management system, including public health issues, and private sector involvement will also be discussed. A historical overview, post-9/11 governmental response, legislative changes, civil liberty and privacy concerns, counter-terrorism initiatives, and the future landscape of homeland security will also be discussed. (3 contact hours)

CRJ-111 Homeland Security Incident Command (3)

This course provides an overview of incident command and how disaster response impacts all first responders. It provides a historical perspective and introduces many major themes and integral issues in the public safety world, including the necessity of incident command, disaster operations, personnel issues, organizational concerns, risk assessment, mitigation techniques, and training. This course will also highlight the roles of first responders, including police, fire, EMS, and public health, and how the private sector and community participants also play an important role is disaster response. A review current legislation, civil liberties, currently accepted best practices, and local political concerns will also be addressed. (3 contact hours)

CRJ-112 Disaster & Blood Borne Hazards (1)

This course provides an overview of many of the risks faced by first responders. Bullets and violence are not the only concerns of first responders. There are a multitude of dangers, including many unseen, that plague today's first responders. This course will introduce the student to the necessity of first responder safety, the ability to recognize issues of concern, prevention of blood-borne respiratory pathogens that often accompany crime and accident scenes, legislative initiatives, civil liberty concerns, and the various best-practice mitigation techniques currently employed throughout the country. A discussion of the roles of first responders, including police, fire, EMS, and public health will also take place. (1 contact hour)

CRJ-113 Emergency Preparedness & Response (3)

This course will study the science of emergency management and how those who work within the emergency preparedness profession must effectively prepare for threatened or actual disasters, man-made disasters, and acts of terrorism. All aspects of emergency preparedness will be addressed, including identification of mission and vision objectives, mitigation, preparedness, response, and recovery. (3 contact hours)

CRJ-114 Public Safety Leadership (3)

The success of disaster response and emergency preparedness often comes down to who might be at the helm. This course explores what separates effective preparedness operations from disastrous operations, and what common denominators exist within successful operational schemes. Themes such as management, strategic planning, communication, multi-jurisdictional and multi-agency coordination, and practical challenges will all be the subject of study. Important skills such as critical thinking, problem solving, group thinking, and leadership within stressful environments will also be addressed. (3 contact hours)

CRJ-201 Police in American Society (3)

No other time in history has there been such public discourse on the role of policing in society. This course addresses the history and evolution of policing in America, including the changing objectives of policing, police-citizen relations, community policing, racial perspectives on policing, civil rights, privacy

issues, ethics of policing, criminal and civil liabilities, and political, social, and cultural influences on policing issues will all be the subject of discussion and debate. (3 contact hours)

CRJ-202 Investigation & Criminal Evidence (3)

This course examines the art, science, collaboration, and skills of police investigations and its intersection with the use of evidence in the courtroom. Topics discussed will include the protection of the crime scene, forensic techniques utilized to recover evidence, the significance of good report writing, forensic laboratory examination, death investigations, violent crime prosecutions, criminal procedures, and examples of how poor investigations can lead to poor and unintended results in a criminal courtroom. (3 contact hours)

CRJ-204 Crimes That Changed Our World (3)

This course will provide a form of case study permitting students to better understand how our present law is not the product of a straight line, but rather is an evolutionary process. Each of the cases selected will be factually dissected and then reviewed and analyzed through a sociological, cultural, historical lens, and ultimately, the students will be called upon to critically think how that specific case has altered our cultural and legal perspectives. (3 contact hours)

CRJ-206 Substantive Criminal Law (3)

Tragic events sometimes occur, but injury or death does not always lead to criminal charges. Why? Understanding the culpability of parties and the elements of crimes is the study of substantive criminal law. This course will introduce students to the definitions, mental states, elements, and classification of Illinois crimes. Significant criminal law concepts that define culpability, including the law of accountability and transferred intent will also be addressed, as well as legal defenses, mitigating circumstances, punishment, and sentencing. (3 contact hours)

CRJ-207 Procedural Criminal Law (3)

What the public believes the police can do is largely shaped by television and the movies. This course identifies how wrong television can be when it comes to real-life crime, police investigations, and criminal prosecutions. Important constitutional concepts such as the laws behind search and seizures, custodial arrests, interrogations, pre-trial identifications, constitutional rights of the accused, the legalities of wiretaps and electronic surveillance, and how police activities are always under constitutional scrutiny and evolve within the American judicial system will all be the subject of discussion. (3 contact hours)

Prerequisite: CRJ-101

CRJ-208 Serial Killers and Mass Murderers (3)

This course will provide an in-depth study of a unique subset of criminal offenders known as mass murderers and serial killers. The course will review the extant literature and review some of the common traits that many of these offenders share, and also review what actions or motivations make them unique from each other, as well as traditional murderers. The currently accepted criminological, psychological, and sociological theories will also be explored. Many of the unique forensic challenges that are encountered by law enforcement during the investigation and prosecution of these offenders will also be the subject of discussion. (3 Contact Hours)

CRJ-210 Special Topics in Criminal Justice (1)

This course is provided on an “as needed” basis. Students will work individually or in small groups on special projects related to criminal justice. Students will also be called upon to meet regularly with instructor to assure project objectives are being met. This course can be taken up to four times for credit. (1 contact hour)

CRJ-219 Contemporary Issues: Criminal Justice (2)

This course has been recently expanded to encompass many of the social justice issues that have been the subject of recent public debate, discourse, and in some cases controversy. A wide spectrum of contemporary criminal justice topics will be addressed, including use of force, police violence, execution of search warrants, racial perspectives on policing, social violence vs. peaceful protests, efforts to defund the police, decriminalization of traditional crimes, ethics in law enforcement, need for training, bail reform, “progressive” law enforcement officers, legislative efforts to limit incarceration, are just a few of the many contemporary topics that will be discussed and debated. This course may be taken four times for credit. (2 contact hours)

CRJ-233 Internship (3)

This internship opportunity provides students a unique field experience in order to better prepare them for a career in public service, consistent with their degree program. Students who are selected to participate in this internship will be placed within criminal justice or public service agencies who will monitor, oversee, and guide students during a specified term. Attendance, active participation, accepting direction, competently fulfilling assigned tasks, and meeting deadlines will be expected throughout the course of the internship. Fee is required. (15 contact hours)

Prerequisite: CRJ-101 and 6 credit hours from CRJ, 2.0 or better cumulative grade point average, and consent of instructor or internship coordinator Corequisite: CRJ-237

CRJ-237 Seminar (1)

This seminar course is meant to compliment and act as a co-requisite to the Internship experience, CRJ-233. It would be anticipated that the student participating in the internship would meet regularly with a Criminal Justice faculty member who would oversee the internship experience. The instructor and student would discuss the internship, ways to maximize its value, what has been learned, what skills have been effectively applied, and at the instructor's discretion, whether any type of formal assessment would be required, given the unique circumstances of the internship experience. (1 contact hour)

Prerequisite: CRJ-101 and 6 credit hours from CRJ, 2.0 or better cumulative grade point average, and consent of instructor or internship coordinator Corequisite: CRJ-233

CSC—Computer Science

CSC-140 Introduction to Computer Science (3)

Designed as an introduction to problem solving, structured logic and programming, this course covers the concepts of an algorithm and its expression as a program. C++ or another high-level language will be used to introduce the topics of top-down design, modularization, and structured programming. Programming problems will be chosen from a variety of subject areas. Fee is required. (4 contact hours)

Prerequisite: MTH-098 with a minimum grade of "C", or appropriate placement score IAI Code: CS911

CSC-240 Advanced Computer Science (3)

This course is designed as an extension of CSC-140, providing greater in-depth experience in modular structured programming solutions to problems. Topics include record I/O; file processing; advanced array manipulations; searching and sorting algorithms; algorithm efficiency; recursion; OOP methodology; using and creating classes; interfaces; overloading; pointer data types; and an introduction to data structures: linked lists, staks, queues and trees. Good programming documentation and proper problem analysis is expected throughout the course. Fee is required. (4 contact hours)

Prerequisite: CSC-140 IAI Code: CS912

CSC-280 Data Structures with Applications (4)

An introduction to elementary data structures (lists, stacks, queues, trees, graphs, heaps, and hash tables) and their implementation using an object-oriented programming language. The course also covers abstraction of data, basic algorithm analysis, recursion, sorting/searching/traversal algorithms, optimization, and compression techniques. Fee is required. (5 contact hours)

Prerequisite: CSC-240 and CIS-176

DMS - Diagnostic Medical Sonography

DMS-101 Fundamentals of Ultrasound (1)

This course is designed to introduce the student to the basic ultrasound environment and basic ultrasound concepts. History of ultrasound including medical applications. Description of the roles, responsibilities, and rules of the diagnostic medical sonographer. Introduction to the fundamental principles of the use and maintenance of ultrasound equipment. Indications of diagnostic sonography procedures, positioning, safety, and image processing. Legal and ethical issues in an ultrasound department as well as principles of patient care to prepare students to work in a healthcare setting. (2 contact hours)

Prerequisite: BI0 180, MRT 110, MTH 109 or MTH 139 or higher must have been completed prior to application or in progress the semester of application.

DMS-102 Patient Care and Procedures (2)

This course is designed to introduce the student to the basic ultrasound environment and basic ultrasound concepts. History of ultrasound including medical applications. Description of the roles, responsibilities, and rules of the diagnostic medical sonographer. Introduction to the fundamental principles of the use and maintenance of ultrasound equipment. Indications of diagnostic sonography procedures, positioning, safety, and image processing. Legal and ethical issues in an ultrasound department as well as principles of patient care to prepare students to work in a healthcare setting. (3 contact hours)

Prerequisite: DMS-101 Corequisite: DMS-103 and DMS-104

DMS-103 Abdominal Sonography I (3)

This course is designed to present a comprehensive study of normal and abnormal anatomy and sonographic appearances of abdominal structures and small parts. Normal and abnormal variants including physiology, pertinent laboratory tests, scanning techniques and protocols, transducer selection, exam preparation and correlation with patient medical history and the findings of other imaging modalities are covered in this course. (3 contact hours)

Prerequisite: DMS-101 Corequisite: DMS-102 and DMS-104

DMS-104 OB/GYN Sonography I (3)

This course is designed to present a comprehensive study of normal and abnormal anatomy and sonographic appearances of obstetric and gynecologic structures. Normal and abnormal variants including physiology, pertinent laboratory tests, scanning techniques and protocols, transducer selection, exam preparation and correlation with patient medical history and the findings of other imaging modalities are covered in this course. (3 contact hours)

Prerequisite: DMS-101 Corequisite: DMS-102 and DMS-103

DMS-105 Abdominal Sonography II (3)

This course is designed to present a comprehensive study of normal and abnormal anatomy and sonographic appearances of abdominal structures and small parts. Normal and abnormal variants including physiology, pertinent laboratory tests, scanning techniques and protocols, transducer selection, exam preparation and correlation with patient medical history and the findings of other imaging modalities are covered in this course. (3 contact hours)

Prerequisite: DMS-102, DMS-103, and DMS-104 Corequisite: DMS-106 and DMS-107

DMS-106 OB/GYN Sonography II (3)

This course is designed to present a comprehensive study of normal and abnormal anatomy and sonographic appearances of obstetric and gynecologic structures. Normal and abnormal variants including physiology, pertinent laboratory tests, scanning techniques and protocols, transducer selection, exam preparation and correlation with patient medical history and the findings of other imaging modalities are covered in this course. (3 contact hours)

Prerequisite: DMS-102, DMS-103, and DMS-104 Corequisite: DMS-105 and DMS-107

DMS-107 DMS Clinical Practicum I (1)

This course is designed to provide clinical experience and hands-on training of ultrasound imaging. Demonstration of image critique, image quality, technical factors, scanning techniques, and protocols as well as interpretation of normal and abnormal sonographic appearances of abdominal, obstetrics and gynecology, and vascular structures. This course also provides an opportunity for the student to review and interpret interesting case studies. (1 contact hour)

Prerequisite: DMS-102, DMS-103, and DMS-104 Corequisite: DMS-105 and DMS-106

DMS-108 Legal and Ethical Procedures (2)

This course is designed to provide a study of selected advanced topics including health care delivery systems, legal and ethical dilemmas pertaining to Sonography and health care quality management. (3 contact hours)

Prerequisite: DMS-105, DMS-106, and DMS-107 Corequisite: DMS-109 and DMS-110

DMS-109 Principles and Instrumentation I (3)

This course is designed to introduce students to physics as it applies to the sound wave. Acoustic physics in terms of the characteristics and properties of sound energy, and the manner in which very high frequency sound (ultrasound) is used to produce a diagnostic image. (3 contact hours)

Prerequisite: DMS-105, DMS-106, and DMS-107 Corequisite: DMS-108 and DMS-110

DMS-110 DMS Clinical Practicum II (1)

This course is designed to provide clinical experience and hands-on training of ultrasound imaging. Demonstration of image critique, image quality, technical factors, scanning techniques, and protocols as well as interpretation of normal and abnormal sonographic appearances of abdominal, obstetrics and gynecology, and vascular structures. This course also provides an opportunity for the student to review and interpret interesting case studies. (1 contact hour)

Prerequisite: DMS-105, DMS-106, and DMS-107 Corequisite: DMS-108 and DMS-109

DMS-211 Principles and Instrumentation II (3)

This course is designed to be a continuation of physics I. It provides an in-depth evaluation of ultrasound physics as it relates to real-time imaging and instrumentation. Acoustic physics in terms of the characteristics and properties of sound energy, and the manner in which very high frequency sound (ultrasound) is used to produce a diagnostic image. (3 contact hours)

Prerequisite: DMS-108, DMS-109, and DMS-110 Corequisite: DMS-212 and DMS-213

DMS-212 Fundamentals of Vascular Sonography (2)

This course is designed to provide a study of basic vascular imaging techniques and procedures. With an emphasis on image analysis and interpretation of normal and abnormal vascular structures. Image critique, image quality, technical factors, scanning techniques and protocols will be discussed. Interpretation of sonographic appearances of vascular structures will also be demonstrated. Students will also assess clinical history, sonographic knowledge, interpretation of imaging and doppler data. (2 contact hours)

Prerequisite: DMS-108, DMS-109, and DMS-110 Corequisite: DMS-211 and DMS-213

DMS-213 DMS Clinical Practicum Ill (4)

This course is designed to provide clinical experience and hands-on training of ultrasound imaging. Demonstration of image critique, image quality, technical factors, scanning techniques, and protocols as well as interpretation of normal and abnormal sonographic appearances of abdominal, obstetrics and gynecology, and vascular structures. This course also provides an opportunity for the student to review and interpret interesting case studies. (4 contact hours)

Prerequisite: DMS-108, DMS-109, and DMS-110 Corequisite: DMS-211 and DMS-212

DMS-214 Sonography Applications (2)

This course is designed to present a comprehensive review of normal and abnormal anatomy and sonographic appearances of abdominal structures, obstetrics and gynecology, and Vascular images. Normal and abnormal variants, physiology, pertinent laboratory tests, scanning techniques and protocols, transducer selection, exam preparation, and correlation with patient medical history and the findings of other imaging modalities are covered in this course. This course also provides an opportunity for the student to review and interpret interesting case studies. (2 contact hours)

Prerequisite: DMS-211, DMS-212, and DMS-213 Corequisite: DMS-215 and DMS-216

DMS-215 DMS Clinical Practicum IV (4)

This course is designed to provide clinical experience and hands-on training of ultrasound imaging. Demonstration of image critique, image quality, technical factors, scanning techniques, and protocols as well as interpretation of normal and abnormal sonographic appearances of abdominal, obstetrics and gynecology, and vascular structures. This course also provides an opportunity for the student to review and interpret interesting case studies. (4 contact hours)

Prerequisite: DMS-211, DMS-212, and DMS-213 Corequisite: DMS 214 and DMS 216

DMS-216 Imaging and Cross-Sectional Anatomy (3)

This course is designed to provide an in-depth study of sectional anatomy pertinent to ultrasound, computed tomography, and magnetic resonance imaging. Standard transverse, parasagittal, and coronal planes are included, utilizing images from all three imaging modalities. A discussion of technique, artifacts, and pathology-related alterations of cross- sectional anatomic appearances is included. (3 contact hours)

Prerequisite: DMS-211, DMS-212, and DMS-213 Corequisite: DMS-214 and DMS-215

EAS—Earth Science

EAS-120 Introduction to Earth Science (4)

An introductory course to acquaint students with the physical environment. Topics include an examination of the earth's composition; plate tectonics, structure, and landforms; the atmosphere and major elements and controls of weather in their relationship to climatic characteristics and distributions; the physical characteristics of ocean water, movements and the ocean floor; and the characteristics of the solar system and outer space. This course is particularly suited for students not majoring in the sciences. This course includes a one-hour laboratory component. Fee is required. (6 contact hours)

IAI Code: P1 905L

EAS-125 Introduction to Weather and Climate (4)

This course is an elementary treatment of the processes that produce our weather and climate. Covers the elements of weather and climate (temperature, moisture, pressure, and winds); causes for day-to-day weather changes; and the nature of violent storms such as tornadoes and hurricanes. Climatic regions will be investigated in terms of physical characteristics, locations and associated human activity. This course includes a one-hour laboratory component. Fee is required. (6 contact hours)

IAI Code: P1 910L

EAS-130 Severe and Hazardous Weather (4)

This course examines hazardous weather patterns and severe weather phenomena while emphasizing the fundamental concepts and processes in meteorology. The internal structure and atmospheric dynamics of extra-tropical and tropical cyclones will be examined as well as smaller scale atmospheric events such as thunderstorm propagation along squall lines, microbursts, and development of tornadoes. There will be special focus on the environmental, economic, and societal impacts of long-term weather patterns such as heat waves and drought. Several of the topics will be investigated by scrutinizing case studies of disastrous weather events that have occurred throughout history. This course includes a one-hour laboratory component. Fee is required. (6 contact hours)

IAI Code: P1 905L

EAS-135 Severe and Hazardous Weather (3)

This course examines hazardous weather patterns and severe weather phenomena during both warm and cold seasons while emphasizing the fundamental concepts and processes in meteorology. The internal structure and atmospheric dynamics of larger scale extra-tropical cyclones will be examined as well as smaller scale atmospheric events such as thunderstorm propagation along squall lines, microbursts, tornado development, blizzards, ice storm, and heat and cold waves among many other potentially hazardous weather events. An examination of tropical weather such as hurricanes and tropical storms and their impact on our coastlines will also be part of this course. Several topics will be investigated by scrutinizing case studies of disastrous weather events that have occurred throughout history. There will be a special focus on the environmental, economic, and social impacts of these events. (3 contact hours)

IAI Code: P1 905

ECE—Early Childhood Educator

ECE-101 Introduction to Early Childhood (3)

This course is designed as an overview of early childhood care and education, including the basic values, structure, organization, and programming in early childhood. Examination of the student's personal qualities in relationship to expectations of the field is addressed throughout the course. A field experience component of 15 contact hours of direct observation in a variety of early childhood settings is required. Fee is required. (4 contact hours)

Prerequisite: COM-101

ECE-105 Health, Safety and Nutrition (3)

A comprehensive overview of ways to ensure a child's physical well-being. Basic and changing health, safety and nutrition needs of children are examined, as well as appropriate methods by which these needs can be met in group or home settings. A clinical component will be included. Fee is required. (3 contact hours)

ECE-107 Infant and Toddler Development (3)

Studies patterns of growth, concepts, principles and theories of development for children from birth to toddlers. Examines needs of infants and toddlers in various childcare settings that are safe, developmentally and culturally appropriate. Skills will be developed to manage a safe environment indoors and outdoors while planning stimulating age-appropriate activities that concentrate on all areas of development with particular attention to language development. Recognize atypical and typical development with infants and toddlers. Provide an understanding of good health and nutrition. Observe and document development and communicate findings, to inform programmatic decisions which will help a child develop a positive sense of self. Guide children with positive methods of discipline. Maintaining professionalism in practice with confidentiality and respect for families while continuing to develop one's own personal philosophy will be explored. Provide an engaging curriculum using senses for the child to explore and inquire. The development of curriculum that is driven by the needs of the individual, diverse child is examined. To maintain an understanding that the positive team relationship between parent, child, teachers, program and interdisciplinary agencies are in place for infants and toddlers. Summarize state guidelines that apply to infant/toddler care. A clinical component will be included. Fee is required. (9 contact hours)

ECE-109 Child, Family and Community (3)

This course focuses on the child in the context of family, school and community. Students will conduct a service-learning project, advocate for students and families, discuss and analyze the contemporary American family, study other cultures, lifestyle diversity, communication issues, and the role of school and community within our changing society. (3 contact hours)

ECE-201 Math, Science and Social Studies (3)

Introduction to the theory and practice related to the curricular areas of math, science and social studies for young children. Emphasis will be placed on the development and evaluation of developmentally appropriate activities and instructional materials. An overview of a wide variety of experiences and methods for developing self-expression and creativity in the young child, including art, music, rhythm, and movement is included. (3 contact hours)

ECE-202 Growth and Development/Young Child (3)

This course is a foundation course in theory and principles of development, conception through age eight. Course includes an in-depth study of physical, social/emotional, cognitive, language, and aesthetic development. An examination and practical application of theory to include Piaget, Erikson, Vygotsky, Skinner, and others. An exploration of child development in context of gender, family, culture, and society. An emphasis on the implications for early childhood professional practice. A clinical component will be included. Fee is required. (3 contact hours)

Prerequisite: COM-101

ECE-203 Administration of EC Programs (3)

This course will prepare a candidate to become a director of a licensed center or a licensed home provider. The course will cover the Department of Children and Family Services' (DCFS) state regulations that apply to early childhood. Various numbers of clinical hours will be required depending on the level of Illinois Gateways Credential being sought. A student can obtain these additional hours by completing an internship program ECE-237. Fee is required. (3 contact hours)

Prerequisite: 100 hours of observation hours in early childhood which is embedded within the early childhood program

ECE-205 Curriculum-Early Childhood Programs (3)

Overview of principles involved in planning, implementing and evaluating developmentally appropriate curriculum. Includes lesson plan; emerging curriculum; scheduling; room arrangement; materials and equipment; individual, small-and-large group activities; short- and long-term goals; and a study of teacher's roles and responsibilities in curriculum development. A clinical component will be included. Fee is required. (3 contact hours)

Prerequisite: ECE-101

ECE-211 Special Topics in Education (1-3)

Students will work with the program coordinator to create supervised internship opportunities in early childhood settings.

This course is intended for students pursuing the Infant/Toddler and Director-Level certificates. Infant/Toddler and Director-Level students will complete supervised clinical hours totaling 50-300 depending on the credentialing needed. Fee is required. (1-3 contact hours)

ECE-233 ECE Practicum (2)

This course provides students with a hands-on clinical field experience in a qualified early childhood setting (birth through age 8). This experience involves observation of and interaction with practitioners, and it is evaluated and under the guidance of the classroom teacher/supervisor and the college instructor. Students will complete a minimum of 160 documented contact hours including instructional planning, classroom management, technology usage, diversity considerations, and different methodologies to be eligible for the State of Illinois ECE Level 4 Credential. Fee is required. (10 contact hours)

Prerequisite: COM-101, ECE-101, ECE-105, ECE-109, ECE-201, ECE-202, ECE-205, EDU-103, EDU-104, EDU-105, EDU-110, and EDU-111 Corequisite: ECE-237

ECE-237 ECE Practicum Seminar (1)

This course serves as a capstone educational experience in which students will dialogue, research and reflect on professional practice within varied early childhood settings (birth through age 8). Emphasis is placed on reflective practices and understanding the field of early childhood. (1 contact hour)

Prerequisite: COM-101, ECE-101, ECE-105, ECE-109, ECE-201, ECE-202, ECE-205, EDU-103, EDU-104, EDU-105, EDU-110, and EDU-111 Corequisite: ECE-233

ECE-243 Infant/Toddler Practicum (2)

This course provides students with a hands-on clinical field experience working in a qualified early childhood setting with infants and toddlers (birth through age 3). Emphasis is placed on the completion of teaching learning skills, reflective practices and understanding of the field of early childhood for children from birth to three years old. This experience is evaluated and under the guidance of the classroom teacher/supervisor and the college instructor. Students will complete a minimum of 160 documented contact hours including instructional planning, classroom management, technology usage, diversity considerations, and different methodologies to be eligible for the State of Illinois Infant/Toddler Level 4 Credential. Fee is required. (10 contact hours)

Prerequisite: COM-101, ECE-101, ECE-105, ECE-107, ECE-109, ECE-201, ECE-202, ECE-205, EDU-103, EDU-104, EDU-110, and EDU-111 Corequisite: ECE-247

ECE-247 Infant/Toddler Practicum Seminar (1)

This course serves as a capstone educational experience in which students will dialogue, research and reflect on professional practice within varied early childhood settings (birth through age 3). Emphasis is placed on reflective practices and understanding the field of early childhood. (1 contact hour)

Prerequisite: COM-101, ECE-101, ECE-105, ECE-107, ECE-109, ECE-201, ECE-202, ECE-205, EDU-103, EDU-104, EDU-110, and EDU-111 Corequisite: ECE-243

ECE-253 ECE Director Practicum (3)

This course provides students with an extensive clinical field experience in early childhood administration in a qualified early childhood setting working with a childcare center director, staff, young children, and families. Emphasis is placed on the real-world application of principles, practices, and theories of early childhood education and care (birth through age 8). This experience is evaluated and under the guidance of the classroom teacher/supervisor and the college instructor. Students will complete a minimum of 300 documented contact hours to be eligible for the State of Illinois Director Level 1 Credential. Fee is required. (20 contact hours)

Prerequisite: COM-101, ECE-101, ECE-105, ECE-107 or EDU 105, ECE-109, ECE-201, ECE-202, ECE-205, EDU-103, EDU-104, EDU-110, and EDU-111 Corequisite: ECE-257

ECE-257 ECE Director Practicum Seminar (1)

This course serves as a capstone educational experience in which students will dialogue, research, and reflect on professional practice and administrative responsibilities associated with varied early childhood settings (birth through age 8). Discussion and reflections will emphasize the real-world application of principles, practices, and theories of early childhood education and care. (1 contact hour)

Prerequisite: COM-101, ECE-101, ECE-105, ECE-107 or EDU-105, ECE-109, ECE-201, ECE-202, ECE-205, EDU-103, EDU-104, EDU-110, and EDU-111 Corequisite: ECE-253

ECO—Economics

ECO-100 Consumer Economics (3)

Personal financial management is explored, including financial planning, budgeting, banking, borrowing, credit, taxes, home ownership, renting, life insurance, health and income insurance, estate planning, and consumer protection. (3 contact hours)

ECO-101 Principles of Macro-Economics (3)

Examines basic economic concepts, including unemployment, inflation, production, and fiscal and monetary policy. Completion of two years of high school math including algebra, or MTH-098, is strongly recommended. (3 contact hours)

IAI Code: S3 901

ECO-102 Principles of Micro-Economics (3)

Studies supply and demand analysis, basic concepts of cost and revenue under various market conditions, income distribution and international trade. Completion of two years of high school math including algebra, or MTH-098, is strongly recommended. (3 contact hours)

IAI Code: S3 902

ECO-103 International Economics (3)

This course includes a brief historical account of United States international trade policies and their continued influence on the economy. The course will examine trading among sensitive model nations such as Middle Eastern, Asian, and European markets and the challenges they face concerning population growth, utilization of resources, international money markets, and sustainable global economic growth. The course will cover the roles of the World Bank and the International Monetary Fund, and their influence on the global economy. Completion of two years of high school math including algebra, or MTH-120, is strongly recommended. (3 contact hours)

ECO-250 Comparative Economics (3)

Develop an appreciation and understanding for the philosophies and precepts on which world economic systems are based. Classical economic philosophies are reviewed, and elements of national economics are studied. Discuss various methods and levels of analysis for application purposes. Special focus is given to central European nations. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (3 contact hours)

EDU—Education

EDU-100 Introduction to Education (3)

Provides an introduction to teaching as a profession in the American education system. Offers a variety of perspectives on education including historical, philosophical social, legal, and ethical issues in a diverse society. Includes organizational structure and school governance. A clinical component is required. Fee is required. (3 contact hours)

Prerequisite: COM-101

EDU-102 Intro for Paraprofessional Educator (3)

This course is designed for students who are considering a career in the education field. This course is designed to cover professionalism, teaching methods and strategies, lesson planning, co-operative learning, assessment techniques and basic school practices and procedures. (3 contact hours)

EDU-103 Observation/Clinical Experience (3)

Documented clinical experience(s) based on community collaborations involving observation of and interaction with students and practitioners at work, according to specified guidelines, within the appropriate subject matter and age category. The experience, comprising a minimum of 40 hours, is planned, guided, and evaluated by a supervisor and can occur in a variety of educational settings, for infants and above, including those with diverse populations. Fee is required. (7.5 contact hours)

EDU-104 Intro. to the Foundations of Reading (3)

Introduction to theory and practice in teaching reading and related language arts areas. Includes information on the basic components of reading instruction and language arts instruction, and the importance of literacy learning. Includes an introduction to the Illinois learning standards in the areas of reading and language arts. (3 contact hours)

EDU-105 Classroom Management (3)

This course studies the theories of discipline and the implementation of behavior analysis in order to maintain an effective classroom/center environment. Strategies and their application, which address components of diverse behavioral, cultural, and learning theories from birth and above, are examined. Recognized behavioral interventions to ensure appropriate socialization and learning are researched and utilized. Individual and school/center wide discipline behavior theories and models are analyzed and applied. (3 contact hours)

EDU-106 Language and Linguistics (3)

This course will focus on language and linguistics for the pre-K to 12 classrooms. It will compare what languages have in common as well as how they differ. As an introduction to the science of language, this course surveys the main branches of linguistics: phonology, morphology, syntax, semantics and sociolinguistics, as they apply to language learning and teaching. However, no background in linguistics or any foreign language study is required or assumed in the course. A clinical component of 5 hours in a center or school setting with bilingual or multilingual students is required for this course. This is a required course for the Illinois State Board of Education ESL Teacher Certification as well as for Early Childhood Gateways Level 2,3,4 Bilingual Credential. Fee is required. (3 contact hours)

EDU-108 Foundations of Bilingual Education (3)

This course discusses diversity of schools and societies, and social and global perspectives. Major theories and principles of language learning and teaching. Topics will include appreciation of individual differences in second language learning, comparing and contrasting first and second language acquisition, and how schooling is shaped by its social contexts in which it occurs, particularly in multicultural and global contexts. A clinical component of 5 hours in a center or school setting with bilingual or multilingual students is required for this course. This is a required course for the Illinois State Board of Education ESL

Teacher Certification as well as for the Gateways Level 2, 3, 4 Bilingual Credential. Fee is required. (3 contact hours)

EDU-109 Cross-Cultural Studies (3)

This course focuses on the relationship among culture, classroom practices and policy, and how this relationship influences the education of English language learners. Students will examine their own culture and their cultural assumptions and biases and how those influence teaching and learning in the classroom. Issues of equity, access and cross-cultural understandings are examined as well. Methods of how to incorporate culture into the ESL classroom will be discussed. A clinical component of 10 hours in a center or school setting with bilingual or multilingual students is required. Fee is required. (3 contact hours)

Prerequisite: EDU-108

EDU-110 Technology for Educators (3)

This course introduces educators to the knowledge and skills required to demonstrate their proficiency in the current technology standards. This course focuses on both knowledge and performance and includes hands-on technology activities. (3 contact hours)

Prerequisite: Recommended CIS-100 or equivalent computer skills

EDU-111 Intro to the Exceptional Child (3)

This course is a survey that presents the historical, philosophical, and legal foundations of special education. An in-depth overview of the characteristics of individuals with disabilities, methods of instruction, as well as programs that serve individuals with special needs from birth to adulthood will be covered. A clinical component of observations from infants and above is required. Fee is required. (3 contact hours)

Prerequisite: COM-101

EDU-205 Literature for Children/Young Adults (3)

Survey of the genre of literature for children through young adults, analyzing the social, cultural, and intellectual implications, instruction methodology, including critical thinking assessment, criteria for selection and utilization of literary works-based language development, learning opportunities, and curricular resources in schools and the community. (NOTE: Only 3 credit hours can be earned for either EDU-205 or LIT-205. Duplicate credit in both courses will not be awarded.) (3 contact hours)

Prerequisite: COM-101

EDU-233 Paraprofessional Educator Internship (3)

An extensive clinical field experience based in community collaboration involving a working observation of and interaction with practitioners in the field. This experience is evaluated and under the guidance of the classroom teacher/supervisor and college instructor. This course comprises a minimum of 225 contact hours and includes instructional planning, classroom management, use of technology, diversity considerations, use of varied instructional methodologies, collaboration assessments, and reflection. Fee is required. (15 contact hours)

Prerequisite: EDU-100, EDU-102, EDU-103 and consent of instructor Corequisite: Registration in EDU-237

EDU-237 Paraprofessional Educator Seminar (1)

Students demonstrate the knowledge, performance, and disposition for teaching. Emphasis is on the completion of teaching-learning skills, reflective practices, and an understanding of the field of education, demonstration by portfolio and authentic assessments. (1 contact hour)

Prerequisite: EDU-100, EDU-102, EDU-103 and consent of instructor Corequisite: Registration in EDU-233

EDU-250 Comparative Education (3)

This course compares the educational system (preschool through higher education) in European states with special consideration of Austria, England, Germany, Ireland, France, and Italy. Current trends and reforms are considered. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (3 contact hours)

EDU-263 Bilingual Practicum (3)

This course focuses on the basic principles and current practical approaches to assessment of language learning students in ESL and bilingual PK-12 educational settings. Topics include evaluating and structuring assessments, analysis of formal and informal assessments, and creating language assessment instruments. The course will also explore using assessments for improving the teaching experience. A clinical experience of 50 hours in a center or school setting with bilingual or multilingual students is required. Fee is required. (5 contact hours)

Prerequisite: EDU-106, EDU-108 and EDU-109

EGN—Engineering

EGN-110 Introduction to Engineering I (1)

This course exposes students to various engineering careers and introduces engineering techniques, methods, and history. The course covers interrelationships within and among engineering, technology, and science to allow the students to differentiate between various career choices. Fee is required. (2 contact hours)

Corequisite: Registration or credit in MTH-150

EGN-120 Introduction to Engineering II (2)

This course reinforces the fundamental concepts introduced in EGN-110. Students work in small teams on engineering projects.

The subject of the projects helps students explore their engineering interests. Projects may be of the students' choice if part of a competition or chosen from an instructor-prepared list. Fee is required. (3 contact hours)

Prerequisite: EGN-110

EGN-150 Introduction to Design (3)

An introduction to the principles and practices of engineering graphics and conceptual design. Topics include sketching, multiview orthographic projection, sections, auxiliary views, dimensioning, pictorials and working drawings. It incorporates the use of 2D CAD and 3D modeling in the solution, presentation, and communication of realistic design projects. Functional analysis of existing products, designing with standard components and additive manufacturing are also covered. Fee is required. (5 contact hours)

IAI Code: EGR941

EGN-201 Engineering Statics (3)

Analyze one-, two- and three-dimensional force systems in equilibrium. Includes use of vector calculus. Applications include trusses and frames. Includes discussion of friction, centroids, and virtual work. (3 contact hours)

Prerequisite: PHY-203 Corequisite: Registration or credit in MTH-152 or consent of instructor IAI Code: EGR942

EGN-202 Engineering Dynamics (3)

Kinematics and dynamics of particles and rigid bodies using the calculus of vectors are studied. Nonrectangular coordinates and Newton's laws of motion, work, energy, and momentum are applied to a variety of problems. Introduces Lagrange's equations and the Hamiltonian Principle. (3 contact hours)

Prerequisite: EGN-201 Corequisite: Registration or credit in MTH-152 or consent of instructor IAI Code: EGR943

EGN-205 Circuits Analysis (4)

This course introduces analysis of electric circuits, electrical components, and networks. Topics include concepts of electricity and magnetism, circuit variables (units, voltage, inductance, power, and energy), circuit elements (R, L, C, and operational amplifiers), simple resistive circuits, circuit analysis (node-voltage, mesh-current, equivalents, and superposition), transient analysis, and sinusoidal steady state (analysis and power). Introduces standard electrical instruments and measurement techniques. Covers circuit response, elementary filter response and resonance measurements. Includes basic measurements of transistors and operational amplifiers. Fee is required. (6 contact hours)

Prerequisite: PHY-204 and MTH-152

EGN-227 Strength of Materials (3)

Analysis of stress, strain, and deflection in machine and structural elements (axial, shear, torsion and bending loads). Stress and strain transformation using Mohr's Circle. Combined loading, repeated loading, theories of failure, related mechanical properties, and column buckling. Design of shafts, beams, and columns. Elementary stress measurement devices. (3 contact hours)

Prerequisite: EGN-201 IAI Code: EGN 945

EGN-252 Thermodynamics (3)

Analysis of thermodynamic processes and systems. Engineering implications of the properties of ideal and real gases and vapors in thermal systems. Zeroth, first, and second laws of thermodynamics, power and refrigeration systems, entropy, and vapor power systems are included. (3 contact hours)

Prerequisite: MTH-151 Corequisite: Registration or credit in MTH-152 or consent of instructor

ELT—Electronics

ELT-101 Electricity and Electronics (3)

This course provides a practical approach to DC and AC electricity and electronics. The course provides an introduction to electricity and magnetism; circuit elements; and series, parallel and simple complex circuits. The course will include the characteristics and operation of capacitors and capacitance, inductors and inductance, and reactive circuits. Applications of resonance and transformers also will be introduced. The course will provide hands-on exercises and computer simulation in the use of test equipment and circuit troubleshooting. Fee is required. (4 contact hours)

ELT-102 Digital Logic/Solid State Devices (3)

This course provides a practical approach to the study of digital and integrated devices. The course will include the study of logic gates, flip-flops, latches, counters, encoders/decoders, multiplexers, arithmetic circuits, oscillators, timers, analog-to-digital circuits, solid-state memory, and operational amplifiers. In addition, study solid state circuits and devices. The course will include the study of diodes, transistors, FETS, thyristors, and optoelectronic devices. Examination of common circuits will include power supplies, amplifiers, solid-state switches, and regulators. Fee is required. (4 contact hours)

Prerequisite: ELT-101

ELT-103 Orientation to IST Careers (1)

This is a career orientation course aimed at helping students choose their Integrated Systems Technology field. It will enable students to navigate through the courses, certificates, and internships, in order to successfully complete their program.

Students will gain the knowledge and expertise to enter the workplace successfully and steer their career. (1 contact hour)

ELT-112 Computers for Industry (1)

This course provides a basic introduction to the computer hardware and software. The emphasis is on the software, with a basic introduction to DOS, Windows, Windows applications, and batch file programming. Fee is required. (2 contact hours)

ELT-199 Special Topics (3)

This course covers different industrial maintenance topics based on emerging industry trends and student needs. Students work with instructors individually or in small groups to develop special projects designed to support student growth. The topics covered in a particular semester course will be identified by section number in the college schedule of classes. A syllabus documenting the class description, specific topics, and student learning outcomes will be available as each special topics section is added to the schedule. (4 contact hours)

ELT-201 Industrial Controls (3)

Provides an in-depth study of electrical controls in an industrial environment. Topics include power distribution basics, motor control circuits, pilot devices, timers, counters, photoelectric and proximity switches. Examine AC motor operation and characteristics. Fee is required. (4 contact hours)

Prerequisite: ELT-101 or consent of instructor

ELT-202 Advanced Industrial Controls (3)

Examines the application of digital circuits, trigger circuits, and thyristors in power and control circuits. Closed loop systems, PID, transducers, and motor controls also will be studied. An examination of control wiring and power distribution also will be examined. Fee is required. (4 contact hours)

Prerequisite: ELT-201

ELT-211 Introduction to PLCs (3)

Introduction to programmable logic controllers. Explores the history of their evolution in industry; fundamental concepts and programming methods; RLL programming, counters, timers and shift registers; PC online programming and monitoring; and installation, troubleshooting and monitoring. Fee is required. (4 contact hours)

Prerequisite: ELT-101

ELT-222 Advanced PLCs (3)

Examines the application of programmable logic controllers in the areas of advanced I/O, PLC network, and factory automation. Program design, documentation, testing, and troubleshooting are investigated. Fee is required. (4 contact hours)

Prerequisite: ELT-211

ELT-260 Internship (1-3)

This course is a supervised occupational field experience in a student's area of study in electronics and/or process control and manufacturing industries. Duties should be of a technical nature but provide broad work experience in the field of study. The internship assignment is planned by the student and internship program coordinator. Fee is required. (5 contact hours)

Prerequisite: 12 credit hours in ELT

EMS—Emergency Medical Services

EMS-101 Emergency Medical Technician (8)

This course provides instruction for students to the level of Emergency Medical Technician-Basic. The course emphasizes skills necessary to provide emergency medical care at a basic life support level. Sixty hours of clinical experience is included in course requirements, including time assigned to emergency room, obstetrical, ambulance and dispatch units. Upon successful completion of EMS-101, students are eligible to challenge the Illinois Department of Public Health EMT-B State Examination. Fee is required. (11 contact hours)

Prerequisite: Valid CPR for healthcare providers card; completed history and physical form, including drug screen, tuberculosis testing and immunizations; completion of a criminal background check; evidence of personal health insurance; evidence of age 18 years or older. RDG 091 with a minimum grade of "C" or appropriate score on reading placement test and MTH 090 with a minimum grade of “C” or appropriate score on math placement test.

EMS-102 Paramedic I (10)

This course provides classroom training and clinical experience to enable students to become state-licensed Paramedics. Examines the role and responsibility of the paramedic in the health care delivery system, including an overview of human body systems, basic general pharmacology, medical terminology, patient assessment and examination, fluid therapy, and an in-depth study of the respiratory cardiovascular, endocrine, gastrointestinal, renal, central nervous system, obstetrics, pediatrics and special population systems. Fee is required. (15 contact hours)

Prerequisite: Current Illinois Emergency Medical Technician License

EMS-103 Paramedic II (9)

This course is an in-depth study of the cardiovascular system, and the study of epidemiology, anatomy and physiology, pathophysiology, assessment and management of the following patients: gynecologic, obstetric, neonate, pediatric, infectious, endocrine, gastrointestinal, urological, neurological, and psychiatric patients. The management of substance abuse and toxic emergency patients are discussed. (14 contact hours)

Prerequisite: EMS-102 and Current Illinois Emergency Medical Technician License

EMS-104 Paramedic III (9)

This course covers the anatomy and physiology and management of the geriatric client, environmental and hematological emergencies, anaphylaxis, allergies, the challenged patients and chronic care patients. Examines the EMS considerations for violent situations and crime scenes and hazardous material situations. Also covers the pathophysiology and management of the musculoskeletal system and of trauma, including soft tissue injuries, burns, hemorrhage and shock. Fee is required. (14 contact hours)

Prerequisite: EMS-102, EMS-103 and Current Illinois Emergency Medical Technician License

EMS-230 Special Topics in EMS (5)

This course will provide students with an efficient mechanism for receiving education on current issues and topics impacting the emergency medical field. Students will work with an instructor individually or in small groups to develop special projects designed to focus on specific emergency medical issues, emergency response strategies, and regulatory and standard of practice updates. This course may be taken three times for credit as long as different topics are selected. (5 contact hours)

Prerequisite: Current EMT-P licensure, a letter of good standing from an accredited EMS system, and permission of program coordinator

EMS-233 Field Experience (5)

In this course, students, while under the direct supervision of a certified paramedic, will accumulate a minimum of 248 hours of actual ambulance service (including a minimum of 50 calls, 25 of which must be Advanced Life Support responses). Included in the above calls, the student must serve as Team Leader in at least 50 calls. (15 contact hours)

Prerequisite: EMS-102 and completion of Cardiac Mod in EMS-103 Corequisite: Registration in EMS-103 and EMS-104

EMS-237 Seminar/Capstone (2)

In this course, semiweekly seminars allow the paramedic intern to conduct research and give an oral presentation on a case study to the Program Director and classmates. The student will meet with the Medical Director for an oral board examination. The student will also be required to successfully complete ACLS, PHTLS, AMLS and PALS courses. Completion of the field Capstone must include a team leader role on 20 ALS ambulance calls in order to graduate and complete EMS 237. Upon successful completion, the student is eligible to take the Paramedic State of Illinois Licensing Examination. (3 contact hours)

Prerequisite: EMS-102 and completion of Cardiac Mod in EMS 103 Corequisite: Registration in EMS-103, EMS-104 and EMS-233

FIS—Fire Science Technology

FIS-101 Principles of Fire Science (3)

The history and development of public fire protection services of federal, state, and local governments are covered. Explores the relationship of departmental functions to other governmental agencies and industrial/commercial organizations. Characteristics and behavior of fire, primary extinguishing agents and municipal fire defense are included. (3 contact hours)

FIS-111 Hazardous Materials Incident (1)

This course offers the individual skills necessary to direct and coordinate all aspects of a hazardous materials incident. Skills include the knowledge and ability to implement the incident management system, importance of the decontamination systems, and knowledge of the overall incident operations with emphasis on hazards when employees are working in chemical protective clothing at an incident. (1 contact hour)

Prerequisite: Office of the State Fire Marshal Firefighter II Certification

FIS-114 Fire Investigation (3)

Develops proper techniques and procedures for investigating fires and determining the point of origin and cause of a fire. Discusses preservation of evidence, burn patterns, fire behavior, and incendiarism. (3 contact hours)

FIS-117 Incident Safety Officer (3)

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

Prerequisite: Approval of the program coordinator

FIS-118 Health and Safety Officer (3)

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

Prerequisite: Approval of the program coordinator

FIS-119 Water Rescue Operations (2)

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

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

FIS-140 Company Fire Officer (6)

This course presents information about the policies, procedures, applicable laws and rules involved in being a fire officer in the modern fire service. This course is meant for firefighters who wish to become company-level fire officers. The National Fire Protection Association Standards, State Fire Marshal standards, and generally accepted principles will be discussed. Instruction will cover company level fire inspections, company-level fire suppression tactics, basic leadership skills, labor-management concerns, and conflict resolution. (6 contact hours)

Prerequisite: Approval of the Fire Science Coordinator
Corequisite: FIS-140

FIS-141 Company Fire Officer Seminar (6)

Students will research and investigate how their fire departments meet the policies, procedures, applicable laws that govern them. Students will investigate and report on company level fire inspections, company-level fire suppression tactics, basic leadership skills, labor-management concerns, and conflict resolution within their fire departments. A lengthy evaluation document must be handed in at the conclusion of the course. (12 contact hours)

Prerequisite: Approval of the Fire Science Coordinator
Corequisite: FIS-140

FIS-150 Advanced Fire Officer (6)

This course presents information about the policies, procedures, applicable laws and rules that affect an advanced fire officer in the modern fire service. This course is meant for fire officers who wish to become advanced fire officers. National Fire Protection Association standards, State Fire Marshal standards, and generally accepted principles will be discussed. Instruction will cover multi-company fire suppression tactics, budgets, developing crew dynamics, networking and ethical concerns. (6 contact hours)

Prerequisite: Approval of the Fire Service Coordinator
Corequisite: FIS-151

FIS-151 Advanced Fire Officer Seminar (6)

As a continuation of FIS-141 students will further research and investigate how their fire departments meet the policies, procedures, and applicable laws that govern the service they provide. Students will investigate and report on budgets and finance, multi-company fire suppression tactics, crew dynamics, and ethical concerns within their fire departments. A lengthy evaluation document must be handed in at the conclusion of the course. (12 contact hours)

Prerequisite: Approval of the Fire Service Coordinator
Corequisite: FIS-150

FIS-201 Fire Service Instructor I (3)

This course introduces fire service course delivery skills. The course meets the guidelines of the Illinois Office of State Fire Marshal at Instructor I level. It qualifies personnel to conduct training and educational courses for fire service personnel. (3 contact hours)

Prerequisite: Approval of the program coordinator

FIS-202 Fire Service Instructor II (3)

A sequel to Fire Service Instructor I. Emphasis is on performance objectives, lesson plan development, instructional materials development, teaching and the learning process, teaching tactics, and related concepts required to meet certification as a Fire Service Instructor II. (3 contact hours)

Prerequisite: FIS-201

FIS-203 Fire Apparatus Engineer (3)

This course studies properties of pumps. fluids, force, pressure, and flow velocities as related to the development of firefighting water streams. Emphasis is placed on the generation of fire streams in relationship to pumping capabilities, friction loss and water supply. Students will be able to operate various fire apparatus pumps and troubleshoot problems. (3 contact hours)

Prerequisite: Office of the State Fire Marshal Firefighter II Certification

FIS-204 Hazardous Materials Operations (3)

This course studies hazardous materials emergencies. Topics include classification of hazardous materials, identifying hazardous materials, locating hazardous materials, hazards linked to different hazardous materials, and various fire department strategies followed to minimize the effects of hazardous materials incidents. (3 contact hours)

Prerequisite: Permission of program coordinator

FIS-206 Vehicle and Machinery Operations (3)

This course will help students develop skills related to the use of extrication and stabilization equipment. Students will be taught how to perform disentanglement and extrication from a vehicle and standard machinery. Upon successful completion of the course, the student is qualified to challenge the State Fire

Marshal's Office Vehicle and Machinery Operations written exam for certification. Fee is required. (4 contact hours)

Prerequisite: Approval of Coordinator

FIS-212 Fire Inspector I (3)

This course introduces the student to the roles and responsibilities of the Fire Prevention Officer. Significant events in the history of fire prevention are discussed. Regulations established by regulatory agencies such as the National Fire Protection Agency and state statutes are explored within the context of administrative procedures associated with fire prevention. (3 contact hours)

Prerequisite: Office of the State Fire Marshal Firefighter II Certification

FIS-213 Public Fire and Life Safety Educator (3)

This course introduces the student to the roles and responsibilities associated with the Public Fire and Life Safety Educator: flammable liquids, compressed gases and explosives, electricity, combustion engines, and laboratories. Regulations for work with hazards as established by agencies such as the National Fire Protection Agency and state statutes are explored. (3 contact hours)

FIS-215 Fire Service Academy I (3)

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

Prerequisite: Consent of instructor

FIS-216 Fire Service Academy II (3)

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

Prerequisite: Consent of instructor

FIS-217 Fire Service Academy III (3)

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

Prerequisite: Consent of instructor

FIS-218 Fire Service Academy IV (3)

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

Prerequisite: Consent of instructor

FIS-219 Fire Service Academy V (3)

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

Prerequisite: Consent of Instructor

FIS-220 Fire Service Seminar (1)

This course introduces the student to the culture of the fire service. The student will learn how rank, seniority and tradition help to define the role of a firefighter. This course will cover firehouse humor and how firefighters deal with tragedy and

crisis. Traditions and history of firefighting will be explored. Chain of command, delegation, and span of control will be discussed in relationship to a new firefighter. (1 contact hour)

Prerequisite: FIS-215 with a minimum grade of "C" and permission of the Fire Service program coordinator Corequisite: FIS-221

FIS-221 Fire Service Internship (2)

This course introduces the student to the roles and responsibilities of a firefighter. Topics will include communications and fire extinguishers. Regulations established by regulatory agencies such as the National Fire Protection Agency and state statutes are explored within the context of administrative procedures associated with fire suppression. Students will be affiliated with and members of a fire department. Fee is required. (9 contact hours)

Prerequisite: FIS-215 with a minimum grade of "C" and permission of the Fire Service program coordinator Corequisite: FIS-220

FIS-222 Advanced Technician Firefighter (2)

This course is developed to enhance the skills of entry level firefighters. This course meets the requirements of the Office of the State Fire Marshal for certification as an Advanced Technician Firefighter. Hands-on skills will be a required component of this course. (3 contact hours)

Prerequisite: FIS-219 or consent of coordinator

FIS-223 Hazardous Materials Technician (4)

This course is intended to prepare the student to conduct offensive procedures for controlling a hazardous materials incident. This course covers identification of the types of containers that may carry hazardous materials, terms and definitions related to hazardous materials, donning and doffing hazardous materials personal protective equipment, using resources to identify and understand hazardous materials, and mitigating a mock hazardous materials incident. (6 contact hours)

Prerequisite: FIS-204 or Permission of the Coordinator

FIS-228 Rope Operations (2)

This course is intended to prepare the student to operate at an incident involving low angle rope operations. The course covers identification of the types of rope that may be used, the various pieces of equipment commonly used for rope incidents, the terms and definitions related to rope related incidents, the types of knots used, how to tie the various knots, how to construct haul systems, and the necessary personal protective equipment used at a rope incident. The course includes a significant laboratory component to ensure student mastery of hands-on skills required during low angle rope operations. (3 contact hours)

Prerequisite: FIS-116 or consent of coordinator

FIS-230 Fire Investigation Module A (3)

This course is the first of three modules required to become an Office of the State Fire Marshal (OSFM) approved fire investigator. Fire behavior, the chemistry of fire, electrical components, and basics of fire investigation are discussed. (3 contact hours)

Prerequisite: FIS-219 or consent of coordinator

FIS-231 Fire Investigation Module B (3)

This course is the second of three modules required to become an Office of the State Fire Marshal (OSFM) approved fire investigator. Motives for setting fires, juvenile fire setter characteristics, legal issues, state statutes, courtroom testimony, chain of evidence, preparing an arson case, and investigations involving explosives will be discussed. (3 contact hours)

Prerequisite: FIS-230 or consent of the coordinator

FIS-232 Fire Investigation Module C (3)

This course is the third of three modules required to become an Office of the State Fire Marshal (OSFM) approved fire investigator. Photography related to fire scenes, how to use photography equipment to document a scene, conducting a death investigation, verbal and non-verbal communication evidence collection, and financial analysis will be discussed. (3 contact hours)

Prerequisite: FIS-231 or consent of coordinator

FRE—French

FRE-101 French I (4)

A course designed for beginning students in French to give practice in the fundamentals of speaking, understanding, reading, and writing everyday French. (4 contact hours)

FRE-102 French II (4)

A second-semester course designed for further development of linguistic skills by giving students in French practice in the fundamentals of speaking, understanding, reading, and writing everyday French. (4 contact hours)

Prerequisite: FRE-101 or 2 years of high school French

FRE-201 French III (4)

This comprehensive review of grammar elements includes reading based on French civilization. Geographical, historical, and literary viewpoints are covered. Increased use of French in class discussions is expected. (4 contact hours)

Prerequisite: FRE-102 or 3 years of high school French

FRE-202 French IV (4)

Emphasizes mastery of basic language skills of aural comprehension, speaking, reading, and writing. Includes interpretation and discussion of selected novel or play. (4 contact hours)

Prerequisite: FRE-201 or 4 years of high school French IAI Code: H1 900

GEL—Geology

GEL-150 Physical Geology (4)

Introduces geological study of the earth. Geological principles and processes dealing with geomorphology, crustal movements, rock and mineral identification, volcanism, and sedimentation are covered. Includes aerial photo and topographic map interpretations and extensive field work in laboratory experiences. Fee is required. (6 contact hours)

IAI Code: P1 907L

GEL-151 Historical Geology (4)

Introduces origin and structure of the earth. Emphasizes North America, growth of continents and mountain building. Studies evolution in plant and animal life as documented by fossil remains. Interpretation of geologic forces by means of topographic maps, geologic folios, aerial photos, and extensive field work are important segments of laboratory experiences. Fee is required. (6 contact hours)

Prerequisite: GEL-150

GEO—Geography

GEO-101 Cultural Geography (3)

Analyzes special distribution and relationship among significant cultural factors. Population distribution and trends, human migration, settlement patterns, and urban problems are discussed. (3 contact hours)

IAI Code: S4 900N

GEO-102 World Regional Geography (3)

Major geographic regions of the world are explored. Includes geographic analysis of physical environments, and relationships between humans and physical environments. Influence of human existence on the environment is discussed. (3 contact hours)

IAI Code: S4 906

GEO-201 Economic Geography (3)

Studies spatial distribution and interaction of economic activities. Analyzes tribal, traditional, and modern economic societies. Emphasizes significance of urban industrial society and modern transportation. (3 contact hours)

IAI Code: S4 903N

HAC—Heating and Air Conditioning

HAC-105 Air Conditioning Theory (3)

Covers basic definitions and physics used in refrigeration. Gain working knowledge of properties of air and body comfort. Emphasizes air conditioning components and how they contribute to comfort. (3 contact hours)

HAC-111 Introduction to Controls (4)

Covers electrical theory as it applies to servicing and installation of refrigeration, air conditioning and heating equipment. Emphasizes safety controls, motor circuits and space comfort control. Fee is required. (6 contact hours)

HAC-115 Basic Service Procedures (4)

Provides knowledge needed in proper use of meters and gauges for diagnosing and solving problems. Fee is required. (6 contact hours)

Corequisite: Registration or credit in HAC-105

HAC-140 Sheet Metal Hand Forming (4)

Provides the knowledge required in the utilization of forming and shaping sheet metal with the use of hand and machine tools. Utilizes previously learned skills in blueprint reading and layout to visualize and shape geometric designs. Fee is required. (6 contact hours)

HAC-150 Advanced Control Systems (4)

Installation, diagnosis and servicing of electrical systems used in split residential and small commercial air conditioning and refrigeration systems are covered. Emphasizes advanced control system needed to achieve comfort and safety. Fee is required. (6 contact hours)

Prerequisite: HAC-111

HAC-154 Installation and Service (4)

Covers proper procedures for installing and servicing residential and commercial air conditioning, heating, and refrigeration equipment. Emphasizes proper selection and use of tools. Fee is required. (6 contact hours)

Prerequisite: HAC-115

HAC-158 Introduction to Heating (4)

Explores various types of heating systems and servicing involved with each system. Fee is required. (6 contact hours)

Prerequisite: HAC-111

HAC-165 Sustainable Energy Practices (4)

This course will investigate the application and practical implementation techniques of sustainable energy practices and concepts in new and remodeled buildings, with the intent of optimizing peak energy efficiency performance while utilizing sustainable energy. (6 contact hours)

HAC-180 Electronic Controls (4)

Provides the knowledge required in the proper installation and diagnostic problem solving of electronic, solid state controls and circuits. Fee is required. (4 contact hours)

Prerequisite: HAC-150 or consent of instructor

HAC-233 Seminar (1)

Discussion of internship activities and problems, a student's performance, and any questions arising out of an internship. Development of professional attitude. Course strives to narrow the gaps between theory and on-the-job reality. (1 contact hour)

Prerequisite: Student must be in the last semester of or have completed the HAC Program Corequisite: HAC-237

HAC-237 Internship (3)

At HAC internship sites under the supervision of a technician, students will conduct installations and diagnostic problem solving on HVAC equipment. Fee is required. (15 contact hours)

Prerequisite: Student must in the last semester of or have completed the HAC Program Corequisite: HAC-233

HAC-240 HVAC Troubleshooting (5)

This course provides students with the appropriate knowledge and skills in the proper advanced use of meters and gauges for diagnosing problems in heating and air conditioning equipment and correcting the problems. Fee is required. (8 contact hours)

Prerequisite: HAC-115, HAC-150, HAC-154, and HAC-158

HAC-250 Commercial Systems Operations (5)

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

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

HAC-260 Chiller Plant Operations (4)

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

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

HAC-270 Boiler Power Plant Operations (4)

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

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

HDV—Human Development

HDV-100 Healthy Relationships & Connections (2)

Students will be introduced to different theories regarding types of relationships, communications styles and methods to build and maintain meaningful social connections in the context of a healthy relationship. (2 contact hours)

HDV-101 College Transition (2)

This course is a COL-101 equivalent course for special populations. It provides students an opportunity to assess their purpose for college, assess their study strategies, set college, and career goals, examine their values and decision-making skills, and develop an appreciation for diversity. This course will also allow the students to address topics of concern related to the special population of which they are a part. As with all HDV courses, this course is meant to be a process-focused course in which students can learn about themselves and gain skills to help them be successful as college students. (2 contact hours)

HDV-111 Career Planning (2)

This course examines theories and principles of career planning. The course explores types of career fields and occupations. The course covers how to form an effective decision-making strategy in choosing a career field and how to apply strategy for lifelong career development and occupational satisfaction. Fee is required. (2 contact hours)

HIS—History

HIS-101 Western Civilization I (3)

Surveys national, political, institutional, socio-economic, intellectual, religious, and cultural development of the West from ancient times to 1715, with an emphasis on later developments. (3 contact hours)

IAI Code: S2 902

HIS-102 Western Civilization II (3)

Discusses the rise and decline of Western global dominance. Focuses on revolutionary developments in government, economics, science, and the arts since 1715. (3 contact hours)

IAI Code: S2 903

HIS-105 The World Since 1945 (3)

Covers Soviet-American rivalry and the growing prominence of the newly independent Third World states. Emphasizes effects of international organizations and technology. (3 contact hours)

HIS-150 World History to 1500 (3)

The first of a two-course sequence on the history of the intellectual, political, social, economic, and cultural development of world societies from the earliest times to the present. The course focuses on the period beginning with the Neolithic Age down to 1500 CE. Examines landmark documents and artifacts that reflect world cultures. (3 contact hours)

IAI Code: S2912N

HIS-151 World History since 1500 (3)

The second of a two-part sequence, this course examines the ongoing development of societies around the world with a particular emphasis on the increasing scale and intensity of global interaction in the period since 1500. Major topics include population growth, technological change, intercontinental migration, and the rise of a global economy. Students in the history education and social sciences education majors may be required to complete additional assignments. (3 contact hours)

IAI Code: S2913N

HIS-201 American History I (3)

This survey-and-problems approach to American history from the Colonial Period through the Reconstruction Era covers intellectual, social, and economic concepts. (3 contact hours)

IAI Code: S2 900

HIS-202 American History II (3)

This survey-and-problems approach to American history from the Gilded Age to the present covers the rise of modern industry, new social thought, and international involvement. (3 contact hours)

IAI Code: S2 901

HIS-204 African-American History (3)

This course examines the many experiences of African Americans throughout American History. It begins with an analysis of great African empires, and both contextualizes the challenges encountered by African Americans and illuminates the ways in which they have shaped American culture. (3 contact hours)

IAI Code: S2 923D

HIS-207 Illinois and Local History (3)

Covers major developments in Illinois and metropolitan Chicago from the prehistoric period to the present. Influence of major events, individuals, urbanization, and industrialization on the state's progress is discussed. Students will be able to immerse themselves in the course curriculum by engaging in multiple off-campus group excursions to sites ranging from the Historic Pullman District to the Chicago Riverboat Architectural Cruise as well as an optional excursion to Starved Rock State Park. Discounted student fees may be required for some excursions. (3 contact hours)

HIS-210 History of Asia (3)

Surveys south, southeast, and east Asian history from prehistoric times through World War II. Emphasizes religions and cultures, and early states. Western imperialism, the effect of World War II on Asian nationalism, and independence movements are examined. (3 contact hours)

IAI Code: S2 920N

HIS-211 American Military Experience (3)

Studies evolution of the United States military and its interrelationship with American society, government, and economy. Includes popular attitudes, civilian control, military institutions, interservice rivalry, technology, ethics, limited and unlimited war, preparedness, and major campaigns. (3 contact hours)

HIS-215 History of Africa (3)

Surveys ancient times to the present, providing an overview of African people and their culture in the Orient, the Iberian Peninsula, and the African continent. Addresses major issues such as the impact of European expansionism, imperialism, and colonialism; the growth of secularism and commercialism; and the emergence of national sovereignty, cultural hegemony, and self-determination. (3 contact hours)

IAI Code: S2 920N

HIS-220 History of Latin America (3)

Covers significant political, economic, and social developments in the history of Latin America, emphasizing certain key nations, including Mexico, Argentina, and Brazil. (3 contact hours)

IAI Code: S2 920N

HIS-230 History of the Middle East (3)

A study of the historical development of the Middle East, focusing on the rise and spread of Islam, growing Western dominance, the rise of nationalism, and modernization of the area as it exists today. Arab countries, Israel, Iran, and Turkey are covered. (3 contact hours)

HIS-250 Survey of British History I (3)

Conveys a broad perspective on British history to 1714 focusing on three major themes: the development of social and religious life in Britain; relations between England, Scotland, Wales, and Ireland; and links with Europe and the wider world. This course is

for students who will study at Christ Church College, Canterbury, England, and who meet certain academic requirements. (3 contact hours)

HIS-251 Survey of British History II (3)

A broad perspective on British history from 1714 focusing on three major themes: the development of social and religious life in Britain; relations between England, Scotland, Wales, and Ireland; and links with Europe and the wider world. This course is for students who will study at Christ Church College, Canterbury, England, and who meet certain academic requirements. (3 contact hours)

HIS-254 European Cities (3)

Study European communities and institutions, and development of cities and urban social life. Covers urban planning and the response to growth, change and industrialization. Examines current life in European cities, and problems and comparisons to American cities, including social stratification, race and ethnic relations, growth, and regional planning. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (3 contact hours)

HSC—Health Science Careers

HSC-110 Introduction to Health Professions (3)

This course is an overview of the healthcare industry, including medical ethics and law, trends in health care, and exploration of career options. It includes an introduction to medical terminology, anatomy and physiology, vital sign measurement, math for conversions, basic cardiac life support skills, and universal precautions training. (4 contact hours)

HSC-150 Basic Nurse Assistant Training (7)

Upon successful completion of this 144-hour course, approved by the Illinois Department of Public Health, students who receive a final grade of C (78%) or higher may apply for the State certification exam and subsequent employment as a Certified Nurse Aide in long-term care facilities, home health agencies, and hospitals. This course includes a lecture and lab component, with clinical rotations conducted at long-term care facilities or hospitals. Participation requires MVCC student ID, uniform, stethoscope, required course books, wristwatch with second hand, health insurance, American Heart Association (AHA) BLS CPR for Health Care Providers, and physical examination with required laboratory blood titers and other required tests 14-30 days prior to the start of the clinical sessions. Prior to beginning this course, it is mandatory that all students complete a multi-step process including a criminal background check application and Live Scan fingerprinting at least one week prior to the start of classes. Attendance within the course is mandatory as these account for the 144-hours within the course. Students must attend all lab and clinical sessions, as makeup sessions are not available for these eight-hour clinical sessions. Clinical schedule times will vary dependent upon clinical site. Students with a final course grade of C (78%) or higher are also eligible to receive a certificate through Moraine Valley Community College. Fee is required. (9.5 contact hours)

Please visit this link for details regarding the course: https://www.morainevalley.edu/academics/academic-programs/health-sciences/basic-nurse-assistant-training-program/

Prerequisite: RDG-088 or placement at or above RDG-089 or IEL-021, minimum of 17 years of age, a valid U.S. Social Security Number or ITIN, and submission to Live Scan electronic fingerprinting and a criminal background check

HUM—Humanities

HUM-101 Western Humanities I: Foundations (3)

This interdisciplinary course surveys artistic and intellectual expression from ancient Greece and Rome, the Middle Ages in Europe, and the Renaissance in Europe. It explores works, figures, ideas, movements, and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to Western culture. (3 contact hours)

IAI Code: HF 902

HUM-102 Western Humanities II: Continuities (3)

This interdisciplinary course surveys artistic and intellectual expression in Europe from the 17th century to the present. It explores works, figures, ideas, movements, and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to Western culture. (3 contact hours)

IAI Code: HF 903

HUM-115 World Mythology (3)

This comparative survey course explores representative myths, stories, legends, tales, archetypes, motifs, icons, symbols, deities, heroes, rituals, etc., of various geographic areas and time periods from both Western and non-Western cultures. Adjunctively, it explores the nature and function of mythology, its role in human life, its historical and prehistorical origins, the similarities, and differences among mythologies of various cultures, and a variety of theoretical approaches to interpreting mythology. (3 contact hours)

IAI Code: H9 901

HUM-120 Women in the Humanities (3)

This interdisciplinary course surveys the artistic and intellectual expression of women, from a variety of Western and non-Western cultures, from antiquity to the present. It will explore

significant, representative, and foundational works, figures, ideas, movements and styles in history, literature, philosophy, religion, and the visual and performing arts, particularly within the contexts of gender identity and consciousness and the influence of gender on both the generation and reception of historical, philosophical, religious, and artistic expression. (3 contact hours)

IAI Code: HF 907D

HUM-135 African & Middle Eastern Humanities (3)

This interdisciplinary course surveys artistic and intellectual expression in Africa and the Middle East. It explores works, figures, ideas, movements and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to African and Middle Eastern cultures. (3 contact hours)

IAI Code: HF 904N

HUM-140 Asian and Oceanic Humanities (3)

This interdisciplinary course surveys artistic and intellectual expression in Asia and Oceania. It explores works, figures, ideas, movements, and styles in history, literature, philosophy, religion and the visual and performing arts that are significant to, representative of, and foundational to Asian and Oceanic cultures. (3 contact hours)

IAI Code: HF 904N

HUM-145 Native American Humanities (3)

This interdisciplinary course surveys artistic and intellectual expression in native North America, Mesoamerica, South America, and the Caribbean. It will explore works, figures, ideas, movements, and styles in history, literature, philosophy, religion, and the visual and performing arts that are significant to, representative of, and foundational to native North American, Mesoamerican, South American, and Caribbean cultures. (3 contact hours)

IAI Code: HF 904N

HUM-155 LGBTQ Humanities (3)

This interdisciplinary course surveys the artistic and intellectual expression of lesbian, gay, bisexual, and transgender persons from a variety of Western and non-Western cultures, from antiquity to the present. It will explore significant, representative, and foundational works, figures, ideas, movements and styles in history, literature, philosophy, religion, and the visual and performing arts within the contexts of gendered and sexual diversity, in regard to behavior, identity and consciousness, and the influence of LGBTQ behavior and persons on both the generation and reception of historical, philosophical, religious, and artistic expression. (3 contact hours)

IAI Code: HF 907D

HUM-249 British Culture and Society (3)

The course looks at contemporary social, cultural, and political life in Britain. Examines and analyzes data on the family, leisure, and economy. An introduction through lectures and visits to the heritage of British art and theater. Looks at British political life and Britain's developing relations with the Commonwealth, Europe, and the United States. This course is for students who will study at Christ Church College, Canterbury, England, and who meet certain academic requirements. (3 contact hours)

HUM-251 Austrian Civilization (3)

This course is an introduction to Austrian history and culture. It focuses on historical, musical, and artistic heritage of Austria ending with a survey of Austrian life today. This course is for students who will study at Salzburg College, Austria, and who meet certain academic requirements. (3 contact hours)

IEL—Intensive English Language

IEL-011 Academic Reading I (4)

This course will help intermediate language students develop proficiency in academic reading. The course focuses on comprehension strategies, reading techniques, vocabulary building, critical thinking, and writing academic responses to reading. (4 contact hours)

Prerequisite: IELP Assessment

IEL-012 Academic Writing I (4)

This course will help intermediate language students develop proficiency in grammar use and academic writing. The course will focus on the writing process of critical thinking, organizing, drafting, revising, and editing in a variety of academic essays. The course will also focus on building and applying knowledge of grammar in writing. (4 contact hours)

Prerequisite: Appropriate placement scores

IEL-013 Academic Communication I (4)

This course will help intermediate language students develop proficiency in academic listening and speaking. The course will focus on listening and speaking skills to engage in discussion and presentation of academic content, taking effective notes, and building academic vocabulary. The course will also focus on important grammar topics necessary for communication. (4 contact hours)

Prerequisite: Appropriate placement scores

IEL-021 Academic Reading II (4)

This course will help high intermediate language students develop proficiency in academic reading. The course focuses comprehension strategies, reading techniques, vocabulary building, critical thinking, and writing academic responses to reading. (4 contact hours)

Prerequisite: IEL-011 with a minimum grade of "C" or appropriate placement scores

IEL-022 Academic Writing II (4)

This course will help high intermediate language students develop proficiency in grammar use and academic writing. The course will focus on the writing process of critical thinking, organizing, drafting, revising, and editing in a variety of academic essays. The course will also focus on building and applying knowledge of grammar in writing. (4 contact hours)

Prerequisite: IEL-012 with a minimum grade of "C" or appropriate placement scores

IEL-023 Academic Communication II (4)

This course will help intermediate language students develop proficiency in academic listening and speaking. The course will focus on listening and speaking skills to engage in discussion and presentation of academic content, taking effective notes, and building academic vocabulary. The course will also focus on important grammar topics necessary for communication. (4 contact hours)

Prerequisite: IEL-013 with a minimum grade of "C" or appropriate placement scores

IEL-030 Content Focus (3)

This course will help intermediate and high intermediate language students develop integrated language skills while engaging in academic content. The course focuses on academic topics, reading and lecture comprehension, note-taking, collaborative learning, academic discussions, and a variety of writing responses and presentations. The topic and instruction will vary from course to course each semester. A specific course description with additional information will be available at the time the course is offered. (3 contact hours)

Prerequisite: Placement in IELP

IEL-062 Int Listening Notetaking Speaking I (2-3)

This course is designed for the Intermediate English Language learner student who is not proficient in basic English conversation. The course emphasizes oral communication skills through an interactive approach. The course includes essential pronunciation and listening skills, as well as basic grammatical structures and patterns. In addition to listening and speaking, reading, and writing are included. (3 contact hours in spring/fall; 5 contact hours in summer)

Prerequisite: Appropriate IELP assessment score Corequisite: IEL-072 or IEL-082 and IEL-092

IEL-064 Int Listening Notetaking Speaking II (2)

This course is designed to enable intermediate academic English Language Learner students gain confidence and accuracy in speaking and listening. Presentation, discussion, listening, and note-taking skills will be covered. (3 contact hours)

Prerequisite: IEL-062 with a minimum grade of "C" or appropriate IELP assessment score

IEL-066 Adv Listening Notetaking Speaking (2)

This course is designed for the advanced English Language Learner students and develops more effective, confident, and comfortable oral communication and study skills as they transition to regular college courses. (3 contact hours)

Prerequisite: IEL-064 with a minimum grade of "C" or appropriate IELP assessment score

IEL-072 Intermediate Grammar I (3)

This course is designed for beginning-level academic ESL/international students who read and write in their own languages and who have some ability to connect words in simple sentences in English. This course includes an introduction to the basic points of English grammar, spelling, and usage. (4 contact hours)

Prerequisite: Appropriate IELP assessment score

IEL-074 Intermediate Grammar II (3)

This course is designed for intermediate-level academic ESL/international students to comprehend and use the basics of grammar and punctuation with simple, compound, and complex sentences, and to develop effective paragraphs. (4 contact hours)

Prerequisite: IEL-072 with a minimum grade of "C" or appropriate IELP assessment score

IEL-076 Advanced Grammar (3)

This course is designed for the advanced ESL/international student. This course presents more difficult aspects of English grammar, spelling, and syntax. (4 contact hours)

Prerequisite: IEL-074 with a minimum grade of "C" or appropriate IELP assessment score

IEL-082 Intermediate Writing I (3)

This course is designed for beginning-level academic ESL/international students who read and write in their own languages and who have some ability to connect words in sentences in English. This course covers grammatical patterns at the sentence level, basic punctuation and capitalization, and organizational patterns in paragraphs. (5 contact hours)

Prerequisite: Appropriate IELP placement test score

IEL-084 Intermediate Writing II (3)

This course is designed to help intermediate level academic ESL/international students develop the writing skills needed to express their ideas concisely and accurately. The course

emphasizes writing sentences, simple paragraphs, and short compositions. (5 contact hours)

Prerequisite: IEL-082 with a minimum grade "C" or appropriate IELP assessment test score

IEL-086 Advanced Writing (3)

This course is designed for the advanced ESL/international student who needs to develop the writing style required in academic classes. This course presents the principles of English rhetoric. The course includes the development of expository, analytical, and argumentative essays, as well as the introduction to the basics of researching skills. (5 contact hours)

Prerequisite: IEL-084 with a minimum grade of "C" or appropriate IELP assessment test score

IEL-092 Intermediate Reading I (4)

This course is designed for the beginning ESL/international student to develop reading skills and strategies in order to become a more efficient, critical reader. The course emphasizes vocabulary building and reading strategies. (6 contact hours)

Prerequisite: Appropriate IELP assessment test score

IEL-094 Intermediate Reading II (4)

This course is designed to help the intermediate ESL/international student develop reading skills and strategies in order to become a more efficient critical reader. The course emphasizes vocabulary building, comprehension strategies, academic reading techniques, and summarizing. (6 contact hours)

Prerequisite: IEL-092 with a minimum grade of "C" or appropriate IELP assessment test score

IEL-096 Advanced Reading (4)

This course is designed to help the advanced ESL/international student develop the reading skills and strategies needed to become a more efficient critical reader. The emphasis is on vocabulary building, comprehension improvement, and inferential and evaluative reading. Students will apply new reading techniques to a variety of reading materials. (6 contact hours)

Prerequisite: IEL-094 with a minimum grade of "C" or appropriate IELP assessment test score

IMM—Mechanical & Fluid Power Maintenance

IMM-101 Mechanical Systems I (3)

Study fundamental components of mechanical systems such as pulleys, gears, chains, belts, couplings, and packing glands. Use of catalogs, trade references and writing of a maintenance report are included. Fee is required. (4 contact hours)

IMM-103 Machinery Moving and Set-Up (2)

Learn the safe and correct movement of equipment. Preparing and rigging equipment, site preparation, mounting, leveling, and alignment of equipment are included. Fee is required. (4 contact hours)

IMM-107 Mechanical Systems II (3)

Learn to adjust and maintain mechanical systems such as pumps, transmissions, gear reducers, and assorted mechanical linkage systems. Study proper installation of bearings and bushings for these systems. Nondestructive evaluation is surveyed. Fee is required. (4 contact hours)

Prerequisite: IMM-101

IMM-120 Fluid Power I: Basic Circuits (3)

This course covers basic principles of pneumatics, hydraulics, circuit construction, repair, and troubleshooting. Includes detailed evaluation of basic component functions and operation within circuits. Fundamental formulae and calculations of circuit function and capability are included. Fee is required. (4 contact hours)

IMM-220 Fluid Power II: Intermediate System (3)

This course covers intermediate principles of pneumatics, hydraulics, circuit construction, repair, and troubleshooting. Includes detailed evaluation of intermediate component functions and operation within circuits. Intermediate-level formulae and calculations of circuit function and capability are included. Fee is required. (4 contact hours)

Prerequisite: IMM-120

IMM-270 Fluid Power III: Process Control (3)

The course covers advanced principles of pneumatics, hydraulics, industrial controls, circuit construction, repair, and troubleshooting. Includes detailed evaluation of component functions and operation within electro-fluid power circuits. Fundamental formulae and calculations of circuit function and capability are included. (4 contact hours)

Prerequisite: IMM-220

INT - Sign Language Interpretation

INT-100 Introduction to ASL Interpreting (3)

This course provides an introduction to the field of American Sign Language Interpreting. Topics include the role and function of the interpreter, legislation and certification of interpreters. Additional topics include an introduction to interpreter ethics, English skill building, interpreting environments and settings, and the history of the interpreting profession. Fee is required. (3 contact hours)

Prerequisite: Admission to the ASL Interpretation Program and successful completion of COM-101 with a minimum grade of "C" or previous college-level English composition with a minimum grade of "C"

INT-101 Interpreting I (3)

This course will introduce the process of interpreting from ASL to English and English to ASL. Students will analyze source language (ASL and English) texts and translate them into the target (ASL or English), building to consecutive interpretations of prepared and spontaneous content. Theories of interpretation will be introduced and discussed. Fee is required. (4 contact hours)

Prerequisite: INT-100 with a minimum grade of "C"

INT-102 Interpreting II (3)

This course will build on the skills developed in INT-101 (Interpreting I) and introduce students to simultaneous interpretation from ASL, to English and English to ASL. Students will work from recorded and live interactions and monologues. Fee is required. (4 contact hours)

Prerequisite: INT-101 with a minimum grade of "C"

INT-107 Interpreting in Educational Settings (2)

This course will explore the theory and skills required to interpret in a K-12 educational setting. Coursework and practice will focus on ethical dilemmas and decision-making in a K-12 educational interpreting environment. Vocabulary commonly used in educational (K-12) settings will be discussed and practiced. Roles and responsibilities in a K-12 setting will be discussed and analyzed. Child and language development will be covered and discussed. Students must also register in INT-108 (Ed Settings Field Experience). (2 contact hours)

Prerequisite: INT-100 with a minimum grade of "C" Corequisite: INT-108

INT-108 Ed Settings Field Experience (1)

This course is designed to expose students to real-world educational interpreting experiences under the supervision of a professional interpreter mentor and the classroom instructor. Students will also enroll in INT-107 (Interpreting in Educational Settings). Fee is required. (3 contact hours)

Corequisite: INT-107

INT-110 Interpreting Enrichment (1)

This course is a dynamic seminar-style course for students who need additional study and practice to acquire interpretation skills. Topics will focus on identified areas of weakness as defined with the instructor on the first day of class. Course content will vary for each student depending on the courses that they need to repeat and/or the specific areas of weakness with their interpretation skills. (2 contact hours)

INT-120 Ethics for Interpreters (3)

This course focuses on the ethical decisions that interpreters make daily in their career. The RID Code of Professional Conduct, Educational Interpreter Performance Assessment Guidelines for Professional Conduct, and Demand Control Schema will be used to analyze and research ethical issues. Students will participate in group discussions and coursework to develop problem-solving and ethical decision-making skills. (3 contact hours)

Prerequisite: INT-100 with a minimum grade of "C"

INT-121 ASL to English Interpreting (3)

This course focuses on the skills and theory required to receptively process and interpret from ASL to spoken English. Register, vocal tone and expression, word choice and message equivalence will be emphasized. Fee is required. (4 contact hours)

Prerequisite: INT-101 with a minimum grade of "C"

INT-199 Special Topics in Interpreting (1-4)

This course is designed to address specific topics of interest in American Sign Language and Interpretation. Offerings are more specific and focused than the introductory survey courses. Offerings provide students with a deeper understanding and appreciation of ASL and Interpreting. (1-4 contact hours)

Prerequisite: Permission of Instructor

INT-201 Interpreting Field Experience I (2)

This course is designed to expose students to real-world interpreting experiences under the supervision of a professional interpreter mentor. Class discussion and assignments will focus on the challenges and benefits of working in various settings, ethics and decision-making skills, and business practice. Students also will enroll in INT-202, Field Experience Seminar I, and meet weekly to discuss and plan their off-campus practicum experiences. Fee is required. (4 contact hours)

Prerequisite: INT-101 and INT-120 both with a minimum grade of "C" Corequisite: INT-202

INT-202 Field Experience Seminar I (1)

Students will meet to discuss and plan their off-campus practicum experiences in the co-requisite course INT-201 (Interpreting Field Experience I). (1 contact hour)

Corequisite: INT-201

INT-203 Interpreting III (3)

This course concentrates on the continued development of ASL to English and English to ASL interpretation skills. Live mock and recorded interpretations will gradually increase in difficulty as the class progresses. Fee is required. (4 contact hours)

Prerequisite: INT-102 with a minimum grade of "C"

INT-205 Transliterating (3)

This course will explore the theory and skills required to transliterate. Coursework and practice will focus on producing conceptually accurate American Sign Language in English word order with English mouth morphemes. Live mock and recorded English source material will be used and will gradually increase in difficulty as the class progresses. Fee is required. (3 contact hours)

Prerequisite: INT-101

INT-206 Interpreting Field Experience II (2)

This course is designed to allow students to interpret in a variety of low-risk settings under the supervision of a professional interpreter mentor and the classroom instructor. Students will also enroll in INT-207 (Field Experience Seminar II). Fee is required. (4 contact hours)

Prerequisite: INT-102, INT-121, and INT-201, all with a minimum grade of "C" Corequisite: INT-207

INT-207 Field Experience Seminar II (1)

This course is designed to allow students to interpret in a variety of low-risk settings under the supervision of a professional interpreter mentor and the classroom instructor. Students will also enroll in INT-206 (Interpreting Field Experience II). (1 contact hour)

Corequisite: INT-206

INT-210 Certification Test Preparation (2)

This course will cover all aspects of the various ASL Interpreting written, knowledge bases and performance tests along with providing practice tests and test taking strategies. (2 contact hours)

Prerequisite: Instructor Permission

IST—Integrated Systems Technology

IST-109 Prints for Industry (3)

Introduces the interpretation of orthographic drawings for manufacturing. Students will read and interpret process and instrumentation diagram prints. Fee is required. (4 contact hours)

IST-199 Special Topics (1-3)

This course covers emerging topics of interest to engineering and technology. The topics to be covered will be identified with narrative by section number in the college schedule of classes. A syllabus documenting topics, description, objectives, and information about prerequisite skills will be available for each section. This course may be taken up to three times for credit as long as different topics are selected. Fee is required. (3-6 contact hours)

JRN—Journalism

JRN-101 Introduction to Mass Communications (3)

A course designed to examine the fundamentals of the media industry from a historic and economic perspective. Studies media function, rights, restrictions, responsibilities, and consequences as they apply to the consumer. Occupational opportunities also will be discussed. (3 contact hours)

Corequisite: Registration or credit in COM-101 IAI Code: MC911

JRN-111 Media Writing I (3)

Development of basic journalistic techniques; news gathering, reporting, interviewing; the use of library and online database research methods; the organization of news stories; leads and other related skills. Students will write basic stories under real-time constraints. (3 contact hours)

IAI Code: MC919

JRN-112 Media Writing II (3)

Advanced development of journalistic skills in researching, organizing, and writing news and feature stories. Includes writing techniques for print and telecommunications media. Emphasizes legal rights and ethical responsibilities of news reporting. (3 contact hours)

Prerequisite: JRN-111

LAN—Local Area Networks

LAN-101 Orientation to IT Professions (1)

This course enables students to analyze the field of information technology. The class will include a survey of the IT professions, employment skills, definitions, associations, current issues, salaries, and self-assessment survey of skills and competencies. This course will meet three times during the semester. Students also will be required to create a student plan for the IT program at Moraine Valley. Course requirements include attending a local meeting of a professional association related to the field. (1 contact hour)

LAN-102 Voice and Data Cabling (3)

This course is designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Students will develop skills in reading network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination as well as installing jacks and cable testing. This hands-on, lab-oriented course stresses documentation, design, and installation issues, as well as

laboratory safety, on-the-job safety, and working effectively in group environments. This course will help prepare students for the BICSI Registered Certified Installer, level one. Fee is required. (4 contact hours)

LAN-103 Security Awareness (1)

This course is intended to provide a basic survey of the importance of IT security awareness and data confidentiality. This security awareness-training course walks users through every aspect of information security in a very broad, easy to understand way and explains to them the value of securing data, both for themselves and the organization. The class will introduce legislation, local, state and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity. The cost will introduce risk management, security policies, and common threats and countermeasures. The course will also present best practices in access control and password policies. Fee is required. (4 contact hours)

LAN-111 IT Essentials - A+ (3)

This course offers a hands-on approach to microcomputer maintenance. This course introduces a history of personal computer evolution. It examines the bus architecture, central processing unit parameters and replacement considerations, memory, video systems, storage devices and input/output devices. The course introduces the most popular and recent technologies. This course is designed to prepare the successful student for the CompTIA A+ hardware certification. Fee is required. (4 contact hours)

LAN-112 Managing IT - A+ (3)

This course offers a hands-on approach to managing information technology in a variety of environments. Students will be provided the skills needed to perform tasks such as installation, building, repairing, configuration, troubleshooting, optimizing, diagnosing and preventive maintenance in the context of the field service or enterprise environment and interacting with customers remotely. The course will also introduce critical responsibilities commonly required in managing IT within an organization including project management, help desk operations and information security. This course is aligned to the CompTIA A+ certification. Fee is required. (4 contact hours)

LAN-120 IoT Fundamentals (3)

In this foundational course, students will learn about the Internet of Things (IoT), how it is used by a wide range of industries and its application within each. Students will also learn about IoT components including hardware, software, and other peripheral devices. Students will design, build, and program IoT embedded devices for IoT applications. Relevant communication protocols and networking concepts will be covered. Fee is required. (4 contact hours)

LAN-121 Network Essentials (3)

This course provides an introduction to the operation of computer networks and networking devices. The course also provides an examination of the history and evolution of data communications and computer networks. Hardware and software network configurations, operations and requirements will be discussed. Topics include network media and topologies, the OSI model, protocols, standards, technologies, network implementation, and network support. The course content aligns to some of the CompTIA Network+ objectives. Fee is required. (4 contact hours)

LAN-122 Network Services (4)

This course is a continuation of LAN-121 with an emphasis on network management, analysis, and addressing. The course will introduce essential network services such as ftp, http, dncp, dns, messaging, authentication and wins. The course provides hands-on exercises in which each student will be required to configure network services. Emphasis will be on configuration, analysis, proactive maintenance, and troubleshooting. This course is designed to supplement the A+, Network+ and Server+ certifications. Fee is required. (5 contact hours)

LAN-125 Microsoft Azure Fundamentals (3)

In this foundational course, students are provided an overview of Microsoft Azure cloud computing services and are introduced to the core concepts of Azure fundamentals. Through a combination of lectures, demonstrations, and hands-on lab exercises, students will learn how to create and manage Azure resources, configure, and deploy virtual machines, implement storage solutions, and manage Azure networking. Fee is required. (4 contact hours)

LAN-143 Digital Forensics (3)

This course instructs students in the preservation, identification, extraction, documentation and interpretation of computer data. Students will learn to examine computer data for evidence of a crime or violations of corporate policy. Topics covered include evidence handling, chain of custody, collection, and recovery of computer data using forensic software and methods. Fee is required. (4 contact hours)

Prerequisite: LAN-121

LAN-153 IT Security Essentials - Security+ (3)

This course introduces the basics of network security. The student is introduced to computer network vulnerabilities and threats. This course exposes the student to network security planning, network security technology, network security organization and the legal and ethical issues associated with network security. Fee is required. (4 contact hours)

Prerequisite: LAN-122 or consent of instructor

LAN-163 Ethical Hacking (3)

This course introduces the network security specialist to the various methodologies for attacking a network. The student will be introduced to the concepts, principles and techniques, supplemented by hands-on exercises, for attacking and disabling a network. These methodologies are presented within the context of properly securing the network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools. Fee is required. (4 contact hours)

Prerequisite: LAN-153 or consent of instructor

LAN-220 Linux Administration (3)

This course is an introduction to the Linux operating system for end users and is complementary to other Cisco networking courses, such as routing and switching. This course will provide a strong foundation for those who wish to move on to more advanced courses in Linux System Administration. The students familiarize with Linux command line utilities as well as the Gnome and KDE graphical user interfaces. Course completers will be well on their way to becoming power users and will have gained familiarity with most varieties of Linux. Fee is required. (4 contact hours)

Prerequisite: LAN-112

LAN-221 Scripting and Security (3)

This course enables students to identify potential vulnerabilities related to scripting and to generate basic scripts to exploit security weaknesses. The course will present common scripting and languages such as PERL, PYTHON, and RUBY. The students will create scripts that automate processes, perform batch operations, and extract information. Fee is required. (4 contact hours)

Prerequisite: LAN-220

LAN-225 Microsoft Azure Administration (3)

In this intermediate course, students are instructed how to manage the cloud services that span storage, networking, and compute cloud installations. Through a combination of lectures, demonstrations, and hands-on lab exercises, students will learn how to manage Azure subscriptions, implement storage solutions, create and scale virtual machines, configure virtual networking, secure identities, implement web apps and containers, back up and share data, and monitor an Azure deployment. Fee is required. (4 contact hours)

LAN-230 Managing Windows Servers (3)

This class will introduce the Windows Server. The class will include installation and configuration of that Windows Server. Topics include user management, hardware and software configuration and security. Students will also configure network services including DNS, DHCP, ADS, printing and network routing. This class is designed to prepare the student for the Microsoft Certified Professional examination. Fee is required. (4 contact hours)

Prerequisite: LAN-122

LAN-233 Managing Database Services (3)

This course is an introduction for installing, configuring, and troubleshooting SQL Server database systems. This course will provide a strong foundation for those who wish to implement and administer corporate database systems. You will become familiar with SQL Server as well as be introduced to other popular database services such as Oracle. Additional topics will include installing or upgrading to SQL Server, configuring database options, managing security, monitoring and fine-tuning system performance, and performing backups and restorations. A basic introduction of the SQL language, directory services, and server management will be covered along with concepts of backup and recovery systems for business continuity. Fee is required. (4 contact hours)

Prerequisite: LAN-122 or consent of instructor

LAN-235 Microsoft Azure Security Technology (3)

In this advanced course, students are instructed how to manage their security posture across Azure and within their cloud and on-premises solutions. Through a combination of lectures, demonstrations, and hands-on lab exercises, students will learn how to deploy and configure security tools, configure security settings, manage secure identities, build and administer firewalls, configure access policies, and monitor an Azure deployment. Fee is required. (4 contact hours)

LAN-241 LAN/WAN Security (3)

Provides an introduction to LAN and WAN security. Topics in this course include identifying the types of information technology threats, physical security, access security, file system security, fire design, and legal issues related to security. This course is designed to assist individuals for preparing for the CISSP certification process. Fee is required. (4 contact hours)

Prerequisite: LAN-121

LAN-243 Computer Forensics (3)

Students will be introduced to the profession of computer forensics and investigation as well as the tools and techniques used in the investigative process. Emphasis is on major hardware and software tools, digital evidence controls, and the processing of crime or incident scenes. This hands-on course teaches students in the details of data acquisition, computer forensic analysis, email investigations, image file recovery, report writing and expert witness requirements. Fee is required. (4 contact hours)

Prerequisite: LAN-143

LAN-246 Routing and Switching - CCNA (3)

This class provides a hands-on learning experience in managing, supporting, troubleshooting and optimizing, the network infrastructure of an organization. This class introduces the installation, configuration and management of network switches and routers. Students will compare and contrast different routing and switching protocols and services. The class will provide an overview of command and graphical interfaces used to access and configure network devices. Fee is required. (4 contact hours)

Prerequisite: LAN-122 or consent of instructor

LAN-251 WLAN Design - CWNA (3)

This is an introductory course on wireless local area networking. The course encompasses the design, planning, implementation, operation and troubleshooting of wireless LANs. The course will provide a comprehensive overview of technologies, security, and design best practices. The course will include hands-on installation and configuration of wireless client adapters, routers, access points, repeaters, bridges and other wireless devices. The class will introduce multiple-vendor equipment. Fee is required. (4 contact hours)

Prerequisite: LAN-122 or consent of instructor

LAN-253 Network Security (3)

This course introduces the network security specialist to the various methodologies for defending a network. The student will be introduced to the concepts, principles, types and topologies of firewalls to include packet filtering, proxy firewalls, application gateways, circuit gateways and stateful inspection. Fee is required. (4 contact hours)

Prerequisite: LAN-122

LAN-256 LAN Design - CCNA (3)

This course is designed to provide a hands-on experience in implementing and configuring complex Cisco multi-switched networks. The class will include an introduction to switched Ethernet networks, virtual LAN technology, spanning-tree protocols and configuration of Cisco switching devices. The class also will include advanced router concepts, including access list management, IPX and IP filtering, traffic management, and IGRP implementation. Students will demonstrate the use of the Cisco IOS to configure network switching and routing devices. Fee is required. (4 contact hours)

Prerequisite: LAN-122 or consent of instructor

LAN-260 Internship (3)

This course is a supervised occupational field experience in a student's area of study. Duties should be of a technical nature but provide broad work experience in the field of study. The internship assignment is planned by the student and internship program coordinator. Fee is required. (15 contact hours)

Prerequisite: LAN-122

LAN-263 Managing Network Security II (3)

Expose the student to the various defense methodologies associated with virtual private networks (VPN), host intrusion detection systems (HIDS) and network intrusion detection systems (NIDS). Introduce the student to the best practices associated with properly securing business critical network systems using VPNs. Fee is required. (4 contact hours)

Prerequisite: LAN-253 or consent of instructor

LAN-266 WAN Design - CCNA (3)

This course is a project in WAN design. The class will include an overview of WAN technologies and WAN configurations on a Cisco router. The second part of the class involves the design, implementation, configuration and demonstration of a fully functional enterprise intranet including HTTP, FTP, NNTP and email services. Fee is required. (4 contact hours)

Prerequisite: LAN-122 or consent of instructor

LAN-273 Managing Information Security (3)

This course affords the network security specialist the opportunity to conduct a vulnerability analysis upon a network in order to practice or refine the attack methodologies with the hacker tools and techniques to which the student was exposed during the various program courses. The student must demonstrate the ability to design, plan and execute a vulnerability analysis against an organization network. The student must prepare a written report of the security design, attack methodology, tools and techniques. Fee is required. (4 contact hours)

Prerequisite: LAN-253

LAN-280 High Availability Virtualization (3)

This course provides instruction and labs including installing the VMware ESX Server, creating virtualized switches and storage, creating and managing virtual machines, establishing access controls, and performing resource monitoring. There are also lectures and labs on VMotion, distributed resource scheduling, and high availability. Virtualization architecture, its applications, and best practices also will be discussed. The class satisfies the VMware Certified Professional (VCP) course requirement. Fee is required. (4 contact hours)

Prerequisite: LAN-246

LAN-281 Scaling Virtualization (3)

This course is designed for experienced VMware vSphere® users. Advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure are taught. Through a mix of

lecture and hands-on labs, students will configure and optimize the vSphere features that build a foundation for a truly scalable infrastructure and discuss when and where these features have the greatest effect. Students who are ready to take their understanding of vSphere to a deeper level and learn how to use advanced features and controls will greatly benefit from this course. Fee is required. (4 contact hours)

Prerequisite: LAN-280

LAN-290 Storage Management (3)

This course provides a comprehensive understanding of the various storage infrastructure components in data center environments. It enables students to make informed decisions on storage-related technologies in an increasingly complex IT environment, which is fast changing due to the adoption of software-defined infrastructure management and third platform technologies (cloud, Big Data, social and mobile technologies). It provides a strong understanding of storage technologies and prepares students for advanced concepts, technologies and processes. Students will learn the architectures, features and benefits of intelligent storage systems including block-based, file based, object-based, and unified storage; software-defined storage; storage networking technologies such as FC SAN, IP SAN, and FCoE SAN; business continuity solutions such as backup and replication; the highly critical area of information security; and storage infrastructure management. This course takes an open approach to describe all the concepts and technologies which are further illustrated and reinforced with EMC-related product examples. Fee is required. (4 contact hours)

Prerequisite: LAN-122

LAN-291 Cloud Technologies (3)

This course educates students on building cloud infrastructure based on a cloud computing reference model. The reference model includes five fundamental layers (physical, virtual, control, orchestration, and service) and three cross-layer functions (business continuity, security and service management) for building a cloud infrastructure. For each layer and cross-layer function, this course covers the comprising technologies, components, processes, and mechanisms. This course takes an open-approach to describe the concepts and technologies, which are further illustrated and reinforced with EMC-related product examples. The course follows the U.S. National Institute of Standards and Technology as a guide for all definitions of cloud computing. Upon completing this course, students will have the knowledge to make informed decisions on technologies, processes and mechanisms required to build a cloud infrastructure. Fee is required. (4 contact hours)

Prerequisite: LAN-122

LAN-295 Cloud and Virtual Networking (3)

This course provides students with the skills to configure, optimize and troubleshoot a Cisco Meraki Cloud Networking environment. Through instructor-led demonstrations and lessons, students will learn how to install and optimize Meraki devices to provide a seamless user experience, and gain a thorough understanding of diagnosing and resolving any issues within the network. Fee is required. (4 contact hours)

Prerequisite: LAN-246

LIT—Literature

LIT-205 Literature for Children/Young Adults (3)

Survey of the genre of literature for children through young adults, analyzing the social, cultural, and intellectual implications, instruction methodology, including critical thinking assessment, criteria for selection and utilization of literary works-based language development, learning opportunities, and curricular resources in schools and the community. (NOTE: Only 3 credit hours can be earned for either EDU-205 or LIT-205. Duplicate credit in both courses will not be awarded.) (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 918

LIT-213 American Literature I (3)

American writing from 1600 to the Civil War is explored. Covers the development of analytical, interpretive, and critical skills through a study of the literature, its authors, and their environments. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 914

LIT-214 American Literature II (3)

Covers American writing from the Civil War to the present. Covers the development of analytical, interpretive, and critical skills through a study of the literature, its authors, and their environments. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 915

LIT-215 Bible as Literature I (3)

This course is an analysis of selected books of the Old Testament, with emphasis on literary concepts: allegory and parable, history, epic, fiction, poetry, prophecy, tragedy, myth, and legend. (3 contact hours)

Prerequisite: COM-101 IAI Code: H5 901

LIT-216 Bible as Literature II (3)

Analyze selected books of the New Testament, with emphasis on literary concepts such as narration, gospel, allegory, history, epistle, apocalypse, myth, and legend. (3 contact hours)

Prerequisite: COM-101 IAI Code: H5 901

LIT-217 Introduction to Poetry (3)

An examination of the role of imagery, diction, form, figurative language, and other poetic devices for creating and manipulating sound and sense. Also explore poetry as a literary genre. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 903

LIT-218 Introduction to Drama (3)

This course is a survey and analysis of representative plays from various periods. Includes study of dramatic techniques, and types and elements in selected readings from classical Greek to present-day drama. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 902

LIT-219 Women in Literature (3)

A survey of women in literature. The course will examine the characterization and archetypes of women as they are presented in literary works. The course will include works by authors of both sexes, but emphasis will be placed on female writers frequently ignored in anthologies of literature. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 911D

LIT-220 Introduction to Fiction (3)

Plot structure, narrative technique, character depiction and theme, and fiction as a literary genre are examined. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 901

LIT-221 English Literature I (3)

Covers the Middle Ages to the Romantic period, with an emphasis on literary interpretation and evaluation of major authors. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 912

LIT-222 English Literature II (3)

Covers the Romantic period to the present, with emphasis on literary interpretation and evaluation of major authors. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 913

LIT-223 Western Literature I (3)

This course is an analysis of Greek, Roman, Medieval, and Renaissance works as intellectual and religious foundations of modern Western thought. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 906

LIT-224 Western Literature II (3)

Selected works of universal significance from 1850 to the present are included. Emphasis is on influential European authors and literary trends. Independent study is encouraged. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 907

LIT-225 Shakespeare (3)

Study representative comedies, tragedies and historical plays using interactive technologies or actual play performances to explore contemporary and critical interpretations. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 905

LIT-226 Literature of the Non-Western World (3)

This course introduces literature translated into English by writers from non-Western cultures, for example, Asian (East, Southeast and South), African, and Middle Eastern, with an emphasis on the intellectual, social, and political context of their works. It explores the aesthetics, religions, histories, and philosophies that shape these cultures' contribution to the world. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 908N

LIT-227 Literature as Film (3)

This course studies formal and thematic relationships between literary and cinematic forms, including significant examination of adaptations and influences that demonstrate the strengths of each artistic medium. (3 contact hours)

Prerequisite: COM-101 IAI Code: HF 908

LIT-228 Latin American Literature (3)

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

Prerequisite: COM-101 IAI Code: H3 908N

LIT-230 African American Literature (3)

This course is designed to explore selected significant issues and concerns from the African American literary canon in the context of key historical moments such as slavery, Jim Crow, Harlem Renaissance, the Civil Rights Movement, and the Black Arts Movement, leading into contemporary historical development. Special attention will be paid to representations of race, religion, and gender. This course will examine multiple African-American

perspectives in response to historical issues and developments. (3 contact hours)

Prerequisite: COM-101 IAI Code: H3 910D

LIT-299 Independent Study in Literature (3-4)

The student and instructor decide on an area of study in the field of literature. The student contracts with the instructor to complete certain projects for three to four credit hours. This course may be taken four times for credit. (3-4 contact hours)

Prerequisite: COM-101

MAS—Therapeutic Massage

MAS-101 Introduction to Massage (1)

This course gives students an introduction to therapeutic massage. Students are exposed to muscle palpation, terminology, anatomy and physiology, safety and equipment, scope of practice and strokes. Students have hands-on experience with massage therapy and will practice on each other. (2 contact hours)

Prerequisite: Must be at least 18 years old

MAS-108 Ethics for Massage Therapy (1)

This course will introduce students to ethical issues related to massage which includes: scope of practice, ethical behavior, sexual misconduct, HIPPA laws, professional communication, and appropriate boundaries for the therapeutic relationship. (2 contact hours)

Corequisite: Registration or credit in MAS-101 with a minimum grade of "C"

MAS-109 Pathology for Massage Therapy (3)

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

Corequisite: MAS-101 registration or credit with a minimum grade of "C" and BIO-115 or BIO-180 registration or credit

MAS-110 Basic Swedish Massage (3)

Students will learn the benefits of touch and a full 60-minute session of Swedish massage. Students will begin the process of client information collection and documentation. Students will conduct a case study. (5 contact hours)

Prerequisite: MAS-101 with a minimum grade of "C" and valid CPR/First Aid card Corequisite: Registration or credit in BIO-115 or BIO-180

MAS-112 Sports Massage (1-2)

This course will introduce students to the basis of exercise physiology, joint mobilization, pre and post event sports massage, maintenance massage, stretches and care of frequent sports injuries. (2-3 contact hours)

Prerequisite: MAS-101 with a minimum grade of "C" Corequisite: Registration or credit in MAS-110 with a minimum grade of "C" and BIO-115 or BIO-180 registration or credit

MAS-113 Massage Techniques I (2)

This course will introduce students to several specialties in massage that focus on both eastern and western bodywork theory and techniques including, meridians, acupressure, shiatsu, Thai massage, cupping, stone massage, aromatherapy. Students will also be introduced to principles of self-care. (3 contact hours)

Prerequisite: MAS-101 with a minimum grade of "C"

MAS-114 Massage Modalities (3)

This course will introduce students to several specialties in massage such as: chair massage, stone massage, Traditional Chinese Medicine, pregnancy massage and energetic anatomy approaches. (5 contact hours)

Corequisite: Registration or credit in MAS-110 with a minimum grade of "C"

MAS-115 Massage Techniques II (1)

This course will introduce students to several specialties in massage that focus on western bodywork theory and techniques including, myofascial massage, lymphatic facilitation, prenatal massage, hydrotherapy, and spa treatments. (2 contact hours)

Prerequisite: MAS-101 with a minimum grade of “C” Corequisite: Registration or credit in MAS-110 with a minimum grade of "C"

MAS-118 Business and Ethics (2)

This course will introduce students to aspects of developing and maintaining a successful therapeutic massage practice. Ethical issues related to massage are discussed including the scope of practice and Illinois laws. Students will discuss marketing and business planning. (3 contact hours)

Prerequisite: MAS-101 with a minimum grade of "C"

MAS-119 Business for Massage Therapy (1)

This course will introduce students to aspects of developing and maintaining a successful therapeutic massage practice. Students will create a business plan within their scope of practice, abide by laws and regulations and learn proper documentation. (2 contact hours)

Prerequisite: MAS-101 with a minimum grade of "C"

MAS-120 Massage Lab Practicum (3)

This course will allow students to be supervised in a clinic-style setting. Students will apply principles, techniques and procedures practiced in professional massage therapy. Students will demonstrate proper client-therapist communication skills (including chart documentation), draping techniques and sanitary precautions. Fee is required. (9 contact hours)

Prerequisite: MAS-109, MAS-110 and MAS-114 all with a minimum grade of "C", PEH-160 and BIO-115 or BIO-180 and BIO-181 Corequisite: Registration or credit in MAS-112 and MAS-118 with a minimum grade of "C"

MDT—Mechanical Design and Drafting

MDT-101 Introduction to Drafting (3)

Includes theory, technical skills, industrial applications, practices of technical sketching and use of computer-aided drafting, geometric construction, Multiview drawings, basic dimensioning, sectional views, and auxiliary views, pictorials, and developments. Fee is required. (5 contact hours)

MDT-103 Orientation to MDT Careers (1)

This course is an introduction to careers in the field of mechanical design technology. The course provides a survey of the mechanical design profession. Students will be required to research employment skills and knowledge, field-specific definitions, professional certifications and associations, current issues in the field, and salaries. A computer self-assessment survey and student plan of study will be created by the students. (1 contact hour)

MDT-106 Mechanical Assemblies (2)

The theory, technical skills, industrial applications, and practices of mechanical assembly and pictorial drawing are presented. Bill of materials, subassemblies, standard parts, fasteners, dimensioning, and CAD techniques are covered. Fee is required. (3 contact hours)

Prerequisite: MDT-101 or consent of instructor Corequisite: MDT-110

MDT-110 Mechanical Detailing (3)

Students are introduced to the drawing and dimensioning of mechanical assemblies and part detailing following the current ASME Y14.5 Dimensioning and Tolerancing standard. Dimensional tolerances and fit specifications are introduced. Design considerations of manufacturing processes are discussed. Bills of materials, sub-assemblies, standard parts, fasteners are also discussed. Fee is required. (5 contact hours)

Prerequisite: MDT-101 or consent of instructor

MDT-115 Applied GDT (2)

An introduction to the latest revision of the ASME Y14.5M standard for geometric dimensioning and tolerancing. Students will learn to read and apply geometric tolerancing to mechanical detail drawings. Emphasizes applying geometric dimensioning and tolerancing to drawings of actual mechanical parts. Fee is required. (3 contact hours)

Prerequisite: MDT-101 or consent of instructor

MDT-125 Intro to Additive Manufacturing (3)

This course will introduce the student to the history, technology, and applications of additive manufacturing, including rapid prototyping and 3-D printing. Topics will include the additive manufacturing processes and materials, and industrial applications of the additive manufacturing technology. (3 contact hours)

MDT-145 Intro to Computer Aided Drafting (3)

Study theory and practice of current use of computer aided drafting and design. Includes hardware configuration, computer math and software capabilities. Generate 2-D and 3-D orthographic drawings as well as pictorial techniques, including cursor manipulation, digitizing, direct display interaction, editing, storage and retrieval, rotation, zooming, panning, scaling, mirroring, printing, and plotting. Fee is required. (5 contact hours)

MDT-160 Introduction to 3D Modeling (3)

Covers the basics of 3-D wire frames, surface modeling, solids modeling, and rendering. Students learn the concepts and techniques required to construct 3-D objects, including 3-D coordinates, spherical coordinates, and surface and solids modeling. User coordinate systems and multiple viewports also are discussed. Students construct a variety of objects using these techniques. Objects are rendered to slides and hard copy. Models produced with rapid prototyping equipment also will be studied. Fee is required. (5 contact hours)

Prerequisite: MDT-145

MDT-190 Construction Blueprint Reading (2)

Introduces the use of blueprints and construction documents as used in the building industry. The course covers residential, light commercial and multistory construction. Principles of reading working documents such as plans, elevations, sections, and details related to the following: architectural, civil, electrical, heating, ventilation and air conditioning, plumbing, structural plans, and specifications. The course is helpful for apprentices, students of architecture, estimators, contractors, real estate, and employees who work in the construction industry. Fee is required. (3 contact hours)

MDT-199 Special Topics (3)

This course covers different mechanical design topics based on emerging industry trends and student needs. Students work with instructors individually or in small groups to develop special projects designed to support student growth. The topics covered in a particular semester course will be identified by section number in the college schedule of classes. A syllabus documenting the class description, specific topics, and the student learning outcomes will be available as each special topics section is added to the schedule. Students may take this course three times for credit but may not repeat any one particular topic. (4 contact hours)

MDT-201 Manufacturing and Design (3)

Introduces the concepts of engineering design and the role manufacturing plays in the design of machines and mechanisms. Students investigate different production methods, including molding, forming, metal cutting, and additive (3-D printing) operations, and how they affect design considerations. Students explore how manufacturing impacts the product design process, as well as how to make rational design and manufacturing choices. (3 contact hours)

MDT-205 Machine Elements (2)

Machine elements and basic mechanisms are covered. Elements to be studied specifically are gears, cams, bearings, belt and chain drives, splines, and linkages. The focus will be on the calculation, selection, and application of these elements in mechanical design. Fee is required. (4 contact hours)

Prerequisite: MDT-106, MDT-110, MDT-145 or consent of instructor

MDT-210 Statics and Strength of Materials (3)

This course introduces statics and the study of internal stresses in machine members, involving tensile tests and lab reports. Calculations on equilibrium of loaded beams, columns, the use of standard reference tables, and moments of inertia are studied. Fee is required. (3 contact hours)

Prerequisite: MDT-205, MTH-142 or MTH-150, PHY 150, or consent of instructor

MDT-213 Plant Engineering Drafting (2)

Study piping layouts, symbols and detailing, electrical drafting of wiring diagrams, welding drafting, structural detailing, and materials handling. Cover CAD applications to these techniques in detail. Fee is required. (4 contact hours)

Prerequisite: MDT-145

MDT-225 Design for Additive Manufacturing (3)

This course will introduce the student to the concepts, principles, and techniques of designing for additive manufacturing, or 3D printing. The course will explore additive manufacturing processes, including plastic and metal printing, and how each process impacts design decisions. The course will discuss industrial applications of additive manufacturing including rapid prototyping, rapid tooling, and rapid manufacturing. This is a project-based course. Fee is required. (4 contact hours)

Prerequisite: MDT-125 and MDT-160 or MDT-285 or consent of the instructor

MDT-245 Applied CAD (3)

This course covers the application of CAD hardware and software in mechanical design. Students will generate 2-D orthographic drawings, including dimensioning styles and techniques and file management. Students will also create symbol libraries, attributes with symbols, merge parts into assemblies and create tables from attribute extractions. Both theoretical and practical applications are stressed. Fee is required. (5 contact hours)

Prerequisite: MDT-145 or consent of instructor

MDT-255 Machine Design (3)

This course presents topics including design of machines, assembly drawings, bearings, machine elements, shaft design, statics, material selection, layouts, calculations, and cost estimation. CAD applications to machine design are studied in detail. Fee is required. (5 contact hours)

Prerequisite: MDT-205 or consent of instructor Corequisite: MDT-210

MDT-260 CAD Management (3)

Study the application of operating systems, system management, user management, networking, and integration as it relates to the CAD field. Each student will explore the features, commands, components, drives, files, and procedures, as well as the use of system and network management procedures and software. Fee is required. (5 contact hours)

Prerequisite: MDT-145 or consent of instructor

MDT-285 3D Parametric Modeling (3)

This course offers a comprehensive solution to enhance design projects by incorporating 3-D parametric technology. The course is designed for students already accomplished at creating 3-D models using native surface/solid modelers. It is intended to help students advance beyond the level of basic parametric design modeling. Fee is required. (5 contact hours)

MDT-288 Applied 3D Parametric Modeling (3)

Introduces the use of local and global parameters in the area of 3-D parametric modeling. Students will learn to control parts with design variables, 3-D constraints, variable dimensions, table-driven parts, mathematical operators, and adaptive

techniques. Rapid prototyping of models will be incorporated. Fee is required. (5 contact hours)

Prerequisite: MDT-285 or consent of instructor

MDT-289 3D Parametric Assemblies (2)

Introduces the concepts and design techniques of 3-D parametric mechanical assemblies. Topics include assembly constraints, global parameter usage in assembly modeling, interference checking, animation/kinematic analysis, and parametric control of assembly components. Orthographic (2-D) drawings will be created from 3-D assembly and part models. Rapid prototyping will be incorporated. (3 contact hours)

Prerequisite: MDT-288 or consent of instructor

MDT-290 Introduction to Revit Architecture (3)

This course covers the application of production architectural/construction drawings using CAD. Floor plans, sectional views, details, schedules, and elevations used for residential and light commercial construction are studied. Fee is required. (5 contact hours)

Prerequisite: MDT-145, MDT-190 or consent of instructor

MDT-291 Revit Architecture II (3)

This course covers the applied application of production drawings for light to medium industrial construction using CAD. Fee is required. (5 contact hours)

Prerequisite: MDT-290 or consent of instructor

MDT-292 Revit Bldg Design & Construction (3)

This course covers the applied application of drawing of commercial and light industrial construction utilizing building information model (BIM) technologies. Students will explore methods of fast tracking the design of a 2-D/3-D architectural building model, developing the building model with parametric components, and detailed architectural plans, schedules, and documentation. This course is designed to introduce students to concepts, practices , standards, and drafting techniques needed in creating a BIM project from concept through construction documents. Students will learn both the content and skills necessary to become a proficient drafter in the field of architecture and understand the BIM process. Fee is required. (5 contact hours)

Prerequisite: MDT-290

MOA—Medical Assistant

MOA-115 Clinical Laboratory Procedures (4)

This lecture/laboratory course emphasizes the performance of waived tests as approved by the Clinical Laboratory Improvement Amendments. Waived testing methods include point of care testing in urinalysis, hematology, chemistry, immunology, and microbiology. Topics in specimen processing, record keeping, CPT coding, laboratory infection control, quality assessment, quality control and reference ranges of tests performed also are considered. (6 contact hours)

Prerequisite: MOA-130, MOA-140, MRT-110, CIS-115, COM-101, MTH-109, BIO-115 or BIO-180 and BIO-181 all with a minimum grade of "C" Corequisite: Registration or credit in MOA-142

MOA-130 Law and Ethics in Healthcare (2)

This course is designed to provide learners with a foundation in medical law and ethics. Topics include key points of law, interpretation of statutes, legal and regulatory guidelines that impact health care, as well as ethical dilemmas. Emphasis is given to the medical office professional's interaction with the legal profession. In addition to understanding patient rights, employee rights are explored. (2 contact hours)

Prerequisite: MRT-110, BIO-115 or BIO-180 and BIO-181, CIS-115, COM-101 all with a minimum grade of "C"

MOA-140 Medical Office Administration (3)

This course introduces the student to the role of the medical assistant. A medical assistant is an allied health professional who functions as a member of the multidisciplinary health care team. This course focuses on the administrative and general duties associated with medical assisting in an ambulatory care setting. Topics include administrative and general duties, safety practices, communication skills and techniques, patient reception, appointment scheduling, basic bookkeeping procedures, operational functions and the preparation and maintenance of medical records. Professionalism, ethical principles, reasoning, and issues pertaining to confidentiality are emphasized. Fee is required. (4 contact hours)

Prerequisite: Take MRT-110, BIO-115 or BIO-180 and BIO-181, CIS-115, COM-101 all with a minimum grade of "C"

MOA-142 Medical Office Finance Systems (3)

This course surveys the various financial systems used in the medical office. An overview of banking, billing, coding, insurance procedures, and management of medical office finances is included. (4 contact hours)

Prerequisite: MRT-110, BIO-115 or BIO-180 and BIO-181, CIS-115, COM-101, MTH-109 all with a minimum grade of "C"

MOA-144 Pharmacology-Principles/Applications (5)

This course follows a lecture/laboratory format. Instruction is provided in the basic concepts of pharmacology in medical assisting. Topics include the general aspects of pharmacology, legal and ethical issues in pharmacology, the mathematical knowledge necessary to master the calculations of commonly-used medications, the principles and practices of medication administration, and medications related to body systems and patient education. (7 contact hours)

Prerequisite: MRT-110, BIO-115 or BIO-180 and BIO-181, CIS-115, COM-101, MTH-109, MOA-130, MOA-140 and MOA-142 all with a minimum grade of "C" Corequisite: Registration or credit in MOA-115

MOA-147 Medical Assistant Clinic Procedures (6)

This course uses a lecture/laboratory format. This course provides the student with both the theory and practical applications of the clinical aspects of medical assisting. It is designed to provide the theoretical and practical basis for performing clinical procedures in the medical office/clinic setting. Topics include but are not limited to: patient assessment, basic psychological principles, physical examination and patient treatments, vital signs, patient education, medical emergencies and assisting the physician in medical specialty examinations and minor surgery. Students will learn the theoretical, technical, and practical aspects of infection control, medical and surgical asepsis and EKG. Includes observation and performance of clinical procedures in a laboratory setting. Fee is required. (8 contact hours)

Prerequisite: MRT-110, BIO-115 or BIO-180 and BIO-181, CIS-115, COM-101, MTH-109, MOA-130, MOA-140, and MOA-142 all with a minimum grade of "C" Corequisite: Registration or credit in MOA-115 and MOA-144

MOA-155 Medical Assistant Externship (3)

Students are assigned to clinical affiliate sites for supervised clinical experience. Emphasis is on achieving competency in entry-level skills within the context of the ambulatory care setting. Students shall not receive compensation/payment, monetary or otherwise, for the practicum/externship experience. Fee is required. (10 contact hours)

Prerequisite: MRT-110, BIO-115 (or BIO-180 and BIO-181), CIS-115, COM-101, MTH-109, MOA-115, MOA-130, MOA-140, MOA-142, MOA-144, MOA-147, and PHB-110 all with a minimum grade of "C" Corequisite: MOA-156

MOA-156 Medical Assistant Seminar (2)

This course is designed as a capstone experience for students assigned to a medical assistant clinical rotation. Discussion topics include student reaction to supervised clinical experiences in an ambulatory care setting, professional issues, communication skills appropriate for a diverse patient population, and application of customer service skills. (1 contact hour)

Prerequisite: MRT-110, BIO-115 (or BIO-180 and BIO-181), CIS-115, COM-101, MTH-109, MOA-130, MOA-140 MOA-142, MOA-115, MOA-144, MOA-147 and PHB-110 all with a minimum grade of "C" Corequisite: MOA-155

MRT—Med Terminology/Health Info Tech

MRT-102 Introduction to Medical Terminology (1)

This course provides a concise introduction to medical terminology that provides basic principles for understanding the language and an overview of terms from many areas of medicine. This course does not meet the required medical terminology course requirement for health science programs or nursing program preadmission. (1 contact hour)

Prerequisite: RDG 088, RDG 089 (based on placement score ranges) or IEL 021 with a minimum grade of "C" or appropriate score on placement test

MRT-110 Medical Terminology (3)

Introduces various medical terms used in the health field. Emphasis is on analysis and building of medical terms using Greek and Latin prefixes, roots, and suffixes. Abbreviations, eponyms, anatomical terms, and medical vocabulary that is not based on word elements also are reviewed. Definitions, spelling, and pronunciation of medical terms are stressed. (3 contact hours)

Prerequisite: RDG-088, RDG-091 or IEL-096 with a minimum grade of "B" or MRT-102 with a minimum grade of "C" or appropriate score on placement test

MRT-111 Health Information Management (3)

This course includes an orientation to health information management, the health care delivery system and legal and ethical issues applicable to health information including HIPAA requirements for privacy and security. Emphasis is placed on health data content and structure as well as techniques to assure adequate documentation of health care in acute and ambulatory settings. (5 contact hours)

MRT-113 Coding Professional Practice (4)

This course concentrates on the development and reinforcement of ICD-10-CM, ICD-10-PCS and CPT/HCPCS Level II coding skills. This course builds upon previous coding knowledge in applying advanced principles of coding using all coding systems. Students will gain experience with coding health records from a variety of settings as well as review topics related to compliance, medical necessity, encoding, diagnosis-related grouping, and ambulatory payment classifications. Fee is required. (6 contact hours)

Prerequisite: MRT-133 and MRT-212 both with a minimum grade of "C"

MRT-114 Health Care Computer Applications (3)

This course introduces students to computer systems in health care with emphasis placed on the electronic health record and software used in the completion of HIM processes as well as database architecture and design. In addition, students gain knowledge of health record data quality, methods to control computer security, as well as current trends and future challenges in health information exchange. (4 contact hours)

Prerequisite: MRT-131 with a minimum grade of "C" Corequisite: Registration or credit in MRT-133

MRT-115 HIT Professional Practice I (4)

This course is a combination of simulated and actual clinical experiences including field trips and guest speakers. Students are introduced to clinical document integrity, ethics, accounting, and release of information in the classroom. In addition, students are assigned to health information management departments for supervised clinical experiences and application of health information management theory. (8 contact hours)

Prerequisite: MRT-114, MRT-132 and MRT-133 all with a minimum grade of "C"

MRT-119 Insurance Reimbursement Procedures (2)

This introductory medical insurance course provides students with the basics of filing medical insurance claims in a manual and electronic format. Emphasis is on completion of insurance forms, identification of common types of medical insurance, manual and electronic claims processing, and reimbursement follow-up. Course also focuses on accurate billing through coding, claims management and bill reconciliation processes. (3 contact hours)

Prerequisite: CIS-115 with a minimum grade of "C" Corequisite: Registration or credit in MRT-122 or MRT-131

MRT-122 Coding for Medical Billing (4)

This course introduces the ICD-10-CM/PCS, CPT and HCPCS Level II coding systems. The focus is on understanding the significance of coding on the reimbursement process. Students must demonstrate competence in the assignment of valid diagnosis and procedure codes. Fee is required. (6 contact hours)

Prerequisite: MRT-110 with a minimum grade of "C" Corequisite: Registration or credit in MRT-119

MRT-123 EHR and Practice Management (3)

This course introduces students to an integrated practice management and electronic health record program, including the use of specialized software. It covers EHR, and insurance and patient billing. Students will obtain a comprehensive picture of documenting the administrative and clinical tasks that take place during each step of the patient encounter during an office visit. It prepares students for employment in both administrative and clinical positions in a medical office. (4 contact hours)

Prerequisite: MRT-110 with a minimum grade of "C" Corequisite: Registration or credit in MRT-122 or MRT-131

MRT-125 Pathophysiology and Pharmacology (3)

This course focuses on the description of conditions and diseases of all human body systems including etiology, signs and symptoms, methods of diagnosis, and treatment. Students will attain knowledge of basic pharmacology with emphasis on the understanding of the action of drugs such as absorption, distribution, metabolism and excretion of drugs by the body. Additional study is placed on drug classifications, the most commonly prescribed drugs and drug formulary. (5 contact hours)

Prerequisite: MRT-110 with a minimum grade of "C" Corequisite: Registration or credit in BIO-115 or BIO-180 and BIO-181 with a minimum grade of "C"

MRT-131 CPT/HCPCS Level II (4)

This course introduces the CPT and HCPCS Level II (Current Procedural Technology and Healthcare Common Procedure Coding System) coding systems. The focus is on the development of skills needed for assignment of valid procedure codes. Fee is required. (6 contact hours)

Prerequisite: CIS-115 and BIO-115 or BIO-180 and BIO-181 all with a minimum grade of "C" Corequisite: Registration or credit in MRT-111 and MRT-125 with a minimum grade of "C"

MRT-132 ICD-10-CM (4)

This course introduces the ICD-10-CM (International Classification of Diseases, Tenth Revision, Clinical Modification) diagnostic coding system. The focus is on the development of skills needed for assignment of valid diagnostic codes for inpatient and ambulatory records. Fee is required. (6 contact hours)

Prerequisite: MRT-131 with a minimum grade of "C"

MRT-133 ICD-10-PCS (4)

This course introduces the ICD-10-PCS (International Classification of Diseases, Tenth Revision, Procedure Coding System) inpatient procedural coding system. The focus is on the development of skills needed for assignment of valid procedure codes for inpatient services. Fee is required. (6 contact hours)

Prerequisite: MRT-131 with a minimum grade of "C" Corequisite: Registration or credit in MRT-132 and MRT-212

MRT-140 Cancer Registry (2)

This course provides an introduction to hospital-based and central registries, including case ascertainment and disease registry files. The course includes concepts and principles of coding, staging, and abstracting of malignant neoplasms using the International Classification of Diseases (oncology), the American Joint Committee on Cancer TNM Staging Classification, Surveillance Epidemiology and End Results Summary Staging, and Collaborative Staging and Facility Oncology Registry Data Standards. (3 contact hours)

Prerequisite: MRT-132 and MTH-109 or higher both with a minimum grade of "C"

MRT-141 Coding Computer Applications (2)

In this course, students are assigned to the college's health information technology and computer laboratories for supervised learning experiences. Emphasis is on mastery of entry-level competencies related to reimbursement including inpatient ICD-10-CM/PCS coding, ambulatory ICD-10-CM & HCPCS coding and health record software applications involving health data abstracting, encoding and APC/DRG assignment. Additional topics include computer assisted coding, medical necessity, physician queries and public data reporting. Fee is required. (3 contact hours)

Prerequisite: MRT-115 and MRT-133 both with a minimum grade of "C" Corequisite: Registration or credit in MRT-212

MRT-211 Health Statistics and Data Analysis (3)

This course focuses on healthcare data analytics and utilizes basic descriptive, institutional and healthcare statistics. Concentration on Excel spreadsheets and computer charting. In addition, research and continuous quality improvement study methodologies are introduced and applied to health information data quality projects. (5 contact hours)

Prerequisite: MTH-109 or higher with a minimum grade of "C"

MRT-212 Medical Reimbursement Systems (3)

This course is a continuation of ICD-10-CM and CPT theory with emphasis on prospective payment system regulations, ambulatory care reimbursement issues, case mix analysis, and the impact of prospective payment on health care facilities. Other units of instruction include hospital and medical staff organization, managed care, accrediting, approving, licensing, and certifying agencies. (3 contact hours)

Prerequisite: MRT-119 with a minimum grade of "C" Corequisite: Registration or credit in MRT-132 and MRT-114 or MRT-123

MRT-213 Supervisory Techniques (3)

This course includes a study of the theory and practice essential to the efficient operation of a health information management department within an acute, ambulatory or long-term care setting. Emphasis is placed on application to enable students to easily transfer knowledge directly to the workplace. Students will complete organizational charts, policies, procedures, job descriptions, departmental layouts, schedules, budgets, performance evaluations, productivity monitors, and other activities normally completed at the supervisory level. (3 contact hours)

Prerequisite: MRT-115 and MRT-211 both with a minimum grade of "C"

MRT-215 HIT Professional Practice II (3)

In this classroom-based course, students gain clinical experience and apply health information management theory. Emphasis is on mastery of entry-level competencies related to the application of coding systems using a variety of authentic inpatient and outpatient medical records. Fee is required. (5 contact hours)

Prerequisite: MRT-115, MRT-132 and MRT-133 all with a minimum grade of "C" Corequisite: Registration or credit in MRT-140 and MRT-141

MRT-216 HIT Professional Practice III (5)

In this course, students are assigned to health information management and adjunct departments of affiliated healthcare facilities for supervised clinical experiences and application of health information management theory. Emphasis is on mastery of entry-level competencies related to health information technology and a capstone of the coursework performed within the program. (15 contact hours)

Prerequisite: MRT-215 with a minimum grade of "C" Corequisite: Registration or credit in MRT-213 and MRT-218

MRT-218 Quality Management (2)

This course focuses on quality management. It includes the basic components of a hospital-wide quality program: quality improvement, utilization management, risk management, credentialing, and compliance with standards and regulations. Quality applications are integrated throughout the course, stressing the importance of application, including data collection, statistical quality control, data display, and assessment. (2 contact hours)

Prerequisite: MRT-211 with a minimum grade of "C"

MTH—Mathematics

MTH-060 Whole Numbers and Fractions (1)

Includes basic operations with whole numbers and fractions. Introduces conversion of measurement units. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (1 contact hour)

MTH-070 Decimals and Percents (1)

Includes operations with decimals, conversion of fractions to decimals and percents, decimals to fractions and percents, percents to decimals and fractions, and solutions of basic problems involving percents. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (1 contact hour)

Prerequisite: MTH-060

MTH-080 Pre-Algebra Topics (1)

Review of signed numbers, linear equations, and ratios and proportions. Credit hours for this course can be applied to full-

or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (1 contact hour)

Prerequisite: MTH-070

MTH-090 Developmental Math (3)

An arithmetic course emphasizing fractions, decimals, and percent. Signed numbers, the number line, and order of operations are covered. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

MTH-095 Beginning Algebra (4)

Topics to be covered include order of operations, the solution of linear equations and inequalities in one variable, the rectangular coordinate system, graph of functions, systems of equations, and topics in geometry. (4 contact hours)

Prerequisite: Appropriate assessment score, appropriate high school GPA, appropriate passing grade from an ABE or ESL course

MTH-096 Mathematical Reasoning (5)

This course focuses on developing students' mathematical reasoning skills through problem-solving, critical thinking, and data analysis. Students will develop conceptual and procedural tools that support the use of mathematical concepts in a variety of life and work contexts. Topics will include graphical analysis, algebraic reasoning and modeling, geometry, proportional reasoning, personal finance and probability and statistics. This course will satisfy the prerequisite requirements for MTH-120 (General Education Mathematics) and MTH-139 (Statistics) only. Students requiring different mathematics classes should take MTH-095 and MTH-098. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (5 contact hours)

Prerequisite: Appropriate assessment score, appropriate high school GPA, appropriate passing grade from an ABE or ESL course

MTH-097 Geometry (3)

Covers axioms, theorems, points, lines, angles, angular and linear measure, coordinate geometry, two-dimensional geometric figures, and basic proofs. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program. (3 contact hours)

Prerequisite: MTH-095 with a minimum of grade "C" or appropriate placement test score

MTH-098 Intermediate Algebra (4)

Topics include operations with polynomials, factoring, operations with algebraic and rational expressions, equations, exponents and radicals, radical equations, functions, and quadratic equations. (4 contact hours)

Prerequisite: 2 years of high school math including algebra and appropriate placement test score, or MTH-095 or MTH-096 with minimum grade of "C"

MTH-102 Mathematics for Paraprofessionals (3)

Designed for the elementary school paraprofessional, the topics include problem solving, sets of numbers, number theory, statistics, probability, geometric figures, measurement, and geometric motion. This course will satisfy the core requirement for the A.A.S. or certificate programs only. Students seeking general education math credit are advised to register for MTH-121 and MTH-122 if they are pursuing a teaching degree. (3 contact hours)

Prerequisite: Appropriate math placement test score

MTH-109 Math for Allied Health (2)

This course covers the common math requirements for students in allied health science. Includes measurement systems, ratios and proportion, and elements of statistics, with an emphasis on problem solving in the health science fields. (2 contact hours)

Prerequisite: Appropriate placement test score or MTH-095 with minimum grade of "C" or MTH-096 with a minimum grade of "C"

MTH-120 General Education Mathematics (3)

This survey course is designed to help students develop competency in problem analysis and problem solving, in multi-step decision making, and quantitative reasoning. The course focuses on mathematical reasoning and the solution of real-life problems involving mathematics. Written projects are an integral part of this course. Scientific calculators will be used as a tool in decision making. The course covers three or four of the following topics in depth: counting techniques and probability, game theory, graph theory, linear programming, logic/set theory, mathematics of finance, and statistics. This course is not intended as a prerequisite for any other course in math and is not intended for engineering or science majors. Its primary goal is to help the general liberal arts student gain the level of numerical literacy and problem-solving skill necessary to become an educated citizen. (3 contact hours)

Prerequisite: Appropriate placement test score, or MTH-096 or MTH-098 with a minimum grade of "C" IAI Code: M1 904

MTH-121 Math for Teachers I (3)

Designed for elementary education majors, topics include problem solving, number theory, numeration systems, mental mathematics, electronic and written computation of whole

numbers, integers, fractions, decimals and percents. This course will emphasize problem solving as described by the National Council of Teachers of Mathematics. The educational goals described in the NCTM report, Curriculum and Evaluation Standards for School Mathematics will be sought. This course will satisfy the mathematics general education requirement for elementary education majors if MTH-122 has also been completed. Students seeking typical general education math credit at this level are advised to register for MTH-120 or MTH-139. (3 contact hours)

Prerequisite: Appropriate placement test score, or MTH-097 and MTH-098 with a minimum grade of "C"

MTH-122 Math for Teachers II (3)

MTH-122 is a continuation of MTH-121. It is designed and intended for elementary education majors. Topics include real numbers, informal geometry, measurement, probability, statistics, and problem solving. This course will satisfy the mathematics general education requirement for elementary education majors if MTH-121 has also been completed. (3 contact hours)

Prerequisite: MTH-121 with a minimum grade of "C" or consent of instructor IAI Code: M1 903

MTH-133 Math for Industry (2)

The purpose of this course is to coordinate and integrate the necessary math skills with concepts presented in the areas of electronics, machine tools, mechanics, hydraulics and pneumatics. Basic algebraic formulas and operations, basic trigonometric functions, scales and units, and number systems will be explored. (2 contact hours)

Prerequisite: Appropriate placement test score, or MTH-095 with a minimum grade of "C"

MTH-139 Probability and Statistics (4)

Topics include gathering, organizing, presenting, and interpreting data; variability, uncertainty, and hypothesis testing; methods of drawing inferences, making decisions from observed data, and probabilistic models. Students will be introduced to a statistical computer software package to help analyze and interpret data. Note: MTH-139 and MTH-212 cover the same basic core of statistics; however, MTH-212 moves at a faster pace, is more oriented toward business examples, and explores hypothesis tests to a greater depth. No more than four credit hours will be granted to students taking MTH-139 and MTH-212. (4 contact hours)

Prerequisite: Appropriate placement test score, or MTH-096 or MTH-098 with a minimum grade of "C" IAI Code: M1 902

MTH-141 College Algebra (Functions) (4)

This functions approach to college algebra includes polynomial, rational, radical, exponential, and logarithmic functions. Effective and efficient use of graphing calculators will be an integral part of the course. (4 contact hours)

Prerequisite: Appropriate placement test score, or MTH-098 with a minimum grade of "C"

MTH-142 Trigonometric Functions (2)

Topics in this course include trigonometric functions, their inverse functions, graphs, the unit circle, right triangle trigonometry, basic identities, and trigonometric equations. (2 contact hours)

Prerequisite: Appropriate placement test score, or MTH-141 with a minimum grade of "C"

MTH-143 Finite Mathematics (4)

Business, economic, social, and biological problems are described and solved mathematically. Sets, probability, matrix algebra, linear programming, systems of equations and inequalities, exponential growth and annuities, and stochastic processes are considered. (4 contact hours)

Prerequisite: Appropriate placement test score, or MTH-141 with a minimum grade of "C" IAI Code: M1 906

MTH-145 Calculus for Business & Social Science (4)

Introduces calculus through functions, differentiation, and integration with applications to the business and social science fields. Note: No more than five hours of credit will be granted to students taking both MTH-145 and MTH-150. (4 contact hours)

Prerequisite: Appropriate placement test score, or MTH-141 with a minimum grade of "C" IAI Code: M1 900-B

MTH-150 Calculus I/Analytic Geometry (5)

Topics include limits, continuity, the derivative, application of differentiation, curve sketching, anti-differentiation, and the definite integral. These topics are applied to polynomial, radical, rational, logarithmic, exponential, trigonometric, and hyperbolic functions. Note: No more than five hours of credit will be granted to students taking both MTH-145 and MTH-150. (5 contact hours)

Prerequisite: Appropriate placement test score, or both MTH-141 and MTH-142 with a minimum grade of "C" IAI Code: M1900-1 and MTH901

MTH-151 Calculus II/Analytic Geometry (5)

A continuation of MTH-150. Topics include applications of the integral, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, polar coordinates, and parametric equations. (5 contact hours)

Prerequisite: MTH-150 with a minimum grade of "C" IAI Code: M1900-2 and MTH902

MTH-152 Calculus III/Analytic Geometry (4)

A continuation of MTH-151. Topics include vectors, vector calculus, vector fields, solid analytic geometry, functions of several variables, partial derivatives, multiple integration, and applications. (4 contact hours)

Prerequisite: MTH-151 with a minimum grade of "C" IAI Code: M1900-3 and MTH903

MTH-201 Differential Equations (3)

An introduction to ordinary differential equations, methods of solution and applications. Topics include first order differential equations, linear differential equations, graphical and numerical approximating techniques for solutions, and solutions by Laplace transforms. (3 contact hours)

Prerequisite: MTH-151 with a minimum grade of "C" IAI Code: MTH912

MTH-210 Linear Algebra (3)

Topics include vectors, vector spaces, matrices, determinants matrix algebra, linear independence, linear transformations, eigenvalues, eigenvectors, and applications of matrices and transformations. Approximately one third of the course involves the concept of mathematical proofs as applied to linear algebra. (3 contact hours)

Prerequisite: MTH-151 with a minimum grade of "C" IAI Code: MTH911

MTH-212 Statistics for Business (4)

Covers descriptive statistics, data presentation, analysis, and interpretation, sampling techniques, hypothesis testing for single and multiple samples, analysis of variance; selection of appropriate parametric and non-parametric statistical tests, correlation, and regression; and multi-step decision-making techniques in a business environment. Students use a statistical computer software package to analyze and interpret data. Note: MTH-139 and MTH-212 cover the same basic core of statistics; however, MTH-212 moves at a faster pace, is more oriented toward business examples, and explores hypothesis tests to a greater depth. No more than four credit hours will be granted to students taking MTH-139 and MTH-212. (4 contact hours)

Prerequisite: Appropriate placement test score, or MTH-141 with a minimum grade of "C" IAI Code: M1902 and BUS901

MTH-215 Discrete Mathematics (3)

Introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures and algorithms. Course material includes sets, counting, recursion, graph theory, trees, Boolean algebra, automata, and formal grammar and languages. (3 contact hours)

Prerequisite: MTH-141 with a minimum grade of "C" or appropriate placement test score IAI Code: M1905 and CS915

MUS—Music

MUS-103 Basic Musicianship (3)

The study of music theory to improve music performance and listening skills. Includes major and minor scales, intervals, study of rhythm, triads, and their inversions, dominant seventh chords, and the concept of tonality. Practical exercises in the development of music dictation skills as well as beginning music composition are also included. This course is designed for students with previous musical training and experience. (4 contact hours)

MUS-104 Music Theory I (3)

This course covers four-part harmony in close and open structure, using major, minor, diminished, and dominant seventh triads in root position and inversion. Practical exercises in music dictation, keyboard, and sight-singing skills as well as elementary music composition and analysis also are included. (3 contact hours)

Prerequisite: MUS-103 or consent of instructor Corequisite: Registration or credit in MUS-118 and MUS-189

MUS-105 Music Theory II (3)

The study of four-part harmony according to established principles of harmonic progression. More advanced exercises in music dictation, keyboard and sight-singing skills, analysis, and music composition. (3 contact hours)

Prerequisite: MUS-104 with a minimum grade of "C" Corequisite: Registration or credit in MUS-120 and MUS-190

MUS-106 Introduction to American Music (3)

A survey of American music to include classical, country, jazz, blues, rock, and other forms of expression. Aside from musical considerations, attention will be given to past and present socio-cultural conditions influencing American musical traditions and styles. This is a general education course and does not require previous musical experience. (3 contact hours)

IAI Code: F1 904

MUS-107 Music Appreciation (3)

The study of classical music to provide basic listening skills, the ability to discuss music intelligently, and an acquaintance with the basic genres available to the listening public. This course is designed as a general education offering and does not require previous musical experience. (3 contact hours)

IAI Code: F1 900

MUS-109 Percussion Ensemble I (1)

This course provides ensemble experience for percussionists dedicated to the performance and exploration of percussion literature including ragtime, classical, popular, Caribbean/Latin,

chamber, and jazz. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-109 and enroll in the next numbered course for each subsequent semester. Fee is required. (2 contact hours)

MUS-110 Percussion Ensemble II (1)

This course provides ensemble experience for percussionists dedicated to the performance and exploration of percussion literature including ragtime, classical, popular, Caribbean/Latin, chamber, and jazz. The ensemble will perform several concerts each semester both on and off campus. First time students should enroll in MUS-109 and enroll in the next numbered course for each subsequent semester. Fee is required. (2 contact hours)

MUS-113 Music Technology I (3)

This course provides an introduction to the creative and technical skills used in blending music and technology. Concepts covered include digital recording technology, computer-based composition, MIDI, loop production, music notation software, acoustics, and microphone design and application. Additional topics will consist of audio-visual production, scoring for film and multimedia, and music technology applications for the musician and music educator. Familiarity with using computer software and basic piano keyboard skills are strongly recommended. Fee is required. (3 contact hours)

Corequisite: Registration or credit in MUS-103 or MUS-104 or consent of instructor

MUS-115 Class Piano I (1)

For first-year pianists who wish to learn piano primarily for personal enrichment. Stresses rhythm, melody, reading, harmonization, and theoretical knowledge, along with beginning solo and ensemble repertoire. Fee is required. Must own or have access to keyboard/piano. (2 contact hours)

Prerequisite: Must own or have access to keyboard/piano

MUS-116 Class Piano II (1)

A continuation of MUS-115 for students who wish to learn piano primarily for personal enrichment. Fee is required. Must own or have access to keyboard/piano. (2 contact hours)

Prerequisite: MUS-103 or MUS-115 and must own or have access to keyboard/piano

MUS-117 Class Voice (1)

For singers who wish to learn how to sing properly, primarily for personal enrichment. Stresses proper breathing and vocal technique, elementary musicianship, as well as beginning song repertoire from folk music, musical theater, and art songs. Fee is required. (2 contact hours)

MUS-118 Keyboard Skills I (1)

The development of basic keyboard skills including scales and modes, simple harmonic progressions, melodic line harmonization, and basic figured-bass realization. All subject material is designed to reinforce concepts presented in MUS-104. This is the first in a series of four keyboard skill courses required for all music majors. Students must complete with a minimum grade of "C" before moving to the next level. (2 contact hours)

Corequisite: Registration or credit in MUS-104 and MUS-189

MUS-119 Class Guitar (1)

For those who wish to learn how to play guitar primarily for personal enrichment. Stresses learning basic chords, elementary musicianship, as well as beginning strumming and fingerpicking techniques. Fee is required. (2 contact hours)

Prerequisite: Must own or have access to guitar

MUS-120 Keyboard Skills II (1)

The continuation of MUS-118 with the addition of secondary harmonic progressions, sequential harmonic progressions, and diatonic modulations. All subject material is designed to reinforce concepts presented in MUS-105. This is the second in a series of four keyboard skill courses required for all music majors. Students must complete with a minimum grade of "C" before moving to the next level. (2 contact hours)

Prerequisite: MUS-118 with a minimum grade of "C" Corequisite: Registration or credit in MUS-105 and MUS-190

MUS-121 Applied Voice Non-Major I (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in voice music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-121 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-122 Applied Voice Non-Major II (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in voice music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-121 and enroll

in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-125 Applied Voice Major I (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in voice music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-125 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-126 Applied Voice Major II (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in voice music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-125 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-129 Applied Strings Non-Major I (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in string music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First time students should enroll in MUS-129 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-130 Applied Strings Non-Major II (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in string music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First time students should enroll in MUS-129 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-131 Applied Piano Non-Major I (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in piano music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First time students should enroll in MUS-131 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-132 Applied Piano Non-Major II (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in piano music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First time students should enroll in MUS-131 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-135 Applied Piano Major I (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in piano music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-135 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-136 Applied Piano Major II (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in piano music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-135 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-139 Applied Strings Major I (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for

each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in string music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-139 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-140 Applied Strings Major II (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in string music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-139 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-141 Chamber Singers I (1)

This course provides chamber ensemble experience for vocalists dedicated to the performance and exploration of a wide variety of contemporary singing styles. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-141 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (3 contact hours)

MUS-142 Chamber Singers II (1)

This course provides chamber ensemble experience for vocalists dedicated to the performance and exploration of a wide variety of contemporary singing styles. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-141 and enroll in the next numbered course for each subsequent semester. This course may also be taken for noncredit. Fee is required. (3 contact hours)

MUS-145 Chorale I (1)

This course provides large ensemble experience for vocalists dedicated to the performance and exploration of choral literature including Broadway, operatic, patriotic and holiday selections. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-145 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-146 Chorale II (1)

This course provides large ensemble experience for vocalists dedicated to the performance and exploration of choral literature including Broadway, operatic, patriotic and holiday selections. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-145 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-149 Flute Choir I (1)

This course provides ensemble experience for flutists dedicated to the performance and exploration of a wide variety of flute choir literature. This ensemble will perform public performances, recitals and concerts each semester. First-time students should enroll in MUS-149 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. (2 contact hours)

MUS-151 Jazz Ensemble I (1)

This course provides ensemble experience for saxophonists, trombonists, trumpet players and rhythm section instrumentalists (guitar, piano, bass, percussion) dedicated to the performance and exploration of big band and jazz literature from the 1930 to the present. Repertoire emphasizes study and performance of masterworks by significant historical and contemporary jazz composers. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-151 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (3 contact hours)

MUS-152 Jazz Ensemble II (1)

This course provides ensemble experience for saxophonists, trombonists, trumpet players and rhythm section instrumentalists (guitar, piano, bass, percussion) dedicated to the performance and exploration of big band and jazz literature from the 1930s to the present. Repertoire emphasizes study and performance of masterworks by significant historical and contemporary jazz composers. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-151 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (3 contact hours)

MUS-159 Flute Choir II (1)

This course provides ensemble experience for flutists dedicated to the performance and exploration of a wide variety of flute choir literature. This ensemble will perform public performances, recitals and concerts each semester. First-time students should enroll in MUS-149 and enroll in the next numbered course for

each subsequent semester. This course also may be taken for noncredit. (2 contact hours)

Prerequisite: MUS-149

MUS-161 Instrumental Chamber Ensemble I (1)

This course provides chamber ensemble experience for instrumentalists dedicated to the performance and exploration of a wide variety of musical literature. This ensemble will perform several public performances, recitals and concerts each semester. First-time students should enroll in MUS-161 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-162 Instrumental Chamber Ensemble II (1)

This course provides chamber ensemble experience for instrumentalists dedicated to the performance and exploration of a wide variety of musical literature. This ensemble will perform several public performances, recitals and concerts each semester. First-time students should enroll in MUS-161 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-169 Applied Percussion Non-Major I (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in Percussion music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual students. First-time students should enroll in MUS-169 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-170 Applied Percussion Non-Major II (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in percussion music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual students. First-time students should enroll in MUS-169 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-171 Orchestra I (1)

This course provides ensemble performance experience for orchestral violin, viola, cello, string bass and wind players dedicated to the performance and exploration of symphonic and chamber orchestra literature. The ensemble will perform one or more concerts each semester. First-time students should enroll in MUS-171 and enroll in the next numbered course for each subsequent semester. This course may also be taken for non-credit. Fee is required. (2 contact hours)

MUS-172 Orchestra II (1)

This course provides ensemble performance experience for orchestral violin, viola, cello, string bass and wind players dedicated to the performance and exploration of symphonic and chamber orchestra literature. The ensemble will perform one or more concerts each semester. First-time students should enroll in MUS-171 and enroll in the next numbered course for each subsequent semester. This course may also be taken for non-credit. Fee is required. (2 contact hours)

MUS-173 Orchestra III (1)

This course provides ensemble performance experience for orchestral violin, viola, cello, string bass and wind players dedicated to the performance and exploration of symphonic and chamber orchestra literature. The ensemble will perform one or more concerts each semester. First-time students should enroll in MUS-171 and enroll in the next numbered course for each subsequent semester. This course may also be taken for non-credit. Fee is required. (2 contact hours)

MUS-174 Orchestra IV (1)

This course provides ensemble performance experience for orchestral violin, viola, cello, string bass and wind players dedicated to the performance and exploration of symphonic and chamber orchestra literature. The ensemble will perform one or more concerts each semester. First-time students should enroll in MUS-171 and enroll in the next numbered course for each subsequent semester. This course may also be taken for non-credit. Fee is required. (2 contact hours)

MUS-175 Concert Band I (1)

This course provides ensemble experience for wind players and percussionists dedicated to the performance and exploration of wind band literature including new music, classical transcriptions, marches, movie scores, Broadway and popular. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-175 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-176 Concert Band II (1)

This course provides ensemble experience for wind players and percussionists dedicated to the performance and exploration of wind band literature including new music, classical transcriptions, marches, movie scores, Broadway and popular.

The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-175 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-179 Applied Percussion Major I (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in percussion music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-179 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-180 Applied Percussion Major II (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in percussion music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-179 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-181 Applied Guitar Non-Major I (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in guitar music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-181 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-182 Applied Guitar Non-Major II (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in guitar music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-181 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-185 Applied Guitar Major I (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in guitar music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-185 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-186 Applied Guitar Major II (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in guitar music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-185 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-189 Aural Skills I (1)

The study of ear training and sight singing in various diatonic keys. This includes interval recognition, solfedge singing, rhythm reading, melodic and harmonic dictation. All subject material is designed to reinforce concepts presented in MUS-104. This is the first in a series of four aural skills courses required for all music majors. Students must complete with a minimum grade of "C" before moving to the next level. (2 contact hours)

Corequisite: Registration or credit in MUS-104 and MUS-118

MUS-190 Aural Skills II (1)

The study of ear training and sight singing in various diatonic keys. This includes interval recognition, solfedge singing, rhythm reading, and melodic and harmonic dictation. All subject material is designed to reinforce concepts presented in MUS-105. This is the second in a series of four aural skills courses required for all music majors. Students must complete with a minimum grade of "C" before moving to the next level. (2 contact hours)

Prerequisite: MUS-189 with a minimum grade of "C" Corequisite: Registration or credit in MUS-105 and MUS-120

MUS-191 Applied Brasswind Non-Major I (1)

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be

assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in brasswind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-191 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-192 Applied Brasswind Non-Major II (1)

Students will receive one 30-minute individual lesson per week for 16 weeks. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in brasswind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS 191 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-193 Applied Brasswind Major I (2)

Students will receive one 60-minute individual lesson per week for 16 weeks. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in brasswind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-193 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-194 Applied Brasswind Major II (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in brasswind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-193 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-195 Applied Woodwind Non-Major I (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in woodwind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-195 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-196 Applied Woodwind Non-Major II (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in woodwind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-195 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-197 Applied Woodwind Major I (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in woodwind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-197 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-198 Applied Woodwind Major II (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in woodwind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-197 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-204 Music Theory III (3)

This course is a continuation of the study of diatonic and chromatic harmony along with form and analysis. Harmonic vocabulary includes secondary dominants, borrowed chords, Neapolitan chords, and augmented sixth chords. The course includes advanced exercises in music dictation, keyboard, sight-singing skills, analysis, and music composition. (3 contact hours)

Prerequisite: MUS-105 with a minimum grade of "C" Corequisite: Registration or credit in MUS-218 and MUS-289

MUS-205 Music Theory IV (3)

The culmination of the four-semester freshman/sophomore theory sequence, this course builds upon the student's knowledge of chromatic harmony and composition along with form and analysis and 20th century compositional methods. Harmonic vocabulary includes ninth, eleventh and thirteenth chords, chromatic modulation, modal harmonies, non-tertian harmonies, atonality, polymeter, and twelve-tone systems. Students must complete with a minimum grade of "C". (3 contact hours)

Prerequisite: MUS-204 with a minimum grade of "C" Corequisite: Registration or credit in MUS-220 and MUS-290

MUS-206 Music History and Literature I (3)

Survey of styles, periods, and personalities in music literature. Includes historical development; relationship to other fine arts; study of concepts, idioms; and aesthetics in music literature; comparison of styles; variety of genres; stylistic traits of selected eras; and survey of literature for performance by musical instruments, keyboard, and voice. The first semester includes material from antiquity to 1750. Background in music is suggested, but not required. (3 contact hours)

Prerequisite: MUS-104 or consent of instructor

MUS-207 Music History and Literature II (3)

Survey of styles, periods, and personalities in music literature. Includes historical development; relationship to other fine arts; study of concepts, idioms; and aesthetics in music literature; comparison of styles; variety of genres; stylistic traits of selected eras; and survey of literature for performance by musical instruments, keyboard, and voice. The second semester includes material from 1750 to the present. Background in music is suggested, but not required. (3 contact hours)

Prerequisite: MUS-104 or consent of instructor

MUS-209 Percussion Ensemble III (1)

This course provides ensemble experience for percussionists dedicated to the performance and exploration of percussion literature including ragtime, classical, popular, Caribbean/Latin, chamber, and jazz. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-109 and enroll in the next numbered course for each subsequent semester. Fee is required. (2 contact hours)

MUS-210 Percussion Ensemble IV (1)

This course provides ensemble experience for percussionists dedicated to the performance and exploration of percussion literature including ragtime, classical, popular, Caribbean/Latin, chamber, and jazz. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-109 and enroll in the next numbered course for each subsequent semester. Fee is required. (2 contact hours)

MUS-213 Music Technology II (3)

This course is a continuation of MUS-113 to provide intermediate-level instruction in the creative and technical skills used in blending music and technology. Concepts covered include technology-based performance, digital recording techniques, computer composition, electronic music synthesis, 3D sound and spatial audio. Students will receive instruction in the use of current digital audio software such as Ableton Live, Logic and Finale. Additional instruction includes use of amplifiers, monitoring, signal processing, and studio session procedures. Direct application for the performing musician and music educator will be emphasized. Fee is required. (3 contact hours)

Prerequisite: MUS-113 with a minimum grade of "C"

MUS-218 Keyboard Skills III (1)

The continuation of MUS-120 with the addition of chromatic harmony, augmented sixth chords, Neapolitan chords, and modal mixture. All subject material is designed to reinforce concepts presented in MUS-204. This is the third in a series of four keyboard skill courses required for all music majors. Students must complete with a minimum grade of "C" before moving to the next level. (2 contact hours)

Prerequisite: MUS-120 with a minimum grade of "C" Corequisite: Registration or credit in MUS-204 and MUS-289

MUS-220 Keyboard Skills IV (1)

The continuation of MUS-218 with the addition of extended harmonies, chromatic modulation, non-tertian harmonies, and uncommon meters. All subject material is designed to reinforce concepts presented in MUS-205. This is the fourth in a series of four keyboard skill courses required for all music majors. Students must complete with a minimum grade of "C". (2 contact hours)

Prerequisite: MUS-218 with a minimum grade of "C" Corequisite: Registration or credit in MUS-205 and MUS-290

MUS-221 Applied Voice Non-Major III (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in voice music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-121 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-222 Applied Voice Non-Major IV (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in voice music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-121 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-225 Applied Voice Major III (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in voice music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-125 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-226 Applied Voice Major IV (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in voice music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-125 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-229 Applied Strings Non-Major III (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in string music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First time students should enroll in MUS-129 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-230 Applied Strings Non-Major IV (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in string music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First time students should enroll in MUS-129 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-231 Applied Piano Non-Major III (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in piano music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First time students should enroll in MUS-131 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-232 Applied Piano Non-Major IV (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in piano music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First time students should enroll in MUS-131 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-235 Applied Piano Major III (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in piano music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-135 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-236 Applied Piano Major IV (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides

individual instruction in piano music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-135 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-239 Applied Strings Major III (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in string music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-139 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-240 Applied Strings Major IV (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in string music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-139 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-241 Chamber Singers III (1)

This course provides chamber ensemble experience for vocalists dedicated to the performance and exploration of a wide variety of contemporary singing styles. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-141 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (3 contact hours)

MUS-242 Chamber Singers IV (1)

This course provides chamber ensemble experience for vocalists dedicated to the performance and exploration of a wide variety of contemporary singing styles. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-141 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (3 contact hours)

MUS-245 Chorale III (1)

This course provides large ensemble experience for vocalists dedicated to the performance and exploration of choral literature including Broadway, operatic, patriotic and holiday selections. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-145 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-246 Chorale IV (1)

This course provides large ensemble experience for vocalists dedicated to the performance and exploration of choral literature including Broadway, operatic, patriotic and holiday selections. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-145 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-249 Flute Choir III (1)

This course provides ensemble experience for flutists dedicated to the performance and exploration of a wide variety of flute choir literature. This ensemble will perform public performances, recitals and concerts each semester. First-time students should enroll in MUS-149 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. (2 contact hours)

Prerequisite: MUS-159

MUS-251 Jazz Ensemble III (1)

This course provides ensemble experience for saxophonists, trombonists, trumpet players and rhythm section instrumentalists (guitar, piano, bass, percussion) dedicated to the performance and exploration of big band and jazz literature from the 1930s to the present. Repertoire emphasizes study and performance of masterworks by significant historical and contemporary jazz composers. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-151 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (3 contact hours)

MUS-252 Jazz Ensemble IV (1)

This course provides ensemble experience for saxophonists, trombonists, trumpet players and rhythm section instrumentalists (guitar, piano, bass, percussion) dedicated to the performance and exploration of big band and jazz literature from the 1930s to the present. Repertoire emphasizes study and performance of masterworks by significant historical and contemporary jazz composers. The ensemble will perform

several concerts each semester both on and off campus. First-time students should enroll in MUS-151 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (3 contact hours)

MUS-259 Flute Choir IV (1)

This course provides ensemble experience for flutists dedicated to the performance and exploration of a wide variety of flute choir literature. This ensemble will perform public performances, recitals and concerts each semester. First-time students should enroll in MUS-149 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. (2 contact hours)

Prerequisite: MUS-249

MUS-261 Instrumental Chamber Ensemble III (1)

This course provides chamber ensemble experience for instrumentalists dedicated to the performance and exploration of a wide variety of musical literature. This ensemble will perform several public performances, recitals and concerts each semester. First-time students should enroll in MUS-161 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-262 Instrumental Chamber Ensemble IV (1)

This course provides chamber ensemble experience for instrumentalists dedicated to the performance and exploration of a wide variety of musical literature. This ensemble will perform several public performances, recitals and concerts each semester. First-time students should enroll in MUS-161 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-269 Applied Percussion Non-Major III (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in percussion music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual students. First-time students should enroll in MUS-169 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-270 Applied Percussion Non-Major IV (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in percussion music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual students. First-time students should enroll in MUS-169 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-275 Concert Band III (1)

This course provides ensemble experience for wind players and percussionists dedicated to the performance and exploration of wind band literature including new music, classical transcriptions, marches, movie scores, Broadway and popular. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-175 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-276 Concert Band IV (1)

This course provides ensemble experience for wind players and percussionists dedicated to the performance and exploration of wind band literature including new music, classical transcriptions, marches, movie scores, Broadway and popular. The ensemble will perform several concerts each semester both on and off campus. First-time students should enroll in MUS-175 and enroll in the next numbered course for each subsequent semester. This course also may be taken for noncredit. Fee is required. (2 contact hours)

MUS-279 Applied Percussion Major III (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in percussion music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-179 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-280 Applied Percussion Major IV (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in percussion music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should

enroll in MUS-179 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-281 Applied Guitar Non-Major III (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in guitar music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-181 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-282 Applied Guitar Non-Major IV (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in guitar music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-181 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-285 Applied Guitar Major III (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in guitar music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-185 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-286 Applied Guitar Major IV (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in guitar music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-185 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-289 Aural Skills III (1)

The continued study of ear training and sight singing in various diatonic keys. This includes recognition of melodic and harmonic chromaticism, solfedge singing, rhythm reading, in various meters, melodic and harmonic dictation. All subject material is designed to reinforce concepts presented in MUS-204. This is the third in a series of four aural skills courses required for all music majors. Students must complete with a minimum grade of "C" before moving to the next level. (2 contact hours)

Prerequisite: MUS-190 with a minimum grade of "C" Corequisite: Registration or credit in MUS-204 and MUS-218

MUS-290 Aural Skills IV (1)

The continued study of ear training and sight singing. This includes recognition of 20th century melodic and harmonic chromaticism, solfedge singing, rhythmic reading with odd meters and groupings, melodic and harmonic dictation. All subject material is designed to reinforce concepts presented in MUS-205. This is the fourth in a series of four aural skills courses required for all music majors. Students must complete with a minimum grade of "C". (2 contact hours)

Prerequisite: MUS-289 with a minimum grade of "C" Corequisite: Registration or credit in MUS-205 and MUS-220

MUS-291 Applied Brasswind Non-Major III (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in brasswind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-191 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-292 Applied Brasswind Non-Major IV (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in brasswind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-191 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-293 Applied Brasswind Major III (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in brasswind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-193 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-294 Applied Brasswind Major IV (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in brasswind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-193 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-295 Applied Woodwind Non-Major III (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in woodwind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-195 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-296 Applied Woodwind Non-Major IV (1)

Students will receive one 30-minute individual lesson per week. Five additional hours of individual practice will be assigned for each week. The level of instruction is intended for students studying music for personal enrichment. This course is not intended for students planning to pursue a music degree. The course provides individual instruction in woodwind music skills. The curriculum includes the study of technique and music repertoire appropriate to the skill level and interest of the individual student. First-time students should enroll in MUS-195 and enroll in the next numbered course for each subsequent semester. Fee is required. (5.5 contact hours)

MUS-297 Applied Woodwind Major III (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in woodwind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-197 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

MUS-298 Applied Woodwind Major IV (2)

Students will receive one 60-minute individual lesson per week. Ten additional hours of individual practice will be assigned for each week. The level of instruction is intended for students planning to pursue a music degree. The course provides individual instruction in woodwind music skills. The curriculum includes the study of advanced techniques, stylistic interpretation, and performance of solo literature. One recital and jury performance are required. First-time students should enroll in MUS-197 and enroll in the next numbered course for each subsequent semester. Fee is required. (11 contact hours)

NAT—Natural Science

NAT-111 Environmental Science I (4)

Interdisciplinary analysis of the physical environment, focusing on environmental issues. Concepts include ecology, evolution, physiology and health, and human populations. Biological issues with personal and social implications are integrated throughout the course. The units of study are vegetation, water, wildlife, and population/resources. Fee is required. (6 contact hours)

IAI Code: L1 905L

NAT-112 Environmental Science II (4)

Interdisciplinary analysis of the physical environment, focusing on environmental issues. Concepts include ecology, evolution, physiology and health, and human populations. Biological issues with personal and social implications are integrated throughout the course. The units of study are sustainable communities and urban environments, ecology and biodiversity, soils and agriculture and pollution and global climate change. Fee is required. (6 contact hours)

IAI Code: L1 905L

NAT-201 Environmental Problems (4)

Study modules on resource problems, chemicals and the environment, waste disposal, and land use. Each module equals one credit. Deals with political aspects and environmental philosophy of selected problems. Outdoor activities are scheduled. Fee is required. (6 contact hours)

Prerequisite: NAT-111 and NAT-112, or consent of instructor

NUR—Nursing

NUR-120 Pharmacology & Disease Processes I (3)

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

Prerequisite: Admission to the Nursing Program

NUR-122 Pharmacology & Disease Processes II (2)

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

Prerequisite: NUR-120

NUR-140 Nursing Concepts I (4)

Course discussions focus on the fundamentals of basic safe and effective nursing care of the individual, incorporating IOM standards and the QSEN standards. Learners will be introduced to the Nursing Program philosophy, organizing framework and the nursing process. Attention will be given to healthy, stable, and commonly-occurring chronic and restorative conditions related to the human needs of health maintenance, safety and protection, nutrition, elimination/exchange, activity, rest, comfort, and cognition/perception. Fee is required. (4 contact hours)

Prerequisite: Admission to the Nursing Program Corequisite: NUR-120 and NUR-150

NUR-141 Nursing Concepts II (3)

Course discussions focus on continued discussions of safe and effective care of the individual incorporating Institute of Medicine (IOM) standards, Quality Safety Education for Nurses (QSEN) competencies and the nursing process. Attention will be given to healthy, chronic and restorative conditions related to the human needs of health maintenance, nutrition, elimination, activity, rest, comfort, and sexuality/reproduction. Fee is required. (3 contact hours)

Prerequisite: NUR-120, NUR-151, and NUR-160 Corequisite: NUR-122, NUR-152 and NUR-161

NUR-142 Nursing Concepts III (3)

Course discussions focus on continued discussion of the safe and effective care of the individual incorporating Institute of Medicine (IOM) standards, Quality Safety Education for Nurses (QSEN) competencies and the nursing process. Attention will be given to healthy, chronic and restorative conditions related to the human needs of self-perception/self-control, role relationships, sexuality/reproduction, coping/stress tolerance, and values/beliefs. (3 contact hours)

Prerequisite: NUR-141 and NUR-152 Corequisite: NUR-122, NUR-162 and PSY-104

NUR-145 Nursing Enrichment I Special Topics (1)

This is a dynamic seminar style course for students who intend to repeat a 100-level course in which they were not successful and is required in the Nursing Program curriculum. Topics will focus on identified areas of weakness as defined with the instructor on the first day of class. Students will care for simulated patients in the nursing lab who represent the variety and acuity seen in the clinical of their current semester. Course content will vary for each student depending on the courses that students are preparing to repeat as well as fundamental concepts necessary in all nursing courses. All discussions will incorporate Institute of Medicine (IOM) standards, Quality and Safety Education for Nurses (QSEN) competencies and the nursing process. Students may enroll for credit up to three times. The topics will be different in each semester. Fee is required. (2 contact hours)

NUR-150 Nursing Arts I (2)

Lab experiences focus on the skills performed by the licensed practical nurse according to the Illinois Department of Financial and Professional Regulation (IDFPR) Administrative Code. Specific attention is on therapeutic communication and safety in relation to ergonomics, isolation, restraints, medical asepsis, specimen collection and the administration of medications. Note: The competencies associated with the Certified Nursing Assistant program are not addressed in this course. Learners are held responsible to demonstrate those competencies as a part of the program admission requirements regarding current CNA registration. Fee is required. (4 contact hours)

Prerequisite: Admission to the Nursing Program Corequisite: NUR-120 and NUR-140

NUR-151 Nursing Arts II (1)

Lab experiences focus on health and physical assessment in relation to normal and common health alterations across the lifespan. Organization of the course will be based on functional health patterns. (2 contact hours)

Prerequisite: NUR-140 and NUR-150 Corequisite: NUR-120 and NUR-160

NUR-152 Nursing Arts III (1)

Lab experiences focus on the skills performed by the licensed practical nurse according to the Illinois Department of Financial and Professional Regulation (IDFPR) Administrative Code. The course compliments Nursing Arts I. Specific attention is given to the skills of surgical asepsis including Foley insertion, bladder irrigation, intravenous care, maintenance and medication administration, central line care, hyperalimentation and blood products; respiratory care including chest tubes, oral pharyngeal and tracheal suctioning. Pre- and post-operative patient education, post-partum and newborn assessment will also be emphasized. Fee is required. (2 contact hours)

Prerequisite: NUR-120, NUR-151, and NUR-160 Corequisite: NUR-122 and NUR-141

NUR-160 Nursing Clinical Practice I (2)

Clinical experiences focus on the application of the knowledge, skills and attitude of the learner in relation to the individual's common health needs in the long-term care arena with emphasis on needs related to health maintenance, safety and protection, nutrition, elimination/exchange, activity, rest, comfort and cognition/perception. Integration of Nursing Concepts I and Nursing Arts I and II will be expected of the learner in providing nursing care to the individual. The lab component of this course will focus on normal lab values and performing select diagnostic skills such as heart and lung sounds, pulse oximetry and blood glucose, and appropriate IV skills. Fee is required. (3 contact hours)

Prerequisite: NUR-140 and NUR-150 Corequisite: NUR-120 and NUR-151

NUR-161 Nursing Clinical Practice II-OB (1)

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the Obstetrics arena. Fee is required. (3 contact hours)

Prerequisite: NUR-120, NUR-151, and NUR-160 Corequisite: NUR-122, NUR-141 and NUR-152

NUR-162 Nursing Clinical Practice II-MS (2)

Clinical experiences focus on the application of the knowledge, skill and attitudes of the learner in relation to the patient's needs in the acute care arena. There is an emphasis on topics in medical surgical care. Fee is required. (9 contact hours)

Prerequisite: NUR-141 and NUR-152 Corequisite: NUR-122 and NUR-142

NUR-165 Nursing Transitions I (3)

Clinical experiences focus on application of knowledge, skills and attitudes in the roles of provider of care, manager of care and member within the profession. Emphasis is on adopting knowledge, skill and attitudes associated with coordinating care and functioning in the role of charge nurse in long-term care. Upon successful completion, the student will be a candidate for the NCLEX-PN. Fee is required. (7 contact hours)

Prerequisite: NUR-122, NUR-142, and NUR-162

NUR-199 LPN-RN Transition (8)

This is a dynamic hybrid style course designed for the licensed practical nurse (LPN) who is interested in advancing his/her career to become a registered nurse. Course content will build upon the LPN's education and work experience, addressing concepts and skills currently taught in the first year of the MVCC Associate Degree Nursing Program. Upon successful course completion, the LPN will earn proficiency credit for the first year nursing courses (NUR-120, NUR-122, NUR-140, NUR-150, NUR-151, NUR-160, NUR-141, NUR-161, NUR-142, NUR-152, and NUR-162), and the student will be eligible for enrollment in the third semester of the associate degree nursing program. All discussions will incorporate Institute of Medicine (IOM) standards, Quality and Safety Education for Nurses (QSEN) competencies and the nursing process. Fee is required. (12 contact hours)

Prerequisite: Consent of instructor - selective admission criteria

NUR-240 Nursing Concepts IV (3)

Course discussions focus on complex care of the patient incorporating Institute of Medicine (IOM) standards, Quality and Safety Education for Nurses (QSEN) competencies and the nursing process. Attention will be given to acute, episodic and/or crisis conditions across the lifespan, with special emphasis on pediatrics. Fee is required. (3 contact hours)

Prerequisite: BIO-180 and BIO-181, NUR-142 and NUR-162 or NUR-199 all with a minimum grade of "C" Corequisite: NUR-241, NUR-250, and NUR-263

NUR-241 Nursing Concepts V (3)

Course discussions focus on complex care of the individual incorporating Institute of Medicine (IOM) standards, Quality and Safety Education for Nurses (QSEN) competencies and the nursing process. Attention will be given to acute, episodic and/or crisis conditions and psychiatric needs of the patient, as well as on the needs for population-based care. Concepts discussed will address the human needs of health perception-health management pattern. (3 contact hours)

Prerequisite: BIO-180 and BIO-181, NUR-142 and NUR-162 or NUR-199 all with a minimum grade of "C" Corequisite: NUR-240, NUR-250, and NUR-263

NUR-242 Nursing Concepts VI (3)

Course discussions will focus on the complex care of the individual incorporating Institute of Medicine (IOM) standards, Quality and Safety Education for Nurses (QSEN) competencies and the nursing process. Attention will be given to community-

based care initiatives, informatics, evidence-based practice, and crisis and emergency management. Fee is required. (3 contact hours)

Prerequisite: NUR-241, NUR-250 and NUR-261 Corequisite: NUR-262

NUR-243 Nursing Concepts VII (3)

Course discussion will focus on leadership-management concepts applicable to prioritizing, applying critical thinking in making decisions, guiding, delegating, monitoring of self and others in completing quality patient-centered care for groups and individuals. The concepts of collaboration, change, conflict prevention and resolution, ethical and legal behaviors, and professionalism will be discussed. Attention will be paid to the concepts of delegation and collaborative/interdisciplinary practice, considering legal practice standards and incorporating the Institute of Medicine (IOM) standards and Quality of Safety Education for Nurses (QSEN) competencies. An introduction to community, public services, health care systems, health care financing and quality initiatives also will be included. (3 contact hours)

Prerequisite: NUR-242 and NUR-262 Corequisite: NUR-251

NUR-245 Nursing Enrichment II Special Topics (1)

This is a dynamic seminar style course for students who intend to repeat a 200-level course in which they were not successful and is required in the Nursing Program curriculum. Topics will focus on identified areas of weakness as defined with the instructor on the first day of the course. Students will care for simulated patients in the nursing lab who represent the variety and acuity seen in the clinical of their current semester. Course content will vary for each student depending on the courses that students are preparing to repeat, as well as fundamental concepts necessary in all nursing courses. All discussions will incorporate Institute of Medicine (IOM) Standards, Quality Safety Education for Nurses (QSEN) competencies and the nursing process. Students may enroll for credit up to three times. The topics will be different in each semester. Fee is required. (2 contact hours)

NUR-250 Nursing Arts IV (2)

Lab experiences focus on the skills performed by the registered nurse according to the Illinois Department of Financial and Professional Regulation (IDFPR) Administrative Code in the acute care and community settings. Fee is required. (4 contact hours)

Prerequisite: BIO-180 and BIO-181, NUR-142 and NUR-162 or NUR-199 all with a minimum grade of "C" Corequisite: NUR-240, NUR-241, and NUR-263

NUR-251 Advanced Nursing Arts V (1)

Lab experiences focus on the application of knowledge, skills and attitudes needed to function in the role of a novice nurse. Emphasis will be placed on the development of leadership roles, and making the transition from learner to novice practitioner. Upon successful completion the student will be a candidate for the NCLEX-RN examination. Fee is required. (2 contact hours)

Prerequisite: NUR-242 and NUR-262 Corequisite: NUR-243

NUR-263 Nursing Clinical Practice III (3)

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the pediatric and acute care arena. Fee is required. (9 contact hours)

Prerequisite: BIO-180 and BIO-181, NUR-122, NUR-142 and NUR-162 or NUR-199 all with a minimum grade of "C" Corequisite: NUR-240, NUR-241, and NUR-250

NUR-264 Nursing Clinical Practice IV (3)

Clinical experiences focus on the application of the knowledge, skills and attitudes of the learner in relation to the patient's needs in the acute care arena and community-based care, in the roles of provider of care, manager of care and member within the profession. Fee is required. (9 contact hours)

Prerequisite: NUR-240, NUR-241, NUR-250, and NUR-263 Corequisite: NUR-242

OFT—Office Technology

OFT-100 Keyboarding & Basic Formatting (3)

This course is designed to develop basic alphabetic keyboarding skills, numeric keypad skills, and fundamental keyboarding techniques, as well as speed and accuracy development and document formatting. The skills developed in this course are necessary for success in Office Systems and Applications programs. Fee is required. (4 contact hours)

OFT-102 Document Formatting (3)

This course reinforces proper keyboarding techniques with further instruction in the creation of business letters, interoffice communications, reports, tables, and administrative documents. Emphasis is on document production and accuracy using popular word processing software. Fee is required. (4 contact hours)

Corequisite: Registration or credit in OFT-100 with a minimum grade of "C" or ability to keyboard 40 wpm by touch

OFT-103 Office Language Skills (3)

This course is designed to give the office worker a solid foundation in the basics of English grammar, punctuation, and expression. Emphasis is placed on parts of speech, sentence structure, grammar, and punctuation. Other topics include spelling, vocabulary building, capitalization, and numbers expression. The use of current dictionaries and reference materials also is presented. (3 contact hours)

Prerequisite: COM-085 or IEL-084 with a minimum grade of "C" or appropriate placement test score

OFT-104 Keyboarding Speed and Accuracy (1)

This course is intended to refine keyboarding skills using an individualized diagnostic/prescriptive method for developing accuracy and speed. Emphasis is on the development of skill in the use of alphanumeric keys, symbols, and the numeric keypad. This course also introduces students to real-world data-entry projects and applications by using software which focuses on the fourth row of the keyboard (numbers and symbols) and on the numeric keypad. Fee is required. (2 contact hours)

Prerequisite: OFT-100 with a minimum grade of "C" or ability to keyboard 40 wpm by touch

OFT-116 Microsoft Outlook (1)

This course features the concepts, terminology, and techniques involved in utilizing a popular messaging and personal information management program, specifically Microsoft Outlook. Students will use tools and commands to send email, manage mail with folders, process messages with rules, manage contacts, manage the calendar and meetings, manage tasks, and incorporate the use of categories and Outlook data files. Students must be familiar with the Windows environment. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Outlook. Fee is required. (2 contact hours)

OFT-122 Microsoft Excel (3)

This course is designed to develop advanced spreadsheet application skills and techniques. Professional-looking workbooks are created with Microsoft Excel or other popular spreadsheet software. Advanced features are presented including formulas, functions, charts, templates, macros, auditing tools, and pivot tables. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft Excel certification exam, a globally recognized standard that certifies a valid and reliable measure of technical proficiency and expertise. Fee is required. (4 contact hours)

Prerequisite: CIS-115

OFT-145 Microsoft Word (3)

This course offers students an opportunity to develop intermediate to advanced word processing skills on a personal computer with Microsoft Word. Students will review basic word processing features such as text entry, editing, formatting, and spelling verification, and will then study topics including choosing fonts, manipulating tabs, merging documents, creating headers, footers, footnotes and endnotes, adding borders, frames and pictures, creating and using templates, writing and editing macros, and developing forms. Students should possess the ability to keyboard a minimum of 35 wpm prior to enrollment in this course. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Word. Fee is required. (4 contact hours)

Prerequisite: CIS-115

OFT-230 Microsoft PowerPoint & Presentations (3)

This course is an introduction to professional business presentations. Planning, organizing, and delivering effective presentations will be emphasized. Students will create professional-quality slide presentations using Microsoft PowerPoint and other current graphics software. Students must be familiar with the Windows environment. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for PowerPoint. Fee is required. (4 contact hours)

Prerequisite: CIS-115

OFT-243 Business Writing (2)

This course prepares students to plan, write, and revise letters, memos, reports, and other documents common in personal and business communication. Emphasis is on organization, clarity, and professionalism as well as anticipating the reader's reaction to such documents. Traditional and electronic job search techniques also are covered. Students will use the Internet as a resource for some activities. Word processing and file management skills are strongly recommended for successful completion of this course. Also recommended are OFT-103 and the ability to keyboard a minimum of 25 wpm. Fee is required. (3 contact hours)

OFT-246 Microsoft Office Integration (3)

This course is designed to develop advanced integrated PC application skills and techniques required for the completion of business projects. This course focuses on the use of the Microsoft Office Suite. Content includes the integration of advanced features such as merging, tables, charts, automated entries, styles, templates, forms, columns, graphics, and master documents. Students will use the Internet as a resource for some activities. This is a capstone course which should be taken near the completion of a student's program. Completion of or co-enrollment in OFT-122, OFT-230, and OFT-257 is strongly recommended for successful completion of this course. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Word. Fee is required. (4 contact hours)

Prerequisite: OFT-145

OFT-249 QuickBooks for Office Professionals (3)

This course will assist students in developing an understanding of accounting principles and procedures. Students will learn how

each step of the accounting cycle relates to the operations of today's business office. Students will analyze and record transactions and will develop and interpret financial statements. Students will study a manual accounting system first and will then enter transaction data into a computerized accounting system and print reports. Fee is required. (4 contact hours)

OFT-252 Legal Documents and Terminology (3)

This course prepares students for work in a legal office. Topics include technical and personal skills, ethical and legal considerations in the work environment, legal terminology, preparation of legal documents and business correspondence, and legal records management. This course also introduces students to online document preparation of court and state documents. Fee is required. (4 contact hours)

Prerequisite: CIS-115

OFT-255 Administrative Office Procedures (3)

This course is a capstone course for administrative assistant training. It provides students the opportunity to utilize and build on skills they have previously developed. OFT-255 covers decision-making competency, human relations techniques, technical and personal skills needed to meet requirements in diverse national and international offices, telecommunications and telework, records management techniques, document creation skills, organizational skills, online research skills, travel and meeting planning, formal meeting documentation preparation, presentation skills and ethical and legal considerations in the work environment. This course also introduces the student to basic transcription techniques. Fee is required. (4 contact hours)

Prerequisite: CIS-115 with a minimum grade of "C" Corequisite: Registration or credit in OFT-103 with a minimum grade of "C"

OFT-257 Microsoft Access (3)

This course presents the features of Microsoft Access or other current database management systems. Topics include identifying terminology associated with database software, designing the structure of tables in a relational database, designing queries and reports, creating screen forms to facilitate data entry, and designing macros. Students will also examine database utilities used for backing up and securing databases as well as techniques for importing and exporting data. Students must be familiar with the Windows environment and possess file management skills. Students who successfully complete this course will possess the skills and knowledge necessary to take the Microsoft certification exam for Access. Fee is required. (4 contact hours)

Prerequisite: CIS-115

OFT-258 Internship (3)

This course is a planned and supervised career field experience related to the student's occupational program in Office Systems and Applications. The work experience will provide the student with an opportunity to utilize and strengthen technical and interpersonal skills learned in the classroom. The intern will continue to develop and enhance all aspects of his/her professionalism while on the job. The student must work a minimum 225 hours. Students are encouraged to complete OFT-260, Seminar, prior to pursuing an internship. Fee is required. (15 contact hours)

Prerequisite: Consent of instructor and 2.0 or higher GPA after completing a minimum of 50 percent of the certificate or degree requirements

OFT-260 Seminar (1)

This capstone, professional development course helps students sort through the many career options available in today's offices. Included are tips for polishing their professional images and engaging in productive communication. Students outline the difference between a job and a career, explore areas of specialization, and prepare for job interviews. Ethics, teamwork, certification, business etiquette and protocol, and changes in the workplace are examined. Students utilize the World Wide Web extensively when completing assignments. This course is a capstone course and should be taken near the completion of the certificate or degree program and is recommended for students planning to enroll in OFT-258, Internship. (1 contact hour)

Prerequisite: OFT-103

PEH—Physical Education & Health

PEH-101 Adaptive Physical Education (1)

Introduces fundamental skills, modified recreational games, dance and fitness, and aquatics for the benefit of physical exercise and leisure-time activity. Fee is required. (2 contact hours)

PEH-105 Physical Fitness (1)

This course is designed to build fitness knowledge and level by introducing students to exercise workouts involving cardiovascular conditioning, weight training and flexibility. Students will learn to use free weights, weight machines and cardio exercise machines. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

Corequisite: Student must first register for the noncredit HF3-100 PEH Open Schedule Orientation, then register for PEH class. A medical release may be required.

PEH-107 Introduction to Group Fitness (1)

This course is designed for students interested in learning and achieving fitness through cardiovascular, strength, and flexibility training at an introductory low level. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-108 Weightlifting (1)

This course is designed to give the student knowledge of weight training guidelines and basic skills which will allow him/her to successfully perform an individual weightlifting program. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

Corequisite: Student must first register for the noncredit HF3-100 PEH Open Schedule Orientation, then register for PEH class. A medical release may be required.

PEH-110 Ballet I (1)

Learn the principles of ballet and elements of technique, through barre and center work, to develop fundamental dance skills acquired through beginning dance techniques, combinations, and choreography. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-111 Ballet II (1)

Continuation of beginning ballet with additional elements of technique, in barre and center work, to further develop fundamental ballet skills previously acquired into intermediate levels of dance techniques, combinations and choreography. Student must have an active Health, Fitness Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

Prerequisite: PEH-110 or consent of instructor

PEH-112 Jazz Dance I (1)

Learn the principles of jazz dance and elements of technique to develop fundamental jazz dance skills acquired through beginning dance techniques, combinations, and choreography. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-113 Jazz Dance II (1)

Continuation of beginning jazz with additional elements of technique and further development of fundamental jazz dance skills previously acquired into intermediate levels of dance techniques, combinations, and choreography. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

Prerequisite: PEH-112 or consent of instructor

PEH-117 Modern Creative Dance I (1)

This course teaches concepts of modern dance, creative movement, dance patterns and techniques. Explore qualities of movement, improvisation, and ability to create and explore body awareness through movement and self-expression. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-118 Modern Creative Dance II (1)

Continuation of beginning modern dance with further exploration of creative movements, patterns, and the ability to create and explore body awareness through movement and self-expression at an intermediate level. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the

current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

Prerequisite: PEH-117 or consent of instructor

PEH-120 Introduction to Body/Mind Fitness (1)

Learn a progressive series of exercises designed to increase strength, flexibility, and balance for the body, mind, and spirit. Movements are derived from the classic disciplines of yoga, Pilates, traditional stretching, and meditation. The course foundation is in unified body training, core stabilization, and mindful movement. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-122 Yoga Basics and Beyond (1)

In this course students will study the physical and philosophical foundations of yoga, the ancient art of unifying the body and mind. Learn a progressive series of asana, breathing techniques and mind-centering methods designed to enhance the health and wellness of the mind, body, and spirit. The course foundation will explore the liberating power of the fluid body, restore natural rhythm to the breath, and unleash transformative energy to help navigate life's challenges with grace, calmness, and confidence. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-130 Basketball I (1)

Covers knowledge, skills and strategies used in basketball. Fee is required. (2 contact hours)

PEH-131 Volleyball (1)

Basic knowledge, fundamental skills and team strategies used in power volleyball are covered. Fee is required. (2 contact hours)

PEH-132 Fundamentals of Football (2)

Learn offensive and defensive systems used in modern college football. Analyze new techniques and philosophies employed by modern coaches. Fee is required. (3 contact hours)

PEH-133 Basketball II (1)

Skills, knowledge, and strategies used in college-level competitive basketball are explored. Fee is required. (2 contact hours)

Prerequisite: PEH-130

PEH-134 Baseball (2)

Introduces basic baseball concepts, teaching progressions of fundamental baseball skills, team offensive and defensive strategies, and conditioning. Fee is required. (3 contact hours)

PEH-138 Cardiovascular Conditioning (1)

This course is designed to help students develop and maintain cardio respiratory fitness through regular aerobic exercise using various types of cardiovascular equipment. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

Corequisite: Student must first register for the noncredit HF3-100 PEH Open Schedule Orientation, then register for PEH class. A medical release may be required.

PEH-140 Weight Training (1)

This course is designed to help students develop their own weight training program by expanding their knowledge of weight training guidelines and principles for developing muscular strength, endurance, power, and muscle symmetry through the use of free weights, weight machines and other training equipment. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

Corequisite: Student must first register for the noncredit HF3-100 PEH Open Schedule Orientation, then register for PEH class. A medical release may be required.

PEH-141 Classic Cardio Fitness (1)

This course is designed for students interested in achieving fitness through cardiovascular strength and flexibility training at low to moderate levels. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-142 Cardio Cross Training (1)

This course is designed for students interested in achieving fitness through cardiovascular conditioning, strength/endurance,

and flexibility training at low to moderate levels while engaging in a variety of cross training exercises. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-143 Circuit Training Fitness (1)

This course is designed for students interested in achieving fitness through resistance training and low, moderate, or high-intensity cardiovascular conditioning through circuit training. Circuit training is designed to provide a whole-body workout through completion of all prescribed exercises within the circuit program. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-144 Dance Cardio Fitness (1)

This course is designed for students interested in achieving fitness through cardiovascular, strength and flexibility training at moderate to high levels, while engaging in a variety of dance styles and elements. Student must have an active Health, Fitness & Recreation Center membership to enroll in this course. Full-time students enrolled in 12 or more credit hours during the current semester have an active membership. Part-time students enrolled in fewer than 12 credit hours during the current semester must pay the current Health, Fitness & Recreation Center membership fees. (2 contact hours)

PEH-150 Introduction to Physical Education (3)

Open to physical education majors, this course encourages professional understanding of the scope and nature of physical education and related fields. (3 contact hours)

PEH-151 Lifetime Activities, Net Games (2)

Explore basic skills, strategies, and rules of net games: badminton, tennis, paddleball and table tennis. Emphasizes teaching methods and techniques. Fee is required. (4 contact hours)

PEH-152 Lifetime Activities-Conditioning (2)

Fundamentals of conditioning and aquatic activities, organization of programs and teaching methods are included. Fee is required. (4 contact hours)

PEH-153 Lifetime Activities-Archery & Golf (2)

Explore basic form, techniques, terminology, and equipment used in archery and golf. Emphasizes teaching methods and course organization. Fee is required. (4 contact hours)

PEH-154 Team Sports (2)

Learn basic skills, strategies, rules, and officiating procedures used in team sports such as basketball and volleyball. Emphasizes teaching methods and techniques. Fee is required. (4 contact hours)

PEH-160 Fundamentals of Human Movement (3)

This course presents an analysis of human movement with emphasis on the muscular and skeletal systems. Topics covered include basic movement activities, human movement in sports and fitness and requirements of successful motor performance. Fee is required. (4 contact hours)

PEH-161 Fitness Methodology (4)

This course emphasizes the methodology and applications used with cardio-respiratory, muscular strength and endurance development, flexibility, and relaxation training exercises. The course explores fitness through practical and theoretical application in basic physiology and kinesiology as it relates to movement and exercise. Fee is required. (5 contact hours)

Corequisite: Registration or credit in PEH-160

PEH-162 Fitness Testing (3)

This course examines methods for testing and evaluating individual health status and fitness levels. Students will monitor, conduct, and interpret fitness tests in cardio-respiratory, muscular strength/endurance, flexibility, and body composition. As a requirement for completing this course, students must obtain a current CPR certificate. Fee is required. (4 contact hours)

PEH-163 Fitness Programming (3)

This course explores exercise programming methods, theories, and guidelines for all fitness components for healthy and special populations through practical teaching experiences. It emphasizes developing, implementing, and analyzing exercise programs for cardio-respiratory, muscular strength and endurance, and flexibility training. Students will gain the knowledge necessary to become an effective and successful fitness/personal trainer. (4 contact hours)

Prerequisite: PEH-161

PEH-164 Exercise for Special Populations (3)

This course is designed to introduce and prepare exercise specialists in the skills, methods and practical guidelines needed for exercise testing and exercise program design for individuals

with predisposed conditions and chronic diseases. (4 contact hours)

Prerequisite: PEH-160 and PEH-161

PEH-165 Fitness Business Skills & Promotion (3)

This course is designed to provide business concepts for personal training students to develop, market and maintain a small business. Topics include legal issues, ethical conduct, and social responsibilities. This course also analyzes promotion, including communication, advertising, and public relations, as they relate to the fitness field. (3 contact hours)

PEH-170 First Aid (3)

Designed to teach students the currently accepted American Heart Association and National Safety Council procedures and principles to be followed in the event of an accident. Upon successful completion students will receive a CPR/AED card from the American Heart Association and a First Aid card from the National Safety Council. Fee is required (3 contact hours)

PEH-171 A Healthy Lifestyle and You (3)

This is a self-awareness course that provides the student with opportunities to acquire the knowledge and tools needed to make intelligent decisions to live a healthy life. (3 contact hours)

PEH-172 Nutrition for Today (3)

This course examines nutrition theory in relation to health, wellness, and disease prevention. It examines the science of nutrition including digestion and absorption of macro and micro nutrients. The course covers the relationship between nutrition, health, wellness, and disease prevention. Students will study various methods of establishing good nutritious patterns. (3 contact hours)

PEH-175 Small Group Fitness Training (2)

This course is designed for students who wish to integrate the study of small group fitness training methodologies, exercise science and practical training experience. This course prepares students for national certification and potential fitness careers. (3 contact hours)

PEH-181 Fundamentals of Rhythmical Movement (2)

Develops basic dance skills and techniques for primary and intermediate grade levels. Emphasizes teaching methods and organization. Fee is required. (2 contact hours)

PEH-190 Outdoor Recreation & Nature Study (3)

Explore objectives, organization, techniques, counseling, and skills of outdoor recreation. Includes camping and survival skills, fishing, and outdoor education activities. Fee is required. (3 contact hours)

PHB—Phlebotomy

PHB-105 Phlebotomy for Health Care Providers (1)

This course is intended to serve graduates of the Phlebotomy program, phlebotomists, and other certified or licensed healthcare workers who are interested in refreshing their phlebotomy skills, preparing to take the Phlebotomy certification exam, or those that need continuing education for the certification maintenance program. Instruction is provided in two skill areas, namely fundamentals of blood collection and venous access techniques. Students are awarded one credit hour upon successful completion of the lecture and laboratory components. This course does not lead to certification. Fee is required. (1.5 contact hours)

Prerequisite: PHB-112 or consent of instructor

PHB-110 Principles & Practice of Phlebotomy (6)

This course is a six-credit-hour course which consists of lecture and laboratory components. Lecture topics addressed in this course include proper patient and specimen identification, medical terminology, anatomy and physiology appropriate to the practice of phlebotomy, professionalism, communication skills, safety, infection control, blood collection equipment and blood collection procedures, including venipuncture, skin puncture and arterial puncture, collection of certain body fluids, including urine, feces and sputum, specimen transport and storage requirements, quality assurance and quality control. The laboratory component includes practice in the procedures discussed in the lecture component. Successful completion of PHB-110 as defined by program faculty is a prerequisite for PHB-112. Fee is required. (8 contact hours)

Prerequisite: MRT-110 with a minimum grade of "C". Students must be 18 years of age before the start of class

PHB-111 Phlebotomy Clinical Practice Seminar (2)

This course is designed as a capstone experience for students assigned to a phlebotomy clinical rotation. Discussion topics include student reaction to supervised clinical experiences, professional issues, communication skills appropriate for a diverse patient population, and application of customer service skills. (2 contact hours)

Prerequisite: PHB-110 Corequisite: PHB-112

PHB-112 Phlebotomy Clinical Practice (2)

This course is a two-credit hour course consisting of a minimum of 100 contact hours of supervised clinical practice of phlebotomy at one of the Moraine Valley Community College Phlebotomy Program’s clinical affiliate sites. This course provides the student with additional phlebotomy practice in a clinical setting and is designed to develop blood specimen collection skills to a level consistent with entry into the profession. Clinical experiences will include experience collecting a variety of

specimens from a variety of patient types. Fee is required. (6 contact hours)

Prerequisite: PHB-110 Corequisite: PHB-111

PHI—Philosophy

PHI-101 Introduction to Philosophy (3)

Introduces philosophical questions and philosophical ways of reasoning. Examines some key notions in the history of Western thought in areas of metaphysics, epistemology, and ethics. (3 contact hours)

IAI Code: H4900

PHI-110 Intro to Formal Logic (3)

Introduces formal and symbolic logic, including syllogistic, propositional, and predicate inference. (3 contact hours)

PHI-111 Critical Thinking (3)

Introduces principles and methods for rational argument and effective problem solving. (3 contact hours)

IAI Code: H4 906

PHI-115 Approaches to Truth (3)

A survey of methods. Logical, intuitive, revelatory, scientific, and mystical approaches to truth and knowledge. (3 contact hours)

PHI-120 World Religions (3)

Explores the principal doctrines (world view), typical behavior (lifestyle) and sphere of influence of Christianity, Islam, Judaism, Hinduism, Confucianism, Buddhism, and some tribal religions. Emphasizes comparison and examines themes such as view of God, condition of man, requirements for moral life, and relation to social and political forms. (3 contact hours)

IAI Code: H5904N

PHI-125 Ethics (3)

This course will serve as an introduction to ethical philosophy and will include the study of several influential thinkers and various ethical theories. Key topics that will be discussed include social responsibility, moral standards and behaviors, natural law and ancient and modern theories of the moral life, as well as several contemporary moral issues. (3 contact hours)

IAI Code: H4904

PHI-200 Philosophy of Religion (3)

This course is primarily an examination of western religious belief and religious questions from a philosophical point of view. It will include such topics as: the nature of God (theistic vs non-theistic views), standard proofs of God's existence, standard objections to proofs of God's existence, the nature of religious or mystical experience, the roles of faith and reason, exclusivity vs. inclusivity, and religious pluralism in modern society. Previous coursework in philosophy would be beneficial but is not required. (3 contact hours)

IAI Code: H4 905

PHI-210 Philosophy: Ancient to Enlightenment (3)

This course chronologically surveys philosophy from Ancient Greece to the 1700s. Students will study major ideas, movements, philosophers, and problems while focused on their development within a specific historical and social context. Topics will include the works of individual philosophers such as Plato, Aristotle, Aurelius, Aquinas, and Descartes. Previous coursework in philosophy is beneficial but not required. (3 contact hours)

IAI Code: H4 901

PHI-211 Philosophy: Enlightenment to Present (3)

This course chronologically surveys philosophy from the Enlightenment (1700s) to the present. Students will study major ideas, movements, philosophers, and problems while focused on their development within a specific historical and social context. Topics will include the works of individual philosophers such as Locke, Hume, Kant, Kierkegaard, Nietzsche, and De Beauvoir. (3 contact hours)

IAI Code: H4 902

PHI-225 Bioethics (3)

Introduces problems in ethics surrounding developments in medicine and biological research. Introduces major ethical systems and encourages ethical methodology. This course is case-oriented. (3 contact hours)

PHI-226 Business Ethics (3)

This case-oriented course introduces moral problems associated with industry and commerce. Introduces major ethical systems and encourages ethical methodology. Note: Only three credit hours can be earned for either BUS-226 or PHI-226. Duplicate credit in both courses is not awarded. (3 contact hours)

PHS—Physical Science

PHS-101 Physical Science (4)

Introduces chemistry, physics and astronomy for nonscience majors. This course includes a one-hour laboratory component. Fee is required. (5 contact hours)

Prerequisite: MTH-095 or 1 year of high school algebra IAI Code: P9 900L

PHS-103 Descriptive Astronomy (4)

Studies structure, motions, origin, and evolution of the solar systems, stars, galaxies, and the universe. Requires some night

observations. This course includes a one-hour laboratory component. Fee is required. (5 contact hours)

IAI Code: P1 906L

PHS-105 Astronomy—Cosmos (3)

Explores astronomy and space exploration in the broadest human context. Embraces many sciences and cultures, and provides cosmic perspective for the planet Earth. Investigates diverse topics such as cosmic catastrophes, travel to the stars, cosmic influences on evolution, collisions of the continents, origin of life, contact with other civilizations, birth and death of stars and galaxies, future of the earth, and origin and fate of the universe. (3 contact hours)

PHY—Physics

PHY-106 Fundamentals of Physics (3)

An examination of physical principles and phenomena with applications in mechanics, properties of matter, heat, sound, electricity, magnetism, light, and quantum physics. The course does not assume that students have had high school physics and is intended for nonscience liberal arts and technical students. It will include large group mini-labs and demonstrations. PHY-106 taken concurrently with PHY-107 Fundamentals of Physics Lab also is designed as an entry-level course for PHY-150, standard college physics. PHY-107 taken concurrently with PHY-106 will satisfy the physical science general education requirement. Fee is required. (4 contact hours)

Prerequisite: 1 year of high school algebra IAI Code: P1 900

PHY-107 Fundamentals of Physics Lab (1)

A laboratory examination of physical principles and phenomena in mechanics, properties of matter, heat, sound, electricity, magnetism, light, and quantum physics. The course does not assume that students have had high school physics, and is intended for nonscience liberal arts and technical students. PHY-107 taken concurrently with PHY-106 Fundamentals of Physics is also designed as an entry-level course for PHY-150, standard college physics. PHY-106 taken concurrently with PHY-107 will satisfy the physical science general education requirement. Fee is required. (2 contact hours)

Corequisite: Registration or credit in PHY-106 or consent of instructor IAI Code: P1 900L

PHY-110 Mechanical Universe I (3)

This introductory course in physics covers mechanics, heat, waves, and forces using approximately 30 half-hour videotapes. Satisfies the science requirement for the nonscience major. PHY-111 Mechanical Universe I Lab taken concurrently with PHY-110 will satisfy the physical science general education requirement. (3 contact hours)

Prerequisite: MTH-095 IAI Code: P1 900

PHY-111 Mechanical Universe I Lab (1)

This transfer physics lab course is intended to be correlated with PHY-110 but may be taken separately. Covers scientific experiments and observations that enhance an understanding of mechanics, heat, waves, and forces. Home experiments and field trips may be substituted for regularly scheduled sessions in the physics lab. PHY-110 Mechanical Universe I taken concurrently with PHY-111 will satisfy the physical science general education requirement. (2 contact hours)

Prerequisite: MTH-095 or consent of instructor Corequisite: Registration in PHY-110 or consent of instructor IAI Code: P1 900L

PHY-112 Mechanical Universe II (3)

This introductory physics course covers light, electricity, magnetism, quantum theory, atomic structure, relativity, and nuclear energy. (3 contact hours)

Prerequisite: MTH-095 and PHY-110 or consent of instructor

PHY-113 Mechanical Universe II Lab (1)

An introductory laboratory in physics which covers scientific experiments and observations to enhance understanding of electricity, magnetism, waves, light, quantum theory, and nuclear energy developed in PHY-112. (2 contact hours)

Prerequisite: MTH-095 and PHY-111 or consent of instructor Corequisite: Registration in PHY-112 or consent of instructor

PHY-150 Mechanics, Heat & Sound (4)

This general college physics course for liberal arts or science majors covers motion, momentum, work, power, energy, fields, heat, and forces. This course includes a laboratory component. Fee is required. (6 contact hours)

Prerequisite: MTH-098 or two years of high school algebra IAI Code: P1 900L

PHY-151 Electricity Magnetism & Light (4)

Direct Current circuits, radiation, relativity, nuclear and elementary particles, and quantum theory are examined. Fee is required. (6 contact hours)

Prerequisite: PHY-150

PHY-203 Mechanics (4)

Introduces physics with calculus for science, engineering and math majors. Explores simple equations of motion, vectors, forces in equilibrium, and the laws of dynamics. Applications including linear, rotational and harmonic motions. Introduces hydrostatics and hydrodynamics. One year of high school physics is strongly recommended. This course includes a laboratory component. Fee is required. (6 contact hours)

Prerequisite: MTH-150 IAI Code: P2 900L

PHY-204 Heat, Electricity and Magnetism (4)

Second in the introductory physics sequence for science, engineering and math majors, thermal properties of matter and thermodynamics are covered. Electric and magnetic fields; electric and magnetic properties of matter; the laws of electricity and magnetism; alternating, direct, and transient currents; and electromagnetic oscillations are studied. Fee is required. (6 contact hours)

Prerequisite: PHY-203

PHY-205 Waves and Modern Physics (4)

Third in the introductory physics sequence for science, engineering and math majors, properties and equations of waves applied to sound and light are examined. Covers relativistic mechanics, and basic atomic and nuclear structure. Emphasizes quantum nature of applicable laws. Fee is required. (6 contact hours)

Prerequisite: PHY-204

PLS—Paralegal Studies

PLS-110 Introduction to Paralegal Studies (3)

This course provides new paralegal majors with a comprehensive overview of the profession and the role paralegals play in supporting the legal team. An overview of systems of government; the examination of constitutional, statutory, and case authority; and an introduction to various substantive areas of law area are all addressed. Special emphasis is placed on professional ethics and preparation for the world of work. Fee is required. (3 contact hours)

Prerequisite: Registration or Credit in COM-101

PLS-125 Research & Writing for Paralegal I (3)

This course, part of a two-semester sequence, offers a comprehensive review of research and writing strategies unique to the legal profession. The use of secondary legal sources, the search for primary sources in print and online, and proper legal citation format are all addressed. In addition, proper legal writing strategies to ensure compliance with court filing rules is included. Special emphasis is placed on professional ethics and preparation for the world of work. Fee is required. (3 contact hours)

Corequisite: Registration or credit in COM-101

PLS-140 Civil Litigation for the Paralegal (3)

This course covers the fundamentals of civil litigation with emphasis on Illinois practice. Fact gathering and investigation are covered, along with strategies for case evaluation and document drafting from pleadings to post-judgment. The course emphasizes practical paralegal skill development by drafting the most common forms used in the course of a civil lawsuit. Fee is required. (3 contact hours)

Prerequisite: PLS-110 and PLS-125

PLS-160 Law Office Admin for Paralegal (3)

This course covers the fundamentals of law office management and the paralegal's role in the administrative functioning of a law office. The course emphasizes practical paralegal skill development by experience with law firm policies and processes completed under the direct supervision of an attorney. Fee is required. (3 contact hours)

Prerequisite: PLS-125 Corequisite: Registration or credit in PLS-140

PLS-170 Law Office Technology for Paralegal (3)

This course covers current business technologies and applies a legal-specific perspective to them. The course covers the Legal Technology Certificate of Learning program offerings of the National Society for Legal Technology and includes legal-specific trainings on more than one dozen available applications. In addition, in-depth use of LexisAdvance and Westlaw will strengthen students' skills as members of the firm's legal research team. Finally, Microsoft Office Specialist examination outcomes and strategies will be addressed to offer another tier of professional certification and credentialing. Fee is required. (3 contact hours)

Prerequisite: PLS-110

PLS-190 Research & Writing for Paralegal II (3)

This course, the second in a two-semester sequence, builds upon the skills developed in PLS-125 and provides additional practical paralegal competencies in more advanced forms of legal research and writing. Distinctions between objective and persuasive/advocacy writing are covered. Special research considerations in legislative history and nonprint sources are included. The course also covers initial drafting of appeals briefs and business correspondence specific to the legal profession. Fee is required. (3 contact hours)

Prerequisite: PLS-125 Corequisite: Registration or credit in PLS-140

PLS-210 Bankruptcy Law for the Paralegal (3)

This course covers the practice of bankruptcy law and places emphasis on methods of debtor relief, litigation, and claims. The course includes a focus on e-filing and the role of the paralegal in processing these proceedings under direct attorney supervision. The development of practical paralegal skills in managing bankruptcy cases is a key component of this course. Fee is required. (3 contact hours)

Prerequisite: PLS-140 and PLS-190

PLS-220 Criminal Law for the Paralegal (3)

This course covers the paralegal's role in the criminal law process. The course emphasizes federal vs. state and concurrent jurisdictions and accountability for criminal conduct. Categories and types of criminal offenses, affirmative defenses, and criminal procedure are all covered from the paralegal's perspective. Special emphasis is placed on the development of practical paralegal skills to support a prosecutor or a defense attorney inside and outside of the courtroom. Fee is required. (3 contact hours)

Prerequisite: PLS-140 and PLS-190

PLS-230 Evidence for the Paralegal (3)

This course covers the paralegal's role in the evidentiary process. The course focuses on various types of relevancy, witness competency, impeachment, and lay and expert opinions. Hearsay and its exceptions and evidence authentication are key components of the course. Special emphasis is placed on the Illinois Rules of Evidence and the development of practical paralegal skills to support a prosecutor or a defense attorney inside and outside of the courtroom. Fee is required. (3 contact hours)

Prerequisite: PLS-140 and PLS-190

PLS-240 Family Law for the Paralegal (3)

This course covers family law with an emphasis on the recent changes to Illinois' family law statutes. Issues related to marriage, divorce, child custody, support, property division, and jurisdiction are all addressed. Topics related to adoption, child custody, and abuse/neglect circumstances are also discussed. Special emphasis is placed on the paralegal's role in managing these kinds of client matters and supporting the legal team during the process. Fee is required. (3 contact hours)

Prerequisite: PLS-140 and PLS-190

PLS-260 Estate Plans & Probate/Paralegal (3)

This course covers the law of estate planning and probate with a focus on Illinois law. Estate planning and administration, laws of succession, wills and trusts, and taxation are all addressed. Special emphasis is placed on the paralegal's role in managing these kinds of client matters and supporting the legal team during the process. Fee is required. (3 contact hours)

Prerequisite: PLS-140 and PLS-190

PLS-270 Real Estate Law for the Paralegal (3)

This course covers the law of real estate with a focus on Illinois law. Estates in land, future interests, titles in realty, and land use are all covered. Methods of conveyance and residential closing procedures are discussed. The course also offers an overview of condominium/cooperative and commercial property real estate and addresses issues common in landlord-tenant law. Special emphasis is placed on the paralegal's role in managing these kinds of client matters and supporting the legal team during the process. Fee is required. (3 contact hours)

Prerequisite: PLS-140 and PLS-190

PLS-290 Paralegal Internship (3)

This capstone course gives graduating paralegals exposure to the world of work in a law firm or other legal environment. During a 16-week semester, students will work 10 hours weekly at an internship site chosen by the student and contracted between the student, the instructor, and the site provider. During an eight-week summer session, students will work 20 hours weekly. A total of 160 hours of internship time is required to pass the course. Students will have once-weekly seminar instruction on campus and will receive three site visits from the instructor to monitor the student's progress. Fee is required. (11 contact hours)

Prerequisite: PLS-140, PLS-160, PLS-170 and PLS-190

PSC—Political Science

PSC-103 Introduction to Political Science (3)

Introduces the principles of politics and government. Explores the role of United States citizens in the political process. Ideologies, the role of the media in politics, political development, and analysis of politics will be discussed. (3 contact hours)

IAI Code: S5 903

PSC-110 American National Government (3)

Explores basic principles of the Constitution, and structure and functions of the federal government. Includes Congress, presidency and judiciary. The roles of political parties, pressure groups and public opinion in American politics are examined. (3 contact hours)

IAI Code: S5 900

PSC-115 State and Local Government (3)

Study basic principles of state constitutions. Structure and function of state legislatures, courts, and chief executives; structure and functions of city, county, and other local governments; and the role of political parties, pressure groups and public opinion are covered. (3 contact hours)

IAI Code: S5 902

PSC-210 International Relations (3)

Introduces international relations, foreign policies, international organizations, conflict, and accommodation in the international system. (3 contact hours)

IAI Code: S5 904

PSC-212 Latin American Politics (3)

Caribbean and Central and South American nations' historical development and current social, economic, and political problems with focus on governments, politics, and policies are included. (3 contact hours)

PSC-215 Comparative Government (3)

Introduces comparative governments and institutions in major European democracies, Communist systems, and the Third World. (3 contact hours)

IAI Code: S5 905

PSC-225 Non-Western Comparative Politics (3)

Examine and compare government and politics in Asia, Africa, the Middle East, and Latin America within region-specific historical, social, and economic contexts and the global environment. (3 contact hours)

IAI Code: S5 906N

PSC-245 Politics of the Middle East (3)

This course examines the contemporary politics of the Middle East and the influence of the region in international relations. The course explores domestic and foreign policies within and between states in the regions. (3 contact hours)

IAI Code: S5 906N

PSC-280 Introduction to Political Philosophy (3)

This course focuses on classical and modern political theorists, and emphasizes concepts such as justice, equality, power, liberty, and rights. (3 contact hours)

PSG—Sleep Technology

PSG-105 Polysomnography Patient Care I (4)

This course is the first in a series for the Sleep Technology A.A.S. Degree Program. This course introduces the student to the sleep disorders center environment. The course provides instruction in patient care technologies, lab safety, and professional and ethical behavior. The course examines sleep architecture, sleep staging, and sleep physiology. Explores sleep disorders and provides an overview of sleep medicine. Provides laboratory practice in patient preparation for polysomnography testing, including electrode placement, biocalibration and running a study. Develops awareness of sleep as a public health issue. Discusses technologists' roles and responsibilities as sleep health advocates. (6 contact hours)

Prerequisite: Admission into the Sleep Technology A.A.S. degree program Corequisite: PSG-110 and PSG-112

PSG-110 Cardiopulmonary Physiology (3)

Provides the foundations for clinical practice in respiratory care or sleep technology. Describes the respiratory system with emphasis on ventilation and respiration during wakefulness, sleep, and in disease. Discusses basic cardiovascular anatomy and physiology in health and disease. Indications, hazards, and benefits of oxygen therapy, non-invasive ventilation, and positive airway pressure for breathing-related sleep disorders will be presented. (3 contact hours)

Prerequisite: Admission to the Sleep Technology A.A.S. degree program Corequisite: PSG-105 and PSG-112

PSG-112 Sleep Study Scoring (2)

This course is designed to prepare sleep technology students to score sleep studies according to the American Academy of Sleep Medicine rules, terminology, and technical specifications. Emphasis is on visual rules for staging sleep, scoring arousals, cardiac events, movements, and respiratory events for adult patients. (2 contact hours)

Prerequisite: Admission into the Sleep Technology A.A.S. degree program or consent of instructor Corequisite: PSG-105 and PSG-110 or consent of instructor

PSG-115 Polysomnography Patient Care II (4)

This course is structured to provide didactic instruction in advanced aspects of sleep technology, including pediatrics, PAP titration, oxygen administration, staging and scoring routine and split night studies, MSLT and MWT studies. Discuss laboratory emergencies, sleep center management, patient education, sleep disorders prevalence, etiology, pathophysiology, diagnosis, treatment, and prevention. Sleep and medical disorders are investigated. This course also provides an in-depth view of sleep as a public health issue and the role of the sleep technologist in advocacy for and enhancement of the profession. This course provides the cognitive skills required for students to perform polysomnography in a clinical setting. (4 contact hours)

Prerequisite: PSG-105, PSG-110, and PSG-112. Current American Heart Association Health Care Provider CPR certification. Complete History and Physical form including insurance and drug screening. Completed criminal background check. Corequisite: PSG-120

PSG-120 Sleep Technology Clinical I (4)

Provides laboratory and sleep disorders center experience in sleep technology, correlating principles taught in PSG-115. Provides hands-on instruction in use of specialized instruments to measure and record physiological parameters during a sleep study. Experience includes online monitoring and analysis of polysomnogram recordings, and patient interaction. Examines recognition of and appropriate response to critical events that can occur in sleep. Fee is required. (20 contact hours)

Prerequisite: PSG-105, PSG-110 and PSG-112. Current American Heart Association Health Care provider CPR certification. Complete History and Physical form including insurance and drug screen. Criminal background check. Corequisite: PSG-115

PSG-125 Pediatric Sleep (2)

This course is the study of pediatric sleep technology, including performance of pediatric sleep studies, staging, and scoring of pediatric polysomnograms, and sleep disorders in the pediatric population. Normal sleep from the stages of newborn to young adult population is studied. Communication with patients and caregivers is emphasized. (2 contact hours)

Prerequisite: PSG-115 and PSG-120 or consent of instructor Corequisite: Registration or credit in PSG-135 or consent of instructor

PSG-135 Sleep Disorders (3)

This course focuses on the etiology, cardinal manifestations, diagnosis, treatment, and outcomes of sleep disorders. The role of the sleep technologist in the interprofessional management of the sleep-disordered patient is stressed. Sleep deprivation and public health and safety are emphasized. Prevention and patient and public education are stressed. (3 contact hours)

Prerequisite: PSG-115 and PSG-120 or consent of instructor Corequisite: Registration or credit in PSG-125 or consent of instructor

PSG-210 Clinical Sleep Education (3)

This course covers aspects of patient education including patient-centered teaching, motivation, cultural issues, effective communication, teaching through the lifespan, health literacy, support groups, and building a patient education team. Adherence to prescribed therapy as an outcome of effective teaching is emphasized. (3 contact hours)

Prerequisite: PSG-125 and PSG-135 or consent of instructor Corequisite: Registration or credit in PSG-220 or consent of instructor

PSG-220 Sleep Technology Clinical II (2)

This course provides sleep center patient care experience with emphasis on positive airway pressure (PAP) and oral appliance titrations, daytime studies, multiple sleep latency and maintenance of wakefulness tests. Experience with out-of-center testing, patient, PAP coordination, patient outcomes, record scoring, and record-keeping is emphasized. (12 contact hours)

Prerequisite: PSG-125 and PSG-135 Corequisite: Registration or credit in PSG-210

PSG-225 Sleep Center Management (3)

This course introduces the principles of management in health care, particularly at sleep centers. Topics include change in healthcare organizations, planning and decision-making, human resource functions, ethics, budgeting, productivity, accreditation compliance, outcomes assessment, committees and teams, motivation, communication, leadership, and training and development. (3 contact hours)

Prerequisite: PSG-210 and PSG-220 or consent of instructor Corequisite: Registration or credit in PSG-230 or consent of instructor

PSG-230 Sleep Technology Clinical III (2)

This course provides sleep center experience in all aspects of patient care. Emphasis is placed on advanced positive airway pressure and oral appliance titrations, effective patient education for enhanced adherence and outcomes, and working as part of the healthcare team. Students will be exposed to accreditation standards and compliance, budgeting, staffing, and general management and supervisory functions. Patient and professional advocacy will be stressed. (12 contact hours)

Prerequisite: PSG-210 and PSG-220 Corequisite: Registration or credit in PSG-225

PSY—Psychology

PSY-101 Introduction to Psychology (3)

This course covers psychological theories and scientific methods used in the study of behavior of man and animals. Study sensation and perception, motivation, emotions, learning, personality, and social interaction. (3 contact hours)

IAI Code: S6 900

PSY-104 Life-Span Developmental Psychology (3)

Study the neurological, physical, cognitive, social, and emotional development of humans from conception through childhood, adolescence, adulthood, and old age. Emphasizes normal development stages and patterns of adjustment to differing lifetime demands. The theories and principles of human development are examined in light of contemporary research. (3 contact hours)

IAI Code: S6 902

PSY-105 Child Psychology (3)

This course concerns the study of human development from conception through adolescence. It includes studying research methods and developmental theories. All the major areas of development (physical, social, emotional and cognitive) and the interaction among these areas will also be addressed. (3 contact hours)

IAI Code: S6 903

PSY-106 Adolescent Psychology (3)

Study adolescent development with emphasis on biological, cognitive, interpersonal, and psychological tasks within socially

and culturally defined contexts such as the family, peer group, work, and school. Psychological, cultural, and historical perspectives are examined within the framework of current research. (3 contact hours)

IAI Code: S6 904

PSY-110 Group Dynamics (1)

Study theory and experience in the functioning of groups. Small-group leadership, group-work theory, group formation, group process, group roles, communication, group cooperation, and individual functioning within a group are covered. (2 contact hours)

PSY-199 Special Topics in Psychology (3)

This course addresses the in-depth study of special topics in psychology that do not have specific courses in the catalog. This course will provide students with advanced knowledge and understanding of selected topics in psychology. Course content will vary depending on the topic being studied. (3 contact hours)

PSY-201 Industrial/Organizational Psychology (3)

This course systematically studies a wide variety of psychological applications in business and
industry. Topics covered include personnel psychology and diversity, job analysis and performance
evaluation, leadership and management, motivation and job satisfaction, organizational development and research methods. (3 contact hours)

PSY-202 Social Psychology (3)

Study basic psychological determinants of behavior in interpersonal relations and their influence on social interaction, attitudes, values, and social events. Investigates influence of culture on the development of the personality. (3 contact hours)

IAI Code: S8 900

PSY-205 Psychopathology (3)

This course explores cause, description and treatment of psychological disorders. Emphasis is on various forms of neuroses, psychoses, personality disorders, psychosomatic reactions, and organic brain syndrome. (3 contact hours)

Prerequisite: PSY-101 IAI Code: PSY905

PSY-210 Adult Psychology (3)

Examines the development of the normal adult from young adulthood through old age. Concludes with topics of death and dying. Includes changes in biological, cognitive, social and personality characteristics, work and leisure, relationships, and family. (3 contact hours)

IAI Code: S6 905

PSY-211 Human Sexuality (3)

Studies psychological aspects of sexuality. Includes physiological development and functioning, gender identity and sex roles, sociocultural influences, and values in decision making. Covers roles of motivation, emotion and communication in sexual behavior and relationships. (3 contact hours)

PSY-212 Theories of Personality (3)

This course is designed to provide students with a comparative analysis of personality theory, research and assessment. Course will address consistencies in the thoughts, feelings, and behavior of people over time and across situations. Topics will include methods of personality research and an overview of the primary theoretical perspectives in the field: trait psychoanalytical, humanistic, social learning/behavioral, cognitive and cross-cultural. (3 contact hours)

Prerequisite: PSY-101

PSY-215 Educational Psychology (3)

This course concerns psychological principles underlying educational practice. Theories concerning cognitive and psychological development, human learning, and motivation are studied with emphasis on application for instruction, including assessment. Emphasis also will be placed on learner-centered instruction and diversity. (3 contact hours)

Prerequisite: PSY-101, PSY-104, or PSY-105

PSY-220 Psychology of Women (3)

Psychological approach to the study of women. Includes female psychobiology, sex-role acquisition, personality theories, socialization processes, and contemporary psychological issues. (3 contact hours)

RAD—Radiologic Technology

RAD-101 Health Care in Medical Imaging (1)

Introduces discovery and early history of x-rays and their use in medicine. Covers health care delivery system, medical ethics, and professional societies and organizations for radiologic technologists. Accreditation, certification, licensure, and their impact on socioeconomics are explored. (1 contact hour)

Prerequisite: First-year classification in Radiologic Technology program

RAD-102 Principles of Imaging (3)

Learn theory of x-ray exposure to obtain proper diagnostic information. Performance of laboratory experiments using student x-ray training units is included. Fee is required. (4 contact hours)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-103, RAD-104, RAD-105, and RAD-110

RAD-103 Ionizing Radiation Protection (2)

Introduction to radiation protection, methods of protection for the patient and technologist. Permissible dosage for the technologist and patients and calculations. Safe operations of the x-ray equipment/beam. (2 contact hours)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-102, RAD-104. RAD-105. and RAD-110

RAD-104 Radiographic Procedures I (3)

Covers proper positions for radiograph of the osseous system and evaluation of radiographs. Technique, positioning and anatomical appearance on radiographs are emphasized. Students will perform radiographic positioning. Fee is required. (4 contact hours)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-102, RAD-103, RAD-105, and RAD-110

RAD-105 Image Analysis I (1)

Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussions of problem-solving technique for image evaluation and the factors that can affect image quality. Actual images are included for analysis. (1 contact hour)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-102, RAD-103, RAD-104, and RAD-110

RAD-106 Image Analysis II (1)

Content provides an advanced analysis of radiographic images. Included are the importance of optimal imaging standards, discussions of problem-solving technique for image evaluation and the factors that can affect image quality. Actual images are included for analysis. (1 contact hour)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-107, RAD-108, and RAD-111

RAD-107 Digital: Acquisition and Display (2)

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impart image acquisition display archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Fee is required. (2 contact hours)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-106, RAD-108, and RAD-111

RAD-108 Radiographic Procedures II (3)

Covers proper positioning for radiographs of the special chest, and abdomen, skull, alimentary, biliary, and urinary systems, including trauma radiography. Technique, position and anatomical appearance on the radiograph are covered. Performance of radiographic positioning during simulations and utilization of phantom. Fee is required. (4 contact hours)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-106, RAD-107, and RAD-111

RAD-110 Radiologic Clinical Practice I (1)

This course provides the student with the opportunity to correlate lecture/lab content taught in RAD-102 and RAD-103 to the health care clinical setting. Students will be under the direct supervision of a qualified radiologic technologist. Emphasis is on a clinical orientation, equipment, procedures, and department policies. Fee is required. (8 contact hours)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-102, RAD-103, RAD-104, and RAD-105

RAD-111 Radiologic Clinical Practice II (3)

This course provides students with the opportunity to correlate previous and new instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified radiologic technologist. Clinical setting enables students to apply theory to practice in radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification and patient care techniques. Fee is required. (16 contact hours)

Prerequisite: First-year classification in Radiologic Technology program Corequisite: RAD-106, RAD-107, and RAD-108

RAD-202 Physics: Product and Characteristics (3)

Advanced knowledge of x-ray machines to facilitate proper radiographic exposure techniques. Fundamentals of atomic structure and electromagnetism. Detailed study of x-rays, x-ray circuit, and the nature and characteristics of radiation, x-ray production, and fundamentals of photon interactions with matter are covered. Including principles of protection from radiation. Fee is required. (4 contact hours)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-210

RAD-204 Radiographic Procedures III (2)

This course is an advanced continuation of radiographic procedures including terminology and positioning. New radiographic procedures will be introduced such as nuclear medicine, MRI, mammography, ultrasonography, and computerized axial tomography and interventional. Nursing procedures, including sterile and aseptic techniques, are covered, as well as image evaluation to include anatomy, positioning and radiation protection. (2 contact hours)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-205, RAD-206, and RAD-211

RAD-205 Radiologic Pathology (1)

Includes proper positions and techniques for radiographers of vascular and nervous systems. Discusses other imaging procedures such as, thermography, xerography, ultrasonography, and computerized tomography. Nursing procedures including sterile and aseptic techniques are covered. (1 contact hour)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-204, RAD-206, and RAD-211

RAD-206 Medical Imaging Equipment (3)

Study functions in application of radiographic equipment and imaging modalities, quality control equipment and techniques. Includes radiation detection equipment and an overview of imaging modalities not using ionizing radiation. Fee is required. (4 contact hours)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-204, RAD-205, and RAD-211

RAD-207 Radiology Science, Ethics, and Law (1)

Provides a fundamental background in ethics to include discussion on historical and philosophical basis of ethics, as well as the elements of ethical behavior. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts, and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the American Society of Radiologic Technologists (ASRT) scope of practice. The importance of proper documentation and informed consent is emphasized. (1 contact hour)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-208, RAD-209, and RAD-212

RAD-208 Introduction to Computed Tomography (1)

This course provides an overview of the historical development and evolution of computed tomography (CT) imaging. Major components and functions of a CT scanner will be discussed. Basic scanning protocols common to CT imaging will be presented along with the technologists' role in using a CT scanner. (1 contact hour)

Prerequisite: Admission into Computed Tomography program or Radiologic Technology program and Permission of the Coordinator Corequisite: RAD-221, RAD-222, RAD-223, and RAD-226 (Computed Tomography students) or RAD-207, RAD-209 and RAD-212 (Radiologic Technology students)

RAD-209 Radiation Biology (2)

Studies effects of ionizing radiation in biological systems. Includes radiation units, interactions of radiation and matter, response to irradiation, radiation syndromes, and somatic and genetic effects. (2 contact hours)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-207, RAD-208, and RAD-212

RAD-210 Radiologic Clinical Practice III (3)

Students will gain an advanced level of hospital experience in radiographic rooms by correlating principles taught in RAD-202. Students will build advanced skills required in the radiology department as well as throughout the clinical site. This course requires students to work and interact with patients as well as the healthcare team. All instructions for this course will occur in a hospital setting and be directly supervised by hospital personnel. Fee is required. (16 contact hours)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-202

RAD-211 Radiologic Clinical Practice IV (4)

This advanced level course provides students with the opportunity to correlate previous and new instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified radiologic technologist. Clinical setting enables students to apply theory to practice in radiographic imaging, patient interaction, equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Fee is required. (24 contact hours)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-204, RAD-205, and RAD-206

RAD-212 Radiologic Clinical Practice V (4)

This advanced level course provides students with the opportunity to correlate previous and new instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified radiologic technologist. Clinical setting enables students to apply theory to practice in all modalities of medical imaging. Fee is required. (24 contact hours)

Prerequisite: Second-year classification in Radiologic Technology program Corequisite: RAD-207, RAD-208, and RAD-209

RAD-221 Procedures and Patient Care (2)

This course provides technical and patient care-related content as it pertains to the technologists' role before, during and after a computed tomography (CT) examination. Discussions include, but are not limited to, routine and emergency patient care, proper body mechanics, infection control and standard precautions, patient education, patient history and assessment, contrast media, patient positioning, and scan parameters. (2 contact hours)

Prerequisite: Admission into Computed Tomography program and Permission of the Coordinator Corequisite: RAD-208, RAD-222, RAD-223, and RAD-226

RAD-222 Sectional Anatomy and Pathology I (2)

This course provides the student knowledge of cross-sectional anatomy in different anatomical body planes. It also covers common pathologies that are imaged using cross-section technique. Routine imaging procedures are discussed for the following body parts: head, neck and chest. (2 contact hours)

Prerequisite: Admission into Computed Tomography program and Permission of the Coordinator Corequisite: RAD-208, RAD-221, RAD-223, and RAD-226

RAD-223 Physics and Instrumentation (3)

This course provides a study of physical principles and instrumentation involved in computed tomography (CT). Physics topics covered include the characteristics of x-radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics and quality control procedures, and Hounsfield number applications. Also includes principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public; and incorporates radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations. (3 contact hours)

Prerequisite: Admission into Computed Tomography program and Permission of the Coordinator Corequisite: RAD-208, RAD-221, RAD-222, and RAD-226

RAD-224 Advanced Computed Tomography Imaging (3)

This course presents physical principles related to data acquisition and image formation along with post-processing, display and archival techniques. Artifacts and other factors affecting image quality will be discussed. Data acquisition and manipulation techniques, and image reconstruction algorithms will be explained. CT imaging, multiplanar (MPR) images, 3-D images, picture archiving and communications (PACS) integration, and cardiovascular imaging will be discussed. (3 contact hours)

Prerequisite: RAD-208, RAD-221, RAD-222, RAD-223, and RAD-226 Corequisite: RAD-225 and RAD-227

RAD-225 Sectional Anatomy and Pathology II (2)

This course provides the student knowledge of cross-sectional anatomy in different anatomical body planes. It also covers common pathologies that are imaged using cross-section technique. Routine imaging procedures are discussed for the following body parts: abdomen, pelvis and musculoskeletal. (2 contact hours)

Prerequisite: RAD-208, RAD-221, RAD-222, RAD-223, and RAD-226 Corequisite: RAD-224 and RAD-227

RAD-226 Clinical Education I (3)

This course provides the students with the opportunity to expand on the principles learned in the classroom to perform CT procedures under the direct supervision of a preceptor/mentor. The American Registry of Radiologic Technologists (ARRT) requires applicants for the CT Registry examination to document 125 CT competencies in specific categories. Students are provided clinical hours at approved clinical sites to acquire these skills and competencies. Fee is required. (16 contact hours)

Prerequisite: Admissions into Computed Tomography program and Permission of Coordinator Corequisite: RAD-208, RAD-221, RAD-222, and RAD-223

RAD-227 Clinical Education II (3)

This course provides the students with additional opportunities to expand on the principles learned in the classroom to perform CT procedures under the direct supervision of a preceptor/mentor. The American Registry of Radiologic Technologists (ARRT) requires applicants for the CT Registry examination to document 125 CT competencies in specific categories. Students are provided clinical hours at approved clinical sites to acquire these skills and competencies. Fee is required. (16 contact hours)

Prerequisite: RAD-208, RAD-221, RAD-222, RAD-223, and RAD-226 Corequisite: RAD-224 and RAD-225

RAD-260 Breast Pathology (1)

This course provides an in-depth study of the various pathologies of the breast. (1 contact hour)

Prerequisite: American Radiologic Registered Technology (ARRT) license, IEMA license or equivalent and admission to the Mammography program Corequisite: RAD-261 and RAD-262

RAD-261 Principles and Procedures (3)

This course emphasizes mammography positioning and related procedures. (4 contact hours)

Prerequisite: American Radiologic Registered Technology (ARRT) license, IEMA license or equivalent and admission to the Mammography program Corequisite: RAD-260 and RAD-262

RAD-262 Quality Assurance (2)

This course studies mammography equipment and tests performed on the equipment to meet Management and Quality Standards Act (MQSA) guidelines, American College of Radiology (ACR) accreditations, and the Food and Drug Administration (FDA) guidelines. (3 contact hours)

Prerequisite: American Radiologic Registered Technology (ARRT) license, IEMA license or equivalent and admission to the Mammography program Corequisite: RAD-260 and RAD-261

RAD-263 Mammography Clinical Internship (3)

Students will gain hospital experience in mammography rooms, correlating principles learned in RAD-260, RAD-261, and RAD-262. This course introduces the mammography department and initiates phases of patient rapport. Students will be required to work with patients and use mammography equipment. All instruction for this course will occur in healthcare facility settings and will be supervised directly by mammography personnel. (16 contact hours)

Prerequisite: RAD-260, RAD-261 and RAD-262

RDG—Reading

RDG-088 Academic Reading Skills & Strategies (5)

This course is designed to help students with both reading comprehension skills as well as reading metacognitive skills necessary for college level courses. Students will learn how to assess content and construct meaning using various strategies, explain main ideas using authentic sentences and summaries, and develop higher order thinking skills. This course may be taken three times to accomplish a grade of "C" to satisfy requirements. (5 contact hours)

Prerequisite: Appropriate assessment score, passing grade in high school transition class, appropriate high school GPA, appropriate passing grade from an ABE or ESL class

RDG-089 Critical Reading for College Content (3)

This course is designed to help students with both reading comprehension skills as well as reading metacognitive skills necessary for college level courses. Students will learn how to assess content and construct meaning using various strategies, explain main ideas using authentic sentences and summaries, and develop higher order thinking skills. This course may be taken three times to accomplish a grade of "C" to satisfy requirements. (3 contact hours)

Prerequisite: Appropriate assessment score, passing grade in high school transition class, appropriate high school GPA, appropriate passing grade from an ABE or ESL class

REC—Recreation Management

REC-101 Careers in Recreation Fitness Sports (3)

This course introduces the student to professions in Recreation Therapy, Sport and Recreation Management, Fitness Trainer, and Physical Education. Overview of personal philosophy related to career skill sets, and qualifications needed. History and development of Recreation and Wellness movement affecting society for people of all ages. Summary of vast array of employment addressed in public, non-profit, campus, and commercial settings. (3 contact hours)

REC-102 Older Adult Recreation and Wellness (3)

This course will focus on theoretical and practical issues encountered in serving the specific population of older adults in a variety of recreation and health fitness settings. Topics addressed include attitudes and prejudices toward aging, societal norms related to aging, physical differences in normal and abnormal aging, aging and mental health issues, the dynamics of dementia, and issues relating to death and dying. (4 contact hours)

REC-120 Sport/Recreation Programming (3)

Introduces the student to the role of sport and recreation leader and programmer. Emphasizes responsibilities, skills, and resources necessary to planning successful sports, recreation, and leisure programs. (4 contact hours)

REC-124 Sport/Recreation Facility Management (3)

Study the philosophies, principles, methods, techniques, and skills needed to effectively operate and maintain facilities for sports, recreation and leisure events and programming. (3 contact hours)

REC-180 Perceptual Motor Development (3)

Participation in a variety of K-6 physical education activities are included. Teaching methods are stressed, with emphasis on perceptual motor development for early childhood students. Fee is required. (4 contact hours)

REC-182 Recreation for Special Populations (3)

This methods class introduces the skills, knowledge, and competencies necessary for planning, organizing, conducting, and evaluating recreational programs for special populations. Includes hands-on experience teaching various disability groups. (4 contact hours)

REC-201 Applied Leadership Essentials (3)

This course covers basic functions of leadership theory, including dynamics, skills, and case studies. In-class simulations, team development exercises and self-development are covered. (4 contact hours)

REC-205 Professional Issues (2)

Covers critical trends and issues, the role of the leisure professional in the contemporary setting, funding ethics, and legal responsibilities. (2 contact hours)

REC-233 Recreation Management Practicum (3)

Includes supervised practical exposure and involvement in the recreation management field. Fee is required. (15 contact hours)

Prerequisite: Consent of practicum coordinator Corequisite: REC-237

REC-237 Recreation Management Seminar (1)

Includes discussion of supervised field service experience in recreation management practicum. (1 contact hour)

Corequisite: Registration or credit in REC-233

RES—Respiratory Therapy

RES-101 Foundations of Respiratory Care (3)

This is a lecture course providing an introduction to respiratory care and governing agencies. There is an emphasis on professionalism, ethics, physical science principles, cardiopulmonary anatomy and physiology, patient care, and concepts of illness. Fee is required (3 contact hours)

Prerequisite: Admission to the Respiratory Therapy Program
Corequisite: RES-102 and RES-103

RES-102 Fundamentals of Medical Gas Therapy (5)

This is a lecture and laboratory course that examines the rationale, indications, hazards, and safe administration of oxygen therapy and various medical gas therapies. Theory and application and regulation of gas flow, cylinders, regulators, and flowmeters. Patient isolation techniques and sterilization of respiratory therapy equipment. The indications and use of pulse oximetry and oxygen analyzers. This course also will introduce the etiology, diagnosis, pathology, symptoms, and treatment of pulmonary diseases. Fee is required. (7 contact hours)

Prerequisite: Admission to the Respiratory Therapy Program
Corequisite: RES-101 and RES-103

RES-103 Pharmacology for Respiratory Therapy (3)

This course is a study of drugs affecting primarily the respiratory, circulatory, nervous, and renal systems. Categories of drugs discussed include bronchodilators, corticosteroids, nonsteroidal antiasthma agents, mucokinetics, surfactants, xanthines, central nervous stimulants and depressants, antidysrhythmics, antithrombotics, diuretics, antihistamines, vasopressors, antibiotics, and a brief review of neonatal and pediatric aerosolized drug therapy. The sympathetic and parasympathetic nervous system also will be discussed. Drug calculations also will be covered. Fee is required. (3 contact hours)

Prerequisite: Admission to the Respiratory Therapy Program
Corequisite: RES-101 and RES-102

RES-104 Airway Care and Gas Exchange (4)

This course is a lecture course which presents advanced concepts in the anatomy and physiology of the cardiopulmonary system, the indications and hazards of artificial airways, emergency airway care, and life support techniques in respiratory and cardiac failure. The study includes theory and equipment demonstrations. The course also covers acid-base balance and a comprehensive study of blood gases, renal system anatomy, and physiology. Fee is required. (4 contact hours)

Prerequisite: RES-101 Corequisite: RES-105, RES-106 and RES-154

RES-105 Respiratory Therapeutic Modalities (5)

This is a lecture and laboratory course that studies the application of various forms of medication, aerosol therapy, hyperinflation therapy, and special procedures used in the practice of respiratory care. Indications and use of non-invasive monitors and pulmonary clearance techniques are presented. Advanced assessment of etiology, diagnosis, pathology, symptoms, and treatment of various pulmonary and related disease entities and therapeutic medical gases and pulmonary functions are discussed. Fee is required. (7 contact hours)

Prerequisite: RES-101 Corequisite: RES-104, RES-106 and RES-154

RES-106 Patient and Ventilator Management (3)

This is a lecture course providing in-depth study of the operational principles, application, physiological effects, and management of ventilators. Emphasis is placed on the appropriate management of patients requiring mechanical ventilation. Fee is required. (3 contact hours)

Prerequisite: RES-101 Corequisite: RES-104, RES-105 and RES-154

RES-107 Managing the Critically Ill Patient (2)

This is a lecture course which provides a study of cardiac and cardiovascular monitoring, advanced cardiac life support protocols, and advanced pharmacology involved in managing the critically ill patient. Fee is required. (2 contact hours)

Prerequisite: RES-104 Corequisite: RES-157

RES-154 Respiratory Clinical Practice I (1)

This course provides practical experience conducted at a hospital affiliated with the respiratory therapy program under the direct supervision of a respiratory therapist for 8 hours per week. Emphasis is on providing care to non-critically ill patients. Fee is required. (8 contact hours)

Prerequisite: RES-101 Corequisite: RES-104, RES-105 and RES-106

RES-157 Respiratory Clinical Practice II (1)

This course is practical experience conducted at a hospital affiliated with the respiratory therapy program under the direct supervision of a respiratory therapist for 16 hours per week. Emphasis is on increasing skill level and critical thinking skills developed in Respiratory Clinical Practice I, time management and prioritizing respiratory care to non-critically ill patients,

followed by an introduction to critical care respiratory therapy. Fee is required. (10 contact hours)

Prerequisite: RES-154 Corequisite: RES-107

RES-200 Basic EKG Application and Theory (2)

This course provides a basic understanding of electrocardiography (EKG) theory and application. (3 contact hours)

Prerequisite: MRT-110

RES-201 Neonatal/Advanced Respiratory Care (3)

This is a lecture course providing in-depth study of neonatal and pediatric anatomy and physiology with an emphasis on respiratory therapies for newborns and pediatric patients with cardiopulmonary disorders. Advanced management of patients requiring mechanical ventilation also is addressed. Ventilator waveforms, current concepts in mechanical ventilation such as high frequency ventilation and alternative and home care therapies are explored. Fee is required. (3 contact hours)

Prerequisite: RES-107 Corequisite: RES-250

RES-202 Respiratory Care Capstone (3)

This course is designed to prepare students to take the National Board for Respiratory Care (NBRC) Therapist Multiple-Choice examination (TMC) leading to the CRT credential and the Registered Respiratory Therapist (RRT) examination through discussion, case studies, computer software and mock examinations. The primary goal of this course is to focus on the complex subjects of the CRT and RRT content outline. Therefore, to enhance performance on the mock examination, outside resources such as computer examinations and exam matrices must be utilized. Advanced Cardiac Life Support and Pediatric Advanced Life Support training and certification are also included. Fee is required. (3 contact hours)

Prerequisite: RES-201 Corequisite: RES-251

RES-250 Respiratory Clinical Practice III (2)

This course provides students with practical experience conducted at a hospital affiliated with the respiratory therapy program under the direct supervision of a respiratory therapist for 16 hours per week. Emphasis is on increasing skill level, critical thinking skills and cognitive abilities in ventilator management for the critically ill patient developed in Respiratory Clinical Practice II. This course will also include an introduction to neonatal and pediatric care with cardiopulmonary diseases. Fee is required. (16 contact hours)

Prerequisite: RES-157 Corequisite: RES-201

RES-251 Respiratory Clinical Practice IV (4)

This course provides students with a clinical experience conducted at a hospital affiliated with the respiratory therapy program under supervision of a respiratory therapist. This is the last clinical course in the Respiratory Therapy A.A.S. degree program and will prepare the student to enter the workforce. Emphasis is on increasing skill level, critical thinking skills and cognitive abilities consistent with entry level into the profession. Advanced ventilator management of the critically ill adult and neonatal patient will be emphasized. Emphasis is on increasing skill level, critical thinking skills and cognitive abilities in ventilator management for the critically ill patient developed in Respiratory Clinical Practice III (RES-250). Fee is required. (20 contact hours)

Prerequisite: RES-250 Corequisite: RES-202

RTM—Restaurant/Hotel Management & Culinary Arts

RTM-100 Food Service Sanitation (2)

Studies the courses and prevention of food-born illness. Stresses food service worker's responsibilities in protecting the public health. Course meets the educational requirements for the Illinois Department of Public Health and the Educational Foundation of the National Restaurant Association (formerly NIFI) Certification. (2 contact hours)

RTM-101 Intro to Hospitality Industry (3)

Introduces the history, organization, systems, problems, and career opportunities in the hospitality industry, including customer and personnel relations, current laws and trends, basic cost control techniques, and food management. Reviews the organization of hotel, and food and beverage operations. (3 contact hours)

RTM-102 Quantity Food Production I (4)

Introduces basic skills and knowledge to develop a strong foundation within culinary arts management. Examines guidelines used in operations management, including quality control, food handling, preparation, and production. The American Culinary Federation guidelines have been used for this course. This course is a part of the National Restaurant Association's Educational Foundation Management Diploma Program. Fee is required. (7 contact hours)

Corequisite: Registration or credit in RTM-100

RTM-103 Basic Food Theory (2)

This course is designed to introduce the student to the basic principles of food preparation in commercial operations. Topics include kitchen safety, the care and use of equipment, the use of standard recipes, food service, and the preparation of foods used in commercial food operations. Emphasis is placed on the basic food preparation of entrees, starches, vegetables, salads, soups, and appetizers. It is recommended that this course be taken concurrently with RTM-102 or RTM-209. (2 contact hours)

RTM-202 Quantity Food Production II (4)

Designed for students who have proficiency in all basic skills and knowledge of culinary arts management. Emphasizes intermediate methods and techniques of culinary arts, with a concentration on regional American cuisine, meat and seafood cookery and fabrication, and the food production system. The American Culinary Federation guidelines have been used for this course. This course is a part of the National Restaurant Association's Educational Foundation Management Diploma Program. Fee is required. (7 contact hours)

Prerequisite: RTM-102

RTM-203 Garde Manger (4)

Master the skills of garde manger, which is the artistic presentation of food. Learn the concepts of garde manger and buffet management in both a classroom and laboratory environment. Through participation in hands-on laboratory experiences, students study professional plate presentations, displays, and show pieces. The American Culinary Federation guidelines have been used as a standard for this course. Fee is required. (7 contact hours)

Prerequisite: RTM-202 or consent of instructor

RTM-204 Quantity Food Production III (4)

This course is recommended for students who have attained an intermediate level of skill and knowledge in culinary arts management. Advanced methods and techniques will be taught with an emphasis on international cuisine. Examine various cultures and their traditional food habits to develop a better understanding of the many cultures in America, and how these cultures and cuisines have influenced American cuisine and the hospitality industry today. Fee is required. (7 contact hours)

Prerequisite: RTM-102

RTM-205 Beverage Management (3)

An introduction to the principles of beverage management. Non-alcoholic beverages as well as wine, spirits and beers are studied. (4 contact hours)

RTM-206 Menu Writing and Marketing (3)

Introduces menu writing and developing marketing strategies for hotels, restaurants, clubs, and resorts. (3 contact hours)

RTM-209 Baking/Pastry I (4)

Develop skills and knowledge essential in baking. Includes basic principles in the baking process, and ingredient standards and usage. Covers techniques in mixing and preparation of professional finished products. Studies yeast dough products such as bread and rolls, sweet yeast dough products, quick breads and batters, as well as pies and tarts. The American Culinary Federation guidelines have been used for this course. Fee is required. (7 contact hours)

Corequisite: Registration or credit in RTM-100

RTM-210 Nutrition for Food Service Managers (3)

Details the fundamentals of nutrients, their sources and their functions, the U.S. recommended dietary allowances, and the U.S. dietary guidelines are presented in detail, as well as menus that comply with them. Special diets required during pregnancy, adolescence and adulthood, as well as for athletes and vegetarians, are presented. Prepares food service managers to accommodate the consumer's increasing awareness of nutrition. (3 contact hours)

RTM-211 Baking/Pastry II (4)

The mastery of skills and knowledge in advanced baking and pastries. Includes specialty breads, pastries, classic desserts, marzipan, chocolate work, cocoa printing, advanced decorating techniques, and showpieces. The American Culinary Federation guidelines have been used for this course. Fee is required. (7 contact hours)

Prerequisite: RTM-209 or consent of instructor

RTM-212 Basic Cake Decorating (2)

This course is designed for students to develop basic cake decorating techniques, such as cake baking, buttercream production, and piping skills. The course concludes with students preparing a multi-faceted cake. (4 contact hours)

Prerequisite: RTM-209

RTM-213 Artisan Breads (2)

This course is designed to expose the student to a variety of yeast bread-making techniques. A thorough understanding of the ingredients, baking theory, mixing methods and baking methods will be taught. Students will work with a variety of flours and grains, as well as learning sourdoughs and pre-ferments. Fee is required. (4 contact hours)

Prerequisite: RTM-209

RTM-214 Chocolate & Confectionary Artistry (2)

This course is designed to introduce students to working with chocolate and making of confectionary. Emphasis will be placed on tempering and proper handling of a variety of chocolates, candies and decorations, as well as learn how to build a chocolate showpiece. Students will learn how to prepare a variety of confections and sugar decorations. Fee is required. (4 contact hours)

Prerequisite: RTM-209

RTM-215 Restaurant and Buffet Desserts (2)

This course is designed to have students produce multi-component plated desserts for restaurant or banquet-type service. Students also will produce desserts designed for buffet-

type service, including mini-pastries. Emphasis will be placed on production preparation with a restricted timeframe. Fee is required. (4 contact hours)

Prerequisite: RTM-209 and RTM-211

RTM-216 Advanced Cake Decorating (2)

This course is designed for students to develop advanced cake decorating techniques, working with mediums such as rolled fondant, gumpaste, and marzipan and tiered-cake production. Instruction will emphasize quality production of icings and fillings for cakes. Bakery business management is also discussed, including customer service, pricing, and marketing/promotion. The course concludes with students preparing a multi-tiered cake. Fee is required. (4 contact hours)

Prerequisite: RTM-212

RTM-217 Special Topics in Culinary Arts (2)

This course is designed to offer a variety of special topics related to the food service industry. The special topic classes will help students be aware of relevant and emerging trends in the industry. This course may be taken three times for credit as long as different topics are selected. (3 contact hours)

RTM-218 Baking Science & Recipe Development (2)

This course is designed to further advance a student's knowledge of baking through experimentation in the lab. This course includes basic principles in the baking process, ingredient identification, tasting and sensory evaluations. The process of developing recipes also emphasized. (4 contact hours)

Prerequisite: RTM-209

RTM-222 Supervisory Housekeeping (3)

Overviews the fundamentals of housekeeping management. Describes the management functions, tools and practices required in today's lodging and institutional housekeeping departments. (3 contact hours)

RTM-223 Convention Management and Service (3)

Defines the scope and various segments of the convention market, explains what is required to meet individual needs, and explores methods and techniques that lead to better service. (3 contact hours)

RTM-226 Front-of-the-House Management (4)

This course is designed to introduce students to the front-of-the-house (FOH) operations and professional dining service techniques. These techniques include etiquette, quality service, positive guest relations, check handling skills, and effective communication skills. In addition, students will use various table service techniques to serve hot and cold food and beverages. As an orientation to the field of catering, this course includes all the activities associated with the sales, organization, food preparation, and service of catered functions, banquets, and other specialty functions, including hotel room service. Fee is required. (7 contact hours)

Prerequisite: RTM-101 and RTM-102

RTM-227 Front Office Procedures (3)

Presents a systematic approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process, and ending with check-out and settlement. Examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel. (3 contact hours)

RTM-231 Hospitality Supervision (3)

Prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques and conduct performance evaluations. (3 contact hours)

Corequisite: Registration or credit in RTM-101

RTM-233 Hospitality Internship (3)

Provides planned and supervised occupational field experience as it relates to the student's occupational program. Student will work at least 15 hours a week over a two-semester period. Fee is required. (15 contact hours)

Prerequisite: Consent of instructor

RTM-240 Purchasing and Cost Control (3)

This course introduces the key concepts of purchasing and receiving practices in quality foodservice operations. The influence of quality standards and regulations on the purchasing function of food products is presented, including the proper receiving and storage of food and non-food items. (3 contact hours)

Prerequisite: BUS-120

RTM-245 Quantity Food Production IV (4)

This is designed as a capstone course for students. The course applies the principles of food preparation in full-service restaurants, including both independent units and units within a commercial/non-commercial food service operation. The course emphasizes fine cuisine, menu development and presentation, and systems and controls within the kitchen environment. Fee is required. (7 contact hours)

Prerequisite: RTM-204

RTM-250 Baking/Pastry III (4)

This class is the capstone course for the Baking and Pastry degree. Students will demonstrate skills and knowledge of advanced baking and pastries, building on skills from Baking/Pastry I and II. Includes preparation of multi-component classic French and American pastries and desserts, on-trend desserts, chocolate work, plated dessert presentations, garnishes, and sauces. Fee is required. (7 contact hours)

Prerequisite: RTM-211, RTM-213 and RTM-214

SLP—Security and Loss Prevention

SLP-100 Unarmed Security Guard Training (1)

Intensive instruction in the technical aspects of private security employment. Emphasis is on legal rules, security techniques and processes, life safety, and public relations. Successful completion satisfies the 20-hour basic training requirement for unarmed private security certification under Illinois revised statutes. (1 contact hour)

SLP-101 Introduction to Security (3)

Covers the historical, philosophical, and legal basis for security. Includes the role of security in society; the concept of professionalism; and the administrative, personnel and physical aspects of the field. (3 contact hours)

SLP-103 Armed Security Guard Training (1)

This course provides basic instruction in the use and handling of firearms related to private security employment. Emphasis is placed on legal issues, safety rules and supervised practice on the range. Successful completion satisfies the 20-hour firearms training requirement for armed private security certification under Chapter 111, Paragraph 2678 Illinois Revised Statutes. Fee is required. (1.5 contact hours)

Prerequisite: SLP-100

SLP-104 Firearms I (2)

Presents the physical, legal, and moral hazards associated with the misuse of firearms. Emphasizes general and specific safety rules for handling weapons. Includes supervised practice to develop the student's ability to use firearms effectively and safely. Successful completion satisfies the 40-hour mandatory firearms training course for peace officers. Fee is required. (2.5 contact hours)

SLP-106 Crisis Management (3)

Emphasizes interpersonal skills in protective services conflict situations. Includes interpersonal communications and understanding and handling crisis intervention situations. Reviews job stress management. (3 contact hours)

SLP-107 Security Procedures (3)

Explores basic security methods and techniques used to carry out prevention, protection, enforcement, inspection, detection, investigation, emergency service, deterrence, reporting, and general services functions. Emphasis is placed on the specific role each function has in maintaining a desired level of security. (3 contact hours)

SLP-108 Applied Security Operations (3)

Examines methods, techniques and means necessary to maintain a security operations environment. Emphasis is on physical, information and personnel security. Includes computer security. (3 contact hours)

SLP-109 Private Alarm Training (1)

This course provides basic instruction in private alarm fundamentals. Emphasis is on basic electronics, equipment and wiring requirements, video detection and alarm systems, fire detection and alarm systems, specialty systems, perimeter detection, and motion detection systems. Successful completion satisfies the 20-hour basic training requirement for private alarm contractor agency employees under the Illinois Private Detective and Private Security Act. (1 contact hour)

SLP-114 Hospital Security (3)

Techniques and specialized procedures for effective security in a hospital setting are examined. (3 contact hours)

SLP-201 Specialized Security Problems (3)

Studies the application of protective services principles to specific problems. Emphasis is on loss prevention management techniques. Includes crime prevention, disaster and emergency planning, and protection of executives. (3 contact hours)

SLP-206 Security and the Law (3)

Provides instruction in the laws and regulations which govern the conduct of private security. Includes administrative law, constitutional law, contract law, criminal law, liability claims, tort law, and related statutory provisions. Attention is given to specific legislation and court decisions, and fundamentals of legal research. (3 contact hours)

SLP-210 Special Topics in Security (1)

Students work with instructor individually or in small groups to develop special projects designed to focus on specific private protective services topics. This course may be taken four times for credit. (1 contact hour)

SLP-219 Contemporary Issues: Security (2)

Intended primarily for students interested in protective services issues, the course examines basic policy problems: legislation, professionalism, education, training, literature and research,

procedures, administration, and social problems. This course may be taken four times for credit. (2 contact hours)

SLP-233 Internship (3)

Supervised field work experience at an approved protective services training site. (15 contact hours)

Prerequisite: 12 credit hours completed or concurrent in major including SLP-100 and SLP-101 Corequisite: SLP-237

SLP-237 Seminar (1)

Discussion of various experiences and issues encountered during the supervised protective services field work experience. (1 contact hour)

Corequisite: Registration or credit in SLP-233

SOC—Sociology

SOC-101 Introduction to Sociology (3)

Introduces basic sociological concepts and methods, social processes, social changes, and behavior. (3 contact hours)

IAI Code: S7 900

SOC-102 Sociology of Family (3)

Institutions and systems of kinship, marriage, family grouping, child rearing, and status placement are studied. (3 contact hours)

IAI Code: S7 902

SOC-103 Sociology of Poverty (3)

Examine common characteristics and adjustment patterns of groups in the lower socioeconomic strata of American society. (3 contact hours)

SOC-201 Sociology of Health (3)

Focuses on contemporary issues in healthcare. Examines physicians and other providers of service, the population receiving services and the organizational settings in which care is provided. Observations of healthcare facilities are included. (3 contact hours)

Prerequisite: SOC-101 or consent of instructor

SOC-202 Sociology of Aging (3)

Focuses on the basic principles and theories of social gerontology: aging America, health status, retirement, family life, sexuality, political involvement, death and dying, and environment as the context of aging. (3 contact hours)

SOC-204 Social Problems (3)

Explore contemporary social problems in American society: crime and delinquency, family and generational problems, urban and rural problems, race discrimination in American life, sex and age discrimination, social deviance, health and medical care, and poverty. (3 contact hours)

IAI Code: S7 901

SOC-210 Minority Groups (3)

Analysis of racial, religious, ethnic, and other groups, examining persistence of group identity, intergroup relations, social movements, government policy, and related social problems. (3 contact hours)

IAI Code: S7 903D

SOC-215 Sociology of Sex and Gender (3)

This course is an examination of sex and gender issues in American culture and other cultures across time. The course will define the concepts of sex and gender and illustrate the differences between them. The course will focus on both macro and micro strategies for understanding human relationships and identity formation. Students will develop an awareness of how basic social institutions such as family, education, religion, government, and the media shape our collective and individual concepts of gender. (3 contact hours)

IAI Code: S7 904D

SPA—Spanish

SPA-101 Spanish I (4)

This beginning course includes oral and aural exercises to develop the ability to understand, speak and write Spanish. Essentials of grammar are stressed. (4 contact hours)

SPA-102 Spanish II (4)

Grammar is further explored. Emphasis is on the culture of Spanish-speaking nations of the Western Hemisphere. (4 contact hours)

Prerequisite: SPA-101 or 2 years of high school Spanish

SPA-105 Career Spanish for Business (3)

Designed for people in business who wish to develop oral communication skills. Emphasizes question-answer patterns, high frequency expressions, and key vocabulary in business travel and tourism, commerce, and public relations. Note: SPA-105 is not designed to transfer to colleges or universities as part of a foreign language requirement. SPA-105 will generally transfer as an elective. (3 contact hours)

SPA-106 Career Spanish for Business II (3)

Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in banking, advertising, and real estate. Note: SPA-106 is not designed to transfer to colleges or universities as part of a foreign language requirement. SPA-106 will generally transfer as an elective. (3 contact hours)

Prerequisite: SPA-105 or consent of instructor

SPA-115 Career Spanish for Health Care I (3)

Designed for people in health professions who wish to develop oral communication skills. Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in pediatrics, family planning and the emergency room. Note: SPA-115 is not designed to transfer to colleges or universities as part of a foreign language requirement but will generally transfer as an elective. (3 contact hours)

SPA-116 Career Spanish for Health Care II (3)

Emphasizes question-answer patterns, high-frequency expressions and key vocabulary in cardiology, drug addiction, and laboratory procedures. Note: SPA-116 is not designed to transfer to colleges or universities as part of a foreign language requirement but will generally transfer as an elective. (3 contact hours)

Prerequisite: SPA-115 or consent of instructor

SPA-125 Career Spanish, Law Enforcement I (3)

Designed for individuals in law enforcement who wish to develop oral communication skills. Emphasize s question-answer patterns, high-frequency expressions, and key vocabulary in law enforcement. Note: SPA-125 is not designed to transfer to colleges or universities as part of a foreign language requirement but will generally transfer as an elective. (3 contact hours)

SPA-126 Career Spanish, Law Enforcement II (3)

A continuation of SPA-125 designed for individuals in law enforcement who wish to further develop oral communication skills. Emphasizes question-answer patterns, high-frequency expressions, and key vocabulary in law enforcement. Note: SPA-126 is not designed to transfer to colleges or universities as part of a foreign language requirement but will generally transfer as an elective. (3 contact hours)

Prerequisite: SPA-125 or consent of instructor

SPA-201 Spanish III (4)

Review basic language skills conducted in Spanish language with an emphasis on conversation. Composition is included. Reading of advanced texts (novels) is included. (4 contact hours)

Prerequisite: SPA-102 or 3 years of high school Spanish

SPA-202 Spanish IV (4)

Review language structure and interpretation of literary selections. Class is conducted in Spanish. Emphasis is on Spanish-European culture. (4 contact hours)

Prerequisite: SPA-201 or 4 years of high school Spanish IAI Code: H1 900

SPA-205 Conversational Spanish (4)

Provides practice in speaking and understanding everyday Spanish. (4 contact hours)

Prerequisite: SPA-201 or 4 years of high school Spanish

SPA-210 Spanish Culture and Civilization (3)

Study Spain's historical, intellectual, and cultural heritage. Course is taught in Spanish. (3 contact hours)

Prerequisite: SPA-202 or fluency in Spanish with consent of instructor

SPA-212 Latin America Culture & Civilization (3)

Studies Latin America's historical and cultural heritage, and the countries' concerns and realities. (3 contact hours)

Prerequisite: SPA-202 or fluency in Spanish with consent of instructor

SPA-213 Introduction to Hispanic Literatures (3)

Survey literary movements, principal writers, and representative works of Spanish and Hispanic American literature. Emphasis is on the 20th century. This course is taught in Spanish. (3 contact hours)

Prerequisite: SPA-202 or fluency in Spanish with consent of instructor IAI Code: H3 916

SSC—Social Science

SSC-100 Contemporary Society (3)

Analyze fundamental social concepts relevant to modern society. Emphasis is on emerging problems. (3 contact hours)

SSC-101 Social Science I (3)

This interdisciplinary approach covers current, crucial issues in the social sciences using anthropology, economics, history, political science, and sociology. (3 contact hours)

IAI Code: S9 900

SSC-102 Social Science II (3)

Selected internal political, economic, and social problems of foreign nations from anthropology, economics, history, political science, and sociology perspectives are examined. (3 contact hours)

SSC-299 Topics in Social Science (3)

Major issues currently facing the United States and other nations of the world are explored. Considers socioeconomic, political, and other perspectives related to these global topics. (3 contact hours)

SWK—Social Work

SWK-101 Introduction to Social Work (3)

The broad field of social welfare services, principal methods of social work intervention, selected social issues, and social work as a profession are covered. (3 contact hours)

Prerequisite: PSY-101 or SOC-101

TDL—Supply Chain Management

TDL-101 Transportation & Logistics Overview (3)

This course is designed to help the learner understand the terminology and major functional areas of transportation, distribution, logistics (TDL). The student will be able to describe in detail the various modes of transportation and types of carriers, speak with authority on the basics of distribution operations, and be familiar with the role, impact, and value of logistics operations on supply chain management. Students will learn basic "soft skills" required by current employers. Communication, proper attire, ethics, business etiquette and teamwork. In addition, students will be able to determine their level of interest in the TDL industry in order to investigate careers in the industry and produce personal educational/career development portfolios to assist them in their search for a career in the industry. (3 contact hours)

TDL-103 Global Transportation (3)

This course studies the fundamental roles and importance of transportation in companies and the society. The course evaluates the complex environment in which transportation services are provided and explores strategies for adapting to a fast-paced and rapidly changing industry. Specific topics include overview of transportation, supply chain, the economy, traditional modes of transportation, special carriers, global transportation, economic operating characteristics of each mode, costing, pricing, carrier strategy and information management. (3 contact hours)

Prerequisite: TDL-101

TDL-104 Introduction to Import/Export (3)

This course focuses on the major factors of importing and exporting goods and services on a global scale. It includes an understanding of current terminology, regulations, analysis of and opportunities in international markets, basic principles of international financing, exchange rates, and other elements associated with the transportation and distribution operations to facilitate global trade. (3 contact hours)

Prerequisite: TDL-103

TDL-105 Principles of Operations Management (3)

This course provides a detailed study of operations management, emphasizing the achievement of the highest levels of service and product quality while keeping cost as low as possible. This course provides detailed operations management study. The major areas covered included integrated product development, integrated supply chain management, process and capacity planning and control, inventory planning, forecasting, just-in-time philosophy, push vs. pull program, total quality management, and enterprise resource planning. (3 contact hours)

Prerequisite: TDL-103

TDL-106 Cargo Security (2)

This course examines relevant facets of maritime, land, pipeline, and air transportation security related systems and associated issues. It covers applicable legislation and the agencies tasked to oversee each mode of transportation. It also describes how to implement an appropriate program to enhance the security of a particular mode of transportation. (2 contact hours)

Prerequisite: TDL-103

TDL-107 Warehousing and Distribution (3)

This course provides a detailed study of warehousing and distribution management, emphasizing the achievement of the highest levels of service and product quality while keeping costs as low as possible. Course topics cover detailed warehousing operations management and distribution channels. The major content areas include: improving efficiency while reducing costs, process and capacity planning and control, inventory planning, improving accuracy through technology and planning, and enterprise resource planning. (3 contact hours)

Prerequisite: TDL-103

TDL-108 Advanced Supply Chain Technologies (3)

This course will provide students with the tools to identify areas in the supply chain where technology could provide enhanced value. Additionally, students will be able to evaluate which technological improvements would be the most appropriate to implement as well as defend their choices by taking into account possible expenses, human resources, and strategic goals of a company. (3 contact hours)

Prerequisite: TDL-105

TDL-109 Quality and Customer Service (2)

This course provides a detailed study of quality and customer service management, emphasizing the achievement of the

highest levels of service and product quality while keeping customer satisfaction and loyalty as high possible. Course topics cover detailed quality management and customer satisfaction. The major content areas include: improving customer satisfaction and loyalty through achieving and maintaining high levels of quality in operations and supply chain practices. (2 contact hours)

THE—Theater

THE-105 Theater Appreciation (3)

Explores the basic elements of theater - the drama and production methods. Emphasizes the integration of all elements into a production, and the relationship between modern and historical ideas and methods. (3 contact hours)

IAI Code: F1907

THE-107 Film Appreciation (3)

Introduces film as an art form through viewing and analysis of significant motion pictures. Students will compare film to other art forms and learn to view films with greater understanding. (3 contact hours)

IAI Code: F2 908

THE-108 Screenwriting (3)

Screenwriting teaches students basic approaches for writing narrative content for film. Students will develop original content and hone that material into two short screenplays utilizing proper script format, research strategies, and critical feedback. Idea development will include analysis of structure, characterization thematic issues, dialogue workshops, and visualization techniques. Techniques for writing proposals, revision, and pitching will also be explored over the course of the semester. By the end of the semester, students should demonstrate a clear understanding of the fundamental elements of narrative storytelling and have an appreciation of the screenplay's role in crafting a film. (3 contact hours)

Prerequisite: COM-101

THE-110 History of the Theatre (3)

This historical view of the theater stresses its social and political role in society from ancient Greece to the present through the study of key playwrights, actors and acting styles, and production techniques and styles. (3 contact hours)

IAI Code: F1 908

THE-111 History of Film (3)

An international survey of the historical development of film, emphasizing a study of films and innovations in film production that have had significant influence on film as an art form. Fee is required. (3 contact hours)

IAI Code: F2 909

THE-114 Oral Interpretation of Literature (3)

This course offers an introduction to the techniques of oral performance of prose and poetry. It includes the study and practice of analyzing works of literature in order to express the author's intended message through the voices of the characters. (4 contact hours)

IAI Code: TA916

THE-115 Acting I (3)

Develops the actor's instrument, including movement, voice production, improvisation, and fundamental characterization. (4 contact hours)

IAI Code: TA914

THE-116 Acting II (3)

Continues development of acting fundamentals introduced in Acting I, emphasizing an intensive approach to acting exercises, improvisation, monologues, and scene study. (4 contact hours)

Prerequisite: THE-115

THE-125 Stagecraft (3)

Introduces safety procedures and basic techniques of scenery and property construction, tool use, scene painting, and backstage organization. Laboratory experience is mandatory. (4 contact hours)

IAI Code: TA911

THE-131 Theater Practicum: Acting I (1)

Acting Practicum teaches students basic approaches for audition, rehearsal, and performance for a theatrical production. Students will focus upon creating a role, the rehearsal process, developing professionalism, and performing in a theatrical production. Once cast in a play, the student will apply methodology to creating the role. Enrollment is limited to students who are cast in an academic theater production or approved extracurricular production. Permission of the instructor is required. Students completing this course are awarded one hour of credit. Companion courses THE-132 and 133 are similar in content and learning outcomes but have different credit hour values. (2 contact hours)

Prerequisite: Consent of instructor - Prior to enrollment the student must be awarded a role in a current college theater production

THE-132 Theater Practicum: Acting II (2)

Acting Practicum teaches students basic approaches for audition, rehearsal, and performance for a theatrical production. Students will focus upon creating a role, the rehearsal process, developing professionalism and performing in a theatrical

production. Once cast in a play the student will apply methodology to creating the role. Enrollment is limited to students who are cast in an academic theater production or approved extracurricular production. Permission of the instructor is required. Students completing this course are awarded two hours of credit. Companion courses THE-131 and THE-133 are similar in content and learning outcomes but have different credit hour values. (4 contact hours)

Prerequisite: Consent of instructor. Prior to enrollment the student must be awarded a role in a current college theater production.

THE-133 Theater Practicum: Acting III (3)

Acting Practicum teaches students basic approaches for audition, rehearsal, and performance for a theatrical production. Students will focus upon creating a role, the rehearsal process, developing professionalism and performing in a theatrical production. Once cast in a play the student will apply methodology to creating the role. Enrollment is limited to students who are cast in an academic theater production or approved extracurricular production. Permission of the instructor is required. Students completing this course are awarded three hours of credit. Companion courses THE-131 and THE-132 are similar in content and learning outcomes but have different credit hour values. (6 contact hours)

Prerequisite: Consent of instructor. Prior to enrollment the student must be awarded a role in a current college theater production.

THE-150 Creative Dramatics (3)

Covers the role of drama in primary and junior high school education. The scope, values and fundamental skills of drama and its relation to education of the child, with an emphasis on teaching rather than performing skills, are included. (3 contact hours)

THR—Recreation Therapy

THR-150 Recreation Therapy Techniques I (3)

Covers the nature, and function of recreation as a therapeutic aid in the treatment of special populations. (3 contact hours)

THR-152 Recreation Therapy Techniques II (3)

Introduces activity programming methods, organization, presentation, and evaluation. (4 contact hours)

THR-233 Recreation Therapy Practicum (3)

Includes supervised practical exposure and involvement in the recreation therapy field. Fee is required. (15 contact hours)

Prerequisite: Consent of practicum coordinator Corequisite: THR-237

THR-237 Recreation Therapy Seminar (1)

Includes discussion of supervised field service experience in recreation therapy practicum. (1 contact hour)

Prerequisite: Consent of practicum coordinator Corequisite: THR-233

WLD—Welding

WLD-104 Electric Welding Circuits (2)

Explore theory and practical knowledge necessary to troubleshoot the welding circuit. Fee is required. (3 contact hours)

WLD-105 Reading Welding Blueprints (3)

Emphasizes basic interpretation of blueprints, welding symbols and basic sketching. (4 contact hours)

Prerequisite: Appropriate math placement test score

WLD-111 Basic Arc/Gas Welding I (3)

Covers basic understanding of the operation of oxy-acetylene welding and cutting, and shield metal arc welding. Fee is required. (5 contact hours)

WLD-112 Basic Arc/Gas Welding II (3)

Increase knowledge and gain intermediate skill in the operation of oxy-fuel welding and cutting, and shield metal arc welding. Fee is required. (5 contact hours)

Corequisite: Registration or credit in WLD-111

WLD-113 Basic Metallurgy and Materials (3)

Introduces types and use of industrial materials. The general classifications, properties, and industrial applications of materials are studied. Fee is required. (4 contact hours)

WLD-121 Advanced SMAW & Cutting I (3)

Gain instruction in shield metal arc welding in the flat, vertical, and overhead position to meet industrial requirements for speed and quality. Fee is required. (5 contact hours)

Prerequisite: WLD-112

WLD-122 Advanced SMAW and Cutting II (3)

Examine advanced techniques in out-of-position shield metal arc welding. Welding of transitional joints is stressed. Fee is required. (5 contact hours)

Prerequisite: WLD-112 Corequisite: Registration or credit in WLD-121

WLD-123 MIG, TIG, & Brazing I (3)

Study soldering, brazing, braze welding, gas metal arc welding of aluminum and carbon steels, gas tungsten arc welding of

aluminum, carbon and stainless steels, and flux cored arc welding of carbon steels. Fee is required. (5 contact hours)

Prerequisite: WLD-112

WLD-124 MIG, TIG, and Brazing II (3)

Concentrates on brazing and braze welding. Practice gas metal arc welding in all positions on aluminum, stainless and mild steels. Includes instruction in gas tungsten arc welding on aluminum, stainless and mild steels in all positions. Theory and practice in gas metal arc welding, flux cored arc welding, gas tungsten arc welding, and oxy-fuel braze welding are covered. Fee is required. (5 contact hours)

Prerequisite: WLD-112 Corequisite: Registration or credit in WLD-123 or consent of instructor

WLD-137 Individual Welding Problems I (2)

The student prepares a written proposal identifying problems to be addressed and submits it to the instructor. Upon approval, the instructor informs the student of a class meeting time. The student must meet with the instructor prior to registering for the class. Preselected problems are available from the instructor. Fee is required. (4 contact hours)

Prerequisite: Consent of instructor

WLD-138 Individual Welding Problems II (2)

The student prepares a written proposal identifying problems to be addressed and submits it to the instructor. Upon approval, the instructor informs the student of a class meeting time. The student must meet with the instructor prior to registering for class. Preselected problems are available from the instructor. Fee is required. (4 contact hours)

Prerequisite: Consent of instructor Corequisite: WLD-137

WLD-140 Basic Pipe Welding I (3)

Welding of six-inch schedule 40 and 80 carbon steel pipe in a fixed position, using the shielded metal arc process to American Society of Mechanical Engineers (ASME) code, is covered. Fee is required. (5 contact hours)

Prerequisite: WLD-122 Corequisite: WLD-141

WLD-141 Basic Pipe Welding II (3)

This continuation of basic pipe welding allows students to perfect skills learned in WLD-140. Emphasis is on American Society of Mechanical Engineers (ASME) code requirements for 6G welding of heavy wall carbon steel pipe with an open single Vee butt joint. Fee is required. (5 contact hours)

Prerequisite: WLD-122 Corequisite: WLD-140 or consent of instructor

WLD-150 Basic Ornamental Welding (2)

This course is an introduction to the basic metal joining techniques. Areas to be covered include shop safety and proper procedures for setting up and using oxy-acetylene torch, electric welders, and metal finishing tools. There will be an explanation of basic metallurgy and the relevance to joining dissimilar metals. Students will learn how to use welding and forging techniques to make metal sculpture, ornamental ironwork, and decorative hand-built metal pieces. Fee is required. (3 contact hours)

WLD-160 Visual Inspection of Welds (2)

The most common non-destructive testing method is visual inspection. The student will visually inspect welds and identify weld size, acceptable weld profiles and surface weld discontinuity. The student will check welds for conformance and non-conformance with codes. (2 contact hours)

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Career Programs	Certificate	Associate in Applied Science (A.A.S)	Credit Hours
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Business			
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Accounting Assistant/Clerk (1328)	■		29
Business Skills (1423)	■		19
Financial Services (1502)	■		19
Cannabis Retail Specialist (1503)	■		13
Culinary Arts Management (1324)		■	65
Human Resources Management (1412)		■	62
Employee Training and Development (1413)	■		30
Marketing and Management (1238)		■	63
Retail Management (1415)	■		25
Restaurant/Hotel Management (1256)		■	60
Beverage Management (1414)	■		19
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Multimedia Designer (1342)	■		30
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Small Database Administrator (1380)	■		6
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Graphics and Desktop Publishing (1312)	■		12
Legal Office Professional (1316)	■		41
Medical Office Professional (1318)	■		36
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**Please refer to the Program Licensure Disclosure statement located in the Instructional Programs section of the catalog. Students should check the specific state professional licensing agency to determine licensing requirements.*